

### VCU Health Student Observer Program Guidelines and Tip Sheet

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



**HR Contacts:** [Katrina Owen](#),  
[Jermaine Hallums](#) or [Ashanta Boarden](#)



Students who are fulfilling an academic requirement should contact [epd.applications@vcuhealth.org](mailto:epd.applications@vcuhealth.org).

#### Observer Eligibility Requirements

- Be a minimum of 16 years old - A parent/guardian signature is required for observers under 18 years of age.
- Ensure a VCUHS team member has already agreed to be your sponsor for the observation/shadowing experience
- Submit a complete Student Shadowing/Observer application packet including documentation of required immunizations.
- Always remain with your sponsor or designated team member.
- Must wear their school ID along with the Student Observer badge buddy.

### Student Observer/Shadowing Intake and Application Process

1. Observers are responsible to connect with a VCU Health team member who is agreeable to sponsor their observation experience.
2. The sponsor or student should contact HR via email and request a “sponsor intake form”. Once completed, the sponsor intake form should be returned to the HR Contacts listed.
3. Upon receipt of the completed sponsor intake form, the observer will be provided with the Student Observation/Shadowing application packet via email.
4. The observer will need to complete all required documentation prior to beginning the observation experience and submit back to the HR Contacts listed.
5. Please collect any required vaccine and TB testing records and submit them all at once via email to the nurse manager in Employee Health, Faith Mason-Bettis: [faith.masonbettis@vcuhealth.org](mailto:faith.masonbettis@vcuhealth.org). For clarity, all emails should include your name and the name of your program and your start date.

*Observers may not touch patients or participate in procedures or patient care treatment including medical record documentation.*