

**Student/Observer Overview**

Welcome! To ensure that you get the maximum benefit from your student placement or observational experience, there are several topics you need to know.

**CONFIDENTIALITY:** The nature of the health care industry and the state and federal laws require all associates, volunteers, and students to maintain a high level of confidentiality in respect to all information of medical or business nature concerning patients, residents, doctors, or associates. **Under no circumstances will such information be discussed with any unauthorized person(s) either outside or inside of the heath care facility.**

**INFECTION CONTROL:** Proper hand washing helps prevent the spread of infection from one person to another. Please note that the use of hand sanitizers or alcohol is not a substitute for proper hand washing.

You may not enter any room designated “isolation”. Please consult with your preceptor if you have questions about this safety measure.

**SMOKING:** Lakeland is a non-smoking facility. Smoking is strictly prohibited on any Lakeland property. Clothing worn during placement must be free of the odor of tobacco or smoke.

**DRESS CODE:** Appropriate attire is expected. The following guidelines must be adhered to while at Lakeland facilities:

Everyone at Lakeland must maintain excellent personal habits of cleanliness. Everyone is required to present a well groomed appearance. All clothing shall be appropriate in size for the person’s frame and shall be clean, pressed, and in good condition.

Individuals receiving clinical privileges are required to adhere to the general guidelines in this policy and can either wear the dress standards chosen by their university / college, or wear professional dress, as described below.

**Guidelines:**

a. Everyone must wear shoes with non-skid soles.

b. Anyone in direct patient care areas are required to wear hosiery and/or socks with their footwear. Bare legs/feet with footwear are acceptable for associates who do not regularly work in direct patient care areas.

c. Dangling earrings more than an inch in length or excessive jewelry is not permissible in direct patient care areas. No jewelry will be allowed that poses a safety or health risk to patients or associates. Jewelry must be in good taste and in appropriate size and design to the individual’s job classification.

d. Undergarments are to be worn but not visible through clothing.

e. Unacceptable clothing includes, but is not limited to, the following:  All jean skirts / pants / shirts in any denimcolor or type, parachute pants, running / jogging suits, painter pants (except for Painters), khaki cargo pants, cropped Capri pants, shorts, leggings and stirrup pants, skirts / dresses more than two inches above the knee, including the depth of slits in skirts., T-shirts, sleeveless garments, tank tops, crop tops, halter and tube tops, sweatshirts or sweat pants, see-through chemise tops without an undershirt and other revealing attire, flip-flop or other sandal-type shoe.

f. Chemise blouses for women are only acceptable when an undershirt is worn.

g. Professional pants and scrub pants need to be hemmed at an appropriate length, a half-inch to an inch from the floor. Rolled up, split (this excludes pants that are manufactured with slits), cuffed, or cut-off pants are unacceptable.

h. Hair is to be clean and not distracting. Hair must be styled or secured to present a professional appearance and to prevent interfering with job duties and responsibilities. Extreme hairstyle or unnatural color (i.e., blue, green, pink) is not appropriate within the professional work setting.

i. Piercings in visible body parts, other than the ear, and a small stud in the nose, are not permissible.

j. We respect individuality and an associate may be asked to cover up tattoos while on duty, pending whether or not the tattoo is deemed inappropriate for the healthcare setting and based on courtesy of our patients.

**Those not dressed appropriately may be asked to go home and change.**

**MISCELLANEOUS:**

We have noticed that students who have not eaten prior to the observational experience may notice weakness or other discomforts during their stay. To prevent this please remember to eat prior to coming for you observation.

Due to patient safety measures do not report for your observational experience if you are ill or have been ill over the past 24 hours.

If you are unable to report for your scheduled observational experience please notify the Recruitment Center at **269-927-5193.**

\*\*Please note if you are under the age of 18, you must present the Parental Consent Form for Observation\*\*