



Regional Health Authority
Central Manitoba Inc.
Office régional de la santé
du Centre du Manitoba inc.

POLICY NUMBER:	AD-444
ISSUING AUTHORITY:	Human Resources

ISSUE DATE:	September 8, 2003
REVIEW DATE:	

SUBJECT: JOB SHADOWING

POLICY:

The Regional Health Authority – Central Manitoba Inc. (RHA Central) shall support the job shadowing experience for individuals interested in exploring careers in health care where a site and staff/physician are in agreement.

DEFINITIONS:

Site means the facility, program, service and/or discipline where the observer will watch the staff or physician at work, and the facility, program, service and/or discipline leader who will be responsible for the administration of the job shadowing experience in accordance with this policy.

Staff/physician means an individual employed within the RHA Central or a member of the RHA Central Medical Staff, who agrees to accept an observer in their workplace and to oversee their activities while on site.

Observer means an individual who has been accepted by the designated manager within the RHA Central to job shadow staff or Medical Staff of the RHA Central. An observer is not part of the formal “Kids-At-Work” scholastic program, refer to policy AD-444 “Kids-At Work” Program.

PURPOSE:

To ensure a process is in place to provide *Personal Health Information Act* (PHIA) orientation for individuals who have arranged to job shadow staff or a physician within the RHA Central.

To ensure that the confidentiality of personal health information is maintained within the RHA Central during a job shadowing experience.

To ensure, so far as reasonably practical, a safe environment for an observer participating in a job shadow experience with Staff/physician of RHA Central.

PROCEDURE:

An individual or an external organization/agency representing individuals who wish to job shadow in a site within the RHA Central shall submit a written request for permission in advance to the staff/physician that they wish to shadow.

The staff/physician shall seek approval from the site.

Prior to giving permission to an observer to participate, the site shall:

- agree upon the scope, date, time, and duration of the experience;
- make appropriate risk assessments about potential dangers to the observer or clients that may exist at the site and in the specific locations where the observer will be present, such as exposure to infections, injury or trauma;
- ensure that all potential risks are eliminated or minimized;
- identify and explain any and all potential risks to observer and
- ensure that appropriate waiver/permission forms are in place to ensure that the observer is covered under their individual school, program or private insurance policy.

The site shall retain the right to refuse permission to an observer who has requested a job shadowing experience.

Observers are not permitted to discuss personal health information with anyone other than the individual(s) they are job shadowing. Observers are not permitted to use or disclose personal health information. Use and disclosure of personal health information is the responsibility of the staff/physician being job shadowed. Use and disclosure must be in accordance with the RHA Central PHIA policies.

As a pre-condition to site approval the observer:

- must have read and signed the RHA Central PHIA Information Sheet , Exhibit AG or
- attend a PHIA orientation session and sign a Declaration of Confidentiality if the approving designated management representative deems it necessary.
- If the observer is a minor, a parent or legal guardian must assume signing responsibility.

The staff/physician arranging the job shadowing experience shall agree to:

- remind the observer of the obligation of confidentiality under PHIA;
- minimize the amount of personal health information provided to the observer or that the observer is exposed to.

Individuals who wish to have the observer attend in clinical situations such as an Operating Room, examinations or any other area where the client is in attendance must ask a supervisor or designated site representative to seek the client's prior consent. The consent must be sought without the observer being present so that the client is given every opportunity to refuse.

REFERENCES:

Winnipeg Regional Health Authority, PHIA Policy, Job Shadowing PHIA – 17
Regional Health Authority - Central Manitoba Inc. Policy, AD-716 “Kids-At-Work” Program