



Non-PMC Employee ORIENTATION PACKET

Mission

Healing experiences for everyone all the time®

Vision

Healing Families—Healing Communities®

Values

**Safety, Loyalty, Integrity,
Compassion, Excellence and Stewardship**

One of America's Finest Healing Environments®

Welcome to Parrish Medical Center

Parrish Medical Center is proud to participate with student experiences, such as shadowing and observations, clinical rotations, internships, externships and practicum opportunities. This self-study module serves as our comprehensive orientation program for students and contracted/travel/agency care partners. We want everyone's experience at PMC to be both rewarding and worthwhile.

Directions

- Read the entire PMC orientation packet.
- Complete the Non-PMC Employee Orientation Quiz (mark answers on the **Non-PMC Employee Information Form**).
- Complete the **Non-PMC Employee Information Form**.
- Read and sign the **Non-PMC employee Confidentiality Statement & Release of Responsibility Form** (if you are under 18 years old, this form must be signed by your parent/legal guardian).
- Read and sign the **Student Acknowledgments Form**.
- Bring all completed and signed paperwork with you on your first day at PMC.
- *Agency Contract Employees—bring your BCLS, ACLS, PALS, fit testing and any other certification card you have.

Participant Guidelines

- Park in the South parking lot and enter through the South entrance. Do not park in the designated visitor lots. Parking map is provided as part of this packet (#12).
- Arrive to your designated area just prior to your scheduled time.
- Wear a **BADGE** at all times while at PMC. Badges are issued in the PMC Human Resources department and should be returned upon completion of your experience. School-assigned student badges are acceptable. One-day observation/shadow sticker badges are issued at the Concierge Desk (inside main entrance of PMC).
- Bring your lunch or money for the hospital café.
- Cell phones are to be **TURNED OFF** while at PMC.

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Page 16 and the Student Acknowledgments Form must be printed and completed prior to your experience/first day.

1. Dress Code

It is at the discretion of the department and/or the Service & People Excellence Department staff to send the participant home if proper attire is not met:

- No jeans/denim
- No sleeveless tops, no midriffs exposed, shirts must be tucked in
- No capri pants or shorts
- No big loop earrings, keep jewelry to a minimum
- Pierced jewelry must be limited to the ears or must be covered
- Tattoos must not be visible
- Shoes must be closed toe, no sandals or flip-flops
- No cologne, perfume, or strong smelling powder, lotion, hair products, etc.
- Scrubs are acceptable in clinical settings
- *Travel/Agency/Contract employees—dress code will be discussed during Nursing Orientation

2. Infection Prevention & Control

Chain of infection— All items need to be present for an infection to occur and a break in any link to prevent an infection

- **Infectious agent (germ)**—such as bacteria, virus, fungus
- **Reservoir (home)**—any place an infectious agent can survive, such as medical equipment, human body, plants, animals, soil, water
- **Portals of entry**—entry place for infectious agents to break into the body, such as ears, eyes, nose, mouth, genital and anal area, broken skin (surgical sites or central venous catheters)
- **Portals of exit**—exit place for body fluids, such as nose and mouth
- **Hosts (security system)**—susceptibility level of each person must be considered due to acute or chronic illness, immuno-compromised states, such as patients on chemotherapy or with neutropenia
- **Modes of transmission (vehicle)**—see Transmission Based Precautions

Hand Hygiene is the best thing you can do to prevent an infection. There are two methods:

- **Hand washing**—uses water to physically wash away visible dirt and soap with an antimicrobial to help kill germs
- **Hand sanitizing**—a rub that uses alcohol to kill germs. Also known as alcohol based hand rub.

Not all bugs are created equal...so keep this in mind when choosing a method of hand hygiene. The **hierarchy of pathogens** starts at low level up to a high level of resistance to germicidal chemicals as follows: lipid viruses, vegetative bacteria, fungi, nonlipid viruses, mycobacterium and finally bacterial spores

When working with visible soiling (blood, body fluid, fecal contamination), always perform hand washing with soap and water. Alcohol rubs are not effective against things like *C. Difficile* spores or Norovirus that you find in patients with diarrhea.

