

# **Nursing Student & Instructor Clinical Passport**

**2011 – 2012**



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# Instructions

- Please read the following Nursing Student & Instructor Clinical Passport.
- For the purposes of this Passport, all clinical partners or hospitals will be referred to as Clinical Agency.
- Complete the Passport Quiz. You must get 80% of the questions correct.
- Sign and date the Review & Receipt form.
- It must be graded and witnessed by a nursing school representative.
- Submit completed form to your nursing school.

**Reading, taking the Passport Quiz, and signing the Review & Receipt form must be completed annually. Students are responsible for understanding and following all information contained in the Passport while in the clinical sites.**

# Table of Contents

<b>Introduction</b>	<b>4</b>
<b>Student Conduct</b>	<b>4</b>
Dress Code	
Social Networking and Cell Phone Use	
Drug Free Work Force	
No Smoking Policy	
<b>National Patient Safety Goals</b>	<b>7</b>
<b>Patient Care Issues</b>	<b>7</b>
Confidentiality (HIPAA)	
Patient Rights	
Identifying & Reporting Abuse	
Advance Directives	
Incident or Safety Reporting	
Sentinel event	
Near miss	
Root cause analysis	
Restraints	
<b>Environment of Care</b>	<b>10</b>
Emergency Preparedness	
Fire Safety	
<b>Medical Equipment Management</b>	<b>11</b>
MRI Safety	
<b>Infection Control Measures</b>	<b>11</b>
Medical Asepsis	
Standard Precaution	
Food & Beverage in the Workplace	
Work Restrictions due to Illness	
Transmission-Based Isolation Precautions	
<b>Post-Exposure Management</b>	<b>16</b>
Blood and Infectious Body Fluids	
Other Communicable Diseases	
<b>Waste Management</b>	<b>16</b>
General Trash	
Infectious Waste	
Blood and Body Fluid Spill Clean-Up Procedures	
Hazardous Materials & Waste	
<b>General Safety</b>	<b>17</b>
Personal Safety	
Preventing Workplace Violence	
Radiation Safety	
Pain Management	
Non-pharmacological Pain Interventions	
Management of Transfusion Reactions	
<b>Nursing Student &amp; Instructor Clinical Passport Quiz and Review &amp; Receipt Form</b>	<b>21</b>

## INTRODUCTION

This manual has been prepared as a guide for all nursing students having clinical experiences at a participating Clinical Agency. Outlined are the normal procedures, restrictions and safety regulations that must be followed while at a Clinical Agency. This manual does not cover every situation and does not replace policies at your facility. All students are expected to be familiar with the contents of this manual and are responsible for adhering to the information set forth as well as policies of the Clinical Agency. Hospital policy supersedes this Clinical Passport.

As a nursing student your job involves helping people. In doing that, you need to be sure to protect yourself and the patients with whom you come in contact. By following safety guidelines, you can assist with eliminating unsafe working conditions and health risks. Various organizations, including the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), Food and Drug Administration (FDA), The Joint Commission (TJC), Healthcare Facilities Accreditation Program (HFAP), and American Osteopathic Association (AOA) have designed specific safety guidelines to protect you and help keep your facility a safe and healthy workplace. Know where to go for information on safety and, when in doubt, ask a supervisor or manager. Remember – YOU are responsible for your safety, the safety of your patients, and the safety of your co-workers.

## STUDENT CONDUCT

In accordance with the Ohio Board of Nursing Student Conduct Policy, nursing students will be responsible for adhering to the following conduct policies:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each client.
- (5) A student shall delineate, establish, and maintain professional boundaries with each client.
- (6) At all times when a student is providing direct nursing care to a client the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
  - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a client's property or:
  - (a) Engage in behavior to seek or obtain personal gain at the client's expense;
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
  - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- (11) A student shall not:
- (a) Engage in sexual conduct with a client;
  - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
  - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
  - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
- (14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- (18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

Effective: 02/01/2008

<http://codes.ohio.gov/oac/4723-5-12>

## **Dress Code**

In addition to the OBN expectations for nursing students, clinical agencies expect students to always be in proper uniform, including appropriate identification badges to be visible at all times and worn between the shoulder and the waist. It is imperative that a well-groomed and professional appearance is maintained. All clothing must be clean, neat, and well kept. It is never appropriate to wear stained, wrinkled, frayed or revealing clothing in the work place. Safety and infection control principles must be satisfied when selecting work attire.

### Jewelry

- Hoop earrings are not permitted
- No more than 2 earrings per ear are allowed.
- Jewelry must be able to be worn with a gloved hand.
- Only one ring or ring set per hand is allowed.

- Necklaces that do not interfere with patient care may be worn.
- Bracelets or armbands are not permitted unless they are Medical Alerts.
- Watches are permitted.

#### Piercing

- Body piercing hardware must be covered or taken out when at work, except for earrings (see above).
- A clear spacer may be inserted in the piercing while at work as long as it is not obvious.

#### Tattoos

- Tattoos must be covered unless doing so creates an infection control risk.

#### Nails

- Artificial or excessively lengthened nails are prohibited.
- Natural fingernails are to be well groomed and no longer than ¼ inches.

#### Hair

- Only natural shades of hair color are permitted.
- Must satisfy infection control standards and maintain patient and personal safety.

Socks or hose must be worn. Open toe shoes or sandals are not acceptable in any patient care area.

Excessive fragrances, body odors, or smell of smoke/tobacco products are prohibited.

