



Instructions for Job Shadowing at TriHealth

To schedule your Job Shadow Experience, you must provide all documentation listed below **before** your application can be reviewed for approval. Please send to job_shadows@trihealth.com. Due to the volume of requests, please send one email with all required items.

In most areas, job shadowing is limited to one (1) day with a maximum of eight (8) hours unless otherwise approved by the individual to be shadowed and the department/unit/practice manager. Some departments will limit the amount of time to 2-4 hours, such as the NICU or Emergency Department.

ITEMS REQUIRED FOR SHADOWING, SUBMIT TO: Job_Shadows@trihealth.com

- 1) Job Shadow Application
- 2) Risk and Release form
- 3) Authorization to Treat Minors (**for those age 15-17 years**)
- 4) Documentation of current flu vaccination, if your experience is between November 1 and April 30
- 5) Copy of Immunization records showing 2 MMR boosters and 2 Varicella boosters **or** results of a titer showing positive antibodies for MMR & Varicella
- 6) Negative TB results (with dates of tests and provider review), options include:
 - a. 2 negative TB skin test (2-step) results within the past 12 months, at least 1 week apart; **or**
 - b. 1 negative blood test within the past 12 months. Blood test options include QuantiFERON®-TB Gold In-Tube test **or** (QFT-GIT)T-SPOT®.TB test (T-Spot)

*Some retail clinics such as Kroger Little Clinic, CVS, or Walgreen's may offer these options
- 7) Online learning certificate of completion for **Annual Mandatory Education (AME)**: Go to <https://bridge.trihealth.com/public/elearning>; select **Non-Employee/TriHealth Contract Employees Orientation** link to complete AME; **print certificate of completion or save the certificate to send via email.** (Note: pop-ups must be allowed for certificate to be issued.)

The job shadow processing team does not arrange your job shadow experience. It is your responsibility to contact the department/nurse/doctor, etc. and secure their authorization prior to submitting an application. Be sure to ask who the unit/department/practice manager is so that you can include that information on the application.

Due to high demand, the approval and confirmation process may take two weeks from the time you submit all job shadow application paperwork.



Job Shadow Day Expectations

1. If you are sick and have a fever, cough, cold, virus or other known infection of any kind, please postpone your experience and reschedule with the department.
2. You will be required to wear a TriHealth approved 3-ply surgical grade mask.
3. Unless directed otherwise by the leader of the department in which you are shadowing, please wear dress pants, nice shirt and closed toe/closed heel shoes with socks or stockings. No cologne, perfume or scented lotions. No dangling jewelry, visible body piercings (except earrings) or tattoos. Tattoos must be covered.
4. Arrive at Security 30 minutes prior to beginning your shadow experience (unless someone in the area where you are shadowing will be escorting you to security). You will check in with Security to receive your temporary badge for the day. If you are not shadowing at a site with a security office, follow their instructions for a temporary badge.
5. Do not bring a cell phone or other personal belongings, such as purses, backpacks, laptops, etc. unless you have made arrangements in advance with the department leader for a safe place to secure such items.
6. If you realize you are going to be late, please contact the department or person you are shadowing. If you are more than 20 minutes late your experience may be cancelled.
7. If at any time the health care professional feels that your clothing or conduct is inappropriate or disrespectful, you will be asked to terminate your experience.
8. Remember, shadowing is for observation only!