

Observerships and Job Shadowing

NOTE: International physicians visiting must fulfill current public health (national and provincial) guidelines and AHS policies with approval from the Clinical Department Head and ZMD (or designate). International physicians visiting are required to self-isolate for a period of 14 days upon arrival to Canada. (update Aug 27, 2020)

Thank you for your interest in our Department's Observership program. An observership is an unpaid experience and is limited to job shadowing under the supervision of the Medical Staff (Host Practitioner) at all times in a clinical setting. Observational experiences provide opportunities for engagement, collaboration, and health promotion and provide valuable insight into our medical system, however, is not a hands-on clinical experience (no formal teaching, research, or training and no clinical service delivery).

Job Shadowing experiences can be offered to external participants and is typically a one day opportunity, although additional days may be granted at the discretion of the Department Head or delegate.

In recognizing these opportunities have an impact on the clinical and academic operations of our teams, the Department of Oncology will offer and review **Observership** and **Job Shadowing** opportunities at the discretion of the Department Head or delegate.

Our observational experiences are governed by the Alberta Health Services (AHS) Job Shadowing Policy.

OBSERVERSHIP APPLICATION PROCESS

There is no fee to apply for an Observership experience. The applicant should contact a faculty member from the division that they are interested in working with to request a Host Practitioner for an observership experience. Once the host practitioner has been delegated and agrees to the visit dates the following documents should be completed and returned to _____ a minimum of 8 weeks prior to the anticipated commencement date.

Please note that documents in languages other than English must be translated.

Documents required are:

1. [Observership Enrollment form](#) Review and sign off of Host Practitioner needed.
2. [Confidentiality & User Agreement](#) Complete the online training then print and sign the agreement presented at the end of the training.
3. Criminal Record Check (CRC). If your observership is greater than 5 days, you will need a CRC. A satisfactory criminal record check can be no older than 90 days from your commencement date, so you may need to wait to purchase this until your observership is confirmed. Please submit a copy and bring your original to be verified in person.
4. Vaccination Record – must identify evidence of immunization to Rubella. Immunization is strongly recommended against hepatitis B, measles, mumps, varicella (chickenpox), seasonal influenza, polio, pertussis (whooping cough), tetanus, and diphtheria. Proof of other immunization/ immunity may be required, subject to unit-specific requirements.

After the completed package has been reviewed and signed by the Zone Clinical Department, Head, it will be submitted to the Medical Education Office for final approval. The Zone Medical Staff Office will distribute a memorandum for approved requests; experiences may not commence until the memo has been received. If the Zone Clinical Department has denied a request, notice will be sent to the Observer and the Host Practitioner.

JOB SHADOW APPLICATION PROCESS

Requests for job shadowing opportunities are submitted in writing to the applicable manager of the AHS program/service area. Requests should include the objectives, expectations, and time for the observational experience.

Requests are considered by the applicable **manager** on an individual basis. The decision of whether to approve a request is based on:

- AHS operational needs and constraints
- Potential risk to patients/clinics/ job shadowers
- Impact on **AHS representatives**
- AHS representatives' willingness, availability, and interest in providing supervision
- Environmental factors
- Workplace health and safety issues
- Confidentiality of information
- Patient/client privacy
- Patient/ client consent

To Apply as an Internal Job Shadower

Internal Job Shadowers are not required to submit a new Confidentiality and User Agreement. The appropriate Department Manager must approve of these requests.

To Apply as an External Job Shadower

External Job Shadowers required to:

1. Complete and sign the [External Participant Job Shadow Enrollment Record](#). When the job shadower is a minor, his/her legal guardian signs the External Participant Job Shadow Enrollment Record.
2. Complete the AHS Confidentiality & User Agreement training and form.
3. Criminal Record Checks dated no more than 90 days prior to the commencement of an observational experience lasting more than 5 business days (38.75 hours in total).
4. Provide Immunization Records. Job shadowers will have the appropriate immunization to protect against the risk of communicable disease transmission. Immunization/ proof of immunity against rubella is mandatory, in accordance with applicable legislation. Immunization is strongly recommended against hepatitis B, measles, mumps, varicella (chickenpox), seasonal influenza, polio, pertussis (whooping cough), tetanus, and diphtheria. Proof of other immunization/ immunity may be required, subject to unit-specific requirements.

INTERNATIONAL APPLICANTS

International applicants are responsible to ensure you have satisfied the requirements of Immigration, Refugees & Citizenship Canada for your visit as a business visitor.

(<http://www.cic.gc.ca/english/visit/business/apply.asp>) You may need to apply for a visa or an eTA (Electronic Travel Authorization) to enter Canada.

It is your responsibility to ensure that you are adequately covered with comprehensive health care, hospitalization, and repatriation insurance which is valid for all of Canada for the duration of your stay. AHS does not provide this coverage.

IMPORTANT INFORMATION BEFORE APPLYING

- The Department of Oncology supports opportunities for external Practitioners and students to observe a host for a defined period. The Host Practitioner and the Department of Oncology will ensure that the Observer is aware of and complies with the policies, directives and practices such as confidentiality and safety.
- It is the Host Practitioner's responsibility to explain to the Observer that AHS and the Department of Oncology has a legal and ethical responsibility to safeguard the privacy of all patients/residents/clients and to protect the confidentiality of their personal information. The Observer agrees to abide by the AHS and Department of Oncology policies and procedures concerning confidentiality and release of information.
- The Observer agrees not to discuss with anyone any individual's identifying personal or health information that they may come into contact with while participating.
- The Host Practitioner may be held responsible for any improper conduct of the Observer, including but not limited to any breach of privacy or confidentiality.
- AHS and the Department of Oncology will not be liable or responsible for injury suffered to the Observer while participating howsoever caused.
- The Department of Oncology will offer no financial assistance and is strictly limited to job shadowing under supervision at all times (no formal teaching, research, or training, and no clinical service delivery).
- Acceptance of this invitation is not deemed as creating an employer/employee relationship between the Observer and the Department of Oncology.
- Letters of Reference/ Letters of Support will not be offered by the Department of Oncology as clinical assessments or evaluations will not be conducted during the observership or job shadow.