Dear Health Science Instructor,

Thank you for partnering with the Huntsville Hospital Health System. We are looking forward to providing your students with an exciting and rewarding clinical experience. This document will provide you with the information needed to make your experience here a success.

The high school instructors must complete these steps prior to the start of clinical and/or prior to students being on the unit. Access the HHHS website at:

www.huntsvillehospital.org/schools-with-clinical-affiliation

Located on the website are four Computer Based Learning modules for your review. They include:

- **Care Class for all Employees**
- **HIPAA Clinical**
  - HIPAA Clinical Test – Print a copy for each student to complete and maintain with student file.
- **HIPAA Core**
  - HIPAA Core Test – Print a copy for each student to complete and maintain with student file.
- **Infection Control**

Also located on the website are 3 required forms that must be signed and placed into the student and instructor file along with the HIPAA Clinical and Core tests. This information must be maintained at your high school for six years. It is recommended that you scan the completed documents and keep electronic copies for ease of storage.

- **Affirmation Statement on Security and Privacy of Information**—Affirms that the instructor and student have read and understand the Huntsville Hospital Policy on confidentiality of protected health information.
- **Employee Occupational Health Policy** – Affirms that the student and instructor have reviewed and will comply with the Infection Control Policy conditions requiring absence from a Clinical/Non-clinical assignment.
- **Non-Employee Badge Request Form** – Required to receive a student or instructor badge, qualifying access to HHHS facilities. Badges are FREE to high school students.

**General Information:**

**Answer Keys to HIPAA Clinical and HIPAA Core Tests:** See Appendix A.

**Annual Tuberculin Skin Test (TST):** All students are subject to the same health standards as Huntsville Hospital employees. Schools are required to submit documentation of immunizations, initial and annual TST upon request. This information must also be maintained for six years at your high school.

**Badge Process – Student and Instructor:** Acquiring a student or instructor badge takes approximately seven (7) days.

- Non-Employee Badge Request Forms must be collected by each school and faxed in a batch to the Clinical Nursing Practice Department at FAX number: 256-265-1955.

- A typed list of names of the students and instructors requesting a badge must accompany the batched Non-Employee Badge Request Forms.

- **Non-Employee Badge Request Forms sent by individual students or instructors will not be processed.** We have no way of assuring that the individual requesting the badge is truly a student or faculty member of your school.
As an alternative to faxing, the Non-Employee Badge Request Forms may be scanned by batch and e-mailed to BOTH gwenda.guerin@hhsys.org and kathy.elliott@hhsys.org. The typed list of names must be included with the scanned submissions.

- The Clinical Nursing Department operates from 0800 – 1630 Monday – Friday. Batches of Non-Employee Badge Request Forms received during non-business hours will be processed the next business day.

- Once non-employee badge forms are faxed to the Security Command Center, it takes an additional three (3) days for the form to be processed and entered into the Security computer system.

- Badges are made by the Security Command Center located inside the Visitor Parking Deck on Gallatin Street. The Visitor Parking Deck is located at the Main Hospital Entrance (to the left of the fountain) on Gallatin. You will be required to sit for a photo. Instructors are to contact the Security Command Center at 256-265-8012 to arrange a time for your students to have their badges made. If the student had a badge from the previous year they won’t need a new badge, the Security Command Center can re-activate their last year’s badge. Please provide a list of students who will need to have their badges re-activated when submitting your batch requests.

- Badges are to be collected by the instructor for all senior/graduating students and returned to the Huntsville Hospital Security office for deactivation.

- Instructor badges expire each year on AUGUST 31st and must be reactivated. If an instructor needs access to restricted areas (such as Labor and Delivery) the nurse manager of the unit must be contacted to grant access. This request is not processed through the Clinical Nursing Practice department.

- Students and instructors are required to wear their badges at all times while on hospital property. Badges must be visible and worn above the waist.

**Clinical Times:** Three time slots are available each week day for health science program students. They are:

- 0800 – 1100
- 1100-1300
- 1300 - 1500

**Computer Access:** Students will not be given individual access to our computer systems.

**Employment Opportunities post high school graduation:** Includes initial Patient Care Assistant competencies. See Appendix E

**Parking:** Parking Guidelines are not “recommendations,” each student is expected to follow the Guidelines EVERY time they are present for “school related reasons” on the HHHS campus. Students need to add 20-25 minutes to their arrival time to insure they arrive on time to their units for their pre-clinical huddle.

