



Huntsville Hospital Health System

Health Science Instructor Handbook

High School Programs

Alexis Spalding RN MSN, Director Clinical Nursing Practice

2023-2024

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 Computer Based Learning modules for your review. They include:

- **Care Class for all Employees**
- **Student Contractor Packet**
- **HIPAA Test** – Print a copy for each student to complete and maintain with student file. (Located within the Student Contractor Packet)

Also located on the website are 4 required forms that must be signed and placed into the student and/or instructor file along with the HIPAA Clinical test. **This information must be maintained at your high school for six years and produced to HH point of contact upon request.** 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 (Located within the Student Contractor packet).
- **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 an instructor badge, qualifying access to HHHS facilities.
- **COVID 19 Documentation Form**- Required to be filled out by students and instructors and provide a copy of COVID 19 vaccine documentation if applicable. This form and vaccine documentation is to be maintained by the schools and able to produce to HH upon request. **Instructors must complete form and provide to security to obtain a badge.**

General Information:

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 an instructor badge takes approximately seven (7) days.

- Non-Employee Badge Request Forms for instructors must be faxed to the Clinical Nursing Practice Department at **FAX number: 256-265-1955** or **emailed to Andrea Payne at Andrea.Payne@hhsys.org**.
- At least 48 hours after this form is received by Andrea, instructors can report to the security office to obtain a badge.
- Students will obtain an HH shadow badge from Clinical Nursing Practice at the start of their clinical rotations.
- A typed list of names of the students requesting a badge must be sent to Andrea Payne at the beginning of the school year.
- Students will be assigned a numbered shadow badge. This badge is the responsibility of the student to maintain throughout the year. If the badge is lost, student must immediately report to their instructor who

must communicate to Andrea Payne. Student may not be allowed to continue clinical rotations in the event of a lost badge.

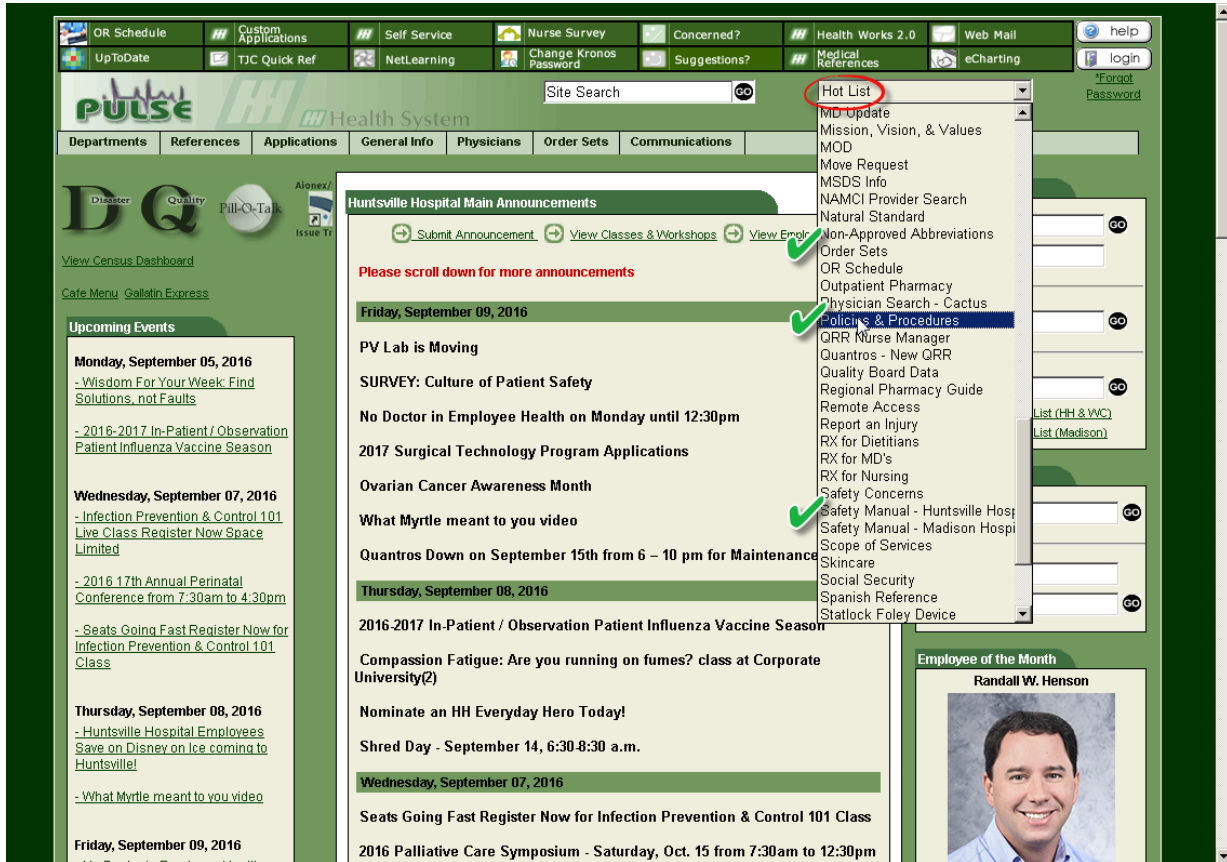
- The Clinical Nursing Department operates from 0800 – 1630 Monday – Friday. Non-Employee Badge Request Forms received during non-business hours will be processed the next business day.
- Once non-employee badge forms are faxed to the Security Command Center, it takes an additional three (3) days for the form to be processed and entered into the Security computer system.
- Instructor 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.
- **All instructors must bring the COVID-19 Documentation Form along with associated documentation (proof of COVID 19 vaccination) to security in order to get a badge made. No badges will be made without this documentation.**
- Student shadow badges are to be collected by the instructor for all students and returned to the Clinical Nursing Practice at the conclusion of clinical rotations each year.
- *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.

