



Nursing Education Department

TO: AFFILIATING SCHOOL FACULTY & STUDENTS

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SUBJECT: AFFILIATING SCHOOL STUDENT SAFETY & BLOODBORNE PATHOGEN TEST

Attached is a copy of the revised Safety Test and reference material for all affiliating school students placed in clinical areas of Mercy Hospital. This test is to be administered to all students having direct contact with patients as a part of their clinical assignment or placement.

Faculty are to administer this exam to each of their students on or before the first day of placement.

<i>DIRECTIONS</i>

1. Copy and distribute the study material to students prior to testing.
2. Answers are to be recorded directly on the test provided.
3. Faculty are to grade the test using the answer key provided. A score of 90% is required to pass this test. If a student scores less than 90% faculty will re-test the student.
4. **Forward the completed and graded tests to Nursing Education.**

Thank you.

Mercy Hospital

Affiliating School Program Student Safety Facts

Hospital Emergencies: Dial 77 OFF SITE: Dial 911 for Emergencies.
MPB/MOC: Dial 77, then 911

BODY MECHANICS

The way in which you move and position yourself to allow for efficient use of body structures with minimal injuries. Injuries may be prevented if you:

- Never twist while lifting or bending.
- Patients should not support themselves by holding you around the neck.
- Lift objects close to your body.
- Bend knees, use squatting position when lifting.
- Obtain physical or mechanical help with heavy loads.

Lifting is the most common cause of back injury. Try to maintain the normal spinal curves of your back, adjust height of your chair and desk equipment to the appropriate position. Allow for stretches every 2 hours.

ERGONOMICS

Study of relationship between people and the environment, especially the workplace. Some daily activities, if performed improperly, may gradually lead to the development of injuries, called “Cumulative Trauma Disorders” (CTD) which are caused by repetitive stresses or movements of the body. Lower the risk of CTDs: Use less stressful performance methods. Adjust the workstation - lighting, chair, etc. Select proper tools. Remember to allow for stretches every two hours. Take eye breaks when working with a computer. Use filter screens on computers.

INFECTION CONTROL

Prevent spread of infection by washing hands. The common cold is most often spread by hand contact. Wash hands for 30 seconds and turn faucet off with paper towel. Use alcohol-based skin antiseptic often. Perform hand washing before, after contact with each patient and procedure, and when handling contaminated material.

Standard Precautions means using protective measures with all patients. **PPE**- Personal Protective Equipment must be worn when exposure to blood or other body substances is anticipated (gloves, masks, protective eye wear, face shields, aprons, gowns). Gloves must be worn when touching blood/body substances, mucous membrane, non intact skin, handling surfaces contaminated by blood/body substances, performing vascular access or other invasive procedures, and handling biohazardous waste container. Change glove between patients. **Recapping of needles is prohibited**. Discard all biomedical waste in red bag or sharps container (30 day window). Wash immediately if blood or body substances get on your bare skin or eyes. **OSHA Bloodborne Pathogens Standard** provides exposure reduction measures to employees who may be exposed to blood and body fluids in the workplace; minimize exposure to Hepatitis B, Hepatitis C, HIV, and other bloodborne pathogens in the workplace. HIV is transmitted primarily by contaminated IV needles and sexual contact.

TRANSMISSION - BASED PRECAUTIONS (ISOLATION OF PATIENTS)

Airborne Precautions are used for patients known or suspected to be infected with microorganisms transmitted by airborne droplet nuclei (smaller than 5 microns in size) of evaporated droplets containing microorganisms that remain suspended in the air. These microorganisms can be dispersed widely by air currents and may become inhaled by a susceptible host.

Airborne Precautions

- Patients will be placed in a private room that has monitored negative air pressure in relation to the surrounding areas, 6-12 air changes per hour and appropriate discharge of air outdoors and/or monitored high-efficiency filtration or room air before the air is circulated to other areas in the hospital. The door will remain closed and the patient will remain in the room.
- Respiratory Protection will be worn when entering the room; surgical masks will be worn with patients requiring Airborne Precautions and an N-95 respirator will be worn with patients having known or suspected infectious pulmonary tuberculosis.
- Patient transport will be limited to essential purposes only. The patient will wear a surgical mask when out of the room.
- The Tuberculosis Control Plan will be followed for all other precautions for preventing the transmission of tuberculosis.

