

Fire Safety

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

Rescue
Alarm
Contain
Extinguish

These four steps must be accomplished to successfully deal with a fire emergency. The order they are performed will vary according to the circumstances.

In a health care facility, rescue usually means moving the person from the area of the fire to another area inside the facility. The goal should be to get everyone out of the room, not out of the building unless the fire spreads and evacuation of the facility becomes necessary. After the occupants are rescued from the room on fire, the next step is to move the people in adjoining rooms: the rooms on either side of the fire room, the room across the hall and the rooms above and below the fire room. Sounding the alarm is the quickest way to get help. It alerts other staff members and initiates the process that alerts the fire department. Extra care should be taken by those working in high noise areas, such as the laundry, to ensure everyone in the area is aware that there is a fire.

Most serious health care facility fires can be traced to a delay in sounding the alarm and failure to close doors. When everyone has been removed from the room that contains the fire, close the door (s) to the room. Closing the door (s) accomplishes two things:

1. The fire and smoke are contained in the room and prevents from spreading to other areas; and
2. The sprinkler system will be activated sooner. (The sprinkler system is heat sensitive and activates when the air temperature reaches a pre-set level. The air temperature will rise faster if the doors are closed).

If the **rescue, alarm and contain** procedures have been followed and the fire department has not arrived, try to extinguish small fires using one of the following techniques:

1. Smother it
2. Using a fire extinguisher
3. Pouring water on it (unless it is an electrical or grease fire). If the fire cannot be extinguished, leave the area and close the door.

HIPAA: Confidentiality

HIPAA specifically addresses issues of patient privacy, protecting all identifying information such as a person's name, birthday, social security number, phone number or residence.

Under the medical privacy provision, patients need to give written consent before their medical information is shared with outside agencies. This consent is for short-term use only and cannot be revoked. Patients will also be asked to authorize that their medical information can be used for purposes other than medical care, such as public health studies. This authorization is for a specific timeframe, and the patient has a right to revoke permission at any time.

The privacy provisions will also affect how you interact with patients on a daily basis. Here are some steps you or your organization may need to take to ensure patient privacy:

- Share information only on a need to know basis. Don't discuss residents in hallways or public places. In post conference and at the classroom do not use resident's name.
- Keep charts confidential. Many times, patient charts are kept at the nurse's station. Make sure to turn the chart so that the patient's name faces the wall rather than the corridor.
- Keep phone conversations private. When you talk about patients over the phone, make sure that your conversation is private. Keep the phone in an area where others cannot overhear what you are saying. When you need to leave a message for a patient, state it in a way that only has meaning to that individual.
- Secure computer information. Make sure that your computer system requires a password or fingerprint ID before accessing patient information. When your computer is not in use, the screen should go blank after only a minute or two, and you should be required to log in again when you return.

ORIENTATION FOR YOUR CLINICAL EXPERIENCE

CLINICALS START AT 6 AM AND GO UNTIL 2:30 PM
YOU WILL MEET YOUR CLINICAL INSTRUCTOR INSIDE THE FRONT DOOR OF THE FACILITY AT EXACTLY 6:00 AM. AT EACH SITE YOUR CLINICAL INSTRUCTOR WILL GO OVER SPECIFIC POLICIES OF THE FACILITY, SUCH AS PARKING, SMOKING, WHERE TO STORE YOUR LUNCH AND COAT AND EMPLOYEE RULES AND PATIENT CARE. THE INSTRUCTOR WILL GIVE A TOUR OF THE FACILITY PRIOR TO THE SHIFT. ALSO PATIENT ROOMS THAT ARE ON ISOLATION PRECAUTIONS WILL BE POINTED OUT.

