There are two ways for a VU undergrad to shadow at VUMC. You may 1) independently find a physician to shadow, or 2) participate in the AED Shadowing Program. Either way, ALL HPAO paperwork requirements are the same. **EVERYONE MUST PROVIDE ALL NEW PAPERWORK EACH ACADEMIC YEAR.**

The AED Shadowing Registration is tentatively scheduled for late-September (Seniors and Juniors) and early-October (Sophomores and freshman). You will be **REQUIRED** to attend a **MANDATORY** Shadowing Orientation Session in mid-September. More details will be sent via the ListServ once dates are finalized.

**WE ARE DOING THINGS DIFFERENTLY THIS FALL,** so please read these instructions carefully, and **BEGIN THE PAPERWORK immediately.**

1) **ELECTRONIC PAPERWORK**  
   **ALL FALL 2018 SHADOWING PAPERWORK** must be sent as 1 combined PDF attachment and emailed to Tisha.l.christie@vanderbilt.edu by **September 20, 2018.** (Partial/incomplete paperwork will be rejected.) The attachment should be named - **LASTNAME.FIRSTNAME – FALL 2018 SHADOWING PAPERWORK.** Again, the **DEADLINE IS SEPTEMBER 20!**

2) **FLU VACCINE**  
   All vaccine/immunization information on the Health Screening Form MUST BE COMPLETE with the exception of the Influenza Vaccine. Since Flulapalooza is scheduled for Sept. 26, 2018, you may **ATTACH PROOF of the Fall 2018 vaccine to the Health Screening Form.** (THIS IS THE ONLY ATTACHMENT WE WILL ACCEPT.) *** YOU WILL NOT BE APPROVED TO SHADOW UNTIL PROOF OF THE FLU VACCINE IS PROVIDED. *** **If you are getting your shot at Flulapalooza, YOU MUST GO TO A SPECIAL TABLE at Flulapalooza immediately after receiving the shot to GET PROOF!!** (It may not appear on your medical records for several days due to the volume of people getting the vaccine on that day.) A STICKER ON YOUR SHIRT IS NOT PROOF!!!

3) **TB SKIN TESTS – TWO!**  
   You must have the **RESULTS of two separate TB Skin Tests,** and there are restrictions. One must be dated within 3 months, and the other must be dated within 12 months. **CHECK THE DATES of your TB Skin Tests!!!** If you currently do not meet those requirements, it may take 2 weeks to complete the requirements, SO GET STARTED NOW! (If the TB Skin Test is positive, you will need either 1) an IGRA Blood Test dated within 3 months, or 2) a clear chest x-ray dated within 6 months.)

4) **BACKGROUND CHECK**  
   Everyone must have a VUMC background check within the past year. It may be ordered through our website. In most cases, you do not received a notification from the vendor once your background check is complete, so do not expect one. Once I receive your paperwork, I will access your background check information. If you work or volunteer at VUMC and had a background check done through a VUMC department, we will accept a copy of the background check clearance notification that HR emailed to you. Please include that email in your PDF packet. (No other background checks will be accepted.)

These are the 7 shadowing approval requirements which can be found on our website –  
[https://www.vanderbilt.edu/hpao/opportunities/shadowing.php](https://www.vanderbilt.edu/hpao/opportunities/shadowing.php)

1) Background Check  
2) Shadowing Agreement  
3) Health Screening Form (including updated TB Tests and Flu Vaccination)  
4) Shadowing Information Form (Bottom section completed at registration)  
5) Photocopy/Picture of Insurance Card (front and back)  
6) Observational Experience Orientation & Safety Quiz Certificate (Score of 100)  
7) Confidentiality Agreement