

Shadow Request Process for Non-Team Members



ECU Health Shadow Requests

REMINDER – Job Shadowing is an **observation only shadow experience – no hands-on activities to be performed**. Dress code is business casual attire (no jeans, no leggings, no t-shirts, etc.), participants **MUST** wear closed-toe/closed-heel shoes. 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. 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 – Requests to shadow [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. Call **252-847-4534** for specific information, policy and forms to shadow with providers. The Shadow Policy and Process below does not apply to credentialed providers.

Process to complete Shadow Forms

1. Read **Shadow Policy**.
2. Complete **Shadow Experience Agreement**. All signature fields **must** be complete. Incomplete applications are not accepted.
3. Complete the **Immunization Checklist** in full. **Attach** a copy of your Immunization Record as proof of immunizations, including a current season flu vaccination during active flu season. Incomplete forms will not be accepted.
4. 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 5 modules:

- 2026 HIPAA
- 2026 Infection Prevention
- 2026 Safety Culture
- 2026 Workplace Safety
- 2026 Managing Escalating Behaviors

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 print, copy/paste, or take a photo to submit.

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.
- Certificate of completion for designated non-employee education modules

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