

PEDIATRIC GUIDELINES STUDENT INTERNSHIP SKILLS LIST Provo High School

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in the internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the block. There is a lot to see and learn. Be sure to ask your mentor to show you as much as he/she can.

SKILLS AND PROCEDURES	DATE	INITIAL	DATE	INITIAL	DATE	INITIAL
1. Meal tray instruction						
2. Pass out meal trays						
3. Help patients set up their trays						
4. Feed children where necessary						
5. Hold and feed babies						
6. Do rounds, checking on patients needs						
7. Give parents a break, play or sit with patient						
8. Stock kitchen areas						
9. Stock utility rooms						
10. Stock laundry room						
11. Stock breast feeding room						
12. Wash and fold quilts, fold P.J.s and straighten shelves						
13. Straighten and organize video shelves & book shelves						
14. Straighten and organize playroom & treatment room						
15. Using check out system, provide video/Nintendo machines and tapes to patients						
16. Clean equipment in utility areas and replace in storage room. Make sure IV pumps are plugged in						
17. Assemble new charts for the unit secretary						
18. Make report sheets for the nursing staff coming at 5PM						
19. Run errands to Pharmacy						
20. Run errands to Central Distribution						
21. Run errands to Central Processing						
22. Run errands to Medical Records						

23. With nurse's approval, help with procedures where children need to be held. If at any time during the procedure, you feel faint, excuse yourself quickly and go to the nurses lounge for a few minutes.			
24. Make rounds to other units, letting them know you are available and your pager number			
25. Answer telephone calls and refer to appropriate person			
26. Transport patients to testing			
27. Transport patients upon discharge			

GOLDEN RULE: INFORMATION ABOUT A PATIENT IS CONFIDENTIAL. This rule is of prime importance. Everyone working in the Hospital should maintain the confidentiality of all matters relating to the patients.

Rules to remember:

1. All information about a patient is confidential. Never discuss one patient with another patient, never discuss any patient with your friends, family members or other staff, including other volunteers.
2. **NO** information about patients may be given over the telephone or to visitors. All inquiries of this nature should be referred to the nurse.

ACTIVITIES THAT ARE NOT ACCEPTABLE WHILE VOLUNTEERING:

Sitting at the desk when Dr.'s or nursing staff need to have a work area.

Playing games, reading at the station. Using the telephone at the station for personal calls.

Going into parent lounge or playroom to watch TV during slow times is ok, but when children or parents come into the room, allow them the seating space and in the parent lounge, please leave, as they may need their privacy.

Loud talk or laughter at the desk or on the unit is inappropriate.

Remember when your supervisor is not here, you are responsible to the secretary and the nurses. They may inform you of inappropriate activity and you should respond as they ask.

Thank you for your selfless service. It is well appreciated. Be helpful, cheerful, and ask what you can do frequently...your time will go faster and be more interesting.