Would you rather go green?

SAW can also be completed via BLACKBOARD:

Login at http://bb.upstate.edu

User Name: the same as your GroupWise user name

Password: the same as your GroupWise password

In the ‘Courses’ tab, search the word SAW

Click on the DOWN ARROWS next to UH110

Select ENROLL

At the next screen, hit SUBMIT then OK

You will see the SAW course displayed
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*HR/Organizational Training & Development (OTD)*

*Safety at Work (SAW); Revision 4/2016 Tracker Code: SAW*
INTRODUCTION
SAFETY AT WORK (SAW)
EDUCATION FOR ALL
UPSTATE UNIVERSITY HOSPITAL EMPLOYEES

I. SAFETY AT WORK (SAW):
   ◦ Provides education that promotes patient and personal safety

II. WHO MUST COMPLETE:
   ◦ All University Hospital employees are required to complete Safety at Work (SAW)
   ◦ Every employee must complete Safety at Work (SAW) yearly

III. POST TEST EVALUATION:
   ◦ Complete the Safety at Work (SAW) self study program
   ◦ Complete the enclosed post test
   ◦ Score at least 80% on the post test

IV. POLICY AND PROCEDURE MANUALS:
   ◦ Policies listed in this self study can be found on the Upstate Medical University Intranet (internal/on campus or off campus log in access only) located at http://www.upstate.edu/ipage/intra/
   ◦ Click Policies and Forms icon:
Our Mission, Vision & Values

I. **MISSION:**
The mission of Upstate Medical University is to improve the health of the communities we serve through education, biomedical research, and healthcare.

II. **VISION:**
To be a leading academic health center in New York State and a national leader in equitable and innovative health care.

III. **VALUES:**
- We Drive Innovation and Discovery
- We Respect People
- We Serve Our Community
- We value Integrity
- We Embrace Diversity and Inclusion
CULTURAL DIVERSITY: RESPECTING AND VALUING OUR DIFFERENCES

“What you need to know”

✓ We work in an organization made up of culturally diverse patients and families, providers, staff and students of various races, ethnicities, ages, religions, lifestyles, physical and mental abilities, socioeconomic statuses and other dimensions of diversity, who have a range of values, perspectives and life experiences that may differ from our own.

✓ This rich diversity gives us the opportunity to learn more about different ideas, experiences, and beliefs, but more importantly, to challenge our own self-awareness and attitudes toward diverse populations.

✓ It is imperative to identify our own cultural identities, and to recognize our own patterns of unintentional and intentional racism, classism, sexism, ageism, ableism, weight bias, and homophobia.

✓ Practicing cultural humility, which is a lifelong commitment to self-evaluation and critique, is the key to effectively and respectfully delivering health care to the increasingly diverse populations of our community.

When we communicate with people who are different from ourselves in some ways, it is important to understand that people are a reflection of their unique values and traditions, of their cultural backgrounds and histories. A combination of our personality, physical appearance, upbringing, socioeconomic background, history, environment and other differences will influence how we view the world, ourselves and others. These factors also teach us how to solve problems, how to interact with others, and gives meaning to our own behavior. Misunderstandings occur when we fail to acknowledge these differences and recognize that others might interpret a word, emotion, or gesture differently and may do things differently than we do. In a health care setting, misunderstandings that result in poor communication can be hazardous as they may result in the wrong interpretation of a symptom, incorrect information about treatment, or inaccurate work practices. It is everyone’s responsibility to value diversity and also to challenge our pre-conceived notions about diversity. We can avoid potentially dangerous misunderstandings by:

♦ Becoming consciously aware of our own multidimensional cultural identities and background.

♦ Taking time to learn about and understand the impact of another person’s uniqueness and culture on the healthcare or workplace interaction.

♦ Reminding ourselves that our culture is one of many cultures, and that there is no “right” or “wrong” way to think or believe.

♦ Not making assumptions about what people think or why they act in a certain way; keeping an open mind. Be humble enough to let go of the false sense of security that stereotyping brings.
Always treating individuals of all cultures with dignity and respecting their differences. Provide access to interpreters, diverse patient education materials, and create and maintain an environment that is welcoming and inclusive of diverse populations.

Above all, becoming aware of our own biases through self-reflection and commitment to a lifelong learning process and finding ways to resolve our biases so they do not negatively affect our treatment of, and respect for, others.

Becoming cognizant of the power differential between patients and providers, including our limited knowledge regarding patients’ health beliefs and life experiences, and our unintentional and intentional expressions and actions of bias in regard to all the “isms”, including racism, classism, sexism, ageism, ableism, weight bias, and homophobia.

When we balance our own cultural backgrounds, beliefs and practices by understanding and valuing those of others, we all benefit by learning about different perspectives, ideas, and ways of doing things. Additionally, in a public health care organization, being respectful and open to cultural diversity will enable us to continue to provide quality health care to an increasingly diverse community.
The Upstate Code of Conduct

(Policy: UW C-02)

In order to promote and support the mission and values of Upstate Medical University, all members of the Upstate community are expected to maintain the highest level of professional behavior, ethics, integrity, and honesty, regardless of position or status.

All members of the Upstate community are responsible for helping to maintain a safe and respectful work environment, addressing each other directly to resolve problems, and reporting inappropriate and disruptive behaviors requiring formal resolution as soon as it is feasible to the appropriate person or office.

Retaliatory action is prohibited against any individual acting in good faith who reports incidents and/or cooperates in the investigation of intimidating, disruptive and other unprofessional behavior.

Every employee, student, and volunteer is required to receive education and training regarding the Upstate Code of Conduct.

The resources noted in policy UW C-02 should be contacted, as appropriate.

Expected and Acceptable Behaviors Foster Mutual Respect, This Includes, but is Not Limited to:

- Holding yourself and others accountable to our mission, vision and values.
- Interacting with others in a considerate, patient and courteous manner.
- Promoting equality and acceptance of people from diverse backgrounds.
- Demonstrating a caring and positive attitude: smile, greet and acknowledge others, make eye contact, say please and thank you. Give recognition and praise.
- Respecting confidentiality and privacy at all times.
- Providing a secure, clean and safe environment for patients and fellow staff.
- Working together by promoting cooperation, participation, and sharing of ideas and information to promote team success. Foster open and honest communication.
- Actively listening to the perspective of others and seek to resolve conflicts promptly. Apologizing when mistakes are made or misunderstandings have occurred.
- Utilizing proper channels to express dissatisfaction with policies and administrative or supervisory actions and without fear of retaliation.
- Being honest and truthful at all times.
- Being knowledgeable with and following applicable policies and procedures (e.g., Customer Service Standards, Workplace Violence Policy, Student Code of Conduct, Infection Control, etc.).
EXAMPLES OF INAPPROPRIATE AND DISRUPTIVE COMMUNICATIONS/BEHAVIORS*, INCLUDE, BUT ARE NOT LIMITED TO:

- Using abusive language, including repetitive sarcasm.
- Sexually harassing and making comments, jokes, or innuendoes of a sexual nature.
- Making direct or indirect threats of violence, revenge, legal action, or financial harm.
- Using racial, ethnic, or religious slurs.
- Displaying behavior that would be considered by others to be intimidating, disrespectful, or dismissive.
- Exhibiting behavior that threatens or results in verbal and/or physical abuse.
- Using foul or insulting language, shouting, and rudeness.
- Criticizing of co-workers or other staff in the presence of others in the workplace or in the presence of patients.
- Publicly shaming others.
- Disregarding or being insensitive to the personal space or boundaries of others.
- Destruction of Upstate property.
- Being impaired (e.g., use of alcohol or drugs) in the workplace or academic environment.
- Failing to be knowledgeable with and follow applicable policies and procedures (e.g., Customer Service Standards, Workplace Violence Policy, Student Code of Conduct, Infection Control, etc.).

*Communication and/or behavior in any format, including, but not limited to, oral, written, visual, literary, electronic, recorded, or symbolic.

THE UPSTATE CODE OF CONDUCT REPORTING PROCEDURE:

Whenever possible, clear, direct, and immediate communication between the parties involved is viewed as the best way to resolve problems. This is frequently very effective and may eliminate the need for further action.

In matters where this type of informal resolution is not appropriate or possible, such as in cases of dangerous, disruptive, illegal or unethical behavior, the reporting party should immediately notify his/her supervisor and provide the following information:

1. A description of the event, including any statements made, names of individuals involved, as well as any witnesses to the event, dates, environmental factors, and any other relevant information; and
2. A listing of the parties who have been notified of the event; and
3. A summary of the response(s) or action(s) taken to date to address the issue.

If the concerning communication and/or behavior is exhibited by an individual’s supervisor, and the individual believes a formal resolution may be appropriate, s/he should report the incident to his/her supervisor’s supervisor.
Individuals who do not believe their complaint(s) have been resolved, through either informal or formal means, should report this up their chain of command. For example, if an individual reports an incident to his/her supervisor concerning an incident that occurred involving a co-worker, and s/he believes the matter has not been resolved, s/he should report this to his/her supervisor’s supervisor.

Individuals that do not believe their complaint(s) have been resolved, through either informal or formal means, should report this up their chain of command. For example, if an individual reports an incident to his/her supervisor concerning an incident that occurred involving a co-worker, and s/he believes the matter has not been resolved, s/he should report this to his/her supervisor’s supervisor.
CUSTOMER SERVICE STANDARDS

Customer Service is at the core of our organization’s commitment to delivering quality care and service. Our customers include patients, their families, physicians, co-workers, visitors, students, and volunteers. This handbook reviews our customer service standards and First philosophy of Upstate’s major customer group of patients, people, and students. Thank you for your commitment to excellence and dedication to superior patient care.

PATIENT AND FAMILY CENTERED CARE
- Project a professional image when interacting with patients.
- Treat patient and families with respect and dignity.
- Provide emotional support to relieve fear and anxiety.
- Maintain patient confidentiality.
- Involve patients and families in treatment decisions.

ATTITUDE
- Project a positive and professional attitude towards each patient, fellow employee and student.
- Be approachable, empathetic, respectful, supportive, and accountable.
- Represent Upstate in a positive manner.

TEAMWORK (SHOWS OUR CUSTOMERS THEIR CARE IS COORDINATED)
- Cooperate and work as a team to meet customer needs.
- Welcome new team members by being helpful and informative.
- Involve patient and families as active members of the healthcare team.
- Ensure that patient needs are met by answering Call Lights/Bells promptly.

I CAN HELP YOU NOW/ICARE
- I: *Introduce* yourself by name and department and with a friendly smile.
- C: *Connect* with patients & their families.
- A: *Acknowledge* what your patients & families tell you, Ask patients and families if they have any questions.
- R: *Review* what to expect, Provide realistic expectation of wait times.
- E: *Educate*, Take time to explain procedures, answer questions, and educate patients.
- Provide thorough directions. When possible, escort customers personally.

EXCEPTIONAL CUSTOMER SERVICE
- Address a customer with their proper name and title, “Mr., Mrs.”
- Introduce yourself and your role to the patient.
- Use words that patients and families will understand.
- Actively listen and insure understanding.
• Be empathic with patients and families.
• Maintain a courteous, calm, and kind tone with patients and families.
• Use telephone service courtesy by identifying yourself, speaking slowly, clearly and in a pleasant manner.
• If you are unable to handle a situation or do not know the information, find someone who can take responsibility and follow through to the customer’s satisfaction.
• Use Service Recovery to respond to concerns and complaints:
  A - Acknowledge and Apologize for not meeting their needs
  C - Correct the situation by addressing the concern or providing alternative solutions
  T - Thank the patient for sharing the feedback and track the data to take forward to the supervisor as appropriate.
  • If you need information about Service Recovery or if a patient lodges a complaint you cannot resolve, please contact:
    ▪ Patient Relations at Upstate University Hospital at 464-5597
    ▪ Quality Services at Upstate University Hospital at Community General at 492-5867

NOTICE YOUR APPEARANCE AND SURROUNDINGS
• Always look professional in appearance and dress.
• Provide and maintain an environment that is clean, safe, and pleasing to patients.
• Be sure your name badge is visible at all times.
• Reduce noise in patient care areas.

THANK PATIENTS FOR USING UNIVERSITY HOSPITAL
• Actively listen to any patient or family concern, engage your supervisor &/or patient relations when appropriate.
• Thank patient and families for waiting and apologize for any inconvenience.
• Support, welcome, and engage patient and family members.

SUPPORT PATIENT SAFETY AND SECURITY
• Secure and track patient belongings. If you find any belongings and are unable to return them to a patient, please contact:
  • Patient Relations at Upstate University Hospital at 464-5597
  • Security at Upstate University Hospital at Community General at 492-5511
• Wash your hands and support infection control processes.
• Protect patient privacy by always speaking in an appropriate tone and never discuss patient information in public areas.
• OSHA regulations prevent staff from having food visible in public areas. Consume foods only in those areas designated for meals.
• Clean up spills and debris immediately or call Environmental Services at 464-2349 or 441-8700 at Upstate University Hospital or 492-5076 at Upstate University Hospital Community Campus.
Patient and Family Centered Care
Treat patient and family with respect and dignity.
Provide emotional support to relieve fear and anxiety.
Maintain patient confidentiality always.
Involve patients and families in treatment decisions.

Attitude
Actively listen always.
Follow up with patients to see if issues were resolved.
Promptly respond to requests and scheduled activities.
Be accountable, approachable, empathetic, positive, respectful and supportive.

Teamwork
Create an environment that is comfortable for the patient.
Involve patient and families as active members of the health care team.
Be sure inter-departmental communication is handled with courtesy and consideration.

I can help you now
Greet each patient with a friendly SMILE.
Take time to explain procedures, answer questions and educate patients.
Ask patients and families if they have any questions.

Exceptional customer service
Always address patient as, “Mr., Mrs.,”
Introduce yourself and your role to the patient.
Always give the patient your full attention.
Be empathetic with patients and families.
Apologize for problems and inconveniences (use service recovery when appropriate).

Notice your appearance and surroundings
Provide a pleasing atmosphere for patients.
Be sure your name badge is visible at all times.
Contribute to cleanliness and safety at work.
Reduce noise in patient care areas.

Thank patients for using University Hospital
Actively listen to any patient or family concern.
Always thank patients and families for waiting and apologize for any inconveniences.
Support, welcome and engage family members.

Support Patient Safety and Security
Secure and track patient belongings.
Wash your hands and support infection control processes.
Protect patient privacy.
Send the message: Patients are First at UH.
People Focused
A focus on our most valuable asset and greatest strength.
This is an investment that is needed to ensure our future success.

Exceptional customer service
Greet each customer in a friendly, courteous and professional manner. SMILE!
Take time to listen to concerns.
Make the choice to serve our customers in a timely manner.
Follow the Upstate Pledge.

Opportunities
Provide a work environment where we are all able to perform at our best.
Engage and empower each other to make a difference.

Positive work environment
Spread enthusiasm by inspiring confidence through effective communication.
Demonstrate integrity by doing the right thing.
Focus on the best interest of all.
Reward and recognize.

Living our values
Treat each other with respect and dignity.
Service our community through Team Upstate.
Instill a feeling of “We are Upstate.”

Employer of Choice
Employ and retain the best people.
Hire talented individuals who model our values.
Cultivate our leaders of tomorrow.
Embrace a diverse workforce that reflects the community we serve.
Our Motto:

StudentsFirst! Our passion in Student Affairs is the success of our students.

To the end, we provide outstanding service and support to assist students in realizing their potential.

Our Mission:

We will work collectively to always put students first by creating an environment that promotes an outstanding educational and student life experience.

We will serve with enthusiasm, while advocating for and empowering students to grow professionally and personally to ensure the health our communities.

Together, we will strive to achieve excellence while treating everyone with dignity and respect.

Our Goals:

1. Promote an environment that attracts and retains a high quality and diverse student population.

2. Promote and facilitate a campus climate that accepts, values and learns from diversity.

3. Enhance the educational experience by expanding community service and service-learning opportunities.

4. Assist students to develop personal value systems and the life skills necessary to make positive change in our communities.

5. Monitor and support student progress to ensure that graduates are well-prepared, well-respected and feel an affinity to Upstate.

6. Celebrate the vitality of each function and individual in the Division and actively promote staff development
The Patient Bill of Rights and other rights are in the patient handbook that we offer to our patients. Patients, staff, and visitors can view the UH “Patient Handbook: A Guide to Patients’ Rights” on our “Admitting Information” website: http://www.upstate.edu/hospital/patients/admitting/. It is important to know and respect the rights of our patients and families.

THE NYS PATIENTS’ BILL OF RIGHTS:

As a patient in a hospital in New York State, you have the right, consistent with law, to:
1. Understand and use these rights. If for any reason you do not understand or you need help, the hospital MUST provide assistance, including an interpreter.
2. Receive treatment without discrimination as to race, color, religion, sex, national origin, disability, sexual orientation, source of payment, or age.
3. Receive considerate and respectful care in a clean and safe environment free of unnecessary restraints.
4. Receive emergency care if you need it.
5. Be informed of the name and position of the doctor who will be in charge of your care in the hospital.
6. Know the names, positions, and functions of any hospital staff involved in your care and refuse their treatment, examination, or observation.
7. A no smoking room.
8. Receive complete information about your diagnosis, treatment, and prognosis.
9. Receive all the information that you need to give informed consent for any proposed procedure or treatment. This information shall include the possible risks and benefits of the procedure or treatment.
10. Receive all the information you need to give informed consent for an order not to resuscitate. You also have the right to designate an individual to give this consent for you if you are too ill to do so. If you would like additional information, please ask for a copy of the pamphlet “Deciding About Health Care — A Guide for Patients and Families.”
11. Refuse treatment and be told what effect this may have on your health.
12. Refuse to take part in research. In deciding whether or not to participate, you have the right to a full explanation.
13. Privacy while in the hospital and confidentiality of all information and records regarding your care.
14. Participate in all decisions about your treatment and discharge from the hospital. The hospital must provide you with a written discharge plan and written description of how you can appeal your discharge.
15. Review your medical record without charge. Obtain a copy of your medical record for which the hospital can charge a reasonable fee. You cannot be denied a copy solely because you cannot afford to pay.
16. Receive an itemized bill and explanation of all charges.
17. Complain without fear of reprisals about the care and services you are receiving and to have the hospital respond to you and if you request it, a written response. If you are not satisfied with the hospital’s response, you can complain to the New York State Health Department. The hospital must provide you with the State Health Department telephone number.

18. Authorize those family members and other adults who will be given priority to visit consistent with your ability to receive visitors.

19. Make known your wishes in regard to anatomical gifts. You may document your wishes in your health care proxy or on a donor card, available from the hospital.

Public Health Law (PHL) 2803 (1)(g) Patient’s Rights, 10NYCRR, 405.7, 405.7(a)(1), 405.7(c)

**IN NYS WE HAVE A PARENTS’ BILL OF RIGHTS:**

Each hospital is required to post in a conspicuous place and provide a pediatric patient’s parent or other medical decision maker with a copy of a ‘Parents’ Bill of Rights’ advising that, at a minimum and subject to laws and regulations governing confidentiality, in connection with every hospital admission or emergency room visit: 1) The hospital must ask each patient or the patient’s representative for the name of his or her primary care provider, if known, and shall document such information in the patient’s medical record; 2) The hospital may admit pediatric patients only to the extent consistent with their ability to provide qualified staff, space and size appropriate equipment necessary for the unique needs of pediatric patients; 3) To the extent possible given the patient’s health and safety, the hospital shall allow at least one parent/guardian to remain with the patient at all times.

**RIGHTS FOR FAMILY AT UPSTATE UNIVERSITY HOSPITAL:**

At Upstate University Hospital, you have the right to:

1. Respect and personal dignity
   - We will treat you and your child with courtesy and respect.
   - You know your child best. We can learn from you what is best for your child and family.
   - As much privacy as can be provided to allow you and your family time alone.

2. Care that supports you and your family
   - We will provide a place for one family member to spend the night or stay as close to your child as possible at all times.

3. Information that you can understand
   - You have a right to any information you may need to make decisions about your child’s care in a language you can understand.

4. Quality health care
   - Family is important for your child’s health. You know your child the best. The information you have about your child is important. As members of your child’s health care team, we will rely on you to speak up about information that can help in planning what is best for your child.
Before your child leaves the hospital, we will provide you with information about caring for your child. We will share community resources that can assist you once your child is home.

5. Emotional support
   - When your child is in the hospital, you and your family may feel sad, angry, guilty, or lonely. Please say what you feel. We can help you work through these feelings.
   - We can help you meet other families with similar experiences or find you additional help if you ask.
   - Care that respects a child’s need to grow, play and learn
   - We will provide your child with people to talk to and play with who understand the needs of children.
   - Let us know what play and learning activities your child likes to do to. This will help your child to keep these activities as normal as possible.

