# Applications for MDU 4004 Physician Shadowing: Summer 2024

## APPLICATION DEADLINE Friday April 26, 2024

Email questions that are not clarified in this packet to: mel4012@psychiatry.ufl.edu

**Introduction:**

Building on coursework from MDU 4003: Introduction to the Medical Professions, MDU 4004: Physician Shadowing allows students to shadow a doctor in various fields of medicine. In addition to online didactics related to patient privacy, professionalism, and compassion, students will gain hands-on experience by shadowing a practicing physician at UF Health. This class is a great CV builder and provides undergraduate students a unique opportunity to observe patient care.

Enrollment in MDU4004 is closely controlled by the College of Medicine in an effort to protect the patients of UF Health. Selection of students is based on academic performance in MDU4003 and also the information contained in this application. **The number of students we can enroll is limited by the number of physicians available to be shadowed for any given term.**

**Approximately the top 25% of students who take MDU4003 will have a chance to take MDU4004. This is a highly competitive course and should be treated as such.**
Selection criteria include:

- Must have completed at least thirty credit hours earned **while at UF**. Transfer credits are not accepted in this total. However, the current semesters credit hours are counted (i.e., Summer credits count towards this total.)

- **Minimum overall UF GPA of 3.3**

- **A grade of "A" or "A-" in MDU4003**

- **Competitive essay and resume (see below)**

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**TRANSPORTATION -** Some of the clinics are located outside of Shands hospital and require students to have a personal means of transportation to travel to the location. **Please note in section 2 of your application if you do not have adequate transportation**, and keep in mind that it will limit the specialties that you may be able to shadow.

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**SCHEDULING -** Many physicians prefer to have students shadow on their **morning weekday clinics**. If this semester is particularly busy for you, or if your schedule is relatively inflexible with few large time blocks available, this semester may not be the best time for you to take this course. For example, most physicians have one time block for shadowing, so if *you* enroll with only one time block to shadow (i.e., you can only shadow Tuesday afternoon 1pm-4pm), it will be EXTREMELY difficult to be paired with a physician. Please keep this in mind when applying and when committing to other inflexible, important positions during the upcoming semester.

**PROFESSIONALISM -** Shadowing a physician as an undergraduate is a rare and great opportunity to learn more about different specialties of medicine. **You are expected to uphold a high standard of professionalism in order to ensure this opportunity remains for future students**. You represent not only yourself, but also MDU4004 and the University of Florida. A portion of your grade will be based on how your physician judges your professionalism.

**PRIVACY** - Shadowing a physician means you may be getting your first exposure to patient contact. Please make sure you pay close attention to the **required HIPAA trainings (see below).** You should try to minimize your exposure to personal health information while shadowing. You should never try to learn about other patients you are not directly interacting with. You should always be with your assigned physician. If they need to attend to something, please make sure you find a place to wait away from patient data (e.g., in a conference room). **NEVER** speak of the patients you work with to anyone outside the direct care of that patient. You should never discuss patients in hallways or other public areas in the hospital (i.e., wait until you are in a private location). Always ask your physician about how they approach patient privacy and continue this discussion throughout the semester.

**SCHOOL BREAKS/MISSING DAYS** – Physician practices operate on a different schedule than the main university, and may be open when the university/classes are closed. Please provide the physician with advanced notice if you're going to miss a scheduled day of shadowing.

**APPLICATION PROCESS -** Because of the volume of applications received, coordinators for the course ARE NOT able to confirm individual receipt of applications received by mail, and emails sent regarding this will not get a response. We have gotten feedback that this is frustrating to students, and are working on updating this process.

We suggest the following things to ensure the delivery:
- Mailing your application no later than the week before the due date if possible
- Clearly writing out IN CAPITAL PRINT LETTERS the address provided below as well as your return address, and using a packet-sized envelope (i.e., not folding it up in a letter-sized envelope).
- We cannot recommend a specific shipping/mailing service. It seems USPS is the best service for delivering to PO Boxes, such as the address the parcel is mailed to. We have not had issues with any service in particular.

