

HR-KHN JOB SHADOW Page 1 of 6

PURPOSE:

The purpose of this policy is to provide experiences to those that are looking to observe within the healthcare field to assist in determining their career path or to provide a practical, curriculum related experience for students in various education programs of accredited colleges, universities, and schools. The policy also outlines the process and expectations relating to job shadow experiences.

POLICY:

The coordination of job shadow within Kettering Health Network (KHN) is structured in a manner to ensure appropriate institutional supervision while maintaining flexibility for the individual departments involved. These experiences are temporary, uncompensated and professionally supervised.

Job shadowing individuals may not perform functions which are otherwise performed by employees. Only observation is permitted through the job shadow experience.

OBSERVATION / SHADOWING

An observation experience may vary in length, depending upon the student request and the departmental operations. Job shadow packets may be submitted to Human Resources (HR) at the campus where the individual is wishing to shadow or may be submitted directly to the department manager of the area that the individual wishes to shadow in. If submitted to IIR the HR department will forward to the appropriate Manager or Designee, based on the shadow request.

1. GOVERNANCE

- a. Department Manager or Designee
 - i. Receives completed Job Shadowing Packet/Agreement from observer; manager ensures they can provide a meaningful observation experience within the department
 - ii. Obtains approval from the department's director
 - iii. Confirms appropriate requirements have been completed before observation begins
 - iv. Retain all forms within the department
 - v. Obtains a student badge from the HR department for the observer to wear while within KHN. The student badge is to be returned to HR at the completion of the observation.

Kettering Health Network (KHN) Organization-Wide Policy

KHN adapts this policy for Kettering Medical Center, Sycamore Medical Center, Grandview Hospital and Medical Center/Southview Hospital, Greene Memorial Hospital Inc., Soin Medical Center, Fort Hamilton Hospital, Kettering Physician Network and all Support Service Sites.

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2. ORIENTATION
 - a. Observers will be given a department focused hospital orientation to KHN at the beginning of their experience by the department.
 - b. Observers who will be in contact with patients or may become aware of any patient medical information must be advised of the HIPAA privacy regulations by completing and signing the Job Shadowing Packet/Agreement. These forms are retained by the department authorizing the visit in order to demonstrate the observer was advised in the case of an investigation.
3. HEALTH REQUIREMENTS

Observers must meet the immunization requirements (as listed on the Job Shadowing Agreement) the completed medical certification form to the department manager. See attached Job Shadow Health Requirements Form.
4. REQUESTS
 - a. Any changes or concerns about scheduled assignments will be directed to the department manager.

SPONSORING DEPT:	Human Resources
DEPARTMENTS AFFECTED:	All KHN Departments
DATE OF ORIGIN:	12/16/91
LAST REVIEWED:	7/14/06, 6/08, 5/16/11
LAST REVISED:	7/31/08, 12/14, 4/15
REPLACES:	IP-KHN Non-Employment Related Observation Policy and HR-Student Experience for Specific Facilities
APPROVED BY:	Network Leadership Group (2/24/16) Administrative Finance Council (2/24/16)
EFFECTIVE DATE:	3/24/16