



**Application for Rotation**

Full Legal Name: \_\_\_\_\_  
(First Middle Last) \*please indicate if you do not have a middle name

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

Telephone Number: \_\_ (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

School Address: \_\_\_\_\_

Dates of Rotation: (Please provide dates) Beginning \_\_\_\_\_ End \_\_\_\_\_

Degree: \_\_\_\_\_

Supervising-physician: \_\_\_\_\_

Baptist Location: \_\_\_\_\_

Medical Student

M1

M2

M3

M4

PA Student

**Baptist Hospital uses EPIC EMR software. You may be required to take our self-paced course prior to your rotation start date in order to have access to the Baptist OneCare (EPIC) system.**

**Please discuss this requirement with your preceptor and contact the Baptist University Clinical Education Network(BUCEN) at least four weeks before your rotation begins to pre-register for this training.**

Baptist University Clinical Education Network

1003 Monroe Ave.

Memphis, TN 38104

Please feel free to contact us at: [BUCEN@BaptistU.edu](mailto:BUCEN@BaptistU.edu)

Phone: 901-572-2497



### BAPTIST CONFIDENTIALITY STATEMENT

All persons granted access to Baptist or its affiliated entities (“Baptist”) network and/or confidential patient, employee, business, financial or proprietary information (“Confidential Information”) holds a position of trust to protect this information and must recognize the responsibilities entrusted in securing the confidentiality of this information. Accordingly, all persons who are authorized to access the Baptist network and/or Confidential Information must read and comply with all applicable Baptist policies and procedures.

**AS A CONDITION OF RECEIVING ACCESS TO THE BAPTIST NETWORK AND/OR CONFIDENTIAL INFORMATION, I AGREE TO COMPLY WITH THE FOLLOWING TERMS:**

- 1) I am aware of Baptist’s Confidential Information Policy and have had an opportunity to fully review the policy.
- 2) I realize I am able to request clarification of the policy, or report violations of confidentiality by calling the Baptist Helpline/Hotline at 1-877- BMH-TIPS.
- 3) I understand it is my responsibility to:
  - Comply with the Baptist Confidential Information Policy;
  - Maintain the confidentiality of all Confidential Information arising from or pertaining to Baptist;
  - Understand that each time I access protected health information (PHI) I will only use the minimum necessary required for my job;
  - Not access data on patients for whom I do not have responsibility and/or for whom I do not have a “need to know.” I am aware that computers and their applications have audit trails, which track access to ePHI (electronic Protected Health Information). I will not access the medical records of family members, friends, co-workers or anyone that I am not on the care team for or have a work related reason;
  - Not access my own medical records using system access intended for work purposes but rather through the appropriate patient record access processes;
  - Keep information confidential and not disclose it to others, including employees, patients, and patient’s family members, without proper authorization;
  - Agree to discuss Confidential Information only in the work place, as appropriate, for job related purposes, and to refrain from discussing outside the work place or within the hearing of other people who do not have a need to know about the information;
  - Refer all requests and inquiries for Confidential Information to those responsible within Baptist for release of information;
  - Apply appropriate safeguards regarding the transport of Confidential Information (i.e. from home to entity, within entity or entity-to-entity). Confidential Information will remain in my immediate personal possession at all times and will be disposed of in accordance with Baptist policy (i.e., placed in a locked shred bin or other approved, secured/restricted/locked container);
  - Print Confidential Information only as required to perform my job duties;
  - If approved, I will ensure any Confidential Information printed at an offsite location, such as my home or office, is securely maintained so it cannot be inappropriately accessed by unauthorized individuals such as family members, conference attendees or the public. Confidential Information is not left unattended in publicly-accessible locations;
  - Immediately report to the Corporate Privacy & Security office any Confidential Information that is lost, stolen, accessed or viewed by unauthorized individuals, or is otherwise compromised, immediately upon discovery.
- 4) If I am given access to Baptist computer system(s), I understand it is my responsibility to:
  - Understand that my computer access code (password, personal identification number) is the equivalent of my legal signature;
  - Keep secret all computer identifiers, passwords, PIN numbers and access codes issued to me;
  - Contact the Helpdesk or Baptist Technology Services or their designee to have my code deleted and a new code issued if I have reason to believe the confidentiality of my computer access code has been compromised;
  - Promptly signoff after each computer session to prevent unauthorized access or use;
  - Not to install, download, or operate any non-licensed software on any Baptist computer;
  - Not transfer any business related documents from the workplace to a personal email account, media account, personal device, laptop, computer tablet, smartphone, internet file sharing tool or any other electronic device including but not limited to a USB drive or portable hard drive.
- 5) **Medical Staff Members:** If I am a credentialed member of the medical staff, I understand that any misuse of my confidential access code or inappropriate use of any of Baptist computer systems is a violation of the Medical Staff Bylaws, Procedures, Rules and Regulations, and/or my Professional Services Agreement, and may result in disciplinary action being taken by the governing Board, and may involve additional legal and/or regulatory penalties.
- 6) **Others with access to Confidential Information:** I understand that violating this Confidentiality Statement may result in disciplinary action up to, and including, termination of my employment, affiliation, and/or contractual rights with Baptist, and/or disciplinary action as well as any other remedies available to Baptist. I understand and agree that this confidentiality obligation continues in effect after I am no longer employed by or affiliated with Baptist. I acknowledge that Baptist may take legal action to enforce this obligation.
- 7) If I am a user of Baptist OneCare or other Baptist-provided systems, I have read and understand all applicable Terms of Service governing my access to and use of those system(s). I agree to all Terms of Service provisions and by signing below, I confirm my electronic acceptance of the Terms of Service. I acknowledge that my password is unique and I am prohibited from sharing it with anyone else and I must take extraordinary caution to keep my password secret. I further understand and agree that I am responsible for any misuse of my password, by myself or anyone who gains access to my password because I shared it or failed to properly safeguard it.

