



Howard **Regional Health System**

20 December 2004

To Whom It May Concern,

Howard Regional Health System (HRHS) is privileged to provide job-shadowing experiences for students and adults interested in learning more about healthcare careers. Pursuant to that end, ensuring safety for shadower, HRHS employees, and patients, and in keeping with requirements from regulatory agencies, there are some guidelines and timetables that you need to be aware of as you counsel students toward a shadowing experience at Howard Regional Health System.

Please note that the job shadower must—

- Be at least a high school sophomore
- Interview with a representative of Education Services
- Complete necessary paperwork, including, but not limited to, a confidentiality statement, a release from liability, and a registration form
- Read provided, “orientation” information covering infection control and safety
- Provide documentation of immunizations for mumps, measles, rubella, and chicken pox
- Provide documentation of recent, within the previous twelve months, negative, tuberculosis test(s). If such TB testing documentation is not possible, Education Services will schedule such testing at HRHS and at HRHS expense. Please note that such TB testing is a 2-step process and requires about two weeks for completion prior to the shadowing experience
- If all paperwork and medical documentation are in place, the shadowing experience must be schedule at least one week in advance.

All in all, from start to shadowing date (if HRHS must do TB testing) takes about 3-4 weeks. That means that, regretfully, we are not generally able to meet a shadowing request for “tomorrow” or “next week”.

We look forward to meeting with students and adults who want to come to our Hospital for a shadowing experience.

If you have any questions, please don't hesitate to give me a call (765.864.5727).

Please instruct your students to contact me directly.

Sincerely,

John Coonrod, CRT, M.S., M.B.A., Clinical Educator
Department of Education Services