

Mahaska Health offers observational job shadow opportunities for high school and undergraduate students, at least 16 years of age, who have an active interest in a healthcare career. This opportunity is offered to students who desire to gain exposure to and learn about careers in healthcare and the education and skills necessary to pursue them.

Students do not have an opportunity for direct, hands-on patient care; the purpose of the visit is to observe and ask questions. At all times, student observers shall be under the direct supervision of an employee of Mahaska Health. Student observers are not paid for their time.

The specific length of the visit will be determined based on the student's objectives and our availability of resources.

### **Applicant Requirements**

1. Sixteen (16) years of age or older. Observers under the age of 18 years must provide a signed parental consent form.
2. An active high school or college student, or recent graduate.
3. Able to provide proof of the following:
  - a) TB skin testing or quantiferon gold within the last year
  - b) Measles vaccine – 2 vaccines or positive titer
  - c) Mumps vaccine – 2 vaccines or positive titer
  - d) Rubella vaccine – 2 vaccines or positive titer
  - e) Varicella vaccine – 2 vaccines or positive titer
  - f) Hepatitis B vaccine – at least 2 vaccines in series, positive titer, or declination
  - g) Covid vaccine – 1 or 2 vaccines (dependent on manufacture) or approved exemption
  - h) During flu season - seasonal flu vaccine

Note: Mahaska Health does not pay for any vaccines or titers for job shadow participants.

4. Observers 18 and over must be able to pass a background check through the Iowa DHS abuse registry.

## Application and Processing Information

1. Complete application and return to the Education office *at least 14 days before desired start date*.
2. Once application is received, Education coordinator will email the student the annual education packet and Parental Consent or DHS background check form, as needed dependent on age.
3. Student returns completed Student Education Packet, proof of immunizations/TB test and Parental Consent or DHS form to Education Coordinator.
4. Once all paperwork has been received, Education office will coordinate with student and department director the first day of the job shadow.
5. Job shadow opportunities are limited to certain areas within MH including: **Medical Group (clinics), Registration, Laboratory, Radiology, Cardiopulmonary Services, Physical and Occupational Therapy, Inpatient Services, Pharmacy, Surgical Services, Anesthesia, Health Information (medical records), Coding, Marketing, Human Resources, Information Technology and Patient Accounts.**

**Contact Information:** Michelle Williams, Education Coordinator      Phone: 641-672-3162  
1229 C Ave. E, Oskaloosa, IA 52577      Fax: 641-672-3162  
[mwilliams@mahaskahealth.org](mailto:mwilliams@mahaskahealth.org)

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

School/College: \_\_\_\_\_ Teacher/Professor: \_\_\_\_\_

Year in school (Fr, So, Jr, Sr): \_\_\_\_\_ # of hours needed/desired: \_\_\_\_\_

Please list your top 3 areas of choice from the list in #5.  
We will do our best to match your preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are you current on the immunizations listed on page 1? \_\_\_\_\_

Have you had a TB skin test within the last year: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Preparing for Your Visit**

### **HIPAA / Patient Privacy**

Mahaska Health takes the privacy and safety of our patients very seriously. All students will undergo education on HIPAA and the importance of safeguarding protected health information related to patient care. During your visit, you will encounter information about the patient in a number of different ways including spoken, written or electronic patient information. Patients have a legal right to their confidentiality and we have a legal and ethical responsibility to respect their privacy. Do not disclose any patient information you have encountered during your visit. You may share general information about our employees you met and what you learned about our profession.

### **Dress Code**

A professional appearance is essential for all visiting students.

- Your clothing should be neat, tidy, and clean.
- It is important to wear comfortable, non-slip shoes as you may be on your feet for extended periods of time.
- You must wear your school issued ID/Badge at all times while completing your job shadow.
- No facial piercings
- You must wear all infection prevention attire currently required by Mahaska Health staff at the time of the shadow, such as but not limited to masks or face coverings.
- Business Casual Attire:
  - a) Slacks, khakis, dress pants, skirts, or dresses (at least knee length)
  - b) Blouse, button down or polo shirts
  - c) Closed-toe shoes only. No sandals or flip flops. Clogs are allowed if the toe is completely enclosed and there is a strap across the back of the shoe.
  - d) No Blue jean pants or pants made of jean material
  - e) No Leggings or form-fitting, tight pants
  - f) No sleeveless shirts, tank tops, sheer or low-cut tops

### **Conduct**

Please remember, you are a guest and it is expected that you will behave in a courteous and respectful manner. If at any time during your visit you are not acting in a courteous manner, you may be asked to leave.

### **Belongings**

During your visit, you will not need a purse, cell phone, or backpack. It is best to leave important personal items at home. It is not advisable to bring large amounts of cash or other personal belongings. Cell phone use is not permitted during your visit.

## **Illness**

Our priority is to protect the health and safety of our patients and employees. If you are sick on any of the days of your scheduled visit, please stay home. If you are sick and unable to complete your planned visit, we will work with you to reschedule an alternative date.

All job shadow students will complete a Covid-19 screening process upon entrance to the building each day. Screening currently consists of temperature check and signature to verify denial of any Covid-19 related symptoms.

### **\*\*Students who are visibly ill will be sent home\*\***

Please stay home if you have any of the following symptoms or communicable diseases:

- Cold/Cough symptoms
- Fever (must be fever -free without the use of medications for at least 24 hours)
- Influenza (Respiratory Flu)
- Stomach Flu/Gastrointestinal Flu including nausea and/or vomiting
- MRSA (Methicillin-resistant Staphylococcus aureus)
- Covid-19

## **Tobacco Free Campus**

Mahaska Health is a tobacco free campus and all forms of tobacco including cigarettes, cigars, pipes, and smokeless tobacco is prohibited. This policy applies to all students, employees, patients, customers, visitors, volunteers, vendors, and contracted personnel.