

Dear Student:

Welcome to the Elliot Hospital. We are pleased to have you as a student in our organization.

This packet contains some information, policies, procedures and guidelines that will assist you in gaining the most from your learning experience with us.

Please feel free to contact me should you have any questions or concerns. I can be reached at 603-663-4450.

We anticipate that your affiliation at Elliot Hospital will be a valuable learning experience for you.

Sincerely,

**Deborah Langton- Brome
Dept. of Clinical Education and Professional Development**

ELLIOT HEALTH SYSTEM

GUIDELINES FOR AFFILIATING STUDENTS

Students are obligated to refrain, both in and out of the hospital, from discussing any patient or any information about a patient with any person except in the line of duty.

Nursing students may administer medications according to the hospital/ department approved policies/procedures, at the discretion and under the supervision of the Instructor, Preceptor or RN knowledgeable of the patient, provided that the student has had appropriate theoretical preparation and instruction.

Students are not permitted to sign or witness the signature of any legal paper or document.

Revised 5/4/2020

Revised 5.4.2020

ELLIOT HOSPITAL

ENVIRONMENT OF CARE (EOC) REVIEW FOR STUDENTS

- The EOC (Safety) Committee and Safety Officer are available to assist with concerns related to safety, security, life safety (fire), emergency preparedness, hazardous materials, medical equipment, and utilities.
- Hospital Safety Policies are provided in the EOC Manual accessible via "IKE" on the Safety home page IKE>Elliot :Learning>Safety
- The Elliot Hospital has an occurrence reporting system. Please seek help from a staff member if you observe an occurrence. Examples include: Patient falls/injury, staff/student injury, skin injuries.
- In the event that you are injured or exposed to a harmful chemical or biological agent, Employee Health must be notified and receive a completed incident report ASAP (no later than one business day).
- Students are required to visibly display Elliot ID Badges at all times.
- Per OSHA regulation, safe work practices and controls such as protective devices must be used to minimize the risk of needle-stick injuries (unless it can be demonstrated that the safer alternatives are not feasible).
- Safety Data Sheets (SDS's) for all hazardous materials used at the hospital is located in the Emergency Department. Sheets may also be accessed via "Safety" Page on IKE (intranet).

Important Student Resources

The intranet system at the Elliot is entitled **IKE (Inside Knowledge at the Elliot)**.

This resource is available to all staff and students.

It contains **nursing resources** such as:

Policy Manager (Elliot specific policies/procedures)

Elsevier Clinical Skills (Basic Nursing skill reference)

Micromedex (pharmacy database)

IV Clinical guidelines (locations where certain IV meds may be given.)

Elliot Health System Standardized Emergency Codes

Specify Location

Title	Emergency Code	Description
Missing Patient/ Person	Amber	<i>Specify Infant, Child or Adult.</i> Provide coordinated efforts among departments in locating a missing person and outline steps to be taken in the event of an actual or suspected abduction on the grounds of the hospital.
Fire	Red	In the event of a fire or suspected fire, those in danger must be alerted and rescued while appropriate steps are taken to ensure the safety and evacuation of all others while notifying those necessary.
Cardiac Arrest/ Medical Emergency	Blue	In the event of a cardiac arrest/medical emergency, appropriate staff will respond within the hospital and on the grounds of the campus to ensure patient / staff safety and recovery. Off site facilities use 911 or appropriate emergency # for facility.
Cardiac Arrest/ Medical Emergency - PALS	Blue PALS	In the event of a pediatric cardiac arrest/medical emergency, appropriate staff will respond within the hospital and on the grounds of the campus to ensure patient / staff safety and recovery. Off site facilities use 911 or appropriate emergency # for facility.
Hostage Situation/ Person with a Weapon	Silver	Alert staff of the dangerous situation while keeping a safe distance and preventing others from entering the area.
Violent/Combative Patient	Grey	Alert staff to ensure adequate internal response and external support to manage situation.
Hazardous Materials Release/ Spill	Orange	Alert staff of immediate danger and secure the substance release if possible, while alerting all the appropriate authorities of the spill so it can be mitigated as quickly and safely as possible.
Haz Mat Release/ Spill - Radioactive	Orange MS1	Hazmat response for radioactive release/spill.
Haz Mat Release/ Spill - Incoming	Orange EMS)	Hazmat response for incoming release/spill.
Bomb Threat	Black	Alert staff of a suspected bomb threat.
Surge Capacity	Purple	Alert all appropriate personnel to assist in patient flow activities.
Internal situation	White - Internal	Activation of the emergency operations plan for an internal event.
External situation	White - External	Activation of the emergency operations plan for an external event in order to continue patient care while addressing the needs of the community.
Evacuation	Green	Evacuation
Infant delivery outside L&D	Pink	Infant delivery outside L&D

Revised 5.4.2020

Medical Assistance Hospital Premises	Medical Alert Response	Medical Assistance Hospital Premises
Security Alert	Code 1	Potential or an actual incident of theft or vandalism in progress within Elliot Hospital or EHS property

WHAT IS CONFIDENTIALITY?

The way in which healthcare personnel relate to patients determines to a great extent the ethical environment of a facility. The ethical basis of interactions with the patient is the trusting relationship that exists between the patient and every healthcare employee.