6. Make decisions about your child’s care
   - You can ask for a second opinion.
   - You may refuse treatments as permitted by law.
   - You can ask to change to another hospital.
   - You can change your mind about your child’s care even after you have given permission for treatment.

Patients, staff and visitors can also view the Bill of Rights for Children and Teens in our UH “Patient Handbook- A Guide to Patients’ Rights” on our "Admitting Information" website: http://www.upstate.edu/hospital/patients/admitting/.

**BILL OF RIGHTS FOR CHILDREN AND TEENS:**

- We will honor your privacy.
- We will explain things in a way you can understand.
- You will be taken care of by doctors, nurses, and people who know about children and teenagers.
- We will provide a place for one family member to spend the night or stay as close to you as possible at all times.
- Your family can stay together as much as possible. If this is not possible, the people caring for you will explain why.
- You can talk or play with people who know how to help when you have questions or problems.
- You can make choices whenever possible. You may tell us how we can help you to feel more comfortable.
- Let us know what play and learning activities you like to do to help you grow and learn while in the hospital.
NYS BILL OF RIGHTS FOR BREASTFEEDING MOTHERS:

1. Before You Deliver:
   - You have the right to complete information about the benefits of breastfeeding for yourself and your baby. This will help you make an informed choice on how to feed your baby.
   - You have the right to receive information that is free of commercial interests and includes:
     - How breastfeeding benefits you and your baby nutritionally, medically and emotionally;
     - How to prepare yourself for breastfeeding;
     - How to understand some of the problems you may face and how to solve them.

2. In The Maternal Health Care Facility:
   - You have the right to have your baby stay with you right after birth whether you deliver vaginally or by cesarean section. You have the right to begin breastfeeding within one hour after birth.
   - You have the right to have someone trained to help you in breastfeeding give you information and help you when you need it.
   - You have the right to have your baby not receive any bottle-feeding or pacifiers.
   - You have the right to know about and refuse any drugs that may dry up your milk.
   - You have the right to have your baby in your room with you 24 hours a day.
   - You have the right to breastfeed your baby at any time day or night.
   - You have the right to know if your doctor or your baby’s pediatrician is advising against breastfeeding before any feeding decisions are made.
   - You have the right to have a sign on your baby’s crib clearly stating that your baby is breastfeeding and that no bottle-feeding of any type is to be offered.
   - You have the right to receive full information about how you are doing with breastfeeding and get help on how to improve.
   - You have the right to breastfeed your baby in the neonatal intensive care unit. If nursing is not possible, every attempt will be made to have your baby receive your pumped or expressed milk.

If you, or your baby, are re-hospitalized in a maternal care facility after the initial delivery stay, the hospital will make every effort to continue to support breastfeeding, to provide hospital grade electric pumps and rooming in facilities.
SUNY Upstate Medical University and University Hospital utilize a standard set of emergency codes for announcing critical events while minimizing the alarm to non-staff present in the facility.

<table>
<thead>
<tr>
<th><strong>EMERGENCY CODE:</strong></th>
<th><strong>DESCRIPTION:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Red</td>
<td>Fire, smoke, or the odor of something burning.</td>
</tr>
<tr>
<td>Code Amber</td>
<td>Code Amber is activated when an infant/child is confirmed missing.</td>
</tr>
<tr>
<td>Code Yellow</td>
<td>Bomb Threat has been received or potential explosive device has been discovered.</td>
</tr>
<tr>
<td>Code Black</td>
<td>Severe weather that potentially endangers the hospital.</td>
</tr>
<tr>
<td>Code Orange</td>
<td>Contaminated patients are presenting to the Emergency Department from an external Hazardous Materials Spill.</td>
</tr>
<tr>
<td>Code White</td>
<td>Pediatric Medical Emergency.</td>
</tr>
<tr>
<td>Code Blue</td>
<td>Adult Medical Emergency.</td>
</tr>
<tr>
<td>Code Silver</td>
<td>Person with a weapon and/or an individual is being held against their will by an unarmed/armed perpetrator.</td>
</tr>
<tr>
<td>Code Grey</td>
<td>An adult patient is missing from the hospital.</td>
</tr>
<tr>
<td>Code Clear</td>
<td>Situation had been resolved.</td>
</tr>
</tbody>
</table>
Policy CM E-15

Emergency Medical Response –
Tracker Code: EMERGENTMEDICAL

Downtown Campus

How to call for emergency medical assistance at the following locations:

The Code Blue/Code White Team will respond to medical emergencies for patients, visitors, and staff located in:

- Hospital Proper
- Cancer Center
- Tunnel connecting University Hospital and Crouse Hospital
- Immediately outside of University Hospital and Cancer Center, including:
  - Front Traffic Circle
  - ED Parking Lot
  - Golisano Children’s Hospital Circle
  - Bridge to Parking Garage East
  - Sidewalks on south side of Adams Street from corner of Almond Street to Irving Avenue

University Hospital main buildings NOT located at 750 East Adams Street:

- Building 49
- Jacobsen Hall
- CAB
- Clark Tower
- Parking Garages/Parking lots
- Campus West Building (CWB)
- Weiskotten Hall
- IHP

- Call x 4444
- Request Code Blue(Adult) or Code White(Pediatric)
- Give location and call back number

- Call 911 from nearest phone
- Give location
- State situation
Policy CM E-15

Emergency Medical Response
Community Campus

How to call for emergency medical assistance at the following locations:

The Code Blue/Code White Team will respond to medical emergencies for patients, visitors, and staff located in:

- Hospital Proper
- Traffic Circle
- Endoscopic Procedure Center (EPC)

❖ Call x 2211
❖ Request Code Blue (Adult) or Code White (Pediatric)
❖ Give location and call back number.

Other University Hospital Community Campus buildings:

- Parking Garages
- Parking Lots
- Hematology Oncology Associates of Onondaga Hill
- POB (Physician Office Building) - North and South

❖ Call 911
❖ Give location
❖ State situation
# Policy CM E-15

## Emergency Medical Response

### Off Campus University Departments

How to call for emergency medical assistance at all off campus locations:

- Call **x 911**
- Give location
- State emergency

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
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<tbody>
<tr>
<td>550 Harrison Center</td>
<td>550 Harrison Center</td>
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<tr>
<td>Bone and Joint Center, 6620 Fly Road, East Syracuse</td>
<td>Bone and Joint Center, 6620 Fly Road, East Syracuse</td>
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<td>Crouse POB</td>
<td>Crouse POB</td>
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<td>Developmental Evaluation Center, 215 Bassett Street</td>
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<td>Hill Medical Center, 1000 East Genesee Street</td>
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<tr>
<td>Joslin Diabetes Center, 3229 East Genesee Street</td>
<td>Joslin Diabetes Center, 3229 East Genesee Street</td>
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<td>Madison Irving, 475 Irving Ave</td>
<td>Madison Irving, 475 Irving Ave</td>
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<td>McMahon/Ryan Child Advocacy Center, 601 E. Genesee St.</td>
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<td>Upstate Pediatrics, Belgium Meadows 3448, Rt. 31</td>
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<td>Upstate Rehabilitation Center, 4671 Onondaga Blvd</td>
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</table>
EDUCATIONAL RESOURCES
Organizational Training & Development (OTD)
Main Number: 315-464-5463

PROFESSIONAL DEVELOPMENT:

Barbara Riggall, Director
Org. Training & Development, Director
Downtown: 464-4964 | Email: riggallb@upstate.edu

Liz Eterra, Senior Training & Development Specialist
Downtown: 464-4401 | Email: esterae@upstate.edu

Heather Clark, Administrative Assistant
Downtown: 464-3463 | Email: clarkhea@upstate.edu

Tracy Fenner, Training & Development Specialist
Downtown: 464-2957 | Community: 492-5654
Email: fennert@upstate.edu

Valerie Beecher, Ergonomics Specialist
Downtown: 464-4567 | Email: beecherv@upstate.edu

Holly Haines McCurdy,
Employee & Organizational Development Specialist
Downtown: 464-5236 | Email: mccurdyh@upstate.edu

Megan Chase, Customer Service/Recognition Coordinator
Downtown: 464-4970 | Email: chaseemm@upstate.edu

Lauren Shepold, Online Education Coordinator
Downtown: 464-4407 | Community: 492-3640
Email: sheparla@upstate.edu

Allison Dodge, Ergonomic Specialist
Downtown: 464-6151 | Email: clarka@upstate.edu

Tracie Wildner, Professional Development Advisor
Downtown: 464-6125 | Email: wildnert@upstate.edu

CLINICAL EDUCATORS:

Teresa Burke, MS, RN
Downtown: 464-2174 | Community: 492-5115
Email: burket@upstate.edu

Barbara LaCassee, RN, MSN
Community: 492-3612 | Email: lacasseb@upstate.edu

Ellen Albanese, MS, RN-BC, FNP-BC
Downtown: 464-9443 | Email: albanese@upstate.edu

Meraedith Lange, RN, MSN
Downtown: 464-6151 | Community: 492-5951
Email: langemk@upstate.edu

Kris Brindak, MS, RN, CNS, CCRP
Downtown: 464-6130 | Email: brindakk@upstate.edu

Katherine Mitchell, MS, RN, ANP
Community: 492-5468 | Email: mitchelk@upstate.edu

Carol Hughes, MS, RN, CNS, CNOR
Downtown: 464-6127 | Email: hughesc@upstate.edu

Susan Mulcahey, MS, RN
Downtown: 464-3931 | Email: mulcahes@upstate.edu

Cherie Kocan, Clinical Training Specialist
Downtown: 464-4403 | Email: kocanc@upstate.edu

Mary O’Leary RN, BS, MSN
Downtown: 464-4402 | Email: olearym@upstate.edu

Sue Kompf, RN, MS, CCRN
Community: 492-5548 | Email: kompbs@upstate.edu

Patricia Petrangelo, MS, CNS, RN, PNP
Downtown: 464-2972 | Email: petrangp@upstate.edu

Brenda Lotito, Clinical Training Specialist
Downtown: 464-5633 | Email: lotitob@upstate.edu

Myra Reeves, RN, MS, CWOCN, CFCN
Community: 492-5423 | Email: reevesm@upstate.edu
ALL Upstate University Hospital employees MUST complete this section:
COMPRESSED GAS CYLINDER SAFETY

“What you need to know”
✓ Proper handling and storage of gas cylinders

IMPROPER HANDLING AND STORAGE OF COMPRESSED GAS CYLINDERS CAN PRESENT A SIGNIFICANT RISK OF SERIOUS INJURY OR DEATH.

ALWAYS HANDLE AND STORE PROPERLY!

I. DO:
   A. Cylinders must be secured at all times in an approved cart or holder. Empty cylinders must also be secured because they can have residual pressure and product.
   B. Remember to secure cylinders in an approved cart or holder whether they are in storage, in use next to a bed or stretcher or being utilized during a transport.
   C. Keep valve protective caps in place when the cylinder is not in use.
   D. Empty and full cylinders must be stored in a separately labeled cart or tagged to indicate they that they are full or empty.
   E. Store no more than 12 E-cylinders (small oxygen cylinders), that are not in use, in a given area. (In-use cylinders secured properly on beds/stretchers and wheelchairs and empty cylinders do not have to be included in the 12-cylinder count).

II. DON’T:
   A. Never store a cylinder in an unsecured manner such as on the floor, in a corner of the room, on top of a bed, or next to a patient.
   B. Never carry a cylinder by the valve.

At University Hospital Downtown Campus Contact:
Environmental Health and Safety at 464-5782 (during normal business hours)
University Police at 464-4000 (after hours)

At University Hospital Community Campus Contact: Environmental Health and Safety at 492-5683 or 464-5782 (during normal business hours)
University Police at 492-5511 (after hours)
DISASTER/COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) & EMERGENCY PREPAREDNESS RESPONSE ACTIONS

“What you need to know”

✔ Where your unit specific Disaster/CEMP Plan is located.
✔ How staff will be made aware that an emergency event has occurred.
✔ Initial staff actions at the time of a disaster activation

I. WHAT IS AN EMERGENCY EVENT?

A. An emergency is an INTERNAL or EXTERNAL event that may disrupt the resources, personnel, and patient care services provided by University Hospital. The emergency may be a natural event, such as an ice storm, or pandemic/epidemic. A disaster may be human related, such as a train accident, or riot. A third category can be a hazardous material event that involves a radiological or chemical contamination of individuals. Lastly it may be a technological issue such as water failure or information systems failure. All emergency events that could provide a disruption of services at UH are listed on the Hazard Vulnerability Analysis which assigns risk factors based on probability of occurrence, impact and level of preparedness. The top 5 hazards prioritized by University Hospital are listed in DIS M-46

II. HOW WILL I BE NOTIFIED?

A. At Work
   1. Hear an overhead announcement “Attention all hospital personnel, Incident Command has been activated. Please return to your assigned work area.”
   2. A GroupWise e-mail may be sent to ALL employees

B. At Home
   1. Receive a phone call from assigned work area
   2. Public Announcement on radio and television (see policy DIS J-11 for listing of stations)

III. WHAT DO I DO?

A. At Work
   1. Stay calm
   2. Return to assigned work area
   3. Be aware of changes in your surroundings
   4. Continue normal operations unless told to do otherwise
   5. Monitor e-mail and FAX machines for disaster-related communications
   6. Activate Department Specific Disaster plan as appropriate.

B. At Home
   1. If called to work, report to Room E8405 at UUH, at UUH-Community the room will be incident dependent.
IV. EMERGENCY MANAGEMENT
A. The hospital manages all disaster events through the Hospital Incident Command System (HICS).
B. HICS provides:
   1. Organized system to manage events
   2. Individuals assigned to specific areas
   3. Identified by different colored vest
   4. Each job has a job description called “Job Action Sheet” which lists the tasks to perform, who to report to, and how to contact this person
C. “Incident Command: What It Means To You” is a video on SETV that describes the Incident Command System at University Hospital

V. COMMUNICATIONS
A. Operator will page THREE times – “Attention all Hospital Personnel. Incident Command has been activated. Please return to your assigned work area.”
B. Incident Command Emergency Number is (at UUH x4-8888 at UUH-Community 492-5338) (DO NOT CALL OPERATOR)
C. EMERGENCY COMMUNICATIONS
   1. Regular Phones
   2. Red Phones – (Numbers are listed on the back side of the Incident Command Organizational Chart and policy No. DIS J-06)
   3. Vocera
D. Unit Specific Worksheet F80201 should be completed immediately
E. GroupWise, FAX messages, and individuals wearing vests will update staff with NEW INFORMATION
F. Operator will page THREE times – “CODE CLEAR” once the situation has been resolved.”

VI. DEPARTMENT/UNIT DISASTER PLANS
A. Each department/unit will have information specific and unique to the unit in the Department Specific Disaster Manual. It will contain what is important for staff to know as an employee of the department/unit to include staging and evacuation areas for staff and patients.

VII. HOSPITAL EMERGENCY MANAGEMENT WEBSITE
A. Visit the Hospital Emergency Management Website at http://www.upstate.edu/emergencymgt/ for additional information on how UH has prepared for disaster related events.

For UHCC Staff – Refer to Policy UHCC B-05: Building Safety
DNV GL ACCREDITATION

**DNV GL:**
An independent, not-for-profit organization dedicated to improving the quality of care in organized health care settings. Like Joint Commission that we have used in the past, DNV GL engages in issues and activities concerning the advancement of health care safety and quality, including policy initiatives, standards development, and accreditation and certification programs. Both organizations conduct unannounced tracers to assess compliance with CMS standards. DNV GL is onsite annually for their survey. For your review, DNV GL NIAHO standards are on the hospital’s intranet at http://www.upstate.edu/ihospital/intra/accreditation/index.php

**Top Questions Every Staff Member Should Know the Answer to:**

1. **WHAT CHANGES HAVE BEEN MADE TO IMPROVE PATIENT SAFETY IN OUR ORGANIZATION?**
   a. Know what improvements have been made in your dept or unit.

2. **HOW DO YOU VERIFY THE IDENTITY OF PATIENTS BEFORE MEDICATION ADMINISTRATION, COLLECTING BLOOD OR OTHER SPECIMENS, ADMINISTERING BLOOD OR OTHER PRODUCTS, OR PERFORMING OTHER PROCEDURES OR TREATMENTS?**
   a. Two patient identifiers:
      b. Inpatients and Outpatients = FULL Name and Date of Birth
      c. Compare ID band or patient’s verbal response to “can you tell me your full name and date of birth?” with paperwork such as MAR, demographic sheet or test order

3. **WHEN MUST YOU WASH YOUR HANDS WITH SOAP AND WATER?**
   a. The policy is in the Infection Control manual is IC-D01 http://www.upstate.edu/intra/policy/pdf/IC_D-01.pdf
   b. Hand washing is necessary before and after situations in which hands are likely to become contaminated, especially when hands have had contact with mucous membranes, blood and body fluids, secretions or excretions, and after touching contaminated items such as urine-measuring devices.
   c. Personnel should always practice hand hygiene:
      i. Before taking care of patients
      ii. After taking care of patients
      iii. Between patient contacts and between contact with different sites on the same patient
      iv. After removing gloves
      v. After eating, sneezing, coughing, or using the bathroom
      vi. Before and after food preparation and eating
   d. The generally accepted correct hand washing time and method is a 15-second vigorous rubbing together of all lathered surfaces followed by rinsing in a flowing stream of water. Antimicrobial hand-gels or foams can be used for hand hygiene EXCEPT when hands are visibly soiled or you have had contact with C-Diff
patient. Washing with soap and water is recommended however after using the bathroom and before eating.

4. **What is your role in a disaster that results in an influx of patients to our organization?**
   a. See department specific Disaster Plan (Located in Disaster Manual – online/ in department). During a disaster return to your unit/ dept for instructions.

5. **What is the procedure for reporting a safety problem?**
   a. Contact your supervisor immediately for completing the required occurrence report or the appropriate incident form as required.
   OR
   b. Contact the hospital’s Safety Officer at #464-5782 or call the Patient Safety Hotline 464-7233 (4-SAFE)

6. **Describe the steps you should take if you discover a fire:**
   R.A.C.E. and know where fire pull stations are located and nearest fire extinguishers

7. **How were you trained in Infection Control, Fire Safety, Emergency Management, and other core competencies?**
   a. New Employee Orientation (NEO)
   b. Department-specific training that should include an annual review of your dept evacuation plan and a documented review of emergency and safety procedures for any worksites assigned to including PPE training if applicable.
   c. Annual Safety-At-Work (SAW) Training or other department-specific training

8. **How is patient-specific information protected in your organization?**
   a. Patient information is protected in multiple ways, including but not limited to:
      i. Secure computer access
      ii. Storing charts/documentation in secure locations
      iii. Shredding discarded confidential information
      iv. Obtain Release of Information permission from patient if information is to be released

9. **What specific steps have you taken in your organization to improve communication of information from site to site, provider-to-provider, or unit to unit?**
   a. Use of the SBAR communication tool: Situation, Background, Assessment, Recommendations
   b. Completion of the Ticket to Ride form before sending to testing, procedure, and treatment areas from inpatient units or ED
   c. Transfer of medical record with the patient
   d. Health care worker to healthcare worker report: shift change; lunch breaks
   e. Allow the person receiving the patient to ask questions about the patient
10. **How is the patient’s right to personal privacy ensured?**
   a. Patient Bill of Rights
   b. Grievance Committee Privilege
   c. HIPAA / secure patient information / sign off computers when not in use
   d. Keep patient records and documentation confidential as well as being mindful of who is present when discussing patient care issues.
   e. Privacy Officer oversight

11. **If applicable, know how gas cylinders should be safely stored and transported and where gas shut off valves are.**

12. **Staff should know where to find the DNV standards and what standards are applicable to their position.**
   a. Standards can be found online at: [http://www.upstate.edu/ihospital/intra/accreditation/index.php](http://www.upstate.edu/ihospital/intra/accreditation/index.php)

13. **For safety be sure all chemicals containers are labeled appropriately**

**Review list for Accreditation survey readiness:**
- Make sure all patients have ID band on.
- Close and lock all medication room doors.
- Make sure all meds are secured and there are no outdated meds or outdated supplies or formulas.
- Make sure med rooms are clean - no dirty pill crushers or food in area.
- Make sure all syringes and other sharps are locked up or under constant staff surveillance.
- Make sure hallways are cleared of non-immediate patient care equipment. (i.e. beds, commodes, computers on wheels not being used and chairs in hall are not allowed.)
- Make sure all staff wears their ID badges. Patients have the right to know the names of their caregivers.
- Make sure all items in the pantry refrigerators are labeled and dated. No staff food can be in patient refrigerators. Toss out all items if not labeled/dated or expired.
- Make sure all refrigerator temperature logs are current where applicable.
- Close any doors that are propped open- no door wedges.
- Make sure any eyewash stations are checked at least monthly.
- Be sure Emergency Carts have been checked and are current. Have ready 12 months of logs available for inspection.
- If patients have been identified as fall risk, make sure they are wearing the correct precaution bracelet. Make sure that other appropriate precautions (non-skid slippers, bed alarms, etc.) are in place.
- Check for items that are too close to the ceiling (less than 18 inches from the ceiling).
- Check that gas cylinders are secured and do not exceed the limit of 12 E cylinders per room.
• Make sure to check for two Patient Identifiers before interacting with a patient: full name and date of birth.
• Remind staff to be sure to use proper hand hygiene especially in front of surveyors.
• Make sure that Sharps containers and dirty linen bins are no more than 2/3 full.
• Know how and when to obtain an interpreter for a patient or family member.
• Be sure all mandatory training is up to date on all staff.
• Remove food from patient care spaces like the med room or the unit’s communication station.
• Make sure the Glucometer kit control supplies and testing strips are properly dated when opened and not expired.
• Make sure all patients’ have an updated plan of care and that education provided is documented.
• Make sure linen is stored properly and covered.
• Know the nearest fire exit and where the nearest fire pull station is in relation to your work area.
• Know that you must wear your hospital identification badges at all times in the hospital or other article 28 sites.
• Know how to report a malfunctioning piece of medical equipment.
• Know how to report an injury to a patient.
• Know how to look up policies.
• Know how to look up safety data sheets.

