



Shadowing at Prisma Health
Updated 4.26.2021

Policy Statement

Prisma Health offers shadowing opportunities for student learners to acquire clinical and non-clinical educational experiences. As a matter of patient, staff and student safety there are specific requirements for all student learners to complete prior to starting any educational experience at Prisma Health. The purposes of this policy are to:

1. Define the priority of learners in Prisma Health's clinical learning environment (CLE)
2. Outline student shadowing guidelines
3. Outline responsibilities for Prisma Health departments, Student Affairs Administration and the student related to student shadowing
4. Define age-appropriate experiences
5. Uphold patient safety through a vetted clearance process

Associated Policies and Procedures

Student Clearance and Onboarding Policy
Student Background Check Policy
Affiliation Agreement Policy
Team Member Immunizations Policy

Associated Lippincott Procedures: (as applicable)

N/A

Definitions

- **Shadowing** – Shadowing at Prisma Health offers pathways for students to observe, experience, and connect to professions in healthcare. Shadowing is distinctly different than clinical rotations or internships in that clinical rotations and internships are structured academic experiences that can potentially include direct patient care hands-on experience. **Shadowing is always observation only.**
- **Student Learners** – any individual who is seeking an educational experience at Prisma Health
- **Clinical Learning Environment (CLE)** – the environment within which education and research occurs at Prisma Health
- **myClinicalExchange (mCE)** – student data management system used by Prisma Health Student Affairs Administration (SAA) to facilitate the clearance process
- **Clearance Requirements** – any requirement deemed necessary by Prisma Health in conjunction with any local, regional, or national rules, laws and/or policies guiding patient safety and care in a healthcare setting.

Responsible Positions

All Prisma Health Clinical and Non-Clinical Departments
Prisma Health Chairs
Prisma Health Academic Vice Chairs
Prisma Health Department Leadership
Prisma Health Student Affairs Administration
Student Learners

Equipment Needed

N/A

Procedural Steps

Priority of Learners:

Student learners in the CLE must be regulated based on each department's capacity. In deciding whether to host a student shadowing experience, please consider the following priority order:

1. Graduate Medical Education (GME) Residents and Fellows
2. Medical, Nursing, and PA Students
3. For-credit students with affiliated universities in clinical and non-clinical rotations
4. Non-credit exploratory students including but not limited to:
 - a. Pipeline Programs
 - b. Internships
 - c. Shadowing

As the **last priority** of learners, the availability of shadowing must be decided by each department based on their current flow of learners on any given day.

Student Shadowing Guidelines:

PLEASE NOTE: Each Prisma Health Academic Vice Chair (for clinical areas) and/or Prisma Health leaders (for non-clinical areas) must identify a primary contact person in their departments who will coordinate the schedules and student correspondences for students shadowing in their department.

The following guideline must be used for a student to be connected to shadowing experience:

1. **Step 1:** A student contacts a team member at Prisma Health and requests to shadow that person. The Prisma Health team member approves or denies the request.
2. **Step 2:** If the team member wants to host the student, then the host completes the shadowing application outlining the details of the student experience (i.e., start/end date, preceptor, host email address, department, Prisma Health facility/department/unit, etc.). This is completed by the host as confirmation of their willingness to host the student experience.
3. **Step 3:** Once the host submits the application, it is automatically sent to the Academic Vice Chair (AVC) or Prisma Health leader for that department for approval. Once the AVC/Prisma Health leader clicks "approve", the student is then added to a list that will be imported to mCE within three business days, to begin the clearance process.
4. **Step 4:** Once approved, the student engages in the full clearance process. Once cleared (and not before) the student can obtain the required student ID badge to begin their shadowing experience at Prisma Health.
5. **Step 5:** The Host will correspond with the student regarding the specific details of their upcoming experience.

PLEASE NOTE: Students CANNOT shadow in any department unless they have been properly cleared through mCE and have received a Prisma Health student ID badge. As such, the clearance timeframe (approximately 4 weeks) must be considered when approving start dates for students. There are no exceptions.

