

## Confidentiality Agreement

This Confidentiality Agreement (“Agreement”) is made and entered into by and between Morris Hospital & Healthcare Centers (“MHHC”), including its subsidiaries and operating units, and the individual (“User”) whose name is identified at the bottom of this agreement, as of the date set forth below. This agreement covers User’s access to and use of MHHC’s electronic medical record (“EMR”) system and the Confidential Information (defined below) contained therein, and establishes that User hereby acknowledges the terms of this Agreement and agrees as follows:

1. User acknowledges and agrees that, by virtue of User’s association with Practice as further identified below, User may be granted access to MHHC’s EMR system and certain Confidential Information contained therein. For the purposes of this Agreement, “Confidential Information” shall mean all information contained within or generated from the EMR, including but not limited to Patient Health Information. “Patient Health Information” shall mean individually identifiable health information of a MHHC patient.
2. User shall not, directly or indirectly, disclose, copy, distribute, replenish or allow access to any Confidential Information except as expressly permitted herein.
3. User shall limit his/her access to and use of the Confidential Information solely to that access and use as specifically required (a) in order to facilitate treatment of patients of the Practice, (b) in order to facilitate payment for health care services rendered by the Practice, and/or (c) for the Practice’s health care operations purposes; provided, however, that User shall not access, use or disclose psychotherapy notes regarding a patient unless prior authorization is first obtained from the patient. Except with respect to treatment, User shall refrain from using or disclosing more than the minimal amount of Confidential Information necessary to accomplish the intended purpose or use of the disclosure.
4. As a condition of receiving a password and of gaining access to the EMR System, User agrees as follows:
  - a. User has completed a training program conducted by the Practice, and is familiar with the policies and procedures for access and use of the EMR and of any Confidential Information.
  - b. User will access the EMR and any associated services only as reasonably necessary for the performance of his/her job, in accordance with applicable policies and procedures of the Practice and of MHHC.
  - c. User will not disclose his/her password or other security measures assigned to User to any other person (unless requested by someone from the Information Services staff of Practice or MHHC, after which User will change his/her password). User understand that any access to the EMR using his/her password will be attributed to User.
  - d. User will immediately notify MHHC if User believes that any other person may have discovered his/her password or that his/her password has been used by any other person to access the EMR, and User will request an immediate change of password.
  - e. User will access the EMR only using his/her own password, and User will not seek to discover another person’s password. If User learns of another person’s password (through inadvertence or by any other means), User will notify MHHC.
  - f. User will notify MHHC immediately if User has reason to believe that any person’s password is being

misused or any other person is inappropriately accessing the EMR or misusing information in the EMR. (User understand that such reports will be held in confidence, if User request.)

- g. User understands that misuse of his/her password, failure to comply with this Agreement or the policies and procedures applicable to his/her access to and use of the EMR, or his/her misuse of any Confidential Information may result in suspension or termination of his/her right to use the EMR and may constitute cause for disciplinary action by Practice.
  - h. User understands that intentional misuse of the Patient Health Information in the EMR may subject User to civil and criminal penalties.
  - i. As an employee or agent of Practice, User understands that his/her misuse of the EMR or Confidential Information also could lead to termination or restriction of Practice's use and access to the EMR.
  - j. User will not use the same password that is used on any other system.
5. Upon learning of (a) any unauthorized use or disclosure of Confidential Information, or (b) any requirement to disclose Confidential Information by operation of law, regulation or legal process, User agrees to notify MHHC immediately, and to cooperate fully with MHHC to protect the confidentiality of such Confidential Information.
  6. User acknowledges and agrees that any breach of this Agreement will cause immediate and irreparable injury to MHHC that monetary damages will be inadequate to compensate for such breach, and that, in the event of such breach, MHHC shall be entitled to seek injunctive relief, and any and all remedies available at law or in equity.
  7. User acknowledges and understands that User's access to the EMR will be monitored. User shall maintain such safeguards and engage in such practices as necessary to ensure that the Confidential Information is adequately protected, including, but not limited to, engaging in the following practices, as applicable:
    - a. not making inquiries with respect to Confidential Information for other personnel who do not have proper authority;
    - b. not making any unauthorized transmissions, inquiries, modifications, or purging any Confidential Information; and
    - c. logging off from any computer or access terminal prior to leaving any such computer or access terminal unattended, unless a password protected screensaver is activated.
  8. User acknowledges and agrees that MHHC shall have the right, in its sole discretion, to terminate User's access to the Confidential Information.
  9. User understands that if he/she does not log in to account at least every 90 days, his/her account will be deactivated.
  10. User understands he/she will need to re-sign the confidentiality agreement on a yearly basis.
  11. User will only access MHHC Remote Access with devices having up-to-date anti-virus software implemented.
  12. All hosts that are connected to MHHC via remote access technologies must have a current supported operating system with all security patches installed.
  13. If any provision of this Agreement is held invalid by a court of competent jurisdiction, such validity shall not affect the enforceability of any other provisions contained in this Agreement, and the remaining portions of this Agreement shall continue in full force and effect.
  14. This agreement shall be governed by, interpreted and construed in accordance with the laws of the State of Illinois.
  15. User will not post or discuss confidential information of any type of any social media sites, blogs,

