Welcome
Thank you for choosing Platte Valley Medical Center (PVMC) for your student rotation experience. We look forward to having you on our team during your clinical experience.

Platte Valley is a community hospital with 70 staffed beds. Services provided at Platte Valley Medical Center include Medical-Surgical-Telemetry, Intensive Care/Step Down, Obstetrics, Surgery/PACU, Cath Lab, and Emergency Services.

Mission Statement

Our mission is to: Foster optimal health for all.

HIPAA (Health Insurance Portability and Accountability ACT)

- HIPAA is a complex law, however, you must be knowledgeable about the following:
  - **Privacy** - Establishes conditions that govern the use and disclosure of individually identifiable health information.
  - **Security** - Establishes requirements for protecting the confidentiality, availability and integrity of individually identifiable health information.
- At the start of your rotation you will be given a HIPAA book to review and complete a small quiz.

Unapproved Abbreviations:
These abbreviations have been linked to patient safety events and should not be used in any documentation.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Preferred Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>U (for unit)</td>
<td>Write “unit”</td>
</tr>
<tr>
<td>IU (for international unit)</td>
<td>Write “unit”</td>
</tr>
<tr>
<td>QD QOD (once daily and every other day)</td>
<td>Write “daily” and “every other day”</td>
</tr>
<tr>
<td>MS MSO₄, MgSO₄ (morphine sulfate, magnesium sulfate)</td>
<td>Write “morphine sulfate” or magnesium sulfate</td>
</tr>
<tr>
<td>μ g (for microgram)</td>
<td>Write “mcg”</td>
</tr>
<tr>
<td>Lack of Leading Zero before a Decimal (X mg)</td>
<td>Always use a zero before a decimal point (0.X mg)</td>
</tr>
<tr>
<td>Trailing Zero after a Decimal (X.0 mg)</td>
<td>Never use a 0 after a decimal point (X mg)</td>
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Safety

Hospital Codes: (Follow the directions from staff)

- Code Blue  Cardiac Arrest
- Code Red    Fire
- Code Black  Bomb Threat
- Code Pink   Infant Abduction
- Code Green  Security Incident
- Code Orange Hazardous Spill
- Code White  Hemorrhage
- Code D      Disaster or Terrorist Event

FIRE SAFETY: You are expected to know the location of:

- Fire extinguisher on the unit
- The fire pull station closest to the unit
- Stairways nearest and farthest from the unit.

In Case of Fire:

- Use R.A.C.E.:
  - Rescue
  - Alarm
  - Contain
  - Evacuate/Extinguish
- Use P.A.S.S.
  - Pull
  - Aim
  - Squeeze
  - Sweep

- Hallways, means of egress and exits must be kept clear at all times.
- Doorstops and wedges are prohibited to maintain smoke/fire barriers.

Security/ Safety:

- Secure valuables in locked area or desk. PVMC is not responsible for lost valuables.
- Report any suspicious persons to plant operations, charge nurse or instructor.
- Always wear your ID badges.
- If need help in an emergency dial 555 (See Emergency Codes)
  - Give location
  - Describe issue
Infection Control

Hand Washing

• Wash your hands when they are visibly dirty or contaminated with proteinaceous material or are visibly soiled with blood or other body fluids, wash hands with soap and water. Perform hand hygiene with soap and water whenever C. Difficile has been diagnosed.

• Wash your hands at the beginning and end of your work shift, before eating, after using the toilet, and before performance of any invasive procedures.

• If your hands are not visibly soiled, use an alcohol-based hand rub for routinely decontaminating hands in all other clinical situations, some examples of when hand hygiene is required are described below:
  o Before having direct contact with patients.
  o Before donning sterile gloves when inserting a central intravascular catheter.
  o Before inserting indwelling urinary catheters, peripheral vascular catheters or other invasive devices that do not require a surgical procedure.
  o After contact with a patient’s intact skin (e.g., when taking a pulse or blood pressure, and lifting a patient.
  o After contact with body fluids or excretions, mucous membranes, non-intact skin, and wound dressings if hands are not visibly soiled.
  o If moving from a contaminated-body site to a clean-body site during patient care.
  o After contact with inanimate objects (including medical equipment) in immediate vicinity of the patient.
  o After removing gloves.
  o On entry and exit from a patient’s room.

• Use only hospital approved hand lotions to maintain good skin integrity.

What is Personal Protective Equipment (PPE)?

• Gowns
• Gloves
• Masks
• Goggles or face shields
• Shoe covers

Standard Precautions

• Used in care of all patients.
• Provides protection to staff when handling blood, body fluids or contaminated items.
• Includes proper disposal of biohazardous waste.
• Promotes safety in cleaning up spills.
• Food and drink restrictions (where you can eat and drink).
• Linen disposal.
• Includes the Use of Personal protective Equipment (PPE).
Bloodborne Pathogen
This is exposure to blood and body fluids, such as urine, sputum, or through contaminated needle stick. If you have an exposure report it immediately to your instructor and the charge nurse. Follow your school policy on injuries or illness during clinical time.

Disposal and handling of linen, trash, and sharps
• Grossly contaminated trash is red bagged.
• All linen is white bagged and handled/treated as biohazardous.
• Non-contaminated trash is either brown or clear bagged (ex: items that are disposed of as regular household waste.)
• Needles, blades any sharp items are disposed of in the nearest sharps container.
• Never recap needles.

