

NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PALMETTO HEALTH RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE PRESIDENT AND CEO OF PALMETTO HEALTH.



X	Palmetto Health Baptist (PHB)
X	Palmetto Health Baptist Parkridge (PHBP)
X	Palmetto Health Richland (PHR)
X	Palmetto Health System Services

Career Observation Policy

Department Name: Workforce Development

Effective: 4/3/2018
 Reviewed: 6/12/2012
 7/30/2014
 10/16/2014
 6/12/2015
 09/1/2015

Policy Statement

Palmetto Health recognizes the value of the developing a future healthcare workforce. Therefore, Palmetto Health will collaborate with a variety of partners to enhance the awareness and training of those interested in health careers. Students governed by this policy include job shadowing, extended learner, graduate assistant and administrative resident and other student events as deemed appropriate by management.

DEFINITIONS

1. Job Shadowing is an educational workplace experience up to 20 hours maximum per year. This experience introduces students to a specific job by pairing the student with an employee preceptor/mentor. Students/individuals will “shadow” the employee as he/she performs normal work activities. Students/individuals gain information regarding the knowledge, skills, and abilities required for a specific role within healthcare. However, students/individuals will not perform direct patient care. The minimum age requirement is generally 15 years old or students enrolled in the 10th grade. However, students requesting placements in surgery must be at least 16 years old or in the 11th grade in high school.
2. Extended Learners are students enrolled in local career and technology education

(CATE) high school electives or college courses. Placements may last up to two semesters. Students master specific competencies while under the direct supervision of a health professional. Prior to student placements, formal affiliation agreements may be required by school districts and/or colleges to meet regulatory guidelines for course credit.

3. Graduate Assistantships are offered to selected students enrolled in a master's degree curriculum (i.e. MHA, MPH, MBA, etc.) with college affiliates. Students are required to complete projects aligned with academic competencies during one or more semesters. The sponsoring department agrees to pay the university per semester. Students are paid by the college.

4. Administrative Residencies are offered to selected students enrolled in master's degree curriculum (i.e. MHA/MBA) with college affiliates, while being supervised by senior management and assisting with major business projects. The main focus of an administrative residency is to provide a practical understanding of and appreciation for the interrelationships between the clinical and administrative operational systems within a hospital setting. The sponsoring department agrees to pay the university per semester. Students are paid by the college.

APPROVED: _____
Pamela Hardy
Corporate Learning Officer

DATE: _____

Sponsoring Department: Workforce Development