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

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 Children’s will park at First Baptist Church on the St. Clair side. Buses may park there as well.
- 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, 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.



Simulation Lab Room Reservation Request: Instructors may wish to reserve rooms in the Clinical Nursing Practice Department for student instruction. Please use the following form to do so.

HUNTSVILLE HOSPITAL OUTSIDE REQUEST SHEET FOR CLINICAL NURSING PRACTICE CLASSROOMS

Send via FAX to Clinical Nursing Practice: 256-265-1955

SOMEONE FROM CLINICAL NURSING PRACTICE WILL CONTACT YOU REGARDING AVAILABILITY.

Guidelines:

To make the best use of your time and to ensure that students have the best possible experience, please refer to the following guidelines:

- If you will be using any of the classroom Audio-Video technology, it is highly recommended that you familiarize yourself with the equipment. There is no dedicated staff member to troubleshoot equipment, so please plan accordingly.
- If you would like to use our high-fidelity manikin (SimMan), you will be required to attend a training session prior to your scheduled date. (Please see the “Special Notes” section below). This room/equipment may only be scheduled when a CNP staff member is available to troubleshoot the operation of the manikin.
- All classrooms must be returned to their original state. All trash must be placed in trashcans. Please turn off all equipment.
- If there is any equipment malfunction or issue, please report it to staff immediately.
- Students must be under the direct supervision of an instructor at all times and must remain in assigned areas.
- No Food or Drinks in any classroom.
- There is no dedicated break area for the consumption of meals, snacks, etc. Please use our cafeteria facilities if your group needs a lunch or snack area.
- An “Instructor Kit” is available for demonstration purposes. Any items demonstrated must be returned correctly to their packaging in preparation for the next use.

Special Notes for Reservation of SimMan/Critical Care Room:

- A training session is **required** before this room/equipment is available for use and **must be scheduled in advance** of the date you plan to conduct your simulation.
- Instructors are expected to run their own scenarios without assistance.
- With advance notice, staff are available to assist with your simulation – Instructors must provide the simulation plan and staff will operate SimMan according to the planned scenario. The Instructor will provide all feedback and guidance to the students.
- If you plan to Debrief after the scenario, please reserve a Debriefing Room (Classroom).



Simulation Lab Room Reservation Request

Submit all entries to Kathy Elliott (kathy.elliott@hhsys.org or fax to 256.265.1955)
 Questions? Call 256.265.9410 or 256.265.6034

<input type="checkbox"/> New
<input type="checkbox"/> Use/Change
<input type="checkbox"/> Cancelled

Contact Person: _____ Email _____ Phone _____
 Instructor/Speaker: _____ Email _____ Phone _____

Name of Class _____ Today's Date _____

Note- this reservation request is for SIM LAB ROOM ONLY.
 For CE Credit, or Net Learning and Progressions please see Corporate University Forms for CLASS SUBMISSION)

Class size should be limited to <10.