Observers exhibiting any of the following signs or symptoms that cannot be attributed to other non-flu related reason (i.e. allergies) are not permitted to observe patient care in order to maximize patient safety and minimize patient exposure to communicable diseases: diarrhea, nausea, vomiting, fever, cough, running nose, sore throat, cold sores, infected or draining lesions, impetigo (common skin infection, rash, or blisters), or chicken pox.

**APPLICATION INSTRUCTIONS (READ CAREFULLY)**

Please compile all the following information and enclose it in a **large enough envelope so that you do not have to fold the papers. Do not enclose staples or paperclips** so that we may easily shred your personal information after the semester ends. **Please keep at least two copies of ALL application documentation for yourself in addition to the application materials you send in. Your physician may ask you to provide a copy of certain parts of your application.**

To apply for the course, **students will be asked to either:**

Mail their application materials to the address listed below:

MDU4004: Physician Shadowing

PO BOX 100183

University of Florida

Gainesville, FL 32610-0183

Or appear in-person and present their application packet to Seth Downing at Shands Hospital (North Tower), Human Development Center, Room G-027 at the following times:

4/19: 2:00 pm-3:00pm;

4/26: 3:00pm-5:00pm

If dropping off materials in person, please see the instructions for reaching the Shands location located at the end of this document. If having difficulties with finding the drop-off location, please email the course email address ([mel4012@ufl.edu](mel4012@ufl.edu)). The last day to turn in your application materials is April 26. **No late submissions will be accepted and no alternative drop-off locations and times will be arranged.** Mailed applications must be postmarked before the application deadline. Failure to submit materials on time due to being unable to find the drop-off location is not an acceptable excuse.

**What To Submit:**

Please adhere to these submission requirements strictly. **FAILURE TO TURN IN ALL REQUIRED ITEMS OR ADHERE TO THE REQUIREMENTS WILL LEAD TO NON-ACCEPTANCE INTO THE COURSE.**

1) **Personal Information Page (please use the letter format "a, b, c…i" as we have here)**

a.   Full Name
b.   *UFID # (Please double check to make sure this is correct!)*
c.   UF email (non-UF email is NOT acceptable)
d.   Previous MDU4004 application semesters (If none, write NA.  If applicable, for example if you previously applied for the MDU4004 section for Spring 2023, write Spring 2023)
e.    Projected graduation semester
f.   **Blocks of time you have free for shadowing (i.e., "Monday and Tuesday AM, Wednesday and Thursday PM" ["AM" can begin as early as 7:30am and ends at noon; "PM" begins as early as noon and can go as late as 5pm…so keep this in mind if using these indications!)**
g.    Please rank the following Departments by order of shadowing preference accordingly (#1 would be your first choice, #2 your second choice, and so on. Please list from 1 on consecutively so that your choices are in descending order, in other words, do not leave them in alphabetical order). Be sure to **rank AT LEAST EIGHT departments in order of preference. Additionally, if you are chosen to enroll in the course, your rankings do**

**not guarantee you will get any of those specialties, as the specialties we have vary by the physicians who volunteer**, but we will do our best to match you with preferred specialties.

- Anesthesiology***
- Cardiology
- ENT - Ear Nose & Throat
- ER - Emergency Medicine*
- Gastroenterology
- Hematology/ Oncology
- Infectious Disease
- Internal Medicine
- Neurology
- OBGYN - Obstetrics & Gynecology
- Ophthalmology
- Orthopedics/Orthopedic Surgery/Sports Medicine
- Pediatrics
- Psychiatry
- Pulmonology
- Radiology
- Surgery**

*Emergency Room: Be aware that ER doctors have many shifts on nights and weekends. These are often great times for students who are interested because they happen to be the most exciting times to shadow in the ER. Just make sure that this would be possible for your schedule.

**There are special requirements in order to request surgery described below. If you do not meet these criteria and still apply to surgery, you will be paired with another specialty.

