



University of Kentucky Hospital

**Orientation Guide  
for STEPS,  
other Contract  
Staff and those  
Employees who  
are unable to  
attend formal  
Hospital Orientation**

## **Introduction**

As a STEPS or contracted employee assigned to University of Kentucky Hospital, you must realize that you are working in a hospital and medical center environment. Your particular assignment may or may not be working directly with patients, but by virtue of being in the hospital you will come into contact with patients and their families and visitors in some capacity.

In an effort to ensure that all staff working within the University of Kentucky Hospital have the information necessary to perform their job within this environment, the Hospital provides a general orientation and reference guide.

The hospital manager or supervisor will orient you to the specific requirements of your assignment. This written guide outlines general information and basic procedures applicable to everyone and is designed as a supplement to the orientation session provided by the hospital supervisor.

Please read this information carefully. If you have additional questions, please notify your supervisor.

## **Hospital Policies and Procedures That Relate to You**

### *Identification*

- You must wear a Medical Center identification badge whenever you are working on Hospital property. If you have not been issued an ID badge, consult with your supervisor immediately.
- If you report for work without your badge, you must report to the Security Office, H105A, to purchase a temporary badge.
- If your badge is lost or stolen, report it to Security, 323-6156, immediately.
- When you finish a job at the Hospital, return your badge to your supervisor.

### *No Smoking*

Smoking is prohibited within the Hospital. And at all building entrances.

- 

## *Appropriate Behavior*

The Hospital values its employees, patients, and visitors. To show respect to those around you, please refrain from:

- sexual harassment
- abusive, obscene, derogatory, or profane language
- jokes, colloquialisms, or other behavior that may be offensive to others.

In addition, please do not express personal problems, frustrations, or negative comments about the project, your colleagues, supervisors, or the Hospital to staff, patients, or visitors.

The Hospital has procedures for appropriately dealing with problems that may arise in the course of your association with the Hospital. If a problem arises, consult your supervisor.

## **Infection Control Information**

Hospital employees follow standard precautions when caring for patients. If the patient is on other infection control precautions, such as isolation precautions, a sign will be posted on the patient's door.

Never enter a room occupied by a patient without first consulting with a nurse. If you must enter a patient room, follow any infection control precautions posted on door and instructions from the nurse.

## **Fire Prevention Information**

The Hospital has a fire prevention program to protect patients, visitors, and staff from the dangers of fire. As a part of your orientation to this facility, please locate the fire alarms, extinguishers, and evacuation routes within or adjacent to your worksite.

### *Fire Notification*

If fire, smoke, or excessive heat is detected within the Hospital, the fire notification system is activated. You will hear chimes over the paging system, followed by the code *Green Grass* and the location of alarm. In addition, the

alarm system is activated periodically for fire drills and system testing.

When an alarm is activated, smoke and fire doors throughout the building close. Staff will close doors to patient rooms, clear corridors, and implement other response procedures.

In most cases, you will be able to remain in your worksite throughout the response. Please listen carefully to the overhead paging announcements for instructions that might affect you. If an order is given to evacuate, please secure your worksite and exit the building.

### ***Your Role in Fire Response***

If you discover a fire in the area:

1. Rescue anyone in immediate danger, if possible.
2. Activate the nearest fire alarm and call 911.
3. Close doors that line the corridor.
4. Extinguish, if possible, and evacuate, if necessary.

### ***Building Life Safety Features***

The Hospital is constructed with many life safety features to protect building occupants from fire.

You must know the location of

- Fire alarms (at least two in every area in which you work.)
- Fire extinguishers
- Emergency exits
- Evacuation routes
- Medical gas valves for the area in which you are working.

### ***Interim Life Safety Measures***

Whenever a construction or renovation project compromises the life safety systems or poses a significant increase in safety hazards, the Hospital or the contractor is required to implement temporary systems or interim life safety measures to help ensure the safety of its occupants.

If you enter an area under Interim Life Safety Measures, signs will be posted that indicate special precautions or changes from normal

procedures that you will need to follow. Read and follow these signs.

## **Other Safety Issues**

### ***Hazardous Materials***

In your work area, you may use or work around hazardous materials, such as glues or other products that contain chemicals. These products could adversely affect your health if they are not handled safely and properly.

The Hospital is required to have materials safety data sheets (MSDS) for all hazardous materials that are used in the facility. Those MSDS must be available to Hospital personnel within 15 minutes of request.

In addition, your supervisor must provide you with information about the hazardous materials with which you may come in contact before you begin your duties. Use the products only the way they were intended. If you have questions about a product and its hazards, please consult your supervisor.

### ***Paging Codes***

The Hospital uses specific codes to alert staff about hazards or potential hazards in the area or to call designated staff to action. These codes are designed to communicate information to those that need it without unduly alarming patients and visitors.

For your information and convenience, a list of pertinent codes is outlined below:

- *Green Grass*--Fire or fire alarm
- *Code 500*--Cardiac Arrest.
- *Alert 1*--Community or mass casualty disaster
- *Assistance Please*--Combative patient
- *Tornado Response*--Tornado has been spotted in area.

Designated staff members have assigned roles in response to these codes. If your supervisor provides you with additional instructions, please follow them to ensure your safety and the safety of the patient to which you are assigned.

## Hospital Mission and Vision

### Mission

The mission of the University of Kentucky Hospital is to help the people of the Commonwealth and beyond to gain and retain good health through creative leadership and quality initiatives in patient care, education, and research.

### Vision

To be a top 20 academic health center, recognized nationally and internationally for excellence in patient care, education and research.

### Core Values

- Sense of Urgency
- Teamwork
- Accountability
- Innovation
- Respect

### Patient Safety First

The University of Kentucky Hospital has an active program to improve patient safety. This program is organized around the National Patient Safety Standards, and emphasizes that each individual working within the hospital has a role to play in keeping our patients safe. If you see or hear of any situation that could potential place our patients at risk, report this immediately to your supervisor, or to the Patient Safety Office – 323-8062.

## Patient Rights

In accordance with its mission and values, University of Kentucky Hospital treats each patient as a whole, irreplaceable, unique, and worthy person. Specific standards of professional and humane behavior in patient care is outlined in the booklet – Behavioral Standards in Patient Care, approved by the Board of Trustees of the University of Kentucky.

### *Patient Confidentiality and Privacy*

Please maintain the confidentiality of information of all patients. Not only is this the ethical thing to do, it is now the legal thing to do. Under the HIPAA regulations that went into effect in April of 2003, you will be required to complete basic HIPAA training as part of your initial work requirements.

In recognition of our patient's rights, the Hospital treats operating room logs, schedules, and all medical records as confidential information. They are available only to Hospital staff that have a right to know the information. Hospital staff will not discuss a patient's diagnosis or course of treatment with you unless you have the right to that information.

- Do not discuss the diagnosis, condition, treatment, or prognosis of any patient within the Hospital.
- Do not ask staff members for patient information.
- Do not read a patient's medical record or otherwise access patient information.
- If using hospital computer systems, do not give your password to anyone, keep the screen turned away from public view and log off the computer whenever you leave the work station.
- Destroy all documents containing patient identifiers by either shredding or placing in large blue confidential recycling barrels.



## **Acknowledgement of Orientation**

I have read the Orientation Guide for STEPS, contract employees and others who are unable to attend the University of Kentucky Hospital.

I understand the expectations, and I agree to abide by Hospital policy, procedure, and practice during my assignment at University of Kentucky Hospital.

---

Name

---

Date