

VICTORIA COLLEGE
ALLIED HEALTH PROFESSIONS
General Hospital Orientation for Allied Healthcare Students

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INSTRUCTIONS

This packet is a general hospital orientation for students who have taken an interest in the allied health field. Entering the workplace in any field requires education on how to safely perform your assigned duties. Health careers have additional information regarding safety measures and confidentiality within the hospital setting.

(Each student is required to successfully complete the General Hospital Orientation and Infection Control Exam with a score of 100% prior to being eligible to attend Clinical for your selected healthcare program).

Review Required Attachments

1. Student Confidentiality Agreement
 2. Occupational Exposure to Bloodborne Pathogens
 3. Tuberculosis: General Information
 4. Tuberculosis: Infection Control in Healthcare Settings
 5. Tuberculosis: Respiratory Protection in Healthcare Settings
 6. The ABCs of Hepatitis
 7. Hepatitis B Vaccine
- ❖ Watch the required reserved online library videos.
 - ❖ Pass the mandatory General Hospital Orientation and Infection Control Exam with a score of 100%.
 - ❖ Pass the mandatory HIPPA exam with a score of 100%.
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OBJECTIVE:

The purpose of this hospital orientation is to provide general hospital knowledge for students who will be rotating through Victoria College's Allied Health affiliated clinical sites. This information packet will educate students on the importance of patient confidentiality and safety control pertaining to chemical, physical, and/or biological hazards.

LEARNING OBJECTIVE:

Upon completion of this orientation packet, you should be able to:

1. Identify five chemical hazards that are common in the healthcare setting and understand how to handle these to decrease the incidence of injury.
 2. Differentiate between chemical, physical, and biological hazards in the healthcare setting.
 3. Discuss the importance of patients' rights and confidentiality within the workplace and on social media.
- ❖ The chewing of gum or the use of tobacco is not permitted while providing patient care or while on the premises of the clinical facility. [As outlined in the VC Student Handbook]

HAZARDS

A. Chemical Hazards

A chemical hazard is considered any agent with any of the following characteristics: carcinogens, corrosives, toxic or highly toxic, irritants, sensitizers, or target organ effectors. Mishandling or misuse of these chemicals due to carelessness, ignorance, or poor judgement can result in injury if the chemical is inhaled, swallowed, splashed, or absorbed. The chart below identifies some chemical hazards that can be found in the healthcare setting.

There are both short-term and long-term effects that can occur with exposure to chemical hazardous material. Some examples of short and long-term hazards are listed.

Short-term hazards include: poisoning, chemical burns, nausea, headache, and dizziness.

Long-term hazards include: cancer, heart damage, infertility, miscarriage, and birth defects.

<u>Chemical Hazards</u>	<u>Common Uses and Examples</u>	<u>Exposure and Health Effects Information</u>	<u>Controls</u>
Alcohol Hand Sanitizers	Use hand sanitizer for hand hygiene when water is not available and hands are not visibly soiled. Hand sanitizers may be located in the patient room or in the hallway.	Product is flammable. May cause skin dryness.	Appropriate storage of product (away from ignition sources and incompatible products).
Anesthetic Gases	Used commonly in the Operating Room (OR). Inhaled anesthetics include two different classes: nitrous oxide and halogenated agents. These gases may also be exhaled from patients recovering from anesthesia.	Exposure may have short and long-term effects as listed above.	Proper scavenging ventilation system should be installed by the facility.
Chemotherapeutic Drugs	Some chemotherapeutic drugs are used in the clinical setting for some patients. Chemo drugs should be handled with caution.	Some chemotherapeutic drugs are excreted in the urine and/or other bodily fluids.	Refer to your VC program handbook for more details on student handling of chemotherapeutic drugs.
Disinfectants	Use of disinfectants can come in the form of wipes or in a spray bottle. These are used to disinfect equipment between patient uses. Disinfectants may contain: chlorine compounds, alcohols, quaternary ammonium salts, iodophors, phenolic compounds, hydrogen peroxide; which are usually prepared in low concentrations.	Most are eye, skin, and respiratory irritants, particularly when concentrated. Some products may produce sensitization. Toxic effects depending on nature of chemical. May react with other products to create hazardous products.	Wear gloves when handling cleaning wipes or agents.
Oxygen	Oxygen is provided in each patient room, which is considered piped in. Portable oxygen tanks are used when patients' need to be transported within the facility or if the patient needs oxygen when ambulating.	Is highly flammable. Portable tanks have a regulator valve that can propel the tank violently if damaged. Portable tanks need to be upright, secured, and in their own cart.	No smoking should occur around the use of oxygen. Ensure that all oxygen from the wall is turned off when not in use.

- ❖ There are other chemical materials that are considered hazardous, such as soap, liquid paper, and WD 40 that require inclusion in the Hazardous Communication Standard developed by the Occupational Safety and Health Administration (OSHA).

