

# Department of Medicine

## OBSERVERSHIP/ JOB SHADOWING REQUEST FORM

***Please ensure you have read the Observership and Job Shadowing Terms of Reference carefully prior to submitting your request.***

### APPLICATION PROCESS

The Department of Medicine will offer Observership or Job Shadowing opportunities on a quarterly basis at the discretion of the Department Head or delegate.

The applicant (Observer) shall submit an Observership/ Job Shadowing Request form along with their CV, and a letter of interest stating the purpose of the observational experience prior to the application deadlines. The Observer may only submit one application per year.

Application Deadline	Observership/ Job Shadowing opportunity
January 1	March – May
April 1	June - August
July 1	September - November
October 1	December - February

Applications are to be emailed to [dom.recruitment@ahs.ca](mailto:dom.recruitment@ahs.ca) subject: Observership/Job

Shadowing Opportunity. Date of Request:

I have enclosed a letter of interest

**All applicable fields must be completed for your request to be processed**

OBSERVER INFORMATION		
Last Name	First Name	Middle Name
Known As	Phone Number	Email Address

Job Shadowing - Student\*

*\*students not enrolled in the University of Calgary (U of C) Undergraduate Medical Education Program. U of C UME students are to approach their preceptors directly for job shadowing requests.*

Observership – Healthcare Practitioner

If selected, you will be asked to complete the Observership Enrollment form, Alberta Health Services (AHS) Confidentiality & User Agreement, provide immunization Records, and Criminal Record Check and Vulnerable Sector Search (for experiences longer than one week). All correspondence and agreements will be generated from the personal information submitted above.