Clinical Rotation
STUDENT HANDBOOK

Atrium Health Floyd

Welcome to Atrium Health Floyd!

As the Chief Nursing Executive, it is with great pleasure that I welcome you to our organization. In partnership with our academic partners, your clinical experience with Atrium Health Floyd provides you with exposure to a community of dedicated, compassionate, and skilled professionals committed to delivering the highest quality of care to our patients. As a student nurse your role is critical in ensuring that we continue to uphold our mission and values, and I am confident that you will make a positive impact on our team and the lives of those we serve.

Starting a clinical preceptorship can be both exciting and challenging, and we are here to support you every step of the way. At Atrium Health Floyd, we believe in fostering a collaborative and supportive environment. We encourage open communication, continuous learning, and a commitment to excellence. Your contributions will be valued, and your growth as a professional will be nurtured.

Please know that my door is always open to you. Whether you have questions, concerns, or ideas on how we can improve, I am here to listen and support you in any way I can.

Once again, welcome to the team. We are thrilled to have you with us, and I look forward to witnessing the incredible work you will do here.

Sheila Bennett, DNP, RN, NEA-BC, CPPS, CPXP

Senior Vice President & Chief of Patient Services

Look for this icon through the student handbook. It indicates information that is important to know for your rotation or student experience.

CONTACTS

24/7 House Resource Nurse 101.6484 (internal) or 706.509.6484 (outside of hospital)

For student issues handle in real time or contact school faculty.

For over-all staffing issues contact unit manager.

For college student questions contact:

Stacey Janes
706.509.5136 or Stacey.Janes@atriumhealth.org

For high school student questions contact:

Joy James
706.509.3936 or Joy.James@atriumhealth.org

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Atrium Health Floyd has a rich history and has been community owned since 1942.

Mission driven and not-for-profit, AHF is governed by local leaders with a robust involvement from teammates and local and regional communities.

Thank you for choosing to be a part of our team for your student experience!

Atrium Health Floyd
WELCOMES YOU!

Our Mission
To improve health, elevate hope and advance healing – for all.

Our Vision
To be the first and BEST choice for care.

Our Culture Commitments
We recognize that employees are our most valuable asset. We have identified five Culture Commitments, built through the input of thousands of our teammates, as our guideposts for how we care for our patients and each other, every day.
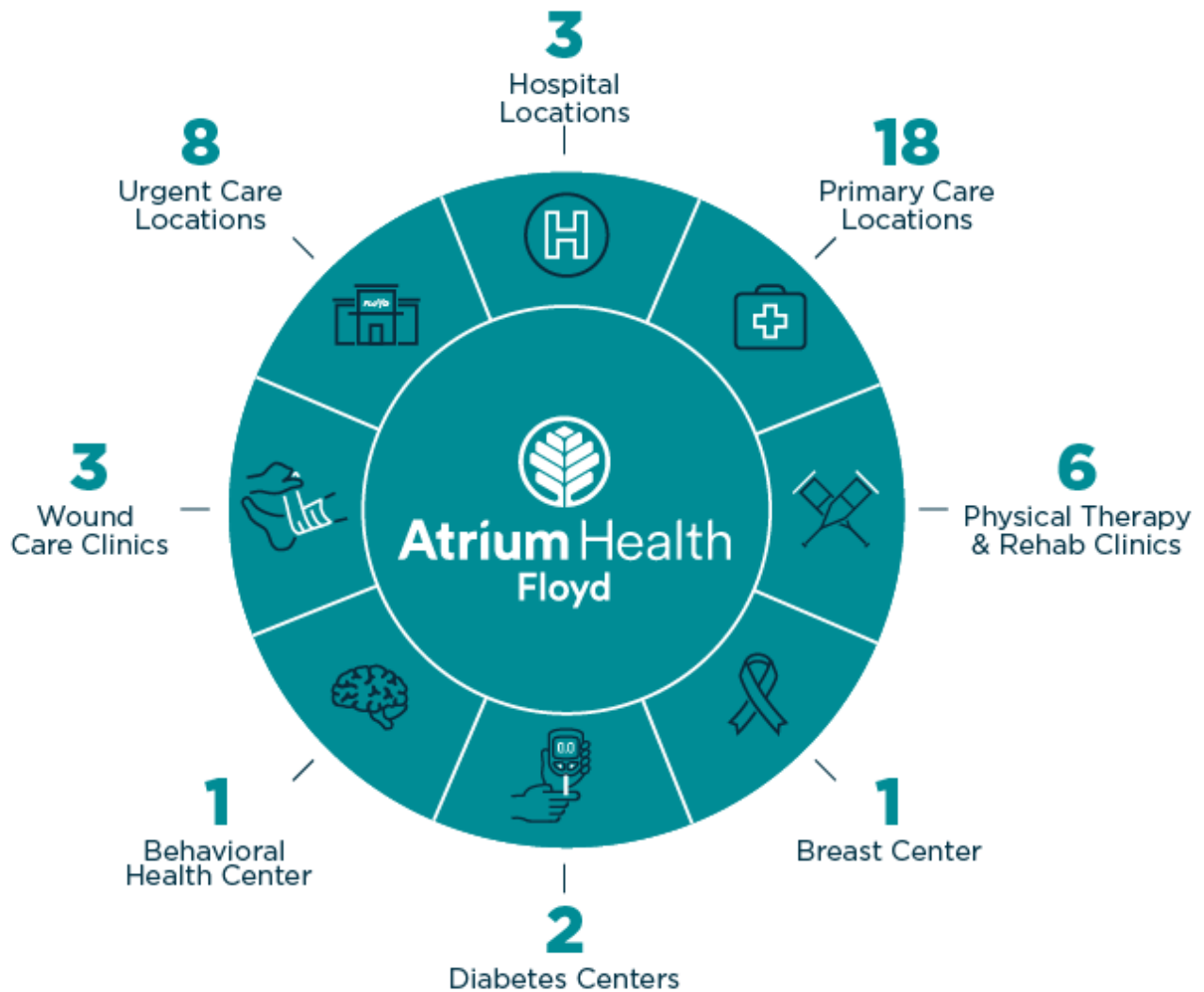
- We create a space where all Belong
- We Work as One to make great things happen
- We earn Trust in all we do
- We Innovate to better the now and create the future
- We drive Excellence - always

Atrium Health Floyd Code of Conduct

This code establishes standards of integrity critical to our commitment to operational excellence and exceptional patient care. Read our handbook Advocate Health Code of Conduct. (PDF Download)

JUST THE FACTS

- Floyd Medical Center – 304 bed acute care hospital
- Floyd Polk Medical Center – 25 bed critical care access hospital in Cedartown, GA
- Floyd Cherokee Medical Center – 60 bed hospital in Centre, AL
- Floyd Behavioral Health – 53 bed inpatient behavioral health facility
- Emergency Care Center – 52 bed and Level II Trauma Center
- Level III Neonatal Intensive Care Unit
- Center of excellence in many specialties
- Service Floyd, Polk, Bartow, Gordon, Cherokee and Chattooga counties
- Stand-Alone Emergency Department, Chattooga

3 Hospital Locations

8 Urgent Care Locations

18 Primary Care Locations

3 Wound Care Clinics

6 Physical Therapy & Rehab Clinics

1 Behavioral Health Center

2 Diabetes Centers

1 Breast Center

Atrium Health Floyd

Locations

Atrium Health Floyd / Main Campus 304 Turner McCall Blvd, Rome, GA 30165 | 706.509.5000
Atrium Health Floyd Polk Medical Center 2360 Rockmart Hwy, Cedartown, GA 30125 | 770.748.2500
Atrium Health Floyd Cherokee Medical Center 400 Northwood Dr, Centre, AL 35960 | 256.927.5531

MASK

Make a Connection.
Make Eye Contact:
When speaking, face the patient whenever possible.

"I'm wearing this mask for your safety and mine."

"Can you hear me well enough? Please ask me to repeat anything you didn't hear or understand."

More Words:
Because part of your face is covered, it's important to use more words. Express what you are feeling.

"I'm so happy you are doing so well."

Acknowledge:
Acknowledge the difficulties a patient may be facing.

"It seems like you may be having difficulty understanding me while I'm wearing this mask."

Ask:
"What are your main worries or concerns?"

Smile:
It's still important to smile because it affects your tone of voice.

SMILE – it shows from behind the MASK.

Safety:
When faced with questions about the mask, combine acknowledgment and safety.

"It seems like you're frustrated that everyone is in a mask. We're doing everything we can to keep you safe during your stay."

Key Points:
It's important to maximize the use of other communication resources:

Use the WHITEBOARD to keep key information current.

FLOYD
SafeCare
COVID SAFE

GENERAL INFORMATION

⊘ STOP!

ID BADGES

All students are required to have an Atrium Health Floyd student ID badge like the one to the right, before they can start their rotation. Upon completion of credentialing, student will be issued an ID badge. ID badges are required to be **worn at all times, while on any Atrium Health Floyd site**. To get an ID badge from Security, students must be compliant in ACEMAPP.

Note: There are specific photo requirements. Photos that are uploaded and do not meet the specified requirements may delay the issuing of badges, therefore delaying the start of the clinical rotation/shadowing/internship/observing.

Requirements can be found by visiting AtriumHealthFloyd.ACEMAPP.com

Contact your school clinical coordinator for more information.

◉ NEEDLE STICKS AND INJURIES

All student needles sticks and injuries are to be reported immediately to the School Clinical Supervisor/School Representative **and** Unit Supervisor Representative (i.e., Charge Nurse, Shift Supervisor, Student Liaison or House Supervisor, <u>if after hours</u>.

For Student Protocols for Needle Sticks and Injuries see full contact list and information packet on pages 40 - 46.

Clinical Education for STUDENTS

CLINICAL ROTATIONS AT ATRIUM HEALTH FLOYD

Clinical rotations, also known as internships, clerkships, or preceptorships, are essential components of healthcare education. They provide a bridge between the classroom learning environment and practical applications in healthcare settings such as hospitals, clinics, and other medical facilities.

To have such an opportunity at Atrium Health Floyd, the following steps must be completed:

- School must have an affiliation agreement in place before they request a rotation and before a student can start a rotation
- Student must have completed all credentialing requirements prior to starting rotation
- Student must have an ID badge from Security to be on any Atrium Health Floyd site.

For more information see the following pages.

