*Applied Anatomy & Physiology II*

S e m e s t e r P o r t f o l i o & J o b S h a d o w

# Portfolio Due Date: Friday, May 26, 2017 Job Shadow Due Date: Friday, June 02, 2017

# **Purpose**

The purpose of the job shadow is to give students the opportunity to experience first hand what happens within the realm of healthcare and explore possible career choices. The portfolio is a means of displaying the work students have done not only for their course grade but as evidence of their learning that can be presented at admission interviews for medical programs in college.

## **Components to Portfolio**

*Contained within a 1½-2” binder*, the portfolio will consist of the following sections and materials:

**Cover page**—A student created cover page will have the following information on it: Student name, class and period. Cover pages should have colored digital pictures/illustrations/etc reflecting the portfolio’s content/subject area. Be creative, but professional!

**Table of Contents**—A student created table of contents will denote the following sections and materials contained within the portfolio. Page numbers are not required.

**Section One: Notes**—This section is dedicated to any entry tasks and lecture notes, whether handwritten or printed, completed in class.

**Section Two: Handouts**—A collection of all handouts, besides printed unit notes, given to students in class; *ungraded* documents.

**Section Three: Assignments, Labs and Assessments**—A collection of all the assignments and lab work completed during the course; *graded* student work.

**Section Four: Job Shadow**—Your job shadow documents/artifacts will be kept in this section. All handwritten aspects of documentation must be in pen. Only the supervising medical professional is to complete forms. Never scratch or white out mistakes made on forms. Rather, simply draw a line through the mistake, write the correction next to the mistake and request that your supervisor initial the change. Documents/Artifacts should include:

**Step 1:** Approval

Worksite Learning Agreement—acknowledgement of participation by student, supervising healthcare professional, parent/guardian and instructor; complete and submit to instructor at start of job shadow (instructor will retain this document until job shadows are collected). Again, supervising healthcare professional must be the same as that on the approval form. Both documents must be completed prior to beginning the job shadow and will be retained by the instructor.

Approval Form—signed and dated by instructor; PRIOR to student beginning their job shadow. *Hours dated prior*

*to approval will not count towards 10 hour total.* Supervisor listed on approval form must be the one to sign all other documents for job shadow. Make sure names are consistent throughout documentation. If a change needs to be made, the student must notify the instructor immediately. The worksite will then need to document the change in supervisor and the student should provide that documentation in their final job shadow packet. Students may not shadow friends or family members who are healthcare professionals. Supervising healthcare professionals must be older than 18 years of age.

**Step 2:** Job Shadow

Hour Log—completed, totaled and signed by supervising healthcare professional. Any total less than 10 hours will earn no credit toward this portion of the job shadow. Job shadow hours completed during regular school hours will not be accepted. TIP: Do a few extra hours to be on the safe side and double check your math!

Journal—should be typed (1.5 spaced, 1” margins all around, 12pt font, Times New Roman) and printed back-to-back. A *minimum* of 5 total pages are to be completed for the 10 hour observation (approximately ½ page per hour of observation as a guideline, though more or less space may be needed for any given entry). No headers (i.e. student name, titles, etc) except the date of entry, which should be contained within the text itself as opposed to being on its own line. For example:

*“9/13/15—Today I had the opportunity to work with a few patients…” as opposed to*

*“9/13/15*

*Today I had the opportunity to work with a few patients…”*

Per HIPAA regulations, do not include any information that could specifically identify a patient (i.e. their name) in your journaling.

Pictures—*at least* one picture per visit should be taken (with your face and attire visibly seen; no selfies please) to visually document participation. Make sure not to include the image of any patients or personnel who do not wish to be photographed (you must respect HIPAA rules & regulations and personal preferences). Arrange pictures in a Word document *with typed captions* to clarify who or what is in the picture. To save paper and toner, pictures need not be any larger than 2”x3” and you may use the ink saving setting on your printer.

**Step 3:** Evaluation and Review

Student Evaluation—four learning objectives identified by student and supervising healthcare professional at beginning of job shadow; healthcare professional keeps the evaluation for so they may reference it as needed during the job shadow. At end of job shadow, the supervising healthcare professional reviews their critique of the student’s performance, both parties sign the evaluation and it is returned to the student to include in their portfolio.

**Step 4:** Gratitude for and Acknowledgement of Supervisor

Thank You Card—a *handwritten* (not handmade) thank you card to be sent to the supervising healthcare professional (the instructor will place in the mail). The envelope should remain unsealed for instructor review and have the mailing and return address already written on it. The return address should NOT be the student’s home address. Rather, Skyline’s address should be used for the return address (1122 228th Ave SE Sammamish WA 98075). Thank you card should be professional in appearance: no spelling or grammatical errors (no scribbles, scratch outs or white outs), student’s best penmanship (no typed letters/cards), dated, language/word choice appropriate for a medical professional, etc. Students should draft their thank you card’s content prior to writing their final draft on their card. Instructor will stamp and mail card after reviewing.

**Section Five: Miscellaneous**—Include any remaining Universal Passes in this section until collected at the end of the semester.

Spartans Gone Green Logs should go in this section and will be collected the last eligible Friday of the semester. Any additional papers should be placed in this section.

**Portfolio and Job Shadow Tips**

* Utilize Class time! Work on labs and assignments when given time to do so. Homework is limited because it is assumed students will use time at home to review and study.
* Don’t wait until the end of the semester to complete your JOB SHADOW hours! Especially students participating in athletics/extracurricular activities and/or cannot drive who may have difficulty getting their hours completed. Your supervisor and instructor cannot account for weather, illness, schedule changes, clinic hours of operation or any other unforeseen incidents. The aforementioned occurrences cannot be used as a justification for not completing the job shadow hours. Plan ahead!
* Be proactive! YOU are ultimately responsible for your own learning. If you are not getting what you need from the experience, let your supervisor and/or instructor know. Do not wait to be taught something…ask questions and investigate!
* When choosing a job shadow site, consider some of the following:
  + What are their hours? Some locations have limited hours and may be closed on certain days of the week. Others may be open 24-hours. Make sure your location can accommodate your school work and extracurricular activities which are your first priority.
  + Some locations are more open to job shadows than others, particularly because of HIPAA laws. Have several locations in mind and do not be discouraged by those who do not allow job shadows. There are plenty of opportunities out there! If you are not 18 years of age, most major hospitals will not allow student job shadows.
  + Transportation is important to consider, particularly for those students who do not yet drive or have access to a vehicle. There are plenty of healthcare facilities located on the Plateau that are in biking or walking distance.
  + Make sure your supervisor is somebody who will be willing to teach you “the ropes” of their profession and tests what you’re learning in class. You are not to be made an “office assistant” (answering phones, filing papers, etc), but actively engaged in working with patients within the guidelines of the facility. If you find that you are not being involved to that degree, consider finding a new supervisor and/or location. You may discuss the matter with your instructor as well.
  + Remember, no friends or family members may act as supervisors and supervisors must be older than 18 years of age.