Have an Accreditation Question? Call #464-4253
DNV-GL AND ISO 9001

“What you need to know”
✓ What is ISO 9001
✓ Who is our ISO 9001 representative
✓ What are the 3 C’s of ISO 9001
✓ Where can you find Upstate’s Quality Manual
✓ What are the 6 required ISO 9001 policies
✓ What you should be aware of regarding performance improvement
✓ What you need to remember when a surveyor comes to visit

I. DNV-GL AND ISO 9001
   A. In September 2010, Upstate University Hospital began utilizing DNV-GL as its formal accrediting agency
   B. We chose to change from the Joint Commission because of DNV-GL’s adherence to ISO 9001 continuous quality improvement standards
   C. DNV –GL is fully approved by The Centers for Medicare and Medicaid Services (CMS)

II. DNV-GL IS OUR ACCREDITING BODY
   A. They come annually to survey us utilizing the Medicare and Medicaid Conditions of Participation/ NIAHO Standards and the ISO 9001 Standards
   B. ISO 9001 is a Quality Management System that utilizes best practice for achieving systematic high quality

III. OUR ISO 9001 MANAGEMENT REPRESENTATIVE
   A. Our representative is Antoinett Dufort
      1. This role is required by ISO 9001
      2. It is our representatives responsibility to make certain:
         a. Our quality processes are reported appropriately to our quality governance committee
         b. We are following the guiding principles of ISO 9001

IV. ISO 9001 HAS 3 “C’S” AS ITS MAIN PRINCIPLES; THEY ARE:
   A. Provide Consistent service
   B. Improve patient/Customer satisfaction
   C. Continually improve the organization

V. UPSTATE UNIVERSITY HOSPITAL’S QUALITY MANUAL
   A. Is located on the policy page under the “quality tab”
   B. The Quality Manual consists of:
1. The scope of our quality management system
2. Our quality policy
3. The 6 required ISO 9001 policies

VI. THE 6 REQUIRED ISO 9001 POLICIES ARE:

A. Located on the policy page under the quality tab on the left tool bar; they are:
   1. Control of Documents
   2. Control of Records
   3. Internal audits
   4. Control of Non conforming product
   5. Correction Action and
   6. Preventive Action

B. These ISO 9001 are the policies that help us to be consistent in our practices and help with continual improvement

C. As part of ISO 9001 “Control of Documents” policy and Hospital policy P-18, all policies and forms must be reviewed every 2 years
   1. P-18 is also our improved policy on policies
      a. You will now see that ALL policies have a box just below the title that tells us what exactly has been changed if the policy has changes made to it

D. If a person needs to see/utilize a policy they should always access the iPage when the policy is needed
   1. We should NOT have policies in binders, on bulletin boards, in medication rooms or in our lockers for use at a later time
   2. The most current version is only on line and that is the version we should always be practicing from

VII. BE AWARE OF PERFORMANCE IMPROVEMENT THAT EITHER THE HOSPITAL OR YOUR DEPARTMENT IS WORKING ON

A. Performance Improvement is the same as quality improvement
   1. It is what ISO 9001 is all about!!

B. As a hospital we are working on Improving Patient Satisfaction, Patient Safety, Staff Satisfaction through initiatives such as:
   1. Hourly rounding
   2. Quiet hours
   3. Cards on the beds after room cleaning is complete
   4. Training on the Patient Experience for enhanced empathy and customer service
   5. Fostering a culture of accountability through holding ourselves and each other accountable

C. Decreasing hospital acquired infections through:
   1. Hand-washing
   2. Appropriate cleaning techniques
3. Proper use of personal protective equipment (gowns, gloves, masks)

D. Improving turnaround times for:
   1. Patient care items
   2. Equipment
   3. Medications
   4. Patient Flow

VIII. Upstate’s policies and procedures are in place to ensure compliance with standards and regulatory requirements; therefore you need to adhere to our policies.

   A. Remember when the surveyors come to visit us that you should:
      1. “say what you do”
      2. “do what you say”
      3. “prove it”
      4. Always strive to “improve it”!!
DOMESTIC VIOLENCE AND THE WORKPLACE

“What you need to know”
✓ The definition of Domestic Violence
✓ Why Domestic Violence is a workplace issue
✓ Supports available at Upstate related to Domestic Violence
✓ Supports available in the community related to Domestic Violence

I. DOMESTIC VIOLENCE
A. Domestic Violence is a pattern of coercive tactics which can include physical, psychological, sexual, economic and emotional abuse, perpetuated by one person against an adult intimate partner with the goal of establishing and maintaining power and control over the victim.
B. An ‘Intimate Partner’ includes persons legally married to one another; persons formerly married to one another; persons who have a child in common, regardless of whether such persons are married or have lived together at any time; couples who are in an intimate relationship, including but not limited to, couples who live together or have lived together; or persons who are dating or who have dated in the past, including same-sex couples.
C. Both men and women can be victims of Domestic Violence or abusers/batterers.

II. DOMESTIC VIOLENCE IN THE WORKPLACE
A. One in four women will experience some level of domestic violence in their lifetime.
B. There are over 82,000 women employed by NY State and make up 48.9% of the state workforce.
C. At least one million women and 371,000 men are victims of stalking in the US every year. Stalkers often follow victims to the workplace.
D. The national health care costs of domestic violence – direct medical and mental health services for victims – amounts to nearly $4.1 billion annually.
E. 37% of women who experienced domestic violence reported that the abuse had an impact on their work in the form of lateness, missed work, keeping a job, or career promotions.
F. 41% of batterers had job performance problems and 48% had difficulty concentrating on the job as a result of their abusive behaviors.
G. The Center for Disease Control and Prevention estimates the annual cost of lost productivity due to Domestic Violence equals $727.8 million, with more than 7.9 million paid workdays lost each year.

III. SUPPORTS AT UPSTATE RELATED TO DOMESTIC VIOLENCE
A. New York State Governor’s Office created ‘Executive Order #19’ which requires that all state agencies have a policy and procedure, including a workplace safety response plan, related to Domestic Violence.
B. Upstate’s Domestic Violence and the Workplace Policy UW V-01, is available for review on the policy web page.

C. Designated liaisons, persons who can assist with support and care related to Domestic Violence issues, at Upstate are the:
   1. Employee Assistance Program, 464-5760
   3. University Police Department, 464-4000
   4. Upstate complies and assists with enforcement of all known valid court orders of protection that are brought to the attention of Upstate.
      a. Employees are encouraged to bring their orders of protection to the attention of the University Police Department.
      b. A University Police Officer or designee will work with the employee to formulate a plan on how to best proceed to ensure the safest possible work environment.

IV. COMMUNITY SUPPORTS FOR DOMESTIC VIOLENCE ISSUES
   A. Agencies specializing in supports and services are available in all counties:
      ☞ NYS Domestic & Sexual Violence Hotline:
         • English = #1-800-942-6906 or TTY = #1-800-818-0656;
         • Spanish = #1-800-942-6908 or TTY = #1-800-780-7660
      ☞ Elder Abuse Information Line = #1-800-342-3009
      ☞ Cayuga/Seneca County:
         • Cayuga County Action Program/Domestic Violence Intervention Program = #1-800-253-3358
      ☞ Cortland County:
         • Aid to Victims of Violence = #1-800-336-9622 or #607-756-6363
      ☞ Herkimer County:
         • Stepping Stones to End Violence = #315-866-0458
      ☞ Jefferson County:
         • Women’s Center = #315-782-1855
      ☞ Madison County:
         • Victims of Violence = #315-366-5000
         (collect calls within the county are accepted)
      ☞ Oneida County:
         • YWCA Hall House = #315-797-7740
      ☞ Onondaga County:
         • Vera House = #315-468-3260
      ☞ Oswego County:
         • Services to Aid families = #315-342-1600
         (collect calls within the county are accepted)
      ☞ Wayne County:
         • The Victim Resource Center = #1-800-456-1172
**ETHICS CONSULTATIONS**

“*What you need to know*”

- What an Ethics Consultation is
- How to arrange an Ethics Consultation
- Examples of ethical problems that you would contact the Ethics Consult Service for

**I. ETHICS CONSULTATIONS:**

A. Ethics consultations help those who must make an ethical decision think through their options and the possible consequences of their choices.

B. Available 8am-5pm, 7 days a week; to speak with the consultant on call, contact the Hospital Operator (“0” internally; #315-464-5540 from the outside). Please do not use EPIC to request consult.

**II. MODEL OF ETHICS CONSULTATION:**

A. Anyone directly involved in the particular issue may call for a consult. This includes nurses, attendings, staff, medical students, social workers, patients, and families.

B. We do not “rule” on what should be done:
   1. The ethical decision remains that of those involved in the case.
   2. The ethics consultant makes clear to people where there is ethical consensus, what the relevant literature, policy, and law might be, and help them think through possible choices and their consequences.

C. Informal, unofficial questions are welcome.

**III. WHAT YOU SHOULD EXPECT IF AN ETHICS CONSULT IS REQUESTED:**

A. Consultant will assess situation within 24 hours (sooner, if necessary).

B. A physical meeting or conference call between all relevant parties often occurs.

C. A written note will be left in patient’s chart or letter mailed to the person requesting the consult.

**IV. WHO WILL PROVIDE THE CONSULT?**

A. We have a team of five bioethicists who provide the consults. They have degrees in several disciplines, including philosophy, medicine, and law.

B. The consult service is directed by Kathy Faber-Langendoen, MD, who can be reached at 315.464.8464 (during office hours) or through the hospital operator.

**V. EXAMPLES OF ETHICAL ISSUES:**

A. Husband designated as health care proxy thought not to be making decisions in patient’s best interests

B. Prisoner without family previously refused all medical treatment; now incompetent, but has no DNR order

C. Man with schizophrenia refuses surgery for bilateral retinal detachments

D. Should a mother jailed for (but not convicted of) child abuse make medical decisions for the abused child?

E. Daughters of an incompetent patient disagree with their mother’s health care proxy’s decision regarding where the patient should live after hospital discharge.
FIRE AND LIFE SAFETY

“What you need to know”
✓ What RACE stands for
✓ Where and what the evacuation plan is for your department/unit
✓ What “Code RED” is throughout the hospital?
✓ The word that helps you remember how to use a fire extinguisher

Should a FIRE occur – respond by using R.A.C.E.

R
ESCUE or relocate endangered people to a safe place

A
CTIVATE the fire alarm system and call x4-5555 for Upstate Medical University (UMU) and Upstate University Hospital (UUH); for leased properties call 9-911, for Upstate University Hospital Community Campus (UUHCC) ACTIVATE the fire alarm and call 492-5011.
1. Give fire location
2. STAY ON THE PHONE – DO NOT HANG UP

C
ONTAIN fire by closing ALL doors and any open windows
1. DO NOT turn off oxygen unless told to – note Oxygen Shut Off valve locations
2. Unplug any appliances – touch the cord only – if equipment appears to be overheating/ smoking

E
VACUATE or extinguish
1. Evacuate the area as quickly as possible
2. Extinguish the flames with extinguisher if trained and the fire has not left its source.

I. DEPARTMENT EMPLOYEE RESPONSIBILITIES
A. Know location of fire extinguishers
B. Know when to use a fire extinguisher
C. Don’t fight a fire unless:
   1. YOU HAVE BEEN TRAINED IN THE USE OF A PORTABLE FIRE EXTINGUISHER.
   2. You activate the fire alarm system FIRST
   3. You use a buddy system
   4. The fire is SMALL and has not left its source
   5. You can GET OUT FAST
   6. You won’t be trapped, make sure the fire is NOT between you and your exit
   7. You have the CORRECT extinguisher
   8. Test the fire extinguisher to ensure it works, PRIOR to attacking the fire
9. If ONE (1) extinguisher doesn’t put out flames – EVACUATE
10. Stay low and avoid smoke
D. “At the UUH and UMU Campus contact the Fire Marshal to provide information about the fire incident and to obtain a replacement fire extinguisher(s), (**for leased properties – i.e. UHCC, 550 Harrison/Harrison Center, Wide Waters, and other leased properties - contact the property/building manager to replace fire extinguishers).
E. At the UUHCC contact the Manager of Plant Operation or designee to provide information about the fire incident and to obtain a replacement fire extinguishers.

II. TO OPERATE AN EXTINGUISHER

III. FIRE ANNOUNCEMENTS
A. CODE RED:
   1. Tells you a fire alarm has been activated. The operator will announce on the public address system the building and location of the alarm activation.
   2. Each department and nursing unit
      a. Close ALL doors that are open (patients, service room, fire, and smoke doors)
      b. Close ALL windows
      c. Clear hallway of ALL equipment
      d. Check EXIT areas for clear path
      e. Turn on hallway lights
      f. Tell visitors to stay in patient’s room or visiting areas
      g. Listen for additional announcements

B. ALL CLEAR
   1. Tells you fire alarm is over
   2. Resume normal activity

C. PUBLIC ADDRESS SYSTEM
   1. Tells you to EVACUATE patient care area
2. This announcement is stated THREE times
3. Tells you the location to be evacuated
4. WALK to the nearest exit
5. Fire Department will direct and supervise elevator use ONLY
6. Supervisor in Charge:
   a. Check that ALL staff, visitors, and patients have been evacuated
   b. Advise University Police Department and Fire Department of any
      patients, staff, or visitors that are unaccounted for

IV. FIRE EVACUATION PLAN
   A. Evacuation Procedures are put into action by:
      1. Registered Nurse in Charge
      2. Hospital Administration
      3. Fire Marshall at UUH and UMU Campus/Manager of Plant Operations or
         designee at UUHCC Campus"
      4. Chief of University Police Department or designee for both campuses”.
      5. Fire Department
   B. Is located on the wall of each unit/floor
   C. Includes the location of fire extinguishers
   D. Includes fire alarm pull stations
   E. Shut off OXYGEN in patient rooms:
      1. In the event of a fire in a location with oxygen in use, do the following:
         a. If the oxygen administration device is not in danger of catching fire
            then the oxygen flow should be interrupted by removing the device
            from the wall outlet.
         b. If the oxygen device is in danger of catching fire, remove device from
            the wall.
         c. If the oxygen device is on fire, the zone valve supplying the room
            should be shut off. NOTE: the person closing the zone valve should be
            aware that this will interrupt oxygen to the entire unit supplied by
            the zone valve.
         d. The zone valve can be shut off by RT or Charge RN in conjunction
            with Plant Operations Community Campus (CC) or HVAC
            Downtown Campus (DT).
         e. The Respiratory Therapy department should be contacted any time
            these situations occur.
   F. Respiratory Therapy will send therapist to the area of alarm if it is a patient care
      area
   G. Evacuation Routes
      1. Will depend on fire location
      2. FIRST: Move patients to safe area, behind fire doors - stay on the same floor
      3. SECOND: Move down one flight of stairs, unless told to go to another floor
      4. Always use the stairs – unless told by Fire Department

Know Your Department’s Evacuation Plan
V. **LARGE SCALE PATIENT EVACUATION GUIDELINES**

A. Evacuation Procedures are put into action by the Incident Command System (ICS).

1. Authority to evacuate the entire facility is given to the designated Incident Commander.
2. Authority to relocate a unit to a safe area is given to the Person in Charge of the unit or department.
3. All patients and staff return to their unit/department during an evacuation.
4. Employees may not leave the premises without checking in with the Department Manager or Person in Charge of the Department.
5. Visitors and vendors will be directed to the nearest exit and asked to evacuate the facility.
   a. A visitor or vendor may remain on site at the decision of the person in charge of the unit/department.
6. Patients/staff/visitors in the most danger should be moved first, followed by (in order):
   a. Ambulatory and wheelchair patients
   b. Then bed ridden patients
   c. Then patients connected to life-saving devices
7. Remember to take patient charts and medications
8. Notify fire department if assistance is needed evacuating
9. A designated staff person should stay with the patients once they reach a safe place.
GENERAL SECURITY

“What you need to know”
✓ When to wear your employee identification badge
✓ How to report suspicious activities
✓ How to report patients who have an Order of Protection
✓ How to request a Personal Safety Escort

Our University Police Department Staff is trained and knowledgeable in protect staff, patients, and visitors

I. INDIVIDUAL RESPONSIBILITIES
   A. Wear employee identification badge at all times while on Upstate property, includes owned and leased areas.
   B. Report unauthorized persons (no ID/badge)
   C. Report suspicious activities
      1. Include a brief description of suspicious activity
      2. Include detailed description of person
      3. Include location

II. REPORT ACCIDENTS AND INJURIES
   A. Involving visitors, students, and employees

III. EMERGENCY SITUATIONS
   A. Cooperate with University Police Department Staff
   B. Examples:
      1. Disaster Drills
      2. Fire Alarms

IV. ORDER OF PROTECTION
   A. If patient indicates that a Order of Protection is in place, get a copy
   B. Copies go in Medical Record and to University Police Department
   C. Provide University Police Department a copy of the Order and photograph whenever possible.

V. PERSONAL SAFETY ESCORTS
   A. Call University Police Department for Safety Escorts to any place on Campus.
   B. Escorts are provided 24 hours a day, 7 days a week.
HAZARDOUS MATERIALS & WASTE

“What you need to know”

✓ What to do if a hazardous material is spilled in your work area
✓ How to properly dispose of Regulated Medical Waste (RMW)

I. HAZARDOUS MATERIALS SPILLS

A. Services to be contacted in case of a spill:
   1. Blood –
      a. Downtown Campus: Call Environmental Services at x4-6576
      b. Community Campus: Call Environmental Services at 492-5994
   2. Chemicals –
      a. Downtown Campus: Call Environmental Health and Safety at x4-5782
         Nights and weekends: Call University Police Department at x4-4000
      b. Community Campus: Call Environmental Services at 492-5994
   3. Radioactive Materials –
      a. Downtown Campus: Call Radiation Safety at x4-6510
      b. Community Campus: Call Radiology at 492-5015 or 492-5526
   4. Persons exposed to hazardous spills are to be directed to the Emergency
      Department with the applicable Safety Data sheet (SDS), which are
      available on from the iPage ➔ click the Policies & Forms icon ➔ click the
      Safety Data Sheets (SDS) link in the column to the left of the page

B. Hazardous Material (HAZMAT) spills that cannot be contained require:
   1. Remove persons from the spill danger and notify others in the area to leave.
   2. Notify-
      a. Downtown Campus: Call Environmental Health and Safety at x4-5782
         Nights and weekends: Call University Police Department at x4-4000
      b. Community Campus: Call Public Safety of the incident at 492-5511 &
         Environmental Services at 492-5994 any time
      c. Give your name, exact location of the spill, and the type of spill, if
         known
II. REGULATED MEDICATION WASTE DISPOSAL

A. Regulated Medications are drugs that are toxic to the environment if they are not handled and disposed of properly. When used as prescribed, these drugs do not pose a risk for the nurse or patient. When they go un-used, or partially used, they must be handled differently than non-regulated medications.

1. You will receive a notification in Pyxis of any drug oral or intravenous that is considered a regulated medication.

2. These drugs will also be labeled as such by the Pharmacy. ORAL MEDS BLACK BUCKET WASTE

3. Waste (any partially used or un-used regulated medication) will be disposed of in a labeled black bucket that will be located in the dirty utility rooms on each unit. At the Community Campus, the labeled black bucket is located in the Pharmacy department.

