



Observer Guidelines for Job Shadows / Observational Visitation

1. When applicable, a school counselor, teacher or Providence employee who is familiar with the observer's academic background must refer observer to Providence.
2. When applicable, observer must meet with the Community Partnerships Coordinator to discuss learning objectives/purpose of experience prior to commencing the learning experience. During this meeting the observer will be provided general information on the program, opportunities and expectations.
3. When applicable, observer must provide a written statement of learning objectives/purpose of experience prior to scheduled date of learning experience.
4. Observer must provide written statement releasing liability for Providence Health & Services Alaska. If under 18 years of age, a signed consent from parent/legal guardian prior to scheduled experience stating release of liability for Providence Health & Services Alaska and permitting the learning experience is required.
5. Observer must review and sign confidentiality agreement prior to the learning experience.
6. Observer must review and sign acknowledgement of HIPAA (Health Insurance Portability and Accountability Act) information prior to the learning experience.
7. Observer must meet all immunization requirements and provide documentation of immunization prior to the learning experience.
8. If the learning experience is to be longer than 5 days, the observer must attend an orientation prior to the learning experience.
9. While observer is participating in the learning experience, it is expected that the observer:
 - a. maintain appropriate behavior while in the facility
 - b. wear visitor identification badge in a visible location on clothing
 - c. follow **facility appearance standards (i.e. Please be well-groomed and wear conservative clothing that is neat and clean, and close-toed shoes; PLEASE DO NOT WEAR jeans, ripped or torn clothing, sandals, visible tattoos, artificial fingernails and body piercings other than earrings)**
 - d. respect patient's right to privacy
 - e. adhere to Providence's mission and core values
10. Since this experience is intended to be strictly observational only, observers are not permitted to touch patients/residents, handle patient/resident care equipment and supplies as it relates to their care, or discuss patient/resident conditions with patients/residents and their family members. Questions pertaining to patient/resident care are to be directed to the employee(s) the observer is designated to job shadow.

Observer's Printed Name / Signature

Date

NOTE: For complete and additional information, refer to policy PAMC/MS 955.020, Student Career Day/Observational Visitation for Students policy.