

# STUDENT ORIENTATION GUIDE

## Introduction to Providence Ministries: Mission, Vision, Values

At Providence, we use our voice to advocate for vulnerable populations and needed reforms in health care. We are also pursuing innovative ways to transform health care by keeping people healthy, and making our services more convenient, accessible, and affordable for all.

- **Mission:** As expressions of God’s healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.
- **Vision:** Health for a Better World.
- **Promise:** “Know me, care for me, and ease my way”
- **Values**
  - **Compassion:** We reach out to those in need and offer comfort as Jesus did. We nurture the spiritual, emotional, and physical well-being of one another and those we serve. Through our healing presence, we accompany those who suffer.
  - **Dignity:** We value, encourage, and celebrate the gifts in one another. We respect the inherent dignity and worth of every individual. We recognize each interaction as a sacred encounter.
  - **Justice:** We foster a culture that promotes unity and reconciliation. We strive to care wisely for our people, our resources, and our earth. We stand in solidarity with the most vulnerable, working to remove the causes of oppression and promoting justice for all.
  - **Excellence:** We set the highest standards for ourselves and our ministries. Through transformation and innovation, we strive to improve the health and quality of life in our communities. We commit to compassionate, safe, and reliable practices for the care of all.
  - **Integrity:** We hold ourselves accountable to do the right things for the right reasons. We speak the truth with courage and respect. We pursue authenticity with humility and simplicity

## Epic Training

- Epic training is completed prior to the clinical rotation and is assign through the collaboration of the Clinical Education Coordinator and the student’s program.

## Student Expectations

- **Student Health:**
  - Students are NOT to attend clinical if they are feeling ill and/or having symptoms of an influenza-like illness. Students will be asked to leave the facility if it is determined they are ill.
  - Students who are injured in any way (including, but not limited to, needle sticks and falls) within the hospital, must immediately notify their preceptor/charge nurse AND their instructor – even if the instructor is not on site at the time of the injury.
- **Student Dress Code:**
  - Students will comply with school and hospital specific student dress code requirements while on hospital premises performing a student function.
  - While on duty, all students will wear an identification badge with name, picture, title, and school visible. Badges will be worn above the waist.

## Cultural Diversity

<b>What you Need to Know About Other Cultures</b>	American hospitals are increasingly serving an ethnically diverse patient population. In order to provide optimal care, it is essential to understand that not all cultures share the same beliefs regarding health and illness, nor do they agree on what is appropriate treatment for disease, or what is proper behavior when ill.
<b>Actions Speak Louder Than Words</b>	Different cultures have different non-verbal communication and “personal space” – the amount of space we need between us and another individual to feel comfortable. It is important to consider this and take cues from the patient.
<b>Attitude</b>	Understanding that different people’s ways of doing things may be different, but equally valid is essential. It is important to realize that cultural beliefs and traditions are adaptations to different environmental circumstances and evolved because they lead to the survival of its members. The healthcare practitioner who tries to understand the beliefs and values of his or her patients will be much more effective than one who merely sees them as strange.
<b>Knowledge</b>	Knowing something about different cultures’ beliefs, values, and traditions is important. While no one can be expected to know everything about every culture, we can learn something about the most common patterns of the populations we commonly serve, while keeping in mind the fact that there is tremendous variation both within each group, and among individuals

- **Interpreter Services**

- Interpreter services must be used for any non-English speaking patients.
- Only qualified healthcare interpreters should be used to interpret
- Only qualified healthcare interpreters may sign on the consent form as a witness.
- Bilingual family members should not be used to interpret.
- Students must contact the interpreter services as needed for patient care and/or education.

- **Spiritual Resources**

- The Providence approach to healthcare is holistic, addressing the mind, body, and spirit of those in our care. Chaplains and spiritual care volunteers readily visit all inpatients providing spiritual resources and support that is patient centered.

### Chain of Command

Follow the chain of command process for concerns that may arise during your clinical experience.



Report immediate concerns  
To your Nursing Instructor or  
preceptor

You may need to also contact the  
Charge Nurse or the Nurse Manager on  
site for immediate assistance as  
necessary.

## Patient Rights and Responsibility

Providence hospitals want to ensure that both patients and employees have a clear understanding of patient rights and responsibilities.

Patients have the right to access care, to respect and dignity, to privacy and confidentiality, to informed consent, to refuse care, to continuity of care, to adequate pain control, to communicate about your care, to a safe environment, to request and receive accurate information about their bill, to be free of restraints, to have their wishes honored, to their medical records, and to information on hospital policies.

### Patients have the Responsibility:

- To be as accurate and complete as possible when providing medical history and treatment information.
- To report unexpected changes in your condition to your doctor and take part in decisions about your care. Ask your nurse or doctor questions if you have concerns about your care.
- To consider your physicians advice and follow the treatment plan recommended. This includes notifying your physician if you are unable to keep an appointment. If treatment is refused or not followed, you are responsible for your actions.
- To examine your bill and assure that financial obligations are fulfilled as promptly as possible. Please provide correct information for insurance claims and make payment arrangements if needed.
- To consider the rights of others. Please be considerate of other patients and hospital personnel.
- To abide by Providence hospital and clinical policies.
- To provide us with a copy of your medical advance directives or living will if you have one.
- To work with staff to complete a care checklist if requested.

## Patient Privacy (HIPAA)

HIPAA is the acronym for the federal law known as the **Health Insurance Portability and Accountability Act** of 1996. Under HIPAA, “covered entities” must comply with the regulations that are enforced by the Office of Civil Rights and the Department of Health and Human Services (DHHS).



- Violations of patient privacy will result in termination, may result in civil or criminal prosecution, and will be reported to the California Board of Nursing.
- HIPAA regulations require that individuals’ medical information be kept secure and private. As healthcare workers, we are in constant contact with confidential patient information. Therefore, it is our responsibility to meet this requirement of HIPAA.
- It is easy to forget how important patient privacy is unless you are a patient. Privacy is a basic patient right.
- Safeguarding that right is an ethical obligation of our profession. Whether working in the hospital, ambulatory care clinic, long-term care facility, home health agency, or rehabilitation center, everyone is responsible for patient confidentiality. This includes everyone who encounters the patients such as nurses, doctors, students, volunteers, patient billing staff, and housekeeping staff alike.
- Providing processes and guidelines that ensure administrative, physical, and technical security for patients’ identity, physical or psychological condition, emotional status, or financial situation is vitally important. Follow these guidelines
  - Patient information is shared with other healthcare workers on a “need to know” basis.

- Never share any patient information, patient photos on any social media format or site.
  - Never discuss your experience with patients or family members outside of the clinical setting including casual conversations and social media.
  - Information is never released without written consent from the minor's parent or guardian.
  - Confidential information is never discussed in areas where others can overhear you (hallways, elevators, informal social settings, etc.).
  - Breaches of confidentiality are reported to the department director/manager and clinical instructor.
  - Computerized records are kept confidential, just like any other medical record and are accessed on a "need to know" basis as it directly relates to patient care delivery.
  - Keep computer screens and open charts from view of public traffic.
  - Log off when leaving the computer.
  - Avoid sharing your password with anyone.
  - Avoid using someone else's user ID and password to access secured sites.
- If you are an employee at a facility where you are also doing a student rotation, you may not use your employee log in for any student activity, including looking at a patient chart.

### Information Technology

- Information Technology (IT) is intended to improve access to patient information, enhance efficiency, and facilitate communication amongst the healthcare team. All usage is to be professional, ethical, and lawful, and consistent with policies.
- Students are not to access the Internet and are not to download or install software of any kind. Users are responsible for safeguarding the user ID and password.
- Access should not be shared with anyone at any time.
- If your student position requires electronic documentation, please follow ministry policy and procedure to ensure documentation is appropriately signed before your departure from the clinical area.

### Cell Phone Use

- Cell phones may not be used in patient care areas except for patient care needs.

### Abuse and Neglect: Adult and Child

- It is the policy of Providence to identify victims of abuse, to report known or suspected abuse to the proper authorities per legal mandate, to care for and refer for protective services, and to prevent abuse whenever possible. All patients are assessed for possible abuse.
- Caregivers need to be able to identify abuse or neglect as well as the extent and circumstances of the abuse or neglect to give the patient appropriate care.
- Included in the nursing assessment are screening triggers for abuse/neglect/exploitation.
- For abuse reporting, contact the Clinical Social Work department or the Nursing Supervisor.

### Workplace Violence Prevention (Harassment)

- **See something? Say something!**
  - Providence is committed to providing a safe, secure environment. We will not tolerate any act of violence toward patients, guests, or caregivers.



- **Please Report!**
  - To effectively prevent and respond to workplace violence, we rely on caregivers to report any incident or condition that creates an unsafe, hostile, or uncomfortable work environment. If you're the victim of workplace violence, including bullying, you need to report it.
  - We have resources to help you cope with and resolve the situation. Don't be afraid to report it. We will not tolerate any form of reprisal against you if you report an incident.
- **Providence takes every report seriously.**
  - Contact your local security department for immediate assistance

### Suicide Prevention

- The detection and treatment of suicide ideation in all types of healthcare treatment settings is crucial.
- If a patient indicates to any staff that he/she feels hopeless about life, stay with the patient and do not leave the patient alone under any circumstance until you are able to notify your nursing instructor and charge nurse and the primary nurse is at the patient's side.
- In non-behavioral healthcare units that are not designated specifically for the treatment of psychiatric patients, ligature and other self-harm risks must be identified.
- Ligature Risks (point) is defined as anything which could be used to attach a cord, rope, or other material for the purpose of hanging or strangulation.
- All objects that pose a risk for self-harm that can be removed without adversely affecting the ability to deliver medical care should be removed.

### National Patient Safety Goals (NPSG)

## 2021 Hospital National Patient Safety Goals

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

#### Identify patients correctly

NPSG.01.01.01

Use at least two ways to identify patients. For example, use the patient's name *and* date of birth. This is done to make sure that each patient gets the correct medicine and treatment.

#### Improve staff communication

NPSG.02.03.01

Get important test results to the right staff person on time.

#### Use medicines safely

NPSG.03.04.01

Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.

NPSG.03.05.01

Take extra care with patients who take medicines to thin their blood.

