



Archbold Student Orientation



John D. Archbold Memorial Hospital

On June 30, 1925, John D. Archbold Memorial Hospital was officially dedicated and opened as a modern, 100-bed general hospital. We've strived to be the best healthcare system in our region. New medical services and new facilities have been added and expanded all with one goal in mind—to provide the best healthcare to you—our patients. Today, Archbold Medical Center is a four-hospital, three nursing-home health system with 540 patient beds. We employ more than 2,500 people and boast an outstanding medical staff of nearly 200 qualified physician specialists. Our flagship hospital, John D. Archbold Memorial Hospital, is a 264-bed hospital located in Thomasville, Georgia. Our system hospitals, also in Georgia, are Brooks County Hospital in Quitman, Grady General Hospital in Cairo, and Mitchell County Hospital in Camilla.

Archbold has been synonymous with high-quality, compassionate medical care. Our dedicated staff and exemplary facilities have helped us maintain an excellent reputation. Our facilities are accredited by The Joint Commission.

John D. Archbold Memorial Hospital

Gordon Avenue at Mimosa Drive • P.O. Box 1018 • Thomasville, Georgia 31792-1028

Welcome to John D. Archbold Memorial Hospital

We welcome you as you embark on the exciting and challenging journey ahead, and it is our desire to do everything possible to make your clinical experience rewarding and successful. Our staff has put together a packet of information that we hope will make your visit to our facility and your clinical experience more meaningful and enjoyable. Please sign the student orientation checklist after reading the packet and return it to the clinical coordinator.

As you meet with our staff, please do not hesitate to ask any questions. Your instructor is also available to help answer your questions.

The Administration and Staff of John D. Archbold Medical Center are pleased that you are doing your clinical rotation with us. While you are here we will consider you to be a part of "Team Archbold".

Please do not hesitate to contact me if there is any way in which I can be of assistance to you. Your success in the program is important to us.

Sincerely,

Virginia Bradford, RN, BSN, MSN, CMSRN
Clinical Coordinator/ Student Coordinator
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Archbold Medical Center
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Thomasville, GA 31792
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Affiliated with Archbold Medical Center

Archbold Medical Center Student Orientation Checklist

Welcome to Archbold Medical Center. Please review all the items below and initial and date each one as you complete it. Thank you for your cooperation.

I have read and understand the:	Initials	Date
Mission, Vision, Values, and Philosophy Statement	_____	_____
Confidentiality and Non-Disclosure Statement	_____	_____
Statement on Social Media and Electronic Communication	_____	_____
Section on AIDET and the No PASS ZONE	_____	_____
Section on Infection Control & Student Health	_____	_____
Section on Customer Service & Communication	_____	_____
Section on Emergency Preparedness & Fire Safety	_____	_____
Student Safety and Security	_____	_____
Section on parking while here as a student	_____	_____
Student nursing policy (this includes all students)	_____	_____
Flu sticker worn on student badge during Flu Season	_____	_____

Student Signature	Date
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Printed Name	Phone Number
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Department	Supervisor/Preceptor
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E-mail Address

It is our desire for you to have a rewarding and meaningful learning experience while you are at Archbold Medical Center. We also want to ensure your safety as well as the safety of our patients, staff and visitors.

Please review the attached pages of information and ask any questions that you may have about the information provided.

ARCHBOLD'S MISSION

John D. Archbold Memorial Hospital is committed to provide high quality, compassionate, cost-effective healthcare for our patients.

ARCHBOLD'S VISION

The vision of John D. Archbold Memorial Hospital is to be a regional health system recognized for healthcare excellence and exceptional service to our patients.

ARCHBOLD'S VALUES

- Quality • Employee Satisfaction • Customer Service
- Financial Stewardship • Community Benefit

ARCHBOLD'S CODE OF ETHICS

Our hospital's code of ethics directs that all patient care and business concerns are conducted in an ethical manner consistent with our mission, vision, and values. See Administrative policy 101.13.

NURSING MISSION STATEMENT

The Nursing Staff of Archbold Medical Center maintains a commitment to the provision of high quality care to the citizens of the South Georgia and North Florida Communities. We provide a Holistic Approach in assisting the Patient and Family in meeting mutually set goals. These goals are attained through a collaborative, multi-disciplinary approach to Patient Care while promoting independence in a continuum of care.