Droplet Precautions are used for patients known or suspected to be infected with microorganisms transmitted by droplets (larger than 5 microns in size) that can be generated by the patient during coughing or sneezing or during procedures producing respiratory aerosols such as suctioning.

Droplet Precautions

- Patients will be placed in a private room. Special air handling is not necessary.
- Respiratory Protection in the form of a surgical mask will be worn when entering the room.
- Patient transport will be limited to essential purposes only. The patient will wear a surgical mask when out of the room.

Contact Precautions are used in the care of patients known or suspected to be infected or colonized with epidemiologically important microorganisms that can be transmitted by direct contact with the patient (hand or skin to skin contact) or indirect contact with environmental surfaces or patient care items in the patient's environment.

Contact Precautions

- Patients will be placed in private rooms.
- Gloves will be worn when entering the room and changed after having contact with infective material. Gloves will be removed before leaving the room.
- Hands will be washed after removing gloves and care will be taken to avoid contact with potentially contaminated environmental surfaces or items in the patient's room.
- Gowns will be worn when entering the room and removed before leaving the room. Care will be taken to ensure that clothing does not contact potentially contaminated environmental surfaces in the patient's room.
- Patient transport will be limited to essential purposes only. Precautions will be maintained while the patient is out of the room.
- Patient care equipment such as blood pressure apparatus, stethoscope, thermometer, will be dedicated to single patient use.

Wash immediately if blood or body substances get on your bare skin or eyes.

Blood/Body Fluid Spills

Wear Personal Protective Equipment (PPE) (gloves, eye/nose/mouth protection, gown). Decontaminate with appropriate disinfectant "**Dispatch.**" Spray over and around spill. Contain spill with gloved hand using a disposable towel or pad.

Discard gloves, pads, and other equipment used in cleaning spill into red bag or biomedical waste container at point of origin.

Tuberculosis: TB is transmitted in the air by infected person coughing, sneezing, etc. Measures to control the spread of TB: Employees must have PPD done yearly. Early recognition; Prompt isolation. Report any exposures. If TB is suspect in a patient: wear a mask when caring for patient until you are notified to initiate isolation or that the patient is no risk to others.

RISK MANAGEMENT / LOSS PREVENTION / INCIDENT REPORTING PROCESS

Incident must be reported whether or not an injury has occurred. Report Incidents the same day they occur within 24 hr. or 1 working day of occurrence. Send Incident report to **Quality Management Department** at Mercy Hospital (off-site- send by courier the same day of incident).

Definitions:

Sentinel Event: Unanticipated death not related to underlying condition, major permanent loss of function, suicide, infant abduction, rape of a patient, hemolytic transfusion reaction resulting in death, surgery performed on wrong patient or body part.

Adverse incident/Code 15: Death, brain damage or spinal damage, surgical procedure on wrong patient, wrong site surgery, wrong procedure surgery

Sexual misconduct is an attempt to induce the patient to engage in verbal or physical sexual activity.

When a visitor injures himself in the hospital, the employee who has knowledge of the injury should

1. Ask if they need medical assistance, if yes, accompany / encourage visitor to the E.R. Off-site should phone 911 in the event of an emergency.
2. Complete incident report form. **Investigation Report to Attorney 3/98** (for incidents involving *patients or visitors, and unusual or unexpected occurrences*)
3. **HEALTHCARE RISK MANAGER can be reached at 285-2712** regarding patient injuries.

In case of emergency go to the nearest E.R. Department. For additional information call Claims Management at 285-2757.

SECURITY MANAGEMENT

Basic Security Rules: Wear ID badges in a visible place. All employees are responsible for protecting personal property at work as well as Mercy Health System Property. Be alert for irregularities, suspicious activities, unsafe conditions. Report any unusual, or suspicious persons in your area. **Call Security ext. 2768 or phone 911 off-site.** Protect entrances that give potential access to outsiders. Guard against improper access. Lock areas where patients/visitors are restricted. For instances of **Workplace Violence** call Security at ext. 2768 or dial 911 for off-site locations.

