SNF Shadowing Form

Tool Info:

Equipment: _____ Date/Time of Shadowing Session:_____

Trainee:

Name: _____ Coral login:_____

Email: _____ Phone: _____

Once this form is signed, you can follow up for training and qualification with the responsible SNF staff. Be sure to complete any the necessary written tests beforehand and hand it to staff at the time of qualification.

Qualified Equipment User:

This trainee has observed me operating this equipment, from the beginning of the process to the end.

Qualified Equipment User: _____ Date: _____

Signature: _____ Time: _____

About Shadowing:

To become qualified to use a specific piece of equipment, it may be required that you observe, or shadow, a qualified user operating it. Shadowing may be required before or after your training/qualification session with the responsible SNF staff person.

1. **Check the website** and contact the responsible staff person to get: the specific training requirements for this tool, operating instructions and training checklist. If shadowing is required, use this form.

2. **Find a qualified user to shadow**. Any qualified user will do, but it would be best to find someone who has used the system often. If you don't know of anyone, you may check Coral reservations or history to find a qualified user. Ask if it would be OK for you to observe his/her while operating this system. If you have difficulty finding someone to observe, contact the responsible process staff person for this system.

3. **Be courteous during observation.** Understand the labmember you are observing is processing his or her own work. Please give the labmember your full attention and refrain from interrupting his or her concentration if asked.

4. **Bring this form** to your shadowing session and have the qualified labmember you are shadowing sign off. (Print on cleanroom paper.)