

# Job Shadowing Orientation

**WELCOME!!**

Welcome to Southern  
Illinois Healthcare!

# Goals for the training

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- ❑ Review Safety Codes
- ❑ Critical Assessment Team “CAT”
- ❑ HAZMAT
- ❑ Arm Bands
- ❑ Fall Precautions
- ❑ Infection Control
- ❑ Identification
- ❑ Dress Code
- ❑ Cell Phone
- ❑ Survival Tips





# Values at Southern Illinois Healthcare

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## **Values at Southern Illinois Healthcare**

We have adopted the following seven values to drive the mission of SIH. We use these values to guide the way we treat our patients, families, visitors and co-workers.

- **RESPECT**  
Respect is recognizing and valuing the dignity and uniqueness of each person.
- **STEWARDSHIP**  
Stewardship is responsibly using, preserving, and enhancing our human and material resources.
- **INTEGRITY**  
Integrity is adhering to strong moral and ethical principles in all we do.
- **COLLABORATION**  
Collaboration is communicating and working with others for the benefit of all.
- **QUALITY**  
Quality is striving for excellence in all we do.
- **COMPASSION**  
Compassion is responding to the feelings and needs of each person with kindness, concern, and empathy.
- **ACCOUNTABILITY**  
Holding ourselves and those around us responsible for living the Values and achieving the Vision of Southern Illinois Healthcare

# CODES – Code Red

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## CODE RED= FIRE

Actions to take when you discover a fire:

- **R**- Remove Patients From Immediate Area
- **A**- Pull The Nearest Alarm
- **C**- Confine The Fire, Close All Doors
- **E**- Extinguish The Fire Using The Appropriate Equipment

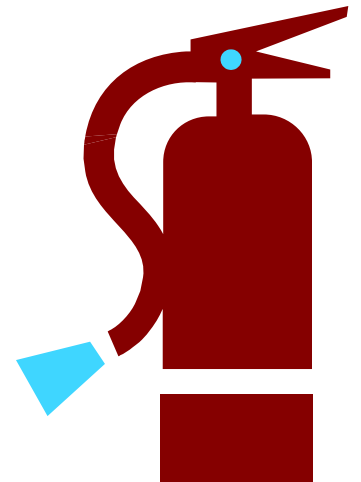
Evacuate Horizontally Only If REQUIRED

# CODES – Code Red

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When using a fire extinguisher remember the acronym PASS

- P-Pull the pin
- A-Aim at the base of the fire
- S-Squeeze the handle
- S-Sweep the base of the fire





# CODES-Code Red

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## ALL STAFF

- ❑ Report to your assigned area. Do NOT pass through the fire zone area.
- ❑ Remain on your unit until designated other duties or until the “all clear” is called.
- ❑ Reassure patients and visitors in a calm, unhurried manner. Keep visitors with patients.
- ❑ Do not use elevators or telephones. Use telephones only if necessary.

# CODES – Code Gray

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## CODE GRAY = SEVERE WEATHER ALERT

- May be initiated due to a national weather service bulletin
  - Severe thunderstorms
  - Tornadoes
  
- Report to assigned unit if not already there.
  
- Follow directions of facility staff.
  
- You may be directed to assist with the following:
  - **Ambulatory Patients**- Patients should be moved into hallways, away from windows. Inform patients and visitors that these are necessary precautions for their protection. Patients may be advised to protect their heads with pillows or blankets. Hand out pillows and blankets so patients may cover their faces if necessary.
  - **Non-ambulatory Patients**- Move beds to interior wall to avoid flying glass. Move into hallway if time and personnel permit
  - Encourage visitors to remain on site. If they wish, visitors may go to the lowest level of the building.

# CODES – Code Pink

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## CODE PINK = SUSPECTED OR ATTEMPTED CHILD/INFANT ABDUCTION

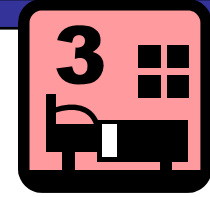
- Notify a staff person immediately if a suspected/attempted abduction is witnessed or reported.
- Do not leave assigned unit.
- Encourage persons attempting to leave with a child/infant (of the age range of the suspected abductee) to remain in the facility.
  - Inform the person that “There is a security emergency,” and ask them to be seated in a waiting area.
  - Do not attempt to physically detain if determined to leave.
  - Note physical description of person.
- Personnel cover entrance/exit of the unit and facility until child/infant is found or “all clear” is called.

