

SALT LAKE REGIONAL MEDICAL CENTER

FACILITY SPECIFIC ORIENTATION FOR STUDENTS & FACULTY



WELCOME TO SALT LAKE REGIONAL MEDICAL CENTER

SLRMC strives for excellence in creating a learning environment for students who are preparing for careers in healthcare.

The following module is designed to provide each student the information to complete the student placement safely.

We welcome you to SLRMC! *All students with a school ID badge will receive a discount on meals in our Rose garden Café located in the basement of the facility!*

WHAT YOU WILL LEARN

LEARNER OBJECTIVES

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Upon completion of the module the student / faculty will be able to:

1. Recognize the SLRMC Mission and Vision statement.
2. Recognize the SLRMC Code of Conduct.
3. Retrieve SLRMC policies from the IREPP system
4. Describe how to call security at SLRMC.
5. Identify the safety color codes at SLRMC.
6. Locate the nearest fire extinguisher and fire pull station to their clinical placement department.
7. Describe the facility/ dept. evacuation plan.
8. State how to contact the MSDS hotline.
9. Describe the student or faculty role (job description) at SLRMC.

STUDENT REQUIREMENTS

Revised June 2015

WELCOME

Welcome to Salt Lake Regional Medical Center (SLRMC)!

SLRMC strives for excellence in creating a learning environment for students who are preparing for careers in healthcare.

In addition to the training provided by your school (PASSPORT orientation), students must complete the student forms packet prior to beginning their experience at SLRMC.

As each facility is different it is important to understand these difference to be able to complete your placement safely. Your SLRMC supervisor/ preceptor can help you with facility specific information.

COMPLETE STUDENT FORMS PACKET

Along with this module, you should have completed the required forms packet including the following items.:

- Exhibit A- Statement of Responsibility
- Exhibit B- Confidentiality Statement
- Health Information Confidentiality Agreement
- SLRMC Confidentiality Statement
- SLRMC Student Invasive Procedure Agreement
- SLRMC Donning and Doffing PPE Competency (to be completed with your instructor)
- IASIS Healthcare Information Systems Access Request (*if computer charting*)
- IASIS Confidentiality & Security Agreement/Proprietary Form (*if computer charting*)
- Student Passport Form (*The school needs to fill this out and email back to SLRMC*)
- Passport Quiz
- SLRMC Specific Orientation Agreement Form
- Students that complete more than 240 hours must also attend one of our general orientations that we do for our new hires. We hold general orientation (NEO) once a month on a Monday.

NAME BADGE

Your student name badge must be worn in all sites of service during your school rotation.

Only students who are here more than 240 hours must also obtain a SLRMC ID badge from our HR dept.

ABOUT IASIS AND SLRMC

Revised June 2015

ABOUT SALT LAKE REGIONAL MEDICAL CENTER

For more than a century, Salt Lake Regional Medical Center has provided high quality healthcare for residents of the Salt Lake Valley. Conveniently located near the heart of the city, this historic acute care hospital remains one of the most trusted medical centers in all of Utah. Today you will experience advanced medical technology and a professional medical staff focused on providing patients with leading-edge care and comfort.



IASIS

Founded in 1998, privately held IASIS Healthcare owns and operates community-focused hospitals in high growth urban and suburban markets. IASIS owns and operates 20 acute care hospitals and one behavioral health hospital throughout the U.S., including in Arizona, Arkansas, Colorado, Florida, Louisiana, Nevada, Texas and Utah. In total, we have more than 4,400 licensed beds.

ABOUT SLRMC MISSION & VALUES

IASIS /SLRMC employees are expected to exhibit behaviors consistent with company Mission, Vision, and Values. The same is expected of students and faculty in our facilities.

Mission & Vision:

- We are highly motivated and compassionate people, using advanced systems and technology to become the healthcare provider of choice and to improve the quality of life for the individuals and communities we serve.

IASIS employees, physicians and volunteers share these guiding and enduring values:

- We care about people, treating our patients and each other with dignity, compassion and respect.
- We act with honesty and integrity. We are accountable, one to another and as an organization, to build and maintain trust.
- We encourage innovative thinking and leadership excellence, which promotes the advancement of quality and healthcare delivery.
- We persevere and strive constantly to become better.

At the core of IASIS Healthcare is a commitment to caring. It is part of everything we do and every patient we touch. We continually strive to find ways to give back to our employee teams, the local communities we call home and those who experience need around the world.