- **CLINICALS ARE HELD AT WOODLAND PARK, SILVERADO CARECENTER, SANDY REGIONAL, ST. JOSEPH'S VILLA AND OTHERS DEPENDING ON OUR NEEDS**
- **GO TO WWW.CCCNA.COM AND LOOK UNDER THE TAB CLINICAL SCHEDULE TO MAKE SURE YOU'RE ON THE LIST AND GOING TO THE CORRECT FACILITY. CHECK ON YOUR CLINICAL SIGN UP PAPER FOR THE ADDRESS OF THE FACILITY.**
- **YOU WILL BE ASSIGNED TO WORK WITH A CNA WHO WORKS AT THE FACILITY**
- **YOU WILL BE CHARGED TO MAKE UP MISSED SHIFTS, SO MAKE SURE YOU GO!! YOU WILL BE CHARGED \$25 FOR MISSED CLINICAL SHIFTS (THIS INCLUDES SKILLS DAY AND VIRTUAL DAY)**
- **MAKE SURE YOU ARE ON TIME. YOU WILL BE SENT HOME IF YOU ARE LATE. THEN YOU WILL OWE \$25 TO SIGN UP FOR ANOTHER CLINICAL**
- **PLEASE EAT SOMETHING BEFORE YOUR CLINICAL**
- **THIS IS THE BEST TIME TO PRACTICE THE SKILLS LEARNED IN CLASS. MAKE IT A GOOD LEARNING EXPERIENCE. WORK HARD! SEE AND DO AS MUCH AS YOU CAN.**
- **SKILLS REQUIRED AT CLINICAL: SHOWER, SHAVE, SEE THE HOYER LIFE, BRUSH TEETH AND CLEAN DENTURES. AND OF COURSE ANY OTHER SKILL YOU WANT TO PRACTICE**
- **WEAR SCRUBS AND COMFORTABLE SHOES**
- **NO GUM!! NO EATING OR DRINKING IN PATIENT AREAS. NO CELL PHONES! YOU WILL BE SENT HOME IF YOU ARE USING A CELL PHONE,**

- **WEAR YOUR NAME BADGE! YOU WON'T BE ABLE TO WORK WITHOUT IT**
- **DON'T TAKE ANYTHING VALUABLE WITH YOU**
- **DO NOT WEAR EXCESSIVE JEWELRY OR MAKE UP**
- **LONG HAIR NEEDS TO BE TIED BACK**

- **TAKE A LUNCH. YOU CANNOT LEAVE THE FACILITY FOR LUNCH**
- **YOU WILL BE ASSIGNED TO WORK WITH A CNA WHO WORKS AT THE FACILITY. IF THERE IS A PROBLEM, TALK WITH YOUR CLINICAL INSTRUCTOR**
- **PLEASE DO NOT HESITATE TO ASK YOUR CLINICAL INSTRUCTOR QUESTIONS OR TALK WITH THEM ABOUT CONCERNS. THEY ARE THERE TO HELP AND ASSIST YOU!!**
- **PLEASE DO NOT BAD MOUTH OR GOSSIP ABOUT YOUR CNA. TALK TO YOUR CLINICAL INSTRUCTOR.**
- **IF YOU HAVE A TIME WHEN YOU ARE NOT BUSY, DO NOT STAND IN THE HALLS. ANSWER CALLLIGHTS OR MAKE YOURSELF USEFUL IN SOME WAY. YOU CAN ALWAYS VISIT WITH LONELY STUDENTS**
- **LET US KNOW IF THERE IS ANYTHING WE CAN DO TO HELP YOU HAVE A GOOD EXPERIENCE.**
- **ALL FACILITIES MAY HAVE PATIENTS WITH MRSA, C-DIFF OR OTHER INFECTIOUS DISEASES.**
- **BE AWARE OF PATIENTS ON ISOLATION. CLUES TO ISOLATION, INCLUDE SIGNS ON THE DOOR THAT SAY "SEE NURSE BEFORE ENTERING" OR A CART OUTSIDE OR INSIDE THE ROOM WITH A MASK GLOVES AND GOWNS.**
- **USE GOOD HANDWASHING WITH EVERY RESIDENT!**
- **AGAIN: NO CELL PHONES.**
- **MOST IMPORTANTLY – HAVE FUN!!!**