

PUGET SOUND REGION JOB SHADOW FAQ'S

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

- 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 an **observation only** program.
- The job shadow program is for non-employees, employees, and volunteers.
- Job shadow applicants must be at least 16 years old to apply. *Some departments may require job shadow applicants to be 18 years old.
- You may not shadow a family member.
- 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.
- 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 always be with your job shadow mentor 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 department will be shadowing within. This way, you don't have to go through all of the processes regular job shadow applicants must go through (immunization verifications and documents). The process is simpler for employees, since you've already been screened during onboarding.

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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.

How do I apply for a job shadow?

You will need to let the Job Shadow Coordinator know who you are shadowing. An application will be sent to you and once received, a mentor agreement will be sent to the mentor; and will need to be returned to the Job Shadow Coordinator at least 2 weeks prior to the job shadow start date.

- You can email the job shadow coordinator, Harleen Kaur (Harleen.Kaur2@multicare.org). A job shadow application will be emailed to you.
- 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.
- The job shadow will generally take up to **2-3 weeks** to process. To approve your job shadow, all required documents and orientation must be completed.
- 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.

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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). (Only type accepted)

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

How many job shadow hours am I allowed to complete?

- We offer up to 12-hours of job shadowing per applicant. Due to the high volume of requests, we receive, we are unable to accommodate more than 12 hours.
- For Mentors: If the date entered on the mentor agreement will change, a new mentor agreement will need to be submitted.
- You want to make sure to turn in your completed job shadow hours, to the job shadow coordinator. 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?

- 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

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- 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.

**For additional questions, please contact
Puget Sound Region-Job Shadows
Harleen Kaur, Job Shadow Coordinator
Harleen.Kaur2@multicare.org**

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