(Check your affiliation with Baptist and complete identifying information.)

- Employee  Physician  Allied Health  Resident  Intern  Medical Staff  Contractor  Consultant
- School Faculty  Student  Clergy  Volunteer  Agency Staff  Vendor  Other:

By signing this Confidentiality Statement, I agree that I have read, understand and will comply with the above terms.

Name:

Signature:

Department:

Date:

Company/School:

# Occupational Safety and Health Administration

## COVID-19/ Hazard Recognition \*

### What is the risk to workers in the United States?

The risk of worker exposure to SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19), depends on numerous factors, including the extent of community transmission; the severity of resulting illness; existing medical conditions workers may have; environmental conditions that may affect exposure risk (e.g., working or living in close quarters); and the medical or other measures available to control the impact of the virus and the relative success of these measures. The U.S. Centers for Disease Control and Prevention (CDC) provides [detailed information](#) about this topic.

Certain people are at higher risk of developing more serious complications from COVID-19, including [older adults](#) and those with [underlying medical conditions](#) such as heart or lung disease, chronic kidney disease requiring dialysis, liver disease, diabetes, immune deficiencies, or obesity. See [CDC's page](#) for additional information about health conditions that put individuals at higher risk of serious illness from COVID-19.

### Classifying Risk of Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2 during the pandemic may vary from community to community, depending on local conditions or outbreaks. Exposure risk depends in part on [the physical environment of the workplace](#), the type of work activity, the health status of the worker, the ability of workers to wear face coverings and abide by CDC guidelines, and the need for [close contact](#) (within 6 feet for a total of 15 minutes or more over a 24-hour period) with other people, including those known to have or suspected of having COVID-19, and those who may be infected with—and able to spread—SARS-CoV-2 without knowing it. Other factors, such as conditions in communities where employees live and work, their activities outside of work, and individual health conditions, may also affect workers' risk of getting COVID-19 and/or developing complications from the illness.



OSHA has divided job tasks into four potential risk exposure levels: very high, high, medium, and lower risk, as shown in the occupational risk pyramid.

As workers' job duties change or they perform different tasks in the course of their duties, they may move from one exposure risk level to another. Employers should always rely on current [hazard assessments](#) to identify workers' initial exposure risk to the virus on the job and changes to exposure risk if and when job duties change.

Note: The U.S. Department of Labor and the U.S. Department of Health and Human Services originally published this risk pyramid as part of the [Guidance for Preparing Workplaces for COVID-19 \(Spanish\)](#). Our current understanding of how the SARS-CoV-2 virus spreads, combined with the risk of transmission by people who have the virus without knowing it, suggests that workers in areas with community transmission who have [close contact](#) with any other people—not just known or suspected COVID-19 cases—are at increased risk of exposure. Accordingly, OSHA has adjusted the risk categories and examples below to reflect this updated information.

