

Job Shadowing: Frequently Asked Questions

Job Shadow Definition and Requirements

1. [What is job shadowing?](#)
2. [Who is eligible to participate in a job shadow?](#)
3. [What are the necessary requirements from prospective job shadowers?](#)
4. [Is the job shadower required to submit a criminal record check?](#)
5. [What is the different between 'Take Our Kids to Work™' and 'job shadow'?](#)

Initiating a Job Shadow Experience

6. [How can a prospective job shadower initiate a job shadow experience?](#)
7. [How can a prospective job shadower find the contact information for the department that they would like to observe?](#)
8. [What is the timeframe for a job shadow?](#)
9. [Does Student Engagement approve or deny job shadow requests?](#)

Documentation and Submission Requirements

10. [What documentation is the manager required to submit to Student Engagement?](#)
11. [Does the manager need to keep a copy of the Job Shadow Enrollment Record and AHS Confidentiality & User Agreement?](#)
12. [Can managers increase the minimum immunization requirements based on the client/patient population in their unit/department?](#)
13. [Who verifies that the immunization record meets AHS requirements? If a manager requires assistance interpreting the immunization record, who can they contact?](#)
14. [Is this process used for AHS employees who would like to job shadow within AHS?](#)
15. [Can someone who is not an AHS employee access the AHS Information & Privacy and IT Security & Compliance training course and video?](#)
16. [How does a manager ensure that the job shadower has completed the on-line learning module?](#)
17. [What is the AHS photo identification process?](#)

Job Shadow Liability

18. [Who is responsible for supervising the job shadower?](#)
19. [Are job shadowers covered under Worker's Compensation Board – Alberta?](#)
20. [Are job shadowers covered under AHS Liability Insurance?](#)
21. [Who is liable for the job shadower?](#)
22. [Is the job shadower able to provide any direct services to clients or patients?](#)
23. [What does 'no client/patient contact' mean?](#)
24. [Can the job shadower be granted an AHS username for computer access?](#)

Important Considerations and Contact Information

25. [Who should be notified when a job shadow is taking place in a department/unit?](#)
26. [What is the fax number for Student Engagement?](#)
27. [If I need assistance, who can I contact?](#)

Job Shadow Definition and Requirements

1. What is job shadowing?

[Job shadowing](#) is a temporary, non-paid career exploration opportunity for an individual to observe an AHS employee within their role and scope of practice. Job shadowing is an **observational only** experience generally consisting of a one (1) day opportunity which can be extended at the discretion of the manager. ** It is up to individual managers to determine if they will allow job shadowing to proceed on their unit/in their program.*

2. Who is eligible to participate in a job shadow?

Job shadowing is available to anyone who completes and submits the necessary requirements/documentation. However, there is **no guarantee** the request will be supported because each individual observational experience is based upon manager's approval.

3. What are the necessary requirements from prospective job shadowers?

- Complete and submit the [External Participant Job Shadow Enrollment Record](#).
- Immunization records must be submitted. Job Shadowers are required to have the Rubella vaccine. It is also strongly recommended for the Job Shadower to have the following vaccinations and/or immunizations: Pertussis (Whooping Cough), Tetanus + Diphtheria, Measles, Mumps, Polio, Hepatitis B, Varicella (Chickenpox), Seasonal Influenza and Tuberculosis skin test.
- Complete the [AHS Information & Privacy and IT Security & Compliance Training](#) requirement.
 - i. Watch the [Information & Privacy and IT Security Awareness video](#)
 - ii. [Complete the online learning module](#)
 - iii. Submit the signed [Confidentiality and User Agreement](#) on the last page of the module to the Manager.

4. Is the job shadower required to submit a criminal record check?

No, the observational nature of a **typical one day** job shadow experience **does not require** a criminal record check. If the request extends **beyond 5 business days (38.75 hours)**, a satisfactory criminal record check dated no more than 90 days prior to the commencement of an observational experience is required for external job shadowers.

5. What is the difference between 'Take Our Kids to Work™' and 'job shadow'?

[Take Our Kids to Work™](#) is a one day program in November for Grade 9 students to come and observe a parent or host in the workplace. Job shadow is available year round and participation is open to anyone interested in career exploration.

