

## SOUTHWEST MEDICAL CENTER

### SHADOW/ STUDENT GENERAL INFORMATION

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**SOUTHWEST MEDICAL CENTER- MAIN NUMBER**..... (620)624-1651

**EDUCATION DEPARTMENT**..... (620) 629-6327

**HUMAN RESOURCES**..... (620) 629-6294

#### **PARKING**

If you drive, you are entitled to park in the back two rows of the main parking lot as designated by white-lined markings, leaving the closer parking spaces with yellow-lined markings for patients and visitors.

#### **BEGINNING A CLINICAL /SHADOWING EXPERIENCE**

- Prior to the scheduled experience at SWMC and/or any of the Care Clinics, students/shadows should contact **Allisha Highberger** to obtain further information and additional required documentation. Contact information is:

Allisha Highberger- [ahighberger@swmedcenter.com](mailto:ahighberger@swmedcenter.com).....(620) 629-6348

#### **REQUIRED FORMS**

- Online Non-Employee Orientation
  1. Go to [www.swmedcenter.com](http://www.swmedcenter.com)
  2. Click on Visitor Information
  3. Read the Non-Employee Orientation Presentation and complete the exam (included in SWMC packet)
- Read the Falls Prevention Presentation and complete the exam (included in SWMC packet)
- Complete Emergency Data Sheet and Confidentiality Statement
- Review Employee Dress and Grooming Standards
- Provide copy of current vaccination record, proof of flu vaccine, and include any known allergies (e.g. Latex)
- Return all documents to Human Resources at SWMC

#### **REPORTING FOR CLINICAL /SHADOWING EXPERIENCE**

- Report to Human Resources promptly at designated time
- Receive a badge
- Human Resources will take you to department to begin clinical or shadow experience

### **TELEPHONE USE**

Personal phone calls are only allowed during meal times and break periods, or when arranging transportation home at the end of the clinical day. Cell phone use is discouraged in clinical areas and phones should be turned off or silenced. Urgent messages may be left for you by calling SWMC at (620)624-1651 and asking for operator to page overhead intercom system. If your name is announced over the intercom, dial 0 and state your name; the operator will either connect you to the call or provide you with the message.

### **ILLNESS/ABSENCE**

If you become ill or injured on duty, please report your condition to the charge nurse or supervisor immediately. If you are injured, an accident report must be completed with the RN House Supervisor/Employee Health Nurse before leaving for the day.

If you are unable to attend your scheduled clinical experience, please notify the Human Resources or Education as soon as possible (office hours 8:00am-5:00pm)

### **QUALITY REVIEW REPORTS**

If you see or are involved in an incident with a patient or visitor, immediately report the circumstance to the unit's charge nurse or supervisor, and the RN House Coordinator. A Quality Review Report (QRR)/Incident Report will be completed. By following this procedure, the patient and/or visitor's safety/wellbeing is guarded, and your responsibility regarding the situation is resolved.