#### **Lower Exposure Risk (Caution)**

Jobs that do not require [close contact](#) (within 6 feet for a total of 15 minutes or more over a 24-hour period) with other people. Workers in this category have minimal occupational contact with the public and other coworkers. Examples include:

- Remote workers (i.e., those working from home during the pandemic).
- Office workers who do not have frequent close contact with coworkers, customers, or the public.
- Healthcare workers providing only telemedicine services.

### **Medium Exposure Risk**

Jobs that require either frequent [close contact](#) (within 6 feet for a total of 15 minutes or more over a 24-hour period) or sustained close contact with other people in areas with community transmission.\* Examples of workers in this category include:

- Those who have frequent or sustained contact with coworkers, including under close working conditions [outdoors or in well ventilated spaces](#) in various types of industrial, manufacturing, agriculture, construction, and other [critical infrastructure workplaces](#).
- Those who have frequent outdoor or well ventilated contact with the general public, including workers in retail stores, grocery stores or supermarkets, pharmacies, transit and transportation operations, law enforcement and emergency response operations, restaurants, and bars.
- Those living in temporary labor camps (e.g., farm workers) or similar [shared housing](#) facilities.

*\* Because any given person may be an asymptomatic carrier, workers' exposure risks may increase when they have repeated, prolonged contact with other people in these situations, particularly where physical distancing and other infection prevention measures may not be possible or are not robustly implemented and consistently followed.*

### **High Exposure Risk**

Jobs with a high potential for exposure to known or suspected sources of SARS-CoV-2. Examples of workers in this category include:

- Healthcare delivery and support staff (hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients.
- Medical transport workers (ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing bodies for burial or cremation of people known to have, or suspected of having, COVID-19 at the time of death.
- Those who have frequent or sustained contact with coworkers, including under close working conditions [indoors or in poorly ventilated spaces](#) in various types of industrial, manufacturing, agriculture, construction, and other [critical infrastructure workplaces](#).
- Those who have frequent indoor or poorly ventilated contact with the general public, including workers in retail stores, grocery stores or supermarkets, pharmacies, transit and transportation operations, law enforcement and emergency response operations, restaurants, and bars.

### **Very High Exposure Risk**

Jobs with a very high potential for exposure to known or suspected sources of SARS-CoV-2 during specific medical, postmortem, or laboratory procedures. Examples of workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or are suspected of having, COVID-19 at the time of their death.

## How Does SARS-CoV-2 Spread?

Although the pandemic possibly originated from humans exposed to infected animals, SARS-CoV-2—like other coronaviruses—spreads between people. The CDC acknowledges that at this time, there is no evidence that companion animals, including pets, play a significant role in spreading SARS-CoV-2 to people.

[According to the CDC](#), the virus that causes [COVID-19 spreads](#) most commonly through person-to-person contact (within about 6 feet), primarily through inhalation of respiratory particles (droplets and aerosols) produced when an infected person exhales, talks, sings, shouts, coughs, or sneezes. Less commonly, it is spread through [airborne transmission](#) over longer distances when smaller droplets and particles linger in air, particularly in enclosed spaces with inadequate ventilation.

Another less common way that the virus spreads is when someone touches a contaminated surface, and then touches their nose, mouth, or eyes. Current evidence suggests that novel coronavirus may remain viable for hours to days on a variety of surfaces. [Frequent cleaning](#) of visibly dirty and high-touch surfaces, followed by [disinfection](#), can help prevent SARS-CoV-2 and other respiratory pathogens (germs) from spreading in workplaces. Although touching contaminated surfaces or objects is not thought to be the main way the virus spreads, CDC is still learning more about various pathways of transmission.

Person-to-person spread is likely to continue to occur in areas with community transmission and insufficient mitigation strategies.

There is still more to learn about the transmissibility, severity, and other features associated with SARS-CoV-2.

## Identifying Potential Risks and Sources of Exposure

OSHA requires employers to provide a workplace free from recognized hazards that are causing or are likely to cause death or serious physical harm (29 U.S.C. § 654(a)(1)). To meet this obligation, it is important for employers to assess occupational hazards to which their workers may be exposed. Some OSHA [standards](#), such as those for personal protective equipment (PPE) ([29 CFR 1910.132](#)) and respiratory protection ([29 CFR 1910.134](#)), include requirements that will help protect workers from exposure to SARS-COV-2.

