

MANDATORY SHADOWING ORIENTATION:

EVERYONE shadowing at a VUMC location or at the VA Hospital this spring is required to attend a Mandatory Shadowing Orientation session. If you attended a Fall '23 session (and your name is on the roster), you do NOT need to attend a Spring '24 session.

Spring 2024 Shadowing Orientation options:

Tues, Jan 16 – 7:00-8:00 PM - Stevenson 4309

Wed, Jan 24 – 7:00-8:00 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. (Shadowing is **NOT** permitted in the Adult Hospital Emergency Medicine Department.)

***** 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 either a Fall 2023 or a Spring 2024 Shadowing Orientation
- 2) **EVERYONE** Must have Created an HPAO Spring 2024 Shadowing Record, Uploaded the Requirements, and Been Approved by the HPAO ([LINK BELOW](#))
- 3) **IF** applying to the VPS Shadowing Program, you **MUST also SUBMIT A VPS APPLICATION** ([LINK BELOW](#))
- 4) **EVERYONE** Must shadow a different physician each semester
- 5) **EVERYONE** Must shadow in a different specialty each semester (and only 1 physician in the specialty)
- 6) Students may independently shadow up to 2 physicians (in different specialties) each semester (although we recommend only 1 for a more immersive experience)
- 7) Students may **NOT** shadow in Emergency Medicine

- 8) **ONLY JUNIORS AND SENIORS** are permitted to shadow surgeons in the **OPERATING ROOMS** (and additional training and paperwork is REQUIRED)
- 9) If shadowing at the VA Hospital, additional paperwork is REQUIRED and can be found on the HPAO Shadowing webpage.

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 Spring 2024 Shadowing Agreement – Initialed and Signed

EXCEPTIONS:

If you ACTIVELY shadowed on campus during Fall 2023 and either met the minimum requirements or provided appropriate documentation and received an approved exception, the only document you will need to upload is the Spring 2024 Shadowing Agreement. You must still create an HPAO Spring 2024 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. **YOU STILL WILL NEED PROOF OF A FALL 2023 FLU VACCINE.**

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.**

If you are a current VUMC Volunteer (Approved through VUMC Volunteer Services), you may not need a new background check or vaccination/immunization form. Please request for Lauren Rains to contact Volunteer Services, and she will provide you with documentation to upload. **YOU STILL WILL NEED PROOF OF A FALL 2023 FLU VACCINE.**

EVERYONE MUST COMPLETE THIS:

HPAO Spring 2024 Shadowing Record link: <https://redcap.vanderbilt.edu/surveys/?s=MK3EXCKA3KN8LEJM>

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

VPS Shadowing Application link: <https://redcap.vanderbilt.edu/surveys/?s=HM8YH8L8PPPNW7TX>

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 April 22, 2024. (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 April 22, 2024.
- 4) The Activities Tracking Form must be completed and uploaded to your HPAO Fall 2023 Shadowing Record by April 22, 2024.
- 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 April 22, 2024.

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

DATES & FIRM DEADLINES: (Also found on the HPAO website homepage – right side)

MANDATORY ORIENTATION - (If didn't attend Fall 2023 Session)

Tues, Jan 16 - 7:00 PM - **Shadowing Orientation** - Stevenson 4309

Wed, Jan 24 - 7:00 PM - **Shadowing Orientation** - Stevenson 4309

Fri, Feb 2 - DEADLINE - HPAO Spring '24 Shadowing Record for **INDEPENDENT SHADOWS** ([LINK](#))

(Independent Shadow Records submitted after Feb 2 will **NOT** be approved if the physician has already been paired with a student shadow (either independently or through VPS match))

Tues, Feb 6 DEADLINE - HPAO Spring '24 Shadowing Record for **VPS PROGRAM SHADOWS** ([LINK](#))

Tues, Feb 6 DEADLINE - VPS Shadowing Application if applying for **VPS PROGRAM SHADOWS** ([Application LINK](#))

(*** Must submit both of the above if applying to be matched with a physician through VPS***)

Tues, Feb 13 - VPS Program - Matches Announced

Fri, Feb 16 - 5:00 pm DEADLINE - VPS Matched Shadows must Pick Up BADGE from HPAO

Mon, Apr 22 - 4:00 pm DEADLINE - End of Term Requirements DUE