

## **Agenda /Schedule for Job Shadowing Day at Hillcrest Hospital Tuesday, November 15, 2011**

### **8:00 am**

- Students enter through the Seidman Tower entrance. Meet in Atrium Lobby, near the information desk, with hostess

### **8:15 am – 9:00 am** Location: Hillcrest Ross Auditorium C

- Welcome & intro
- CNO address
- Nurse Recruiter
- Overview of hospital
- Safety orientation
- Assigned to unit & ambassador

### **9:00 am – 1:00 pm**

- Students are escorted to assigned unit & ambassador
- Lunch with ambassador

### **1:00pm – 2:00pm** Location: Atrium Lobby

- Student Evaluation
- Hospital tour – radiology, lab, and other departments

### **2:00 – 2:15pm** Atrium Lobby

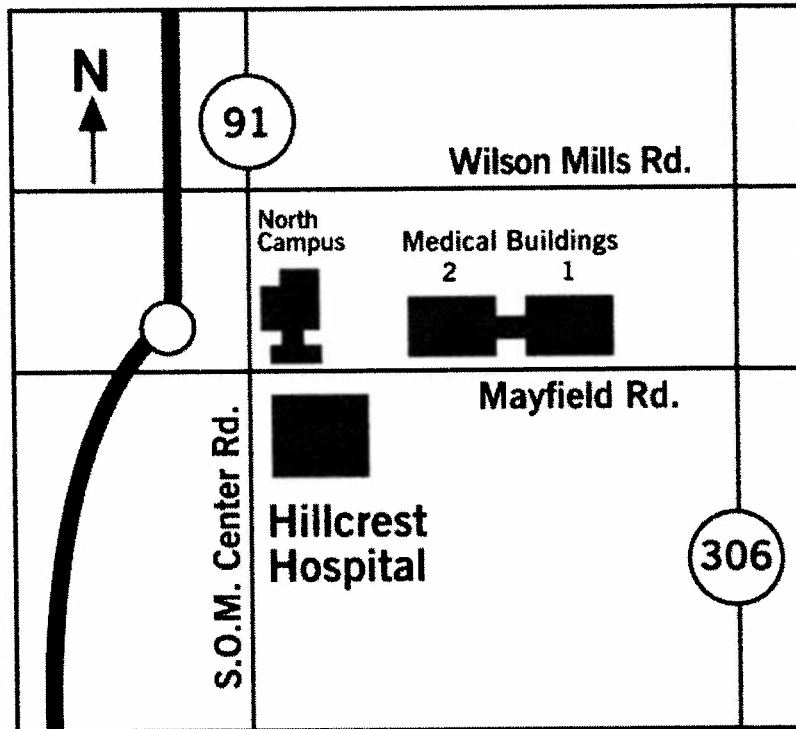
- Dismissal

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# Hillcrest Hospital Map & Directions

**Hillcrest Hospital**  
6780 Mayfield Road  
Mayfield Heights, OH 44124  
440.312.4500



## Directions to Hillcrest Hospital

**From the North and South:** Take I-271 and exit at Mayfield Road (Rt. 322) heading east. Follow the hospital signage. Cross SOM Center Road (Rt. 91), then proceed approximately 800 feet ahead and enter the four-lane driveway into the Hillcrest Hospital complex.

**From the East:** Take Mayfield Road (Rt. 322) west; Hillcrest Hospital is located on the south side of Mayfield Road in Mayfield Heights.

**From the West:** Take Mayfield Road (Rt. 322) east. Cross SOM Center Road (Rt. 91), then proceed approximately 800 feet ahead and enter the four-lane driveway into the Hillcrest Hospital complex.

## Parking

There are surface parking lots with handicapped spaces adjacent to the hospital. A free parking garage is located to the west of the main entry drive. Additionally, there is a surface parking lot located across from the hospital on Mayfield Road at the North Campus. A free campus shuttle bus is available to take you to the main hospital campus, Medical Office Building 1 and 2 and the North Campus parking lot. The shuttle service is available Monday through Friday from 8:45 a.m. to 5 p.m., except holidays.