NPSG.03.06.01

Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Give the patient written information about the medicines they need to take. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

#### Use alarms safely

NPSG.06.01.01

Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

#### Prevent infection

NPSG.07.01.01

Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.

#### Identify patient safety risks

NPSG.15.01.01

Reduce the risk for suicide.

#### Prevent mistakes in surgery

UP.01.01.01

Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.

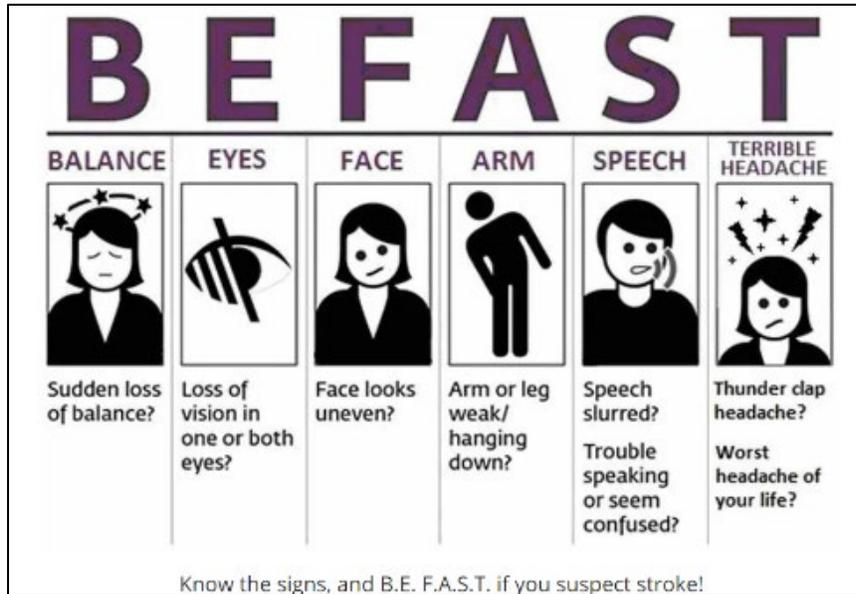
UP.01.02.01

Mark the correct place on the patient's body where the surgery is to be done.

UP.01.03.01

Pause before the surgery to make sure that a mistake is not being made.

## Learn the signs and symptoms of stroke



## Infection Prevention

### Hand Hygiene

- Proper handwashing and drying are the most effective means of infection control. Wash your hands when they are dirty, before eating, before entering a room; when you leave a room, and when donning and doffing PPE.
- Change gloves between patients and wash your hands! Waterless, alcohol-based sanitizer is also available in designated locations on patient care areas.



### Fingernail Hygiene

- Artificial fingernails are **not** allowed on students providing direct hands-on care of patients

### Blood borne pathogen exposure occurs (needle stick, etc.)

- If you have a needle stick, sharps accident or unprotected exposure to blood or body fluids, notify your preceptor, charge nurse, and instructor immediately!
- Utilize sharps container for disposal of bio-hazardous waste sharp objects, needles, syringes, blades, and broken glass

## Isolation Practices

**Standard Precautions** require healthcare workers (and others) whose activities involve contact with patients or with blood and body substances to:

- Observe a single level of precautions for all patients regardless of their known disease status.
- Routinely use appropriate protective barriers and procedural precautions to prevent needle sticks, mucous membrane, and non-intact skin exposure to blood and body substances.
- Wear gloves when touching blood, body substances, mucous membranes, or non-intact skin of patients, and when handling items soiled with blood or body substances.
- Wear face protection (masks and protective eyewear) and fluid-resistant gowns during procedures that are likely to generate droplets or splashes of blood or body substances.
- Use extreme care when handling needles, scalpels, and other sharp instruments. Do NOT recap needles. Sharp-engineered devices are required of all hospital staff when available. Dispose of

sharps (needles and disposable instruments) into puncture-resistant containers at point-of-use. Failure to properly dispose of contaminated needles and sharps is a serious breach of infection control policies and can lead to discipline and/or termination.

- Perform hand hygiene between patient contact, after removing gloves, or when soiled with blood or body substances
- Use resuscitation barrier devices for mouth-to-mouth breathing.

### Contact Precautions

- Wear gown and gloves
- Used for multidrug resistant organisms (i.e., MRSA & VRE)

### Contact Precautions: Clostridium difficile (C. diff)

- Characteristics:
  - Diarrhea & abdominal pain
  - Forms spores; prolonged environmental survival
  - These rooms MUST be cleaned with bleach
  - Wash **hands with soap and water ONLY**



### Droplet Precautions

- Droplet precautions are used for infectious agents transmitted by large particle droplets, infectious air is usually within 3 feet of the patient (i.e., bacterial meningitis, influenza, adenovirus, mumps, parvovirus b19, Pertussis, Meningococcal pneumonia/meningitis, and Rubella)



### Airborne Precautions

- Measles (Rubeola)
- Varicella (Chickenpox)
- Tuberculosis, pulmonary



### Isolation Rooms

- **Patient placement** - Patients who are suspected of or have been identified of having a communicable disease or Multidrug Resistant Organism (MDRO) should be placed in a single-patient room (when available) or a comparable environment based per hospital policy and protocol to prevent transmission. Please confirm the specific practice in each clinical area.
- Negative Air Pressure Rooms must be used for Airborne Precautions.
- Confirm isolation guidelines with your instructor.

## COVID-19 Guidelines and PPE

- Students are required to wear Providence ministry-provided PPE during their rotations.
- We ask each school to educate and train their students on the purpose of PPE and how to don/doff gloves, gowns, goggles, surgical masks, and face shields.
- Please see images of CDC guidelines related to donning and doffing of PPE. Students and instructors are required to follow clinical site Universal Masking and face shielding guidelines. To comply with our Universal Masking and face shielding guidelines, anyone on campus for any reason, must always wear a mask. Anyone within 6 feet of a patient or entering a patient care room must also wear either a face shield or goggles.

### HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

#### 1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



#### 2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

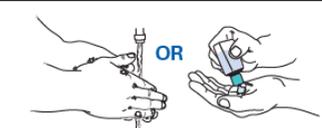


#### 3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



#### 4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



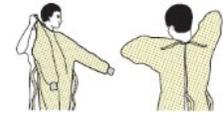
- If an instructor is ill or presents with any COVID-19 symptoms, they will be sent home and the clinical group will need to have an approved substitute instructor or entire clinical rotation will be sent home.

### SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

#### 1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



#### 2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



#### 3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



#### 4. GLOVES

- Extend to cover wrist of isolation gown



### USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



### Exposure

- Students exposed to a Person Under Investigation (PUI) or COVID-positive patient should contact Nursing Instructor and follow school protocol and notify the Charge Nurse on the unit where they are working.

### Isolation Patients

- Students may not care for any known PUI or COVID-positive patient, and student found to enter a respiratory isolation room may be asked to stop their rotation.
- Students should follow their preceptor's or instructor's guidance caring for patients in contact isolation.

### Screening

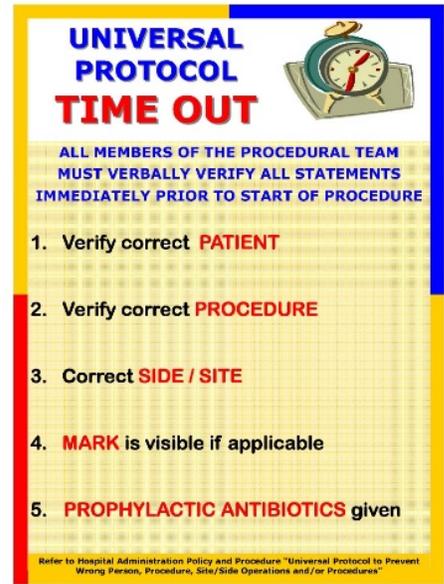
- Students and instructors will need to follow the same guidelines as Providence caregivers.
- If a student is ill or presents with any COVID-19 symptoms, they will be sent home.

### Preventing Surgical Site Infections

- Use the following guidelines to prevent surgical site infections:
- Ensure patient uses CHG wipes/or CHG bath; CHG bathing is replacing routine bathing during the entire hospital stay, for all inpatients. Do not use this product above the jawline. Allow to air dry. Do not wipe off. Dispose of cloths in trash
- Perform hand hygiene prior to patient contact

### Universal Protocol

- The purpose of Universal Protocol aka "Time Out" is to promote correct patient, correct procedure, and correct surgical and invasive procedures through a three-component process.
- The process involves pre-operative/invasive procedural verification, surgical site marking when required and a formal "Time Out" process prior to the initiation of any surgical or invasive procedure.
- This protocol will need to be directly observed by assigned RN.



### Restraints

- Restraints are utilized as a therapeutic or safety measure to prevent harm to the patient or others.
- Nursing students working with patients who require restraints should consult with their preceptor, instructor or charge nurse regarding application and removal.

### Falls Prevention

- To promote safety, all patients are assessed for their fall risk upon presentation for care, admission, every shift throughout their stay, and if necessary, immediately post-fall.
- Preventing falls is a three-step process:
  1. Identifying risk factors related to patient and environment
  2. Developing a tailored or personalized plan to decrease risk
  3. Consistently carrying out the plan

### Medication Safety

#### Follow the Six Rights of Medication Administration

1. Right patient	4. Right time
2. Right medication	5. Right dose
3. Right use	6. Right route



## Safe Pt. Handling

- It is every patient care provider's responsibility to become familiar with and use the entire safe patient handling system available to promote a safer environment for our patients and staff.
- All patient lifts & transfers are performed in ways that minimize strain.
- Mechanical assist devices are readily available and used when appropriate
- This system centers on the use of lifting devices, transfer aides and in some locations, a Patient Lift Team Please ask for unit specific information.