discussion groups and the like unless pre-approved by MHHC, provided that nothing is intended to interfere with any right to engage in protected, concerted activity.

16. User will not take photographs, make videos, or make other recordings of patients, staff, or visitors except in accordance with applicable MHHC policies.
17. User understands that access to confidential information and MHHC email and other information system accounts may be audited.
18. User will RETURN ALL CONFIDENTIAL INFORMATION TO MHHC AND WILL NOT TAKE ANY MHHC CONFIDENTIAL INFORMATION WITH HIM/HER WHEN WORK AT MHHC ENDS. USER UNDERSTANDS THAT EVEN AFTER HIS/HER WORK ENDS HE/SHE WILL CONTINUE TO BE REQUIRED TO KEEP ALL CONFIDENTIAL INFORMATION TO WHICH HE/SHE HAD ACCESS TO CONFIDENTIAL.

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

Print Name: \_\_\_\_\_

## **SERVICE EXCELLENCE** **STANDARDS OF CONDUCT**

Morris Hospital & Healthcare Centers has five basic Standards of Conduct.

1. Professionalism
2. Communication
3. Customer Service
4. Common Courtesy
5. Patient Privacy

### **1. PROFESSIONALISM**

All employees and visiting students, agency or contracted individuals are expected to exhibit the highest standards of professional conduct in any interactions with each and every individual.

This standard means that I will adhere to the following, where applicable:

1. Be courteous to everyone
2. Present a professional appearance
3. Wear my ID badge so that it can be easily seen
4. Strive to exceed our customers' expectations
5. Pick up and dispose of or clean any litter or spills or notify housekeeping
6. Return all equipment to its proper place and clean work area before end of shift
7. Utilize personal protective equipment/safety devices to prevent injury
8. Report any potential safety issues
9. Adhere to hospital policies and procedures

### **2. COMMUNICATION:**

Morris Hospital takes seriously its obligation to operate the institution in a way that maintains and supports the community's trust in the unique services it performs. The manner in which we communicate internally and externally directly impacts Morris Hospital's ability to create and foster that trust.

As a result, Morris Hospital requires all employees, visiting students, agency or contracted individuals to communicate, both in their words and actions, in a way that instills trust, confidence and good will, and fosters teamwork and a common goal of service.

**Communication Standards include:**

1. Introduce self to patients stating name, and reason for visit.
2. Strive to be an effective listener.
3. Use “please” and “thank you” often.
4. Speak softly so as not to disrupt others and in a manner easily understood.
5. Discuss personal and work-related issues away from patients and visitors.

**3. CUSTOMER SERVICE:**

Morris Hospital strives to provide an environment where all customers are treated with respect and dignity. All employees, students, agency and contracted individuals must adhere to the highest standard of customer service to promote the principles, ideals and mission of the Hospital.

**4. COMMON COURTESY:**

Morris Hospital is dedicated to providing an environment (or atmosphere) that is pleasant, welcoming, supportive and reassuring. As a result, employees, students, agency and contracted individuals are expected to exercise the highest standard of courtesy when dealing with each other and customers by adhering to the following:

1. Smile and greet individuals you encounter
2. Treat others as you would want to be treated
3. Allow individuals with disabilities primary access in hallways and elevators
4. Keep hallways clear of clutter so that they are easily accessible

**5. PATIENT PRIVACY:**

By law and by policy, Morris Hospital is dedicated to preserving and safeguarding the privacy of its patients and their families. This requires that employees, students, agency and contracted individuals apply the highest standards of confidentiality when involved in any matter involving patients.



