

Guide to Get the Most Out of YOUR Health Profession Shadowing

The key to shadowing is learning about, growing in and more fully understanding your field of interest. Make the most of your shadowing experience!

STEP 1: Research and contact different health professionals in your field you want to shadow.

- Be kind, courteous, and most of all show some excitement towards learning and becoming a part of your health profession. Your passion and excitement will leave a lasting impression.
- Find potential opportunities to shadow by:
 - Contacting VCU Alumni: through www.vcualumni.org or via LinkedIn University pages
 - Searching Google: i.e. "Pharmacy listing, 23220"
 - Finding large and small hospitals, as well as private practice, community health centers, free clinics and hospice centers
 - Looking up insurance companies, ex: Aetna, Kaiser Permanente, Humana, etc.
- Contact organizations
 - Send an email, call directly or send a written letter (an example can be found at the end of this document)
 - Keep in mind that private or small practices, such as those involved dental, physical or occupational therapy, or veterinary, will probably be easiest to make and maintain contact due to their size. Hospitals and larger institutions may be busier and require multiple follow up contacts. Don't give up!
 - Confirm dates, times, length of shadowing if possible, and any other details before your first day arrival (check-in procedures, documentation needed, dress code etc.)

STEP 2: It's your first day shadowing! WHOOW! What to expect and what to do.

- Expect
 - To be standing around and watching everything the healthcare professional does.
 - To possibly feel awkward or out of place.
 - The health professional may ask the patient if they are okay with you observing and a patient may say no. Do not take it personally.
- Do
 - Ignore any awkwardness or feeling of being out of place while a procedure or consultation is happening. Everyone who has shadowed has been through it! Consider it a rite of passage of sorts.
 - Greet everyone and smile. Address everyone formally unless told otherwise.
 - BRING SOMETHING SMALL TO TAKE NOTES ON! Pay attention to:
 - People to observe:
 - The health professional, other employees, patients and their families
 - Work environment factors to observe:
 - Workload and pace, team work and team cohesion, communication styles, attitude and work values
 - Work style factors to observe:
 - Skills required, procedures/interventions being performed, type and length of patient interaction, equipment used, and variety of tasks performed
 - ASK QUESTIONS.
 - Don't interrupt a procedure. Remember you're a guest.
 - Dress business casual, unless directed otherwise.
 - Women: Slacks, blouse or button shirt, blazer, heels or nice flats
 - Men: Slacks, button shirt, blazer, dress shoes

STEP 3: Day one is done. Figure out what you know and don't know about people who work in this profession.

- Do you know about their...
 - Lifestyle
 - Work schedule
 - Reasons to do [a procure, process etc.] a certain way
 - Patient interactions
 - Skills required
 - Office dynamics

STEP 4: Further Shadowing. Show interest and ask questions to find out what you want to know.

- Some good questions are:
 - What do you like best and least about your job?
 - If you had to do it over would you consider the same career?
 - How do you to balance your family/personal life with this career?
 - How has the industry changed since you began working in it?
 - What is your advice on applying to, and choosing, a health professions school?
 - What are some trends you see in this profession?
 - How do you continue to grow your education or skills?

STEP 5: Reflect. The key to determining if this is the best career path for you!

- What did you like and dislike about the professional and job you were shadowing:
1 (Hated it!) – 5 (no opinion or don't know) – 10 (absolutely loved it!) = Circle one
 - Work schedule 1 2 3 4 5 6 7 8 9 10
 - Patient contact 1 2 3 4 5 6 7 8 9 10
 - Stress level 1 2 3 4 5 6 7 8 9 10
 - Responsibilities 1 2 3 4 5 6 7 8 9 10
 - Professionalism 1 2 3 4 5 6 7 8 9 10
 - Environment 1 2 3 4 5 6 7 8 9 10
 - Variety/Routine 1 2 3 4 5 6 7 8 9 10
- Based on your experiences, what are your next step(s) to determining the best career path for you?
 - _____
 - _____

*Sample Email

Dear **Dr.** _____,

I am a **(year in school, i.e. junior)** studying **(major)** at Virginia Commonwealth University. I have learned a lot from my academic experience and would now like to learn about **(health profession)** from the perspective of a health care professional. I am seeking a shadowing opportunity and hope you might allow me to observe your clinical interactions for a few hours on a day and time that works best for you. *(You can include the hours you are free here).* I have completed the HIPPA module on patient confidentiality and have an updated TB screening *(not always required but recommended)*. In addition, I have copies of all of the forms that are necessary for shadowing at **(i.e. ABC hospital)**. Attached you will find my resume in case you'd like to review my prior experiences and activities. Please let me know if you are able to accept a student shadow at this time.