Responsibilities:

Prisma Health clinical departments are responsible for ensuring that they:

- **Practice inclusivity:** commit to an inclusive selection process with a diverse population of qualified students without discrimination of ethnicity, gender, race or socioeconomic status
- **Appoint staff organizer and contact:** identify one staff member within each department (i.e., internal medical, OB/GYN, pediatrics) in both the Upstate and Midlands to serve as the coordinator for the student experience and liaison between SAA and the clinical departments
- **Take ownership over full coordination:** shadowing experiences are coordinated fully by the department. This means that once a student has been approved, the student information is submitted to SAA to be uploaded into mCE. The primary

departmental contact should be in touch directly with the student once they are matched with an experience to plan out logistics.

- **Appoint clear supervisor:** commit to supervising student learners in one's department with a clear supervisor/host and provide an engaged experience.
- **Consider the priority level of shadowing:** other clinical learners are given preference over shadowing students in the CLE. Shadowing cannot displace other learners.
- **Adhere to age-appropriate guidelines:** permit students to participate only in age-appropriate experiences as outlined by clinical departments and recommended by this policy under the "Guidelines for age-appropriate experiences" section below.
- **Ensure the student's badge matches the experience:** ensure students understand that once they have a Prisma Health student ID badge, it does not mean they have carte blanche access to the CLE. For each new experience, SAA must be notified so the proper tracking is done in mCE and students and departments are in full compliance.

Prisma Health Student Affairs Administration (SAA) is responsible for:

- **Shadowing application:** SAA will maintain application process for shadowing.
- **Clearance:** Each student's clearance process will be facilitated by SAA through mCE. No student can shadow before they have completed this process. For more information on the clearance process and requirements, visit: <https://hsc.ghs.org/education/student-affairs/newstudent/>.
- **Badge request:** Once students are cleared in mCE, the badge office is notified the next day by mCE to create the student's badge for the student to pick up.
- **Student resources:** Ensure students are provided access to the Prisma Health student handbook and newsletters to remain connected to Prisma Health.

Prisma Health Student Learners are responsible for:

- Identifying a host for a shadowing experience.
- Following the proper approval process for shadowing.
- Engaging in the full clearance process in a timely manner.
- Picking up their Prisma Health student ID badge.
- Reviewing the student handbook related to professionalism, dress, etc. available at <https://hsc.ghs.org/education/student-affairs/newstudent/> and mCE.
- Reaching out to either their shadowing host and/or SAA with questions.
- Ensuring that they are observing only and not engaging in any direct patient care hands-on procedures or experiences

Guidelines for age-appropriate experiences:

Clinicians know what is best for their specialty and the CLE. These are guidelines and professional courtesies to ensure the priority of learners is observed fairly across the CLE and that a student is age-appropriate for a specific clinical area.

Limitations: Shadowing students are not permitted in vulnerable areas inappropriate for individuals who are not in a formalized training program (i.e., Emergency Department, Labor and Delivery, and Operating Room) unless approved by the Academic Vice Chair and/or Chair of the Department. **No student under the age of 16 can shadow at Prisma Health and no student under 18 can shadow in the Department of Pediatrics.**

- **Ages 16-18: high school—exploratory, initial exposure**
 - short-term (approximately 1 day-1 week)
 - focused on career planning, exploration and sharing of profession
 - observation only—no direct patient care hands-on experiences
 - does not include any procedures/experiences that could be potentially difficult for high school students to process
 - patient observation permitted only when permission is granted by the patient.
- **Ages 18-22: undergraduate—exploratory and early training**
 - short-term (approximately 1 week)

- focused on career exploration, content of profession/application of science, education, and patient care.
- observation only—no direct patient care hands-on experiences.
- patient observation permitted only when permission is granted by the patient.
- **Ages 22+: graduate level—specialized educational experiences**
 - longer-term (approximately 1-2 weeks)
 - focused on career specialization, content of profession/application of science, interprofessional education, and patient care with a concentration on a student's training and deeper understanding of the professional track.
 - observation only—no direct patient care hands-on experiences.
 - appropriate for aspiring medical or health science graduate students.
 - patient observation permitted only when permission is granted by the patient.

The Prisma Health Shadowing Policy offers accessible pathways for learners interested in health sciences across our regions while ensuring alignment to Prisma Health policies and protocols for learners in our CLE.