



# Job Shadow Orientation Training



**Children's**  
Hospital of Wisconsin

Kids deserve the best.

# Welcome!

We're glad you're here!

Please review the information in this PowerPoint to complete the Observation Checklist (page 11) of your Job Shadow paperwork.

# Job Shadow Orientation

- The purpose of a Job Shadow is to learn more about a health care career that interests you by observing the work of an employee at Children's.
- Regulations require that you complete an orientation before your job shadow. The following slides are one way to meet the orientation requirement.
- The slides cover the following information:
  - **Introduction to Children's**
  - **Your Role and Rules of Conduct**
  - **Security**
  - **Safety Procedures**
  - **Infection Control**

# Kids deserve the best!

Welcome to Children's Hospital of Wisconsin.

We want Wisconsin kids to be the healthiest in the nation. That's our **vision** and what we're working towards.

Our **mission: CARE**

- Caregiving
- Advocacy
- Research
- Education



# We live by our values.

Our values guide and inspire us.

The guiding behaviors are how we pursue our vision and mission. These actions show our passion and how much we care for and about children and families.

**Purpose** - *We act in service of children and families.*



- I focus on what matters most to children and families.
- I am passionate about providing the safest and highest quality care and services.
- I hold myself and my colleagues accountable for high performance.

**Collaboration** - *We work together to care for and about children and families.*



- I respect and value diverse backgrounds, styles and perspectives.
- I invite and recognize the strengths and contributions of others.
- I include people in decisions that impact them.

**Integrity** - *We build confidence and trust in all interactions.*



- I assume positive intent and treat others with respect and compassion.
- I listen for understanding and communicate openly and honestly.
- I follow through on commitments and decisions.

**Health** - *We are at our best.*



- I create an appreciative, fun and caring environment.
- I am aware of my own moods and cast a positive shadow.
- I make choices to achieve balance and well-being at work and at home.

**Innovation** - *We commit to lifelong learning and continuous improvement.*



- I learn from children, families, colleagues and the community.
- I embrace curiosity, change and the open exchange of feedback.
- I am committed to improvement through personal and organizational learning.

# Your Role & Rules of Conduct

- **Show respect to your sponsor with your attendance.**  
Be here on time. Report to the area where your sponsor said they will meet you. If you need to reschedule due to illness or other circumstances, contact your sponsor as soon as possible.
- **Keep our patient information and property safe.**
  - Keep patient information safe by making sure it stays confidential:
    - ✓ Only share patient information with your sponsor.  
Remember: don't talk about patient info in public places!
    - ✓ Your sponsor should be with you if you are looking at medical information. Do not make copies of medical information or try to access it on your own.
  - Keep our patients' property safe. Make sure *only CHW staff* handle patient equipment and personal belongings.

# Your Role & Rules of Conduct

- **Make our patients and families comfortable by your appearance.** Job Shadows must follow Children's personal appearance policy. Here are some of the general guidelines in our personal appearance policy:

## DO:

- ✓ Wear work appropriate, clean, proper fitting clothing and shoes.
- ✓ Clothing should be business professional. Some patient care areas also wear scrubs.
- ✓ Shoes should typically cover your entire feet. In patient care areas, you must have closed toes (no sandals).

## DON'T:

- ✓ Don't wear any clothing with unprofessional, offensive or suggestive pictures/images.
- ✓ Don't wear clothing that is too revealing (tank tops, midriff tops, short skirts, shorts, etc.)
- ✓ Don't wear clothing that is too casual (hooded sweatshirts, sweat pants, yoga pants, jeans, etc.)

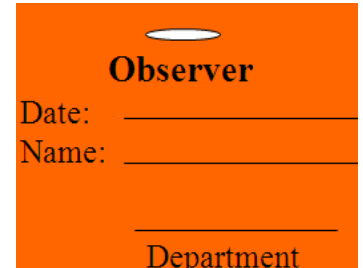
**Talk to your sponsor about appropriate dress code in the area you will be shadowing, and what you should wear for your shadow experience.**

# Security

- **Keep our patients, families and visitors secure by identifying yourself.**

- Identification

- Your ID badge must be worn above your waist at all times. It must not be covered by other materials or articles of clothing to ensure that it is clearly visible.
- At the Milwaukee campus, ID badges are obtained from the welcome desk. Show a welcome ambassador the email you received as confirmation of your job shadow.



Observer  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Department

- Parking

- Your sponsor will let you know the best place to park when your job shadow is confirmed.
- At the Milwaukee campus, you can park in any non-designated space in the parking structure. The surface lot is for patient families only.



Kids deserve the best.



# Safety Procedures

- **Keep our patients, families, visitors and staff safe by reporting any safety concerns.**
  - Let your sponsor know **immediately** if you see a situation that puts your safety or the safety of others at risk.
  - Talk to your sponsor about the how they report urgent safety-related concerns in the area that you are shadowing.

For example:

- If you are shadowing at the Milwaukee hospital or Clinics building, urgent safety issues are reported to Security Services by dialing **88** from any telephone.
- If you are shadowing at a clinic that doesn't have quick access to CHW Security Services, urgent safety issues may be handled by dialing **911**.

# Safety Procedures

- **Stay alert for any emergency conditions.**

- When certain emergency conditions occur at the Milwaukee hospital, they are announced on the overhead speaker.
- Here are some examples of Emergency Conditions that you may hear overhead:

Emergency Condition	Announcement
Fire	"Fire alarm" + location
Missing child/person	"Missing person" + description
Medical gas failure	"Medical gas failure" + location reported + gas affected
Severe weather watch	"The National Weather Service has issued a severe weather watch" + duration
Severe weather warning	"The National Weather Service has issued a severe weather warning" + duration
HCC activation	"The Hospital Command Center is being activated"
HCC activation + employee pool	"Employee pool activation; available staff report to the hospital auditorium"
Bomb threat	"Building alert"
Active shooter	"Active shooter" + location (building, tower, floor, room)
Evacuation	"Evacuation" + "full or partial" + location
Medical Emergency	"Code blue" + location
External disaster	"The external disaster plan is now in effect"
Hazardous spill	"Hazardous spill" + location
Computer downtime	"The____system is down; please use downtime procedures"

**If a condition code is called, look to your sponsor for guidance.** Remember, you should be with your sponsor at all times.

# Safety Procedures

- **Be flexible to meet our patient's needs.** If a large scale disaster would occur in our community, Children's will prepare for incoming patients.
  - Follow your sponsor at this time, unless instructed to do otherwise.
  - In a large scale disaster, your sponsor may need you to reschedule your shadow experience.



# Infection Control

- Prevent the spread of infection by keeping your hands clean.



- “Clean in, clean out” every time you enter or leave a patient room.
- When your hands are visibly dirty, wash with soap and water.
- When your hands are not visibly dirty, use an alcohol-based hand sanitizer.

Hand hygiene is the single most important practice to reduce the spread of infection.

# Infection Control

- **Prevent the spread of infection by following isolation precautions and using PPE.**
  - Some patients are in special isolation precaution. Isolation precautions are for the safety of everyone!
    - Your sponsor will help you identify the type of isolation.
    - Signs are located on the wall outside of each patient room.
  - PPE is “Personal Protective Equipment”. PPE includes things such as gowns, gloves and masks. Your sponsor will tell you if you need to put on PPE, and what PPE to wear.
    - Wear PPE when necessary.
    - Remove the garments properly and place in the trash.



**You have completed the Job Shadow Orientation! Please sign the checklist on page 11 and submit with your job shadow paperwork.**

We hope you enjoy your experience!