Initiating a Job Shadow Experience

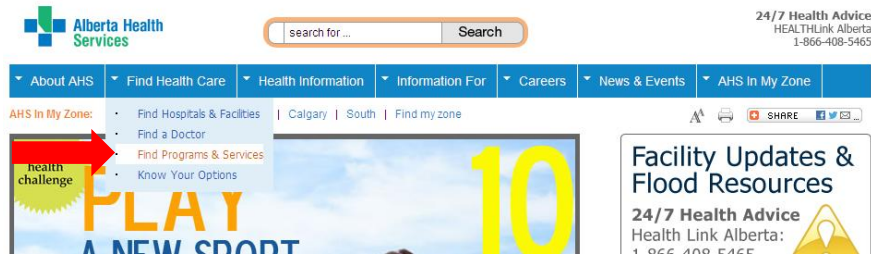
6. How can a prospective job shadower initiate a job shadow experience?

The prospective job shadower can submit a [request](#) to the applicable manager outlining the goals and objectives of the proposed observational experience.

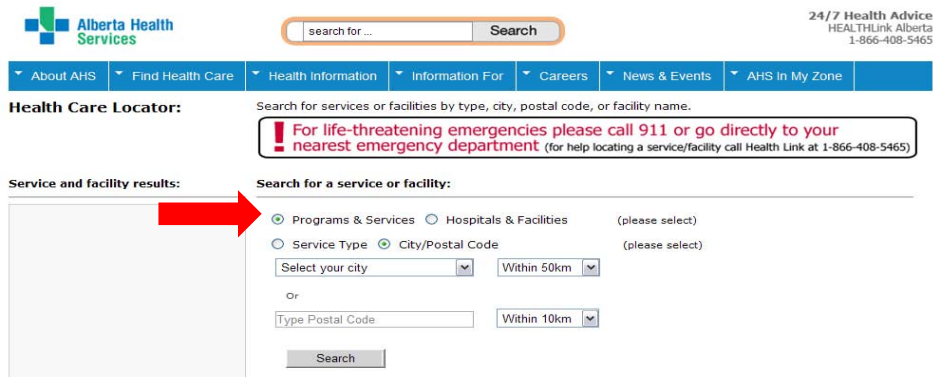
7. How can a prospective Job Shadower find the contact information for the department that they would like to observe?

The [AHS website](#) allows for external people to search for an appropriate department to observe in a job shadowing experience. Please use the following steps to search for department contact information in your area:

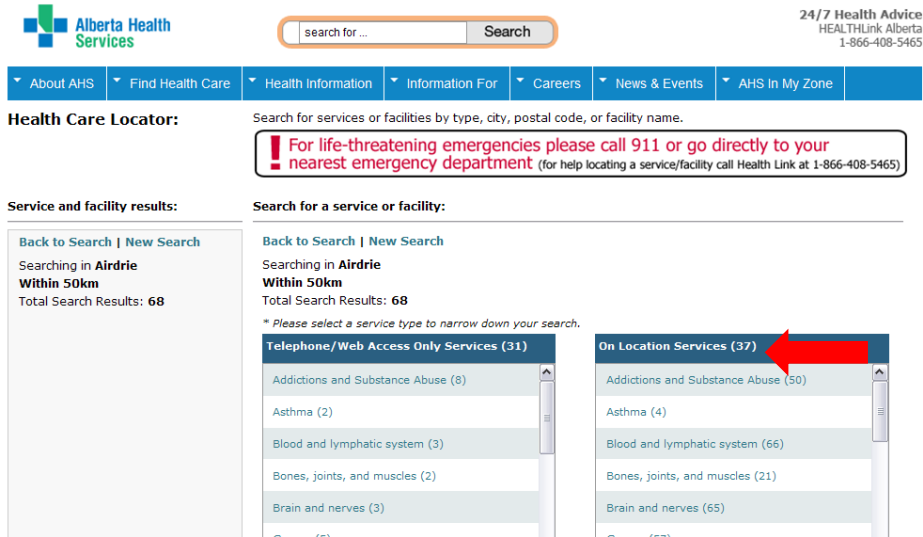
- Use the 'Find Healthcare' Menu to locate facilities and services in your area



- Select 'Programs & Services' then enter your search parameters



- Search 'On Location Services' for facility contacts.



If the search does not yield a satisfactory response, contact [Student Engagement](#) for assistance. Please note that some specialties may not be available in all locations.