In assessing potential hazards, employers should consider if and when their workers may be in close contact (within 6 feet) with someone who could have the virus and be able to spread it without knowing it. The extent of community spread, if any, is a key consideration in hazard assessment. Employers should also determine if workers could be exposed to environments (e.g., work sites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Employers may also rely on the identification of infected individuals who have signs and/or [symptoms](#) of COVID-19 to help identify exposure risks for workers and implement appropriate control measures. It is also possible that someone may have been in close contact (within about 6 feet) with someone with SARS-CoV-2 in their community and, thus, may have had exposure that should prompt employer action (e.g., excluding the worker from the workplace during an appropriate [self-monitoring](#) quarantine period). The [Control and Prevention](#) page provides guidance for controlling risks for worker exposures.

## Additional Information

The CDC provides [data on COVID-19 cases and deaths in individual states](#), with links to additional data at the county level. This data can be used to help assess worker risk at specific work locations

\* This document is public domain and was current as of January 25, 2021. Trainees are urged to review the current site found at <https://www.osha.gov/coronavirus/hazards>

**Acknowledgement of Hazardous Environment**

By affixing my signature below, I understand and acknowledge that:

1. I have read and understand the information stated above and published separately by the United States Department of Labor, Occupational Safety and Health Administration (OSHA) as "COVID-19/ Hazard Recognition."
2. I understand that this information may be updated at any time by OSHA and that I am responsible for reviewing all updates.
3. Participation in patient care activities at health care facilities including Baptist Entities is classified as "Very High Exposure Risk" as defined above.
4. Baptist will provide access to Personal Protective Equipment (PPE) as recommended by the Centers for Disease Control (CDC) to be used as needed for patient care. In the event that sufficient PPE is not available, I will exclude myself from contact with infectious or potentially infectious patients.
5. I will practice social and physical distancing at all times while serving within Baptist Entities.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**BAPTIST**

**OPERATIONS POLICY, PROCEDURE AND GUIDELINE MANUAL**

Effective Date:	<b>NON-EMPLOYEE INTERNET USAGE POLICY AND ACKNOWLEDGEMENT FORM</b>
Last Revised:	
Last Reviewed:	
Reference #:	

1. Overview

Internet connectivity presents Baptist with new risks that must be addressed to safeguard our vital information assets. These risks include: (a) Access to the Internet by personnel that is inconsistent with business needs results in the misuse of resources. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. (b) Additionally, Baptist may face loss of reputation and possible legal action through other types of misuse. All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate. Access to the Internet will be provided to users to support business activities and only on an as needed basis to perform their jobs and professional roles.

2. Purpose

The purpose of this policy is to define the appropriate uses of the internet by non-Baptist employees.

3. Scope

- a. This Non-Employee Internet Usage Policy applies to all Internet users (including but not limited to, providers, interns, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through the Baptist computing or networking resources. Baptist internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise their good judgment while using internet services.
- b. Internet access is to be used for business purposes only.
- c. Baptist reserves the right to remove internet access as business needs change or conditions warrant. Adherence to this Policy is neither voluntary nor optional. Users not complying with this policy could be subject to disciplinary action up to and including termination of

affiliation/contractor status and/or legal action. Additionally, Baptist may at its discretion seek legal remedies for damages incurred as a result of any violation. Baptist may also be required by law to report certain illegal activities to the proper enforcement agencies.

4. Process
  - a. Request – The user must read and acknowledge he/she understands and agrees to comply with this policy. Signing the acknowledgement is required before access will be granted.
  - b. Approval – The acknowledgment shall be submitted to ISID Management and Corporate Privacy and Security, along with the Third Party Access Forms for third parties and separately for Providers.
  - c. Removal – Access will be discontinued upon completion of contract, end of service of non-employee or disciplinary action arising from violation of this policy or another Baptist policy. In the event of a change in job function and/or transfer access will be discontinued and reissued if necessary when a new form is submitted and approved.
  - d. Disabling accounts for having no activity and holding inactive accounts before deleting will be enforced in accordance with the Password Policy.
  
