

PUGET SOUND REGION JOB SHADOW FAQ'S

What should I know first, regarding job shadows before applying?

- The job shadow program is for **non-employees of MultiCare only**. **MultiCare employees will follow a different process** (explained below).
- Current MultiCare volunteers, who are **non-employees**, can participate in job shadows as well.
- Job shadow applicants must be at least 16 years old to apply. *Some areas may require job shadow applicants to be 18 years old.
- You **may not shadow a family member**.
- The job shadow program is a unique program designed for those who would like to explore medical careers and observe a chosen medical profession.
- The job shadow program is a **pre-arranged program**. This means, you'll need to **find a MultiCare staff member to agree, to let you shadow them**. After you find a MultiCare staff member, we can process the job shadow application and track your hours in our system.
- The job shadow program is an **observation only program**.
- Job shadow participants are **not allowed to treat or offer advice to patients, access patient records or have access to any patient databases, enter any areas that require badge access without your job shadow mentor (MultiCare staff member you're shadowing); as you must be with your job shadow mentor at all times during the job shadow process**.
- School or credit hours **are not offered**, because this program is an observation only opportunity.
*If you are looking for a job shadow experience, to gain school or credit hours, you'll want to contact the **MultiCare Student Placement department** (mhsstudentplacement@multicare.org) to see if your school may have an agreement with MultiCare, to offer hours or credit you may be seeking.

If I am an employee, how do I participate in a job shadow?

- You would not need to go through our department for job shadows. You'll only need permission from your manager, and the manager of the

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department will be shadowing within. This way, you don't have to go through all of the processes regular job shadow applicant's must go through, (immunization verifications and documents) The process is simpler for employees, since you've already been screened during onboarding.

If I am a former employee who wants to job shadow, will I still need to submit my immunizations?

- You will need to submit your immunizations, as HIPAA laws and procedures will always need to be followed. You will be responsible for retrieving and submitting your immunizations. You will follow the process as all non-employees of MultiCare, since you are no longer an employee.

If this is an observation only experience, why do I need to go through your job shadow department?

- You will be observing within a MultiCare department, with a MultiCare staff member, and your presence will need to be documented for not only liability, and compliance, but security purposes as well.
- Our department must track all job shadow hours, and report them to necessary reporting agencies. Failure to provide daily, weekly, or monthly hours (depending on the duration of your job shadow), **will result in termination from the program.** Therefore, documenting the dates and hours you are on any of our campuses, is a requirement.
- Though there are no credit or school hours offered, after you have successfully completed your job shadow, provided all completed and required compliance documents, the job shadow coordinator may complete a letter of documentation to you, certifying your job shadow experience.

How do I apply for a job shadow?

- If you are a **current MultiCare Volunteer**, you will **not need to fill out the application.** You will need to let the Job Shadow Coordinator know whom

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you are shadowing. A mentor agreement will be sent to the mentor; and will need to be returned to the Job Shadow Coordinator prior to the job shadow start date.

- We suggest **starting the job shadow application process at least 30 days prior to your job shadow start date**. This allows time to gather all required immunizations and required documents to submit.
- You can email the job shadow coordinator, **Kiyiana Lyles** (kiyiana.lyles@multicare.org). **A job shadow application will be emailed to you.**
- Please ensure you **have all of the required immunizations and tests ready to submit, in one email**, during the **application process timeframe**. Incomplete or late applications **will not be accepted, and will be rejected without a response**, and you must wait **60 days to reapply**.

What immunizations are required to job shadow?

- MMR (2 vaccines)
- Varicella (VZV immunization or physician verification of immunity)
- Tdap (Not Dtap)
- Flu (During Flu season only)
- TB negative result. **1 QuantiFeron Gold Blood Test. Must be current (within 12 months of application date).**

* MultiCare does not pay for these immunizations. You will need to get them from your own provider.

What is the process for job shadowing once I've applied?

- The job shadow **process will generally take up to 10 business days**, to approve your job shadow, if **all required documents are turned in, in a timely manner**.

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- Once you've applied, by filling out the application sent to you via email, and submitting all required immunizations, the job shadow coordinator will then send your mentor (MultiCare staff member sponsoring your job shadow), a mentor agreement.
- Once the mentor agreement is received by the job shadow coordinator, you will receive an email, to schedule a time to pick up your job shadow badge. This means, your job shadow is now approved, and receiving your badge is the last step. Approval can only come from the job shadow coordinator, within the Volunteer Services department.
- Your job shadow badge will need to be picked up from the job shadow coordinator before your job shadow begins.

How many job shadow hours am I allowed to complete?

- The amount of job shadow hours you complete, are up to you and your mentor. You'll want to discuss with your mentor, what the availability will be, for your job shadow, while you are applying for the job shadow. Once the hours and dates are agreed upon with your mentor, please provide this information **immediately to the Job Shadow Coordinator**.
- **For Mentors:** If the date entered on the mentor agreement will change, a **new mentor agreement will need to be submitted**.

***Please keep in mind, job shadows are dependent also, upon staff availability and management approval, after all required documents are turned in.**

- **You want to make sure to turn in your completed job shadow hours, to the job shadow coordinator. If you are going to have a long-term job shadow, you'll turn in your hours before the end of the month, in which you are shadowing in.**

***Failure to submit completed job shadow hours will be marked as incomplete and will make you ineligible for any future job shadows.**

Which departments can I shadow in?

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- **There are many departments that offer job shadows such as those listed below, but not limited to;**
- **Orthopedics**
- **Ear, Nose Throat – (E.N.T.)**
- **Emergency Department**
- **Radiology/CT**
- **Pediatrics**
- **Medical Administration services**
- **Pharmacy**
- **Sonography**
- **Neurosurgery**
- **Therapy Services – PT, OT, Speech**
- **Echocardiography**
- **Nursing**
- **Doctor and Physician Assistant (PA roles)**

*Keep in mind, some departments reserve their job shadows only for students who need the experience for a school program.

What should I wear to my job shadow experience?

- You'll want to follow MultiCare's dress code policy, of business casual attire, including closed toe shoes. Jeans will not be allowed.
- If hospital scrubs are required for your shadow observation, they will be provided. As recommended, please consult with your mentor regarding preparations for you job shadow.
- Always wear your job shadow badge while you are at your job shadow site.

If I've finished my job shadow and want to come back again, is that possible?

- You can return for job shadowing, as long as, you've successfully completed the final step in your previous job shadow which is, **turning in your job**

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shadow completion hours to the job shadow coordinator
(kiyiana.lyles@multicare.org) on time.

What do I need to do, to return for another job shadow?

- You'll need to email the job shadow coordinator, detailing who your job shadow mentor will be, and the date(s) projected for your job shadow.
- The job shadow coordinator will make sure your immunizations are still valid (within 12 months).
- After verifying your immunization status and receiving information regarding your mentor, the job shadow coordinator will send your mentor, a mentor agreement.
- Once the mentor agreement is received by the job shadow coordinator, you will receive an email to schedule pick up for your job shadow badge, to begin your new job shadow.

For additional questions, please contact Puget Sound Region Job Shadows

Kiyiana Lyles | Job Shadow Coordinator (253) 403-1017

kiyiana.lyles@multicare.org