



### **General Observation Information**

To facilitate your request for an observation experience at Hutchinson Regional Medical Center, please complete all "Observation" related required paperwork online.

**The required paperwork must be returned to the Education department 48 hours prior to the beginning of the observation experience.**

**You will need to provide a copy of a government issued photo ID prior to the observation experience.** Please enclose this along with the other completed documents we require.

Your appearance here at Hutchinson Regional Medical Center should be impeccable. Your attire should be business casual. Here are some additional guidelines for your observation:

- A. What to wear:
  - a. Ladies- slacks, skirt or dress (length should be just above the knee or longer), nice blouse or polo with collar, NO t-shirts, halter tops, bare midriff or low rider slacks are permitted.
  - b. Men- slacks, nice shirt or polo with collar. NO shorts, T-shirts, or low rider slacks are permitted
- B. Parking: Please park in the South East parking area outside of Chalmers Cancer Center. Enter through the front entrance.
- C. Name Badge: You will be issued a badge by the Education Department to wear at all times while in the hospital. Please return the badge to the Education Department once the observation is completed.
- D. Communication: If you are unable to come as planned or will be late, please contact the department you were going to be in. If you wish to reschedule, please contact the Education Department at 620-665-2057.
- E. Do not report for observation experience if running temperature, have the flu, a cold or any other communicable disease.
- F. Cell phones are to remain off while in the Hospital.

Thanks you for considering Hutchinson Regional Medical Center for this education experience. If you have additional needs, please let us know.

Sincerely,  
Julie Ward RN, MSN  
Director of Education  
Hutchinson Regional Medical Center  
620-665-2057