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.
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
E-mail: vbradford@archbold.org
Archbold Medical Center
PO Box 1018 Gordon Ave. @ Mimosa Dr.
Thomasville, GA 31792
Office: (229) 228-2038
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:  

| 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

____________________________________  ________________________________
Printed Name  Phone Number

____________________________________  ________________________________
Department  Supervisor/Preceptor

____________________________________
E-mail Address

11/16/2016
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.

Leaving computer screens open in public areas with patient information displayed is also a HIPAA violation. When not using the computer we ask that you log off.

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 are to be taken of patients with personal devices.

- 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 does AIDET stand for?

<table>
<thead>
<tr>
<th>A</th>
<th>Acknowledge</th>
<th>I</th>
<th>Introduce</th>
<th>D</th>
<th>Duration</th>
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<tbody>
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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](image)

**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 dirty.
- 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:

<table>
<thead>
<tr>
<th>Standard Precautions</th>
<th>All patients, all times; wear PPE when handling blood and body fluids; No sign needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Precautions (Magenta Sign)</td>
<td>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.</td>
</tr>
<tr>
<td>Special Contact Precautions (Deep Purple Sign)</td>
<td>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</td>
</tr>
<tr>
<td>Strict Contact Precautions (White Sign)</td>
<td>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.</td>
</tr>
<tr>
<td>Droplet Precautions (Blue Sign)</td>
<td>Droplet plus contact needed for r/o or confirmed RSV, Pertussis, MRSA in sputum. Droplet needed for r/o meningitis, r/o influenza.</td>
</tr>
<tr>
<td>Airborne Precautions (Green Sign)</td>
<td>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.</td>
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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 bloodborne pathway exposure or other injury administer first aid such as a needlestick 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.

<table>
<thead>
<tr>
<th>Code Black Bomb Threat</th>
<th>If there is a true bomb emergency, the hospital operator will announce “Code Black” 3 times followed by instructions.</th>
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<tbody>
<tr>
<td>Code Blue Code Blue Peds CPR</td>
<td>These codes are used when a cardiac or respiratory arrest occurs. Code Blue indicates adult and Code Blue Peds 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)” 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.</td>
</tr>
<tr>
<td>Code Decon Decontamination</td>
<td>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</td>
</tr>
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</table>
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.

<table>
<thead>
<tr>
<th>Code Green</th>
<th>Manpower Needed</th>
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<tbody>
<tr>
<td>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. Mitigation for manpower assistance is difficult; however the hospital has purchased equipment to assist staff in lifting patients. 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.</td>
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<table>
<thead>
<tr>
<th>Code Grey</th>
<th>Violent Event</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
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</table>

| Code Silver | active shooter situation |

<table>
<thead>
<tr>
<th>Code Lockdown</th>
<th>Secure the Building</th>
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<tr>
<td>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.</td>
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<table>
<thead>
<tr>
<th>Code Orange</th>
<th>Hazardous Materials</th>
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<tbody>
<tr>
<td>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 light of these regulations and safe practices, accidents will occur. The hospital trains staff members working with</td>
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<tr>
<td>Code</td>
<td>Description</td>
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<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>Decreasing the likelihood of an incident within the hospital.</td>
</tr>
<tr>
<td><strong>Code Pink</strong>&lt;br&gt;Infant Abduction</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Code Red</strong>&lt;br&gt;Fire</td>
<td>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. 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. Please look for the fire alarm boxes and fire extinguishers wherever you are in the hospital.</td>
</tr>
<tr>
<td><strong>Code Triage</strong>&lt;br&gt;Triage</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Code Weather</strong>&lt;br&gt;Severe Weather</td>
<td>Thunderstorm warning, tornado watch, tornado warnings.</td>
</tr>
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</table>
Fire Safety

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

– The Safety Officer is 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
  Aalert/Activate the fire alarm
  Cconfine 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”
ARCHBOLD MEDICAL CENTER  
NURSING POLICY MANUAL  

POLICY NO: 153.0  
EFFECTIVE: 3/2011  

SUBJECT: SCHOOL AFFILIATIONS AND STUDENT NURSES  
EXPIRES: WHEN SUPERSEDED  

APPROVED:  
Amy Griffin, RN  
VP of Patient Care Services  

I. PURPOSE  
To provide guidelines for student and faculty for orientation required information, clinical practice and scheduling for undergraduate and graduate nursing students and faculty.  

