Non-clinical Temp Staff Orientation
At Carilion, we strive to provide a satisfactory experience for all employees. To that end, it is our hope that this guide will provide you with the necessary information for you to complete your duties as well as understanding your role in providing assistance in case of emergency.

During your contract, you will play a vital role in the quality care given to our patients. The purpose of this packet is to provide non-clinical temp staff with Carilion information they need to ensure their safety and the safety of others.

Non-clinical Temp Staff Orientation: Independent Study Process
You are required to complete an orientation to our organization before starting your assigned work tasks.

Staff Responsibilities
1. Download the Non-clinical Temporary Staff Manual.
2. Once you have read and understand the materials, please complete the Orientation Record and Confidentiality Statement and return them to your preceptor.

Manager/Director Responsibilities
1. Obtain the following forms with signatures and staple them as follows:
   • Orientation Record
   • Access and Confidentiality Agreement
2. Return signed forms to:
   Lisa Mauk
   CRCH MOB – Human Resources
   102 Highland Avenue, Suite 435
   Roanoke, VA 24013

For questions concerning non-clinical temp staff orientation, please contact Lisa Mauk, HR Training & Development, at 540-985-4091 (84091) or email nlmauk@carilionclinic.org.
Non-Clinical Temporary Staff Orientation Packet for Employees Working in Carilion Clinic
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Education Process for Contracted Staff at Carilion Clinic

The purpose of this packet is to provide contracted staff working with Carilion Clinic the information they need to ensure their safety and the safety of others.

At Carilion Clinic, we strive to provide a satisfactory experience for all contracted staff. To that end, it is our hope that this guide will provide you with the necessary information for you to complete your duties as well as understanding your role in providing assistance in case of emergency.

Carilion Clinic has adopted the following mission, vision and pillars:

**Mission:** Carilion Clinic exists to improve the health of the communities it serves.

**Vision:** We are committed to a Common Purpose of Better Patient Care, Better Community Health and Lower Cost.

**Pillars:**

- **Patient Care:** Providing the best clinical care and customer service.
- **Education:** Developing physicians and healthcare professionals.
- **Research:** Identifying new treatments and medical devices.
Overview of Carilion Clinic
Overview of Carilion Clinic

Content:
- Carilion Clinic—How We Support Communities
- Carilion Clinic—Who We Are
- Who Are the Patients We Serve?
- Ethical Treatment of Patients
- Customer Service
- Measuring Success—Carilion Clinic’s Scorecard
- Cornerstone OnDemand (CSOD) – Talent Management System

Objectives:
To describe the organization’s mission, purpose, and values.

To explain the pillars of the Carilion Clinic.

To describe the ways we support the diversity of our patients.

To describe Carilion Clinic’s scorecard.

To list the steps for taking required in-services and other training through Cornerstone.
Carilion Clinic—How We Support Communities

**Carilion Clinic’s Mission**
Improve the health of the communities we serve.

**Our Purpose**
Excellence in patient care and healthcare outcomes

**Our Vision**
To support our mission we created a 5 year vision that we call Vision 2017. The vision statement explains what we are working towards – *We are committed to a common purpose of better patient care, better community health and lower costs.*

**Our Employees**
Carilion has more than 11,920 employees with a wide variety of education levels, experiences and degrees.

At last count, our employees represented more than 30 different nationalities. English is the primary language, but increasingly we’re hiring workers for whom English is a second language.

Our employees are predominantly female
- 24% Male
- 76% Female

They range in age from 16 years to over retirement age.

**Our Values**
1. Community - Working in unison to serve our community, our Carilion Family and our loved ones.
2. Courage - Doing what’s right for our patients without question.
3. Commitment – Unwavering in our quest for exceptional quality and service.
4. Compassion – Putting heart into everything we do.
5. Curiosity – Fostering creativity and innovation in our pursuit of excellence.

**Did you know?**
There are 7 hospitals that are part of the Carilion Clinic:
- Carilion Roanoke Community Hospital—Roanoke
- Carilion Franklin Memorial Hospital—Rocky Mount
- Carilion Giles Memorial Hospital—Pearisburg
- Carilion New River Valley Medical Center—Radford
- Carilion Roanoke Memorial Hospital—Roanoke
- Carilion Stonewall Jackson Hospital—Lexington
- Carilion Tazewell Community Hospital - Tazewell

Carilion has more than 160 physician practices in over 30 communities staffed by more than 250 physicians.
Carilion Clinic—Who We Are

Carilion Clinic as a Not-for-Profit
What does it mean to be not-for profit?
• We still need to make money
• Surplus funds are reinvested in the organization and community
• We own some for-profit business such as Carilion Wellness Centers.
• That helps us cover costs of money-losing services such as Lifeguard 10, 11, and 12 and the Neonatal Intensive Care Unit.

What do we mean by “Carilion Clinic”?  
It is an organization of physicians working together as a team to better care for patients. At Carilion Clinic, physicians, nurses, medical staff, facilities and technology will all be aligned with a common goal of achieving the best possible outcome for every patient by working together to practice, teach and discover better ways to heal. Shared records and scheduling will provide more convenient medical care centered on the patient.

Mayo Clinic, Cleveland Clinic, Virginia Mason, Lahey Clinic, and Scott and White Clinic are a few examples of the type of clinic we are modeled like. They are non-university academic centers whose clinical excellence is strengthened by medical education and research.

The Pillars of Carilion Clinic
Carilion Clinic is built on three pillars:

- **Patient care** which includes clinical excellence and top quality customer service.
- **Research** which includes developing and testing new treatments and medical devices through the clinic and through our partnership with Virginia Tech in Carilion’s Biomedical Institute.
- **Education** which includes training new physicians and other healthcare providers as well as continuing to educate existing staff about the latest treatment options. This includes our relationship with the Jefferson College of Health Sciences, and Virginia Tech Carilion School of Medicine.
Who Are the Patients We Serve?

At Carilion, we recognize that our patients present with diverse backgrounds and experiences that affect the relationship we have with each of them and the experience they have. Assessing these influences and experiences is important so that their care/service can be modified to meet the needs identified.

Our patients are diverse in many aspects, including:

- Living location and the dwelling itself
- Gender
- Ethnicity
- Education background
- Activity level

We strive to meet our patient’s needs in ways that respect and honor their backgrounds and beliefs. For example:

- We see patients ranging in age from newborn to elderly. The way we perform certain procedures on an infant may differ dramatically for adults. As a result, staff has age-specific competencies and completes the training and skills necessary to work with different age groups.
- We have patients and family members with spiritual beliefs and rituals unfamiliar to us, so we have chaplains who are trained to meet a variety of spiritual needs.
- We have patients who speak English as a second language or do not speak English at all, so we have access to translation services such as interpreters and the Language Line.
- We see patients with support systems in place, but we also see those who are completely on their own—some lacking financial resources, others who could benefit from counseling or support networks. We offer patient education materials, develop community contacts and make referrals.
- Of course our goal is always to provide the best clinical care to people who have a wide range of illnesses and injuries, so education is a continuous process. We have patient care conferences, Health Sciences libraries, and Clinical Nurse Specialists all to help us stay informed of the most effective treatments and options.

In the course of your career with Carilion, you will come in contact with people of different types, illnesses and personalities. There will be some patients with whom you can easily identify, while other patients may be very different from you in background, education, or economic status. There will be some patients with issues that are more complex and demanding of your time and skills, while other patients will have simpler requirements. There will be some patients who are friendly and easy to work with, while others may seem cranky or more difficult.

Regardless of the patients’ background, illness or injury, personality it is important that you treat them all with respect.
Ethical Treatment of Patients

Carilion is committed to maintaining an ethical environment.

Code of Ethical Behavior

• Carilion will not disparage another provider in any marketing or advertising effort.

• Treatment decisions are based on the patient’s health status and medical needs and are not related to financial incentives.

• Treatment is individualized for each patient. There must be a treatment plan for each patient and the appropriate resources to carry out that plan.

• Patients are only discharged on the basis of medical condition or if a patient insists upon discharge against medical advice. The decision to discharge may not take into account consideration of the patient’s nonpayment of medical bills.

Patient Bill of Rights

All patients receive a copy of the Patient Bill of Rights:

• Access to any available or medically indicated treatment or accommodations

• Considerate, respectful care at all times and under all circumstances

• Privacy and confidentiality

• Right to know the identity and professional status of individuals providing services

• Right to reasonable informed participation in decisions involving his/her health care.

To support this commitment, Biomedical Ethics Services offers a variety of services throughout Carilion. These services include:

• Education and training programs for ethics committees, hospital staffs and the communities they serve.
• Development and review of policies involving patient rights and ethical issues.
• Consultation to help resolve ethical problems in patient care.
• Research that identifies, clarifies and suggests ways to improve ethical problems in the clinical setting.

The Department sponsors a major one-day ethics conference every fall at the Hotel Roanoke and Conference Center as well as an annual spring ethics workshop. In addition, the department hosts a one-hour “Conversations in Ethics” program at noon on the first Thursday of
each month in the 6th Floor Auditorium at Carilion Roanoke Memorial Hospital. Other educational programs or workshops are available upon request.

