University of Kentucky Hospital
Department of Nursing

ORIENTATION HANDBOOK
FOR
Student Nurses

Academic Year 2017-2018
Welcome to UK HealthCare!

Welcome to Chandler Hospital, Kentucky Children’s Hospital, and Good Samaritan Hospital. We are excited to welcome you, and look forward to being part of an exciting educational experience for each of you. UK HealthCare nursing takes pride in providing exceptional care to patients and their families. In order to continue this tradition, we are committed to our mission of providing high quality educational opportunities for students.
Message from Nursing Professional Development

Nursing professional development (NPD) is a vital phase of lifelong learning in which nurses engage to develop and maintain competence, enhance professional nursing practice, and support achievement of career goals (ANA, 2000). At UK HealthCare, the department of Nursing Professional Development is committed to facilitating the ongoing professional development of nurses to support lifelong learning, advance professional nursing practice and optimize patient outcomes. We are dedicated to the highest standards of quality and safety in patient care, and the ongoing pursuit of evidence-based practice and practice improvement.

In addition, we strive to employ best practices in learning and development, the principles of shared governance in nursing practice, and the development of values consistent with the Magnet Recognition Program®. We share the University’s mission of excellence in education in an environment supportive of diversity and inclusiveness. Welcome to UK HealthCare – we look forward to having you here!

For questions or assistance, please contact:

Kathy Isaacs, PhD., RN
Director, Nursing Professional Development
Phone (859) 323-4192
Email kathy.isaacs@uky.edu

Rebecca Garvin, MSN, MBA, RN-BC
Manager, Nursing Staff Development
Phone (859) 323-0433
Email rebecca.garvin@uky.edu

Elaine G. Smith, MSN, RN
Student Placement Coordinator
Phone (859) 218-4903
Email Elaine.smith2@uky.edu
Message from Nurse Recruitment

A variety of flexible shifts and jobs are available to nursing students, including Nursing Care Assistant on-call positions and Clerical Assistant positions. Interested candidates may apply in person at the Nurse Recruitment office by filling out a short application. Excellent pay and a variety of shift options are available.

Additionally, nursing students may apply for the SNAP program (student nurse apprentice program) which takes place during the summer break. Applications for this student opportunity are usually available in January.

Welcome, and please stop by the Recruitment Office, H-161 any time.

Graig Casada

Manager, Nurse Recruitment
This reference guide has been developed to orient and ensure that all students assigned to UK HealthCare have the information necessary to perform their responsibilities within this environment. An orientation will be provided to all undergraduate students by their faculty. Preceptors will provide the orientation for graduate students. This written guide outlines general information and basic procedures and is designed as a supplement to the general orientation session.

Please read this information carefully. If you have additional questions, please notify your instructor, preceptor, or Nursing Staff Development.

The last page of the Student Orientation Handbook is a form that **MUST BE COMPLETELY FILLED OUT AND SIGNED BY THE STUDENT AND THE FACULTY.**
Patient Rights & Responsibilities

At UK HealthCare, the patient has a right to…

- Receive care, no matter what your religion, sex, race, disability, sexual orientation, or gender identity.
- Know what's medically wrong and how we can help them get better. We'll also tell them the things they'll need to know when they get home so that they can stay well.
- Know the names of their doctors and nurses.
- Feel safe here and ask questions if they have concerns.
- Say "no" to anything we suggest.
- Not be involved with research unless they want to be involved.
- Receive help with pain.
- Have their religious beliefs respected.
- Have their regular doctor or a family member notified that they're in the hospital.
- Have their choices about end-of-life decisions respected.
- Be treated politely and with consideration.
- Have their privacy respected.
- Know about any rules that might affect them or their family.
- Receive a copy of their medical records; request amendment to their records and request list of disclosures to their records.
- Have their questions about any costs or bills answered.
- Complain about anything without worry. If you do not want to talk to your doctor or nurse, please contact Customer Relations at 859 257-2178.

