UNIVERSITY MEDICAL CENTER OF EL PASO

Student Orientation
Affiliation Program Administrator

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Located at Loretto, El Convento
Office 216, 1300 Hardaway St.
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UMC Map
ON-LINE UMC STUDENT ORIENTATION

https://www.epcc.edu/Academics/Health/Nursing/university-medical-center-(umc)-student-orientation

**University Medical Center (UMC) Student Orientation**

Please read the Orientation and complete the UMC Online Exam:

- Orientation (PDF)
- UMC Online Exam

[www.epcc.edu](http://www.epcc.edu) – In search box, enter ➔ UMC Orientation
2018 VITALS

- Joint Commission Accredited
- 354 licensed beds
- 479 licensed physicians
- 2,900 Associates
- 61,960 ER visits
- 16,042 admissions
- Level I Trauma
  - 2,919 Admissions
- 1.7 million lab test
- 55,577 rehab visits
- 200,313 imaging procedures
- 2,816 births
- 7,977 surgeries
- 657,176 Outpatient Prescriptions
- 3.2 million inpatient RX doses
- Neighborhood Clinics 9 sites
  - 852,248 Outpatient Visits
  - UMC – East
    - 1521 Joe Battle Blvd.
  - UMC – West
    - 6600 North Desert Blvd.
    - East -1485 George Dieter
    - Fabens -101 Potasio
    - Ysleta -300 S. Zaragosa

- 1,000 students
Executive Leadership

R. Jacob Clinton
President & CEO
El Paso County Hospital District

Ray Davis
Chief Information Officer
El Paso County Hospital District

Catherine L. Gibson
Chief Compliance Officer
El Paso County Hospital District

Joel Hendryx, D.O.
Chief Medical Officer
El Paso County Hospital District

Jan Law
Chief Strategic Officer
El Paso County Hospital District

Loraine Navado
Chief Administrative Officer
El Paso County Hospital District

Michael L. Nuñez
Chief Financial Officer
El Paso County Hospital District

Ornela Villa
Chief Legal Officer
El Paso County Hospital District

Amy Daher
Chief Nursing Officer
El Paso County Hospital District

Maria M. Zampieri
Chief Operating Officer
El Paso County Hospital District

Frank J. Dominguez
President & CEO
El Paso Health Healthplans, Inc.
VP El Paso County Hospital District
El Paso County Hospital District (EPCHD)

Code of Conduct

- http://www.umcelpaso.org/webshell/umcep.nsf/0/4d13272558d0c3f7872573800055c00b/$FILE/Code-of-Conduct.pdf

- The *Code of Conduct* has been adopted by the El Paso County Hospital District.

- Any references to the hospital district, it’s policies and procedures, or it’s Associates include those of all entities:
  - UMC Hospital
  - UMC Neighborhood Clinics
  - El Paso Health
  - University Medical Center Foundation
The *Code of Conduct* applies to all Associates, Contract Personnel, **Affiliated Students**, **Clinical Faculty**, Volunteers, Medical Staff, Residents, and the Board of Managers.

It is your job to report an incident if you feel the code has been violated.

EPCHD will not allow retaliation for good faith reporting.
UMC’s mission is to heal, to serve, and to educate.
Vision

UMC’s Vision is to be the first choice for healthcare in the Southwest.
Values

Our values are our guide to how we will always act as we carry out our day-to-day responsibilities. Our values spell out C.A.R.E.S. which is what we do:

- **Community** – Pursue access to healthcare for all members of our community.
- **Accountability** – Embrace responsibility for the outcomes resulting from our choices and actions.
- **Respect** – Treat everyone with dignity and compassion.
- **Excellence** – Provide the highest quality of care.
- **Service** – Exceed customer’s expectations every time.
Quality of Care and Improvement Reporting

- We promote quality improvement activities throughout the hospital to ensure that high quality care is delivered.

- We will work as a team to meet the physical, psychosocial and cultural needs of our patients.

- We will protect the integrity of clinical decision-making without regard to financial matters.

- We will provide patients with the information they need to make knowledgeable decisions.
Quality of Care and Improvement Reporting

- We will treat patients in a manner that preserves their dignity, autonomy, self-esteem and civil rights, and that promotes involvement in their own care.