How to Ask for Ethics Consultation

Most Carilion facilities provide ethics consultation through the institutional ethics committee. Dial the hospital operator and ask for the ethics consultant on call. For those facilities without a consultation service, the Bioethics Committee at Carilion Medical Center (CMC) provides a consultation service that assists physicians, nurses and other clinicians in responding to ethical problems that arise in the care of patients. An ethics consultation can be requested by a physician or any other clinician involved in the care of a patient. It may also be requested by a patient or a patient’s family member. In order to access the consultation service, dial the hospital operator and ask that a member of the ethics consultation service be contacted. During weekdays (8:00 a.m. to 5:30 p.m.), requests for consultation may be referred to the director of Biomedical Ethics Services.

Research Review

Bioethics also supports operations of the Institutional Review Board at Carilion Medical Center, a committee that reviews and approves all research conducted at CMC or by CMC employees. The IRB can also review research at other CHS facilities. The IRB helps ensure protection of the rights of human research subjects and meets on the third Wednesday and second Thursday of each month. For more information, call the IRB Coordinator at 540/853-0728 or the IRB Research Compliance Specialist at 540/981-8015. IRB policies, procedures, application forms and other information are available on-line at http://www.carilion.com/irb/index.html
Recognition and Reporting of Abuse

Forms of Abuse:
- **Physical Abuse:** non-accidental trauma or physical injury (Includes hitting, kicking, burning, shaking, throwing, beating, biting).
- **Sexual Abuse:** the involvement of dependent, developmentally immature children in sexual activities that they do not fully comprehend and therefore to which they are unable to give informed consent and/or which violates the taboos of society.
- **Emotional Abuse:** the systematic tearing down of another human being. What does emotional abuse include: rejection, isolation, corruption, ignoring, terrorizing, and degrading.
- **Financial Abuse:** the illegal use of an incapacitated adult or his resources for another’s profit or advantage. It may include embezzlement, theft, forgery, and false impersonation.

Consequences of Abuse on Children and Adults:
- Physical: most minor injuries will heal but there can be long-term effects with more severe abuse.
- Psychological: isolation, mistrust, fear, depression, eating disorders, anxiety, suicide attempt.
- Financial: incur debt, bankruptcy, eviction.

What Are Signs of Abuse?

<table>
<thead>
<tr>
<th>Physical</th>
<th>Psychological/Behavioral</th>
<th>Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruises</td>
<td>Developmental Delays</td>
<td>Missing Personal Belongings</td>
</tr>
<tr>
<td>Welts</td>
<td>Anger or Aggression</td>
<td>Suspicious Signatures</td>
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<tr>
<td>Burns</td>
<td>Depression</td>
<td>Numerous Unpaid Bills</td>
</tr>
<tr>
<td>Cuts or Scratches</td>
<td>Lack of Communication and Talking</td>
<td>A Changed Will or Power of Attorney</td>
</tr>
<tr>
<td>Fractures</td>
<td>Isolation or Withdrawal</td>
<td></td>
</tr>
<tr>
<td>Bleeding Genitalia</td>
<td>Inability to Trust</td>
<td></td>
</tr>
<tr>
<td>Lack of Medical Care</td>
<td>Anxiety</td>
<td></td>
</tr>
<tr>
<td>Poor Hygiene</td>
<td>Suicide Attempts</td>
<td></td>
</tr>
<tr>
<td>Poor Nutrition</td>
<td>Frequent Change of Healthcare Professionals</td>
<td></td>
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<tr>
<td>Tooth Decay</td>
<td></td>
<td></td>
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<tr>
<td>Abdominal Injuries</td>
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What Do I Document?
- Injury Documentation: location, type, number of injuries, size, degree of healing, possible causes, explanation by the care provider.
- You can include photographs & x-rays but you must document a full written description.
- Report the Abuse.

*Documentation in the Medical Record is Critical!*

Reporting Abuse:
- If you don’t report suspected cases of abuse or neglect you could be punished with fines and jail time as well as civil liability.
● Per Carilion Policy, you would notify Social Work Services for assessment and referral to Child Protective Services.
● The physician can write a 72-hour hold order in the event a court order is not immediately obtained (ex: holiday).

The healthcare provider must report findings to the physician.
Customer Service

Our patients and their families rely on us for our clinical expertise, advanced technology, and a personal connection. Embracing good customer service behaviors ensures we provide the kind of care and service our friends and neighbors deserve. Carilion is committed to making patients’ best interests the top priority. We achieve that goal by ensuring our culture focuses on doing what’s right for patients.

As healthcare providers sometimes we don’t view ourselves as serving customers, we provide care for patients! In the book *Leadership for Great Customer Service*, the authors Thom A. Mayer, MD and Robert J. Cates, MD provide a description that has helped healthcare providers to better understand patients as customers. They determined that the more vertical (or mobile) a person is, the more likely they are seen as a customer because they can make choices where to go for their healthcare. They, also, determined that the more horizontal a person is, the more likely they are seen as a patient because they are less likely to leave without treatment. Whether or not you call them patients or customers, we are here to do what it takes to make people comfortable by respecting their emotional needs and extending that same philosophy to their families and our coworkers.

Carillion defines customers as patients, their families, and each other. Your co-workers are considered valued partners in the delivery of customer service. All three (patients, families, and other co-workers) deserve to be treated with dignity and respect and receive excellent customer service. What do you think of when you hear the words customer service? Do you think of how you want to be treated? How you want people to explain and communicate things to you? What services you are provided?

As you read through this content think of these questions and consider how you can make a difference in the customer service provided at our facilities.

Let’s begin by discussing some things to consider as they relate to customer service. Remember, that making a difference to the patient, the family, a co-worker, or others is more than just showing up for work, doing enough to squeak by, and staying busy. To provide outstanding customer service, you need to place yourself in the position of the person you are helping. The key to it all is to treat others the way you would want to be treated. So, what are some things that you can do?

**A= Accountability/Attitudes**

You can apply the A in our ABC’s of customer service…and look at ways you are accountable and ways your attitude impact customer service. Excellent customer service requires that you know what is expected of you, that you have self control and discipline, that you know and understand that what you do or don’t do affects others, that you should be a good sport, and that you should be willing to give what is needed at the time.

- Knowing what is expected of you includes:
  1. Knowing your duties.
  2. Knowing your deadlines and schedule.
  3. Knowing the standards of performance.
  4. Knowing ways you can provide a safe environment.
• Having self-control and discipline includes:

  1. Doing what needs to be done.
  2. Living within the rules.
  3. Sticking to the standards.

• Knowing that what YOU do or don’t do affects others. Remember your actions speak loudly and the things you say and do have a direct impact on all of the following:

  1. Patients
  2. Your Team
  3. Other Departments
  4. Carilion’s overall Performance

• Being a good sport includes:

  1. Creating Harmony
  2. Showing Grace and Respect
  3. Sharing the Spotlight
  4. Having a Sense of Humor and Laughing at Yourself
  5. Compromising and Sharing
  6. Giving and taking Feedback in a Positive Manner

• Concentrating on giving the group what it needs at the moment includes:

  1. Not just what you feel like giving, but more.
  2. Not just what comes easy, but what is difficult.
  3. Not just what you have been doing by habit, but extras that you have been doing.

So what can you learn from the A in the ABC’s of Customer service? The biggest thing to take away from this section is understanding what you are accountable for and that your attitude makes guides the type of customer service you provide.

  Me versus We … Think TEAM

“Our attitude is not determined by circumstances, but by how we respond positively or negatively. It’s how we react to events, not the events themselves, that determine our attitude.”

**B= Behaviors**

There are four essential behaviors that send a message to everyone we come in contact with that we care about them and want to help them. They are kindness, respect, selflessness, and commitment. Let’s take a closer look at each of these.

**Kindness**

Kindness is to give attention, appreciation, and encouragement to others. This can be done by extending ourselves for others by appreciating them, encouraging them, being courteous, listening well, and giving credit and praise for efforts made by others.
What are some ways you can show kindness?

- Doing the little things mean a lot.
- Kindness is the WD40 of human relationships.
- No act of kindness, no matter how small, is ever wasted.
- Don’t be yourself, be someone a little nicer.
- You cannot do a kindness too soon, for you never know how soon it will be too late.

You can show kindness by doing simple things such as:

- Offering your assistance to others.
- Taking a few extra minutes to walk a visitor to the section of the hospital they need. Trying to find your way around can be confusing. Helping someone with this only takes a few minutes and speaks volumes.
- Stepping out of an elevator so that a person in a wheelchair can have room.
- Acknowledge everyone with a smile and hello.

**Respect**

Respect is treating people like they are important. You could think of it in the terms of treating others the way you would want to be treated. Everyone wants it, everyone needs it, but not everyone gets or gives it. Respect is based on the fact that other people’s needs, hopes, ideas, and inherent worth are just as important and valuable as your own. This is demonstrated through:

- Treating everyone with dignity, courtesy, and equality.
- Appreciating different backgrounds, cultures, and ideas (don’t expect everyone to be just like you)
- Talking with people, not at them and not about them.

**Selflessness**

What is selflessness? Selflessness is meeting the needs of others even before your own needs. For example, you should give customers what they want, not what you think they ought to have. The only reason a customer should wait for you to serve them is because you are serving another customer.

**Commitment**

Commitment is sticking to your choice. Doing what you say you will do, following through on promises and finishing what you started. You must have a passion for doing the right thing and being the best you can be. Being committed to something requires you to do the right thing regardless of friendships or alliances. It shows that you are trustworthy, dependable and reliable.