5. Usage
  - a. Access to the internet will be approved and provided if reasonable business needs are identified. Users must follow the Baptist principles regarding resource usage and exercise good judgment in using the internet.
  - b. Users should be aware that Baptist creates and audits logs reflecting use and it is periodically reviewed. Users should consider their Internet activities as periodically monitored and limit their activities accordingly. Baptist reserves the right to examine E-mail, personal file directories, web access, and other information stored on company computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of Baptist information systems.
  - c. Users shall not store or transmit personal information such as private keys, credit card numbers or certificates or make use of internet “wallets”. Baptist is not responsible for any loss of information, such as information stored in the wallet, or any consequential loss of personal property.
  - d. Acquisition, storage and dissemination of data which is illegal, pornographic or which negatively depicts race, sex or creed is specifically prohibited.
  - e. Baptist also prohibits the conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.
  - f. Other behaviors/activities that are strictly prohibited include, but are not limited to:

- i. Accessing company information that is not within the scope of one's work. This includes accessing information that is not needed for the proper execution of job functions.
  - ii. Misusing, disclosing without proper authorization, or altering customer or personnel information. This includes sharing electronic customer or personnel data with unauthorized personnel.
  - iii. Deliberate pointing or hyper-linking of company Web sites to other Internet/WWW sites whose content may be inconsistent with or in violation of the mission or policies of Baptist.
  - iv. Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law including without limitations US export control laws and regulations.
  - v. Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.
  - vi. Transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls and approval.
  - vii. Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
  - viii. Any form of gambling.
  - ix. Unauthorized downloading of any shareware programs or files for use without authorization in advance from the IT Department and Corporate P&S.
  - x. Any ordering (shopping) of items or services on the Internet.
  - xi. Playing of any games.
  - xii. Forwarding of chain letters.
  - xiii. Participation in any on-line contest or promotion.
  - xiv. Acceptance of promotional gifts.
- g. Bandwidth both within Baptist and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect others.
- h. Baptist strongly supports strict adherence to software vendors' license agreements. When at work, or when Baptist computing or networking resources are employed, copying of software in a manner not consistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to the IT Department for review or to

request a ruling from the Legal Department before any copying is done. Similarly, reproduction of materials available over the Internet must be done only with the written permission of the author or owner of the document. Unless permission from the copyright owner(s) is first obtained, making copies of material from magazines, journals, newsletters, other publications and online documents is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

- i. When using Baptist resources to access and use the Internet, users must realize they represent Baptist. Whenever an individual states an affiliation to Baptist, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the Baptist". Questions may be addressed to the Legal Department.
- j. Users must not place Baptist material (examples: internal memos, press releases, product or usage information, documentation, etc.) on any mailing list, public news group, or such service. Any posting of materials must be approved by the Legal Department and the Communications/Public Relations Department and will be placed by an authorized individual.

NON-EMPLOYEE INTERNET USAGE ACKNOWLEDGMENT

By signing below, I am requesting Internet access through Baptist. Internet access will not be granted until this acknowledgment is signed and approved by the entity CEO for Providers, the Sponsor for a third party. After completion, this document is maintained by ISID Management and the Corporate Privacy & Security department. This acknowledgment is subject to internal audit.

ACKNOWLEDGMENT I have read the Non-Employee Internet Usage Policy. I understand the contents and I agree to comply with the said Policy.

Location within Baptist (Location – clinic name, hospital name, Corporate)

\_\_\_\_\_ Baptist Memorial Healthcare \_\_\_\_\_

Business Purpose \_ Patient-related research/program-related communications \_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Baptist CEO/Sponsor Signature ~~X~~ \_\_\_\_\_ Date ~~X~~ \_\_\_\_\_



# BAPTIST

## ORIENTATION FOR NON-EMPLOYEES

Applicable to Construction Contractors; Law Enforcement Officers; Sitters and Private Duty Personnel; Nursing and Non-Nursing Clinical Agency Personnel; Temporary Personnel; Volunteers, and Students (if not oriented otherwise)

### Introduction:

While you are working in our hospital we want to provide you with some initial information about us, as well as how we must keep our patients, visitors, and staff safe. Please be attentive to the following situations and comply with our policies. In the event that any of the following situations occur please follow the directions of the Department leadership present in the area that you are currently located. Also note within the area you are working there is posted Baptist Emergency Codes and Procedures flip chart to use as a guide in helping direct you in a Code.