Examples of unacceptable attire include, but are not limited to:

- Wearing suggestive attire (including legging/tights/spandex)
- Denim
- Shorts/skorts
- Flip-flop or beach style sandals or shoes
- Spaghetti straps, sundresses or midriff baring tops
- Workout clothes (wind pants, sweatpants, etc.)
- Obvious absence or presence of undergarments
- Ball caps or other headgear (except for religious, cultural, sanitary, or medical reasons and as approved)
- Lanyards

### **Social Networking and Cell Phone Use**

Nursing student cell phone use, including camera and text functions, during clinical time is prohibited. Personal contact with patients and families is prohibited through social networking systems (i.e. Facebook). Confidentiality must be maintained along with maintaining professional boundaries through all social networking systems.

### **DRUG FREE WORKFORCE**

Clinical Agencies are committed to the highest quality of care for the patients, a safe work environment, and to the health and well being of its employees and their families. Drug and alcohol abuse jeopardizes the health and welfare of employees and patients. Clinical Agencies' commitments are demonstrated by a clear policy and programs related to the prevention, recognition and treatment of substance abuse. Clinical Agencies' policies are to maintain a workplace free from alcohol and illegal drug use.

### **No Smoking Policy**

Clinical Agencies are dedicated to the well being of all patients, visitors, students, faculty members and employees utilizing the facilities. Clinical Agencies have instituted a No Smoking Policy throughout the facility and on all medical center property.

## NATIONAL PATIENT SAFETY GOALS

Each year TJC (The Joint Commission) introduces required processes to reduce medical errors and enable the provision of safe, high quality health care. See

<http://www.jointcommission.org/PatientSafety/NationalPatientSafetyGoals/> for more information.

Goal 1 – Improve the accuracy of patient identification.

- A. Use of Two Patient Identifiers (NPSG.01.01.01)
- C. Eliminating Transfusion Errors (NPSG.01.03.01)

Goal 2 – Improve the effectiveness of communication among caregivers.

- C. Timely Reporting of Critical Tests and Critical Results (NPSG.02.03.01)

Goal 3 – Improve the safety of using medications.

- D. Labeling Medications (NPSG.03.04.01)
- E. Reducing Harm from Anticoagulation Therapy (NPSG.03.05.01)

Goal 7 – Reduce the risk of health care–associated infections.

- A. Meeting Hand Hygiene Guidelines (NPSG.07.01.01)
- C. Preventing Multi-drug-Resistant Organism Infections (NPSG.07.03.01)
- D. Preventing Central Line–Associated Blood Stream Infections (NPSG.07.04.01)
- E. Preventing Surgical Site Infections (NPSG.07.05.01)

Goal 8 – Accurately and completely reconcile medications across the continuum of care.

**All requirements for Goal 8 are not in effect at this time.**

- A. Comparing Current and Newly Ordered Medications (NPSG.08.01.01)
- B. Communicating Medications to the Next Provider (NPSG.08.02.01)
- C. Providing a Reconciled Medication List to the Patient (NPSG.08.03.01)
- D. Settings in which Medications Are Minimally Used (NPSG.08.04.01)

Goal 15 – The organization identifies safety risks inherent in its patient population.

- A. Identifying Individuals at Risk for Suicide (NPSG.15.01.01)

### Universal Protocol

- The organization meets the expectations of the Universal Protocol
- Conduct a pre-procedure verification process
- Mark the procedure site
- A time-out is performed immediately prior to starting procedures

## PATIENT CARE ISSUES

### Confidentiality

The HIPAA Privacy Rule gives patients privacy rights. It includes the following:

- The right to receive a notice of privacy practices, the right to read or receive a copy of their medical record.
- The right to request restrictions on the use and disclosure of their medical information.
- The right to request an amendment to their medical record.
- The right to receive an accounting of uses and disclosures of medical information that are not for treatment, payment or health care operations.
- The right to request confidential communications, the right to not have his or her name listed in the hospital directory for hospital inpatients.

An Incidental Disclosure is a permissible disclosure. It occurs when reasonable safeguards have been taken to protect patient protected health information (PHI) but due to unforeseen circumstances someone not involved in the treatment of the patient overhears the PHI.

Example: A man is admitted to a unit. He is alone. The RN closes the curtain and then asks the patient about his medical history. Unknown to the RN, the family comes to visit and stays outside the curtain. The family overhears

the PHI. This is an incidental disclosure and not a HIPAA violation. If the curtain was not pulled and no safeguard taken, the Office of Civil Rights (OCR) would consider this a privacy violation.

A reasonable safeguard is a precaution that a prudent person would take to protect PHI. It is a common sense safeguard.

Example: Before starting any collection or discussion of PHI, determine if the patient agrees to the presence (and thereby PHI disclosure) of ANY family member/visitor.

Reasonable Safeguards:

- Pulling the curtains
- Talking quietly when able
- Asking visitors to step out of the room when discussing PHI. The patient needs to consent to the presence of ANY visitor before discussing any PHI
- Providing counseling in a private area.

Common Mistakes:

- Talking about patient information in elevators
- Talking about patient information in the cafeteria
- Talking in public areas where it is easy for others to overhear
- **It is not permissible to access a medical record if you do not have a medical need to know - even for yourself.**

## Special Needs

Interpreter services must be offered to all non-English speaking patients (Limited English Proficiency) and patients who communicate using sign language. An interpreter will be needed for any communication that influences the patient's understanding of their care or to obtain information for the purpose of care planning.

Interpreter services are required in the following situations:

- obtaining medical / psychiatric history or evaluation
- explaining:
  - diagnosis,
  - treatment plans and schedules (meds, tests, procedures)
  - any changes in the plan
  - need for continued hospitalization
  - discharge planning and instructions
- obtaining informed consent or permission to treat.

To preserve patient confidentiality and safety, family or friends should not be asked to interpret for any patient or family member. Family and friends may interpret in an emergency while waiting for an interpreter. If the patient requests to use a family member or friend, it must be documented in the medical record.