It is important that if you say you will do something, whether important or seemingly insignificant…remember to do it. “I was gonna”, “I meant to”, “I haven’t forgotten”, all translate the same way, I just didn’t do it. So don’t make promises lightly, and don’t make ones you can’t keep. When you do make commitments, do whatever it takes to make good on them. Your reputation is on the line.

You may never be able to satisfy everyone’s needs and requests, but if customers perceive that an effort is being made on their behalf, you will please most of the people most of the time.
Take Aways from B= Behaviors…

• Four essential behaviors = Kindness, Respect, Selflessness, and Commitment
• Give attention, appreciation and encouragement to others.
• Treat people like they are important.
• Meet the needs of others, even before your own needs.
• Do what you say you are going to do.

C= Communication

The goal of communication is understanding. We must be committed to listening attentively to our customers in order to fully understand their needs including the recognition and acceptance of diverse backgrounds. Close attention should be given to both verbal and non-verbal messages.

Our messages to customers should be delivered with courtesy, clarity and care. We must avoid confusing customers and speak in terms they can easily understand. Every customer will be greeted with a warm and friendly smile. Employees will introduce themselves promptly. Use “please” and “thank you” “Sir” and ‘Ma’am” in all conversations when appropriate. Listen to your customers' concerns with body language that shows you care.

As a form of proper communication, you should observe customers and visitors; if someone appears to need directions, offer to help. Let customers know that you will assist them to their destination. If you are unable to personally escort a customer, take him or her to someone who can.

Information about patients is strictly confidential. Each employee is responsible for ensuring that it is not compromised. Information about patients and their care must never be discussed in public areas such as elevators, lobbies, the cafeteria, or waiting rooms. Likewise, hospital business should not be discussed in public areas.

For additional information on confidentiality refer to the HIPAA information located on the Carilion Intranet.

C= Communication/E-Mail Etiquette

Another and probably the most used method of communication is e-mail, and yes, there are proper and improper ways to communicate via e-mail.

Top 10 e-mail Rules
• Be concise and to the point
• Use proper spelling, grammar & punctuation
• Answer swiftly
• Do not write in CAPITALS
• Read the email before you send it
• Do not overuse Reply to All
- Do not forward chain letters
- Do not use email to discuss confidential information
- Use a meaningful subject
- Don't send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks

**Take Aways for Communication**

So what take aways are there from the C in our ABC’s of customer service?

1. You should be committed to listening attentively.
2. Close attention should be given to both verbal and non-verbal messages.
3. Avoid confusing customers and speak in terms they can easily understand.
4. No matter what method of communication is being used, you should follow all guidelines and rules to ensure clear and appropriate communication.

One Final Thought:
The Golden Rule proposes treating customers the way you want to be treated. The Platinum Rule says to treat them the way they want to be treated. Perhaps its time for a new rule called the Empathy Rule. It goes something like this, “Treat customers as if YOU were the customer.”
Measuring Success—Carilion Clinic’s Scorecard

Our goal is to constantly strive to improve the safety and quality of care provided. In order to reach this goal we measure performance through our scorecard. A scorecard is a tool used for monitoring, measuring, and reporting on finances and other key areas that help to determine success. A business scorecard is much like a scorecard in golf. It provides the standard (par for each hole) and allows you to determine whether you are performing better or worse than the standard. Each year, Carilion Clinic creates a scorecard listing the targets it wants to achieve. Each month, Carilion measures our success against our scorecard goals.

The scorecard includes a number of quality standards and indicators that allow us to measure how we are doing in regards to patient care. The indicators address the safety and quality of nursing care patients receive. These are set and monitored by the clinical areas. They monitor such things as: patient falls, medication errors, infections, readmissions and deaths, and we compare our data to similar hospitals.

As a hospital we have to meet the requirements of a number of regulatory agencies, but the one you may hear the most about is the Joint Commission. That’s because they inspect and accredit Carilion Clinic and other hospitals. Joint Commission accreditation (or distinction) is the “Gold Standard” of healthcare evaluation. It is very important because it says to potential patients that we meet or exceed the Joint Commission’s standards and quality expectations.

As part of Joint Commission accreditation, nursing and our physicians report certain clinical performance measures—Core Measures—again so that we can be compared with other hospitals. These include: Acute Myocardial Infarction (Heart Attack), Heart Failure, Pregnancy & related conditions, Community Acquired Pneumonia, and Surgical Infection Prevention.

Finally patient satisfaction is another way we measure excellence. It is also captured on our scorecard. Carilion uses an external company to assist in collecting information. Patients get a survey to fill out that includes many elements of their experience. Patient satisfaction is often seen as only affecting those departments that provide direct patient care (for example nursing, respiratory therapy, occupational therapy, imaging, etc.) However, the people who clean a patient’s room, those who serve their food and those who respond to their questions regarding their bill are just a few individuals that can determine whether a patient feels as though they received excellent customer service.

Did You Know?
Any employee who has concerns about the safety or quality of care provided in the hospital may report these concerns to the Joint Commission, with no retaliatory disciplinary action taken.

Each department and facility supports the scorecard’s goals and plays a critical role in the organization’s success. Ask the unit manager about the scorecard goals for his/her department or facility.
General Safety
General Safety

Content:
♦ Emergency Codes
♦ Fire Safety
♦ Cellular Phones

Objectives:
To identify general safety hazards, emergency codes, and expected responses.

To identify the seven elements of The Joint Commission Environment of Care Standards.

To identify the national patient safety goals.
# Carilion Clinic Emergency Code List

## General Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red</strong></td>
<td>Fire – response is facility wide</td>
</tr>
<tr>
<td><strong>Grey</strong></td>
<td>Bomb Threat – response is facility wide</td>
</tr>
<tr>
<td><strong>Orange</strong></td>
<td>Hazardous Material or Contamination (Internal/External)</td>
</tr>
<tr>
<td><strong>Green</strong></td>
<td>Disaster Situation (Internal/External)</td>
</tr>
<tr>
<td><strong>Siege</strong></td>
<td>Hostage Situation within the Facility</td>
</tr>
<tr>
<td><strong>Secure</strong></td>
<td>An aggressive, psychological, abusive situation within the facility that requires Carilion Police/Security to respond</td>
</tr>
<tr>
<td><strong>Evac</strong></td>
<td>Partial or total evacuation of an area, department or facility</td>
</tr>
</tbody>
</table>

## Severe Weather

- **Weather Alert** - designation by the National Weather Service that severe weather is possible
- **Weather Warning** - designation by the National Weather Service that severe weather is approaching the area

## Patient Care Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blue</strong></td>
<td>Cardiac/Respiratory Arrest in Adults</td>
</tr>
<tr>
<td>Pediatric Code <strong>Blue</strong></td>
<td>Cardiac/Respiratory Arrest in Children</td>
</tr>
<tr>
<td><strong>Lindbergh</strong></td>
<td>Actual or Attempted Abduction of an Infant or Pediatric patient within the facility</td>
</tr>
<tr>
<td><strong>OB</strong></td>
<td>Assistance is needed immediately in the OB or ED departments at CFMH</td>
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</tbody>
</table>

## Emergency Department Alerts

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gold</strong> Alert</td>
<td>Patient in Emergency Department with <em>unstable</em> multi-system injuries</td>
</tr>
<tr>
<td><strong>Trauma</strong> Alert</td>
<td>Patient in Emergency Department with <em>stable</em> multi-system injuries</td>
</tr>
<tr>
<td><strong>Silver</strong></td>
<td>Increase of security measures in the Emergency Department (CMC only)</td>
</tr>
<tr>
<td><strong>Yellow</strong></td>
<td>Extreme increase in patient volumes in the ED.</td>
</tr>
</tbody>
</table>
Prevention – The Key to Fire Safety

Here are some helpful tips to maintain a safe work area:

- Smoking causes more than half of all hospital fires. Follow the Carilion Clinic Smoking Policy.
- Immediately take malfunctioning equipment out of service and label/tag the equipment appropriately. Report it to Clinical Engineering immediately.
- Make sure all clinical electrical equipment has a current inspection tag. If not, contact Clinical Engineering.
- Know the locations and methods of operation for any fire extinguishers and fire alarms in the work area.
- Never interfere with the normal operation of fire doors. The use of wedges or other items to prop doors open is prohibited. Hallway doors must be kept open only with a proper electrical magnetic device that is connected to the facility’s fire alarm system.
- Keep hallways, corridors, and exits clear of obstructions at all times.

Race to Safety

- Actions taken during the first two or three minutes of a fire are more important than what occurs over the next two to three hours. To respond rapidly and effectively, memorize the following formula and procedures:

R: **Rescue** anyone in immediate danger
A: **Sound** the **Alarm**
C: **Confine** the fire
E: **Extinguish** or **Evacuate**
Fire Extinguishers

Extinguishing a Fire

- Use the back of your hand to check a closed door for heat before opening. When a door is closed to a room in which there is a fire, the fire will be deprived of oxygen and will re-enter the smoldering stage. During these stages, the fire will emit toxic and flammable gases, which may ignite when the door is opened.

- Avoid inhaling smoke or extinguisher agents.

- Choose an extinguisher to match the type of fire:
  1. Type A: Ordinary combustibles like paper, wood, and plastic
  2. Type B: Flammable liquids such as cooking oil or alcohol
  3. Type C: Electrical fires
  4. Water Mist: Used in OR settings to create a fine mist of water
  5. Class K: Used in Dietary for certain appliance fires

Ratings and instructions are provided on the fire extinguisher canisters.