AFFILIATION AGREEMENTS/MOUs

Before any student can come to Atrium Health Floyd for a clinical experience, the student's school must have an affiliation agreement (contract) in place with Atrium Health Floyd. The process to get an affiliation agreement can take weeks to months to get executed. Requests are not guaranteed and are determinant on staffing availability and specialty need. Atrium Health Floyd reserves the right to decline any request.

STUDENT CREDENTIALING

acemapp.ORG

ACEMAPP is the third-party credentialing service Atrium Health Floyd uses to manage all clinical rotation requests and student credentialing. A school wishing to place a student for required clinical hours at Atrium Health Floyd must request a partnership in ACEMAPP and if approved, the school can then place a rotation request. A rotation request submission does not guarantee approval or placement.

ACEMAPP does require a fee to paid by the school for the subscription and the school or the student pays for the students ACEMAPP membership fee. This is determined by the school. All fees collected by ACEMAPP are between ACEMAPP and the student and ACEMAPP and the school. Atrium Health Floyd does not charge fees associated with ACEMAPP.

All rotations and students are managed in ACEMAPP and cannot be submitted any other way.

Once a school has submitted a rotation request and assigned a student to the rotation, the student must complete all requirements in the student's profile. Requirements are based on the location of the rotation and may vary or require duplicate information. Student must have a valid account that has a paid membership fee.

Background screenings and drug screenings are required and must be within one year of submission. If the reports are 1-6 months from expiring it is recommended that the student submit a new report. Reports that expire during a rotation will result in the student being non-compliant and at risk of being asked to leave the facility until compliancy status is regained.

Students must complete all requirements in ACEMAPP. Atrium Health Floyd does not accept documents for credentialing. It is the student's responsibility to manage their account and requirements by monitoring and maintaining their compliancy.

To obtain and ID badge from Security to be allowed on any Atrium Health Floyd site a student must have "Compliant" status in ACEMAPP.

ID badges can be obtained from Security on the 1st Floor/Basement of the main hospital. For questions or office hours call 706.509.5150.

It is the student's responsibility to confirm compliancy and maintain documents during rotation to ensure documents do not expire, jeopardizing the expiration of compliancy which could result in having to leave site until compliancy status is reached again.

STUDENT CREDNTIALING AND COMPLIANCY

ALL students must register with ACEMAPP.org to begin the credentialing process to become compliant to get an ID badge to be onsite for student experiences. This includes:

- Medical Students
- Nursing Students
- Allied Health Students
- Shadowing Students
- Observers
- Internship Students
- High School Students

Shadow and Observing requests must be submitted for by the requesting participant.

Students seeking required clinical hours must register but your school must request your rotation. Contact your school clinical coordinator for more information.

ACEMAPP requirements can be viewed at AtriumHealthFloyd.ACEMAPP.com or contact 844.223.4292.

STUDENT REPONSIBILITIES

It is the responsibility of the student to maintain compliancy during their time at Atrium Health Floyd sites. It is possible to fall "out of compliancy" during a clinical experience which may require the student to leave the facility until compliancy has been regained. This can negatively impact the student experience and delay returning to the site. Example: Drug screen could expire during scheduled rotation dates, or a requirement could be added like Flu, during Flu season.

CRIMINAL BACKGROUND CHECKS

To provide a safe environment for our patients, staff, and students, it is the policy of Atrium Health Floyd to require a 7-year criminal background check on students/shadowers/observers coming to our facilities. These may also be required by your school and can be used for upload to ACEMAPP if they are within 1 year of the requirement field in ACEMAPP. If the report is in danger of expiring during your time at our facility it is recommended that you have a new report run. Applicants with disqualifying conditions as defined by Federal and State laws will not be allowed to participate in clinical rotations without review and approval by the Clinical Education Department.

DRUG SCREEN

Atrium Health Floyd requires a minimum 10 panel drug screen for applicants for clinical experiences. Applicants with disqualifying conditions as defined by Federal and State laws will not be allowed to participate in clinical rotations without review and approval by the Clinical Education Department.

BACKGROUND AND DRUG SCREENS CAN BE COMPLETED THROUGH:

PSI Background Screening

Background Check & Investigation Services | PSI (psibackgroundcheck.com)

Advantage Students

AdvantageStudents - Log in to Your Account

ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES

Atrium Health Floyd is committed to maintaining a safe and drug free work environment to protect our patients, staff, and students. The use of ALL alcohol/nicotine, chewing tobacco, tobacco pouches, smoking and vaping is prohibited at all Atrium Health Floyd facilities and associated grounds.

If a student is suspected of using or being under the influence of alcohol, tobacco or controlled substances they will be asked to leave the facility and will be unable to return until a review is conducted with the student's school.

If a shadow/observer is suspected of being under the influence of alcohol, tobacco or controlled substances they will be asked to leave and will not be able to return to the site until a review is completed by the Clinical Education Department.

IMMUNZATION REQUIREMENTS

Atrium Health Floyd requires the following immunizations for students and faculty. This list may be updated at any time due to CDC changes in immunization regulations or recommendations. All immunization records must be uploaded to ACEMAPP for compliancy.

VACCINATION	REQUIREMENTS	EXEMPTION	LOCATION
HEP B	3 Dose series OR 2 dose series OR Positive titer (does not expire)	Declination allowed	All Sites
INFLUENZA	Annually, during Flu season (Oct 1 – Mar 31)	Medical/Religious exemption allowed but not guaranteed OR Declination allowed	All Sites
MMR	2 MMR vaccinations (does not expire) OR Positive titer. If negative titer: Rubella negative on titer, one MMR booster required. If Mumps and/or Rubeola negative on titer, two MMR vaccinations required, 30 days apart.	Not allowed	All Sites
TDAP – NO Dtap (valid for life)	One lifetime dose of Tetanus, Diphtheria and Pertussis (TDAP), (does not expire)	Not allowed	All Sites
Varicella	2 Varicella vaccinations (does not expire) OR Positive titer. If- negative titer: 2 Varicella vaccinations required, 30 days apart. Documented after negative titer. Documented history of Varicella not accepted.	Not allowed	All Sites
TB Negative	TB skin test within 1 year of date of document upload (only 1 step, not 2) OR Quantiferon test (QFT) within 1 year of date of document upload. If TB skin test is positive but QFT is negative, QFT will be accepted. If positive QFT, negative chest x-ray must be uploaded.	Not allowed	All Sites
Covid	Not required but recommended. If vaccinated against Covid, please upload documentation.	Not required	All Sites

Revised 6/17/24 skj

STUDENT CLINICAL ROTATIONS/SHADOWING OR ANY OTHER EXPERIENCE

Before any student can attend Atrium Health Floyd for any experience the experience request must be submitted in ACEMAPP and the student must be registered in ACEMAPP. Requests for required clinical hours must be submitted in ACEMAPP by the student's school clinical coordinator.

ORIENTATION

All students are required to complete computer-based learning modules regarding patient care policies and safety practices while at Atrium Health Floyd facilities. Orientation is completed through ACEMAPP during the credentialing process. Each student must complete orientation modules and attestations when completing their registration and credentialing. Orientation includes but is not limited to HIPAA, standard precautions and best practices, emergency preparedness, communicable diseases, harassment, substance abuse and medical emergencies. Once students have registered in ACEMAPP, required modules and documents will be listed. Upon completion of credentialing and the student is compliant, an ID badge will be issued by Security.

STUDENT EXPECTATIONS

- Cell phones should not be on or visible inpatient care areas.
- Always communicate with staff members skills/tasks which you can or cannot do.
- Always follow hospital policies and rules.
- Offer assistance to guests as needed.
- Always seek learning opportunities to enrich your education and experience.

ID BADGES

The badge must always be worn above the waist and visible. It is not acceptable to wear ID badge below waist level. Students who do not have visible ID badges may be asked to leave the site and may not return without ID badge. Students are responsible for the cost or badge replacements. ID badges are to be turned into your school clinical coordinator at the completion of rotation.

PARKING

Student parking is FREE and is located on the 6th floor of the parking deck on Turner McCall Blvd. at the main campus. Students must park in designated areas. The tunnel to the main hospital from the parking deck is accessed on the 3rd floor of the parking deck.

Parking at other facilities should be at furthest available spots to make patient access easier.

ESCORT SERVICE TO PARKING

Escorts to/from your parking spot by a Security Officer are available anytime by calling: 706.509.5150 or 706.509.5000. Please help us keep our parking facilities safe and secure by reporting suspicious activity to Atrium Health Floyd Security.

CAFETERIA/COFFEE SHOP

Cafeteria and coffee shop are located inside the front entrance of the main hospital, to the left. Hours vary.

LUNCH BREAKS

Lunch breaks are at the discretion of the school and faculty. See your faculty advisor for more information.

CHAPEL/RELIGIOUS SERVICES

Pastoral care is offered at Atrium Health Floyd. Our chaplains are committed to providing emotional and spiritual support for all Atrium Health Floyd students while respecting diverse religious traditions. The Atrium Health Floyd Chapel is located on the 2nd Floor near the ER entrance vending area and is open 24/7. The chaplain's office is located next door to the chapel. Our chaplains serve all Atrium Health Floyd site locations. They may be contacted by calling 706.509.5000.