At UK HealthCare, the patient has a responsibility to…

- Tell us everything we need to know about their condition and history.
- Do what your doctor recommends or tell the doctor why they don't want to follow the recommendations.
- Be considerate of the people with whom they come in contact.
- Take part in making their hospital stay safe; be an active and involved part of their health care team.
- Provide their health insurance information or ask us about other options available to assist them with their payments.
- Let us know if they have legal papers about end-of-life decisions, such as a living will or advance directives. Tell a nurse if they want to make a living will or advance directives. Contact the Department of Patient & Family Services for more information at (859) 323-5501.

Appropriate Behavior/Behavioral Standards in Patient Care

University of Kentucky Hospital has established the following standards to ensure quality patient care and clinical training. These standards are designed as educational tools as well as dictates of mandatory behavior for all individuals involved in patient care and service.

- Each patient shall be treated as a whole, irreplaceable, unique, and worthy person.

- The patient's safety, health, or welfare shall be protected and shall not be subordinated to organizational, staff, educational, or research interests or to any other end.

- The privacy of the patient and the confidentiality of every case and record shall be maintained.
• The patient and/or responsible family member shall be informed at all stages of care about attending personnel, treatment plans, activities, facilities, and services available to the patient and family.
• Behavior reflecting the dignity, responsibility, and service orientation of health care professionals who are worthy of the public's respect and confidence shall be practiced by all individuals.
• Each patient shall have a responsible attending physician or dentist.

The Hospital values its patients, visitors, employees, volunteers, and students. As a result, sexual harassment and/or abusive, obscene, derogatory, or profane language are prohibited. In addition, please refrain from jokes or other behavior that may be offensive to others. The Hospital asks that professionals and students refrain from expressing personal problems, frustrations, or negative comments. Remember: you are on display at all times and represent the profession of nursing and UK HealthCare whenever you are here.

**Cultural Awareness**

There are many ways to learn about each patient’s specific needs. Depending on the patient and your job, it may be appropriate to:

- Ask the patient questions (and talk with his or her family).
- Look around for clues, such as what the patient wears or keeps in his or her room, or how he or she acts around others.
- Check with a supervisor for information.

**Each patient is unique.** Always keep in mind that:

- Growth and development follow general patterns. But every person grows and develops in his or her own unique way.
- Not every member of a cultural group may share all of its values, beliefs or practices.
- A patient may appear similar to you, but still be different from you in certain ways.
- Avoid stereotyping a patient – consider all the factors that may affect his or her care needs.

See [Policy HP08-06](#) for UK HealthCare: Cultural or Religious Impact on Patient Care

**Hospital Policies and Procedures**

The following references and resources are available on the UK intranet at: [www.hosp.uky.edu/careweb](http://www.hosp.uky.edu/careweb)

- Hospital Policies
- Nursing Policies
- Nursing Protocols (under Nursing Policies)
- Nursing Continuing Education

If you need to find out information about an investigational drug, ask a nurse on the unit to assist you.
Confidentiality

- Faculty and students must maintain the confidentiality of all patient medical records and information. All students will be subject to the University of Kentucky’s Governing Regulations Part I regarding confidentiality of information. Agency’s students must agree not to disclose such information to other persons unless UK has given its express written consent. UK agrees to make available such information to students for their use during regularly scheduled clinical rotations; provided those records may not, under any circumstances, be removed from UK without UK’s express written consent. Any breach of patient confidentiality will result in termination of the clinical rotation of the students and/or faculty member involved. Students and faculty are cautioned to maintain patient confidentiality at all times. Clinical experiences should not be discussed using social media or personal emails. Please refer to UK HealthCare policies related to information security and the use of mobile, personal, and other devices.