HAZARDOUS MATERIALS MANAGEMENT

HAZARD COMMUNICATION STANDARD - Right to Know

The **MSDS (Material Safety Data Sheet)** index contains information regarding chemicals. Hazardous ingredients, physical and chemical properties, potential for hazards like fire, explosion, reaction, possible health hazards. Employees must know location of MSDS. **Labels** are also a source of immediate information about chemicals. **All chemicals and containers must be labeled.** **Warning signs** on Hazardous substances include: *Danger, flammable, toxic, corrosive, poisonous, radioactive, reactive explosive,* etc. **Carcinogens** are chemicals capable of causing cancer. Know your role in hazardous waste safety. Only certified, trained individuals are to contain major spills (HAZMAT Team).

Code H- Hazmat for HAZARDOUS CHEMICAL SPILLS of 1 gallon or more dial 77 and state “Code H – Hazmat” (off site call 911).

RADIATION SAFETY

The goal of radiation safety is to keep radiation exposure **As Low As Reasonably Achievable (ALARA)** to all people including patients, visitors, staff, physicians. Staff may be exposed to radiation from x-ray machines and certain procedures using radioactive materials. Protection of all persons is through radiation safety measures which include principles of time, distance, shielding, and collimation. Safe distance for non-badged staff to stand from the portable x-ray machine is 6 ft. When a “Warning radiation” sign is posted only staff wearing radiation film badges may enter (including spills). Film badges must be worn by staff performing radiologic procedures. Call the Radiation Safety Officer (RSO), George, Weiss at Mercy regarding radiation safety issues (285-2159). Reports are monitored by the RSO. Radioactive trash may not be disposed of or incinerated. All pregnant staff who provide patient care as a primary or frequent job function, upon learning that they are pregnant, should disclose their pregnancy status, in writing, to their department head if performing procedures where exposure to radiation or radioactive materials is likely. If the staff member wishes not to disclose her pregnancy regulations do not require fetal radiation monitoring and protection.

EMERGENCY PREPAREDNESS

LIFE THREATENING EMERGENCIES:

Code 1 - Cardiac/respiratory arrest. **Dial 77** for hospital emergencies; **911 for off-campus**. Perform CPR if trained using BLS guidelines until code team or EMS arrives. Use barrier devices: ambu-bag, pocket mask if available).

Note: If code occurs in the **MPB or MOC will dial 77**, notify operator of location, **and also call 911**. Ask visitors, unnecessary personnel to leave area. Move equipment, obstacles away from affected area.

Code R - Life threatening emergency in Emergency Dept. Respiratory therapist responds to E.R. to assist.

Code K - **pediatric cardio pulmonary arrest**

Code A - **INFANT/CHILD ABDUCTION:**

Dial **77** in the event an infant or child cannot be located. State **“Code A”** and location of occurrence.

1. Hospital employees are to report any unusual or suspicious behavior or individuals immediately to Security.
2. Notify appropriate Nurse Manager/Director. Notify pediatrician/obstetrician of the incident in the Mother-Baby Care Area.
3. All personnel in **Code A** area will remain on duty for questioning until authorized to leave. Secure unit, do not allow persons without authorization to leave or enter the unit. Do not disturb contents of arrangement area / area of abduction.
4. Maintain confidentiality of information.
5. Supervisory personnel: Notify parents of abduction and actions being taken to recover the child.
6. Security and Plant Operations staff will report to all exits of the hospital to stop and question all individuals leaving premises with an infant, child, or large packages.

CODE D - Disaster: a trauma involving a large number of people coming into the E.R. Emergency may involve victims coming from outside of the hospital or victims of incidents within the hospital.

CODE H - HAZMAT- Hazardous Chemical spill of 1 gallon or more. HAZMAT team will respond for cleanup.