CODE OF CONDUCT

As we relate to our fellow employees, we will:

- Foster a work environment that promotes personal and professional growth and fulfillment, treating one another with respect and dignity
- Harassment of co-workers, patients, or any persons in our environment will not be tolerated
- Communicate honestly with candor and openness, encouraging a work atmosphere where a free exchange of ideas and innovation is expected
- Recruit, hire, train, and promote employees in all job classifications based on their own abilities, achievements, experiences and conduct without regard to race, color, sex, religion, national origin, age, sexual orientation, disability or political affiliation
- Understand and adhere to our Standards of Conduct
- Discuss concerns with the appropriate party and report any suspected violations of our Standards of Conduct

CODE OF CONDUCT

As we relate to patients, we will:

- Provide compassionate, prompt, professional care to help heal the sick and ease their suffering,

and to promote health and well-being

- Provide high-quality healthcare services without regard to race, color, sex, religion, national origin,

age, sexual orientation, disability or 4 method of payment

STUDENT ALERT LINE

If at any time, you feel that SLRMC is not measuring up to the stated mission, commitments or values, please call the SLRMC Compliance Hotline at

1-877-898-6080 and leave a message.

We also encourage you to contact our Education Department Director ! Your concerns will be addressed.!

ROLES AND RESPONSIBILITIES

Revised June 2015

SLRMC ROLES AND RESPONSIBILITIES

SLRMC is affiliated with many universities, colleges, and technical programs. Students of various levels will be accommodated. Students are not employees of SLRMC and as such are not eligible for workers' compensation or other benefits otherwise available to employees.

SLRMC facility will:

- Accept any student otherwise qualified without discrimination of race, sex, creed, national origin, or religion.
- Plan with educational entity to provide learning experience for students to fulfill the objectives of the field instruction. Placements will be coordinated with and assigned through the facility-designated representative.
- Orient student to SLRMC mission, philosophy, and general physical structure. Inform student of facility rules, policies, regulation, with which they are expected to comply.
- Provide overall supervision of the student based upon program objectives and student need.
- Provide instructional data, as mutually agreed upon between SLRMC and the educational entity, such as patient records and general information as appropriate to facilitate student learning.
- Retain responsibility for patient care, recognizing the student will not replace SLRMC staff or give service to patients apart from its educational value.
- Have the right to dismiss a student from the clinical rotation for cause, including but not limited to, patient endangerment.

STUDENT ROLE/RESPONSIBILITY

Students are expected to act professionally and refrain from making comments, gestures, or acting in any manner wherein can be construed as harassment toward other employees, patients , or patient's families.

The student will:

- Adhere to general rules, policies, and regulations of SLRMC.
- Work in collaboration with assigned staff member who retains responsibility for the patient.
- Preceptor or responsible staff member in patient care areas will introduce the student as appropriate to patients and ask the patient's permission to participate in their care.
- Receive patient information and keep the staff informed of patient status.
- IMMEDIATELY inform the patient care provider of significant changes sin a patient's condition.
- Wear student badge indicating student status and affiliated school.

ROLE OF STUDENT (CONTINUED)

- Students will respectfully support the patient's rights and will inform the patient's care provider immediately whenever a patient request the student not participate in their care.
- Not give any medication (PO or IV) or perform any invasive procedures unless the SLRMC provider is providing direct supervision (Physically standing next to the student) and only in accordance with the student's syllabus.
 - Exception: In conjunction with school course description, nursing students in the final semester of their educational program may, with oversight of their preceptor/supervisor, administer medication independently AFTER verifying the correct medication, dose route, time and patient.
- Work within appropriate level of education, seeking direction and validation from the preceptor or his/her instructor. If the student is not able to competently perform the skills assigned, he/she must inform the preceptor.
- Utilize the materials and/or orientation provided to become knowledgeable of facility safety procedures
 - Know how to handle emergencies, hazardous materials contact, or disasters
 - Know of and follow facility security, safety, and infection control procedures
 - Be CPR certified if providing direct patient care

INFECTION PREVENTION

Revised June 2015

INFECTION PREVENTION

- **Students are required to complete the SLRMC donning and doffing of PPE competency with their instructor prior to their clinical. SLRMC is striving for our Infection Prevention Certification and this is a mandatory requirement!**
- **SLRMC is the first Utah hospital to implement the Swipe Sense program. Swipe Sense is a system that tracks the compliance of hand hygiene through out the facility. SLRMC staff wear a small white transponder behind their ID badges and this tracks the use of hand gel and hand washing in the patient care areas. Though students will not be given a transponder to wear, we insist that you gel or wash hands before going into a patient room and then before you leave the room.**

VACCINATIONS

- **Students are required to have the following vaccinations:**
 - Measles-Mumps-Rubella (2 immunizations), verification of immunity or immunization
 - Verification of Tuberculosis (TB) screening (1-step)
 - Varicella (Chicken pox), verification of immunity or immunization
 - Influenza vaccine

We do not require the following:

- Hepatitis B (3 doses) series
- Tdap, verification of immunization

INJURY/NEEDLE STICK/BLOOD EXPOSURE

In the event you are injured while on your clinicals at Salt Lake Regional, you must :

- Inform your instructor
- Contact our Infection Prevention Nurse Patty Watkins (801-350-8127). If she is unavailable (nights or some weekends), then call our security (see below).
- Contact Security through our operator and she will have them paged for you.

