

Welcome to CHI Saint Joseph Health! Enclosed is an information packet containing information about our Standards of Conduct, HIPAA Privacy Education, and Confidentiality Agreement. All job shadowing / observation participants must review and complete the documents in this packet. Use the checklist below to ensure that you have completed the required documents. Additionally, please make sure that your signature is on each sheet (if applicable) and is legible.

Please note that a completed copy of the required documents must be provided to the department's Job Shadow Coordinator.

MINIMUM REQUIREMENTS FOR PARTICIPANTS

Age. All individuals requesting or participating in educational opportunities involving any patient contact must be at least sixteen (16) years of age. For those individuals under eighteen (18) years of age, a parent or guardian must also sign the required documents in the Job Shadowing/Observation packet.

Identified Educational Programs. Job shadowing/observation at CHI Saint Joseph Health is open to individuals who are participants in approved educational programs.

Length of Shadowing/Observation. The total shadowing/observation experience must be a minimum of two (2) hours and no more than forty (40) hours within a one (1) month period.

CHECKLIST FOR COMPLETION

- Complete Request for Job Shadowing/Observation Form.
- Review Standards of Conduct for Job Shadowing/Observation.
- Review HIPAA Privacy Education for Job Shadowing/Observation.
- Sign Job Shadowing/Observation Confidentiality Agreement. (Must include parent or guardian signature if under eighteen (18) years of age).
- Submit documentation of current year Influenza Vaccination or approved Medical or Religious exemption.
- Submit documentation of COVID-19 Vaccination or approved Medical or Religious exemption.
- Sign Job Shadowing/Observation Acknowledgement.
- Obtain Job Shadowing/Observation Identification Badge.
- Attend New Employee Orientation (NEO) or NEO Recorded Version.