



# Parkview Tour Passport

**Instructions:**

Complete all sections of the Passport. Please submit forms to the appropriate contact before the tour.

Student Tours	Community Tours
Email: <a href="mailto:Students@parkview.com">Students@parkview.com</a>	Email: <a href="mailto:Carolyn.Moeller@parkview.com">Carolyn.Moeller@parkview.com</a>
Mailing Address: Parkview Education Center, ATTN: Student Services, 1919 W Cook Rd, Fort Wayne, IN 46818	Mailing Address: ATTN: Carolyn Moeller 3626 New Vision Drive, Building A, Fort Wayne, IN 46845

**Parkview Health Tour Passport  
Participant Information Sheet**

<b>Tour Participant Full Name Including Middle Initial</b>	
<b>Tour Participant Phone Number</b>	
<b>Name of Emergency Contact</b>	
<b>Relationship to Tour Participant</b>	
<b>Cell/ Home Phone Number of Emergency Contact</b>	
<b>Work Phone Number of Emergency Contact (if applicable)</b>	

*All information on this form will be kept in a secure, private location and used only in the event of an emergency or urgent business-related situation.*

## Parkview Health Confidentiality Agreement

I understand that in the performance of my duties as an employee, or Board member, a member of the Medical Staff or as an agent of Parkview Health ("PH") or a PH affiliated entity (collectively "Parkview"), I am required and privileged to have access to and am involved in the processing of verbal, written, computer generated, computer accessed, filmed, and/or recorded information related to patients, physicians, employees and business information, all identified as "Confidential Information", as defined by the Parkview Health Confidentiality Policy. I understand that I am obliged to protect and maintain the confidentiality of this Confidential Information at all times.

I acknowledge that if my position requires application of an electronic signature code, it is the equivalent of my legal handwritten signature. I understand that if I disregard the confidentiality of my electronic signature code, use the code of another person, or fail to comply with these confidentiality requirements, I will be committing an illegal and/or unprofessional act.

I understand that a violation of these confidentiality considerations may result in disciplinary action, up to and including termination from my position or legal action.

I certify by my signature that I have knowledge of the provisions of the Confidentiality Policy. I agree to adhere to and uphold Parkview Confidential Information.

Tour Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Tour Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(if under age 18)

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

Group Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Keep this section available for quick reference.**

## **Tour Day, Privacy & Safety Guidelines**

### **DRESS CODE**

Our patients and families deserve and expect professional appearance from everyone they encounter at Parkview. Make sure your clothing is well-selected, clean and wrinkle-free so you look your personal best.

Dress code for the day is "BUSINESS CASUAL." Examples may include clothing such as slacks, khakis, sweaters, collared or polo shirts, and other items that would be worn in professional settings or places of worship.

You **MAY NOT** wear jeans, shorts, sweatshirts/pants, clothing with holes, or any clothing that is inappropriate in a professional work environment.

Footwear must be closed-toe, with safe non-skid soles. No sandals or flip-flops. Athletic shoes are OK.

Please avoid displaying extremes in clothing, hair styles, jewelry, visible tattoos, and body piercings.

### **PARKING**

Parking for tour attenders can be in regular customer parking at each site. However, you should not use the valet parking services at our hospitals. Please help us keep these resources available for our patients and their families.

### **CHECKING IN**

When you arrive to your designated facility location, please report immediately to the Information Desk in the front lobby.

### **SUGGESTIONS**

It is highly recommended that you eat a meal prior to arriving. You may be exposed to situations that can make you feel queasy. A good meal will help prevent this! Additional food items and beverages are available for your purchase in designated dining and vending areas at each facility.

If you feel uncomfortable, dizzy or ill at any time, please let your staff member know immediately. Do not hesitate. We understand that new experiences in the hospital can be overwhelming at times.

Stay attentive and engaged in your observation and maintain professional behavior at all times. You are welcome to ask our staff questions as appropriate. Please remember that your experience is Observation only, and you will not be participating in hands-on activities.

### **FOR ADDITIONAL ASSISTANCE**

If you need additional assistance, please contact [students@parkview.com](mailto:students@parkview.com)

## PARKVIEW MISSION, VISION, & VALUES

### MISSION

As a community owned, not-for-profit organization, Parkview Health is dedicated to improving your health and inspiring your well-being. We create Excellent Care, Every Patient, Every Day.

### VISION

We will achieve our mission by:

- Tailoring a personalized health journey to achieve your unique goals
- Demonstrating world-class teamwork as we partner with you along that journey
- Providing the excellence, innovation and value you seek in terms of convenience, compassion, service, cost and quality.