- Know where all escape routes are located. The discharge from the fire extinguisher may reduce visibility.

Fire Extinguisher Types

Carilion uses three types of fire extinguishers based on the type of activity in particular areas. These are:

Type A: Water
Used on fires involving combustible materials such as wood, paper, bedding, boxes, and anything that leaves an ash. Do not use a Type A extinguisher on an Electrical fire. Used on Type A fires.

Type BC: Carbon Dioxide (CO2)
Used on electrical fires or flammable liquid fires such as grease or gasoline. Used on Type B and C fires.

Type ABC: Multipurpose Dry Chemical
Effective on any type of fire. Used on Type A, B, and C fires.

Water Mist: Fine Mist
Used in OR settings around the patient and equipment.

Class K: Chemical
Used in Dietary for certain appliance fires.
How to Use a Fire Extinguisher

P Pull the pin located near the handle

A Aim the extinguisher’s nozzle at the base of the fire and squeeze the lever

S Squeeze the trigger

S Sweep side to side

- Aim carefully. Most fire extinguishers last only 25-30 seconds. Depending on the size of the fire, it may be important to bring more than one extinguisher to the fire scene.
- Be sure the fire is completely out before stopping the discharge of the fire extinguisher
- Fire extinguishers can weigh up to 40 pounds. Remember to use proper body mechanics when lifting and carrying a fire extinguisher.
- The majority of all fire extinguishers used in Carilion facilities are of the ABC/Multipurpose type. Review and become familiar with the different types of fire extinguishers utilized in your unit/department.
Environment of Care Elements

- Safety Management
- Security Management
- Hazardous Materials and Waste
- Emergency Management
- Life Safety
- Medical Equipment
- Utilities Management

2015 National Patient Safety Goals

Each year the Joint Commission identifies national trends that are unsafe for patients. They release a revised list of National Patient Safety Goals—best practices to help facilities improve safety for their patients.

For 2015 the goals include:

- Improve the accuracy of patient identification.
- Improve effective communication among caregivers.
- Improve the safety of using medications.
- Prevent infection.
- Identify patient safety risks.
- Prevent mistakes in surgery.
- Use alarms safely.

Event Reporting

An event is any happening which is not consistent with the routine operation of the facility or the routine care of a particular patient. It may be an accident, a situation that may result in an accident, or inappropriate behavior of physicians, staff, or visitors.

How patient events are handled:

- Step 1: Take care of the patient to prevent any additional harm.
- Step 2: Notify his or her physician.
- Step 3: Complete an event/patient safety report form.
- Step 4: If the event causes serious injury or harm to the patient, or if the event involved a “near miss” situation, a root cause analysis (RCA) may be performed to determine what measures could be taken to prevent future events.
- Step 5: Create an action plan to remedy the process and/or system.

How patient events are reported:

- All Carilion facilities use RiskMaster, which can be accessed via Inside Carilion.
Guidelines for reporting a patient event:
• Notify your manager/director immediately
• An Event Report must be completed and forwarded to risk management within 24 hours of an occurrence / event.
• Never copy an Event Report.

How employee events are handled:
• An Employee Event Report must be completed by an employee when he or she suffers a work related injury or exposure.
• Report all incidents to your manager/director and/or supervisor, seek medical attention and complete the Carilion Employee Event Report and forward to Employee Health.
• Any incident should be reported to your manager/director and the form sent to the Employee Health office within 24 hours of an injury or exposure.
• Employees at CRMH and CRCH that have been exposed to a needle-stick, to blood or bodily fluids outside of normal Employee Health hours are to page the resource nurse and remain on their unit. The resource nurse will come to the unit and order labs on the source patient and report the rapid HIV results to the exposed employee. The exposed employee can then decide if they would like further evaluation by the E.D. and if so they will have the results of the lab-work to present to the treating Physician, decreasing the time they would have to wait for treatment. All employees will still be required to report to employee health the next business day to complete paperwork and for follow-up care.
<table>
<thead>
<tr>
<th>CMC Codes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Fire situation and response facility-wide.</td>
</tr>
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<td>Orange</td>
<td>Hazardous materials situation.</td>
</tr>
<tr>
<td>Grey</td>
<td>Facility wide response to a bomb threat.</td>
</tr>
<tr>
<td>Blue</td>
<td>Adult cardiac and/or respiratory arrest.</td>
</tr>
<tr>
<td>Pediatric Code Blue</td>
<td>Child cardiac and/or respiratory arrest.</td>
</tr>
<tr>
<td>Lindbergh</td>
<td>Actual or attempted abduction of a pediatric patient.</td>
</tr>
<tr>
<td>Siege</td>
<td>Hostage situation within a facility.</td>
</tr>
<tr>
<td>Secure</td>
<td>Aggressive and/or abusive situation.</td>
</tr>
<tr>
<td>Evac</td>
<td>Partial or total evacuation of an area, department or facility.</td>
</tr>
<tr>
<td>Green</td>
<td>An internal or external disaster situation.</td>
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<table>
<thead>
<tr>
<th>CMC Emergency Department Codes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trauma Alert</td>
<td>Called when a patient is in the ED with stable multi-system injuries.</td>
</tr>
<tr>
<td>Gold Alert</td>
<td>Called when a patient is in the ED with unstable multi-system injuries.</td>
</tr>
<tr>
<td>Yellow</td>
<td>An extreme increase in patient volume in the ED requiring additional staff.</td>
</tr>
<tr>
<td>Silver</td>
<td>Called when an increase in security is needed in the ED.</td>
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</tbody>
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<table>
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<tr>
<th>CFMH Codes</th>
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</tr>
<tr>
<td>Blue</td>
<td>Adult cardiac and/or respiratory arrest.</td>
</tr>
<tr>
<td>Kinder</td>
<td>Child cardiac and/or respiratory arrest.</td>
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<tr>
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</tr>
<tr>
<td>OB</td>
<td>Occurs when assistance is needed immediately in the OB or ED to provide care to a pregnant person.</td>
</tr>
<tr>
<td>CNRV Codes</td>
<td>Definition</td>
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<tr>
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<td>Grey</td>
<td>Facility wide response to a bomb threat.</td>
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<tr>
<td>Blue</td>
<td>Adult or pediatric cardiac and/or respiratory arrest.</td>
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<tr>
<td>Lindbergh</td>
<td>Actual or attempted abduction of a pediatric patient.</td>
</tr>
<tr>
<td>Siege</td>
<td>Hostage situation within a facility.</td>
</tr>
<tr>
<td>Secure</td>
<td>Aggressive Psych and/or abusive situation – police/security needed.</td>
</tr>
<tr>
<td>Evac</td>
<td>Partial or total evacuation of an area, department or facility.</td>
</tr>
<tr>
<td>Green</td>
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</tr>
<tr>
<td>Trauma Alert</td>
<td>Suspect Multi-System Injury (ED).</td>
</tr>
<tr>
<td>Gold Alert</td>
<td>Known Multi-System Injury (ED).</td>
</tr>
</tbody>
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<tr>
<td>Secure</td>
<td>Aggressive and/or abusive situation.</td>
</tr>
<tr>
<td>Black</td>
<td>An internal or external disaster situation.</td>
</tr>
<tr>
<td>Elope</td>
<td>Used by Oakwood Manor nursing home when patients are discovered missing or seen leaving the building without letting someone know.</td>
</tr>
</tbody>
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<td>Blue</td>
<td>Adult cardiac and/or respiratory arrest.</td>
</tr>
<tr>
<td>PALS</td>
<td>Child cardiac and/or respiratory arrest.</td>
</tr>
<tr>
<td>Pink</td>
<td>Actual or attempted abduction of a pediatric patient.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Aggressive and/or abusive situation.</td>
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<td>Green</td>
<td>An internal or external disaster situation.</td>
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<td><strong>CGMH Codes</strong></td>
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<td>Grey</td>
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<tr>
<td>Blue</td>
<td>Adult and child cardiac and/or respiratory arrest.</td>
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<td>Adam</td>
<td>Actual or attempted abduction of a pediatric patient.</td>
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<tr>
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<tr>
<th><strong>Weather Codes</strong></th>
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<tbody>
<tr>
<td><strong>Weather Alert</strong></td>
<td>A designation by the National Weather Service that severe weather is <em>possible</em>.</td>
</tr>
<tr>
<td><strong>Weather Warning</strong></td>
<td>A designation by the National Weather Service that severe weather is <em>approaching</em> the area.</td>
</tr>
</tbody>
</table>
Hazardous Materials / Waste Exposure
Hazardous Materials / Waste Exposure

**Code Orange**

Code Orange is the emergency code used within Carilion for hazardous materials contamination both internally and externally.

A hazardous material is any material in use that is considered to present a threat to human life or health. Under the law, a person has a right to know about the hazardous materials in use in the workplace. The *Hazard Communication Plan* includes information about the chemicals you use at work. Safety Data Sheets (SDS) are required for chemicals used within your facility. They explain how to treat someone who comes in contact with a chemical and are found on the Carilion Clinic Intranet (*Inside Carilion*). Carilion uses SDS Solutions to obtain SDS Sheets. SDS Solutions is found on *Inside Carilion* homepage under tools. If a computer is not available a verbal SDS sheet can be obtained by calling SDS Solutions at 1-800-451-8346.