II. ELIGIBILITY FOR NURSING STUDENT ROTATIONS  
A. A Student Affiliation contract must be current and reviewed by the Archbold Medical Center before students are allowed on site. This is to be completed at least three (3) months prior to the start of a clinical rotation.  
B. The Affiliate Schools and Nursing School will:  
1. Provide a signed copy of the MOU (Memorandum of Understanding) contract to Archbold signed by both Archbold and the Nursing School or affiliated school.  
2. Ensure competence of all faculty instructors on the premises by providing a copy of the State of Georgia Registered Nurse (RN) or Licensed Practical Nurse (LPN) License, Curriculum Vitae (faculty qualifying record).  
3. Complete annually the HemoPrompt & AccuChek Competency Checklist and test for all nursing instructors.  
4. Request clinical rotation space through a designated instructor. All requests for available clinical space will be discussed and decided at the bi-annual clinical affiliation meetings at Archbold. Each Nurse Manager of their unit will determine how many students they can accommodate.  
5. The student orientation check list located on the Archbold.org is to be completed and submitted with the IS form for each student through the Nursing Student Clinical Coordinator.  
http://www.archbold.org/Content/Default/7/889/0/employment/information-for-students-participating-in-clinicals-or-a-preceptorship-at-archbold.html  
6. The Medication Administration Check (MAK) and Soarian training PowerPoints are located online on the Archbold.org
student website for those students who will be charting in MAK and Soarian. (refer to II-5)

III. PROCEDURES FOR IMPLEMENTATION
A. At least two (2) weeks prior to the start of a clinical rotation, the student access form (IS-112) which includes the Non-Disclosure and Confidentiality Statement will be completed and signed by each student and instructor. The instructor’s signature indicates compliance in the following areas:
   1. Required PPD and all appropriate adult immunizations recommended by OSHA and the CDC.

Healthcare Personnel Vaccination Recommendations

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Recommendations in brief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>Give 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). Give IM. Obtain anti-HBs serologic testing 1–2 months after dose #3.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Give 1 dose of influenza vaccine annually. Give inactivated injectable vaccine intramuscularly or live attenuated influenza vaccine (LAIV) intranasally.</td>
</tr>
<tr>
<td>MMR</td>
<td>For healthcare personnel (HCP) born in 1957 or later without serologic evidence of immunity or prior vaccination, give 2 doses of MMR, 4 weeks apart. For HCP born prior to 1957, see below. Give SC.</td>
</tr>
<tr>
<td>Varicella (chickenpox)</td>
<td>For HCP who have no serologic proof of immunity, prior vaccination, or history of varicella disease, give 2 doses of varicella vaccine, 4 weeks apart. Give SC.</td>
</tr>
<tr>
<td>Tetanus, diphtheria, pertussis</td>
<td>Give a dose of Tdap as soon as feasible to all HCP who have not received Tdap previously and to pregnant HCP with each pregnancy (see below). Give Td boosters every 10 years thereafter. Give IM.</td>
</tr>
</tbody>
</table>


2. Proof of student liability insurance
3. Proof of influenza vaccination. Typically the vaccine is available in September. **The students will need a doctor’s note listing a valid CDC Recommended Exemption. For list please refer to policy EH 803, Mandatory Influenza vaccination.**

Exemptions due to medical circumstances will require documentation from a physician. Exemptions due to a religious reason require documentation from a pastor/priest or other spiritual counselor. If exempted due to these reasons, the student must
wear a surgical mask in the clinical areas; otherwise the student will not be allowed to participate in clinicals at any of Archbold facilities.

Exceptions:

Classrooms/auditorium  Materials Management
Engineering  Environmental Services
Nutritional Services  Cafeteria
General hallways  Administration

4. Current American Heart Association Health Care Provider CPR card
5. Background check and drug screening (positive drug results sent to student coordinator).
6. Computer access needed and clinical \textit{start and end dates}
7. Instructor’s name and contact information
8. Student’s name, student ID number, contact information and course study
9. Designate if computer access is required or if no access needed.

B. The instructor will provide the Clinical Coordinator and Nurse Manager’s with a roster of students, course descriptions, objectives, and the students’ skills checklist.

C. A School Affiliation Coordinator in Nursing Education will confirm and keep on file:

1. Requesting school has a valid contract with Archbold
2. Clinical space available
3. Clinical rotation schedule received
4. Student objectives and course descriptions received
5. All correspondences between the school of nursing and the hospital
6. IS form completely filled out and signed by instructor and student.
7. On-line orientation of instructors and students (Signed sheets)

D. A Clinical Coordinator will notify each Nurse Manager that a student rotation has been approved, the date on which the rotation will start and end, the name of the instructor, and the number of students approved to be on the unit.

E. The nursing staff on the unit retains total responsibility for providing and directing nursing care as well as documentation in the patient’s medical record.

