



## APPLICATION FOR JOB SHADOW OBSERVATION

Thayer County Health Services welcomes the opportunity for students who are required to job shadow and observe health care career opportunities. All sections of this application must be completed. Questions? Please contact TCHS Human Resources at 402-768-4641 or [humanresources@tchsne.org](mailto:humanresources@tchsne.org).

### **SECTION 1: PERSONAL INFORMATION**

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

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

\_\_\_\_\_

Educational Background: \_\_\_\_\_

\_\_\_\_\_

Name of Class Requiring Observation Hours: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: **(Students must be 16 years old and students under the age of 19 must provide parent or guardian signature)** \_\_\_\_\_

Have you been convicted of **any** crime in the past seven years? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

*Conviction will not necessarily disqualify applicant from consideration. Disclose **all** misdemeanors and felonies including DUI or MIP but not minor traffic offenses. **NOTE:** Omitting information or failure to disclose may disqualify you for consideration.*



What healthcare career/department would you like to observe? *(Please list, in order, your top three interests – this may not guarantee that your top choice is available on the dates requested)*

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

Please list available days and times you would be able to schedule observation:

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Please list any individual or agency that will need documentation of your job shadowing hours.

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## **SECTION 2: ACKNOWLEDGEMENT OF JOB SHADOW OBSERVATION POLICY**

*Please read the Job Shadow Observation Policy and Complete the Acknowledgment:*

This policy addresses all requests from Students who are enrolled in a class that require job shadow observation hours, and outlines the procedure for application and expectations on the day of scheduled job shadow observation.

Thayer County Health Services defines job shadow observation as an educational work-based experience where an opportunity of observation is provided for students who have a class requirement to complete job shadow observation hours.

Job shadowing may be scheduled on a day Monday-Friday during the hours of 8:00am-5:00pm for up to eight (8) hours, subject to department schedules. Students must be at least 16 years old and students under the age of 19 must provide parent or guardian signature. Students will not be performing patient



care duties, as it is observation only, and job shadowing will not fulfill those requirements needed for clinical experience.

Human Resources will be responsible in maintaining job shadow observation applications and all required paperwork. Human Resources will also obtain from the student's school a signed TCHS affiliation/confidentiality agreement.

### **TCHS Application Process:**

Applicant must complete application on [www.thayercountyhealth.com](http://www.thayercountyhealth.com) and submit to TCHS Human Resources. Application will include, but not limited to:

1. Job Shadow Policy Acknowledgement.
2. TCHS Confidentiality Policy Acknowledgement.
3. Applicant and/or Guardian Acknowledgement of up-to-date immunizations (DPT/DTap/Tdap, Flu Shot, Hepatitis B, Inactivated Poliovirus, MMR, Varicella (chicken pox).
4. Acknowledgment that in the event of a communicable disease, the student will reschedule. If the student report to Job Shadow event ill, the department manager will reschedule.
5. Dress Code Policy Acknowledgement.
6. Business Ethics and Conflict of Interest Policy Acknowledgement.
7. Request to provide a copy of class syllabus or schedule showing requirement of job shadow observation hours.

Restricted areas for job shadow observation include the following:

- Surgery
- Labor
- ER
- Nursery

Completed applications may be emailed to [humanresources@tchsne.org](mailto:humanresources@tchsne.org); faxed to Human Resources at 402-768-4679; or mailed in to the following:

Thayer County Health Services  
Attn: Human Resources  
120 Park Avenue  
Hebron, NE 68370

Human Resources will inform applicant of when application is received and submit application to the department director/supervisor. If application is approved, Human Resources will be in contact with Student to schedule job shadow observation, and coordinate with TCHS department director/supervisor.

Approved Students will be required to complete Safety Storm training which includes Patient Privacy and Safety Policies in SwankHealth (online training). Human Resources will provide instructions to the Student.

### **On Student Job Shadow Observation Day:**

- Student will meet with Human Resources prior to scheduled job shadow observation time to obtain name badge and review the safety policies and received application acknowledgments.
- When meeting with Human Resources, Student will provide the following:
  - Certificate of training completed from SwankHealth,
  - List of immunizations
- Students will need to dress appropriately according to TCHS Dress Code Policy.
- Director/supervisor or employee designee will receive verbal consent from patient prior to Student's observation. This includes informing the patient of Student's age and intent of Job Shadow.

Student will not be allowed continued or future job shadow observation if at any time Student refuses to follow or complete any of requirements of the TCHS policies as stated. If a HIPAA breach has been reported and founded to be true, Student may not be eligible for future hiring.



I have read and will follow the above Job Shadow Observation Policy.