Dress Code

- The Hospital has a dress code, designed to ensure that appropriate image, infection control, and safety are maintained. No artificial nails are allowed. The Department of Nursing has established a dress code that is consistent with Hospital policy and the needs of the department. (Policies: A09-085 and NU09-12)
- Uniforms or scrubs are worn when caring for patients.
- Anytime students come to the hospital to review a chart in preparation for caring for a patient or to interview the patient, proper business street clothes must be worn. No jeans, shorts, or other similar type of casual clothes are allowed. Storage space is very limited: please bring as little as possible, and do not bring valuables in to the facility.

Identification

- Each school except UK College of Nursing should have student badges assigned by the clinical instructor each semester. This badge must be worn in addition to the student’s school identification badge during their clinical experience. At the end of the semester the clinical instructor must get the UK assigned badge back from the clinical student so that the clinical instructor can use it again the next semester.
- UK College of Nursing students will continue to use their school ID that they receive when enrolling into the nursing program
  
  (Faculty will advise every student of the badge policy for UK Hospital.)

Smoking Restrictions

All areas of the University of Kentucky Campus, including the Medical Campus, are smoke free. Smoking is not allowed in any of the hospital parking areas for employees or patients; this includes all Visitor Parking Garages and the K Lot at Commonwealth Stadium.
Communication Channels

Each department/area has developed channels of communication that allow staff to access and exchange essential information. The information outlined below is designed to facilitate communication of key information for your assignment at the facility.

Registered Nurse

• The patients you are assigned to during your clinical experiences will also be assigned to a staff nurse.
• This nurse will provide you with a report on the patient if your clinical begins after the unit report.
• Students should communicate any questions they have about their patient(s) or any problems their patient(s) may be having to the staff nurse.
• Students should give the staff nurse report on their patient(s) prior to leaving the unit.
• The staff nurse will serve as a resource to facilitate communication with other departments and services.
• Students should communicate patient related and staff/hospital related concerns to their instructor.

Infection Control

Hand Hygiene

• The cleansing of the hands by hand washing or through the use of antiseptic hand wash, alcohol-based hand rub, and/or surgical hand hygiene/antisepsis.

• Each employee, medical staff member and house staff of UK HealthCare is responsible for proper hand hygiene.

• The Threshold Rule: All healthcare workers must practice effective hand hygiene every time they “cross the threshold” of the patient’s room or bed space area, regardless of whether or not the intention is to actually touch the patient.

Effective Hand Hygiene:

o Includes washing with soap and water or alcohol-based hand sanitizer

o Soap and Water – when hands are visibly soiled, after using the restroom, before eating, or when caring for a patient with suspected or confirmed Clostridium difficile.

  ▪ Wet hands, use enough soap sufficient to cover hands, rub hands together for 15 seconds, rinse hands, dry with a paper towel, and turn off facet with a paper towel.

o Alcohol-based Sanitizer – used in situation where hands are not soiled with dirt or contaminated with blood or other organic material.
- Apply a dime to quarter size portion of sanitizer into hand (enough to coat all surfaces of the hands and fingers), rub all over hands until dry.

  - Nails
    - Should be short enough to allow for thorough cleaning underneath them
    - Should not be long enough to tear gloves
    - Should never be artificial
    - Only CLEAR polish permitted. Nail polish, if applied, shall be freshly applied and free of chips
    - Lotion is provided in all nursing areas to assist in hand/skin integrity. An approved lotion is provided in all nursing care areas, which is compatible with other handwashing products used at UK HealthCare

Infection Prevention and Control Information

Hospital staff follows standard precautions when caring for patients. If the patient is on other infection control precautions, isolation signage will be posted on the patient’s door.

Follow infection prevention and control measures as posted on door to patient room. See the nurse to obtain personal protective equipment if you must enter the patient’s room or have other contact with the patient.

The Threshold Rule: All healthcare workers must practice effective hand hygiene every time they “cross the threshold” of the patient’s room or bed space area, regardless of whether or not the intention is to actually touch the patient.

