Welcome

Welcome to Oregon Health & Science University (OHSU), Oregon’s only public health and research university. OHSU strives for excellence in education, research and scholarship, clinical practice and community service. Through our dynamic interdisciplinary environment, we stimulate the spirit of inquiry, initiative and cooperation among students, faculty and staff.

This booklet

We are pleased you have joined OHSU for a temporary work assignment or clinical practicum. You are a vital member of our workforce and we want for you to have the best possible experience while you are here. The purpose of this book is to provide you with essential information to help you be successful in your role.
OHSU health care

OHSU’s health care mission strives to:
• Always place our patients and their families at the center of everything we do
• Empower patients as partners in their health
• Enable our workforce to grow, learn and achieve
• Share expertise among disciplines to develop and deliver high-quality, safe, integrated and fiscally responsible health care services
• Be a community resource to our health care partners and patients, including helping underserved and vulnerable patients attain and manage their health care services

For temporary employees
OHSU contracts with RightSourcing and other staffing agencies to locate personnel needed for temporary work assignments. Our on-site RightSourcing or other agency staff will provide you with information about your assignment, the name of your supervisor and when/where to report to work. They will also provide instructions related to timekeeping.

For students
OHSU is a dynamic place in which you will find yourself immersed in rich clinical experiences. The OHSU staff member assigned to oversee your internship, practicum or externship will work closely with the clinical faculty from your school. Together, you will establish mutual goals and expectations related to your learning. Your OHSU mentor will help identify opportunities for you to integrate your education into clinical care, expand your knowledge and practice your skills.

Orientation, training and competency
All workforce members, including temporary personnel and students, are required to complete online training modules related to confidentiality, information security and code of conduct. These modules must be completed prior to obtaining
your identification (ID) badge and beginning your work or student assignment.

Depending on your role, you may be required to participate in an orientation program. The orientation will acquaint you with OHSU policies, procedures, equipment and systems. This may include orientation to OHSU’s electronic health record, Epic.

Following your role-specific orientation, you will receive training specific to the unit or department in which you will be working. Orientation will include an overview of the safety and infection control processes unique to the setting or patient population.

Professional appearance
Personal appearance plays an important role in portraying a professional and respectful image to those you will encounter on a daily basis. What you wear will also depend on your individual role. Your supervisor or mentor will tell you more about the dress code and expectations specific to the department in which you will be working. Please refer to the policy referenced in the back of this booklet for specific information regarding appropriate appearance.

ID badge
Following completion of your required training modules, you will obtain an ID badge. Your badge must be worn at all times when working at OHSU. Keep your badge in an upright position and visible at the chest or collar level (but not hanging from a lanyard). Do not alter your ID badge with emblems or stickers that obscure your photograph or printed information. Never leave your ID badge in a location where someone can take it and never loan your badge to another person for any reason.

Parking
Parking on OHSU’s main campus, Marquam Hill, and the South Waterfront campus is extremely limited. Most parking lots and structures are reserved for patients, visitors and employee permit holders. Workforce members, including temporary
personnel, who park in reserved spaces, may have their vehicles ticketed or towed.

We encourage you to use alternative forms of transportation including public transportation, carpools, biking or walking. You may use the Portland Aerial Tram free of charge when you are wearing your OHSU ID badge. Please contact OHSU Parking and Transportation for questions regarding your parking or transportation options.

**Places to eat**

OHSU offers several locations where you can buy a meal, beverage or light snack. Numerous options are available to suit a variety of tastes, food preferences and dietary needs. A list of locations is published on OHSU’s website: www.ohsu.edu/where-to-eat.

**Tobacco use**

OHSU is a tobacco-free institution. Smoking is not permitted anywhere on OHSU property, including facilities, sidewalks and roads.

