

	Job Shadow & Take Our Kids to Work Day	Corporate Policy & Procedures Manual
		Number: II-53
Approved by: Chief Human Resources Officer Policy Lead: Executive Assistant, Office of the Chief Human Resources Officer		Date Approved August 12, 2019
		Date Effective August 19, 2019
		Next Review (3 years from Effective Date) August 2022

Purpose This document defines parameters and processes for individuals who wish to observe health care providers, or positions, within Covenant Health for the purpose of gaining an understanding of specific careers in the industry, and to further enhance knowledge related to certain aspects of a particular career/job within the health system.

Policy Statement Individuals who wish to observe a staff member/position at a Covenant Health facility requires prior approval from management within the requested area. Requests for job shadowing must be received by the site Job Shadow Coordinator a minimum of two weeks in advance. Job shadowing is restricted to an observational role and observers are only permitted to participate within the parameters outlined in Appendix A. Observers shall be directly supervised at all times.

Applicability This policy applies to:

- job shadows – which may occur at any time throughout each year, and
- the Take Our Kids to Work Day program – which occurs on a single, pre-determined day in November of each year.

This policy and procedure applies to all Covenant Health facilities, staff, physicians, volunteers, students and any other persons acting on behalf of Covenant Health.

***Note:** This policy/procedure does not include student placements for clinical practice experience required through post-secondary institutions. These placements are defined through formalized contracts with Covenant Health and processed through the Student Placement Team (e.g. student nurses).

Responsibility Each site lead (Senior Operating Officer or Site Administrator) will ensure that each site has a designated staff member(s) to act as Job Shadow Coordinator.

Job Shadow Coordinators are responsible for fulfilling the requirements of their role as outlined in Appendix D.

Managers shall ensure that application information is provided within the required timeframes to the designated site Job Shadow Coordinator.

Managers of the area/department where the job shadow takes place are responsible to review requests and approve/deny as appropriate. Job shadow placements will be subject to operational resources and constraints of the area at the time of the request.

Job Shadow Mentors are responsible to ensure that they supervise the observer during the course of the Job Shadow, and are in close physical proximity in order to intervene and/or prevent the observer from being harmed and from potentially carrying out any unsafe actions.

Talent Acquisition & Recognition is responsible to train and orient assigned Job Shadow Coordinators concerning the intent, content, and framework of the Job Shadow policy and provide advice concerning the application of this policy.

Principles

Job shadowing should not compromise the safety or security of any person. In the course of a job shadow, the expressed wishes of the patient/resident will be considered to ensure privacy and dignity at all times. It is strongly recommended that patients/residents be given opportunity to accept or refuse the Job Shadow **in advance** of the observation. Likewise, staff, volunteers and visitors should also be given sufficient advance notice and the opportunity to express their objections in a safe context. Any person (patient/resident, visitor, staff, etc.) who expresses discomfort at the presence of an observer may request that they be removed from the area.

A job shadow is:

- a one day / one time observational experience.

A job shadow is not:

- a guarantee of employment;
- a guarantee of admittance to an educational facility or training program;
- to be misconstrued as a means to gain work experience;
- meant to provide the public with access to our facilities, without a specific purpose that aligns with our mission/vision/values.

Procedure

1. Requests for Job Shadowing can be initiated through the site Job Shadow Coordinator, or program/department manager, utilizing the attached supporting documents:
 - Appendix A - Job Shadow – Parameters
 - Appendix B - Job Shadow – Application
 - Appendix C - Job Shadow – Observer Responsibilities & Confidentiality
 - Appendix D - Job Shadow – Responsibilities of Coordinators & Mentors
2. The Applicant (Observer):
 - (a) Completes Parts 1 & 2 of the Application Form (Appendix B),
 - (b) Reviews Observer Responsibilities & Confidentiality (Appendix C),
 - (c) Returns the Application Form, along with their immunization record, to the site Job Shadow Coordinator.
3. The Job Shadow Coordinator:
 - (a) Reviews Parts 1 & 2 of Application Form for completeness,
 - (b) Verifies the immunization record (per Part 1 of Application),
 - (c) Reviews completed Confidentiality Agreement and witnesses as necessary,
 - (d) Forwards Application to Manager for decision regarding requested job shadow.

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4. The Manager:
 - (a) Reviews the request and completes Part 3 of the Application Form with their decision and returns the Application to the Coordinator,
 - (b) (If approved) Assigns a Job Shadow Mentor and orientates the Mentor concerning their role.

5. The Coordinator contacts the Applicant regarding the decision and confirms details as appropriate (e.g. date, time, location).

Definitions

Job Shadow One-time (1 day) observational experience, including those through the Take Our Kids to Work Day program.

Mentor An employee who directly supervises the Observer.

Observer An individual or Applicant who requests the job shadow experience, and is directly supervised by an assigned Mentor.

Coordinator A designated individual responsible for organizing job shadows at a particular site(s).

Consent Verbal agreement obtained from patient/resident, or family member, as applicable.

Related Documents

Appendix A - Job Shadow – Parameters
 Appendix B - Job Shadow – Application
 Appendix C - Job Shadow – Observer Responsibilities & Confidentiality
 Appendix D - Job Shadow – Responsibilities of Coordinators & Mentors

References

Student Clinical Placements Policy - <https://www.compassionnet.ca/Policy/ii-115.pdf>