

Student Observer Program

Overview Program Overview

- The Student Observer Program at Community Hospital-Fairfax is designed to promote and educate on healthcare professions while safeguarding patient privacy.
- Not all departments are available for job shadowing at all times. A determination of availability will be made at the time of the request.

Student Observer Responsibilities

- Student Observers must be 16 years of age. Students under 18 are required to have parent permission documented on a parent permission form.
- Students NOT enrolled in a healthcare related program may not observe more than 8 hours. Students enrolled in a healthcare related program may observe more hours and should contact Human Resources to arrange for those observation hours. HR can be reached at hr@fairfaxmed.com
- Student Observers must follow the below rules of the program to ensure a safe visit and respect patient rights.

- Dress Code
- Safety
- Patient Privacy

Dress Code

- Closed toe shoes are required along with socks or foot covering
- Name badge must be on at all times
- Clean and professional clothing
- Inappropriate clothing includes baggy pants, short skirts, midriffs, low-cut tops and open toed shoes.

Safety

- Hospital staff are trained for many safety situations. Please remain with the staff member that you have been trained to observe during your time at the hospital.
- In case of fire, weather or medical emergency, follow the staff member's instructions.
- If you have a latex or other significant allergy or medical condition, please advise your sponsor.
- If you are feeling sick, have a contagious disease, or are coughing or sneezing, reschedule your student observer experience.
- You are not permitted to observe if you are sick.
- Report an injuries or illness that occur during your observer experience to your sponsor.

Safety

- In a clinical setting, avoid the spread of germs:
 - Cover mouth and nose with tissue when coughing or sneezing
 - Dispose of tissue in waste basket
 - If tissue is not available, use upper sleeve, not hands
 - Clean hands after coughing or sneezing by washing with warm water and soap or using alcohol-based hand cleaner

Patient Privacy

- Community Hospital-Fairfax is required by the Health Insurance Portability and Accountability Act (HIPAA) to protect the privacy and security of the health information of every patient treated at the hospital or clinics.

- HIPAA applies to all student observers as well.

Patient Privacy

- You must sign a confidentiality agreement in order to participate in the observer experience
- While at CH-F, you may encounter patients or patient information
 - Do not disclose any patient-related information to anyone under any circumstances-even if no patient names are used, the information is confidential
 - Do not discuss any care events with friends, family members or others
 - Do not post any information about job shadowing on Facebook or other social networks
 - Do not take any photographs while observing

Patient Privacy

- Access to patient medical and billing information is a privilege given to individuals who have a work-related need for that information.
- Participants in the Student Observer Program will not have direct access to computer systems and should not attempt to access any patient's medical information.

Confidentiality Situations

- While participating in the Student Observer Program you may see,
 - A girl you went to high school with in the maternity area with her newborn baby
 - A teacher or former teacher in a hospital gown

– A friend from church in the hospital that you think the pastor should visit

– A public figure receiving treatment

DO NOT discuss patients you may see at the hospital for any reason- even with your own family members.

Confidentiality Tips

- When you see someone you know at the hospital

- Do greet them by saying hello

- Do continue on with your job shadowing experience

- Do not ignore them

- Do not ask them why they are in the hospital

- Do not tell others you saw them

Confidentiality Tips

- You may share general information about the departments you visit.

- You may tell about the staff you met

- You may describe the types of procedures and healthcare provided.

Next step

- Please refer to the healthcare quiz
- Complete confidentiality forms and return the hospital at:

email to: hr@fairfaxmed.com