

You should contact a Clinical Instructor to schedule your job shadow at a convenient time. You are required to shadow for a minimum of 4 hours, preferably on a week day morning from 8:00 am to 12:00 pm.

The clinical sites available for job shadowing are St. Mary's Hospital – Milwaukee, Columbia Hospital and St. Mary's Hospital – Ozaukee. Please mail the completed forms to the campus at which you wish to job shadow.

St. Mary's Milwaukee

Dan Cordas
Clinical Instructor
CSM - St. Mary's Milwaukee Campus
Medical Imaging Department
2323 North Lake Drive
Milwaukee, WI 53211
414-291-1903
dcordas@columbia-stmarys.org

Columbia Hospital

Margaret Hirschfeld
Clinical Instructor
CSM School of Radiologic Technology
College of Nursing Building
2025 East Newport Avenue
Milwaukee, WI 53211
414-961-3846
mhirschf@columbia-stmarys.org

St. Mary's Ozaukee

Diane Brower
Clinical Instructor
CSM – St. Mary's Ozaukee Campus
Medical Imaging Department
13111 North Port Washington Road
Mequon, WI 53097
262-243-8275
dbrower@columbia-stmarys.org

AUTHORIZATION FOR SHADOW EXPERIENCE

I,* _____, of _____
Name Address

Will be participating in a shadow experience with** _____
Name of Employee

on _____.
Date

- I have been informed that I am bound by strict policies and procedures involving patient confidentiality. Information regarding patients must not be discussed except for discussion that occurs as part of this observation experience.
- The individual identified above will accompany me at all time during the workday. Management of the Columbia St. Mary's facility or staff has the right to request that I leave the work place at any time.
- Columbia St. Mary's Inc. does not accept any responsibility for personal injuries which may occur to me on the premises while I participate in this shadow experience.
- Patients of the individual identified above have the right to allow or not allow me to observe them.
- I have read the Standards of Conduct at a Glance (on the reverse side) and by signing this form I acknowledge that I understand the Standards of Conduct.
- I am free from communicable diseases.
- I am current in all immunizations.

I have read and agree to the conditions of participation as outline above. The signatures below acknowledge that all parties have read, understand and accept the terms of participation as outlined above.

Signature of Person Shadowing*

Date

Signature of Parent/Guardian (needed if under 18yrs)

Date

Signature of SORT Representative

Date

Daytime Phone Number _____ Site Preference _____

STANDARDS OF CONDUCT AT A GLANCE

Columbia St. Mary's is committed to conducting all of its activities in a manner consistent with the CSM Mission, Vision and Values. Each employee and agent of Columbia St. Mary's has the responsibility to adhere to a high standard of individual, organizational, ethical and legal business practices. The values and principles of CSM guide us to foster trust and respect in the medical community.

WHAT DOES THIS MEAN TO EACH OF US?

It means that we are **honest** and **ethical** in our individual and business practices. It means that we comply with all laws and regulations that govern our work.

WE DO THIS BY:

- Conducting all activities in compliance with laws and regulations that apply to Columbia St. Mary's. These laws pertain to such areas as antitrust, employment discrimination, environmental, Medicare fraud and abuse, false claims, lobbying and political activity, self-referral prohibitions and tax.
- Promoting the highest standards of business ethics and integrity. Employees must represent Columbia St. Mary's accurately and honestly and must not engage in any activity intended to defraud anyone of money, property or services. Employees must act in good faith and in the best interest of Columbia St. Mary's.
- Maintaining the confidentiality of patient information and protect confidential and proprietary information about employees and the organization.
- Conducting activities and relationships with other so as to avoid conflicts of interest, in appearance or fact. If they do have conflicts, employees must make full disclosure and take appropriate action under the Columbia St. Mary's Conflicts of Interest Disclosure Statement.
- Conducting business transactions with suppliers, contractors, vendors and other third parties free from offers or solicitation of gifts and favors, or other improper inducements.
- Exercising responsible leadership to preserve and protect Columbia St. Mary's assets by making sound and effective use of Columbia St. Mary's resources.