



JOB SHADOW REQUIREMENTS

The West Holt Medical Services' job shadow program is a great way to gain a better understanding of a career in healthcare. This opportunity is available to ages 16 and above.

Our job shadow experience is a 4-12 hour observation of a specific healthcare career or department within West Holt Medical Services.

In order to participate in the WHMS Job Shadow Program you will need to submit the following documents to our HR department for approval:

- Produce a copy of current Flu Shot if available.
- Job Shadow Application
- Photo & Video Release Form
- Release of Liability Form

Please return all documents listed above to:

West Holt Medical Services
Attn: Human Resources
406 West Neely Street
Atkinson, NE 68713

OR

Email Human Resources thornburgk@westholtmed.org.

Every effort will be made to accommodate your requested dates/times and department preferences. However, please know that we reserve the right to deny a request at our discretion. We do not allow shadowing of high risk areas including: Surgery, Laboratory, Imaging or areas where isolation precautions are in place.

Once your application has been reviewed and approved, you will be contacted by the team leader of the department you have requested to job shadow with. This process may take up to two weeks. The day of your shadow experience a brief orientation will be conducted with the Team Leader to sign additional required documents.

If you have any other questions regarding our job shadow experience, please contact HR at (402) 925-1946.

[HR Procedure Onboarding/Offboarding](#)

[HR Form Job Shadow Application](#)

[HR Form Job Shadow Release of Liability](#)

[MKT Form Photo & Video Release](#)