F. Nursing students shall abide by Nursing Administration policies and procedures.

G. All patient care assignments for nursing students will be made by the faculty instructor in conjunction with the Charge Nurse or Nurse Manager on the unit.

H. Faculty may arrange for students to have observational experiences in areas of the hospital other than their assigned unit with the permission of the Nurse Manager in that area space permitting. The student is not allowed to participate in any invasive procedures without their instructor. The student is allowed to assist the nurse in the observational
area with non-invasive procedures. These may include but are not limited to:

1. Assisting a patient up in bed, changing positions, and turning
2. Changing bed linen
3. Taking vital signs
4. Helping bathe a patient, changing briefs, applying SCD’s and TED hose
5. Feeding patients who were not on aspiration precautions
6. Assisting a patient with oral care
7. Offering and removing a bedpan
8. Transferring from bed to chair or stretcher
9. Empting a Foley Cather and reporting the output to the nurse
10. Ambulating a patient who has no restrictions
11. Assisting with an incentive spirometer

I. Patient care given by the student nurse is coordinated between the Nursing Instructor and the assigned staff nurse, charge nurse, supervisor or unit manager.

J. A nursing student shall be under the supervision of a readily available school faculty instructor who will directly supervise all invasive procedures and medication administration.

K. The student nurse will function at the level of their training according to the licensure level for which she/he is being prepared.

L. The student nurse will give report to the assigned nurse with any change in patient condition, whenever leaving the unit and at completion of the tour of duty.

M. The school faculty member and all students will sign the attendance roster whenever they are on site prior to reporting to their assigned unit usually occurring during the student orientation.

V. CONFIDENTIALITY AND HIPAA

A. Students are expected to review and abide by the policies and guidelines regarding confidentiality and HIPAA. All patient information is confidential and should only be discussed with other health care professionals directly involved in the patient’s care (only a need to know basis).

B. At no time will discussions about patients take place in public area such as elevators, hallways, or in dining areas, etc.

C. Confidentiality Statements will be signed in conjunction with the student access form.

D. Any operating room, vascular, clinic etc. schedule containing patient names may not be removed from that clinical area and should at no time be in the possession of a student outside of that clinical area.
E. Medical records cannot be copied for educational or planning purposes. Students may take notes and **must remove any identifying patient information** and apply reasonable safeguards to notes at all times.

F. Social networking includes the use of Facebook, Twitter, YouTube, blogging and other similar social networking is strictly prohibited when posting any type of patient protected health information including pictures taken with cell phones. HIPAA violations are a serious offense and can result in loss of the clinical rotation, fines, criminal and civil action, and even jail time.

G. Students are not allowed to use cell phones while in the clinical area. **Absolutely no pictures are to be taken of patients.**

H. Patient Protected Health Information including patient names may NOT be placed on laptops or PDA’s.

I. Electronic technology and equipment (PDA’s laptops, and cameras) need to be left at home.

J. Any HIPAA violations by students will be reported immediately to either the student coordinator or the Director of Internal Audit and Compliance. It will also be reported to the Nurse Manager.

VI. **SENIOR PRACTICUM STUDENTS OR PRECEPTOR EXPERIENCES**

A. A student preceptor is defined as an Archbold staff Registered Nurse (RN) who has an agreement with the school to precept a student for affixed and limited amount of time. The staff nurse is highly qualified professional with specific clinical expertise and knowledge of the teaching/learning process and at least one (1) year of experience. The preceptor is not an employee of the nursing program. The preceptor agrees to serve as a role model, instructor, supervisor, resource person, and to provide support for the growth and development of the nursing student during the student’s senior clinical experience. Prior to graduation from a nursing program, students begin the transition in the roles from student to practicing healthcare professional. To ease this transition, preceptorship programs have been implemented to foster professional socialization and help the students achieve confidence in their practice during their final clinical placement. In consultation with the preceptors and faculty, students determine practicum activities consistent with the course objectives developed by faculty.

B. Senior practicum students will be assigned a Registered Nurse (RN) preceptor after approval by the Nurse Manager of the unit through the clinical instructor.

C. The preceptee students are not to increase the maximum number of students (as set by the Nurse Managers) in the clinical area. These students may utilize the weekends or nights when other students are not in the requested clinical areas.

D. A Registered Nurse preceptor will sign a preceptor agreement or qualification record through the school of nursing. The preceptor will:
SUBJECT: SCHOOL AFFILIATIONS AND STUDENT NURSES

1. Receive the student’s skills check list, goals and objectives and schedule
2. Coordinate the clinical experience with the faculty person.
3. Recommend patient/client family assignments
4. Assist in determining the degree to which the student has met the learning outcomes during practicum.
5. The Registered Nurse preceptor will sign behind all student documentation and medications given by the student.

