

## Relevant Elements of SMH Shadowing Policy

- Prior to the observational experience the sponsoring individual is required to get department approval from their department director or designee, and is responsible for determining that all necessary requirements have been met and for identifying an appropriate physician or staff member who will be responsible for overseeing the individual. The required documentation includes:
  - Proof of identity (picture identification)
  - A written description of the scope of the observational experience
  - Individual's association (i.e., employer, agency, or school).
  - Signed letter of agreement for short term observational experiences (see attachment A). Note that for minors, both the minor and a parent or guardian must sign the agreement.
  - Required Checklist - attachment B is to be completed and signed by the sponsor. The checklist includes the following:
    - Observer Letter of Agreement is signed by observer and parent when observer is a minor.
    - COVID-19 proof of vaccination (e.g., vaccination card, Excelsior Pass) is required to participate in shadowing experiences. The vaccination series must be completed at a minimum of 2 weeks prior to the start of the shadowing experience.
    - Flu vaccination is recommended from 10/1 – 4/1. If Flu restrictions are in place observers who do not have their flu vaccination will not be allowed to shadow.
    - The sponsor will ask the observer if they are free from health impairments that may pose potential risks to patients or hospital personnel or their ability to participate in the observation. This question will be asked by the sponsor prior to each observational experience to validate that the observer is free from illness and eligible to participate in the observation.
    - Any negative response on the checklist would make the individual not eligible to shadow with the exception of the annual flu vaccination when the date of the observation is outside of the 10/1-4/1 window.
    - After review and approval by the sponsoring department, the completed documentation must be maintained within the department for one full calendar year after the departure of the observer.
- At all times during the observational experience, the person must wear a Hospital-issued identification badge (see attachment D).
- In general, an observational experience will be no more than 8 hours and will not exceed a total of 40 hours in 5 visits. Exceptions may be approved by the sponsoring department's director or designee. Observational experiences may take place any day of the week between the hours of 6am and 10pm.

- At all times during the observational experience, the person must be accompanied by a Hospital employee or medical staff member who will be responsible for their oversight.
- While the individuals covered by this policy are not permitted to participate in clinical care, they may have the opportunity to observe or interact with patients, or have access to confidential patient information. Prior to any such observation, interaction or access, or any other release of confidential patient information to the participant, the patient or authorized representative must consent to the participant's presence.