



# **NEW NURSING STUDENT BOOKLET**

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**NORTHERN REGIONAL HOSPITAL**





# NORTHERN REGIONAL HOSPITAL

## Day One Student Orientation Checklist

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of College/School/University: \_\_\_\_\_

Program of Study: \_\_\_\_\_

*The following items are to be completed on the **first day of clinical** experience at Northern Regional Hospital. Sign and return to Staff Development/Student Program*

Student Orientation Items	✓	N/A
1. Hospital tour of site including: Parking for students/employees Fire Exits/Evacuation routes		
2. Location of fire extinguishers		
3. Location of Fire Alarm Pulls – site notification for fire situation		
4. R-A-C-E and P.A.S.S. review		
5. General department tour including: Dining facilities Bathrooms Break Room Emergency exits Conference/Meeting rooms Copier/Fax/Phone Mail / Supplies / Paging System Other:		
6. Department Policies & Procedures including Documentation Student ID Badge Dress Code Lunch/breaks Patient confidentiality		
7. Review of Emergency Codes		
8. Review of Rapid Response		
9. Review equipment storage		
10. Review of roles of department staff		
11. Review of isolation precautions, signage and location of PPE		
12. Review of Pyxis, if applicable		
13. Review of patient identifiers		
14. Review access of MSDS online		
15. Discuss Service Excellence Telephone Etiquette Elevator etiquette Customer service excellence		

**I confirm I have reviewed all the safety and required information necessary for me to participate in a student experience at Northern Regional Hospital. I am also responsible to practice within my scope and follow any policies or procedures that define the clinical experience.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor/Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STAFF HAND HYGIENE TRAINING

☐ PROVIDER    
 ☐ CONTRACT    
 ☐ VOLUNTEER    
 ☐ STUDENT

*(Indicate Employee Type With Checked Box)*

### ☐ HANDWASHING

**TASK VALIDATED**

Self-Assessment	Met	Comments
1. Knowledge of procedures.	<input type="checkbox"/>	
2. Knowledge of appropriate equipment.	<input type="checkbox"/>	
<b>Evaluator Validation HANDWASHING</b>	<input type="checkbox"/>	
1. Checks that sink areas are supplied with soap and paper towels	<input type="checkbox"/>	
2. Turns on faucet and regulates water temperature	<input type="checkbox"/>	
3. Wets hands and applies enough soap to cover all surfaces	<input type="checkbox"/>	
4. Vigorously rubs hands for at least 15 seconds including palms, back of hands, between fingers, and wrists	<input type="checkbox"/>	
5. Rinses thoroughly keeping fingertips pointed down	<input type="checkbox"/>	
6. Dries hands and wrists thoroughly with paper towels	<input type="checkbox"/>	
7. Discards paper towel in wastebasket	<input type="checkbox"/>	
8. Uses paper towel to turn off faucet to prevent contamination to clean hands	<input type="checkbox"/>	

### ☐ ALCOHOL BASED HAND RUB

**TASK VALIDATED**

	Met	Comments
<b>Evaluator Validation ALCOHOL BASED HAND RUB</b>	<input type="checkbox"/>	
1. Applies enough product to adequately cover all surfaces of hands	<input type="checkbox"/>	
2. Rubs hands including palms, back of hands, between fingers until all surfaces dry	<input type="checkbox"/>	
3. Direct care providers – no artificial nails or enhancements	<input type="checkbox"/>	
4. Natural nails are clean, well groomed, and tips less than ¼ inch long	<input type="checkbox"/>	
5. Skin is intact without open wounds or rashes	<input type="checkbox"/>	

Staff / Student Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date Hired / Initial Clinical Date : \_\_\_\_\_

Trainer / Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# NORTHERN REGIONAL HOSPITAL

Choose Well. Choose Northern.

## Student Consent for Photographs or Video Recording

I hereby grant to **Northern Regional Hospital (NRH)** permission to use my likeness in a photograph, video, or other digital media (photo) in any and all of its publications, including web-based publications, without payment or other consideration.

