Required items for - **Physician Shadowing**

Training and documentation requirements for physician shadowing include the following.

**Training (taken through myTraining):**
- Maintaining Safe and Respectful Campus - *UF_GET803_OLT*
- HIPAA & Privacy – General - *UF_PVR800_OLT*
- BBP/BMW – *UF_EHS850G_OLT*
- Protection of SSN – *UF_PRV804_OLT*

**Additional items that need to be accomplished:**
- From the **HR website**, [http://hr.ufl.edu](http://hr.ufl.edu), click on **Forms & Policies** >
  - **Forms (ALL EMPLOYEES)** > Emergency Contact and Campus Directory Information
  - **Forms (ALL MANAGERS)** > Record of Volunteer service - (Volunteer - Section 1 and person being shadowed – Section 2)
- From the **Privacy Office website**, [http://privacy.ufl.edu/](http://privacy.ufl.edu/), Click on **UF Health Privacy > Patient Care Observation** (on the sidebar) >
  - Confidentiality Statement – *click Registration (under Health Information Confidentiality Statement on the sidebar)*
  - Request to Observe Patient Care form *(under How to Become an Observer) (30 days or less)* – sponsor completes
- Copy of driver’s license
- Copy of I-94, EAD, I-20 and/or DS2019 if Foreign National
- CV/Resume – (Updated to include your current position within the department)
- Health Assessment – From the **Environmental Health and Safety (EHS) website** [http://www.ehs.ufl.edu/](http://www.ehs.ufl.edu/), then click on **Forms > OCCMED Forms > INOP Form** (Individuals Not On Positions):
  - There are forms the shadower needs to complete.
    - Contact With Human Blood – click T&V Form
    - Patient Contact – click both Form 1 and Form 2
  - The volunteer is responsible for associated costs. Call SHCC at Shands (SHCC@Shands) Occupational Medicine Clinic to set up an appointment: 352-294-5700.
  - We will submit the INOP form so SHCC can access the volunteer’s information.

Thank you,

Jay

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