

Robert Morris University
School of Engineering, Math, and Science
Internship and Job Shadowing Policy

Job Shadowing Policy

Robert Morris University defines a job shadowing experience as the observation of a professional (in any field) in his/her professional role. It is understood that a job shadowing experience will not involve physical patient contact in a healthcare environment, operation of any equipment or machinery in a lab or shop environment, or participation in the professional role in any manner which could potentially cause harm to the student or another person.

As a job shadowing student remember that you are representing RMU in both an academic and professional sense. Be prepared for the job shadowing experience and ask questions to gain as much from the experience as you can.

Code of Conduct for RMU Students Participating in Job Shadowing

When job shadowing, I will:

1. Arrive promptly.
2. Introduce myself immediately and inform the supervisor that this is strictly an observational experience only.
3. Dress appropriately and professionally for the setting.
4. Accurately represent my position and role.
5. Appreciate the limits of my role as an observer.
6. Behave in an appropriate, professional, courteous manner at all times.
7. When shadowing in a healthcare environment;
 - a. Respects patients' rights to refuse to have students present.
 - b. Treat all patients and staff with respect and dignity, regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
 - c. Maintain strict confidentiality and privacy about patient information.
 - d. Ensure patient safety by remaining at home if I am ill.
 - e. Never initiate or accept patients' invitations to engage in social or social media relationships.
 - f. Refrain from performing any patient care activities.
 - g. Refrain from touching or handling any blood or bodily fluids.
8. When shadowing in a laboratory or shop environment
 - a. Follow all safety guidelines. These may include the use of personal protective equipment such as safety glasses, safety goggles, hearing protection, hard-hats, etc.
 - b. Do not operate any instruments or machinery.
 - c. Obey all safety signage and instructions.
 - d. Refrain from touching or handling any blood or bodily fluids.
9. Understand that I release RMU from liability for incidents occurring at the shadowing location.

Internship Policy

Robert Morris University defines an internship as a professional development experience. An internship may be paid or unpaid. An internship may be for academic credit or not for academic credit. External internships that are not for academic credit are not under the purview of RMU and these policies may not apply. An internship may involve physical patient contact in a healthcare environment, operation of equipment or machinery in a lab or shop environment, or hands-on participation in the professional role. As an intern remember that you are representing RMU in both an academic and professional sense. Be prepared for the internship experience and ask questions to gain as much from the experience as you can.

Responsibilities of RMU Students Participating in an Internship

When completing an internship for a grade at RMU, I will:

1. Complete all paperwork appropriate to the internship.
2. Communicate the internship details to your internship advisor (@RMU) within the first week of the semester.
3. Inform your internship supervisor/director that he/she will be responsible for completing an end-of-internship evaluation.
4. Complete weekly updates via email or printed report to your internship advisor.
5. Prepare the internship report.
6. Provide your internship director/supervisor with the exit evaluation.
7. Inform you internship advisor of any concerns or problems.

Behavior and Safety for RMU Students Participating in Internships

During Internships, I will:

1. Understand and follow all safety instructions given to you by your internship director/supervisor.
2. Dress appropriately and professionally for the setting.
3. Utilize all personal protective equipment which I am directed to wear.
4. Ask for all personal protective equipment or safety instructions in situations which I feel uncomfortable about my personal safety
5. Appreciate the limits of my role as an intern.
6. Behave in an appropriate, professional, courteous manner at all times.
7. Understand that I release RMU from liability for incidents occurring at the internship location.

Health Incident Policy

Any health incident, defined as any actual or potential injury or health risk that occurs to a student during a shadowing activity or internship, must be reported immediately. Both Agency and RMU protocol must be followed.

Procedure

1. Notify the job shadowing/internship professional, supervisor, director, or administrator that an incident has occurred and complete the documentation required by the facility.
2. Notify the RMU faculty member and complete the RMU Health Incident Report Form within 24 hours, including a clear statement of the incident that occurred, who was involved, action that was taken, and any plan for follow-up. The description should be factual in nature and free of interpretation and impressions.
3. For incidents involving blood/body fluids, the student should report immediately to Employee Health site or the Emergency Department of the agency. The student should follow the agency's policies and procedures, in line with the agency's respective exposure control plan.
4. When treatment is not accessible in the clinical agency, the student should contact RMU Student Health Services or should go to the nearest emergency department.
5. In the event of an incident involving a student, any follow-up care is the responsibility of the student through their primary health care provider, and is at the student's expense.

For more information about occupational exposure, please visit the Centers for Disease Control and Prevention at <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>

Signature: _____

Date: _____