4. If you have any questions regarding regulated medication collection and disposal, please contact Environmental Health and Safety at 4-5782. At the Community Campus, contact Pharmacy at 492-5503 or Environmental Services at 492-5064.
HOSPITAL EVACUATION PLAN

“What you need to know”
✔ How to be prepared for an evacuation of a patient care area.
✔ Procedures for moving patients off the unit.

I. UNIVERSITY HOSPITAL’S EMERGENCY EVACUATION PLAN
   A. In the event that the hospital needs to be evacuated, the decision to evacuate all or a section of the hospital will be managed through Incident Command.
   B. The goal of the evacuation plan is the safety and protection of patients and staff.

II. STAFF ROLES AND RESPONSIBILITIES FOR EVACUATION
   A. Be aware of the designated horizontal staging and evacuation plans:
      1. Information is also listed behind department specific tab in unit disaster plan.
   B. Be familiar with evacuation equipment that is available:
      1. Know the location where the equipment is stored. (See DIS M-40 for exact locations)
   C. Check with your supervisor regarding responsibilities at time of evacuation:
      1. Non-admitted patients and visitors may be sent home
      2. Unassigned staff will report to the Labor Pool
      3. Unit Specific Worksheet DIS R-01 will be completed by Charge RN
      4. Patients will be categorized for evacuation by color code based on acuity and transportation needs.
      5. Do not use elevators unless directed by emergency response personnel.

III. WHEN MOVING A PATIENT
   A. Include medical record, including Medical Administration Record (MAR)
   B. Keep patient in their own bed if they require this type of transport
   C. Move personal possessions
   D. Ensure the patient’s ID band matches the patient, the medical record, and the MAR
   E. Move only equipment that is necessary to sustain patient
   F. Once off the clinical unit, roster check all patients

Remember: Incident Command will direct all aspects of the evacuation

**Employees not physically located at University Hospital Downtown or Community Campuses should check with their managers to determine the building specific evacuation plan**
INFECTION CONTROL

“What you need to know”
✓ What guideline do we follow for hand hygiene
✓ When you should wash your hands
✓ When is it OK to use an alcohol-based waterless hand sanitizer to clean hands
✓ What the Blood Borne Pathogen Standard is
✓ What kind of protective clothing you wear if you are handling blood
✓ Where you put used sharps and needles
✓ What Biohazard Symbols are
✓ What you do if you have a blood or body fluid exposure
✓ Where you can give feedback on safety devices used at University Hospital
✓ What is Standard Precautions
✓ What are Transmission-Based Precautions
✓ What kind of mask is required to enter an airborne precaution room
✓ What kind of mask is required for care of a patient on droplet precautions
✓ What Clostridium Difficile diarrhea is
✓ What Tuberculosis (TB) is

HAND HYGIENE is one of the most effective ways to reduce the number of Hospital – Associated Infections

I. HAND HYGIENE
   A. Upstate University Hospital follows the Centers for Disease Control and Prevention Guideline for Hand Hygiene in Health-Care Settings

II. YOU SHOULD WASH YOUR HANDS
   A. Before and after giving care to a patient (touching patient or environment)
   B. Before and after eating
   C. After removing gloves
   D. After sneezing, coughing, or using the bathroom

III. HAND WASHING SKILL
   A. Wet hands with warm water
   B. Apply soap
   C. Wash hands using friction
   D. Wash for at least 15 - 20 seconds
   E. Dry thoroughly

IV. ALCOHOL-BASED WATERLESS HAND SANITIZERS
   A. Use only if hands are not visibly soiled
   B. Dispense gel/foam into palm of hand

Washing your hands properly takes as long as singing the “Happy Birthday” song twice
V. EMPLOYEES WHO ARE REQUIRED TO WEAR GLOVES
   A. Artificial nails are not acceptable – anything that is not your natural nail
   B. Nail polish must be in good repair
   C. Natural nails should be short
   D. Refer to Hand Hygiene Policy/Procedure (Policy IC D-01/Infection Control Manual)

VI. THE BLOOD BORNE PATHOGEN STANDARD

   Questions on this training? 24/7 call 464-7233 (SAFE)
   A. The Blood Borne Pathogen Standard was established to protect health care workers. It was developed to make Health Care Workers (HCWs) aware of the risks of getting hepatitis and AIDS at work and to identify safe work practices that prevent the spread of these blood borne viruses.
   B. Staff are encouraged to review:
      1. Exposure Control Plan, Section G, go to Infection Control Policies at www.upstate.edu/intra/policy
   C. Methods of Compliance:
      1. Standard Precautions (hand hygiene, use of barriers)
      2. Engineering and Work Practice Controls (e.g. safety devices, working sinks, labeling with biohazard symbol or color red to identify contamination and need for barrier use)
      3. Personal Protective Equipment - PPE (determine exposure potential; needed barriers)
      4. Environmental Cleaning (blood spills, decontaminating patient equipment)
   D. Exposure Control Plan (ECP) 1910.1030(c):
      1. The ECP must include:
         a. Downtown- List of currently available products at Upstate that reduce/eliminate exposure (e.g. safety devices), go to: http://www.upstate.edu/ehs/intra/biosafety.php (listed under Risk Assessment Tools).
         b. Community-list of currently available products that reduce/eliminate exposures (e.g. safety devices) is available through General Stores.
         c. Annual documentation of consideration and implementation of safer medical devices
         d. Mechanism for solicitation of input from non-managerial employees (representative sample of staff responsible for direct patient care) for evaluation process for new devices
   E. Compliance with ECP:
      1. Safe Medical Device Evaluation Subcommittee:
         a. Assess current sharps safety/exposure prevention
         b. Make recommendations for new devices
         c. Review data to evaluate effectiveness of safety devices in use
2. **Evaluation of safe medical device(s) process will include:**
   a. The solicitation of non-managerial staff by direct handling of the device and submission of a written evaluation during new product evaluations
   b. Feedback will be encouraged from all staff on current device use and recommendations for new products
   c. Print and complete Safety Medical Device Survey Form at [http://www.upstate.edu/ehs/intra/biosafety.php](http://www.upstate.edu/ehs/intra/biosafety.php) (listed under Risk Assessment Tools). Return forms to your Infection Control Department:
      - Downtown: Jacobson Hall, Rm. 506
      - Community Campus: Rm. 400

**VII. BLOOD-BORNE DISEASES**

A. Diseases carried in blood and body fluids

B. Types:
   1. Hepatitis B – vaccine available – free to health care workers
   2. Hepatitis C – no vaccine available
   3. HIV – no vaccine available

C. You can get a Blood-Borne Disease by:
   1. Sexual contact
   2. Women to infant during birth process and breast feeding
   3. Sharing needles among IV drug users
   4. Transfusions of infected blood products
   5. Needle sticks with infected blood
   6. Infected blood contact to mucus membranes or non-intact skin

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**Staff with occupational exposure to blood and body fluids should be vaccinated for Hepatitis B. Available free-of-charge in the Employee Health Office.**

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**VIII. EXPOSURE TO BLOOD/BODY FLUIDS**

A. Intact skin – (no breaks in skin)
   1. Wash area with soap and water
   2. This is not a blood/body fluid exposure

B. Non-intact skin – (breaks in skin)
   1. Wash area with soap and water and report injury

C. Needle Sticks and other sharps injuries
   1. Wash area with soap and water and report injury

D. Splashes to mucus membranes of eyes, nose, or mouth
   1. Flush/rinse area with water and report injury
   2. Large volume splash – report to Emergency Department for eye irrigation
IX. REPORTING BLOOD/BODY FLUID EXPOSURES
A. Monday through Friday, 7:30AM to 4PM contact your Employee/Student Health Office - Downtown: 464-4260; Community Campus: 492-5624
B. All other times, weekends and holidays - report to your Emergency Department for evaluation and care.
C. Refer to Management of Employee Exposure to Communicable Diseases -Policy IC E-01

X. REPORTING COMMUNICABLE DISEASE EXPOSURES
A. Report the exposure (e.g. chickenpox, measles, scabies, tuberculosis, influenza, pertussis, gastrointestinal illness) to:
   1. Monday through Friday, 7:30AM to 4PM contact your Employee Health Office – Downtown: 464-4260; Community Campus: 492-5624
   2. All other times, weekends and holidays contact the Administrative Supervisor - Downtown: call hospital operator/by Vocera @ 464-1400; Community Campus: call hospital operator at 492-5011
   3. Refer to Management of Employee Exposure to Communicable Diseases- Policy IC E-01

XI. BIOHAZARD SYMBOLS
A. This symbol tells staff that something has blood/body fluid on it that could be harmful to them – contaminated
B. The color RED is another signal for contamination with blood/body fluids (e.g. instrument bin.)

XII. STANDARD PRECAUTIONS
A. Infection prevention practices are used to protect both the healthcare worker and the patient
B. Applies to all patients for handling blood & body fluids, excretions and secretions
C. Include the use of hand hygiene and personal protective equipment (PPE)
D. Basic Barrier Precautions includes:
   1. Gloves
   2. Gowns
   3. Masks/attached visor
   4. Protective eyewear
E. Use a resuscitation mask/ambu bag if your patient can't breathe
F. Sharps and needles are placed in special containers; staff using sharps should:
   1. Avoid using needles or sharps whenever possible
   2. Use safety devices whenever possible (safety butterflies, safety IV catheters, safety lancets, etc.)
   3. Use transfer devices for filling blood tubes directly
   4. Plan for sharps disposal before starting a procedure
   5. Never use bed/stretcher as a work surface /potential for loose needles in linen places workers at risk
   6. **NEVER** recap used needles
G. Soiled or dirty linen is placed in a plastic bag for transport to laundry
H. Body waste is discarded into hopper or toilet: if chance of splashing, wear eye protection/masks.
I. If soiled with blood/body fluids, reusable equipment is surface wiped down with hospital-approved germicide wipes and then placed in dirty utility/soiled staging area for pick-up.
J. Spills: wipe up gross material with paper towels, and then clean area with a hospital-approved germicide. Clean spills immediately.
   1. Wear gloves
   2. Watch for sharps
   3. Large spill clean-up:
      a. Flood large spills with germicide before wiping up
      b. Downtown- Vocera “housekeeping supervisor” @ 464-1400
         Community Campus- call Environmental Services at 492-5994 or use beeper *2960
K. Empty trash carefully, holding it away from your body, never push trash down with your hand or foot

XIII. EQUIPMENT CLEANING
   A. Refer to Policy CM C-22 Patient Care Equipment Cleaning
      1. follow manufacturer's recommendation for product use
      2. Staff are responsible to know contact time for the product in use

XIV. TRANSMISSION-BASED PRECAUTIONS (USED IN ADDITION TO STANDARD PRECAUTIONS)
   A. Airborne Precautions
      1. Required for small particle sized bacteria and some viral illnesses that remain in the air
      2. Policy Requires:
         a. Negative pressure room (special ventilation) – door closed
         b. N-95 particulate respirator mask must be used by healthcare worker entering room. Staff must be fit-tested to wear this mask.
         c. Remove mask after leaving room and perform hand hygiene
   B. Droplet Precautions
      1. Required for germs that travel short distances in large droplets to make contact with mucus membranes of eyes, nose or mouth
      2. Policy Requires:
         a. Private Room
         b. Ear-loop surgical mask for everyone entering room
         c. Remove mask and perform hand hygiene when leaving room
   C. Contact Precautions
      1. Required for touching patient and patient environment
      2. Policy Requires:
         a. Wear gloves and gown when entering room
         b. Patient care equipment is kept in room and not shared
c. Remove gloves, gown and wash hands when leaving room

D. Contact Precautions PLUS
   1. Required for touching patient and patient environment for patients with Clostridium difficile (C-diff) diarrhea
   2. Policy Requires:
      a. Do not use waterless products for hand hygiene
      b. Antimicrobial soap and water hand wash for all patient care
      c. Enhanced cleaning procedure using dilute bleach solution
      d. Substitute bleach-based germicidal wipes in patient room for routine cleaning
      e. Wear gloves and gown when entering room
      f. Patient care equipment is kept in room and not shared
      g. Remove gloves, gown and wash hands when leaving room
      h. Call Environmental Services (ES) to disinfect and clean any floor contamination

E. Special Precautions for Creutzfeldt-Jakob Disease (CJD)
   1. Rapidly progressive neurological disease
   2. Prion protein is causative agent
   3. Refer to Guidelines for the Care of Patients with Known or Suspected Prion Diseases (Policy CM P-58) for:
      a. Notification to Infection Control for suspect or confirmed case
      b. Infective material
      c. Handling of items in contact with infective material/tissues
      d. Labeling for laboratory specimens
      e. Post-mortem care
   4. Refer to Guidelines for Care of Patients with Known or Suspected Prion Disease in the OR (PROC CM P-58A) for:
      a. Scheduling brain biopsies
      b. Precautions specific to the OR
      c. Room decontamination/cleaning
      d. Potential CJD exposure in the OR

XV. Clostridium Difficile (C. diff) Diarrhea
   a. Spore-forming, gram positive bacteria
   b. Produces toxin A and toxin B
   c. Spreads by: fecal-oral transmission; from a contaminated environment (surfaces); person-to-person contact; unwashed hands of healthcare personnel
   d. Infected person sheds bacteria to their surrounding environment
   e. Inactive spores can survive on surfaces for long periods of time if not cleaned and disinfected
   f. Associated with antibiotic use and other medications that disrupt normal intestinal flora
   g. Refer to Infection Control Policies:
TUBERCULOSIS

B. Disease spread by inhaling small particle sized bacteria that can remain in the air
C. Tuberculosis (TB) is an airborne disease
D. People at Risk for TB:
   1. Elderly
   2. Prison inmates
   3. People with a chronic illness – e.g. diabetes
   4. People whose immune systems are lowered by certain medications/chemotherapy or diseases like HIV/AIDS
   5. Alcoholics, people with poor nutrition, IV drug users
   6. People from countries with a high rate of TB
   7. Homeless
E. TB Control Measures
   1. Rapid identification, diagnosis, and treatment of those likely to have TB
   2. Medical clearance and mask fit testing required via Employee Health Office
   3. Educating, training, and counseling health care workers (HCW) about TB
   4. Yearly TB testing of HCW
INSTITUTIONAL COMPLIANCE

“What you need to know”

✔ The definition of compliance
✔ When compliance is your responsibility
✔ Where to get additional information about compliance
✔ How to contact the Compliance Office

I. WHAT COMPLIANCE IS
A. Compliance means “doing the right thing,” both legally and ethically, by following all local, State and Federal laws, regulations, policies, contracts and professional standards that govern our daily business activities.
B. The Institutional Compliance program is intended to promote adherence to applicable rules and regulations and prevention of fraud, waste and abuse through education, monitoring, and corrective action that supports the mission, philosophy, and values of Upstate Medical University.
C. Basically: No Lying, No Cheating, No Stealing

II. WHEN COMPLIANCE IS YOUR RESPONSIBILITY
A. Always! In order to maintain the status of the institution as a reliable, honest, trustworthy health care provider, all persons associated with Upstate Medical University have an obligation to report, without fear of retaliation, known or suspected:
   1. Fraud
   2. Abuse
   3. Waste
   4. Improper, illegal, or unethical activities

III. WHY WE HAVE A CODE OF CONDUCT
A. The Code of Conduct outlines measures whereby persons associated with Upstate Medical University are obligated to conduct themselves at the highest level of professional and ethical standards.

IV. WHERE YOU CAN OBTAIN MORE INFORMATION ABOUT COMPLIANCE
A. Go to: www.upstate.edu/compliance, information available includes:
   1. Compliance Plan
   2. Code of Conduct
   3. Contact Information
   4. Whistleblower Protection
   5. Reference Materials
   6. Training Materials
   7. Healthcare Fraud & Abuse

V. HOW YOU CONTACT THE COMPLIANCE OFFICE
A. You can use any one of the following methods:
   1. Anonymous Hotline: 464-6444; Fax: 464-4342
   2. Compliance Office: 464-4343
   3. E-Mail: noyesda@upstate.edu
   4. Institutional Compliance Officer, Hospital Affairs, 750 E. Adams St., CAB Rm. 330, Syracuse, NY 13210
INTERPRETER SERVICES:
NON-ENGLISH SPEAKING OR DEAF PATIENTS/FAMILIES

“What you need to know”
✓ What interpreter services are available and how to access.

I. INTERPRETER SERVICES:
   A. Upon entry into the system, the patient will be assessed for the ability to speak and understand English, and their literacy level for reading printed materials. Use interpreter services phones, video interpreting, or in person interpreters when needed, there are picture aids and translated materials available on the Upstate Patient Education Website.
   B. Interpreting is a service paid for by the hospital and is free to patients. It is the decision of the healthcare professionals to decide type of services needed (phone, video, live). Consider the use of phones when possible if the patient can hear and speak.
   C. Please do not require, suggest, or encourage the use of staff, friends, minor children, or family members to act as an interpreter.
   D. Though discouraged, patients do have the right to refuse hospital interpreter services and this must be documented in the medical record.
   E. Documentation must be done for each patient interaction, by phone or live, that is done with a language or sign interpreter including: Patient Name, MR #, Interpreter Agency, Interpreter Name, Time started (Hour: Minutes), Time ended (Hour: Minutes).

II. PHONE VENDORS ARE AVAILABLE 24/7 FOR LANGUAGE INTERPRETATION:
   A. Phones give immediate access to a language interpreter. They can be used for medical professional and patient/family interactions, reminder phone calls, follow-up calls and conference calls, and to identify a patient’s primary language. Phone vendor information is available on the patient education website at http://www.upstate.edu/pated/intra/document/interpreter_program.pdf

III. LIVE LANGUAGE AND SIGN INTERPRETERS ARE AVAILABLE BY REQUEST FOR PATIENTS UNABLE TO HEAR OR SPEAK OR IF MEDICALLY INDICATED:
   A. Call the Interpreter Hotline @ (315) 464-1454 to set up an appointment if there is greater than 48 hours advance notice. We ask that all in person interpreter requests, interpreter complaints, or issues of any kind are entered into the Self Serve/Application /Interpreter system.

IV. VIDEO REMOTE INTERPRETING FOR LANGUAGE AND AMERICAN SIGN
   A. Call or email Sue Badman at badmans@upstate.edu or call the Interpreter Line @ (315) 464-1454 for questions about VRI. Two laptop devices are available in the Emergency Dept. Downtown and one at the Community Campus Emergency Dept and one in the
Upstate Pediatric and Adolescence Clinic at UHCC. One page directions are on the devices (laptop with microphone, speaker, and webcam) and on the Interpreter website.

V. ADDITIONAL INFORMATION:
   A. Website: http://www.upstate.edu/pated/multiculture/interpreter.php
   B. Questions/Concerns: Contact Sue Badman, 464-6175 or badmans@upstate.edu
LATEX SENSITIVITY/ALLERGY

“What you need to know”
✓ What is a latex allergy
✓ What are the signs and symptoms
✓ Who is at risk

I. WHAT IS LATEX ALLERGY
   A. A reaction resulting from contact with the latex containing products. This allergic response occurs after developing sensitivity to the natural rubber protein in latex.

II. METHODS OF EXPOSURE
   A. Direct contact with skin or mucous membranes
   B. Breathing or coming in contact with airborne particles

III. REACTIONS:
   A. Contact with skin:
      1. Rash (non-itch)
      2. Dermatitis
      3. Urticaria (itch)
      4. Flushing (red skin)
   B. Airborne:
      1. Bronchospasm (difficulty breathing)
      2. Nasal itching
      3. Conjunctivitis (tearing/eye irritation)
      4. Sneezing
      5. Asthma/Wheezing
      6. Dyspnea (shortness of breath)
   C. Systemic:
      1. Hypotension (low blood pressure)
      2. Tachycardia (racing heart)
      3. Nausea/vomiting/diarrhea-abdominal cramping
      4. Anaphylactic shock

IV. PATIENTS AND EMPLOYEES AT RISK:
   A. People with frequent exposure, patients and Health Care Workers
   B. Patients who have had multiple hospitalizations and or surgeries
   C. Individuals with a history of allergic reactions particularly severe reactions
   D. Individuals with food allergies, specifically kiwi, banana, avocado, or chestnuts
   E. Individuals with a history of positive latex testing
V. PROCEDURES AND RESPONSIBILITIES:

A. Patient Care:
   1. Initial patient assessment must include an inquiry about latex allergy.
   2. The patient with a latex allergy will be identified by a yellow wristband.
   3. General Stores maintain latex free gloves and equipment for latex sensitive patients and staff. If a question remains about a product’s safety, General Stores will research the product content through the manufacturer.
   4. Central Services provides latex free gloves and equipment for latex sensitive patients and staff and will research product safety profile upon request.

