



**BAPTIST HEALTH SYSTEMS
EDUCATION RESOURCE CENTER
STUDENT PRECEPTOR and/or SHADOWING PROCESS**

- Students should be enrolled in the eleventh grade in high school or later, to have a shadowing experience.
- No contract is required for a one-day shadowing experience.
- Scrubs are required for the experience.
- Id Badges must be worn at all times, Pick up in ERC and return to ERC at end of the experience.

Obtain the following information:

Student's Full Name: _____

Faculty Name & Telephone: _____

High School and grade (if applicable): _____

Home Telephone Number: _____

Cell Phone Number: _____

E-Mail Address: _____

Date of Experience: _____

Unit(s): _____

NM/DD notified & date approved: _____

Preceptor: _____

Enrolled in 11th Grade Yes NO

OIG Check Date- www.OIG.HHS.Gov/ Approval: _____

If OIG check is denied, student's SS# must be obtained

Student-On-Line Orientation:

Attach file to e-mail communication

- P:\Edserv\Shadow Students\Shadow(2015)
- Complete Online Orientation and sign (2) forms
(<http://www.mbhs.org/student-and-faculty-orientation/online-orientation-instructions/>)
- Forms must be turned in at the time an ID Badge is issued
- File documents in manual in workroom under Shadowing Students
- If several students shadowing, the faculty should complete roster and personally complete the orientation.

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