**Return fax: 815-942-3503 or**  
**Email: [dmcelroy@morrishospital.org](mailto:dmcelroy@morrishospital.org)**

## STANDARDS OF EXCELLENCE AGREEMENT

A set of performance standards have been developed by the employees of MORRIS HOSPITAL & HEALTHCARE CENTERS to establish specific behaviors that students, agency and contracted individuals visiting Morris Hospital are expected to practice while on site.

By incorporating these standards as a measure of overall work performance, MORRIS HOSPITAL & HEALTHCARE CENTERS makes it clear that students, contracted and agency individuals are expected to adhere to and practice the standards of performance outlined in the Standards of Excellence document.

I have read and understand the Standards of Excellence document, and I agree to comply with and practice the standards outlined within.

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Signature

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Date

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School/Agency/Contracted

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Morris Hospital Hosting Department



# Code of Conduct

Morris Hospital & Healthcare Centers strives to provide an environment where all customers (internal and external) are treated with respect and dignity. All employees, contractors, volunteers, board members, medical staff members, and suppliers (collectively, "Morris Hospital Associates") must adhere to the highest standard of customer service to promote the principles, ideals and mission of the hospital.

**Mission:** To improve the health of area residents.

**Vision:** Transforming Healthcare to Support Healthier Living

**Values:** The values to which employees, medical staff, and board members of Morris Hospital & Healthcare Centers subscribe are as follows:

Care

Accountability

Respect

Excellence

### Service Philosophy

We believe that by striving to exceed our customers' expectations we will provide excellent patient care and enrich our employees' and medical staff members' work experience.

These values are demonstrated by adherence to Morris Hospitals & Healthcare Centers' [Mission, Vision, Values Statement and Standards of Conduct Policy](#).

The Standards of Conduct hold employee's accountable to the ethical standards and serves as the cornerstone for the organization's activities, its principles, philosophies, mission and vision. The Standards of Conduct provide the foundation for a culture of excellence. Morris Hospital & Healthcare Centers is judged by the actions of the individual staff members with whom customers come into contact and the obligation to the community we serve is taken very seriously.



## Five Standards of Conduct

### 1. Professionalism:

All employees, contractors, volunteers, board members, Medical Staff members and suppliers of Morris Hospital & Healthcare Centers (collectively, “**Morris Hospital Associates**”) are expected to maintain and exhibit the highest standards of professional conduct in their dealings with each other and with our customers, who include our patients, visitors, Medical Staff members, volunteers and any other person with whom they come in contact during the course of their employment with or other engagement by Morris Hospital & Healthcare Centers. Morris Hospital Associates are to perform all duties responsibly, honestly, diligently, and with good judgment, in conformity with laws and regulations, and Morris Hospital & Healthcare Centers’ and, as applicable, its Medical Staff’s respective Bylaws, policies, procedures, and standards.

### 2. Communication:

Morris Hospital & Healthcare Centers takes seriously its obligation to operate Morris Hospital & Healthcare Centers in a way that maintains and supports the community’s trust in the unique services it performs. The manner in which Morris Hospital Associates communicate internally and externally directly impacts Morris Hospital & Healthcare Centers’ ability to create and foster that trust. As a result, Morris Hospital & Healthcare Centers requires all Morris Hospital Associates to communicate, both in their words and actions, in a way that instills trust, confidence and good will, and fosters teamwork and a common goal of service.

### 3. Customer Service:

Morris Hospital & Healthcare Centers strives to provide an environment where customers are treated with respect and dignity. All Morris Hospital Associates must adhere to the highest standard of customer service to promote the principles, ideals and mission of Morris Hospital & Healthcare Centers. See [Service Recovery Tool](#) on iShare for additional details.

### 4. Common Courtesy:

Morris Hospital & Healthcare Centers is dedicated to providing an environment that is pleasant, welcoming, supportive and reassuring. As a result, Morris Hospital Associates are expected to exercise the highest standard of courtesy when dealing with each other and customers.