Know where yours are:
- CMC—hard copies in yellow notebook
- CNRV—call and fax back
- Other hospitals—online
- Other locations—check with your manager

The Carilion Policy on hazardous material safety has been established to provide guidelines for the safe use, storage, and disposal of hazardous materials used in the hospital environment. The policy is located in a yellow three-ring binder labeled Hazard Communication MSDS Manual in each department. If your work involves the handling of any type of hazardous materials, you should become familiar with these procedures. Your knowledge will help everyone develop a sense of safety and support for a pollution-free environment.

When you report to the workplace, ask the staff to show you the Intranet location on *Inside Carilion* with items considered hazardous material.

Over the next couple of years Carilion Clinic will be moving to the Globally Harmonized System for Hazardous Classification and Labeling. This means we will have one worldwide, common approach to defining and classifying hazards and communicating information on labels and safety data sheets. You can recognize hazardous materials by the following labels:

- **Warning**
- **Danger**

The characteristics of hazardous materials include the following:

- **Corrosive**—burn on contact
- **Explosive/flammable**—catches fire easily or explodes
- **Radioactive/reactive**- burns. Explodes or releases toxic fumes when exposed to another element such as chemical, air, or water

- **Toxic**- causes physical illness or death

There are five routes a chemical can take to enter the body:

- Mucous membranes (nose, mouth, or eye)
- Inhalation (breathing into lungs)
- Absorption through skin
- Swallowing
- Injection

An Employee Event Report must be completed by an employee when they suffer a work related injury or exposure. The incident should be reported to your manager/director and the form sent to the Employee Health office within 24 hours of occurrence.

Once arriving in your department, locate the fire exits, fire pull stations, fire extinguishers, and the MSDS information.

**Hazardous Waste**

Healthcare institutions produce hazardous waste every day. It is:
- Waste consisting of or contaminated with human blood or human body fluids.
- Human tissues, organs, body parts, or body fluid, for example if you have a biopsy the tissue removed is hazardous waste.
- Sharps.
- And any debris from the cleanup of a regulated medical waste spill. So if someone dropped a test tube filled with blood, and it broke, the paper towels used to clean it up, the broken glass, etc would be medical waste.

Hazardous waste is disposed of in red bags or sharps containers.
Electrical Safety
Electrical Safety

Content:
♦ Electricity
♦ Electrical Outlets
♦ Three-Prong Plugs
♦ Power Cords and Extension Cords
♦ General Equipment

Objectives:
♦ To learn facts regarding electrical safety
♦ To review information on electrical outlets
♦ To review information on power cords and extension cords
♦ To discuss general equipment safety
♦ To develop an understanding of the Patient Care Environment
Electrical Safety

Introduction:

Electricity is such a part of our lives that it is often taken for granted. The shocking facts are that each year, electricity-related incidents cause approximately:

- 300 electrocutions
- 12,000 shock and burn injuries
- 15,000 fires

(Sources: NSC, CPSC, and OSHA)

Most people think that electrical injuries happen by chance or accident – a word that implies something that cannot be foreseen or avoided. However, most electrical injuries could have been foreseen and thus avoided.

Electricity – Stop Shock Before it Stops You!

Electricity seeks the easiest path to the ground. This is easiest when a conductive material, such as wood or water, is present. The human body is made up of 70% water, which makes us good conductors of electricity. We are naturally at risk of injury or death when exposed to electrical current. If an energized base wire (live wire) or faulty appliance is touched while grounded, electricity will instantly pass through the body straight to the ground causing a harmful – sometimes fatal – shock.

Fact: The amount of electricity used by a 7.5 watt Christmas tree bulb can kill you if it passes through your chest.
Electrical Safety

**Electrical Outlets**

Use the following safety guidelines when using electrical outlets:

- Never use cracked, chipped or broken outlets – report these to Maintenance/Engineering
- Be sure that the plug fits securely and check for signs of warmth caused by faulty connections.
- If a prong breaks off inside an outlet, do not attempt to remove it – report it to Maintenance/Engineering
- If prongs are missing, loose, or bent – report it to Maintenance/Engineering to have entire plug replaced.
- Emergency power outlets are red in most facilities. These outlets should be used if we experience emergency power outage.

**Three-Prong Plugs**

- This type of plug helps prevent shock as the third plug serves as a ground.
- Never cut off or remove the third prong to fit into a two-prong outlet.
- Never use a two-wire extension cord with three-prong plugs.

**Power Cords and Extension Cords**

Use the following safety guidelines when using power cords and extension cords.

- Where the cord and plug are joined – check for cracks, bends, and general damage.
- Never roll over power cords with equipment, chairs, etc. – this can cause internal damage to the electrical wires.
- Remove power cords from wall outlets by pulling on the plug, not by pulling on the cord.
- Never use “cheaters” (three-two prong adapters) with any electrical equipment.
- Power-extension cords should only be used on an emergency or temporary basis.
- All extension cords used with Carilion must be equipped with a three-prong plug.
- Keep electrical cords away from areas where they might be pinched and keep them away from areas which may pose a tripping or fire hazard (doorways, walkways, under carpets, etc.)
Electrical Safety

**General Equipment**

Use the following safety guidelines when using general and clinical equipment:

- Never use electrical equipment in wet areas or if your hands are wet.
- Never stack items on electrical equipment – stacked items may interfere with proper ventilation. Poor ventilation can lead to overheating and electrical fires.
- If a burning smell or unusual odor or smoke is noticed coming from a piece of equipment, remove the power cord from the outlet, remove the equipment from service, tag the equipment defective, and have the equipment checked by Engineering immediately.
- Discard damaged cords, cords that become hot, or cords with exposed wiring.

Electrical safety is part of everyone’s job. It involves understanding electrical principles and being aware of potential electrical hazards. If you are concerned about a piece of equipment notify:

Clinical Engineering if the equipment is clinical.
Maintenance/Engineering for all other equipment.
TSC for any computers, phones and/or handheld devices.
Workplace Harassment
Harassment

Content:
♦ Definitions
♦ Types of harassment
♦ Carilion’s harassment policy
♦ Employee expectations

Objectives:
♦ To learn facts about harassment
♦ To review information on the types of harassment
♦ To review information on Carilion’s harassment policy
♦ To discuss employee expectations
Harassment

Introduction:
Harassment is in conflict with Carilion’s guiding principal of respect.

Types of Harassment:
Harassment is verbal, non-verbal, or physical conduct that degrades or shows hostility or dislike toward an individual because of his or her race, color, religion, national origin, sex, age, disability or any other characteristic protected by federal or Virginia law. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It is harassment if:

- The behavior is generally offensive
- The behavior is based on a protected characteristic
- The behavior is unwanted
- The behavior is unwelcome
- The behavior is repeated

The conduct must:

- Have the purpose or effect of creating an intimidating, hostile or offensive work environment
- Have the purpose or effect of unreasonably interfering with an individuals work performance
- Otherwise adversely affect an individual's employment opportunities

Carilion’s Harassment Policy:
Carilion does not tolerate workplace harassment. Carilion will take appropriate action and/or will impose Corrective Action up to and including separation from employment for such offenses. Carilion will promptly and thoroughly investigate any report that is made.

Prevention:
Always conduct yourself in a professional manner while on the job and while engaging in Carilion business elsewhere. Become familiar with the definition of unlawful harassment and become familiar with Carilion’s harassment policy.

If you are being harassed:
Confront the person harassing and report the harassment to your manager or HR Business Director.
Corporate Compliance
Corporate Compliance

Content:
♦ Definitions
♦ Carilion’s Compliance Program
♦ Student expectations

Objectives:
♦ To learn facts about our compliance program
♦ To review information on Carilion’s Compliance Program
♦ To discuss student expectations
Corporate Compliance

**Introduction:**
All Carilion employees are responsible for asking questions or reporting concerns if they think Carilion is breaking a law, rule or regulation.

**What is a Compliance Program:**
A compliance program is a set of processes and procedures designed to help all of us follow the laws, regulations and guidelines that apply to our jobs and allow us to perform our jobs correctly. These programs help companies check to make sure they are correctly following these laws and regulations and put steps in place to correct instances of non-compliance.

**Why do we need a Compliance Program:**
We need a compliance program because in a healthcare system we need to follow increasingly complex laws, regulations and guidelines. These rules affect every aspect of our work.

It is a good business practice to monitor ourselves internally. Carilion is committed to continuing to be an ethical organization. The government expects healthcare organizations to do things right and to self-police. Compliance programs increase awareness of facility operations and reduces the likelihood of errors and the need to re-do work, and create an atmosphere where employees are expected to follow all applicable laws, regulations and guidelines and are encouraged to ask compliance-related questions.

**Employee Expectations:**
Every employee is responsible for compliance. Familiarize yourself with the Carilion Code of Conduct which lists the basic expectations of our Compliance Program and attend compliance related inservices. If you aren’t sure if an issue is a compliance problem ask someone and report something you know is incorrect to one of the following:

- Your manager
- Carilion’s Corporate Compliance Department

**How to report a concern:**
- Follow departmental procedures for clarification or to voice a concern
- Call or submit a Compliance Issue Report Form to the Corporate Compliance Department
- Call the Corporate Compliance ComplyLine at 1-888-822-1884
What will happen to me if I report a concern:
Tell us your name, or remain anonymous. You cannot be retaliated against or punished for reporting a concern or asking a question.

