

JOB SHADOW PROCEDURE

Participant Responsibilities:

You must read and complete this form as a requirement before participating in a job shadow

1. Hazardous Communication:

To prevent exposure to hazardous substances, you must not handle any chemical unless specifically instructed to do so by your mentor.

2. Infection Control:

Your mentor is responsible for ensuring that you are not exposed to potentially infectious diseases and materials. Do not enter any area or handle material or equipment unless instructed to do so by your mentor.

3. Emergency Pages:

Situations requiring immediate response by staff. Respond as instructed to do so by your mentor.

GREEN.....All Clear with Exception
RED.....Fire
BLACK.....Tornado Warning
WHITE.....Oxygen Failure
ORANGE.....Chemical Spill/Hazardous Material
YELLOW.....Bomb Threat
PINK Infant Abduction
ALERT.....Disaster
CONDITION..... Flood
CONDITION.....Power/Phone Outage

CODES 3 and 4 are Patient Emergencies

4. Incident Reporting:

Any occurrence outside the normal scope of business (such as injuries, threats, any situation, which may result in injury or damage) should be reported. Your mentor is responsible for completing the necessary forms.

5. Confidentiality:

A federal law named "HIPPA" (Health Insurance Portability and Accountability Act) defines "protected health information" and sets standards for health care providers to protect that information. The law also defines stiff penalties (fines and even imprisonment) for violating those privacy of patient information.