### 5. Patient Privacy:

By law and by policy, Morris Hospital & Healthcare Centers is dedicated to preserving and safeguarding the privacy of its patients and their families. This requires that Morris Hospital Associates apply the highest standards of confidentiality when involved in any matter involving patients or their identifiable information.

## Summary of Business Code of Conduct Policies, Procedures, & Laws

The following principles, procedures, and laws govern the behavior of employees, contractors, volunteers, board members, medical staff members, and suppliers of Morris Hospital & Healthcare Centers (collectively, “Morris Hospital Associates”). For a full list & more details not included below, please see Morris Hospital & Healthcare Center’s [Business Code of Conduct policy](#).

**Compliance with Laws and Regulations.** Morris Hospital Associates will fully comply with all applicable federal and state laws, regulations, standards and other compliance requirements.

**Improper Payments.** Morris Hospital Associates will not solicit, accept, offer or pay bribes, kickbacks or other illegal incentives for the purpose of personal gain, developing business for Morris Hospital & Healthcare Centers, or for any other purpose.

**Gifts.** Except in limited circumstances, Morris Hospital Associates are prohibited from giving or receiving of gifts, other than gifts of nominal value, to or from any person or company doing business with Morris Hospital & Healthcare Centers. This prohibition extends to family members of Morris Hospital Associates as well. Morris Hospital Associates may only accept non-cash gifts of nominal value.

**Supplier-sponsored Travel.** Morris Hospital Associates may not accept supplier-sponsored travel, unless the travel has a legitimate business purpose related directly to supplier product related training, implementation of a supplier product, or due diligence with regard to the selection of a supplier.

**Charitable Contributions.** All charitable contributions received from suppliers must directly benefit Morris Hospital & Healthcare Centers, an affiliated entity or the Morris Hospital Foundation and be paid directly to the Morris Hospital Foundation. Under no circumstances may a check be made payable to an individual within Morris Hospital & Healthcare Centers. See Morris Hospital & Healthcare Centers’ [Solicitation and Acceptance of Grants and Donations policy](#) for additional details.

**Contracts or Arrangements with Physicians.** All arrangements with clinicians, physicians and other referral sources must be in writing and must identify the specific service that they are paid to provide, specific and realistic time commitments, and include a compensation rate for the services.

**Quality of Care.** Morris Hospital & Healthcare Centers is committed to providing consistently high-quality patient care services without regard to race, color, religion, sex, sexual preference, national origin or disability. Morris Hospital Associates must make clinical decisions based on identified patient healthcare needs, not on financial or other circumstances.

**Medical Records Coding and Billing of Third Parties.** Morris Hospital & Healthcare Centers will not tolerate the intentional submission by any Morris Hospital Associate of any claims for payment or reimbursement of any kind that are false, fraudulent, inaccurate, incomplete or fictitious. Any Morris Hospital Associate who violates this requirement will be subject to discipline, up to and including termination.

**Identity Theft.** Morris Hospital & Healthcare Centers has developed a robust Identity Theft Program that is used by Morris Hospital Associates involved with “Covered Accounts,” which include personnel involved with Patient Service, Patient Payment Plans, Employee Accounts and Physician Accounts, to address red flags. See Morris Hospital & Healthcare Centers’ [Identity Theft Protection Program policy](#) for additional details.

**False Claims Act.** The Federal Government enacted the False Claims Act (FCA) to prohibit the knowing submission of false or fraudulent claims to the federal government, including Medicare. Morris Hospital & Healthcare Centers’ has established policies and procedures to be followed by Morris Hospital Associates that reinforce its commitment to the highest ethical standards when it comes to submitting claims for payment to any payer.

**Record-keeping.** All Morris Hospital & Healthcare Centers’ records (financial, clinical and employee) will be accurate, timely, reliable and properly stored. Morris Hospital Associates must (a) record all assets, liabilities, revenue and expenses in the books of Morris Hospital & Healthcare Centers; (b) document all transactions appropriately; and (c) use all assets for the purpose approved.

**Fair and Equitable Treatment of Employees.** Morris Hospital & Healthcare Centers will ensure that employees are afforded nondiscriminatory terms, conditions and privileges of employment in accordance with the law, regardless of race, color, religion, national origin, sex, sexual preference, age, disability or any other factor protected by applicable law.

