

## UofA Process for Obtaining RPAP Weekend Shadowing Experience

1. Shadowing experiences are generally scheduled in rural communities within a three hour commute of Calgary or Edmonton.
2. To request a shadowing experience, contact RPAP at [shadowing@rpap.ab.ca](mailto:shadowing@rpap.ab.ca) indicating your preferred date and location for the shadowing weekend experience. You will be sent an RPAP Waiver Release, which should be completed and returned to RPAP. **You must also complete a Faculty Approval Form for the UofA and return this to the Office of Rural & Regional Health.**
3. Students will be sent an e-mail confirmation from RPAP with the following information:
  - Names of preceptor(s) scheduled to shadow you & contact information
  - Date & time of your shadowing experience
  - Directions to the hospital
  - Dress code
  - Shadowing Expense Claim
  - Shadowing Evaluation Form
4. Students most often are expected to arrive Saturday morning by 9 am and to leave on Sunday afternoon. Most physician call schedules dictate a shift change at 8 or 9 am on Saturday morning.
5. Often rural physicians are only on call **one** day of the weekend, so arrangements may be made for you to shadow two different preceptors. You will only be expected to communicate ahead of time with the physician who will precept you on Saturday.
6. Typically the local hospital will provide meals. In the unusual case of needing accommodation overnight, the hospital sleep room is often made available. The site contact and RPAP will help you with these arrangements.
7. RRAP will reimburse student expenses up to \$100.00/day with the submission of **original** receipts. Credit card statements alone will not be reimbursed as purchases must be indicated. The Shadowing Expense Claim Form is available by accessing the Rural Medical Interest Group at [http://www.rpap.ab.ca/medical\\_students/rural\\_tours.html](http://www.rpap.ab.ca/medical_students/rural_tours.html)
8. You are requested to **call the preceptor a few days before your arrival** and discuss details of your weekend experience.
9. Upon completion of the Shadowing Experience, students should submit both the Expense Claim and Evaluation Form. Reimbursement will only made if RPAP receives claims within 90 days of the shadowing experience.
10. Shadowing Expense Claims are available at <http://www.rpap.ab.ca/publications/forms.html> on the RPAP website under Publications / Forms.
11. If you find that you must cancel, the Preceptor and RPAP must be notified immediately at [shadowing@rpap.ab.ca](mailto:shadowing@rpap.ab.ca)