Material Safety Data Sheet (MSDS)

A written emergency plan includes a list of chemicals, each one with a completed MSDS. The data sheets include: the name of the chemical, hazardous ingredients, manufacturer name and address; the safe exposure limits, flammability, smell, boiling point, specific health hazard, symptoms of over-exposure and possible ways to be exposed, related injury, and the related emergency care. These MSDSs are kept on each unit and department of the healthcare facility.

B. Physical Hazards

There are many potential physical hazards that can occur in the hospital setting, such as exposure to environmental conditions, ergonomic hazards, electrical hazards, and the potential for slips, trips, and falls. It is important that you always assess your environment at your designated clinical site.

Physical Hazards	Examples	What you need to do	What you need to know
Abduction	The Pediatric and Obstetrics floors are “locked” units that have a very secure access. These units usually have cameras and alarms in case of an abduction.	At some facilities, students will need to change into different scrubs to ensure infant safety.	Know the facility’s abduction codes, alarms, and specific protocol for a possible child abduction. The first line of defense is educating the parents.
Assault	An assault that occurs to a patient or student should be reported immediately. Some examples of assault could be: bomb threats, violent person(s), and/or baby abductions.	If you notice a person(s) becoming aggravated or hostile, call the hospital security immediately.	Each facility has a plan for specific security occurrences. Know the facility plan and phone numbers in case of an assault.
Fire	Hospital facilities will occasionally have fire drills, which will sound off the fire alarm. These drills need to be carried out as an actual fire and all facility protocols for the fire need to be followed.	If you notice an actual fire or smoke, notify the appropriate personnel immediately. If a fire alarm sounds, close all doors, and follow directions of your instructor or immediate supervisor. Help as directed if evacuation is necessary.	Appropriate actions relate to fire events: Find and locate all fire extinguishers in each clinical area you are assigned to the first day of clinical. Recall how to use a fire extinguisher by using the acronym PASS: P=pull the pin A= aim the nozzle S= squeeze the handle S= sweep the base of the fire
Noise	Some facilities encourage the reduction of noise for their client’s well-being. Evidence based research has shown that rest aids the healing process.	Keep noise to a minimum when at all possible.	Close the door to allow client to rest.
Radiation	Exposure to radiation is governed by the length of time exposed, distance, and shielding from the source.	Avoid these areas or minimize exposure time and use lead coverings to protect from radiation exposure.	Each student will be given specific instructions if assignment is located in an area where radiation is being performed.

C. Ergonomic Hazards

Occur when the type of work, body positions, and working conditions put strain on your body. Short-term exposure may result in “sore muscles” the next day or in the days following exposure. Long-term exposure can result in serious long-term illnesses, such as hernias or back problems.

Ergonomic Hazards	Examples	What you need to do	What you need to know
Physical Exertion	Some ergonomic hazards include: frequent lifting, poor posture, repetitively using too much force, and repeating the same movements over and over.	When you are lifting anyone or anything heavy, make sure you bend at the knees and keep proper body alignment. Ask for help when needed.	Lifting loads heavier than approximately 50 pounds will increase the risk for injury.

D. Safety Hazards

These are common in the workplace and include unsafe conditions that can cause injury, illness, and death.

Safety Hazards	Examples	What you need to do	What you need to know
Electrical	Some electrical hazardous examples include: frayed cords, overloaded sockets, missing ground pins, and improper wiring.	Any equipment that is brought in from outside the facility needs to be checked for these hazards prior to its use.	Notify the appropriate personnel to inspect any issues that could pose an electrical hazard.
Sharp Objects	Sharps objects include: broken glass, needles, and/or syringes with attached needles.	The appropriate sharps container should have a biohazard label and proper disposal of sharps is important.	If the sharps container is full, contact the appropriate personnel for replacement. Notify the appropriate personnel to pick up any sharp objects, such as broken glass. Ensure that you have proper equipment to handle sharp objects.
Falls & Slips	Falls can be due to cords, rugs, spills, or any objects laying on the floor that should not be there.	Inspect your environment. Ensure there are no dangling lines or cords that could pose a fall hazard. Clean up spills immediately or contact the appropriate personnel.	Wear appropriate footwear with gripping soles and good support. In the event that a patient or student falls in any facility, notify your instructor immediately.

Fire Safety

Prevention is the best defense against fire. Have damaged or faulty equipment removed from service.

In case of a fire, stay calm. The first few minutes after a fire has been discovered are critical.

In general:

- **REMOVE** everyone from danger.
- **ALARM** others.
- **CONFINE** the fire. Close all doors.
- **EXTINGUISH** the fire. But only fight the fire if it's small and confined to a small area.

Using a Fire Extinguisher:

- **PULL** the pin on the extinguisher.
- **AIM** the nozzle at the base of the fire from six to ten feet away – since the pressure of the spraying directly into the fire may spread the burning material.
- **SQUEEZE** the handles together in five second burst.
- **SWEEP** the extinguisher from side to side. Evenly coat the entire area of the fire. Keep applying the fire extinguishing agent even after the flames are put out.