## Basic Body Mechanics and Back Safety

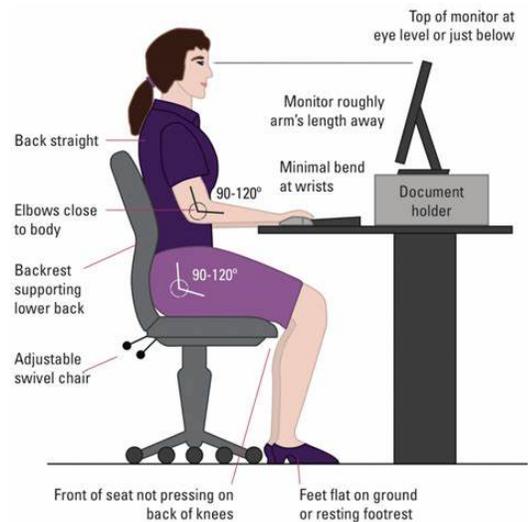
Remember these simple rules to help you avoid injury:

- Lift with your legs not your back. Your leg muscles are the most powerful muscles in your body. Keep your back straight. Bend your knees and lower your center of gravity for stability.
- Use of broad base of support. Stand with feet apart at least the width of your hips for side-to-side stability. Stand with one foot slightly forward of the other for forward- backward stability.
- Move as close to the object/person you will be lifting as possible. The weight of the object increases greatly by the distance it is held away from the body.
- Always lift straight up, balance the load, and then pivot with your feet toward the direction you wish to move. Lifting and twisting (no pivot) is the cause of 80% of all back injuries, so move those feet.
- Use a footstool, ladder, etc., to raise your hips (center of gravity) as near the object to be lifted from overhead. Never try and lift blindly without testing the load. You should be able to see over the top of the object begin lifted or as near as possible.
- If you have sized up the situation and determined it is too much for one person, get help, do not attempt to do this task alone; get assistance when lifting large objects.

## Ergonomics

When working at computer stations, follow these simple rules:

- Documents should always be directly in front of you; NEVER twist your neck to read.
- Position screens at an appropriate distance, adjusting the screen face to avoid reflection. Display terminals should be about 20 degrees below the line of sight.
- Keep thighs parallel to floor as well, with feet ON the floor or at a footrest. Wrists should be flat and straight with NO tension in the shoulders. Your back should be straight but slightly reclined, with firm lumbar support.
- The home row should be fingertip height on your keyboard.
- Get up and move around! Mix up daily tasks so that you don't sit for long periods of time.



## Fire Safety (Response)

### To call a Code Red: (WHEN YOU SEE SMOKE OR FLAME)

- Dial site emergency number, tell the operator  
"Code Red - location"
- Pull the nearest fire alarm pull box.

### Code Red Procedure

- Close all doors (to contain smoke).
- Visitors are to remain on the nursing unit.
- No one is to use the elevators.
- Wait in your assigned area for further instruction.



## Electrical Safety

### Five steps to avoid electrical accidents:

1. The third prong on the power plug is one of the most important safety features on some devices. **Do not plug** in hospital equipment without a third prong!
2. **Do not use** extension cords except in an approved emergency.
3. **Do not unplug** devices by pulling on the power cord.
4. **Do not use** obviously defective equipment.
5. **Never use** a device that is or has been wet or gives off small shocks.
6. Notify the staff nurse of any malfunctioning equipment.

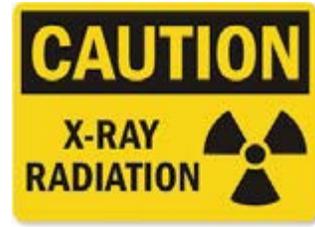
## MRI Safety

- **Safety Zones**
  - **Zone 1:** All non-MRI areas in which there are no MRI hazards
  - **Zone 2:** Area outside all MRI-related hazards for MRI patient/visitor receiving, waiting, and screening
  - **Zone 3:** Restricted to only persons successfully screened, for any areas with magnetic field hazards or direct access to magnet room (Zone 4)
  - **Zone 4:** Magnet room
- **MRI Safety Precautions:**
  - The MRI magnet is on 24/7 - 365 days/year and all safety precautions must be followed to prevent accidents
  - MRI Magnet is extremely powerful bringing all magnetic metal toward it, sometimes at high speed. Leave any metal objects outside of the MRI suite
  - **DO NOT** go in Magnet room alone, check with Manager if the room needs to be entered at night or off duty times
  - Patients with pacemakers, neuro-stimulators, and brain aneurysm clips need further evaluation by the MRMD, MRSO or the MRI technologist.
  - Remember this mnemonic MRI=Metal Results (in) Injury



## Radiation Safety

- Three primary ways to protect yourself from exposure:
  - **Time** - When dealing with patients who have been treated with a therapeutic dose, limit the time you spend with patient.
  - **Shielding** - Use appropriate lead aprons, gloves and glasses when working around x-ray equipment which is in use
  - **Distance** - Generally, if you are at least 6 feet away from the source, you receive less than 3% exposure



## Hazardous Chemicals

You are the most knowledgeable on the hazards of materials in your possession.

- Know properties of biological materials/chemicals you use before you handle them
- Know what appropriate work practices are & use them, wear you PPE
- Know what appropriate clean-up procedures are for the materials you use

## Safety Data Sheets (SDS) lists:

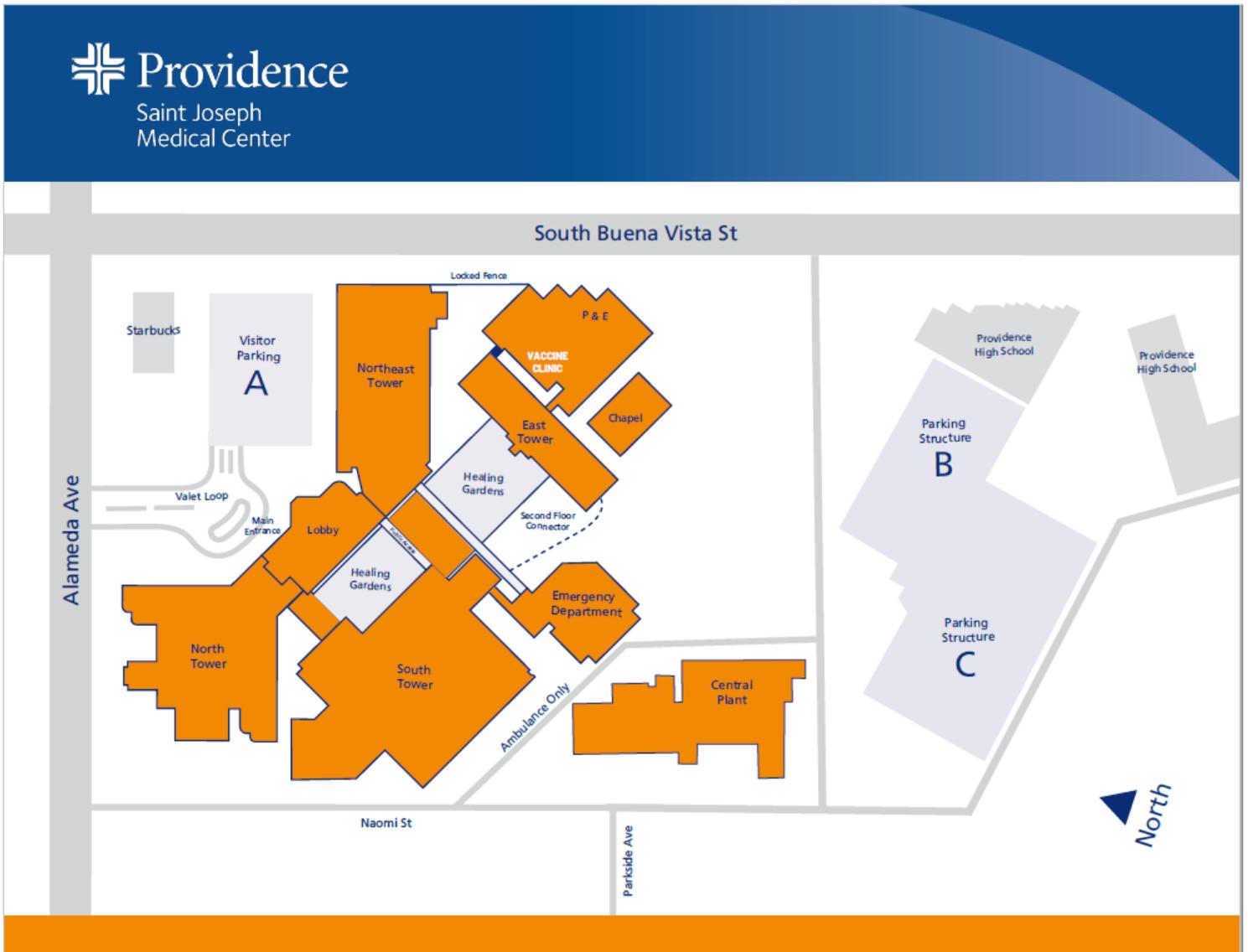
- Chemical Identity – Name of chemical, manufacturer, how to contact
- Hazardous Ingredients – list of ingredients that can be dangerous
- Physical/Chemical Characteristics – what it looks and smell like
- Fire and Explosion Data – when will it burn, when will it explode
- Reactivity - adverse reaction with other substances
- Health Hazard Data – how it may harm you, routes of entry
- Precautions and Safe Handling - spill measures, disposal, etc.
- Control Measures – PPE (Personal Protective Equipment)

LINK: <https://app.maxcomsc.com/maxcomsc/index.jsp?ju=SJO&jp=sds>

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## Appendix A: Providence Saint Joseph Medical Center



**ALL** clinical students and instructors must **park on the rooftop of the employee parking structures.**

All students and instructors that they must wear badges issued by Security while on campus. Badges are free for students. To obtain, please complete a Parking Request Form and submit directly to Lourdes Bazavilvazo, Sr. Secretary of the Security Office. Should she not be available, please call (818) 847-4646 to schedule an appointment.

**Please be advised, if your rotation/preceptorship will be completed in less than a week (40 hours), a Providence badge will not be issued. Please use your school badge while on campus.**

Instructors may request a ministry tour with the Clinical Education Coordinator on their first day of the rotation. To request a room for pre and/or post conferences, please complete the attached form and return to the email included on the form.