**Drug and alcohol use**

To maintain a safe and healthy environment for everyone at OHSU, the use of alcohol or recreational drugs is prohibited while:

- In the workplace
- On duty
- Operating a vehicle owned or leased by OHSU

**Inclement weather**

OHSU remains open through adverse weather conditions. Workforce members, including temporary personnel and students, are expected to make every reasonable effort to be at OHSU during their scheduled hours. Ask your supervisor or mentor about your unit’s protocol for inclement weather situations. Students should follow their institution’s procedures for inclement weather and contact their school administration for questions regarding this.
Teamwork and communication
Teamwork
OHSU promotes teamwork throughout our institution. It is only by working together effectively that we can achieve our goals. Each person’s unique contribution can make a difference.

Code of Conduct
The Code of Conduct guides the behavior and performance of members of the OHSU community. It applies to all employees, students, volunteers, temporary personnel and vendors doing business with OHSU.

Members of the OHSU community embrace the core values of quality, transparency, service excellence and diversity to:

• Preserve OHSU’s reputation as a leader among health and research universities, and as a provider of exceptional education and high-quality, compassionate health care services
• Preserve and enhance an outstanding work environment that stimulates inquiry, initiative and cooperation
• Maintain OHSU’s high ethical standards within a culture of safety and integrity
• Comply with all applicable federal and state laws, and OHSU policies and procedures
• Prevent fraud, abuse or other illegal or unethical activity

Non-Discrimination Policy
OHSU provides equal opportunities to all individuals without regard to race, color, religion, national origin, disability, age, marital status, sex, sexual orientation, gender identity or expression, veteran status, or any other status protected by law. It does not discriminate on any status protected by law. This policy applies to all employment, education, volunteer and patient care related activities or in any other aspect of OHSU’s operation. Retaliation is also prohibited. Such compliance efforts are coordinated by the OHSU Affirmative Action and Equal Opportunity (AAEO) Department.
Title IX Notice of Non-Discrimination

Title IX of the Education Amendments of 1972 protects individuals from discrimination on the basis of sex or gender in any educational program or activity operated by recipients of federal aid. OHSU complies with Title IX and 34 CFR Part 106 by prohibiting sex and gender discrimination and harassment, including sexual misconduct and sexual violence, in education programs, activities, employment, and admissions. Inquiries about Title IX compliance or sex/gender discrimination and/or harassment may be directed to the OHSU Title IX Coordinator. Inquiries may also be directed to the U.S. Department of Education, Western Region Office for Civil Rights at 206 607-1600, ocr.seattle@ed.gov.

Chain of resolution

We have a chain of resolution in place at OHSU. If workforce members are not getting the information and assistance they feel they need for a patient, they are encouraged to go up the chain of resolution. The levels start with your supervisor, mentor or preceptor, followed by that individual’s supervisor. RightSourcing staff may consult with the OHSU RightSourcing coordinator. Students should also discuss concerns with their supervising clinical faculty.

Clinical documentation

At OHSU, Epic is the electronic medical record system used in most areas where patient care is provided. All workforce members using this system are required to complete training specific to their role and area in which they are practicing. The medical record should include an individualized care plan for each patient including interventions, responses to those interventions, and any teaching delivered.

Remember: when it comes to patient care, if it wasn’t documented, it wasn’t done!
The patient experience
Patient privacy and confidentiality

All workforce members of OHSU are expected to conduct their business in a professional manner. Information in any form is considered confidential; you should only access that information which is considered the minimum necessary for the work you are doing. Patients and families have a right to privacy and confidentiality; patient care areas are not to be entered unless authorized by health care personnel.

ICARE

OHSU’s workforce members, including temporary employees and students, are expected to use the ICARE model in all interactions with patients and families.

<table>
<thead>
<tr>
<th>I</th>
<th>Introduce yourself and explain your role</th>
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</thead>
<tbody>
<tr>
<td>C</td>
<td>Connect in a personal way</td>
</tr>
<tr>
<td>A</td>
<td>Acknowledge concerns, delays, etc.</td>
</tr>
<tr>
<td>R</td>
<td>Reassure and Respond promptly</td>
</tr>
<tr>
<td>E</td>
<td>Explain in a way they understand</td>
</tr>
</tbody>
</table>

OHSU listens carefully to concerns voiced by patients and family members. If you receive a complaint, acknowledge the person’s concerns and report them to your supervisor or mentor. OHSU’s Patient Advocate Office is a resource for patients or families to use if they feel that their complaint has not been addressed or resolved to their satisfaction.