COUNSELING SERVICES, SCHOOL STRESS & TEST PREP

Is your stress and anxiety affecting your ability to focus or concentrate? Are you experiencing test anxiety? To set up coaching sessions to learn techniques to quiet your mind, decrease your stress and increase your focus and concentration contact Cindy Vice, Certified Wellness Coach; Board Certified Holistic Nurse, 706.509.5752 or Cynthia.Vice@atriumhealth.org.
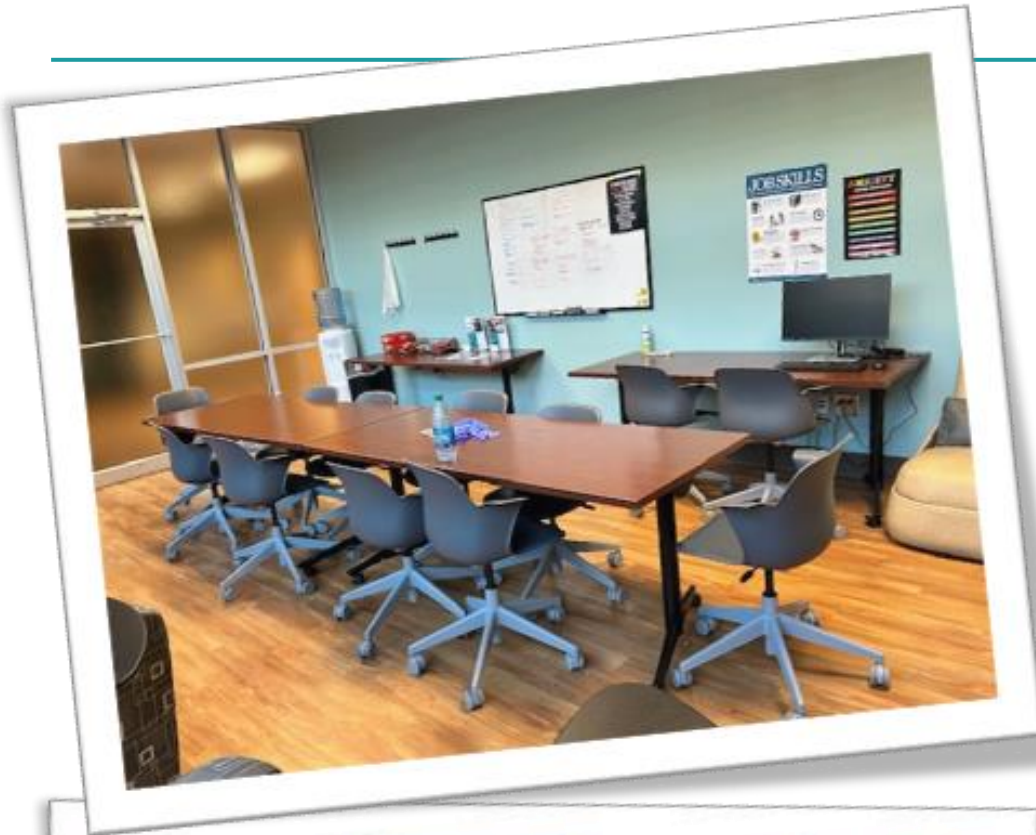
NURSING STUDENT LOUNGE

The Nursing Student Lounge is located on the 1st floor/basement of the main hospital across from the parking deck tunnel elevator. This space is ID badge access only. Personal belongings should be locked in a locker. Atrium Health Floyd will not be held responsible for lost or stolen personal items that go missing.

Nursing Student Lounge

NOTE: Lockers are available free of charge, but students must supply their own lock. Lockers should be cleared out at the end of your shift. Students are responsible for keeping this area clean. It is used by all nursing students and instructors. If any equipment is not functioning properly, please notify 706.509.5136 or 706.509.3936.

Atrium Health
Floyd

First Floor

Northeast Building — East Elevators — North Elevator — Visitor Elevators — South Elevators — West Elevator

Medical Records — Wound Care & Hyperbarics — Plant Facilities — Respiratory — Stuenkel Conference Center — Information Technology — Environmental Services — Volunteers Office — Sleep Center — Materials Management — Sterile Processing — Central Supply — Receiving

Stairway B, Stairway C, Stairway D, Stairway F, Stairway G, Stairway H, Stairway J, Stairway K, Stairway L

Department

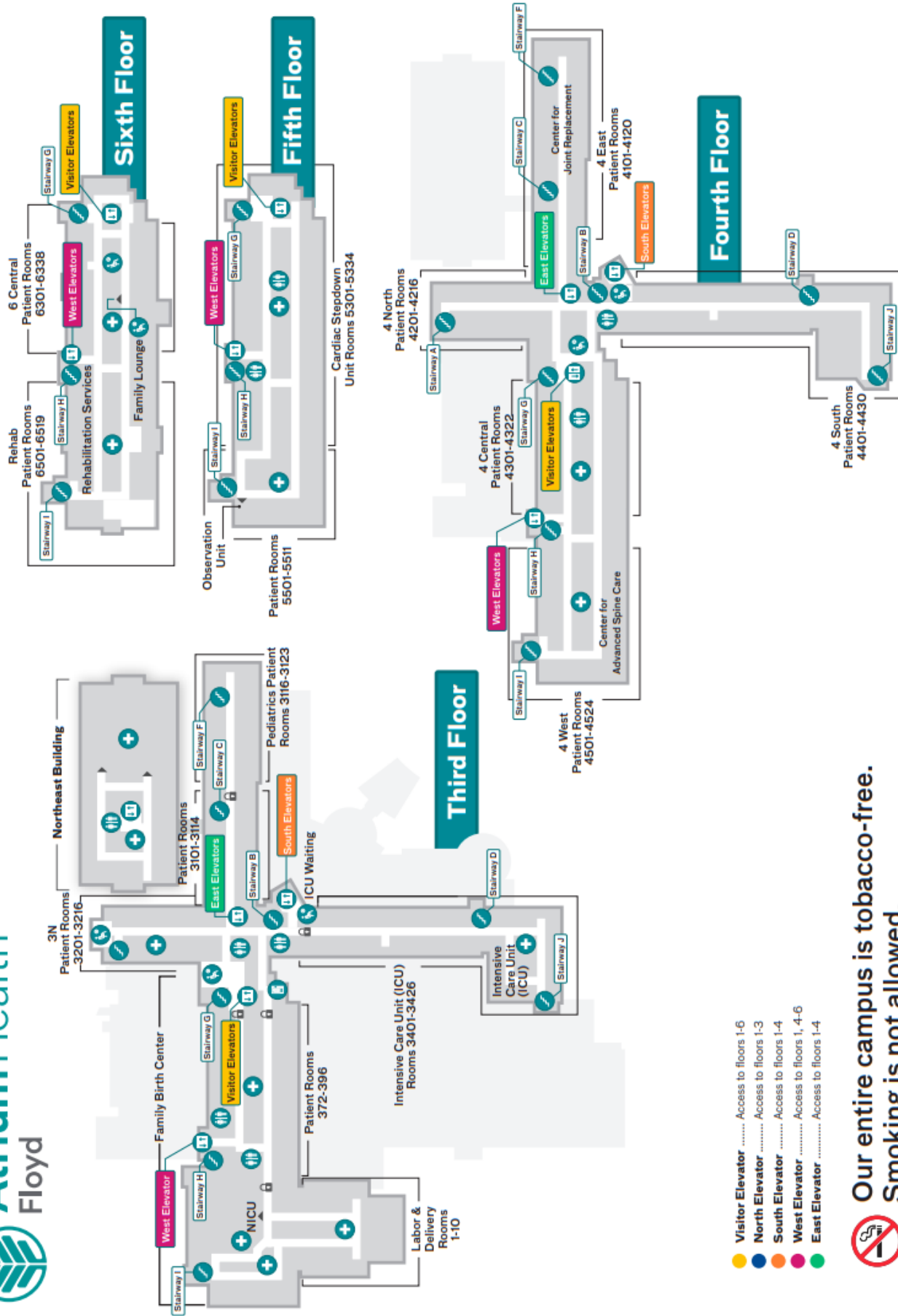| Department	Location
330 Physicians Center Access	Second Floor
Administration	330 Physicians Center
Family Birth Center	Third Floor
Labor & Delivery	Third Floor
Neonatal Intensive Care Unit (NICU)	Third Floor
Cafeteria & Dining	Second Floor
Cardiac Stepdown Unit	Fifth Floor
Cardiac Catheterization	Second Floor
Chapel	Second Floor
Emergency Care Center (ECC)	Second Floor
Trauma Center	Second Floor
Triage	Second Floor
Employee Health & Wellness	First Floor
Environmental Services	First Floor

Second Floor

Northeast Building — 330 Physicians Center — Stairway C — Stairway F — Inpatient Dialysis — Cardiac Catheterization — Registration — Main Entrance — Main Lobby — Green Mug Coffee — East Elevators — North Elevator — South Elevators — Visitor Elevators — West Elevator — Infusion Center — Gift Shop — Chapel — Laboratory — Imaging Services — Outpatient Cardiopulmonary Services — Cafeteria & Dining — Surgical Services — Emergency Care Center

Family Birth Center Entrance — North Lobby — Emergency Entrance — Triage Check In — Emergency Care Center (ECC)

Stairway A, Stairway D, Stairway G, Stairway H, Stairway I, Stairway J, Stairway K, Stairway L

Visitor Elevator ...... Access to floors 1-6
North Elevator .... Access to floors 1-3
South Elevator .... Access to floors 1-4
West Elevator .... Access to floors 1, 4-6
East Elevator .... Access to floors 1-4

Department

Department	Location
Gift Shop	Second Floor
Green Mug Coffee	Second Floor
Imaging Services	Second Floor
Information Technology	First Floor
Infusion Therapy	Second Floor
Intensive Care Unit (ICU)	Third Floor
Inpatient Dialysis	Second Floor
Joint Replacement Center	Fourth Floor
Laboratory	Second Floor
Materials Management	First Floor
Medical Records	First Floor
Medical Oncology	Second Floor
Medical Pulmonary	Third Floor
Medical Surgical	Fourth Floor

Department

Department	Location
Northeast Building Access	Second Floor
Observation Unit	Fifth Floor
Outpatient Cardiopulmonary Services	Second Floor
Pharmacy	First Floor
Plant Facilities	First Floor
Receiving	First Floor
Registration	Second Floor
Respiratory	First Floor
Sleep Center	First Floor
Spine Care Center	Fourth Floor
Stuenkel Conference Center	First Floor
Surgical Services	Second Floor
Surgical Specialties	Sixth Floor
Wound Care & Hyperbarics	First Floor

Legend

Visitor Elevators · Stairs · Waiting Room · Information · Nurses Station · Bathroom · Cafeteria · Vending Machine · ATM · Pharmacy · Restricted Areas

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Atrium Health
Floyd

Sixth Floor

Rehab Patient Rooms 6501-6519
6 Central Patient Rooms 6301-6338
Visitor Elevators
West Elevators
Stairway G
Stairway H
Stairway I
Rehabilitation Services
Family Lounge
Northeast Building

Fifth Floor

Visitor Elevators
West Elevators
Stairway G
Stairway H
Stairway I
Cardiac Stepdown Unit Rooms 5301-5334
Observation Unit
Patient Rooms 5501-5511

Fourth Floor

Center for Joint Replacement
4 East Patient Rooms 4101-4120
4 North Patient Rooms 4201-4216
East Elevators
South Elevators
Stairway F
Stairway C
Stairway B
Stairway A
Stairway G
Stairway H
Stairway I
Stairway D
Stairway J
4 Central Patient Rooms 4301-4322
Visitor Elevators
West Elevators
Center for Advanced Spine Care
4 West Patient Rooms 4501-4524
4 South Patient Rooms 4401-4430

Third Floor

Northeast Building
Patient Rooms 3101-3114
Pediatrics Patient Rooms 3116-3123
3N Patient Rooms 3201-3216
East Elevators
South Elevators
Visitor Elevators
West Elevator
Stairway F
Stairway C
Stairway B
Stairway G
Stairway H
Stairway I
Stairway D
Stairway J
ICU Waiting
Family Birth Center
Patient Rooms 372-396
Intensive Care Unit (ICU) Rooms 3401-3426
Intensive Care Unit (ICU)
NICU
Labor & Delivery Rooms 1-10

Our entire campus is tobacco-free. Smoking is not allowed.

