

**San Francisco General Hospital and Trauma Center
Student Placement Program
Record of Orientation – Professional Students**

Student Information:

First Name	Last Name	M.I.	
Street Address	City	State	Zip Code
Contact Phone		Contact e-mail	

I have received and read the following materials (on the CHN intranet at http://insidechnsf.chnsf.org/det/documents/G-SFGH_Placement-Orientation+Student_Handouts.pdf):

- Health and Safety Information for Students
- OSHA Blood borne Pathogens Standard Fact Sheet
- HIPAA Privacy Awareness
- How to find additional orientation materials on the CHN Intranet

Signature of Student	Date
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Required Orientation Components:

- | | |
|--|---|
| <input type="checkbox"/> SFGH Overview, Mission, Vision and Values

<input type="checkbox"/> Health and safety

<input type="checkbox"/> Bloodborne Pathogen/ Infection Control & Tuberculosis | <input type="checkbox"/> Ergonomics, Computer use safety, Body Mechanics, Lifting back safety

<input type="checkbox"/> Performance Improvement, Patient Safety and Error Reporting

<input type="checkbox"/> HIPAA Awareness, Compliance Reporting |
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Site Coordinator Information:

Site Coordinator/Instructor Name	Site Coordinator/Instructor Contact Phone
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I attest that the student has been oriented to the above reference areas and has received appropriate written material.

Signature of Site Coordinator/Instructor	Date
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HIPAA Privacy Awareness Fact Sheet for Students and Instructors

HIPAA is the Health Insurance Portability and Accountability Act of 1996. The purpose of HIPAA is to establish national health privacy and security standards. The 3 parts of HIPAA are:

- The Privacy Rule
- Transaction and Code Set Standards
- Security Rule

SFGH protects every patient's right to privacy (see SFGH policy 13.10: Health Information Services: Confidentiality, Security, and Release of Protected Health Information).

Observations and communications regarding a patient's medical history, mental or physical conditions and treatment are considered confidential.

Protected health information (PHI) may be released only for approved direct patient care purposes along with proper patient authorization and as required by federal or state law. Release of patient PHI consists only of the minimum information necessary to fulfill the legitimate intended use.

The HIPAA Privacy Rule requires that individually identifiable health information must be protected from unlawful access or disclosure.

Patient rights under the Privacy Rule include:

- The right to obtain a written notice explaining how PHI will be used and disclosed:
- The right to access and obtain a copy of their medical record:
- The right to request an amendment of their PHI
- The right to obtain an accounting of disclosures of their PHI (with limited exceptions)
- The right to request that certain information be restricted from use or disclosure for purposes of treatment, payment or health care operations (TPO). (HIPAA allows DPH to use its discretion in agreeing to such requests.); and
- The right to request restrictions on the manner and method of confidential communications.

DPH providers may use the patient's entire medical record (PHI) to provide care. When using a patient's PHI for TPO, an employee does NOT need to ask a patient for approval. When an employee discloses a patient's PHI outside of DPH, a patient may need to sign a release or authorization. In California, it is against the law to disclose certain kinds of health information about HIV/AIDS, STDs, mental health, minors and substance abuse WITHOUT a patient's authorization to release such information. A patient's authorization is required for disclosures of PHI to a life insurance company or to an employer.

DPH is required to document all patient complaints regarding their privacy rights and is prohibited from intimidating patients who wish to register a complaint. DPH has a non-retaliation policy for employees that register complaints. All complaints regarding privacy should be referred to the DPH Privacy Officer at SFGH, Chris Elliott, at 206-6210.

Questions regarding DPH privacy policies and procedures are available at the HIPAA training intranet site at: <http://dphnet.dph.sf.ca.us/Privacy/default.htm>

OSHA Bloodborne Pathogens Standard Fact Sheet for S.F. General Hospital and Trauma Center Students

Revised 05/05

SFGH Department of Education and Training

OSHA Bloodborne Pathogens Standard Summary

The Occupational Safety and Health Administration (OSHA) is both a federal and state agency whose goal is to ensure healthcare employers provide a safe and healthful workplace. In 1991, OSHA passed the Bloodborne Pathogens Standard, a law to protect workers from exposures to bloodborne illnesses, specifically Human Immunodeficiency Virus (HIV), Hepatitis B and Hepatitis C.

An accessible copy of the OSHA standard is contained in the SFGH Infection Control Manual which can be accessed through the CHN Intranet website. If you need help accessing this information, please ask hospital staff for assistance.

