

Spring 2023 Shadowing

Key Dates and Important Information

Mandatory Shadowing Orientation session options (For those who did not attend during Fall '22).

Wed, Jan 18 – 6:00 - Stevenson 4309

Thurs, Jan 19 – 7:00 - Stevenson 4309

Mon, Jan 23 – 7:00 - Stevenson 4309

HPAO/VUMC Shadowing Requirements Deadline – Mon, Feb 6 - 4:00 pm CST*

*HPAO/VUMC Shadowing Requirements for students independently finding physicians to shadow (NOT students applying through the VPS Program) may be submitted for **CONSIDERATION** after Feb. 6th, but those shadows might **NOT** be approved to shadow a physician if that physician already has an approved shadow for spring (even if the physician initially agreed). **IT IS IMPORTANT TO SUBMIT ALL PAPERWORK PRIOR TO FEB 6!**

VPS Match Program Application Deadline – Mon, Feb 6 - 4:00 pm CST

VPS Match Program – Matches Announced - Mon, Feb 13

End of Term – Badges and Requirements Due - Tues, Apr 25 - 4:00 pm CST

(NO extensions will be granted, so please do not ask to shadow beyond April 25th during the Spring term. PLAN ACCORDINGLY!)

NO HPAO/VUMC Shadowing paperwork will be reviewed/approved AFTER Mon, Mar 20 – 4:00 pm CST

Submitting Shadowing Records/Requirements:

There are two ways for VU undergrads to shadow at VUMC.

- 1) Students may independently seek shadowing opportunities by contacting physicians directly
OR
- 2) Students may APPLY to be matched to a physician through the Vanderbilt Pre-medical Society (VPS) Match Program, but a match is not guaranteed.*

If applying through the VPS Match Program, you may NOT request a specific specialty or department. Matches are based on class (with priority given to seniors, then juniors), number of previous hours shadowed at VUMC, and student availability as compared to the availability of each physician on the list. (If you are not available when the physicians are available, you cannot be matched.)

EITHER WAY, EVERY SHADOW MUST SUBMIT AN HPAO/VUMC SPRING 2023 SHADOWING RECORD through the REDCap link on the HPAO website.

The Spring 2023 Shadowing Record portal for HPAO/VUMC requirements will be available on the HPAO website on **Wednesday, January 11, 2023**.

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

ALL the below sections/surveys/instruments on the HPAO/VUMC Spring 2023 Shadowing Record must be completed by **EVERY** spring '23 shadow, but each individual student's requirements may vary depending on their previous shadowing experience and responses to the questions.)

*If a student is participating in the VPS Match Program, the student is **ALSO REQUIRED** to submit a VPS Application through REDCap **WHICH IS SEPARATE** from the HPAO/VUMC requirements submitted through a different REDCap link.

HPAO/VUMC Spring 2023 Shadowing Record sections/surveys/instruments:

Instrument name
Fall 2022 Shadowing - Student Information
Physician Mentor Information
Vaccination / Immunization Information
Background Check Information
Proof of Health Insurance
Safety Quiz Certificate
Confidentiality Agreement
HPAO Shadowing Agreement
COMPLETE THIS to Notify HPAO of Fall 2022 Shadowing Paperwork Completion

Clarification:

Just to clarify, If a student plans to apply to be matched to a physician through the VPS Match Program, the student must submit 1) the HPAO/VUMC Spring 2023 Shadowing Record, and 2) the Spring 2023 VPS Match Program application (both of which have a separate REDCap link and will be available on Jan. 11th.) If the student is independently finding a physician to shadow, only an HPAO/VUMC Spring 2023 Shadowing Record is needed.

ALL Spring 2023 shadows must have attended either a Fall 2022 Shadowing Orientation session or a Spring 2023 Shadowing Orientation Session. (Rosters will be verified since this is a mandatory requirement.)

Key Date:

The HPAO/VUMC Spring 2023 Shadowing Record (Requirements) Deadline is Mon, Feb 6 - 4:00 pm CST. Additional KEY DATES and deadlines, including the Spring 2023 Shadowing Orientation sessions and VPS Match Program dates, will be announced in a separate ListServ Announcement this week.