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Student Signature

Date

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Parent/Guardian Signature (*If applicable*)

Date

### **SECTION 3: ACKNOWLEDGMENT OF CONFIDENTIALITY POLICY**

*Please read the Confidentiality Policy and Complete Confidentiality Pledge:*

**1. Confidential Information:** The following sources of information are examples of information that is considered confidential:

- a. Clinical patient information and records.
- b. Medical Staff Credentials information and files.
- c. Medical Staff Peer Review/Quality Improvement information and files.
- d. Risk Management information, files and Incident Reports
- e. Quality Improvement and Utilization Review information and files.
- f. Billing, Collections, Charity Care and Bad Debt information.
- g. Business acquisition plans.
- h. Methods of operations.
- i. Financial Statement and Balance Sheet information.
- j. Purchasing Contracts and the prices we pay for drugs, supplies and equipment.
- k. Any other information deemed confidential or proprietary by TCHS that is not otherwise protected by law.

This is not an all-inclusive list. Generally, the price we charge for our services is now considered confidential when discussed with our customers, patients and the general public. Any questions about the confidential information should be directed to the Director of Health Information Services (Chief Privacy Officer) or the Administrator.

**2. Diagnostic and Personal Patient Information:** The Patient has a right to expect their information pertaining to his/her medical condition and care will be treated as confidential. All personnel (employees, medical staff, contractors and vendors) will treat this information as privileged and confidential, maintaining our professional and moral obligation to maintain this fundamental right of confidentiality. There are some narrow statutory and regulatory exceptions that may require the disclosure of patient information.

Some examples are as follows:

- a. In the event a patient is treated at TCHS for a wound of injury of abuse, neglect, domestic violence, which appears to have been received in connection with the commission of a criminal offense, this event must be reported immediately to the Thayer County Sheriff's Office. This report may include the patients name, address and a brief description of the injury. Questions about legal reporting requirements should be directed to the Director of Social Services or the Administrator.
- b. Reporting requirements with regard to suspected abuse of a child or adult patient.
- c. Department of Health and Center for Disease Control reporting requirements for physicians once they have determined that a patient has a certain kind of contagious disease. Questions about the CDC reporting requirements should be directed to the Infection Control Coordinator or the Director of Nursing.
- d. The release of information to organizations that handle organ or tissue donation.



- e. Reporting requirements related to reactions to medications or problems with products and equipment.

This is not an all-inclusive list and any question about the release of information should be directed to the Director of Health Information Services (Chief Privacy Officer) or the Administrator.

**3. Disciplinary Action:** Disciplinary action for breaches of confidentiality will be addressed through:

- a. The Disciplinary Policy for all employees.
- b. Medical Staff Bylaws, Rules and Regulations for all physician and allied health professionals to the medical staff.
- c. Sanctions and/or revocation of contracts with contractors and vendors.

Applications of disciplinary action should reflect the violation guidelines outlined in attached procedure.

**4. Reporting Alleged Violations:** All employees should report alleged violations of Confidentiality Policy by:

- a. Talking to their Supervisor, Department Director, or the Administrator;
- b. Calling the Administrators phone extension (114) and leaving a voice message.
- c. Placing a written message in the Suggestion Box.

**Confidentiality Pledge:**

- I am **NOT** to discuss any information about any patient with another patient.
- I am to discuss patients with coworkers and other healthcare providers **ONLY** when such discussion is necessary to coordinate services, report the patient’s condition, or manage his/her care.
- I am **NOT** to discuss patients with my family members, friends or any other person outside of Thayer County Health Services.
- I will **NOT** discuss confidential personal information regarding coworkers with anyone.
- When necessary conversations take place concerning confidential information, I **WILL** take precautions to be sure that these conversations cannot be overheard.
- I **WILL** take precautions to be sure that written and/or graphic confidential information cannot be seen by other individuals.
- I will **NOT** allow anyone to use my computer workstation and/or password to gain access to confidential information.
- I **WILL** take responsibility for immediately notifying a coworker or other provider of any confidential information that I see or overhear, suggesting that they remove the information from sight or take the conversation to a more private location.
- I will only disclose my name and job title to patients. I will **NOT** leave my personal phone number with patients and will direct that any contact take place through TCHS.
- I **WILL** report any alleged violations of the Confidentiality Policy to my Supervisor, Department Director or the Administrator.

I understand that the above list is not all-inclusive. I also understand that violation of these confidentiality policies may result in not being eligible for future TCHS employment.

