



Job Shadowing and Student Experiences Code of Conduct

Evangelical Community Hospital welcomes students to visit our Hospital in order to learn more about the various career opportunities available today in healthcare. To ensure the best possible experience, we have the following expectations for any student wishing to visit our facility and ask for your help and cooperation.

- We ask that students conduct themselves maturely and professionally while they are visiting Evangelical. Participants will encounter many people throughout their visits, such as other employees, physicians, volunteers, patients and visitors. Therefore, we ask that each person encountered is treated with respect and a professional demeanor.
- Confidentiality is of the utmost importance at Evangelical. All students are expected to adhere to this policy. We ask that whatever is heard and/or witnessed with regard to the hospital or the patients under its care, be kept confidential. If participants need to discuss/write about/report on their experiences at Evangelical, we require that a patient's identity not be included in such reports.
- In order for participants to gain the most benefit from their experiences at Evangelical, we encourage them to come with questions in mind regarding their interests in healthcare. Expressing a genuine interest in the area or subject matter being shared not only helps the staff in better accommodating participants, but also aids in making their experiences more productive. Many schools require that their students complete a worksheet, paper, etc. which includes questions they must have answered throughout the course of their time at Evangelical. We have found that this is helpful in ensuring that a well-rounded experience is received.
- We ask participants to refrain from making personal phone calls and/or overhead pages during their experiences at the Hospital. The phone lines and paging system are reserved for employee and patient use. If it is necessary that students make a phone call, we ask that they first ask permission to do so. Cell phone use should also be limited.
- Appropriate clothing is also expected, as participants will more than likely be in contact with our patients throughout their experiences. Business casual or other appropriate healthcare attire is expected. Please refrain from wearing jeans, short skirts, t-shirts, sweatshirts or sandals.
- Also, students participating in an extended experience such as an externship or clinical rotation will be issued an identification badge. These participants are asked to wear this badge during their experiences.



Conditions and Guidelines

Evangelical Community Hospital strives to be responsible to the needs and interests of the community in the services and educational opportunities it provides. We are happy to provide workplace experiences, in which a “student” spends time observing the daily activities of a professional. However, we do expect the following from the student in return. Evangelical reserves the right to refuse or send home any student who does not uphold these standards of expectation.

We are pleased to offer you/your child the opportunity to explore an interest in the healthcare field. In return, we ask that each student accept the following conditions and guidelines:

- Students shall conduct themselves in a respectful manner.
- Students shall comply with all applicable policies and procedures of the Hospital. Students shall report immediately to personnel of the Hospital any concerns regarding Hospital policies and procedures.
- Students shall sign a confidentiality statement agreeing not to discuss patient information outside the Hospital.
- Students shall only observe and shall not under any circumstances, provide any “hands-on” clinical care to the patients of the Hospital unless qualified to do so and has been agreed upon as part of your observation.
- Students may be in proximity to potentially hazardous substances and will be expected to conform to Hospital requirements for personal protective equipment (gown, gloves, goggles).
- Students shall be responsible for payment of any and all medical costs incurred should an injury or incident occur during their experience at the Hospital and shall carry adequate health insurance.
- Parent and student agree to indemnify and hold harmless the Hospital, its officers, directors, agents and employees from and against any and all claims, demands and liabilities, for personal injuries, deaths or damaged property arising out of any act of omission of the student while at the Hospital.
- Students are free from communicable disease, to the best of their knowledge. Please notify us if the student has not had Rubella, Measles, or Chicken Pox or the vaccine.
- Students should provide immunization records on a timely basis prior to the beginning of the experience, if they are required depending on the experience scheduled.
- Students must attend an orientation program, if required depending on the experience scheduled, prior to the beginning of the experience.



Confidentiality Statement

The Hospital pledges to respect the privacy of its guests and employees.

For this reason, an employee/volunteer/student must use discretion in handling confidential information within the Hospital, particularly in those areas used by the public, and must never discuss these matters outside the Hospital. Knowledge of an individual's medical, social and financial information may not be discussed with anyone unless directly related to that individual's care.

Any breach of confidentiality will result in disciplinary action including possible discharge.