

Please see below and make **very specific note in your e-mail (to the OAPP office) that your requested location is UPMC Northwest in Seneca.**

The process is as follows:

Please fill out an application [here](#)

E-mail APPstudents@upmc.edu - include all the documentation below in your original e-mail to the Office of Advanced Practice Providers.

If you shadow at UPMC Northwest in Seneca, the \$50 per shadow fee will be waived. **YOU MUST MAKE NOTE OF THIS IN YOUR E-MAIL!**

If you want to job shadow someone specific, please include those details in your e-mail.

You **must** put in the **body of the email** that this shadowing experience **is at UPMC Northwest in Seneca** in order to have the **\$50 per shadow fee waived**.

You must also **complete and submit the following information** to appstudents@upmc.edu.

- 1. Within the [Job Shadow Agreement and Application Packet](#), please complete the pages listed below:**
 - Job Shadow Agreement
 - Job Shadow Application
 - Parental Consent Form (if applicable)
 - Release of Liability Form (if applicable)
 - Intent to Participate Form
 - HIPAA Compliance
 - Visitor Confidentiality Agreement
 - Job Shadow Health Questionnaire
- 2. Read the [UPMC OAPP Student Educational Experience Orientation Handbook](#). Submit ONLY the signed last page of the Handbook.**
- 3. TB test results (or chest x-ray) within one year**
- 4. Evidence of Flu Vaccination (only required for experiences September-March)**

Once the Office of Advanced Practice Providers (OAPP) receives all the necessary documentation, at least 60 days is required.

Once the shadow placement has been approved by the OAPP, all communication regarding specific meeting places, times, etc. shall occur between the APP mentor (at UPMC Northwest) and you, the student.