

MANDATORY SHADOWING ORIENTATION:

EVERYONE shadowing at a VUMC location or at the VA Hospital this fall is required to attend a Fall 2023 Shadowing Orientation session. (Even if you attended one previously.)

EVERYONE is REQUIRED to attend 1 of these. (No more will be offered prior to the shadowing paperwork deadline.)

- Thurs, Aug 31 - 5:30-6:30 PM - Stevenson 4309
- Tues, Sept 5 – 6:00-7:00 PM - Stevenson 4309
- Wed, Sept 6 – 7:00 – 8:00 **AM (Morning)** - Stevenson 4309
- Wed, Sept 13 – 5:30-6:30 PM – Stevenson 4309
- Wed, Sept 20 – 6:00-7:00 PM - Stevenson 4309

REGISTER IN HANDSHAKE EVENTS. You must arrive on time, and you may not leave early.

SHADOWING OPTIONS:

There are two ways a student can shadow at VUMC.

- 1) You may independently find a physician to shadow by contacting them directly to seek shadowing opportunities. After you have found a physician mentor, their contact information must be included in your shadowing record, and we will notify them once your paperwork has been approved. (Do **NOT** contact the Neurosurgery Dept or Emergency Medicine Department for shadowing opportunities.)

***** INDEPENDENTLY FINDING A PHYSICIAN IS RECOMMENDED SINCE:**

- You can secure your own spot
 - You get to choose the physician/specialty
 - You can get started quicker (just as soon as your paperwork is approved by the HPAO)
- 2) You may APPLY to be matched with a physician through the Vanderbilt Pre-Medical Society (VPS)
 - You MAY NOT apply to the VPS Shadowing Program if you have already shadowed at VUMC for 16 hours or more (either independently or through a previous VPS match)
 - You MAY NOT apply to the VPS Shadowing Program if you have already been matched through VPS with a physician any 2 previous semesters
 - You MAY NOT apply to the VPS Shadowing Program if you are also independently finding a physician to shadow
 - You are NOT guaranteed a match. Priority is given to upperclassmen with little previous VUMC shadowing experience
 - You are randomly matched (based on your availability and the physician's availability) and you may NOT switch physicians

APPROVAL REQUIREMENTS:

- 1) **EVERYONE** Must have Attended 1 Fall 2023 Shadowing Orientation (Dates Above)
- 2) **EVERYONE** Must have a Fall 2023 Flu Vaccination (dated 7/1/2023 or more recently) unless you have official documentation of flu shot exemption granted by the VU Student Access Services office
- 3) **EVERYONE** Must have Created an HPAO Fall 2023 Shadowing Record, Uploaded the Requirements, and Been Approved by the HPAO ([LINK BELOW](#))
- 4) **IF** applying to the VPS Shadowing Program, you **MUST also SUBMIT A VPS APPLICATION** ([LINK BELOW](#))
- 5) **EVERYONE** Must shadow a different physician each semester
- 6) **EVERYONE** Must shadow in a different specialty each semester (and only 1 physician in the specialty)

- 7) Students may independently shadow up to 2 physicians (in different specialties) each semester (although we recommend only 1 for a more immersive experience)
 - 8) Students may **NOT** shadow in Emergency Medicine
 - 9) Students may **NOT** independently shadow in the Neurosurgery Department
 - 10) **ONLY JUNIORS AND SENIORS** are permitted to shadow surgeons in the **OPERATING ROOMS** (and additional training and paperwork is REQUIRED)
 - 11) If shadowing at the VA Hospital, additional paperwork is REQUIRED and can be found on the HPAO Shadowing webpage.
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REQUIREMENT LINKS

VISIT THE HPAO SHADOWING WEBPAGE TO ACCESS THESE 7 REQUIREMENTS:

<https://www.vanderbilt.edu/hpao/opportunities/shadowing.php>

Required Paperwork

- 1) Vaccination/Immunization Verification (Health Screening Form completed by Healthcare Provider)
- 2) VUMC Background Check (Sterling only. Not Castle Branch or other)
- 3) Health Insurance Card – Photo of Front AND Back
- 4) Safety Quiz - Certificate
- 5) Confidentiality Agreement - Signed
- 6) Shadowing Conduct and Attire Quiz - Certificate
- 7) HPAO FALL 2023 Shadowing Agreement – Initialed and Signed

EXCEPTIONS:

If you shadowed on campus during Spring 2023 or Summer 2023 and either met the minimum requirements or provided appropriate documentation and received an approved exception, you only need the Fall 2023 Shadowing Agreement, Conduct and Attire Quiz Certificate, AND proof of a Fall 2023 Flu vaccine (dated 7/1/23 or more recently). You must create an HPAO Fall 2023 Shadowing Record and answer ALL questions in ALL surveys, but depending on how you answer the questions, the system will bypass any unnecessary requirements.

