

The Progressive Apprentice Etiquette and Tips for Shadowing

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Professionalism

If you are thinking about spending your life in medicine, you will be selflessly giving up your immediate needs to concentrate on the needs of your patient. Your patients deserve your utmost respect and to be treated with dignity. We demonstrate this respect by appropriate dress and other professional behaviors. As a physician, you will have the privilege to listen to your patients' story; they will trust you with information that they do not even tell their loved ones.

We honor this trust by our unwavering honesty, and our sincerest efforts to do our best for them.

Apprenticing (Shadowing)

Finding Someone to Shadow:

- You can ask your doctor, the health clinic, a hospital
- Look on social media sites for premed groups, and get ideas

Once you have someone to shadow:

- Get directions to where you're going ahead of time
- Be on time
- Get a phone number in case you get lost or delayed.
- When meeting your preceptor for the first time, give them your name and cell phone in writing. It helps them remember, and gives them a way to contact you in case of changes.
- Ask what the appropriate attire is

Now, examine yourself! The Dress Code for Shadowing:

All of these things are very important: Appearance, Hygiene, Clothing, and Communication Skills!

Pay attention to some small details!

Get a haircut! Shave!

Ladies, it is best to pull your hair back

Brush your teeth

Iron your clothes, Tuck your shirt in

Clean mud off your shoes, polish if needed

Get your pants hemmed, get rid of low riding pants

No need to be fancy. Be professional.

Dress in something you might wear to church

Closed toe shoes, no sandals

A tie is great!

Short white coat, if available

Not Cool when shadowing:

Wearing too many accessories

Shorts Skirts

Having earrings that are too long or large

Chipped nail polish, or extremely long nails

Grooming in public

Too much makeup, Too much perfume

Hair constantly falling in your face

No see-through clothing, No belly buttons showing

No cleavage, No halters or spaghetti straps

No blue jeans, shorts, T-shirts, flip flops

Wrinkled clothing

Pants that are too long

Long or dirty fingernails

Too much cologne or aftershave

Hair in eyes

Flipping or pulling at hair

Communicate Effectively!

Always introduce yourself

Always use your FIRST & LAST names "Hello, my name is Mark Anderson. I'm a premedical student and I am shadowing Dr. Smith today. Is it okay if I stay and listen?"

Always address the Physician as "Dr. Jones"

Always address the staff and patients with Mr., Mrs., Ms., Miss

Speak clearly!

Give a firm handshake

Pay attention! Act like you are interested!

Avoid jingling keys and coins

Avoid any other distracting behaviors

Smile!!

Take notes, but pay attention

Look people in the eye when speaking

Ask questions, but do not interrupt

Limit sniffing & coughing-Be prepared with tissues, but if you feel that bad, reschedule!

Do NOT crack your knuckles!

No Yawning!

NO cell phones, NO texting- it's downright rude!

Stand!! Do Not Sit. Do not lean on the wall or a door

Do not put your hands in your pockets. **The point is to BE ENGAGED! Interested!**

Important Note-taking Tips!

ALWAYS go to your shadowing experience with a small notebook in your pocket.

Write down diagnoses, medicines, and symptoms that you hear about that day.

When you get home, look up these things- you will learn so much, and it will really enhance your shadowing experience.

Write about encounters that you find meaningful or inspire you...these stories go in your SHOEBOX! *

*don't know about The Shoebox? Just ask!!

Patient Interactions

Be attentive, patient and respectful in other ways, for example:

Hold the door open, Hand them a tissue

Get their purse or umbrella

Help them in or out of a chair

Listen attentively

Say "Thank you for letting me observe."

Thank You Notes

Write within one week

You may use email.

Do not say "Hi" or "Hey", it is a little too casual.

Properly address the note, including appropriate titles (e.g. "Dear Dr. Smith," not "Dear Stacy")

Read your note aloud for clarity and check all words for spelling. Sign both your first and last name.

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**The Progressive Apprentice*
Shadowing Debrief I**

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You should reflect on these questions in order to help you evaluate your apprenticing* experience. you will get out of these experiences. You should write your reflections in a journal. This will help you in many ways in the future, to assist you in writing specifics in your personal statement, to help you recall why you are going through all of this hard work, and the rewards of medicine.