Instructors **must** be present for any class involving simulation.
 Should any props be required, prior planning and preparation must be arranged with nursing practice staff.

*We automatically schedule 30 minutes before AND after each class for preparation/set-up/take down.

Dates (include year)	*Actual Time		Sim Lab	Comments	Final Approved Date (Dept use only)
	Start	End			

EQUIPMENT Support and other Logistics:

Do you require special equipment for this class?	No	Yes	(Please check specific needs below)
Do you require a manikin? If Yes, what type of manikin do you need?			
Do you require Med-Surg Bed?			
Do you require Critical Care Bed?			
Do you require other equipment or props? Please list			
A-V Support (Laptop? computer?)			

For Nursing Practice Use Only	Initial	Date	Comments
Reserved in electronic calendar			
Confirmation e-mail sent			

HEALTH SCIENCE INSTRUCTOR EXPECTATIONS:

1. Must provide a copy of the school liability insurance for your program to Andrea Payne 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.
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 $\frac{1}{4}$ 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 secondsArtificial 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.
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. 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 COVID 19, 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 $\frac{1}{4}$ 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 Instructor and Student Parking Guidelines

Welcome to Huntsville Hospital Health System (HHHS). These Parking Guidelines are provided to inform students of where to park when present on the Huntsville Hospital, Women and Children's and Madison Hospital campuses. 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.

Instructor Parking: All instructors may park on the top deck of the Employee Garage. Access is obtained via the faculty badge. M-F after 5:00 and all weekend days/nights faculty may park on levels 3&4 of the Blackwell Medical Tower.

Students in clinicals on the Huntsville Hospital campus M-F, 7a-7p should use the following instructions:

- Huntsville Hospital Main:
 - Enter student parking from St. Clair Street directly behind 1st Baptist church located on Governors Drive. Students should park in the furthest spots on the east side closest to the hospital.
 - Students can walk 1.5 blocks east towards the main hospital and tram station. For a ride back to cars in the afternoon call 256- 265-6660.
 - For safety/traffic reasons, students are asked to use the sidewalk and all crosswalks.
 - For any emergency requiring our Security Department, please call 256-265-6660. Shuttle service is only available for large groups. Security must be called at a minimum of 15-20 minutes in advance.
- Women and Children's (WCH):
 - Park in the same parking lot as indicated above for Huntsville Hospital Main. The Tram is the quickest way to travel from the Huntsville Hospital Main (HHM) to WCH. Follow the signs to the Tram station. It is located on the second level of HHM, one floor above the cafeteria. There are two Trams; the Tram on your right is an "express" (stopping only at WCH) and the TRAM on your left is a "local" stopping at each building between HHM and WCH. Take the Tram on your right, the express.

Student's precepting or in clinicals on the Madison Hospital campus M-F, 7a-7p should use the following instructions:

- Madison Hospital - 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.

Instructions for Nights and Weekend Student Parking:

- **Huntsville Hospital Main** - on the top level of the Employee Parking Garage, St. Clair entrance located next to the Sivley Tower
- **Women and Children's** - on the top level of the Medical Office Building(MOB) close to Women and Children's Hospital
- **Madison Hospital** – 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.

Escort:

If at any time a student feels insecure in walking to a parking area at any of the three campuses, a Security escort can be arranged. Call the internal number of 5-6660 to arrange for a Security officer to escort you to your vehicle.

Consequences for NOT following Student Parking Guidelines:

Detailed parking guidelines are provided so students will avoid having a wheel lock placed on their cars and being fined. If student Parking Guidelines are not followed, students will be subject to a parking fine for each occurrence (\$50.00-\$250.00) Paying for parking in a non-designated student parking area does not exclude a car from being wheel locked. Not following Parking Guidelines could result in a student no longer being able to use Huntsville Hospital as a clinical site.

Thank you for your cooperation. We have tried to think of the fairness to each student when creating these Guidelines. There are several schools and many students present at our facility, often at the same time. We have made it our priority to be sure parking is safe and available to all students.

