

AU1500 – CAREER EXPLORATION: JOB SHADOW PARTICIPANT EXPERIENCES

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka’pamux, Secwépemc, St’át’imc, Syilx, and Tšilhqot’in Nations, where we live, learn, collaborate, and work together.

Interior Health recognizes that diversity in the workplace shapes values, attitudes, expectations, perception of self and others and in turn impacts behaviors in the workplace. The dimensions of a diverse workplace includes the protected characteristics under the human rights code of: race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, criminal or summary conviction unrelated to employment.

1.0 PURPOSE

To promote high quality Career Exploration Job Shadow Participant Experiences that support learning.

To motivate future careers within Interior Health from positive Career Exploration Job Shadow Participant Experiences.

2.0 DEFINITIONS

TERM	DEFINITION
Employee:	A person currently employed by Interior Health in a full-time, part-time, and / or term-specific position.
Host Employee:	The Employee of Interior Health that has agreed to supervise the Participant during their Job Shadow Participant Experience.
Job Shadow Participant Experience:	A time limited instance of watching or observing IH Employees to gain information, experience or knowledge related to a particular career. Does not include hands on / direct Patient care.
Participant:	For this policy, Participant refers to an individual interested in exploring a career in health care. Examples could include: <ul style="list-style-type: none"> • Secondary students (e.g., high school) seeking self-directed learning experiences or requiring an observational experience as part of the application process for a post-secondary institution health care program, • Enrolled PSI Students seeking an opportunity for a defined learning purpose outside of an existing curriculum requirement (self-directed), • Members of the community, or

AU1500 – CAREER EXPLORATION: JOB SHADOW PARTICIPANT EXPERIENCES

	<ul style="list-style-type: none"> Individuals not currently employed by Interior Health or another health agency.
Patient:	A person who is receiving, has received, or has requested health care.
Take Our Kids to Work™:	A national single day job shadow experience for Grade 9 students which encourages parents, relatives, and volunteers to host Grade 9 students at their workplace, allowing them to view the work world and understand its demands and opportunities.

3.0 POLICY

- 3.1 Applies to all Job Shadow Participant Experiences in Interior Health (IH).
- 3.2 Supervise Participants and ensure their adherence to the policies, procedures, and safety protocols of IH.
- 3.3 Obtain verbal consent from Patients prior to the Job Shadow Participant Experience.
- 3.4 The College of Physicians and Surgeons of BC does not allow job shadowing or observing by individuals who are not enrolled as students of health professions regulated by the Health Professions Act or Emergency Health Services Act as per the [Job Shadowing / Observing](#) practice standard.

4.0 PROCEDURES

- 4.1 Human Resources:
 - Engage with Participants interested in job shadow experiences.
 - Collaborate with operations and programs to determine capacity for hosting Participants in alignment with team composition, activities, and services.
 - Work with managers to select and gain confirmation of a Host Employee.
 - Provide Participants details about how their information is securely stored.
 - Manage and work with Participants to complete:
 - a. Confidentiality Agreements:
 - Career Exploration Job Shadow Participant 19 years of age and older: Oath of Confidentiality Agreement ([Form 807074](#)) or
 - Career Exploration Job Shadow Participant under 19 years of age: Oath of Confidentiality Agreement ([Form 807071](#))
 - b. Waiver of Legal Rights documents:
 - Career Exploration Job Shadow Participant 19 years of age and older: Waiver of Legal Rights ([Form 807073](#)) or
 - Career Exploration Job Shadow Participant under 19 years of age Parent / Guardian Memorandum of Understanding: Waiver of Legal Rights ([Form 807072](#))

Policy Sponsor: VP Human Resources & Professional Practice	2 of 4
Policy Steward: Corporate Director, Compensation & Recruitment	
Date Approved: April 2024	Date(s) Reviewed-r/Revised-R:
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AU1500 – CAREER EXPLORATION: JOB SHADOW PARTICIPANT EXPERIENCES

- Lead [Take Our Kids to Work™ Program](#) and ensure the following documents are completed before a Grade 9 high school student and an Employee participate in the Take Our Kids to Work™ program:
 - Take Our Kids to Work™ Parent / Guardian Memorandum of Understanding: Waiver of Legal Rights ([Form 807070](#))
 - Career Exploration Job Shadow Participant under 19 years of age: Oath of Confidentiality Agreement ([Form 807071](#)).
- Track all Job Shadow Participant Experiences using the shared standard system, [Health Sciences Placement Network](#) (HSPnet),
- Maintain records in accordance with IH Policy AL0700 Records Retention.
- Develop and maintain standard operating processes for all Job Shadow Participant Experiences.
- Share experiences with IH Communications to promote future uptake and recruitment.

4.2 IH Risk Management:

- Partner with Human Resources in the review of waiver of legal rights documents and liaises with the Health Care Protection Program as needed.

4.3 IH Information Privacy:

- Partner with Human Resources in the review of confidentiality agreements and privacy best practice processes.

4.4 Manager:

- Work with Human Resources to select and gain confirmation of a Host Employee.
- Provide guidance to Host Employees.

4.5 Host Employees:

- Orientate the Participant to the work environment.
- Supervise Participants, at all times, to ensure adherence to IH policies, procedures, and safety protocols.
- Ensure verbal consent is obtained from all Patients.
- Engage with the Participant to foster a culture of curiosity.
- Follow IH specific standard operating processes for all Participants found within the Career Exploration Toolkit.

5.0 REFERENCES

1. British Columbia Health Care Protection Program. Retrieved Jan 30, 2024, from <https://www.hcppp.org/>.
2. IH Policy [AU1100](#) – Post Secondary Institution Student Experiences.
3. IH Policy [AL0700](#) – Records – Retention, Storage and Destruction of.
4. Provincial Health Services Authority, 2021. Observational and Supervised Practice Experiences Policy. POLICY#C-99-11-20605.

Policy Sponsor: VP Human Resources & Professional Practice	3 of 4
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AU1500 – CAREER EXPLORATION: JOB SHADOW PARTICIPANT EXPERIENCES

5. Provincial Health Services Authority, 2021. Observational and Supervised Practice Experiences Procedure. PROCEDURE #C-99-12-20605.
6. Student Commission of Canada, 2023. *Take Our Kids to Work Program*. Retrieved on Feb 02, 2024, from .
7. Vancouver Island Health Authority, 2011. Take Our Kids to Work™ Grade 9 Students' Job Shadowing Program. POLICY#5.1.10.
8. Take Our Kids to Work™ Parent / Guardian Memorandum of Understanding: Waiver of Legal Rights ([Form 807070](#))
9. Career Exploration Job Shadow Participant under 19 years of age: Oath of Confidentiality Agreement ([Form 807071](#))
10. Career Exploration Job Shadow Participant under 19 years of age Parent / Guardian Memorandum of Understanding: Waiver of Legal Rights ([Form 807072](#))
11. Career Exploration Job Shadow Participant 19 years of age and older: Waiver of Legal Rights ([Form 807073](#))
12. Career Exploration Job Shadow Participant 19 years of age and older: Oath of Confidentiality Agreement ([Form 807074](#))

Policy Sponsor: VP Human Resources & Professional Practice		4 of 4
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