- I understand and agree that all photos will become property of NRH and will not be returned.
- I hereby authorize NRH to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.
- I hereby consent to the making of photograph(s) or video recordings as described below:
  - Images of me for Identification Purpose
  - Images of myself to be used for publicity purposes by Northern Regional Hospital

I hereby release Northern Regional Hospital from any responsibility for any consequences resulting from the use of these photographs.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

(if under 18 years of age)

Date \_\_\_\_\_

# EMERGENCY CODES

## REPORT ALL EMERGENCIES BY DIALING "5000"

*Give as much detail as possible when reporting!*



### RED ALERT Fire and/or smoke detected

1. Rescue anyone in danger
2. Alarm – set off alarm, dial 5000 and report
3. Contain the area – close doors
4. Extinguish – use PASS protocol/Evacuate (see Evacuation Alert)



### EVACUATION ALERT Situation requiring area/facility evacuation

- Level 1 – lateral shifting of patients on same floor/level  
Level 2 – total evacuation of floor/level  
Level 3 – total evacuation of entire facility



### CODE PINK Any missing person (infant, child, adult, senior)

1. Specific information paged overhead
2. Report any information to extension 5000 or via radio
3. Monitor corridors, exits, waiting rooms, restrooms
4. Wait for all-clear before leaving station.



### CODE BLUE/CODE 8 Cardiac or respiratory arrest

- Code Blue = Adult      Code 8 = Pediatric
- Provide appropriate intervention
  - Rapid Response Team will respond to area per overhead page



### CODE STROKE Any person exhibiting stroke symptoms

- Follow training and protocol – use F-A-S-T assessment
- Dial 5000 internally, dial 911 anywhere outside hospital facility.



### CODE ORANGE Violent or aggressive individual

- Respond according to training and protocol; Provide appropriate intervention
- Those not providing assistance, avoid location



### CODE PURPLE Tornado or other severe weather

- Secure all patients and visitors in hallways and away from windows
- Encourage all persons to stay inside facility in a safe location until code is cleared



### CODE WHITE Individual with weapon and/or hostage

- If possible, follow Level 2 evacuation
- Avoid the location of incident and keep all persons in a safe and secured location
- If possible, provide any relevant information about situation to ext. 5000



### CODE GREEN Internal disaster

- Respond according to your department's disaster plan
- Hospital incident command may or may not be activated depending on level of incident (Staging area will be new Education Center Computer Lab)



### CODE TRIAGE External disaster

- Respond according to your department's disaster plan
- Hospital incident command may or may not be activated depending on level of incident (Staging area will be new Education Center Computer Lab)



### CODE BLACK Bomb Threat

1. Keep caller on the line
2. Listen for background sounds, caller accent, voice tone, etc.
3. Ask questions – who are you angry with, etc.
4. Call x5000 as soon as caller hangs up and report everything.



# Race/Pass Poster

## Healthcare Fire Safety

There are **four** essential steps to take if you discover a fire:

# R



### Rescue

anyone in immediate danger of the fire.

# A



### Alarm

Activate the nearest fire alarm **and** call your fire response telephone number.

# C



### Contain

fire by closing all doors in the fire area.

# E



### Extinguish

small fires. If the fire cannot be extinguished, leave the area and close the door.

**You should know:**

- Locations of nearest fire extinguishers and alarm pull boxes
- The fire location - room number and building
- All fire exits in your work area

## How to properly operate a Fire Extinguisher

# P



### Pull

the pin, release a lock latch or press a puncture lever.

# A



### Aim

the extinguisher at the base of the fire.

# S



### Squeeze

the handle of the fire extinguisher.

# S



### Sweep

from side-to-side at the base of the flame.

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**NORTHERN**  
REGIONAL HOSPITAL®

# CAMPUS MAP

## MAP LEGEND

- MAIN HALLWAYS/ROOMS
- HOSPITAL BUILDINGS
- ELEVATORS
- RESTROOMS
- PARKING & ROADWAYS
- SIDEWALKS

## ENTRANCES

- ENTRANCE A
- ENTRANCE B
- ENTRANCE C
- ENTRANCE D
- ENTRANCE E

## Student Parking