Hand hygiene must be performed at any of the following World Health Organizations' 5 Moments of Hand Hygiene:

- Before touching a patient
- Before aseptic procedure
- After body fluid exposure risk (e.g. after contact with blood, body fluids, body excretions, mucous membranes, non-intact skin, or wound dressings).
- After touching a patient (e.g. after taking pulse or blood pressure, or lifting a patient)
- After touching patient's surroundings (e.g. after contact with inanimate objects including medical equipment)
- Additionally, hand hygiene must be performed:
- Before and after removing gloves
- Before and after toileting or feeding patients or self

Hand Washing with Soap and Water:

- Turn on water and wet hands with water
- Apply enough soap to cover all surfaces of hands
- Point hands down and rub for 40-60 seconds making sure to rub palms, wrists, fingertips, nails, back of hands, between fingers and thumbs
- Rinse under water
- Dry thoroughly with a single use paper towel
- Use paper towel to turn off faucet

Hand Cleansing with Waterless Sanitizer/ Alcohol Based Hand Rub:

- Apply a palmful of product to hands.
- Spread evenly over palms, wrists, fingertips, nails, back of hands, between fingers and thumbs.
- Continue rubbing for 20-30 seconds or longer until completely dry

Never bring personal soaps or lotions from home to the hospital for use. The Infection Control Committee must approve hand products for a variety of reasons, some of which include efficacy in killing organisms, compatibility of products and skin preservation. Approved alternative products are available, by employee health recommendations only, when serious reactions to our current products occur.

Standard Precautions

- Avoid exposure to bloodborne pathogens (Hepatitis B, Hepatitis C and HIV)
- It is your responsibility to use proper Personal Protective Equipment (PPE) provided for the task such as gloves, gowns, goggles, or face masks
- **Sharps Safety**—dispose of all sharps in puncture-proof containers and do not fill beyond $\frac{3}{4}$ capacity

- **Biohazardous waste**—contaminated with other potentially infectious material such as blood or body fluid
 - Any material that has any amount of blood or body fluids on it (wet or dry) must be discarded in red biohazard bags (e.g. gloves, gowns, dressings)

Transmission Precautions: Contact, Droplet, Airborne

- If you see a RED STOP SIGN outside a patient's door: Do not enter!!
- Check what Personal Protective Equipment (PPE) you need to wear before entering the room and use proper PPE (gloves, gowns, goggles, face mask)
 - **Contact (Yellow)**—gloves and gowns must be worn.
 - **Contact Plus (Orange)** - gloves and gowns must be worn in addition to using bleach to clean shared patient care equipment and hands must be washed with soap and water.
 - **Droplet (Green)**—surgical mask must be worn within 3-6 feet of patient
 - **Airborne (Blue)**—personally fit tested respirator must be worn when entering the patient room. Door is to remain closed at all times. No student shall be assigned to an airborne isolation patient as they have not been fit tested for the N95 face mask and should not enter an airborne isolation room.
- Place all blood soaked, dried blood or bodily fluid dressings in a red biohazard bag in the room
- Patients on isolation will have a green armband for visual notification when they leave the room

Cleaning Equipment/Surfaces:

- Equipment that is shared between patients must be cleaned properly between each patient
- Some items are taken to sterile processing and others are cleaned on the units
- Know the proper technique for every piece of equipment you are asked to handle
- Two hospital approved disinfectants:
 - Super Sani-cloth wipes (2 minute contact time)
 - Sani cloth bleach wipes (Orange top- 4 minutes contact time)
- Contact time is the amount of time the surface is to remain wet before all microorganisms are destroyed
- When cleaning surfaces, move from the least contaminated to the most contaminated site to avoid spreading contamination

Exposure:

- If you are exposed, stop what you are doing and treat the exposure as an emergency
- Wash/flush site immediately and report incident to your instructor or mentor/preceptor immediately
- Be familiar with your facilities procedure in case of a blood borne pathogen exposure while at PMC

3. Safety and Security

PMC is committed to providing safe conditions for all PMC care partners, including employees, patients, volunteers, students, contract employees and visitors. The Emergency Preparedness Plan (RED manual) and CODE flip chart with fire and emergency procedures is located in every department. Please acquaint yourself with the safety and emergency plans and codes in the event of a disaster.