- We will inform patients about the Hospital District’s charges and services.

- We expect all to maintain integrity and quality in their job performance.
Students Cynthia & Johana
Integrity Recognition
Example of Integrity in Action

- Two Nursing students received a monetary gift from a patient as a display of gratitude.
- Both students reported receiving $100.00 to their Clinical Faculty.
- Ultimately the money was returned to the patient.
- Both students made a “Choice” to maintain their integrity.
Standards of Care

- We will provide patient care that meets or exceeds acceptable clinical, patient care and safety standards.

- We will maintain complete records of patient information to ensure continuity of care and to meet the requirements stated in policies, regulatory standards and applicable laws and regulations.
Standards of Care

- We will monitor the quality of care provided to ensure that clinical standards are being met and policies and procedures are being followed.

- We expect all students to report problems (deficiencies or errors) to those who can properly assess and resolve the issues.
  
  *We encourage students to ask questions to avoid deficiency or error
We are committed to an environment in which compliance with rules, regulations, and sound business practices is woven into the corporate culture.

We accept the responsibility to aggressively self-govern and monitor adherence to the requirements of law and to our Code of Conduct.
Reimbursement for Services Performed
(Charges, Coding, Documentation, and Billing)

- We will ensure that documentation, charging, coding and billing are performed accurately.
- We will also ensure that there is documentation to support the services performed and the amounts billed.
- Communication among University Medical Center clinicians, coders and billers is necessary to ensure accurate and correct information, billing and reimbursement.
Accreditation and Surveys

- We are committed to being in full compliance with the standards established by The Joint Commission and all regulatory and accreditation agencies.

- Survey Readiness – Tracer Methodology
  - What is the orientation process for instructors and students?
  - Hospital National Patient Safety Goals
  - Where are policies located?
Policies and Procedures

- Policies and procedures can be found on the University Medical Center Intranet site Homepage
  - From any in-house computer, click on the internet explorer
  - Click on Policies & Procedures; then begin your search
Hospital District Environment

Safe and Healthy Work Environment

- The Hospital District employs qualified, reliable, honest, trustworthy and non-violent individuals. Background screening must be performed and in accordance with our rules for disqualifying offenses under Hospital District policy.

- Providing a healthy and smoke free atmosphere
Safe and Healthy Work Environment

- The Hospital District is committed to providing an environment that is free from alcohol and illegal drugs, and to taking reasonable measures to ensure that alcohol and drug use does not jeopardize the safety and health of our patients, visitors, Associates, contract personnel, volunteers, affiliated students or the public.

- **Housekeeping is everyone’s responsibility.**
  - Drinks and food are not allowed in the units/departments or hallways
Hospital District Environment

Workplace Conduct

- We are committed to treating each other with respect, dignity and courtesy.
- We will not tolerate any type of unlawful workplace harassment.
- Violent act or threats of violence are strictly prohibited by Hospital District Associates. We model a ZERO tolerance for workplace violence.
- Do not misuse Hospital District equipment or property and take all necessary precautions to safeguard it.
Disorganized backpacks-trip & electrical hazard

Water bottles on desk & feet on the desk not permitted

Help provide a safe environment

Sitting on the counters not appropriate

Inappropriate use of chair

Sleeping in the units in not permitted
Compliance Program and Code of Conduct Purpose

- The Hospital District has implemented a formal Compliance Program designed to prevent and detect violations of federal or State law in the conduct of the Hospital operations by Associate, physicians and agents.

- The effectiveness of the Compliance Program depends on each Individual’s willingness to bring issues to the attention of his or her supervisor or the Compliance Officer.
Compliance Program and Code of Conduct Purpose

- All actual or suspected compliance issues must be reported.
- We encourage good faith reporting and understand that there are times when you may want to be anonymous.
- The Compliance Anonymous Hotline is available 24-hours-a-day, seven-days-a-week for phone calls.

