



A partnership with  
Fairbanks Memorial Hospital/Denali Center  
and University of Alaska Anchorage

### **Application & Orientation:**

Complete the Job Shadow Application and submit to Interior AHEC. The Education Specialist will contact you upon approval of your application to schedule a mandatory orientation. Applications are reviewed weekly and orientations are offered twice a month.

### **Job Shadow Scheduling:**

After the orientation, job shadow requests are placed with FMH/DC departments, according to your areas of interest. **Departments are given a two-week notice** that a request for a job shadow has been made. The Education Specialist handles all scheduling with FMH/DC departments and contacts you when a job shadow is available.

**Note:** Job Shadows are scheduled according to patient load and staff availability. Therefore, if you have a required deadline we strongly urge you begin the application process **one month** before your deadline.

### **Job Shadow Expectations:**

All job shadows are hands-off/observation-only experiences. You may spend 4 hours at a time in one department, and no more than 8 hours in FMH/DC in one day.

On the day of your job shadow:

- Arrive on time.
- Clothing should be professional looking, in good repair, not too tight, revealing, or baggy.
- Shoes should have low heels, non-skid soles, closed-toes, and should not make excessive noise while walking through halls.
- Practice good hygiene and personal grooming. Strong perfumes, colognes, and aftershaves should not be worn.
- Keep hair neat, clean, and safely secured.

We respect your individuality; however, please consider such things as unusual hairstyles or piercings that may conflict with the professional image we want to portray.

### **Surveys:**

Before and after your job shadow experience, you will be given the opportunity to provide Interior AHEC with important feedback. We take your input seriously and use it to maintain a quality program, so please take a few minutes to fill out the surveys when asked.

**NOTE: If you will be late or cannot make it on your scheduled day, please notify Interior AHEC 24 hours in advance.**



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## Application for Job Shadow

**All parts of the application must be complete when you submit the application. Please attach all responses to this cover page. The number of job shadow slots is limited. Incomplete or illegible applications will not be considered.**

### Part I: Personal Information

Name: \_\_\_\_\_ age: \_\_\_\_\_

School or Current Place of Employment: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

I come from an educationally disadvantaged background. Yes No

I come from an economically disadvantaged background. Yes No

### Part II: Intent

**Please answer the following questions completely in short essay form. Please type your responses on a separate page.**

1. Why are you interested in the medical field and what specific areas of the field most interest you?
2. What do you hope to gain from completing a job shadow?
3. What questions do you have that you hope will be answered during your job shadow?
4. Is this job shadow required for a class, school project, application, or other reason? If yes, please explain.



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### **Part III: Recommendation**

- **The following questions should be answered by a person who can speak to the individual's interests in the medical field, such as a teacher, counselor, social worker, or professor. The person who provides the recommendation may not be a family member.**
- **Please type the recommendation on a separate sheet, and answer all questions completely.**

1. In what capacity do you know this individual and how long have you known him/her?
  
2. What level of interest in the medical field has this individual displayed? And what are his/her interests in the medical field?
  
3. The ability to maintain strict confidentiality and the ability to handle oneself in a mature manner are two very important factors for a successful job shadow. Please tell us about this individual's ability to demonstrate these important traits.
  
4. How do you believe this individual will benefit from completing a job shadow?



Thank you for your interest in a job shadow in the medical field. The medical field is the fastest growing industry in Alaska, and we applaud your desire to learn more about health careers. The Education Specialist will contact you after reviewing your application.

**Please submit the completed application to:  
Interior AHEC at FMH  
1650 Cowles St.  
Fairbanks, AK 99701  
ATTN: Education Specialist  
Email: [megan.gooding@bannerhealth.com](mailto:megan.gooding@bannerhealth.com)  
Fax: 907-457-4850**