- Student Parking: Students assigned to HH or Women and Childrens will park at First Baptist Church on the St. Clair side. Buses may park there as well. Shuttle service is available upon request by calling 265-6160. Students may park in the Employee Deck after 1400.
- Students assigned to Madison Hospital will park in the parking lot off of Highway 72, in front of the Medical Office Building. Upon entering Hospital Drive from Highway 72, take the first left and then turn left again into the parking lot. Buses may park there as well.
PULSE Page: The face page for the hospital’s intranet is titled the PULSE page. It is where daily updates are posted. It is also where instructors can access hospital Policies and Procedures, Order Sets, The Safety Manual (includes the Emergency Conditions and Basic Staff Response). Other important information is accessed via the Hot List drop down section from any hospital computer. Review Huntsville Hospital policies and procedures with students, such as Foley catheter care, Isolation precautions, personal protective equipment and transferring of patients, CHG bathing, etc.
HEALTH SCIENCE INSTRUCTOR EXPECTATIONS:

1. Must provide a copy of the school liability insurance for your program to Gwenda Guerin in the Clinical Nursing Practice department annually.

2. If there is a change in instructor personnel, the change must be communicated to Huntsville Hospital Health Care System, Clinical Nursing Practice department, prior to a new instructor bringing students to any of our campuses.

3. All communication to Unit Directors is to be conducted via email. Please see the table with all email addresses on page 8.

4. The student is to present a skills checklist to the charge nurse with each assignment. This skill checklist lets the staff know what the student can and cannot perform. (No invasive procedures). Please provide your contact information on the checklist. See Appendix B.

5. Review Parking Guidelines with Health Science students. Guidelines are posted on the website.

6. Introduce yourself and students to the Charge nurse and clinical staff when you arrive on a clinical unit.

7. Touch base with the clinical unit director or designee at least weekly to discuss issues/concerns.

8. Assure all students maintain the dress code of khaki color scrubs, khaki or black lab coat and closed toe non-canvas shoes (no clogs or mules). Shoe color is up to the individual school.

9. Assure students have all tattoos covered and jewelry is kept to a minimum. No dangling earrings.

10. Assure student’s fingernails are clean and not exceeding ¼ inch in length. Polish cannot be chipped or cracked. Extreme colors and nail art are not permitted. Artificial nails include, but are not limited to:
   - Acrylic
   - Gel
   - Wraps/overlays
   - Tips
   - Shellac
   - Jamberry
   - Nails cured with any light or heat source and/or polish that cannot be removed within 30 seconds

   Artificial nails are not permitted in patient areas. Artificial nails are not permitted if the student prepares food or has contact with the patient, their environment, equipment supplies, or linens.

11. Must maintain professional presence including upholding the HHHS Employee Rules of Conduct and the Mission, Vision and Values during the clinical rotation. Available via the PULSE Page

12. Utilize AIDET when communicating with all patients. See Appendix C.

13. Must notify the clinical unit if the Health Science student will not be reporting for a scheduled day.

14. Must provide a weekly student rotation list. This form is provided in Appendix D. Rotation list must be submitted to hospital contact prior to students beginning assignment. Communication is so important! Email or come by the units prior to student assignments.

15. Students must know how to contact the instructor at all times.

16. Each instructor is to work with the other schools to not overlap assignments.
HEALTH SCIENCE STUDENTS EXPECTATIONS:

1. Bring the skills checklist containing your completed competencies each day of your clinical experience and present it to the charge nurse. The skills checklist must have your name and the name of your instructor with their contact information.

2. If you do not have your skills checklist you are to contact your instructor. You are NOT allowed to stay on the unit without the completed skills checklist.

3. Students cannot perform any invasive procedures (i.e. fingerstick glucose).

4. Will not copy any portion of the patient’s medical record. All documents with protected health information must be placed in shred bins at the end of the clinical experience.

5. May not care for patients in Airborne Precautions including TB, chicken pox, shingles, measles, or epidemic influenzas; may provide care for other isolation patients.

6. Cell phone use, including camera and text functions during clinical time, is prohibited. NO cell phones are allowed to be used while on nursing unit except to contact your instructor. Calls to your instructor must be placed in non-patient areas (break room of nursing unit).

7. Confidentiality must be maintained along with maintaining professional boundaries through all social networking systems.

8. Each student must wear name badge on upper left chest. It must be visible at all times.

9. Staff requests students not to loiter at the nursing station. If you are unsure of what to do, check with the charge nurse.

