

ASHP Guide for Establishing Pharmacy Shadowing Programs for Students

Checklist for Preparing for a Pharmacy Shadowing Experience

Purpose

Shadowing is an important aspect of developing the pharmacy profession and supporting the healthcare system as a whole. Through shadowing, individuals may identify their interests and obtain a better understanding of opportunities and roles within the multidisciplinary clinical team prior to completing formal education. Shadowing better prepares the individual to select their preferred role within the health system which in turn will better match an individual to their ideal job. Student pharmacists may utilize shadowing opportunities to experience a variety of specialties or sectors of pharmacy selecting their chosen career pathway.

The purpose of this resource is to provide a suggested checklist of requirements and considerations for establishing a pharmacy shadowing program.

For similar resources, please visit the [ASHP Pharmacy Educators Resource Center](#)

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When preparing a shadowing experience, consider the following:

1. Who are you wanting to provide shadowing opportunities for?

- High school students
 - Does your institution have an age requirement of >16 or 18 years old for observers?
- Undergraduate students
 - Community colleges
 - Universities
- Pre-pharmacy clubs

2. What documentation must you complete before the shadower may come onsite?

- Completion of orientation modules on hospital policies and procedures
 - Fire or weather event
 - Codes
 - Infection control
 - PPE
 - Blood borne pathogens
 - Other required training modules
- Proof of medical pre-requisites per Occupational Health Department
 - Immunization record
 - COVID/flu attestations
 - Titer results
 - Drug screening
 - Confidentiality agreement
 - HIPAA
- Call educational services for necessary training or orientation meetings
- Computer access (if needed)
- Modified human resource orientation (if needed)
- Name badges/security/background check
- Licensure (technician/intern/assistant) state specific requirements

3. Who will the shadower observe during their visit?

- Clinical pharmacist activities
 - Rounding
 - Precepting students/residents
 - Meetings
 - Research

- Patient counseling
- Prescriptive authority protocols (vancomycin, renal dosing, TPN, IV to PO)
- Patient safety
- Operational activities
 - Staff pharmacists
 - Verification of orders
 - Drug information questions
 - Checking compounded products
 - Oversight of technicians
 - Technicians
 - Filling automated dispensing cabinets
 - Delivering medications to floors
 - Preparation of oral suspensions/syringes and sterile compounding
 - Medication histories
- Supply chain management
 - Pharmacy buyers
 - Ordering
 - Processing deliveries
- Outpatient pharmacy/Transitions of Care
 - Meds to beds program
 - Copay assistance
 - Patient assistance paperwork
 - Filling prescriptions
 - Compare/contrast versus inpatient drug distribution workflow

4. How do shadowers and pharmacists communicate interest in shadowing?

- Determine the preferred route for receiving shadowing requests and applications
 - School coordinator collects and sends student applications to site coordinator
 - Students contact the site directly by email or designated web page
 - Students express interest at a career fair event or other method
- Determine the preferred way for collecting pharmacist interest for those willing to accept students on a shadowing experience
 - Program coordinator collects interest
 - Program coordinator collects availabilities and educates pharmacists on student shadowing program parameters
 - Program coordinator discusses expectations, debriefing, and feedback

5. Who will coordinate shadowers?

- Clinical Coordinator
- Pharmacy Student Coordinator
- Pharmacy Manager

6. What else does the shadower need to know?

- Parking and validation, if applicable
- Meeting place/time/contact person
- Dress code
- Badge
- Restroom location
- Tour
- Lunch plans
- Expectations based on interests and experience provided
- Follow up thank you email to main point of contact

7. What expectations do you set?

- Provide content and best practices on how to be an effective shadower
 - Allow yourself extra time to ensure that you are able to be on time
 - Establish expectations for questions during the activity (for example, can you ask questions at any point or do you need to wait until end of rounds or meeting).
 - Questions might be about a day in their role, how this person chose this particular type of pharmacy, etc.
 - Be engaged (eye contact, not playing on phone) and take opportunities to see different things (in a patient room, observing some activity)
 - Thank the preceptor for the opportunity in person (no need to send an email for a one-time shadowing experience unless you have specific requests for more information about something or wanted to work on something else with them)
- Provide content and best practices on how to serve as an effective preceptor/host:
 - Define objectives for the experience
 - Determine learner-centered goals
 - Have resources available for related topics
 - Utilize a variety of styles
 - Consider a layered learning model
 - Incorporate both pharmacy and non-pharmacy roles in the experience
 - Obtain feedback throughout the experience
 - Analyze feedback/evaluation to self-improve teaching style

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