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JOB SHADOW		
EXECUTIVE SPONSORSHIP Linda Dempster, Vice President - Patient Experience	INITIALLY RELEASED: January 2004	VERSION: August 15, 2023

INTENT / PURPOSE

This policy establishes the principles and protocols regarding job shadows in Fraser Health. Individuals seeking a job shadow in Fraser Health are permitted to observe a health care professional. Job shadows allow an individual to observe what happens in a profession. Job shadow participants will not engage in any work-related activities at any time during their observation.

This policy applies to:

- All Fraser Health owned and operated facilities
- Individuals, including Fraser Health [staff](#), seeking a job shadow experience in Fraser Health, independent of an educational institution
- Youth the ages of 14 to 18 years of age seeking a job shadow from school districts who do not have an affiliation agreement with Fraser Health
- For individuals attending a post-secondary institution (PSI) with which Fraser Health has an Affiliation Agreement, see below chart for avenue of observational exploration:

PSI Student	Example	Policy
PSI student seeking observation as a part of decision making for their current program of study*	A nursing student who wants to explore a nursing role that is not part of the undergraduate curriculum, such as specialty nursing.	Student Practice Education - Corporate Policy
PSI student seeking an observation in an area outside of their current program of study	A nursing student wanting to change into another area of study (e.g., physiotherapy)	Job Shadow - Corporate Policy

*Students enrolled in an educational institution where they will get access to student practice opportunities, cannot apply for a job shadow in an area that is covered in their program. Students are to consult with PSI to determine if area is covered in their program.

This policy *does not* apply to:

- [Take Our Kids to Work Day™](#) (TOKTWD) program
 - See external Fraser Health site [Student practice education](#) under "Take our Kids to Work Day"
- [High school student career observation day](#)
- [Work experience programs](#)

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Job shadows are determined through an application process in consultation with the area of job shadow request. The screening of job shadow applications will be more rigorous in areas that are assessed as being sensitive in nature; such as counselling, Social Work, etc. Submitting a completed application does not guarantee a job shadow. Job shadows are granted at an operational level based on operational capacity and requirements.

While engaged in a job shadow, the individual relinquishes any privileges that they may have as [staff](#), an affiliate, or student within Fraser Health and/or the Lower Mainland Consolidated Services, and merely acts in the capacity of an observer.

Students of health professions regulated by the [Health Professions Act](#) or [Emergency Services Act](#) may shadow physicians and surgeons if the observation is part of their curriculum¹. For all other individuals and circumstances, the College of Physicians and Surgeons of British Columbia "does not support the practice

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of job shadowing or observing by individuals who are not enrolled as medical students, allied health professional students, or medical school graduates who wish to observe as part of their curriculum, irrespective of patient consent, as it poses significant concerns about patient privacy and confidentiality”¹.

Fraser Health reserves the right to cancel or withdraw the job shadow, at any time, if the individual fails to comply with Fraser Health policies and procedures.

Requests for job shadows:

- Individuals seeking a job shadow in Fraser Health must refer to [Appendix A - Job Shadow Procedure Guidelines](#) to determine the suitability of their request and appropriate process for submitting the request.
- Job shadow experience decisions are based on Fraser Health’s capacity to support the requests and equity considerations across all practice areas. The length of the job shadow will be determined on a case-to-case basis.

Individuals seeking a job shadow will be granted one observation per year.

STANDARDS

During the job shadow experience, the job shadow individual must:

- Relinquishes any privileges that they may have as [staff](#), an affiliate, or student within Fraser Health and/or the Lower Mainland Consolidated Services, and merely acts in the capacity of an observer
- Wear identification indicating their name and provide proof of identity upon request
- Identify themselves as an observer
- Not use their cellphones or any other personal electronic devices
- Not engage in any work-related activities, *and*
- Be supervised at all times

Fraser Health [staff](#) are responsible and accountable for ensuring that the individual adheres to Fraser Health policies and protocols, including but not limited to:

- [Confidentiality and Security of Personal Information - Policy](#)
- [Infection Prevention and Control](#)
- [Workplace Health and Safety - Corporate Policy](#)
- [Professional Image - Corporate Policy](#)
- [Scent-Free - Corporate Policy](#).