B. Employee Care:
   1. Pre-employment assessment includes latex allergy evaluation. Guidelines and education are provided if a latex allergy is identified.
   2. Employees need to notify their supervisor of a latex allergy.
   3. If an employee develops symptoms of allergy and latex reaction is suspected, the employee should report to Employee Health.
   4. If an employee develops severe symptoms or breathing problems and latex allergy reaction is suspected, the employee should report to the Emergency Department for immediate care.
   5. Use of powder free gloves may be recommended to minimize powder sensitivity, often mistaken for latex sensitivity.
   6. White glove liners are also available for employees with non-latex glove contact irritation.
   7. If symptoms of allergic response persist, latex testing may be indicated by a primary care provider, dermatologist, or allergist.
   8. After diagnosis, the employee should avoid all latex/rubber products.
   9. For general patient care, latex free vinyl exam gloves and latex free nitrile gloves are supplied from General Stores and Central Services.
MEDICAL EQUIPMENT

“What you need to know”

✓ How to get immediate assistance with equipment that is broken and/or possibly dangerous
✓ How to use medical equipment in your area safely

I. ELECTRICAL EQUIPMENT RESTRICTIONS

A. Electrical equipment that comes in direct contact with patients or is used in a patient environment must have a GROUNDED (three-wire cord AND three-prong plug) or be UL approved double insulated.

B. The following items are NOT allowed in the vicinity of patients:
   1. Three-to-Two prong adaptors (“Cheater” plugs).
   2. Extension cords that do not have hospital grade plugs and receptacles.
   3. Power strips that do not have hospital grade plugs, receptacles and inline fuse

II. THE CLINICAL ENGINEERING DEPARTMENT PROVIDES THE FOLLOWING SERVICES RELATED TO CLINICAL EQUIPMENT

A. Safety inspection and performance verification of electrical/electronic medical equipment.

B. Safety inspection and performance verification of electrical/electronic rental, loaner, and patient provided medical equipment. (Respiratory Therapy inspects CPAP devices.)

C. Maintenance of hospital owned electrical/electronic medical equipment.

D. Over sight of vendor services related to maintenance and inspection of electrical/electronic medical equipment.

E. Medical equipment ordered by physicians must be inspected by Clinical Engineering

III. DANGEROUS, MALFUNCTIONING OR BROKEN (POSSIBLY DEFECTIVE) MEDICAL EQUIPMENT

A. Report failures to the Clinical Engineering Department
   1. At the Downtown Campus
      a. Call Clinical Engineering at x4-6067 immediately for ALL cases
   2. At the Community Campus:
      a. Submit an online Service Request from the Community Campus Home Page.
      b. Call 5067 or have Operator radio page On Call Tech. for emergency service
Clinical Engineering Off-Hours support is available on an on-call basis for emergencies with patient care equipment.

Physical Plant is available 24-hours/day for facility/utility problems that are or might be impacting medical equipment performance.

B. Potentially defective equipment must be removed from patient vicinity immediately unless it is life sustaining and capable of continuing to function and NO alternative is available.

C. Potentially defective equipment should be labeled with a Red “DO NOT USE” Tag with the following information:
   1. Name of reporting person
   2. Date
   3. Time
   4. Location where problem occurred
   5. Description of problem

D. Technical groups, including Clinical Engineering, Operating Room, Medical Imaging, and Pharmacy, are responsible for procuring back up equipment, as required, by obtaining loaner equipment from suppliers or other hospitals.

E. Purchase of new or replacement equipment will be through the Purchasing Department following established procedures.

IV. ROUTINE MEDICAL EQUIPMENT PROCEDURES AND CHECK

A. Each Department is responsible for their unit-owned equipment

B. Departments needing interim replacement equipment will be responsible to identify spare equipment from other Departments.

C. Pre-use and daily checks of all equipment should occur according to unit policies (example: daily defibrillator checks)

D. Spare accessories should be available and located in a common area for staff

V. BATTERY-POWERED EQUIPMENT

A. Keep plugged in when NOT in use, if device has rechargeable batteries

B. Make sure battery is charging DAILY (example: defibrillator, transport monitors, vital sign monitors)

C. Battery rotation system and documentation is the responsibility of the user department

VI. INSPECT ALL EQUIPMENT FOR:

A. Broken or damaged plugs (bent pins, cracked plug, burn marks, melting, etc)

B. Frayed line cords, exposed wires

C. Abnormal operation including failure of any indicator lights or other alarm

D. Obvious physical damage (cracks, dents, missing pieces/knobs)

E. Overheating/sparks

F. Burning odor
VII. EQUIPMENT CRITICAL TO PATIENT AND/OR SAFETY  
   A. The Clinical Department identifies equipment that is necessary for patient life and/or safety, along with sources of back up equipment and alternate treatment procedures, to be used if that equipment is unavailable for use.

VIII. EQUIPMENT-RELATED INCIDENTS  
   A. Attempt to identify if equipment has malfunctioned or if user error was involved  
   B. Equipment and ALL accessories involved in incidents are to be removed from the patient vicinity and preserved with all settings, connections, and supplies intact  
   C. When an Incident or Medication error occurs, an Occurrence Report must be initiated that includes unique equipment identification (Control or Serial Number) and an equipment repair work order should be initiated as soon as possible following the event.

IX. NON-HOSPITAL OWNED EQUIPMENT  
   A. Equipment used in patient care or in the patient vicinity, whether leased, rented, borrowed or on loan as a demo, is subject to the same controls, testing, and management as described above and in Hospital Administration and Clinical Policies
MISSING OF AN INFANT/CHILD OR PATIENT

“What you need to know”
✓ Staff actions in the event of a missing child
✓ What the page “Code Amber” means
✓ What the page “Code Grey” means

I. SITE OF MISSING OR ABDUCTED CHILD (UNDER AGE 19) REF. POLICY M-03

A. If an infant or child is discovered to be missing or abducted from a patient care unit, treatment, or visitor area, staff will perform the following actions:
   1. Staff call University Police (at UUH X44000 at UUH-Community x5511) to report ‘CODE AMBER’
      a. Report last known location of child
      b. A description of child (age, sex and race)
      c. Person last seen with child
      d. Direction of travel
      e. Any order of protection
      f. Any important medical information
   2. Staff then call Operator
      a. Give operator location from which abduction occurred
      b. Give operator age, sex and race of child
      c. Operator will overhead page ‘CODE AMBER’ and include descriptive information
   3. Remain at incident scene until released by responding Police or Administrative Supervisor
   4. Ensure that scene of incident remains untouched
   5. Make sure a staff member stays with the family of the abducted/missing person
   6. Close all doors
   7. Encourage patients and visitors to return or remain in respective rooms.
   8. Check all patients ID bracelets and visitor badges

II. ALL HOSPITAL STAFF – UPON HEARING ‘CODE AMBER’ OVERHEAD PAGE

1. Monitor hallways and stairway exits in the immediate area of your location
2. Standby exit doors leading out of the facility, or any public area such as the hospital lobby or cafeteria
3. Look for anything suspicious or out of the ordinary such as an individual carrying a large parcel or forcibly struggling with a child
4. Intervene if it safe to do so while having a co-worker or other individual call University Police (at UUH X44000 at UUH-Community x5511)
5. If unable to intervene, monitor the direction of the individual and contact UPD (at UUH X44000 at UUH-Community x5511).
6. Provide a description of the suspicious individual to include race, approximate age, clothing description, vehicle description, and plate number if applicable.
7. Further direction will be provided for all staff. When the situation is resolved, a ‘CODE AMBER ALL CLEAR’ will be announced. The NY ALERT system may be utilized during a Code Amber event to provide campus wide awareness and direction.
8. Incident Command may be activated in situations where child is not located.

III. SITE OF MISSING ADULT PATIENT (AGE 19 OR OLDER) REF. POLICY M-03
A. All patients will have a safety assessment in accordance with policy (CM D-03)
B. If a patient is assessed to be “High Risk” and is missing
   1. Staff call University Police (at UUH X44000 at UUH-Community x5511) to report
   2. Search surrounding area
   3. Report ‘CODE GREY’
      a. Report last known location of patient
      b. A description of patient (age, sex and race)
      c. Direction of travel
      d. Any order of protection
      e. Any important medical information
   4. Staff then call Operator
      a. Give operator location from which incident occurred
      b. Give operator age, sex and race of patient
      c. Operator will overhead page ‘CODE GREY’ and include descriptive information
   5. Remain at incident scene until released by responding Police or Administrative Supervisor
   6. Ensure that scene of incident remains untouched
   7. Make sure a staff member stays with the family of the missing person

IV. ALL HOSPITAL STAFF – UPON HEARING ‘CODE GREY’ OVERHEAD PAGE
1. Remain alert in your area of concern to missing patient event and description
2. If patient is seen, attempt to intervene and return patient to unit and/or contact UPD (at UUH X44000 at UUH-Community x5511) to provide location/direction of travel.
PATIENT ABUSE

“What you need to know”

✓ What to do if you suspect family violence
✓ The seven elements of abuse prevention for employees having interactions with patients on the Transitional Care Unit (TCU)

I. Abuse, Maltreatment, and Neglect can include:
   A. Physical Injuries
   B. Psychological Harm
   C. Sexual Abuse
   D. Starvation
   E. Lack of Supervision

II. Types of Abuse, Maltreatment, and Neglect
   A. Domestic Violence and/or Family Violence
   B. Child Abuse
   C. Elder Abuse
   D. Partner Abuse

III. Hospital Personnel are Required:
   A. If necessary – notify downtown University Police Department at x4-4000 and Community Campus University Police Department at 5511
   B. Refer to policy C-06 if patient is under age 18:
      1. Keep patient safe
      2. All suspected child abuse MUST be, by law, reported to Child Protective Services by mandated reporters that have knowledge of or suspect abuse.
      3. Social Work Department makes the Hotline call and completes documentation; other staff involved must be readily available to provide information directly to C.P.S. if requested.
   C. If patient is age 18 or older:
      1. Keep patient safe
      2. Notify attending physician of concerns
      3. Make a referral to the Social Worker assigned to that service
   D. Refer to policy V-11: Victim of Violence for additional information

IV. Orders of Protection, Trespassing, and Letters of Persona Non Grata
   A. Monitored by University Police Department
   B. If patient is under the age of 19 – obtain status of custody and access to the patient
   C. Place a copy of the order-of-protection in medical record
V. ELDER ABUSE: SEVEN ELEMENTS OF ABUSE PREVENTION

A. Employee Screening:
   1. Employees working in the Transitional Care Unit (TCU) will be screened for a history of abuse, neglect, or mistreatment of residents through a review of application documents and criminal background investigation before being appointed to the TCU.

B. Training Employees About:
   1. Dealing with difficult resident behaviors
   2. Reporting their knowledge of allegations of abuse
   3. Recognizing signs of burnout, frustration, and stress that may lead to abuse
   4. What constitutes abuse, neglect, and misappropriation of resident property

C. Prevention Programs:
   1. Encourage residents, families, and staff to report their concerns, incidents and grievances
   2. Provide feedback regarding the concerns that have been expressed
   3. Identify, correct, and intervene in situations in which abuse, neglect, and misappropriation of resident property are more likely to occur
   4. Local programs include:
      a. Onondaga County Adult Protective Services 315-435-2815
      b. Vera House 24-hour Crisis & Support Line 315-468-3260
      c. Onondaga County Department of Aging & Youth 315-435-2362

D. Identification of any situation, occurrence, pattern, or trend that may constitute abuse to determine the direction of the investigation, such as:
   1. Unexplained injuries, bruises, burns
   2. Excessive fear, agitation, anxiety, helplessness or depression
   3. Sudden inability to pay bills, buy food or personal items
   4. Isolation and withdrawal from people and activities
   5. Changes in appetite; unusual weight gain or loss
   6. Poor personal hygiene
   7. Unaware of personal finances
   8. Changes in behavior around family member/caregiver
   9. Unexpected changes in health
   10. Frequent use of emergency services
   11. Suicidal ideation, attempts
   12. Is mentally competent but is excluded from decisions regarding their own health, welfare, lifestyle, or finances
   13. Does not receive own mail; it is sent elsewhere
   14. Usually happens by people we the elderly love, trust and rely on (adult children, spouse/partner, grandchildren, family members, friends, neighbors)
   15. Physical abuse – inflict physical pain or injury; taking away basic needs
   16. Emotional abuse – causing mental pain through verbal or nonverbal acts
   17. Sexual abuse – sexual contact of any kind without consent
   18. Unfair Treatment – illegally taking money or property without approval
   19. Neglect – failure by those responsible to provide a safe environment including food, shelter, healthcare, emotional needs and protection
20. Abandoning an elder – by anyone who has assumed the responsibility of their care or custody

E. Aggressive Investigation of different types of incidents and reporting of the result to the proper authorities.
1. If suspicion of elderly abuse:
   a. Staff will immediately ensure the safety and protection of the elderly patient at the point they become aware of any concerns.
   b. Once the staff determines the patient is safe, the staff will contact the unit Medical Director, Administrator, Nursing Director/Manager, Administrative Supervisor or University Police @ 464-4000 or Community Campus 492-5511

F. Protection of residents from harm during an incident.
1. Do not harm
2. Treat elders with honesty, compassion and respect
3. Interest of the elder is the priority
4. Respect diversity
5. Involve the senior in their plan of care
6. Use family and informal support
7. In the absence of known wishes, act in the best interest of the elder
8. Recognize the elders right to make their own decisions
9. Understand your duty is to protect the safety of the vulnerable elderly

G. Reporting of substantiated incidents to the appropriate local/state/federal agencies and taking all necessary corrective actions depending on the result of the investigation
1. Report to the State nurse aide registry or licensing authorities any knowledge it has of any actions by a court of law which would indicate an employee is unfit for service
2. Analyze the occurrences to determine what changes are needed, if any, to policies and procedures to prevent further occurrences
3. If any incident, or suspicion of incident occurs, immediately contact the unit Medical Director, Administrator, Nursing Director/Manager, Administrative Supervisor or University Police @ 464-4000 or Community Campus 492-5511
4. Risk Management maintains documentation of events
5. If the elder abuse happens on a Psych Unit, staff is required to contact the Justice Center for the Protection of People with Special Needs Vulnerable Persons Central Register (VPCR) Hotline at 1-855-373-2122.
6. Reports involving Nursing Homes will be made to the DOH Nursing Home Hotline at 1-888-201-4563. The Hotline is staffed from 8:30 a.m. through 5:00 p.m. weekdays, and on-call personnel are available 7 days a week during non-office hours.

H. Reference Policy TCU E-01 Elder Abuse – Transitional Care Unit (TCU) for further details
PATIENT IDENTIFY THEFT PREVENTION  
(POLICY NUMBER: I-20)

“What you need to know”
✓ The identification requirements for patient registration
✓ Warning signs or “red flags” to watch for
✓ What to do if you believe a “red flag” has occurred or may be occurring

I. DEFINITIONS:
   A. **Medical Identity Theft**: When someone uses your personal information to collect money, prescription drugs, goods, or health services.
   B. **Red Flags**: Warning flags, patterns, practices, or specific activities that could indicate medical identity theft.

II. PATIENT REGISTRATION:
   A. If the patient has not been to the facility before, patient registration will request two forms of identification with matching information to verify the patient's identity.
   B. For any outpatient visits, patient registration will request two forms of identification with matching information to verify the patient’s identity.
   C. A patient account will be verified upon registration to uniquely identify the patient and will be used for any subsequent visits.

III. THE RED FLAGS GENERALLY FALL WITHIN ONE OF THE FOLLOWING FOUR CATEGORIES:
   A. **Suspicious Documents**: Documents provided for identification appear to have been altered or forged;
   B. **Suspicious Personal Identifying Information**: Information provided by the patient is not consistent with other personal identifying information maintained by the hospital.
      1. **Example**: there is a lack of correlation between the Patient Name, Insurance Identification, Social Security Number (SSN), and/or Date of Birth;
   C. **Suspicious or Unusual Use Information**: Records showing medical treatment that is inconsistent with a physical examination or with a medical history as reported by the patient
      1. **Example**: inconsistent blood type; and
   D. **Alerts from Others**: Complaint/inquiry from an individual (e.g. patient, identity theft victim, or law enforcement) based on receipt of:
      1. A bill for another individual
      2. A bill for a product or service that the patient denies receiving
      3. A bill from a health care provider that the patient never patronized
      4. A notice of insurance benefits (or Explanation of Benefits) for health services never received

IV. REPORTING:
   A. If there are any inconsistencies noticed with patient information or documents provided appear to be forged or altered, staff must immediately contact the Department Manager or designee to perform an investigation.
PATIENTS IN CUSTODY
(Practice Number: P-11)

“What you need to know”
✓ Inmates are cared for in multiple settings within University Hospital and ambulatory sites
✓ When working with or around inmates, how is it important to ensure a safe environment

I. CUSTODIAL OFFICER RESPONSIBILITIES
A. Custodial officer (CO) must remain in the room with the patient at all times.
B. CO may be stationed outside room on 7U while the room is locked, but must enter the room and remain at the bedside with staff.
C. For patients on non-secure units: restrain patients at all times according to agency policy unless there is a medical reason preventing it.
D. According to agency policy, determine if patient is allowed to make phone calls or have visitors- communicate this policy to bedside nurse.
E. When transporting to testing areas or other units, secure patient per agency policy
F. Provide patients with Styrofoam plates, safety utensils to eat meals; inspect trays per policy prior to patient getting the tray and upon removal.
G. For patients in ambulatory care areas: officers are to remain with patients AT ALL TIMES and patients should be secured with safety restraints. The only exception to this rule is medical contraindications, which must be documented in the medical record by, or on behalf of a physician. Agencies are expected to follow their normal policies and procedures in regards to patient security.

II. STAFF RESPONSIBILITIES
A. Ensure all patients admitted to floors other than 7U are coded “inmate patient” via the visitor restriction option; enter which agency the patient is from (i.e. DOCCS, Justice Center, etc.). Also add into the comments section, “Contact University Police for any visitation questions.”
B. Keep track of all supplies used in patient care areas.
C. Supplies and equipment taken INTO room are taken OUT.
D. DO NOT leave supplies and/or equipment unattended.
E. Maintain strict control of sharps and dispose of immediately outside of room.
F. Staff should lock supplies in a cabinet or room whenever available.
G. Do not hand any item to patients without first obtaining permission from the CO; this includes seemingly harmless items like gum, paper, etc.
H. NEVER agree to pass along information, make telephone calls, or mail items for patients.
I. DO NOT share personal information with patients or within their hearing.
J. Staff is responsible for maintaining STRICT control of their personal electronic devices and keeping them in their possession at all times. Patients are prohibited from having access to communication or electronic devices at all times.
K. Do not discuss discharge dates in front of patients until immediately prior to discharge. Follow-up appointments should never be discussed with or in front of patients. This is to avoid potentially harmful pre-planning on the part of the patient.
L. Ask CO about visitor policy; update Visitor Restriction in the patient’s EMR according to their instructions.
M. Staff will provide transportation to testing areas when the patient is properly secured and accompanied by the CO.
N. Promptly notify catering of the necessity for Styrofoam plates and safety utensils during meal times.

III. PATIENT RIGHTS
A. Patient’s in custody have the SAME RIGHTS as every other patient

IV. SAFETY MAY OVERRIDE CONFIDENTIALITY
A. All decisions related to appointment specifics and transportation are made by correctional facilities and not shared with patients. Any discussion from patients about these topics should be considered suspicious and should immediately be reported to the CO.
B. Any non-approved items in a patient’s possession are considered suspicious and should immediately be reported to the CO.
C. CO’s are bound to uphold confidentiality of the patient. Suspected violations of this legal obligation must be reported to University Police Department or 7U Unit Director.

V. HOSTAGE SITUATION
A. Initiate the alarm notification process: “Code Silver” has been designated as the alarm.
B. Notify University Police by calling ext. 464-4000 (Downtown Campus) or ext. 492-5511 (Community Campus) and give location.
C. Contain area and prepare for possible evacuation of patients.
D. Be ready to evacuate patients according to the instructions of University Police Department, Department of Corrections and Community Supervision (DOCCS).
E. For detailed information, see the Hostage Policy H-11.
PRIVACY AND SECURITY

“What you need to know”
✓ Who is responsible for protecting the confidentiality of patient information
✓ How to protect patient information

I. UNDERSTANDING YOUR RESPONSIBILITY
   A. All workforce members of Upstate Medical University have a responsibility to protect the privacy and security of all confidential patient information using appropriate safeguards to ensure the information is available when needed for patient care but protected from inappropriate use and disclosure.