MAINTAINING PATIENT CONFIDENTIALITY

Archbold Medical Center is committed to the privacy of our patients and the security of their health and personal information at all times.

It is the policy of Archbold Medical Center to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

As an individual taking part in an educational opportunity, you must adhere to these requirements. You must not access any information about a patient that is not required as part of your role. In the course of performing duties, you may come in contact with patient information and materials which are highly confidential. Information, records or materials concerning patient information may not be used, released, or discussed with anyone who is not involved in the care of the patient.

Patient's health information is the property of the Medical Center and must be carefully maintained to serve the patient, the healthcare providers and the Medical Center in accordance with legal, accrediting and regulatory agency requirements. All patient care information must be regarded as confidential and available only to authorized users. Patient information is not to be printed, photocopied or removed from the area.

All incoming calls and inquiries concerning a patient's condition must be referred to an employee authorized to handle such requests. Never discuss any information about a patient in elevators, corridors, the cafeteria, or at any other location where you may be overheard by others.

You will receive a unique student User ID for your rotation. You will be accountable for all accesses under your User ID to clinical patient information systems. All computer access is to be through your User ID only. Do not share your user ID and password with anyone. Always log off or lock your computer workstation when you finish your work or step away from the computer. Never leave computer screens open with patient information displayed when the computer workstation is unattended. Leaving computer screens open in public areas with patient information displayed is a HIPAA violation.

Your obligation to protect patient information lasts forever—even after your student rotation ends.



MEDIA

If you are approached by the media (a representative from a television or radio station, newspaper, etc.) you should refer them immediately to the Marketing and Public Relations Department at 587-5520. You should not answer any questions or make any comments to the media.

STATEMENT ON SOCIAL MEDIA AND OTHER ELECTRONIC COMMUNICATION

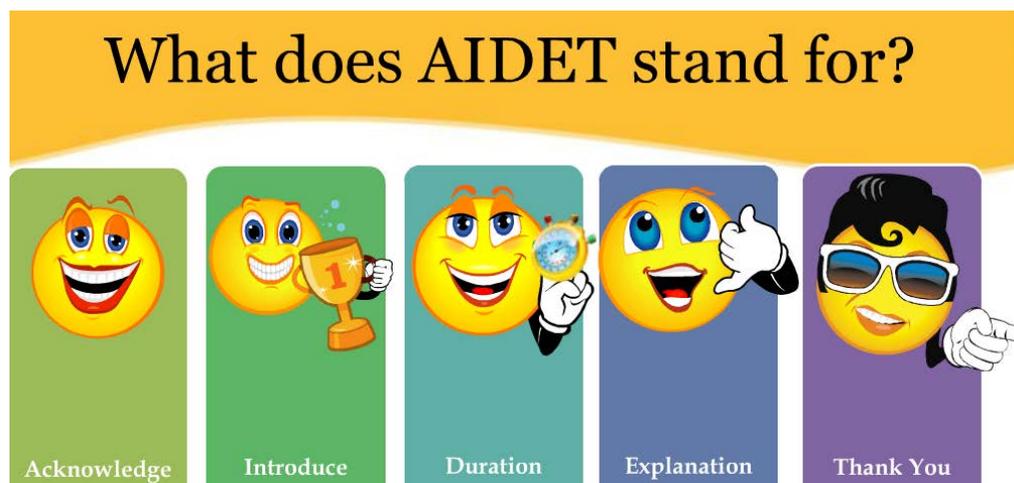
Archbold recognizes that communication systems are evolving and we do not want to interfere with our workforce member's ability to stay in touch with friends and family. However, we reserve the right to maintain patient privacy, protect our business information, and keep the work environment free from non-work related distractions. With that said, Archbold expects all workforce members to understand and abide by the following rules:

- Never post anything online related to patients or patient care—this activity exposes you and the organization to HIPAA violations. Such postings include pictures, descriptions of work situations, any confidential information whether or not it is patient related, as well as direct patient references even if a patient's name is not used. Remember that nothing is private on electronic media and anything can be shared, forwarded, or viewed by parties you never intended.
- Never send any electronic communication containing patient protected health information outside of this Health System to a private home address or to an unauthorized person/company.
- Do not post anything related to Archbold's business or proprietary information, and never present yourself as representing Archbold's opinion on any issue.
- Use good judgment, be respectful, and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Immediately report any discrimination, harassment, or retaliation concerns directly to Human Resources.

