

## **MED ASSIST CLINIC JOB SHADOW/CLINIC OBSERVATION GUIDELINES**

(guidelines for students that would like to do a job shadow in a medical clinic prior to the first day of class). NOT MANDATORY...but strongly suggested.

CLINICS THAT ARE PARTICIPATING:

**COMCARE SANTA FE: 520 South Santa Fe, Suite 300, Salina 785-825-7470**

Team Lead: Jennifer Tillman 785-823-4325

**COMCARE OHIO: 2090 South Ohio, Salina 785-825-8221**

Team Lead: Sheila Jacobo 785-309-2320

**Steps for the job shadow paperwork:**

**Contact the clinic of your choice. For ComCare locations:**

Contact **Darlene Fritz**: SRHC ORGANIZATIONAL EDUCATION DIRECTOR for guidance for the process.

1. Will need to go online to the SRHC website and fill out all forms under the educational tab for a shadow request.
2. Will need to fill out paperwork and submit to Darlene prior to the scheduling of a job shadow at either of the COMCARE locations.
3. Keep hard copies of the completed application paperwork packet and submit to Student Services: Attention: Amanda Foust.
4. Provide documentation and short essay/observation report for the job shadow that occurred. **(see separate form for observation/job shadow documentation).**
5. Summary of the experience...to be turned into SACT Student Services and this documentation will be passed on to the Medical Assistant Program Instructor.

## **MOWERY CLINIC WEST**

**Contact person: Linda Blackwell 671 Elmore Drive, Salina 785-827-7261 Gastroenterology Clinic**

1. Linda will guide you through the process and make contact with Jenny VonLintel.
2. Necessary paperwork will have to be filled out and processed.

**Jenny VonLintel Practice management administrator Mowery Clinic**

Prospective students are also encouraged to contact various other Salina Clinics if they are not interested in using the above sites for a job shadow.