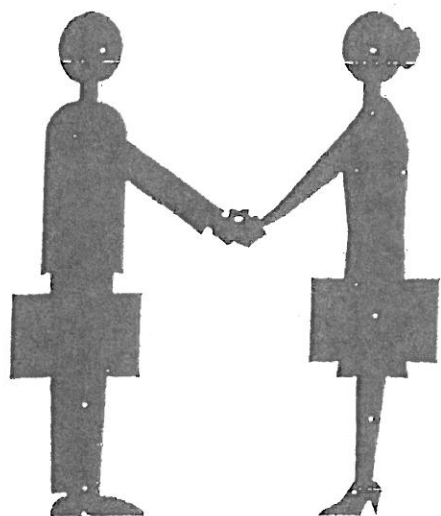


HEALTH SERVICES PROGRAM

*FIELD EXPERIENCE OUTLINE
OF
STUDENT RESPONSIBILITIES*



2nd Trimester Health Occ. Assignments

_____ Health Occupations Application

_____ Health Occupations Contract

_____ All Required Paperwork:

Driver's form, Passenger's form, Medical Release, CC form,
Emergency Contact form, Proof of Insurance, Samaritan forms, etc.

_____ Proof of Immunizations (including TB test)

_____ Calendar

_____ CPR training/1st Aid training

_____ Attendance/Daily Check-Ins

_____ Field Trip Participation:

Dental lab, OSU Vet School, LCH, PFD, Cancer Center, Etc.

_____ Periodical/Current Event

_____ Job Search Comparison

_____ Community Rotations Packets: 1, 2, 3, 4, 5, 6, 7, 8

_____ Hospital Rotation Packets: 1, 2, 3, 4

_____ Interviews: 1, 2

_____ College/Career Research

Empathy Days:

_____ Wheelchair day

_____ Overweight day

_____ Blind day

_____ Stroke day

_____ Hearing Loss day

_____ Pregnancy day

_____ Other days?

High School Health Occupations Confidentiality Agreement

Patient/client information is confidential. *Confidential means secret.* Health care workers (and health occupations students) are obligated to protect and keep all patient/client information confidential. A good rule is to discuss a patient/client only when discussion affects his or her care in some way. Discuss patient/client information only with your supervisor/instructor. DO NOT discuss patient information with:

- * one patient about another patient
- * relatives and friends of the patient
- * visitors to the hospital
- * representatives of news media
- * fellow workers, except when in conference
- * your own relatives and friends.

A medical facility or a health care worker can be fined, sued or lose his or her job for sharing ANY information about patients/clients with others, including family members. A health occupations student can lose worksite privileges and jeopardize the worksite opportunity for others.

I, _____, understand that in the course of my training, I will have access to confidential patient and organizational information. I further understand that one of the core values/ethics of all health occupations is that fairness, honesty and integrity are practiced in all our interactions and that confidentiality is a key component of this value. Information related to patient identification, plan or care, treatment, prognosis or any other aspect of providing services within any worksite is confidential and protected by state and federal law. I further understand that disclosure of this information outside the realm of my duties and instructional objectives violates the confidence of the community that all worksites serve and also is a violation of federal and state law for which I may be subject to immediate release from the facility.

In understanding the importance of confidentiality, I shall respect the privacy of the people each worksite serves and will hold in confidence all information obtained in the course of this training, whether that information is obtained through staff consultation, written records or interaction with the person/family and/or friends.

I shall be responsible to handle professional records in ways that maintain confidentiality. I shall possess a professional attitude which upholds confidentiality toward the people I serve, colleagues, applicants and any sensitive situation arising within the agency. Upon completion of my coursework, I shall hold confidential any information about sensitive situations within the worksites.

Signed _____ Date _____

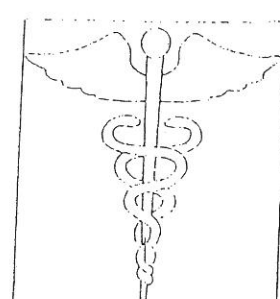
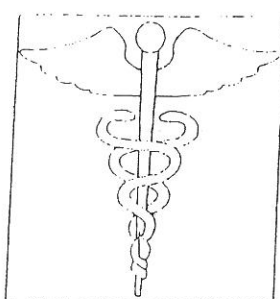
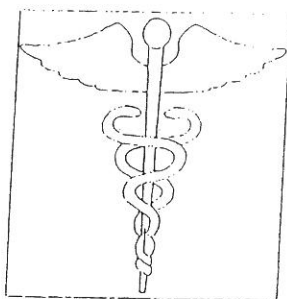
PATIENT'S BILL OF RIGHTS



Written by the American Hospital Association, this bill of rights states, in part, that a patient has the right to:

- 1. considerate and respectful care.*
- 2. obtain complete and current information concerning his or her diagnosis, treatment, and prognosis (expected outcome).*
- 3. receive information necessary to give his or her informed consent prior to the start of any procedure or treatment.*
- 4. refuse treatment to the extent permitted under law.*
- 5. privacy concerning his or her medical care program.*
- 6. confidential treatment of all records.*
- 7. reasonable response to his or her request for services.*
- 8. examine his or her bill and receive an explanation of all charges.*
- 9. be informed of any hospital rules and regulations.*





TEN COMMANDMENTS FOR HEALTH CAREER STUDENTS

- I Thou shalt be on time.
- II Thou shalt be well groomed.
- III Thou shalt wear thy name tag.
- IV Thou shalt always notify the work site as early as possible if thee will not be present.
- V Thou shalt not assume anything.
- VI Thou shalt always ask if thee does not understand.
- VII Thou shalt never do procedures for which thee is unauthorized.
- VIII Thou shalt always wash hands between patients.
- IX Thou shalt always use universal precautions.
- X Thou shalt be unfailingly polite and courteous.