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Student Signature

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Date

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Parent/Guardian Signature *(If applicable)*

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Date



#### **SECTION 4: IMMUNIZATIONS**

I understand that I will need to bring with me on the scheduled date of job shadow observation proof that I have received the following immunizations:

- DPT/DTap/Tdap (Tetanus)
- Flu (Influenza)
- Hepatitis B
- Inactivated Poliovirus
- MMR
- Varicella (Chicken Pox)

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Student Signature

Date

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Parent/Guardian Signature (*If applicable*)

Date

#### **SECTION 5: COMMUNICABLE DISEASES**

I understand that in the event of a communicable disease, TCHS will reschedule job shadow observation. I also understand that if I report to my schedule job shadow observation ill, I will need to reschedule my observation for a different day.

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Student Signature

Date

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Parent/Guardian Signature (*If applicable*)

Date

#### **SECTION 6: DRESS CODE**

*Please read the Dress Code Policy and complete the acknowledgement:*

Objective: TCHS Employees contribute to patient compassionate care and to the core values of TCHS in the way they present themselves. A professional appearance is essential to a favorable impression with other employees, patients and visitors. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons.

General Policy:

1. TCHS department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to change, and non-exempt employees will not be paid for that time off.



2. Departments with uniforms and uniform looks will be maintained at all times. Because not all articles or types of clothing can be adequately described herein, it is the responsibility of each department director to assure compliance with the following dress standards.
3. All Clothing must be clean, well-maintained, and appropriate to the work environment.
4. Appropriate business attire will be worn when you are representing Thayer County Health Services on business outside of the building, giving a presentation, and any other appropriate business appointment/meeting.
5. Badges must be worn at all times during work hours for identification purposes, the front of the tag must be worn face-out, such that the wearer's photo and name are showing at all times. Putting sticker over the employees face or any other like defamation to the nametag is not permitted.
6. Professional dress is expected at all times. Walking shorts (Bermuda shorts) of appropriate length of no higher than mid-thigh, and Capri pants are acceptable. Dresses will be of appropriate length of no higher than mid-thigh. Sleeveless garments may be worn providing undergarments are not showing. No spaghetti straps.
7. Colored denim pants may be worn if in good condition and not faded.
8. All departments at the discretion of the department manager may observe denim day.
9. Decorative sweatshirts may be worn. No T-shirts or sweatshirts with advertising, especially drug and alcohol advertising. T-shirts or sweatshirts with school logos may be worn on designated school activity days.
10. Leggings or Jeggings are acceptable as long as tops and/or dresses are no higher than mid-thigh.
11. Footwear should be clean, professional in appearance and styled appropriate to the manner of dress. For example "tennis" shoes are appropriate for nurses and other "walking intensive" personnel. Casual slip on or dress sandals are appropriate if approved by department manager.
12. Facial and lobe piercings should have a professional appearance and must be approved by department manager. Piercing jewelry should be tasteful and appropriate for all business and professional attire. No piercings with advertising, especially those that advertise drugs or alcohol.
13. Body art in the form of tattoos and other skin pigment alterations is a personal choice; however, management reserves the right to ask an employee cover anything that is deemed to be inappropriate for viewing by management, customers and other employees.

**This policy is to be recognized and followed by all TCHS employees,  
student volunteers, doctors, and TCHS contract employees.**

I have read and will follow the Dress Code Policy during my scheduled job shadow observation.

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Student Signature

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Date

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Parent/Guardian Signature *(If applicable)*

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Date

## **SECTION 7: BUSINESS ETHICS AND CONFLICT OF INTEREST**

*Please read the Business Ethics and Conflict of Interest Policy and complete the acknowledgement:*

It is the policy of Thayer County Health Services (TCHS) that business will be conducted in an ethical manner. High ethical standards are necessary to maintain our tradition of clinical and operational excellence and maintain the pride of our community. (TCHS) expects every person who works for or provides services to the organization, to adhere to high standards and to promote ethical behavior at all times.

In order to maintain these standards each person will abide by the following Employee Standards of Conduct.

1. Create a workplace that respects the dignity of every person

- Treat all persons fairly, with dignity and with respect. All persons are entitled to a work environment free of verbal, physical and sexual harassment, as well as free from discrimination and favoritism. (TCHS) is committed to providing an environment which emphasizes the dignity and respect of each individual.
- Treat all patients of (TCHS) with professionalism, respect, dignity and compassion. All persons are responsible for providing each patient with continuity of healthcare that is appropriate and needed for his or her condition, consistent with community standards. Access to urgent and emergency medical care and treatment will not be denied on the basis of ability to pay.
- All admissions, transfers and discharges of patients must be made with this responsibility in mind, provided that they are medically appropriate and legally permissible. Further, all persons should assure that the psychological, social, spiritual and physical needs of our patients and families are respected, and should promote staff sensitivity to the full range of these patient needs.
- The beliefs and customs of patients should be accommodated whenever possible. Overall, medical and rehabilitative services for patients should foster a patient's dignity, positive self-regard and involvement in his or her own care.