Thank you for your time and consideration,

Interested VCU Student



Medical Volunteering/Shadowing Guide

Bad Axe

Dr. Craig McManaman, DO
Orthopedic Surgeon
Huron Memorial Hospital
(989) 269-5015
*ONLY Pre-Med students

Battle Creek Area

Bronson Battle Creek
(269) 245-8470
<http://www.bronsonhealth.com/volunteer/volunteer-at-bbc>
*ONLY current volunteers may shadow

Oaklawn Hospital
(269) 789-3922
www.oaklawnhospital.org
<http://www.oaklawnhospital.org/donate-your-time>

Southwest Rehabilitation Hospital
(269) 965-3206
<http://www.sw-rehab.org>
<http://www.sw-rehab.org/get-involved/volunteer-opportunities/>

Cedar Springs

Dr. Danielle Sigelko, DO
Family Medicine
White Pine Family Medicine
(616) 696-2020
Contact: danigrondin@gmail.com

Detroit Area

St. John Providence
(248) 849-8806
Contact: Cindy Boeneman (313) 343-3680
<http://www.stjohnprovidence.org/Volunteer/>

Eaton Rapids

Eaton Rapids Medical Center
(517) 663-9520
www.eatonrapidsmedicalcenter.org

Grand Haven

North Ottawa Community Hospital
Contact: (616) 847-5215 or (616) 847-5612
<http://www.noch.org>

Grand Rapids

Dr. Duane Berkompas, MD
Cardiology
Spectrum Health
(616) 885-5000
duane.berkompas@spectrumhealth.org

Dr. Terri Bott-Kothari, MD
Radiation Oncologist
MetroHealth
(616) 252-8180

Dr. Jennifer Cory, DO
Internal Medicine
Metro Health
(616) 252-5201

Dr. Todd Chassee, MD
Emergency Medicine
Spectrum Health
(616) 391-1680
<http://www.surveymonkey.com/s/J5SVM7J>
tchassee@gmail.com

Cherry Street Health Services
(616) 776-2120
<http://www.cherryhealth.org>
*11 locations in Grand Rapids

Dr. Stephen Cohle, MD
Medical Examiner
Blodgett Hospital
(616) 774-7499

Dr. Sandra Dettmann, MD
Addiction Medicine Specialist
The Dettmann Center
(616) 350-3230
notallgirls@me.com

Dr. Ulrich Duffner, MD, FAAP
Blood & Bone Marrow Transplant Program
Helen DeVos Children's Hospital
(616) 391-9127
ulrich.duffner@spectrumhealth.org



616.331.8585 | www.gvsu.edu/clasadvising | C-1-140 MAK

Medical Volunteering/Shadowing Guide

Dr. Randall Duthler, MD
Family Medicine
MetroHealth Southwest
(616) 252-8440
Contact: jennifer.devries@metrogr.org
www.metrohealth.net

Gilda's Club of Grand Rapids
(616) 453-300
Contact: Linden Becker lbecker@gildasclubgr.org

Health Intervention Services
(616) 475-8446 ext. 116
Contact: Lynne lkuhl@hisgr.org
www.hisgr.org
<http://www.hisgr.org/volunteer>

Jayne Heim, FNP
Dermatology
Psoriasis/Eczema Treatment Center
(616) 459-1361
<http://psoriasisieczemacenter.com/>

Helen DeVos Children's Hospital
(616) 391-9000
<http://www.helendevoschildrens.org>

Dr. Brian Hinkley, DO
Family Medicine
Metro Health
(616) 252-1500
Brian.hinkley@metrogr.org

Dr. Ronald Hoogmoed, MD
Internal Medicine
East Paris Internal Medicine Associates
(616) 954-9291
Contact: hoogmoed@comcast.net
*Primarily older adults with chronic medical problems