1. How would you describe the interactions that you observed between the physician and the patient?
2. Are there specific positive examples that you recall?
3. Were there any observations that made you feel uncomfortable?
4. Discuss some of the ways that the doctor communicated with the patient.
5. Did the patient and the patient's family seem to understand?
6. Did any other health care workers interact with the patients you were observing?

7. Do any of the following words describe the TONE of encounter you observed?

Competent	Messy	Attentive	Partnership
Rushed	Organized	Automatic	Demanding
Caring	Clean	Focused	Glib
Superficial	Sterile	Arrogant	Serious
Friendly	Respectful	Understanding	
Professional	Confusing	Parental	
Detailed	Chaotic	Powerful	

8. Did you observe or perform any of the following? (circle O or P)
 - a. Hand washing? O / P
 - b. Greeting? O / P
 - c. Use of titles? O / P
 - d. Exchange of personal, non-medical information? O / P
 - e. Eye contact? O / P
 - f. Other?
9. Is there a story to share from your experience?

The Progressive Apprentice: Debrief II
Making the Most of the Shadowing Experience

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Shadowing Log

Date	Name	Specialty	Hours	Interesting Point of Day

General Questions and Goals:

1. Why do you want to be a physician?
2. What areas of medicine interest you the most? (NOT specialties, but parts of the interactions between a physician, patients and other participants.)
3. What really stuck with you today during your shadowing experience? (Ex. Did you empathize with a particular patient? Was there a symptom/disease that really interested you?)

Goal: The Patient in a Health Care System

4. Did any interactions you witnessed with patients have direct impact on what you know about current health policy issues and the health care system? (Ex. A patient wants the Pneumovax vaccine but is worried insurance will not cover the cost because she is not 65 yrs. old).
5. How was the office set up? (Ex. How many employees were there? Did you learn a lot from the staff? Were you introduced to the staff?)
6. Can you see yourself working in a clinical setting such as what you saw today in the future? Why or why not? What are you learning about the various settings of patient care?

Goal: Techniques & Routine: Sterile, Exam Routines, etc.

7. Did the physician and nurses follow hand-washing protocol? Is there a protocol in the office?
8. What about other sterile techniques?
9. Was the room clean and neat? Who is responsible for this?
10. Could you determine an ordered routine in the examination?
11. What was the check-in/check-out routine?

Goal: Communication

12. What details did you observe about the physician/patient relationships that you saw today?
13. Did the physician really attend to the patient? Was the doctor really listening?
14. Did the patient understand what the physician was saying? Did the physician recognize that the patient was or was not understanding? What did you observe to back up your interpretation?
15. Were any of the communications of a sensitive nature? How did you feel? How was it presented to the patient? How did the patient feel?

Goal: Patient Compliance

16. Overall, did you feel patients complied with instructions from their physician? (Ex. Diabetes patients keeping track of their daily blood sugar readings)
17. How did the physician handle a situation where a patient did not comply with instructions? (Ex. How did the physician encourage the patient to keep records of their blood sugar readings)
18. Did the physician delve into the reasons for non-compliance? Can you think of several reasons for a patient not following physician instructions?
19. Did you have any ideas of how a patient could make small changes in their life to better their health? (Ex. Encourage an obese patient to start an exercise routine)



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COVID SEMESTER ALTERNATIVES

Wondering what to do, now that your apprenticing/shadowing experiences have been canceled? Your place of service has closed down for this pandemic? How to learn and serve in this unique time is another challenge you might be facing. Here are some things you can do. But think of some on your own! Be creative! People on admissions committees will LOVE hearing about things you did.

1. How about a “tour” of the organ systems? Here’s what I mean. Take a couple of weeks to several weeks to do this on each, depending upon the system and how much you want to delve into things. It is important to BE SYSTEMATIC and log your hours JUST like you would if it was in-person shadowing.