Visitor Elevator .... Access to floors 1-6
North Elevator .... Access to floors 1-3
South Elevator .... Access to floors 1-4
West Elevator .... Access to floors 1, 4-6
East Elevator .... Access to floors 1-4

Legend Visitor Elevators Stairs Waiting Room Information Nurses Station Bathroom Cafeteria Vending Machine ATM Pharmacy Restricted Areas

INCLEMENT WEATHER POLICY

Being an education facility, Atrium Health Floyd will never close, but access may be limited or restricted at times due to unforeseen weather related or safety events. Students should follow their school's policy for weather closures.

Regardless of a school's decision during inclement weather, the student must consider the situation in their own location and their ability to drive and arrive safely at their destination. Attendance is managed by the school, but students who have scheduled preceptors should notify preceptor if they will not be attending due to weather conditions.

CLINICAL EDUCATION FACILITY

The Center for Clinical Excellence (Clinical Education) is located in the brown building on the corner of Turner McCall Blvd and North 2nd Ave NW/Martha Berry Blvd, by Bojangles and the parking deck at the main hospital. This building provides access to laptops that students can use onsite as well as education leadership and the Nurse Tech and Nurse Residency programs.

CLINICAL EDUCATORS AND CONTACTS

Department	Phone	Contact
Clinical Education - Colleges	706.509.5136	Stacey Janes
Clinical Education – High Schools	706.509.3936	Joy James
Security	706.509.5150	
Plant Facilities	706.509.6240	
IT Support	706.509.5700	
Housekeeping	706.509.6280	
Central Supply	706.509.6175	
Teammate Health	706.509.5740	
Volunteers	706.509.5109	Shelly Shumate
Human Resources	706.509.5770	
Nurse Tech Program	706.509.5131	Shannon Cooke
Nurse Residency Program	706.509.6445	Stephanie Jenkins
Clinical Educators	**Email**	**Contact**
Emergency Room	Mary.Cagle@atriumhealth.org; Katelynn.Mather@atriumhealth.org	Melissa Cagle/Katelyn Mather
Critical Care		
ICU, 4 West	Meredith.Herr@atriumhealth.org	Meredith Herr
5 West, Observation	Misty.Shinall@atriumhealth.org	Misty Shinall
NICU/Peds	Bobby.Fuller@atriumhealth.org	Bobby Fuller
Mother Baby/L&D	Diana.Johnson@atriumhealth.org	Diana Johnson
Med/Surg	Dorian.Burford@atriumhealth.org; Kathryn.Gregory@atriumhealth.org	Dori Burford Kathy Gregory
Trauma	Hillary.Renner@atriumhealth.org	Hillary Renner
OR/GI Surgery	Danialle.Peyton@atriumhealth.org	Danialle Peyton
Pre/Post/PACU Surgery		
3 Med/Surg and Float Pool	Erica.Vasseur@atriumhealth.org	Erica Vasseur

If you have questions and do not see the appropriate educator, contact Stacey Janes at 706-509-5136 or Stacey.Janes@atriumhealth.org

Atrium Health Floyd Main Campus Units –

Unit	Description	Room #s	Phone
ECC	Emergency Care Center		Phone: **706-509-6110**
3 North	Medical/Oncology	Room #s 3101 – 3114	Phone: **706-509-6350**
3 North	Medical/Oncology	Room #s 3201 – 3216	Phone: **706-509-6440**
3 Med/Surg	Medical/Surgical	Room #s 3302-3315 & 3501-3512	Phone: **706-509-3921**
ICU	Intensive Care Unit	Room #s 3401 – 3426	Phone: **706-509-5960**
4 Central	Medical/Pulmonary	Room #s 4301 – 4322	Phone: **706-509-6470**
4 East	Center for Joint Replacement	Room #s 4101 – 4120	Phone: **706-509-6480**
4 South	General/Trauma Surgery	Room #s 4201 – 4216	Phone: **706-509-6460**
4 South	General/Trauma Surgery	Room #s 4401 – 4430	Phone: **706-509-6450**
4 West	Neurology	Room #s 4501 – 4524	Phone: **706-509-6380**
L&D	Labor and Delivery	Room #s 1 – 10	Phone: **706-509-6519**
MB	Mother Baby	Room #s 372 – 396	Phone: **706-509-6500**
NICU	Neonatal Intensive Care		Phone: **706-509-6515**
Peds	Pediatrics	Room #s 3116 – 3123	Phone: **706-509-6525**
PIU	Pediatric Intensive Unit	PIU01 – PIU04	Phone: **706-509-6550**
5 West	Cardiac Stepdown	Room #s 5301 – 5334	Phone: **706-509-5880**
OBs	Observation Unit	Room #s 5501 – 5511	Phone: **706-509-6690**
6 Central	Surgical Specialties	Room #s 6301 – 6338	Phone: **706-509-5840**
Rehab	Inpatient Rehab	Room #s 6501 – 6519	Phone: **706-509-6610**

ADMINISTRATIVE POLICIES

NON-DISCRIMINATION POLICY

Atrium Health Floyd upholds academic policies with an approach that is unbiased towards race, color, national or ethnic origin, gender, age, religion, marital status, disability, or any other legally protected class. Any questions may be directed to the compliance hotline EthicsPoint - Compliance & Integrity | Advocate Health

STUDENT INJURIES WHILE ON ATRIUM HEALTH FLOYD SITES

Emergency medical care is available for all students.

All students at Atrium Health Floyd, for required clinical hours, must provide and be responsible for their own medical care and health insurance. Students receiving medical care on hospital premises shall be responsible for the cost unless the law or hospital policies indicate otherwise.

If a student receives an injury and injury relates to exposures or events during school related assigned clinical rotations, student must report to Charge nurse and school clinical faculty/instructor/liaison. Incident report packets are submitted by the on-duty charge nurse into RXData. **Injury packet can be found on pages 37 - 43.**

AMERICANS WITH DISABILITIES ACT COMPLIANCE

For students with a documented learning, physical or psychological disability, you may be entitled to reasonable accommodations or services. To qualify, student must have a disability recognized under the Americans with Disabilities Act and provide documentation of disability prior to the start date of clinical hours so accommodations can be made.

Submit accommodation requests to Stacey.Janes@atriumhealth.org

GENERAL APPAREL GUIDELINES

It is Atrium Health Floyd's policy to require teammates to dress in a manner that presents a positive image of Atrium Health Floyd to customers, their families, and the community. Teammates and other representatives of the organization should dress in business attire that is appropriate for the operating unit or department. This policy recognizes the fact that different styles of clothing will be necessary, depending on changes of season, degree of customer contact, nature of work, and safety issues. Teammates are expected to use good judgment in their choice of work clothes and accessories that best represents the organization. Guidelines are conservative due to safety, infection control, and the perceptions of those we serve.

Inappropriate dress is a violation of Atrium Health Floyd policy and may be addressed through disciplinary action up to and including end of employment.

GENERAL APPAREL GUIDELINES - CONTINUED

All departments requiring uniforms have established departmental policies as to the type, color, etc., of the uniforms. Uniforms must be maintained in a clean and orderly fashion and worn appropriately. The purchase of traditional uniforms is at the expense of the student.

NOTE: Undershirts or T-Shirts (long sleeve and short sleeve) may be worn under scrubs. They should be the same color as the scrubs, white, or grey. The T-Shirt should be solid in color and free of any art, graphics, text, etc.

Scrub jackets in the same color of the scrubs may be worn in the clinical areas. Atrium Health logo/designer, sweaters, fleece jackets and hoodies should **not** be worn in clinical areas.

Athletic shoes are acceptable attire with appropriate uniforms as determined by department leaders. Otherwise, dress, or casual shoes may be worn in the workplace. Open toed shoes are approved for non-clinical areas. Flip flops designed for the pool or beach are not appropriate footwear. Crocs are not allowed. **All shoes must be closed toe and free of holes.**

Teammates are expected to use good judgment in their choice of work clothes and accessories that best represent the organization. Business attire typically includes suits or pants with shirts (with or without blazers or sportscoats), blouses, skirts, and business-type dresses. Collared polo shirts and ties may be at the discretion of department leaders. All apparel should be in styles and made with fabrics that are appropriate for the professional business environment.

T-Shirts are acceptable for System-Wide designated events, such as Wear Red Day in February, Atrium Health Day, Pink, and Proud Day in October, etc. These designated events will be announced. Otherwise, no t-shirts are allowed as work attire.

DRESS CODE

Students should follow schools dress code but note that Atrium Health Floyd expects students to dress professionally and exhibit a professional attitude.

Also note, for patient care areas:

Fleece is not allowed due to infection prevention concerns

Vest can be worn over scrubs but MUST match scrub color

Vest should be branded from Action Plus or uniform scrub-type vest

Hoodies are not allowed

Sweatshirts are not allowed

EXAMPLES OF INAPPROPRIATE ATTIRE

- Hats or caps (unless part of uniform) Tank tops/cropped shirts
- Jeans or jean-cut pants Shorts, skorts, leggings as pants
- Capri pants, pedal pushers, cropped pants Sheer or see-through garments
- Sweat suits, jogging suits, athletic gear
- Sun dresses/mini skirts
- Overalls or carpenter/painter's pants Pool/beach/flip-flops
- Low cut or tight clinging garments
- Visible undergarments
- Badges, pins, and other required accessories

All teammates are required to wear their ID badge in a visible fashion above the waist while at work. Department leaders may permit teammates to remove their ID badge for certain periods of time due to the nature of the work performed, i.e. assisting with surgery, etc.

In departments requiring other sorts of badges, pins, buttons, etc. for identification or protection purposes, such items must be authorized. The use of buttons, hats, pins, etc., or other types of unprofessional or unauthorized insignia which might represent any political, economic, or industrial organization is not permitted while at work.