Emergency Codes: Call “11” in house for an emergency and “6565” for nonemergency

Code Blue (adult) Code Blue (pediatric)	Cardiac Arrest	Code Yellow	Lockdown
Code Pink	Infant/Pediatric Abduction	Code Purple	Hurricane Preparedness
Code Gray	Violence/Security Alert	Code Orange	Hazardous Materials
Code Green	Mass Casualty/Disaster	Code Brown	Severe Weather
Code Red	Fire/Smoke	Code Silver	Active Shooter
Code White	Hostage	Code Black	Bomb Threat
Code Stroke Alert/Code Stemi	Stroke	Code Sepsis	Sepsis
Code MH	Malignant Hyperthermia		

Globally Harmonized System of Safety Data Sheets (GHS SDS)

- Call 6565 from any hospital phone to receive live assistance
- Call 6565 if there is an emergent need for help with a spill or exposure

Security Measures

- **Bollards:** Blue towers (located throughout the main parking lot) offer emergent communication to the PMC security department
- **Security Cameras:** Monitoring safety throughout the campus
- **Biometrics:** Badge readers for secure department entrance
- **Duress Buttons:** Silent alarm buttons located in frontline areas
- **Escort Service:** PMC Security will escort you to your vehicle (call ext. 6565)

Lost and Found

- **Personal Belongings:** Clothing, glasses, dentures, hearing aids, etc.—call PMC Hospitality Services, ext. 6183 to report or locate a missing item.
- **Valuables:** Money, jewelry, cell phones, etc., call PMC Security, ext. 6565 to report or locate a missing valuable item.

4. Quality, Patient Safety, Risk Management

Quality

- PMC's commitment is to provide quality health care and services in accordance with identified community needs
- PMC strives to exceed the expectations of all patients and visitors, and works for uncompromised excellence by systematically improving services and clinical outcomes
- The Joint Commission addresses all complaints that relate to quality of care issues within the scope of their standards. These include issues such as patient rights, care of patients, safety, infection control, medication use and security. The Joint Commission does not address individual billing issues and payment disputes. They do not have jurisdiction in labor relations issues or the individual clinical management of a patient. If you have a quality of care concern that you do not feel has been satisfactorily addressed by first going through regular hospital channels, you may file a complaint with the Joint Commission at this toll free U.S. telephone number (800-994-6610), 8:30 am to 5:00 pm weekdays, Central Time.

Culture of Safety

- PMC supports a **Culture of Safety** by encouraging the reporting of near miss and actual patient care events to improve processes within our system
- PMC promotes a nonpunitive and blame-free culture of reporting with a focus on processes and systems
- PMC welcomes employee input to reduce risks to our patients to promote patient safety, while striving to become the *culture of choice*

Risk Management

- Process for identifying risks that could have adverse effects on the quality, safety and effectiveness of healthcare delivery
- Assesses and evaluates those risks and takes positive, proactive approach to eliminate, minimize and/or reduce them
- Linked to quality and patient safety

Incident Report

Use for:

- Patient or visitor fall
- Patient that experiences complications from invasive procedure
- Equipment failure and/or malfunction and/or disconnection
- Lost or damaged property
- Procedure issues (e.g., mislabeled specimens)
- "Near miss" events

PMC Risk Manager will investigate the following:

1. **Findings and factors leading to incident:** Information that contributes to the event (your explanation of why you thought it happened), facts without extraneous comments, relevant information related to the event, short and simple comments

2. **Process Improvement:** Suggestions, ideas and possible methods for improvement
3. **Recommendations:** Identify areas for avoiding future adverse events

Medication Error Report/Adverse Drug Event Report

Use for:

- All medication errors and “near misses”
- All adverse drug reactions (rash/hives, vital sign changes, etc.)

What is your responsibility? (As a non-PMC employee)

- Always ask your clinical instructor, preceptor, supervisor, or person with whom you are shadowing to help you with reporting
- Timely reporting of incidents—don’t wait; discuss the issue with the department supervisor, manager or director
- Reports will be processed and investigated by the PMC Risk Management department
- Identify potential patient safety/risk management issues proactively
- As a member of the team, work together to improve processes

Remember:

- The majority of incidents are related to process(es), not people
- A tally of incident reports is not kept
- Additional education is offered if a trend or pattern is identified
- By reporting an incident you may be helping another individual from making the same mistake, or contribute to making a significant change that will help improve processes/systems
- **Good Catch Program:** Designed to improve the reporting of incidents and “near miss” events through a nonpunitive approach; rewards staff for reporting
- PMC Quality Risk Management Department—268-6236

Disruptive Behavior:

On July 9, 2008, The Joint Commission issued a “Sentinel Event Alert” concerning disruptive physicians. This alert gave the medical community guidance concerning disruptive physicians.