First, choose a system! Visual system (my personal fave!); Cardiovascular System; Respiratory System; Digestive System; Renal System; Muscular System; Nervous System; Endocrine System; Immune System; Reproductive System; Skeletal System; Integumentary System

Then EXPLORE THESE AREAS:

- Spend some time with the **ANATOMY** of the System. Look at illustrations and cadaver dissections Ask yourself, then find answers about the vascularization in the system, the innervation in the system. What parts of the anatomy perform which functions? Are there important relationships in this system?
- Explore the **PHYSIOLOGY** in various parts of the system.
- Find some common **DISEASES AND DISORDERS** in this system.
- What **LABORATORY** information and **IMAGING** techniques are used related to this system?
- What are the **TREATMENT MODALITIES** used for these problems? Surgical? Medical?
- What **QUESTIONS** should be asked in the **History and Physical exam** related to this system?
- *This is the best one* Go to You Tube and search for “**How to perform a physical exam in the _____ system.**” It’s certainly not the same as being IN THE ROOM with a doctor who is taking care of a patient and their family, but it will be fun and interesting.

2. Read a book by a physician. There are some wonderful physician authors out there. Start with these, but then go explore on your own. Again, BE SYSTEMATIC, log your hours, do it regularly, and make notes!
Sir William Osler; Abraham Verghese; Richard Selzer; Oliver Sacks; Atul Gawande; Perri Klass

3. Read a book about medicine. Do you love medicine? Are you excited about this journey? The you’ll love ANY of these books – another way to spend some QUALITY time while you are staying safe/keeping others safe at home. <https://bookriot.com/2017/06/30/50-books-to-read-if-you-love-medicine/> Again, BE SYSTEMATIC, log your hours, do it regularly, and make notes!

4. Offer to help with homeschooling children. Lord knows both the parents and the children who have suddenly found themselves in this situation need your help!

5. Serve your community: there are still so many people who need us. Think about helping out! Gather some friends to help the effort.

- *Volunteer at a food shelter or food delivery service like SHIPT
- *Work at a grocery store
- *Gather supplies for a non-profit
- *Donate blood or plasma
- *Raise money for a good cause
- *Research how to help the American Red Cross
- *Look in your “local paper” for ways to help

6. People have also worked as a remote scribe (See the Robin Company) or even found an opportunity to do **tele-apprenticing**.

7. Sign up for The Great Courses – they have master teachers in EVERYTHING!! You can diversify yourself by learning about things in other areas. Develop new interests, or learn about something you always wanted to know more about. It's \$20 per month, so make the most of a month or two, or share with a friend. Take notes, be organized and scheduled, and set goals. [The Great Courses](#)

8. Be a Ted Talk enthusiast. Same thing here, learn something new, explore your interests. Explore medicine topics. Set Goals, log your studies. Start a Ted Talk Group of friends, like a book club, only Ted!

9. Other miscellaneous creative ideas from recent applicants themselves:

ACADEMIC/HEALTHCARE-RELATED/RESEARCH

Systematic study of Gray's Anatomy

Systematic study of organ systems

Reading books by physicians

Reading books about patients, diseases, policy

Contact Tracing

Other municipal efforts During Pandemic: Helping collect and organize PPE, Assisting testing and vaccination

Making masks

Data Entry

E-Scribing (Robin HC, AmeriCorps and more)

EMT training with community college OR local fire department

Virtual grief counseling

Five-week virtual Seminar Series at the CDC

Moved to another city which had more opportunity to volunteer at hospitals

Medical Reserve Corps, chapters in every state, PH education and awareness, UHPHS.gov to find local corps office

Volunteering in the NICU as a baby cuddler

Program to call people in the hospital

SERVICE

Virtual visits to a residential or assisted living facility for residents there

Crisis text hotline

Food Pantry stocker

Food Delivery Service

Grocery Store work

Developed STEM activity kits for local middle schoolers

Tutoring for home-schooled kids to relieve parents

Fundraise for a good cause by baking

Virtual bike ride (Texas 4000) still able to raise \$100+K for breast cancer

Virtual 5K for breast cancer

Taught/assisted residents of nursing home with ZOOM platform so they could enjoy visits from family.

Facilitate a blood drive

PERSONAL GROWTH

Learn a language

Study an instrument

Reading

Dance lessons

Took up writing/journaling