



Education At a Glance

For Students, Job Shadows, and Observers

KEY POLICIES

Tobacco: No tobacco use is allowed on Legacy property or inside any Legacy building.

Parking: Only in areas designated for employees; never in patient or physician parking areas.

Dress Code: Clean clothing, appropriate to your work area. Only discreet, small tattoos (to be evaluated by the department) and one minimal nose stud allowed other than 2 earrings per ear. No open-toed shoes in clinical areas. ID badge must be visible at all times. Be aware that your area may have unit-specific guidelines.

Behavior: Appropriate to the environment and patients we serve; quiet, non-obtrusive, professional.

Compliance: It is the expectation that students/observers will follow all applicable rules and laws as well as Legacy policies. Legacy policies are available to you on work units. If you have a concern about compliance issues, report to your Legacy Contact or call the Legacy ComplianceLine 1-800-820-7478

Reporting Concerns

<i>What type of Concern do You Have?</i>	<i>Who To Contact:</i>	<i>How To Contact:</i>
- Anonymous reporting - Reporting re: policy adherence, processes, identity theft issues, conflicts of interest, or other	ComplianceLine	1.800.820.7478, or use (Use address of hospital or clinic.)"
Privacy Issue, Suspected Breach	HIPAA Hotline	503.413.4495 or x34495
Patient and Visitor Incidents, Work Related Incidents	Report It! Or Legacy Leave Line	503.415.5717 or x55717

**safety codes and
phone numbers on back**

Infection Prevention & Control

1. Nearly two million Americans acquire infections in the hospital each year, and about 100,000 of these people die. Most of these infections are caused by organisms transmitted by the hands of healthcare workers. **Washing your hands is the single most important thing you can do to prevent the spread of infection!**
2. We follow guidelines from the Centers for Disease Control and Prevention (CDC) to prevent the spread of infections and contagious diseases to all staff, volunteers, and visitors.
3. **Always check with nursing staff before entering patient rooms** in case the patient is in isolation. Legacy provides personal protective equipment to prevent exposure, such as gloves, gown, eye protection, and face mask.
4. Use respiratory etiquette by covering your cough and sneeze with your sleeve, and then washing your hands. Please stay home if you are sick.

SAFETY & SECURITY MUSTS

- Hospital-issued identification badges must be worn at all times.
- Inpatients must have a regular assessment for fall risk. Safety measures must be instituted for those determined to be at risk.
- Every inpatient must wear a hospital-issued patient identification wrist band. Identification shall occur by each care provider upon initial provision of care, using two patient identifiers.
- Patients in restraint must have a current order for restraint, and have regular assessment and documentation of the continued need for restraint.
- All lab specimen must be labeled appropriately.
- All procedures including transfusions and sedation require documentation of informed consent.

PATIENT RIGHTS:

To Privacy

Do not enter a patient care or procedure area until authorized by hospital personnel. As applicable, knock or announce your intention to enter a patient room or procedure area. Avoid visual and/or auditory infringement of patients.

Of Confidentiality

Students/Observers are expected to conduct themselves in a professional manner. Therefore, it is the expectation of Legacy Health System that all patient and proprietary trade information remain in strictest confidence.

Emergency Codes: Staff Response

Code	Emergency Situation	Primary Response	Secondary Response	Follow-up	Policy Number
Code Red 	Fire	R.A.C.E. and P.A.S.S.; notify Safety/ Security	Facilities and Safety/Security will determine response	Return to regular duties once "All Clear" is paged	200.09
Code Blue 	Heart or respiration stopping	Activate Code Team or 911	Remain with patient; Code Team or 911 will respond	Document as appropriate	200.17
Code Green 	Patient or visitor incident	Alert operator; Code Team will respond	Code Team will determine response	Document as appropriate	200.07
Code Orange 	Hazardous material spill or release	Notify Safety/ Security	Secure the area; IAT* will determine response	Document as appropriate	200.10
Code Gray 	Combative person/ restraint	Notify Safety/ Security	Keep your distance	Document as appropriate	200.23 200.05
Code Silver 	Facility lockdown, level I, II, III	Notify Safety/ Security	Safety/Security will determine response	Return to regular duties once "All Clear" is paged	200.21 200.03 200.23
Code Pink 	Infant or child abduction	Monitor all exits; notify Safety/ Security	Update Safety/ Security with any new information	Return to regular duties once "All Clear" is paged	200.08
External Triage 	External disaster	Refer to Emergency Operations Plan	IAT* will determine response	Return to regular duties once "All Clear" is paged	200.11
Internal Triage 	Internal emergency	Refer to Emergency Operations Plan	IAT* will determine response	Return to regular duties once "All Clear" is paged	200.11

*IAT = Incident Assessment Team

Safety/ Security Central Dispatch x37911