## Patient Rights

The hospital respects the rights of patients. Each patient has a right to have his or her cultural, psychosocial, spiritual, and personal values, beliefs and preferences respected. We must protect and promote the basic rights of patients and support the idea that observance of these rights promotes the highest standard of medical care and respect for each patient's personal dignity. Examples of patients' rights are: the right to receive care in a safe setting, environmental safety, infection control, security, and appropriate pain management.

## Identifying and Reporting Abuse

Every hospital associate is required by law to report any instance of abuse or physical injury that he reasonably believes is the result of abuse, neglect or exploitation. The victim could be a child, an elder or another "covered

person,” i.e. persons with mental or developmental disabilities. All people have the right to be free from abuse, neglect and/or exploitation. Common signs and symptoms of abuse and/or neglect include: verbal insults, emotional abuse, financial deprivation, threats, and/or sexual and physical violence. Instances of domestic violence are reported to the police when serious physical harm is determined. A social worker should be requested for assistance. Students should report suspected abuse to their clinical supervisor or instructor.

### **Advance Directives**

The Patient Self Determination Act gives health care providers the responsibility to inform patients 18 years and older of their right to complete Advance Directives. The two types of Advance Directives that are frequently completed in the hospital are:

- Health Care Power of Attorney/Durable Power of Attorney (DPOA) - In this legal document you name the person you would like to speak for you about medical decisions when you are unable to speak for yourself. A DPOA only applies to decisions regarding medical care – not finances or estate matters
- Living Will. This document is a record of your wishes about life sustaining treatments if you become permanently unconscious or terminally ill and can't make decisions for yourself. It is important to note that a Living Will is in effect ONLY when 2 physicians agree that you are permanently unconscious or terminally ill and that you are unable to speak for yourself.

Your “health care agent” (DPOA) can represent your wishes if both documents are available.

Upon admission, patients are asked if they have, or are interested in completing Advance Directives. For the Advance Directives to be honored, a copy must be in the chart. If a patient does not have Advance Directives and wants information or assistance in completing them, contact a hospital social worker.

### **Service Recovery**

Students are expected to assist to resolve problems or complaints. When approached by a person with a problem or a complaint, the student shall:

- Assist the person in every way possible to resolve the complaint
- Inform the immediate supervisor/manager of the complaint and advise him/her of the actions taken
- Refer the person to patient relations if you are unable to provide adequate resolution of the problem, or if the complaint needs Hospital Administrative involvement.
- Students should report any complaints or problems to their supervisor or clinical instructor.

### **Incident or Safety Reporting**

An incident is any situation/occurrence that is not consistent with routine operations or with the standard quality of care rendered to a particular patient (i.e. fall, equipment failure, medication errors or general incidents).

**Sentinel event / serious safety event:** Unexpected occurrence involving death or serious physical or psychological injury, i.e. loss of limb, suicide (including 72 hrs after discharge), abduction, unanticipated death of a full term infant, rape, incorrect blood administration, surgery on the wrong body part, unintended retention of a foreign object after an invasive procedure, neonatal hyperbilirubinemia (bilirubin >30mg/deciliter), prolonged fluoroscopy with dose > 1500 rads or wrong body region, death or major loss of function as the result of a health care acquired infection.

**Near miss:** A more serious incident that did not affect the outcome but would have significant risk of serious outcome if it happened again. The incident was caught and remedied before it was able to cause harm.

**Root Cause Analysis:** Process for identifying the basic factors underlying performance failures in a sentinel event

**REPORT ANY INCIDENT TO THE HOSPITAL NURSE AND YOUR CLINICAL INSTRUCTOR / FACULTY RESPONSIBLE FOR THE AFFECTED PATIENT.**

### **Restraints**

It is a patient right to be free from restraints and seclusion. Restraints will be used only in emergent and unsafe circumstances when other reasonable, less restrictive methods are ineffective. Restraints include physical methods and drugs that are not part of a patient’s standard treatment. Use of restraint is driven by an assessment that indicates that less restrictive interventions pose a greater risk than the use of restraint/seclusion. Use of restraint is not driven by diagnosis. Restraints for violent, self-destructive patients can occur in any treatment setting and are not limited to Psychiatry.

## **ENVIRONMENT OF CARE**

### **Emergency Preparedness**

Disasters can be man-made or natural in origin, internal or external in effect. The primary adverse effects of disasters are the impact on the function of the hospital and/or community and mass casualties. Disasters include fire, explosions, acts of terrorism, flood, tornado, abduction, utility failure etc. Hospitals use the Hospital Emergency Incident Command System (HICS).

<b>Code Red</b>	<b>Fire</b>
<b>Code Adam</b>	<b>Infant/Child Abduction</b>
<b>Code Black</b>	<b>Bomb/Bomb Threat</b>
<b>Code Grey</b>	<b>Severe Weather</b>
<b>Code Orange</b>	<b>Hazardous Material Spill/Release</b>
<b>Code Blue</b>	<b>Medical Emergency – Adult</b>
<b>Code Pink</b>	<b>Medical Emergency – Pediatric</b>
<b>Code Yellow</b>	<b>Disaster</b>
<b>Code Violet</b>	<b>Violent Patient / Combative</b>
<b>Code Silver</b>	<b>Person with Weapon / Hostage Situation</b>
<b>Code Brown</b>	<b>Missing Adult Patient</b>

### **Fire Safety**

“Code Red” is announced in the event of a fire. Follow the R.A.C.E. plan below. When the fire is in another area, do not go to the scene unless you have been assigned to do so.

Remove – to safety any patients of other people in immediate danger.

Activate – activate the alarm system. Pull fire alarm and call for nurse.

Confine – close all doors in the area to help contain the fire.

Extinguish – return to extinguish the fire (if practical).

All staff should be aware of the location of the Fire Pull stations and Fire Extinguisher boxes in their area. To use a fire extinguisher, follow the P.A.S.S. actions:

- PULL the pin from the fire extinguisher.
- AIM the nozzle at the base of the fire.
- SQUEEZE the handle.
- SWEEP Use the fire extinguisher in a sweeping motion.

