

# HPAO SHADOWING AGREEMENT

## Summer 2024

I, \_\_\_\_\_, **UNDERSTAND AND AGREE** to the following:  
(Printed Name)

*(INITIAL BESIDE EACH ITEM CONFIRMING THAT YOU **READ AND UNDERSTAND** THE REQUIREMENT)*

\_\_\_\_\_ I am **REQUIRED** to Return my **SHADOWING BADGE** to the HPAO (NOT  
(Initial) Card Services!) by **4:00 pm on Tues., August 20, 2024.** (Badges are retained  
by the HPAO, then re-issued upon future approval.)

\_\_\_\_\_ I am **REQUIRED** to notify the HPAO immediately if I am no longer shadowing. I  
(Initial) understand that there could be penalties for being approved to shadow, yet not  
completing the process. I also understand that I am still required to upload an  
incomplete Physician Signature Log and Activities Tracking Form, in addition to a  
paragraph explaining while the minimum requirements were not met.

\_\_\_\_\_ I am **REQUIRED** to wear/display my “Observational Student” shadowing badge  
(Initial) every time I shadow AND to dress professionally and conservatively.

\_\_\_\_\_ I am **REQUIRED** to shadow a MINIMUM of 4 times OR 8 hours during the  
(Initial) semester.

\_\_\_\_\_ I am **REQUIRED** to have the Physician Signature Log (provided by the HPAO  
(Initial) once approved to shadow) **SIGNED** by the physician at the conclusion of each  
shadowing session. (Students may not sign on the physician’s behalf.) I must also  
upload the Physician Signature Log (including signatures) to my REDCap  
Shadowing Record by **4:00 pm on Tues., August 20, 2024.** **I must keep a copy  
of the log for my records.**

\_\_\_\_\_ I am **REQUIRED** to complete the Activities Tracking Form (found in the  
(Initial) REDCAP Shadowing Record) and **save a copy for my records.** I must also  
upload the completed Activities Tracking Form to my REDCap Shadowing Record  
by **4:00 pm on Tues., August 20, 2024.**

\_\_\_\_\_ I am **REQUIRED** to email or hand-deliver a note of appreciation to my physician  
(Initial) mentor expressing my gratitude for the opportunity, and I will upload a copy of the  
**WELL-THOUGHT-OUT** “Thank you” note to my REDCap Shadowing Record  
by **4:00 pm on Tues., August 20, 2024.**

\_\_\_\_\_ Failure to abide by this agreement could result in being **PROHIBITED** from any  
(Initial) future shadowing at Vanderbilt and/or a **HOLD** being placed on my student  
records.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)