

HPAO SHADOWING AGREEMENT

Fall 2022

I, _____, **UNDERSTAND AND AGREE** to the following:
(Printed Name)

*(INITIAL BESIDE EACH ITEM CONFIRMING THAT YOU **READ AND UNDERSTAND** THE REQUIREMENT)*

_____ I am **REQUIRED** to Return my **SHADOWING BADGE** to the HPAO (**NOT**
(Initial) Card Services!) by **4:00 pm on Thurs., December 8, 2022.** (Badges are retained by the HPAO, then re-issued upon future approval.)

_____ I am **REQUIRED** to notify the HPAO immediately if I am no longer shadowing. I
(Initial) understand that there could be penalties for being approved to shadow, yet not completing the process. I also understand that I am still required to upload an incomplete Physician Signature Log and Activities Tracking Form, in addition to a paragraph explaining while the minimum requirements were not met.

_____ I am **REQUIRED** to wear/display my “Observational Student” shadowing badge
(Initial) every time I shadow AND to dress professionally and conservatively.

_____ I am **REQUIRED** to shadow a MINIMUM of 4 times OR 8 hours during the
(Initial) semester.

_____ I am **REQUIRED** to have the Physician Signature Log (provided by the HPAO
(Initial) once approved to shadow) **SIGNED** by the physician at the conclusion of each shadowing session. (Students may not sign on the physician’s behalf.) I must also upload the Physician Signature Log (including signatures) to my REDCap Shadowing Record by **4:00 pm on Thurs., December 8, 2022.** **I must keep a copy of the log for my records.**

_____ I am **REQUIRED** to complete the Activities Tracking Form (found in the
(Initial) REDCAP Shadowing Record) and **save a copy for my records.** I must also upload the completed Activities Tracking Form to my REDCap Shadowing Record by **4:00 pm on Thurs., December 8, 2022.**

_____ I am **REQUIRED** to email or hand-deliver a note of appreciation to my physician
(Initial) mentor expressing my gratitude for the opportunity, and I will upload a copy of the “Thank you” note to my REDCap Shadowing Record by **4:00 pm on Thurs., December 8, 2022.**

_____ Failure to abide by this agreement could result in being **PROHIBITED** from any
(Initial) future shadowing at Vanderbilt and/or a **HOLD** being placed on my student records.

(Signature)

(Date)