Staff and employees should conduct themselves in the same manner for a drill (“Code Red Drill” announcement) as a real event.

## MEDICAL EQUIPMENT MANAGEMENT

### MRI Safety

All staff must follow all MRI safety requirements and understand that the magnetic environment is a unique and potentially dangerous situation if these special practices are not followed. The extremely high magnetic field will cause any object with magnetic properties to be attracted with great force to the main magnet field. No metal objects (including non-MRI fire extinguishers) are allowed in the magnet scan room. The following list cites examples of items **NOT** allowed:

- Metal fire extinguishers
- Keys, key chains, metal pens
- Hemostats, knives, scissors, or other ferrous material
- Paper Clips
- Life support, monitoring devices, gas tanks
- Employee badges, credit cards
- Anyone with a pacemaker or active implant device

Medical equipment/devices will not function in the MRI scan room and are not allowed; therefore, this equipment must be disconnected before the patient is scanned. **If the equipment (i.e., life support devices) cannot be disconnected, the patient cannot be scanned.** Call to verify if alternate equipment is available.

## INFECTION CONTROL MEASURES

### Medical Asepsis

Protect your patients and yourself! Practice medical asepsis for patient care procedures and maintain supplies in a clean and safe environment. Rotate supplies to prevent them from becoming outdated. Handle contaminated equipment and instruments with care. Remove any visible gross soiling from reusable medical equipment before transporting the items from the patient's bedside or treatment room to the soiled utility room. Carefully discard used sharps into puncture resistant containers. It is important to maintain clean work areas at all times to ensure a safe and clean patient care environment. Remember the Hepatitis B virus can live on surfaces for up to seven (7) days and the HIV virus can live on surfaces for 24 hours.

### Standard Precautions

Standard Precautions consist of a system of barrier precautions designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in the health care setting. These precautions are the "standard of care" to be automatically implemented by ALL health care workers for contact with blood, body fluids, secretions, excretions, non-intact skin, and mucous membranes of ALL patients and for EACH patient contact, regardless of the patient's diagnosis.

Blood, body fluids, and Other Potentially Infectious Materials (OPIM) include:

- Blood
- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Synovial fluid
- Pleural fluid
- Pericardial fluid
- Peritoneal fluid
- Amniotic fluid
- Saliva
- Any unfixed human tissue or organ

- Any body fluid visibly contaminated with blood
- All body fluids in situations where it is difficult or impossible to differentiate between body fluids

It is the responsibility of each individual student to follow STANDARD PRECAUTIONS based on the degree of anticipated exposure to body substances. STANDARD PRECAUTIONS procedures include hand hygiene, personal protective equipment (gowns, gloves, masks, eye protection and face shields), linen and laundry management, sharps safety, bloodborne pathogen post-exposure management and waste management for all as warranted.

#### **Hand Hygiene – Hand Washing and Hand Antisepsis**

Hand washing is the single most important control measure to prevent the spread of infectious agents from one person to another.

1. Hand Washing Procedure: Wet hands first with warm water; apply an adequate amount of soap to the palm of one hand and rub hands together for a minimum of 15 seconds, covering all surfaces of hands, fingers and areas around nails and between fingers. Rinse well with running water and dry thoroughly with a paper towel. Using a paper towel to turn off the faucet is preferable.
2. Procedure for Hand Antisepsis. Apply alcohol-based hand rub in sufficient quantity according to manufacturer's recommended amount to cover all surfaces of hands, fingers and areas around nails and between fingers; allow the agent to dry, do not rinse off. Alcohol-impregnated antimicrobial hand wipes may also be used in areas/situations where sinks and hand hygiene dispensers are not available (e.g., during patient transport).
3. Hand washing with soap and water must occur as soon as possible after touching blood, body fluids, secretions, excretions and visibly contaminated equipment/surfaces, whether or not gloves are worn. This will also be necessary with patients diagnosed with or suspected to have C. Diff.
4. Either hand washing or hand antisepsis must be accomplished after visibly clean gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients, personnel or environment.
5. Either hand washing or hand antisepsis must be accomplished between tasks or procedures on the same patient to prevent cross-contamination between different body sites.
6. Minor lacerations or breaks in skin on hands should be covered with a bandage in case a glove leaks or tears. Students with large lacerations or breaks in skin that cannot be safely covered should be evaluated by their instructor to determine if they should be excluded from direct contact with patients or from managing patient specimens.

Alcohol hand sanitizers are available at most sites. Hospital policy should be followed in regard to usage.

#### **Personal Protective Equipment (PPE)**

1. PPE (i.e. disposable gloves, fluid-resistant gowns, lab coats, isolation and resuscitation masks and disposable and reusable protective eyewear and face shields) are intended to protect healthcare workers from exposures to infectious hazards.
2. After wearing, PPE must be carefully removed (i.e., to avoid contamination of skin or clothing) before leaving the work area and discarded in the designated container for either disposal or laundering. Disposal of PPE should occur at the site of use. In general this will be prior to leaving the patient's room. Used PPE should be discarded into trash or soiled linen hamper, unless moderately/grossly soiled with blood or blood body fluids.
3. The PPE worn must be appropriate for the task or procedure being accomplished. Students should wear as much or as little PPE as necessary to prevent blood, body fluids, secretions and excretions except sweat, from direct contact with skin, mucous membranes and clothing.

#### **Disposable, Single-Use Medical Exam Gloves**

1. Gloves must be worn when contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, contaminated surfaces or medical devices can be reasonably

anticipated. Gloves must also be worn to perform venipuncture, other vascular access procedures and as required for the practice of medical asepsis.