**PROVIDENCE SAINT JOSEPH MEDICAL CENTER  
ID BADGE AND PARKING CARDKEY REQUEST**

**PLEASE COMPLETE THE FOLLOWING (Check One)**

- Name Change/Title Change/Certification
- Replacement for lost ID Badge
- Broken ID Badge
- Volunteer
- Guild
- \_\_\_\_\_ (Facility) Based Contract
- Student
- Professional staff
- Other \_\_\_\_\_

Today's Date: \_\_\_\_\_

Authorizing Manager's Signature: Stephanie Cisneros

Manager's Printed Name: Stephanie Cisneros

**TYPE OF BADGE (Check One)**

- Providence Saint Joseph Medical Center
- Providence St. Joseph's Health
- Providence St. Elizabeth Care Center

**CARD COLOR CODE (Check One):**

- Safety Committee member (green stripe)
- Maternal/Child employee (pink stripe)
- Yellow
- None

**ACCESS NEEDED:**

- General Access
- Emergency Room
- Parking Only
- Other \_\_\_\_\_

**DIRECTIONS FOR SPONSORING DEPARTMENTS:** Please insure all requested information is entered below ID Badge and Parking Cardkey Requests must be signed by the sponsoring department manager/supervisor before Security will process request.

Print Name (as it appears on your Social Security card): \_\_\_\_\_

Print Name (as you would like it to appear on your badge): \_\_\_\_\_

Position Title (HR/Sponsoring Department Approved): \_\_\_\_\_

Credentials - Highest Degree/Licensure/National Certification (one): \_\_\_\_\_

Name of Department: \_\_\_\_\_

Employee Number: \_\_\_\_\_ Kronos Number: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

**Car 1:**

\_\_\_\_\_  
Make and Model  
\_\_\_\_\_  
License Plate

**Car 2:**

\_\_\_\_\_  
Make and Model  
\_\_\_\_\_  
License Plate

- The Security Department is responsible for taking pictures and issuing all ID badges.
- PSJMC Security Department is located on the first floor, near the Chapel.
- Available hours for ID badges, Monday through Friday, 7:00 AM – 3:30 PM, or call extension 74646.

For Parking Office Only	
Record Number:	_____
Current Cardkey Number:	_____
New Cardkey Number:	_____

<b>Name:</b>		<b>School Affiliate:</b>	
<b>Submission Date:</b>			
<b>Please fax or email your request to the Clinical Programs Coordinator</b>			
<b>Meeting</b>	<b>Date(s)</b>	<b>Time</b>	<b>**Conference Rooms</b>
<i>Example Meeting:</i> <i>Post Conference</i>	<i>Mondays &amp; Tuesdays 6/3-8/2/2014</i>	<i>8:00-16:30</i>	<input type="checkbox"/> Basement Classroom 1 & 6 <input type="checkbox"/> Quads (Basement Classrooms) <input checked="" type="checkbox"/> Clinical Education Classroom 8, 9, or 10
<b>Meeting</b>			<input type="checkbox"/> Basement Classroom 1 & 6 <input type="checkbox"/> Quads (Basement Classrooms) <input type="checkbox"/> Clinical Education Classroom 8, 9, or 10 <input type="checkbox"/> Strizka 1 (Formerly Lockheed A & B) <input type="checkbox"/> Strizka 2 <input type="checkbox"/> Lockheed C <input type="checkbox"/> 7NE Conf Room <input type="checkbox"/> Hope A
<b>In-Service</b>			<input type="checkbox"/> Basement Classroom 1 & 6 <input type="checkbox"/> Quads (Basement Classrooms) <input type="checkbox"/> Clinical Education Classroom 8, 9, or 10 <input type="checkbox"/> Strizka 1 (Formerly Lockheed A & B) <input type="checkbox"/> Strizka 2 <input type="checkbox"/> Lockheed C <input type="checkbox"/> 7NE Conf Room <input type="checkbox"/> Hope A
<b>Class</b>			<input type="checkbox"/> Basement Classroom 1 & 6 <input type="checkbox"/> Quads (Basement Classrooms) <input type="checkbox"/> Clinical Education Classroom 8, 9, or 10 <input type="checkbox"/> Strizka 1 (Formerly Lockheed A & B) <input type="checkbox"/> Strizka 2 <input type="checkbox"/> Lockheed C <input type="checkbox"/> 7NE Conf Room <input type="checkbox"/> Hope A
<b>Computer Training</b>			<input type="checkbox"/> Basement – Classroom 7 <input type="checkbox"/> Clinical Education Classroom 10

**School affiliate coordinators/Instructors will be notified once availability is confirmed.**

**Be advised, PSJMC Caregivers priority scheduling and can override your meeting dates. If no conference rooms should be available, please use outdoor lunch area or Arnolds Café.**

**ATTENTION: Stephanie Cisneros, Clinical Programs Coordinator**  
Office: 818-847-6733 Fax: 818-847-4888  
EMAIL: [PHSCASJ.SchoolClinicalRotations@providence.org](mailto:PHSCASJ.SchoolClinicalRotations@providence.org)

# Providence Saint John's Health Center

For your first day, please check with the clinical faculty/clinical instructor or your Saint John's preceptor (if this information is already available prior to your first day) where to meet and what time you are expected on the unit/department. To obtain a one-day parking pass, send an e-mail to Susana Polanco - [Susana.Polanco@providence.org](mailto:Susana.Polanco@providence.org) with the date for your first day.



PROVIDENCE SAINT JOHN'S  
HEALTH CENTER  
2121 SANTA MONICA BLVD.

KOLL BUILDING  
2020 SANTA MONICA BLVD.

SAINT ANNE'S PARKING  
ENTER ON 20<sup>th</sup> STREET

Church address is:  
2011 Colorado Avenue  
Santa Monica, CA 90404

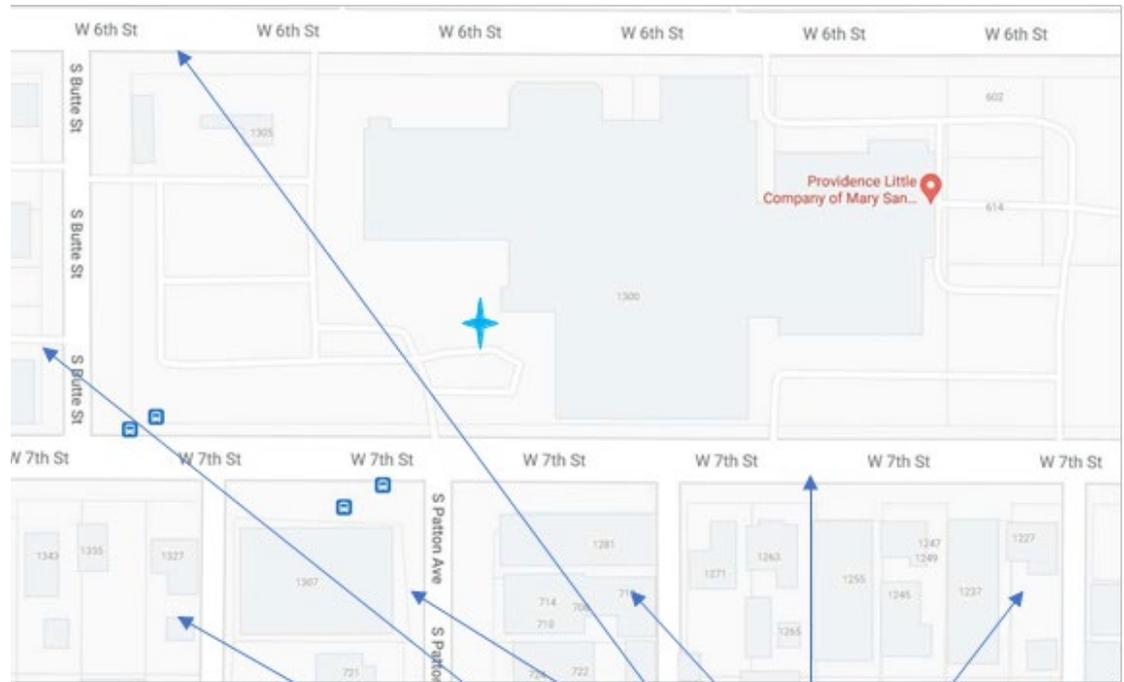
Note: The entrance to the parking lot is located on 20th street between Broadway and Colorado Blvd. Saint Anne's has 3 lots, please park in the lot closest to Broadway Blvd.

Providence Little Company of Mary Medical Center San Pedro  
1300 West 7<sup>th</sup> Street, San Pedro, CA 90732 (310-832-3311 main hospital)

**Welcome!!!** As strong advocates for students, we are happy to have you learn at Providence. Couple things to ease your way:

- Please always enter through the hospital main doors (✚)
- Park off campus as indicated on the map below.
- Please only come to the hospital on your assigned clinical day.
- Please enjoy your meals and breaks in the café or outside, students should refrain from using nursing lounges.
- Your first day is really driven by your school guidelines, but you must:
  - distribute badges
  - complete the accu-chek competency with each student
  - return the accu-chek signature log with signatures
  - return the COVID attestation log with signatures

Education Department, 2<sup>nd</sup> floor East: Retrieve and return education accu-chek meters and competency paperwork here.