- Examples of social media include Facebook, Twitter, You Tube, Snapchat, Instagram, blogs, etc. Examples of electronic communication are emails, texts, etc. These are only examples and are not intended to be comprehensive listings.
- Medical Center computers, networks, email systems, and other electronic systems are the property of Archbold, and employee activity on these systems is subject to review at any time for appropriate use.

ALSO REMEMBER:

- Please do not bring any electronic technology and equipment (personal devices, laptops, cameras, etc.) to the clinical area.
- Absolutely no pictures, videos or recordings are to be taken of patients with personal devices.
- No texting of any patient information.
- Medical records cannot be copied for educational or planning purposes. Any type of schedule (operating room, vascular, clinic etc.) containing patient names may not be removed from the clinical area.



What is AIDET? AIDET is a process that includes 5 fundamentals of Communication or 5 steps to achieving satisfaction. It can assist in building confidence between the employee and the customer or patient. This is a very powerful way to communicate with people who are often nervous, anxious and feeling vulnerable.

“**A**” stands for **Acknowledge**. Acknowledge by greeting people with a smile and using their names. Attitude is everything and can create a lasting impression. Make Eye Contact, Smile, and Stop whatever you are doing so your customer knows they are important. When you acknowledge the patient, you show that you care.

“**I**” stands for Introduce. Introduce yourself, your professional certification, and what department you are in. Explain to them how you are going to help them. When you introduce yourself to the patient, you show that you care.

“**D**” stands for Duration. Let the patients become aware of how long it will take or if there are any delays. When you inform the patient of how long something will take or how long they may have to wait, you show that you care. Remember, what you may consider to be routine, may be a first-time experience for the patient.

“**E**” stands for Explanation. Advise others what you are going to do. Communicate any steps they may need to take. Talk, listen and learn. When you take time to explain what is happening to the patient, you show that you care. **Is there anything else we can do for you before we get started?**

“**T**” stands for Thank You. “**Thank you** for choosing Archbold Medical Center and allowing me to provide you with **very good service.**” If you need anything else it will be my pleasure to assist you. Use your call button and I or one of my co-workers will come and assist you. Foster an attitude of gratitude. When you say thank you to the patient, you show that you care.

A good patient experience means a favorable recommendation of Archbold to family and friends.

Hourly Rounding by the Nursing Staff:

Our nurses are rounding on their patients every hour. Performed scheduled tasks are done at this time as well as addressing the 4 P’s and assessing comfort needs. The patient is asked about their **pain** level and if they need to use the **(potty) rest room**. They are re-**positioned** in the bed and their **possessions** are placed within reach. This includes placing the call light within reach.



NO PASS ZONE

The No Passing Zone has been implemented at Archbold. All Archbold employees are responsible for answering all patient call lights by any employee walking by. The purpose behind the “No Pass Zone” is to improve patient safety, improve patient satisfaction and improve team collaboration.

All Staff can reposition, change the TV, help with phone calls, call lights, bedside table, chairs, trash can, tissues or other personal items within reach, or turn lights on or off.

Non-clinical staff cannot: Manage an IV pump, offer pain meds, remove meal trays or water pitchers, assist patients with eating and drinking, physically assist a patient, turn off alarms, explain treatments, or raise or lower a patient bed. Please remember to use key words if you CANNOT assist. *“Let me find the appropriate person to help you. I will let you know how long it will take.”*



INFECTION CONTROL

Definitions

Infection: the entry and multiplication of a disease-producing germ (an infectious agent) in the tissues of a host (person).

Mode of transmission: the manner in which an infectious agent is transferred to the host. Commonly, on healthcare workers' hands or on contaminated equipment inadequately disinfected between patient contacts.

Prevention interventions: the measures used to control or eliminate the infectious agent and to interrupt its transmission to a new host.

Blood/body fluid exposure: any contaminated needle stick or sharps injury, splash or spray of blood/body fluids into eyes, nose, or mouth, or contamination of non-intact skin (scratch, dermatitis, laceration) with blood/body fluids.

Prevention Interventions

Standard Precautions: policy to prevent exposures to the blood and/or body fluids of ALL patients.

Hand washing: the single most important control measure for preventing the spread of infection. Use soap, paper towels and running water routinely.