**Change of Costs/Time Sheet Reporting.** Morris Hospital Associates who submit time reports must be careful to do so in a complete, accurate and timely manner. Morris Hospital Associates must be careful to ensure that hours worked and costs incurred are applied to the expense account for which the effort was required.

**Conflicts of Interest.** In order to avoid conflicts of interest, Morris Hospital & Healthcare Centers requires certain Morris Hospital Associates to:

- Serve Morris Hospital & Healthcare Centers with undivided loyalty and never use their position for personal gain;
- Devote their full time and ability to Morris Hospital & Healthcare Centers’ interests during regular working hours and for whatever additional time may be properly required;
- Refrain from accepting additional employment or engaging in business activities outside regular working hours if these would tend to impair their ability to meet their regular job responsibilities to Morris Hospital & Healthcare Centers or may conflict or compete with services provided by Morris Hospital & Healthcare Centers; and
- Submit a written disclosure form to the Compliance Officer and their manager of any actual or potential conflicts of interest as they occur.
- See Morris Hospital & Healthcare Centers’ [Ethics, Conflicts and Dualities of Interest Policy](#) for additional details.

**Confidentiality.** Morris Hospital Associates must not access, use, or disclose any patient or confidential proprietary business information, except to the extent necessary to perform professional job duties.

**Credentials.** Only appropriately licensed and credentialed individuals may provide medical care at Morris Hospital & Healthcare Centers’ facilities.

***Safeguarding and Proper Use of Assets.*** Morris Hospital Associates are personally responsible and accountable for the proper use of Morris Hospital & Healthcare Centers' funds and property. Morris Hospital Associates also should protect patient and other customer property to the extent reasonable practicable.

***Community Benefit and Charity Care.*** Morris Hospital & Healthcare Centers provides respectful treatment and care to all patients coming to our facilities in an emergency, regardless of ability to pay or the source of payment.

***Political Contributions.*** Morris Hospital and Healthcare Centers does not contribute directly to political campaigns or candidates at any level, but may support issues or causes through political action committees (PACs) associated with non-political trade associations or similar organizations. Morris Hospital Associates may make personal contributions to federal, state and local candidates in their sole discretion. Under no circumstances will Morris Hospital & Healthcare Centers reimburse Morris Hospital Associates for campaign contributions. See Morris Hospital & Healthcare Centers' [Political Contributions policy](#) for additional details.

#### **Compliance Program:**

Morris Hospital & Healthcare Centers has adopted a comprehensive Compliance Program to help maintain awareness of and compliance with all applicable laws, regulations, and governmental guidance. The Compliance Program designates a Compliance Committee and a Compliance Officer and includes important procedures for reporting perceived compliance issues and for establishing and implementing compliance training. All Morris Hospital Associates must review, understand, and comply with the Compliance Program that is found in the [Compliance Plan](#).

## **Summary of Compliance Related Laws Associated with the Business Code of Conduct**

***The Patient Self-Determination Act.*** The federal Patient Self-Determination Act (PSDA) encourages patients to make choices and decisions about the types and the extent of medical care that they want to accept or to refuse, should they become unable to make those decisions due to illness.

***The Emergency Medical Treatment & Active Labor Act.*** The federal Emergency Medical Treatment & Active Labor Act (EMTALA) ensures public access to emergency services regardless of ability to pay.

***The False Claims Act.*** The federal False Claims Act (FCA) is a federal law that holds anyone who conducts business with the federal government responsible for dealing with the government honestly and in conformity with regulations.

***Anti-Kickback Statute.*** The federal Anti-Kickback Statute prohibits anyone from knowingly and willfully soliciting or receiving payments, in cash or in kind, in return for referring patients for services that are payable by the Medicare or Medicaid programs.

***Stark Law.*** The federal Ethics in Patient Referrals Act, also known as the Stark Law, prohibits any physician from referring Medicare patients to any entity with which the physician (or an immediate family member) has a financial relationship, for the furnishing of any designated health service (which includes inpatient and outpatient hospital services), unless an

exception applies. This also prohibits any entity from billing any individual, third-party payor, or other entity for any of the designated health services provided pursuant to a prohibited referral.