If the patient(s) you are assigned needs to be placed in precautions, resource information is located on the Infection Prevention and Control Sharepoint site via UK’s CareWeb intranet.

*New Transmission Precaution Signs*
National Patient Safety Goals

1. Identify Patients Correctly
   a. 2 patient identifiers (name and date of birth)
   b. Verification of correct blood w/ each transfusion
2. Improve Staff Communication
   a. Communicate critical test results in a timely manner
3. Use Medicines Safely
   a. Label ALL medication in cups, bowls and syringes
   b. Use caution w/ patients on blood thinners
   c. Record and pass along correct information regarding patient meds
4. Prevent Infection
   a. Use hand cleaning guidelines from CDC
   b. Use guidelines to prevent infection
   c. Use guidelines to prevent infection of central lines
   d. Use guidelines to prevent urinary tract infection from catheters
5. Identify Patient Safety Risks
   a. Identify patients most likely to commit suicide
6. Prevent Mistakes in Surgery
   a. Correct surgery, correct patient, correct body part
   b. Mark the patient’s body part w/ his or her help
   c. Use Time Out before surgery/procedure for verification

Needle Stick Prevention
To avoid a needle stick, think safety:
   • Place needles and other sharps in a sharps container immediately.
   • Do NOT recap needles.
   • Do NOT place needles in trash or linen.
   • Do NOT leave needles in bed or bedside tables.
   • Do NOT overfill sharps container.

Occupational Exposure
An occupational exposure is defined as direct contact with potentially infectious material such as a patient’s blood and/or body fluids or instruments that have come in contact with a patient’s blood or body fluids. This may occur from a needle stick or cut with a contaminated instrument, a splash, or contact with a break in the skin barrier.

Ancillary/Ambulatory Departments

MRI Safety
   • All students are expected to adhere to the UK HealthCare policy (DR10-33) regarding MR Safety Education should they have any reason to be in the MRI safety zones #3 and #4.

Radiation Safety
   • All students are expected to adhere to the UK HealthCare policies regarding radiation safety should they have exposure to any type of radiation (including pharmaceutical radiation) during their clinical rotation.
Interim Life Safety

Construction Safety

- The Hospital constantly is undergoing construction or renovation. Whenever a construction or renovation project compromises the life safety systems or poses a significant increase in safety hazards, the Hospital implements temporary systems or interim life safety measures (ILSM) to help ensure the safety of its occupants. When an area is operating under ILSM, a sign will be posted.

Hazardous Materials

- Depending on your assignment at the Hospital, you may use or work around hazardous materials, such as cleaning supplies and chemicals. These materials may adversely affect your health if they are not handled safely and properly.

- In the Hospital, hazardous materials are labeled to alert staff to the potential dangers. In addition, Material Safety Data Sheets (MSDS), which provide more detailed information and emergency response and spill procedures, are filed in the Hazard Communications Manual in your work area. Your instructor will provide you with information about the hazardous materials with which you may come in contact before you begin your duties.

Medical Waste

- Dispose of any waste that is wet with body fluids or blood in a red bag. Do not put other types of waste in the red bags. Large volume liquid wastes such as chest tubes & suction canisters are to be placed in the red barrels. Sharps are disposed of in the sharps disposal containers.

Chemotherapy Waste

- Place all IV bags and tubing in zip locked chemo bag & place it in a specific chemotherapy trash canister. This canister must be double lined with red bags. Needles and other sharps are disposed of in a regular sharps disposal container if they are empty. Syringes with remaining chemotherapy must be disposed of in a separate plastic container labeled “chemotherapy only”. Double vinyl glove or use special chemo gloves to administer chemo and should be worn for 48 hours after chemotherapy administration when handling blood and body fluids.

- In the event of a chemotherapy exposure or chemotherapy spill, notify your instructor and Charge Nurse and receive instructions.