2. Remove and discard gloves during patient care between tasks and procedures on the same patient and when moving from a contaminated body site to a clean body site. Replace torn, punctured or otherwise damaged gloves as soon as patient safety permits. Do not wash gloves for use for different patients.
3. Gloves should **NOT** be worn:
  - a. for the care of more than one patient
  - b. away from the bedside or lab bench
  - c. at the nursing station
  - d. to handle charts, clean linen, clean patient equipment or patient care supplies
  - e. in hallways or elevators, unless providing patient care in transit.
4. Sterile gloves should be worn when aseptic technique is required.

#### Latex Allergy:

Recent studies have shown an increase in the number of health care workers suffering from Latex Allergy. Latex gloves are the most commonly used gloves in health care as they are proven to be effective in preventing the transmission of many infectious diseases. Possible risk factors for Latex Allergy include frequent use of latex gloves, exposure early in life and length of exposure, allergies to certain foods, and ragweed allergies. You should be tested for Latex Allergy if you experience any of the following symptoms immediately following exposure to latex: skin redness, hives, itching, runny nose, itching eyes, scratchy throat and asthma. A blood or skin test is needed to confirm the allergy. If you test positive for Latex Allergy, there are special precautions you should take, including use of nonlatex gloves, using powder-free gloves, wearing glove liners, avoiding oil-based hand creams or lotions, and washing hands with mild soap and drying thoroughly.

#### **Gowns**

Gowns must be worn to prevent contamination of clothing and protect the skin of healthcare workers from blood and body fluid exposures during patient care procedures that are likely to soil clothing. Hospitals may use linen or disposable gowns. Gowns must be changed after each patient use. Soiled gowns should be discarded in garbage or laundry according to leaving each patient's room.

#### **Masks, Eye Protection (Goggles or Glasses with Side Shields) and Face Shields**

1. Masks, eye protection or face shields must be worn to protect mucous membranes of the eyes, nose and mouth during either procedures or patient care activities that are expected to generate splashes or sprays of blood, body fluids, secretions or excretions (e.g., suctioning, trauma care, surgery, intubation, emptying bedpans/suction canisters into hopper/toilet). Masks must also be worn when providing care to coughing patients with suspected infectious etiology.
2. Masks are to be worn for single patient use and must be removed and discarded upon leaving the patient/procedure room.
3. Reusable eyewear and face shields should be inspected for soiling after each use. If visibly soiled with blood or body fluids, they must be washed with soap and water, rinsed and then disinfected by using a germicidal agent.

#### **Other Medical Equipment**

Stethoscopes, otoscopes, reflex hammers and similar items should be cleaned with alcohol wipes (i.e. Sani Cloth Plus<sup>®</sup> or Cavi-wipes<sup>®</sup>) between patients. Single-use items (e.g. thermometers, blood pressure cuffs) should be used when possible; items labeled as "single-use" must be properly discarded and not reprocessed for reuse. Use

mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods for resuscitation.

### **Linen and Laundry Management**

Hospital-specific policies and procedures will be addressed in the individual module.

If a student's clothing becomes soiled with blood or other potentially infectious materials associated with the transmission of bloodborne pathogens, the hospital policy should be followed. Health care clothing that becomes soiled with blood or body fluids capable of transmitting a bloodborne pathogen (e.g., HIV, HBV, HCV) must be rendered non-infectious. The student should not take the soiled clothing home until this has been accomplished.

### **Sharps Safety**

Caution should be taken to prevent sharps injuries when handling needles, scalpels, and other sharp instruments or devices by promptly disposing them into designated sharps containers.

1. Sharps containers should be sealed, discarded and replaced when one-half to two-thirds filled.
2. Whenever possible, select a safety engineered needle or other safety device to assist in the prevention of sharps injuries.
3. Never recap used needles, or use any other technique that involves directing the point of a needle or sharp toward any part of the body. If recapping is clinically necessary, use a one-handed scoop technique or a mechanical device for holding the needle sheath.
4. Do not remove used needles from disposable syringes by hand. Do not bend, break, cut or otherwise manipulate used needles by hand.
5. Work safely and don't stick yourself or your co-workers.
6. Don't grab for a falling sharp; let falling sharps fall.
7. Do not pick up broken glass by hand.

### **Food and Beverages in the Workplace**

Unsafe work practices can lead to contamination of food and beverages and potentially expose health care workers to all types of pathogens. Protect yourself by following the required work practices concerning the management of food and beverages.

- Store food and beverages in department-specific approved areas. Do not store in areas where blood or other potentially infectious materials may be present, such as refrigerators/freezers, cabinets, countertops, or shelves.
- Staff food must be stored in a separate refrigerator from patient food. Food may not be stored in the same refrigerator as pharmaceuticals. Food must be labeled with date and name.
- Food and beverages may not be eaten at the nurse's station, any area where patient care is provided or any place where laboratory specimens are present.
- Generally, food and beverages may be consumed in conference rooms, kitchens, staff lounges, and the cafeteria. Every department has a designated area for storing and consuming food and beverages. Know your department's policy and follow it!
- NEVER apply cosmetics or lip balm or handle contact lenses in patient care areas or laboratory settings.

### **Work Restrictions due to Illness**

Maintain good personal health and hygiene and don't come to work if you are sick! Students experiencing an acute infectious process (e.g., febrile illness, acute respiratory infection, gastroenteritis, bacterial conjunctivitis, shigellosis) must be restricted from clinical practice until the infectious process is resolved. Students must be able to demonstrate proper hand washing technique.

**Herpes Simplex Virus (HSV) Infections:** Students with oral herpes lesions will not be permitted to provide care for immuno-suppressed patients (cancer, chemotherapy, HIV infection, high-dose steroids), infants under age of 28

days, NICU patients, patients with open or weeping wounds or burn patients. Care may be provided to patients not meeting the above criteria if a mask is worn to avoid direct contact with the infected lesions. Herpes whitlow (sores on finger) – no direct patient contact is allowed. Students with evidence of active HSV infections (i.e. cold sores, fever blisters, herpetic Whitlow) must notify your instructor or preceptor and the department director of the presence of active lesions. Students may not be assigned to the care of any high-risk patient until the lesion(s) is dry and crusted.