**Health Insurance Portability and Accountability Act.** HIPAA requires covered entities, such as Morris Hospital & Healthcare Centers, to protect the confidentiality of its patients' individually identifiable health information, and gives patients an array of rights with respect to that information.

**The Illinois False Claims Act.** The Illinois False Claims Act holds anyone who conducts business with the State of Illinois responsible for dealing with the government honestly and in conformity with regulations.

### **If you have concerns or questions, use the following resources:**

- Ask the department supervisor/manager/director
- Contact the Compliance Officer, Linda Petrick ext. 7701
- Utilize Alertline 1-800-93ALERT (1-800-932-5378)

Morris Hospital & Healthcare Centers protects from retaliation any Associate who reports a suspected concern or violation.



## Code of Conduct Acknowledgement Form

By signing below, I hereby confirm that I have read and understand what is expected of me as an employee, contractor, volunteer, board member, Medical Staff member, or supplier of Morris Hospital & Healthcare Centers.

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Signature

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Date



Return fax: 815-942-3503 or

Email: [dmcelroy@morrishospital.org](mailto:dmcelroy@morrishospital.org)

**HEALTH INFORMATION  
SITE REQUIREMENTS SUMMARY FORM**

STUDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
City/State/Zip Contact Number

DEPARTMENT ASSIGNED: \_\_\_\_\_ ROTATION DATES: \_\_\_\_\_

Per Morris Hospital Policy, the College/High School, \_\_\_\_\_, will provide documentation that student listed above is in compliance with health standards required by the hosting site, if applicable, as stated below.

- \_\_\_\_\_ Morris Hospital general orientation
- \_\_\_\_\_ Tuberculosis testing completed within last 12 months
- \_\_\_\_\_ Cardiopulmonary resuscitation (CPR) successfully completed, if applicable.
- \_\_\_\_\_ Proof of immunity to Measles (Rubeola), Mumps, Rubella, Varicella (Chicken Pox). (Documentation showing two doses of each given at least 1 month apart or lab titers indicating immunity.)
- \_\_\_\_\_ Annual Influenza Immunization. If working during reporting timeframe of October-March (In the event individual declines vaccine, a declination document must be signed by the individual and a mask is Required to be worn during flu season during assignment at Morris Hospital and Healthcare Centers.)
- \_\_\_\_\_ Hepatitis B Immunization on file. If declined, enter date of declination.
- \_\_\_\_\_ Tdap. If declined, enter date of declination.
- \_\_\_\_\_ Negative 9-panel urine drug screen on file for students who have patient contact and/or access to pharmaceutical supplies, or where deemed appropriate.
- \_\_\_\_\_ Background check completed with "no record".
- \_\_\_\_\_ Copy of parental approval (high school students).
- \_\_\_\_\_ Copy of personal medical insurance.
- \_\_\_\_\_ OSHA blood borne pathogen training completed within the past year for those who may come in contact with blood/bodily fluids (if applicable).

The requirements stated above have been verified and documented. A copy of this Summary Form has been forwarded to Morris Hospital.

\_\_\_\_\_  
Applicable Program Director



### **Clinical Students and Instructors Waiver**

Morris Hospital & Healthcare Centers is happy to welcome students to our organization to help facilitate their clinical education requirements. While we are excited to help in this endeavor, the current global pandemic has dictated that we make adaptations for our students in order to ensure the safety of our patients, students and our healthcare team.

We ask that you review the contents of this form and abide by the safety items listed below. These items must be completed and acknowledged as part of the clinical site requirements prior to your first scheduled clinical date at Morris Hospital & Healthcare Centers.

