Spalding Regional Medical Center
Sylvan Grove Hospital

Orientation for Non-Tenet Employees
(Nursing Students)

Instructions
Confidentiality Statement
Statement of Responsibility

Human Resources
- Mission and Vision
- Cultural Competency
- Communication/Team Dynamics

HIPAA
- Information Security Training

Infection Control
- Standard Precautions
- Hand Hygiene
- Bloodborne Pathogens
- Sharps Safety
- Trash & Linen
- Additional Precautions
- Employee Health/Infection Control Manual

Risk Management
- Patient Safety
- Patient Safety Goals
- Occurrence Reporting
- Recognizing Physician/Other Impairment
- Performance Improvement
- Advance Directives
- Bioethics
- Complaints and Grievances
- Communication

Safety
- Parking
- Environment of Care/Safety Manual
- Code D
- Code Blue and Dr. 200
- Dr. Atlas
- Code 0 and Code Secure
- Code Adam
- Code Red
- MSDS

Recognizing Abuse
- Policy

Revised 3/2010
Clinical Information
- End of Life Issues
- Organ Donation
- Medication Administration
- Pain Management
- Restraints
- Blood Administration
  - Policy
- Discharge Planning

I, _________________________________ verify that I have read the information provided in this orientation binder and understand it is my responsibility to read all Spalding Regional Medical Center policies, procedures, and protocols, and implement them as written as they pertain to my area and scope of responsibility.

If I do not comprehend any policy, procedure or protocol as written, it is my responsibility to immediately acquire understanding or clarification from the charge nurse or clinical coordinator.

_____________________________    ______________________
Signature                                      Date
Spalding Regional Hospital

CONFIDENTIALITY STATEMENT

By signing below I acknowledge my responsibility under applicable federal law and the agreement between __________________________ (school) and Spalding Regional Medical Center to keep confidential any information regarding Spalding Regional Medical Center’s patients and proprietary information of Spalding Regional Medical Center. I agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and I further agree not to reveal to any third party any confidential information of Spalding Regional Medical Center, except required by law or as authorized by Spalding Regional Medical Center. I agree to comply with any patient privacy policies or procedures of Spalding Regional Medical Center. I acknowledge that I have viewed a videotape regarding Spalding Regional Medical Center’s patient information privacy practices in its entirety and have had the opportunity to ask questions regarding Spalding Regional Medical Center’s privacy policies and procedures and privacy practices.

_________________________________________  ____________
Participant Name (print)                   Date

_________________________________________
Participant signature

_________________________________________
School

_________________________________________
Program
Spalding Regional Hospital

STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in evaluation and treatment of patients of Spalding Regional Medical Center ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by the undersigned while participating in the Program operated by _____________ ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

Dated this _____ day of ______________, 20__. 

______________________________
Program Participant

______________________________
Witness
Cultural Competency in the Healthcare Setting

1. What is the definition of culture?

2. Taking cultural considerations into account can improve how patient’s respond to care.
   True  False

3. What is the best way to determine cultural factors when interacting with patients?

4. How would you communicate with someone who does not speak English?

Communication & Team Dynamics Quiz

1. A successful team requires that we choose team members who have abilities and characteristics most like ourselves.
   True  False

2. Match the following team member role to the correct role description:

<table>
<thead>
<tr>
<th></th>
<th>The Innovator</th>
<th>The Investigator</th>
<th>The Shaper</th>
<th>The Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>a. Likes to research, knows how to tap into resources</td>
<td>b. Communicates well, helps promote co-operation</td>
<td>c. Produces new ideas and strategies</td>
<td>d. Motivated, has ability to keep things interesting</td>
</tr>
</tbody>
</table>

3. Name 3 characteristics of a strong team.

4. When working in a team conflict should be avoided at all cost.
   True  False
5. Resolving conflict within a team can be accomplished by:

Infection Control Quiz

1. Practicing good hand hygiene is the most important aspect for preventing the spread of infections. Hand hygiene includes:

   a) Washing hands with soap and water when hands are visible soiled
   b) Using waterless alcohol hand rubs to decontaminate hands
   c) No artificial nails for direct patient care givers
   d) All of the above

2. Standard Precautions are required for all patients, and protect you from contact with bloodborne diseases. Additional precautions that are required for patients with certain other types of diseases are:

   a) Airborne, Droplet, Contact
   b) Enteric, Contact, Strict
   c) Strict, Airborne, Isolation
   d) Contact, Airborne, Enteric

3. MDROS are bacteria and other germs that have developed resistance to antibiotic to antibiotic medications such as penicillin and amoxicillin.

   True          False

4. Everyone, Every Time refers to
   a) All nurses, at work every time scheduled
   b) Clean hands, clean environment
   c) Wash hands, every time you leave the restroom
   d) All nurses, abide by dress code policy every time you work

5. Patients admitted to rooms previously occupied by a patient with an MDRO are at higher risk for developing infection with that MDRO.

