**Process for Shadowing**

Definition of Shadowing: An individual, expressing an interest in healthcare, *observes* the workflow and responsibilities of a co-worker or department to develop a career path.

1. Individual contacts Cara Smith in Administration to request Shadowing Packet
2. in person at the medical building- 851 E. 5th Street- Suite 222
3. by phone (636-239-8350)
4. e-mail [cara.smith@mercy.net](mailto:cara.smith@mercy.net)
5. fax 636-239-8078
6. Cara will provide or send shadowing packet to perspective candidate with detailed instructions to complete quiz, demographics page and agreements. Shadowing candidates are also required to have documentation of a negative TB skin test (PPD) as well as a Flu vaccination administered within the past 12 months (only required October 1 thru April 30)
7. 100% is required on quiz as it pertains to the safety of the hospital, clinics, our co-workers and patients. Answers can be found throughout the packet.
8. If all quiz questions are NOT answered correctly, the candidate will be given the packet back and asked to make corrections.
9. Once all required documentation has been received, the candidate’s information (name, contact information and area of interest) will be forwarded to the manager of the department of interest. If the paperwork indicates that the candidate wishes to shadow a particular co-worker, that information will be provided. Every effort will be made to honor the request however, scheduling and coordinating shadowing days/times is dependent on patient load, and the ability to provide a beneficial shadowing experience to the individual. The manager or shadowing coordinator will contact the candidate to schedule shadowing days and times and will provide instructions for the day.
10. Once the shadowing experience has been completed, the manager or designated co-worker from the department will send Cara the details (dates and hours) that the individual shadowed in the department to report for community benefit.

NOTE: This process takes time! A candidate should expect 7-10 days to process the information and receive a call from the department to schedule their shadowing. They cannot assume to shadow the same day they turn in the packet.