

Shadowing Etiquette

Contacting the Doctor:

- Keep it very simple and very short.
- Use your crimson email or some other professional email address- no cutesy names.
- Include the following in your message:
 - introduce yourself- first and last name, year in school, major, pre med
 - tell them you received their name from the AED shadowing program
 - state your intention of setting up a weekly shadowing experience and give them times and days of your availability
 - set up a place to meet- make sure you know exactly where you will be going so there is no confusion on the day of
 - ask if the facility where you will be shadowing has any special requirements or paperwork you should be aware of
 - thank them in advance for their time and the opportunity

Looking Professional: The dress for shadowing is business casual as detailed below. Remember to maintain good hygiene and overall present yourself in a put together manner. It is highly recommended to avoid the use of perfumes/colognes.

- Males:

- General: dress pants, dress shirt, a tie, and dress shoes.
- Avoid clothing that is wrinkled or that doesn't fit properly.
- Be aware of the length of your hair, if it is falling in your eyes get a haircut prior to shadowing.

- Females:

- Blouse or other nice top- keep it classy and conservative, nothing too low cut or revealing.
- Dressy pants or skirts are both acceptable. Skirts should be preferably knee length and absolutely no shorter than 1 inch above the knee.
- Hair: wear however is most natural for you, but it is best if your hair is not constantly falling in your face and try to avoid flipping or playing with your hair too often.
- shoes: should be closed toed and comfortable (remember you will be walking around and on your feet the whole time), heels are fine as long as they are of appropriate length but be aware of the amount of noise that heels can make.
- Accessories/ jewelry: keep it simple, tasteful, and limited, avoid wearing too much perfume or makeup.

Interacting with Doctor and Patient:

- Always address others with their title and last name unless directed otherwise. Err on the side of formality and when in doubt you can always say “ Is Dr. Smith the correct way to address you?”
- Bring a small notebook with you for taking notes. Write down any diagnoses, medications and symptoms that you hear throughout the day and take the initiative to look them up when you get home. Avoid taking notes when you are actually in the room with the patients- leave that time for observation.
- Pay attention and act engaged.
- Ask questions at the appropriate times. Do not interrupt the doctor when he is in the room with a patient. It is usually better to wait between patients or at the end of the day to ask questions, but follow the doctors cues based on how much they talk to you in front of the patient.
- Be attentive and respectful of the patient: hold the door open for them, get their purse or umbrella for them, help them in or out of a chair.
- **Absolutely no cell phones or texting. If you feel like you will be tempted leave it in the car.

How HIPPA applies to you as pre-med students:

- do NOT discuss patients anywhere in the hospital or facility where you are shadowing
- do NOT discuss patients on any form of social media during or following the shadowing experience
- when telling stories to family or friends or in medical school interviews and personal statements never use any identifying information

Afterwards:

- send a thank you card within one week to the doctor you shadowed thanking them for everything they taught you- this is so important in leaving a good impression and leaves the door open for you to ask for letters of recommendation down the road
- document the time you spend shadowing and thoroughly write about the experiences you have at the end of each shadowing session.