Job shadows and observations can be a great way to learn more about the day-to-day experiences of different healthcare professionals. These opportunities are “hands-off,” observation-only experiences that must be prearranged with a sponsor.

Generally, job shadows are limited to 16 hours or less, but these limitations vary by site. Individuals must be at least 18, unless enrolled in a course requiring a job shadow experience. Departments, clinics or providers may elect to have additional restrictions on whom they permit to observe, particularly in highly sensitive or critical care areas.

Job Shadow/Observation opportunities are only available between Memorial Day and Labor Day.

For additional help with questions, contact JRMC Human Resources at (701) 952-4813.

**For those interested in participating in a job shadow/observation, please follow these steps:**

1. **Find a Sponsor**

The individual interested in job shadowing/observing (“observer”) needs to identify a provider/associate (“sponsor”) that agrees to allow them to observe them for a preapproved number of hours.

1. **Complete an Application (see pg. 2)**

The observer must complete an application and provide the appropriate documentation to show they meet the health requirements. Applicant will be notified of approval within 10 business days.

1. **Submit Application to Sponsor**

After completing their portion of the application, they should submit it to JRMC Human Resources.

Email hr-e-mail@jrmcnd.com

Fax (701) 952-3170

1. **Complete the Job Shadow/Observation**

After the application has been completed and accepted, the observer can work with their sponsor to schedule their observation and discuss any other related details.

Application

Be sure to fill out the form completely and accurately. Job shadows are observation only, absolutely no patient care may be provided. Job shadows are limited to 16 hours and participants must be over the age of 18.

This application and all required health documentation must be reviewed and approved by the unit/site manager prior to the job shadow occurring.

Observer Information

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |       | Phone: |       |
| Address: |       | Email: |       |
| City/State/Zip: |       |  |  |

|  |
| --- |
| Are you a current JRMC Associate or Volunteer?  |
| [ ]  NO | [ ]  YES |  |
|  | If yes, list current job/volunteer position: |       |
|  | If yes, include current job/volunteer supervisor: |       |

|  |  |
| --- | --- |
| Current School (if enrolled): |        |
| Program/Subject of Study: |        |

Emergency Contact

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |       | Phone: |       |
| Relationship: |       |   |  |

Sponsor

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |       | Phone: |       |
| Role/Position: |       | Email: |       |

Observation Request

|  |  |  |  |
| --- | --- | --- | --- |
| Location: |       | Hours: |       |
| Dates: |       |   |  |

**Essay- Please attach a one-page essay explaining:**

* What area of healthcare are you pursuing and why?
* How will this job shadow help you be successful in your endeavors?
* Why are you choosing to do a job shadow at Jamestown Regional Medical Center?