- All students and clinical instructors conduct daily self-screening with a temperature check and verification that you have no outward signs of Covid-19 such as fever, chills, cough, shortness of breath, runny nose, fatigue, body aches, acute changes to taste or acute changes to smell. The responsibility for verification of this will be up to you and your school.
- All students and clinical instructors must participate in daily screening at the hospital entrance to include temperature checks.
- If you develop any Covid-19 symptoms or have been exposed to Covid, please notify your Site Instructor. Students and clinical instructors will be sent home and must be symptom free for 24 hours before returning- a doctor's note to Morris
- Hospital is required. All students and clinical instructors must enter the hospital wearing a surgical mask and wear it throughout the entire day (exceptions for meals while maintaining safe social distancing practices).
- All students and clinical instructors will refrain from post clinical conferences on Morris Hospital campus at this time.
- Students and clinical instructors will forgo involvement in the care of patients known to be positive for Covid-19 or listed as a person under investigation (PUI). Students and Site Instructors are to avoid negative pressure rooms and will not be fit tested for N-95 mask use.
- All students and clinical instructors must participate in school provided Covid-19 education and personal protective equipment usage.
- All students and clinical instructors must read the covid-19 playbook information located on iShare.
- All students will need to maintain a log of contacts as well as submit a copy to your Site Instructor. The log will include the unit you were on, what rooms you entered, your daily temp, and your daily symptom-free verification.
- Morris Hospital follows the CDC guidelines for prevention of the spread of Covid-19. Please remember to always be mindful of your potential impact on others even outside of your clinical time. By wearing your mask, maintaining social distancing and performing excellent hand hygiene frequently, you will keep healthy not only for your own benefit but for that of others including the patients and staff that you may come in contact with during your time at Morris Hospital.

**By signing the below, I am agreeing that:**

1. I have read and agree to the aforementioned Morris Hospital & Healthcare Center guidelines.
2. I further agree that I will follow all safety practices instituted at Morris Hospital & Healthcare Centers for prevention of transmission of Covid-19.
3. I understand there are inherent risks of injury and illness in participating in clinical education, including potential exposure to Covid-19 and I agree to assume these risks.
4. I hereby release, hold harmless and discharge Morris Hospital & Healthcare Centers, its officers, employees, volunteers and agents from all responsibility, claims, suits or demands for injury, damages or death in the event that I contract Covid-19.

\_\_\_\_\_  
Student's Name (Please print) Student's Signature Date

\_\_\_\_\_  
Clinical Instructor's Name Clinical Instructor's Signature Date





# Non-Employee General Orientation 2021

## (Agency, Student, & Contracted)

### Self-Study Review Questions

Return fax: 815-942-3503 or

Email: [dmcelroy@morrishospital.org](mailto:dmcelroy@morrishospital.org)

_____	_____
Name (Please Print)	Title
_____	_____
Agency/School/Company	Department

## General Orientation

### Non-Clinical

Both non-clinical & clinical roles to complete questions 1-15

1. Morris Hospital's Mission is:

To improve the \_\_\_\_\_ of area residents.

2. Our Values of CARE stand for:

C - \_\_\_\_\_

A - \_\_\_\_\_

R - \_\_\_\_\_

E - \_\_\_\_\_

3. You must immediately report any injuries to Security and the Employee Health Nurse.

TRUE      FALSE

4. If you are injured, Human Resources will bring a packet. The packet will contain the necessary documentations as well as instructions on how to complete them.

TRUE      FALSE

5. Patients have the right to accept or refuse treatment.

TRUE      FALSE

6. A **Facility Alert + Disaster Plan + Description** is called for a disaster. The Emergency Operations Plan Policy provides specific procedures to follow.

TRUE      FALSE

7. As an organization, we continually strive to improve patient safety.

TRUE      FALSE

8. What are the organization's goals in regards to Quality Improvement?

- A. To design processes well
- B. To measure the functioning of important processes and services
- C. When indicated, identify changes that enhance performance and patient safety
- D. All of the above

9. If a piece of equipment causes harm to a patient, you can throw away the pieces of that equipment.

TRUE      FALSE

10. Standard Precautions are to be used for all patients all the time.

TRUE      FALSE

11. OSHA's revised Hazard Communication Standard reduces confusion in the workplace, facilitates safety training, and improves understanding of hazards.

TRUE      FALSE

12. It is the responsibility of every employee to know:

- A. Fire prevention and fire safety in their areas
- B. What to do if a fire is discovered: in the hospital, in their department specifically and what to do if a fire alarm is sounded,
- C. How to evacuate patients, visitors and employees with disabilities
- D. All of the above

13. **Security Alert + Assistance Needed + Location** is used when:

- A. When a person is a fall risk
- B. When a violent situation is occurring
- C. When a infant abduction occurs
- D. none of the above

14. Each employee is responsible to access **ONLY** the health information that is required for them to complete their job.