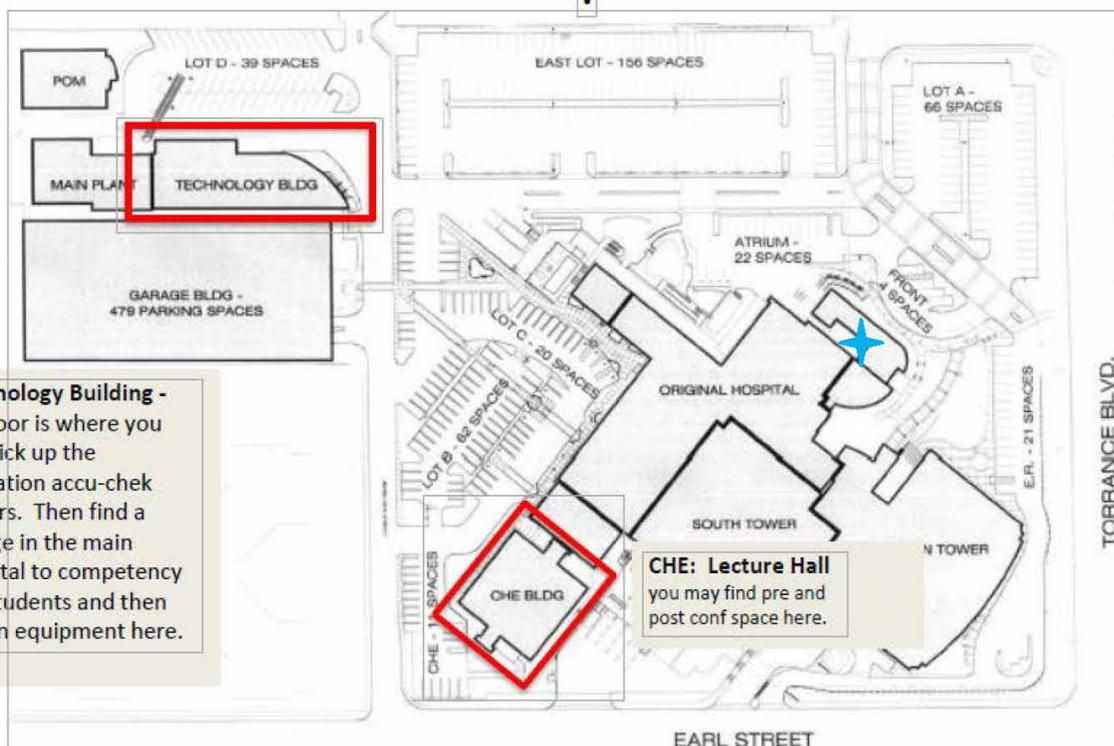
Students and instructors must park off campus HERE



Providence Little Company of Mary Medical Center Torrance  
4101 Torrance Blvd., Torrance, CA 90503 (310-540-7676 main hospital)

**Welcome!!!** As strong advocates for students, we are happy to have you learn at Providence. Couple things to ease your way:

- Please always enter through the hospital main doors (✦)
- Park off campus as indicated on the map below.
- Please only come to the hospital on your assigned clinical day.
- Please enjoy your meals and breaks in the café or outside, students should refrain from using nursing lounges.
- Your first day is really driven by your school guidelines, but you must:
  - distribute badges
  - complete the accu-chek competency with each student
  - return the accu-chek signature log with signatures
  - return the COVID attestation log with signatures

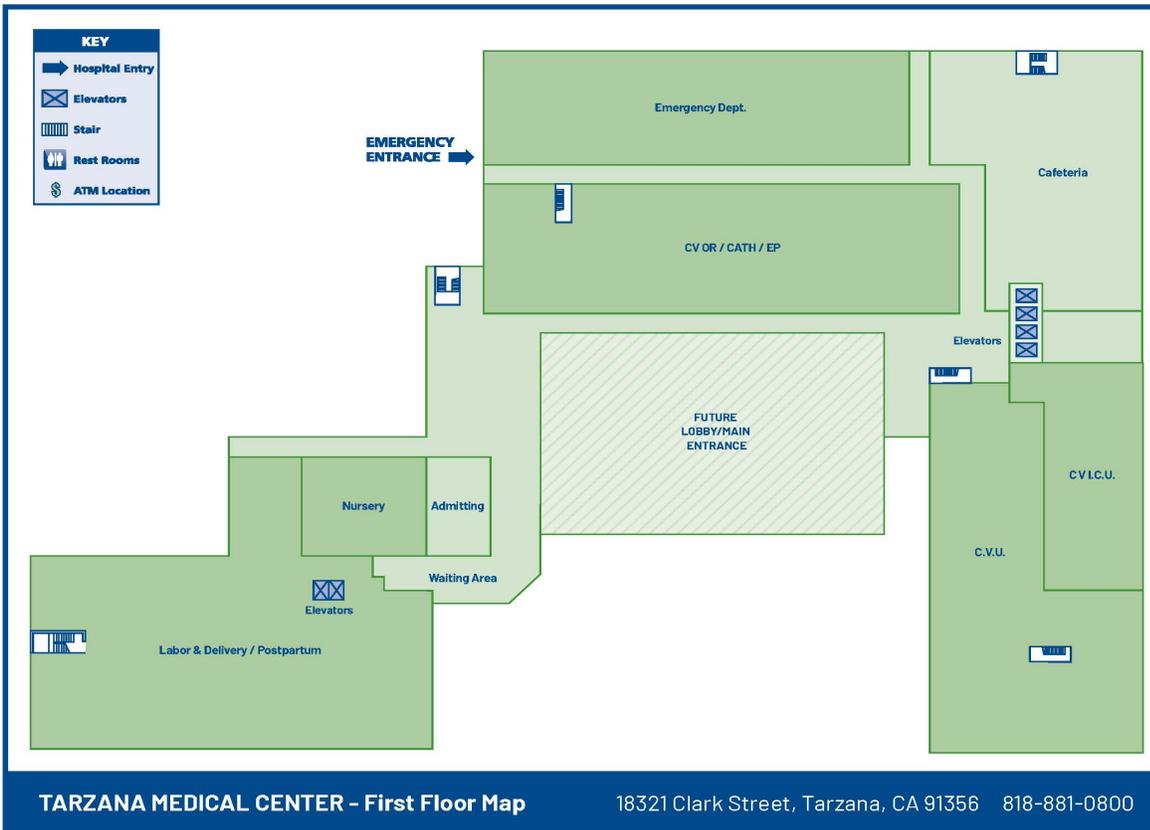
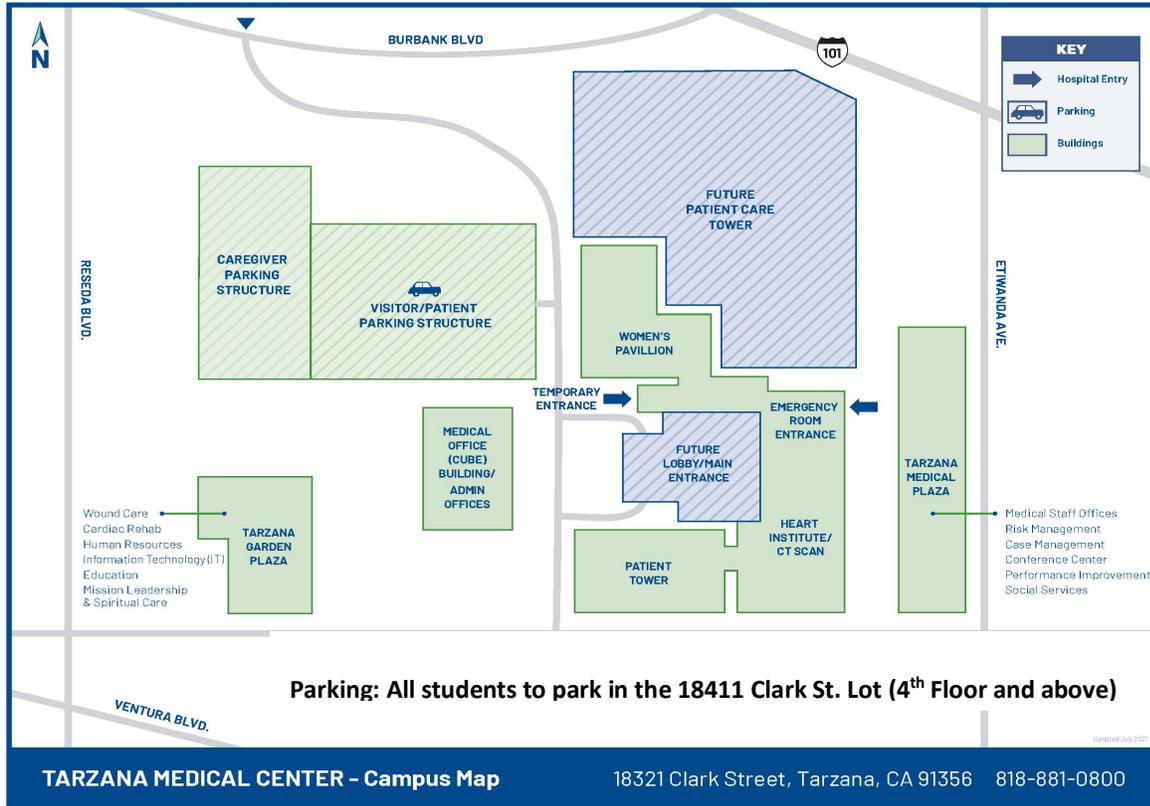


**Technology Building -**  
1st floor is where you will pick up the education accu-chek meters. Then find a lounge in the main hospital to competency the students and then return equipment here.

**CHE: Lecture Hall**  
you may find pre and post conf space here.

Students and instructor must park off campus on neighboring streets: Ocean, Earl, Maricopa, or the feeder street parallel to Torrance Blvd.

Appendix D: Providence Cedars-Sinai Tarzana Medical Center



## Appendix E: Providence Holy Cross Medical Center

### New Instructor Information and Required Orientation

Orientation Requirements for non-Providence employee instructors:

- Clinical Instructor Orientation – Schedule through Naomi Leland or Cesar Sagastume
- Meet with unit managers prior to start date and at end of rotation

Additional Information:

- Computer Access/EPIC – responsibility of each school to request (Epic Support Desk at 855-415-8188)
- Contact Cesar Sagastume prior to rotation starting for Student Orientation Packets and required paperwork (if not already received)
- Blood Glucose Training Meters are kept in the lab. Contact Larcie Ramos to sign them out for student training (CC Naomi). After the students are trained the instructor must visualize the student performing their first patient test. For point of care testing, use first four letters of last name + 01-08. E.g. lela01. Keep records of which student is assigned to which unique access code.
- Pyxis Access – Email David Bowen for Pyxis access (requires names of all students, CC Naomi). First access into Pyxis requires temporary password change and bio-ID.
- Vaccine verification (required October-through March) – Employee Health needs copy of proof of vaccination for sticker to be placed on badge.
- Nursing students and instructors are to wear their school ID badge.
- There is no parking lot access for students. Best parking is on the street behind the hospital.

