



1050 Division Street | Mauston, Wisconsin 53948
608-847-6161 | milebluff.com

Healthcare evolving for life

Mile Bluff Medical Center Job Shadow Program

Welcome to the opportunity to a job shadowing experience! To ensure your time at Mile Bluff Medical Center is the most valuable please read the following information. You will be required to complete the attached **Job Shadow Application** and sign the **HIPAA Privacy and Security Agreement/Release of Waiver of Liability** form. Please mail or fax back to the Human Resources Department at Mile Bluff. Please note, it may take up to a minimum of two weeks after submitting the above documents for the approval and placement process to be completed.

Mail to: MBMC, HR Department
1050 Division Street
Mauston, WI 53948

Fax #: 608-847-1464

The Shadowing Experience

The job shadow experience at Mile Bluff is meant to be an observational experience for high school or college students and non-college adults seeking information about jobs in the healthcare field. There will be no hands-on experience. Due to the discretion of patients or the staff person you are shadowing there may be limited access to some areas in a department. You will be assigned to a staff member preferably with the position in the department you are interested in. Some substitutions will be made depending on department availability. Please come prepared on the day of your shadow to ask any pertinent questions about the job so you meet all of your objectives for your job shadow.

Confidentiality/HIPAA

HIPAA (Health Insurance Portability Accountability Act): This federal law defines "protected health information" such as name, address, telephone number, date of birth, financial information and diagnosis/treatment of individuals you may come in contact with during your job shadow at Mile Bluff.

State and federal laws require all employees, volunteers and job shadow participants maintain a high level of confidentiality and privacy with respect to all medical or business nature concerning patients, providers or ancillary staff. **Under no circumstances are you to discuss such information with any unauthorized person(s) either inside or outside of Mile Bluff Medical Center.**



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Safety

Please report any unsafe conditions or injuries to the MBMC staff member you are working with or a supervisor in the department you are observing in. The following are emergency codes that may be announced during your time at Mile Bluff. Please follow the instructions of the person you are shadowing.

- Fire Alert: a fire has been detected in the facility
- Severe Weather Alert + Tornado Watch
 - Severe Weather Alert + Tornado Warning
 - Severe Weather Alert + Ice/Snow Advisory
- If other codes are paged follow the instructions of the person you are shadowing.

Please note that MBMC is a tobacco free facility and smoking is not allowed in/on any of MBMC's facilities or grounds.

Infection Prevention

Hand washing is the single most important procedure in preventing the spread of infection in healthcare facilities. Some other actions that you can participate in to prevent the spread of illness include coughing into your sleeve, washing all surfaces of your hand for 15 seconds after blowing your nose or sneezing into a tissue; before eating and after using the restroom. To protect our residents/patients do not job shadow if you are not feeling well due to colds, flu or other illnesses. Please contact the HR Department at 608-847-1465 if you need to reschedule your job shadow.

Dress Code

While job shadowing at MBMC you will be expected to follow our dress code guidelines to promote a professional image. All job shadows will be required to present a clean and neat appearance. Examples of appropriate dress include khakis, polo shirts, dress shirts, and dress pants. Inappropriate dress includes sweatshirts, leggings, tank tops and jeans. Shoes appropriate to the area you are job shadowing must be worn, and closed toe shoes must be worn in all areas at MBMC. Visible body piercings should be limited to the ears. Facial hair must be well groomed and trimmed.

Conduct and Behavior

- All job shadow participants are required to abide by Mile Bluff's Standards and Values. These are enclosed.
- Participants should follow their designated staff member and listen to/follow their instructions at all times.



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- Patients and/or staff have the right to decline the presence of a job shadow participant.
- Do not provide and care or service to patients. Do not accept any job duties from employees or patients.
- Bring minimal personal belongings. MBMC is not responsible for stolen/misplaced items.
- Personal cell phones must be turned off during the job shadow process. Cameras are not allowed in the area of the experience.
- MBMC reserves the right to terminate the job shadow at any time for any reason.

If you have any questions or concerns after reading this information please contact Stephanie Kopenhafer, Human Resources Assistant, at 608-847-1465. You will be contacted with the date/time of your shadow after the application process has been completed.

Thanks for choosing Mile Bluff Medical Center for your job shadow experience. We hope your time here at Mile Bluff is informational as well as enjoyable!