Electrical Safety

- The hospital is an environment that has multiple electrical hazards as a result of the amount of electrical equipment necessary for patient care as well as being a setting for care of the electrically sensitive patient. This results in a potential for accidental injury causing severe burns to electrocution. The most immediate life-threatening consequence of severe electrical shock is ventricular fibrillation and respiratory arrest.

- All electrical equipment used in UK Hospital must be inspected by Clinical Engineering before it is used. This includes patient, employee, and hospital owned equipment. Equipment which is safe to use in patient care areas is tagged with a green sticker and must be within the annual inspection date on the label.
• Patient owned electrical equipment is prohibited in patient care areas except when its use is essential to patient care. Exception: up to date razors and hair care equipment may be used.
• Responsibilities of caregivers when using electrical equipment:
  • Make sure Inspection Sticker is labeled 100 microamps or less and is within the inspection date.
  • Check the equipment for signs of damage or malfunction. If present, unplug the equipment. Call Clinical Engineering. Complete an orange equipment failure tag.
  • Remember that electricity and water do not mix!
  • Do NOT touch electrical equipment, plumbing, or metal fixtures when touching another appliance.
  • If several pieces of equipment are attached to a patient, they should all be plugged into the same group of outlets.
  • If equipment blows a fuse, call Clinical Engineering so that they can determine reason.
  • All equipment in patient care areas must have a 3-prong plug and a 3-wire grounding cord. Patients may use radios, etc., using the battery but may not plug into outlets.

**Equipment Failure**
Inspect medical equipment each time you use it.
• If you have a problem:
  1. Take it out of service.
  2. Complete an orange equipment failure tag. Do not change any settings.
  3. Call Clinical Engineering and describe problem.
  4. Complete a Reportable Occurrence form including UK property number.

**Federal Law states that healthcare facilities must report any incident in which there is reason to believe that a medical device caused or contributed to the death, serious illness, or serious injury of a patient.**

**Incident Reporting**
The University of Kentucky Hospital seeks to provide a safe environment for patients, visitors, and employees; the Hospital seeks to improve the quality of patient care, and to reduce the liability regarding occurrences. In order to accomplish these goals, the Hospital requires healthcare workers to report all unusual occurrences regarding patients, visitors and employees and to act in compliance with established regulations.

Each occurrence must be reported at the time it is discovered to guarantee that the information is accurate and complete. Faculty and students will be responsible for immediately notifying the Unit Manager upon recognizing a reportable occurrence.

Reportable incidents include, but are not limited to:
• Falls
• Exposures (blood, body fluids, chemical or airborne)
• Sharps injuries (including needle sticks)
• Lacerations
• Contusions
• Back injuries
• Burns
• Equipment malfunction
• Medication errors
• Any variation in standard procedures or practice that increases risk of results in injury
• Verbal or physical assault to an employee, faculty and/or student.
Codes

The Hospital uses specific codes to alert staff about hazards or potential hazards in the area or call designated staff to action. These codes are designed to communicate information to those that need it without unduly alarming patients and visitors.

For your information and convenience, a list of pertinent codes is outlined below:

- **Code Red** - Fire or fire alarm
- **Code Blue / Pediatric Code Blue** – Cardiac arrest
- **Code pink** - Missing infant or child
- **Code Yellow** - Community or mass casualty disaster
- **Code Purple / Assistance Please** - Combative patient
- **Code Black** – Bomb Threat
- **Tornado Warning, Phase II** - Tornado has been spotted in area.
- **Code Silver** – Active Shooter

Designated staff members have assigned roles in response to these codes. Ask about your role in these and other response procedures. If the nursing staff provides you with additional instructions, please follow them to ensure your safety and the safety of others.

**Fire Prevention and Management – Code RED**

If fire, smoke, or excessive heat is detected within the Hospital, the fire notification system is activated. You will hear chimes over the paging system, followed by the code **Code Red** and the location of alarm. In addition, the alarm system is activated periodically for fire drills and system testing.