FINGERNAILS AND HAIR

Fingernails have been implicated in the transmission of hospital acquired infections and can affect the barrier quality of personal protective equipment. Clinical teammates with direct patient contact, or those involved in the preparation or processing of patient care food or goods, or will collect, process, or analyze patient specimens, will have restrictions on nail fashion.

At a minimum:

1. Artificial nails, gels, acrylics, nail wraps, or nail extenders will be prohibited for students.

2. Natural nails should be maintained in a clean and short condition. The length of the fingernails should not protrude above the top of the fingertip when viewed from the palm side of the hand.

3. Nail polish is prohibited.

4. Nail jewelry is not appropriate.

Hair should be kept neat at all times. Hair color should be within the color spectrum normally associated with natural human hair color. Hair should be arranged or fastened so it does not fall into the face or eyes. If hair is longer than shoulder length, it should not be allowed to fall in front of the shoulders, so that it does not come into contact with patients or environmental surfaces. Beards, mustaches, and sideburns should be neatly trimmed.

JEWELRY, OTHER ACCESSORIES, BODY ART and TATTOOS

Jewelry and accessories may be worn in moderation and should conform to professional appearance. Jewelry with substantial ridges and grooves should not be worn in clinical settings as it may harbor bacteria. Jewelry associated with visible body piercings should not be worn, except earrings, with no more than 2 earrings per ear. Earlobe gauges or plugs are prohibited.

Body Art and tattoos may be uncovered and visible if the images or words do not convey violence, discrimination, profanity, or sexually explicit content. Tattoos containing such messages must be covered with bandages, clothing, or cosmetics. Facial tattoos, and tattoos covering the front of the neck and under the chin area are not appropriate under this guideline. Atrium Health Floyd reserves the right to interpret the appearance of visible tattoos.

PERFUME/COLOGNE AND HYGIENE

Due to the sensory sensitivity of patients and co-workers, wearing perfume, cologne, heavily scented lotions, and/or powders is prohibited.

OTHER CONSIDERATIONS

Appropriate for Patient Care Areas

**Non-fleece vest over scrub uniform.
Note: approved pediatric friendly scrub top with white long-sleeve under-shirt.**

Navy scrubs with long sleeve under-shirt.

Appropriate for Patient Care Areas

Non-fleece vest or uniform jacket over same color scrubs
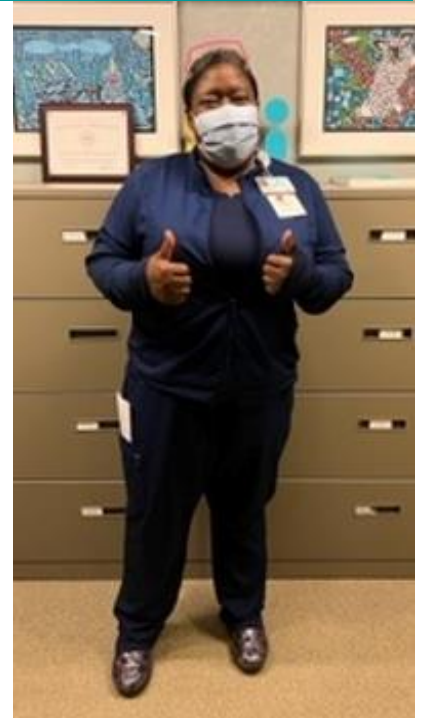
NOT Appropriate for Patient Care Areas

Vest over a t-shirt

Or

Fleece vest over uniform

NOT Appropriate for Patient Care Areas

Sweatshirt over uniform

Or

Vest over long-sleeve

OK to walk in the hospital but not for patient care areas

Teammates may wear a fleece vest, jacket, sweatshirt, or parka over their uniform coming into work from the parking lot; however, this should be removed once you come onto the nursing unit and while performing patient care.

PATIENTS ARE OUR PRIORITY, NOT FASHION STATEMENTS.

UNIFORM COLORS BY DEPARTMENT
NOTE: STUDENTS MUST WEAR SCRUBS ASSIGNED BY THEIR SCHOOL.

Use the chart below to identify the color guidelines of our uniform identification for staff.

Approved Brands	Allheart Basics	Cherokee Workwear	Dickies Modern Classic	koi Basics	Matrix by Maevn
NAVY					
• Nurses (RNs) Direct Care	X	X	X		X
• Nurses (LPNs) Direct Care	X	X	X		X
• *Pediatrics - Pediatric friendly top that coordinates with navy bottom and scrub jacket	X	X	X		X
WINE/BURGUNDY					
• Nursing Aide (CNA)	X	X			X
• Psych Tech/Mental Health Tech	X	X			X
• Ortho Tech	X	X			X
• Unit Secretary	X	X			X
• Hub (sitters)	X	X			X
• Hub (transporters)	X	X			X
• *Nurse Tech II - Wine top with navy bottom	X	X			X
TURQUOISE					
• Nutrition Services	X	X			
ROYAL BLUE					
• Respiratory	X	X	X		X
• Sleep Lab	X	X	X		X
RED					
• Clinical Laboratory	X	X	X		X
HUNTER GREEN					
• Pharmacy	X	X	X	X	
LIGHT GRAY/SILVER					
• Inpatient Rehab, Acute Rehab & Polk Sub-Acute - See rehab leader for full list		X	X		
PEWTER/GREY					
• Non-RN Clinical Medical Group Teammates in the Non-medical Group/Ambulatory	X	X	X		X
TEAL					
• Patient-facing Clerical Teammates in the Non-medical Group/Ambulatory		X	X		X
EGGPLANT					
• Lactation		X		X	

COMPUTERS, NETWORKS AND TECHNOLOGY REQUIREMENTS

Students are assigned computer and network access as needed based on the student's role. Students who are provided access to Atrium Health Floyd computers and networks assume responsibility for their appropriate use.

Students who use Atrium Health Floyd networks are expected to abide by remote systems rules. Be advised that it is against Atrium Health Floyd policy to use hospital resources for reasons other than those intended to complete daily work assignments. Under Georgia General Laws certain computer misconduct is prohibited and therefore subject to criminal penalties. Such misconduct includes but is not limited to knowingly gaining unauthorized access to a computer system/database, falsely obtaining electronic services or data without payment of required charges and/or destroying of electronically processed data, stored or in transit.

Students can be held responsible for misuse that occurs by allowing access to third parties to their own computer.

Technology & SECURITY

CONFIDENTIALITY AND SECURITY INFORMATION

- ALWAYS SAFEGUARD PATIENT INFORMATION. It Is not to be shared or discussed with those not involved in patient's direct care.
- Do not make copies of patient's records.
- Do not remove patient's information from clinical site.

STUDENT EMAIL ACCOUNTS

Students are assigned Atrium Health Floyd email accounts based on student role and need. This is predetermined by Atrium Health Floyd Informatics.

Those students with Atrium Health Floyd email accounts are expected to abide by all technology policies. It should be noted that email is not a secure form of communication and should never be used to send confidential information of any kind such as patient information, social security numbers or any other information you may not want to be public knowledge.

SOCIAL MEDIA

Under NO CIRCUMSTANCES should a student post anything from or related to a clinical site, patient, patient areas, or other information that might be considered confidential or a breach of patient information. Doing so is considered a breach of confidentiality and is grounds for dismissal from Atrium Health Floyd.

CELL PHONES AND SMARTWATCHES

Cell phones and smartwatches are allowed but should NEVER be used in the presence of a patient or patient's family. It is acceptable to use cell phones for calculations, researching medical information or other medical purposes ONLY. Phones should be kept on silent and in a pocket. At no times should a student be sitting in any areas on their phones.

ETHICS AND STUDENT CONDUCT

Atrium Health Floyd has a code of ethical practices and policies pertaining to professional behavior and students are expected to follow the same practices and policies. Students at Atrium Health Floyd facilities are guests and professional conduct is expected. All students are expected to behave professionally and responsibly by obeying hospital policies and laws governing the community. Any student in violation of such policies and laws will be subject to disciplinary action and possible termination of clinical site access. These policies are addressed in orientation and training modules in ACEMAPP.

SEXUAL HARRASMENT AND WORKPLACE VIOLENCE

Atrium Health Floyd recognizes that all patients, staff, and visitors have a right to expect a safe and secure environment. In its efforts to foster a safe and secure environment, Atrium Health Floyd does not tolerate violence in the workplace and makes every effort to prevent violent incidents by implementing a prevention program. This policy prohibits actual or threatened acts of violence by teammates against co-workers or other persons.

Atrium Health Floyd is committed to providing a safe and secure workplace and environment free from physical/verbal violence, threats, and intimidation. Students are expected to report to work to perform their jobs in a nonviolent manner. Atrium Health Floyd believes that violence is a form of serious misconduct that undermines the integrity of the teammate relationship. Compliance with this policy is a condition of students being allowed to come to Atrium Health Floyd for student experiences.

Conduct and behaviors of physical violence, threats or intimidation by a student or teammate may result in disciplinary action up to and including termination, and/or other appropriate action. Atrium Health Floyd will not permit retaliation against anyone who, in good faith, brings a complaint of workplace violence or who speaks as a witness in the investigation of a complaint of workplace violence.

Personal Safety & ETHICS

DEFINITIONS OF WORKPLACE VIOLENCE INCLUDE:

Intimidation - Includes but is not limited to, stalking, or engaging in actions intended to frighten, coerce, or induce duress or fear for one's safety.

Threat - Is an expression of an intent to cause physical harm or mental harm or to interfere with others' health and safety. An expression constitutes a threat whether or not the person communicating the threat has the present ability to carry out such a threat. An expression constitutes a threat whether or not the expression is contingent, conditional, or future.

Physical Attack - Is unwanted or hostile physical contact such as, but not limited to, hitting, fighting, pushing, shoving, slapping, punching, or throwing.

Physical Abuse - Any intentional movement of the body, which may include touching, gestures, pushing, striking, stalking or any unwanted intrusion of "reasonable space" of another person or any intentional use of an object toward an individual.

Verbal Abuse - Any verbal expression issued with the intent of creating fear or intimidation in another individual, or group of individuals, or verbal remarks or comments expressed in a loud, harsh, or threatening tone of voice or in a joking manner within the workplace.

Workplace Violence - Includes but is not limited to, intimidation, threat, physical attack/assault, verbally abusive remarks, property damage, or the use or possession of unauthorized weapons that is made in the workplace and/or effect the workplace behavior of a teammate.

IMMEDIATELY, REPORT ANY INSTANCES OF ABUSE, HARRASMENT OR WORKPLACE VIOLENCE TO:

Your nursing instructor or call security at 706-509-5150.

