

***It is important to realize that:***

- ◆ *You are a **guest** at the hospital facility*
- ◆ *You are expected to act courteously & respectfully at all times*
- ◆ *You should display active listening skills a positive attitude*

*If, at any time, the attending physician or medical resident you are paired with feels your conduct is inappropriate or disrespectful, you will be asked to leave the hospital or campus facilities.*

***Miscellaneous***

*No person shall, on a basis of race, color, national origin, sex, age, weight, height, marital status, or disability be excluded from participation in job shadowing.*

***Scheduling Information***

*To schedule a shadowing experience, the student should contact the Coordinator at 787-763-2440. The Coordinator will schedule the experience with available physicians. The Coordinator will get back to the student with an appropriate contact and schedule orientation meeting.*

Participant forms will be submitted by mail to:  
Dr. Albert Suárez Domínguez  
Coordinator  
Surgery Shadowing Program  
PO Box 365067  
San Juan PR 00936-5067

Also, be submitted by our Web page  
[www.md.rcm.upr.edu/surgery](http://www.md.rcm.upr.edu/surgery)

If you have any questions, please contact us as soon as possible

[asuarezdominguez@hotmail.com](mailto:asuarezdominguez@hotmail.com), [drsarg@yahoo.com](mailto:drsarg@yahoo.com),  
[nydia.calderas@upr.edu](mailto:nydia.calderas@upr.edu)

**Dateline: May 1st—current year**

***Application & Requirements***

*Students must complete the application forms and a short essay. No placements can be made without the signature of a parent/guardian (if applicable). The shadowing internship placements are dependent upon the availability of appropriate mentors and facilities. Is recommended to apply early. The Department of Surgery reserves the right to terminate a shadowing experience at any time. To shadow, the following steps must be taken:*

- *Sign appropriate permission if under 21 y/o (must be at least 16 y/o)*
- *Attend an orientation meeting*
- *Copy of an up-to-date immunization record, including Hepatitis B Vaccine or a student/parent/guardian release if the student has valid reason for not being vaccinated*
- *Complete an emergency medical form*
- *Signs a confidentiality statement*
- *Copy of state VISA (for non US citizens)*
- *\$100.00 fee for administrative costs*



**University of Puerto Rico  
Medical Sciences Campus  
School of Medicine  
DEPARTMENT OF SURGERY**



# Surgical Shadowing Program

**May 23 to June 13, 2014**



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PUERTO RICO**  
Administración de Servicios  
Médicos de Puerto Rico

### *Shadowing Program – Introduction*

The Department of Surgery of the University of Puerto Rico Shadowing Program offers an opportunity for students interested in exploring careers in Surgery. The Shadowing Program is intended to provide undergraduate and high school students with career exploration under the mentorship of an attending physician

\*This educational experience is for **observation only; no hands-on contact is permitted with any patient**

### **ABOUT THE PROGRAM**

The objectives of the shadowing program will be:

- Gain exposure to hospital-based medical care
- Learn about the structure of a medical team
- Identify the level of knowledge and skills expected of a medical student
- Observe the daily activities of an attending physician and residents in Surgery
- Become familiar with the range of careers one can pursue within Surgery
- Identify potential mentors and career advisors
- Explore a realistic experience in the work day of their career choice
- Become familiarized with UPR Medical School philosophy
- Orientation on Research with Dr. Marcia Cruz
- The objectives of the program will be offered at Surgical Research Laboratory, UPR Hospital and Affiliated Hospitals like UDH, Oncologic, Pediatric, ASEM
- CPR, Knot Tying and Suture Workshop

All participating students will be assigned to observe an attending physician as they do their job. **Participating students will wear white coats and identification badges at all times.** Students will receive a participation certificate at the end of the shadowing experience.

### *Eligibility and Program Duration*

Participation in the Department of Surgery Shadowing Program is open to outstanding students (**have a minimum overall GPA of 3.5**) who have an interest in a career in medicine. Students must be at least 16 y/o. An **official college or university transcript** must be submitted. A signed permit by parent/guardian is required if younger than 21 y/o. Students may shadow for three (3) weeks. The duration of the experience will be determined on physician and student availability.

### *Student Orientation*

At the orientation meeting, the student will be given:

- A general orientation to acquaint with emergency and safety procedures as well as HIPAA and confidentiality guidelines
- The name and contact number of the attending physician or surgery resident assigned to set up the shadowing experience
- A badge that must be worn during the shadowing experience
- Confidentiality statement to sign
- Participant form
- Parental consent form if under 21 y/o
- Monday through Friday, 8am to 5pm

- Emergency authorization form
- Student's evaluation form of program experience (required to obtain participation certificate) and faculty student evaluation.
- Dress Code Policy

### *Dress Code*

- No jeans or sweatpants
- Be neat, clean and tidy looking. Do not wear clothes that reveal bare skin, are baggy or drag the floor
- White coats will be worn all times
- Green scrubs accepted

### *Shadowing Student Responsibilities*

If participating student is sick and has a fever, cough, cold, virus or known infection, the shadowing experience must be cancelled and rescheduled with the Coordinator.

All participating students are expected to be on time. They must allow adequate time for traveling & familiarize themselves with the location & best route to the hospital facility.

If the student does not attend the experience & does not notify his/her assigned attending physician or coordinator, he/she will be unable to have another shadow experience and No certificate will be provided.