Dr. Russel Lampen, DO
Infectious Disease
Spectrum Health Medical Group
(616) 774-2822

Dr. Ryan Madder, MD
Interventional Cardiology
Spectrum Health
(616) 608-8300
ryan.madder@spectrumhealth.org

Mary Free Bed Rehabilitation Hospital
(616) 242-0300 or (616) 493-9752
Contact: volunteer@maryfreebed.com
<http://www.maryfreebed.com/Jobs/Volunteering/Contact-Volunteer-Services>

Mercy Health/Saint Mary's Health Services
Contact: Rachel Selgo (616) 685-1898
or selgor@trinity-health.org
<http://www.mercyhealthgrandrapids.com/welcometosaintmarys>
<http://mercyhealthcareers.com/why-mercy-health/volunteer-services/>

MetroHealth Hospital
(616) 252-7009
www.metrohealth.net/careers/volunteers

Pine Rest Christian Mental Health Services
(616) 281-6308
<http://www.pinerest.org>
*ONLY Students interested in Psychiatry

Spectrum Health Facilities
*Students interested in volunteering at any of the Spectrum Health locations should apply at:
<http://www.spectrumhealth.org/Volunteer>
**Students interested in job shadowing at any of the Spectrum Health locations should apply at:
<http://www.spectrumhealth.org/jobshadowing>

Spectrum Health Medical Group – Infectious Disease
(616) 774-2822
*7 Physicians, 4 Nurse Practitioners and 2 PAs

Dr. Timothy Thoits, MD
Neurology
Spectrum Health Medical Group
Contact: Timothy.Thoits@spectrumhealth.org

Dr. Jeffery Woo, MD
Internal Medicine
Grand Valley Medical Specialists
Contact: woojeffery@yahoo.com

Zeeland Community Hospital
(616) 772-5736
www.zch.org

Medical Volunteering/Shadowing Guide

Hastings

Pennock Hospital
(269) 945-1760
Contact: Jan Hawthorne (269) 945-1212
<http://www.pennockhealth.com>
<http://www.pennockhealth.com/volunteer.html>

Holland

Holland Community Hospital
(616) 394-3140
Contact: volunteers@hollandhospital.org/jobs
<http://www.hollandhospital.org>
<http://www.hollandhospital.org/AboutUs/Volunteers.aspx>
*Interested students must apply for volunteer opportunities through their job board online.

Dr. Brian Paff, DO
Orthopedic Surgeon
Shoreline Orthopedics
Contact: Christ Maki (616) 396-5855

Howell

McPherson Hospital
Contact: Lori Koehn (620) 241-2251
or lorik@mcpersonhospital.org
<http://www.mcpersonmemorial.org/volunteers.cfm#volunteer>

Ionia

Sparrow Ionia Hospital
(616) 527-4200
Contact: Mary Thacker (616) 523-1425
or mary.thacker@sparrow.org
<http://www.sparrow.org/?id=702&sid=1>

Kalamazoo

Bronson Methodist Hospital
(269) 341-7654
<http://www.bronsonhealth.com>
<http://www.bronsonhealth.com/volunteer>

Borgess Medical Center
Volunteer Contact: (269) 226-4882
Shadowing Contact: Sharron White (269)226-7363
<http://www.borgess.com>
<http://www.borgess.com/default.aspx?pId=108#.UkMkRNKshcY>

Lansing

Ingham Regional Medical Center
Volunteer Contact: (517) 975-6924
<http://www.irmc.org>
<http://www.mclaren.org/Lansing/Volunteersgl.aspx>

Sparrow Health System
(517) 364-1000
<http://www.sparrow.org/jobshadowing>
<https://www.sparrow.org/?id=1516&sid=1>

Midland

Mid-Michigan Medical Center- Midland Campus
Volunteer Contact: (989) 839-3340
<http://www.midmichigan.org>
<http://www.midmichigan.org/about/VolunteerOpportunities/>

Muskegon

Dr. Jeremy Barber, DO
Interventional Gastroenterology
Mercy Health Partners
(616) 502-9672

Mercy General Health Partners
Volunteer Contact: Kathy Daly (231) 728-4711
Shadowing Contact: Kaslena Hussey (231) 728-4089
or husseyk@mercyhealth.com
www.mercyhealthmuskegon.com/careers-volunteer-muskegon