



## What to Expect as a Shadowing Sponsor

### UCHealth Shadowing Program

1. The shadower will coordinate with you to determine their shadowing date(s), including start and end times. These details are required during the application process.
  - a. The shadower is limited to 12 hours in total within a 12-month period of time.
2. The shadower must submit a **completed** shadowing application with all required documentation **no later than 7 days prior** to the scheduled date.
  - a. **No exceptions** will be made to this timeline.
  - b. Please refer any questions from learners to our:
    - i. Website: <https://www.uclive.vsyslive.com>
    - ii. Email: [uchshadowing@uchealth.org](mailto:uchshadowing@uchealth.org)
    - iii. Office: 720-848-1886
3. Once submitted, you will receive a Sponsor Acknowledgement Form and the participant's application via email.
  - a. By signing and acknowledging the form, you confirm that the participant is shadowing you and that you agree to always supervise them.
  - b. You are also responsible for ensuring their badge is returned at the end of the experience and for obtaining verbal patient consent before observation.
4. The Volunteer Services & Shadowing Office will process the full application.
  - a. The experience will be confirmed only after both you and the office approve the request.
  - b. You will be copied on the confirmation email sent to the participant.

### Why it matters:

By participating, you support UCHealth, a leading academic medical center, uphold the exceptional standards of Colorado's top-ranked hospital. Your involvement is essential in maintaining UCHealth's commitment to safety, professionalism, and confidentiality. As shadowers are not employees, clear supervision is necessary to safeguard patients, staff, and hospital operations.