Gloves: the use of gloves does NOT replace hand washing. Wear gloves whenever touching blood/body fluids, non-intact skin, mucous membranes, or contaminated items/surfaces. **Discard after use and wash your hands.**



Wash hands with soap and water:

- When hands look dirty
- When hands feel dirt.
- After contamination – known or possible – by body secretions or excretions; especially after using the bathroom after coughing or sneezing or wiping the nose
- Before eating or handling food
- When caring for or visiting sick people
- After handling money



Let's Do It!!!

- Remove jewelry and push up sleeves
- Turn on water and adjust temperature
- Dispense soap
- Lather thoroughly and with vigor for 10-15 seconds
- Rinse well
- Dry hands with paper towel
- Now turn off water with towel
- Dispose of towel without touching waste container
- Use hand lotion to prevent chapping



When to use alcohol hand sanitizer

Anytime hands are not visibly soiled, but you know that you have touched something that is not clean.

Cough Etiquette

- Cover your cough or sneeze with a tissue. If one is not available, cough or sneeze into your elbow.
- Dispose of tissues properly.
- Wash your hands after handling soiled tissues or coughing or sneezing into your hands.

Prevention Interventions

Transmission–based isolation precautions: Unless you are wearing the proper PPE attire (exception Airborne precautions, students have not been fit tested by Archbold therefore are not to be entering rooms with Airborne precautions), **DO NOT ENTER THE ROOMS OF PATIENTS ON ANY OF THE FOLLOWING WITHOUT PROPER PPE ATTIRE:**

Standard Precautions	All patients, all times; wear PPE when handling blood and body fluids; No sign needed
Contact Precautions (Magenta Sign)	MRSAs, history of MDRO with S/S of infection, shingles, lice, or scabies. Also if pt has large draining wound or rashes. Patients with MRSA will remain on contact throughout the hospitalization.
Special Contact Precautions (Deep Purple Sign)	C. diff testing, positive C. diff or MD is treating for C. diff, patient having uncontrolled diarrhea. Also for norovirus. Contact IC for discontinuation criteria
Strict Contact Precautions (White Sign)	MDROS (mutli-drug resistant organisms) such as VRE, CRE, or any organism identified as multi-drug resistant. Patients with history or MDRO and s/s of infection. Precautions continue throughout the hospitalization.

Droplet Precautions (Blue Sign)	Droplet plus contact needed for r/o or confirmed RSV, Pertussis, MRSA in sputum. Droplet needed for r/o meningitis, r/o influenza.
Airborne Precautions (Green Sign)	MD states TB suspect, AFB testing, active TB, symptoms of TB. Airborne and contact needed for chicken pox, disseminated shingles. Precautions continue until MD states patient is no longer suspected of having TB, chicken pox, disseminated shingles, etc.
Protective Precautions (Yellow Sign)	Immunocompromised patients.



Student Health

It is very important for our patients to be protected as much as possible from exposure to communicable diseases such as colds, flu, etc. If you are not feeling well or have a fever, please do not come in contact with a patient. When someone is hospitalized, they are already in a less that resistant state due to their illness. You should NOT report for your assignment if you have any of the following:

- Any illness causing fever greater than 100 degrees
- Inability to control secretions; e.g., runny nose, diarrhea, wound discharge
- Inability to hand wash, e.g., dermatitis, rash, etc.

During flu season (generally starts in October and ends as late as May), all students will provide documentation of receiving the flu vaccine and will have a **FLU SAFE** sticker on their student badge while participating in student clinicals at Archbold. The sticker is provided by the student clinical coordinator.

Needle Sticks or injuries at Archbold Hospital

If students have a blood borne pathway exposure or other injury administer first aid such as a needle stick by washing the area with soap and water. If it is a splash to your eyes, nose, or mouth, flood the area with lots of water. Notify the charge nurse or supervisor and notify your instructor. Archbold will determine

the risk level and test the source patient if possible. Work with the charge nurse to fill out an occurrence report. You will need to follow your academic instruction's procedure. If you require emergency care, you may go to the Emergency Department for treatment. Payment for all treatment will be your personal responsibility.



CUSTOMER SERVICE

At Archbold Medical Center, we are committed to our patients and we strive to provide high quality, patient focused healthcare. Customer service standards of excellence help our staff, our volunteers, and our students provide the best service for our patients, families, and guests. Below are the standards we strive to achieve on a daily basis at our hospital.

Golden Rules of Customer Service

- Speak and smile at everyone with whom you meet.
- Listen and practice good listening habits.
- Be courteous and helpful to your customers.
- Anticipate and take initiative.
- Always wear your student badge while here as a student.

