



CLINICAL ROTATION

Morrill County Community Hospital welcomes the opportunity for students who are required to observe health care career opportunities. All sections of this application must be completed. Questions? Please contact Human Resources –Rhea Basa at 308-262-1616 ext. 240 or basar@morrillcountyhospital.org.

STUDENT INFORMATION

Name: _____

Date of Birth: **(Students must be 16 years old and students under the age of 19 must provide parent or guardian signature)** _____

Email Address: _____

Phone Number: _____

Address: _____

College/University: _____ School Phone: _____

Clinical Instructor: _____

Clinical Rotation Schedule: _____

Signature

Date



ACKNOWLEDGEMENT OF CLINICAL ROTATION POLICY

This policy addresses all requests from Students who are enrolled in a class that require clinical rotation hours, and outlines the expectations on the day of clinical rotation.

Morrill County Community Hospital defines clinical rotation as an educational work-based experience where an opportunity is provided for students who have a class requirement to complete clinical rotation hours.

Clinical rotation may be arranged subject to department schedules. Human Resources will be responsible in maintaining clinical rotation applications and all required paperwork. Human Resources will also obtain from the student and school a signed affiliation/confidentiality agreement.

Application Process:

Student must complete application and submit to MCCH Human Resources. Application will include, but not limited to:

- Clinical Rotation Policy Acknowledgement
- Confidentiality Agreement
- **Up-to-date immunizations** (DTP/DTap/Tdap, Flu shot, Hep B, Inactivated Poliovirus, MMR, Varicella-Chicken Pox, Covid-19)
- Dress Code Acknowledgement Policy
- **HIPAA & Covid-19 Training via Care Learning**
- **NE DHHS Child Abuse & Neglect Registry Check; and Adult Protective Services Registry Check**

Completed application may be emailed to basar@morrillcountyhospital.org; faxed to Human Resources 308-262-1661; or mailed to:

Morrill County Community Hospital
Human Resources
1313 S Street, Bridgeport
NE 69336

Human Resources will inform student of when application is received and approved. Human Resources will be in contact with the student and coordinate schedule with the department Director or the Education Coordinator.

On Student Clinical Rotation Day:

- Student will meet with Human Resources prior to scheduled clinical rotation time and obtain name badge;
- Students will need to dress appropriately according to MCCH Dress Code Policy

Student will not be allowed continued or future clinical rotation if at any time Student refuses to follow or complete any of requirements of the MCCH policies as stated. If a HIPAA breach has been reported and founded to be true, Student may not be eligible for future hiring.

I have read and will follow the above Clinical Rotation Policy.

Student Signature

Date



IMMUNIZATIONS & COMMUNICABLE DISEASES

I understand that I will need to bring proof that I have received the following immunizations:

- DPT/DTap/Tdap (Tetanus)
- Flu (Influenza)
- Hepatitis B
- Inactivated Poliovirus
- MMR
- Varicella (Chicken Pox)
- Covid-19

I also understand that in the event of a communicable disease, Morrill County Community Hospital will reschedule job shadow observation. I understand that if I report to my scheduled clinical rotation ill, I will need to reschedule my observation for a different day.

Student Signature

Date



ACKNOWLEDGEMENT OF CONFIDENTIALITY POLICY

As an employee/student of Morrill County Community Hospital, you work with information that is confidential and proprietary. You are only permitted to discuss confidential and proprietary information with those in a need to know. Morrill County Community Hospital strictly follows HIPPA guidelines and regulations and expects all employees/students to complete HIPPA training during orientation and thereafter.

Maintaining the confidentiality of information is important to our position in the industry and, ultimately, for our ability to provide employment stability and serve our patients. The misuse, unauthorized access to or disclosure or any mishandling of confidential information is prohibited.

Distributing or disseminating information to the public regarding Morrill County Community Hospital in any form, including, for example, newspapers, magazines, television, radio, email, interviews, blog postings, is prohibited unless permission is granted by the Chief Executive Officer or Board of Directors. Any written or verbal communication must comply with the terms of the Confidentiality Agreement. The duty to maintain confidentiality extends even after your separation from Morrill County Community Hospital. In the event the Chief Executive Officer is not available for questions, contact Human Resources for direction and/or further information.

Upon termination of employment or job shadowing schedule, you are to provide promptly to the facility, all confidential notes, writings, lists, files, keys, reports, correspondence, technical data, computer software, computer flash drives, employee name badge, and any other information or documents which were produced, received or accessed during your employment.

I understand that violation of these confidentiality policies may result in not being eligible for future employment at Morrill County Community Hospital.

Student Signature

Date



ACKNOWLEDGEMENT OF DRESS CODE POLICY

Please read the Dress Code Policy and complete the acknowledgement:

Your personal appearance reflects not only your personal attitude but the image of Morrill County Community Hospital. Personal neatness, cleanliness and appropriate apparel will best facilitate the conveyance of the professional image in the best interest of patients, employees and visitors. **Morrill County Community Hospital has a dress code policy and all employees/students are expected to comply.**

All employees/students must be covered from shoulders to knees at all times (no see-through clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

The following dress requirements must be followed:

- Employees/students must wear comfortable, clean, non-slip soles that permit walking safely on floors. Sandals may be worn with dresses as long as they are appropriate and safe.
- Employees/students' hair should be worn away from their face at all times while working with patients. Clean and well-groomed hair, well-groomed hands and fingernails, and neat and well-trimmed facial hair is expected.
- Body odor and bad breath are very offensive to patients and co-workers. Please maintain professionalism.
- Excessive cologne, perfume or make-up is not acceptable.
- Employees/students may not wear any facial jewelry, i.e. nose, tongue, eyebrow, lip piercings. Female and male employees may wear earrings that are conservative and that are not a safety concern. Excessive jewelry is not acceptable.
- Sunglasses may not be worn while on duty.
- Employees/students may not display any tattoos that are offensive or obsessive. Your Department Head may ask you to cover up any tattoos that are inappropriate.
- Employees/students should be in Business Casual Attire from Monday-Thursday and in Casual Attire on a Friday.

- At **NO TIME** should employees/students wear the following to work : Shorts, stretch pants, sweat pants, any denim garments with holes in them or are totally bleached out, tank or tube tops, halter tops, tops with spaghetti straps, or strapless tops or dresses, any tight, low cut, or sheer clothing or any attire that exposes skin between the top and bottom layer of clothing, collarless t-shirts (except those purchased through MCCH), pull-over hoodies, slip-ons/slippers/flip flops.

I have read and will follow Dress Code Policy during my scheduled job shadow observation.

Student Signature

Date