HOBS Alert - BOMB SCARE

The Employee who receives a BOMB threat by telephone must:

1. **Keep the caller on the line** to obtain specific information. Ask about timing, location type, why, what makes it explode, how to deactivate it.
2. Inform another employee to **notify the operator (“77”)**. (**call 911 offsite**)
3. Assist staff in **searching** their department for suspicious object (do not touch suspicious object).
4. Report results of search to supervisor. Clinical areas report to Nursing Admin.; Non-clinical-call Security.

Notify Security Department at 285-2768 in the event of a bomb threat at your location.

LIFE SAFETY

FIRE SAFETY /LIFE SAFETY

OPERATION RED - Fire System has been activated: **Report fires by using pull station or dial 77.**

OPERATION GREEN - Cancels the Fire Alarm: Means everything is all right (no fire).

Fire Safety - Electrical appliances from the home are not allowed. Employees' main responsibility is to report electrical/fire hazards. Never block doorways/exits; keep free of obstructions.

"4" key things if a fire should occur:

1. find nearest Pull Station
2. nearest stairwell/exit for safe evacuation
3. closest Fire Hose and Fire Extinguisher
4. closest telephone

Upon discovering a fire:

1. REPORT fire
2. RESCUE anyone in danger
3. CONFINE the fire (close doors to prevent spread)
4. EXTINGUISH small fire (if possible)

Do not use elevators during a fire.

Fire Extinguisher Usage:

PASS Technique

P - Pull pin (safety pin at top of extinguisher)

A - Aim (hose, nozzle, at base of flames)

S - Squeeze (or press the handle; stand 8-10 ft. away)

S - Sweep (from side to side at the base of fire until it goes out)

Electrical Safety/Fire Prevention

Fire Safety - Electrical appliances from the home are not allowed. Employees' main responsibility is to report electrical/fire hazards. Never block doorways/exits, corridors, ramps, --keep free of obstructions.

EVACUATION PLAN

Evacuate upon authorization of supervisor or civil authority. Evacuate when in immediate danger of fire/smoke or internal disasters. Know the location of the nearest stairwell or exit for evacuation. Horizontal Evacuation: Move patients, visitors, employees in immediate danger of fire or smoke on the same floor, behind fire barrier doors. Use wheelchairs, stretchers, or blankets as necessary for evacuation of non-ambulatory patients.

RAINBOW ALERT: Psychiatric emergency for persons (patient, visitor, or employee) who are a danger to themselves or others, cannot be re-directed, and require control with follow-up psychiatric evaluation. The **Rainbow Alert Team**, specially trained personnel from various departments, responds to this type of emergency. Responders provide *show of force* with non-violent crises intervention techniques.

1. Rainbow Alert should be called for *anyone who is making threats to harm himself/herself or others, who can not be redirected by the staff to obtain psychiatric evaluation, and who is physically able to proceed with their threats.*
2. Rainbow Alert is initiated by dialing "77," stating "Rainbow Alert," and location of the emergency.
3. Individuals who are angry or uncooperative about a given situation may require the aid of a security officer to be escorted off hospital grounds.

1. For instances of *Workplace Violence* notify Security (ext. 2768).

If the person is armed with a gun, knife, or other wound-inflicting weapon, contact Security immediately.

Security will evaluate the need to activate a Rainbow Alert, and/or request the police to assist.

UTILITY MANAGEMENT

Loss of Electrical Power, Water, Telephone: Anticipate for loss of utilities: electricity, water, telephone and actions to be taken. If electrical power has been lost keep windows closed and conserve water. Open refrigerators quickly and only when necessary. Use red outlets powered by emergency generators in clinical areas. For prolonged power outages check medication stored in refrigerator to determine whether to discard. In the event of water contamination use bottled water. Have flashlights available in accessible area. For designated departments- Emergency telephones are available from PBX

EQUIPMENT MANAGEMENT

Equipment Usage- Employees must be trained prior to using new equipment. Follow operating manual safety procedures. Know what to do in case equipment fails. Label broken equipment “*Defective- Do Not Use*” Never use faulty equipment.

