



**Door County  
Medical Center**

IN PARTNERSHIP WITH HOSPITAL SISTERS HEALTH SYSTEM

Observation Request Sheet

The Observation Experience allows students who are interested in the healthcare field to spend time with a person who performs work which is related to the student's career interest. This experience can include an interview with a DCMC employee, a tour of the specific department, and a tour of the hospital. **The Emergency Department, Birthing Center and Surgical Services are excluded from a direct observation experience these areas would include an Interview Experience.**

Please fill out this information and return to our Education Coordinator so they can start the approval process for your observation experience. If this information is not complete, it will slow down the process of the observation experience.

*If this is a requirement of the student's course work, It is the student's responsibility to let the school know about any absences due to a job shadow experience.*

Student Name	
Preferred Method of being contacted (check desired method)	Phone      Text      Email
Student Contact Information (type your contact info)	Phone: Email:
Desired Department for Observation	
Preferred Day(s) of the Week	Monday      Tuesday      Wednesday      Thursday      Friday
Preferred Time(s) of the Week	
How many hours needed if program related.	Hours Required
Name of school if related to a program	Personal Request      School requirement: Name of school

Observation Contact:      Education Coordinator, *Door County Medical Center*  
Phone (920) 746-3563  
Fax (920)818-1087  
<http://dcmedical.org>

323 South 18<sup>th</sup> Avenue, Sturgeon Bay Wi 54235