Here is a portion of The Joint Commission alert: “Intimidating and disruptive behaviors include overt actions such as verbal outbursts and physical threats, as well as passive activities such as refusing to perform assigned tasks or quietly exhibiting uncooperative attitudes during routine activities. Intimidating and disruptive behaviors are often manifested by health care professionals in positions of power. Such behaviors include reluctance or refusal to answer questions, return phone calls or pages; condescending language or voice intonation; and impatience with questions. Overt and passive behaviors undermine team effectiveness and can compromise the safety of patients. All intimidating and disruptive behaviors are unprofessional and should not be tolerated.”

- PMC will not tolerate disruptive behavior and has a process underway to address issues of disruptive physicians, specifically disruption towards other physicians.
- Your work caring for patients and the daily responsibilities you bear are challenging enough without any added pressure caused by encounters with disruptive physicians.

- Please immediately follow chain of command in your area if you encounter a similar situation.

PMC also has a “Standards of Behavior” policy, #9500-214, which should be used as a reference for Standards of Behavior. The intention is to ensure that all employees conduct themselves in a manner that enhances the care, services and image of the overall facility. All employees are expected to communicate with patients, physicians, visitors and co-workers in a professional manner at all times and treat everyone at PMC with dignity and respect.

5. Corporate Compliance

What is a Corporate Compliance Program?

- Makes an organization-wide commitment to obey the laws and regulations that govern health care
- Provides a way for individuals to identify and report potential compliance issues or misconduct
- Makes sure that once an issue is identified, corrective action is taken

Why is a Compliance Program important?

- It helps PMC learn of issues before they happen so corrective action may be taken
- It reduces the risk of fines and/or penalties to the organization or individuals
- It provides guidelines for consistent practice and policies
- It provides a way to educate and share information

How to Report Misconduct

- Every non-PMC employee and/or student has the right and responsibility to report a suspected violation or misconduct
- Everyone is accountable for “doing the right thing” when it comes to any type of compliance issue
- Use Chain of Command—starting with your instructor, the person you are shadowing with, department supervisor, manager, director, etc.
- Compliance, HIPAA Privacy and HIPAA Security violations can be reported anonymously via telephone or online. Anyone who suspects unethical, illegal or irresponsible conduct can:
 - Telephone: 888-447-8653
 - Report Online: www.parrishmed.ethicspoint.com
 - Suspected violations can be reported 24 hours a day, 7 days a week.

As a healing hospital, retaliation for reporting is not tolerated.

- Remember the rule of **WHO, WHAT, WHEN, WHERE** and **HOW!**
 - **What** was involved?
 - **What** happened? What do you believe to be the violation or misconduct?
 - **When** did it happen (the date and time)?
 - **Where** did it occur?
 - **How** did occur? (What was the chain of events that took place)?
 - **Who** was involved or witnessed the occurrence?

What is my responsibility as a PMC participant?

- Be honest in the performance of your duties
- Protect confidential and sensitive with information
- Report any known or suspected compliance violations or misconduct
- **Do the right thing!**

6. Privacy and Confidentiality

It is **everyone's** responsibility to protect the information of the people we serve at PMC. You can make a difference!

PHI—Protected Health Information

- Identifies the individual and includes information such as a ***patient's name, address, telephone number, date of birth, age, social security number, account number, medical record number and zip code***
- Is any piece of information that could individually identify the patient
- Is transmitted or maintained electronically
- Is transmitted or maintained in any other form, including oral (verbal), written, paper, microfiche, etc.

Confidentiality pertains to:

- Computer systems
- Electronic communication
- Written communication, including the medical record
- Verbal communication between healthcare workers and the patient

Methods to protect patient confidentiality:

- Close doors whenever possible
- Draw curtains and speak softly
- Pay close attention to conversations with coworkers and patients in elevators, cafeteria, gift shop and hallways
- Do not leave medical or treatment information on answering machines
- Do not leave unattended records in places where they can be readily seen by visitors
- Dispose of PHI properly

Your responsibility as a PMC participant:

- Respect the patient's privacy by not discussing any type of patient information in a public setting, at home, school, or with your family and friends, etc.
- Unless you have a need to know, then patient information remains confidential
- Sometimes you will see people you know at PMC coming in for a procedure, treatment or an admission. **REMEMBER** that you are not allowed to walk up to that person to find out why they are here, nor are you allowed to tell anyone that you saw them at PMC unless they have given you permission.