If you have a blood exposure Salt Lake Regional will have a 1st set of labs drawn for you at our facility. Please refer to your school for follow up procedures.

TYPES OF PRECAUTIONS

- **Standard** – Used when caring for ALL patients (wear PPE – gloves and then gowns, masks, goggles when indicated)
- **Contact** - Use in addition to Standard Precautions. Diseases-- SARS, MRSA, VRE, C-Diff, RSV, E. Coli. Transmitted by surface-to-surface contact, hands or clothing in contact with infected patient or surfaces contaminated by the patient. Private room. Don gloves and gown before entering and remove before exiting patient's room. Every time you enter the patient room!
- **Droplet** - Use in addition to Standard Precautions. Diseases--Bacterial meningitis and influenza. Microorganisms $5 \geq$ microns. Private room. Transmitted by coughing, sneezing, talking, and some procedures. Don mask, gloves and gown before entering and remove before exiting.
- **Airborne** - Use in addition to Standard Precautions. Diseases examples-- SARS, TB, smallpox, and chickenpox. Microorganisms ≤ 5 microns. Patient in private room with negative air flow. Door to be closed at all times. Don N-95 mask before entering and until out of patient's room (students may not enter airborne isolation unless they have been fit tested by SLRMC Respiratory Therapy). Place surgical mask on patient when transport needed outside patient's room.

SUPERVISING STUDENTS IN PATIENT CARE AREAS

Revised June 2015

SUPERVISION

Patient care is the responsibility of SLRMC. Student supervision is under the direction of the SLRMC patient care provider and assigned supervisor. Any display of unprofessionalism will be reported to the Education Dept .and appropriate follow up will begin and may end with the student being excused from their clinical rotation.

- SLRMC patient care provider/supervisor will assess the student's competence level to ensure patient safety. Student assignments involving direct patient care activities are supervised.
- Patient care assignments should be in accordance with the student's syllabus. Student should not perform clinical skills which are not relevant to their course work.
- With any environmental issue (Codes, Safety, EMTALAS, Event Reports) we expect students to know and follow SLRMC policies and procedures. The student may observe the event if appropriate to student learning, but must not interfere with the normal functioning of any identified teams or processes.

POLICIES & REGULATIONS

Revised June 2015

POLICIES & REGULATIONS

SLRMC is accredited by DNV (Det Norske Veritas AS). DNV is an accrediting agency similar to the Joint Commission.

Det Norske Veritas AS (DNV) publishes standards that are essential to engineering, maintenance and compliance in the maritime, petrochemical, oil, gas and energy industries. DNV standards establish and apply technical requirements for the design, construction and maintenance of marine-related facilities such as offshore structures and submarine pipeline systems. DNV Offshore Codes consist of a 3-level hierarchy of documents: Offshore Service Specifications, Offshore Standards, Recommended Practices. National Integrated Accreditation for Healthcare Organizations (NIAHO) is the accrediting body.

SLRMC policies are located in the IREPP system. The link for IREPP is on the SLRMC home page. Ask your instructor and/ or preceptor if you have questions about the SLRMC policies.

All employees, students, and faculty are required to adhere to the SLRMC policies and regulations.

SLRMC is surveyed by DNV every year between the months of April and August. If you encounter a surveyor, introduce yourself and if they ask you a question please refer them to the nurse you are with.

CONTINUOUS QUALITY IMPROVEMENT

QUALITY

Since our inception, we have committed ourselves to improving healthcare quality in every hospital we own. IASIS Healthcare hospitals are accredited by DNV Healthcare, one of the world's leading certification bodies and a global leader in quality and safety, and have received dozens of quality awards and specialty designations in the treatment of pneumonia, stroke, heart failure and many other conditions. Our achievements stem from cutting-edge quality initiatives that are integrated into every level of our organization, from the leadership suite, to hospital management, to our physicians and employees.

In 2007, IASIS took quality to a whole new level, making impressive improvements. We created the Hospital Medical Management and Quality Program (HMMQP), a sophisticated system of identifying and prioritizing goals that go well beyond basic requirements for quality reporting. The cornerstone of our program is a unique framework of collaboration and sharing of best practices among physicians, care providers, employees and leadership.