(IT IS TO YOUR BENEFIT TO SHADOW EVERY SEMESTER)

If you have already completed a Sterling background check through the link on the HPAO website within the last 12 months, you may not need a new background check.

If you are currently working in one of the labs that requires an official Research Appointment Letter (signed by Julie Hudson) and you have been provided with a copy of that letter, you may not need a new background check or vaccination/immunization form since you have already been credentialed by VUMC Medical Center Relations.

If you are a current VUMC paid employee, you may not need a new background check or vaccination/immunization form if you provide proof of current employment and verification you have COMPLETED the onboarding steps of receiving a clear background check and providing proof of vaccination requirements. **YOU STILL WILL NEED PROOF OF A FALL 2023 FLU VACCINE.**

EVERYONE MUST COMPLETE THIS:

HPAO Fall 2023 Shadowing Record link: <https://redcap.vanderbilt.edu/surveys/?s=LP4FATF4HMEKTPHR>

THIS MUST ALSO BE COMPLETED IF APPLYING TO BE MATCHED BY VPS:

VPS Shadowing Application link: <https://redcap.vanderbilt.edu/surveys/?s=ERW397MHKCENCPRL>

COMMITMENT REQUIREMENTS:

- 1) Shadows are REQUIRED to shadow a minimum of either 4 times OR 8 hours during the fall semester (or REQUEST an exemption AND provide documentation/proof of repeated attempts to schedule shadowing)
- 2) ALL shadows must return their Shadowing Badge to the HPAO by Dec. 7th. (No extensions will be granted, so please do not ask)
- 3) The Physician Signature Log must be signed by the physician **EACH SHADOWING SESSION** and then uploaded to your HPAO Fall 2023 Shadowing Record by Dec. 7th.
- 4) The Activities Tracking Form must be completed and uploaded to your HPAO Fall 2023 Shadowing Record by Dec. 7th.
- 5) A copy of a WELL THOUGHT OUT Thank You note must be sent to your physician AND a copy must be uploaded to your HPAO Fall 2023 Shadowing Record by Dec. 7th.

FAILURE TO ABIDE BY THESE WILL RESULT IN A LOSS OF FUTURE SHADOWING PRIVILEGES!

DATES & FIRM DEADLINES:

Sun, Sept 24 at Midnight – HPAO Fall 2023 Shadowing Record DEADLINE (Everything **BUT** Flu Shot)

***** FIRM DEADLINE – REDCap Portal DISABLED After Deadline *****

Sun, Sept 24 at Midnight – VPS Shadowing Application due (*IF Applying*)

***** FIRM DEADLINE – REDCap Portal DISABLED After Deadline *****

Wed, Sept 27 at Midnight – FLU SHOT PROOF DEADLINE

***** FIRM DEADLINE – REDCap Portal DISABLED After Deadline *****

FLULAPALOOZA - Wed, Sept 27 6:00 am – 6:00 pm

DO NOT LEAVE FLULAPALOOZA WITHOUT A PAPER CERTIFICATE.

You must UPLOAD that into your Shadowing Record by midnight.

VPS SHADOWING PROGRAM – Match Announcements

Tues, Oct 3 at Noon

VPS MATCH – BADGE PICKUP

(NO WALK-INS - BY APPOINTMENT ONLY – Signup Sheet emailed with Match Info)

Tues, Oct 3 – 1:00-5:00

Wed, Oct 4 – 8:30 – 12:30 and 1:30-5:30

Thurs, Oct 5 - 8:30 – 12:30 and 1:30-5:30

Fri, Oct 6 - 8:30 – 11:30 and 12:30-5:00

Fri, Oct 6 at 5:00 pm - DEADLINE TO PICKUP BADGE

If Badge is NOT picked up by Deadline, Student Forfeits Match and Physician Spot is Given to Student on Waitlist!!!

Friday, Oct. 6 at 5:00 pm - ALL Matched Students must contact Physician Mentor

Matched students must **BEGIN** shadowing **BEFORE Fall Break**