Serious Business! The Privacy Standards require that healthcare providers (like hospitals) “notify” their patients of the ways in which the organization protects, uses, and discloses protected health information. This is a written document known as the **Privacy Notice** or **Notice of Privacy Practices** and is similar to the privacy notice you might have received from a credit card company.

Privacy Notice contains:

- Who will follow the notice
- PMC’s pledge of privacy
- How information will be used or disclosed, such as appointment reminders
- How information will be used in special situations, like organ donation and public health
- The patient’s rights under the privacy standard
- How a complaint may be filed

PMC’s commitment:

- Posted in patient care areas with a paper copy provided to all patients during their first registration
- If there is a revision to the notice, registering patients will receive an updated copy
- The Patient Registration Department provides the notices to patients during the registration process and upon admission

7. Diversity

- Diversity is a point of respect in which people or things can differ
- We can differ in age, gender, and culture
- Each individual plays an important role in the world we share
- Diversity defines your worldview, your reality, assists you in interpreting your surroundings and dictates your behavior
- Communication and health belief practices are influenced by culture and diversity
- It is important to know the differences between individuals
- It is important to be responsive to the needs and issues of individuals
- Be careful of stereotypes—they can lead to over generalization and negative feelings
- The most important point to remember is to RESPECT one another and the rest will take care of itself

8. Patient Rights and Ethical Aspects of Care

Patient Rights are provided to patients upon admission and can be found in all patient care areas and in the Institutional Ethics Policy (9500-32). Issues related to ethical aspects of care, treatment or services should be addressed by following the Institutional Ethics Policy (9500-32).

Speak Up! PMC supports and encourages the "Speak Up" program, sponsored by The Joint Commission, which urges patients to get involved in their care. This initiative provides simple advice on how patients can make their care a positive experience. This program encourages patients to:

- **S—Speak up** if they have questions or concerns, and if they don't understand, to ask again. Patients have a right to know.
- **P—Pay attention** to the care they are receiving. Make sure they are getting the right treatments and medications by the right health care professionals. Don't assume anything.
- **E—Educate** themselves about their diagnosis, the medical tests they're undergoing and their treatment plan.
- **A—Ask** a trusted family member or friend to be their advocate.
- **K—Know** what medications they take and why they take them. Medication errors are the most common health care mistakes.
- **U—Use** a hospital, clinic, surgery center, or other type of health care organization that has undergone a rigorous on-site evaluation against established, state-of-the-art quality and safety standards, such as that provided by The Joint Commission.
- **P—Participate** in all decisions about their treatment. They are the center of the health care team.