Examples of patients at high-risk for serious complications should transmission occur include:

- patients less than 6 months of age,
- recipients of solid organ and bone marrow transplants,
- patients receiving cancer chemotherapy and/or radiation therapy,
- patients receiving high dose steroids,
- patients with widespread skin disorders such as burns or scalded skin syndrome, and
- any immunocompromised patient.

Students with active lesions of the face (e.g. cold sores, fever blisters) must strictly observe hand hygiene procedures and must wear a mask to cover the lesions when working within 3 feet of the patient.

Students and instructors with herpetic Whitlow (i.e., painful HSV infection of the finger) are prohibited from patient contact until the lesions are crusted and dry.

### **Transmission-Based Isolation Precautions**

Patients with confirmed or suspected infectious or communicable diseases or specific significant pathogens must be managed in transmission-based isolation precautions, in addition to the practice of Standard Precautions. Also, severely

immunosuppressed patients are managed in Protective or Neutropenic Isolation Precautions, which vary based upon the degree of immunosuppression. Listed below is a brief summary of the types of Transmission-Based Isolation Precautions that may be practiced.

- Airborne Precautions: used for diseases spread by the airborne route (e.g., measles and varicella zoster virus infections, such as chicken pox or disseminated shingles in an immunosuppressed patient; requires a negative pressure room).
- Hospital issued airborne mask or respirator: required for patients with confirmed or suspected active tuberculosis disease; requires negative pressure room and a hospital issued airborne mask or respirator. Students are NOT permitted to enter these rooms as students are not fit-tested for the hospital issued airborne masks or respirators. (Tuberculosis. Students and instructors are not to care for patients with known or suspected infectious tuberculosis due to the impracticality of providing the mandated employee respiratory protection program to students.) Do not utilize writing utensils and paper in these rooms unless they will remain in these rooms at all times. Remember to clean your stethoscope, any computers, and re-usable equipment with sani-wipes before removing them from these rooms.
- Droplet Precautions: used to contain organisms that are spread by large respiratory droplets, such as meningitis, certain types of pneumonia, toxic shock and German measles or rubella.
- Respiratory – Contact Precautions: used to contain organisms that are spread by both droplet and through contact with environmental surfaces and equipment. Examples include respiratory syncytial virus (RSV) and viral pneumonia; also required for the care of patients with Cystic Fibrosis to contain their multiple-drug resistant organisms.
- Contact Precautions: used to contain infections and pathogens that re spread by direct contact with the patient or with contaminated surfaces and equipment in the patient's room. Examples include congenital syphilis, bacteria colonizing draining wounds, congenital herpes simplex infections and agents causing gastroenteritis such as rotavirus and E. coli O157:H7.

- Strict Isolation: used for highly communicable, multiple-antibiotic resistant organisms (i.e., vancomycin resistant enterococcus {VRE.})
- Handwashing only – For contact with suspected or confirmed Cdifficile patients.

## **POST-EXPOSURE MANAGEMENT**

### **Blood and Infectious Body Fluids**

In the event a student experiences a percutaneous or mucous membrane exposure to a patient's blood or other potentially infectious body fluids, the following procedure should be followed:

- Wash the injury site with soap and water and apply an antiseptic, or
- Irrigate involved mucous membranes with copious amounts of saline or water, and
- Report the exposure to the clinical instructor who should contact infection control, employee health, school, and/or any other appropriate authority to facilitate an "exposure risk assessment." Exposures determined to be "high risk" for potential exposure to HIV must be triaged to a knowledgeable health care provider who can provide counseling and anti-retroviral prophylaxis in keeping with the Public Health Service Guidelines for the Management of Healthcare Worker Exposures to HIV.
- Anti-retroviral prophylaxis should be started within about two hours of "high risk" exposures to HIV positive blood.
- The exposed student should consult the clinical instructor or supervisor for post-exposure follow-up.
- Typically, an exposure is not a life threatening situation; therefore, an Emergency Department follow-up is not required unless emergency care is deemed necessary (i.e., sutures).

### **Other Communicable Diseases**

Students who sustain a significant exposure to the following communicable diseases in the course of their student role should notify the clinical instructor/clinical manager of the unit (who will in turn contact Infection control, employee health, and/or any other appropriate authority) for evaluation and management:

- pertussis
- Meningococcal disease (Neisseria meningitidis)
- mycobacterium tuberculosis
- potentially infectious skin disorders such as Norwegian scabies or syphilis lesions

## **WASTE MANAGEMENT**

### **General Trash**

General trash includes all trash generated in the care of patients that is not more than lightly soiled with blood or body fluids that could transmit a bloodborne pathogen.

The following items are to be placed in general trash:

- Disposable patient care items that are not soiled or are only lightly soiled with blood or other potentially infectious materials (e.g., gloves, Band-Aids, diapers, Chux).
- All waste from the rooms of patients in protective isolation.
- Routine paper waste (e.g., paper towels, newspapers, food and drink containers, wrappers for sterile items).
- Diapers and feminine hygiene products.
- IV tubing, IV fluid containers, catheters and drainage bags, if they are not bloody and don't contain any medications.
- Disposable pillows.