Huntsville Hospital Main

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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
1GSM, 1GNM STICU	Starla Pike	Unit Director	256-265-8198	Hospital cafeteria

2E/2W-Acute Medical Care Unit III- 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. **2S – Dialysis-** Provides hemodialysis to inpatients.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
2E/2W Acute Medical Care Unit III	Loren Lochner	Unit Director	256-265-2062	Conference room between units, across from Room 252 and Room 271
2S Dialysis	Tammy Bryant	Unit Director	256-265-3150	

3E/3W-Cardiology II/III- 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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
3W Cardiology 2	Sara Werner	Unit Director	256-265-6601	Cardiology III (3E) breakroom
3E Cardiology 3	Sara Werner	Unit Director	256-265-6601	Cardiology III (3E) breakroom

3ST-Ortho Trauma/ 4ST Ortho Spine- Care of patients' pre/post surgical intervention of hip, knee, extremity fractures, complex and blunt trauma injuries, total-joint arthroplasties, and spinal surgery..

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
3ST Ortho Trauma 4ST Ortho Spine	Jennifer Williams	Unit Director	256-265-5460	Panera

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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
3S, 3SE Behavioral Health 3SW Geriatric Psych.	Brad Bailey	Unit Director	256-265-6615	Conference Room 306

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.

Unit	Unit Contact /Title	Title	Phone	Location for pre-and post-clinical huddle
4E Progressive Surgery I	Shannon Erwin	Unit Director	256-265-6816	Solarium at back of the nursing unit
4W Progressive Surgery II	Shannon Erwin	Unit Director	256-265-6816	Solarium on 4E between rooms 480 and 490
4N/NW Progressive Surgery III	Dimaris Griggs	Unit Director	256-265-6656	4 Northwest Conference Room across from 442

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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
4MST/4NE MICU	Gina Turner	Unit Director	256-265-4671	4MST-Next to Nutrition Room and Near Bed 16 4NE-Behind Medication Room

5E/5W -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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
5E/W RCU	Chris Swanson	Charge Nurse	256-265-8499	
	Heather Tolbert	Charge Nurse	256-265-8499	
	Dawn Webster	Unit Director	256-265-6316	

5NE Medical Unit- Patient population includes acute and chronic pulmonary diseases, and other medical diagnoses

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
5NE	Maryann Thompson	Unit Director	256-265	

5 ST/ 2 ST-Ortho Trauma/Joint Camp/Orthopedics- Care of patients' pre/post surgical intervention of hip, knee, extremity fractures, complex and blunt trauma injuries, total-joint arthroplasties, and spinal surgery.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
5 ST 2 ST	Lashawn Garner	Unit Director	256-265-5560	Panera

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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
6NE CCU1	Heather McAllister	Unit Director	256-265-8956	Breakroom, located behind the nurses station
6NW CCU2	Heather McAllister	Unit Director	256-265-8956	Breakroom, located behind the nurses station

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

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
6E CVICU	Julie Carlyle	Unit Director	256-265-8600	Pre: Break Room in CVICU Post: 6B Classroom or Unit Break Room
	Cortney Butler	Clinical Educator	256-265-2236	

6W-Progressive Cardiovascular (PCV): Provides care for the adolescent, adult, and senior pre-operative and post-operative cardiovascular and thoracic surgery, medical cardiology, and cardio vascular related medical-surgical overflow patients.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
6W PCV	Julie Carlyle	Unit Director	256-265-8600	Pre: Breakroom in PCV Post: 6B Classroom or Unit Break Room
	Cortney Butler	Clinical Educator	256-265-2236	

6N/6MST-Cardiology I/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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
6N Cardiology 1	Alicia Pettis	Clinical Educator	256-265-2783	Breakroom across from Room 627
6MST Cardiology 4	Alicia Pettis	Clinical Educator	256-265-2783	Breakroom behind Front Desk

7N//7NW/7W/ 7E-Acute Medical Care Unit I/Acute Medical Care Unit II: 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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
7N, 7NW	Linda Chester	Unit Director	256-265-8549	7NE classroom if available, if not then the hallway at the end of the hall on 7NE
7W/ 7E	Tabatha Peterson	Unit Director	256-265-8323	Conference Room across from room 751 or 770

7MST/7NE: 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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
7NE	Danielle Bates-Ford	Unit Educator	256-265-0768	Solarium - Adjoins room 779
7MST	Danielle Bates-Ford	Unit Educator	256-265-0768 Unit ext. 50750	Family Lounge – Across from room 1750 – around the corner

