

# SHADOW REQUEST PROCESS

## for non-team members



### ECU Health Shadow Requests

**REMINDER** – Job Shadowing is an **observation only shadow experience – no hands-on**. You should dress in casual dress (no jeans, t-shirts, etc.), preferably khaki-style pants and collar-style shirt. Shadow participants should not wear scrubs so that patients and visitors do not mistake them for an ECU Health team member who can perform or assist with patient care while on-site. NOTE – some units may issue sterile scrubs to be worn once on-site.

**The shadow participant shall not be allowed in any suspected or confirmed COVID positive patient room/unit.**

**NOTE - Credentialed providers** such as MD, PA, NP and other APP's at ECU Health Medical Center are managed under the Medical Staff Support Policy and Procedure. For information call **252-847-4534**.

### Process

1. Complete **Shadow Experience Agreement**. All signature fields **must** be complete including witness signatures and contact information. A witness is anyone who is with you when you are completing the form, so they can “witness” your signature. Incomplete applications are not accepted.
2. Complete the **Immunization Checklist** in full. **Attach** a copy of your Immunization Record as proof of immunizations, including a current season flu vaccination and COVID vaccination record. (ECU Health staff will not transfer the immunization information from the Immunization records to the Checklist form. Incomplete forms will not be accepted).
3. As an ECU Health Non-Team Member you are required to complete **education modules**. Please click on **ECU Health Non-Employee Education Website**. Once the new window is displayed, select “*Volunteers and other Non-Employees*”.

Complete the following modules:

- HIPAA & Compliance
- Infection Control-Safe Practices
- Infection Control-Bloodborne Pathogens
- Safety Culture

Make sure when prompted, you enter both your first and last name. **Print Certificate of Completion for each module**. The website does not retain any student information after the module is printed. If the certificate will not print, you can screen shot and copy/paste to submit or take a photo.

**Required paperwork** to be cleared for job shadowing is:

- Completed Shadow Agreement
- Completed Immunization Checklist and verification of all records (copy of immunization records) that have been documented and signed.
- Printed copy of all completed non-employee education modules

**All shadow requests are subject to review, approval and departmental availability. Incomplete applications will not be processed.**