

St. Anthony Regional Hospital

STUDENT ORIENTATION

Welcome to St. Anthony!

We are excited to have you with us! We hope that your student experience is beneficial and equips you with the knowledge and skills you need.

St. Anthony is dedicated to helping grow the healthcare industry workforce—our healthcare leaders of the future. We are committed to providing an exceptional experience for you. Thank you for joining our team!

About St. Anthony

St. Anthony is proud of its rich history of caring for West Central Iowa residents, dating back more than 100 years. We are a 25 bed, Critical Access Hospital with a connected 79-bed nursing home. We place our emphasis on patient-first, cost-effective, and well-rounded care.

Mission Statement: St. Anthony Regional Hospital is inspired by faith and committed to excellence. We are dedicated to improving the health of the people we serve. We will lead in providing high quality, high value healthcare services responsive to the needs of our patients and the region.

Student Orientation Overview

This presentation will introduce you to:

- ☐ Standards of behavior
- ☐ Professional image
- ☐ Basic student information
- ☐ Confidentiality and HIPAA
- ☐ Infection prevention
- ☐ Safety
- ☐ Emergency codes

Standards of Behavior

As a student, you will be a reflection of St. Anthony as well as your school. Please maintain professional and courteous conduct at all times. This includes:

- ☐ Using a patient-first approach and maintaining good customer service.
- ☐ Following St. Anthony policies, procedures, and practices, under the direction of the clinical preceptor.
- ☐ Not performing any skills or procedures for which you have not attained competency, without the clinical instructor, preceptor, or other staff present.

Professional Image

- ☐ Clothing/Uniform: Clothing and appearance should be neat, professional, and appropriate for the nature of your position.
 - ☐ No jeans, shorts, sandals or open-toed shoes.
 - ☐ Avoid strong perfumes/colognes.
 - ☐ Keep nails cut short. Artificial nails are not permitted.
 - ☐ Wear only jewelry that does not present a safety hazard or infection risk.
- ☐ Student badge: Appropriate school or hospital ID badge should be worn and visible at all times.
- ☐ Smoking: St. Anthony facility and grounds are smoke-free.
- ☐ Cell phone usage: Please turn cell phones off or set to “silent” to avoid disruptions to patient care and the learning environment.

Food and Lodging

St. Anthony has a cafeteria and coffee shop that is open for meals. You are also welcome to bring food with you. Please discuss with your preceptor where to store/refrigerate your food items.

The Carroll area has several lodging options available for students. If you need help finding a place to stay during your time at St. Anthony, please contact education@stanthonyhospital.org.

Parking

We have areas of parking designated for employee use. Students are able to park in any of the employee lots. Please make sure you are utilizing these spaces while on our campus and avoiding any patient parking.

You can view the parking map [here](#).

Patient Confidentiality/HIPAA

Health Insurance Portability and Accountability Act (HIPAA) gives patients the right to have their medical information kept confidential.

❑ Applies to the hospital's entire workforce— employees, students, medical staff, and volunteers.

A breach of confidentiality occurs when patient information is accessed, used, or disclosed without proper authorization.

Violations can be punishable by:

- Employer disciplinary actions
- Criminal penalties
- Civil penalties/fines

Patient Confidentiality/HIPAA

- ☐ **Knock** as you enter a patient's or resident's room. State your name and purpose with each visit.
- ☐ Route all patient and employee information in a **security envelope**.
- ☐ **NEVER** tell others that a patient is/was/will be hospitalized or disclose details about their healthcare or visit to the hospital.
- ☐ **NEVER** discuss patient information in a public space in the hospital.
- ☐ **NEVER** access personal, family, or patient information unless you have a professional “**need to know**.”

Infection Prevention

Hand hygiene is the single most important factor in preventing the spread of dangerous germs.

- ☐ Wash hands with running soap and water when hands are visibly soiled.
- ☐ Waterless hand antiseptics may be used in place of standard hand washing.
- ☐ Hands should remain moist with soap and running water OR antiseptic for 15-25 seconds.

Infection Prevention

Use hand hygiene:

- ☐ On arrival to and before leaving work.
- ☐ Before entering and upon exiting a patient's room.
- ☐ Before and after patient contact.
- ☐ Before and after being in a patient care area.
- ☐ Before leaving the restroom.
- ☐ Before and after eating and taking breaks.
- ☐ After cleaning/touching contaminated articles.
- ☐ Before and after using gloves.

Infection Prevention

Utilize standard precautions protocols for your area.

- ☐ Locate protective equipment (i.e. gloves, gowns, masks, goggles) in your area.
- ☐ Wear gloves/appropriate barrier attire when there is the potential for coming in contact with blood/body fluids.
- ☐ Follow appropriate isolation precautions, as necessary, to prevent the spread of infection.
- ☐ Contact the Employee Health Nurse (ext. 5228) immediately if there is an exposure to blood or bodily fluids.

Infection Prevention

Student Health

- ☐ Students that do not feel well should stay home and immediately report any new symptoms to their clinical preceptor.
- ☐ PPE should be worn in accordance with current policy. Students should consult their preceptor or Employee Health with questions about what is required.
- ☐ Influenza vaccine is strongly recommended for all students that perform duties at St. Anthony Regional Hospital or Nursing Home during influenza season (October 1 – March 31). Any student declining the vaccine will be required to wear a mask while in the facility.

Safety

Follow your mentor/clinical preceptor

- ☐ In the event that a safety situation arises (fire, tornado, disaster, etc.), remain with your preceptor, as they are trained to respond to code and safety situations.
- ☐ Dial **5200** to report all emergencies, such as fire, serious injury, cardiac or respiratory emergencies, toxic spills, or threatening patients/visitors.
- ☐ Report any occurrence which is out of the ordinary accepted practice for safety or quality care. This includes any event that has the potential for injury and/or property damage.

Emergency Codes

Fire Alert- Fire Emergency

Disaster Alert- Disaster Response (internal or external)

Tornado Watch- Tornado Watch

Tornado Warning- Tornado Warning

Code Blue- Cardiac or Respiratory Arrest

Show of Force- Behavioral Incident/ Uncontrolled Person

Missing Person- Person/Patient Missing

Security Alert: Bomb Threat- Bomb Threat

Armed Intruder- A Person is Actively Shooting or Displaying a Weapon

Medical Alert: Malignant Hyperthermia- Malignant Hyperthermia

Rapid Response- Medical Emergency

Trauma Alert- Trauma Emergency

Thank you!

You have completed this orientation packet. Thank you for including St. Anthony as part of your education!

Helpful Links

- ☐ Learn more about:
 - ☐ [Continuing education and course offerings at St Anthony](#)
 - ☐ [Job opportunities at St. Anthony](#)
 - ☐ [St. Anthony visitor guide](#)
 - ☐ [The city of Carroll](#)