Dress Code

Uniforms and Clothing: Lab coats and name tags are to be worn at the worksites unless you are directed otherwise by your worksite supervisor. (It is your responsibility to care for your lab coat and return it clean at the end of the term.) All clothing must be appropriate, clean, in good repair and allow free body movement. No jeans, sweatpants, sweatshirts or T-shirts. They are not appropriate in a medical office. No cleavage or midriff exposure (front or back). None of your undergarment should be visible.

Shoes: Must be clean and provide support and protection for your feet. No colored or patterned stockings, hose or socks. No sandals or flip flops. No open-toed shoes/No exposed toes.

Hygiene: Shower daily and use deodorant. Be aware of your oral hygiene. Avoid the use of strong scents (no perfume, no tobacco, etc.)

Nails: Nails should be short and clean. No colored nail polish.

Hair: Hair should be neat and clean. Long hair must be tied back.

Jewelry: A watch, small earrings and 1 small ring are allowed. No large hanging earrings or necklaces.

Makeup: Excessive makeup is to be avoided.

Make a point to find out the specific dress code requirements for each worksite you participate in prior to your arrival.

PHS HEALTH OCCUPATIONS

Student Responsibilities for Worksite Rotations

1. Before each rotation, call your worksite supervisor/contact person (leave a message if necessary) to remind them you are coming and confirm times/dates. This is also your chance to ask for directions. Make sure you know exactly where to go and how to get there and where to park.
2. Attend your field experience each and every day that you have been assigned, and be on time. Bring your notebook and keep it with you at all times. Drive safely and legally.
3. Notify your supervisor and Mrs. Carter as soon as possible if you must be absent and in case of any accident or injury (call, don't text). It will then become your responsibility to reschedule your job shadow.
4. Adhere to dress code standards. Ask about specific dress code requirements when you make your confirmation call, prior to your first site visit.
5. Maintain confidentiality at all times and verify permission with the supervisor and/or request assistance before performing tasks.
6. Identify clients/patients by checking proper identification. Address clients/patients by Miss, Mr., Mrs. (Also address your supervisor formally unless specifically told otherwise.)
7. Carefully complete your worksite packets (including a business card and stamped/addressed thank you note) & turn them in on time – within 1 week.
8. Check in with Mrs. Carter daily for attendance, announcements and any possible schedule revisions that may occur.
9. Absolutely no gum chewing, food/drink, cell phones or anything else that may be considered distracting or disruptive.
10. Abide by all the rules/regulations of both PHS and the community worksite. Demonstrate honesty, punctuality, courtesy, and cooperation. Display interest and a willingness to learn: SMILE and BE INVOLVED!!!

What to say/do/expect at worksites

The following is an example of what to say when you arrive at a new site to do a rotation:

Hello, my name is (say your name). I am a student in Mrs. Carter's Health Occupations Class at Philomath High School and I am here for a job shadow.

When you arrive, the people in the office may or may not be expecting you. They might have forgotten that you were scheduled to arrive, or the health professional may not have informed the person at the desk that you were coming. For this reason it is important for you to **introduce yourself** and **explain** why you are there. Then ask to report to your supervisor--the contact person for that site (their names are on your list of rotation sites and addresses). If your supervisor is not there (and it's possible that they will be gone) then you may need to do more explaining about why you are there, and then you should do what they ask. It is a possibility that they will tell you that it won't work out today. If this is the case then you can leave and talk to me later about it.

Know ahead of time the **name of the contact person** and the **directions** to your site. Use **Mr., Ms. or Dr.** unless you are told something different. Your site coordinator/contact person may or may not be the person that you job shadow. (For example if you are at a dentist office, you may shadow a hygienist or an assistant). You should have the person that you shadow sign your timesheet.

Your job shadow is almost entirely **observation**. **DO NOT show any disappointment** if you do not get to do very much or the rotation isn't something you are excited about. Anything extra you get to do is a bonus. In some departments you won't be able to do much more than observe (because of the training needed). If you put on a **smile and show a friendly, positive attitude** the supervisors will be much more willing to talk to you and get you involved. Past supervisors have commented that the students didn't seem interested and it was like they really didn't want to be there. If there is nothing to do while you are waiting, complete assignments in your journal. You can observe and take notes. Keep busy. When people are doing something, don't stand in the corner or be a wallflower. Get closer, ask questions, and show interest. Talk to them! Don't get in the way, but if it seems appropriate, get more involved.

Remember to say **THANK YOU** daily and often. These people are very busy and stressed and we must make them feel appreciated. **Be specific; thank them for showing you around, showing you equipment, introducing other people to you, etc. BE FRIENDLY!!!**

Thank You Notes

You must write a thank you note to each of your worksites! This is important both in terms of good manners, and also the continuation of our program. You should address it to your primary supervisor, but be sure to mention other helpful staff members by name as well. If more than one individual significantly contributed to your experience and/or invested in you, it would be appropriate to write a thank you note to each person, rather than writing one generic/group note. Here are some particulars:

Thank them for the opportunity, and for their time

Describe something specific that you learned and/or enjoyed

The notes may be typed or hand written - but they must be legible, and hand signed

Be sure you have the correct spelling of the person's name, and the appropriate job title, dept., etc.

Be sure you have the correct mailing address

You will need to supply your own cards and your own stamps – this is a professional responsibility

Make a copy of the note to attach to your rotation packet

Turn your completed thank you notes in to me along with your rotation packet