

Job Shadow Compliance - Observation Only

The information provided below outlines the guidelines and requested information that is required *prior* to participating in your job shadow experience. If you have any questions related to this information, please contact the Human Resources department at 920-568-5144.

Job Shadow Eligibility - *High school or post high school students or job candidates* interested in the health care field. The session is observation only.

Health History – Fort HealthCare is committed to providing an opportunity for exploration of health-related careers by members of our community while protecting our patient’s rights to confidentiality and control of infection. **Your signature on this form indicates you can provide proof of the following if requested:**

- Two MMR vaccinations, both after 12 months of age or a titer verification of immunity for rubella, rubeola and mumps.
- History of two chicken pox vaccinations, positive varicella titer or documented history of chicken pox disease.
- Hepatitis B vaccination series
- Tetanus/diphtheria/pertussis vaccination within the last 10 years
- Influenza vaccination (during Influenza season)
- Free from fever, cough, skin lesions, conjunctivitis, nausea, vomiting and diarrhea.
- Currently *not* under the care of a physician for any communicable disease.

In addition:

Short-term job shadow – Up to 12 total hours: Completion of TB screening questionnaire

Long-term job shadow – 12 to 20 total hours: Documentation of a negative TB skin test (Mantoux) within the last year or a negative IGRA blood test. If there is a past positive skin test, evidence of a negative chest x-ray within the last year and a negative TB screening questionnaire is required. Please provide required documentation with this completed form.

Confidentiality – This pertains to any information that you come across during the course of your job shadowing experience (medical, financial, social, name, etc.). Please review and sign the HIPAA Training form below.

Infection Control – Any individual who is displaying signs of illness, as determined by the hospital staff, will be immediately sent home. Hand washing is the best method for infection control; wash your hands thoroughly and frequently.

Dress Attire – The appropriate dress at Fort HealthCare is professional, casual (no jeans permitted). Participants should wear comfortable, soft-soled shoes (tennis shoes are appropriate).

Liability – Job shadow participants assume full liability for any and all injuries that may occur while performing any task or observation while participating in the job shadow program

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|---|-----|---|----|
| 1. Have you been sick in the last 2-4 weeks? | YES | / | NO |
| 2. Have you been near someone who has been sick in the last 2-4 weeks? | YES | / | NO |
| 3. I am current with all my immunizations as outlined above under Health History: | YES | / | NO |

Job shadow participants are only allowed to observe and under no circumstances shall they be permitted to perform any job duties.

I have read and understand the above material. I understand that I am responsible for adhering to all of the job shadow requirements written above.

Name (print):	Date:	Approval:
Participant signature:	Date:	Leader Name (print):
If under 18, signature of parent/ legal guardian:	Date:	Leader Signature:
Department of interest:		Shadow Date:

HIPAA TRAINING – JOB SHADOW PROGRAM

Why Privacy matters to Fort HealthCare

Patient Trust

- Confidentiality is all about trust. Patients need to be able to trust us to use their information **only** as needed, and to share it **only** with those who need to know it.
- When we keep our promise to keep health information private, we gain patient trust. This, in turn, leads to a patient's willingness to share important personal and clinical information with appropriate staff, which allows us to give better patient care.

It's the Law

- Confidentiality has always been a standard of health care. State and federal laws **require** us to protect our patients' information.
- A federal law call "**HIPAA**" (Health Insurance Portability and Accountability Act) includes many privacy-related requirements as well as consequences for anyone violating patient privacy.

What is Confidential?

Any information the hospital collects, creates, stores, etc., that relates to an individual's health and identifies the patient is confidential. It is called "**Protected Health Information (PHI)**".

PHI (**Protected Health Information**) includes any information we collect/create/store. Some examples are:

- Medical record number
- Billing information
- Medical information
- Daily census report

PHI (**Protected Health Information**) includes any personal information we ask the patient to provide. Some examples are:

- Name
- Address
- Date of birth
- Phone number
- Insurance and social security number
- Medical history

PHI (**Protected Health Information**) comes in many forms. Some examples are:

- Spoken
- Paper
- Computer
- White boards / Grease boards
- CD ROMs, USB Drives, Medical containers (pill packages, IV bags)

"Need to Know"

- Staff, volunteers and job shadow participants can protect privacy by following the "need to know" rule, which states:
 "Use only the minimum necessary information needed to do your job."
- This means that for some individuals PHI (**Protected Health Information**) should never be used. For others such as physicians or nurses, a great deal of PHI is needed.

- You, along with all Fort HealthCare employees and volunteers, must complete this training module and sign a form stating that you have read and understand the HIPAA laws. The form will then be kept on file at FHC.

Even if you need PHI to perform your job, you may inadvertently hear or see information that you do not need in order to do your job. In these instances:

- Keep it to yourself. Do not discuss it with others.
- Do not leave information in a public area.
- You, along with everyone associated with Fort HealthCare must comply with privacy requirements. This includes employees, physicians, volunteers, and temporary staff, job shadow participants and individuals contracted to provide services.

Government Investigations

Fort HealthCare cooperates with government investigations. If an investigator approaches you, politely ask this individual to wait and notify your manager or an administrator.

Information Security

Precautions must be taken to protect patient information. Always follow the guidelines below. It is also important for all Fort HealthCare staff to use good judgment in identifying and reporting any instances where patient information may be at risk.

- Keep patient information protected at all times. A few examples include: place patient information in locked cabinets, secure a work area by locking the door when it is unattended, and position work papers so that others cannot view patient information.
- Make sure that visitors cannot access computers or paperwork that contains PHI.
- Report any suspicious activity to the department manager, administration or the Privacy Officer.

HIPAA COMPLIANCE

I _____ acknowledge receiving and reading the information regarding the HIPAA laws and the policies that Fort HealthCare has in place regarding these laws and privacy practices.

Signature_____ Date_____