


Name of Policy: College of Medicine and Life Sciences: Shadowing at UTMC and affiliated clinical sites (Non-Medical Students)			
Policy Number: 3364-81-11		Revision date: April 30, 2025	
Approving Officer: Dean, College of Medicine & Life Sciences		Original effective date: March 28, 2018	
Responsible Agent: Senior Associate Dean for Undergraduate Medical Education/CMO UTMC			
Scope: UTMC/UT COMLS			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo Medical Center has oversight over the number of trainees or individuals interested in participating in health care experiences at UTMC or UTCOMLS related affiliate sites.

(B) Purpose of policy

The purpose of this policy is to define the process by which UTMC will allow observers who are not enrolled in medical school to observe the delivery of clinical care at UTMC or affiliated sites. UTCOMLS must ensure that shadowing does not compromise patient safety, efficient operation of UTMC, or the integrity of the learning environment for UT students.

This policy applies to anyone who is not a medical student, physician or healthcare provider who has an interaction with a patient in the clinical environment.

(C) Scope:

This policy applies to all individuals requesting shadowing at UTMC or an affiliated clinical site. Medical students, residents and physicians who have completed medical school training are excluded from this policy. UTMC does not allow residents and physicians to participate in shadowing.

(D) Definition

Shadowing: Shadowing is an observational experience that does not constitute training. Observers do not participate in direct or indirect patient care or management. Observers

do not receive any form of certification or evaluation at the end of their shadowing period.

(E) Procedure

Individuals who have graduated from any medical school may **not** participate in shadowing at UTMCM or its affiliated sites. High school or college undergraduate students may apply for a time-limited observership not exceeding one week (in a specific discipline or specific clinical service), by reaching out to UTMCM Compliance. No one may participate in shadowing unless approved by the Office of Clinical Placement in the Department of Medical Education.

Additional information can be found here:

<https://www.utoledo.edu/offices/internalaudit/institutional-compliance/utmc-shadow-procedures.html>.

In addition, all observers must provide documentation of health and immunization requirements, and criminal background check. UTMCM Compliance will verify the credentials of each observer, maintain a complete roster of observers, and approve the assignments of each observer.

Individual faculty and staff members may not allow observers to participate in the clinical environment without explicit and written approval from UTMCOMLS and the Department of Medical Education. Violation of this policy may result in disciplinary action based on professionalism policy.

- (1) Applications for shadowing will be submitted to the Department of Medical Education prior to the start of any clinical shadowing activity.
- (2) Approval of attending physician and clinical service will be necessary prior to starting the shadowing as well. Faculty sponsors are responsible for oversight of all observers. No university employee shall supervise/oversee any person closely related by law, blood, marriage, or significant relationship. This is in conjunction with the university's Conflict of Interest and Nepotism policy (Policy # 3364-25-18). It is the responsibility of sponsoring department to assure observers are displaying a UT issued badge at all times.
- (3) Upon approval of the application, students may be assigned as observers depending on availability of faculty members willing to have observers and the number of medical students and other trainees at that site.
- (4) Physician Assistants, nurses, pharmacists, and other health professionals need specific, written approval from their respective colleges and coordination with their colleges at University of Toledo prior to assignment as observers.
- (5) Failure to comply with this policy may result in disciplinary action for staff, students, and faculty members.

Approved by:

/s/

Imran Ali, M.D.
Dean, College of Medicine and
Life Sciences
Vice Provost for Health Education

April 30, 2025

Date

Review/Revision Completed by:

Senior Associate Dean for
Undergraduate Medical
Education/CMO UTMC

Policies Superseded by This Policy:

- None

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Next review date: April 30, 2028