

Notification of Shadowing Policy

Office of Accountability:	Associate Dean, MD Program, Faculty of Medicine & Dentistry
Office of Administrative Responsibility:	MD Program
Approver:	MD Curriculum & Program Committee
Scope:	Compliance with this policy extends to all MD Program students.

Overview

The *Post-Secondary Learning Act* of Alberta gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)).

Preamble

Shadowing provides students with real world opportunities for self-directed clinical experiences that focus primarily on early career exploration. It will facilitate the student investigating different practice settings, specialties and contexts. These experiences will provide the student with information to aid them in making a more informed choice about which area of medicine they may want to pursue.

Students are covered for liability and Workers’ Compensation, if they are participating in learning experiences sanctioned by the University of Alberta’s MD Program. This includes shadowing experiences as long as they have informed the MD Program. There is an expectation that the student will exercise due diligence and care while shadowing with the understanding that the student is observing and not participating. To that end, a notification form has been created so the MD Program will know when and where a student undertakes a shadowing experience.

Purpose

To develop a process that ensures that MD Program students make the MD Program office aware of where, when and with whom they intend to shadow.

POLICY

1. Any student who chooses to shadow a physician or resident must register their intent in advance using the Elective Form in [assess.med](#). The information included on the form will be used for advisory purposes only. There is no approval process in place for shadowing, nor is there an evaluative component. The information gathered in this form is only to be

used to keep track of when and where students are shadowing physicians as part of their medical school program. The student will be subject to the general principles as outlined in the [AHS Shadowing Policy](#) and the student portion of the CPSA [Guide to Physicians – Medical Practice Observation/Experience](#).

2. The student will have completed and submitted the AHS Confidentiality and User Agreement to the MD Program (following the procedure identified below).
3. The physician or resident will receive an email, which will include the link to the CPSA [Guide to Physicians – Medical Practice Observation/Experience](#) which outlines the roles and responsibilities of the student and preceptor during a shadowing experience.
4. The email will also contain a link to a comment form should the physician wish to make comments about the students or report an incident.
5. Should a student become aware of a circumstance involving any type of mishap, injury or other incident involving the student or any other persons, including property damage, it should be immediately reported to the MD Program Office with details. The MD Program Office must submit an incident notice through the university’s EHS incident reporting system, provide written notification to workers compensation as appropriate and notify Insurance & Risk Assessment through on-line claims reporting.

PROCEDURE

1. Student must
 - a. Watch the Alberta Health Services [Information & Privacy and IT Security & Awareness video](#)
 - b. [Complete the online learning module](#)
 - c. Submit the signed Confidentiality and User Agreement on the last page of the module to the MD Academics Team (mdacademics@ualberta.ca)
2. It is the student’s responsibility to find a shadowing opportunity and get the preceptor’s permission to participate in a shadowing experience.
3. Student collects the contact information from the preceptor for the shadowing experience. (Name, email address, address of the shadowing experience) and adds it to the Elective Form in assess.med.
4. Student must complete the Elective Form in Assess.med prior to the shadowing experience.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	
Shadowing	Activities that involve registered medical students following a resident or physician for the purpose of gaining exposure to various areas of medical practice.

	Participants in a Medical Practice Observation/Experience will interact with patients and will have access to private, personal patient information. For these reasons, the participants require supervision by a physician in independent practice in Alberta. The supervising physician will be responsible for all actions of the observer in their practice.
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RELATED LINKS

Shadow Tracking Form in https://www.assess.med.ualberta.ca
AHS Job shadowing policy: https://www.albertahealthservices.ca/Assets/about/policies/clp-ahs-pol-job-shadowing.pdf
AHS Confidentiality and User Agreement <ul style="list-style-type: none"> 1. Watch the Information & Privacy and IT Security & Awareness video 2. Complete the online learning module 3. Submit the signed Confidentiality and User Agreement on the last page of the module and submit to the MD Program’s Academics Team (email: mdacademics@ualberta.ca)
CPSA – Advice to the Profession – Medical Practice Observation/Experience - https://cpsa.ca/wp-content/uploads/2020/06/AP_Medical-Practice-Observation-Experience.pdf

APPROVAL HISTORY

APPROVER	STATUS	DATE
Prepared by Martin Marshall, Curriculum Coordinator	Draft	13 August 2018
MD Curriculum & Program Committee	Approved	6 September 2018
Dr. Tracey Hillier	Minor edits including formatting for consistency with other policies and updating links	10 June 2020
MD Curriculum & Program Committee	Approved (updated to reflect current procedures and links)	17 March 2022
Dr. Darryl Rolfson, Associate Dean, MD Program	Updated AHS link for privacy training	13 October 2022