

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 our **active volunteers** who would like to explore medical careers and observe a chosen medical profession.
- **Job Shadow applications are only available to active MultiCare Volunteers.**
 - The volunteer must complete 60-hours of volunteer service prior to requesting a Job Shadow.
 - Job Shadows must be pre-arranged by the volunteer.
- Active volunteers who have identified a staff member willing to mentor their job shadow can email our job shadow coordinator, [Harleen Kaur](#) to begin the process.
- Volunteer Services helps process but does not coordinate or schedule pre-arranged job shadows for active volunteers.
- **Volunteers may not shadow a family member.**
- **Job shadows are observation only and limited to 12-hours. No clinical or hands on patient interaction.**
- Volunteers 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.

What if I am not a MultiCare Volunteer, how can I apply to job shadow?

We do not offer exploratory job shadows; our program is for active volunteers only. However, here are other options to explore to gain experience:

- Volunteer at MultiCare Facility, [click here](#) for more information.
- We encourage you to apply to our Summer M.A.S.H Camp program, available to 14–19-year-olds. For more information [click here](#).

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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.

How do I apply for a job shadow?

Since you are an active volunteer, you do not need to apply. You will need to let the Job Shadow Coordinator know who you are shadowing. 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).
- We suggest starting the job shadow application process at least **30-days** prior to your job shadow start date.
- The job shadow will generally take up to **2-3 weeks** to process.

How many job shadow hours am I allowed to complete?

- Job Shadows are limited to a max of 12-hours per occurrence.
- 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

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- 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 are not allowed to wear your volunteer Polo and badge to the shadow. You will receive a temporary job shadow badge once approved.
- 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**