Carilion Clinic Code of Conduct

1. It is my responsibility to be trustworthy, honest and reliable in everything I do while representing Carilion;

2. I must try to follow all applicable federal, state and local laws and regulations;

3. I need to know the laws, rules and regulations that apply to me as a student and will seek additional education, advice and guidance if I have any questions about such laws, rules and regulations;

4. I will not engage in any activity or scheme intended to cheat anyone of money, property or honest services;

5. I will keep patient and Carilion information confidential in accordance with applicable legal and ethical standards;

6. I will not use my position to profit personally or to assist others in profiting in any way at the expense of the organization;

7. I will not accept or offer money or valuable gifts in exchange for the receipt or promise of services or goods;

8. I will use Carilion’s resources efficiently and protect them against loss, theft or misuse;

9. I will seek the advice of my immediate supervisor, or the Carilion corporate Compliance Department if I am unsure of the legality of any action; and

10. I must report situations that appear to violate these standards to my manager, or the Carilion Compliance Department.
Carilion Clinic

Confidential Information: A Need to Know & HIPAA
Confidential Information Guidelines

1. Only discuss patient information around people who have a need to know.

2. When our employees are patients in the system, it is important that their medical information is treated as any other patient. Often, checking on their progress is done out of care for a fellow co-worker, however, it violates the employee’s right of privacy as a patient.

3. The same is true for friends, neighbors or family members who might come to our facility for a test or even to be admitted. They also have a right to privacy. Unless a written authorization to discuss their situation has been signed, their information is considered confidential and protected by privacy laws and Carilion policy. Only discuss their medical information with people who have a need to know.

4. Paper records, containing patient information (lab results, x-rays, charts, etc) or financial and employee information, must not be unattended where confidentiality could be compromised. Exercising a high level of care in this regard is important. Once the need for reviewing confidential information is complete, the information should be placed in a secure area or given to someone who is responsible for its security.

5. Base on your job responsibilities, you may be given access codes to on-line computer resources or other secure areas. You must keep these access code confidential. Other employees should never need to know your access codes.

You will be held personally responsible for all activities undertaken using access codes assigned to you, regardless of whether you were the one using the access. Access codes must not be posted around terminals, PCs or in locations where someone can find them.

6. When given the opportunity to choose passwords, you should not use proper names or words easily associated with you. For example, passwords such as a car license plate number, nickname, spouse or hobby are inappropriate. To make your access more secure, use a password with a combination of letters and numbers.

Maintaining confidentiality

Carilion is committed to act responsibly, honestly, and with ethical and professional principles. In healthcare, an important part of an ethical and professional environment is maintaining confidentiality. As a Carilion associate, it is important that you understand your duty when handling confidential information. Confidential information is anything that is expected to remain private by either ourselves or those individuals with whom we interact. For example, the following is considered confidential:

- Patient information
- Employee information
- Financial information
- Information relating to Carilion
- Information private to other companies or persons

A key question to ask when working with confidential information is: Who needs to know or have access to the information? This is often referred to as The Need to Know Philosophy. Only individuals who have a job-related need to know should have access.
The Corporate Information Security and Privacy Policy outlines our organization’s philosophy regarding protected information, regardless of the media in which it is published. The maintenance of confidential information ensures that our patients receive quality services in a professional manner.

A second policy, Confidentiality of Protected Health Information details how patient records can be used and disclosed.

The primary purpose of the patient's medical record is to:

- Document the care rendered to a patient and the response to that care.
- Help plan and evaluate the patient’s treatment, and
- Help communicate among the patient’s care professionals.

**Access to confidential information**

Because of your role within the System, you may learn of, or have access to, confidential information. It is important to remember that there are laws and strict Carilion policies that prohibit the inappropriate sharing of confidential information. Confidential information should be used only in the performance of your job-related activities.

The Access and Confidentiality Agreement you signed has a statement on violation of Carilion Policy as it related to handling confidential information. That statement says: The violation of any of these duties will subject me to corrective action which might include, but is not limited to, loss of access to confidentially information, loss of privileges at Carilion’s facilities, or separation of my employment, and to legal liability.

Quality of patient care is our highest priority. It is important to understand your responsibility in handling and caring for confidential information that you may be exposed to as part of your duties. Remember only those individuals who have a job-related need to know should have access.

Carilion’s reputation for integrity and quality of service is two of its most valuable assets. You play a key role in ensuring that these characteristics are maintained by protecting confidential information. Adhering to laws and policies related to confidential information is not only important, but it demonstrates a respect for the people we serve, each other, and our organization.

- Questions regarding use and disclosure of confidential information should be directed to your manager or to Carilion’s Privacy Officer.
- Questions regarding the security of information should be directed to your manager or to Carilion’s Information Security Officer.
HIPAA stands for
H- Health
I- Insurance
P- Portability
A- Accountability
A- Act

This act was signed into law by President Clinton in 1996.

**Who is covered:**
- All healthcare providers, health plans, clearinghouses who transmit electronic health information or have someone transmit electronically for them.
  - Electronic health information is defined as a method of moving data, in a standard way, electronically between healthcare entities.

- Prescription Drug Card Sponsors

**What is PHI:**
Protected Health Information- Any information that could be used to identify a patient.

PHI identifiers include:
- Name
- Address
- Telephone number
- Admission date
- Electronic email address
- Discharge date
- Medical record number
- Date of death
- Health plan beneficiary number
- Account numbers
- Date of birth
- Certificate/license number
- Vehicle identifiers
- Fax number
- Social Security number
- Full Face Photographic Images
- URL's
- Internet Protocol (IP) Address
- Biometric identifiers- finger print, voice prints, iris scans
**Why is there a need for privacy:**
- Moral Imperative- protecting patient records is the right thing to do
- Business Imperative- protecting business information is the right thing to do
- Legal Imperative- protecting ourselves and our organization from litigation is the right thing to do
- It gives the patient more control over their medical information and how their information is, and can be, used and disclosed.

**What are the Patient Rights to Privacy:**
- Copy and review their medical record
- Amend their record
- Receive an accounting of disclosures
- Restrict access to their record
- Request a specific way for communication of their record
- Receive a copy of our Notice of Privacy Practices

The patient has always had rights to their medical information, but did not know it. Now with HIPAA and the Notice of Privacy Practice they will know it and we can expect an increase in privacy/security issues and activity.

**Privacy Authorization:**
This is a customized document that gives a covered entity permission to use specified PHI for a specified purpose, which is generally **other than TPO** or to disclose PHI to a third party specified by the individual.

Without authorization covered entities could use and disclose protected health information without individual authorization for:
- Oversight of the health care system, QA
- Public health, and in emergencies
- Research with IRB approval or to prepare a research protocol
- Judicial and administrative proceedings
- Professional judgment- in the best interest of the patient
- To provide information to next of kin
- For identification of a deceased person
• For facilities' directories
• Business Associates
• In other situations where the disclosure is mandated by law

When using or disclosing PHI, or when requesting PHI from another covered entity, you must make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure or request.

As part of the 2009 American Recovery and Reinvestment Act, new regulations have been added to HIPAA. The regulations, known as HITECH, require that patients and the department of Health and Human Services (HHS) must be notified when a breach of unsecured protected health information has been discovered.

If you suspect a patient's PHI has been accessed inappropriately or unlawfully, do not try to resolve the breach yourself.

You or your manager should contact Carilion's Privacy Officer or Security Information Officer immediately, as there are specific procedures for handling these issues.

A risk assessment will be conducted to determine if a breach occurred. If there is a breach, the patient will receive a letter detailing what happened, the PHI involved in the breach and the steps that the patient can take to prevent potential harm.

**Reporting Incidents:**
Call one of the following to report incidents:

<table>
<thead>
<tr>
<th>Compliance Line</th>
<th>1-888-822-1884</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Officer</td>
<td>1-540-981-7751</td>
</tr>
<tr>
<td>Security Officer</td>
<td>1-540-224-4246</td>
</tr>
</tbody>
</table>

Or

Complete an Event Report and send it to your site Organizational Effectiveness designee

Any incident regarding unauthorized use and disclosure of protected health information must go to the Privacy Officer to coordinate. Action is taken on all incidents and Carilion is obligated to sanction those employees for unauthorized disclosures.
Infection Control
Infection Control

Content:
♦ Handwashing
♦ Personal Protective Equipment (PPE)
♦ Isolation precautions
♦ Respiratory Protection Plan
♦ Bloodborne Pathogens
♦ Additional facts about Employee Health
♦ Employee Health Contacts

Objectives:
♦ To learn facts about handwashing
♦ To review information on the types of PPE
♦ To review information on the types of isolation precautions
♦ To review information on the respiratory protection plan
♦ To review bloodborne pathogens
♦ To discuss additional facts about employee health and how to contact them
Infection Control


definition of Infection: Normal human skin is colonized with bacteria. When admitted to the hospital, patients bring with them their own bacterial flora (normal flora). Within hours of admission to the hospital, the patient’s flora begins to acquire characteristics of the surrounding bacterial pool. The patient then becomes a susceptible host. Infection results from the interaction between an infectious agent and a susceptible host. This interaction, called transmission, occurs by means of contact between the agent and the host.

The links of the chain are affected by the environment. To control the spread of infection we can break the chain by practicing infection control techniques such as standard precautions. However, some bacteria can colonize the hospital environment and then be spread to the patient, resulting in a healthcare-associated infection. In order to prevent these bacteria from colonizing and overwhelming the hospital environment, additional precautions such as Isolation Precautions, are necessary.

Each of us have organisms living on and in our body, this is called our normal flora. We live in harmony with these organisms. Occasionally they may get somewhere they’re not supposed to and cause an infection, like a pimple or urinary tract infection.

