



Job Shadowing Program Frequently Asked Questions

ABOUT JOB SHADOWING

What is Job Shadowing?

Job Shadowing is an observational experience that provides an opportunity for participants to learn about careers in healthcare including the day-to-day roles and responsibilities, the skills required, and the educational and career pathways of healthcare employees.

What will I get out of my Job Shadowing experience?

Job Shadowing participants will have an opportunity to observe and interact with healthcare professionals as they go about their daily activities. Students will foster an awareness of the skills required for a specific career and experience the culture of healthcare at Reading Hospital.

What is a preceptor?

Your preceptor will be an experienced healthcare professional with a background in your area of interest. They will be the Hospital team member who you will observe throughout your experience. They will provide you with an overview of their department, role and responsibilities, educational background, etc. You will have the opportunity to observe them interacting with patients, as well as clinical and non-clinical staff. They will also be able to answer questions you may have about a career in healthcare.

What type of “hands-on” learning will be involved?

Hands on, direct patient care is not permitted as part of the Job Shadowing Program. Your experience will include observation opportunities only.

ELIGIBILITY

How old do I have to be to participate?

Reading Hospital’s Job Shadowing Program is open to all high school and college students, regardless of age. Applications for students under 18 years old at the time of their shadowing experience will require a parent or guardian signature. The student must be living in the United States.

I am an International Medical Graduate (IMG) student. Can I participate in the Job Shadowing Program?

International Medical Graduates are not eligible to participate in the Job Shadowing Program.

APPLICATION PROCESS

What documents do I need to submit with my application?

Below is a list of all documents required for a complete application. Please review this list and ensure you have completed and compiled all documents before submitting.

- ✓ Job Shadowing Application
- ✓ Signed Observer Acknowledgement: Non-Professional Observer Form
- ✓ Signed Statement of Confidentiality & Consent Form
- ✓ Proof of COVID vaccination
- ✓ Proof of influenza vaccination (for experiences scheduled between October 1-May 31)

All application documents should be submitted as attachments in one email to CommunityWellness@towerhealth.org. Application documents sent via cloud-based platforms (e.g., Google Docs) and incomplete applications will not be accepted.

Is the COVID vaccination required to participate in the Job Shadowing Program?

Yes. All students participating in Pathways programs are required to provide proof that they are fully vaccinated against COVID.

“Fully vaccinated” is defined as two weeks after receiving:

- The second dose of an initial series bivalent vaccine (Pfizer or Moderna), OR
- One dose of the initial Johnson & Johnson vaccine, OR
- One dose of the COVID Fall 2022-2023 vaccine, OR
- One dose of the COVID 2023-2024 vaccine

Students who are not able to produce proof or have not been vaccinated will not be permitted to participate at this time.

Is the flu vaccine required to participate in the Job Shadowing Program?

Proof of flu vaccination is required during flu season - October 1 through May 31.

How far in advance do I need to submit my Job Shadowing Application?

The Job Shadowing Application should be submitted at least 4 weeks prior to the desired date of the experience to allow enough time for application review and approval and coordination of the experience.

What happens after I have submitted the Job Shadowing Application?

When an application is received, it is reviewed by the Community Wellness Department. A member of the Community Wellness team will follow up via email for any points of clarification or to obtain any missing information, as well as to let you know your application is approved.

A member of the Community Wellness team will work with internal staff members to identify and assign a preceptor and finalize the date(s) and time(s) of your experience. Once these details are sorted out, you will receive an email confirming the specifics of your experience

including date(s) and time(s), the department and preceptor where the experience will take place, dress code, where to park, and other pertinent details.

After your experience, you will be emailed a post-survey.

If I apply for a Job Shadowing experience, does that guarantee my application will be accepted?

Requests are approved on a first come, first served basis, and based on the availability of preceptors. Participation is at the discretion of departments and their staff members. Unfortunately, due to the volume of applications, we cannot guarantee that your application will be approved as submitted. However, we will make every effort to provide you with an experience.

If my application is accepted, will I get to shadow in the department of my choice?

While we do ask for an applicant's area of interest, we cannot guarantee that an experience will take place in the area requested. Placements are determined by the area of interest, as well as department and preceptor availability. We will make every effort to provide you with an experience that aligns as closely as possible to your desired area of interest.

GENERAL QUESTIONS

What should I wear to my Job Shadowing experience?

Clean, business casual clothing is considered acceptable attire. This would include the following:

- A polo shirt, button down, blouse, sweater, or other dress shirt
- Khakis or slacks
- Comfortable, closed-toe shoes *Note: You may be on your feet for the entirety of your Job Shadowing experience.*

Can I talk to people - family, friends, teachers, etc. - about the things I saw during my Job Shadowing experience?

No! The Health Insurance Portability and Accountability Act (HIPAA) is a federal privacy law that requires a patient's medical information be kept confidential. The regulations apply to every staff member of the hospital as well as interns, volunteers, and Job Shadowing students.

While it may be tempting to tell someone else about what you saw during your Job Shadowing experience, you cannot share or talk about a patient's personal information with anyone. There are no exceptions. Even if you think you may be helping by sharing information with someone else, you are not able to disclose any information as it is the patient's right to have their personal and medical information confidential.

There are consequences for violations of a patient's privacy ranging from monetary fines to jail time. If you have questions about what is and what is not appropriate to share and talk about, please ask a Reading Hospital employee.

Can my Job Shadowing experience count towards academic credit?

No. Reading Hospital's Job Shadowing Program is strictly extracurricular, and the time spent observing cannot count towards academic credits or degree attainment requirements.

Will I be paid for my time spent participating in the Job Shadowing Program?

No. Job Shadowing experiences are unpaid observation only opportunities.

What should I do if I become sick the day my Job Shadowing experience is scheduled?

Please contact the Community Wellness Department as soon as possible and stay home. We will make every effort to reschedule your experience at a time when you are feeling better. Students who arrive for their Job Shadowing experience and are visibly ill will not be allowed to participate and will be sent home immediately.

Where should I park when I arrive for my Job Shadowing experience?

Parking may vary based on the site of your Job Shadowing experience. Details regarding parking will be provided in your confirmation email.

Who should I contact if I have additional questions?

Please email CommunityWellness@towerhealth.org with additional questions regarding the Job Shadowing Program.