5MST/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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
5MST Neuro Spine	Andy Ladner	Unit Director	256-265-8869	Lounge on the southeast corner of the unit
8N PCU Neuro Progressive Care	Lee Collins	Unit Director	256-265-8344	NICU Consult Room outside of NICU (if not in use by grieving family). If Consult Room in use will need to use Hospital Lobby

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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
8NE-M	Jenny Mitchell	Unit Director	256-265-2706	If not in use can use the consultation room across the hallway from the unit entrance

Wound Clinic- Our clinic cares for wounds that have resisted healing, such as:

- Skin ulcers caused by poor blood circulation in the veins and arteries
- Open lesions on the toes and feet (often a complication in patients with poorly controlled diabetes)
- Wounds from a surgical incision that have not completely closed
- A pressure sore over a bone, often caused by prolonged bed confinement
- Wounds occurring in skin made delicate or thin by disease or medication
- Traumatic wounds that have failed to heal.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
Out Patient Wound Clinic	Mary Hopper	Wound Care Specialist	256-265-3052	

Huntsville Hospital for Women and Children

Pediatric ER- Care of children experiencing emergent conditions.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
Pediatric ER	Elyse Cravens	Clinical Educator	256-265-2619	

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

2E Labor and Delivery- Care of patients experiencing active labor, providing monitoring and assessment of mother and baby during labor and delivery process.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
2SE Antepartum	Tammy Baer	Clinical Educator	256-265-2474	L&D Conference Room, If unavailable then use LDR #20
2E Labor and Delivery	Tammy Baer	Clinical Educator	256-265-2474	L&D Conference Room, If unavailable then use LDR #20

2WE- Maternal ED-Cares for women with pregnancy-related emergencies or complications and concerns at any stage of pregnancy. The OB ED is a dedicated 10-bed unit.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
2WE Maternal ED	Tammy Baer	Clinical Educator	256-265-2427	

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

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
3E RNICU	Evan Eppling	Clinical Educator	256-265-7375	No clinical groups, only individual Students

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

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
3WSE Women's Surgical	Georgia Park	Clinical Educator	256-265-0492	Ground Floor, Cafeteria

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

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
4SE Pediatrics		Unit Director	256-265-7968	Cafeteria or Lobby

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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
4SEE PICU		Clinical Educator	256-265-7944	No clinical rotations at this time.

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

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
4NE AICU	Georgia Park	Clinical Educator	256-265-0492	Ground Floor, Cafeteria

5MBE - Mother Baby- postpartum vaginal or cesarean section care; postoperative care.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
5MBE Mother Baby	Jeanette Atkinson	Clinical Educator	256-265-7595	End of South Hall (near rooms 515-516)

5- Well Baby Nursery- Care of well neonate, circumcision care, neonatal feeding, and hyperbilirubinemia. Rooming-in is encouraged as much as possible with quiet time dedicated from 1-3 daily so Moms can get rest.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
5 Well Baby	Jeanette Atkinson	Clinical Educator	256-265-7595	End of South Hall (near rooms 515-516)

Madison Hospital

Madison Emergency Department-

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
Madison Emergency Department	Scott Throneberry	Clinical Education Specialist	256-817-5060	Pre-Clinical : Cafeteria or Main Hospital Atrium Post-Clinical: Boardroom or classroom. Call Betty Madison at 256-265-5010 to schedule

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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
2E/W Madison OB	Renee Colquitt Samantha Abercrombie	Manager Clinical Educator	256-265-5187 256-265-5188	Main Lobby or Cafeteria 1 st floor

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

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
Labor and Delivery	Renee Colquitt Samantha Abercrombie	Manager Clinical Educator	256-265-5187 256-265-5188	Main Lobby or Cafeteria 1 st floor

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

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
3E/3W Medical Surgical	LaShaina Woodruff	Unit Director	256-817-5300	Fourth Floor Break Room

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.