Attitude

- Wear a smile; it will make you and everyone else feel better.
- Treat EVERYONE with respect and try to maintain a "NO PROBLEM" attitude.

Pride in the Organization

Please speak positively of the Medical Center and other employees both at work and in the community.

Commitment to Customers

Provide accurate and complete directions to all patients and visitors. If possible, take them where they are going

Greet customers with a warm and friendly smile and practice good listening skills.



Customer Waiting

Keep the patient informed and provide reasonable timeframes when possible. Try to keep families and friends informed at all times.

Information must be shared on a need-to-know basis. Identify the person and the need before giving the information. Instead of saying “I don’t know” try to find someone who does know.

SAFETY/EMERGENCY PREPAREDNESS

Safety and emergency preparedness is of utmost importance at the Medical Center. Listed below are the emergency codes used. Should you be here when a code is called, immediately find your supervisor/preceptor or a staff member and do as you are told.

<p>Code Black Bomb Threat</p>	<p>If there is a true bomb emergency, the hospital operator will announce “Code Black” 3 times followed by instructions.</p>
<p>Code Blue Code Blue Peds CPR</p> 	<p>These codes are used when a cardiac or respiratory arrest occurs. Code Blue indicates adult and Code Blue Ped indicates pediatric. All of our staff have been trained in CPR and the proper response in the hospital setting. The hospital operator will announce “Code Blue and the location of the victim 3 times.(Code Blue room 101)”</p> <p>If you are in a patient’s room or alone with a patient and the patient has no pulse or respiration, notify someone in charge immediately to determine if the patient is a “No Code”. If not, CPR should be initiated immediately and the code protocol activated. This is done by dialing 6 on the nearest telephone and advising the operator of the exact location of the incident. Each area has a “crash cart” specifically stocked for code situations. An ambu bag and code kit is located on the top of these carts. Please locate them and become familiar with them. The quicker the CPR is administered, the better the outcome for the patient. Please remain in your designated area during this event.</p>
<p>Code Decon Decontamination</p>	<p>Many materials found in the community and hospital can be health hazards if not managed properly. There are many governmental regulations that require safe handling,</p>

	<p>transportation, use and storage of these materials. The hospital has also taken action to reduce the threat of an internal hazardous materials exposure by limiting the amounts of chemicals stored at the facility and within the departments. In light of these regulations and safe practices, accidents will occur. The hospital trains staff members working with hazardous materials in proper utilization and handling, thus decreasing the likelihood of an incident within the hospital.</p>
<p>Code Green Manpower Needed</p> 	<p>The Code Green Emergency Call System is established to provide help to personnel for assisting with the care of patients and their families. Code Green is a twenty-four (24) hour emergency code to be used only in the situation where by the hospital personnel in the immediate area needs assistance with a client such as lifting or moving a client, and in extreme cases the physical health of the person or others is in danger or where for some other impelling reason extra manpower is needed immediately.</p> <p>Mitigation for manpower assistance is difficult; however the hospital has purchased equipment to assist staff in lifting patients.</p> <p>A Code Green may be called after an unruly patient overwhelms security staff and additional assistance is needed. The hospital has a close relationship with local law enforcement to provide assistance as needed.</p>
<p>Code Grey Violent Event</p>	<p>Violence is random and unpredictable. This makes mitigation of these events difficult if not impossible. Through increased overall security, staff alertness and observations the risk can be lessened. Limited access doors are in areas of higher risk with general video monitoring of the facility. Additionally, we have a visible presence of security officers roving the facility and campus.</p>
<p>Code Silver</p> 	<p>active shooter situation</p>
<p>Code Lockdown Secure the Building</p> 	<p>It is the policy of this facility to provide a safe environment for our patients and visitors. Code Lock-Down will be announced to alert hospital staff in the event the hospital needs to be secured to prevent unauthorized entry or exit.</p>
<p>Code Orange Hazardous Materials</p>	<p>Many materials found in the community and hospital can be health hazards if not managed properly. There are many governmental regulations that require safe handling, transportation, use and storage of these materials. The hospital has also taken action to reduce the threat of an internal hazardous materials exposure by limiting the amounts of chemicals stored at the facility and within the departments. In</p>

