

POLICY

PRESBYTERIAN SENIORCARE NETWORK:

Title: Human Resources-Job Shadowing_Career Observation

Business Line: Business Line Corporate Support Services, Human Resources

Owner: Tanya Ulrich Date Created: 02/09/2018 Last Date Reviewed: 02/09/2018

Next Review Date: 01/31/2019

Relates to Policy:

Relates to Procedure:

Key Words: shadow experience, observation, career exploration, job shadowing, career observation

I. PURPOSE:

To provide a shadow experience to those wishing to gain exposure in a career at Presbyterian SeniorCare Network while ensuring organization and resident safety as well as compliance of all participants.

II. POLICY:

All individuals who desire to gain exposure to a career at Presbyterian SeniorCare Network by shadowing are required to process their shadow request through the campus's Human Resources Department.

Policy Definitions: A shadower/observer is an individual who will shadow/observe a current employee of Presbyterian SeniorCare Network. The individual will not provide any hands on care or perform any work related to the role being observed.

Guidelines:

The observation opportunity will occur for a recommended daily minimum of four hours to a recommended maximum of eight hours in a calendar year for high school students (16 years of age or older), college students or candidates seeking employment. Interested candidates will contact the campus's Human Resources (HR) Department to initiate the request. The Human Resources designee will serve as the liaison between the shadower/observer and the area of interest. The HR Department will direct the person requesting the experience to complete the required documentation and submit it to the HR Department. The documentation must be completed and submitted to the HR Department one week prior to the requested observation date. The date of the observation is subject to change based on operations and ability of the department to provide the experience.

The required documentation includes:

- Job shadow conditions of participation
- Observation/Shadow Information Sheet
- Initialed Necessary Knowledge document
- Proof of TB test within the past 12 months

Once the documentation is received, the HR Department will review and verify that the documentation is complete. If complete, the HR Department will send an email to the shadower/observer candidate and the manager noting that the process may proceed. The HR Department will contact the manager of the shadow/observer candidate's area of interest. If an observation opportunity is available, the HR Department will send an email which contains the contact information for both the shadower/observer candidate and the manager. The email will direct the interested shadower/observer candidate to contact the manager to arrange details of the experience.

If the received documentation is incomplete, the HR Department will send an email to the candidate noting that the documentation is incomplete and therefore, the process cannot proceed. The candidate may choose to resubmit the required documentation.

Once the hosting manager receives the email from the HR Department noting that the process may proceed, the manager is responsible for coordinating the shadow/observer's schedule, the shadow/observer's arrival and selecting a staff member who will facilitate the shadow/observer experience. The manager will email the date and time of the observation to the HR Department.

Once the HR Department receives the date, she/he will provide a temporary badge for the manager to give to the shadow/observer upon arrival to the department. The badge shall include: Name of the Shadower/Observer, Area/Department being observed, Date of Observation, Time of Observation (ie, 7am-330pm), and Authorized by (which will be the manager's name). All shadower/observers must wear the identification badge during the shadow/observation period.

No one shall make changes to the badge. The badge is valid only the date noted on the badge. If the date of the shadow experience changes, the manager must notify the HR Department in order for a new badge to be made. The staff member facilitating the shadow experience must collect and destroy the temporary badge at the end of the observation period.

If the shadow/observer candidate presents with symptoms such as a sore throat, runny nose, cough, muscle pain, fever, blood shot eyes or rash, the shadow/observation will be cancelled and may be rescheduled at a later date.

Requests will be first come, first serve and completion of a packet does not guarantee a shadow experience or a shadow experience in an area of interest/choice or within a specific period of time.

All observers must abide by all policies of Presbyterian SeniorCare Network, the standards of behavior and the dress code.

III. APPLICABILITY:

This policy and the shadow experience pertains to high school students (16 years of age or older) exploring career paths and college students/graduates or candidates seeking employment.