Cleaning up a blood or body fluid spill
• Appropriate PPE.
• Wipe up with a paper towel or cloth.
• Wipe spill with Caviwipes cloths or spray area using hospital approved disinfectant, then wipe up solution after 10 minutes
• Call Environmental Services for large spill or spill containing glass or sharps.
Patient Rights
It is important that you understand the PVMC Patient Rights Policy below:

1. PATIENT RIGHTS As a patient at Platte Valley Medical Center you have the right to:

Access Care
You have the right to:
- Access treatment regardless of gender, disability, national origin, age color, race, religion, or payment source
- Transfer to another facility if accepted by that facility
- Consult with a specialist about your care

Effective Communication
You have the right to:
- Receive interpreter and or translation services at no cost, when you do not read, write, speak or understand English.
- Receive interpreter and or translation services at no cost if you are blind, deaf, or physically challenged in such a way as to impair your ability to communicate
- An explanation of the recommended treatment or procedure in words and in a form of communication you can understand

Participate in Your Care
You have the right to:
- Participate in all decisions involving your care or treatment.
- Choose someone to act on your behalf, as you desire, and as permitted by law
- Select your primary care physician or other practitioner who is primarily responsible for your care
- Participate in the development and implementation of your plan of care
- An explanation of treatments or procedures including
  - The risk and benefits
  - The probability of success and serious side effects
  - The alternatives and consequences if no treatment is pursued
  - The explanation of the recuperative period
- Consent or refuse any drug, test procedure or treatment; or withdraw your consent and discontinue participation in the treatment regime
- Consent or refuse to participate in teaching programs, research, and or experimental programs
- Consent or refuse to have filming or recording of your care
- Participate in decision making regarding ethical issues including: conflict resolution, withholding resuscitative services, forgoing or withdrawal of life sustaining treatment and care at the end of life

Information about your Care
You have the right to:
- Be informed of your rights and responsibilities in advance of patient care being provided
- Learn how the hospital resolves patient or family concerns or complaints including management of recurring complaints and/ or grievances
- Know the names, professional status, and experience of the staff that are providing your care or treatment
- Information about staffs’ professional relationship to another healthcare provider or institution that might suggest a conflict of interest and any business relationship between individuals treating you or between the organization and any other healthcare, service or education institution involved in your care
• Be informed of your health care status and prognosis, including unanticipated outcomes of care
• Be informed of estimated charges for services prior to the initiation of non-emergent treatment upon request
• An itemized bill for services received
• Access information contained in your clinical records; request an amendment to the information; and/or receive an accounting of disclosure of clinical information to others within a reasonable time frame

Respectful Care
You have the right to:
• Care or treatment that is respectful, recognizes your dignity, and provides for your personal privacy to the extent possible during the course of treatment
• Formulate advance directives and to have hospital staff and practitioners who provide care in the hospital follow your directives
• Confidentiality of your clinical records and information about your care
• Express your personal values, beliefs and preferences and have care provided in accordance with those values, beliefs and preferences
• Have your pain managed through regular assessment and methods appropriate to your condition
• Ask questions and voice concerns without fear of punishment or discrimination
• Have your wishes followed for organ and tissue donation, within the ability of the hospital

Supportive Care
You have the right to:
• Have a family member or representative of your choice, and your physician notified of your admission to the hospital
• Have your family or others participate in your care as you wish and is appropriate
• Have access to pastoral or spiritual care and counseling

Safety and Security
You have the right to:
• Receive care in a safe and supportive setting
• Have access to protective services (i.e. guardianship, advocacy services, child and adult protective services)

2. PATIENT RESPONSIBILITIES
As a patient at Platte Valley Medical Center you have the responsibility to:
• Provide accurate and complete information in matters related to your health
• Ask questions when you do not understand your care, treatment or what you are expected to do.
• Express any concerns you have about following your plan for care
• Follow instructions related to your care and treatment plan
• Accept consequences for outcomes if you do not follow the care and treatment plan
• Follow rules and regulations and have your family and visitors follow the hospital's rules and regulations
• Show respect and consideration of the hospital staff and property as well as other patients and their property
• Meet financial obligations related to your health care
3. ADDITIONAL INFORMATION

• While the patient is recognized as having the right to participate in his/her care and treatment to the fullest extent possible, there are circumstances under which the patient may be unable to do so. In these situations, the patient's rights are to be exercised by the patient's designated representative or other legally designated person.

• Neonates, child and adolescent patients possess the same rights and responsibilities of adult patients. It is, however, the responsibility of the parent/guardian to implement these rights and responsibilities on their behalf.

• We encourage the participation and involvement of the patient's significant other, parent, family, or guardian throughout treatment. It is the responsibility of Platte Valley Medical Center to communicate issues surrounding the care of the patient including, but not limited to; discussion of the perception of the patient's needs; information concerning condition, treatment and progress; involvement in treatment, as appropriate; and participation in discharge planning.

4. PATIENT GRIEVANCE PROCEDURE

PVMC follows a grievance procedure that is described in the policy titled: “Handling of Patient Complaints”. Information relating to the grievance process and access to the Patient Representative is communicated to our patients with the patient rights information.

If you have any questions about this booklet or other PVMC resources please contact your instructor or PVMC Student Coordinator.