	<p>light of these regulations and safe practices, accidents will occur. The hospital trains staff members working with hazardous materials in proper utilization and handling, thus decreasing the likelihood of an incident within the hospital.</p>
<p>Code Pink Infant Abduction</p> 	<p>Used when a child up to the age of 12 years old is kidnapped. The operator will announce, "Code Pink" followed by the age and the sex of the child (ex. Code Pink, zero, female). Upon activation of this code all hospital entrances and exits are closed and no one is allowed in or out of the building until "Code Pink all clear" has been announced 3 times by the operator. During this event, all staff members will be searching for a person with an infant or child fitting the description given of the victim. If the victim is an infant or small child, any and all items that are of sufficient size to conceal the child will also be searched. Please remain in your clinical area until the "Code Pink all clear" has been announced.</p>
<p>Code Red Fire</p> 	<p>This is the code for fire or smoke, one of the most life-threatening situations that can occur in any healthcare facility. Every hospital employee receives fire safety education on an annual basis and participates in the frequently conducted drills. There is a good possibility that you will be here during a drill. The hospital operator will announce "Code Red" and the location 3 times. The staff will ask patients and visitors to remain in the patient's room with the door closed. If you are leaving any area of the hospital when the announcement is made, DO NOT GET ON AN ELEVATOR and DO NOT WALK THROUGH CLOSED FIRE DOORS. Remain where you are.</p> <p>Should you discover a fire, DO NOT SHOUT FIRE. Remove people from the room or immediate vicinity, close the door and pull the fire alarm. Once the fire has been contained and no danger exits, the hospital operator will announce "Code Red all clear" 3 times.</p> <p>Please look for the fire alarm boxes and fire extinguishers wherever you are in the hospital.</p>
<p>Code Triage Triage</p>	<p>This code is used in the event of a disaster. Our hospital has a disaster plan designed to provide care for a large number of people. Twice a year the hospital conducts a disaster drill. Each department and nursing unit is assigned certain duties, such as setting up a first aid station. The hospital operator will announce "Code Triage" 3 times followed by an explanation and instructions for visitors and hospital staff.</p>
<p>Code Weather Severe Weather</p>	<p>Thunderstorm warning, tornado watch, tornado warnings.</p>



Fire Safety

Fire safety is a responsibility we all share. Here are some guidelines to keep in mind:

- The Safety Officer for Archbold is Jim Bue, VP of Facilities Services.
- Keep fire exit doors and exit access corridors clear of equipment and clutter.
- Know the location of the following in your work area:
 - Fire alarm pull box stations
 - Fire extinguisher(s)
 - Means of egress
- All team members and students participate in fire drills.
- Refer to the site-specific EOC Safety manual for details of the fire and life safety systems and procedures.

Fire Safety: RACE and PASS

In the event of fire, follow these steps in this order - RACE:

Rescue/Remove those in immediate danger of fire; call aloud the facility fire code phrase

Alert/Activate the fire alarm

Confine the fire

Evacuate/extinguish fire with proper extinguisher if safe to do so

In the event you have to use a fire extinguisher, follow PASS:

Pull the pin

Aim low (base of fire), stand 6 to 8 feet from fire

Squeeze the handle

Sweep from side to side

Material Safety Data Sheets (MSDS)

MSDS are informational materials that include physical and health hazard associated with a specific agent. It also includes information concerning procedures for the safe handling of the agent, spills and control measures. Always know the MSDS of an agent before using it. Know the hazards associated with all the chemicals or solutions you work with. Archbold's Archweb intranet site provides dolphin on line to locate agents and how to safely handle them.

Cafeteria Hours

As students you are eligible to receive the employee discount providing that you are wearing your student identification. The hospital cafeteria is opened from 6:00 AM – 8:30 AM, 11:00 AM – 2:00 PM, and 4:30 PM – 6:30 PM