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
4E/W Surgical Care	Lashaina Woodruff	Unit Director	256-817-5300-	4 th Floor Break room or Cafeteria

5E/W ICU– Provides care for critical patients including suicide, overdose, gastrointestinal bleeds, chronic respiratory requiring pulmonary monitoring and/or ventilation

Unit	Unit Contact	Title	Phone	Location for pre-and post-clinical huddle
5 E/W ICU and stepdown	Jenifer Hagovsky	Unit Director	256-817-5394	



Unit	Contact Name	Email address
Huntsville Hospital Main		
2E/W	Loren Lochner	loren.lochner@hhsys.org
3E/W	Sara Werner	sara.werner@hhsys.org
3N, Cath Lab	Arin Hornsby	Arin.hornsby@hhsys.org
3ST/ 4ST	Jennifer Williams	jennifer.williams@hhsys.org
4E/4W	Shannon Erwin	shannon.erwin@hhsys.org
4N/NW	Dimaris Griggs	@hhsys.org
5E/5W	Dawn Webster	dawn.webster@hhsys.org
5NE	MaryAnn Thompson	Maryann.thompson@hhsys.org
5ST/ 2ST	Lashawn Garner	Lashawn.garner@hhsys.org
6NE/6NW	Heather McAllister	heather.mcallister@hhsys.org
6W	Julie Carlyle	julie.carlyle@hhsys.org
6N/6MST	Christy Plemmons	christy.plemmons@hhsys.org
7N//7NW	Linda Chester	Linda.chester@hhsys.org
7W / 7E	Tabatha Peterson	Tabatha.peterson@hhsys.org
7NE, 7MST	Ruth Smith	ruth.smith@hhsys.org
8NPCU	Lee Collins	Lee.collins@hhsys.org
5MST Neuro Spine	Andy Ladner	Andy.Ladner@hhsys.org
8NE NICU	Jenny Mitchell	jennifer.mitchell@hhsys.org
Imaging	Rhonda Atchley	rhonda.atchley@hhsys.org
Laboratory	Vicky McClain	vicky.mcclain@hhsys.org
Lead Medical Technologist Coordinates Lab Tours	Robbie McManus, MS	Robbie.mcmanus@hhsys.org
Preop	Amanda Rochowiak	amanda.rochowiak@hhsys.org
PACU	Michelle Olive	michelle.olive@hhsys.org
Respiratory Therapy	Wayne Byford	wayne.byford@hhsys.org
Women and Children's		
2SE	Heather Provence	heather.provence@hhsys.org
3WSE No Monday's and AICU	Tammy Colson	tammy.colson@hhsys.org
4SE No Students		
5MBE	Cathy Mog	cathy.mog@hhsys.org
Imaging	Rhonda Atchley	rhonda.atchley@hhsys.org
PreOp	Amanda Rochowiak	amanda.rochowiak@hhsys.org
PACU	Paul Edwards	Paul.edwards@hhsys.org
Madison Hospital		
ED	Bobby Scott	Robert.scott@hhsys.org
2E/W	Renee Colquitt	renee.colquitt@hhsys.org
3E/W, 3IE/W, 4E/W	Lashaina Woodruff	Lashaina. woodruff@hhsys.org
Imaging	Leslie Wallace	leslie.wallace@hhsys.org
Respiratory Therapy	Lavonia Dickerson	lavonia.dickerson@hhsys.org
Medical Mall		
Pretest	Dana Hinklemann	dana.hinklemann@hhsys.org
Wellness Center	James Kelly	james.kelly@hhsys.org
Laundry Services	David Crump	david.crump@hhsys.org

Additional Resources:

The screenshot displays the Huntsville Hospital website interface. At the top, there is a navigation bar with various utility links like 'OR Schedule', 'Custom Applications', 'Self Service', 'Nurse Survey', 'Concerned?', 'Health Works 2.0', 'Web Mail', 'UpToDate', 'TJC Quick Ref', 'NetLearning', 'Change Kronos Password', 'Suggestions?', 'Medical References', and 'eCharting'. A search bar is present with the text 'Site Search'. Below this, there are tabs for 'Departments', 'References', 'Applications', 'General Info', 'Physicians', 'Order Sets', and 'Communications'. The main content area is titled 'Huntsville Hospital Main Announcements' and features a 'Submit Announcement' button and links to 'View Classes & Workshops' and 'View Events'. A red text prompt says 'Please scroll down for more announcements'. The announcements are organized by date: Friday, September 09, 2016; Thursday, September 08, 2016; and Wednesday, September 07, 2016. A 'Hot List' dropdown menu is open on the right side, listing various resources with green checkmarks next to several items. At the bottom right, there is an 'Employee of the Month' section featuring a photo of Randall W. Henson.

