



## Overview for Students at UNM-SRMC

**Dress Code:** As a student, you represent SRMC and you are our ambassador with patients, visitors and the public or community. Clothes must be clean, neatly pressed and tidy in appearance at all times. Ear gauges, facial and body piercings are not allowed. Tattoos must be professionally covered and non-visible. No jeans!

**No harassment:** Sandoval Regional Medical Center is committed to providing a work environment that is free of discrimination, unlawful harassment and retaliation. Actions, words, jokes or comments based on an individual's gender, pregnancy, race, color, age, religion, national origin, sexual orientation, physical or mental disability or any other legally protected characteristic will not be tolerated. Sandoval Regional Medical Center does not, and will not, tolerate harassment, including sexual harassment, of or by its employees, students, patients or other individuals in the work environment. The term "harassment" includes, but is not limited to, slurs, jokes, graphics or physical conduct.

### **Talk in Code:**

- Code **Red**: Use the RACE method. Rescue, alarm, contain, evacuate. Remain in your area if safe to do so. Be alert to signs of fire and smoke. Do not use the elevators during a Code.
- Code **Blue**: Medical Emergency
- Code **Pink**: Child abduction. Go to your nearest exit and don't let anyone leave.
- Code **Black**: Bomb threat
- Code **Silver**: Weapon/Hostage Situation
- Code **Orange**: Hazardous Material Spill
- Code **Green**: Patient Elopement

### **PASS**

Personnel in the immediate vicinity and during the eruption of a small fire (a fire no larger in size than a small office trashcan) should locate the nearest fire extinguisher and attempt to extinguish the flames using the **PASS** Acronym.

- **P**ull – Pull the Pin
- **A**im – Aim the nozzle
- **S**queeze – Squeeze the lever/handle
- **S**weep – Sweep at the base of the fire

The most common type of fire extinguisher in our facility is ABC type. **Please locate your closest extinguisher and pull station.**

## **FIRE EXTINGUISHER TYPE**

The **ABC** Type fire extinguisher is in use throughout the facility. Types of fires that be extinguished with an ABC fire extinguisher are as follow by the classifications.

**Class A** – Paper/wood/ordinary combustibles

**Class B** – Solvents/greases/flammable liquids/gases

**Class C** – Electrical Equipment

## **RACE**

**Rescue** = all patients, visitors, and staff from the area

**Alarm** = Pull the alarm, and for internal communications call security by dialing 55 and for external communications (such as from a cell phone) dial 994-7755. Then give your name and the specific location of the fire. Do not hang up unless instructed to do so by the dispatcher or the fire is imminently upon you and could jeopardize your personal safety.

**Confine** = close doors and windows to prevent fire/smoke from spreading (leave lights on).

**Evacuate** = exit the immediate area and await further instructions regarding horizontal and or vertical building evacuation. Should you be required to leave the building convene in the designated fire evacuation areas.

Know the location and proper use of fire extinguisher.

The last staff individual to leave each section will ensure all doors are closed and lights are on.

All entrances will be kept clear to facilitate the arrival of the Fire Department and the removal of patients if required.

**MEDICAL GAS SHUT-OFF VALVES:** During the event of a fire in the main hospital, medical gas shut-off valves are strategically located on the patient floors and may need to be turned off in order to stop the flow of medical air, oxygen, and medical vacuum. Use the following steps to shut off the medical gas shut-off valves:

1. Become familiar with their location
2. Locate the plastic and frosted panel cover that reads “ Medical Gas Control Valves Close only in an emergency”
3. In the center of this plastic and frosted panel is a pull ring. Insert your index finger into this ring and pull for removal.
4. Once the plastic and frosted panel cover is removed three valves will be visible and these are labeled medical air, oxygen, and medical vacuum. Rooms of the areas each valve will isolate/shut-off is clearly identified by visible labeling.

5. Place your hand on each valve lever and pull towards you. Pull each valve individually towards you at a 90 degree angle (valve ends should be pointing directly at you if standing directly in front of panel) this is the correct shut-off position and shut-off is complete.

**Infection Control:** There are many organisms in a hospital that are capable of causing infections/diseases. Infectious diseases are a risk to patients, visitors, and staff. Remember, wash your hands:

- Frequently and when arriving and before leaving the hospital.
- After contact with any body substance.
- After removing gloves.
- Before eating, drinking, smoking, sneezing, applying cosmetics or preparing food.
- After using the bathroom.
- Anytime you think of it!



Use alcohol based hand sanitizer provided by the hospital frequently.

At times (e.g. first wash in the morning or when you have contact with body fluids), it is better to use soap and water to clean your hands. In these instances, remember to:

- Use soap and running water
- Use friction or rub your hands together for at least 15 seconds (the length of time it takes to sing Happy Birthday)
- Dry your hands with a paper towel and use the towel to turn off the faucet.

Use Personal Protective Equipment (PPE) like gloves, masks, goggles, etc. whenever contact with blood or other body substances are possible. Follow instructions that will be posted on patient doors when special precautions are in place. SRMC staff will provide you with PPE as necessary.

**Confidentiality:** Confidentiality is keeping personal medical information private. All information that is heard, seen or read at SRMC must remain at SRMC. HIPAA stands for the Health Information Portability and Accountability Act; signed into law in 1996. The law became effective April 14, 2003. HIPAA refers to a federal Department of Health and Human Services law commonly referred to as the Privacy Rule. This law protects patients' medical and personal health information. It also limits who can get this information and under what circumstances. All healthcare providers that bill for their services must comply with HIPAA. All patients at SRMC (or in any healthcare setting) have a right to expect that SRMC and its employees will treat all information and records about their care as confidential. HIPAA policies are in effect for all patients and their medical records at all times. It is especially important to remember this when SRMC faculty, staff, and students are receiving medical care. Remember that PowerChart keeps an electronic record of **every** person who accesses a patient's medical record.



What are some basic ways that I can keep patient information confidential?

- Information that you have heard, seen or read from spending time at the hospital can NOT be shared with anyone outside the hospital.
- Medical information about patients can NOT be shared with co-workers.
- If you don't have a need to know a certain patient's information in order to do your job, do NOT look up or ask for the information.
- Don't give out information to others.

**Vaccinations:** Sandoval Regional Medical Center recognizes the importance of a healthy work environment. **Students and Program Participants must provide proof of the following immunizations before they are assigned to SRMC:**

1. Positive MMR (measles/mumps/rubella): proof of two doses of MMR vaccine (either a combined dose or individual immunizations); or proof of positive titer for each. If titer is negative, Student must have a booster shot.
2. Documentation of TDaP (Tetanus, Diphtheria and Pertussis) vaccination within the last 10 years.
3. PPD within three months (preferably, if not then the most recent) of starting rotation or supporting documentation of positive PPD history. If there is a history of positive PPD, Student must have a signed "Awareness of Signs and Symptoms of Active TB" form on file, and have radiology report of a two-view chest x-ray on file.
4. Hepatitis B Vaccine: proof of positive titer, or vaccinations in process with intent of completion within six months of start of rotation.
5. Varicella: proof of two doses of Varicella vaccine; or documentation of illness at time of occurrence from treating provider; or proof of positive titer.

As a student working at SRMC, I agree that I have read these guidelines and agree to follow them.

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Student Name / Date