E. The nursing school faculty is responsible to oversee, monitor, and evaluate the student’s progress.
F. The student must designate the name of the preceptor on the student IS form to allow additional access for that preceptor to sign off on all student charting in Medication Administration Check (MAK) and Soarian.
G. The student will provide the preceptor with a skills check list, goals and objectives, and a schedule.

VII. GUIDELINES FOR STUDENT PRACTICE
A. Students will provide nursing care within the guidelines of the Georgia Registered Professional Nurse Practice Act and the Practical Nurse Practice Act.
B. Students will be legally held to the same level of practice as the licensed nursing practitioner.
C. There will be a maximum of ten (10) practicum nursing students pr group with an instructor on-site at all times and available via beeper or cell phone.
D. Students will assume responsibility for patient care consistent with their level of achievement, level of competency, course objectives, and level of experience.
E. Clinical objectives and expectations for the student’s role in patient care should be communicated and discussed with the patient’s nurse at the beginning of the shift.
F. All plans for patient care will be discussed with the patient’s nurse prior to the delivery of care.
G. The instructor is to be physically present for all invasive procedures and all medications being delivered.
H. A student who has not attained competency in a skill or procedure is required to have the instructor or the REGISTERED NURSE staff nurse (assigned preceptor) present when the student participates in the procedure.
I. Students are required to be certified in blood glucose monitoring prior to performing the procedure and the instructor is to be present at all procedures.
J. Students are required to follow the Archbold dress code policy (Personnel policy 500.03). Students must wear their school uniform and school photo identification badge when at any Archbold facility.
K. Medication, IV and Blood Administration:
1. The clinical instructor will co-sign in Medication Administration Check (MAK) any medications administered by the student.
2. The instructor will have access to the Omnicell and will be able to pull all of her students’ medications including narcotics.
3. Direct supervision of students must be maintained by the instructor during all medication administration following all medication policies.
4. Students may not set up Patient Controlled Analgesia otherwise referred to as PCA’s or Continuous Ambulatory Delivery Devices known as CADD pumps.
5. Students may not administer chemotherapy.
6. Nursing students/instructors are not permitted to administer blood or blood products. Students/Instructors are not allowed to document on any blood slips. All blood documentation and blood procedures are to be performed by a licensed Registered Nurse (RN) or Licensed Practical Nurse (LPN) staff member per IV policy BLD 103.

VIII. MEDICATION ERRORS
A. Medication errors must be reported immediately to the patient’s nurse, Nurse Manager, Physician and faculty on the same day as the incident.
B. The student and the faculty instructor shall complete a hospital-specific electronic OCCURRENCE REPORT.

IX. DOCUMENTATION
A. The student, in collaboration with the patient’s nurse, may participate in formulating the patient’s plan of care on the patient’s medical record.
B. All electronic documentation by the student must be checked and co-signed by the staff Registered Nurse (RN)/Licensed Practical Nurse (LPN), Registered nurse preceptor, or faculty instructor before it is documented or completed on the patient’s medical record. This includes the Medication Administration Record (MAR), Nurses Notes, and all other assessment forms.
C. The student is required to inform the instructor or preceptor of any clinical documentation that needs signing off on prior to leaving the clinical unit. In effect, the clinical instructor or Registered nurse preceptor must co-sign behind the student’s clinical notes prior to leaving the clinical area.
D. The student will report off to the staff nurse when they leave the unit and the final narrative note should state “Reported Off to Nurse”.

X. NURSING STUDENT VISITS TO THE UNIT PRIOR TO CLINICALS
A. School photo identification badge and lab coat must be worn.
B. Dress neatly and professionally. Jeans, shorts, tank tops, or flip flops are not permitted.
C. The student is to inform the charge nurse of presence.
D. No copies of any part of the patient’s medical record are permitted.
E. Students are not permitted to provide any patient care unless their instructor or preceptor is physically present on the patient unit.

XI. ILLNESS AND ACCIDENTS
A. If a student or faculty member becomes ill or injured while engaged in a clinical rotation, the Nurse Manager/designee on the assigned unit should be notified.
B. If there is an injury, administer first aid then fill out and complete the appropriate form which will include signatures by the Nurse Manager/designee.
C. In the event of an emergency, the Hospital shall provide emergency care and treatment to the student in accordance with the Hospital’s policies and procedures. Students receiving emergency medical care and treatment shall be liable for all fees and charges incurred.

XII. GUIDELINES
Any student who does not follow the above guidelines may lose their privilege of continuing clinicals at all Archbold facilities.