Safeguard Privacy:

- Protecting the privacy of our patients is the responsibility of EVERYBODY AT EHS
 - We respect the confidentiality of patient information in all forms, including...
 - Spoken information and conversations
 - Written documentation, notes, and orders
 - Electronic records and data
 - Billing and financial information
 - Any access to patient information is permitted only as required to do your job.
 - Without a valid, job-related purpose, you must never access or disclose health or payment information belonging to...
 - You or your spouse, children, and other family members...
 - Your neighbors...
 - Your friends...
 - Celebrities or “VIPs”...
 - ...or any other EHS patient, unless you have a legitimate, job-related reason.
 - All electronic access to EHS clinical information systems is monitored for compliance.
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- ☐ **Do not place confidential info in regular trash or unlocked recycling bins. Shred documents when no longer needed.**
 - ☐ **Do not leave unsecured patient info in plain sight. Be diligent about restricting patient records from public eyes.**
 - ☐ **Do not share your electronic password with anybody. Do not use a password that belongs to somebody else.**
 - ☐ **Be careful to log-off a computer workstation before leaving the area.**
 - ☐ **Be aware of your surroundings. Use caution before discussing patient info in public areas like elevators, hallways, and waiting rooms.**
 - ☐ **Be alert for “red flag” warning signs that confidential info is being misused (for example: medical identity theft, insurance fraud).**

PHOTOGRAPHS : There is also a confidentiality issue when taking photographs. No photographs may be taken without express written consent of all those involved.

It is important to report all privacy complaints and/or electronic security breaches, so that EHS can respond appropriately.

When in doubt, ask for help!

Speak with the department manager / supervisor, or contact the EHS Compliance Department

Code of Conduct

EHS is committed to helping all our employees, staff physicians, and contractors to act in a way that preserves the trust and respect of the community that we serve.

- Our goal is to do the right thing.
- Doing the right thing means...
 - Having a working knowledge of the rules and regulations that apply to your role.
 - Being aware of EHS policies that apply to you.
 - Knowing how to get help with any questions.
- Let us know when there is a problem that you think needs to be fixed.
- How do you know when to report a problem?
 - Does it break the law?
 - Does it violate an EHS policy?
 - Does it make you feel uneasy or nervous?
- EHS strictly enforces a non-retaliation policy for reporting compliance problems.
 - No adverse action will be taken against any individual who reports a problem in good faith.

Student Parking

Parking Permits: **Parking permits shall be placed in the lower left hand corner of the rear window on the driver's side. Permits are required to be visible at all times when parking on EHS property.**

Parking Garage

Students can park on the top level (4) of the Medical Office Building parking garage.

Students are NEVER permitted to park in Lots 1, 2, 7,

Lot 1 is reserved on the 1st and 2nd shift for visitors and patients only. 3rd shift employees, including the 7:00 PM to 7:00 AM shift, may park in Lot 1. 2nd shift students with orange permits may also park in Lot 1. All vehicles with orange permits are expected to be moved out of lot 1 by 7:00 AM.

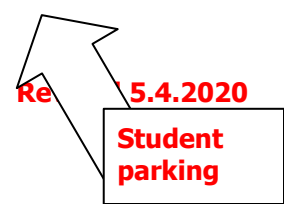
Lot 14

Lot 14 is open to students on off shifts and weekends.

Lot 15

The last 20 spaces are marked and reserved for students. This is the end of the lot.

Students can park in other sections of Lot 15 on evenings and weekends.



PARKING PERMIT REGISTRATION FORM (Bring to Security Office)

LAST NAME: _____

FIRST NAME: _____

EMPLOYEE IDENTIFICATION NUMBER: _____

POSITION (Circle one) : MD RN ADMIN STUDENT OTHER

LOCATION (Circle one): Elliot Hospital River's Edge Holt Ave

Medical Office Bldg Other: _____

DEPARTMENT: _____

WORK PHONE : _____

HOME PHONE / CELL PHONE: _____

PRIMARY VEHICLE

VEHICLE MAKE: _____

VEHICLE MODEL: _____

VEHICLE COLOR: _____

LICENSE PLATE NUMBER: _____ STATE: _____

PERMIT NUMBER: _____

SECONDARY VEHICLE

VEHICLE MAKE: _____

VEHICLE MODEL: _____

VEHICLE COLOR: _____

LICENSE PLATE NUMBER: _____ STATE: _____

PERMIT NUMBER: _____

Bring this form with a photo ID to the Security Office

STUDENT EVALUATION OF EXPERIENCE

Clinical Unit: _____ Date: _____

School: _____ Student: _____

Please use the following scale for each statement:

5 -Excellent 4 -Good 3 –Satisfactory 2 -Fair 1 –Poor
N -Not Applicable

The environment was conducive to student learning.

5 4 3 2 1 N

The staff was receptive and willing to assist student.

5 4 3 2 1 N

The staff was effective as professional role models.

5 4 3 2 1 N

Additional Comments:

* Please have each student complete this evaluation form after every experience and return to Dept. of Clinical Education and Professional Development. You may make a copy for your records.