

UPMC Altoona Job Shadow Program Orientation Guide

General Information

- You will be required to sign a confidentiality statement.
- A name tag/identification badge must be worn or in your possession at all times.
- You will be instructed where to park.
- Dress code is business casual. **No:** open toed shoes, jeans, sweatpants, yoga pants, logoed t-shirts you may be sent home if you are inappropriately dressed.
- Smoking is prohibited in UPMC owned or leased facilities, buildings, passageways, and parking garages.
- Cell phones must be turned off during the shadow program and can only be used in designated areas.
- Photo taking is not permitted at any time.
- You will be accompanied by a staff member at all times.
- The Job Shadow Program is observation only. You are not permitted to assist in any way
- Patient's consent is required for observations. Patients have a right to decline. If this occurs, you will be asked to step out of the area.
- Patient safety comes first. Your shadow host will determine which activities are appropriate for observation.
- If you have an active infection on the day that you are scheduled for a job shadow, such as a cold, flu, conjunctivitis, or chicken pox, please reschedule.

If you have any concerns or issues while you are in our hospital or other UPMC facility, please discuss them with your department host.