

## Request for Job Shadow

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

(If under 16 years of age.)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Best Time to Contact: \_\_\_\_\_

School Name: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Area of interest of shadow: \_\_\_\_\_

Please state reasons for job shadow experience: \_\_\_\_\_

\_\_\_\_\_

Please list 3 questions you would like to know about the job you are shadowing

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

***Because this shadow experience is in a hospital which contains protected health information, you will be required to sign a confidentiality agreement. Anything you see or hear during your shadow experience must remain completely confidential.***

Please list the date you would like to shadow: *(Requires 2 weeks notice from date of receipt)*

\_\_\_\_\_

Choose either:                      9-11 a.m.                      or                      1-3 p.m.

**Please return the completed form to:**

Amy Phelps, Employment Assistant  
Human Resources  
Saint Francis Medical Center  
PO Box 9804  
Grand Island NE 68802-9804  
Phone: 308-398-6530  
Fax: 308-398-6561  
Email: [aphelps@sfmtc-gi.org](mailto:aphelps@sfmtc-gi.org)

# Job Shadowing

CATHOLIC HEALTH  
INITIATIVES

## Saint Francis Medical Center

*Well beyond healthcare<sup>SM</sup>*

## What is Job Shadowing?

Job Shadowing is a 2-hour program offered at Saint Francis Medical Center to give students an up-close look at the hospital workplace. Job Shadowing gives you the opportunity to “shadow” a workplace mentor as he/she goes through a portion of a normal day on the job. This gives you a chance to see how skills learned in school relate to the workplace.

## Why Should I Job Shadow?

Job Shadowing can become the link between school and career. It demonstrates the importance of academics in reaching college and career goals. Job Shadowing shows you career possibilities and provides you an opportunity to see if a career you are interested in is actually something you want to pursue.

## Who Can Job Shadow?

Saint Francis Medical Center offers Job Shadowing to students 16 years of age and older. We encourage students interested in healthcare careers to participate. Saint Francis not only is a good place to shadow for a medical related career, but non-clinical as well. With over 400 different jobs at Saint Francis, there is much to see and explore.

## What Can I Expect from Job Shadowing?

- ✓ To see how knowledge gained in school is used on the job.
- ✓ To see what people do in a typical day on the job.
- ✓ To understand what skills are needed for the job.
- ✓ To learn what employees receive besides a paycheck.
- ✓ To find out more about Saint Francis Medical Center.
- ✓ To see how technology is used on the job.
- ✓ To see new career options.
- ✓ To learn how much education is needed for the job.

## What is Expected of Me for Job Shadowing?

- You must be 16 years of age or older.
- Attire is “business casual.” No jeans or shorts. Dress pants and an appropriate blouse or shirt is required..
- We ask that you do not chew gum during the job shadow experience.
- Please do not wear perfume, cologne or scented lotions.
- You will be required to sign a Confidentiality Agreement.
- Ask questions!

## What Jobs Can I Job Shadow?

These are some suggestions of jobs/departments that are available for job shadowing:

Dietitian  
Health Information (Medical Records)  
Human Resources  
Nursing (RN, LPN, CNA)  
Pathology (Medical Technologist, Phlebotomist)  
Radiation Oncology (Cancer treatment)  
Radiologic Technologist (X Ray)  
Respiratory Therapist  
Social Worker

## Departments that Saint Francis Cannot Host for Job Shadows

At this time, we cannot take Job Shadowers for the following jobs/departments:

Doctor  
Physical Therapy  
Surgery

## Ready to Sign Up or Need More Information?

See the back of this brochure for the Job Shadowing request form.

If you want more information or have questions contact:

Amy Phelps, Employment Assistant  
Human Resources  
Saint Francis Medical Center  
Phone: 308-398-6539  
Fax: 308-398-6561  
Email: [aphelps@sfmc-gi.org](mailto:aphelps@sfmc-gi.org)