Epidemiology (contributing factors such as prevalence, incidence and risk factors), transmission and symptoms of bloodborne diseases are reviewed by the Occupational Health and Safety division.

Hepatitis B Vaccine. All healthcare workers (HCWs), including students, not already immune to HBV are strongly advised to receive the HBV vaccine series from their employers or schools. The vaccine is a noninfectious recombinant DNA derived from yeast. The 3 injections given over a 6 month period is 80-90% effective in providing long-lasting immunity against HBV. Side effects are few. 1-3% may experience local reactions such as soreness, redness and swelling at the injection site.

Hepatitis C (HCV) is the nation's most common infection with nearly 4 million Americans infected. The incidence of HCV is 1-2% following a needlestick or sharps exposure or blood splash to a mucous membrane. Most HCV infected persons are initially asymptomatic, however, 75-85% of those infected will develop chronic infection and liver disease.

If you are exposed to a contaminated needle or sharp,

- **Immediately CLEAN/DECONTAMINATE**
- **Call the NEEDLESTICK HOTLINE: 469-4411 if you are a UCSF or City College of S.F. student**
- **Notify your preceptor and clinical instructor**

Reducing & Eliminating Bloodborne Pathogens Risks

SFGH staff, including students and volunteers, are trained on the SFGH infection control program utilizing Body Substance Precautions (BSP) that follows OSHA's required Universal Precautions. BSP treats all patients as if potentially infectious and treats all blood and body fluids and substances as potentially infectious for bloodborne pathogens and other transmittable diseases.

Training addresses the use and limitation of methods that will prevent or reduce exposure including appropriate engineering controls, such as needleless devices and needles with engineered sharps injury protection (esip) and work practices such as handwashing and the use of personal protective equipment (ppe), such as gloves, face shields, and impermeable gowns whenever there is potential for blood or body substance exposure.

Red biohazard labels and signs are affixed to puncture-resistant sharps containers, red infectious waste bags and containers.

Human Immunodeficiency Virus (HIV), the virus that causes AIDS, is a bloodborne pathogen. HIV can also be transmitted through sexual activity, sharing needles to inject drugs, tattooing or piercing, or from blood transfusion recipients prior to 1985. HCWs who have sustained needlesticks or sharps exposures from HIV infected source patients have a 1 in 300 risk of becoming infected.

Hepatitis B (HBV) is a form of viral hepatitis that can cause serious, long-term consequences such as cirrhosis or cancer of the liver. In the U.S., over 200,000 are infected each year. An estimated 1.25 million people are chronically infected. HBV is spread through blood, other body fluids such as semen and vaginal secretions, and from unsterile needles contaminated with HBV virus.

50% of adults who are infected with HBV do not show any symptoms, however, about 10% will show symptoms such as: flu-like illness- poor appetite, fatigue, weakness, nausea, vomiting, fever, headache, aching joints, skin rash or jaundice. In the U.S. every year, approximately 5,000 people, including 300 health care workers (HCWs), die of hepatitis B or its complications. HCWs face a 10-40% risk of HBV following a contaminated needle or sharps exposure.

Health and Safety Information for Nursing and Allied Healthcare Students

Handling and Disposal of Biohazardous (Infectious) Medical Waste

Needles and sharps contaminated with blood or body fluids should be disposed in puncture-resistant leak-proof sharps disposal containers. Other saturated blood or body fluid/substance contaminated non-sharp should be disposed of in larger infectious waste containers or red bags. Personal protective equipment (ppe) such as gloves, goggles/face shields or gowns should be worn when handling infectious waste.

Hazardous Waste Spill

- Staff may need to limit or contain the spill and evacuate the area. Notify staff immediately.
- Staff should call Plant Services at 206-8522 to clean up a large chemical spill.
- Environmental Services at 206-8009 cleans up large volumes of blood or body fluid spills.

FIRE EMERGENCY

R Rescue.

A Alarm. Pull fire alarm located near any stairwell exit and notify 911

C Contain. Close doors and windows. In clinical areas, notify staff to shut-off local oxygen.

E Extinguish or Evacuate. To operate a fire extinguisher, **P-A-S-S** - **P**ull the Pin, **A**im at the base of the fire, **S**queeze the lever and **S**weep the extinguisher from side to side.

EARTHQUAKE

Move away from falling objects or areas with structural damage. Wait until the shaking stops.

If evacuation is necessary, evacuate to the next safest area on your floor and wait for instruction.

SECURITY EMERGENCIES

Security emergencies, such as potential acts of violence, bomb threats, "Code Pink"/ infant abduction, etc. are to be immediately reported to the Institutional Police emergency number at 206-4911. All personnel are to report security risks or incidents involving patient safety or staff safety or car escort to the Institutional Police non-emergency at x8063.