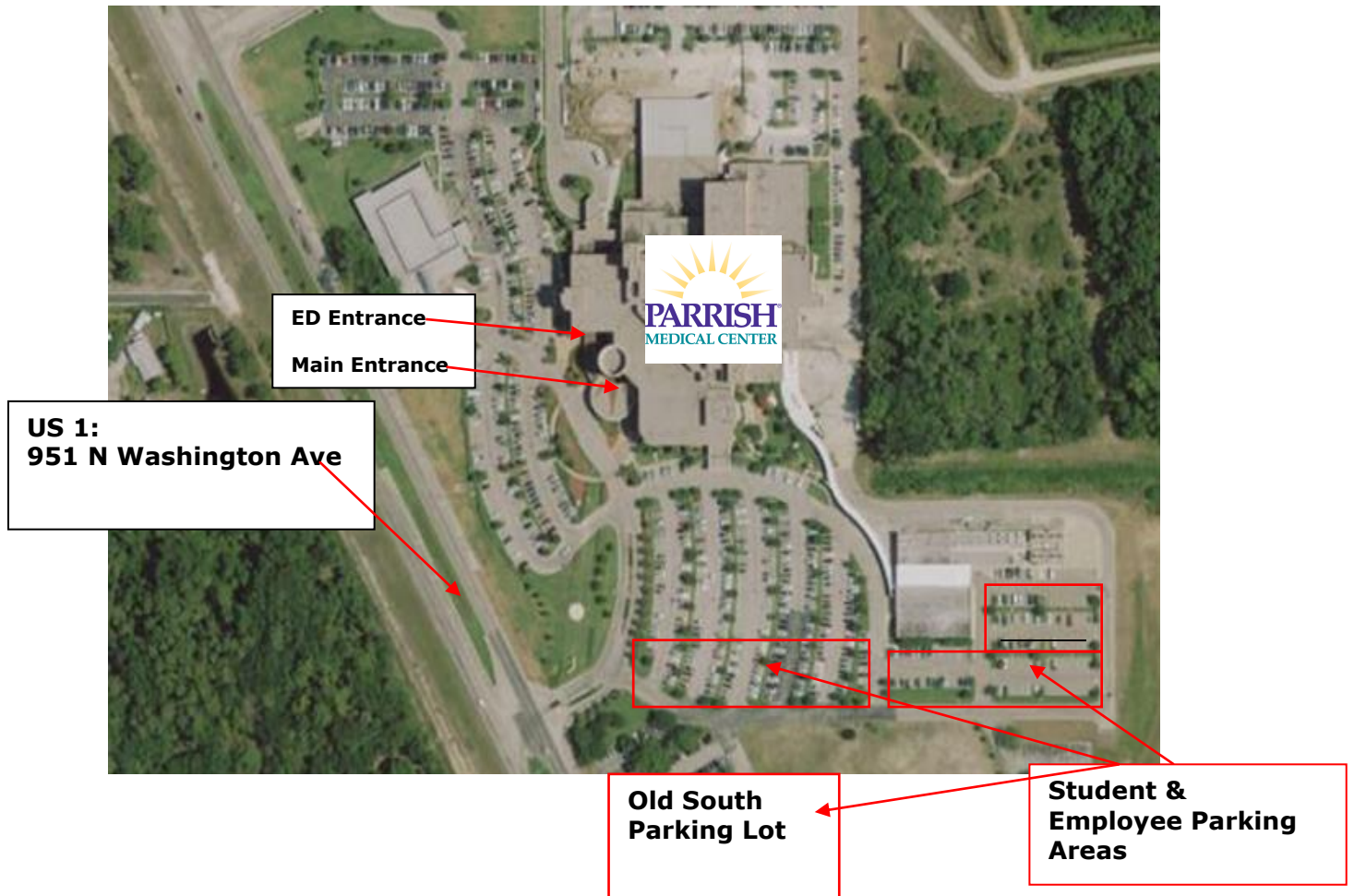
9. Team Communication and Collaboration

Principles of Teamwork:

- **Life is about relationships**—work life and home life will both be improved if we attend to some important relational practices
- **Relationships require effective communication**
- **Communication is more difficult and complex than it seems**
- **Effective communication is:**
 - **Direct**—speaking to the personal involved in a decision or action. Involving others unnecessarily to complain or gossip can quickly spoil relationships.
 - **Verbal**—people are not mind-readers, verbally communicate what you think and/or need in a respectful way and positive things usually follow.
 - **Mutual**—respecting others thoughts, ideas, and feelings in the same way you would want them to respect yours is a good way to foster healthy relationships and teamwork.
 - **Nonreactive**—everyone has emotions; words spoken by others can easily stir them up. Think before you speak. Choose to respond rather than react. An artful response to another's less than artful words can promote dialogue and avoid provoking an argument unnecessarily.
- **When conflicts occur**—make a serious attempt to understand the perspective of others involved. John Maxwell said, "I believe that if people made the effort to see things from others' point of view, 80% of our relational conflict would disappear." (Maxwell Winning with People, p. 72)
- **Focus on others as people!** When we reduce others to a label or a diagnosis, it is easier to care for them less. When we think of others as people with hopes, dreams and needs like us, we are apt to treat them with greater respect and kindness.
- Most of the truths about relationships and teamwork are summed up in the Golden Rule—**treat others as you would want to be treated.**

10. Student and Employee Parking Map

Do not park in any visitor designated parking areas. Parking areas are clearly marked to differentiate visitor areas from general (employee / student) parking areas.