Valet parking is available at the Atrium entrance and West Tower entrance for a charge of \$5 per car, per day. Oncology patients from the Cancer Center may receive validation for free valet parking. The valet service is available Monday through Friday from 8 a.m. until 4:55 p.m., except holidays.

Hillcrest Hospital  
NEONI Shadowing

- Students are advised to park in the North Campus parking lot. This surface lot is located directly across the street from Hillcrest Hospital on Mayfield Road. A free shuttle bus is provided to the main entrance (Seidman Tower)
- Students should bring a minimum of personal belongs with them. We **do not** have lockers for the students.
- Cells phones should be **OFF** during the shadowing experience.
- Students are expected to dress appropriately for their shadowing experience. **NO JEANS** on any kind will be allowed. Comfortable, neat and clean shoes are recommended. **NO visible tattoos or body piercings (except ears) are allowed.** Please see attached Dress Code. **We will NOT be issuing scrubs for student shadowing.**
- Temporary identification badges will be issued from our Security Department for the day. These badges must be returned at the end of the day. **There will be a \$15.00 charge for a lost badge.**
- We provide a lunch ticket good for a \$5.00 credit in the cafeteria. Generally, that covers an entrée and a fountain beverage. Students may want to bring a dollar or two to cover any additional expense. Students may bring a lunch if they prefer.

## Dress and Grooming for Career Shadowing “Dress the Part”

Dress and grooming are important aspects of your shadowing experience. Most students have a variety of clothing for different occasions. You must have something appropriate at home to “Dress the Part” for your career shadowing experience. Do not run out and buy new attire for this experience. Do not pressure your parents into buying something new. You have what you need in your closet! If not, maybe you can borrow. Please select carefully.

### A Few Basic Rules

- Don’t dress to extremes (too dressy or too trendy). Use your common sense.
- Don’t groom to excess (hair, makeup etc.) No dangling jewelry. **No visible body piercings (except ears) or tattoos.**
- **No acrylic tip nails** can be worn in patient care areas. It is against Infection Control policies.
- **NO JEANS!**
- No team jerseys or shirts with sports team logos or numbers.
- Shoulder length or longer hair should be tied back, for both males and females!
- Wear clean, polished, soft-soled tennis or dress shoes depending on the area you’re working in. Wear socks or stockings. **Don’t wear open toed shoes or sandals!**
- Try to look as professional as you can.
- Some areas, such as Maternity, will require you to change into scrubs. You may dress casually on the days you will be changing into scrubs.
- Be neat, clean and tidy looking. Don’t wear clothes that reveal bare skin or pants that drag on the floor. **Girls: Don’t wear tops so that raising your arms reveals your belly button! You will be sent home to change!**

### Some Dress Guidelines

**Professional Look**— Most appropriate for Health Information Management career or Health Care Management areas

- Female— Suit, business dress or skirt with nice blouse and jacket; stockings; soft sole flats or other soft-soled dress shoes; appropriate hairstyle and modest makeup.
- Male— Business suit or sport coat and dress slacks; shirt and tie; soft-soled dress shoes (clean and polished) and socks; appropriate hair length and style, clean-shaven.

**Less Formal Look**— Most appropriate for Pharmacy, Radiologic Technology, Dietetics/Nutrition, Registered Nurse, Medical Laboratory career areas

- Female— Skirt or dress pants and nice blouse or a casual dress (not dressy), soft-soled flats or other soft-soled shoes.
- Male— Shirt and casual pants (no jeans) could be worn with sweater, or sport coat; soft-soled shoes (clean and polished) and socks.

**More Casual Look**— Most appropriate for Physical Therapy, Occupational Therapy, Dental Professions, and Respiratory Therapy career areas

- Female— Nice casual slacks (no jeans) and blouse or sweater; soft-soled tennis or dress shoes; stockings or socks
- Male— Nice casual slacks (no jeans); shirt and sweater or sport coat; soft-soled tennis or dress shoes (polished) and socks