Edwards Hospital Orientation Links - General Orientation for All Agency Staff

Resource	Link (TinyURL)
Administration of Blood and Blood Components 8-13-15	http://tinyurl.com/o7w5syd
Adult Central Line Catheter Insertion and Management 6-9-16	http://tinyurl.com/zj9kvao
Adult Peripheral Intravenous Line Insertion, Maintenance and Removal 6-9-16	http://tinyurl.com/kjg6tnt
Alarm Management Guidelines for Adult Critical Care Units 2-1-15	http://tinyurl.com/lta4kga
Code Blue Adult Code Blue Child Code Blue Malignant Hyperthermia-Adult Code Blue Malignant Hyperthermia Child 7-9-15	http://tinyurl.com/kqa7ok3
Code Stroke 8-11-16	http://tinyurl.com/jtwmdl3
Code Stroke Process 9-10-15	http://tinyurl.com/pjl7gsq
CPM MACHINES - CRTs-EdwardHospital-Ori 4-28-15	http://tinyurl.com/pk9epwh
Critical Result Notification 5-12-16	http://tinyurl.com/prvaoj6
DNR POLST – Edward Elmhurst Hospital System Policy	http://tinyurl.com/hmuag4z
DNR POLST Form for the State of Illinois 1-1-15	http://tinyurl.com/p424uwt
Do Not Resuscitate (DNR) Order 6-22-15	http://tinyurl.com/lw23aoz
Epidural and Intrathecal Analgesia (Patient Controlled Epidural Analgesia PCEA) Epidural Analgesia and Intrathecal Duramorph) 5-12-16	http://tinyurl.com/jofcz65
Hemodialysis Plasmapheresis Procedure and Catheter Management for Adult and Pediatric Patient 7-20-16	http://tinyurl.com/lou96f5
Hypoglycemia Algorithm During Pregnancy 8-30-16	http://tinyurl.com/zoajdj4
Hypoglycemia Algorithm for Adults (Non-Pregnant) 8-30-16	http://tinyurl.com/qjumksd
Hypoglycemia Algorithm for Children (Excluding Neonates) 9-5-12	http://tinyurl.com/otffdzf
Hypoglycemia Management During Pregnancy 7-20-16	http://tinyurl.com/jekrdug
Hypoglycemia Management of the Adult (Non pregnant) and Child (Excluding Neonates) 7-20-16	http://tinyurl.com/llqtm8f
Informed Consent 9-2-15	http://tinyurl.com/jov8xk5
Informed Consent – Obtaining Consent for Treatment 2-12-15	http://tinyurl.com/qeaeqzz
Lift Transfer and Repositioning Safe Patient Handling 12-10-15	http://tinyurl.com/zbzga3v
Narcotics and Controlled Substances 3-10-16	http://tinyurl.com/plv6zvy
Orientation Checklist 11-3-11	http://tinyurl.com/khd2hzn
Orientation Non-Employed Clinical Staff - Edward Hospital 7-1-08	http://tinyurl.com/n9quf43
Patient Care Tech Job Description - Edward Hospital Ori 06-01-12	http://tinyurl.com/kgzmx9p
Patient Controlled Analgesia (PCA) 5-12-16	http://tinyurl.com/hnxt2vt
Patient Own Medications 7-20-16	http://tinyurl.com/o8828dv
Pediatric and Neonatal Peripheral Intravenous (PIV) Line Insertion, Maintenance and Removal 7-20-16	http://tinyurl.com/na6ohty
Physicians Orders 1-27-16	http://tinyurl.com/psrx6wo
Rapid Response Teams – Adult, Pediatric and Obstetric 11-18-15	http://tinyurl.com/puvo8pf
Recommended Nursing References for Procedures 3-30-15	http://tinyurl.com/l4l2l63
Restraints and Seclusion 9-8-16	http://tinyurl.com/huz3g5z
RN Job Description-EdwardHospitalOri 10-01-13	http://tinyurl.com/pyqhahe
Suicide Precautions Care Provider Toolkit 12-10-15	http://tinyurl.com/pjapl8z
Suicide Precautions in the Acute Hospital Setting 12-10-15	http://tinyurl.com/gocsjfp
Universal Protocol for Procedure, Site and Patient Verification 6-9-16	http://tinyurl.com/ou6t8lo

Signature: _____   Date: _____

INFORMATION SYSTEMS CODE OF COMPLIANCE (p1 of 2)

INFORMATION SYSTEMS SECURITY POLICY:

Employees of Edward Hospital and Health Services ("Edward"), Edward Hospital Medical Staff members and their Office Staff, and independent contractors of Edward frequently require access to Edward Information Systems (including but not limited to computer systems, voice mail systems and electronic mail systems). All Edward employees, Medical Staff members, Office Staff, and other non-employed individuals who need access to Edward's Information Systems must review this policy, abide by its requirements, and acknowledge receipt and acceptance by signing below. Each individual who desires access to the Systems must sign this policy and return it to Edward prior to obtaining permission to access the Systems.