2. Create a workplace that promotes employee participation and that ensures safety and well-being.

- Promote a safe environment conforming to the laws and regulations regarding occupational health and safety standards. Use and dispose of medical waste, hazardous waste and other products in accordance with these laws and regulations.

3. Comply with all relevant laws, regulations and published codes.

- All persons are responsible to abide by all relevant laws and regulatory standards, including but not limited to those that apply to: civil rights; equal employment; anti self-referral and self-dealing; fraud and abuse; billing and collection practices; admission, transfer and patient discharge; drugs and alcohol; patient information, disclosure and confidentiality; advance directives; OSHA; environment protection; antitrust; taxes; professional and facility standards.
- Deal honestly and fairly with the facility's internal and external clients, customers, suppliers, competitors and financial partners. This obligation includes dealing honestly with all entities including other healthcare providers and payors, e.g., individual insurance companies, HMOs, PPOs, Medicare and Medicaid.



4. Exercise good faith and honesty in all dealings and transactions.
  - Base all clinical decisions on identified healthcare needs, not on any real or perceived financial incentives. This includes type and number of tests, treatment and other interventions. The care provided must be reasonable and necessary.
5. Avoid conflicts of interest.
  - (TCHS) employees are expected to adhere to high ethical standards and to avoid situations that create an actual or potential conflict between the employee's personal interest and the interests of (TCHS) Examples of potential conflict of interest include, but are not limited to:
    - Having a personal financial interest in a competitor, supplier or customer of the organization.
    - Engaging in self-employment in competition with the organization.
    - Accepting gifts or other favors where it might appear that they were given for the purpose of influencing the employee in the performance of his/her duties.
    - Using confidential information for personal gain.
    - Participating in outside activities that may compete or conflict with the interest of (TCHS)
    - It is important that all employees of (TCHS) avoid conflict of interest and the appearance of conflict of interest. The existence of a conflict of interest does not necessarily imply wrongdoing. In the event an employee is involved in something that might be considered a conflict of interest, the employee should immediately make all the facts known to the department director/supervisor. Failure to disclose potential conflicts of interest may result in corrective action up to and including possible termination of employment.
    - Any person having a substantial investment, financial interest, or compensation relationship, direct or indirect, in any supplier, client or competitor should make prompt disclosure to management and seek approval for participation in the transaction involved. Employee issues will be addressed by Administration.
6. Exercise responsible stewardship of human and financial resources.
  - Seek to serve the community of which the facility is a part. (TCHS) will consider the needs of its community in determining its mission, activities, services and business.
  - Promote fair reporting to the community. All facility communications and disclosure of information and data related to (TCHS) should be clear, accurate and sufficiently complete to assure that they are not misleading. Financial and operational reports, as well as health care advertisements and marketing materials should be truthful, fair and accurate. Accurate and prompt billing practices shall be maintained and all billing issues resolved according to policies or payer contracts.
7. Maintain a high level of knowledge and skill in employees to provide a high quality of care.
  - Respect each patient's autonomy and his or her right to make informed decisions. All persons must promote and support (TCHS) policies and practices upholding a patient's right, or his or her surrogate's right, to make informed decisions regarding the patient's medical care, without undue influence.



- Maintain confidentiality. All persons are responsible for assuring the confidentiality of all patient and employee records and for maintaining complete confidentiality regarding any information in those records which they have access to. Access to this information is restricted to those for whom it is necessary in order to perform their assigned job (see Confidentiality Policy and Health Insurance Portability and Accountability Act (HIPAA) guidelines).

The integrity of (TCHS) is diminished when any of these standards is violated. (TCHS) expects every person to report any violation of which he or she has knowledge to his or her management, the Administrator, or the Board of Directors or Trustees.

I have read and will follow the Business Ethics and Conflict of Interest Policy during my scheduled job shadow observation.

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Student Signature

Date

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Parent/Guardian Signature (*If applicable*)

Date

### **SECTION 8: CLASS INFORMATION**

Please attach to this application your syllabus, class schedule or letter from school counselor showing job shadow observation hour requirement.

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Thank you for completing this application. Please mail completed application to:

Thayer County Health Service  
ATTN: Human Resources  
120 Park Avenue  
Hebron, NE 68370

**OR...**

You may also email to [humanresources@tchsne.org](mailto:humanresources@tchsne.org) or fax to Human Resources at 402-768-4679.

Human Resources will notify you when application is received.

**Questions? Please call TCHS Human Resources at 402-768-4641  
or email [humanresources@tchsne.org](mailto:humanresources@tchsne.org).**