II. PROTECTING PATIENT PRIVACY
   A. Only access patient information that is needed for your job – only the minimum amount necessary. Unauthorized access may result in serious penalties, up to and including termination of employment.
   B. Ask patients permission to discuss patient information in front of, or with, the patient’s family, friends, or visitors.
   C. LIMIT DISCUSSIONS of confidential information in public areas such as, for example, the cafeteria, elevators, and hallways and use reasonable safeguards to minimize chance others can overhear.
   D. Use reasonable safeguards when discussing information with a patient in a semi-private area, such as pulling the curtain between beds, closing the door to the room, asking the other patient’s visitors to step out of the room, speaking to the patient at the bedside using a lowered voice volume, and taking the patient to a private area if possible.
   E. Always verify that anyone requesting patient information is entitled to receive it for a permitted use
   F. Patient records or notes should be stored in a secure area and never left unattended. Dispose of confidential documents properly – SHRED paper containing patient information when no longer needed.
   G. Always check with your supervisor if you are unsure as to appropriate procedures for using, disclosing, safeguarding, storage, or disposal of any confidential patient information.
   H. Always verify the recipient’s fax numbers before sending paper fax correspondence and verify receipt by checking the transmittal report.
   I. Do not use a personal recording device to take pictures of patients.
   J. Do not post or discuss patient-related information on social networking sites even if the information cannot directly identify the patient
   K. Always verify the patient’s identity before providing him/her with copies of any patient information including, but not limited to, inpatient and ambulatory after visit and discharge summaries.
L. Inappropriate access, use and disclosure of an employee’s patient information is not tolerated and will result in serious consequences to the offender.

M. The protected health information of employees seeking care as a patient cannot be disclosed to the employee’s co-workers or supervisor without authorization of the employee.

N. Report anything you see or hear that could be a violation of patient privacy to the UUH Privacy Office at:
   1. Downtown Campus – Cynthia Nappa, 464-6135 or nappac@upstate.edu
   2. Community Campus – John Connor, 492-5090 or connorj@upstate.edu

III. SECURING ELECTRONIC PATIENT INFORMATION
A. Patients expect their confidential health information in our computer systems will be appropriately secured.

B. Computer safeguards to secure our information include:
   1. Protect your access by **NOT SHARING YOUR ACCOUNT AND/OR PASSWORD** with others. This includes not writing down or posting your computer access code or password on or near a computer system
   2. Make sure computer screens are **NOT VIEWABLE TO THE PUBLIC** – set screen savers to activate quickly
   3. Patient information should be appropriately secured when communicated by means of e-mail or Internet
   4. **NEVER** leave a workstation signed on or left unattended with access to confidential health information
   5. Protect patient information copied and/or stored on CD/DVDs, Zip disks, USB Flash Drives, Blackberries, or other portable devices by preventing loss or theft and using encryption or password protection if available.
   6. **NEVER** disable or remove the virus detection software
   7. Report all security incidents to the Upstate Security Coordinator, Shawn O’Reilly, at #464-4093 or via e-mail at oreillys@upstate.edu

IV. AUDITS AND MONITORING
A. All computer systems record all your activity. Information you view and access using your account leaves a digital trail of information – where you go and what you do

B. Upstate audits and monitors access to confidential patient information on a regular basis

C. **ONLY** access information that YOU NEED-TO-KNOW TO DO YOUR JOB
PRIVATE ENCOUNTER/Alias NAME

“What you need to know”
✓ Who is responsible for protecting the confidentiality of patient information
✓ How to protect patient information

I. WHAT DOES HAVING “PRIVATE ENCOUNTER” MARKED IN THE MEDICAL RECORD INDICATE AND WHO CAN AUTHORIZE THIS?
   A. “Private Encounter” removes the patient name from the hospital directory
   B. If it is determined that listing the patient by name may pose a risk to the patient’s privacy or the safety and security of the patient or staff, the request is made under the direction of the University Hospital Administrative Supervisors in consultation with University Police
   C. For elective admissions/registrations, Patient Access staff will complete the form and give:
      1. Three (3) copies to the Administrative Supervisor
      2. One (1) copy for University Police
      3. One (1) copy for the Ambassadors
      4. One (1) copy for the Administrative Supervisor
   D. Approved visitors for a “Private Encounter” will be entered into EPIC by the nursing unit

II. HOW WILL STAFF KNOW THE PATIENT IS PRIVATE?
   A. The patient’s bracelet will be green and have “Private Encounter” on it
   B. Patient Access will deliver the bracelet to the patient’s nursing unit Monday – Friday, 7 a.m. to 8 p.m.
   C. After 8 p.m. and on Holidays and weekends, the nursing unit will pick up the bracelet in the Admitting Office
   D. After hours are handled by Patient Access in the Emergency Department

III. HOW WILL THE VISITOR OF A “PRIVATE ENCOUNTER” PATIENT BE IDENTIFIED?
   A. The patient is limited to four visitors during hospitalization
   B. The approved visitor will wear a green bracelet which includes the visitor’s name and the patient’s medical record number and date of birth
   C. If all approved visitors are not present at the same time to obtain the green bracelet, the bracelet(s) for the absent approved visitors will be held on the unit.

IV. WHEN MAY A PATIENT SUBMIT A “PRIVATE ENCOUNTER” REQUEST?
   A. During the admissions process with Patient Access
   B. Anytime during their stay
C. Upon admission to the hospital (ED, ICU, or Inpatient floor) victims of violent crimes should be considered for prompt placement on Private Encounter

V. CAN A PATIENT UN-ENROLL THE “PRIVATE ENCOUNTER” REQUEST?
   A. Yes, contact the patient Coordinator or PSL on the patient’s unit

VI. HOW WILL A “PRIVATE ENCOUNTER” REQUEST BE ENFORCED AT THE COMMUNITY CAMPUS SINCE VISITOR’S DO NOT SIGN IN?
   A. The Community Campus is such that visitor restrictions cannot be enforced
   B. If there are concerns at the Community campus regarding a patient’s safety, Public Safety should be consulted for increased support or the patient may be moved to the Downtown campus where tighter security measures are in place

VII. WHAT INFORMATION WILL THE PATIENT BE AWARE OF RELATED TO THE “PRIVATE ENCOUNTER?”
   A. The Private Encounter status will be in effect for the current admission/registration only
   B. The Private Encounter status expires upon discharge
   C. Approved visitors not listed will not be given access to the patient

VIII. HOW WILL A PATIENT BE IDENTIFIED ON THE UNIT DOOR?
   A. Patient will be identified as PRI A (Private Patient A) and PRI B (if there is a second private patient on the unit at the same time
QUALITY MANAGEMENT

“What you need to know”

✓ Your role in quality improvement
✓ The procedure to follow when using PDSA-T

Quality improvement is everyone’s job. Quality improvement means working together to bring suggestions and ideas forth to improve quality and organizational processes.

Continuous Improvement Process Standard PDSA-T

Plan

- State the objective of the cycle
- Develop SMART goals that will need to be accomplished to meet the objective. Goals should be:
  - **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**ime-bound
- Identify the pilot area(s)
- Develop an action plan that identifies the who, what, when, and where to accomplish each goal
- Identify indicators to help track and assess whether the action plan is having its desired effect(s)

Do

- Carry out the pilot project
- Document problems and unexpected observations
- Collect data and begin data analysis
- Provide regular status reports to the committee that chartered the team

Study

- Complete the analysis of the data
- Compare the results of the data to the original objectives outlined during the plan phase of the improvement cycle
- If the data supports the improvement, develop a new policy and procedure and implement changes in all applicable areas
- If the data does not support the improvement, return to the plan phase of the cycle and begin again
- Summarize what was learned for the future teaching phase of the cycle
Act

- Decide whether the action plan(s) have met the objectives identified during the Plan phase of the cycle and either implement as a Policy and Procedure or decide to start a second PDSA-T cycle
- Decide whether to keep monitoring the process through the PI grids to ensure sustained change
- Begin to develop an educational component to encourage organizational learning

Teach

- Develop a story board
- Article for publication in any of University Hospital’s internal sources
- Presentation to department, service area, appropriate councils, committees, and other meetings, etc

The purpose of the Teach phase in the PDSA-T cycle is to advance organizational learning.

The goal of this step is to share what tools were used during the process by sharing successes and failures of the performance improvement project.
“What you need to know”
✓ Responsibilities for the department of Risk Management
✓ Strategies to reduce risk
✓ How to report an Event

Risk Management is the preventative process for managing risks. This involves identifying risks, strategizing ways to avoid or mitigate those risks and developing a contingency plan in cases where risks cannot be prevented or avoided. Identification of the risk is very important. Filing an Event Report is one way to identify an issue that requires attention and follow up.

I. DEPARTMENT OF RISK MANAGEMENT is:
   A. Hospital wide program responsible for the monitoring, controlling, and prevention of potential liability exposure
   B. Enhances the safety of patients, visitors, and employees, and,
   C. Seeks to prevent liability through a process of education, feedback, and early response

II. CLAIMS MANAGEMENT
   A. Claims Handling – Medical Malpractice
   B. Interface with NYS Attorney General
   C. Receiver of Legal Requests
   D. Coordinator of Investigations
   E. Processing Event Reports
   F. Processing Medication Events

III. REGULATORY FUNCTIONS
   A. Department of Health NYPORTS & DOH Complaint Investigations
      (Downtown only-Quality Services Performs this function on the at Community Campus)
   B. Justice Center/ Office of Mental Health Reporting and Investigations (Downtown only- Quality Performs this function on the Community Campus)
   C. Office of Professional Discipline Reporting for Licensed Personnel
   D. EMTALA/COBRA Case Reviews and Regulatory Reporting

IV. EVENT AND INJURY REPORTING (POLICY NUMBER: I-03)
   A. All University Hospital workforce members are to notify Risk Management upon identification of various events/occurrences including safety hazards, near misses, accidents, adverse events, medical events, or injuries within 24 hours of the event
   B. The Upstate University Hospital Intranet Web Event Reporting System is available on the Novell Applications Window at every computer terminal via Safety Intelligence icon.
C. The Patient Safety Hotline is available for reporting by calling 4-SAFE (4-7233)
D. If the event involves a visitor, University Police must be contacted
E. If the event involves employees or volunteers, Injury Report Form #F83120 must be submitted to Human Resources Benefits Office within 24 hours of the event; Community Campus must also report staff injuries in the Safety Intelligence Occurrence System. Contact Information for Community Risk Management is Pamella George 492-5963
F. For a significant adverse event or outcome identified following review of the facts, a Root Cause Analysis (RCA) will be initiated to determine what causal factors contributed to the event and what improvements can reduce the likelihood of recurrence

**RISK MANAGEMENT OFFICES:**

**DOWNTOWN- Jacobsen Hall 914**
PHONE: 315-464-6177
FAX: 315-464-1890

**COMMUNITY- SUITE 1129**
PHONE: 315-492-5963
FAX: 315-492-5990
EMAIL: georgep@upstate.edu
SENSITIVE TREATMENT OF OBESE PATIENTS

“*What you need to know*”

✔ How to communicate appropriately
✔ How to access support and education

I. OBESITY IS ONE OF THE LEADING CAUSES OF PREVENTABLE DEATH IN THE U.S.
   A. Obesity increases the risk of developing Heart Disease, Diabetes, Sleep Apnea and other health related co-morbidities
   B. Upstate Medical University has a Bariatric Surgery (Weight Loss Surgery) Program. We also care for other patients both medical and surgical who suffer from the disease of morbid obesity.
   C. Health care workers are responsible to provide unbiased care that includes sensitive communication related to the care of the obese.

II. STRATEGIES TO PROVIDE APPROPRIATE CARE FOR OBESE PATIENTS
   A. To promote comfort of the obese patient:
      1. Know the weight capacity of the equipment you use for patient care
      2. Provide the appropriate sized equipment for the patient you are caring for (do not use a bariatric wheelchair for a non-bariatric patient and don’t expect a bariatric patient to fit into a non-bariatric wheelchair, just because the appropriate equipment is not readily available)
      3. Utilize safe patient handling practices to move the patient
      4. If hospital owned equipment is all in use, contact your manager or equipment services to obtain the appropriate equipment to care for the patient

III. COMMUNICATION MUST BE UNBIASED AND CARING
   A. Strategies to provide care that is unbiased and caring:
      1. Examine and understand your own bias for providing care to a patient who suffers from the disease of morbid obesity
      2. Avoid idle conversations that are unprofessional and are often overheard by patients:
         a. “they can lose weight if they want to”
         b. “how am I suppose to move that patient, it will take all of the staff”
         c. “they need to provide us with motorized equipment if we have to push this patient around”
         d. “we will have to make this a private room, no other patient will fit in the room with the fat people equipment”
IV. FOR ADDITIONAL SUPPORT
   A. Bariatric Program Coordinator: Casey Hammerle, MSN, RN, CBN
      Phone: (315) 492-5934 | Fax: (315) 492-5964 | E-mail: hammerlc@upstate.edu

V. ADDITIONAL STAFF EDUCATION
   A. Go to Blackboard course “Caring the Bariatric Patients” for further education related to:
      1. Sensitivity to Size
      2. Caring for Obese Patients
      3. Bariatric Surgery
      4. Safe Patient Handling
SEXUAL HARASSMENT

“What you need to know”
✓ The definition of sexual harassment
✓ What to do if sexual harassment occurs
✓ Other types of harassment and discrimination

I. DEFINE SEXUAL HARASSMENT
   A. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964, NYS Human Rights Law, Executive Order 19, and the policy of Upstate Medical University.
   B. Sexual harassment is defined as unwelcome verbal or physical sexual advances or statements made by someone in the workplace or academic setting, which:
      1. Is offensive or objectionable to the recipient
      2. Causes the recipient discomfort or humiliation
      3. Interferes with the recipient’s job performance
   C. Sexual harassment may consist of words, signs, jokes, pranks, pictures, touching, exposing oneself, threats, intimidation, or physical violence of a sexual nature.
   D. Sexual harassment becomes illegal when it is severe or frequent enough to adversely affect a term or condition of an individual’s employment.
   E. This same definition applies to harassment on the basis of other protected categories such as race, national origin, age, or religion.

II. THERE ARE TWO TYPES OF SEXUAL HARASSMENT
   A. Quid Pro Quo:
      1. Is an abuse of power and authority, such as by a supervisor or manager
      2. Results in a tangible employment action (such as firing, demotion, or denial of promotion)
         • Example: a supervisor fires a subordinate for refusing to be sexually cooperative.
   B. Hostile Environment:
      1. Results from unwelcome conduct that is based on gender
      2. Can occur on the part of supervisors, co-workers, customers, visitors, or anyone else that an employee interacts with on the job
         • Example: an employee displays pornographic photos in the workplace or makes sexual innuendos.

III. SEXUAL HARASSMENT CAN OCCUR IN A VARIETY OF CIRCUMSTANCES
   A. The victim as well as the harasser may be a man or woman
   B. The victim does not have to be of the opposite sex
   C. The harasser can be the victim’s supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
D. The victim does not have to be the person harassed, but could be anyone affected by the offensive conduct.

IV. HARASSMENT ON THE BASIS OTHER THAN SEX
A. Upstate Medical University does not tolerate sexual harassment or other illegal types of harassment or discrimination based on sex, age, race, color, disability, marital status, national origin, religion, sexual orientation, gender identity, veteran status or other category protected by law.
   • Example: an employee uses racially offensive language in reference to another person or group
B. Those in violation of the law are subject to appropriate sanctions, including disciplinary action up to and including dismissal.

V. STEPS TO TAKE IN RESPONSE TO SEXUAL HARASSMENT OR OTHER FORMS OF DISCRIMINATION:
A. Tell the person(s) directly that their behavior is unwelcome and must stop.
B. Speak to your supervisor, and if necessary, consult their supervisor for assistance.
C. Individuals who experience or witness sexual harassment or other forms of discrimination should contact the Office of Diversity and Inclusion (#464-5234) to make an appointment to discuss your options.
D. File a written discrimination complaint using the internal complaint procedure available. Written complaints must be filed within 90 calendar days following the alleged sexual harassment. Every effort will be made to protect the privacy and confidentiality of all individuals throughout the complaint investigation and resolution process.

VI. RETALIATION
A. Retaliation against an individual who files a complaint, or assists in an investigation, proceeding, or hearing is illegal.

VII. CONSENSUAL RELATIONSHIPS POLICY (UW C-05)
A. Become familiar with and follow the policy
B. Be aware that such relationships have the potential to result in claims of sexual harassment, including third party sexual harassment.
SEXUAL VIOLENCE

“What you need to know”
✓ The definition of sexual violence
✓ The definition of consent
✓ What to do if sexual violence occurs
✓ Available resources

I. DEFINE SEXUAL VIOLENCE
   A. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to a person’s age or use of drugs or alcohol or an intellectual or other disability that prevents the person from having the capacity to consent).
   B. Sexual Violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
      1. Sexual assault includes any actual or attempted nonconsensual sexual activity including but not limited to: sexual intercourse, or sexual touching, committed with coercion, threat, or intimidation (actual or implied) with or without physical force; exhibitionism or sexual language of a threatening nature by a person (s) known or unknown to the victim. Forcible touching, a form of sexual assault, which is defined as intentionally, and for no legitimate purpose, forcibly touching the sexual or other intimate parts of another person for the purpose of degrading or abusing such person or for gratifying sexual desires.
      2. Rape- sexual intercourse without consent, committed with coercion, threat, or intimidation (actual or implied), with or without physical force by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration, no matter how slight.
   C. Intoxication of the accused cannot be used as a defense to an alleged incident involving sexual violence.

II. DEFINE CONSENT.
   A. Affirmative Consent:
      1. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.
         ▶ Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other
sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness of being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Consent cannot be give when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

III. STEPS TO TAKE IN RESPONSE TO SEXUAL VIOLENCE:
   A. GET TO A SAFE PLACE AS SOON AS POSSIBLE
   B. TRY TO PRESERVE ALL PHYSICAL EVIDENCE; DO NOT BATHE, DOUCHE OR CHANGE CLOTHES
   C. CONTACT SUNY UPSTATE MEDICAL UNIVERSITY CAMPUS POLICE AT 464-4000, OR CALL 911 (SYRACUSE POLICE) OR 435-3016 (ABUSED PERSONS UNIT).
   D. YOU MAY ALSO CONTACT State Police on the dedicated 24-hour hotline at 1-844-845-7269.

IV. REPORTING OPTIONS
   A. Contact an employee with the authority to address complaints, including Human Resources (4-5872), the Title IX Coordinator (4-5234) or University Police (4-4000)
   B. If you learn of an assault after it has happened, refer the victim to appropriate medical services (Emergency Department, 4-5611)
   C. Refer the victim to counseling services (Employee Assistance Program, 4-5760)

V. RETALIATION
   A. Retaliation against an individual who files a complaint, or assists in an investigation, proceeding, or hearing is illegal.

VI. CONFIDENTIAL COMMUNITY SUPPORTS AND RESOURCES
   ♦ Vera House 24/7 crisis and support hotline
     Phone: (315)468-3260
     TTY: (315) 484-7263 during business
   ♦ NYS Coalition Against Sexual Assault Hotline, 1-800-942-6906
   ♦ RAINN- National Sexual Assault Hotline, 1-800-656-HOPE (4673)
   ♦ New York State Domestic and Sexual Violence Hotline, 1-800-942-6906
UPSTATE
COMPREHENSIVE STROKE CENTER
STROKE, RECOGNIZING IT F.A.S.T.

“What you need to know”
✓ What a stroke is
✓ What does F.A.S.T mean
✓ The five common symptoms of a stroke
✓ What to do if a patient exhibits sudden onset of stroke symptoms
✓ The goal of in-house stroke alert

I. WHAT IS A STROKE?
A. A stroke is interruption of blood flow to the brain
   1. An ischemic stroke occurs when a blood clot or emboli blocks blood flow to an area of the brain
   2. A hemorrhagic stroke occurs when bleeding occurs inside or around the brain (intra-cerebral hemorrhage or subarachnoid hemorrhage)
B. Alteplase (tPA) is the only FDA-approved “clot-busting” drug used to treat acute ischemic stroke
   1. The treatment window for tPA is within three hours of symptom onset (in some cases the window can be extended up to 4.5 hours)
   2. The sooner the patient receives tPA, the better the potential outcome for the patient
C. Stroke is an emergency and may require neurosurgical/neuroendovascular intervention
D. It is expected that patients who are hospitalized have the same opportunity for rapid identification and treatment of stroke as those patients brought to the emergency room
E. If an inpatient suddenly develops stroke symptoms, the expectation is that assessment and care of the patient occur immediately

II. WHAT IS F.A.S.T.?
A. F = FACE: FACIAL DROOPING OR WEAKNESS
B. A = ARM: ARM WEAKNESS OR DRIFT
C. S = SPEECH: DIFFICULTY SPEAKING OR SLURRING WORDS
D. T = TIME: TIME TO CALL HELP/TIME LAST KNOWN WELL

III. WHAT ARE FIVE COMMON SYMPTOMS OF A STROKE?
A. Sudden numbness or weakness, especially on one side
B. Sudden confusion or trouble speaking
C. Sudden trouble seeing in one or both eyes
D. Sudden trouble walking or dizziness
E. Sudden severe headache with no known cause
IV. WHAT DO I DO IF THE PATIENT EXHIBITS SUDDEN ONSET OF STROKE SYMPTOMS?
   A. Call 4-4444 to activate the Stroke Team, provide unit and room number.
   B. At any time, the patient's primary service attending or house staff may activate the Stroke Team directly.