***Not offered during the summer semester

a) Students applying for surgery must find a **FOUR** hour block of time that starts no later than 4pm on any day of the week. **OF NOTE**: Please have at least one-week day, morning time block available, as this has been an issue in the past. Please refer to *special note on your schedule* on the first page of this packet for more info on why this is necessary.

b) ***UPDATED: Another note on surgery:** Past students on this rotation have expressed that they would have liked to be informed that this specialty is different than the other specialties; If assigned to surgery, you will likely not do weekly shadowing over the course of the entire semester. You will likely shadow 3-4 times in total, for larger chunks of time, as this 1) works best for the surgery dept to accommodate student shadowers, and b) mimics the life of a surgeon. Please take this into consideration when deciding to list surgery, as you may get less hours overall, but it is still as unique and special of an experience as you would get on any other specialty.

**2)  Confirmation of Transportation**

☐ I have adequate transportation to get to and from offsite clinics

☐ I do not have adequate transportation to get to and from offsite clinics and will need to shadow a physician at the main Shands hospital (this may limit what specialties you are able to shadow)

**3)  Transcript of UF Coursework and Grades with GPA and MDU courses**

a.   An unofficial print-out from  https://student.ufl.edu/ is acceptable (minimum UF GPA of 3.3 is required).

b.   Please **highlight** evidence that you took MDU4003 and the grade you received (a grade of "A" is required). Also **highlight** your overall GPA.

c.    If you are currently enrolled in MDU4003, please wait until your grades have been averaged through Lesson 10 before submitting your application. Also, please include a printout of your MDU4003 grades through Lesson 10 along with your application (your overall raw average through lesson 10 must be 90 or higher).

**4)    HIPAA and Confidentiality Statements (please also keep a copy for yourself and your physician = 2 extra copies)**

a.    Note: These must be current for the 2024 year**.** UF Health policy requires that HIPAA is updated every calendar year, which means that if you completed HIPAA training prior to 2024, you will not be eligible for the Summer 2024 semester.

b.    Please visit the UF Privacy Office website at http://privacy.health.ufl.edu/

   i.    Complete "Level 1: HIPAA & Privacy - General Awareness Training" and include a printout of your completion certificate. To find this training,

      1.    Go to http://mytraining.hr.ufl.edu/ and click "University of Florida"
      2.    Log in using your GatorLink account and password
      3.    Type "UF_PRV800_OLT" in the search box in the upper left hand corner
      4.    Click green "Start" button.
      5.    Print your diploma at the end. You can print your diploma at any time by returning to your training transcript and clicking the diploma icon to the left of your training.

   For technical assistance with training, please contact:
   UF Training & Organizational Development
    Phone: (352) 392-4626
    Email: training@ufl.edu

**5)    Immunization Records (please also keep a copy for yourself and your physician = 2 extra copies)**

Please include a copy of the following 4 immunization records and **highlight** them (you can order a copy of your records through UF here:  https://shcc.ufl.edu/forms-records/get-medical-immunization-records/):

   i. MMR (measles, mumps, rubella with appropriate boosters)

   ii. Current PPD/Tuberculosis Test **(within the last 12 months)**- copy of test results with date taken and read

      1.    Students historically leave this out of their application. Call UF student health to schedule a PPD skin test – it takes at least two days to get the result. **The QuantiFERON-TB Gold Plus test is also appropriate**, and you may also schedule a PPD/TB test through a physician in your hometown. The date must be within the past 12 months to be current AND MUST STATE NEGATIVE.

      2.    If you have a positive reading on your PPD skin test, you will need to get a chest x-ray and submit the radiologist's report.

   iii. Varicella (Chicken Pox)- date and year of infection or immunization

      1.    You need to provide documentation of the date/year of chicken pox infection OR date of varicella vaccine OR documentation showing positive titer. If you had the chicken pox, most pediatricians indicate that on your immunization forms, however, if it is not then just state the year you had the disease.

**6)**    You will be required to receive an **influenza shot for the 2023-2024 flu season**. Please check the box below and include this statement in your application packet:

   ☐ I understand that I am required to receive the influenza shot for the 2023-2024 flu season by a date that will be later specified during the semester. Failure to provide adequate proof that I have received

this vaccination by the specified date will lead to a delay in my ability to shadow until after the current flu season has passed (end of May 2024).

7)    **Essay and resume** (at most one single-spaced page each):

a.    Please include a **statement about why you are seeking out a career in healthcare and why you believe you will be a great healthcare professional.** NOTE: Please feel free to include any diversity factors you would like us to consider.

b.    Please include a **resume** detailing your previous experiences working in a clinic, shadowing a physician, volunteering, doing research, and any other form of employment/activity demonstrating responsibility.