Access to interpreters

Only those interpreters deemed to be qualified by the OHSU Language Services Department should be used to interpret at OHSU. OHSU has access to medical interpreters 24/7. If you need an interpreter to be present during a patient encounter, check with your supervisor or mentor. They can make arrangements to have an interpreter available in person or by phone.
Abuse, neglect, domestic violence
Anyone who has concerns about abuse or neglect after interacting with a patient or family is mandated to report their concerns to a social worker so help or resources can be offered. This is especially important for our vulnerable populations: pediatric, elderly and the developmentally disabled.

Cultural diversity and culture vision
Diversity fosters innovation and builds an intellectually vibrant environment where teams encourage creativity and collaboration. Our Center for Diversity and Inclusion supports initiatives to create an environment of respect and inclusion for all people. To help you provide individualized and culturally competent care for your patients, check out Culture Vision, an online resource with information about health care beliefs and practices for many cultures.

Pain management
Effective pain management is an important aspect of each patient’s treatment plan. The goal for each patient is to achieve a pain level that allows them to participate in their care without jeopardizing their health. Nurses and other clinicians work with each patient to determine an acceptable pain level and the medications and other measures that will be used to meet this goal.

Patient and family education
Each person learns differently. Upon entry into OHSU, a patient is screened to determine how they best learn and any potential barriers they may have to learning. Many members of the health care team participate in providing patient and family education, and this teaching approach and educational materials are individualized to meet the patient and family’s needs. After education is provided, the effectiveness of the teaching is evaluated to determine if reinforcement is needed. This information is documented in the Education activity in Epic.
Quiet, safe and healing environment

A patient’s experience is impacted by many things, including noise. Loud noises can adversely affect physical and mental well-being, recovery time, patient safety and patient and worker satisfaction. Through awareness, it is possible to reduce noise coming from our voices, footsteps, carts and alarms. By using a quiet library voice, addressing noises in your area and reminding others to be quiet, you can help reduce noise.

In the OHSU hospital setting, we have implemented standard quiet times from 2 – 3 p.m. and from 7:30 p.m. – 7:30 a.m. During these times, lights are dimmed, volume is decreased on the overhead paging system and any personal methods of noise reduction are enhanced. If construction noise becomes disruptive to patient care, report it to your supervisor or mentor.
Patient safety
**Medication reconciliation**

From the first time a patient visits OHSU, we develop and maintain a list of their current medications. This list is reviewed every time the patient returns to OHSU to ensure the list is accurate when any medications are added, changed or discontinued. When patients are discharged or complete an outpatient clinic visit, they are provided with an updated medication list as well as any prescriptions they might need.
Patient safety (National Patient Safety Goals)

OHSU adheres to the National Patient Safety Goals that The Joint Commission has established to improve the quality of care we give to our patients. If you are involved in patient care, you should be familiar with the following goals:

1. **Identify patients correctly**
   
   Use two patient identifiers (such as name and date of birth) before administering medications, performing procedures or transfusing blood.

2. **Improve staff communication**
   
   Get important test results to the right staff person on time.

3. **Use medicines safely**
   
   Label all medications, use care with patients on anticoagulation and perform medication reconciliation as described above.

4. **Use alarms safely**
   
   Ensure alarms on medical equipment are heard and responded to on time.

5. **Prevent infection**
   
   Wash your hands using the World Health Organization's "5 Moments for Hand Hygiene" and follow guidelines to reduce the risk of infections in central lines, indwelling catheters and surgical sites, as well as infections that are difficult to treat.

6. **Identify patients at risk for suicide**
   
   Intervene as appropriate.

7. **Use a surgical/procedure pause and site-marking**
   
   This prevents wrong site, wrong procedure or wrong person surgery.
Talk with your supervisor, mentor or preceptor about how OHSU has implemented the National Patient Safety Goals and procedures specific to your role.