10. Be willing to assist as needed within the boundaries of your skills check list.

11. Students need to have prepared 2-3 questions to ask staff related to nursing or diagnosis. It can even be questions regarding career choices.

12. Tattoos are to be covered and jewelry is to be kept at a minimum. No dangling earrings.

13. Finger nails must be clean and not exceed ¼ inch in length. Polish cannot be chipped or cracked. Extreme colors and nail art are not permitted. Artificial nails include, but are not limited to:
   - Acrylic
   - Gel
   - Wraps/overlays
   - Tips
   - Shellac
   - Jamberry

   Nails cured with any light or heat source and/or polish that cannot be removed within 30 seconds Artificial nails are not permitted in patient areas. Artificial nails are not permitted if the student prepares food or has contact with the patient, their environment, equipment supplies or linens.
Huntsville Hospital In-Patient Unit Descriptions

1GSM 1GNM STICU - Surgical Trauma Intensive Care Unit: Provides care for adolescent, adult, and senior patients requiring advanced assessment and monitoring post surgery, including mechanically ventilated patients, patients with multiple traumatic injuries, sepsis, and multiple organ failure.

2E/2W - Internal Medicine/Nephrology: Provides care to adult, adolescent, and senior patients with emphasis on renal, pulmonary, gastrointestinal, diabetes, peritonitis, altered mental status, occluded dialysis shunts, central line thrombosis, and diagnostic procedures or interventions.

3E/3W/6N/6MST - Cardiology I/II/III/IV: Provides care for patients with artery disease, hypertension, pacemaker malfunction/failure, cardiac rhythm changes, endocarditis, cardiogenic shock, thrombophlebitis, congestive heart failure, chest pain, post acute MI, post cardiac surgery, pre/post cardiac catheterization.

3NE - Ortho Spine: Provides care for patients’ post spinal surgery/procedures, including cervical, thoracic, and lumbar fusions with care of drains, dressings, and assisting with physical therapy and ambulation.

3N - Cardiac Short Stay: Provides short term care or skilled observation and monitoring of patients receiving cardiac procedures including pacemaker and defibrillator insertion, ablations, angioplasty, stent placement, cardioversion, and cardiac catheterizations.

3S/3SE/3SW - Behavioral Health/Behavioral Health Geriatric: Provides care for patients with acute and chronic psychological disorders including suicide, depression, anxiety, dementia, and Alzheimer's.

4E/4W/4N/4NW - Progressive Surgery I, II, III: Care of adolescent, adult, and geriatric pre/post operative patients including gastric, colon rectal, urological, vascular surgeries and trauma patients, monitoring for complications such as pneumothorax, pneumonia, pulmonary embolus, hypovolemic shock, and electrolyte imbalances.

4MST/4NE MICU - Medical Intensive Care Unit: Provides care for critical patients including suicide, overdose, gastrointestinal bleeds, chronic respiratory requiring pulmonary monitoring and/or ventilation.

5E/5W - Respiratory Care/Medical Progressive Care: Patient population includes acute and chronic pulmonary diseases, tracheostomy care, patients requiring mechanical ventilation and stepdown care for patients transferred from MICU/AICU.

5MST/5NE/5NW - Ortho Trauma/Joint Camp/Orthopedics: Care of patients pre/post surgical intervention of hip, knee, extremity fractures, complex and blunt traumatic injuries, total joint arthroplasties, and spinal surgery.

6NE/6NW CCU1/CCU2 - Coronary Care Unit: Provides care to patients with cardiac rhythm changes, chest pain/acute myocardial infarction, dissection aortic aneurysm, digoxin toxicity, pacemaker failure, pulmonary embolus, pericarditis, hypertension, CHF, pulmonary edema, and cardiogenic shock.

6E CVICU - Cardiovascular Intensive Care Unit: Provides care to patients post cardiac/thoracic surgery, acute and chronic cardiac diseases requiring pressors and rhythm regulating drips, ventilator assistance.

6W - Progressive Cardiovascular (PCV): Provides care for the adolescent, adult, and senior pre-operative and post-operative cardiovascular and thoracic surgery patients, medical cardiology patients, and cv related medical-surgical overflow patients.
7N/7NE/7NW/7W-Family Practice/General Medicine: Provides care to adolescent, adult, and senior patients with medical/surgical conditions with an emphasis on diabetes, infectious processes, respiratory disease, chronic heart disease, gastrointestinal disease, thrombosis, bleeding disorders, pancreatitis, sepsis, renal failure, and altered mental status.