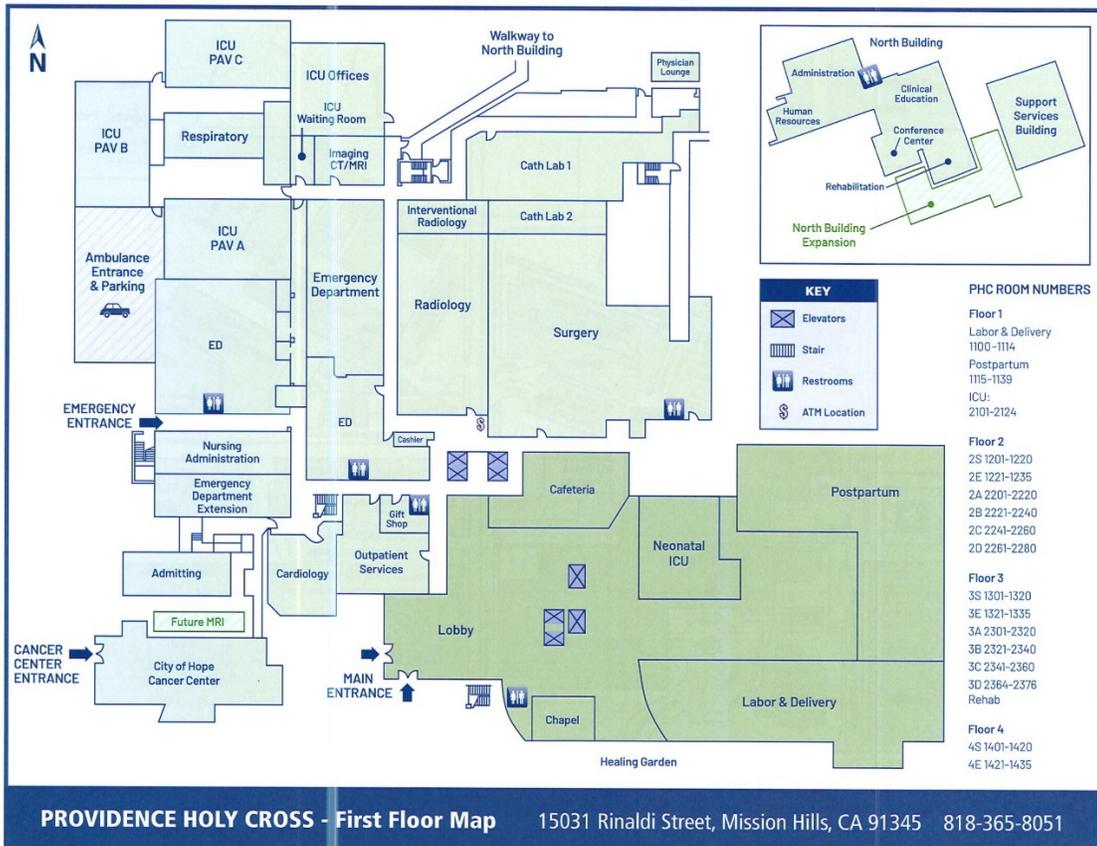
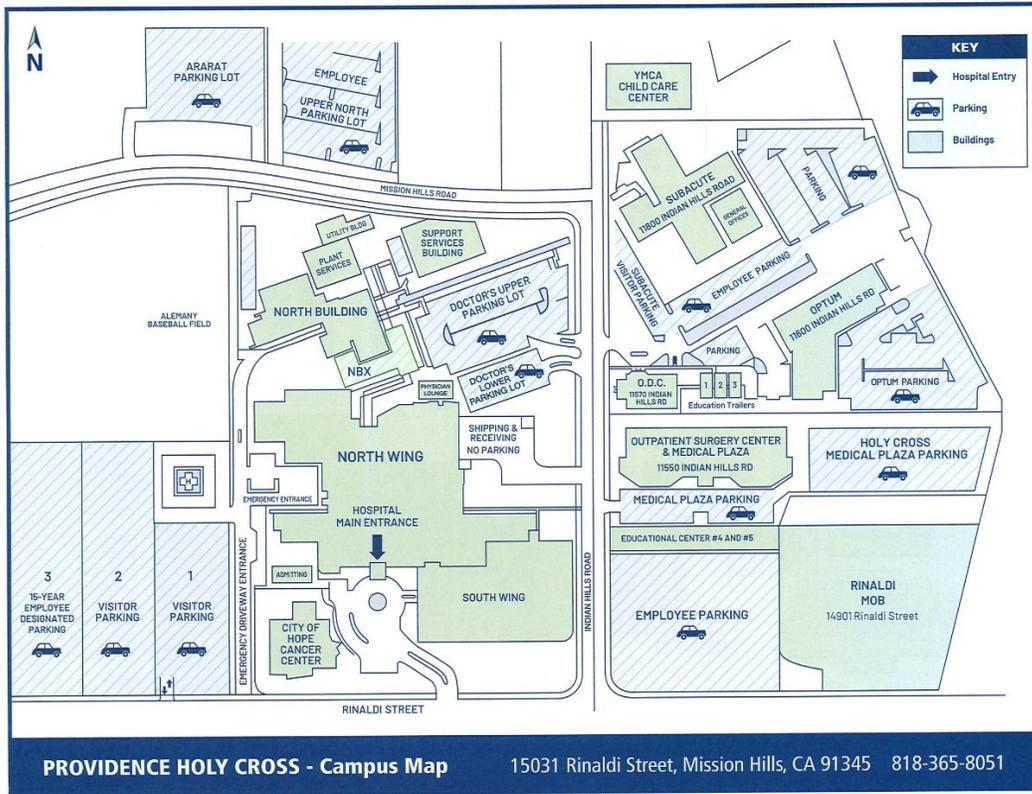
Contact information:

Naomi Leland – Clinical Educator ED  
818-496-4381  
[Naomi.leland@providence.org](mailto:Naomi.leland@providence.org)

Cesar Sagastume – Clinical Education Department Representative  
818-496-4485 fax: 818-496-4398  
[Cesar.sagastume@providence.org](mailto:Cesar.sagastume@providence.org)

David Bowen – Applications Specialist – Pharmacy  
818-496-1659  
[david.bowen@providence.org](mailto:david.bowen@providence.org)

Larcie Ramos - Clinical Lab Accreditation Manager  
818-496-1609  
[larcie.ramos@providence.org](mailto:larcie.ramos@providence.org)



## Appendix F: Providence St. Jude Medical Center

### Providence St. Jude Medical Center

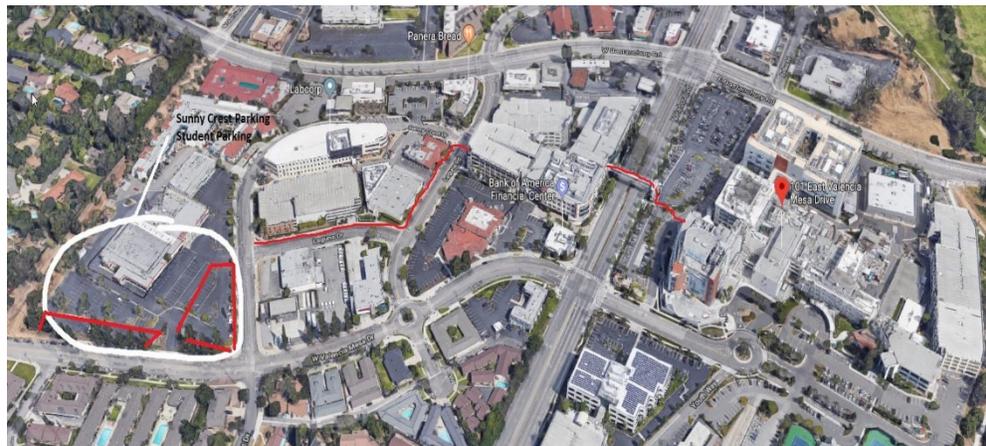
101 E Valencia Mesa Dr., Fullerton, CA 92835

#### First Day Check-In Process

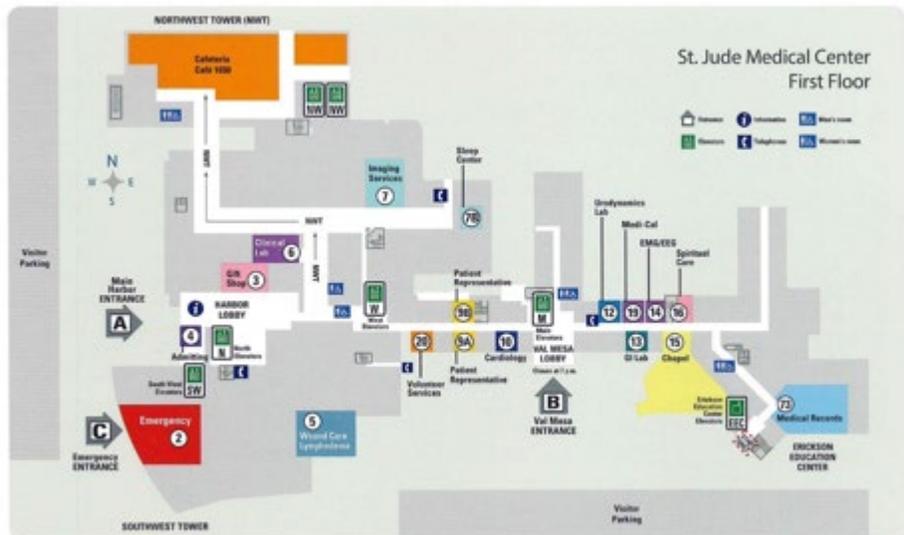
- Arrive at the specified location, on time as indicated by your instructor. A designated area has been pre-arranged by the Education Department.
- All clinical students must wear their school's name badge while on St. Jude campus.
- All clinical students must wear approved school uniform or conform with the department guidelines while at St. Jude Medical Center.

#### Student/Instructor Off-Site Parking

- Students/Instructors are expected to park at the corner of 1835 Sunny Crest Dr., Fullerton in a designated area.
- Student parking permit must be visible at all times; failure to do so may result in a parking citation.
- Any questions, contact the parking department at (714) 992-3000 Ext. 6757.
- Click [here](#) for driving directions.
- Students and instructors should walk to the main campus following the Val Mesa Drive path, crossing the street at the corner of Val Mesa Drive and Harbor Blvd.



