



Health Professions Observation Onboarding 2023-2024

Requirements Checklist:

- Complete:** Statement of Interest online FORM *
- Turn In:** This document: Shadowing Onboarding form, completed and hardcopy returned to the HP Office prior to observation *
- Read:** Steps to Getting the Most Out of Your Observation handout *
- Fulfillment of site requirements:** varies by site – email Randi.Littrell@wheaton.edu for forms
- Write:** Within three days of completing your observation, send a thank you note to the healthcare provider. Thank you cards are available in the Health Professions office and we will cover the postage when you drop off the addressed note to us.
- Submit:** Post Observation Reflection online FORM * completed within one week following each opportunity, unless you are taking SCI 292. Class requirements satisfy the reflection component.

****Information and Forms found on the Wheaton College Health Professions website under “Opportunities for Students”***

Learning Objectives:

- Explore different fields of medicine, care delivery models and/or provider roles
- Observe provider-patient interactions and consider the patient and caregiver perspective on care delivery
- Observe aspects of patient flow management including intake, EMR, billing/reimbursement, healthcare leadership etc.

Professionalism Expectations:

1. Arrive 10 minutes early so you are ready to go when your observation starts.
2. Act professionally and in accordance with Wheaton College standards.
3. Dress in business professional attire unless otherwise instructed – no jeans, leggings, sweatpants, t shirts or sweatshirts. Please remember that this is a professional organization and that typically, the dress code is business attire.
4. Treat all staff, patients and caregivers with respect and dignity regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
5. Adhere to HIPAA and organization confidentiality and privacy requirements.
6. Unless you have a break or are on lunch, phones are to be put away.
7. Respect the role of “observer” by not engaging in any direct patient care.
8. Report concerns about patient safety to attending physician or leadership.
9. Protect the well being of patients and staff by not shadowing if you are feeling ill or have had a fever and/or vomiting within 24 hours of your scheduled visit. Contact the Health Professions office AND shadowing site to report absence due to illness.

Confidentiality Agreement:

HIPAA is a federal privacy law that all healthcare professionals are required to adhere to in order to protect patient’s medical information and maintain confidentiality. As a student shadowing at a health care facility you have a legal and ethical duty to protect patient information and will not discuss with or disseminate patient information to anyone. Failure to maintain the confidentiality of a patient as required by HIPAA is considered a violation of the law and may have serious consequences. Your signature below indicates understanding and agreement with these expectations.

Student Signature: _____

Date: _____

Printed Name: _____