



Job Shadowing and Internship Information Sheet

FOR ASSISTANCE

Nancy Weikel
Instructor of Student Services
(260) 373-7222
Nancy.Weikel@parkview.com

Johnathan Liechty
Manager of Student Services
(260) 373-7250
Johnathan.Liechty@parkview.com

DRESS CODE

- Dress code for the day is “BUSINESS CASUAL.” Examples of business casual clothing include slacks, sweaters, polo shirts and other shirts with collars.
- You **MAY NOT** wear jeans, sweatshirts, sweatpants, or any clothing that is inappropriate in professional work environment.
- **Make sure your clothing is clean and pressed so you look your personal best for the day.**

SUGGESTIONS

- It is highly recommended that you eat a meal prior to arriving. You may be exposed to situations that can make you feel queasy. A good meal will help prevent this.

About Parkview Health

MISSION

Parkview Health will provide quality health services to all who entrust their care to us and we will work to improve the health of our communities.

VISION

Parkview Health will be a northeast Indiana’s leading provider of healthcare services. To meet the communities’ health needs, our physicians and employees will provide cost effective and outstanding quality care by using information and technology.

VALUES

Trust — We have mutual respect and confidence in others.

Quality — We put trusted care into action through technology, education, and best practices in medicine.

Flexibility — We accept change in innovative and pro-active ways.

Teamwork — Working together, we actively and respectfully listen to each others’ ideas. We communicate openly, honestly, and constructively.

Stewardship — We manage the care of our patients as if they were members of our family and we manage financial and material resources as if they were our own.

Fire and Security Information

All fire information is available in your unit's **Emergency Preparedness Manual**. Please check with your department Manager or Supervisor to learn your responsibilities in a Code Red situation.

FIRE (Code Red)

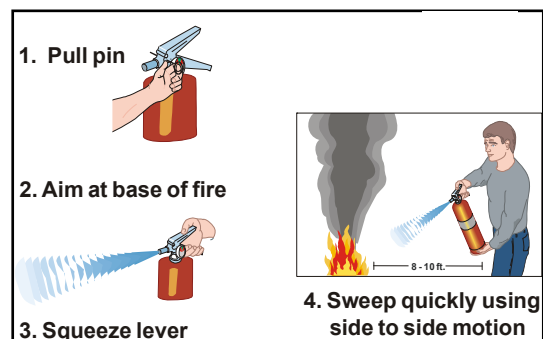
- Know where the fire pull stations are in your area.
- Know where the fire extinguisher is in your area.
- Know what the evacuation plan is for your area.

If you see or suspect a fire, remember **RACE**.









- R** Rescue
- A** Alert (Dial 1- 911)
- C** Contain
- E** Extinguish

How to use a fire extinguisher

1. Pull pin
2. Aim at base of fire
3. Squeeze lever
4. Sweep quickly using a side to side motion



Emergency Codes

Red	 Fire
Blue	 Cardiopulmonary arrest
Green	 Bomb threat
Orange	 Disaster
White	 Severe weather
Grey	 Violent Behavior
Pink	 Infant abduction
Yellow	 Computer system down

Preventing the Spread of Infection

Standard and Transmission-Based Precautions

Infection is caused by germs. An infected person carries germs that he or she can spread to others. Even a person who doesn't feel sick can still carry and spread germs. Many germs can travel on hands or other things that are touched. Some germs can travel a short distance on droplets when a person talks or coughs.

Standard Precautions

These are practices that all health care workers must follow in the care of ALL patients. They apply to (1) blood, (2) all body fluids, secretions or excretions, (3) non-intact- skin, (4) mucous membranes. They do not apply to sweat.

GLOVES: Are to be worn when the staff member may have hand contact with blood or body fluids, mucous membranes or non-intact skin of ALL patients and when handling contaminated items or surfaces.

MASK, EYE PROTECTION, FACE SHIELD: Wear during patient activities that are likely to generate aerosols, splashes, sprays, etc., such as suctioning or intubating.

GOWNS: Wear a gown if splashing of blood or body fluids is likely:

SHARPS: Never recap, bend or break needles. Place used disposable needles and sharps in a puncture-resistant container at the point of use.

EQUIPMENT: Clean equipment with the hospital approved disinfectant.

ENVIRONMENTAL CONTROL: Routinely clean and disinfect environment surfaces such as side rails, over-bed tables, bedside tables and frequently touched surfaces.

LINENS: All used linen is considered contaminated. Put linens in the standard linen bag at the site. No other precautions are needed.

Hand Hygiene

Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites.

