



**Welcome to Cookeville Regional Medical Center !! We are pleased to have you at our facility and look forward to being a part of your clinical training.**

To maintain a safe environment for patients, visitors and each other, please read and complete the packet that follows.

**To complete the orientation process:**

- ◆ Sign the Confidentiality Agreement provided to you by your instructor
- ◆ Answer the questions on the Safety Quiz and turn this in to your instructor
- ◆ Park in any employee lot - list included in packet

## **Mission Statement**

To be the recognized leader in providing high quality healthcare services to the people of the Upper Cumberland.

## **HIPAA Privacy Rule**

The Health Insurance Portability and Accountability Act (commonly called the “HIPAA Privacy Rule”), is federal legislation that protects the privacy of patient information.

- At no time as an employee of CRMC can you disclose any patient information to any person whatsoever or permit any person whatsoever to examine or make copies of any patient reports that may come into your possession, or under your control, or use patient information, other than as necessary in the course of your job.

Privacy Officer = Cindy Nixon, Director of Medical Records #646-2626  
Culture often determines a person’s health practices and their response to illness, injury and pain.

## **Cultural Diversity**

CRMC has a variety of tools available to assist in our work with patients and families from other cultures:

- Interpreters for those from a Hispanic culture are available by paging 646-6556 or by calling customer service at 646-2177.
- CRMC also has a language line available for interpretation for any language in the world. This service can be accessed through the Nursing Supervisor.

**Children cannot be used to assist in interpretation**

## **General Safety and Security**

## Emergency Codes

- Code 99            Life threatening emergency
- Code 44           Hazardous material spill
- Code 7             Bomb threat
- Mr. Strong        Staff member needs assistance  
                            All male and security employees respond
- Code Pink         Infant abduction
- Code Adam        Missing person
- Code Grey         Tornado
- Code Red          Fire
- Code Blue         ER doctor unavailable  
                            Any doctor in house respond
- Code Yellow      Disaster

**Emergency codes are overhead pages**

**To access the paging system Dial 77**

**To call a **Code 99** do not call the operator - you must page it yourself**

## Fire Safety

The primary causes of fires in healthcare settings are related to smoking and electrical problems.

**Cookeville Regional Medical Center is a non-smoking facility**

### Fire

#### **If you have a fire in your area**

##### **RACE**

- R**escue the patient
- A**lert by pulling pull station
- C**ontain the fire to the immediate area
- E**vacuate patients and visitors if necessary

#### **Fire extinguishers**

##### **PASS**

- P**ull the pin
- A**im at base of fire
- S**queeze the handle
- S**weep side to side

**Pull stations are located by stairways and exits**

## Electrical Safety

- Do not use extension cords
- Only 3 prong plugs can be used in this facility

## **Radiation Safety**

The Radiation Safety Program at CRMC is designed to keep all employee and patient exposure to ionizing radiation as low as reasonably achievable.

## **MRI Safety**

- Do not enter MRI room if you have mechanical or electrical implants
- Never carry anything metallic into the room such as: scissors, ink pens, watches, non-compatible wheelchairs/stretchers
- Always check with MRI technologist prior to entering the room

## **Hazardous Communication**

- Code 44 is used for a hazardous material spill
- MSDS (material safety data sheets) provide you with information about the potential chemical hazards in your work area
- MSDS can be found on the S drive and hard copies can be found in the Emergency Department

## **JCAHO 2010 National Patient Safety Goals**

- |         |   |
|---------|---|
| Goal 1  | Improve the accuracy of patient identification  |
| Goal 2  | Improve the effectiveness of communication among caregivers   |
| Goal 3  | Improve the safety of using medications   |
| Goal 7  | Reduce the risk of health care acquired infection   |
| Goal 8  | Accurately and completely reconcile medications across the continuum of care  |
| Goal 9  | Reduce the risk of patient harm resulting from falls  |
| Goal 13 | Encourage patients' active involvement in their own care as a patient safety strategy                               |
| Goal 15 | The organization identifies safety risks inherent in its patient population (identify patients at risk for suicide) |

## **Risk**

Occurrence reporting is a process devised so that immediate attention can be given to serious occurrences.