MEDICAL EQUIPMENT USAGE:

Employees must review use of all medical equipment that is classified as *high risk low frequency usage*. Report defective equipment to Bio-Med, Plant Operations, or to party responsible for servicing. *Safety Medical Devices Act* requires reporting of injuries/illnesses related to use of medical devices. Fill out *incident report form* **Investigation Report to Attorney** and immediately report to the Health Care Risk Manager at Mercy 285-2712.

Skin Sensitivity, Allergic Reactions, Latex Allergy

Reactions Associated with Glove Usage

1) Redness of the skin immediately or a few hours after wearing gloves may be caused by a variety of reasons: irritation from glove powder, prolonged glove use, aggressive scrubbing, harsh detergents or other chemicals. Gloves may enhance the effects of these irritants.

2) Hands with red itchy rash, blisters, cracking, crusting, and peeling of the skin, dryness, and thickening of the skin. Skin irritation may show in the glove area and can extend up the arm. This may be caused by an allergic reaction to *powder* in the glove not necessarily by latex. Wash hands with soap and running water after removing gloves.

3) True **allergic reaction to latex products** can cause reactions such as skin rashes, watery eyes, coughing, vomiting, itching, wheezing, sneezing, nasal congestion, and hives. In severe cases, anaphylactic shock (a life threatening reaction) may occur. Natural rubber latex is used in common hospital and medical items, the community and the home. **No treatments are yet available.** *Strict avoidance* of latex products or exposure is the only means of controlling allergic reactions.

If you are having problems with dermatitis of your hands or other allergic reactions that you think could be associated with your job responsibilities, please notify your supervisor, manager or director and call Employee Health Services for an appointment (ext. 2659). If you need special gloves or changes in your work, your manager or director will make the appropriate arrangements. Also notify CorVel at 1-800- 929-0107 to report any injury or condition requiring medical care or treatment.

Latex Allergy Precautions for Patients

The primary principle in management of latex allergy is to avoid all contact with products that contain latex. Communication, documentation, and coordination of all persons are essential to avoid a potential problem through inadvertent contact with latex. Latex-safe supply carts are available in CSR and surgery.

Latex Allergy Precautions for Patients

- ◆ Ask patients if they are allergic to latex.
- ◆ Identify latex allergy on patient's medical chart. Use latex precautions signs and stickers bedside and in patient's room
- ◆ Remove all latex gloves from the patient's room.
- ◆ Ensure that all personnel in contact with the patient are aware of the latex precaution and what can be done.
- ◆ Use non-latex examination gloves in the patient's room.

Important Numbers and Contacts

- **Dial 77 for all codes within the hospital**
- **MPB/MOC: Dial 77 for All EMERGENCIES:** Fire, Hazardous Materials Spills, Code H- Hazmat (1 gallon or more), Bomb Threats, Life Threatening Emergencies--Code 1 (77 first, **then dial 911**). Security dial 2768, 2071, 3752.
- **Mercy OFF SITE Clinics and Offices: Dial 911 for all EMERGENCIES.** Also phone Safety Officer, Pete Mills, Director Plant Op. at 285-2718.
- **Mercy Security** ext. 2768 or 305 285-2768 Brenda Ferris, Director
- **Health Care Risk Manager** (Helen Mule) for patient related injuries, medical equipment incidents (injuries/illnesses) 285-2712 or beeper 855-1548.
- **Employee Injuries/ Illnesses- CorVel 1-800-929-0107**
- **Claims Management** ext. 2757, Debbie Fifield, Director
- **Radiation Safety issues/Emergencies** call the RSO, George Weiss at ext. 2159
- **Laser safety Officer: Victor Wong Chong Beeper 134 ext. 2661; ext. 2718 or 285-2718 Mercy**

Hurricane / Storm:

- **Status Hotline** 305 285-2707 **for work information and assignments**
- **Nursing Staff** Status Hotline- 305 285-2100 **for work information and assignments**
- **Help Hotline** 305 285-2144

NOTE TO ALL STUDENTS:

All students are required to take the attached Safety Test and score a 90% or greater. If you make less than 90%, see your faculty member/instructor to re-take the test. Thank you.