**Medical emergencies**

If you encounter a patient who appears to be quite ill or is having a decline in their medical condition, report this to your supervisor or mentor immediately. OHSU has a Rapid Response Team that will respond and evaluate the patient’s stability. We also have adult, pediatric and neonatal Code Blue Teams who will respond to life-threatening emergencies across OHSU’s Marquam Hill campus.

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Rapid Response Team</strong></td>
<td>4-7777</td>
</tr>
<tr>
<td>FOR CLINICAL AREAS ON MARQUAM HILL</td>
<td></td>
</tr>
<tr>
<td><strong>Code Blue Team</strong></td>
<td>4-8222</td>
</tr>
<tr>
<td>FOR CLINICAL AREAS ON MARQUAM HILL</td>
<td></td>
</tr>
<tr>
<td><strong>Public Safety</strong></td>
<td>4-4444</td>
</tr>
<tr>
<td>MUST BE CALLED FOR MEDICAL EMERGENCIES OR OTHER PUBLIC SAFETY ISSUES ON THE MARQUAM HILL AND SOUTH WATERFRONT CAMPUSES</td>
<td>or 503 494-4444</td>
</tr>
<tr>
<td><strong>911</strong></td>
<td>911</td>
</tr>
<tr>
<td>MUST BE CALLED FOR EMERGENCIES AT OUTLYING OHSU LOCATIONS</td>
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**Non-emergency public safety concerns**

Please call Public Safety at 4-7744 for all other non-emergency questions or concerns.
Workplace safety
Keeping our campuses safe and secure is a big job. Resources are available, but all workforce members are expected to do their part. Wearing your ID badge, monitoring access to your work area, and reporting suspicious activities and emergencies are all things you must do. Important safety procedures and phone numbers can be found in the Emergency Resource Books located in all patient care areas.

**Overhead announcements**

On the Marquam Hill campus, you may hear the following codes during an overhead page indicating the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE RED</td>
<td>Fire</td>
</tr>
<tr>
<td>CODE BLUE</td>
<td>Serious medical emergency</td>
</tr>
<tr>
<td>CODE GRAY</td>
<td>Combative person in the area</td>
</tr>
<tr>
<td>CODE SILVER</td>
<td>Person with a weapon is threatening harm in the area</td>
</tr>
<tr>
<td>CODE PINK</td>
<td>Missing infant who may have been abducted</td>
</tr>
<tr>
<td>CODE AMBER</td>
<td>Missing child who may have been abducted</td>
</tr>
<tr>
<td>CODE WALKER</td>
<td>Cognitively impaired person has wandered away</td>
</tr>
</tbody>
</table>

When you hear these overhead pages, consult with your supervisor, mentor or preceptor about the appropriate response.
Fire safety and response

Fire prevention activities include the following:

- Using medical equipment and electrical cords according to manufacturer’s guidelines and OHSU procedures
- Storing items no closer than 18 inches from the ceiling
- Minimizing clutter and keeping corridors clear
- Never blocking fire doors, fire alarms or fire extinguishers

In the event of unplanned fire, smoke, fumes, or electrical sparks, implement RACE. This is an acronym that helps everyone remember what to do:

<table>
<thead>
<tr>
<th>R</th>
<th>Rescue or remove anyone in immediate danger</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Activate the alarm and report the fire *</td>
</tr>
<tr>
<td>C</td>
<td>Contain the fire by closing doors and windows</td>
</tr>
<tr>
<td>E</td>
<td>Extinguish the fire if it is safe and you choose to do so, or evacuate if instructed</td>
</tr>
</tbody>
</table>

* The correct phone number to call varies by location: Check with the person in charge of the area.