### Organization's Mission, Vision, Values, and Commitment to Service First:

Mission	<i>In keeping with the three-fold ministry of Christ -- healing, preaching and teaching -- Baptist is committed to providing quality health care.</i>
Vision	<i>We will be the provider of choice by transforming the delivery of health care through partnering with patients, families, physicians, care providers, employers and payers; and by offering safe, integrated, patient-focused, high quality, innovative, cost-effective care.</i>
Values	<i>Compassionate Care and Service, Teamwork and Trust, Innovation and Excellence, Respect for the Individual and the Value of Diversity.</i>
Service First	<i>Focus on the customer; Identify the customer's needs; Respond to the customer; Satisfy the customer; and Take ownership.</i>

### Ethical Aspects of Care:

Baptist strives to live up to the highest standards of conduct. We must always try to be honest and fair, and to do the right thing for our patients, our employees, our communities and our business associates. In keeping with our three-fold ministry of Christ—healing, preaching and teaching; and our commitment to Service First, delivery of quality patient care is a top priority for all employees and medical staff at Baptist. Living by these Standards means doing things in a legal and ethical way. You should:

- Try your best to get all the information you need to make good decisions.
- Make sure you are doing things in a way that follows any laws or guidelines required.
- Be truthful in your written and verbal communication. Always state the facts, and do not exaggerate.
- Never put yourself or others in a situation that even looks like it could be illegal or unethical.

As you perform your responsibilities here, there may be times when you are not sure what to do in a particular situation. In that case, before you do anything, check with your manager or the person in charge. If you see others doing something that you believe breaks the rules you have an obligation to report it. There are three ways you can do that:

- Tell the charge nurse, supervisor or the person the supervisor reports to.
- Call the Corporate Compliance office at 901-227-5920.
- If the situation is sensitive, or you feel uneasy about it, you can report it confidentially to the Helpline/Hotline at 1-877-BMH-TIPS.

Baptist has a policy of not tolerating retaliation for making a report as long as it is made in good faith. Reports to the Hotline are handled confidentially to the extent the law allows.

### Caring for Patients/Cultural Diversity and Sensitivity:

- ❖ All hospital and patient information is confidential and may not be shared outside of Baptist. All non-employees are required to sign the confidentiality statement on the last page of this document.
- ❖ If any unusual clinical event or incident occurs, please notify the charge nurse or supervisor immediately for further action.
- ❖ Baptist serves patients with a rich variety of backgrounds, perspectives, values and beliefs. As such, staff should be sensitive to cultural diversity and treat all patients with dignity and respect. For more information about the particular needs of the patients cared for in your assigned area, please discuss with your manager or the person in charge.
- ❖ Non-employees involved in patient care are expected to perform all assigned duties, regardless of treatment required for a patient or the patient's medical condition. Should a non-employee feel that he/she could not perform any aspect of the position due to a perceived conflict with cultural values, ethics, or religious beliefs, the non-employee must notify the charge nurse or supervisor immediately so that patient care is not compromised.
- ❖ Civil Rights Compliance - Baptist prohibits discrimination based on race, color, national origin, age, disability, limited English Proficiency, sex and religion. Should you have any concerns, please contact the Section VI/504 coordinator or Administration by calling \_\_\_\_\_.  
(Enter entity specific number)

### Safety Codes:

#### ❖ **CODE RED--Fire Response**

- Identify the nearest exit too your work area and the nearest fire pull station, fire extinguisher and/or fire hose
- **In the event of FIRE:**
  - **CALL CODE RED—PHONE EXT. \_\_\_\_\_ [Entity Specific Number]**
  - **Perform R.A.C.E.**
    - **Rescue** anyone in danger
    - **Activate** nearest fire alarm pull station
    - **Confine** fire by closing windows, doors, etc.
    - **Extinguish/Evacuate**

#### ❖ **CODE D Standby—Disaster Preparation—Indicates an impending disaster with potential large influx of patients or potential damage to building:** Report to your department for instructions and remain there unless assigned by the department head to other duties.

#### ❖ **CODE D—Disaster—Disaster with potential large influx of patients or potential damage to building:** (May be internal or external)—Comply with unit/department/work area plan and the direction of hospital staff in charge.