When an alarm is activated, smoke and fire doors throughout the building close. In addition, staff will close doors to patient rooms, clear corridors, and implement other response procedures.

**Your Role in Fire Response:** During your assignment at the Hospital, you have a role in fire response. In all cases, your primary role is to ensure the safety of yourself and others in the area.

If you discover a fire in the area: RACE

- **Rescue** anyone in immediate danger, if possible.
- **Activate** the fire alarm and call 911.
- **Contain** smoke/fire by closing door.
- **Extinguish** the fire (if possible), and **evacuate** the area (if necessary). If a full or partial evacuation is necessary, you will be issued instructions over the paging system.

**Adult/Pediatric Code Blue** –
Dial 3-5200 at Chandler select option 1 and tell the operator calling code blue and your name, pt location, and what pavilion you are in (chandler, pav A, Markey Cancer Center, etc.)
Dial 3-5000 at Good Samaritan Hospital select option1 and tell the operator that you are calling a code blue, your name, patient location
**Infant/Child Abduction – Code Pink**

1. **Security Measures for inpatient infant and children**
   - To protect the safety of newborns in the Birthing Center and infants and children in the Children’s Hospital, it is vital that special care be taken to assure these young patients are released only to the mother or person legally responsible for their care. Review Hospital Policy 01-27, *Infant/Child Security*, for specific guidelines.

   *Note: A new infant security system has been installed in the UK Birthing Center. Your instructor will explain some of the particulars of this system to you.*

2. **Transporting an infant**
   - *Be aware that no baby may be transported by anyone not wearing a special yellow ID badge.*

3. **Student Responsibilities**
   - Always be aware that there is a risk of a child being abducted. Every unit in the hospital needs to be aware of child abductions not just staff or students in the Children’s Hospital or on the OB units. When having students in the Birthing Center or in the Children’s Hospital, be observant of individuals loitering, persons in uniform without appropriate identification, and any other suspicious individual. Question people without proper identification who they are and why they are on the unit. Direct any suspicions to the Charge Nurse and to your instructor. If you suspect that an infant or child is missing, immediately notify your Clinical Instructor, a Nurse or the Charge Nurse.

**Bomb Threat Plan – Code Black**

- Remain calm, note time, record and prolong conversation.
- Note background noises and any characteristics of the caller.
- Ask caller to describe where the bomb is, what kind of bomb, when it is to explode.
- Call 911, UKPD. UKPD will notify UK Hospital Security Bureau, 3-5156.
- Notify Charge Nurse or Patient Care Manager.

**Tornado Warning**

- If a tornado warning is announced:
  - Move ambulatory patients away from windows to an inside corridor.
  - If a patient cannot be moved, turn him away from the window and cover patient with blankets.
  - Close all room and fire doors.

**Assistance Please**

- If a patient or visitor becomes combative, you should immediately page for help.
  1. Call emergency paging at 3-5200.
  2. Give the operator your name, telephone number, and “Assistance Please” location.
  3. If the patient or visitor has a weapon, call 911.

**Code Yellow: Stand By**

- If a “Code Yellow” is paged, report immediately to your instructor. Your instructor will notify the Charge Nurse of how many students are available to help. Stay on the unit to which you are assigned.

  If you are doing a preceptorship and your instructor is not available, your preceptor should report your availability to the Patient Care Manager or Charge Nurse.
Perinatal Loss

The University of Kentucky Birthing Center and Children’s Hospital use the symbol of a butterfly as an indication that someone has suffered a loss of a pregnancy, infant, or child. This sign will be placed on the patient’s door.

Report

Patients cared for by students are assigned to a staff nurse as well. This nurse will provide your students with a report on the patients if your clinical begins after the unit report. Students should communicate any questions they have about their patient(s) or any problems their patient(s) may be having to the staff nurse. **Students should give the staff nurse report on their patient(s) prior to leaving the unit.** We use The Joint Commission sanctioned acronym “S-B-A-R” for safe patient handoff:

**Situation**

**Background**

**Assessment**

**Recommendations**

The staff nurse will serve as a resource to facilitate communication with other departments and services.