Compliance Hotline
1.888.310.3434
Code of Conduct

Process to Notify the Federal or State Government Regarding Reporting Fraudulent Activity:

Office of Inspector General (OIG)

Hotline Reporting

1.800.436.6184

www.hhs.state.tx.us/

If you have questions about how to file a complaint, you may contact

The Joint Commission at

(800) 994-6610
Confidentiality of Patient Information
(Code of Conduct)

Email from Ms. Catherine Gibson to all Hospital Associates:

This is just an FYI to make sure we are all only accessing patient information for our specific job duties. Please review this and understand that no one can access patient information who does not have a clinical or other work related reason in order to perform your job duties.

Thank you
Catherine L. Gibson, MBA, CHC
Corporate Compliance Officer

Arizona Hospital Fires Three Employees For Accessing Patient Records.

The Arizona Daily Star (1/13, Innes) reports, "Three employees at Tucson's University Medical Center have been fired for violating patient privacy in connection with accessing confidential medical records in the high-profile shooting rampage that killed six people and left Congresswoman Gabrielle Giffords in critical condition, hospital officials said." In a statement, UMC officials said, "The hospital has terminated three clinical support staff members this week for inappropriately accessing confidential electronic medical records."
Confidentiality of Patient Information (Code of Conduct)

- Healthcare providers’ obligation to protect patient health information includes all formats: written, electronic and oral communication. PHI may not be discussed in front of a patient’s family, friends and/or visitors without the patient’s permission. You should ask individuals to momentarily leave a patient’s room while you discuss the patient’s health information/condition with the patient.

- All information regarding patient is privileged, whether spoken, written, or electronically. We ask that you be cautious where and to who you speak. When discussing patients you must be in a secure area (conference room, staff lounge, etc.) and not in a public area (do not discuss: hallways, elevators, cafeteria, social media i.e. Facebook, twitter etc.). Treat all information as private and confidential. Only share information with those involved in the care of the patient.
Texas Children's Hospital officials say they've fired a nurse after she posted information on social media about a boy who's suspected to have measles.

The nurse working at the Houston hospital posted about the child's condition on an anti-vaccination group's Facebook page. Screenshots of the post show that the nurse said the sickness was worse than she expected, but the experience doesn't change her stance against vaccinations.

Hospital officials learned about the posts on Friday. The hospital has discharged the nurse for posting protected health information after conducting an internal investigation.

The Houston Health Department is investigating the "suspected" case of measles and waiting for verification from the Centers for Disease Control and Prevention. Houston's last confirmed measles case was in 2013.
Social Media and PHI

Social Media: Never share PHI on any form of social media (Facebook, YouTube, Instagram, Twitter, Snapchat, etc.)

News Media: Never share PHI with any member of the news media. These requests should always be referred directly to Public Affairs Department.
Protect Written Personal Health Information

- PHI should be disposed of properly in the confidential trash bins and not in open trash cans.
  - Medical records
  - Wristbands
  - Prescription bottles and medications
  - Lab report
  - List of patients being treated
  - Billing statements
In keeping with the commitment to provide the highest quality care to the El Paso Community, it is your responsibility to know and follow the Hospital District’s *Code of Conduct*.

Failure to comply, may *disqualify* you from participating in clinical rotations.

*Code of Conduct* Manual is posted on the website [www.umcelpaso.org](http://www.umcelpaso.org)

Concludes Code Of Conduct
Go to: www.umcelpaso.org ➔ About Us ➔ Code of Conduct
What is Culture of Safety?

Although culture of safety has no universal definition, perhaps the best description is this:

“A safety culture exists within an organization when each individual, regardless of their position, assumes an active role in error prevention and that role is supported by the organization.”
Culture of Safety

• Focus on prevention, not blame or punishment
• Focus on system vulnerabilities
• Follow rules/policies/procedures
• Training
• Preparation and planning
• Build “checks” into your routine
• Learn from errors

Hospital Consumer Assessment of Healthcare Providers and Systems

**HCAHPS SURVEY**

**CUSTOMER SERVICE GOALS**

- Communication with Nurses and Doctors,
- Responsiveness of Hospital Staff
  - During this hospital stay how often did the staff respond in a timely manner when you used your call bell?
  - During your Hospital stay how often did the staff assist you with your bedpan/bathroom as soon as you wanted?
    
