



THANKS FOR YOUR INTEREST IN SHADOWING OR APPLYING FOR A CLINICAL ROTATION!

First off, we would like to congratulate you on your interest in pursuing a career in healthcare!

We are honored that you have reached out to our clinic to see if we have any available shadowing/clinical observation opportunities. We receive many of these requests inquiring about opportunities to work with members of our office staff and the providers on our healthcare team all throughout the year. These requests range in length of experiences and goals, as some are looking to find a site to receive clinical training and some hope to gain experience before applying to med programs or to continue their education.

We have created this document to help you be prepared to apply for an opportunity at our clinic. Please understand that applying does **NOT** guarantee that we can provide you with an opportunity to meet your needs and goals. Please review our application policy below so that you are as prepared as possible.

Thank you and we wish you the very best of luck in all your future endeavours!

Sincerely,

The Staff & Providers of Palouse Medical

IMPORTANT NOTE:

Since we already have commitments with several academic organizations, we only have a limited number of opportunities available at any given time. Please note that we will always give priority to students who are in medical/healthcare programs or who are currently applying. That being said, we always do our best to accommodate as many requests as we are able throughout the year. Sometimes we have to put people on waiting lists or will encourage you to check back at another time, so don't give up! Remember, if you choose to apply, the more information you can provide to us the better!

ABOUT OUR SITE:

Palouse Medical is privately owned, multi-specialty clinic offering comprehensive primary and specialty care services. Pullman ReadyCare, owned by Palouse Medical, is a minor care clinic, where no appointment is needed and patients and visitors to our communities can find high quality walk-in care services for their acute illness and injury. We DO NOT OFFER VOLUNTEERING opportunities at this time. Instead, we would like to direct you to contact one of the local hospitals (Colfax, LC Valley, Moscow or Pullman), non-profit healthcare organizations or the Palouse Free Clinic if you are looking for hands-on volunteering experience.

Palouse Medical Requirements

If we are able to accommodate your experience request, there are a few things that you should know in advance. Palouse Medical takes the safety and confidentiality of their patients very seriously.

To keep our vulnerable populations safe, we require that **ALL** students/shadowers:

1. Successfully pass a multi-state criminal background check before any experience can start in our clinic. This means that you will be responsible for covering a student/shadowing fee of **\$75**. This fee and the background check is required for all requested experiences, regardless of the length of stay.
2. Understand and comply with standards of HIPAA, protecting patient information and confidentiality.
3. Complete an orientation and paperwork to ensure that our students comply with our office policies and expectations.
4. Provide us with copies of certifications, proof of TB testing and vaccination history. This is dependant on the type of experience you request, so please at least be prepared to provide this if you don't have it ready at time of application.

NOW, TO SUBMIT YOUR REQUEST...

1. **Check Availability Online**
Please check our site or contact our office to see if we are currently ACCEPTING requests or when the next waiting list opens. If open, please continue through the steps below.
2. **Submit Brief Cover Letter:**
Introduce yourself, discuss GPA, goals, and explain any/all specifics surrounding your desired experience.
3. **Submit Resume/CV**
Please provide a brief Resume or CV.
4. **Provide Your Experience Timeframe & Availability:**
Please be as specific as possible with this. Let us know when you are hoping to start and finish, so we can keep our waiting list organized from the start. For example, sometimes we may not have an opportunity right now, but an experience could be opening up shortly. The more flexibility in your time line, the greater the chances are that we can find something that might work, even if it is not as soon as you hope.
5. **Include Professional Reference(s):**
Please provide us with at least one professional reference and phone number that we can call to contact. (i.e., academic advisor, school counselor, etc.)
6. **Submit Your Request Via Email**
Once you have this information ready, please send these documents via email to tosborne@palousemedical.com.