



Observation Hours Program- High School Student

This agreement is entered between Methodist Rehabilitation Center, hereinafter known as the “organization” and _____, hereinafter known as the “observer” for the purpose of providing observation hours to a high school student.

Eligibility

1. The observer must be at least 17 years of age.
2. The observer will be approved by the director on a situation-by-situation basis.
3. The observer must provide the following **PRIOR** to beginning the experience:

___ One Letter of Reference

___ Proof of MMR vaccination

___ Having a negative TB screening completed within the last 12 months.

___ Proof of Flu Shot in observation window is from October 1- March 31.

4. The observer must receive acknowledgement of the following **PRIOR** to beginning the experience: (included in packet)

Confidentially Agreement

Pt/Resident Rights

Infection Control

Dress Code

Signature of Parent/Guardian

Parameters

All requests for observer experiences will be coordinated through Volunteer Services and the departments and all documents will be kept in Volunteer Services.

The observer will be paired with a current employee in the designated department. Departmental leaders will make that assignment.

Observation hours are limited to 4 hours per experience, not to exceed 12 hours a month. If the observer seeks additional hours, he/she will be referred to Volunteer Services and the director for additional consideration.



Guidelines

- The Director/designee receiving the request for the observational experience will direct the request to Volunteer Services.
- No later than the day of the observation experience, the observer will return the required forms.
- The returned forms will be kept on file by Volunteer Services for a period of one year.
- The observer will be under the direct supervision and responsibility of the assigned organization employee.
- The organization employee will ensure the observer complies with all departmental and organizational standards.
- The organization employee will work to ensure a positive educational experience while always maintaining the needs of the patients as first priority.
- At the discretion of the organization employee, the observer experience may be ended at any time prior to the scheduled conclusion. Reasons for ending the experience may include but are not limited to:
 - Patient care needs.
 - Refusal or unwillingness of observer to comply with organizational and/or departmental standards.
 - Refusal or unwillingness of observer to comply with requests and direction of the organizations employee.
 - Business needs and demands warrant the experience to end.

Experiences will be observation only; observers will not provide direct patient care or perform job duties of employees.

Observer	Date
Parent/Guardian	Date
Methodist Rehabilitation Center Representative	Date