

Job Shadow Program

If you're at least 16 years old and are interested in a future health care career, job shadow opportunities are available to you at Community Memorial Hospital and Redfield Clinic (CMH).

Observe a Health Care Professional

A job shadow is a one-time experience, typically one-half day in length, to watch a health care professional, ask questions and see what it's like to work in health care. Although you won't deliver any care or services, you'll gain a new perspective by observing CMH's professionals care for patients.

How to Apply

- Carefully read all of the information on this page.
- Select the desired department from the areas listed.
- Print and sign the completed application.
- Email a scanned copy of the signed application to the desired location. Please submit at least two weeks prior to your requested shadow date.
- Complete the application and submit to Human Resources

Confidentiality & HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law imposed on all health care organizations. It requires organizations to take measures to safeguard patient information and punishes individuals and organizations that fail to keep patient information confidential.

Patient confidentiality is keeping a patient's healthcare information private. Patient's Protected Health Information (PHI) includes the following:

- Patient information
- Patient records
- Employee files, computer information, business records or photographs
- Conversations between patient and employee or between coworkers
- All events and records pertaining to patients, employees and hospital business

In the course of your shadowing experience, you'll become aware of patient PHI. You will be expected to maintain patient privacy and confidentiality during and after your shadow experience. Failure to maintain confidentiality can result in immediate termination of your shadow experience and may result in civil or criminal penalties.

What to Expect

Patients will see you as an employee of the hospital and your behavior should reflect this. Show an attitude of maturity, greet people and introduce yourself, smile and make eye contact, and be sure to ask questions of the professional you are shadowing. No cell phones or photos are allowed during your shadow experience.

Be sure to follow Community Memorial Hospital's dress code, which includes the following guidelines:

- A student observer name badge will be worn during your shadow experience.
- No jeans, leggings or shorts. Skirts are acceptable, but may not be shorter than two inches above the knee.

- No open-toed shoes; hosiery/socks must be worn.
- No heavy perfume or scents. Offensive body odor is not acceptable.
- No tank tops or sleeveless tops; spaghetti straps are not acceptable. Shirts must cover the midriff. No sweatshirts, hats or caps are allowed.
- Fingernails shall be neatly trimmed, and artificial nails are discouraged.
- Long hair must be held back, and only natural looking hair color is acceptable.
- Tattoos must not be visible.

Your Safety

Handwashing is the most important thing you can do to prevent the spread of disease. It's required that all observers wash their hands upon entering and exiting a patient's room.

If you have any active signs of illness, including stomach illness, draining skin sores, coughing, sore throat, fever, rash or other symptoms of illness, you must reschedule your shadow. Proof of a current flu shot must be submitted if your shadow experience occurs between October 1 and March 31.

Throughout your shadow experience, you're required to utilize the same precautions for personal protection as the employees in the facility. Simply wear the same protective equipment as the staff person you are shadowing.

Waiver

By signing the application, you acknowledge the following:

- I understand that information I see and hear about patient identity and conditions is considered confidential and is not to be discussed outside of my job shadow experience. Any violation of patient or hospital confidentiality will result in dismissal from the experience.
- CMH will take immediate action in any situation in which my behavior or performance adversely affects the best interests of the facility or patients. This action may include, but is not limited to, my removal from the facility and the experience.
- CMH is not responsible for lost or stolen personal belongings.
- I will hold CMH and its employees harmless in the event of incident, injury or illness. CMH is not responsible for costs involved with emergency or follow-up care.
- I will call the facility and cancel, in advance, my shadow experience if I suspect I may be ill.

Where Can I Job Shadow?

Job shadow opportunities vary and are based on patient needs and available resources.