### VALUES

**Trust** - We have mutual respect and confidence in others.

**Quality** - We put trusted care into action through technology, education, and best practices in medicine.

**Flexibility** - We accept change in innovative and proactive ways.

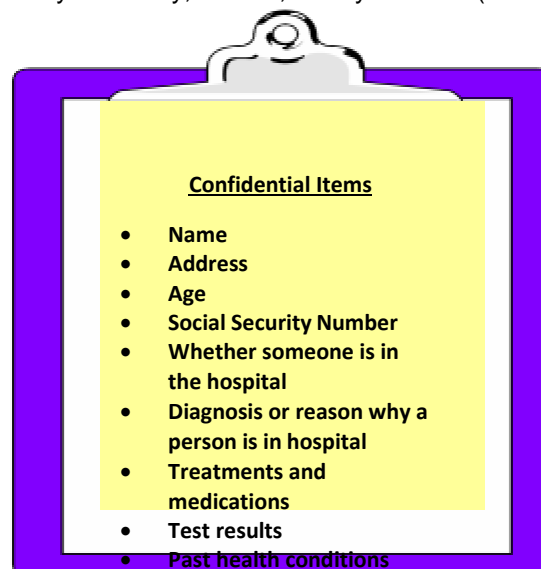
**Teamwork** - Working together, we actively and respectfully listen to each others' ideas. We communicate openly, honestly, and constructively.

**Stewardship** - We manage the care of our patients as if they were members of our family and we manage financial and material resources as if they were our own.

### PRIVACY: **CONFIDENTIALITY** - *What does it mean?*

**Confidentiality** means "keeping information private." In a hospital or healthcare setting, all patient information is considered confidential. We follow **HIPAA** guidelines. Any information about patients that is spoken, on paper, or on computer is to be kept private. You cannot tell your family, friends, or anyone else (who is not taking care of the patient) about this information.

Examples of confidential information include:



If you share any of these types of information with people who do not need to know, you have broken confidentiality and you have broken the law! This can lead to fines and potential jail time.

In addition to patient information, confidentiality must also include privacy of:

- business-related information
- fellow employee personal and employment information

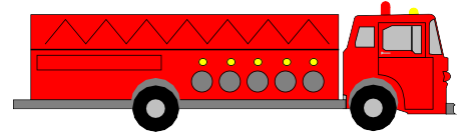
Please agree to keep patient information confidential and remember...

**"A slip of the lip-pa violates HIPAA."**



# Fire and Security Information

All fire information is available in your unit's **Emergency Preparedness Manual**. Please check with your department Manager/Supervisor as to your responsibilities in a Fire Alert situation.



## FIRE (Fire Alert)

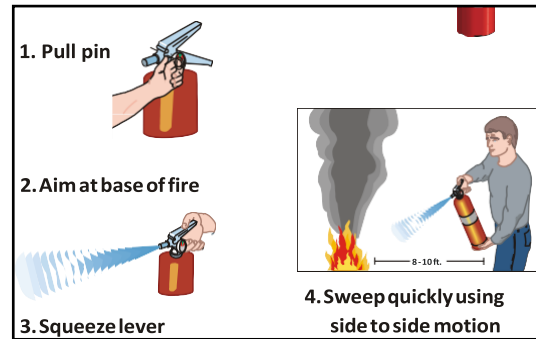
- Know where the fire pull stations are in your area.
- Know where the fire extinguisher is in your area.
- Know what the evacuation plan is for your area.

If you see or suspect a fire: **RACE**

- R** **Rescue**
- A** **Alert** : (dial 1-911).
- C** **Contain**
- E** **Extinguish**

## How to use a Fire Extinguisher

1. Pull pin
2. Aim at base of fire
3. Squeeze lever
4. Sweep quickly using a side to side motion



## Emergency Codes

Plain Language Emergency Alerts	
<b>Fire Alert</b>	<ul style="list-style-type: none"> <li>• Fire</li> </ul>
<b>Security Alert</b>	<ul style="list-style-type: none"> <li>• Suspicious Package</li> <li>• Security Needed</li> <li>• Active Shooter</li> <li>• Missing Infant/Child</li> </ul>
<b>Weather Alert</b>	<ul style="list-style-type: none"> <li>• Weather Events</li> <li>• Tornado Warning</li> <li>• Thunderstorm Warning</li> </ul>
<b>Emergency Alert</b>	<ul style="list-style-type: none"> <li>• Code Blue (Cardiac Arrest)</li> <li>• Disaster</li> <li>• IS Downtime</li> </ul>

# Preventing the Spread of Infection

## Standard and Transmission-Based Precautions

**Infection is caused by germs. An infected person carries germs that he or she can spread to others. Even a person who doesn't feel sick can still carry and spread germs. Many germs can travel on hands or other things that are touched. Some germs can travel a short distance on droplets when a person talks or coughs.**

### Standard Precautions

These are practices that all health care workers must follow in the care of ALL patients. They apply to (1) blood, (2) all body fluids, secretions or excretions, (3) non-intact- skin, (4) mucous membranes. They do not apply to sweat.

**GLOVES:** Are to be worn when the staff member may have hand contact with blood or body fluids, mucous membranes or non-intact skin of ALL patients and when handling contaminated items or surfaces.

**MASK, EYE PROTECTION, FACE SHIELD:** Wear during patient activities that are likely to generate aerosols, splashes, sprays, etc., such as suctioning or intubating.

