

**TITLE:**

**Medical Student Co-Curricular Shadowing Policy**

**PURPOSE:**

This policy outlines the process for CMS students to shadow physicians outside the scope of the formal curriculum for the purpose of enrichment and holistic educational exploration.

**APPROVED BY:** Dean's Executive Council

**APPROVAL DATE:** March 9, 2026

**EFFECTIVE DATE:** March 9, 2026

**APPLIES TO:** Students currently enrolled at Chicago Medical School

**RESPONSIBLE PARTY:** Office of Medical Education

**RESPONSIBLE PARTY CONTACT:** Vice Dean of Medical Education

**LAST REVIEWED:** N/A

**SUPERSEDES:** N/A

**POLICY STATEMENTS:**

CMS students are permitted to shadow physicians outside of the formal curriculum only with approval from the Vice Dean of Medical Education or designee. Shadowing without advance approval is considered a professionalism lapse and will be referred to the Professionalism Committee.

**DEFINITIONS:**

Co-curricular Shadowing: A voluntary student experience that is limited to observation only. Students are not permitted to provide patient care or participate in the patient encounter beyond observation.

**PROCEDURES, FORMS, AND RESOURCES:**

1. To be eligible for Co-curricular shadowing, students must meet the following requirements:
  - a. Good Academic Standing (see policy)
  - b. Be actively enrolled or on leave for research or graduate study. Co-curricular shadowing for all other students must be approved in advance by SEPAC

- c. Be in full compliance with all compliance training, health and safety requirements that are required of students participating in clinical rotations
- d. Submit to the Office of Medical Education at least four weeks in advance:
  - i. Dates/times for requested shadowing
  - ii. Physician name and contact information
  - iii. Location of shadowing (full site name and address)
  - iv. Written approval from physician/preceptor, including any required site approvals

These will be reviewed by the Vice Dean for Medical Education (or designee), with confirmation sent to the student by email and tracked by the Office of Medical Education. Please note that additional time may be required if the proposed site does not have an existing affiliation agreement.

2. To be eligible for being shadowed, preceptors must meet the following requirements:
  - a. Hold privileges at a site with a current RFUMS affiliation agreement, or be willing to initiate the agreement process if one is not already in place
  - b. Provide written approval of the shadowing experience in advance, including any required approvals from the medical education office, faculty staff office, etc.

If the shadowing experience is approved and an affiliation agreement is not already in place with the site, the following information will be required to initiate the agreement process:

- i. Facility/site name (if different from the shadowing location)
- ii. Primary site contact information for agreement processing

Students should be aware that new affiliation agreements can take up to eight (8) weeks or longer to complete; therefore, requests involving new sites should be submitted as early as possible to allow adequate time for review and processing.

3. Students must meet the following expectations for shadowing experiences:
  - a. Adhere to the CMS Dress Code policy
  - b. Maintain strict confidentiality and privacy about patient information
  - c. Respect patients' rights to refuse to have students present
  - d. Utilize PPE appropriately
  - e. Ensure patient safety by remaining at home if ill
  - f. Adhere to all requirements of the hosting site
  - g. Not miss mandatory events to attend a shadowing session
4. Physician/Provider are responsible for the following actions during a shadowing experience:
  - a. Introduce student to patients
  - b. Confirm with patients that a medical student can observe the patient-physician interaction
  - c. Ensure approval from site

- d. Establish boundaries and expectations for answering questions (e.g. between patient visits or at the end of a shadowing shift)
- e. Provide appropriate learning environment
- f. Must have approval from any medical education office, faculty staff office, etc.

**HISTORY (IF APPLICABLE):**

- N/A