**MERCY HOSPITAL SAFETY AND BLOODBORNE PATHOGEN TEST
FOR AFFILIATING SCHOOL STUDENTS IN CLINICAL AREAS
(Passing Score is 90% or greater)**

<i>Name of School:</i>	<i>Name of Student:</i>	
<i>Name of Faculty grading test:</i>	<i>Test Score:</i>	<i>Date: / /</i>

DIRECTIONS: *The following questions are True or False: Circle “T” for True or “F” for False.*

1. T or F Universal or Standard Precautions means using personal protective equipment (PPE) when contact with blood/body fluids of any patient is anticipated.
2. T or F If a visitor is angry and hostile, or there is a *workplace violence* situation, your best response is to call Security at ext. 2768.
3. T or F In a *psychiatric emergency* where patients or persons are threatening to harm you or themselves, and they are capable of proceeding with their threats, you would dial 77, state your location, and “Rainbow Alert.”
4. T or F If someone is armed with a gun, a knife, or other wound-inflicting weapon, you should contact the Rainbow Alert Team to handle the situation.
5. T or F Students should report suspicious individuals or strangers carrying packages from all exits when a “Code A” is announced.
6. T or F During a cardiac or respiratory arrest, the first person on the scene should call 77, state “Code One”, and report the location.
7. T or F Code “K” is called when an infant or child has suffered a screaming attack.
8. T or F A *Code H “HAZMAT”* is called for a chemical spill of *one gallon or more*.
9. T or F After wearing gloves with powder, your hands develop the following: red itchy rash, blisters, cracking, crusting, and peeling of the skin. This may be a sign of an allergic reaction to powder in the gloves.
10. T or F You have been diagnosed as latex-allergic, with proper treatment you can use latex products again.

11. T or F Detailed safety information about a hazardous material may be obtained from the Material Safety Data Sheet.
12. T or F If you have an exposure to blood/body fluids, you should wash the exposed area immediately, then notify your supervising faculty and Nurse Manager.

~SEE REVERSE SIDE FOR REMAINING QUESTIONS~

DIRECTIONS: *The following questions are Multiple Choice. Circle the correct answer.*

13. Which action would **best** assure hospital security?
 - a) allow visitors to walk through the restricted areas and nurse's station
 - b) advise employees to confront hostile visitors
 - c) ask a visitor the nature of their business/visit
14. Which of the following would help to minimize injury to your body?
 - a) squatting or bending at the knees to lift an object from the floor
 - b) bending at the waist to lift object from floor
 - c) twisting your body toward the object while lifting
15. Repetitive motions or movement of the body may cause injury. You can prevent this damage by:
 - a) maintaining the same position all day while working
 - b) wearing a waist support belt when sitting
 - c) changing your position occasionally
16. To report an emergency within the hospital, you would:
 - a) Call 911 and notify your immediate supervisor
 - b) Dial 77, tell the operator what type of emergency has occurred, and your location
 - c) wait for your supervisor to see if there is an actual emergency
17. Your first response to a fire on your unit is to:
 - a) immediately send a message to Plant Operations by e-mail
 - b) report the fire by using the fire pull station
 - c) call Plant Operations
18. When a piece of equipment is broken or malfunctioning you should:
 - a) call Risk Management and Plant Operations
 - b) take it out of service, tag it, and report to responsible department for service
 - c) Call Bio-med
19. If you are caring for a patient with a cough of unknown origin and you suspect a diagnosis of TB, you should report it to your supervisor and:
 - a) do nothing until the physician makes rounds and can evaluate the patient
 - b) immediately transfer the patient to respiratory isolation

c) wear a mask when caring for the patient until you are notified to initiate isolation or that the patient is no risk to others

20. A disposable sharp should be disposed of:

- a) in a red plastic bag bearing the biohazard waste label
- b) by recapping the needle and then placing it in the sharps container
- c) immediately after use in the rigid sharps container

Congratulations, you are finished! Give this test to your instructor/placement supervisor for grading. Thank you.