Up-to-date is a good medical resource for students.

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

INTAKE	OUTPUT
Total	Total

Breakfast/ Lunch/ Dinner

Breakfast	Lunch	Snack	Dinner
ALL	ALL	ALL	ALL
75%	75%	75%	75%
50%	50%	50%	50%
25%	25%	25%	25%
None	None	None	None

Measurement Guidelines

20 oz cup <i>with or without ice</i>	600 ml
20 oz. cup ice only (filled completely)	150 ml
12 oz. cup <i>with or without ice</i>	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

Appendix A

Affirmation Statement

Security and Privacy of Information

My signature below verifies that I have read and commit to the Huntsville Hospital requirements for confidentiality of protected health information (PHI). Additionally, I am aware of and will follow hospital policies regarding the Privacy and Security of PHI including the use, disclosure, storage and destruction of PHI. I will only access patient information that I need to do my job at the Hospital. I will not access (via EMR) patient information of family members (i.e. children, spouse, etc.), co-workers, or other people that is not required to perform my job.

Confidential Information includes PHI as well as information concerning quality assurance functions, contracts, business arrangements, employee information and propriety information relating to the hospital's finances, operations or future plans as described in Administrative Policy "Confidentiality."

As part of the terms and conditions of my employment or association, I hereby agree and accept that I will not, during my employment (or affiliation) or after it ends, access PHI, or disclose confidential information except as required for my job duties and in accordance with all policies and laws governing disclosure or Release of Information.

I agree that user identification codes and passwords will not be shared. Neither will I make an attempt to learn or use another employee's or associate's passwords. I am responsible for the use and protection of my unique computer log-ins (passwords).

If I am an instructor, I understand that I assume responsibility for the actions of the students under my supervision to comply with the Security and Privacy of Information Policy.

If I am a physician, I understand that I assume responsibility for the actions of my employees or office staff to comply with the Security and Privacy of Information Policy.

Training: Members of the hospital workforce receive training on security and privacy during New Employee Orientation and during annual required training. Any updates or changes to policies will be communicated via staff meetings, intranet and/or mandatory requirements tests. Annual Renewal: I acknowledge that I know where to find policies for Privacy, Confidentiality and Compliance.

Corporate Compliance: It is my responsibility to follow policies and regulations as well as State and Federal laws. I understand that I am responsible for knowing the rules and policies that apply to my job. The hospital has a Corporate Compliance program to assist my knowledge of the rules. The hospital also monitors compliance with Federal and State laws and regulations, which includes my use of hospital equipment and information systems. I am not aware of any violations of policies, laws or regulations and agree to report any violations to the Corporate Compliance Officer. Questions about whether actions taken by the hospital are legal should be referred immediately to the appropriate supervisor, or to the Corporate Compliance Officer.

Computer Applications: I further understand that I may be provided access to certain hardware and software applications, some of which may be proprietary to their respective vendors. I agree to keep the hardware and software applications confidential, to not disclose to third parties, and to use such hardware and software applications only for the benefit of Huntsville Hospital.

Exclusion List or Status: I confirm that I have not been excluded by the U.S. Government from participating in any governmental program nor, to the best of my knowledge am I under investigation. I agree to notify the Corporate Compliance Officer immediately upon my receiving written or verbal notification that I am proposed for exclusion from any governmental health program.

I understand that a violation of this affirmation statement could result in disciplinary action up to and including termination of employment/contract/ association/appointment and a report to my professional regulatory body. Additionally, federal law provides for the imposition of fines and imprisonment pursuant to HIPAA violations.

PRINT NAME: _____ ID # _____

AFFILIATION: Employee Volunteer Physician Contractor Instructor/Student Other _____

SIGNATURE: X _____ DATE: _____

WITNESS SIGNATURE: X _____ DATE: _____

5/15Form # NS 286320

Appendix B

Skills Checklist

Student:

PLEASE NOTE: Students may observe any procedure with the approval of licensed staff. Students may not perform any

Instructor:

Instructor Contact Information:

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:

- Vital Signs – Electronic and Manual
- 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:

Appendix C

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

Appendix E



NON-EMPLOYEE BADGE REQUEST

Incomplete forms will not be processed.