**Admission Decisions:**

**Decisions will be announced right before <u>or</u> during drop/add week for SEMESTER APPLYING. All decisions will be announced via email to UFL email address only.**

It is recommended you have a "plan B" class you are registered for or will register for in case you are not accepted into MDU 4004. Coordinators may not be able to let you know prior to drop/add if you are going to be admitted, which is why it is important to have a back-up plan and monitor your email.

Only completed applications submitted in person concurrently with proof of vaccination and UF ID by the deadline will be considered. Your application will be inspected to make certain all required materials are present. Applications will then be reviewed in detail and will receive a priority score. For a given term, the number of available slots will be determined and offers will be made to the highest priority scores. MDU4004 is offered each Fall, Spring, and Summer C.

If you are not accepted to MDU4004 for the term in which you apply, you are welcome to submit a new application for subsequent semesters. We recommend that you consider the Summer C term as we traditionally receive fewer applications then. If you are applying for MDU4004 again after having been turned down previously, **please indicate in your application when you applied before and we will take this into consideration**.

**Drop-off Location**

**Shands Hospital (North Tower), Human Development Center, Room G-027**
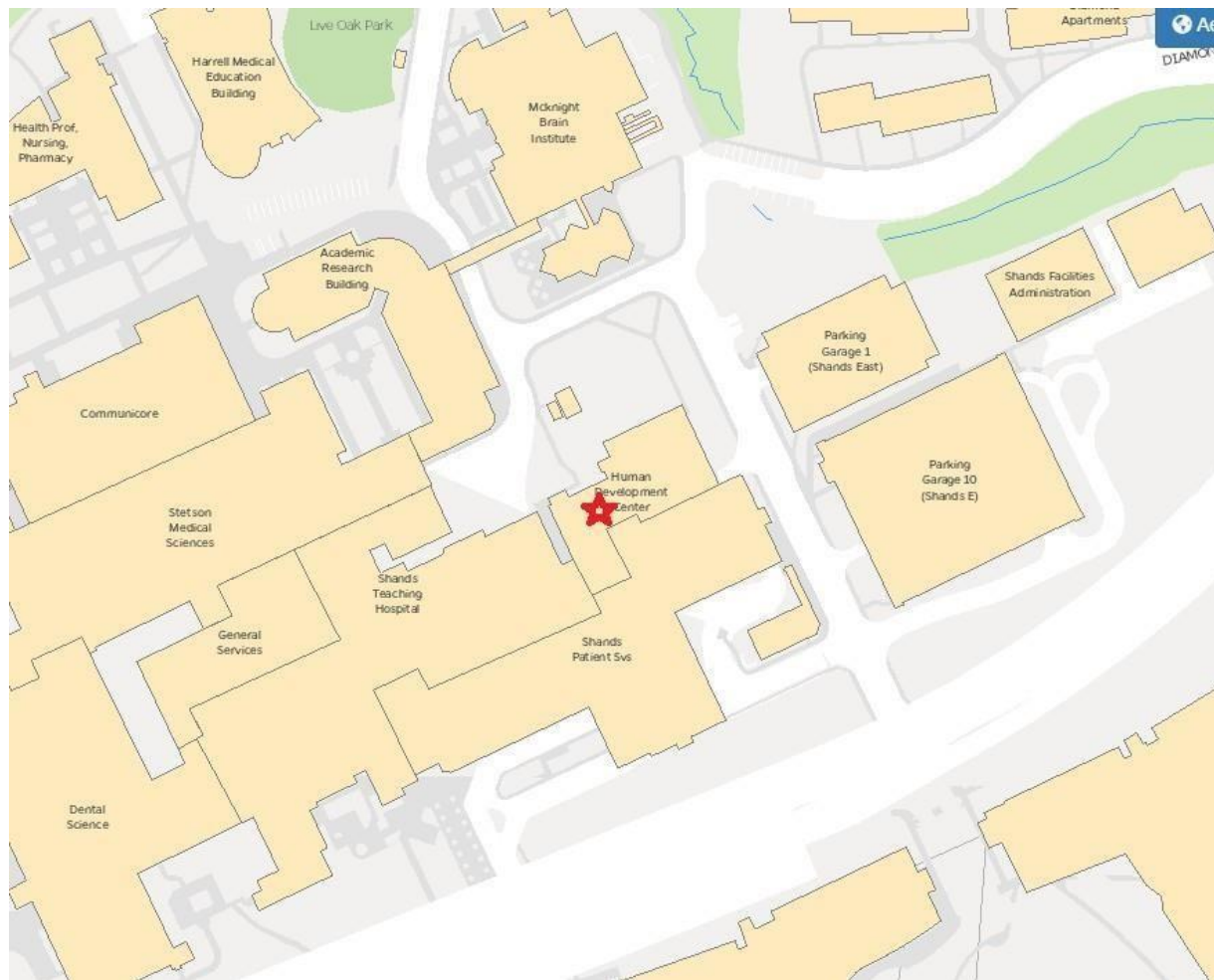




Starting at the McKnight Brain Institute building, head south on Newell Drive towards Archer Road and Shands Hospital

Continue to walk straight down Newell Drive. Turn left when you get to the Baby Gator Playground so that it will be on your right. You can cross the street at the corner.



Baby Gator
Playground