   True          False
Risk Management/National Patient Safety Standards Quiz

1. Use at least __________ patient identifiers whenever administering medications, taking blood samples or providing any other treatments to a patient.
   
a) Two  
b) Three  
c) Four  
d) Five

2. Verify the complete order or test result by having the person receiving the order or test result __________ the completed order or test result.
   
a) Listen to  
b) Write down  
c) Tell another employee  
d) Read back

3. Prior to the start of any invasive procedure, conduct a final __________ process.
   
a) Initiation  
b) Verification or Time Out  
c) Time In  
d) Start Up

4. An impaired practitioner is
   
a) one whose behavior has been affected by alcohol, chemicals or illness that interferes with his/her ability to function competently  
b) one who has a physical disability  
c) one who does not perform his/her job without coworker assistance  
d) one who has a supervisory position

5. Occurrence Reports are used to:
   
a) Investigate and reduce risks to patients.  
b) Document the facts surrounding an occurrence.  
c) Identify trends within departments or across the hospital that can be addressed by improving processes.  
d) All of the above

6. Advance Directives may include which of the following
   
a) Living Will  
b) Organ Donation  
c) Refusal of Treatment  
d) All of the above
7. An Ethics committee provides a forum for case-by-case debate of ethical issues when there is a conflict among healthcare professionals stemming from controversial patient care decisions.

True  False

8. A patient does not have the right to file a general complaint or concern about his/her care and treatment.

True  False

9. SRMC utilizes AT&T Language Line Services as a mechanism to meet the special needs required by our customers who do not speak English.

True  False

**Safety Quiz**

1. Where would you find the complete set of MSDS?

   a) Engineering and ER  
   b) Administration only  
   c) 3 West Nursing Station  
   d) Overhouse Office

2. What is the emergency phone number used to contact the operator?

   a) “o”  
   b) 4357  
   c) 1234  
   d) *911

3. What is a Code Adam?

   a) Impending Severe Weather  
   b) Lifting Help is needed  
   c) There has been a breach in security  
   d) Infant/child abduction

4. Five departments (Engineering, Security, Overhouse, Administration and Emergency room) each have a red book that contains all the procedures in dealing with Life Safety issues.

   TRUE  FALSE
5. In what situation do we use the acronym RACE and PASS?
   a) A Code Red
   b) During an evacuation
   c) A Code Adam
   d) During severe weather

Clinical Information Quiz

1. Focus on end of life issues is not about cure, but about care.
   True               False

2. There are four stages of grief. Place them in the correct order.

<table>
<thead>
<tr>
<th>Stages</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Searching and yearning</td>
<td></td>
</tr>
<tr>
<td>Disorientation and disorganization</td>
<td></td>
</tr>
<tr>
<td>Shock and numbness</td>
<td></td>
</tr>
<tr>
<td>Resolution and reorganization</td>
<td></td>
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</tbody>
</table>

3. Palliative care is a shift from cure to comfort, caring for the whole patient, not just the illness.
   True               False

4. The uniform Anatomical Gift Act allows what persons to authorize organ donation.
   1. The patient’s primary physician
   2. Anyone above the age of 18 with the right to indicate willingness
   3. Any healthcare professional
   4. Next of kin
   5. Any employee of the Organ Procurement Organization

   a) 1 only
   b) 1 & 3
   c) 2 & 4
   d) 5 only

5. The actual request for a donation will be made by the patient’s primary physician.
   True               False

6. Only medications that are being made for immediate patient use and considered ______________ can be mixed on the floor.
7. The following statements regarding controlled substances are all true except:
   a) A narcotic inventory is to be done on each Pyxis machine every week.
   b) A nurse can waste a partial dose of a narcotic if another nurse
      witnesses the waste.
   c) A nurse cannot waste a whole dose of a narcotic.
   d) The wasted dose should be disposed of properly.

8. Pain assessments should include:
   a) Intensity
   b) Location
   c) Quality
   d) All of the above

9. For non-verbal patients, the ______________ assessment scale is used to
   score pain.
   a) YELL
   b) FROWN
   c) FLACC
   d) PAINO

10. Which of the following is NOT a justification for using restraints:
   a) To reduce staffing levels
   b) To protect the patient from self harm
   c) To protect the patient from endangering others

11. Even when restraints appear to be justified, the care provider must still:
   a) Consider alternatives to restraints
   b) Wait for at least one dangerous incident to occur
   c) Avoid applying restraints under any circumstances
   d) Get written approval from the institutional ethics committee

12. When restraints are used the documentation must contain all of the following
    EXCEPT:
   a) The physician order
   b) The on-going assessment and care
   c) The reasons for ordering the restraints
   d) A list of the patient rights that may be violated

13. PRN orders for restraints are not allowed
    True          False
14. Any employee at Spalding Regional Medical Center may apply restraints in a clinically justified situation.

True False

15. A restraint is considered to be any method of physically restricting a patient’s freedom of movement, physical activity, or normal access to his/her body.

True False

16. List 3 alternatives to restraint use:

17. The following statements regarding blood transfusion are all true except:

a) Blood and blood products will be administered by an RN or MD.
b) All transfusions should be completed in no less than 4 hours and no greater than 6 hours.
c) If the blood is not hung within 20 minutes from the time it is signed out from the blood bank, it should be returned to the lab.
d) For emergency release of uncrossmatched blood, the physician will be required to sign the emergency release form.

18. Normal Saline is the only IV fluid that can come in contact with the blood or blood products.

True False

19. During blood transfusion, vital signs are taken:

a) Every 5 minutes x 1 hour, then every hour
b) Every 15 minutes x 1 hour, then every hour
c) Every 30 minutes x 1 hour, then every 2 hours
d) Every 30 minutes x 1 hour, then every 4 hours

20. Discharge planning begins

a) When the physician writes the discharge order
b) When the case manager sees the patient
c) At the time of discharge
d) At the time of admission