

Rice Job Shadow Student Program

Rice Memorial Hospital provides job shadowing opportunities for students who are interested in a healthcare profession. Students experience a healthcare professional's job by following a Rice employee and *observing* how patient care is provided (direct patient contact is not allowed).

To set up a job shadowing experience at Rice, students need to contact the Rice Job Shadow Coordinator, Sherri Klaers (skla@rice.willmar.mn.us) to arrange the experience and obtain the necessary paperwork.

- The appointment should be set up through the job shadow coordinator, and the student should complete the attached job shadow application form (at the end of this document).
- Students should be a high school junior or higher.
- The suggested time spent shadowing is at least two hours and no more than eight hours.

Note: each Rice department has different age and education requirements for job shadow students. Please review the list on the next page for details.

The student will receive an orientation packet and compliance forms. **A signature is required for each section of the compliance forms; a parent's signature is required for students under the age of 18.** These guidelines are designed to give a quality job shadowing experience while ensuring that Rice Hospital continues to provide the highest level of care to our patients.

Standards of Excellence

Rice employees are committed to following guidelines of behavior while on duty; we call them "Standards of Excellence." Students will be expected to adhere to these same standards.

Privacy and Confidentiality

All patient information is private and confidential. State and Federal law prohibits you from making any disclosure of patient information. When shadowing, we require that any information revealed during the experience will never be disclosed outside of discussion with the person they are following.

Appearance & Attitude

Certain dress code requirements must be adhered to during the job shadowing experience. There may be additional requirements based on the position you are shadowing. Students are expected to be kind, courteous and respectful. Students are encouraged to ask questions during their time at Rice.

Infection Control and Bloodborne Pathogens

Preventing the spread of infection in a health care organization is critically important for clinical and non-clinical employees, volunteers and students. Please read this information carefully.

Attendance

Students are expected to arrive on time for their job shadowing experience. If the student is unable to job shadow, Katie must be contacted as soon as possible. These cannot be traded.

Rice Department Job Shadow Requirements

Ambulance

Observation of Emergency and Non-Emergency pre-hospital care environment consisting of care and transport of ill or injured patients from accident scenes or residential locations to Rice Hospital. Our goal is to provide excellent quality care to our patients, so we carefully control who has direct access to our pre-hospital patients.

We only allow students who are in college to shadow our Ambulance staff.

Business Office

See Revenue Cycle

Care Management (Limited to college students enrolled in a healthcare profession)

Dietitians

Social Workers

Food and Nutrition Services (FNS)

All aspects of food and dietary services for patients and the public.

Health Information Services (HIS)

Electronic medical records, Records Management

Hospice

End of life care: **nursing, social work, aides, etc.**

Housekeeping

Information Systems (IS)

Information technology and information management

Analyst/Programming

Clinical Analyst and Electronic Health Record Support

Help Desk/Support

Networking

Imaging

Imaging (Radiology) is a fast paced and highly technical environment. Our goal is to maintain quality care to our patients at all times. Therefore, we carefully control who has direct access to patients having diagnostic imaging tests.

X-ray: digital images of the body

Computed Tomography (CT): an x-ray technique that produces a more detailed, two-dimensional image of internal organs

Echocardiography: shows the structure and movement of the heart muscle, valves and blood

(Continued)

Magnetic Resonance Imaging (MRI): sophisticated test using magnetic fields, radio waves and computer generated images of the body.

Nuclear Medicine: documentation of organ function and structure using radioactive isotopes

Positron Emission Tomography/Computed Tomography (PET/CT): test combines images from PET and CT scanners which overlay the functional image with the metabolic activity, allowing for two- and three-dimensional image construction evaluating organ function. It is the only in-house PET/CT in central Minnesota.

Ultrasound: sonography that show images and movement of internal tissues, blood and organs

Interventional Radiology: minimally invasive image-guided procedures to diagnose and treat patients

Laboratory

Job shadows are designed to give students an opportunity to explore career paths in Laboratory medicine. They are also available to shadow in other healthcare related fields who wish to gain a better understanding of the role the Laboratory plays and how that integrates to their field of study.

Clinical: Testing of blood and body fluid samples that produce test results to aid pathologists and other physicians in treating patients. Clinical Lab techs work in chemistry, hematology, microbiology, and blood bank area of study.

Cytology: The study of human cell samples under the microscope for early signs of cancer and other diseases.

Histology: The study of microscopic anatomy of cells and tissues. The histologist works closely with the pathologist to process and prepare tissue samples for diagnostic evaluation.

