

EDUCATION SERVICES

**Life Safety Review: Clinical**

Name \_\_\_\_\_

Department \_\_\_\_\_

Read the following list of information about the new hospital and indicate your understanding by checking the "yes" box. If the topic does not apply to your position, check "N/A." Any questions you have will be answered by an El Camino Hospital designee who will also co-sign this form after you complete it.

**Yes N/A New Main Hospital Facts & Expectations**

- The new Mountain View hospital is a five-story, 450,000 square foot building with 300 licensed beds, 85% of which are private, which has been designed to remain operational following a major earthquake.
- There are 3 wings of the building which are designated A, B and C. Departments and nursing units are named according to the floor and wing in which they are located. For example, **Emergency Department is located on 1A.**
- Some departments are also located on the ground and first floors of the old main hospital.
- Each inpatient unit in the new hospital has a central nurse station and two sub-nurse stations.
- Patient room numbering:** The first digit corresponds to the floor number. The second digit refers to which zone it is in; A=1, B=2, and C=3. For example: Room 2335 is on the 2nd floor, zone C, room 35. In a semi-private room, Bed A is closest to the door, and Bed B is the one near the window.
- The new hospital patient rooms have lifts built in to the ceiling. Receive training on the equipment before using.
- There are 6 staff/patient transport elevators and 4 public elevators; and four stairwells.
- El Camino Hospital staff and associates are expected to use the staff/patient transport elevators and corridors while conducting hospital business.
- Patients on gurneys or wheelchairs are to be moved on patient transport elevators. This is for safety (infection control) and privacy reasons.
- Staff and associates may use public corridors or elevators when escorting a visitor or on break.
- Staff and associates are expected to follow the highest standards of courtesy and compassion. Staff should imagine they are "on stage" when in view or in earshot of the public. This includes when they are in designated staff/transport elevators and corridors or public dining areas.
- Many walls and ceilings of the hospital have acoustic panels to reduce noise. **Tape, staples, pins and posters are not permitted on acoustic wall panels, nor on any other walls throughout the campus.**
- Staff or associates who are issued a Vocera hands-free communication device ("badge") are responsible for using the Vocera badge with care and avoiding losing or damaging it.
- Patient identifiers should not be used while talking on Vocera. Use Vocera to locate someone; then arrange to speak in person or on the phone.

**Yes N/A Emergency Management**

- Dial "55" to report all emergencies** such as fire, CPR, hazardous materials spills, rapid response team, stroke alert. State your name, the type of emergency, location and number of injuries, if applicable.
- Emergency codes** are paged over the fire alarm public address system.
- Listen carefully** for where the emergency is—old main hospital or new main hospital or pavilion.
- Evacuation Codes:**  
**Situation A** = Evacuate immediate area  
**Situation B** = Evacuate extended area; horizontal  
**Situation C** = Evacuate the building; vertical
- Code Blue**=Cardiac/respiratory arrest or Medical Emergency for Adult
- Code White Neonatal**=Cardiac/respiratory arrest or Medical Emergency of a newborn baby (28 days or less)
- Code White-Pediatric**=Cardiac/respiratory arrest or Medical Emergency of a child (over 28 days)
- Code Red**=Fire, flames or visible smoke. If you discover fire, **RACE:**  
**R** Remove anyone in immediate danger;  
**A** Alarm. Pull nearest fire alarm box and Dial "55," state location;  
**C** Confine. Close all doors and windows;  
**E** Extinguish and/or Evacuate.
- To use fire extinguisher, remember **PASS: Pull, Aim, Squeeze, and Sweep**
- Code Orange**=Hazardous materials spill/leak
- Code Triage**=Internal/external disaster, meaning high influx of patients or need for evacuation of extended area
- Code Gray**=Angry/violent patient or visitor
- Code Silver**=Person with a weapon/hostage situation
- Code Yellow**=Reported bomb threat  
Search your immediate work area; report any suspicious item.
- Code Pink**=Infant Abduction (1 year or less)
- Code Purple XX**=Child Abduction (over 1 year). XX is the age of the missing child.
- The El Camino Hospital Safety Officer is Steve Weirauch, Safety Management Specialist.
- Refer to emergency management flip guides posted on walls throughout the hospital and/or the Environment of Care Safety Program Policies available online.

**Yes N/A General Safety**

- Walk don't run.
- Isolate all spills immediately and report to **Environmental Services, ext. 7317**
- Familiarize yourself with emergency exits.
- Return to assigned area in the event of an emergency unless unable to do so.
- Wear your security badge at all times on your outermost clothing above the waist.
- Close drawers and cabinets to prevent injury.
- Store material in limited heights (below 5ft.) to prevent falling or collapsing.
- Report unsafe conditions to supervisor.
- The use of illegal drugs or alcohol on the hospital premises is prohibited.
- Working while impaired through the use of intoxicating substances is prohibited.
- Follow your department's policy regarding low-heeled, closed-toe, nonskid shoes.
- Obey directional signs used by Environmental Services when floors/carpets/stairs are being cleaned.

**Yes N/A Fire Safety**

- El Camino Hospital is a smoking-free and tobacco-free enterprise. Smoking is not allowed inside or outside any El Camino Hospital leased or owned building or on the grounds or in vehicles parked on the grounds.
- Do not use elevators during a fire or earthquake.
- Store flammable substances in nonflammable storage cabinets.
- Keep aisles and passageways clear for emergency access or evacuation.
- All storage must be at least 18 inches below fire sprinkler heads
- Keep access to fire extinguishers and hoses clear at all times.