For supervisor and participant roles and responsibilities, see [Appendix B - Roles and Responsibilities for Job Shadow Experience](#).

Verbal agreement from the [person we serve](#) is required prior to the individual observing any direct care professional activities. The person we serve has the right to withdraw their consent at any time.

DEFINITIONS

Affiliation agreement: A contract between Fraser Health and an educational institution. The contract sets out the roles and responsibilities of the parties providing student practice education and addresses the various risks in the relationship for the parties and stakeholders.

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High school student career observation day: A day experience put on by the health authority, in partnership with the high school, for students who are considering a health care career who are in Grades 10, 11, and 12. This day is coordinated and provided by the participating Fraser Health site in collaboration with the high school.

Individual: Any person, who is seeking a learning opportunity outside of a student placement in a given practice area. Individuals may include, but are not limited to: Fraser Health [staff](#) (current or former), students, and members of the general public. These individuals will not be allowed to engage in any work related activities.

Job shadow: An observation experience where an individual gains knowledge about career opportunities in a particular practice area by observing Fraser Health [staff](#).

Take Our Kids To Work Day (TOKTWD): A national single day job shadow experience initiative, sponsored by a number of school districts in the Lower Mainland for high school, grade nine students. Parents* take one child to work. (*not limited to parents, can be friends, relatives or a placement set up by the school or parent, given the parent consents to this experience and has completed the necessary paperwork).

Work experience programs: Programs sponsored by public and private school districts whereby high school students observe healthcare professionals to gain knowledge about their roles and practice areas. These experiences adhere to the [Student Practice Education - Corporate Policy](#).

PROCEDURE

1. The individual seeking a job shadow must formally submit a request via the Fraser Health [Student Practice Education Job Shadow Application](#), see the [Job Shadow external Fraser Health webpage](#). The individual must provide their supportive documentation attached to their application. For additional supporting documents see [Appendix A - Job Shadow Procedure Guidelines](#).
2. On receipt of the completed job shadow application, including supportive documentation, the Student Practice education team will reach out to the potential practice areas to secure an area for the job shadow. Records will be retained for seven years by Student Practice.
3. The lead (or designate) of the practice area will approve the job shadow request; and arrange the date, time, duration and location of the placement with the individual.
4. The lead (or designate) of the practice area will connect with Student Practice to confirm the job shadow date, time, duration and location via email.
5. The lead (or designate) of the practice area ensures that a Fraser Health employee is assigned to the individual in the department, site or unit.

APPENDICES

[Appendix A - Job Shadow Procedure Guidelines](#)

[Appendix B - Roles and Responsibilities for Job Shadow Experience](#)

[Appendix C - Release of Liability and Confidentiality Agreement for Job Shadow](#)

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REFERENCES

1. College of Physicians and Surgeons of British Columbia. Job shadowing and observing registrants in British Columbia [internet]. 2021 Jan [Updated 2022; cited 2022 Dec 12]. Available from: <https://www.cpsbc.ca/news/publications/college-connector/2021-V09-01/05>
2. British Columbia Centre for Disease Control. Health care workers [internet]. 2018 June [Updated 2018 June; cited 2022 Dec 12]. Available from: <http://www.bccdc.ca/resource-gallery/Documents>
3. Order of the provincial health officer. Health professionals Covid-19 vaccination status information [internet]. 2022 Jun 10 [updated 2022 Jun 10; cited 2022 Dec 12]. Available from: <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-vaccination-status-information.pdf>

DATE(S) REVISED / REVIEWED SUMMARY

Version	Date	Comments and Changes
1.0	January 2004	Initial policy released.
2.0	March 2014	Added practice pertaining to career observation and supervised practice placements.
3.0	September 2018	Removed practice pertaining to career observation and supervised practice placements.
4.0	August 15, 2023	Removed all high school type career observations and put in separate policy entitled "High School Student Career Observation Policy." Updated requirements to reflect health authority priorities.