11. Non-PMC Employee Orientation Quiz

Carefully read each question and mark your answers on the **Non-PMC Employee Information Form** provided (page 18). **Do not mark answers on this sheet.**

1. **Hand hygiene is the best thing you can do to prevent spreading infection. The two approved hand hygiene methods at PMC include hand washing and using hand sanitizer.**
 - a. True
 - b. False
2. **Any material that has any amount of blood or body fluids on it (wet or dry) must be discarded in a**
 - a. Sharps container
 - b. Red biohazard bag
 - c. Trash can
3. **Code Orange means Fire/Smoke.**
 - a. True
 - b. False
4. **Complete an incident report for:**
 - a. Patient or visitor fall
 - b. Lost or damaged property
 - c. Both a and b
5. **The emergency number in the hospital is:**
 - a. 911
 - b. 411
 - c. 11
6. **The Standards of Behavior policy at PMC states that all employees are expected to communicate with patients, physicians, visitors and coworkers in a professional manner at all times and treat everyone with dignity and respect.**
 - a. True
 - b. False
7. **Protected Health Information (PHI) includes all of the following except the patient's:**
 - a. Name
 - b. Social security number
 - c. Zip code
 - d. Eye color
8. **Equipment that is shared between patients must be cleaned properly between each patient.**
 - a. True
 - b. False
9. **If you see a RED STOP SIGN outside a patient's door, you should:**
 - a. Stop before entering to check what Personal Protective Equipment (PPE) you need to wear
 - b. Use proper PPE (gloves, gowns, goggles, face mask)
 - c. Both a and b
 - d. None of the above
10. **PMC supports the "Speak Up" program which encourages patients to get involved in their care.**
 - a. True
 - b. False

- 11. Most of the truths about relationships and teamwork are summed up in the Golden Rule—treat others as you would want to be treated.**
- a. True
 - b. False
- 12. You must wear a badge at all times while at PMC:**
- a. True
 - b. False
- 13. Which of the following is unacceptable attire to wear during your experience at PMC?**
- a. Blue jeans
 - b. Visible tattoos
 - c. Open-toed shoes
 - d. All of the above are unacceptable and should not be worn at PMC
- 14. You should report a compliance concern to:**
- a. Your instructor
 - b. The compliance hotline (ext. 2217)
 - c. Either a and b
- 15. Hand hygiene must be performed:**
- a. Before and after direct contact with a patient
 - b. After contact with blood or body fluids
 - c. After using the restroom
 - d. All of the above
- 16. Wash you hands using hand sanitizer for at least:**
- a. 10-15 seconds
 - b. 15-20 seconds
 - c. 20-30 seconds
- 17. When would you dial “6565” from an in-house phone?**
- a. To have Security escort you to your vehicle
 - b. To access MSDS information
 - c. For nonemergencies
 - d. All of the above
- 18. You can protect patient confidentiality by:**
- a. Closing doors whenever possible
 - b. Talking loudly in the elevator
 - c. None of the above
- 19. If you see your neighbor in a patient room, you should try to find out what their diagnosis is.**
- a. True
 - b. False
- 20. Confidentiality is everyone’s responsibility.**
- a. True
 - b. False

Non-PMC Employee Information Form



Personal Information:

 Last Name First Name Middle Initial

 Street Address Apt/Unit # City State Zip Code

Phone: _____ Alternate Phone: _____

Emergency Contact: _____

 Name Phone Relationship

Type of Experience: (circle one)

1. Career Exploration (shadow/observation)
2. Internship (externship/practicum)
3. Clinical Rotation

Date(s) of Experience: _____ Total Number of Hours: _____

School and Program Information:

Name of School/University: _____

Address/Location: _____

Program Title: _____

Program Instructor: _____

PMC Quiz Answer Sheet (place your answers in each box)

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
11.	12.	13.	14.	15.	16.	17.	18.	19.	20.

Quiz Score: _____ Graded by: _____

Orientation Attestation:

I have completed the Non-PMC Employee Orientation packet and required forms. I understand that I will be accountable for knowing the material within this packet. I am aware that PMC policies and procedures exist and are available for review on the PMC intranet.