CONDITIONS AND ENVIRONMENT
Hospital environments can expose students to various toxins, including blood, bodily fluids and hazardous chemicals. Students should be given instruction on OSHA Blood-borne Pathogens and Universal precautions prior to starting their clinical rotation, by their school instructors

Students can be exposed to a variety of substances in the clinical site environments. A student can expect exposure to blood, body fluids and body tissues as well as hazardous waste materials, radiation, poisonous materials, chemicals, loud noises, odors, and electrical hazards and high stress environments.

Precautions should always be taken where warranted.

STUDENT HOUSING FOR MEDICAL STUDENTS
Students who seek housing can contact Blue Ridge AHEC at 706.235.0776.

STUDENT ATTENDANCE
Student attendance is managed by the school.

Skills List for COHORT NURSING STUDENTS

All nursing skills will be performed under the direct supervision of a clinical instructor or preceptor. *Nursing students are not allowed to perform any skills independently and must have performed the skill in the skills lab successfully at his/her school prior to in the clinical setting under direct supervision. **NOTE: Instructors may administer controlled substance oral medications only, no IV push. All Instructors are required to complete a medication test on ACEMAPP to receive Omnicell access.**

This list is adapted from the AAH NEPD-Clinical Affiliation System Team and modified to meet expectations in the Floyd Market and approved by the CNO.

	Yes		No	
Mobility	Repositioning Devices		Lift Equipment Post Falls Assessment	
Urinary/Catheter	Foley Catheter Insertion Urinary/Catheter Care			
Point of Care Testing			POC Blood Glucose Test	
Peripheral Lines & Central Lines	Peripheral Line Dressing Change Peripheral IV Push Medications (Non-narcotic or cardiac medications i.e., Furosemide, Hydrocortisone) Peripheral Line Insertion		Central Line Dressing Changes Central Line Access (Blood draws only) Central Line Med Administration Central Line IV Push Medications	
Titratable Drips			Insulin Vasopressors Sedation Analgesic Pitocin Milrinone Amiodarone Cardizem	Heparin Nitroglycerin Dobutamine Dopamine Remicade IVIG Chemo drugs
Controlled Substance Medications	Students may: Monitor the patient Gather data Document the 1-hour reassessment		Student Controlled Substance Administration Student Controlled Substance Wasting	
Blood Products	Monitoring of: Vital Signs Monitoring for Reaction		Administration Verification Termination	
Blood Draws			Central Lines Arterial Lines PICC Lines Midlines	Ports Dialysis Catheters Venipuncture Heel Stick
Specimen Collection	Urine (foley) Urine (clean catch) Sputum Wound	Nasal Naso-pharyngeal Throat Stool	Surgical Specimens	
Misc.	Airborne isolation if FIT Tested with AH approved N95 masks. Contact isolation NG/OG Insertion and Care Wound/Ostomy Care		Emergency Medications Telephone/Verbal Orders Informed Consent (2nd Verify) Interpret Cardiac Rhythms Cardiac Monitor Alarms PCA/epidural pump management IV Pump Alarms (in High-Risk Units - critical care units) <12 months of age: Access of Infusions Student Omnicell Access Restraint application/discontinuation	

PRECEPTED

All nursing skills will be performed under the direct supervision of a clinical instructor or preceptor.

*Nursing students are not allowed to perform any skills independently and must have performed the skill in the skills lab successfully at his/her school prior to in the clinical setting under direct supervision.

This list is adapted from the AAH NEPD-Clinical Affiliation System Team and modified to meet expectations in the Floyd Market and approved by the CNO.

	Yes		No	
Mobility	Repositioning Devices, i.e., Patran/Taps		Lift Equipment Post Falls Assessment	
Urinary/Catheter	Foley Catheter Insertion Urinary/Catheter Care			
Point of Care Testing			POC Blood Glucose Test	
Peripheral Lines & Central Lines	Peripheral Line Dressing Change Peripheral IV Push Medications (Non-narcotic or cardiac medications i.e., Furosemide, Hydrocortisone) Peripheral Line Insertion		Central Line Dressing Changes Central Line Access (Blood draws only) Central Line Med Administration Central Line IV Push Medications	
Titratable Drips	Monitoring Vital Signs		Insulin Vasopressors Sedation Analgesic Pitocin Milrinone Amiodarone Cardizem	Heparin Nitroglycerin Dobutamine Dopamine Remicade IVIG Chemo drugs
Controlled Substance Medications	Students may: Monitor the patient Gather data Document the 1-hour reassessment		Student Controlled Substance Administration Student Controlled Substance Wasting	
Blood Products	Monitoring of: Vital Signs Monitoring for Reaction		Administration Verification Termination	
Blood Draws	Central Lines Arterial Lines PICC Lines	Ports Heel Sticks Midlines	Dialysis Catheters (& VIP Ports) Venipuncture	
Specimen Collection	Urine (foley) Urine (clean catch) Sputum Wound	Nasal Naso-pharyngeal Throat Stool	Surgical Specimens	
Misc.	Airborne isolation if FIT Tested with AH approved N95 masks. Contact isloation NG/OG Insertion and Care Wound/Ostomy Care		Emergency Medications Telephone/Verbal Orders Informed Consent (2nd Verify) Interpret Cardiac Rhythms Cardiac Monitor Alarms PCA/epidural pump management IV Pump Alarms (in High-Risk Units - critical care units) <12 months of age: Access of Infusions Student Omnicell Access Restraint application/discontinuation	

Know the Code
BEFORE YOU GO!

How to page:

- Floyd: #123
- Polk: #789
- Cherokee: #132-8000 (or call the inpatient nurse's station to be paged)
- Ambulatory clinics: call 911 always!

We want to enhance the student experience by allowing students a wide variety of learning experiences. Please be mindful during any kind of code situation that the patient is our top priority. When appropriate, students may participate or observe codes but also may be asked to leave the area to ensure the best outcome for our patients. We encourage you to participate but be flexible if teammates ask you to leave.

There are 4 categories of emergency alerts.

Facility Alerts

- Fire Alarm
- Medical
- Decontamination
- Mass Casualty Standby
- Evacuation
- Hazardous Materials Release
- Helicopter landing: "Flight in Progress. ETA _____ minutes."

Security Alerts

- Missing Minor
- Missing Adult
- Workplace Violence
- Active Shooter
- Restricted Access
- Bomb Threat
- Suspicious Package

Medical Alerts

- Code Blue
- Rapid Response
- Falls Team
- "Medical Assistance Needed"

Weather Alerts

- Severe Storm Warning
- Tornado Warning
- Tornado Watch

Atrium Health Floyd ~ Emergency Codes 2024

PLAIN LANGUAGE	
FACILITY ALERTS	
Fire	Facility Alert + Fire Alarm + Specific Location
Severe Weather	Facility Alert + Type of Weather Alert
Evacuation	Facility Alert + Evacuate + Instructions
Mass Casualty	Facility Alert + Mass Casualty (+ Standby if not confirmed)
Decon Team	Facility Alert + Medical Decontamination + Location
Hazardous Materials Release	Facility Alert + Hazardous Materials Release + Location + Avoid the Area
Flight in Progress	Facility Alert + Flight in Progress + ETA
SECURITY ALERTS	
Missing Minor	Security Alert + Missing Minor + Gender & Type of Minor (infant, Child, Teenager) + Location + Secure Your Area
Missing Adult	Security Alert + Missing Adult + Gender + Location
Active Shooter	Security Alert + Active Shooter + Location + Take Appropriate Actions Now
Workplace Violence	Security Alert + Workplace Violence + Location + Avoid the Area
Restricted Access	Security Alert + Restricted Access + Location + Avoid The Area
Bomb Threat	Security Alert + Bomb Threat + Search Your Area
Suspicious Package	Security Alert + Suspicious Package + Location + Avoid the Area
MEDICAL ALERTS	
Code Blue	Medical Alert + Code Blue + Location (Include Room number unless ICU)
Medical Assistance	Medical Alert + Medical Assistance Needed + Location (Include Room number unless ICU)
Rapid Response	Medical Alert + Rapid Response + Location (Include Room number unless ICU)
Code STEMI	Medical Alert + Code STEMI + Location (Include Room number unless ICU)
Code Stroke	Medical Alert + Code Stroke + Location (Include Room number unless ICU)
*** Utility and Technology Disruption announcements will be authorized by House Supervisor and/or AOC ***	

![Epic] **EPIC ACCESS FOR STUDENTS**

Student/Instructor access is assigned as appropriate, determined by Atrium Health Floyd. Medical students will receive an email at their school email address with login credentials and training information. Training is designed to be done at home before clinical rotation starts. Nursing and Allied Health students are assigned as dictated by Atrium Health Floyd and will be notified by school if they will receive EPIC access and training will be provided. To gain student access, modules must first be completed and passed.

Epic Charting Cheat Sheet - Med Surg Units

CHART EVERY SHIFT or AS IT OCCURS	
Head to Toe Assessment	A full, detailed assessment must be charted in Flowsheets qshift and with any changes.
Braden Assessment	Chart on admission and once per shift. Consult WOCN, if needed.
Hester Davis Fall Risk Assessment	Chart on admission and once per shift and reassess and chart if the patient falls or has a change in their fall risk status.
Care Plans/Clinical Goals	Must be charted daily (progressing, not progressing, adequate for discharge, or completed).
Intake and Output (I/O's) and Nutrition	Must be charted with a total EVERY SHIFT. *Include IVF/drips and Peg feedings as intake; Colostomy, Chest tubes and drains as output.
Daily Weight	Charted on admission/transfer and DAILY at 0600; Chart at D/C for any HF Patients.
BBGs <70	BBG documentation must be done for every BBG <70 and for 2 consecutive BBGs >200. *Done in the provider notification section in flowsheets.
Daily Education	Must be documented every shift in the education section. Take credit for what you teach the pt! *Also chart the time spent educating the patients.
Discharge Note	When discharging a patient, you must document a note stating that the patient has been educated, IV/Tele removed, the patient has their belongings, with who/how/when they left the floor.
Blood Transfusion	"Release" product when ready from Transfusion Report, click "Begin Transfusion" then scan products and record VS. This will flow into Flowsheets.
IV Start and Stop Times	You must click on all IVF/drips with an IV Pole to ensure that you enter the Stop Time or Completion Time of the infusion. You can also sign off on start and stop times in infusion verify. *Must be completed at least once per shift and when a patient is discharged.
Neuro Checks	Every shift or more frequently as ordered
Post Cath/Surgery Checks *Chart VS, pulses, site, etc.	Follow the vitals intervals that are ordered. i.e. every 30 min x2, every 1hr x4 etc.
Critical Value Note	For every critical value that you receive, you must notify the MD within 30 minutes (if the MD has not already acknowledged the result) and document in the "Provider Notification" section in Flowsheets (use "Critical lab value" as Reason)
Nurses Notes	One note per shift that includes pt changes, unexpected transfers, and progression of care plans.
CHART EVERY 2 Hours	
Restraints	Restraints must be assessed/documented q2hr. Should be assigned to RNs if possible, not LPNs.

