

JOB SHADOW PROCEDURE

1. Application, Screening and Onboarding:

- A. Job shadow participants must be age 16 or older to participate in the job shadow experience. (Persons under age 16 are afforded an opportunity to take part in a structured facility tour rather than a job shadow experience.)
- B. The job shadow participant completes and signs the application (B-2); participants under age 18 years require parent or legal guardian consent, indicated by two signatures.
- C. The application is returned to the Human Resources Department and reviewed for approval.
- D. Job shadow experience placements are coordinated by the Human Resources Department.
 1. Suggested time for job shadow experience is 3-8 hours (maximum 8 hours).
 2. Because of the highly sensitive nature and *added statutable protection* of the following cases, job shadow participants may **not** be involved with:
 - persons admitted for mental illness
 - persons admitted for drug or alcohol abuse
 - suspected or known suicide attempts
 - victims of rape or other sexual assault
 - suspected abuse of children
 - domestic abuse cases
 - abortion cases
 - cases of sexually transmitted disease
 - AIDS cases
 - persons who have specifically requested that students not observe or participate.
- E. The Human Resources Department assigns an employee mentor to each job shadow and provides the mentor with a Job Shadow Packet.

2. Orientation:

- A. The job shadow is provided a copy of this job shadow procedure.
- B. The job shadow participant is oriented to the organization's key safety content (Appendix B-3).
 1. Educational material is provided as part of the application process.
 2. The employee mentor answers any questions regarding the orientation material, and provides site orientation (Appendix B-4), and the opportunity to observe tasks in progress.
- C. The job shadow signs the Upland Hills Health Code of Conduct as part of the application process.

3. Dress Code and Hygiene:

- A. It is important that job shadow participants present a favorable impression to our patients and customers. Neat and professional appearance and personal cleanliness is required.
 1. The job shadow participant wears a name tag or other form of identification during student experiences.
 2. Clothing must be clean, pressed, fit appropriately and be suitable for daytime wear; business casual attire is appropriate. Shorts or skirts, if worn, must be a length that comes close to the knee. Jewelry is kept to a minimum.
 3. The following is NOT ALLOWED:
 - Denim jeans (exception: Environmental Services)
 - Sweat pants
 - T-shirts
 - Cut-offs
 - Low-cut tops or other revealing clothing
 - Hooded sweatshirts
 - Hats, baseball caps
 - Open-toed shoes

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- Perfume or cologne
 - Excessive makeup
4. Personal hygiene is an absolute must. Offensive odors, inappropriate or unkempt hair, open wounds, or unacceptable hygiene situations.
 5. The mentor contacts the Human Resources Department if the job shadow participant's attire/appearance does not adhere to the dress code. The job shadow participant will not be permitted to stay.
4. Program Evaluation:
- A. The job shadow participant completes an evaluation form (Appendix B-5) upon completion of the shadow experience, and gives it to the mentor for return to the Human Resources Department.