



Individual Student Shadowing Requirements

Age Requirements:

- Non-patient care areas – 8th grade and above
- Most Patient Care areas – 10th grade and above
- Emergency Department – 12th grade and above
- Surgery and Behavioral Health– College or medical student

Amount of time allowed for shadowing:

- Jr. High and High School students – 2 hours
- College students – 4 hours

Checklist for Student

- Choose department you are interested in Shadowing.
- Contact is made by the Talent Acquisition coordinator to the manager of the department the student is shadowing.
- Student, Instructor, SBMC Representative and Parent (High School Student only) signatures are required to complete the agreement.
- If shadowing is to take place between the months of October – March current proof of flu & covid shot is required. April-September proof of Covid shot is required.
- Submit signed agreement to Human Resource Department along with valid ID on or before the scheduled date to shadow.
- A Human Resource Representative will issue a student badge to wear during the clinical observation. Student will return the badge to Human Resources at the end of the day upon checking out of the facility.
- Students will not be allowed to observe without completion of the steps listed above.



CLINICAL OBSERVATION AGREEMENT (Revised 7/20/2016)

_____ and St. Bernards Medical Center, on this date, _____ enter into agreement
(Student Name) (Date)

to allow _____ to observe during the planned observation scheduled _____.
(Student Name) (Date)

The facility agrees to allow the student to observe in situations that will not cause liability for the facility, the patient, or the student. The facility will provide the student with opportunities to observe tasks and treatments characteristic of the discipline, in as much as these are available and suitable. The facility will avoid subjecting the student to unnecessary or unusual hazards. The facility will notify SBMC in case of serious problems arising involving the student.

The student will respect confidentiality. The student will make sincere effort to follow instructions, to be punctual, to be courteous, to avoid unsafe acts, and to avoid incurring personal obligations.

The Health care facility retains the ultimate responsibility for the care of the patient and may request to withdraw any student whose performance is unsatisfactory or whose personal characteristics or disregard for the affiliating hospital's regulations interfere with performance during the clinical period.

Student Signature

Student Name (Please Print)

Date

Parent/Guardian Signature (if a minor)

Parent/Guardian Name (Please Print)

Date

School Representative Signature

School Rep. Name (Please Print)

Date

SBMC Representative Signature

SBMC Rep. Name (Please Print)

Date



**Contact Information
(Revised 11/29/2018)**

Student Mailing Address

Student E-mail Address

Phone Number

Profession

Graduation Date

Major or Field of Study

Emergency Contact (Please Print)

Phone Number

Relationship

Parent/Guardian Name (if a minor)

Phone Number

**ST. BERNARDS MEDICAL CENTER
JONESBORO, ARKANSAS**



**ORIENTATION AND SAFETY INFORMATION
(Revised 02/19/16)**

Welcome to St. Bernards Medical Center. We are providing you with the following information in order to make your time with us a safe experience for you as well as anyone with whom you come in contact.

Please review the following information closely, and let us know if you have any questions about the information presented. After reviewing the information, please sign the form on the back page. Our goal is to maintain a safe environment for our patients, their families, visitors, staff, and you, while providing proper medical care for the patient.

DRESS CODE:

Participants are to dress modestly in medical scrubs or business casual attire that presents a look of professionalism. An example of business casual for men would include khakis/dress pants, a button-up or collared shirt, and closed-toed shoes. An example of business casual for women includes knee-length skirts or dresses, dress pants, and closed-toed flat shoes comfortable for walking.

GENERAL ITEMS:

1. You are to wear your ID badge, if appropriate at all times.
2. Your primary Hospital contact will be the Director or Supervisor of the unit or department to which you are assigned.
3. Please do not do anything you are not trained, qualified, or authorized to do, or anything that would put you at risk of any sort.

INFECTION CONTROL:

1. **Universal Precautions** is a standard practice at St. Bernards. This means treating all blood and body fluids as though contaminated. **Personal Protective Equipment (PPE)** gloves, masks, eye protection, and gowns are available to you if needed.
2. **Wash hands** as soon as possible after contact with blood or body fluids and report to a nurse immediately. **Hand washing** is recommended after any contact with a patient.
3. Notify department personnel of any spills.

CONFIDENTIALLY:

All patient information is to be treated as confidential information.

SAFETY:

1. Cellular phones are not permitted to be used within the PACU, Emergency Department, or Critical Care Units. They may interfere with operations of biomedical equipment.
2. Material Safety Data Sheets (MSDS) are available on the nursing units, the Emergency Department, and Security.

EMERGENCY CODES:

Call "55" to report a Fire, Code, or Abduction.

1. Code A: Patient abduction.
2. Code Blue: Person has stopped breathing, heart has stopped beating
3. Code Gray: De-escalation of a patient needed.
4. Code Red: Fire in any hospital location. In the event of a fire in your area, call Ext 55. Then tell the operator your name and the exact location. Example: This is John Jones and we have code Red in the main kitchen.
5. Code Red Clear: Fire has been extinguished and all is clear for normal operations.
6. Code Triage: Disaster Plan Activation.
7. Code Triage Standby: It is possible the Disaster Plan may be activated.

- 8. Code Gray: Security
- 9. Code Adam/Amber: Pediatric abduction/missing child
- 10. Code Orange: Hazardous material release.
- 11. Code Silver: Active shooter on premises.
- 12. Code Pink: NICU/Newborn cardiac or respiratory assistance

FIRE:

- 1. The code word that St. Bernards uses for a fire is **CODE RED**.
- 2. There are two ways to report a fire: (1) Dial #55 or (2) Pull a Pull Station lever.
- 3. If there is a fire in your area, please see one of the staff members immediately for direction. They will need to be able to account for your whereabouts in the event that an evacuation becomes necessary.
- 4. St. Bernards uses the **RACE** fire safety plan: **RESCUE** or remove anyone in immediate danger.
ALARM or transmit an alarm by using the nearest pull station.
CONFINE or close all doors and windows and leave the affected area.
EXTINGUISH the fire, if minor in nature, without endangering yourself.

LINES OF COMMUNICATION:

- 1. Personnel, including sitters, are to notify nursing staff of any sudden or unexpected changes in patient's condition. To contact nurse, use the nurse call button in the room. If you are not familiar with this device, please ask a staff member to demonstrate it for you.
- 2. Administration may be reached through your nursing contact.
- 3. You must dial 8 to get an outside line from a patient room. Dial 9 from all other hospital phones.

Student Signature

Student Name (Please Print)

Date

Parent/Guardian Signature (if a minor)

Parent/Guardian Name (Please Print)

Date

School Representative Signature

School Rep. Name (Please Print)

Date

SBMC Representative Signature

SBMC Rep. Name (Please Print)

Date