MEDICAL EMERGENCIES

If you, a patient, or anyone on the SFGH campus is having a medical emergency, like a heart attack, have someone call "Code Blue" at 206-1122 for areas INSIDE the main hospital building or 911 in areas OUTSIDE of the main hospital (e.g. grounds, old brick buildings).

If you have an "On the Job Injury", notify your clinical instructor

If you have a Needlestick, Sharp, or Body Fluid exposure, notify your clinical instructor immediately. If you are a UCSF or City College of S.F. student, call the Needlestick Hotline at 469-4411.

HAZARDOUS MATERIALS AND MSDS

Request information or training from your instructor before handling any chemical you are not familiar with.

Material Safety Data Sheets of the chemicals you may be working with are located in every unit/dept. and in the Environmental Health and Safety Office. Notify your instructor of any health or safety concern.

Notify your instructor or SFGH Infection Control at 206-5466 for any infectious disease concerns.

SMOKE-FREE CAMPUS



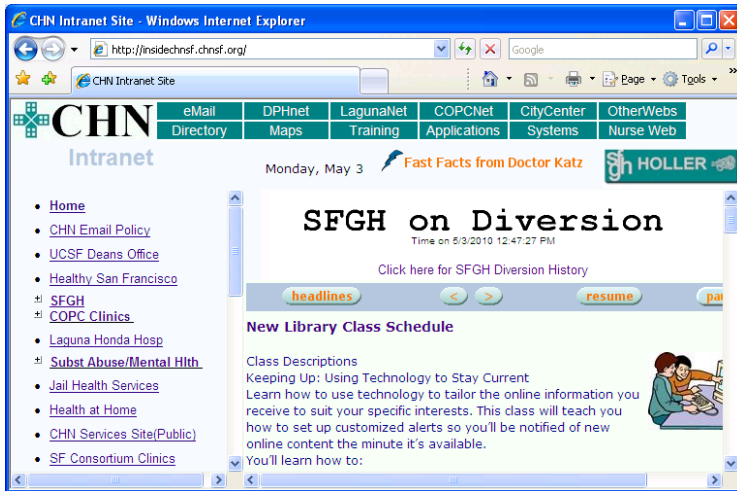
It is the policy of SFGH to PROHIBIT the use of smoking materials throughout the SFGH hospital campus.

Noncompliance with this policy can result in disciplinary action. All employees and medical staff are responsible for informing visitors, contractors, volunteers, students and other individuals of the policy. Smoking is not permitted on Vermont or on 22nd Streets. To sign up for smoking cessation classes, call 206-4076.

Student Placement Handouts

Visit the CHN Intranet Site for additional information on policies, procedures, and resources.

<http://insidechnsf.chnsf.org/>



Employee Orientation Booklet

<http://insidechnsf.chnsf.org/DET/documents/OrientationBklt-Staff.pdf>

Quality, Patient Safety, and Legal Affairs

<http://in-sfghweb01.in.sfdph.net/CHNQM>

Infection Control Manual

<http://in-sfghweb01.in.sfdph.net/SFGHInfectionControl>

Report an Unusual Occurrence

<http://insidechnsf.chnsf.org/RiskManagement/UOHome.htm>

SFGH Education and Training

<http://insidechnsf.chnsf.org/det/>

SFGH Policies and Procedures, including Environment of Care Policies and Procedures

<http://in-sfghweb01.in.sfdph.net/CHNpolicies/production/search/policies.htm>

UCSF Dean's Office at SFGH

<http://medschool.ucsf.edu/sfghdean/>

Barnett Briggs Medical Library

<http://sfghlibrary.ucsf.edu/>

Patient Education Resources Online

<http://in-sfghweb01.in.sfdph.net/PatientEducation/PtEd-Resources.htm>

Department of Public Health Intranet

<http://dphnet.dph.sf.ca.us/>

Internet Sites

San Francisco General Hospital and Trauma Center

<http://www.sfdph.org/dph/comupg/oservices/medSvs/SFGH/default.asp>

SFGH Rebuild

<http://www.sfdph.org/dph/RebuildSFGH/>

San Francisco Department of Public Health Internet Site (for the public)

<http://www.sfdph.org/dph/default.asp>

City and County of San Francisco

<http://www.sfgov.org/>

For more information, see SFGH Orientation Booklet on CHN Intranet at

<http://insidechnsf.chnsf.org/DET/documents/OrientationBklt-Staff.pdf>