#### Campus Map



**Dress Code**

- Dress Code standards are an expectation that is agreed upon St. Jude Medical Center and the academic affiliate.
- Nursing clinical students are to wear white uniforms and white undergarments when wearing white scrubs, for other disciplines, consult with the hospital manager, who is managing students.
- Leadership students are required to wear professional attire.
- Artificial nails are not permitted by healthcare workers engaged in direct patient care.
- No backless clogs, sandals or boots.
- Jewelry, makeup and fragrances must be worn in moderation.
- To control infection and prevent interference with care, hair is to be neat, clean and secured in a manner to avoid contact with patients.

**Smoking Policy**

- SJMC is a non-smoking environment.

**Cafe 1650/Lunch**

- SJMC has an onsite cafeteria entitled "Cafe 1650" located on the first floor of the North West tower. If you choose to bring your lunch, you may eat in the cafeteria or outside.
- If required, facial mask may be removed during eating/drinking; a minimal social distancing of 6 feet must be maintained at all times.

1100 W Stewart Dr, Orange, CA 92868  
714-771-8000

### Pedestrian Walkway to St. Joseph Hospital



## **FIRST DAY CHECK-IN PROCEDURES**

On your first day, please arrive early at least 15 minutes prior to your start time. Your instructor/facilitator will decide for your parking permit, and student identification name badge.

Your name badge must be always worn above the waist while on campus identifying you as a student. There is a \$10.00 deposit for student identification badge. At the end of your rotation, return the student ID badge to the security office; student badges must be returned on your last day.

Student lockers are not provided. Due to limited space on the units, all students are requested to bring equipment and supplies that can be personally carried. Any valuables should be left at home.

## **STUDENT PARKING LOCATION AND INSTRUCTIONS**

All students present at St. Joseph Hospital between the hours of 4:15a.m. and 2:30p.m. Monday through Friday, will be required to park at the offsite parking location at The Cancer Center Parking Structure located at 1010 La Veta Ave., Orange, near the on-ramp to the 22 Freeway West. Students scheduled to be present on Saturday or Sunday, may park in the employee parking structure of Columbia Pl.

Your SJH Student ID badge will allow you access into the new location, students must park on the 5th and 6th levels only of the Cancer Center Parking.

On your first day pull a ticket to get into the structure. When you exit that day, you must write on the ticket your name, SJH Student, and your student badge #. Give the ticket to the booth attendant when leaving.

On your last day at SJH you **MUST** return your student badge to security.

On your last day you will pull a ticket to enter (don't use your badge), you'll need this ticket when exiting and the validation ticket you will get from Security when returning your student badge.

**Please see the attached map.**

Weekend and night students may park in the Employee Structure located on Main Street and Columbia Place. Students must park on the top 3rd level only.

If you have any other questions, please feel free to call Denise Blanchard at 714-771-8972



**SMOKING POLICY**

St. Joseph Hospital is a non-smoking environment. Smoking is totally banned inside all buildings. Smoking is only permitted outside in smoking designated areas.

**LUNCH**

St. Joseph Hospital has a cafeteria on-site in the basement. If you choose to bring your lunch, you may eat in the cafeteria or outside. Eating at workstations is not allowed. If you purchase your meal in the cafeteria, you will receive a 10% discount.

**STANDARDS OF CONDUCT**

St. Joseph Hospital and your school require professional and responsible conduct while on the St. Joseph Hospital campus. It is also important for you to work effectively with others and to carry out your assigned duties as required by your instructor/facilitator.

**CELL PHONE USE**

Cell phones may not be used in many patient care areas including Critical Care, Surgical Services and Behavioral Health Services. For the consideration of others, you are encouraged to use your cell phone only in the lobby areas and outside of the hospital.

**INTERPRETER SERVICES**

Students must contact the interpreter services as needed for patient care and/or education. It is not advisable for the student nurse to interpret for hospital staff.

## ELECTRICAL SAFETY

### Five Steps to Avoid Electrical Accidents

The third prong on the power plug is one of the most important safety features on some devices.

Do not plug in any patient care equipment without the third grounding prong in place!

Do not use extension cords except in an approved emergency.

Do not unplug devices by pulling on the power cord.

Do not use wet, damaged, or obviously defective equipment.

Always perform a visual inspection on equipment before using it for patient care.

Notify the staff member of any malfunctioning equipment.

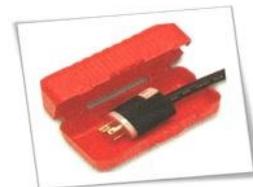
## LOCKOUT/TAGOUT

Follow Lockout/Tagout procedures whenever equipment is not safe to use.

The OSHA Lockout/Tagout Standard is designed to prevent injury and death when utilities and equipment is being serviced or repaired, or when it is not safe to use the utilities or equipment until repair or service has been performed.



FOR LOCKOUT/TAGOUT REPAIR/EVALUATION	
Dept.:	Item Description:
Problem:	<input type="checkbox"/> Won't turn on
	<input type="checkbox"/> Won't infuse
	<input type="checkbox"/> Alarms all the time
	<input type="checkbox"/> Doesn't deliver preprogrammed volume
	<input type="checkbox"/> Plug/cable broken
	<input type="checkbox"/> Missing piece (explain):
	<input type="checkbox"/> Display panel not visible:
	<input type="checkbox"/> Other, please describe:
Did you complete: <input type="checkbox"/> Lockout Procedure <input type="checkbox"/> Call BioMed x8138 <input type="checkbox"/> QA Form #	
Reported By:	Date: Time:
For BioMed Use Only TAG#	



## HOSPITAL SAFETY

Instructions on how to use Badge Safety Information

The Safety Information Tags should be placed behind your ID badge and worn whenever you are on duty. This information is a Quick Reference Guide, which can be used with or without further instruction, but will be most helpful as an adjunct to the Environment of Care Manual.

### **FIRE:**

**R** Rescue those in immediate danger  
**A** Alarm & Dial "66" or "911" (off site bldgs)  
**C** Confine by closing doors & windows  
**E** Extinguish or Evacuate

### **EXTINGUISH:**

**P** PULL PIN OUT  
**A** AIM LOW AT BASE OF FIRE  
**S** SQUEEZE HANDLE  
**S** SWEEP BACK & FORTH

 Dial "66" for Emergencies

### **St. Joseph Hospital, Orange, CA EMERGENCY CODES**

Security	x 18050
Safety Officer	x 12333
Patient Safety Officer	x 17798
Radiation Safety Officer	x 18153
Infection Control	x 18105
Plant Operations	x 15000
Biomedical Engineering	x 18136
Employee Health	x 18055
Risk Management	x 18053
Disaster Information Line	x 18121
Hospital Command Center (HCC)	x 18881

<b>Red</b>	Fire
<b>Yellow</b>	Bomb Threat
<b>Orange</b>	Hazmat Exposure/Spill
<b>Blue</b>	Medical Emergency - Adult
<b>White</b>	Medical Emergency - Pediatric
<b>Pink</b>	Infant Abduction <1 yr.
<b>Purple</b>	Child Abduction >1 or <17 yrs.
<b>Gray</b>	Assaultive Person
<b>Silver</b>	Person with a Weapon/Hostage
<b>Green</b>	Eloping Patient
<b>Triage</b>	Disaster - Internal/External
<b>Triage Standby</b>	Emergency Radio Channel 1

## DISASTER RESPONSE

For Internal disaster planning (firebomb threat, earthquake), students and instructors are to follow the instruction of the lead in the unit they are in. Location they will be evacuated to would vary depending on where they are on campus.

For external disaster, the clinical placement coordinator will communicate to the instructor any needs that our disaster response team may have.

**Appendix H: Providence Mission Hospital**



MISSION HOSPITAL – MISSION VIEJO  
 27700 MEDICAL CENTER ROAD MISSION VIEJO, CA 92691  
 MAIN PHONE NUMBER 949.364.1400

**Mission Hospital - Mission Viejo Campus Parking Information**

Students on campus at Mission Hospital Mission Viejo are required to park in the employee parking structure #1 off Crown Valley Parkway in Mission Viejo. Parking lot #1 on the map (see red arrow). From Crown Valley Parkway, turn right into the driveway between Los Altos and Bellogente.

Do NOT enter Los Altos Entrance/Do not take a ticket. The student badge will allow access through the gate. You may park on any level. The hospital is on level 4.



**Mission Hospital - Mission Viejo Campus Map**



MISSION HOSPITAL – MISSION VIEJO  
31872 Coast Hwy, Laguna Beach, CA 92651  
MAIN PHONE NUMBER 949.499-1311

**Mission Hospital - Laguna Beach Parking Information**

Students on campus at Mission Hospital Laguna Beach can park in the parking structure behind the hospital.

**Mission Hospital - Laguna Beach Campus Map**

- 1 Admitting and Registration
- 2 Chapel
- 3 Executive Conference Room
- 5 Internal Medicine Unit (IMU)
- 6 Waiting Room
- 7 Endoscopy / GI
- 8 Cardiology
- 9 Laboratory
- 10 Behavioral Health Unit
- 11 Surgery Pre-Op Waiting Room
- 12 Wound Care
- 13 Imaging / Radiology Services
- 14 Emergency Department

- 1st Floor  
Beach Café
- 2nd Floor  
Main Lobby Entrance
- 3rd Floor  
Medical-Surgical ICU
- 4th Floor  
Chemical Dependency Unit

**Using This Map**

Circled numbers indicate departments and services in the main second floor.

For the safety of your loved one, please obtain a visitor badge at the General Information  desk.



Volunteers at the General Information desk are happy to assist you.

