Student Shadow Expectations

1. The student shall arrive promptly.

2. The student shall dress appropriately and professionally. In most instances, business casual is appropriate (such as khakis, a collared shirt, and closed-toe shoes). In some clinical areas, scrubs may be more appropriate. This can be clarified by a Human Resources representative.

3. The student must wear a student badge at all times.

4. All patients have the right to refuse having a student observing. The staff member is responsible for asking the patient if it is okay that a student observes.

5. The student shall not interact with patient.

6. The student shall hold all questions for the staff member until after the patient interaction.

7. If the student is ill, the student may not shadow. The student should contact Human Resources to see if rescheduling is a possibility.

8. The student will complete and return all required forms to Human Resources prior to beginning, including but not limited to the confidentiality statement, release and waiver, flu vaccination status report (if shadowing between October 1 – March 31), and this form.

By signing this document, I agree to abide by these expectations throughout my entire student experience at UP Health System – Portage.

Name: _____________________________________ Date: _____________________________

Signature: __________________________________________________

Please understand that UP Health System – Portage has a large volume of student requests, and therefore the staffs’ time is very valuable. It is imperative that you maintain your originally scheduled experience unless you become ill and therefore unable to attend. If you are unable to make your scheduled time commitment, it may not be possible to reschedule. We appreciate your interest in the healthcare field and hope that we are able to provide a quality experience for you.