Chemical safety/hazardous materials

You may come in contact with hazardous materials during the course of your work. It is important for you to know what you’re working with and to take appropriate precautions. This includes:

- Accessing Safety Data Sheets (SDS), which are located in all departments and online
- Wearing personal protective equipment when appropriate

Medical equipment

Any equipment that is malfunctioning should be taken out of service immediately. Report defective equipment to your supervisor or mentor right away.
**Oxygen cylinder storage**

Medical gas must be handled safely and stored appropriately. Compressed gases can create several hazards. Compressed gas cylinders store large amounts of potential energy; when mishandled or stored improperly, a compressed gas cylinder can become a possible rocket or fragmentation bomb. A flammable gas poses fire or explosion danger. To prevent oxygen cylinder danger, oxygen cylinders should never be left freestanding, placed on a bed, or laid on the ground. Holders are required for transport and storage.

The Joint Commission has strict requirements for oxygen cylinder storage. Full/unopened oxygen cylinders must be stored separately from partially used/empty cylinders. Once you open an oxygen cylinder, never store it in a full rack.

At OHSU, oxygen is stored in an alcove or at the nurse’s station.

**Utilities**

Utilities include power, heating/air conditioning/ventilation (HVAC), water and medical gases (like oxygen). Consult your supervisor or mentor in the event of a power outage or other utility failure. They will instruct you about what to do.

**Security**

Here are some things you can do to protect yourself and others from the threat of theft, violence or other security incidents:

- Wear your OHSU ID badge at all times
- Question unknown people entering or exiting patient rooms or other work areas
- Report suspicious people and suspicious incidents to Public Safety
- Enforce OHSU’s “Zero Tolerance” for workplace violence by reporting inappropriate or dangerous behavior
- Keep your personal items in a secure, locked place
- Never open a locked door to allow anyone into a secure area, even if they are OHSU personnel
- Everyone must enter through approved doorways by their own access
Workplace violence prevention

| Public Safety | 4 - 4444 |

We want to protect everyone from workplace violence situations. Be proactive: if someone is becoming aggressive, call Public Safety at 4-4444. When you call Public Safety, you can use the term “Dr. Strong” to discretely notify Public Safety that you need immediate help.

Shelter in place
Shelter in place means to take immediate shelter where you are in the case of a toxic exposure or other threatening situation. This may require sealing yourself off from external threats. Listen for further instructions from your supervisor or mentor.

Injuries
If you are injured during the course of your work or clinical rotation at OHSU, your health and safety is the top priority. Notify your supervisor or mentor and take immediate action to prevent further injury. Seek medical treatment if needed: You must contact your employer or school administration for further instructions regarding your injury, where to seek treatment and when you can resume your work or clinical experience.

Once your medical needs have been met, ask your supervisor or mentor to help you complete a confidential report using OHSU’s Worker and Student Injury Reporting System (WSIRS). If you experience a blood or body fluid exposure, such as a “needle stick,” wash the area with soap and water (or flush mucous membranes with water). Temporary personnel and non-OHSU students must contact OHSU’s Occupational Health department during normal business hours. Students enrolled in an OHSU school must contact the Joseph B. Trainer Health and Wellness Center during normal business hours.

After hours, you may seek care at OHSU’s Emergency Department if authorized by your work or school. OHSU will arrange for blood tests and provide consultation regarding
follow-up care. As with any workplace injury, you must notify your supervisor or mentor and get their help in completing a WSIRS report.
Infection prevention and control
Immunizations

In preparation for your work or clinical assignment at OHSU, you were required to obtain immunizations or provide documentation of immunity against certain communicable diseases. You were also required to undergo screening/testing for tuberculosis. Please be aware that it is your responsibility to obtain any additional required immunizations/tests through your employer, school or health care provider. These are not provided at OHSU.

Influenza prevention during flu season

Getting vaccinated against influenza (aka “the flu”) is the best thing you can do to protect yourself and those around you from getting the flu. OHSU strongly encourages all workforce members, including temporary personnel and students, to receive a flu vaccine each year. If you choose to be vaccinated, you will need to obtain the flu vaccine through your employer, school, health care provider, pharmacy or other community location. OHSU does not provide the flu vaccine to anyone other than employees, volunteers and students enrolled in an OHSU school.