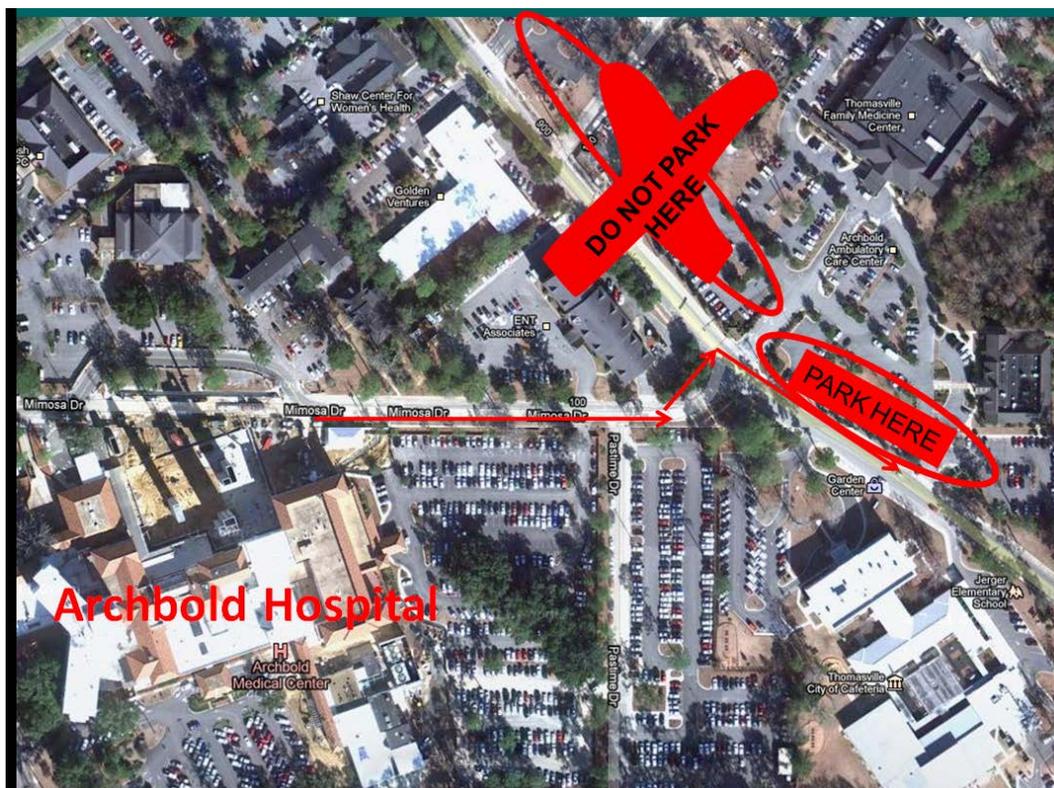
Smoking

This is a smoke-free facility. This means that the use of any tobacco product is prohibited within the confines of this facility.

Parking

Please park in the “parking lot” across from the hospital on South Broad Street. Please park in the section of the lot that is to your immediate right when turning in to the lot parking. This section of the lot is across from Jerger Elementary school.

Do not park in any of the Emergency Department, Medical Staff, visitor’s parking lot or adjoining medical facility parking lots. Car pooling is encouraged.



Communication

All patients should be addressed as Mr./Mrs./Ms. or Miss and their last name. All procedures are to be explained to a patient at a level that they can understand. Various devices are available to improve communications for patients who are unable to hear, see or speak. If the patient does not understand or speak, please notify your instructor or the Nurse Manager so that an interpreter can be located. Any communication problems should be directed to the patient's nurse so that they can be resolved as quickly and easily as possible.

Student Safety and Security

While here at Archbold, we want you to have a safe and secure experience. Please do not bring any unnecessary valuables with you. We recommend only enough money for your meals. In addition, many of the areas of the hospital and parking lots are recorded by video cameras. If you should need the assistance of security for any reason, call the hospital operator by dialing "0". Remember to wear your student badge while on the premises.

Safety

1. Always keep the top 2 side rails on the bed raised. Remember to return them to the raised position if they have been lowered for any reason.
2. Do not remove or apply patient restraints without discussing it with your instructor or preceptor.
3. Always check with the patient's nurse before allowing the patient out of bed.
4. Always ask before giving a patient anything to eat or drink.
5. Do not allow sleepy patients to chew gum – they may choke.
6. If you notice a spill or anything that may cause someone to slip and fall, immediately notify a staff member. If there is a body fluid, chemotherapy drug or cancer fighting drug spill of any type, do not come in contact with the spill. Immediately contact the nearest employee so that proper cleanup procedures can be implemented. If you are unsure about a piece of medical equipment, ask a staff member about the equipment.
7. If you are injured in anyway while you are here, immediately notify your instructor. In the absence of your instructor, notify the Nurse Manager or department supervisor.

We sincerely hope that your clinical experience at Archbold Medical Center provides you with valuable knowledge and is a learning experience that you will enjoy. We strive very hard to provide our patients with the best care possible. *“Caring is our specialty”*