In the hospital, everyone brings in their own normal flora. When healthcare workers touch patients, they can pick up the patient’s normal flora. If they don’t perform hand hygiene, they could take these organisms to other people who may get an infection.

Some of us may have resistant strains of organisms that we carry on our body. They may not ever cause us an infection but we could pass these on to other people. It is important to separate patients who have an infection from those patients that do not have an infection.

That is why it is extremely important to perform hand hygiene before and after each patient. It’s also important to clean medical equipment after each patient use.
**Handwashing:**
Washing your hands is the #1 way of preventing the spread of infection.
- Use plenty of soap and water
- Wash vigorously for 10-15 seconds. Friction is the key - it kills the bacteria
- Turn off the water with another clean paper towel

Another alternative for hand washing is using alcohol based products. They must have at least 60% alcohol with moisturizers and should be mounted in patient rooms and patient care areas for easy access. When using these products apply a palmful to dry hands, rub hands together and allow to dry.

**Personal Protective Equipment (PPE):**
PPE may include the following items depending on the type of environment you will be exposed to:
- Gloves
- Gowns
- Face shields/masks
- Eye protection
- Pocket masks
- Other protective gear - hair and shoe covers

**Isolation Precautions:**
There are two tiers of isolation precautions: Standard Precautions and Transmission-based Precautions.

**Standard Precautions** are the primary strategy for successful nosocomial infection control. Standard Precautions reduce the risk of transmission from both recognized and unrecognized sources in hospitals. These precautions apply to all patients receiving care regardless of diagnosis or presumed infection status. Standard Precautions apply to blood, all body fluids, secretions, and excretions, non-intact skin, and mucous membranes.

There are three additional practices that have been added to Standard Precautions. These practices focus on the protection of patients and healthcare workers and include:
- Respiratory Hygiene/Cough Etiquette - cover nose and mouth when coughing or sneezing, use tissues to contain respiratory secretions and dispose of them in the nearest waste receptacle after use, perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.
• Safe Injection Practices- use a sterile, single use, disposable needle and syringe for each injection, use of a single-does vial is preferred over multi-does vials.
• Use of masks for insertion of catheters or injection of materials into spinal or epidural spaces via lumbar puncture procedures (e.g. myelogram, spinal or epidural anesthesia)

Transmission-based Precautions are designed for patients documented or suspected to be infected with highly transmissible or epidemiologically important pathogens for which additional precautions beyond Standard Precautions are needed to interrupt transmission in hospitals.

There are three types of Transmission-based Precautions: Airborne Precautions, Droplet Precautions and Contact Precautions. They may be combined together for diseases that have multiple routes of transmission. When used, either singularly or in combination, they are used in addition to Standard Precautions.

Airborne Precautions (Blue Card) are designed to reduce the risk of airborne transmission of infectious agents. Microorganisms can be widely dispersed by air currents and may become inhaled by, or deposited on, a susceptible host. Examples of such diseases are pulmonary tuberculosis, measles or chickenpox.

Droplet Precautions (Green Card) are designed to reduce the risk of droplet transmission of infectious agents. Droplet transmission involves contact of the eye or the mucous membranes of the nose or mouth of a susceptible person with droplets containing microorganisms generated from a person who has a clinical disease or is a carrier of the microorganism. Droplets are generated from the source person primarily during coughing, sneezing or talking and during the performance of certain procedures. Examples of such diseases are influenza, Neisseria meningitidis, mumps or pertussis.

Contact Precautions (Orange Card) are designed to reduce the risk of transmission of epidemiologically important microorganisms by direct or indirect contact. Direct contact transmission involves skin-to-skin contact and physical transfer of microorganisms to a susceptible host from an infected person, such as occurs when personnel turn a patient, give a bath or other patient care activities that require physical contact. Indirect contact transmission involves contact of a susceptible person with a contaminated object in the environment of the patient. Examples of such diseases are Scabies, viral conjunctivitis, impetigo or major noncontained abscesses and multi-drug resistant organisms such as MRSA and VRE.
**Contact Precautions - Enteric** (Yellow Card/Brown Stripe) are designed to reduce the risk of transmission of epidemiologically important microorganisms by direct or indirect contact of GI tract waste. Direct contact transmission involves feces contact and physical transfer of microorganisms to a susceptible host from an infected person, such as occurs when personnel complete personal hygiene for patients, give a bath or other patient care activities that require physical contact. Indirect contact transmission involves contact of a susceptible person with a contaminated object in the environment of the patient. Examples of such diseases are multi-drug resistant organisms such as C-Difficile.

**Protective Environment** (White Card) are designed to protect those patients who have a decreased immune system and are at increased risk to be unable to fight infections.

**Respiratory Protection Plan:**
Refers primarily to Tuberculosis (TB). TB is a bacterial infection that attacks the lungs. It is not as prevalent as it used to be because we have effective antibiotics that are able to treat the disease.

**Infection versus Disease:**
Persons with the actual disease will have the following signs:
- Fatigue
- Loss of appetite
- Loss of weight
- Night sweats
- Fever
- Cough

You become infected with the bacteria when you come into contact with a person having the actual disease by breathing in the bacteria into your lungs. Once you breathe in the bacteria, your lung will “seal off” the bacteria into your lungs. You have a 5% chance of developing the disease within two years of this exposure. If you have sustained an actual exposure you will see your PPD turn positive within 10-12 weeks of that exposure.

As we age, our immune system decreases in its ability to fight off infections so there is another 5% chance of developing the disease as we age.

This is why Carilion does a two step PPD process. We place your first PPD and then 1-2 weeks after we place a second PPD. This second PPD boosts your body’s immune system to see if it can “recognize” the bacteria and let us know if you have been exposed before.

PPD’s are placed upon hire and then annually within your birth month for all employees who have patient contact.
**Bloodborne Pathogens Exposure Control Plan:**
OSHA requires all healthcare systems to have a plan in place for employee exposures to Bloodborne pathogens. A copy of our plan can be obtained via the Carilion Intranet, from the Infection Control Practitioner or the Employee Health Office.

**Types of Bloodborne diseases:**
- HIV
  - Hepatitis B – vaccine offered free to all employees whose job requires them to have patient contact. This vaccine process is completed with three shots. The first shot is given, the second shot is placed after 4 weeks of the first, the third shot is placed after 5 months of the first.
  - Hepatitis C

**Environmental controls:**
We are required to have sharps containers in all patient rooms and those patient care areas where sharps are used. All sharps must go into these containers and not the regular trash.

There is no eating or drinking in any nurses’ station or patient care area.

**What is an exposure:**
An injury with a contaminated instrument (needle, blades, etc)
Blood or body fluids that come in contact with mucous membranes (eye/mouth)
Blood or body fluids that come in contact with an open wound or non-intact skin

**What do you do if you have an exposure:**
Cleanse the exposed area immediately and notify your supervisor. Report to Employee Health when it is open at your facility or to the Emergency Department during other hours for immediate treatment and follow up. You must complete an Student Event Report form.

**Employee Health Contacts:**
- CRCH  224-4411 (84411)
- CRMH  981-7206 (77206)
- CFMH  489-6345
- CGMH  921-6078
- CNRVMC  731-2892 (32892)
- BMH  587-3444
- CSJH  458-3557
- CTCH  988-8705

**Contacts for Infection Control**
- CFMH  489-6345
- CGMH  921-6078
- CNRVMC  731-2892 (32892)
- CRMH  981-9091 (89091)
- CRCH  985-9091 (89091)
- BMH  587-3471
- CSJH  458-3557
- CTCH  988-8706
Communications Orientation Information

Telephone Communications Dialing Instructions

Internal Calls

Internal Calls may be placed from any phone by dialing the appropriate prefix number and extension. Internal directories are available in each department. The following prefixes can be used:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Location</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Carilion New River Valley Medical Center</td>
<td>CNRV</td>
</tr>
<tr>
<td>3</td>
<td>Carilion Human Resources Building</td>
<td>CHRB</td>
</tr>
<tr>
<td></td>
<td>(Including 1202 HR Annex)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Carilion Franklin Memorial Hospital</td>
<td>CFMH</td>
</tr>
<tr>
<td>5</td>
<td>Carilion Administrated Services Building</td>
<td>CASB</td>
</tr>
<tr>
<td>7</td>
<td>Carilion Roanoke Memorial Hospital</td>
<td>CRMH</td>
</tr>
<tr>
<td></td>
<td>(Including Rehab Units and Hospital Properties on McClanahan)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Carilion Roanoke Community Hospital</td>
<td>CRCH</td>
</tr>
<tr>
<td>*</td>
<td>Carilion Giles Memorial Hospital</td>
<td>CGMH</td>
</tr>
<tr>
<td>*</td>
<td>Carilion Tazewell Community Hospital</td>
<td>CTCH</td>
</tr>
</tbody>
</table>

(* = Direct Dial)

Outside Calls

Local work related calls are made from any phone by dialing “9” and the seven digit number. In the hospital setting patients may make local calls from their room by dialing “6” to get an outside line.

Long Distance Calls

In a hospital facility, long distance calls are usually authorized by the manager/director for work related business. They may be made from any phone by dialing “0” and giving the operator your name, supervisor’s name and the number to call. For all other areas outside the hospital setting, long distance access varies for each department. Check with your department head to determine long distance access. Any employee found to misuse long distance will be subject to disciplinary action and payment for the call. Persons with long distance access will be informed of their dialing procedures.