# CODES-Code Pink

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- If off unit at time Code Pink is announced, you may not be allowed back into the area until “all clear” is announced.
- Room to room search (including empty rooms and utility rooms) is conducted by facility personnel.
- Remain within the facility until “all clear” is announced or permission to leave is given by House Supervisor or designee.
- MHC specific information
  - No unauthorized visitors/personnel are allowed on/off the Obstetrics or Pediatrics unit until “all clear” is called.
  - Obstetrics - any infant in room with mother will have ID bracelets matched.



# CODES – Code Orange

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**CODE ORANGE = DISASTER (ANY EVENT WHICH INDICATES THE NEED TO PROVIDE CARE FOR LARGE NUMBERS OF CASUALTIES)**

- May result from an external or internal incident
  - External – explosion, mass transportation accident, building collapse, bioterrorism incident, etc.
  - Internal – onsite explosion, severe weather related damage, earthquake damage, etc.
- A Job Shadower may be asked to leave the building immediately or assist personnel based on the nature of the emergency.
  - Follow directions of facility staff.

# CODES – Code Brown



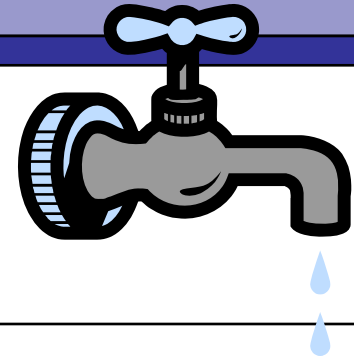
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## CODE BROWN = EVACUATION

- May require evacuation of part or all of the facility.
  - Horizontal Evacuation – relocation of people to the closest safe area on the same floor.
  - Vertical Evacuation – relocation of people to a safe location one or more floors below area being evacuated. Evacuation to the next floor up may be required on rare occasion.
- A Job Shadower may be directed to leave the facility or assist in moving patients
  - Patients able to walk with little or no help are moved first.

# CODES – Code Black

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## CODE BLACK = PLUMBING SYSTEM FAILURE

- If a suspected plumbing/sewer system failure is discovered, notify the Facilities Engineering Department. The operator announces Code Black and the areas affected.
- Environmental services will assist with any clean up and if instructed may be putting small red bags in all the toilets to collect potentially infectious medical waste.
- Out of order signs may be placed on some of the public restrooms.
- A Job Shadower may assist facility personnel by:
  - Minimizing the use of water.
  - Refraining from flushing toilets and hoppers.
  - Restricting use of equipment that utilizes the sewer system.
  - Using alcohol foam for hand sanitation if not contraindicated.



# CODES – Code Green

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Code GREEN = SECURITY EMERGENCY

- Memorial Hospital of Carbondale (MHC) and St. Joseph Memorial Hospital (SJMHC)
  - A code green is announced if we have a security emergency. Doors will be locked to prevent entry to the building. Persons wanting to leave may be subject to search.



# CODES – Code Green

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Code GREEN=SECURITY EMERGENCY

- Herrin Hospital (HH)
  - A security alert will be issued if it becomes necessary to lockdown the facility.

# CODES – Code Purple

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## CODE PURPLE = BOMB THREAT

- If you receive a bomb threat, attempt to prolong the telephone conversation to obtain the following information:
  - Ask when and where the bomb will explode.
  - Be alert for distinguishing background noise (e.g. music, voices, aircraft, church bells, etc.)
  - Note distinguishing voice characteristics as well as the age, sex, and mental condition of the caller.
  - Note if the caller indicates knowledge of the hospital by description of locations.
- Discreetly alert closest staff person of situation so they can alert appropriate facility personnel
  - Consider passing note with “Bomb Threat” noted on paper.