V. WHAT HAPPENS ONCE I CALL A STROKE CODE?
   A. SWAT/stroke team responds to the designated unit/area to assess patient
   B. If a stroke page is activated a blast page goes to Stroke Neurology, Administrative Supervisor, CT Scan, Lab, and Pharmacy. Neurology will respond and assess the patient. Radiology will clear the CT scanner to be ready to scan the patient. Pharmacy gets ready to mix tPA. Administrative Supervisor will evaluate bed availability.
   C. SWAT will document event, completing stroke documentation in EPIC.
   D. Contact the Administrative Supervisor if ongoing/continued care by a SWAT RN is needed.

ALL PATIENTS DIAGNOSED /SUSPECTED WITH STROKE ARE NOT ALLOWED ANYTHING BY MOUTH, INCLUDING MEDICATIONS, UNTIL A DYSPHAGIA (SWALLOW) SCREEN IS COMPLETED

VI. GOAL OF IN HOUSE STROKE ALERT IS TO ENSURE MAXIMUM OXYGENATION AND PERFUSION OF THE BRAIN
   A. MINIMUM Time Target expectations from the initial discovery of stroke symptoms:
      1. To RRT Response 10 minutes
      2. To Stroke Page 15 minutes
      3. To Neurology Evaluation 15 minutes
      4. To CT Scan 25 minutes
      5. To Lab and CT results 45 minutes
      6. To drug administration /intervention 60 minutes

Remember every second counts... TIME IS BRAIN!
BE A STROKE HERO
ACT F.A.S.T.
WORKPLACE VIOLENCE

“What you need to know”
✓ The NYS Labor Law Section 27-b related to workplace violence
✓ The definition of workplace violence
✓ What the risk factors are
✓ Supports and training Upstate Medical University provides

I. NYS LABOR LAW SECTION 27-B:
   A. NYS Labor Law 27-b is the ‘Public Employer Safety and Health Act’ that requires Upstate Medical University to:
      1. Record and report work-related death, injuries and illnesses, which may include incidents of workplace violence
      2. Record an injury or illness that results in death, days away from work, restricted work or transfer to another job, medical treatment beyond First Aid or loss of consciousness
      3. Provide a ‘Workplace Violence Prevention’ program – to include but not limited to policy (Policy # UW V-03), training, and supports – within Upstate Medical University

II. WORKPLACE VIOLENCE
   A. Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the work setting:
      1. This includes, but is not limited to, the buildings and the surrounding property, including the parking lots

III. WORKPLACE VIOLENCE INCLUDES
   A. The use of force with the intent to cause harm (i.e. physical attacks, any unwanted contact such as hitting, fighting, pushing, or throwing objects)
   B. Behavior that diminishes the dignity of others through sexual, racial, religious, or ethnic harassment
   C. Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm – directly or indirectly
   D. Acts or threats made directly or indirectly by oral or written words, gestures, or symbols that communicate a direct or indirect threat of physical or mental harm

How to Report a Workplace Violence Incident
Employee/Labor Relations @ 464-5872
Employee Assistance Program @ 464-5760
Office of Diversity and Inclusion @ 464-5234
Patient Safety Hotline @ 464-SAFE
University Police @ 464-4000 or Community Campus 492-5511
IV. RISK FACTORS FOR WORKPLACE VIOLENCE:
   A. Violence may occur anywhere in the Upstate Campus. The most frequent areas include:
      1. Areas with contact to the public
      2. Areas with late night or early morning hours
      3. Psychiatric units
      4. Emergency rooms
      5. Waiting rooms
      6. Hospital units with geriatric or head injured patients
      7. Areas where money is exchanged with the public
      8. Areas where employees work alone or in small numbers
      9. Poorly-lighted areas
     10. Uncontrolled access into the workplace

V. SAFETY TIPS FOR UPSTATE EMPLOYEES
   A. Watch for signals that may be associated with impending violence:
      1. Body language such as threatening gestures
      2. Signs of drug or alcohol use
      3. Presence of a weapon
      4. Verbal expressions of anger and frustration
   B. Maintain behavior that helps diffuse anger:
      1. Present a calm, caring attitude
      2. Acknowledge the person’s feelings (for example, “I know you are frustrated”)
      3. Be alert throughout the encounter
      4. Avoid any behavior that may be interpreted as aggressive (for example, moving rapidly, getting too close, touching, or speaking loudly)
      5. Don’t give orders
      6. Don’t match the threats
      7. Evaluate each situation for potential violence
      8. Always keep an open path for exiting (don’t let a potentially violent person stand between you and the door)

VI. ADDITIONAL HELP, TRAINING, AND FOLLOW-UP INFORMATION
   A. Contact the Employee Assistance Program (EAP) Office during normal business hours at 464-5760.
      1. After normal business hours, leave a message and someone will return your call the next day
   B. Workplace Violence: CPI Nonviolent Physical Crisis Intervention’ training is available to all employees.
      1. For more information, contact Organizational Training and Development (OTD) or visit: http://www3.upstate.edu/hr/training/ and search keyword CPI
Required For All Upstate University Hospital LICENSED Staff That Provide Regular Care to Patients

Examples: Nursing staff, therapists, social workers, etc.
Clinical Research occurs in ALL settings at University Hospital

“What you need to know”
✓ Your role when caring for a patient who is taking part in a research study
✓ Resources available to assist the staff with questions related to a research study

I. STAFF RESPONSIBILITIES
A. Staff should receive information about his/her role in:
   1. Collecting data
   2. Providing a study intervention
   3. Monitoring the patient’s response to the intervention
B. Staff should seek out resources as needed:
   1. The main resource for study specific information is the Principal Investigator (PI)
   2. The PI is responsible for managing all aspects of a research protocol
   3. If you do not know who the PI is, the Clinical Trials Office (CTO) or the Institutional Review Board (IRB) can assist you; they may be reached at x4-5476 and x4-4317, respectively
   4. Under direction of the PI, Research Coordinators often assist in carrying out parts of the research protocol
   5. Concerns can be confidentially voiced by calling the IRB Office and speaking with Marti Benedict, x4-4317
   6. Other resources are listed below
C. Any Faculty, Staff, or Students involved in the conduct of a research study are required to complete educational training:
   1. Human Subject Curriculum- see instructions at:
      http://www.upstate.edu/researchadmin/compliance/irb/citi_reg.php
   2. The responsible Conduct of Research- https://www.citiprogram.org/
      The RCR program to be completed is Question 4 ‘Responsible Conduct of Research’ Click ‘Add a Course’ to access Question 4

II. RESOURCES
A. Administrative Policy R-08 Guidelines for Obtaining Research Support for University Hospital outlines steps for starting a research protocol in UH
B. The Coordinator for Nursing Research, Dr. Priscilla Worrall (4-4405), will coordinate the review and approval by nursing leadership of all research studies which involves the participation of nursing staff.
C. The Research Development Office assists faculty to identify extramural and intramural resources for clinical research projects. The office maintains a web site at http://www.upstate.edu/researchadmin/sponsored_programs/funding/ and can be reached at 4-4322.
D. The Research Compliance Office of Research Administration, assures that all research conducted at Upstate complies with governmental regulations and
institutional policies; they also maintain a website at http://www.upstate.edu/researchadmin/compliance/ or can be reached at x4-4317.

E. The Institutional Review Board for the Protection of Human Subjects (IRB) is an administrative body:
   1. The IRB protects the rights and welfare of human research subjects recruited to participate in research activities conducted at/or under the support of Upstate.
   2. All human subject research requires the approval of the IRB prior to initiation.
   3. The IRB Administrator and Chief Compliance Officer for Research is Marti Benedict; she may be reached at x4-4317 or benedicm@upstate.edu. The IRB maintains a website at http://www.upstate.edu/researchadmin/compliance/irb/.
   4. This site includes multiple resources, including guidelines and policies.

F. The Clinical Trials Office (CTO) of Research Administration provides administrative services necessary to promote clinical research.
   1. The CTO maintains a database of clinical trials taking place on campus.
   2. The Officer of the CTO is Jennifer A. Rudes; she can be reached at x4-5476 or rudesj@upstate.edu.
   3. Clinical Trials Specialist is Danielle Doll; she can be reached at x4-4396 or dolld@upstate.edu.
   4. The CTO maintains a website at http://www.upstate.edu/researchadmin/clintrials/.

G. The Quality Assessment and Improvement Program (QAIP):
   1. The QAIP is a post (IRB) approval monitoring program aimed at providing subjects with an extra level of protection by reviewing the conduct of the study in real time. The program also provides assistance and ongoing education to investigators and their staff with regard to human subject research and compliance issues.
   2. Due to the complexities of the research process, investigators are encouraged to contact the Quality Assessment & Improvement Program Coordinator, Robin Cerro, NP, MSN, at 4-4328 or cerror@upstate.edu if any questions arise during the conduct of a trial or if in doubt about any compliance issue.
   3. The QAIP maintains a website at http://www.upstate.edu/researchadmin/compliance/qaip/.

H. The Clinical Research Unit (CRU) is an Upstate Medical University supported specialized unit dedicated to conducting outpatient clinical research:
   1. The CRU is located on the first floor of the IHP.
   2. CRU staff includes Certified Research RNs who are dedicated exclusively to conducting research, and an experienced laboratory technician. Services of a research Physician’s Assistant and CRA are also available.
   3. The CRU contains a large nurse’s station, 10 private rooms, a room for meeting with sponsors, a room for PIs and coordinators, and a laboratory for processing specimens. Locked refrigerators and cabinets, -20C and -80C freezers, dry ice, supply storage, and EKG and IV equipment are available. DXA and meeting areas are adjacent, and parking is available.
4. For more information, you can contact the CRU Nurse Manager Teresa Koulouris RN, CCRP at (315) 464-5721 or koulourt@upstate.edu or visit their website at http://www.upstate.edu/cru

I. The Research Integrity Office provides advice concerning possible misconduct in research and oversees institutional policies for the review of potential research misconduct at Upstate Medical University.

1. The research integrity office is located on the 2nd floor of Weiskotten Hall, room 2142.

2. The Research Integrity office is staffed by the Research Integrity Officer, Robert Quinn and his assistant Michele O’Brien. Dr. Quinn can be reached by e-mail at: rio@upstate.edu or by phone at 315-464-6563. Michele O’Brien can be reached by e-mail at obrienm@upstate.edu or by phone at 315-464-4323.

3. Many resources concerning research integrity can be found on the research integrity office web site at: http://www.upstate.edu/researchadmin/compliance/rio/

4. All employees involved in research studies at Upstate Medical University should review upstate’s policies governing allegations of research misconduct which can be found at: http://www.upstate.edu/policies/documents/CAMP_E-04.pdf

5. All employees of Upstate Medical University are obligated to report research misconduct to the research integrity officer and to cooperate with a research misconduct proceeding.
Dysphagia Patients, Identification Of

“What you need to know”
✓ What is Dysphagia
✓ What are the characteristics of Dysphagia
✓ How are Dysphagia patients identified
✓ What does a Mechanically Modified Diet consist of

I. What is Dysphagia
   A. Dysphagia is difficulty swallowing
      1. Swallowing and chewing difficulties put patients at risk for aspiration
      2. Dysphagia compromises a patient's nutritional status due to the inability to consume an adequate volume of solids or liquids
      3. Correct identification of Dysphagia patients is vital

II. Characteristics of Dysphagia
   A. Coughing/choking/gagging on food
   B. Drooling
   C. Patient complains food “stuck” in throat
   D. Pockets food in mouth
   E. Prolonged swallow
   F. Weak voluntary cough
   G. Wet voice

III. Identifying Dysphagia Patients
   A. BLUE BRACELET: Patients identified with Dysphagia will have a blue bracelet placed on their wrist
   B. Patients can be identified with Dysphagia:
      1. Patient is admitted with known mechanically modified diet or swallowing/chewing/feeding issue (i.e. comes from nursing home)
         a. RN will apply a BLUE BRACELET to patient's wrist
      2. Patient is having a problem swallowing/chewing/feeding and/or is a risk for aspiration, Speech and Language (SLP) consult for evaluation is recommended
         a. If the swallow evaluation identifies a risk for swallowing difficulties, SLP will apply a BLUE BRACELET to patient's wrist and write a nursing order
   C. If a patient is wearing a blue bracelet, STOP and check the medical records for a nursing or physician order for diet and/or feeding precautions

Before feeding a patient verify that patient is not on a mechanically modified diet or having difficulty swallowing/chewing
IV. MECHANICALLY MODIFIED DIETS

A. Pureed foods
   1. Foods that have a consistency of a soft, smooth thick paste; have moist pudding-like consistency; easy to swallow, minimum amount of mouth manipulation
      a. Smooth puddings, custards, yogurt, pureed fruits, mashed bananas, smooth soufflés, cooked cereals as farina
      b. Avoid sticky foods like peanut butter

B. Mechanical ground foods
   1. Foods that are moist and soft-textured, meats are ground or minced no larger than one-quarter inch pieces; chewing ability is required
      a. Soft, well-cooked vegetables, ground meat, poached or scrambled eggs, casseroles without rice, cottage cheese, moist macaroni and cheese, cooked cereals as oatmeal, fresh, soft, ripe bananas

C. Dental Soft foods
   1. Consists of nearly regular textures with the exception of very hard, sticky, or crunchy foods
   2. Still need to be moist and should be in “bite-size” pieces
   3. Can be a transition to regular diet
      a. Soft, peeled fresh fruit as peaches, cantaloupe, nectarines; casseroles with small chunks of meat, well, moistened breads, muffins

D. Thickened Liquids
   1. Nectars, honey and pudding thick chocolate milk, cream soups,

E. Nectar-Thick Liquids
   1. Tomato juice

F. Honey-Thick Liquids
   1. Liquids thickened to honey consistency; pourable, but not runny
      a. Yogurt, thick cream soup

G. Pudding-Thick Liquids
   1. Pudding, custard, hot cereal, liquid thickened to pudding consistency and eaten with spoon
HIV CLINICAL CARE

“What you need to know”
✓ NYS Department of Health laws related to HIV counseling, testing, consenting and reporting
✓ University Hospital’s policies and procedures related to HIV-related Testing and Mandatory Reporting for Inpatients and Outpatients, and Confidentiality of HIV-related information

I. HIV COUNSELING AND TESTING IN NYS
A. University Hospital provides HIV testing to patients with consent. HIV testing is voluntary except in limited circumstances as authorized by NYS law.
B. With patient consent, HIV tests may be ordered by registered nurses under non-patient specific protocols.
C. Chapter 308 of the NYS laws of 2010 requires HIV testing to be offered to all persons between the ages of 13 and 64 receiving hospital, emergency department, or primary care outpatient services. The offer for routine HIV testing is required only once, unless the provider determines evidence of risk factors. Patients may request testing at any time.
D. The NYS Department of Health requires mandatory reporting of all initial determinations or diagnoses of HIV infection, HIV-related illness, and AIDS.
E. Contact notification is also a component of the reporting requirement, and known contacts, including a known spouse will be reported, and the patient will be requested to cooperate in contact notification.
F. Consent may be obtained orally per University Hospital policy (H-03) after the NYS Department of Health “7 Points of Education” has been provided to the patient. Providing information contained in the “7 Points of HIV Education” fulfills pre-test counseling requirements.

II. HIV INFORMATION/RESOURCES:
A. The NYS Designated AIDS Center at University Hospital (464-5533) may be contacted for HIV-related questions, concerns, or guidance.
B. For additional information, please review University Hospital Administrative policy: H-03 HIV-Related testing and Mandatory Reporting for Inpatients and Outpatients.
INFECTION CONTROL, CLINICAL

“What you need to know”
✓ What are the strategies to stop transmission of MDRO
✓ What are the strategies to prevent CLABSI
✓ What are the strategies to prevent SSI
✓ What are the strategies to prevent CAUTI
✓ What are the Centers for Diseases Control (CDC) Guidelines for Safe Injection Practices

I. PREVENTION OF HEALTH-CARE ASSOCIATED INFECTIONS (HAI)
   A. Prevention strategies are evidence-based best practice
   B. Upstate University Hospital incorporates best practice from, but not limited to, the Institute of Healthcare Improvement (IHI), Children’s Hospital Association, University Healthcare Consortium (UHC), Centers for Disease Control (CDC)
   C. Health care workers are responsible to know the strategies for preventing HAI
   D. The Infection Control department reports infection rates monthly on nursing unit quality grids, to the Infection Control Committee (ICC), and surgical site infections to the surgical services and ICC.

II. MULTI DRUG RESISTANT ORGANISMS (MDRO)
   A. Strategies to prevent the spread of MDROS include:
      1. Compliance with Hand Hygiene
      2. Contact Precautions for MRSA, VRE and other MDRO
      3. Contact Precautions Plus for C. difficile
      4. Dedicated equipment for patients on precautions
      5. Disinfectant wipes in all patient rooms to perform surface cleaning & disinfection for furniture and equipment surfaces
      6. Cleaning procedures target high touch surfaces (side-rails, etc.)
      7. MDRO infection rates –reported on quality grids to all nursing units and the Infection Control Committee
      8. MRSA screening protocol for high risk patients performed by nursing staff
      9. Downtown: Laboratory report identifies need for precautions; reported to the patient care unit and Infection Control by a real time printed report from Microbiology.
         Community Campus: LACNY Laboratory telephone notification to nursing unit and Infection Control
      10. Readmit electronic alert code for MRSA, VRE and other MDRO

III. CENTRAL LINE ASSOCIATED BLOODSTREAM INFECTIONS (CLABSI)
   A. Strategies to prevent CLABSI include:
      1. Insertion Bundle Approach –
         a. Compliance with Hand Hygiene
b. Maximum Barrier Precaution Carts for Insertion (right supplies at right time)
c. Procedural checklist for insertion of central lines
d. Skin prep with CHG (Chlorhexidine Gluconate)
e. Right site selection (avoid femoral vein in adult patients)
f. Daily Review of lines for prompt removal

2. Maintenance of line –
   a. Compliance with Hand Hygiene
   b. Disinfect hubs and injection ports before access
   c. Use available engineering controls (port protectors)
   d. Dressing integrity (review central line policies)

IV. SURGICAL SITE INFECTIONS (SSI)
   A. Strategies to prevent SSI include:
      1. Follow Surgical Care Improvement Project (SCIP) Principles
         a. Antibiotic Management
            ♦ Doctors order appropriate pre-op antibiotic and dose
            ♦ Pre-op antibiotic given within one hour of incision
            ♦ Antibiotic discontinued 24 hours after surgery (48 hours after cardiac surgery)
         b. Temperature Management to control hypothermia (low body temperature)
         c. No shave policy
         d. Remove urinary catheter within 48 hours post-op
         e. Monitor and control post-op blood sugar levels for cardiac patients

V. CATHETER-ASSOCIATED URINARY TRACT INFECTIONS (CAUTI)
   A. Strategies to prevent CAUTI include:
      1. Insert catheters only for appropriate indications, assess need daily and remove promptly
      2. Proper techniques for urinary catheter insertion
         a. trained personnel perform procedure
         b. use aseptic technique & sterile equipment
         c. perform hand hygiene before and after insertion and for any manipulation of catheter or site
      3. Proper techniques for Urinary Catheter Maintenance
         a. maintain closed drainage system
         b. maintain unobstructed urine flow (catheter & tubing free from kinking, collection bag below level of bladder, bag off floor/monitor for unobstructed urine flow during transport)
         c. empty collection bag regularly and before transport or ambulation
         d. use proper catheter securement (avoid catheter movement and urethral traction)
         e. daily periurethral hygiene with soap and water
f. Use standard precautions (gloves/gowns as needed) for any manipulation of catheter or collecting system

VI. SAFE INJECTION PRACTICES
The CDC and the New York State Health Department have defined Safe Injection Practice as described below in response to: a) national outbreaks of Hepatitis B virus and Hepatitis C Virus and b) investigation of post-myelography bacterial meningitis cases that concluded clinicians did not wear facemasks during the procedure and droplet transmission of oropharyngeal flora was likely. All licensed personnel must comply with these standards. This applies to: use of needles, cannula that replace needles, and intravenous delivery systems.

