Thank you for your job shadow/observation experience request with Henry Community Health!

Job Shadow and Observation experience requests are considered on a first come, first served basis. These experiences are approved at the discretion of the HCH team member providing the experience with concerns to availability, limitations of the request, and patient safety concerns.

Applications will be accepted and reviewed as they are received and may not be considered if the request is less than 2 weeks from the requested experience.

If the request is approved, please respond promptly with the necessary forms and documentation to ensure the request will be completed in the timeframe it is being requested.

PLEASE NOTE: Shadow/observation experiences are expected to be completed in less than a 7-day window of time. If you are requesting time beyond a 7-day window, this will require further action beyond what is outlined in the attached document.

What You Need To Do:

- Complete the application in its entirety. Incomplete applications will not be considered.
    - The application for your request can be found here: https://forms.gle/Y7vax2vFuLkHMbmj7
- If you are approved for a job shadow/observation, the following will be required:
    - Proof of Covid vaccination (Please note: Covid vaccination is not required, but we do gather vaccination records for reporting purposes)
    - Proof of flu vaccination (only applicable for experiences between October 1 and March 31)
    - Criminal Background Check (dated within 12 months prior to clinical experience dates on site)
        - This requirement can be completed by request by HCH.
    - If this request is for the purpose of a school recommendation or requirement, documentation of that assignment/requirement should be provided. You may upload this with your application, or email this to studentplacement@hcmhcares.org.
    - Complete the Student Verification Form, Confidentiality Statement and Vendor Checklist requirements (these will be sent after approval, through DocuSign. If you are under 18 years of age, please submit parent's information with your application under the section for additional details).

What to Expect From Us:

- Once the application has been submitted & reviewed, you will receive a response from a Staff Development team member.
- If more information is needed once the application has been submitted, email communication will be sent. Please submit requested information from the email within the timeframes given or the application may be removed from the selection process.
- Final selections will be determined once all information is submitted in full.
- Following the notification of approval for the requested experience, the applicant must respond within 48 hours to confirm the intent to complete the experience as planned or the request may be canceled due to lack of confirmation.
- Applications may be declined due to the following: insufficient information and/or failure to meet the deadline for application submission or information requests. If the request will last longer than a 7-day window, further requirements must be met prior to approval.

We look forward to helping you fulfill your request and helping you complete this next step in your educational journey! Please let us know if you have any questions!

Respectfully,
The Staff Development Team