# CODES-Code Purple

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- Although the majority of bomb threats prove to be false, the implications of this kind of threat make it imperative that immediate action be taken to avoid panic and to minimize the risk of loss of life, property, and personal injury.
- Report presence of suspicious object to staff
- **NEVER TOUCH A SUSPICIOUS LOOKING PACKAGE OR ITEM!!**
- **NEVER USE 2-WAY RADIOS DURING A CODE PURPLE!!**



# CODES – Code Blue

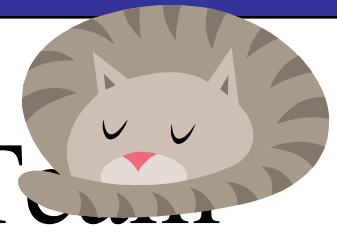
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CODE BLUE = CARDIAC AND/OR  
RESPIRATORY ARREST

- Know your patient's code status (indicated by presence of blue or purple armband).
- Call for help

# CAT = Critical Assessment Team

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This initiative addresses one of the Joint Commission National Patient Safety Goals:

**“To improve recognition and response to changes in a patient’s condition.”**

By calling a “CAT”, we believe we can reduce the number of Code Blues at our facility.



# Critical Assessment Team (CAT)

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- When a CAT is called, designated Nursing staff, Respiratory Therapy staff, and the House Supervisor come to the bedside of a patient whose condition is deteriorating to complete the following as needed:
  - Assess
  - Stabilize
  - Transfer
  - Assist
  
- Call ext. 456 to report concerns
  - This number may be used by staff, students, patients, family, visitors, etc.

# Arm Bands and Arm Band Stickers

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Patient safety is priority one. Colored patient arm bands or stickers on the arm bands help identify our patients and communicate important information about the patient.

## Significance of Color

- White: Patient ID band
- Yellow: Patient is on “strict” falls precautions due to high risk for a fall.
- Red/Pink: Patient has been typed for blood. *This band should stay on the patient during their entire stay*
- Purple: Patient is a Do Not Resuscitate or has a No Code status. May have sticker indicating additional instruction
  - With tan “pre-arrest” sticker (patient in respiratory arrest to be coded if heartbeat present)
  - With white “suspend” sticker (patient to be coded during tests/procedures)
- Clear bands have an insert with stickers for additional communication
  - Red “allergy” sticker
  - Black “no blood products” sticker
  - Gray “confidential” sticker

# Fall Precautions

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Fall Precautions are initiated to reduce a patient's risk for falls. There are two types of precautions: standard and strict.

- Standard precautions

- Orient to room, call light use
- Bed in low position, wheels locked
- Room free of clutter
- Items within reach
- Patient and family education on fall precautions
- Non slip foot wear
- Laminated sign in room

# Strict Fall Precautions

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- Yellow armband
- Frequent rounding
- Bedside commode
- Offer toileting assistance
- Alarms
- Reorient patient often; remind of call light use
- Remain with patient when assisting to bathroom or commode
- Place patient close to nurses station
- Offer diversional activity if possible
- Consider creating only one exit
- Gait belts on all transfers and/or patient ambulation
- Assess need for PT consult
- Discharge planning

# Infection Control

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## Hand-Hygiene

- Wash hands a minimum of 15 – 20 seconds covering all surfaces of the hands and fingers **OR** use adequate amount of alcohol foam product (it should take 15-25 seconds for hands to dry).
- You must use soap and water if hands are obviously soiled.
- Wash hands or use alcohol rub:
  - when coming on duty
  - after leaving and then returning to a work station
  - before and after patient contact
  - after personal use of toilet
  - after blowing or wiping your nose
  - before putting gloves on and after removing gloves
  - before and after eating
  - upon completion of duty





# Infection Control

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Maintain Standard Precautions on all patients.

