Purpose

The UME recognizes that shadowing is a valuable component of career exploration for medical students. The UME supports students who shadow for the purpose of learning, exposure to new specialties, and self-reflection for decision-making regarding clerkship electives and career trajectory. The UME views shadowing as a potentially useful adjunct to curricular elements aimed to facilitate career choice, such as MED 330, MED 430, MED 440, clinical core and Second Year Electives.

Shadowing is not required of students, and is not part of a student’s CaRMS application. As shadowing is for career exploration, it should not be used to repeatedly shadow the same specialty. While some students may want to shadow in order to narrow down their interests, others may not feel the need to shadow.

Shadowing a physician is a privilege and is not a required element of the medical student’s education. Those students who do shadow should not abuse this privilege, nor their preceptors’ time.

Shadowing should not be prioritized over curriculum requirements, wellness, or health. As such, the UME recommends that students shadow no more than once per month, and guard against hampering their wellness by excessive shadowing, particularly during curricular breaks/holidays.
The purpose of this policy is to support students in their shadowing endeavors, given that shadowing is meant for career exploration and is a useful tool that helps students decide on the area of medicine they would like to pursue.

**Scope**

This policy applies to all medical students in the MD Program at the Cumming School of Medicine, University of Calgary.

**Definitions**

In this policy:

a. UME - the Undergraduate Medical Education program with the University of Calgary, Cumming School of Medicine
b. MD – Medical 3-year program
c. Pre-Clerkship – Years 1 and 2 of the MD Program
d. Clerkship – Year 3 of the MD Program
e. Shadowing is defined as outside of formal curriculum activities, and is initiated by the individual student.
f. Learning Management System - a web-based system for curriculum management in UME. Currently, the learning management system in use is called OSLER (Online Schemes, Learning and Education Resources)

**Policy Statement**

The Policy as outlined is to provide structure for shadowing while promoting career exploration. At the same time, this policy ensures that insurance and liability, the UME curriculum, and student wellness are prioritized.

**Special Situations**

**Responsibilities**

UME will ensure adherence to this policy

**Appendices**

Letter: Liability Coverage for Shadowing Experience and Letter of Good Standing– Appendix A

**Procedures**

a. Shadowing is limited to Pre-Clerkship students only. Clerkship students are not permitted to shadow.
b. Students must log all shadowing sessions with the UME on OSLER prior to their shadowing session.
c. The UME recommends that Pre-Clerkship students shadow no more than one time per month. Students exceeding these numbers may be asked to meet with the Assistant Dean of Pre-Clerkship to review areas such as: academic record, career counselling, and student wellness
d. Shadowing is not permitted during mandatory curriculum hours.
e. The UME supports shadowing during all IST hours, evenings, and weekends.
f. Students may shadow during non-mandatory lecture hours one day per month.
g. The UME strongly recommends that students attend to their wellness on flex days and during breaks. However, the UME recognizes that wellness is subjective and comes in many forms. Therefore, shadowing is permitted on flex days and during all breaks. However, students are encouraged to limit their shadowing to two to three days during breaks in order to prevent burnout.
h. Shadowing can be an observational experience or a patient ‘hands-on’ activity with preceptor permission. Students are covered for
liability under the Accidental Injury Coverage for Student Placements insurance policy through the University of Calgary, Risk Management.

Instructions/Forms 9

a. Immunization records, police checks and vulnerable sector searches are done on admission to the MD program and do not need to be repeated for shadowing or clinical rotations.

b. Students are responsible for contacting preceptors and scheduling of shadowing sessions.

c. Preceptor and student participation is voluntary.

d. Once students have found a preceptor, they are required to log their shadowing session on OSLER under “More” Tab then “Shadow.” A student who does not log their shadowing session with the UME will not have appropriate liability coverage. This action is unprofessional and puts patients, students, and preceptors at risk. Students will not be able to log shadowing sessions during mandatory classes or on more than one day per month during non-mandatory sessions. Students who believe they should be allowed to shadow but cannot log it due to a scheduling issue on OSLER should contact the UME.

e. At all times, students are expected to follow the Student Code of Conduct.

f. Students are to be directly supervised by their physician preceptor at all times.

g. No evaluations are collected by the UME Office.

h. Students must wear their ID badges and professional attire in all clinical settings. White coats are at the discretion of the preceptor.

i. Students must use appropriate infection prevention strategies at all times.

j. Students must view:
   4. NEW AHS Privacy Training – Information & Privacy and IT Security & Awareness video

Standards 10 If an incident does occur, all accidents and safety issues must follow the UME policy: Student and Staff Accident and Incident Report.

History 15 Approved: UME Management & UMEC February 24, 2017