#### ❖ **CODE BLUE— Patient Resuscitation (Adult)—PHONE EXT [Entity Specific Number]—CLINICAL EMERGENCY:** Remain calm. Do not respond unless asked to do so. Clear the hallways for the team if necessary.

#### ❖ **CODE BLUE LILY—Patient Resuscitation (Pediatric)---PHONE EXT [Entity Specific Number]—CLINICAL EMERGENCY:** Remain calm. Do not respond unless asked to do so. Clear the hallways for the team if necessary.

#### ❖ **CODE PINK—Infant Abduction—PHONE EXT [Entity Specific Number]—State CODE PINK** on \_\_\_\_\_ Unit, age, race, gender, other identifying information and any information about the potential abductor. Respond to your preassigned locations. Designated staff searches each room. Security Shift Commander or designee responds to location.

#### ❖ **CODE ORANGE—Pediatric/Adolescent Abduction—PHONE EXT [Entity Specific Number]—State “CODE ORANGE”** and \_\_\_\_\_ Unit, age, race, gender, other identifying information and any information about the potential abductor. Comply with unit/department/work area plan and the direction of hospital staff in charge.

#### ❖ **CODE PURPLE—Elopement (Elderly, Mental Disturbed and AWOL)—PHONE EXT [Entity Specific Number]—State CODE PURPLE”** and \_\_\_\_\_ Unit, age, race, gender, and any other identifying information. Comply with unit/department/work area plan and the direction of hospital staff in charge.

- ❖ **CODE BROWN—Bomb Threat -DO NOT TOUCH any unusual items—PHONE EXT [Entity Specific Number]**—State CODE BROWN and exact location.
- ❖ **CODE FREEZE—Work Place Violence –PHONE EXT [Entity Specific Number]**—State CODE FREEZE and exact location.
- ❖ **CODE GRAY—Tornado Watch / Tornado Warning with Specific Location—REPORT** to your department—**CLOSE** all windows and doors—**MOVE** ambulatory patients away from windows—**COVER** non-ambulatory patients with blankets and/or pillows to protect the head area—**MAINTAIN** communication with patients, and provider assurance—**PREPARE** to go to CODE D STANDBY
- ❖ **CODE SILVER—Active Shooter —PHONE EXT \_\_\_\_\_ [Entity Specific Number]**— State “CODE SILVER” and provide location & other relevant information. Follow Run, Hide, Fight protocols.

**Infection Control Tips**

- **WASH HANDS:** After using the bathroom; before eating; before and after patient contact.
- **Follow *Standards Precautions*** with every patient
- Do not enter a patient room with isolation sign—ask the nurse for permission and instruction
- Personal protective equipment is available in all work areas
- Ask for assistance to clean up spill or when handling chemicals

**Material safety data sheets (MSDS)** are available in all work areas for reference when dealing with chemicals.

**Restraint Policy and Procedure**

- Policy has been reviewed with preceptor
- Applications skill validation has been completed—Clinical staff only

**Abuse/Neglect Policy and Procedure**

- Policy has been reviewed – Baptist has a "ZERO" tolerance for abuse in any form and all known occurrences are reported to the authorities. All suspected abuse/neglect situations must be reported to your Manager.

**Connectivity Policy**

- Policy has been reviewed – Patients, family, unlicensed, untrained, non-professional staff do not connect, disconnect or reconnect medical supplies/devices/equipment with various forms of tubing. Disconnects are reported to the appropriate health care professional.

**Patient Identification Policy**

- Policy has been reviewed – Volunteers performing patient care activities (i.e. food delivery, patient transports, registration settings) use (2) two patient identifiers. Volunteer chaplains identify patients using established pastoral care processes.

**Tobacco Free Policy—Tobacco use is not** allowed on the premises.

I have reviewed this ORIENTATION FOR NON-EMPLOYEES

**This below box is only for Baptist Security personnel’s review with Correctional officer(s), or their designee, escorting inmate(s) for inpatient/outpatient procedure(s):**

- Law officers must read and follow the Inmate Policy.

The Administrative Policy and Procedure regarding Inmates was reviewed and logged with the Correctional Officer(s), or designee.

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Signature of Non-Employee

Date

**X**

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Signature of Baptist Representative who explained this material.

Date