



Introductory Information For Students

May, 2007

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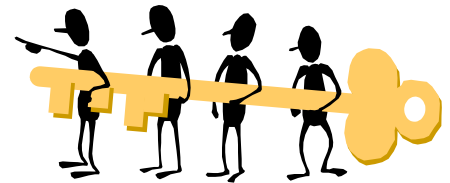
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INTRODUCTION

Welcome to the OHSU System. As a professional observing the facilities of OHSU, you will be expected to demonstrate the same high level of compliance and integrity as our staff. The primary focus of the staff and medical staff of OHSU is **patient safety** as well as the safety of **staff and visitors** within our grounds and facilities. You are welcome to utilize the facilities within OHSU, such as the banks, phones, cafeterias, coffee bars, etc. and are encouraged to help us assure a safe facility whenever you are present.

OHSU and its students, observers, etc. are subject to the rules and regulations of a number of regulatory and accrediting bodies. As a provider of Medicare and Medicaid funded care, we are regulated by the Centers of Medicare and Medicaid Services (CMS) as well as the Joint Commission, the accreditation body recognized by CMS for oversight of healthcare organizations. In addition staff and students, observers, etc. are subject to the standards of Oregon Occupational Safety and Health Act (OSHA), and local fire officials, just to mention a few. OHSU policies and procedures have been designed to meet these extensive regulations. As a contractor in the employment of OHSU, you are expected to meet these same standards.

This manual has been provided to you to address the most important, high-risk issues you will face while working within our facilities. Please take the time to review the manual and keep it on hand as a reference for your use during your employment.



KEY POLICIES

Smoking: OHSU has a strict policy of no smoking inside any building. Smoking is only allowed in the smoking room on the 10th floor of OHSU South and outside in designated areas. **Beginning in September of 2007, the entire campus will convert to a no smoking zone.**

Parking: Parking is a constant challenge for healthcare organizations. Parking facilities have been provided free of charge for patients and visitors only. You may only utilize employee parking spaces for a charge on a as come basis Monday through Friday. On weekends, parking is free in all areas. Please do not use the metered areas during the week as they are for short term visitors and vendors.

Dress Code: We are well aware of the importance of wearing the right clothing, shoes, and protective equipment to do the work you do. Please consider the setting to which you are assigned. Clothing should be clean, professional and appropriate to the work you do. Nurses are to wear scrubs on most of the units. You should have no visible tattoos or body piercings other than earrings. Personal Protective Equipment is provided in all patient care areas and must be worn whenever there is a possibility for exposure to bloodborne pathogens or other hazardous materials. Hair must be pulled back if it falls below the shoulders. No artificial nails are allowed.

Behavior: In light of the population we serve it is most important that we maintain a quiet, non-obtrusive, professional environment at all times. Patients and their families require privacy and respect at all times.

PATIENT RIGHTS

PRIVACY: Patients and their families have the right to privacy and confidentiality. 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. Avoid visual and/or auditory infringement of patients. Always introduce yourself.

CONFIDENTIALITY: Students, observers, etc. are expected to conduct their business in a professional manner. All patient and OHSU proprietary trade information to which you may become exposed must be kept in the strictest of confidence at all times. Information in any form, including but not limited to medical records, miscellaneous printed patient information, patient lists on whiteboards, computerized information, spoken information, phone calls, faxes, and information on pagers or hand held computers is considered confidential information and you should only access that information which is considered the minimum necessary for the work you are doing.



INFECTION CONTROL

1. In a Hospital, potential for Exposure to *TB *HIV *Meningitis *Hepatitis B & C *Chicken Pox and other contagious diseases is possible.

2. Reduce the Risk for Transmission through thorough **Hand Washing**. Soap-free gels are available in all of the patient rooms and have been found to be as effective as soap and water. Wash your hands any time you remove gloves as well. (Be aware that there are special hand washing requirements for the Bone Marrow Transfer units 5C/7C).

3. Reducing Risk for Exposure... Use of Personal Protective Equipment: *Gloves *Gowns *Eye Protection *Masks **when** there is any potential for exposure to blood, body fluids, secretions, excretions, non-intact skin, mucous membranes

4. Restricted Access Areas: Always check with hospital staff; is traffic controlled, scrub wear required? read Infection Control signs on doors.



LIFE SAFETY

Emergency Codes/Conditions and Responses:

I. FIRE

Alert: Alarms and strobe lights will sound in the area and “Code Red” will be called overhead when there is a fire. Drills are responded to in exactly the same manner as a fire; do not question the reason for an alarm.

Response Plan: All staff and visitors must respond appropriately by following the **RACE** response plan.

R: rescue anyone in the immediate location of the fire,

A: alert others by pulling the alarm box, calling the fire number, or calling out to other staff,

C: confine the fire but closing doors around the fire,

E: Extinguish the fire if it is small and contained well enough for you to do so safely OR evacuate if you are instructed to do so by Firemen or Hospital personnel

II. FIRE PREVENTION

- Never prop open doors that are on automatic closures.
- Never obstruct fire doors from closing
- Patient care hallways require 8 foot clearance
- Never stack items closer than 18” to the ceiling

SAFETY

General Safety:

- All employees will wear appropriate Personal Protective Equipment at all times
- Whenever alarms sound or overhead pages indicate emergency conditions follow Policy.

Emergency Phone Numbers

OHSU

Cardiac Arrest (Code 99): 4-8222

If you find a patient or visitor down, determine unresponsiveness, call for help and begin CPR. Follow the ABC's – airway, breathing, circulation.

Fire: (Code Red): 4-4444

If you smell smoke or see a fire, follow the RACE response plan. R-rescue, A-alert, C-confine, and E-extinguish

Security: 4-4444

Call for any concerns, suspicious activity on your unit or on your way to and from your car or bus.

Rapid Response Team: 4-7777

If you are concerned about your patient, so are they. Call Rapid Response for immediate assistance from an ICU RN and a Respiratory Therapist.

Pediatric Abduction (Code Pink): 4-4444

Call security to report any suspicious person or activity, keep your eyes on doors and exits especially.

Infection Control: 4-6694

Call for any questions regarding isolation concerns from your patient.

Violence (Dr. Strong): 4-4444

Call for any potential for violence from a patient, visitor, or peer. Three security guards will come to the area to help immediately.



HAZARDOUS MATERIALS:

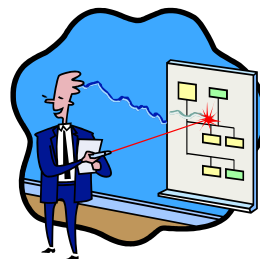
Hazardous Materials within healthcare organizations must be:

- ❑ properly labeled
- ❑ properly controlled at all times
- ❑ secured when not in your presence

Utilize proper Personal Protective Equipment at all times whenever using Hazardous Materials.

SECURITY

- **Hospital identification badges must be worn at all times.**
- Question unknown people entering or existing patient rooms or other work areas.
- Report suspicious people or suspicious incidents to Security Services
- Enforce OHSU's "Zero Tolerance" for workplace violence by reporting inappropriate or dangerous behavior.
- Keep your personal items in a secure, locked place.
- Never open a locked door to allow anyone into the building, even if they are hospital personnel. Everyone must enter through approved doorways by their own access.



COMPLIANCE

COMPLIANCE is the expectation that all vendors, contractors, students, observers and staff will follow all applicable rules and laws, and OHSU policies. OHSU policies are available to you on work units or in departments. If you need clarification of rules, laws or policies, or have a concern about ethical practices or compliance issues, report to the compliance hotline at **503-733-8313**