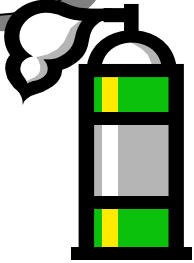
Wash hands with an antimicrobial soap and water whenever hands are visibly soiled.

An alcohol-based waterless skin sanitizer is recommended when hands are not visibly soiled. See explanation below.

3-Step Waterless Foam Hand Hygiene

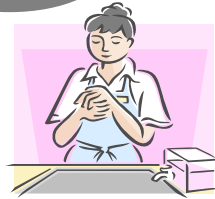
Use hand hygiene before, during, and after patient care and after any exposure to potentially infectious materials as appropriate. Hospital approved waterless foam or gel is appropriate to use in all instances EXCEPT: before eating, after using the restroom, and when hands are visibly dirty or soiled - at these times use soap and warm water to clean your hands

Step 1



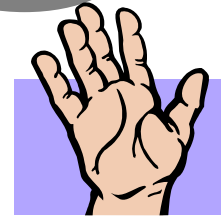
Dispense a golf-ball* sized mound of foam in your hand

Step 2



Spread thoroughly over your hands – front, back, and between fingers

Step 3



Rub until dry**

* Size is approximate. Some may need more foam for larger hands

** Using the right amount of foam should take 15-30 seconds to dry with rubbing

Patient-Care Equipment

Handle used patient-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.

Occupational Health and Blood-borne Pathogens

Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Never recap used needles, or otherwise manipulate them using both hands, or use any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed "scoop" technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers, which are located as close as practical to the area in which the items were used, and place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area

Transmission-based Precautions

In addition to Standard Precautions, there are three isolation systems that help prevent the spread of certain contagious illnesses and are based on how the diseases may be spread. These are called Transmission-Based Precautions – contact, droplet and airborne. Some germs can travel from person to person by floating through the air. This is why your patients may be placed under transmission-based or protective precautions.

Restrictions may be placed on who or what can go in and out of the patient room and what type of protective clothing or equipment must be used. These measures are for your and the patient's protection. Transmission-based and Protective Precautions are important in the hospital to help prevent the spread of infection to other sick patients.

Types of Transmission-based Precautions

The three types of transmission-based precautions are: Contact, Droplet, and Airborne. The patient's door will have one of these signs posted to tell you of what you need to do and wear so you can safely enter the room. In addition, Protective Precautions protect the patient from what you may be exposing them to by entering their room.



Contact Precautions prevent the most common form of disease transmission. Contact transmission can occur from direct skin-to-skin contact or indirect contact with a contaminated object in the patient's environment. You should do the following:

1. Wear a gown when giving direct patient care, having contact with environmental surfaces or when soiling is likely. Remove gown before leaving the room.
2. Gloves are to be worn prior to entry into the room – gloves are to be removed and hand hygiene performed prior to leaving the room.
3. A mask may be worn in accordance with Standard Precautions, but is not specifically required to practice Contact Precautions.
4. Dedicate equipment to the room or disinfect prior to removing from the room.
5. Practice hand hygiene! Don't forget to use the alcohol-based hand rub!

Droplet Precautions

Use these precautions when a patient is diagnosed or suspected of an infection that can be spread on droplets of respiratory secretions. These germs travel a short distance (3 feet) and can cause infection when they land on your mucous membranes.

1. Wear mask and eye protection when entering the patient's room.
2. Wash you hands! Use alcohol-based hand rub!

Airborne Precautions

Use when a patient is suspected of an infection that can travel through a patient's room on the air currents. Examples of these diseases are: TB, MEASLES, CHICKENPOX, DISSEMINATED SHINGLES or SHINGLES in the immunosuppressed patient. *Keep door closed except when entering or exiting!*

1. **Patient will be in a monitored negative pressure room.**
2. Wear the N95 particulate respirator mask each time you enter the room.
3. Visitors and family members should also wear the N95 mask when entering the patient's room.
4. Wash your hands! Use alcohol-based hand rub!

What You Can Do

- Follow all instructions when you visit.
- Wash your hands before and after touching the patient, using the bathroom, when you cough or sneeze into your hands or a tissue, and when you leave the patient room.
- Do not visit ANY patient if you feel sick or have been exposed to an illness.
- Keep your hands away from your face.
- Do not use the patient's bathroom.

How can you prevent the spread of Infection?

Practicing protective measures such as Standard Precautions, and Personal Protective Equipment (PPE) will reduce your risk of being exposed to bloodborne pathogens.