

FVHCA Observational Job Shadow Information Sheet – 4 hours or less

Welcome! To ensure that you get maximum benefit from your observational experience, there are several topics we need to cover.

ELIGIBILITY: It is up to the discretion of the Health Care Facility to grant your job shadow, due to the professional's availability as well as department occupancy. Individual job shadows of four hours or less may be granted to a:

- High school student who has attended a Career Experience Event session and completed their freshman year of high school
- Higher education student (technical college, college, or university student) who would like to explore a career prior to enrolling in a program or if needed to complete a class requirement
- Adult who is returning to school and/or exploring a new career choice

Note: All health requirements as identified must be completed before an applicant is considered eligible to participate

CONFIDENTIALITY: The nature of the health care industry and state and federal privacy laws require all employees, volunteers, and students to maintain a high level of confidentiality with respect to all information of medical or business nature concerning patients, residents, doctors or employees. Under no circumstances will such information be discussed with any unauthorized person(s) either outside or inside of the health care facility. To engage in discussions of confidential information is not only a breach of confidence and a lack of concern for others, but may also involve you in legal proceedings.

INFECTION PREVENTION: Proper hand washing helps to prevent the spread of infections from one person to another. Hand washing products (soap/water or alcohol hand gel or foam) are available in the rest rooms and work areas. Hands should be rinsed well using friction to remove residual soap/gel or foam. You may not enter any room designated "Isolation."

HAZARDOUS MATERIALS: Be aware that potentially hazardous chemicals and materials are used in certain areas as part of the daily operation of a healthcare facility. Please consult with a staff member for further information.

GENERAL SAFETY:

- Please report any unsafe conditions or injuries to your facility contact.
- If there is an emergency or unsafe situation in the building; you will hear an announcement and/or emergency alert. Your facility contact will follow proper procedure and let you know what to do or where to go.
- If you detect a fire, activate the nearest fire alarm.

TOBACCO: You are required to follow the tobacco policy at the health facility where you are shadowing. Check with the facility if this is a concern.

DRESS CODE: Appropriate professional business attire is expected. Jeans and T-shirts are not allowed. Be sure that your attire is modest. A general rule is to keep shoulders to knees covered. Aside from small earrings, visible body piercing may not be worn. Shoes must be closed toed and all athletic shoes must be clean and in good repair. Any visible tattoo(s) or undergarments must be covered at all times.

MISCELLANEOUS INFORMATION:

- Cell phone use is not permitted during job shadow experiences.
- Students who have not eaten prior to coming to the facility may experience weakness and other discomforts during their Job Shadowing. *Please be sure to eat before coming to the facility.*
- If you are unable to report for your scheduled experience, please notify the contact person assigned to you.
- Bring a photo ID with you on the day of your experience.