

HPAO SHADOWING AGREEMENT

Spring 2020

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 Monday, April 20, 2020**. (Badges are retained by the HPAO, then re-issued upon future approval.)

_____ If I receive a Badge Authorization Form to take to Card Services (instead of the
(Initial) actual badge), but I decide not to shadow and never take the form to Card Services, I must return the Badge Authorization Form to the HPAO by **4:00 pm on Monday, April 20, 2020**. I understand that there will also be penalties for being approved to shadow, yet not completing the process.

_____ I am **REQUIRED** to notify the HPAO immediately if I am no longer shadowing. I
(Initial) understand that there will also 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.

_____ 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 Monday, April 20, 2020**. I must keep a copy of the log for my records.

_____ I am **REQUIRED** to complete the Activities Tracking Form (provided by the
(Initial) HPAO once approved to shadow) 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 Monday, April 20, 2020**.

_____ 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)