- Utilize appropriate barriers whenever gross soiling is likely with any patient.
- Gloves: When in contact with mucous membranes, non-intact skin, blood, or body fluids of any patient.
- Gown/Apron: When soiling of clothing is likely.
- Mask: For droplet or respiratory precautions or when there's a potential for splashing to mucous membranes.
- Goggles: When there is a potential for splash to eyes.
- *All specimens are to be treated as if they are infectious.*



# Infection Control

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- Occupational Safety and Health Administration (OSHA) regulations for Bloodborne Pathogens are covered in each facility's Exposure Plan in the Safety Management Manual.
  - Personal protective equipment (PPE) is available.
  - If exposure occurs, flush exposed area immediately with continuous running water and report the exposure immediately to the staff person you are shadowing.

# Infection Control

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## Respiratory Etiquette

- For all individuals with signs and symptoms of a respiratory infection
  - Cover the nose/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.
- Masking and separation of persons with respiratory symptoms
  - Offer masks (procedure or surgical) to persons who are coughing.
  - Respirators such as N-95 or above are not necessary for this purpose.
  - Encourage coughing persons to sit at least three feet away from others in common waiting areas



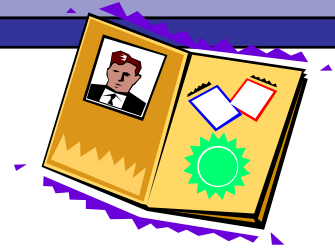
# Infection Control: Tuberculosis

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- TB Screening
  - A current TB skin test (within the past year) is required to participate in a job shadowing experience.
  - A copy of the test results must be provided before you will be allowed to job shadow.

# Identification

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- You must provide proof of student identification prior to job shadowing. Students will be issued a volunteer badge from the Education Department on the first day of the assignment.
- You **must** wear your name badge at all times while you are on duty.
- The badge must be placed and worn in such a fashion that your name and picture are clearly visible.

# Dress Code

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- School uniform
  - If no uniform, check with facility Education Department.
  - No blue jeans.
- If visible tattoo, cover it.
- Long hair should be pulled back.
- General grooming is consistent with basic hygiene (neat, minimal perfume scent).
- Nails are clean, no longer than ¼ inch, with light colored polish.

# Dress Code

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- Jewelry may include:
  - One ring per hand
  - Post earrings at a maximum of three/ear if not specified by school dress code policy
  - Watch
  - One small necklace worn under the uniform neck
- No visible body piercing with the exception of the earrings listed above.
- No bracelets.
- No artificial nails

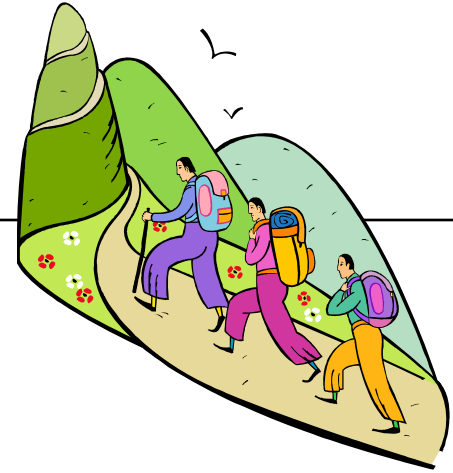


# Cell Phone Use

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- Please turn cell phones off while working on the units.
  - Demonstrate a “Patient First” attitude
    - Distraction can lead to serious errors
  
- You may use your cell phone during a break or when you are at lunch

# Student Survival Tips



## Smoking:

- SIH is a smoke-free campus.

## Parking:

- Car pool if you can.
  - At Memorial Hospital of Carbondale - Park on the 6th floor of the garage.
  - At Herrin Hospital - Park in the general lot at the corner of Oak and 13<sup>th</sup> streets.
  - At St. Joseph Memorial Hospital - Park in the general parking lot.

## Security:

- Keep your valuables and your purse in the trunk of your car.
- Keep keys and a few dollars in your pocket.
- If you are here after dark, you may ask security to escort you to your car.
- Take the stairs instead of the elevators when you can.
- Always ask. Questions are always welcomed and encouraged.
- **A Job Shadower must wear a name badge at all times.**

# QUESTIONS??

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We look forward to working with you throughout your job shadowing experience! Please contact your department manager, HR or the education department if you have any questions.

Herrin Hospital – 942-2171

Memorial Hospital of Carbondale – 549-0721

St. Joseph Memorial Hospital – 684-3156