**Student Affairs (Non-Medical Only)**

**Job Shadow Request Form**

A job shadow is an excellent opportunity for an individual to learn about an area of health care by spending time with a hospital employee who is currently working in that role. A job shadow experience is observation only and is typically 4 hours or less. Observerships are not guaranteed and are dependent on unit availability. If you have provided multiple preferences for your observership role, your first choice will be considered. If your first-choice role department is unable to support the request, we will move forward with your alternate choices. Student Affairs can only process 1 observation request per person, every 3 months. Once an observership has been completed and 3 months have passed, a new observership request form will need to be completed and submitted for consideration.

Note: Student Affairs facilitates non-medical job shadows only, so this does not include experiences with physicians, midwives or dentists. If you wish to observe one of these individuals please contact [Medical Affairs](mailto:LHSC%20Medical%20Affairs%20%3cmedical.affairs@lhsc.on.ca%3e) for a medical job shadow.

For more information about LHSC careers, and possible job shadow areas, please visit our [Careers Page](http://www.lhsc.on.ca/Careers/LHSC/index.htm)!

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| Observer Information | | | |
| Name: |  | Email: |  |
| Attending School:  *If applicable* |  | School Program:  *If applicable* |  |
| Year of Study:  *If applicable* |  | | |

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| Job Shadow Information | |
| Department of Interest: |  |
| Role (Job Title) of interest: | *Physicians, Midwives, or Dentists will not be processed through Student Affairs and your application will be declined.* |
| Site Preference: | University Hospital  Victoria Hospital/ Children’s Hospital  Byron Family Medical Centre  Victoria Family Medical Centre  Kidney Care Centre  *Please note that some departments only operate at one site.* |
| Observer Availability: | *Please provide as many dates and times as possible. Insufficient availability could result in the application being declined. Some units also only operate during Monday – Friday during the day.* |

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| Observership Questions |
| What do you know about the role(s) and department? *Please provide a minimum of five sentences for each role.* |
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| What do you hope to see while at LHSC? *Please provide a minimum of five sentences.* |
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Once completed, please submit one form to [Student Affairs](mailto:student_affairs@lhsc.on.ca), with ‘Job Shadow Request’ in the Subject line along with an up-to-date resume (PDF only). The Office of Student Affairs operates Monday through Friday between the hours or 8:00am – 4:00pm. Requests sent on Saturday and Sunday will be looked at Monday morning.

Student Affairs will review the documentation provided and if appropriate, forward to the applicable leadership for review. At this time, you will receive a confirmation email that your request has been forwarded to your department of choice. When Student Affairs receives an answer from the department regarding the observership, the requester will be contacted to confirm if the observership has been approved or denied.

If student Affairs is unable to secure an observership with your first role of choice, subsequent role choices will be reached out to. Student Affairs will contact you once an observership has been secured, or to let you know that the observership is not possible. If an observership is not possible, and a previous observership has not been completed in the previous three months, a new observership request form can be submitted with a resume for consideration on a different unit.