Dear Job Shadow Candidate,

Thank you for your interest in Job Shadowing at Conemaugh Memorial Medical Center. All Job Shadow candidates must read and sign the acknowledgment regarding the following information: Emergency Codes and Life Safety, Infection Control and Confidentiality prior to their scheduled job shadowing date. Candidates who do not complete the following will not be permitted to shadow.

EMERGENCY LOUD SPEAKER CODES

Below is information regarding loud speaker codes that may be called:

Type of Emergency Call **EMERGENCY ON-CAMPUS** 222 **EMERGENCY OFF-CAMPUS** 911

MEDICAL EMERGENCY (unconscious) **Code BLUE** MEDICAL EMERGENCY (conscious) RAPID RESPONSE

FIRE (Internal Disaster) **Code RED**

UTILITY FAILURE Code BROWN UNCONTROLLABLE SITUATION w/ Patient Code GREEN (Crisis Intervention)

UNCONTROLLABLE SITUATION w/ Staff or Visitor

Code ORANGE **ACTIVE SHOOTER Code GREY EXTERNAL DISASTER CONVAL ALERT** INFANT/CHILD ABDUCTION **Code PINK EVACUATION Code AMBER**

BIOHAZARD/BIOTERRORISM ALERT **Code WHITE**

Code White is the biohazard code. When called, the medical facility will become locked down. No one will be permitted to leave or enter the facility until the Code is lifted. In addition, job shadows should remain with their mentor and refrain from entering the Emergency Room area because it may become an area in which safety is compromised. A Code White will also be called for chemical spills or any hazmat (hazardous materials) situation in which the hospital will be receiving patients. If you encounter a person in the hospital who tells he or she has been exposed to a chemical agent, close off the area where they are and call Security at Ext. 9730. Information about chemicals in the workplace are available via the Material Safety Data Sheets (MSDS) located in each department and on the Intranet accessible by any employee on any hospital computer.

Code Green: Hospital workers are four times more likely at risk to be victims of violence in the workplace. If find yourself in a potentially violent situation with a patient 1. Remove yourself from the situation 2. Dial 222 3. Call a Code Green and state the location.

Code Orange: If you find yourself in an uncontrollable or potentially violent situation with an employee or visitor, you are asked to call a Code ORANGE if you suspect any suspicious or aggressive behavior threatening harm to another individual or destroying hospital property. 1. Remove yourself from the situation. 2. Dial 222. 3. Call a Code Orange and state the location of the event.

Code GREY: Alert staff that an active shooter appears to be actively engaged in attempting to kill people on hospital property. The first to identify an active shooter situation should: 1. Dial 222. 2. Call a Code Grey and state location and description of person(s) and weapon(s) if known. 3. Evacuate self, patients, visitors, staff if safe to do so. If a shooter comes into your area: Try to remain calm, try not to do anything to provoke the shooter, only if there is no possible escape would the last resort (imminent danger) be a personal choice to attempt to negotiate or overpower the shooter. If the shooter leaves the area, barricade the room or move to a safer location. If you are at a distant location from the shooter or you are not able to leave safely: Remain calm, warn staff and others to take shelter, go to a room that can be locked or barricaded, turn off lights, close blinds, block windows, turn off cell phones and radios and other devices that emit sound, keep out of sight and take cover (thick desks, filing cabinets, concrete walls), have one person call 222 and state, "Active shooter in the hospital (give your exact location), gunshots fired." When police arrive, don't make any sudden movements. Wait for police commands before acting.

Code Amber (Evacuation)- Code Amber is usually called due to a Code Red or Brown. Consult your supervisor regarding your department's role in a Code Amber. If you are in an area being evacuated, floor evacuation is always done horizontally, then down (using steps in the event of a fire).

Conval Alert: In the event that a community (external) disaster occurs, a "Conval" announcement will be made and you should remain with your mentor in your assigned area. You must follow the directions of the immediate manager or supervisor in your assigned department.

Code Pink: When you hear this code, respond immediately by observing all exits and public areas. Notify Security Ext. 9730 if you see someone with a baby or small child, someone with a large coat or package. Make no assumptions and report relevant information, including a description of the individual. Do not attempt to confront the person. If you observe a situation that could get physical, call 222 and report a Code Green or Code Orange.

FIRE/LIFE SAFETY

In the event of a fire, employees and volunteers are asked to refer to two critical processes: **RACE** and **PASS**, which are explained below.

R Rescue

Rescue persons if in immediate life threatening danger

A Alarm

Pull nearest fire alarm and dial 222, tell the operator your location and the nature of the emergency.

C Contain

Close all doors and windows.

E Extinguish

When using a fire extinguisher, remember PASS.

P Pull

the locking pin or release lever.

A Aim

the extinguisher by holding the nozzle firmly. Hold extinguisher firmly.

S Squeeze

the handle.

S Sweep

the nozzle back and forth, slowly, aiming at the base of the flames.

SUMMARY:

Know how to work your extinguisher. A small fire can easily become a big fire if you don't use the extinguisher correctly. Fight only a small fire. Make sure you have access to an exit. If you have the slightest doubt about whether to fight or not to fight—don't. Make sure that you have sent for help.