8. What is the timeframe for a job shadow?

Job shadows are typically one (1) day in duration but it is up to the manager to decide on the length of time that the observational experience will take place in their department.

If the request is for an extended length of time, please contact [Student Engagement](#) to confirm the request fits within the description of a job shadow.

9. Does Student Engagement approve or deny job shadow requests?

No, job shadow requests are not reviewed by Student Engagement. The decision to approve or deny the request is up to the applicable manager.

Documentation and Submission Requirements**10. What documentation is the manager required to submit to Student Engagement?**

- Job Shadow Enrollment Record
- AHS Confidentiality & User Agreement

The manager should not retain or submit the immunization record. The immunization record should be reviewed to ensure it meets the requirements and then be returned to the job shadower.

11. Does the manager need to keep a copy of the Job Shadow Enrollment Record and AHS Confidentiality & User Agreement?

Yes, the information needs to be collected and stored by the manager in a secure location.

12. Can managers increase the minimum immunization requirements based on the client/patient population in their unit/department or program?

Absolutely. There is potential for risk associated with an external person coming into AHS facilities. Managers have the ability to increase the minimum immunization requirements in their unit/department to mitigate risk and ensure a safe and healthy environment for our patients.

13. Who verifies that the immunization record meets AHS requirements? If a manager requires assistance interpreting the immunization record, who can they contact?

The manager is responsible for verifying the job shadower's immunization record. If the manager requires assistance in verifying required immunizations, it is recommended they contact their local Workplace Health & Safety Advisor or Occupational Health Nurse.

14. Is this process used for AHS employees who would like to job shadow within AHS?

No, there is an alternate process for internal employee job shadowing experiences. Please refer to the Career Pathways information available on [Insite](#).

15. Can someone who is not an AHS employee access the AHS Information & Privacy and IT Security & Compliance Training course and video?

Yes, the course and video are available on the external AHS website. Access the course by clicking on the following link: <http://www.albertahealthservices.ca/3962.asp>.

16. How does a manager ensure that the job shadower has completed the on-line learning module?

Upon completion of the Information & Privacy and IT Security & Compliance training, the job shadower will be prompted to the AHS Confidentiality & User Agreement. The job shadower will be required to complete this and submit it to the applicable manager. Once the manager receives this form, they will know that this requirement has been fulfilled.

17. What is the AHS photo identification process?

It is required for the job shadower to have an identifying nametag on them at all times while in an AHS facility. If your site cannot accommodate the [request](#) for a valid AHS photo identification, please create a generic nametag stating the job shadower's name and status as a job shadower.

Job Shadow Liability

18. Who is responsible for supervising the job shadower?

The manager and employee (host) must ensure that the job shadower is aware of and complies with the policies, directives and practices, such as confidentiality and safety. *The job shadower must never be left unattended.*

19. Are job shadowers covered under Worker's Compensation Board - Alberta?

No, the coverage does not extend to job shadowers.

20. Are job shadowers covered under AHS Liability Insurance?

No, the job shadower would not qualify under the definition of "insured" in the liability policy wording. There would be no applicable coverage for job shadower's negligence.

21. Who is liable for the job shadower?

The manager and employee take responsibility for the job shadower and their actions while they are observing within an AHS site.

22. Is the job shadower able to provide any direct services to clients or patients?

No. Job shadowing is strictly observational and there shall be **no client/patient contact**.

23. What does 'no client/patient contact' mean?

No client/patient contact means that a job shadower may not have any hands-on contact with clients or patients. This type of experience is strictly observational.

24. Can the job shadower be granted an AHS username for computer access?

No, this type of access would fall outside the definition of job shadowing and would no longer be an observational experience.

Important Considerations and Contact Information

25. Who should be notified when a job shadow is taking place in a department/unit?

The manager and employee (host) must notify all employees and patients within the department/unit of the upcoming job shadowing experience.

26. What is the fax number for Student Engagement?

The fax number is 403-704-2580 and is based out of Ponoka, Alberta. Please utilize the long distance code when applicable.

27. If I need assistance, who can I contact?

If you have questions in regard to job shadowing at Alberta Health Services, please contact *Student Engagement* at student.strategies@albertahealthservices.ca.

If you are an AHS employee who is seeking additional information on how to job shadow within AHS, please contact *Career Pathways* at CareerPathways@albertahealthservices.ca.