

Shadow_{Rx}

Professional Shadowing Experience Policy and Procedures 2019

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Introduction

Nova Southeastern University College of Pharmacy’s ShadowRx program is a formalized shadowing opportunity for our first year (P1) through third year (P3) students. This program will provide a chance for our students to get a glimpse into different practice areas and specialties before they rank and begin their Advanced Pharmacy Practice Experience (APPE) rotations. Shadows give a student an opportunity to network with top professionals in pharmacy and build new relationships. This experience and exposure into the profession helps tailor the direction a student may go in his or her careers.

Shadows are mainly described as a 2-4 hour in person experience into the profession at a specific site of interest. Shadows may also be reduced to a 1/2hr to 1 hr time block via in person (meeting such as lunch or coffee) or by phone/video conference. Some specialty sites may have policies and/or barriers to entry into that specific site, but meeting with professionals that work and lead within those areas helps to fortify the “big picture” approach.

Program Outline: Winter Semester

	Class of 2022 (P1)	Class of 2021 (P2)	Class of 2020 (P3)	Class of 2019 (P4)
ShadowRx (requirement)	Complete	Complete	Complete	-

Table1. Each year (P1-P3) students will be required to shadow a pharmacist or related professional approved through the NSU College of Pharmacy Career Development Center (CAREERx Space). This requirement is held through our leadership course.

Responsibilities of the Shadow_{Rx} Mentor

Shadow Mentors are a vital piece to the development stages, both personally and professionally. Shadow Mentors play a major role in helping students gain knowledge about the profession, and in most cases a hands on experience within a specific site of interest. Shadow mentors will help to shape the careers of NSU College of Pharmacy's students.

Mentors should ensure the following:

- Communication is made within a week of request from a student.
- Any form of communication should be saved to ensure accountability for the students and any concerns made.
- Shadow mentors should expect to spend up to 4 hours observing a “day in the life of” a pharmacist in your chosen practice area. You may spend longer than 4 hours as long as you and your mentee are available. Shadows are mainly described as a 2-4 hour in person experience into the profession at a specific site of interest. Shadows may also be reduced to a 1/2hr to 1 hour time block via in person (meeting such as lunch or coffee) or by phone/video conference. Some specialty sites may have policies and/or barriers to entry into that specific site, but meeting with professionals that work and lead within those areas helps to fortify the “big picture” approach.
- Each Shadow experience should be documented through our post-experience follow-up survey.
- For phone/ video conferencing: (ie. Telephone, Skype, GoToMeeting, etc).
 - Ensure internet or phone connection is working properly.
 - Make sure your atmosphere is quiet, provides enough lighting for a face-to-face conversation, and has minimal to no distractions (if video option is utilized)
 - Be sure to connect at least 2 minutes prior to the meeting start, to ensure all programs are functioning and be prepared to contact the necessary point person in case there are any issues.

If	Then
I want to participate in the ShadowRx program	Sign up at https://pharmacy.nova.edu/careerx/shadow.html
Paperwork is required to shadow at my site (background check, HIPAA, flu shot, immunizations, etc)	Please make sure to send all paperwork and required information to CareerRx@nova.edu
You experience a problem during your shadowing experience	Please email us at CareerRx@nova.edu explaining the issue

Responsibilities of the Shadow_{Rx} Mentees

Nova Southeastern University College of Pharmacy’s ShadowRx program is an important approach to development and growth. The program offers a great experience and exposure into the profession. Students will need to hold themselves to the highest account and should strive to build long-term connections and professional relationships while on their shadow experience.

- Dress professionally
- Maintain professionalism between you and your mentor
- Clearly state your goals and intentions so your mentor can better assist you.
- Keep your professional profile up to date and ensure you’re meeting all required tasks in the agreed manner
- Be honest
- Listen to different perspectives
- Complete pre- and post-surveys regarding your expectations and experience at your site
- Expect to spend up to 4 hours showing/describing what a “day in the life of” a pharmacist in your chosen practice area. You may spend longer than 4 hours as long as you and your mentor are available.
- For video conferencing:
 - Ensure internet connection is working properly.
 - Make sure your atmosphere is quiet, provides enough lighting for a face-to-face conversation, and has minimal to no distractions
 - Be sure to connect at least 2 minutes prior to the meeting start, to ensure all programs are functioning and be prepared to contact the necessary point person in case there are any issues.

If	Then
I want to participate in the ShadowRx program	Sign up at https://pharmacy.nova.edu/careerx/shadow.html
Paperwork is required to shadow at the site of your choice (background check, HIPAA, flu shot, immunizations, etc)	Please make sure to send all paperwork and required information to either the mentor or the HR representative at that site prior to the shadow day. CAREERx Space will work with you to ensure all paperwork is complete.
You experience a problem during your shadowing experience	Please email us at CareerRx@nova.edu explaining the issue

Communications Policy

- Students have been advised that when emailing a Mentor, they should expect a reply to the email within 1 week.
- Be sure to have working internet and good connection so that any communication is not interrupted
- All communication should be professional and saved for accountability

Shadow Mentor Resources

1. Student Counseling/ Mental Health Services
 - a. <https://www.nova.edu/healthcare/student-services/student-counseling.html>
2. Sexual Misconduct
 - a. <https://www.nova.edu/title-ix/reporting.html>
3. Florida Board of Pharmacy Requirements
 - a. <https://floridaspharmacy.gov/licensing/>
4. CAREERx Space Website
 - a. <https://pharmacy.nova.edu/careerx/>