Personal Calls

Personal long distance calls must be made collect or charged to a personal credit card. Use of pay phones for all personal calls is strongly encouraged.
Paging System

Access to CRMH and CRCH service lines is obtained by the following:

**Internally**
Dial 78900. A voice prompt will inform you that you have entered the system to access a pager. The prompt will then indicate it is time to enter the pager number you wish to dial. *You must wait for the tone.* After entering your number, you may hang up. The carrier of the pager will receive a digital readout of the number to call and should return your call.

**Externally**
Dial 981-8900
*Listen for voice prompts,* then follow the same procedure as above.

**Long Distance**
Long distance pagers are used in your work setting by dialing “9” to obtain an outside line and entering the seven digit pager number. Listen for the tone then enter the number you want the carrier of the pager to call by using the telephone keypad.

Service

Employees should exercise care in the use of telephone and pager equipment. Repair service for those with tow-way radios and hospital provided pagers is available from the Communications Department at either CRMH or the Operators at CRCH.

Telephone repair of transmission problems should be reported to the switchboard.
Don’t ignore the signs of a HEART ATTACK.

If you have any of the signs, acting fast improves your chances for recovery. Carilion Clinic's Emergency Departments throughout western Virginia and our accredited Chest Pain Center are prepared to treat any heart condition, while our Heart Alert program fast-tracks heart attack patients to life-saving care.

So, when your body talks, listen. If you are having any one of the five signs of a heart attack, call 911 immediately.

Signs of a HEART ATTACK
1. PRESSURE or squeezing in the center of the chest
2. SHOOTING PAIN that spreads to shoulders, arms, neck or jaw
3. NAUSEA, dizziness, fainting or sudden abnormal sweating
4. SHORTNESS of BREATH
5. HEARTBURN or INDIGESTION-like pain
Women may also experience abdominal pain and weakness

Don’t ignore the signs of a STROKE.

If you have any of the signs, acting fast improves your chances for recovery. If you get help soon enough, the new interventional treatments and fast-track Stroke Alert program available at Carilion Clinic can lessen the effects of a stroke or eliminate them altogether.

So, when your body talks, listen. If you are having any one of the five signs of a stroke, call 911 immediately.

Signs of a STROKE
1. WALK – Loss of Balance
2. TALK – Slurred Speech or Droopy Face
3. REACH – Numbness or Weakness of the face, arm or leg, especially on one side of the body
4. SEE – Impaired vision or difficulty seeing in one or both eyes
5. FEEL – Severe headache with no known cause

If you see anyone experiencing these symptoms at CMC call 77111 immediately.
Forms
Orientation Record
for Carilion Assignment

Please check off the sections read.

<table>
<thead>
<tr>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐  A. Orientation - Welcome to Carilion</td>
</tr>
<tr>
<td>☐  A. Orientation - Managing a Safe Environment</td>
</tr>
<tr>
<td>☐  A. Orientation - Infection Control</td>
</tr>
<tr>
<td>☐  A. Orientation -Working Together (Included in Welcome presentation)</td>
</tr>
<tr>
<td>☐  A. Orientation - Corporate Compliance (Included in Welcome presentation)</td>
</tr>
<tr>
<td>☐  A. Orientation - HIPAA &amp; Confidentiality</td>
</tr>
<tr>
<td>☐  A. Orientation - Falls Prevention and Protective Interventions (clinical staff only)</td>
</tr>
</tbody>
</table>

I have read and understand the above checked sections. I have asked questions as necessary and understand that I am to follow Carilion Clinic's policies and procedures while on assignment in a Carilion facility.

Employee Name (Print):   
Employee Signature:   Date:   

Manager Signature:   Date:   

Revised: 01/2013
**Access & Confidentiality Agreement**

Confidential information is protected by Virginia State and Federal law and Carilion Clinic policies and is defined as any information that is expected to remain private by Carilion Clinic or those individuals with whom we interact. This includes patient information, employee information and business/intellectual proprietary information. The intent of these laws and policies is to assure that confidential information is accessed and shared only to the extent necessary and appropriate in the performance job responsibilities assigned by Carilion Clinic or associated organization. Access by employees, affiliates, vendors or other care partners like community providers or free clinics to confidential information is subject to periodic review and audit.

I understand and agree that:

1. I have a responsibility to protect all confidential information.
2. I am not allowed to use my Carilion Clinic authorized account to access the health information or demographics (including addresses or birthdays) of my co-workers, other employees, friends, neighbors, or family members including my spouse, parents or children unless the information is needed to perform my job responsibilities. **Even with verbal / written permission or power of attorney, I cannot access my spouse or children's record.**
3. If I need personal information about my family members or others, I understand that I am required to go to Health Information Management (Medical Records) to request the records and sign an authorization form.
4. **Should I have access to my own health information (electronic or hard copy) in accordance with Carilion Clinic policy, I am allowed to view the information only. I am not allowed to modify my own medical record nor create, authorize or sign my own prescriptions. I may not schedule appointments or tests. I may not print my records or release them to others using my Carilion Clinic access.**
5. I may only access confidential information for which I am authorized to see for patient treatment, payment or healthcare operations.
6. I may only access the minimum necessary clinical, demographic or other confidential information to perform my job responsibilities or other assigned activities.
7. I may not disclose, copy, release, sell, loan, review, alter or destroy any confidential information except in the scope of my regular job responsibilities or assigned activities.
8. I may not share or disclose specific patient health information, specific provider information or other confidential information with anyone other than individuals within or outside the organization authorized to see such information.
9. I may not take photographs or video taped views of patients or patient family members unless it is directly related to my job and with prior approval of management according to Carilion Clinic policies and procedures.
10. I may not use or download confidential information onto non-authorized devices even in the performance of my duties.
11. I may only release clinical and demographic information (protected health information) on a need-to-know basis for treatment, payment, or healthcare operations; as required by law or regulation; or with a signed authorization from the patient (or the patient’s legal guardian, legal representative or appointed custodian). I may I may only release PHI from the EPIC Release of Information (ROI) Module which logs and tracks the release of PHI for HIPAA purposes. I understand that I cannot simply print from Chart Review and release the PHI. If I have any questions or concerns about a request for the release of PHI, I will contact my supervisor or HIM Management before releasing the requested PHI.
12. I must protect my access codes, passwords, or any other authorization I have that allows me to access confidential information. I may not share my access and I **understand I am responsible for all activities performed with my access codes, passwords, or other authorizations.**
13. I understand that Carilion Clinic may revoke my access codes or access to confidential information at any time.
14. My obligations under this Agreement will continue after termination of my access of roles and responsibilities with Carilion Clinic or associated other entities.
15. Violating this Agreement or Carilion Clinic’s confidentiality policy and guidelines will result in corrective action, which may include:
   a. loss of access to information;
   b. Loss of privileges at Carilion Clinic;
   c. Separation of my employment;
   d. legal liability;
   e. civil or criminal penalties or monetary fines;
   f. State Board Reporting
16. This agreement and my Access must be renewed annually.

By signing below, I acknowledge that I have read and understand this agreement and agree to abide by its terms and the confidentiality policy and guidelines as established by Carilion Clinic.

**Print Name:** ________________  **Date:** ________________  □ Employee  □ Non-employee

(Licenser, certification, registration)

Non-Employee Company Name ________________

**Carilion Badge Number** __________  **Last 4 digits of your SSN:** __________  **Date of Birth (DAY.MM)** ________________

**Email Address**

**Signature:**

Revised: E-1.0121214
ACKNOWLEDGEMENT OF TEMPORARY WORK ASSIGNMENT

I, the undersigned, an employee of Adecco, agree to accept a temporary work assignment to Carilion Clinic, (hereinafter “Carilion”). As a precondition to receiving such work assignment, I acknowledge the following:

1. I understand that I am an employee of Adecco and not of CARILION and that I will be paid directly by Adecco.

2. I understand as an employee of Adecco, I will not be entitled to any benefits or compensation from CARILION. I further shall not be entitled to participate in any of CARILION’s benefit plans.

3. I understand that the work assignment is a temporary one for a defined period of time, the length of which may be increased or decreased.

4. I understand that if I do not perform to the complete satisfaction of CARILION, or leave my assignment prior to completion of my assignment work, I may not be assigned any continuing or additional temporary work at CARILION.

5. I understand that any problems or complaints I may have regarding the work assignment must be directed to my Adecco Supervisor and not to CARILION.

6. I understand that my rate of pay from Adecco may be greater or lesser than that received by other individuals who are performing similar services for CARILION, regardless of whether they are employees of CARILION or other agencies.

7. I understand that there have been and will be no representations as to any assurance or possibility of being hired as a regular employee of CARILION, and that since I am not an employee of CARILION, no promotions or other forms of advancement or transfer by CARILION are available now or in future.

__________________________________________  
(Signature)

__________________________________________  
(Assigned Employee Name)
ADECCO HEPATITIS B VACCINATION DECLINATION FORM

Environmental Services and Laundry Workers Only

I understand that due to potential occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future while on assignment as an Adecco employee at Carilion Clinic in Environmental Services or Laundry, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Name ____________________________________________

Position/Title ______________________________________

Date ______________________________________________

Reviewed 1/2012
Filename: S:\Human Resources All\Adecco Orientation\ADECCO HEPATITIS B VACCINATION DECLINATION FORM.doc