

Name of Policy: College of Medicine and Life Sciences: Shadowing at UToledo Health and affiliated clinical sites (Non-Medical Students)		Revision date: July 22, 2026	
Policy Number: 3364-81-11		Original effective date: March 28, 2018	
Approving Officer: Dean, College of Medicine & Life Sciences			
Responsible Agent: Senior Associate Dean for Undergraduate Medical Education/CMO UToledo Health			
Scope: UTM/UT COMLS			
☐	New policy proposal	☐	Minor/technical revision of existing policy
☒	Major revision of existing policy	☐	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo College of Medicine and Life Sciences oversees the number of trainees or individuals interested in participating in health care experiences at UToledo Health or at UTMCOMLS-related affiliate sites.

(B) Purpose of policy

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

This policy applies to anyone who is not a UTMCOMLS 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 UToledo Health or an affiliated clinical site. UToledo Health does not allow non-UTMCOMLS students, 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 UToledo Health or its affiliated sites. High school or college undergraduate students may apply for a time-limited observership, which is limited to 20 hours maximum for all shadowing experiences. No one may participate in shadowing unless approved by the Department of Medical Education. Additional information can be found here: [Institutional Compliance Shadow Procedures](#).

In addition, all observers must provide documentation of health and immunization requirements and a criminal background check. UToledo Health Compliance will verify each observer's credentials, maintain a complete roster of observers, and approve each observer's assignments. Individual faculty and staff members may not allow observers to participate in the clinical environment without explicit and written approval from UTCOMLS and the Department of Medical Education. Violation of this policy may result in disciplinary action based on the 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 the attending physician and department chairperson or designee will be necessary prior to starting the shadowing as well. Faculty sponsors are responsible for overseeing 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 the sponsoring department to ensure that observers are displaying a UT-issued badge at all times.
- (3) Upon approval of the application, students may be assigned as observers depending on the 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 the 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:

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

Date

Review/Revision Completed by:

Senior Associate Dean for
Undergraduate Medical
Education/CMO UToledo Health

Policies Superseded by This Policy:

- None

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Next review date: April 30, 2028