## **Infectious Waste**

Infectious waste is defined as waste that if improperly managed is capable of transmitting a bloodborne pathogen or a communicable disease for which a patient has been placed in isolation precautions. The following is a list of infectious waste:

- Sharps waste that includes contaminated needles, scalpels, razor blades, etc. All sharps waste must be discarded into a puncture-resistant sharps container. Sharps containers should never be overfilled and must be properly secured to prevent tipping, spilling or leaking.
- Disposable items that are moderately to grossly soiled with blood or body fluids associated with transmission of transmitting bloodborne pathogens.
- Disposable items soiled with excretions or secretions capable of transmitting the infectious disease from patients that have been placed in Transmission-Based Isolation Precautions.
- Infectious medical or “red-bag” waste must be discarded into “red bags” or other containers that are conspicuously labeled with the international biohazard symbol.

## **Blood and Body Fluid Spill Clean-Up Procedures**

Blood and body fluid spills should be cleaned promptly in keeping with the specific hospital guidelines. Students should report all blood and body fluid spills to their nursing instructor.

## **Hazardous Materials and Waste**

### **Right to Know / HazCom**

A hazardous substance is defined by the OSHA standard as: “any substance which poses a physical or health hazard.” Many healthcare workers use hazardous chemicals and/or medical gases on a routine basis. Because certain dangers are associated with these materials when they are handled improperly, OSHA has developed the **Hazard Communication Standard (HazCom)**. It requires employers to inform employees of workplace hazards. You have the “right to know” how to protect yourself against those hazards.

HazCom requires chemical manufacturers, employers, and employees to take steps so everyone who works around hazardous chemicals:

1. understands their specific hazards
2. has the information and equipment to prevent safety and health problems.

HazCom requires employers to develop a written hazard communication program that informs employees:

- about the HazCom rule and how its requirements are applied in the workplace;
- how to recognize, understand, and use labels and material safety data sheets (MSDS);
- how to work safely when using hazardous material(s).

The Materials Safety Data Sheet (MSDS) provides detailed information about the hazards of materials. Materials Safety Data Sheets (MSDS) should be reviewed before you start any job using a hazardous chemical. Hazardous materials must always be handled and disposed of in a safe manner. Never use a material without knowledge of its hazards and appropriate protective measures. All containers of hazardous substances must be labeled with their identity and hazard warning including target organs. Report any containers that do not have identity and/or hazard warnings on them to your supervisor immediately! Unlabeled containers can be dangerous.

## **GENERAL SAFETY**

### **Personal Safety**

- Secure your personal belongings in an area that is not accessible to others. Use locks if available.
- Do not bring large quantities of cash to work at any time.
- Lock your car and don’t leave packages inside that are visible to others. Please place your valuables in the trunk of your locked car prior to leaving home.
- If you work in an area with much traffic coming through it and/or you work alone, lock the work area whenever you leave it – even if it is for a short while.

- Question all individuals who do not look like they belong to the facility. All staff, physicians, and volunteers should be wearing an ID (hospital) badge. Report any suspicious individuals to hospital police or security.
- If you feel uncomfortable about going to your car, request help from hospital police or security.
- If you have been threatened by anyone, report this to a management person.
- Do not bring any weapon onto clinical agency grounds.

## **Preventing Workplace Violence**

All employees/associates are responsible for being aware of the violence in the workplace policy. *Report immediate incidents or threats of violence to security. Report non-urgent concerns to your supervisor. Practice effective methods of anger control with peers, supervisors, patients, physicians, vendors and visitors.*

Clinical Agencies are committed to maintaining a work environment free from harassment. Conduct or behavior that creates an intimidating, hostile or offensive work environment is strictly prohibited.

*Understand the definition and the serious nature of harassment in the workplace.*

*Contact your hospital supervisor and school coordinator if you are subject to harassment in the workplace.*

*Cooperate in investigations and act proactively to keep the workplace free of harassment.*

## **Radiation Safety**

Anyone who cares for patients in a clinical environment or works with or near radiation generating equipment (RGE) in a non-clinical environment has the potential for occupational exposure to radiation. For this reason, an understanding of basic radiation protection principles is important for many medical center employees, students and visitors.

Awareness and observance of warning signage is the first measure for avoiding unnecessary radiation exposure. For those who are exposed to radiation during their daily work, following three basic principles of radiation protection can minimize exposure:

**TIME:** Minimize the amount of time you spend close to the source of radiation

**DISTANCE:** Maximize distance from the source of radiation

**SHIELDING:** Place shielding between you and the radiation

There is no smoking, eating, drinking, storage of food/drink, or application of cosmetics/lip balm in any area that contains radioactive material.

## **Pain Management**

Pain management and prevention requires an interdisciplinary approach. The patient/significant other, physicians, nurses, therapists and other care providers collaborate to assess pain needs and develop a goal-based management plan (consisting of drug and non-drug interventions) to relieve pain based on the individual patient's functional needs. An aggressive approach to pain management can:

- Reduce pain
- Increase patient comfort and satisfaction
- Enhance functional abilities and physical and psychological well being
- Contribute to improve patient outcomes.

Pain is defined as whatever a patient or significant other states it to be. All patients have the right to appropriate assessment and management of pain, and have the right to have a staff committed to pain management. Staff will assess and address pain needs objectively and without judgment using tools such as the Numeric Rating Scale (patient reports intensity of pain on a 0-10 scale), Wong Baker Faces, or the OPAS (observational scale for patients unable to self report). Pediatric pain reporting is in the specific Dayton Children's Medical Center policy and procedures manual. The pain assessment is then documented in the medical record.

A patient's participation in his/her pain management may take many forms including:

- Reporting intensity, quality and location of the pain.
- Establishing goals for the pain management plan.
- Participating in the decisions regarding the type of pain management to be employed.
- Communicating the effectiveness of the pain management.

Pain management standards require the following be documented in the medical record: the patient's pain goal, ongoing assessment of pain, all therapeutic measures utilized, and the patient's response to those measures. The same assessment tool is used before and after the therapeutic measures. Example, if the Numeric Rating Scale is used to initially assess pain, it is used again to evaluate the effectiveness of the intervention.