Health Information Resource Library

The Health Information Library (HIL) or commonly referred to as the “Patient Education Library” is located in Pavilion A first floor of the Hospital near the Information Desk. Education services are provided by a Registered Nurse Patient Manager and a Patient Education Librarian. Staff is usually available from 8:00am to 4:30pm, Monday thru Friday. The information library is an excellent resource for students to obtain patient education materials. Hospital nursing units utilize the “Krames on Demand” for inpatient teaching. The **intranet** website may be accessed: [www.mc.uky.edu/patien ted](http://www.mc.uky.edu/patiented)
**Parking**

Faculty and students are responsible for obtaining a parking pass for UK HealthCare Chandler Hospital, Kentucky Children’s Hospital, and Good Samaritan Hospital.

Faculty members are eligible for an E parking permit; non-UK College of Nursing faculty should apply for a “Visiting Professor” parking permit. Permits can be obtained at Parking Structure #6, located on the corner of Virginia and Press Avenues. Students who plan to drive may apply online for a student parking permit at [www.uky.edu/pts](http://www.uky.edu/pts).

Students enrolled at the University of Kentucky follow standard student procedures to obtain parking. Students enrolled in other colleges and universities are required to apply in person at 721 Press Avenue (inside Parking Structure #6, on the corner of Virginia and Press Avenues). Parking is not permitted in the Hospital Parking structure. For more information, the P&TS phone number is (859) 257-5757.

---

**Parking is not permitted in the Hospital Parking structure.**
Thank you

We hope your clinical experience provides you with many educational experiences that enhance your professional education. We appreciate the opportunity to partner with your nursing school to provide this clinical site for your continued learning.
Student Forms
Acknowledgment of Orientation

Student Acknowledgment of Orientation

I have read the orientation guide and received additional information and instruction, as it pertains to my assignment, about Hospital policy, procedure, and practice.

I agree to abide by the Behavioral Standards in Patient Care.

I understand the expectations, and I agree to abide by Hospital policy, protocols, and standards of practice during my assignment at University of Kentucky Hospital.

I have read the orientation guide and received additional information and instruction, as it pertains to my assignment, about Hospital policy, procedure, and practice.

I agree to abide by the Behavioral Standards in Patient Care.

I understand the expectations, and I agree to abide by Hospital policy, protocols, and standards of practice during my assignment at University of Kentucky Hospital.

Additional Information provided by Clinical Instructor:

_____1. Layout of unit (supplies, reference books, Fire alarm, extinguisher, evacuation route, etc.).

_____2. Use of Nursing Flowsheets and documentation system

_____3. Where to store personal items

_____4. Teaching Sheets & Resources

_____5. Resources for Patient Care: Care Coordinators, Case Managers, Support Services

_____6. Unit Routines (VS, Weights, Baths, etc.)

_____7. Medication System (PYXIS and/or E-MAR)

_____8. IV set ups and infusion devices

_____9. Standard and Specialty Beds (if applicable)

_____10. Restraints (if applicable)

_____11. Emergency situations and codes

_____12. Other equipment, procedures, standards: _________________________________

_____13. Use of Social Media/personal email

HIPAA

I have reviewed and understand the HIPAA privacy rules restricting use and disclosure of protected health information. I further understand that I am required to comply with the HIPAA rules and that my compliance with them is a condition of my employment, enrollment or affiliation with the University of Kentucky. I understand that failure to follow the HIPAA rules may result in disciplinary action, including termination of my employment, enrollment or affiliation at the University.

I further understand that should I violate any of the provisions of the HIPAA law I will not be covered by the University’s liability insurance and therefore will be personally responsible for any fines, penalties, or imprisonment.