-  General Information
-  Public Elevators
-  Restrooms
-  Gift Shop
-  Women's Restrooms
-  Telephone
-  Men's Restrooms
-  Stairs

### Disaster Response/Evacuation

<b>Emergency Disaster Kits</b>	Located in cabinets on wall or in backpacks on the unit
<b>Evacuation Equipment</b>	Evacuation equipment is available where applicable. MV= Tower 1 Helipad/ LB= Disaster Storage in 1st floor of parking Garage
<b>Emergency (Red) Phone</b>	RED PHONE is available during power outage. During phone line failure. (Red outlets are on generator power)

### Emergency Code Response Dial 711

<b>Code Blue</b>	In the event of an <b>Adult Medical Emergency</b> (18 years and above). A code team responds to appropriate area to deliver care to patient.
<b>Code White</b>	In the event of a <b>Child Medical Emergency</b> (0-18 years of age). A code team responds to appropriate area to deliver care to patient
<b>Code Trauma Red Trauma (MV Campus Only)</b>	<ul style="list-style-type: none"> <li>• Code Trauma – In the event of a <b>Multi-System Injury</b>.</li> <li>• Code Red Trauma – In the event of a <b>Multi-System Injury</b> and going <b>directly to the operating room</b>.</li> </ul>
<b>Code Red</b>	<p>In the event of a fire - RACE:</p> <ul style="list-style-type: none"> <li>• Work as a team, <b>Rescue</b> patients to next smoke compartment.</li> <li>• <b>Alarm</b> with pull station or calling 711</li> <li>• <b>Contain</b> by closing all patient doors,</li> <li>• <b>Extinguish</b> with Fire Extinguisher by using the PASS technique (Pull Aim Squeeze Sweep)</li> <li>• When relocating patients, take them to the next smoke compartment.</li> <li>• Do not block doors ever!</li> </ul>
<b>Code Orange</b>	<p>In the event of a <b>hazardous spill/release</b> including Radiation</p> <ul style="list-style-type: none"> <li>• Small spill = staff can clean up</li> <li>• Medium spill = call x5000 for help</li> <li>• Large spill = Code Orange --&gt; Call 711 and or 9-911 if offsite</li> </ul>
<b>Code Triage</b>	<p>In the event of a major <b>internal or external disaster</b></p> <ul style="list-style-type: none"> <li>• Report to charge RN or supervisor and follow department plan</li> </ul>
<b>Code Yellow</b>	In the event of the hospital receiving a <b>bomb threat</b> or discovering a suspicious looking device which may resemble a bomb.
<b>Code Pink</b> <b>Code Purple</b>	<p>In the event of an <b>infant/child abduction</b></p> <ul style="list-style-type: none"> <li>• Monitor exits and stop anyone matching description or that could be carrying something that could contain an infant/child.</li> <li>• Notify security 5000 immediately for non-compliance. If suspect leaves the area do not try to stop them but follow them and call 911 from your cell phone if you are outside.</li> </ul>
<b>Code Elopement</b>	<p>In the event that a <b>patient is missing</b> from their designated care area, and meets one of the following criteria:</p> <ul style="list-style-type: none"> <li>• All legal Psychiatric holds patients (5150, 5585 &amp; 1799 having active suicidal/homicidal ideation)</li> <li>• Gravely disabled – unable to provide food, shelter, clothing</li> <li>• All patients who have a safety attendant</li> <li>• Confused, disoriented or otherwise appearing to lack mental capacity</li> </ul>
<b>Code Grey</b>	<p>In the event of a <b>combative person</b></p> <ul style="list-style-type: none"> <li>• Remain in the background and protect yourself from injury</li> </ul>
<b>Code Silver</b>	<p>In the event of person(s) with <b>weapon or hostage situation</b></p> <ul style="list-style-type: none"> <li>• DO NOT respond to the location of the incident</li> </ul>
<b>Code Stroke</b>	<p>In the event of person(s) with <b>signs of a stroke</b>.</p> <ul style="list-style-type: none"> <li>• Common signs of a stroke are facial asymmetry, arm weakness, speech difficulty. Call immediately!</li> </ul>

✓	<b>Student Reminders for a Successful Semester</b>
	<p><b>PROFESSIONAL BEHAVIOR</b>                  At Providence St. Mary Medical Center, we ask that clinical instructors as well as students be mindful of upholding professional behavior which aligns with our core values to ensure a safe patient care environment is maintained. A failure to comply may jeopardize the instructor or student’s ability to return to our ministry in this field.</p>
	<p><b>DRESS AND APPEARANCE</b>                  At Providence St. Mary Medical Center, we ask that clinical instructors remind our students to be mindful and uphold our policy regarding dress and attire as they are the visible signs of how we care for our patients. We attached a copy of the policy. While reviewing this policy with students, please pay particular attention to the standards for CLINICAL STAFF as this will also apply to students.</p> <ul style="list-style-type: none"> <li>• Observations (There is an increase of students not securing hair during patient care, which can create an unsafe environment)</li> </ul>
	<p><b>ACCUCHEK TRAINING BADGES</b>                  The clinical instructors must have a competency for the Accucheck that will be completed with the Point of Care staff. The clinical instructor will be completing the Accucheck competencies with their students prior to them performing Accucheck testing.</p> <p>The Point of Care Specialist submits badges to clinical instructors in order that they may conduct Accucheck training for their students.</p> <p>It is imperative clinical instructors return these badges when the group is finished to allow other clinical instructors to use them. The badges can be returned to the main Laboratory or to the Point of Care office in the Annex Building.</p> <p>For organized coordination, the Clinical Laboratory will not provide Accucheck equipment during weekends. Instructors will make an appointment with the Point of Care Specialist to obtain and return equipment on a specific date. Badges are not available during the weekend. Please contact Clinical Education at x5318 if you need to reserve a space to conduct this training.</p>
	<p><b>BREAKROOMS</b>                  Providence St. Mary Medical Center Leadership has provided new guidance in addition to previous recommendations due to COVID restrictions which will remain in effect:</p> <ul style="list-style-type: none"> <li>- Breakrooms will be limited to storing small personal items only.</li> <li>- Only two (2) people can be inside a breakroom at the same time.</li> <li>- Breakroom Refrigerators are used to store food. Therefore, only 1 small bag per person should be used to prevent it from taking up too much space in the refrigerator.</li> <li>- Breakrooms are not classrooms and should not be used for lecturing, post conference activity, grading papers, looking up meds/labs, working on careplans, schoolwork, etc.</li> </ul>

✓	<b>Student Reminders for a Successful Semester</b>
	<p><b>CAFETERIA</b> There is signage in our cafeteria where only <b>two (2)</b> people can sit at a table instead of four (4). Please practice social distancing protocols as appropriate.</p>
	<p><b>CLINICAL INSTRUCTORS</b> Clinical instructors are responsible for the supervision of their students, must be in <b>close proximity</b> and readily available to them. It is ideal that the team leaders have a method of contact for the clinical instructor, if needed, please provide your contact information on the Daily Assignment Form.</p>
	<p><b>CLINICAL ROTATION/UNIT LOCATIONS</b> The “Unit Locations for Clinical Instructors” document will assist clinical instructors them when assigning their students to different units/departments and prevent sending their students to the wrong areas which limits the assigned student group to benefit from preceptors.</p>
	<p><b>DAILY ASSIGNMENTS</b> Partnering your students with an experienced caregiver ensures the students have the best experience possible during their learning process. For this reason, clinical instructors are to first check in at the beginning of the clinical shift and coordinate these assignments with Nursing Leaders. Attached is the “Daily Assignment Sheet” and standard work.</p>
	<p><b>BADGES</b> All students <b>must</b> wear their school identification badge when entering the hospital. Security guards at points of entry have received direction that no one will enter the facility without appropriate identification. This will include the Surgical Services area. Otherwise, they will not be permitted to enter the facility and will be turned away from these points of entry by security.</p>
	<p><b>PARKING</b> The Providence St. Mary Medical Center Parking policy outlines that in order to provide a safe and secure environment for our patients and visitors, it is very important that caregivers (including students) to park <b>ONLY</b> in Employee designated areas to allow adequate parking for our community (please see map below).</p>
	<p><b>PEDIATRIC ROTATIONS</b> The Director of Women &amp; Children’s Services (WCS) requested that if a clinical instructor has a student who needs to do a clinical rotation in Pediatrics, to please check in with either the Manager or Director to determine availability as sometimes the unit is either closed or they may not have the staff available to accept nursing students. Please note the following:</p> <ul style="list-style-type: none"> <li>- <b>Always</b> check in with Pediatric Manager or Director for availability.</li> <li>- <b>Only one</b> student can precept with a nurse so that he/she can perform in their role without being overwhelmed.</li> </ul>
	<p><b>ROOM RESERVATIONS</b> Due to recent developments, we received new direction that until the end of next Fall, we will not be able to book any more rooms. This will include all pre and post conference meetings for any schools until the Winter of 2021. Please do not use Breakrooms, patient waiting rooms or the cafeteria to conduct any meetings. Rooms may be requested for Accucheck training, but it is not guaranteed. Accucheck training material is not available on weekends. Please contact Clinical Education at (760) 242-2311 ext. 5318 for any updates on the possibility of room reservations.</p>

✓	Student Reminders for a Successful Semester
	<p><b>SURVEYS</b></p> <p>There are times during the year when Providence St. Mary Medical Center will receive an announced or unannounced regulatory visit. As soon as Clinical Education is notified, we will forward this information to school coordinators and ask that they contact all clinical instructors immediately. <b>ALL</b> students in patient care areas will be asked to leave the hospital immediately. During an accreditation/regulatory survey, it is anticipated that caregivers work at a higher pace to ensure that all areas within their particular scope are meeting all levels of compliance. For this reason, the Executive Leadership Team recommended all students leave the hospital premises to allow staff more time to focus on ensuring that their respective areas/assignments are maintained.</p> <p><b>Patient Care Areas include:</b></p> <p>Dietary Students (<i>students do not go to patient care areas, however, in the event a surveyor will be going to this area, students will need to be sent home</i>)</p> <p>Emergency Department – Nursing, Paramedic Students, PA Students, Techs, etc.</p> <p>Imaging Department – Techs, etc.</p> <p>Laboratory – Phlebotomy, Techs, etc.</p> <p>Nursing Patient Care Areas – RN Students/NA Students/Techs (ICU/Tele/Med-Surg, ED, WCS, etc.)</p> <p>Practitioner Students – Medical Students, Physician Assistants, Nurse Practitioners, RNFAs, Nurse Midwives (Night shift is fine as surveyors usually do not stay during night shifts)</p> <p>Respiratory Care - Techs</p> <p>Surgical Services – Techs, PA Students</p> <p>Outer Clinics – Community Health, Wound Care (will be contacted if surveyors will be going to your areas)</p>

## Providence St. Mary Medical Center Parking Map

(Please note blue circle below, Caregivers and Students must park across the street in the Caregiver Parking Lot)