Applicant: After form is completed return to your coordinator/supervisor/POC.

HH Representative: Print the completed form, address HH section, and return to HH Security by e-mail address below.

Email: badge.requestupdate@hhsys.org

Dates: _____/_____/_____ - to - _____/_____/_____
Start Date Expiration/Graduation

LEGAL NAME: _____
First Middle Last

Date of Birth: _____ Social Security #: _____ - _____ - _____
Month/ Day/ Year

ADDRESS: _____ City: _____

State: _____ Zip Code: _____ Phone #: _____

COMPANY/SCHOOL: _____ HH DEPARTMENT: _____

BADGE TYPE:
(Select one)

- | | |
|--|------------------------------------|
| <input type="checkbox"/> CLINICAL STUDENT
<i>(Including High School Students)</i> | <input type="checkbox"/> HEMSI |
| <input type="checkbox"/> CLINICAL INSTRUCTOR
<i>(Including High School Instructors)</i> | <input type="checkbox"/> INTERN |
| <input type="checkbox"/> CONTRACTOR | <input type="checkbox"/> VOLUNTEER |
| <input type="checkbox"/> PANERA | <input type="checkbox"/> VENDOR |

Effective April 1, 2023 there will be a \$20.00 charge for all students to have an HH badge. (High School students will receive a Shadowing badge from Corporate University) The badge will be active until the clinical round is complete or until graduation date. There is a \$20.00 replacement fee if the badge is lost or damaged.

Student Parking: Park behind First Baptist Church located on Governors Drive. Students will park at the east end of the parking lot closest to the hospital. For a ride back to your vehicle in the afternoon call 265-6660.

Contractor Badges: The first badge is free of charge for the first badge. If the badge is lost or damaged there will be a \$20.00 fee to reprint the badge. All contractor badges will have a termination date set according to which contracted company you go through.

If parking guidelines are not followed, you are subject to a parking fine of \$50.00 for 1st offense and \$250.00 for 2nd offense.

Signature: _____ Date: _____
(Signature verifies that you have read the above statement and understand the parking guidelines for Huntsville Hospital)

****Badges can be made 24 hours after Security receives the completed form. The Security office is located inside the visitor garage by the exit gates The Badge Office (Phone#256-265-8012) is open M-F from 600am-1800pm. We accept cash, check or debit.**

BELOW TO BE COMPLETED BY HH REPRESENTATIVE

HH SUPERVISOR SIGNATURE: _____	EMPLOYEE ID #: _____
DEPARTMENT# (5 digits): _____	PHONE# _____

STUDENT / CONTRACTOR / VENDOR

COVID-19 VACCINE Documentation



Huntsville Health System is required to capture documentation related to COVID-19 vaccination status.

1. NAME:

First

Last

2. EMAIL:

3. POSITION:

Student

Contractor

Vendor

Instructor

4. HH BADGE ID# *(this number will be on the HH Security issued badge)*

5. For COVID19 vaccination, I have:

Had a primary series C19 Vaccination or any boosters

Date of Completion ____/____/____

(Please submit your vaccination card.)

Have NOT been vaccinated for C19

(I understand that I am not required to be vaccinated, nor am I required to request an accommodation in order to be on campus.)

6. EXPECTATIONS

I acknowledge and will abide by recognized and approved expectations to include:

INITIAL

_____ I will abide by the masking and attendance policy in the Student/Contractor Orientation packet.

_____ I understand that I may be asked to wear a mask based on patient request, or facility request based on the infection rate.

_____ I understand that the vaccine is recommended for all healthcare workers.

7. SIGNATURE

I understand that if I have a fever of $\geq 100^{\circ}\text{F}$, have a positive COVID-19 test, have an upper-respiratory infection, exhibit diarrhea or vomiting that I will not clock in or I will not be on campus.

My signature indicates adherence to these standards and permission to release my vaccination status for reporting purposes. My signature also verifies that the above information is complete and accurate to the best of my knowledge.

Signature

HHHS: Effective 7/1/2023

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.

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

Materials to Review & Complete

- 2023 Student Contractor Packet (This includes the HIPAA exam.)
- Affirmation Agreement
- Employee Occupational Health Policy
- Non-Employee Badge Request Form

(Shadow Badges are free for High School Students and does not require a badge request form to be completed.)