

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 have the Job Shadow Agreement signed by a parent or guardian for the job shadow to be approved.
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) 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/HHS abuse registry.

## **Application and Processing Information**

1. Complete online or paper application and return to the Education office.
2. Once application is received, Education coordinator will email the annual education packet, Job Shadow Agreement, and DHS/HHS background check form, as needed dependent on student age.
3. Student will return completed Student Education Packet, proof of immunizations, proof of TB test, Job Shadow Agreement and DHS/HHS form to Education Coordinator *at least 14 days before desired start date to avoid any delays.*
4. Once all paperwork has been received, Education office will work directly with the student and department director to coordinate the first day of the job shadow. *It may take up to 2 weeks to be scheduled once all paperwork has been completed and approved.*
5. Job shadow opportunities are limited to certain areas within MH including: **Medical Group Clinics (family practice, general surgery, orthopedics, podiatry, allergy, OB/Gyn, wound care, cardiology, oncology), Registration, Laboratory, Radiology, Ultrasound, Cardiopulmonary and Respiratory Services, Physical and Occupational Therapy, Inpatient Services, Pharmacy, Surgical Services, Anesthesia, Health Information (medical records), Hospice, Marketing, Human Resources, ER (nursing only), Information Technology and Patient Accounts.**

**Contact Information:** Michelle Williams, Education Coordinator  
1229 C Ave. E, Oskaloosa, IA 52577

Phone/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.
- Wear Business Casual (Smart Business) Attire:
  - a) Slacks, khakis, dockers, dress pants, skirts, or dresses (at least knee length)
  - b) Blouse, button down, polo shirts or sweaters.
  - c) Closed-toe, non-slip shoes only. No sandals or flip flops. Clogs are allowed if the toe is completely enclosed and there is a strap across the back.
  - d) No blue jean pants or pants made of jean material
  - e) No yoga pants, sweatpants, leggings or form-fitting, tight pants
  - f) No T-shirts, sleeveless shirts, tank tops, sheer or low-cut tops
  - g) No scrub attire unless required for specific department such as surgery.
- Perfume, cologne and heavy fragrances should not be used/worn.
- 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.
- Hair color will be of a natural color only. Colored hair including any small sections or streaking with a non-natural color (blue, purple, green, rainbow, etc) is not permitted.
- In patient care areas, hair longer than shoulder length is required to be pulled back and secured in a ponytail, clip, bun or etc.
- Mahaska Health reserves the right to ban offensive tattoos or piercings. Anything found to be offensive or impacting patient care will need to be removed or covered.
- 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.

### **Conduct**

Cell phone use is not permitted in clinical areas. You may use your cell phone while on breaks in the lounge, cafeteria or other areas away from patient care. 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. You may want to bring a pen and small notebook for taking notes.

## **Safety**

For your safety, you should be with the staff member with whom are assigned at all times. If you are not with them during a scheduled shift, they should know your location and how to contact you.

## **Lunch**

If you are completing a job shadow that will go through lunch, you may choose to bring your lunch or purchase something in the cafeteria. If you elect to bring your own lunch, most departments have refrigerators and a microwave, but you will need to ask your assigned staff member where it is located. Mahaska Health prefers that job shadow students do not leave the property during lunch, unless their assigned staff member is aware of their absence and when they will return.

## **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, please call 641-672-3100 and ask to leave a message for the director of the department in which are shadowing. We will work with you to reschedule an alternative date, if possible.

**\*\*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, e-cigarettes/vapes, cigars, pipes, and smokeless tobacco is prohibited on the campus, including the parking lots. This policy applies to all students, employees, patients, customers, visitors, volunteers, vendors, and contracted personnel.