7MST/7E: Oncology/Stem Cell: Provides care to adolescent, adult, and senior patients receiving chemotherapy, radiation therapy, and administration of blood products and pain management. Care is also provided to patients with complications from chemotherapy, radiation, cancer, and cancer treatments.

8MST/8NPCU-Neuro Spine/Neuro Progressive Care: Provides care to individuals recently suffering from transient ischemic attacks, ischemic or hemorrhagic strokes, and traumatic brain injuries, and brain tumors, aneurysms, and seizures, individuals with neuromuscular disorders, spinal surgery, or spinal cord compression.

8NE NICU-Neuro Intensive Care Unit- Provides care for patients needing advanced assessment and monitoring due to stroke, trauma head injury/bleed, acute spinal cord injury, post neurological surgery and neuromuscular disorders requiring mechanical ventilation.

Women’s and Children’s Hospital-

2E Labor and Delivery– Care of patients experience active labor, provides monitoring and assessment of mother and baby during labor and delivery process.

2SE-Antepartum: Care of patients experience preterm labor, premature rupture of membranes, pre-eclampsia, placenta previa, high risk antepartum patients.

2WE-Obstetrical Emergency Department- All pregnant women are triaged by RNs and seen by an in-house obstetrician within an hour of presentation.

3E Neonatal Intensive Care Unit- Provide care of premature neonates requiring intensive monitoring, assessment and treatment including ventilation, hydration, temperature management and feeding.

3WSE-Women’s Surgical-Care of patients requiring general gynecological, GYN oncology, ENT, robotic surgeries, plastic surgery, pain procedures, postpartum complications including perinatal loss through miscarriage, ectopic pregnancy, fetal demise, still birth, and adoptive process.

4SE-Pediatrics-Care of infant, child, and adolescent with respiratory illnesses, seizures, trauma, infections, gastrointestinal disorders and cardiac conditions. The surgical patient present a variety of specialties including ear, nose, and throat surgery, general surgery, orthopedics, neurology, urology, and cardiology.

4SEE-PICU-Pediatric Intensive Care Unit- Comprehensive care of children with surgical ear, nose, and throat surgery, general surgery, orthopedics, neurology, and urology surgery, children that require advanced assessment and monitoring for care/treatment of disease processes.

4NE AICU -Adult Intensive Care Unit—Provide care for patients post OB-GYN surgery, ENT surgery, critical gynecology patients, mothers with complications post delivery, and other medical-surgical patients requiring intensive monitoring and assessment.

5MBE Mother Baby, Well Baby Nursery– Post partum vaginal or cesarean section care; postoperative care. Care of well neonate, circumcision care, neonatal feeding, hyperbilirubinemia, postpartum vaginal or cesarean section care, postoperative care, transitional infants up to 4 hours of life. Rooming-in is encouraged as much as possible with quiet time dedicated from 1-3 daily so Moms can get rest.

Madison Hospital-

2W/E- Mother Baby, Well Baby Nursery- Care of well neonates, circumcision care, neonatal feeding, hyperbilirubinemia, postpartum vaginal or cesarean section care, postoperative care, and transitional infants up to 4 hours of life.

2WS/W Labor and Delivery – Care of patients experiencing active labor; providing monitoring and assessment of mother and baby during the labor and delivery process.

3E/W Medical Surgical: Provides care to adolescent, adult and senior patients with medical/surgical conditions.

3I E/W Medical Surgical ICU- General Adult ICU- Provides care for critical patients including suicide, overdose, gastrointestinal bleeds, chronic respiratory requiring pulmonary monitoring and/or ventilation.