TRUE      FALSE

15. Upon entering a patient's room to mop the floor, you overhear the patient moaning in pain. What should you do?

- A. Go on break
- B. Report it to the nurse
- C. Quietly complete your task and leave
- D. Go mop the room next door

## **General Orientation**

### **Clinical**

#### **Clinical roles ONLY to complete questions 16-30**

16. When transporting a patient, you should never lay an oxygen tank between the patient's legs.

TRUE      FALSE

17. You suspect a patient is the victim of domestic violence. You should notify Social Services.

TRUE      FALSE

18. Categories of Isolation Precautions are based on where in the body the organism is and how it travels.

TRUE      FALSE

19. It is acceptable to wash your hands with alcohol based hand sanitizer instead of soap and water before and after providing care for a patient with C Diff.

TRUE      FALSE

20. When taking care of a TB patient, a regular mask will provide sufficient protection from the virus.

TRUE      FALSE

21. What color are the containers designated for sharps disposal?

- A. Yellow
- B. Red
- C. Blue
- D. Green

22. When selecting appropriate Personal Protective Equipment, it is important to identify what you are attempting to protect yourself from.

TRUE      FALSE

23. Report any exposures immediately to your supervisor.

TRUE      FALSE

24. What is the most important infection control measure?

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25. You should wear only minimal jewelry when caring for patients.

TRUE      FALSE

26. List 2 acceptable patient identifiers.

---

27. It is acceptable on the night shift to turn off patient alarms while the patient sleeps to not disturb their rest.

TRUE      FALSE

28. When developing a Plan of Care for a pediatric patient you should include the family.

TRUE      FALSE

29. When a patient is under legal custody, guards are to remain in the patient's room at all times.

TRUE      FALSE

30. When providing care for a patient who is in violent/self-destructive restraints, you may leave them in restraints for your entire shift even if they no longer exhibit the behavior that required the restraints to initially be applied.

TRUE      FALSE

### **RNs and Student Nurses ONLY to complete questions 31-41**

31. Initial PCA setup requires how many RNs to check prior to initiating PCA therapy?

- A. 1
- B. 2
- C. 3
- D. 4

32. Immediately report any potential adverse drug reaction to the Pharmacy as an RDE on iShare or call Pharmacy at ext. 7614.

TRUE      FALSE

33. A patient must be observed for the first \_\_\_\_\_ minutes of a blood transfusion.

- A. 5 minutes
- B. 10 minutes
- C. 15 minutes
- D. 20 minutes

34. Anticoagulants are high-alert medications that pose a risk of injury or death if not used correctly. Two licensed RN's must check both the bolus and the IV pump settings per the protocol.

TRUE      FALSE

35. One of the goals of the Rapid Response Team is to avoid the patient's decline into a code blue situation.

TRUE      FALSE

36. A Rapid Response Team Broselow responds to any patient or visitor under the age of 17 excluding newborns when paged.

TRUE      FALSE

37. Patient will be identified for a risk for falls by a red clip on their wristband.

TRUE      FALSE

38. A patient may revoke his/her Living Will or Power of Attorney at any time.

TRUE      FALSE

39. To communicate a DNR status a \_\_\_\_\_ armband clip will be applied to the patient and a DNR will be placed on the patient's profile.

- A. Green
- B. Purple
- C. Red
- D. Blue

40. You find a patient unresponsive and not breathing, you call out for help then you dial the following extension to overhead page the code prior to starting CPR.

- A. 3515
- B. 1234
- C. 0911
- D. 9999

41. According to Morris Hospital Policy, “Restraints use will be limited to those situations where there is appropriate clinical justification, based on the assessed needs of the patient to protect from harming self or others. A commitment to prevent, reduce or eliminate the use of restraint is our organizational philosophy.”

TRUE            FALSE

## REPTrax Student Sign In

### For Students to gain entry:

- ❖ At the REPTrax Kiosk....**Click on the REPTrax icon on the main screen**
- ❖ Then select.....**Visitor Check-In**
- ❖ Fill out all information fields.
  - **First Name**
  - **Last Name**
  - **Email** (you may use your school email address)
  - **Phone Number** (your cell number is acceptable)
  - **Area Visiting** (please type in Clinicals)
  - **Duration** (choose how long you plan to be in the building)
- ❖ Then click **Check-in.**
- ❖ Your Visitor Pass will print off of the printer to the right of the REPTrax Kiosk.