A. Injection Safety Guidelines
1. Never administer medications from the same syringe to more than one patient, even if the needle is changed.
2. After a syringe or needle has been used to enter or connect to a patient’s IV it is contaminated and should not be used on another patient or to enter a medication vial.
3. Never enter a vial with a used syringe or needle.
4. Never use medications packaged as single-dose vials for more than one patient.
5. Limit the use of multi-dose vials and assign medications packaged as multi-dose vials to a single patient whenever possible.
6. Do not use bags or bottles of intravenous solution as a common source of supply for more than one patient.
7. Follow proper infection control practices during the preparation and administration of injected medications.
8. Wear a surgical mask when placing a catheter or injecting material into the spinal canal or subdural space (i.e. myelograms, lumbar puncture and spinal or epidural anesthesia).

VII. PATIENT EDUCATION
A. Go to http://www.upstate.edu/uhpated/intra/
B. click on Infection Control for selection of handouts to print
MEDICAL RECORD DOCUMENTATION

“What you need to know”
✓ The requirements for medical record entries & key factors to good documentation
✓ The requirements for medical record additions and corrections
✓ What the Unacceptable Abbreviations/Do Not Use List is
✓ Medical record completion expectations

I. MEDICAL RECORD ENTRIES
   A. All entries in the medical record should be chronological and made at the time of
      patient care as to not compromise patient care, patient safety, and the integrity of
      your documentation.
   B. Entries must be legible, printed/stamped name along with signature and credentials,
      dated, and timed for compliance with accreditation and federal standards and signed
      timely as notes in Epic cannot be seen by others until they are signed.
   C. Use Epic Smart Text and Notewriter to efficiently document a complete note with
      all required fields.
   D. Entries on paper should be recorded in black ink to facilitate quality reproduction
      and each page of the medical record must contain the patient’s name, date of birth,
      and medical record number.
   E. If there are electronic signatures from approved hospital systems, the electronic
      signature is considered acceptable and represents your legal signature.
   F. Pended notes in the electronic medical record must be completed and signed or
      deleted if the note was started in error.
   G. Proper documentation is essential for quality patient care and to protect against
      unfavorable outcomes; if documentation is incomplete or non-existent, medical
      necessity and care may be questioned.

II. KEY FACTORS TO GOOD DOCUMENTATION
   A. Documentation must include the following:
      1. An authenticated physician order for services
      2. Required consents
      3. Physician’s documentation as well as any consulting physician documentation
      4. Nursing notes
      5. Test results
      6. Demographic information
      7. Treatment
      8. An updated Problem List of the patient’s diagnoses
   B. Clinical documentation, including nursing and physician documentation, must
      include the following elements:
      1. Time and means of arrival
2. Pertinent history of illness or injury, including place of occurrence and physical findings to include the patient’s vital signs, emergency care given to the patient prior to arrival, and those conditions present upon arrival
3. Clinical observations, including results of treatment
4. Diagnostic impressions
5. Progress, response to and changes in treatment
6. Condition of patient on discharge or transfer
7. Conclusions at the termination of treatment, including final disposition, condition, and instructions for follow up

III. WHY IS YOUR PATIENT IN THE HOSPITAL?
   A. Please keep these points in mind when documenting:
      1. In the History & Physical, list a diagnosis for every home medication
      2. In the progress notes, list a diagnosis for every lab, test or x-ray ordered
      3. Justify in the progress notes why the patient remains in the hospital today
      4. Daily progress notes do not have to reflect admitting information stated previously in the H&P or progress notes.

The Principal Diagnosis is the condition established after study to be chiefly responsible for occasioning the admission of the patient to the hospital for care.

⚠️ CHRONIC medical conditions requiring ongoing and continuous management deserve a place in the current problem list. Although they may not have precipitated the patient’s admission, they are still subject to your management efforts and medical decision-making.

Document chronic medical conditions as an active problem, if only to say, “currently stable.”

DOCUMENTING ACUTE AS WELL AS CHRONIC CONDITIONS WILL MORE ACCURATELY REFLECT THE SEVERITY OF ILLNESS AND RISK OF MORTALITY OF YOUR PATIENTS

IV. MEDICAL RECORD ENTRY ADDITIONS & CORRECTIONS
   A. All Correction of Errors:
      1. The author of an entry may cross out the inaccurate material with a single line, note the date and time of the correction, initial the correction, add a marginal note as to why the correction was made, and sign.
      2. Chart corrections in the electronic medical record are to be made by the author of the original note following the erroneous procedures for this process. If a
note is greater than 30 days, it becomes review only and the correction has to be made in Clinical Data Services/Health Information Management.

**B. Addendums:**
1. When an error of omission has occurred and is discovered (while the patient is in-house or immediately following outpatient treatment), write “addendum,” the date and time of the addendum note, record the information, and sign the entry.

**C. Late Entries:**
1. Late entries are defined as entries made after the patient has been discharged. Note “Late Entry,” date and time of the late entry, record the information, and sign the entry.

**V. UNACCEPTABLE ABBREVIATIONS**

**A.** It is not acceptable to have “do not use” abbreviations anywhere in the medical record

**B.** Please refer to the unacceptable listing frequently to double-check your entries.
1. Many common forms now have unacceptable abbreviation listing reminders

**C.** Be aware of the unacceptable abbreviation listing/ “Do Not Use List”:
1. **Drugs:** ARRA; AZT; HCT; HCTZ; MgSO4; MSO4; MS; MXT; Norflox; TAC; ZnSO4; CPZ
2. **Directions:** IU; QD; QOD; U; X3D; X4D; µg
3. **Apothecary Symbols**
4. No trailing ‘0’ after decimal (i.e., do not use 5.0)
5. Need to have leading ‘0’ prior to decimal (i.e., 0.1 not .1)

**VI. MEDICAL RECORD COMPLETION EXPECTATIONS:**

**A. **History & Physical (H&P)Examination
1. Completed no more than 30 days before or 24 hours after admission, but prior to surgery
2. When a medical history and physical has been completed within 30 days before admission or outpatient surgery, the H&P must be updated and authenticated within 24 hours after admission or prior to surgery or procedure requiring anesthesia

**B. Consultation**
1. Completed within 24 hours of consult and signed within 7 days

**C. Operative Note**
1. A brief operative note to be documented immediately following the operation completing all of the data fields:
   a. The names of surgeons and assistants
   b. Pre op and post op diagnosis
   c. Procedure performed
   d. Specimens removed
   e. Estimated blood loss
   f. Any complications
g. Type of anesthesia administered
h. Grafts or implants

2. If any of the above items are not relevant, they still must be addressed as “NA.”
   If a template is used, blanks on any operative reports are not acceptable
3. A comprehensive note needs to be completed within 24 hours of the operation
   and signed within 7 days

D. Discharge Summary
   1. Completed within 24 hours of discharge and signed within 7 days

E. Verbal Orders
   1. Signed within 48 hours

Best practices should be used to protect the integrity of the patient’s health information.

The HEART of the matter = PATIENT SAFETY
MEDICATION ADMINISTRATION

“What you need to know”
✓ The Medication Administration/Dispensing policy number
✓ The “Six Rights” of patients
✓ The general medication administration practices

I. ALL LICENSED PROFESSIONALS WHO ADMINISTER & DISPENSE MEDICATIONS MUST:
   A. Follow Policy Number: CM M-03 (Medication Administration/Dispensing – General)
   B. Maintain at all times the “Six Rights” of patients and they are: right patient, right medication, right dose, right time, right route, and right documentation

II. NURSING PERSONNEL
   A. Are required to implement the order of practitioners, including medication administration in accordance with such orders and standards of nursing and medical practice

III. GENERAL MEDICATION ADMINISTRATION PRACTICES
   A. Medication orders must include: the name of the drug, dose, route, start date or time, frequency, and if p.r.n., the reason for administering the medication
   B. Medication shall not be left unattended
   C. Before administration, high alert medication must be double checked and documented per policy CM M-03 Medication Administration/Dispensing-General
   D. Medication administration record or computer on wheels (COW) must be taken to the bedside to ensure accurate administration of the drug and identification of the patient
   E. Medications must be signed off by the professional who administers them immediately and only after the drug is administered
   F. Patient identification must occur prior to administration of medication as appropriate with the patient/parent/caregiver by checking/scanning patient identification bracelet and verbally confirming patient identity with the patient/parent/caregiver as appropriate to patient status
   G. If administering an injection, documentation of the injection site is required
   H. Assessment and evaluation of a patient’s response to medication shall be documented within the medical record
   I. If part of a controlled substance is to be wasted, the actual wasting of the medication must be witnessed visually and entered into the PYXIS machine. Wasting of controlled substances is to occur immediately after access if a partial dose is to be administered or immediately after does administration if entire dose was not administered to patient
NURSING CASE MANAGEMENT

“What you need to know”
✓ Case managers are experienced registered nurses who facilitate the discharge process of all patients to next appropriate level of care.
✓ Case managers work collaboratively with the client, caregivers, health care providers, payers and community partners to meet the client’s healthcare needs.
✓ Case managers assist the family, caregivers and treatment team in understanding community resources, treatment options, insurance benefits so timely and informed decisions can be made.
✓ Case managers coordinate resources needed for hospital discharge from skilled nursing facility placement to home care to arranging for medical equipment for home.
✓ Case managers are available to help facilitate the discharge of any medically complex patient who needs extensive coordination of services.

I. DISCHARGE AND DISCHARGE PLANNING
   A. Before and During Admission
      1. Discharge planning begins at the time of admission
      2. Assessment of patient’s needs
      3. Plan of care during and after hospital stay
   B. During Hospital Stay
      1. Members of the health care team work together to make sure the patient’s needs are met from admission through discharge
      2. Patient and their family are included as part of the team
      3. Patient and family should always be given information about the patient’s condition, care, and treatment choices
   C. At the Time of Discharge
      1. Discharges should be prior to 11:00 AM
      2. An anticipated date of discharge should be developed and shared with the patient and caregivers as soon as possible.
      3. Bedside nurse presents information and education regarding treatment plans, medications, and services after discharge if applicable
      4. Discharge Appeal can be made by the patient if they feel they are being discharged too soon
      5. Discharge – Against Medical Advice (AMA)
         a. Patient demands to be discharged against medical advice from their doctor
         b. Health care providers must inform patient of consequences and options for care
         c. Contact the social worker assigned to your area/unit to see the patient per policy
PATIENT EDUCATION
(ALL CAMPUS LOCATIONS)

“What you need to know”
✓ How to access multidisciplinary patient education tools and materials that are
standardized and consistent across campuses for patient, family, and visitor education

I. PATIENT EDUCATION WEBSITE (PUBLIC – WWW.UPSTATE.EDU/PATIENTED
A. http://www.upstate.edu/hospital/patients/pated_doc.php
B. Public access to our patient education and informational resources for patients and
visitors, off the University Hospital /Patient & Visitor /Patient Education available on
their devices before, during, or after their stay.

II. PATIENT EDUCATION WEBSITE (INTRANET):
A. http://web.upstate.edu/pated/intra/
B. Website for healthcare professionals to access and print Upstate handouts and
publications. Linked from Epic under Clinical References.

III. HANDOUTS AND VIDEOS:
A. Handouts by vendors: LexiComp (Medication Education Use and Side Effects),
Krames-on-Demand - over 5000 + Patient Education Handout Titles in both English
and Spanish as well as other languages for select items and are searchable by keyword,
subject, or language.
B. Handouts: Upstate internally created -over 1500 handouts, booklets and brochures,
videos, and authoritative websites available including med educations, teaching
guides, Joslin and Morrison handouts, authoritative websites, publications.
C. Handouts: Link to Patient Education/Multicultural or /Translation pages with links
to websites that have patient education in other languages.
D. Educational Videos: On Patient Education Website look for Education TV link on
Right side of the page. Downtown has TIGR Patient Education TV (On-Demand
programming); Community Campus has Channel 51 Adult Patient Education and
Channel, 50 Newborn Channel on designated looping cycle on TV, Streaming Videos
available on Patient Education websites.

IV. DOCUMENT TEACHING IN THE ELECTRONIC MEDICAL RECORD
A. Epic Inpatient– Patient Education left Navigator Tab – links to Patient education
website where you can create teaching topics and follow up on teaching points.
(Titles, Topics, Teaching Points, Comments).
B. Epic Outpatient and ED document in notes.
PROCEDURE VERIFICATION

“What you need to know”
✓ What procedure verification is
✓ The procedural verification steps
✓ Where procedure verification is documented

I. PROCEDURE VERIFICATION
A. To promote patient safety, strict adherence to the procedure verification process is required to ensure the correct procedure is done on the correct patient on the correct site
B. Is required prior to the beginning of all surgical and invasive procedures including, but not limited to, those that require a written informed consent
C. Setting where the site verification process is indicated include, but are not limited to, all operating room suites, the emergency department, inpatient units, intensive care units, outpatient areas, and ancillary procedure areas such as endoscopy suites, catheterization laboratories, and radiology
D. Must include active involvement and effective verbal communication among anyone assisting in any way in an operative or non-operative procedure, including the patient or authorized decision maker
E. Patients with physical or cognitive barriers to hearing or understanding the surgical/procedural processes must be provided with whatever aids or supports are necessary to facilitate understanding
F. For more detailed information, review Administrative Policy S-19 Procedural Verification for Surgical and Invasive Procedures

II. PROCEDURE VERIFICATION STEPS
A. Scheduling for procedures – The following information is required:
   1. At least two patient identifiers
   2. Entire procedure/surgery description to include exact site, level, digit, and side; no abbreviations are to be used
   3. Specific implant/implant system or special equipment required
   4. Specific information on remove of device if applicable
   5. Specific information on harvest or donor site if applicable
   6. Specific diagnostic images/reports germane to procedure that need to be available to assist with procedure verification
B. Consent for Diagnostic, Therapeutic, Invasive, or Surgical Procedures is complete and consistent with plan for procedure, site and/or side, and/or digit, and/or spine level, and/or end location of catheter, reservoir, and/or device
C. Pre-procedure verification:
   1. Verification of the correct patient utilizing two identifiers – patient’s first and last name and date of birth and medical record number, if available
2. Confirm relevant documentation is present, including a current History and Physical as per requirements
3. If applicable, pertinent diagnostic reports/studies germane to procedure are available and any images are accurately displayed for correct patient, procedure, site, laterality, spine level or digit and are displayed in the correct orientation, identified by markers on the image
4. Scheduled procedure is consistent with consent form and is verbally confirmed with the patient or decision maker

D. Site marking:
1. Must involve the patient if possible
2. Surgeon/proceduralist must do site marking using his/her own initials at or near the procedural site
3. Non procedure site(s) should not be marked
4. Site is marked and initialed using an FDA approved marker
5. Exceptions to site marking and for use of site verification wristband – refer to Administrative Policy S-19 Procedure Verification for Perioperative Areas and Non-Operative Procedures

E. Time out is the final procedure verification:
1. Time Out is the required, active, and verbal step which occurs among all members involved with the procedure/surgery immediately before starting procedure or making the incision
2. Time Out confirmation includes the verification of:
   a. Correct patient identity utilizing two identifiers
   b. University Hospital wrist band matches the medical chart
   c. Correct side and site and spinal level and/or digit, and/or end location of catheter, reservoir, and device harvest and donor site
   d. Agreement on the procedure to be done
   e. Correct patient position
   f. Availability of correct implants, special equipment, and radiographic films if applicable
   g. Confirmation with Surgeon/Proceduralist that images germane to procedure have been reviewed immediately prior to incision or/procedure
      • Any discrepancy or disagreement in information needs to be resolved prior to proceeding with procedure/surgery
      • There are no exceptions to the ‘TIME OUT’ requirement

III. DOCUMENTATION OF SITE VERIFICATION AND TIME OUT
A. Pre-procedure verification, Site verification, and Time Out processes must be documented on the Procedure Verification Checklist in EPIC for all invasive procedures. During downtime, Procedure Verification Checklist form 41019 will be used.
SOCIAL WORK

“What you need to know”

✓ What the Social Work Department is responsible for
✓ When an urgent consult should be requested

I. SOCIAL WORK DEPARTMENT IS RESPONSIBLE FOR

A. Discharge – Against Medical Advice (AMA)
   1. Patient demands to be discharged against medical advice from their doctor
   2. Health care providers must inform patient of consequences and options for care
   3. Contact Social Work

B. Advance Care Planning – Completion of Advance Directives
   1. Assistance with conversations/decision making assistance regarding Health Care Proxies, MOLST, Living Wills, and DNR
   2. Education for staff and patients

C. Substance abuse evaluation and referrals
   1. Contact Social Work for substance abuse screen or part of Alcohol Withdrawal Protocol
   2. Social work will perform an in-depth substance abuse assessment and provide alcohol screening and brief intervention for trauma patients
   3. Social work will facilitate referrals to inpatient or outpatient treatment
   4. The Social Work Department Chemical Dependency resources list will be offered.

D. Crisis & Trauma Response
   1. Ascertain identity of patient
   2. Assist with contacting the next-of-kin
   3. Family support in conjunction with Spiritual Care
   4. Adjustment to illness

E. Psychosocial assessments
   1. All inpatient psychiatric admissions
   2. Screen All ICU patients
   3. Assist with patient/family meetings for Hospice
   4. Annual assessments of all patients of the Designated Aids Center (DAC) downtown campus
   5. Patients meeting high-risk criteria
F. Housing arrangements for out-of-town guests
   1. Ronald McDonald House assessment/referral
   2. After hours hotel and Sarah House arrangements
   3. An Administrative Supervisor can be contacted if a Social Worker is not in the building after hours at the Community Campus.

G. Transportation Arrangements (downtown campus)
   1. After hours transportation arrangement for discharged patient

H. Conflict resolution
   1. Facilitate communication between patients, family members, and the treatment team
   2. Service recovery

I. Discharge planning, consultation and assistance
   1. For patients in areas not covered by case management (Community Campus); Inpatient Psychiatry, 4East/PMR, Emergency Department (until 11:00 PM), and Golisano After Hours
   2. For patients in areas not covered by case management (downtown); Inpatient Psychiatry, Emergency Department (after hours), Regional Oncology Center (ROC), parts of University Health Care Center, Joslin Diabetes Center, Upstate Pediatrics (Baldwinsville), Designated Aids Care Center, Secure Unit, Crouse POB, and 550 Harrison Center.
   3. Discharge planning for patients being discharged to OMH, OPWDD, substance abuse treatment facilities and psychiatric facilities

II. Social Work Urgent Consults
   A. Patients trying to leave AMA
   B. Suspected family violence, including child neglect and physical or sexual abuse
   C. Facilitate Psychiatric Placement for patients in the Emergency Department requiring inpatient placement
   D. Maternity patients with substance abuse or mental health issues and/or adoption plans (community campus)
Utilization Management

“What you need to know”

✓ Utilization Management Nurses are Registered Nurses experienced in level of care and medical necessity review
✓ Utilization Management Nurses assist in cost containment, compliance, and quality initiatives across the continuum
✓ Utilization Management Nurses provide staff education and are patient advocates for utilization of their healthcare benefits and plan during the hospital stay

I. THE UTILIZATION MANAGEMENT PROGRAM:

A. During and After the Hospital Stay:
   1. Conducts reviews of patients for the appropriate level of care and medical necessity
   2. Consults for high risk, complex discharges, barriers to discharge or insurance related concerns
   3. Leads the Clinical Documentation Program through Quality initiatives to support excellence in patient care and services.
   4. Management of the denial and appeal processes related to financial reimbursement, compliance and regulatory guidelines
   5. Contributes to the financial integrity of the organization through identification, implementation and evaluation of cost effective practice.

II. THE UTILIZATION MANAGEMENT NURSE:

A. Services internal and external customers and works collaboratively with all disciplines in the hospital across multiple settings
B. Provides continued education throughout the organization related to CMS regulatory and Federal guidelines.
C. The Utilization Management Department conducts admission, concurrent, and retrospective reviews as required by all payers to evaluate the necessity, appropriateness, and efficiency of healthcare services. For medical necessity admission or level of care stays that do not meet current criteria, Utilization Management works directly with the Physician and Multi-Disciplinary Team to ensure that patients are at the appropriate level of care. The Utilization Review Committee provides direct oversight and final decision making in determinations related to level of care.
D. The purpose of the CDI program is to initiate concurrent and/or retrospective reviews of inpatient health records for conflicting, incomplete, or non-specific provider documentation. The goal of these reviews is to identify clinical indicators to ensure that all diagnoses and procedures are supported by ICD Codes. The method of clarification used by the CDI professional is often written queries in the health record. Verbal and electronic communications are additional methods used to make contact with physicians and other providers. These efforts result in an improvement in documentation, coding, reimbursement, and severity of illness (SOI) and risk of mortality (ROM) classifications.