

## Youngstown Market Job Shadowing Program Guidelines

Driven by Core Values, Mercy Health Youngstown remains passionate in its commitment to the Value of Human Dignity. Recognizing that people may need to explore careers at different stages in their lives due to changing situations, the Job Shadowing program keeps us focused on the value of each person and what assistance they need to find direction in their life's work.

### ***Why do we permit job shadowing?***

The Job Shadowing program helps people obtain a firsthand look at what the daily demands and expectations of a specific job are, and it is intended to be a one-time shadowing experience, not to exceed 16 hours.

Each person who job shadows at a Mercy Health Youngstown (MHY) facility potentially gives us a chance to:

- Establish a positive connection to the communities in which we operate;
- Help people focus the career goals of the people we serve, and;
- Ideally, establish a connection with a potential employee.

MHY remains committed to providing this opportunity; however, the volume of requests mandates this protocol, which defines who is eligible for the Job Shadowing Program.

### ***Who is eligible for this program?***

- **High school students** as part of a career exploration All high school students are to provide a letter of recommendation from a guidance counselor or teacher requiring this experience.
- **High school or college students** applying to a program, which requires a shadowing experience.
- **College students** considering a switch to a health care profession major.
- **Adults who are considering a change of career due to desire or necessity.** It's recommended these adults be currently working with an external agency that is helping them in career exploration or be **employees of MHY**. Adults working with an agency are asked to provide a letter of recommendation from their respective agency.
- **Other** requests will be considered on a case by case basis.

### ***What must be done to job shadow?***

- Department Manager must approve request.
- All paperwork must be filled out prior to and returned via scan and/or email no later than one week before shadowing.

### ***Document descriptions -***

- ✓ Job Shadowing Application to be completed by person requesting a shadowing experience. (MANDATORY)
- ✓ Acceptable Behavior & Attire sheet details the standards MHY requires of all who job shadow. (Informational)
- ✓ Shadowing/Confidentiality Agreement **must** be signed. If under the age of 18 years, a parent or guardian must also sign. (MANDATORY). Will be kept for at least one year from date of shadowing.
- ✓ Influenza Vaccine Letter requires signature verifying flu shot was received. (MANDATORY during Flu Season, October 1 – March 31)
- ✓ Shadowing Program Student Evaluation will be provided for the student to complete after shadowing. (Optional)
- ✓ Shadowing Program Attendance Record can be provided if the student needs a record of attendance. (Optional)

### ***What happens the day of shadowing?***

- The day of shadowing the participant reports directly to the facility/unit they are assigned.
- If the unit has a log book, the participant will sign in and out.
- Before leaving the unit, the participant will fill out a Student Evaluation form to be given to Manager for feedback, if needed.
- The Attendance Record can be completed to verify attendance, if needed.

There is **NO** Shadowing in following areas:

Maternity, labor & delivery, any emergency facility, pediatric rooms/units or areas, any intensive care areas, any urgent care facility, any area where invasive procedures occur.

***There is NO shadowing of Physicians in the Hospital.*** Shadowing MH Physicians in their practices is only done on a limited case by case basis and must be approved through the MH Physicians department.

These are intended to be guidelines for the job shadowing process that have been established with input from HR Leadership and Clinical Education. There is currently no Job Shadowing Policy in place. If you have questions concerning a specific situation, please contact the Corporate Responsibility Department for direction.