Signature: _____ Date: _____

Office Use Only:

Paperwork Complete: _____

Filed in student database: _____ Recorded in CBISA: _____



Non-PMC Employee Confidentiality Statement & Release of Responsibility Form

I, _____, understand that as a job shadowing applicant or in the performance of my duties as a non-PMC employee assigned to North Brevard County Hospital District d/b/a Parrish Medical Center, I am required or may be required to have access to and may be involved in the processing of patient care data. I understand that I am obliged to maintain the confidentiality of these data at all times, both at work and off duty. I understand that a violation of these confidentiality considerations may result in disciplinary action, up to and including termination from my observation assignment at PMC. I further understand that I could be subject to legal action. I certify by my signature that I have received the PMC Observer Orientation Packet or have participated in the orientation and training session given by PMC on _____, 20__ concerning the privacy and confidentiality considerations of patient care.

By my signature below, I am indicating that I have both read and understand the Privacy and Confidentiality section of the Non-PMC Employee Orientation Packet and that I intend to abide by it.

In exchange for being permitted limited access to the premises and the facilities, non-PMC employee hereby understands acknowledges and agrees to the following:

1. I hereby assume all liability for and agree to indemnify and hold harmless PMC for all claims or damages for any sickness; personal injury, including death; property damage; or other loss that may arise, either in whole or in part, out of any negligent, intentional, or other act or omission by me in connection with the Program, including those claims or damages that may arise out of the joint or concurrent negligence of PMC.
2. I understand that Parrish Medical Center facilities may treat individuals for various illnesses, some of which may be contagious or pose other risks to health and wellness.
3. I understand that federal laws and the laws of the State of Florida, and other applicable statutes, prohibit the unauthorized release of patient identities and/or medical information relating thereto. The law prohibits both advertent and inadvertent disclosure of any information regarding patients to any person not specifically authorized to receive such information. Applicable laws provide for both criminal and civil penalties for such disclosure. I hereby agree not to make, or cause to be made, any advertent or inadvertent disclosure of any information regarding any patient that may come to my attention as a result of my presence at Parrish Medical Center.
4. In the event I breach any of the provisions, terms, conditions or covenants specified in this agreement or violate the bylaws, rules or regulations of Parrish Medical Center or its facilities or affiliates, or any law, regulation or standard applicable to Parrish Medical Center, then Parrish

Medical Center will have the right to withdraw its permission to allow me access to its premises and facilities.

IN WITNESS WHEREOF, Observer has executed this release

this _____ day of _____, in the year _____.

Observer Signature _____ Observer Print Name _____

Witness Signature _____ Witness Print Name _____



Tobacco-Free/Non-Smoking Acknowledgment

I, _____, understand that effective November 20, 2008, the entire building, grounds and property at Parrish Medical Center and any of its affiliates (i.e. Parrish Health & Fitness Center, Parrish Heart & Health Village, Parrish Home Health, etc.) are non-smoking/tobacco free areas. I also understand this means that smoking or tobacco use of any kind is not permitted in the building or on the grounds during my breaks, lunchtime or as I am entering or leaving the grounds of the main or affiliate campuses. I also understand that as a care partner of Parrish Medical Center I will act as a steward of the community's good health, which includes setting a good example within the community we serve.

I understand that any violations of the system wide nonsmoking/tobacco free policy will immediately enter me into the disciplinary process as prescribed by PMC HR Policy.

I also understand that this form with my signature below acknowledging these as terms of my affiliation/employment at Parrish Medical Center will be entered as a permanent part of my Human Resource records.

Consumer Generated Media Acknowledgment

Consumer Generate Media (CGM) refers to sources of information that are created, initiated, circulated and used by consumers for the purpose of educating each other about products, brands, services, personalities, and issues. It includes, but is not limited to, television, video photos, newspapers, magazines, radio, books, digital media, interactive technology, social media postings, forums, blogs, etc. PMC has a CGM Guidelines Policy to define the appropriate uses of CGM. As a student at PMC, I understand I am required to keep my cell phone off during my experience. I must not take photos or make any CGM posts regarding my experience at PMC. I understand that any violations of the CGM policy will result in disciplinary action up to and including termination.

For Students or Instructors Employed by Parrish Medical Center

I acknowledge that my role as student/instructor is independent of my existing employment relationship with PMC. I agree that I will not use my student/instructor computer account credentials other than when I am scheduled as a student/instructor. I will not use my nonstudent/instructor computer account credentials while acting as a student/instructor. I understand that all access to PMC's information systems is subject to auditing and, if inappropriate access is discovered under my credentials, it will result in disciplinary action up to and including termination.

Printed Name

Signature

Date