**Examples of unusual occurrences might include:**

- Patient or visitor fall
- Medication mistake
- Equipment defective, not available, failure
- Patient injury
- Complications during/after procedure
- Inappropriate, violent, patient/family

**Occurrence Reporting Process:**

- Report serious issues by phone to 2022
- Occurrence reports should be reported within 24 hours
- Reports should be made by the person with the most first-hand information
- Reports are confidential and are not to be copied
- Reports are legal documents, prepared in anticipation of litigation
- Reports should contain facts only (no opinion or complaints)
- Reports are never referred to or included in the medical record

**Midas** = Remote Data Entry system to enter unusual occurrences

**Reporting an Injury**

### **Patient or visitor:**

- Help the injured person. Call your preceptor/charge nurse/instructor
- Ask your preceptor/charge nurse or instructor to complete an incident report in Midas

### **Student:**

- If you are injured see Employee Health for treatment or the Emergency Room after hours.
- If you are seen in the Emergency Room follow up in employee health the next business day.
- Payment of any cost is the responsibility of the student

**If someone is seriously injured (staff, student, patient etc.), after the person has received care, notify Risk Management at 646-2022**

## **Security**

**Security can be reached at 646-2379 or dial the operator at "0"**

### **Parking Lot - Code Blue Phones**

Parking Lots J, K and L (closest to the blue roof Rehab Center), are Code Blue Phones. These phones are available if someone **is in danger** or there is a **medical emergency** in those lots. Once activated, the operator immediately notifies security to the area.

Please **do not** use the Code Blue Phones for flat tires, dead batteries, etc. Our Emergency Preparedness Manual is located on any PC in the hospital.

## **Blood borne Pathogens and Infection Control**

### **Keep infection to a minimum**

- Prevent spread of infection - **WASH YOUR HANDS**
- Comply with Blood borne Pathogen Exposure Control Plan
- Use isolation precaution
- Know how and when to use personal protective equipment

## **Body Mechanics**

- Bend at your knees, not your back
- Carry loads close to your body
- Don't twist
- Do not lift objects that are too heavy
- GET HELP

## **Drug Free Workplace**

CRMC is committed to a drug free environment

The drug free workplace program promotes a healthy work environment and improves patient outcomes.

Random drug screening can be performed

- At pre employment screening
- For monthly random drug screen
- For reasonable suspicion
- Post injury

## **Parking**

Students can park in any of the employee lots listed below:

- ◆ Lot E
- ◆ Lot H - 3<sup>rd</sup> & Whitney
- ◆ Lot I
- ◆ Lot K
- ◆ Lot L

**Please complete the following safety quiz and give to your instructor.**

**Cookeville Regional Medical Center  
Safety Orientation Quiz**

## **Clinical Students**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**School** \_\_\_\_\_

**1. Cookeville Regional Medical Center is a for profit hospital with corporate offices in Nashville, TN.**

- a. True
- b. False

**2. In the case of a fire a pull station can be found:**

- a. By restrooms
- b. By stairways and exits
- c. In elevators
- d. In administration

**3. When using a fire extinguisher it is important to remember the acronym:**

- a. RACE
- b. PASS
- c. FAST
- d. FIRE

**4. What is the overhead page for a missing infant?**

- a. Code Pink
- b. Code Yellow
- c. Code Nursery
- d. Code Infant

**5. The single most important means of preventing the spread of infection is:**

- a. To report hospital acquired infections

- b. To know how to use PPE
- c. To wash your hands
- d. Get vaccinated

**6. HIPAA limits how we use and share patient information.**

- a. True
- b. False

**7. It is permissible to discuss a patient if:**

- a. You no longer have an assignment at the facility
- b. You are with a co-worker from another unit
- c. You are a neighbor
- d. You are taking direct care of the patient

**8. Which of these activities or items are allowed in the medical center:**

- a. Smoking inside the building
- b. Electrical equipment with two-prong plugs
- c. Extension cords
- d. Electrical equipment with three-prong plugs

**9. Violations in HIPAA Privacy Rule could include:**

- a. Discussing a patient that you are not directly caring for
- b. Copying medical records for a family member without authorization
- c. Leaving patient information out in the open
- d. All of the above

**10. Code Red is the overhead page for a:**

- a. Fire
- b. Disaster
- c. Missing adult
- d. Chemical spill