E. Biological Hazards

A biological hazard, also known as a biohazard, is an organism or a by-product from an organism that is harmful or potentially harmful to other living things, primarily human beings. Common types of biological hazards include bacteria, viruses, medical waste and toxins that were produced by organisms.

Biohazards	Examples	What you need to do	What you need to know
Bacteria and Viruses	There are different types of bacteria and viruses that you may be exposed to in the clinical setting. Some examples include, but are not limited to: <i>Clostridium difficile (Cdiff)</i> , <i>Escherichia coli (E. Coli)</i> , Methicillin-resistant <i>Staphylococcus aureus (MRSA)</i> , Hepatitis A, B, C, Human Immunodeficiency Virus (HIV), Influenza (Flu)	Know the facility's protective equipment requirements for the different types of precautions, i.e. contact precaution, droplet precaution, airborne precaution, and any other precautions set forth by the facility.	Follow and adhere to your assigned facility's precaution standards.
Blood-borne Pathogens	Bloodborne pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). <i>(Will be covered more extensively in Occupational Exposure to Bloodborne Pathogens handout).</i>	Ensure that you are up-to-date with your Hep B vaccine (HBV). Utilize proper infection control techniques by wearing appropriate personal protective equipment (PPE), utilizing proper hand washing techniques, and disposing of infectious waste appropriately. Use Universal Precautions for every patient at your clinical site.	Notify your instructor immediately if exposure has occurred. <i>(Review accidental exposure on Occupational Exposure handout).</i>
Respiratory Transmission	An illness can be transmitted through the respiratory tract, such as by coughing, sneezing, etc. An example would be a patient with active Tuberculosis (TB) that requires a negative pressure room.	Know the facility's protective equipment requirements for TB and the precautions that need to be taken.	Because of such potential cases, students may be required to be fitted with a special mask (N95).

MEDICAL WASTE

A. Environmental Protection Agency (EPA) Issues

Hospitals alone generate as much as 30 pounds of total waste per patient per day. Medical waste must be accounted for. Contaminated waste is red-bagged by the healthcare staff and is collected and disposed of by the facility as directed by law, some of which were instituted as early as 1963. OSHA was created in 1970, the Clean Water Act in 1977, and Medical Waste Tracking Act in 1988 with standards written in 1989.

(Note: Some medications that are dispensed on certain clinical sites will need to be disposed of properly. Refer to the facilities policies on appropriate waste management of certain medications.)

PATIENT RIGHTS AND PATIENT CONFIDENTIALITY

A. Patient Rights

Each patient has the right to information required to make an informed decision about his/her care. The patient also has the right to privacy.

B. Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of health information needed for patient care and other important purposes. The Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities and their business associates to use to assure the confidentiality, integrity, and availability of electronic protected health information.

Social media and HIPAA- Social media has become an outlet for individuals to express feelings, concerns, experiences, and events that occur within their daily lives. Social media examples include, but are not limited to: Facebook, Twitter, Snapchat, Instagram, or other blogging or electronic communications. Students rotating within an allied healthcare setting can pose risks of HIPAA violations if any patients' right to privacy is violated through social media. Students in the allied healthcare settings need to remember the importance of not sharing or disclosing any information that could violate HIPAA.

****STUDENT RESPONSIBILITY:** Patient information can only be shared for patient continuity of care. **DO NOT** use a patient's name or identifier at anytime, anywhere, or for any reason (for example, in an elevator, hospital halls, hallway of college buildings, and/or any place that is not strictly confidential). Also, understand that even describing any circumstances that could cause recognition of patient identity is equally unacceptable. Computer information must also be protected. No pictures will be allowed to be taken in any clinical setting. **Failure to comply with the above HIPAA rules and regulations as stated above will be grounds for dismissal from the VC Program.**

REQUIRED LIBRARY VIDEOS

These videos will closely follow the VC policies on Standard/Universal Precautions. The title “Standard/Universal Precautions,” reflects that these guidelines are to be utilized in the care for **EVERY** patient, no matter what disease he/she is believed to have. These videos are required to enhance student understanding and knowledge to promote student and patient safety within the assigned clinical site.

How to access reserved online library videos:

1. Go to “Pirate Portal”
 - a. Click on “Student Resources”
 - b. Under Forms & Resources, click on “Allied Health Information”
- OR
- c. Go to the [Library Website](#) and click on “Allied Health Orientation Videos”
- Watch all of the following videos:
1. Preventing Bloodborne Infections: Bloodborne Viruses
 2. Preventing Bloodborne Infections: Preventing Infections, Protecting Yourself
 3. Preventing Bloodborne Infections: Engineering Controls Work Practice Controls
 4. HIPAA for Healthcare Workers: An Overview