4E/W Surgical Care Unit- Provides care to adolescent, adult and senior patients with medical/surgical conditions. All total-joint patients recover on this unit.
<table>
<thead>
<tr>
<th>Unit</th>
<th>Contact Name</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Huntsville Hospital Main</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2E/W</td>
<td>Jana Byrd</td>
<td><a href="mailto:jana.byrd@hhsys.org">jana.byrd@hhsys.org</a></td>
</tr>
<tr>
<td>3E/W</td>
<td>Christine Fussell</td>
<td><a href="mailto:christine.fussell@hhsys.org">christine.fussell@hhsys.org</a></td>
</tr>
<tr>
<td>3N, Cath Lab</td>
<td>Chris Thornton</td>
<td><a href="mailto:chris.thornton@hhsys.org">chris.thornton@hhsys.org</a></td>
</tr>
<tr>
<td>3NE</td>
<td>Jennifer Williams</td>
<td><a href="mailto:jennifer.williams@hhsys.org">jennifer.williams@hhsys.org</a></td>
</tr>
<tr>
<td>4E/4N/4NW</td>
<td>Susan Sandt</td>
<td><a href="mailto:susan.sandt@hhsys.org">susan.sandt@hhsys.org</a></td>
</tr>
<tr>
<td>5E/5W</td>
<td>Dawn Webster</td>
<td><a href="mailto:dawn.webster@hhsys.org">dawn.webster@hhsys.org</a></td>
</tr>
<tr>
<td>5NE/5NW</td>
<td>Catherine Brown</td>
<td><a href="mailto:b.catherine.brown@hhsys.org">b.catherine.brown@hhsys.org</a></td>
</tr>
<tr>
<td>5MST</td>
<td>Jennifer Williams</td>
<td><a href="mailto:jennifer.williams@hhsys.org">jennifer.williams@hhsys.org</a></td>
</tr>
<tr>
<td>6NE/6NW</td>
<td>Whitney Reynolds</td>
<td><a href="mailto:whitney.reynolds@hhsys.org">whitney.reynolds@hhsys.org</a></td>
</tr>
<tr>
<td>6W</td>
<td>Julie Carlyle</td>
<td><a href="mailto:julie.carlyle@hhsys.org">julie.carlyle@hhsys.org</a></td>
</tr>
<tr>
<td>6N/6MST</td>
<td>Jamie Fortenberry</td>
<td><a href="mailto:jamie.fortenberry@hhsys.org">jamie.fortenberry@hhsys.org</a></td>
</tr>
<tr>
<td>7N/7NE/7NW/7W</td>
<td>Brian Buchmann</td>
<td><a href="mailto:brian.buchmann@hhsys.org">brian.buchmann@hhsys.org</a></td>
</tr>
<tr>
<td>7E, 7MST</td>
<td>Ruth Smith</td>
<td><a href="mailto:ruth.smith@hhsys.org">ruth.smith@hhsys.org</a></td>
</tr>
<tr>
<td>8MST/8NPCU</td>
<td>Mark Walden</td>
<td><a href="mailto:david.walden@hhsys.org">david.walden@hhsys.org</a></td>
</tr>
<tr>
<td>8NE NICU *afternoon only</td>
<td>Jenny Mitchell</td>
<td><a href="mailto:jennifer.mitchell@hhsys.org">jennifer.mitchell@hhsys.org</a></td>
</tr>
<tr>
<td>Imaging</td>
<td>Rhonda Atchley</td>
<td><a href="mailto:rhonda.atchley@hhsys.org">rhonda.atchley@hhsys.org</a></td>
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<tr>
<td>Laboratory</td>
<td>Vicky McClain</td>
<td><a href="mailto:vicky.mcclain@hhsys.org">vicky.mcclain@hhsys.org</a></td>
</tr>
<tr>
<td>Preop</td>
<td>Lori Terry</td>
<td><a href="mailto:lori.terry@hhsys.org">lori.terry@hhsys.org</a></td>
</tr>
<tr>
<td>PACU</td>
<td>Michelle Olive</td>
<td><a href="mailto:michelle.olive@hhsys.org">michelle.olive@hhsys.org</a></td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>Wayne Byford</td>
<td><a href="mailto:wayne.byford@hhsys.org">wayne.byford@hhsys.org</a></td>
</tr>
<tr>
<td><strong>Women and Children’s</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2SE</td>
<td>Jade LeCroix</td>
<td><a href="mailto:jade.lecroix@hhsys.org">jade.lecroix@hhsys.org</a></td>
</tr>
<tr>
<td>3WSE No Monday’s</td>
<td>Tammy Colson</td>
<td><a href="mailto:tammy.colson@hhsys.org">tammy.colson@hhsys.org</a></td>
</tr>
<tr>
<td>4SE No Students</td>
<td>Denise Patterson</td>
<td><a href="mailto:denise.patterson@hhsys.org">denise.patterson@hhsys.org</a></td>
</tr>
<tr>
<td>5MBE</td>
<td>Cathy Mog</td>
<td><a href="mailto:cathy.mog@hhsys.org">cathy.mog@hhsys.org</a></td>
</tr>
<tr>
<td>Imaging</td>
<td>Rhonda Atchley</td>
<td><a href="mailto:rhonda.atchley@hhsys.org">rhonda.atchley@hhsys.org</a></td>
</tr>
<tr>
<td>PreOp</td>
<td>Amanda Rochowiak</td>
<td><a href="mailto:amanda.rochowiak@hhsys.org">amanda.rochowiak@hhsys.org</a></td>
</tr>
<tr>
<td>PACU</td>
<td>Betty Fine</td>
<td><a href="mailto:betty.fine@hhsys.org">betty.fine@hhsys.org</a></td>
</tr>
<tr>
<td><strong>Madison Hospital</strong></td>
<td></td>
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</tr>
<tr>
<td>ED</td>
<td>Cynthia Cooper</td>
<td><a href="mailto:cynthia.cooper@hhsys.org">cynthia.cooper@hhsys.org</a></td>
</tr>
<tr>
<td>2E/W</td>
<td>Shari Crowe</td>
<td><a href="mailto:shari.crowe@hhsys.org">shari.crowe@hhsys.org</a></td>
</tr>
<tr>
<td>3E/W, 3I/E/W, 4E/W</td>
<td>Gina Turner</td>
<td><a href="mailto:gina.turner@hhsys.org">gina.turner@hhsys.org</a></td>
</tr>
<tr>
<td>Imaging</td>
<td>Leslie Wallace</td>
<td><a href="mailto:leslie.wallace@hhsys.org">leslie.wallace@hhsys.org</a></td>
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<tr>
<td>Respiratory Therapy</td>
<td>Ryan Murray</td>
<td><a href="mailto:ryan.murray@hhsys.org">ryan.murray@hhsys.org</a></td>
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<tr>
<td><strong>Medical Mall</strong></td>
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<tr>
<td>Bed Reservation</td>
<td>Evan Eppling</td>
<td><a href="mailto:evan.eppling@hhsys.org">evan.eppling@hhsys.org</a></td>
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<tr>
<td>Pretest</td>
<td>Dana Hinklemann</td>
<td><a href="mailto:dana.hinklemann@hhsys.org">dana.hinklemann@hhsys.org</a></td>
</tr>
<tr>
<td>Wellness Center</td>
<td>James Kelly</td>
<td><a href="mailto:james.kelly@hhsys.org">james.kelly@hhsys.org</a></td>
</tr>
<tr>
<td>Laundry Services</td>
<td>David Crump</td>
<td><a href="mailto:david.crump@hhsys.org">david.crump@hhsys.org</a></td>
</tr>
</tbody>
</table>
Additional Resources:

Lippincott Advisor is a valuable research tool accessible to students via the computer desktop. It is also available via the Pulse page from the Applications menu.
Patient Care Aides (PCA’s) formerly known as “techs” use the following form as their daily worksheet. The sample form below has mock up patients listed along with diagnoses and allergy and diet information. The worksheet is created through the hospital electronic medical record (EMR) called ICare. Each PCA has the capability to create a worksheet with his/her daily assignments. Students may use this worksheet to document information, however it is not to be copied and removed from the nursing unit.

<table>
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<th>Patient ID</th>
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<th>Allergies</th>
<th>Diet</th>
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<tr>
<td>S002C</td>
<td>TEST, Smart</td>
<td>1y</td>
<td>10/15/2014</td>
<td>No Assess</td>
<td>Abdominal Pain</td>
<td>Mechanical Soft-Diet</td>
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<tr>
<td>S003C</td>
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<td>36y</td>
<td>03/12/1980</td>
<td>No Assess</td>
<td>sickly</td>
<td>No Order</td>
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<tr>
<td>S004C</td>
<td>FYXIS, ES 10, White</td>
<td>66y</td>
<td>04/03/1949</td>
<td>High</td>
<td>Not Charted</td>
<td>6 Small Meals-Diet</td>
</tr>
<tr>
<td>S005C</td>
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<td>37y</td>
<td>10/15/1978</td>
<td>No Assess</td>
<td>Dental Problems</td>
<td>High Protein-Diet</td>
</tr>
</tbody>
</table>
The PCA's document their activities in the EMR using the flowsheet below.
Below is a sample of the patient intake and output documentation form used by clinical staff:

Huntsville Hospital
Patient Intake and Output

NAME ___________________________ DOB ______
Room # _______ Date ______

1 ounce = 30ml

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<table>
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Breakfast/ Lunch/ Dinner