    Response options are Always, Sometimes, Rarely or Never
  
  **Goal:** the reply to be **ALWAYS**.
- Communication about medicines
- Pain Management
- Cleanliness and Quietness
- Discharge Management
- Overall Rating of the Hospital
  - (Scale from 0-10; **Goal 9 and 10**)
- Likelihood of Recommending
  "The Patient Experience starts with You!“ Students please provide exceptional customers service while providing a safe and secure environment.

- Thank you!
The care of our patients is everyone’s responsibility.

We are all expected to respond to our patient call lights when walking through the hallways.
What Non-Nursing Associates CAN Do

- Move personal items within reach of patient, for example:
  - Call bell
  - Telephone
  - Tissues
  - Bedside table
- Assist with making phone calls
- Turn the TV on or off, change the channels
- Turn the lights on or off
- Obtain a blanket or pillow
What Non-Nursing Associates **CANNOT** Do

- Enter an isolation room (unless trained or authorized)
- Physically assist the patient
- Assist the patient in or out of bed
- Raise or lower the bed
- Anything related to IV’s
- Offer pain relief
- Explain clinical matters, tests, or treatments
- Move meal trays or assist with eating or drinking
The Path to Patient Satisfaction

Call bell is Ringing

Look up to see where it is ringing

Go to the patient room

Knock before entering. Introduce yourself with name and department. Ask, "How may I help you?"

Is it something you CAN assist with?

Is it something you CANNOT assist with?

Assist the patient with their need

Let the patient know you are unable to assist with that request, but you will find someone who can help.

Turn off the call light. Place call bell and bedside table within patient reach. Ask if there is anything else you can do before you leave.

Return to patient room and let them know you notified someone who can assist them. Ask if there is anything else you can do before you leave.

Go to the nurses station and notify the unit clerk. Or notify the nurse or nursing assistant.
Student Pamela Bendickson was recognized for her Patient Care and Customer Service
PBX Operator will answer: “State Your Emergency Code/Alert Type”

State the Event Type Clearly (Security, Medical, Facility)

Give the operator the Exact Location of the emergency

Stay on the line until the operator hangs up. This assures accuracy on the required information.
Fire Alarm Activation

You will hear:

“Attention, attention, attention! Facility Alert, CODE RED, ...location... Remain where you are unless directed by staff.”

Abduction / Missing

What you will hear:

“Attention, attention, attention! Security Alert: Missing (infant/child/adult and description of age/gender, from location). Please notify the nearest employee if located.”
ACTIVE THREAT

What you will hear:

“Attention, attention, attention! Security Alert, Active Threat (description of person) at (location). Please remain clear from this area and seek an employee for instructions.”

Hazardous Weather Transportation Plan

You will hear:

“Attention, attention, attention! Facility Alert, Hazardous Weather Transportation Plan is in effect.”
The Joint Commission or State Surveyor At Hospital “Code 10”

You will hear:

“Attention, attention, attention! Facility Alert: Code 10, Code 10”

HICS Activation
Hospital Incident Command System

You will hear:

“Attention, attention, attention! Facility Alert, HICS has been activated.”
Emergency Team Responses

Medical Emergency Team (MET)
- MET responds to medical emergencies for anyone who is a NON-PATIENT on hospital property other than the ED or L&D.
- Report to PBX X5555 - When calling, specify if it is an adult or pediatric emergency and the location.
- PBX pages out team

Maternal Response Team
- Maternal Response Team responds to a maternal event that occurs outside of L&D, OB Triage and Mother Baby Unit with the high likelihood of immediate deliver or risk to mother or fetus.
- Report to PBX X5555 Location and need for Maternal Response Team
- PBX pages out team

All hospital codes can be initiated by dialing X5555 from any hospital phone. Provide exact location and brief description of event. (915-544-1200 X5555 from a non-hospital phone)
Code Blue can be initiated using the “Code Blue Button” in patient room.
Emergency Team Responses

Rapid Response Team
- Immediate acute care expertise for PATIENTS who require immediate critical care in adult inpatient units.
- Any staff or family member or visitor can activate the RRT.
- Report to PBX-call X5555 Location and need for Rapid Response team
- PBX pages out team