Individuals who have been vaccinated are given a flu vaccine sticker to affix to their ID badge. The sticker is a visual indicator of flu vaccination. Once OHSU’s Department of Infection Prevention and Control identifies that there is sufficient influenza infection in the community, they will declare that we are entering the “Masks On” period. This period typically begins in late November and extends through April each year. During the Masks On period, all non-vaccinated workforce members will be required to wear a mask when within six feet of a patient in a patient care area. If you do not have a flu vaccine sticker on your ID badge, you will be asked to wear a mask when in patient care areas.

You can request a flu vaccine sticker for your ID badge through OHSU’s Occupational Health department. Once you have received the flu vaccine, please provide proof of vaccination to
Occupational Health — you can fax it to 503 494-4457 or email it to occhealth@ohsu.edu. Be sure to include an OHSU campus mail address in your communication. Occupational Health will mail you a sticker for your ID badge. If the Masks On period is in effect, you will need to wear a mask in patient care areas until you receive your sticker.

**Illness among OHSU workforce members**

As a temporary employee or student, you are considered a vital member of OHSU’s workforce. We rely on you to be here to deliver care to patients and families. However, if you are ill, you pose a risk of transmitting an infection to those around you.

The following signs and symptoms can be indicators of an infectious illness:

- Fever (temperature 38°C or 100.4°F or higher)
- Unexplained cough
- Nausea, vomiting or diarrhea
- Unexplained rash or skin lesions

If you are experiencing any of these symptoms you should not come to OHSU for work or your clinical rotation for at least 24 hours after your symptoms have resolved (unless a health care provider documents that the symptoms do not pose a risk of disease transmission). Temporary employees must contact their OHSU supervisor to report the absence: Check with your supervisor about the notification procedure. Students should report the expected absence to their clinical faculty.

**Standard precautions**

Standard precautions are measures used to prevent the spread of infection in the health care environment. Standard Precautions are based on the principle that all blood, body fluids, secretions and excretions may contain infectious agents that are capable of being transmitted.

Standard Precautions are infection control practices that apply to all patients at all times, regardless of their infection
status, in any setting in which health care is delivered. Assume that every patient is potentially infected or colonized with organisms that can be transmitted to someone else.

Standard Precautions include:
- Performing hand hygiene as described above
- Observing respiratory hygiene
- Using personal protective equipment (PPE)
- Using safety needles and properly disposing of biohazardous waste, including sharps
- Cleaning and disinfecting multi-patient equipment before use on another patient

Hand hygiene

Cleaning your hands is the most important thing you can do to prevent the spread of infection. Hand hygiene consists of either washing your hands with soap and running water for at least 15 seconds or using an alcohol-based hand sanitizer. Hand hygiene is particularly important anytime your hands are visibly soiled, before preparing or eating food, after using the bathroom and when caring for a patient.

OHSU has adopted the World Health Organization’s “5 Moments for Hand Hygiene.” You must wash your hands:
- Before touching a patient
- Before a clean/aseptic procedure
- After a blood and body fluid exposure
- After touching a patient
- After touching patient surroundings

When hands are visibly soiled or when caring for a patient on Contact Plus Precautions (example: a patient with *c. difficile* infection), you should wash your hands with soap and water rather than using a hand sanitizer.
Respiratory hygiene and cough etiquette

To contain respiratory pathogens, signs are posted that encourage individuals (patients, visitors and workforce members) to:
• Cover their mouth and nose when coughing or sneezing
• Use and dispose of tissues
• Perform hand hygiene

Tissue and trash receptacles are available and masks are offered to coughing patients and visitors.

Personal protective equipment (PPE)

Personal protective clothing and equipment should always be used when there is risk of exposure from blood or body fluids or transmission of other organisms.

PPE may include but is not limited to the following:
• Gloves
• Masks, eye protection and face shields
• Outer garments such as gowns, aprons and lab coats
• Surgical caps/hoods and shoe covers/booties for surgical procedures
• Resuscitation bags, mouthpieces and pocket masks

Respirator use

A respirator protects against respiratory hazards by removing specific air contaminants from the ambient (surrounding) air or by supplying breathable air from a safe source. The respirators commonly used at OHSU are the N95 mask and the Powered Air Purifying Respirator (PAPR). In the health care setting, they are used primarily to protect the user from exposure to airborne diseases like tuberculosis, measles and varicella.

