

Health Professions Observation Onboarding

Requirements for Observations



STEP 1 - Complete: Statement of Interest online Jot Form

STEP 2 - Observation Experience Assignment: Randi Littrell, Community Partnership Coordinator, will assign you your observation and email you with the details.

STEP 3 -

Confirmation of Experience Assignment: You will need to respond to Randi's email as soon as possible confirming the observation.

Fulfillment of site requirements (varies by site): Most sites have additional paperwork that will be sent to you with your assignment and needs to be completed within 72 hours with all documents being sent in one email.



STEP 4 - Read: Steps to Getting the Most Out of Your Observation

STEP 5 - Attend Observation Experience. If you have any issues on the day of the observation, text Randi @ 206.537.5079 and email your provider.



STEP 6 - Post Observation Experience Reflection: Please complete the online reflection within 72 hours of observation and please include feedback on the provider so Randi can use it in her thank you note.

STEP 7 - Write a Thank You: Within 72 hours of completing of your observation, send a written 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.

Health Professions

Observation Objectives, Expectations and Confidentiality

Learning Objectives for Observational Experience:

- Explore different fields of healthcare, 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. You may be asked to wear scrubs instead of business casual clothing. Scrubs are available through Amazon, Goodwill or Savers in addition to the Health Professions office having ones that may be borrowed.
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 (<https://www.hhs.gov/hipaa/for-individuals/index.html>) 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.