- *Any Shadow participating at UTMC or the Health Science*w through UToledo/

UTMC

1) Department who wants to host a Shadow candidate contacts UTMC Compliance Specialist to begin the process, **after** they have received approval from departmental AND hospital leadership (this ensures capacity, safety and budget have been taken into consideration).

2) Hosting department coordinates with Shadow candidate to ensure all steps are completed before they shadow, after reviewing policy to make sure that the shadow proposal and candidate is allowed.

3) Department reaches out to shadow participant has them complete the shadow application form.

4) After receiving application, department generates affiliate account for shadow candidate.

5) Hosting department submits above information including Rocket ID number through the shadow portal which is monitored by the UTMC Compliance Specialist.

6) UTMC Compliance Specialist adds shadow to med-screen app and requests HIPAA training be added (**note that this step can't be taken until all previous items have been received**).

7) UTMC Compliance Specialist runs a background check on intern (**shadow pays for this**).

8) UTMC Compliance Specialist will notify department that they can now email the following information to shadow candidate:
   a. Tells candidate to schedule their med-screen with Occupational Health
   b. Provides shadow candidate with onboarding packet, any required paperwork to sign and test link
   c. How to take HIPAA training
   d. How to get badge
   e. Coordinates getting shadow participant appropriate parking pass through department portal that department will pay for and reminds shadow that they need to follow UToledo campus parking rules

9) Once UTMC Compliance Specialist has received all items and clearances above, they will notify department that shadow experience can be scheduled.

10) Department will contact shadow participant to coordinate schedule and any additional training needed.

11) At completion of shadowing opportunity, department notifies the UTMC Compliance Specialist that shadow experience has been completed.

12) Department notifies affiliate ID leader to deactivate affiliate account.