A respirator must be worn whenever you care for a patient in Airborne Precautions, however, you must be “fit-tested” to wear an N95 mask or be trained to use a PAPR. If you have not been fit tested for an N95 mask or trained to use a PAPR, you may not
enter the room of a patient on Airborne Precautions. Be sure to discuss your assignment with your supervisor or mentor.

**Bloodborne pathogen awareness**

Bloodborne pathogens are infectious agents in human blood that can cause disease in humans. The most common way of acquiring a bloodborne pathogen in a health care setting is through an accidental needle stick. Splashes into the mucous membranes of the eyes, nose, or through an open cut are also possible. Common bloodborne pathogens are:

- HIV
- Hepatitis B
- Hepatitis C

The best way to protect you from bloodborne pathogens is to comply with “Standard Precautions” by wearing appropriate PPE and handling sharps safely. Getting vaccinated for Hepatitis B can also help protect you from Hepatitis B infection.

**Preventing injuries and exposures from sharps**

Almost 70 percent of blood and body fluid exposures are associated with needle stick injuries. To reduce the risk of injuries associated with needles and other sharps:

- Use safety needles and other safety devices whenever possible
- Do not recap, bend, break or manipulate used needles; if recapping is required, use a one-handed scoop technique.
- Place used sharps in approved puncture-resistant containers. Never insert your hand into a sharps container. Be sure to close and properly dispose of a sharps container when it reaches the “full” line.
Accidental exposure

As a reminder, if you have an accidental exposure to blood or body fluids:
• Wash the area with soap and water or flush the area if appropriate
• Get medically evaluated
• Submit a confidential report through the Worker and Student Injury Reporting System
• Contact your employer or school for instructions regarding follow-up for the exposure

Cleaning and disinfecting equipment

Sharing equipment among patients poses a risk of organisms being transmitted from one patient to another, therefore all multi-patient equipment must be cleaned and disinfected prior to use on another patient. Check with your supervisor, mentor or preceptor about the proper cleaning and disinfecting procedures to follow. When using disinfecting wipes, be sure to follow the manufacturer’s recommendations regarding required drying time.

Transmission-based isolation precautions

Transmission-based precautions are used for patients who are infected with organisms which require additional control measures, beyond standard precautions, to effectively prevent transmission. The following categories of transmission-based precautions are implemented at OHSU:
• Contact
• Contact Plus
• Droplet
• Airborne
• Combinations

Note that these precautions are always implemented in conjunction with standard precautions. You can get additional information about the precautions from your supervisor or mentor.
Isolation signs

Any patient in isolation in the hospital will have an isolation cart and a sign on the door with the isolation type and precautions required. You must strictly adhere to the procedures outlined on the isolation sign. In some units, students may not be permitted to enter the rooms of patients in isolation.

FOR REGISTERED NURSES:

Your role in preventing health care-acquired infections (HAI)

One of OHSUs top priorities is to minimize the risk of patients developing a HAI. HAI include central line-associated bloodstream infections (CLABSI), catheter associated urinary tract infections (CAUTI), surgical site infections (SSI), ventilator associated pneumonia (VAP) and Clostridium difficile infection (CDI). OHSU has implemented infection control “bundles” — evidence-based care practices — to reduce the risk of these types of infections. Check with your supervisor, mentor or preceptor about these procedures and your role in preventing infections.

Patient and family education

about infection prevention and control practices

Frequent hand washing and other appropriate infection prevention and control practices should be discussed with patients, families and visitors. If infection prevention includes isolation precautions and signs, patients, families and visitors must be educated on the proper procedures and their rationale. Patient and visitor education regarding infection prevention and control can be found on the OHSU Infection Prevention and Control website and in Epic.
In closing

We hope you have found this information helpful, and are glad to have you here. Be sure to talk with your supervisor, mentor or preceptor about the support that you will need as you learn more about your role.