End of Term Requirements:

- Shadowed a minimum of either 4 times or 8 hours
- Uploaded a completed Physician Signature Log with physician signatures
- Uploaded an Activities Tracking Form including a reflection paragraph
- Uploaded a copy of the Thank You Note sent to the physician
- Returned the Shadowing Badge back to the HPAO

Approved to Shadow Fall 2022 and MET End of Term Requirements:

If a student was approved by the HPAO to shadow during Fall 2022 **AND** completed all the end of term requirements (or received an approved exemption), the student is considered an “Active Shadow in Good Standing”, and a new Health Screening Form will NOT be required. All sections/surveys/instruments on the HPAO/VUMC Spring 2023 Shadowing Record must be completed, but requirements are much less for “Active Shadows in Good Standing” and the only items that will need to be uploaded into the Spring 2023 Shadowing Record are copies of the 2023 Health Insurance Card and the Spring 2023 Shadowing Agreement (which will be available 1/11/23).

Approved to Shadow Fall 2022 and DID NOT MEET End of Term Requirements:

If a student was approved by the HPAO to shadow during Fall 2022 but did **NOT** meet the end of term requirements (or receive an approved exemption), that student is basically starting from scratch and will need to upload all new documents, including a new Health Screening Form (and will probably need a new TB

test). If the Sterling background check was done within the past year, a new background check will **NOT** be necessary.

NOT Approved to Shadow Fall 2022:

If a student did not create a Fall 2022 HPAO/VUMC, the student must complete the below requirements which will be available on the HPAO website on 1/11/23:

- Health Screening Form (Proof of vaccinations/immunizations)
- Background Check Clearance
- Proof of Health Insurance
- Orientation & Safety Quiz
- VUMC Privacy & Confidentiality Agreement
- SPRING 2023 Shadowing Agreement

TIME SENSITIVE REQUIREMENT:

If you are not yet an “Active Shadow in Good Standing”, you will be required to upload a new Health Screening Form (which is attached to this email and also found on the HPAO website). It can be completed by any healthcare provider who has access to your medical records. (Many students take it to the VU Student Health Center.) Each section of the form must be INITIALED and COMPLETED by the healthcare provider, and that same person must SIGN AND DATE the bottom of the form plus provide a phone number and address. It is **YOUR RESPONSIBILITY** to ensure that the form is accurate and complete. You must also verify that the date limitations for the Tuberculosis Section and Flu Vaccine Section are met. (There is NO FLEXIBILITY with these requirements.)

***** The Tuberculosis Section can take 2+ weeks to be completed. PLEASE GET STARTED ON THIS IMMEDIATELY.**

STUDENT HEALTH CENTER:

If you are taking the Health Screening Form to the STUDENT HEALTH CENTER for completion, keep this in mind:

- Their priority is healing sick patients, NOT filling out shadowing paperwork!
- A lack of planning on your part does not constitute an emergency on theirs!
PLAN AHEAD – Begin the paperwork now!
- Show them the respect and curtesy they have earned. Any rude, demanding, self-entitled, or questionable behavior will be reported to the HPAO and shadowing privileges will be revoked!

If you have the Health Screening Form completed at the Student Health Center, here are some helpful tips from the SHC:

- No appointment is needed at the Student Health Center for having your Health Screening Form Completed. When you arrive, ask for a “Nurse Visit” to have your Shadowing form completed.

***** AVOID these times: 11:30am-1:00pm and 3:30-4:00pm.** (They are high volume times and you will have an extended wait time.)

- If you need the full 2 step Tuberculosis testing, that takes close to 2 weeks to complete (since you have one TB skin test placed and then interpreted 2-3 days later (step 1); then 7 days from the placement of the first one, you have a second TB skin test placed and have it interpreted 2-3 days later (step 2))
- If you had a TB skin test and/or flu shot done at an outside facility, you will need to bring documentation (proof) of that when coming to the Student Health Center if you want it included in your records and on the Health Screening Form completed by the SHC.
- It is common to need the Tdap vaccine, so be prepared for that.

Shadowing Restrictions:

In order to make the time with a specific physician more meaningful and beneficial, students can only shadow 1-2 physicians each semester. (Most students will shadow only 1 physician each semester.)

Some VUMC departments have requested limitations designed to give the physicians the opportunity to mentor as many different shadows as possible. Because of this request, the HPAO has implemented the following policies:

Students must shadow a unique physician EACH semester and cannot shadow the same physician for multiple semesters.

Students must shadow in a unique department EACH semester and cannot shadow more than 1 physician in a specific department.

Freshmen and Sophomores will NOT be approved to shadow a surgeon since those students are not permitted to shadow in the Operating Room (OR). Only juniors and senior will be approved to shadow surgeons, and there are ADDITIONAL REQUIREMENTS necessary for shadowing in an OR. (See the HPAO website for more details.)

Shadowing at the VA Hospital is now possible, but there is an additional requirement. (See the HPAO website for more details.)

Based on high demand, the Neurosurgery Department will not be accepting independent shadows. They have been inundated with requests and will now only offer shadowing spots through the VPS Match Program.