Assessment Documentation – Pain documentation provides a history of a patient's pain levels, as well as what interventions (both medicinal and non-pharmacological) have been effective in reducing pain and associated distress. When documentation is timely and complete, it improves ability to continue to offer the interventions that have been helpful to the patient, and each reassessment of the patient provides a chance to fine tune the patient's pain management plan.

Education – Providing education specific to pain management plans and intervention options is essential. Education and information empowers patients and equips them to participate in the pain management program.

### **Non-pharmacological Pain Interventions**

- Relaxation exercises – are not considered a pain relief measure because they don't always reduce the severity of the pain. It cannot be used with patients who have cognitive impairment. This intervention must be used with caution for patients with a history of hallucinations.
- Imagery – patients need to be capable and willing to imagine pictures. Imagery must be used with caution with patients who have a history of hallucinations.
- Music – has been widely used to soothe and relax. Preferred and familiar music may be effective in providing psychological comfort for patients regardless of the type of music.
- Holistic Health Specialists may be available in some clinical agencies

Other interventions include:

- Environmental considerations
- Distraction activities
- Comfort measures

### **Management of Transfusion Reactions**

- Students are NOT to be managing transfusion reactions in the pediatric setting.
- Students in adult care should understand transfusion reactions (physiological process/patient care) but are not expected to manage them independently and must be supervised by a licensed RN.

When giving blood products, the nurse should remain in the room for the first 15 minutes when a transfusion reaction is most likely to occur.

### **Understanding Reactions**

Signs and symptoms that may be associated with acute transfusion reactions include:

- Fever with or without chills, defined as a 2 degree Fahrenheit increase in body temperature
- Shaking with chills (rigors) with or without fever
- Pain at infusion site or in chest, abdomen, back, or flank
- Oozing from the infusion site
- Blood pressure changes, usually acute, either hypertension or hypotension
- Respiratory distress, including dyspnea, tachypnea or hypoxia

- Skin changes i.e. flushing, itching, edema, hives
- Nausea, with or without vomiting, diarrhea
- Circulatory shock
- Urine color changes to pink, red, or black (hemolytic reaction).

**Care of the Patient (Call RN immediately if suspected reaction!!)**

If a transfusion reaction occurs at any point during the infusion:

- Stop the transfusion immediately
- Notify the physician
- Notify the clinical instructor
- Remove and save all attached tubing and solution. Keep the IV open with 0.9% (Normal) Saline KVO to maintain renal blood flow.
- Do clerical check at the bedside of identifying tags and numbers and verify with the armband on the patient.
- Treat symptoms per physician order and monitor vital signs.
- Notify Blood Bank and complete the Blood Bank Transfusion Reaction Form (Call Blood Bank for the form). Do NOT use a form on the unit – it may be outdated.

All transfusion reactions or incidents must be reported immediately to Blood Bank lab personnel. For urticaria or circulatory overload, the transfusion may be interrupted for treatment of symptoms, and then restarted.

Send to Blood Bank in a hospital approved sealed plastic bag:

- a. Remains of blood product
- b. Blood tubing – all tubing and solution (NS) into the IV site
- c. Transfusion Reaction form –with the Unit section completed

An acute transfusion reaction such as febrile non-hemolytic reaction presents with signs and symptoms of rigors, rise in temperature (2 degrees F), headache, malaise, or vomiting. (The patient may have an antibody to the donor WBC's). The physician will order to pre-medicate with aspirin-free antipyretic (acetaminophen) before additional blood product transfusions. Other symptom management may include antihistamine if the patient has experienced a previous allergic reaction. If the patient has rigors, the use of meperidine or steroids may be required.

A new type of blood transfusion reaction is becoming more recognized in recent years. Transfusion Related Acute Lung Injury (TRALI) is an acute reaction that occurs with the transfusion of FFP or other blood products. It usually presents with acute dyspnea, hypoxia, and noncardiogenic bilateral pulmonary edema within 6 hours of transfusion. Treatment includes provision of oxygen that may require emergent intubation with oxygen and ventilator therapy for up to 4 days.

If the Blood Bank suspects bacterial contamination of the unit, a request may be made for blood cultures of the recipient.



## Nursing Student & Instructor Clinical Passport Quiz

1. An \_\_\_\_\_ will be needed for any communication that influences the patient’s understanding of their care or to obtain information for the purpose of care planning.
2. It is acceptable to rely on one patient identifier. True / False
3. \_\_\_\_\_ must be worn to prevent contamination of clothing and protect the skin of healthcare workers from blood and body fluid exposures during patient care procedures that are likely to soil clothing.
4. You do not need to wash your hands if you wear gloves. True / False
5. Is not acceptable to discuss patients while on Facebook. True / False
6. It is important to come to clinical, even if you are sick. True / False
7. A sentinel event is usually planned. True / False
8. A \_\_\_\_\_ is a record of your wishes about life sustaining treatments if you become permanently unconscious or terminally ill and can’t make decisions for yourself.
9. Each year The Joint Commission introduces \_\_\_\_\_. They are required processes to reduce medical errors and enable the provision of safe, high quality health care.
10. The \_\_\_\_\_ Privacy Rule gives patients privacy rights.

Score \_\_\_\_\_ of 10 = \_\_\_\_\_%

### Review & Receipt

This is to certify that the undersigned has received and reviewed a copy of the Greater Dayton Area Hospital Association Nursing Student & Instructor Clinical Passport, and that he/she understands the health and safety concerns of the participating clinical sites. The undersigned agrees to adhere to all information outlined herein as well as policies of the Clinical Agency

\_\_\_\_\_  
**Student name (print)**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness from nursing school**

\_\_\_\_\_  
**Date**

**Effective for 1 year from date of signing; to be maintained by your school of nursing.**