LINES and DEVICES i.e shunts, IV, PICC, Midline, Dialysis lines	Must be assessed and charted on EVERY 2 hours. Don't forget to flush q 8 hours.
Oral Care/Hygiene/Comfort Measures	Document in flowsheets under daily cares/safety
Activity/Repositioning	If the patient is bedbound, chart when we change their position.

CHART EVERY 4 Hours

Vital Signs	More or less frequently based on MD orders.
Diet Intake (Meal % / Bedtime Snacks)	I/O Tab in Flowsheets
Skin/Wounds	Appearance, drainage, dressing assessment, etc. in LDA Avatar; Consult WOCN, if needed.
Foley, PEG, NGT, Chest Tubes, Drains	Assess and chart in LDA Avatar. *Foley care must be performed at least qshift and with each soiling and documented in flowsheets.

END OF SHIFT CHECK

Check your MAR to make sure all meds were administered.	Clean up your Brain to not leave tasks for the next shift.
WOW carts should NOT have any meds in them. You must return unused meds.	

Things to review each shift

1. Labs at the beginning of each shift and PRN
2. Review EKGs on chart and telemetry strips
3. History and Physical
4. Consult notes
5. Progress Notes
6. Radiology Results
7. Echo Results *you must know your HF patient's EF
8. Education booklets supplied to Diabetes, HF, CVA and AMI patients
9. Chart check every shift
10. Check all lines and make sure they are dated/labeled
    a. EMS IVs MUST be changed within 24 hours and In-house IVs must be changed every 96 hours
    c. Mediport needles changed every 5 days (Each de-access/re-access of a Mediport requires a new order and the nurse must be checked off.)
11. Check the Brain for orders, tasks, meds, labs, reminders, etc.
12. Infusion Verify updated/signed

For issues with access for those with login credentials, contact Epic Clinical Service Desk at 704.446.6161

STUDENT NEEDLE STICK INJURY PACKET

NOTE: THIS PACKET CONTAINS 6 PAGES

Atrium Health Floyd Student Protocols-Contracted Schools NS, Sharp, BBF Incidents While Performing Clinicals at Floyd Facilities Rev 01/04/24 skj

<u>Clinical Student must notify assigned School Clinical Supervisor and School Representative immediately.</u>

Student must notify the assigned department's Supervisor Representative (i.e., Charge Nurse, Shift Supervisor, Student Liaison, *or* House Supervisor, *if after hours*. The ==Supervisor== must ensure that the ==Source Patient's labs are ordered and drawn by lab.==

If the incident occurs after hours, the student must contact the House Supervisor assigned to the Clinical area of the incident. The House Supervisor should email the assigned Student Liaison with the following info.

❖ Student Name, phone number, & location of incident, so that appropriate follow-up may occur. ==Confirmation should be made that both source patient and student labs were drawn if source Labs are positive or if source is unknown. If Source labs Negative- no labs needed from Student.== Email copies of all paperwork as an attachment i.e., Exposure report, cc of Lab request for Student/Source and cc of Consent to Test by student to the assigned student liaison to the right.

❖ Give details re; Source Patient MRN #, Room #, and verify that all labs were drawn on the source patient.

❖ An affiliate/student incident report must be placed in the RLDatix reporting system by the assigned Liaison or by the assigned Atrium Floyd teammate assisting as soon as possible.

❖ Consent to test for source patient is obtained through registration process upon admit.

❖ The student must complete The Exposure Report, Lab Request for Source patient and student, & Consent to Test for student. These are found on PeopleConnect> Teammate Toolbox>Safety and Incident Reporting> Report an Incident or Injury>Exposure Reporting> #3 Student Exposure Packet.

❖ It is the responsibility of the student to contact the school and get appropriate labs drawn based on the school's protocols.

Upon reporting to lab, Student must have the following:

❖ Student Consent to Test/HIV consent

❖ Lab Requisition for Source/Student completed. ==Student labs are not required if source labs negative but are for unknown or when source labs are positive==.

❖ Provide school Insurance info to lab personnel.

+ Labs drawn by Atrium Health Floyd lab are filed to the student's school insurance for payment.

+ Students are responsible for all follow-up care, treatment, and post incident counselling as per School directives & protocols.

+ Atrium Health Floyd liaison representatives will work with the School Representative and Student to provide all necessary post incident information without breaching HIPPA or the Source Patient's privacy.

+ Atrium Health Floyd staff will follow any school specific protocols for labs drawn on the student as per the contract. If there are no specific post incident protocols given by the school, Atrium Health Floyd liaisons will default to Atrium Health Floyd protocols for the initial labs for the student. All future surveillance, follow-up, labs, care, counselling, and treatment for the student will be the responsibility of the student as per the school's specific directives and policies.

STUDENT LIAISONS ATRIUM HEALTH FLOYD

Shelby Hunter

Atrium Health Floyd Main, Heyman HospiceCare, Floyd Behavioral Health, EMS Georgia and Alabama, Family Practice Residency, & Outpatient Rehab, Atrium Health Floyd Primary/Urgent Care Practices-Georgia

706-509-5643 or 102-5643

Secured Fax: 706-509-5741

TeammateHealthFloyd@atriumhealth.org

House Supervisor if after hours.

706-509-6484 or 101-6484

Maternity House Supervisor

706-509-6529 or 101-6529

Sharon Hogue RN, BSN

Atrium Health Floyd Polk Medical Center

770-749-4191 or 110-4191

Cell: 770-856-2706

Secured Fax: 706-292-7738

Sharon.Hogue@atriumhealth.org

Jami Mcgaughy RN,

Atrium Health Floyd Cherokee Medical Center and Cherokee Rural Health Clinics 391 (Urgent Care), 395, and 32

256-927-1197 or 132-1197

Cell: 806-673-8472

Secured Fax: 706-292-7189

Jami.McGaughy@atriumhealth.org

Atrium Health Floyd: Clinical Student Needlestick, BBF, Sharp Exposure Report

During normal operating hours, the exposed Student participating in School Clinical activities while at an Atrium Health Floyd Facility must contact the assigned Student Liaison for guidance in post exposure protocols. If the incidence occurs after normal operating hours, guidance will be provided by the appropriate House Supervisor where the incident occurred. Treatment will be provided as specified in the Student's School's Specific protocols. *An Incident report will be completed in the RLDatix online reporting system by the assigned Student Liaison under Affiliate/Student. *Secure Fax the Completed Forms to the Assigned Student Liaison.

Student Name:_____DOB:_____

School Name:_____School Rep Contact/phone #:_____Student

Contact Number:_____Location Where Exposure Occurred: _____

Department:_____Extension #:_____Manager/Supervisor: _____

_____Date of Exposure:_____

Time of Exposure:_____AM / PM

Type of Exposure:_____Needlestick:_____Sharps_____Splash:____

- Type of Needle / Sharp Device:_____Safety:_____Non-safety:____

- If a safety device was involved, was the safety mechanism activated? Yes No (Please explain)

Amount of blood / fluid exposure: _____ Scant Few drops:_____Gross Amount:_____

Describe in detail how the exposure occurred: _____

Type of PPE utilized at the time of exposure:___Gloves___Mask___Goggles___Gown___None____Other Area of injury / exposure: Abdomen Back Chest Face Head Eye(s) Arm(s) Hand(s) Finger(s) Leg(s)   Please indicate by circling: Right Left

Please be specific about the digit(s) or exact location involved in area of exposure: _____

Exposed area cleansed thoroughly?_____Yes   ___No

In an effort to prevent future injury or illness from exposures, please provide suggestions on how this exposure could have been prevented? The purpose is to provide on-going education to prevent future experiences:

_____

_____

Source Patient Name: _____ DOB: _____

Medical Record Number: _____ Patient Room Number: _____

Signature of Staff Completing Labs for Source Patient: _____ Date/Time: _____AM/PM

Signature of Staff Completing Exposure Labs for Student: _____ Date/Time: _____AM/PM

Post Exposure Counseling Provided:_____Yes   ____No (Please Explain): _____

Rapid HIV Results Reported to School Representative and/or Student: Date:_____Time:_____

- All communication with the Student's School is the Student's Responsibility.

- Billing for services rendered by Floyd Medical Center will be filed direct to the student's clinical insurance.

- The student should report exposure immediately to the Supervisor in the area and to the School Instructor.

- During Work Injury Department offices hours; Monday-Friday 7:00am-4:00pm; Marlene Doyal Atrium Health Floyd Main, Sharon Hogue, Atrium Health Floyd Polk, or Dawn Truett, Atrium Health Floyd Cherokee will act as liaisons to their assigned facilities to guide and direct the student to appropriate post exposure protocols. House Supervisors should notify the liaison of any incidents after hours for follow-up needed.

  - Atrium Health Floyd Main, Shelby Hunter: 706-509-5643 (102-5643)
  - Atrium Health Floyd Polk, Sharon Hogue: 770-749-4191(110-4191) or cell: 770-856-2706.
  - For Atrium Health Floyd Cherokee, Jami Mcgaughy: 256-927-1197 (132-1197) or cell: 806-673-8472.

LAB REQUISITION / Atrium Health Floyd

Students participating in Clinicals Needlestick, BBF, Sharp Exposure, Splash 01/04/24 rev skj

Baseline Labs for Source Person and Exposed Student (If Source Labs are Positive)

Note: *Please Send ALL Results via secured fax to the assigned Work Injury Coordinator for follow-up post-exposure*

*Student is responsible to notify the school representative.

Reference: Atrium Health Floyd FHS HR-05-001 policy relative to the Management of Occupational Exposure to Blood, Body Fluids, Other Potentially Infectious Materials.