Measurement Guidelines

<table>
<thead>
<tr>
<th>20 oz cup with or without ice</th>
<th>600 ml</th>
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<tr>
<td>20 oz. cup ice only (filled completely)</td>
<td>150 ml</td>
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| 12 oz. cup with or without ice | 360 ml |
| 12 oz. cup ice only | 90 ml |
| 12 oz. can soda | 360 ml |
| Milk | 240 ml |
| Coffee | 240 ml |
| Tea | 240 ml |
| Soup | 150 ml |
| Juice | 120 ml |
| Jello or Ice Cream or Popsicle | 90 ml |

1 oz = 30 ml
### HIPAA Clinical Quiz Answer Key

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### HIPAA Core Quiz Answer Key

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| 24 | D | 25 | C |
Skills Checklist

Student: __________________________

Instructor: ________________________  Instructor Contact Information: __________________________

**PLEASE NOTE:** Students may observe any procedure with the approval of licensed staff. Students may not perform any invasive procedure or be exposed to body fluids.

☐ OBSERVATION ONLY (No hands-on patient care)

**SAFETY AND LEGAL SKILLS:**

- Two Patient Identifiers
- Student Orientation Packet
- HIPAA Clinical and Core Tests
- Recognizing and Reporting Abuse Information
- Medical Handwashing and Hand gel Use
- Standard Precautions - Gowning and Gloving
- Fire Safety - RACE and PASS
- Body Mechanics
- Safe Use of Wheelchair
- Safe Use of Stretcher
- Side Rail Safety
- Hazardous Materials Safety

**PATIENT CARE SKILLS:**

- Apical Pulse
- Bed making - Occupied and Unoccupied
- Bed Bath - Partial and Complete
- Delivering Food Trays
- Feeding a Patient
- Measuring Intake and reporting output (do not empty Foley or bedpan)
- Measure Height and Weight
- Ambulation if accompanied by staff member only
- Reviewing a patient chart (student has completed HIPAA)

**CPR SKILLS:**

☐ Professional Level CPR

Employee signature: __________________________  Date: __________________________

Check if student properly attired in uniform with skills checklist: ☐
AIDET
Fundamentals for providing excellent Customer Service

Acknowledge
First impressions count. Making eye contact is the first step in forming a relationship with your patients. Always greet them by name and in a positive manner — displaying a warm and friendly smile. Attitude is everything!

Introduce
Introduce yourself politely. Tell the patient your name, state your role and let them know how you are going to help them. Inform your patient of the purpose for each encounter.

Duration
Talk to your patients. Keep in touch to ease waiting times; set expectations for tests, physician arrival, tray delivery and how long you plan to visit their room. Manage the patient’s expectations and apply Service Recovery methods when needed.

Explanation
Talk. Listen. Learn. Let your patient know step-by-step what will happen during the treatment or service you are providing. Ensure that you explain things in a way they can understand. Consistently use the key words for safety and excellent care.

Thank You
Foster an attitude of gratitude. Thank your patients for waiting, providing information and choosing Huntsville Hospital Health System for their care.

Remember to speak with passion and commitment so that our patients are confident they made the right choice by coming to our hospital.
Appendix D
# Weekly Health Science Student Unit Rotation List

<table>
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<th>Date:</th>
<th>Time:</th>
<th>School:</th>
<th>Instructor:</th>
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**List All Students:**

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**Weekly Unit Assignment**

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<th>Day One</th>
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Appendix E
Employment Opportunities:

We have seen exceptional high school students using our facility for clinical experiences under your instruction. Our goal is to continue to build upon the foundation of clinical skills they have learned by offering employment as Patient Care Aides (PCA’s) in hopes that they will gain valuable work experience while pursuing degrees in health care.

Health Science Program high school graduates who are **18 years of age** are qualified to join our team at Huntsville Hospital. With your guidance and our assistance, eligible students would begin the job application process through our Human Resource Department. Students may apply online from the Huntsville Hospital website.

The student who is 18 years of age should select the job category: **Nurse Tech/Patient Care Tech**. Several job titles may appear, **Patient Care Aide or Health Care Assistant** among others. The Patient Care Aide is commonly called a PCA and provides basic care to patients. The Health Care Assistant is commonly called a HCA and functions at the desk as the unit secretary, transcribing orders and answering phones.