Phlebotomy: A procedure that removes blood from the body. Venipuncture is the practice of collecting blood samples. Phlebotomists are individuals trained to draw blood.

Pharmacy (Limited to college students enrolled in a healthcare profession.)

Pharmacist: Advise physicians and other health practitioners on the selection, dosages, interactions, and side effects of medications; dispense medications for Rice Hospital and Rice Care Center.

Pharmacy Technician: assist licensed pharmacists in dispensing medicine.

Nursing

Our goal is to provide excellent quality care and safety for our patients. Therefore, we carefully control who has direct access to our hospitalized patients while they are receiving care at Rice.

We only allow students who are in college and seriously considering a healthcare career

to shadow our direct care staff. *If you are a high school student, please inquire about other job shadow possibilities provided for you at Rice, shadow a nurse at Rice Care Center or contact Ridgewater College to tour their nursing program.*

Adult Health Care (AHC): medical/surgical

Ambulatory Care (ACD): same surgery and procedures

Anesthesia

Rice Institute (Behavioral/Mental Health): inpatient (RII) and outpatient (RIO)

Emergency Services (ESD)

Intensive Care Unit (ICU)

(Continued)

Operating Room (OR)

Post-Anesthesia Care Unit (PACU)

Women's and Children's Care (WCC): obstetrics and pediatrics

Wound Ostomy Continence (WOC)

Respiratory Care (Limited to college students enrolled in a healthcare profession.)

Sleep Study testing and CPAP titration with Polysomnography technician

Outpatient Respiratory Care Testing: Pulmonary Function Testing and EEG

Inpatient Respiratory Care: Working with Respiratory Therapists to see many different treatment modalities performed by respiratory care including nebulizers, inhaler teaching, working with ventilators, EKG, responding to Rapid Evaluation Team and/or Medical Team, patient teaching.

Revenue Cycle

Patient Accounts/Business Office

Patient Access/Registration

Coding

Rice Care Center (RCC) – Long-term care and short-term therapy

Activities

Administration

Business Office

Dietary

Health Information

Housekeeping

Laundry

Nursing

Social Services

Rice Rehabilitation (RRC): outpatient and inpatient therapy

Occupational: Therapeutic use of self-care, work and play activities to increase function, enhance development, and prevent disability; may include modification of tasks or environment to increase independence and enhance quality of life.

Physical: The use of exercises and physical activities to help condition muscles and restore strength and movement.

Speech: The use of special techniques for correction of speech, language, and swallowing disorders.

Cardiovascular & Pulmonary Rehabilitation

Cardiac Monitoring: Continuous electrocardiography with assessment of the patient's condition relative to their cardiac rhythm.

Cardiovascular: Heart care

Diagnostic Stress Testing: A test used to measure the heart's ability to respond to external stress in a controlled clinical environment.

Exercise Physiology: The study of the acute and chronic adaptations in response to a wide-range of physical exercise conditions.

Exercise Therapy and Education

Medical (MD/NURSING): Oversees patient's progress through rehabilitation.

Rice Regional Dental Clinic (RRDC)

Dentist: Diagnoses and treats conditions affecting the teeth, tongue, gums, lips, and jaws.

Educates patients and the general public on how to maintain oral health and prevent disease.

Dental Hygienist: A health professional who deals with prevention and treatment of mouth and gum diseases.

Dental Assistant: Assist the dental operator by preparing the patient for treatment, sterilizing instruments, passing instruments during the procedure, holding a suction device, exposing dental radiographs, taking impressions, and fabricating provisional crowns.

Business Office Manager: Manages all non-medical aspects of the clinic and coordinates daily clinic operations including staff scheduling, billing, and accounting functions.

Dental Receptionist: Schedules appointments, answers the telephone, collects payments from patients, and performs clerical duties.

Security – limited to a two hour shadow

Sterile Processing Department (SPD)

Sterilize items that need to be reused in patient care and treatment

Willmar Regional Cancer Center (WRCC)

Cancer Center Registry: A cancer registry is a systematic collection of data about cancer and tumor diseases. The data is collected by Cancer Registrars. Cancer Registrars capture a complete summary of patient history, diagnosis, treatment, and status for every cancer patient in Minnesota including other states and other countries as well.

Coding: Performs all medical and radiation oncology coding.

Nursing: *Limited to college students enrolled in a healthcare profession.*

Reception/Scheduling: Manages all non-medical aspects of the clinic and coordinates daily clinic operations including patient scheduling, billing, and secretarial functions.

Radiation Therapy: *Limited to college students enrolled in a healthcare profession.*

If you don't see your area of interest, contact Sherri Klaers to see if Rice can accommodate you.