

## Physician Shadowing Policy

<b>Office of Accountability:</b>	Office of Student Affairs
<b>Office of Administrative Responsibility:</b>	Office of Student Affairs
<b>Approver:</b>	Senior Management Committee
<b>Approval Date:</b>	June 18, 2018
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### Definitions

<b>Student Participants</b>	Phase 2 and Phase 3 students.
<b>Physician Participants</b>	Physician volunteers who are registered in the Physician Shadowing Program.

### Overview

The Physician Shadowing Program in the Faculty of Medicine (FoM) is designed to allow medical students to explore specialty options early in their medical education through supervised clinical shadowing experiences in a variety of practice areas. The FoM recognizes that physician shadowing is a valuable experience that provides medical students with the opportunity to establish connections with practicing physicians, often resulting in the creation of relationships with potential mentors and referees who may support their CaRMS application.

Physician shadowing is an ongoing and integral part of the career planning program (MedCAREERS) and helps partially fulfill the Committee on Accreditation of Canadian Medical Schools (CACMS) accreditation standard 11.2 CAREER ADVISING: “A medical school has an effective and where appropriate confidential career advising system in place that integrates the efforts of faculty members, directors of required clinical learning experiences, and student affairs staff to assist medical students in choosing elective courses, evaluating career options, and applying to residency programs”.

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### Purpose

To outline the requirements for medical students and physicians who participate in the Physician Shadowing Program.

### Scope

All Phase 2 and Phase 3 students in the Undergraduate Medical Education (UGME) program at Memorial University of Newfoundland (Memorial) and all physicians who volunteer to provide clinical exposure to those students who participate in the Physician Shadowing Program.

### Policy

#### 1.0. Program Provisions

1.1. One (1) Phase 2 or Phase 3 medical student participant is to be matched to one (1) physician participant each month of the academic year for up to a maximum of twelve (12) hours per week, in accordance with the regulations and policies of the participating institution(s).

1.1.1. The specific shadowing shifts can be any time that the physician and student mutually agree on. However, students are strongly encouraged to utilize the available time in their schedule and to not miss lectures or other academic sessions for shadowing.

1.2. The program is voluntary for both students and physicians. Participants can withdraw at any time.

#### 2.0. Shadowing Outside the FoM Physician Shadowing Program

2.1. Students wishing to seek shadowing opportunities outside the Physician Shadowing Program should speak directly to the Student Affairs office. Such outside opportunities include shadowing opportunities in Newfoundland & Labrador with physicians who are not currently registered for the program and shadowing opportunities in other Canadian provinces.

2.1.1. Out of province shadowing experiences typically require the approval of the applicable provincial or territorial medical regulatory authority.

2.1.2. Student Affairs is unable to approve international shadowing experiences.

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### Procedure

- A.0. Student participants must:
- A.1. Attend the Physician Shadowing Orientation session;
  - A.2. Register for the Physician Shadowing Program by completing the [Shadowing Specialty Selection Form](#);
  - A.3. Complete and sign documentation for the Personal Health Information Act (PHIA) Level 2 certificate;
  - A.4. Complete and sign the Confidentiality Oath for Eastern Health and bring a copy to Student Affairs;
  - A.5. Complete and sign the Confidentiality Oath for participating institutions, other than Eastern Health, if necessary;
  - A.6. Complete the [Operating Room \(OR\) Scrub Course](#);
  - A.7. Complete the [Shadowing Attendance Form](#);
  - A.8. Document completion of the above requirements on their laminated Student Shadowing Card, which they will keep with them during all shadowing experiences.
- B.0 Physician participants must:
- B.1. Complete and sign the [Physician Participation Form](#);
  - B.2. Introduce the medical student as a shadowing student under their supervision and obtain verbal consent from patients, whenever possible.
- C.0 Program Timeline
- C.1. End of August: Shadowing match completed for Phase 3 students by 2<sup>nd</sup> year Student Shadowing Coordinator (for shadowing months September to December).
  - C.2. October (subject to change): Shadowing Orientation held for Phase 1 students who are interested in participating in the Physician Shadowing program starting in

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Phase 2 (January).

- C.3. November: Shadowing match completed for students shadowing during the months of January to June.
- C.4. December (subject to change): OR Scrub Course completed by students who will be having their first shadowing experience in January.

### **Non-Compliance**

Students who are not registered with the Physician Shadowing program are not guaranteed coverage by the liability insurance provided by Memorial through CURIE (Canadian Universities Reciprocal Insurance Exchange).

### **Supporting Documents and Forms**

Students are encouraged to keep a record of their shadowing hours for their Curriculum Vitae (CV) and upcoming CaRMS applications. Please use the [Shadowing Attendance Form](#) to do so.

[Physician Participation Form](#)

### **Related Links**

Additional information can be found on the FoM website (<http://www.med.mun.ca/medicine/home.aspx>) by following the link under Students → Student Affairs → MUN MedCAREERS, or access the MedCAREERS website directly at: <http://www.med.mun.ca/medcareers/index.htm>.

### **Contact Information**

Office of Student Affairs – Phone: 709-864-6333 (or toll-free: 1-877-794-9740); Fax: 709-864-6360  
Student Coordinators for Phases 2-3: see [website](#) for up to date contact info.

### **Previous Versions**

There is at least one previous version of this policy. Contact the [Policy Analyst](#) to view earlier version(s):

**Approval Date:** June 21, 2012

**Revision Date:** June 11, 2014