The questions for each job are a bit different.
Patient Care Aide (PCA) – Please instruct them to answer question number six with the response below:

6. How did you learn of this position?

"My High School Instructor for the Health Science Program recommended me to apply". This will indicate to our recruiters that the applicant is a graduate of the Health Science Program.

Please instruct them to answer question number nine with the word YES

9. * Have you completed your first semester of clinicals in nursing school, completed a community high school health science program within the past 12 months OR have at least 6 months PCA experience in a health care facility?

Health Care Assistant (HCA) – Only question six is the same. Have them answer it the same as the PCA position.

After successfully completing a job application, the student **may** be interviewed by a Unit Director for placement on a clinical unit. If hired, the student will participate in the Huntsville Hospital new employee orientation.
The following is a list of competencies which are taught to new PCA employees during orientation:

**COMMUNICATES TO NURSE ANY CHANGE IN PATIENT CONDITION:**
- Vital sign changes
- Any bleeding,
- Redness of IV site
- Loose dressings
- Skin color changes and abnormalities
- Complaints of pain
- Falls
- Visitor/ Family concerns.
- Uses Patient Family Communication Board and/or Handoff tool for reporting to on-coming PCA and nurse.
- Makes intentional rounds on patients.

**CORRECTLY ID’s PATIENT**
- Asks patient to state their name and date of birth.
- Checks armband correctly verifying name and date of birth.
- Places new patient armband on properly, with proper ID.
- Uses AIDET

**POINT OF CARE-PCX**
- Identifies correct patient using two patient identifiers
- Uses glucometer according to protocol to obtain specimen
- Properly cleans equipment
- Docks the glucometer when completed

**HYGIENE**
- Helps the patient who is unable to maintain personal hygiene.
  - Bathing (tub/shower, bed, cold/sponge, sitz)
  - Perineal care/Foley care
  - Mouth (oral, denture)
  - Skin care
  - Hair washing
  - Shaving
  - Backrubs
  - Provides patient privacy & explanation of procedure
- Applies TEDs/SCDs correctly, Follows P & P

**VITAL SIGNS**
- Records V.S. according to unit practice
- Weight (standing) according to MD’s order
- Obtains Temperature (oral, rectal, axillary)
- Pulses (radial, temporal, dorsalis pedis, posterior tibial)
- Respiratory Rate
- BP (manual/automatic), cleaning equipment
- Attaches patient to Pulse Oximetry

**BLADDER SCAN**
- Demonstrate correct technique & cleaning
- Reports findings to nurse
ASSISTS WITH NUTRITIONAL NEEDS
- Follows any fluid restrictions according to MD orders
- Provides ice & water as ordered or per unit routine.
- Checks meal trays
- Positions & feeds pt. as needed
- Provides between meal nourishments
- Reports anything unusual about diet or appetite to nurse

INTAKE AND OUTPUT
- Measures and records:
  - Intake (oral)
- Output (voiding, Foley catheter, Hemovac, NG, Jackson Pratt- JP, Ostomy)
- Label and post bedside I&O sheets
- Verify with patient and/or family correct amount for documentation

INFECTION CONTROL/ISOLATION CARE
- Correct disposal of body wastes, trash, & linen
- Verbalizes different types of isolation (airborne, contact, C diff and Droplet)
- Verbalizes Safety Zone and how to obtain Isolation Unit
- Demonstrates correct hand hygiene technique
- Dons PPE appropriately

RESTRAINTS (NON-VIOLENT)
- Follows Policy & Procedure
- Applies Restraints correctly
- Vital sign check, Hydration, nutrition, circulation check & release, and toileting offered every 2 hours

STRYKER BED
- Bed Alarms
- Zeroing
- Weighing
- Turns on IBED

TELEMETRY
- Gathers equipment
- Attaches pt. to telemetry properly within 30 minutes
- Correctly changes electrodes, observing for any skin breakdown
- Communicates and responds appropriately with monitor room.
- Sends telemetry unit back to monitor room upon discharge

SKIN CARE (wound care nurse)
- Reports any pressure area to nurse immediately.
- Turns and repositions patients
- Observes for any changes in patient’s skin, especially pressure points.
- Uses hospital approved products for skin care.

FOLEY/PERINEAL CARE
- Cleans perineum and Foley downward at least 6”
- Places Stat Lock properly
- Observes sticker with insertion date/ initials on bag
- Hangs Drainage bag properly, free of dependent loops
- Correctly transports with Foley.
- Reports any unusual odor, color or amount of urine