Our advanced healthcare information and clinical technology initiatives have improved every aspect of our patient care and business processes resulting in:

- Higher quality care outcomes
- Improved patient safety programs and processes
- Comprehensive, real-time access to patient records
- Increased collaboration and improved productivity
- Reduced documentation time for physicians and nurses
- Robust tracking of quality and patient-outcome scores

FALLS PREVENTION

All hospital staff including students and faculty participate in the falls prevention program.

1. Utilize the CareView fall safety system that is in place. Ask a SLRMC Nurse how the system works!

Staff is responsible for working together in a safe and healthful manner and thus is required to utilize patient mobility equipment, assistive devices, and obtain staff assistance whenever possible.

2. Prior to handling patients, all caregivers are responsible for checking the patient's falls risk level.

3. All caregivers are required to report changes in patient status that may affect the patient's falls risk to the attending RN, supervisor, or charge nurse.

4. Staff should report any barriers or limitations with patient mobility protocols to the RN or charge nurse. These may include:

- Unavailable equipment
- Assistance available
- Lack of training for equipment
- Equipment malfunctioning

EMERGENCY RESPONSE

Revised June 2015

EMERGENCY CODE RESPONSE

CODE BLUE

A Code Blue will be called in the event of a **Medical Emergency** (such as cardiac and/or respiratory arrest). A code team responds to the appropriate area to deliver care to the patient.

CODE RED

A Code Red will be called in the event of a **FIRE**. The **RACE** method (*R*escue, *A*larm, *C*ontain, & *E*xtinguish) must be utilized by anyone discovering a fire anywhere on campus.

CODE YELLOW

A Code Yellow will be called in the event of the hospital receiving a **Bomb Threat**.

CODE GREEN

A Code Green will be called in the event of **Combative Person(s)** if the area where the incident is occurring requires additional assistance.

EMERGENCY CODE RESPONSE (CONT.)

DISASTER

A Code Disaster serves as an alert to the staff that a **disaster event** (whether internal or external) has occurred, and that the Hospital Incident Command System may be activated.

CODE PINK

A Code Pink will be called in the event of event of suspected **Abduction of an Infant**. Age Groups other than infants will be paged appropriately such as Code Pink Youth. Missing Senior Behavior Patients will be paged over head as Code Pink Gray.

CODE EVACUATE

A Code Evacuate will be called by the Incident Commander in the event of a potential or impending hospital **evacuation** (involving one or more areas).

EMERGENCY CODE RESPONSE (CONT.)

CODE SILVER

Code silver will be called in the event of an **Active Shooter** in the hospital. This usually means someone with a weapon actively shooting in the Hospital.

CODE ORANGE

A Code Orange will be called in the event of a **hostage situation or dangerous person** (i.e. with a weapon).

CODE PURPLE

A Code Purple will be called in the event of a suspected patient with a stroke.

FIRE PREVENTION AND RESPONSE

In addition to RACER and PASS training you received in your school PASSPORT orientation, you need to be aware of the specific location of the nearest fire extinguisher and fire pull station in your assigned department. Locate these with the assistance of your instructor/ preceptor on your first clinical shift.

At SLRMC Dial “6” and give the specific location of the fire!

HAZARDOUS WASTE

Materials Safety Data Sheets are available for each hazardous material found at SLRMC. HazSoft is an on-line provider for Haz Mat information. The link is found on the SLRMC home page.

SLRMC has a spill assessment team involving security, Maintenance and housekeeping.

In the case of a spill or contamination call “0” for help. They can assist to insure safe clean up of any spills.

EVENT REPORTS AND INCIDENT REPORTS

Revised June 2015

EVENT REPORT FACTS

Report any injury or exposure to chemicals or body substances right away to your immediate supervisor. This will be your preceptor and instructor. The supervisor will provide you with direction on filling out a Report of Injury report and seeking treatment.

ABUSE

Employees are trained to recognize the signs and symptoms of abuse and are obligated to report these instances according to law.

All alleged violations and all substantiated incidents will be reported to the State of Utah and to other agencies as required.

Hospital employees who witness suspected abuse or neglect are responsible for reporting observations to the appropriate agency as required and to notify the hospital Social Worker and Risk Manager.

Students who witness suspected abuse or neglect are responsible for reporting the observations to the appropriate supervisor.

PARKING

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Every SLRMC employee and student must follow facility specific parking guidelines.

These guidelines insure enough parking for all who need access to SLRMC service at any given time of day. Employees and student who do not comply with facility parking guidelines will be ticketed and fined accordingly.

Reserved parking is marked with signage. Students may park in the public parking according to the signage.

TOBACCO FREE

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SLRMC is a non-smoking facility. The use of tobacco products are not allowed within the SLRMC facility or anywhere on our campus.

QUESTIONS

If you have any questions please direct them to your instructor or preceptor or contact the Education Dept. at 801-350-4800. We are here to support you and help you succeed in your career path!