Levels of access will be granted as follows:
   i) **Edward employees** will be granted access based on their job functions and responsibilities; changes in access required by changes in responsibility shall be approved by the employee's manager;
   ii) ii) **Medical Staff members** will be granted access based upon their need for access in the care and treatment of their patients;
   iii) iii) **Office Staff** will be granted access based upon the job functions and responsibilities of that staff member, and only for the Medical Staff member's patients; any such Office member must have the Edward Medical Staff Office approval for computer access (Edward Medical Staff Office approval designee's are maintained by the Application Security Team);
   iv) iv) **Other non-employed individuals** will be granted access in accordance with the scope of duties and services to be performed under the terms of their contract. This access will be approved by the non-employee's responsible Edward manager

Individuals must:
   i.   maintain the confidentiality of their access credentials (e.g., user name, password, access code, etc.);
   ii. not allow another person to use one's access credentials (e.g. user name, password, access code, etc.);
   iii. not use another person's access credentials;
   iv. not access Protected Health Information (PHI) or any Edward confidential information for any purpose other than in accordance with their scope of duties and job functions;
   v.   not access one's own, one's family members', or any other known individual's PHI for any purpose other than in accordance with their scope of duties and job functions;
   vi. not email passwords;
   vii. not e-mail PHI unless using encryption
   viii. not e-mail business confidential information unless using encryption;
   ix. only use portable devices with password protection and encryption enabled when working with PHI or business confidential information;
   x.   report the following to the ISS Service Desk immediately:
        a. Lost or stolen computing devices;
        b. Suspicious, unsolicited e-mails. (Do not open them).
        c. Unknown media (cds, flash drives, external hard drives, etc.) (Do not connect them to your computer or the network).
   xi. not give passwords over the phone. ISS personnel will never ask for password information over the phone or in e-mail correspondence;
   xii. not provide confidential information to anyone until you verify ID and the reason for their visit;
   xiii. log-off from an auto-login computer or lock your desktop computer when you leave it unattended to protect it from use by unauthorized persons
   xiv. not remove privacy screens attached to computer monitors
   xv. take care to protect confidential information from being viewed by onlookers;
   xvi. not hold secured doors open for unknown individuals without asking them to identify themselves;
   xvii. wear badge identification at all times while working.

INFORMATION SYSTEMS CODE OF COMPLIANCE (p 2 of 2)

Violations of Edward policies may result in the following:
  i.   Edward employees will be subject to disciplinary action up to and including termination of employment;
  ii.   Medical Staff members or members of their Office Staff may be deprived of access to the Information Systems; and
  iii. Independent contractors may be deprived of access to the Information Systems and their contract with Edward terminated.

Edward reserves the right to pursue any available legal remedies for such violations.

SOFTWARE POLICY:
It is the policy of Edward to respect all computer software copyrights and to adhere to the terms of all software licenses.
  i.   Individuals may not duplicate any licensed software or related documentation for use within the corporation or elsewhere;
  ii.   Only software acquired through Purchasing and installed by Information Systems Services may be used on Edward computers;
  iii. Individuals are not permitted to bring software from home and load it onto Edward computers, or bring Edward system software home and load it onto home computers;
  iv.   Duplication/installation in violation of the software policy will subject employees to disciplinary action up to and including termination of employment.
  v.   Unauthorized duplication/installation by Medical Staff members or their Office Staff shall result in the termination of their access to the Edward Information Systems.

ELECTRONIC SIGNATURE POLICY:
I acknowledge that my electronic signature will be used only by me to authenticate the part of the electronic medical record and/or other computer application/program that is my responsibility I will not disclose my electronic signature password to any other person or permit another person to use it. I understand that patient information is confidential and agree to follow Edward's policies and procedures. I understand that violation of Edward policies and/or the Information Systems Code of Compliance may result in action including, but not limited to, termination of remote electronic access and/or my employment.

ACCEPTANCE:
My acceptance of the Edward Hospital & Health Services Information Systems Code of Compliance constitutes my agreement that I will abide by all Edward policies and procedures applicable to Edward Information Systems ("Information Systems Policies"), including but not limited to Microcomputer Software and Hardware policy, the Information Systems Security policy and the Voice Mail and Electronic Mail Policy
I further agree to maintain the privacy and confidentiality of health care information in accordance with applicable State and Federal laws and TJC accreditation standards, including, but not limited to the new federal legislation found in 45 C.F.R. 164, et al., which implements the Administrative Simplification provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

I recognize that Edward may monitor and/or audit my use of the Systems at any time. I agree to provide Edward with any documentation or information necessary for Edward to perform such monitoring/auditing, and to cooperate with Edward in performing such monitoring/auditing. I acknowledge that I have no expectations of privacy in regards to my use of the Systems.

Signature: _____

Name Printed: _____

Date: _____
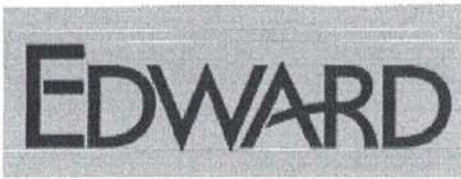
EDWARD

The Nurse Agency Info Sheet: Edward Hospital and Health Services

Address: 801 S. Washington St., Naperville, IL 60540

Main Hospital Number: (630) 527-3000

Shift Times: 7:00 am, 3:00 pm, 7:00 pm and 11:00 pm. They use both 8 and 12 hour shifts.

Sign In Sheet: You will use Nurse Agency time cards to document your time worked. Copies of our time card are available on our website, www.thenurseagency.com. **You must turn in a time card signed by a supervisor at the hospital by 12 Noon on the Monday following your shift in order to be paid.**

Credentials: Please bring your RN license, CPR card and ACLS card (if applicable) with you every time you work.

Orientation: Edward uses the **Meditech system** and 8 hours of orientation is required. Prior to orientation you will receive a call from a manager at their Vendor Manager, Favorite Nurses. They will conduct a brief interview with you and answer any questions you have about the facility.

You must also sign and return to our office the attached *"Edward Hospital Orientation Checklist."* The Edward Hospital orientation packet is attached to this info sheet. Orientation materials not included in this packet will be reviewed at your first shift.

Dress Code: Any color scrubs are acceptable. Please remember to wear your Nurse Agency ID at all times.

Pay Rates: The Nurse Agency "Standard Pay Rates" apply to this client.

Parking: Parking is free. You may park in the hospital parking garages and surrounding lots.

Map of Edward Hospital: