

VCU Health System

VCU Student Observer Program Guidelines and Tip Sheet

This guideline is to provide understanding of the observation process. An observer is an individual who has an interest in an area or role and wishes to shadow a team member/sponsor at VCU Health. The Observer experience helps to provide individuals a short-term leaving experience for the purpose of gaining insight about the professional role and work responsibilities, the functioning of a particular department/service and the integration of an occupation/department/service within the health care system.

HR Contact



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Observer Eligibility Requirements

- Be a minimum age of 16; Observers under 18 years of age requires a parent or legal guardian signature
- Ensure a VCUHS team member has already agreed to be their sponsor for the observation/shadowing experience.
- Submit a complete Student Shadowing/Observer intake form
- Submit a complete Student Shadowing/Observer application packet including attestation of required immunizations and TB testing
- Always remain with their sponsor or designated team member
- Wear a Student Observer badge buddy
- Complete and submit all require documentation before beginning the observation experience

Observer Intake and Application Process

Step 1 - Department

Submit the completed sponsor intake form(s) along with a list of student observers who will be shadowing to the VCUHS Observer Program Coordinator (VOPC) team.

Step 2 –VOPC Team

Upon receipt of the completed sponsor intake form and list of student observers, the VOPC team will provide the designee with an application packet. The application packet includes an attestation form(s) for any vaccines or immunizations VCUHS requires. *NOTE: VCUHS departments should store a copy of the attestation form for their files.

Step 3 – Department

Submit the completed application packet to the VOPC team for review.

Step 4 – VOPC Team

Once the completed application has been reviewed, the VOPC team will provide notification to the student observer, sponsor and/or designee.

Step 5 – Department & VOPC Team

Upon approval, the required badge buddy will be issued to the student observer and should be worn for the duration of observation. Once the shadowing experience is complete, students must return the buddy badge to the department, VOPC team, or designee.

Please Note:

- Students who are fulfilling an academic requirement should contact epd.applications@vcuhealth.org
- This process can take up to 10 business days
- Observers may not participate in procedures, patient care treat, and/or medical record documentation
- A list of student observers is only applicable for groups of students seeking to observe