

Robert Morris University
School of Nursing and Health Sciences
Job Shadowing Policy

Robert Morris University, School of Nursing and Health Sciences define a job shadowing experience as the observation of a medical professional in his/her professional role with no physical patient contact other than airborne exposure.

There are three main ways to secure a job shadow.

1. Apply online if there is an online portal.
2. Contact volunteer services if applicable.
3. Reach out to managers and set up a job shadow directly.

As a job shadowing student:

- Be sure to eat a well-balanced breakfast or lunch on the day of your shadowing experience.
- Bring a small notebook and pen with you – *Confidentiality must be maintained – no cameras, cell phones, voice recorders, video recorders.*
- You may not perform functions which are otherwise performed by employees or registered volunteers, or engage in patient care in any way. You may only observe.

Code of Conduct for RMU Students Participating in Job Shadowing:

When job shadowing a healthcare provider, I will:

1. Arrive promptly.
2. Introduce myself immediately and inform the healthcare provider that this is strictly an observational experience only.
3. Dress appropriately and professionally for the hospital setting.

Clothing

- Clothing must be clean, odor free and well pressed
- Clothing must reflect a professional appearance
 - Males (shirt, tie, khaki pants)
 - Females (shirt, long pants, knee length skirt or dress)

Shoes

- Shoes must be clean and polished
- All shoes must have an enclosed heel and toe, with low heels only
- No tennis shoes are permitted

Lab Coats (Nuclear Medicine Technology ONLY)

- Clothing must be clean, odor free and well pressed
- Students must always wear lab coats while at the clinical site
- White lab coats, scrub-type with banding at wrists or mid-thigh style with collar
- Lab coats should be buttoned or snapped while at the clinic site

4. Accurately represent my position and role.
5. Appreciate the limits of my role as an observer.
6. Respects patients' rights to refuse to have students present.
7. Treat all patients and staff with respect and dignity, regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
8. Maintain strict confidentiality and privacy about patient information.
9. Ensure patient safety by remaining at home if I am ill.
10. Behave in an appropriate, professional, courteous manner at all times.
11. Not initiate or accept patients' invitations to engage in social or social media relationships.
12. Refrain from performing any patient care activities.
13. Refrain from touching or handling any blood or bodily fluids.

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

Procedure

1. Notify the clinical facility supervisor or administrator on call 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 at <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>

Signature: _____

Date: _____