If you are under 18 years of age, please have your parent/guardian co-sign below:

Parent Signature:______________________________________________________________

Student Name (print): ___________________________________________ Student Signature: ______________________________ Date: __________

School: ___________________________________________ Dates/Times on Unit ____________________________ Unit: ________________

Faculty/Preceptor Signature: ______________________________________________________________________________________________

Please return this form to the Student Placement Coordinator (Mailbox: H-188)
UK Health Care Confidentiality Agreement for Computer Use

Applicant’s Name _______________________________ UK ID #: ______________________ Date of Birth: _________

I understand that my access to data, information, and records maintained in the manual and automated information and records systems of UK HealthCare (all hereinafter referred to as Information Systems) is limited to my need for the information in the performance of my job duties. UK HealthCare restricted information may include, but is not limited to, financial data, patient health information (PHI), personally identifiable information (PII), contract information, and data that results in a competitive advantage in the marketplace regardless of its form (i.e. paper, magnetic media, optical media, conversations, film, etc.). The intent of this agreement and UK HealthCare policies is to assure that restricted information will remain confidential through its use, only as a necessity to accomplish the organization’s mission.

By my signature below, I affirm that I have been advised of, understand, and agree to the following terms and conditions of my access to information contained in Information Systems.

• My computer logon ID/password combination is equivalent to my LEGAL SIGNATURE and I will not disclose this password to anyone or allow anyone to access Information Systems using my logon ID/password combination.
• I will password protect and encrypt any portable electronic device that contains patient (or other restricted) information.
• I am responsible and accountable for all entries made and all retrievals accessed using my logon ID/password, even if such action was made by me or by another due to my intentional or negligent act or omission.
• I will not access any Information System using a logon ID/password other than my own.
• I will not access or request access to any information for which I have no responsibility. In addition, I will not look up my own medical information.
• If I have reason to believe that my logon ID/password has been compromised, I will immediately notify the Office of Corporate Compliance and the Director of Information Security.
• I will not disclose any restricted information unless required to do so in the official capacity of my employment or contract. I also understand that I have no right of ownership interest in any restricted information.
• I will comply with all policies and procedures and other rules of UK HealthCare relating to confidentiality of information and access.
• I understand that my use of the UK HealthCare Information Systems may be periodically monitored to ensure compliance with this agreement.
• I will dispose of restricted information properly in accordance with all applicable policies.
• If a Department standard is more restrictive than this agreement, I will abide by that Department’s standard.
• I agree not to use the information in any way detrimental to the organization and will keep all such information confidential.
• This agreement cannot be terminated or canceled, nor will it expire.
• I understand that if I violate any of the above terms, I will be subject to disciplinary action, including discharge, loss of privileges, termination, legal action, or any other

_________________________________________    ______________________
Signature                                            Date

STUDENT HANDBOOK
06/1/17
Page 21
I acknowledge that the University of Kentucky requires all persons doing clinical rotations at its facilities to have and maintain a health insurance policy. I understand that it is my responsibility to acquire and maintain a health insurance policy throughout the duration of my rotation at the University of Kentucky. I shall provide evidence of such health insurance policy in whatever format is deemed acceptable by the University of Kentucky. I understand that should I fail to obtain a health insurance policy, let my current health insurance policy lapse, or in any way not be covered by a health insurance policy deemed acceptable by the University of Kentucky, my enrollment or affiliation with the University of Kentucky may be terminated.

I hereby acknowledge the University of Kentucky’s policy on health insurance coverage, and agree to adhere to its terms.

First Name:__________________________  Last Name:____________________________

Signature:____________________________  Date:_______________________________
Student Exit Feedback

Please have students copy and paste the below link into an internet browser at the end of their clinical rotation/synthesis experience.

We appreciate you sharing this information with us in an effort to improve educational experiences and opportunities at UK Healthcare and Kentucky Children’s Hospital.

https://uky.az1.qualtrics.com/jfe/form/SV_cNPRfoxv4rlbOaV