Required items for – Physician Shadowing

Training and documentation requirements for physician shadowing include the following. NOTE: because of computer security measures, you may have to copy and paste the links.

Training (taken through myTraining):

- Harassment - UF_GET802_OLT
- HIPAA & Privacy – General - UF_PVR800_OLT
- BBP/BMW – UF_EHS850G_OLT
- Protection of SSN – UF_PRV804_OLT

Additional items that need to be accomplished:

- From the HR website, http://hr.ufl.edu, click on Manager Resources > Forms
  - Record of Volunteer service - (Volunteer - Section 1 and person being shadowed – Section 2)
  - Emergency Contact and Campus Directory Information
- From the Privacy Office website, http://privacy.ufl.edu/, Click on UF Health Privacy > Shadowing (on the sidebar)
  - Confidentiality Statement (Health) is on the sidebar
  - Request for Observation form (21 days or less) – sponsor completes
- Copy of driver’s license
- Copy of I-94, EAD, I-20 and/or DS2019 if Foreign National
- CV/Resume – (Updated to include your current position within the department)
- Health Assessment – From the Environmental Health and Safety (EHS) website http://www.ehs.ufl.edu/, then click on Forms > OCCMED Forms > INOP Form (Individuals Not On Positions):
  - Contact With Human Blood – click T&V Form
  - Patient Contact – click both Form 1 and Form 2
  - The volunteer is responsible for associated costs. Call SHCC at Shands (SHCC@Shands) Occupational Medicine Clinic to set up an appointment: 352-294-5700.
  - We will submit the INOP form so SHCC can access the volunteer’s information.

Thank you,
Jay

Jay Pyon, MA
Department of Aging and Geriatric Research, University of Florida College of Medicine
University of Florida Institute on Aging
Phone: (352) 294-5802 | Fax: (352) 273-5920 | E-mail: jay.pyon@ufl.edu