



Team Name: Human Resources Team Lead: Recruitment & Retention Officer Approved by: VP - Human Resources	Reference Number: ORG.1511.PL.005 Program Area: Human Resources Policy Section: Recruitment and Retention
Issue Date: September 28, 2018 Review Date: Revision Date:	Subject: Job Shadowing

**POLICY SUBJECT:**

Job Shadowing

**PURPOSE:**

To ensure a process is in place to provide orientation to the Personal Health Information Act (PHIA) for any Observer arranging to job shadow Staff/Physician within Southern Health-Santé Sud.

To ensure that the confidentiality of personal health information is maintained within Southern Health-Santé Sud during a job shadowing experience.

To retain a record of the Observer and staff being job shadowed, the PHIA orientation attendance, and the signed Personal Health Information Declaration of Confidentiality form or the PHIA Information & Agreement for Job Shadowing form.

To ensure a safe environment for an Observer participating in a job shadowing experience with Staff/Physician within Southern Health-Santé Sud.

**BOARD POLICY REFERENCE:**

Executive Limitation (EL-2) Treatment of Clients

**POLICY:**

Southern Health-Santé Sud supports the job shadowing experience for an Observer interested in exploring careers in health care or for those required to job shadow for acceptable purposes.

**DEFINITIONS:**

**Designated Management Representative:** The individual who has the decision making authority on behalf of the Site.

**Designated Site Representative:** The individual overseeing the Student's activities while on Site.

**Individual:** A patient, client or resident receiving health care services within Southern Health-Santé Sud. For the purpose of access, use and disclosure of personal health information includes persons permitted to exercise the rights of the individual.

**Observer:** An individual who is an adult or a student in Grade ten (10) or greater interested in exploring a career in health care and wishes to job shadow an employee or medical staff of Southern Health-Santé Sud.

**Site:** The site/program/services or location where the health care services are provided within Southern Health-Santé Sud.

**Staff/Physician being job shadowed:** A person employed with Southern Health-Santé Sud or a member of Medical Services, who agrees to accept an Observer in their workplace to job shadow.

**PROCEDURE:**

1. An Observer or an external organization/agency representing an Observer wishing to job shadow within Southern Health-Santé Sud requests permission in advance from the Southern Health-Santé Sud Site or from the Staff/Physician they wish to shadow.
2. The Staff/Physician being job shadowed seeks approval from the Designated Management Representative or the Designated Site Representative at the Southern Health-Santé Sud Site.
3. Prior to giving an Observer permission to participate, the Site:
  - agrees upon the scope, date, time, and duration of the experience;
  - makes appropriate risk assessments about potential dangers to the Observer or Individuals at the Site and in the specific locations where the Observer will be present, such as exposure to infections, injury or trauma;
  - identifies and explains any and all potential risks to the Observer and ensures that all potential risks are eliminated or minimized; and
  - ensures that appropriate waiver/permission forms are in place to assure that the Observer is covered under their individual school, program or private insurance policy.
4. The Site retains the right to refuse permission to an Observer requesting a job shadowing experience.
5. An Observer is not permitted to discuss personal health information with anyone other than the Staff/Physician they are job shadowing. An Observer is 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 and must be in accordance with Southern Health-Santé Sud's Confidentiality of Personal Health Information policies.

6. As a pre-condition of Site approval, the Observer agrees to:
  - read and sign the Southern Health-Santé Sud PHIA Information & Agreement for Job Shadowing form;
  - read the Confidentiality of Personal Health Information policy; and
  - read and sign the Southern Health-Santé Sud Declaration of Confidentiality form if the approving Designated Management Representative or Designated Site Representative deems it necessary.
7. Staff/Physician arranging and being job shadowed agrees to:
  - remind the Observer of the obligation of confidentiality under PHIA;
  - minimize the amount of personal health information provided or exposed to the Observer;
  - consult with a Designated Management Representative or Designated Site Representative from a specific Site if that particular area is of a sensitive nature.
8. The Staff/Physician being job shadowed wishing to have the Observer attend in clinical situations such as an operating room, other examinations or procedures or any other area where the Individual is in attendance asks the approving Designated Management Representative or Designated Site Representative at the Site to seek the Individual's prior consent. The consent is sought without the Observer being present so that the Individual is given every opportunity to refuse.
9. A copy of the Personal Health Information Act Information & Agreement for Persons Job Shadowing shall be retained in the office of the Regional Officer - Privacy and Access.

**SUPPORTING DOCUMENTS:**

[ORG.1511.PL.005.FORM.01](#) Personal Health Information Act Information & Agreement for Persons Job Shadowing

**REFERENCES:**

Winnipeg Regional Health Authority, General Administration Policy 10.40.160, Job Shadowing

[ORG.1411.PL.201](#) Confidentiality of Personal Health Information

[ORG.1411.PL.201.FORM.01](#) Declaration of Confidentiality

[ORG.1511.PL.006.FORM.01](#) Take Our Kids to Work A Agreement and Undertaking