Walk around Baby Gator and continue to walk up the small hill. Continue walking towards the Pediatric Emergency Department. Once you get to the Hospital Sign continue walking straight until you see the Welcome sign on the wall.

Next, walk down the ramp next to the "WELCOME" sign. Walk all the way down the walkway and when you come up to the MRI center, make a right.
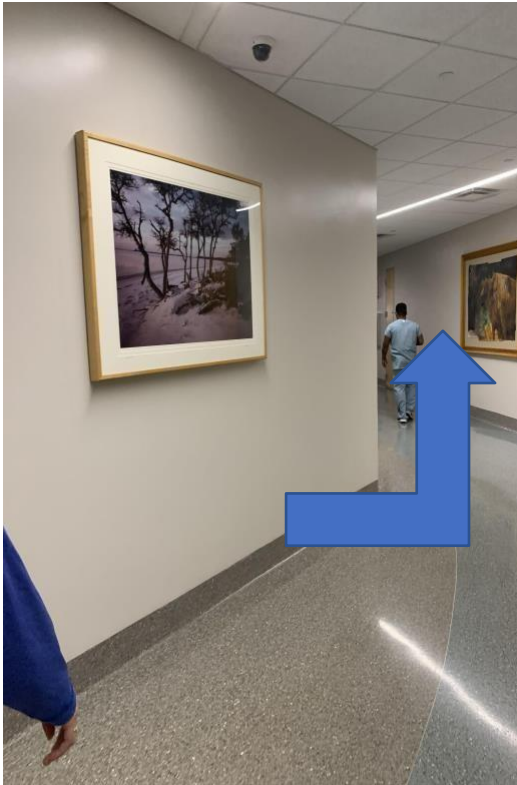
This is what the Shands Hospital entrance looks like. Enter through the automatic doors.

As soon as you enter through the automatic doors, you will see this sculpture. Continue walking straight (you will see the first receptionist desk that has butterflies and dragonflies on it).

Walk past the second receptionist desk and then turn right. Follow the arrows on these images to navigate your way through the hospital.

(The signs leading you to the food court can also be used as an extra guide)

After you enter the hallway, walk straight and then make a left at the end of the hallway.

After you made that left, walk straight down this hallway and then make a right. You should be going towards the food court.

After you made that right, walk straight down this hallway.

At this point you can take two paths:
-Follow the arrow pointing forward and take the stairs down to the ground floor

OR

-Follow the arrow pointing to the right into the elevator bank through the door labeled "Human Development Center" and take the elevator down to the ground floor

If you took the stairs, you will take a left after exiting the stairwell and open the door labelled "Human Development Center." You will then see the elevators to your left. Keep straight and then turn left towards the double doors. If exiting the elevators, take a left and walk towards the double doors. Walk straight through the doors.

Continue straight and turn right at the end of the hallway. Turn right again at the cubicle. Office G-027 will be straight ahead.