Source Person (SP)

Name:_____ MRN:_____ Room #:_____ DOB: _____

Initials of Staff Drawing the Lab:_____ Date / Time: _____

Current Floyd Protocols for Source Labs:

☐ HIV AB/AG 4th Generation – This is not a Rapid (small **red** with yellow ring tube)

☐ Rapid HIV AB (if NO history of HIV) & if occurs at Atrium Health Floyd Polk Medical Center or Atrium Health Floyd Cherokee Medical Center

☐ HIV PCR RNA (if known history of HIV)

☐ HCV AB (if no known history of HCV) (Small **red** with yellow ring)

☐ HCV PCR RNA (if known history of HCV) (Large **purple**)

☐ HBsAG (Small **red** with yellow ring)

Exposed Student (ES) Labs are only drawn per AHF Protocols if this involves unknown source or if the Source labs are Positive.

Note* If the student's school protocols request that post exposure labs be drawn by Atrium Health Floyd Medical Center lab services; the following post exposure labs will be drawn. PLEASE NOTE* revised 3/6/23 mm If the school follows AHF protocols and source labs are negative- no labs are required for student. If the source is deemed to be unknown or the source labs are positive, then the following labs should be drawn on student.

Current Floyd Protocols for Exposed Student Labs: CURRENT FLOYD PROTOCOLS FOR EXPOSED PERSON

☐ HBsAB (**ONLY** if no positive titer on file) (Small **red** with yellow ring)

☐ HBsAG (Obtain **ONLY** if the HBsAB is drawn) (Small **red** with yellow ring)

☐ HIV AB/AG **THIS IS NOT A RAPID** (Small **red** with yellow ring tube)

☐ HCV AB (Small **red** with yellow ring)

_____   _____
Physician Signature   Date

STUDENT CONSENT TO TESTING FOR HIV POST EXPOSURE TO BBF

Atrium Health Floyd

I have been requested by Atrium Health Floyd to submit to serological testing for the human immunodeficiency virus (HIV), the virus which causes acquired immunodeficiency syndrome (AIDS). I understand that my blood will be tested for HIV antibody. If I test positive, it does not mean that I have AIDS, but that I am infected with the virus that causes AIDS.

I hereby authorize Atrium Health Floyd to perform this testing. I have been given and have read, or have had read to me, a copy of the document entitled "Human Immunodeficiency Virus Infection". I have had the

STUDENT NAME (PRINTED): _____

STUDENT NAME SIGNATURE: _____

DATE AND TIME: _____

COUNSELOR/WITNESS: _____

DATE AND TIME: _____

HUMAN IMMUNODEFICIENCY VIRUS INFECTION/ (HIV/AIDS) ACQUIRED IMMUNODEFICIENCY
SYNDROME (Info for Students Performing Clinicals)

EXPOSURE DEFINITION:

Significant student exposure includes contamination by blood or other body fluids via percutaneous injury (needlestick or cut with sharp object), mucosal contact (splash in eye or mouth); or cutaneous exposure (non-intact skin or involving large amount of blood or prolonged contact with blood, especially when exposed skin is chapped, abraded, or affected by dermatitis).

STUDENT RISK:

The risk of infection after an exposure is dependent on several variables. After a percutaneous injury, the risk of infection for specific blood-borne pathogens:

- Hepatitis B virus (HBV) is approximately 6 – 30%
- Hepatitis C (HCV) is approximately 1.8%
- HIV is approximately 0.3% (0.09% after a mucous membrane exposure).

The risk of infection appears to be higher with:

- An exposure to larger quantity of blood or other infectious fluid
- Prolonged or extensive exposure of non-intact skin
- An exposure to the blood of a patient with advanced disease stage or with a high viral load
- A deep percutaneous injury
- An injury with a hollow-bore, blood-filled needle.

Body fluids that do **NOT** pose a risk of blood-borne pathogen transmission (unless visibly contaminated with blood include) are:

Urine	Stool	Tears	Nasal drainage
Saliva	Emesis Sweat	Non-purulent sputum	

What is HIV? What is AIDS?

HIV is another name for the human immunodeficiency virus. A virus is a very small germ that can cause disease, and HIV is a virus that causes a weakening of the person's immune system. AIDS is another name for the acquired immunodeficiency syndrome. AIDS is caused by HIV, and it is a disease in which the body's immune system breaks down.

Who gets HIV/AIDS?

Anyone can get HIV if the virus enters their body. With today's treatments, the hope is that eventually, people who are HIV positive will be able to stop the progression of HIV infection to AIDS. However, these therapies are so new that at this point, it is uncertain how effective they will be over time.

How is HIV spread?

You get infected with HIV in two main ways:
1. Having sexual activity with an infected person
2. Sharing needles or syringes with an infected person.

Babies born to HIV-infected women may become infected. People with hemophilia or anyone who received blood transfusions between 1978 and 1985 may be at risk for an HIV infection. You do not become infected by casual contact with an infected person or through insect bites or stings. HIV is not spread by coughs or sneezes. You cannot get HIV from giving blood at a blood bank or other established blood collection center. You won't get HIV from items such as clothes, phones, or toilet seats. It can't be passed on by things like spoons, cups or other objects that someone who is infected with the virus has used.

How soon after exposure to HIV do the symptoms of AIDS appear?

A person who is infected with HIV may develop illnesses that signal the onset of AIDS with a year or two. Others may stay healthy for 10 years or even longer before symptoms appear. You cannot tell by looking at someone whether he or she is infected with HIV. An infected person may appear completely healthy. When people who are infected with HIV begin to develop AIDS, they may experience a number of medical complications, including extreme weight loss, severe pneumonia, certain forms of cancer, and damage to their nervous system.

How is HIV diagnosed?

A blood test can detect HIV antibodies (substances made by your body in response to the virus) if you are infected. Usually, the body forms antibodies approximately six weeks after exposure to HIV. Therefore, you could be infected with HIV even though the antibody test result is negative if you are tested during this "window period." If you suspect you may be at risk of being infected with HIV, talk with your health care provider, or someone who works at an HIV counseling and testing center (usually at your local health department) about having an HIV antibody test performed. Any woman who is considering having a baby and who thinks she might be at risk for HIV infection should seek counseling and testing before getting pregnant.

What is the treatment for HIV?

Today, more than ever, seeking early treatment for HIV or AIDS is extremely important. There are a number of medications available for the treatment of HIV and AIDS, and these medications may be prescribed even for HIV-infected persons who are not experiencing any symptoms. Even when no symptoms are visible, anyone infected with HIV should be under a doctor's care. Women who are pregnant and think they might be at risk for HIV infection need to be tested as soon as possible, because there are treatments women can take which will significantly reduce the risk of HIV being transmitted to their unborn baby.

How can HIV be prevented?

Simply stated, two steps can prevent HIV infection:
1. Do not have sexual activity with an infected person.
2. Do not share needles or syringes with an infected person.

Remember, you cannot tell whether a person is infected or not by looking at them. Take personal responsibility to protect yourself.

Where can I get more information?

☐ Your personal physician
☐ Your School Representative

Opportunities & Information for EMPLOYMENT

AT ATRIUM HEALTH FLOYD, WE BELIEVE THAT HEALTHCARE IS MORE THAN JUST A CAREER – IT'S A CALLING TO A HIGHER PURPOSE.
When you join our team, you become part of a community committed to excellence, professionalism, expertise, and compassion.

Our teammates are difference-makers who challenge the status quo and find innovative ways to serve our patients.

Whether you are interested in our 304-bed acute care hospital, our 25-bed critical access hospital, our 53-bed behavioral health center, or our 60-bed hospital in Centre, Alabama, Atrium Health Floyd offers more than just a place to work. It's a place to grow, shine and make a meaningful impact.

NURSING OPPORTUNITIES
Whether a nursing student or seasoned professional there are many opportunities at Atrium Health Floyd for growth, both personally and professionally.

NURSING STUDENTS: Nursing students who have finished their first semester/quarter of nursing school are eligible for the paid Nurse Tech Program.

- Our Tech 1 program parallels the learning experiences and skill sets students are learning in nursing school. This instructional and clinically intensive program consists of instructional classroom days and clinical immersion days.
- The Nurse Tech 2 program is for Nurse Tech 1 students who have completed the first year of nursing school or 1st year skills checkoffs.
- Summer Nurse Intern program is for student nurses who have completed their first year of a nursing program. The internship program is an 8-week, paid summer program. Summer Nurse Interns learn hands-on in clinical settings under the guidance of specially trained nurses.

For more information contact:

Shannon Cooke, BSN, RN
Nursing Professional Development Manager

706.509.5131
Shannon.Cooke@atriumhealth.org

NURSE RESIDENCY
Atrium Health Floyd offers a 6-month Transition to Practice New Graduate RN Residency Program for all registered nurse at the beginning of their nursing careers. The RN residency program provides new graduates with a dedicated team of nurse educators to work in an atmosphere that promotes learning. Clinical application and socialization during the transition from student nurse to registered nurse.

The program includes:

- 8 Week Clinically Immersive Transition – This program includes classes, as well as clinical orientation with a preceptor, providing a solid foundation for clinical decision making, time management, and interdisciplinary communication. During the 8-week immersive program, nurse graduates will have hands-on work experiences to help them acquire clinical leadership skills. A mentor will offer guidance during the journey.

  AND

- 4 Month Transitional Sessions – The program includes four monthly transitional sessions with the Nurse Residency Program Coordinator, the unit-based Nurse Educator and Manager, and the Employee Wellness Coach/Manager.

What will you learn? During the 8-week program, nurse residency participants will learn to:

- Provide an increasing level of care required by a variety of patients in a hospital setting
- Develop clinical nursing leadership at the point of care
- Improve patient safety and quality of care
- Foster critical thinking skills
- Bring evidence-based practice to the bedside
- Develop individual career goals and strengthen commitment to the profession

REQUIREMENTS TO QUALIFY FOR NURSE RESIDENCY

- Hold an associate, bachelor's, or master's degree in nursing science from an institution accredited by the National League for Nursing Accreditation Commission (NLNAC) or Commission on Collegiate Nursing Education (CCNE).
- Have less than 6 months experience as a nurse.

To apply visit https://Floyd.org/careers

Speak to a recruiter, contact:

Stephanie Jenkins, BSN, RN
Nursing Professional Development Manager

706.509.6445
Stephanie.Jenkins@atriumhealth.org

For Your Future in Health Care at AHF

APPLY HERE!

AS YOU EMBARK ON YOUR EDUCATION JOURNEY, REMEMBER THAT THIS HANDBOOK IS YOUR GUIDE AND COMPANION.

May it empower you to thrive, learn and make a positive impact!

Welcome to our

FAMILY!

ATRIUM HEALTH FLOYD