If you HEAR the Fire Signal -

- 1. Report to your designated area.
- 2. If patient must know, reassure that a plan is in operation.
- 3. Close doors and windows.
- 4. Account for all patients.
- 5. Instruct visitors per plan.
- 6. Authorized personnel shut off equipment per Plan.
- 7. Prepare in case of evacuation

INSTANT ACTION

- smother fire with blanket, pad, coat almost anything quick at hand
- throw a pitcher of water

8. Evacuations are done laterally across floors and then down. Never use an elevator during a fire.

Electrical receptacles connected to the emergency generator are identified by a red cover plate. Only lifesaving equipment should be plugged in to these outlets. In the event of a fire, shut off oxygen only when the person in charge instructs you to do so. Oxygen tanks should be secured at all times.

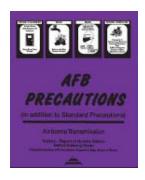
Doors in the facility should NEVER be wedged open. Equipment should not be stored in hallways. In sprinkler rooms, storage areas may not be stacked within 18 inches of the ceiling. For questions, contact the manager of your department. The Safety Officer for Memorial is Ben Policicchio.

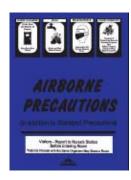
INFECTION CONTROL

Job Shadows are to wash their hands at the beginning and at the conclusion of their day. Job Shadows have the option of hand washing or hand hygiene with the alcohol foam/gel products before and after entering patient rooms. Job Shadows assigned to a patient-care setting are prohibited from touching patients, providing any kind of direct care, participating in any procedures or involvement in duties such as transporting blood and blood products, handling soiled linens or needles, entering the room of isolation patients (see below) or emptying bedpans.

Transmission Based Precautions

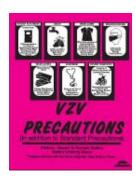
Job Shadows are prohibited from entering isolation rooms. If one of the signs below is posted outside of a patient's room, it is an indicator that the patient is an isolation patient:











Summary: Times to wash hands or use alcohol-based handrubs (as specified) include:

- 1. Always wash your hands at the start of your job shadowing experience.
- 2. Wash hands or use an alcohol based handrub as you **enter** each patient's room **AND** as you **leave** each patient's room
- 3. Wash hands or use alcohol-based hand sanitizing rub before and after ANY patient contact (which job shadows should not touch patients).
- 4. Wash hands or use alcohol-based hand sanitizing rub after touching any patient surroundings (door handles, night stands, phones, tables, any surface in a patient's room)
- 5. Always wash hands after you've completed your job shadowing experience.

Proper Alcohol-based handrub Technique

- 1. Apply product to hand
- 2. Rub product in hands
- 3. Cover all surfaces of hand
- 4. Continue to rub all surfaces until product is dry.

Proper Hand Washing Technique

- 1. Wet hands with water and leave water running
- 2. Apply enough soap to cover all surfaces
- 3. Wash hands
 - A. Rub hands palm to palm
 - B. Rub palm over backs of hands
 - C. Get between fingers
 - D. Wash thumbs
 - E. Wash fingers
 - F. Spend minimum of 15-30 seconds washing hands.
 - G. Rinse thoroughly
 - H. Dry Thoroughly
 - I. Turn off water with a paper towel at end.

Wash hands (no alcohol handrub use) when:

- Hands are visibly soiled
- After the restroom
- Before eating

Illness

If you are sick or have had any symptoms of illness in the past 48 hours including fever, vomiting, etc. you must notify Volunteer Services. For your safety and the safety of our patients and staff, you will be asked to reschedule your job shadowing experience.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) is a federal mandate that must be followed by all employees, volunteers, and job shadows. Job Shadows assigned to areas where protected health information (PHI) is used must adhere to strict patient information privacy guidelines and protocol. Penalties for HIPAA breaches range from \$100 per incident per year to \$250,000 per occurrence per year with a maximum jail sentence of 10 years. Job Shadows must comply in the following areas:

- Cover, close or file away any patient information including name lists, clipboards with information, computer screens, printouts, patient files or charts or any item that discloses patient identity, location, or diagnosis or other PHI.
- PHI includes: patient name, address, employer, relatives names, date of birth, social security number, phone number, medical record number, admission dates, discharge dates, date of death, health plan beneficiary numbers, full face photographic images and any other unique identifying number, characteristic or code
- Patient registry information or other information or lists must be securely locked away or given to an appropriate employee.
- In all areas of the hospital, patients, visitors and other guests must not be able to overhear conversations regarding patients, their treatments or locations.
- A good rule to remember is: If you see or hear something about a patient while you are here...LEAVE IT HERE!
- The fact that a patient is even here is confidential and may not be shared.
- If you are job shadowing and see someone you know that is a patient or visitor, do not ask them, "What's wrong?" or "Why are you/your wife/loved one here?" We must respect an individual's right to privacy at all times.
- If issued one, NEVER share your computer password
- As part of your Job Shadowing paperwork, you have signed a Confidentiality Agreement that is housed in Volunteer Services. Any questions regarding confidentiality or privacy may be referred to the Volunteer Office at 534-9129.