**Yes N/A Electrical Safety**

- Review and follow manufacturer's policies for equipment safety features.
- Make sure all electrical equipment is grounded and a green dot hospital grade plug is used.
- Do not use any appliances or machinery while touching metal or anything wet.
- Use of adapter plug is not permitted.
- Cords and wires should be positioned in a manner to preclude tripping and obstruction of traffic.
- Use of extension cord is not permitted, except in emergency.
- Report all frayed wires, cracked plugs, or inoperative equipment to **Clinical Engineering, ext. 7314**.
- Remove defective or inoperative equipment from service and separate it from other equipment. Attach a note to equipment explaining the problem.

**Yes N/A Hazardous Materials Safety**

- Know what hazardous chemicals are in your work area.
- Review the Safety Data Sheets (SDS) using the online SDS program located on the Toolbox. Instructions for how to use the online system are in each department's safety binder.
- Know methods of detecting hazardous chemicals in your work area.
- Use proper protective equipment (gloves, aprons, and eye protection) when handling hazardous materials.
- Use only chemicals from labeled containers.

- Report containers missing labels to your supervisor.
- Medical gas cylinders must be properly secured when transported and stored (chained to wall or carts, in designated storage racks).
- A maximum of 12 oxygen cylinders can be stored in one area at any time.
- Do not carry oxygen cylinders by hand; use a cart

**Yes N/A Blood borne Pathogen Standard/ Infection Control**

- Follow Standard Precautions protocols.
- Cleanse your hands before and after patient contact, after removing gloves, after using the restroom, after handling money or food, or after contact with a patient with *Clostridium difficile* (*C. Diff.*).
- Use anti-microbial hand gel/foam whenever possible.
- Use soap and water for 15 seconds when hands are visibly soiled and after using the restroom.
- Dispose of needles/sharps in puncture-resistant containers. Notify **Environmental Services, ext. 7317** when containers are 2/3 full.
- Use red bags to dispose of blood/body fluid contaminated items.
- Locate protective equipment (i.e., gloves, gowns, masks and goggles) in your area.
- Wear gloves and appropriate barrier attire when coming in contact with blood or body fluids.
- Utilize resuscitation bags to minimize need for mouth to mouth.
- Do not wear gloves or yellow isolation gowns outside patient rooms.
- Observe warning signs on patient rooms that may limit or prohibit entry to patient rooms. Check with the charge nurse for assistance.

**Yes N/A Patient Safety**

- Check arm bands prior to administration of patient care.
- Use two patient identifiers: inpatient—name and medical record number; outpatient—name and date of birth.
- Label all specimens at the bedside in front of patient.
- Write down and read back all verbal and phone orders, critical test results, and critical lab results.
- Do not use eliminated/dangerous abbreviations in written documentation.
- Assess for suicide risk for patients with diagnosis of emotional/behavioral disorder.
- Utilize "time out" and "right site" marking for surgical/invasive procedures.
- Keep patient call systems within easy reach.
- Set brakes on all beds, wheelchairs, commodes and gurneys when not in motion.
- Maintain hand contact with patient while transferring, walking, etc.
- Use safety belts on all gurneys.
- Keep side rails up on all beds and gurneys.
- Keep side rails up and double tops on cribs as specified for crib climbers.
- Maintain occupied beds in a low position when not attended by hospital staff.
- Do not permit space heaters in patient care areas. Do not permit patient owned appliances except those that are battery operated or used for hygiene (hair dryers, razors, etc.)
- All medication rooms/carts are to be secured.
- Store IV fluids apart from irrigation fluids.
- Five Rights Method must be used before administering medications.

- Insulin, IV Potassium and Heparin must be checked with another RN before administering.
- Liquids not intended for consumption shall not be placed in food or beverage cups left on a bedside table.
- Alarms on equipment must NOT be disabled or muffled.
- Call for Rapid Response Team if you are concerned about a patient and need Critical Care /Respiratory Therapy input.
- Engage patients and family members in their safety; let them know how to report any concerns they may have.
- Anti-coagulation: provide patient teaching materials and document understanding of same. Baseline INR required before 1st dose of Coumadin.
- Complete DVT assessment upon admission. MD alert will be generated.

**Yes N/A Body Mechanics**

- Do not lift patients manually. Use transfer belts and/or lift equipment when moving patients up in bed, to or from gurney or wheelchair, to walk, or to use bathroom.
- Bend knees and use leg muscles to lift heavy objects.
- Maintain the spine's natural curves.
- Maintain wide stance: turn your whole body, don't twist.
- Lift load close to body and carry load close to body.
- Seek assistance if an object/patient will be too heavy for you to safely move by yourself.

- Wheelchairs, carts, or other wheeled items should be pushed rather than pulled.

**Yes N/A Department-Specific Safety**

- See the department specific "Emergency Preparedness" section in the Safety Binder located on the unit you will be working in, or see the department manager or department safety coordinator for department-specific safety guidelines.

**Yes N/A Corporate Compliance**

- El Camino Hospital employees, contractors, and volunteers are expected to foster an environment of honesty, integrity, and fairness in communication and decision-making.
- No provider shall receive payment in exchange for the referral of patients.
- No provider shall bill or file a claim for services not performed.
- Sexual harassment, in any form, is not tolerated.
- Do not view, release, sell, discuss, print, or disclose patient information unless it is needed to do your job.
- Immediately report a breach in privacy or a suspected breach in privacy as soon as you become aware of it.
- If you know of or suspect any improper conduct, speak to your supervisor, contact the Corporate Compliance and Privacy Officer, Diane Wigglesworth, or call the confidential **Corporate Compliance Hotline 650-988-7733**.

I have read and understand the above Life Safety Review form. I have asked and had answered any questions I had regarding this list.

\_\_\_\_\_  
Contractor/Associate Signature

\_\_\_\_\_  
El Camino Hospital Designee

\_\_\_\_\_  
Date