**GOWNS:** Wear a gown if splashing of blood or body fluids is likely:

**SHARPS:** Never recap, bend or break needles. Place used disposable needles and sharps in a puncture-resistant container at the point of use.

**EQUIPMENT:** Clean equipment with the hospital approved disinfectant.

**ENVIRONMENTAL CONTROL:** Routinely clean and disinfect environment surfaces such as side rails, over-bed tables, bedside tables and frequently touched surfaces.

**LINENS:** All used linen is considered contaminated. Bag in the standard linen bag at the site. No other precautions are needed.

### Hand hygiene

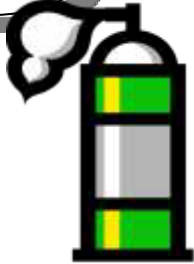
Decontaminate hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Decontaminate hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to decontaminate hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites.

Wash hands with an antimicrobial soap and water whenever hands are visibly soiled. An alcohol-based waterless skin sanitizer is recommended when hands are not visibly soiled.

### 3-Step Waterless Foam Hand Hygiene

Use hand hygiene before, during, and after patient care and after any exposure to potentially infectious materials as appropriate. Hospital approved waterless foam or gel is appropriate to use in all instances EXCEPT: before eating, after using the restroom, and when hands are visibly dirty or soiled - at these times use soap and warm water to clean your hands

#### Step 1



Dispense a golf-ball\* sized mound of foam in your hand

#### Step 2



Spread thoroughly over your hands – front, back, and between fingers

#### Step 3



*Rub until dry\*\**

\* Size approximate - may need more foam for larger hands

\*\* Using the right amount of foam should take 15-30 seconds to dry with rubbing

### Patient-Care Equipment

Handle used patient-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.

### Occupational Health and Bloodborne Pathogens

Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Never recap used needles, or otherwise manipulate them using both hands, or use any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed "scoop" technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers, which are located as close as practical to the area in which the items were used, and place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area



## Transmission-Based Precautions

In addition to Standard Precautions, there are three isolation systems that help prevent the spread of certain contagious illnesses and are based on the ways the diseases may be spread. These are called Transmission-Based Precautions (Contact, Droplet, and Airborne). Some germs can travel from person to person by floating through the air. This is why your patients may be placed under transmission-based or protective precautions. Restrictions may be placed on who or what can go in and out of the patient room and what type of protective clothing or equipment must be used. These measures are for your and the patient's protection. Transmission-based and Protective Precautions are important in the hospital to help prevent the spread of infection to other sick patients.

### Types of Transmission-based Precautions

The three types of transmission-based precautions are: Contact, Droplet, and Airborne. The patient's door will have one of these signs posted to tell you of what you need to do and wear so you can safely enter the room. In addition, Protective Precautions protect the patient from what you may be exposing them to by entering their room.



**Contact Precautions** prevent the most common form of disease transmission.

Contact transmission can occur from direct skin-to-skin contact or indirect contact with a contaminated object in the patient's environment. You should do the following:

1. Wear a gown when giving direct patient care, having contact with environmental surfaces or when soiling is likely. Remove gown before leaving the room.
2. Gloves are to be worn prior to entry into the room – gloves are to be removed and hand hygiene performed prior to leaving the room.
3. A mask may be worn in accordance with Standard Precautions, but is not specifically required to practice Contact Precautions.
4. Dedicate equipment to the room or disinfect prior to removing from the room.
5. Practice hand hygiene! Don't forget to use the alcohol-based hand rub!

### *Droplet Precautions*

Use these precautions when a patient is diagnosed or suspected of an infection that can be spread on droplets of respiratory secretions. These germs travel a short distance (3 feet) and can cause infection when they land on your mucous membranes.

1. Wear mask and eye protection when entering the patient's room.
2. Wash you hands! Use alcohol-based hand rub!

### *Airborne Precautions*

Use when a patient is suspected of an infection that can travel through a patient's room on the air currents. Examples of these diseases are: TB, MEASLES, CHICKENPOX, DISSEMINATED SHINGLES or SHINGLES in the immunosuppressed patient. *Keep door closed except when entering or exiting!*

1. **Patient will be in a monitored negative pressure room.**
2. Wear the N95 particulate respirator mask each time you enter the room.
3. Visitors and family members should also wear the N95 mask when entering the patient's room.
4. Wash your hands! Use alcohol-based hand rub!

## **What You Can Do**

- Follow all instructions when you visit.
- Wash your hands before and after touching the patient, using the bathroom, when you cough or sneeze into your hands or a tissue, and when you leave the patient room.
- Do not visit ANY patient if you feel sick or have been exposed to an illness.
- Keep your hands away from your face.
- Do not use the patient's bathroom.

### ***How can you prevent the spread of Infection?***

Practicing protective measures such as Standard Precautions, and Personal Protective Equipment (PPE) will reduce your risk of being exposed to bloodborne pathogens.