

JOB SHADOWS

Job Shadow Process at Tomah Health

All interested Job Shadows must complete our online Job Shadow Application. We request that you submit your application at least *two weeks* before the requested date of the Job Shadow experience.

We will review and approve the application and coordinate with the appropriate department manager to schedule the Job Shadow Experience.

Other Requirements

- Job Shadows must be at least 15 years old and will need signed parent/guardian consent if under 18.
- Job Shadow must be accompanied by an employee at all times.
- Job Shadow must wear appropriate Business Casual attire or solid colored scrubs if shadowing in patient care areas. If shadowing in Surgical Services, scrubs will be provided.
- Patients must be asked if they consent to have a job shadow present during cares.
- Patients will have the right to “full disclosure”; they will be told the name of the job shadow and what school they attend if applicable.
- The patient is not to be asked to give consent in the presence of the shadow. The patient must be informed of their right to, at any time, change their mind and request that the job shadow not be present.
- Job Shadow must wear a Tomah Health name badge. If you do not have a Job Shadow badge in your department, contact Human Resources for one.
- Tomah Health reserves the right to deny a Job Shadow request and the right to end the Job Shadow experience at any time.

If you have questions, you may contact Human Resource Specialist/Volunteer Coordinator Kayla DuBord at (608)377-8311 or kdubord@tomahhealth.org.