Code Blue Team
- Resuscitation efforts for PATIENTS demonstrating evidence of cardiac and/or respiratory arrest.
- Any staff members can activate the Code Blue Team.
- Report to PBX-use “Code Blue” Button in patient room or call X5555 Location and report Code Blue
- PBX pages out team

All hospital codes can be initiated by dialing X5555 from any hospital phone. Provide exact location and brief description of event. (915-544-1200 X5555 from a non-hospital phone)

Code Blue can be initiated using the “Code Blue Button” in patient room.
Standardized Wristband Colors “Alert”

Remember to ask questions


**Standardized Wristband Colors “Alert”**

**Mandated by State of Texas**

**Allergy (RED)** – Information obtained upon assessment which communicates abnormal response of immune system upon intake of certain foods or medications.

**DNR (Purple)** – Do-Not-Resuscitate, formerly identified as CMO, Comfort-Measures-Only, communicates to all healthcare providers that a decision has been made that therapeutic measures will be directed towards a Category 3 as per Resuscitative Status Orders.

**Fall Risk (Yellow)** – Upon assessment and reassessment, the nurse will determine the patient’s fall risk using the Fall Risk Assessment.

**Recommended by the State of Texas**

**Limb Alert (Pink)** – Some patients have past or current medical conditions that would prohibit the use of a certain extremity for various reasons. The “Pink” wristband will alert Hospital Associates to avoid this extremity for blood draws, intravenous insertion or other medical procedures. The restricted extremity wristband will be placed on the extremity that will not be used.

**Latex Allergy (Green)** – Many products used in hospitals are made from latex and contact with these items can cause an allergic reaction. Other non-latex products will be substituted when a patient has a latex allergy.
Parking for UMC & El Paso Children’s Hospital

- Effective 4/13/2020, Park at the Visitor’s Parking Garage 5th floor until further notice.

- The faculty will collect the students’ vehicle information for parking record purposes, by utilizing the UMC Parking Log.

- Parking Placard (permit) are not issued at this time until further notice. Please have your ID from your educational institution to show the parking security.
Parking Requirements

- Driving the correct direction
- No Speeding - Speed limit is 5 miles/hr in parking garage
- Take 1 parking space (no hugging the lines)
- Parking into the space (No reverse parking)
Dress Code

School and UMC Dress Code is to be enforced by Clinical Faculty

- Uniforms – clean, pressed, scrubs that are low, need to have undershirt, hosiery is required at all time, clean close toe shoes

  * Denim clothes are not permitted

- Hair – pulled up and above shoulders, natural color
- Natural makeup
- Nails – short, no acrylic nails, clear nail polish
- Body piercing – 1 pair of studs in earlobes
- Tattoos are to be covered at all times
- Good hygiene
Dress Code

Comfortable, clean shoes will be worn while on duty.
For safety reasons, all shoes shall be close toed and low heeled.
All shoes should have good soles and heels to prevent slips & falls.
No open toes, canvas or shoes with unnecessary skin exposure (clogs, thongs, crocs and croc like) will be worn.

FOR YOUR SAFETY
Effective March 15, 2011
Croc or Croc-Like shoes will not be acceptable in the workplace at University Medical Center.
Surgical Scrubs should not be taken home

Cover apparel such as a lab coat, cover gown, or other appropriate clothing will be worn when exiting the surgery department while in OR scrubs.
COVID - 19

- CDC guidelines
  - Social Distance
    - Elevator social distancing four (4) people per elevator
    - Cafeteria and Staff Lounge
  - Personal Protective Equipment (PPE) requirements
  - Symptoms – report to faculty prior to reporting to rotation
  - Travel – report
NOTICE TO ALL

Gaiter Neck and Valve Masks are not permitted at our Facilities.
Face shields, as an alternative to wearing a mask, are also not permitted.

Know Your Masks
Protect yourself and everyone around you.

N95 Mask
• Should be reserved for frontline healthcare workers.
• N95 masks with valve will not filter out the virus if you are a carrier

KN95 Mask
• Should be reserved for frontline healthcare workers and general hospital staff.

Surgical Mask
• Should be saved for medical professionals
• Single-use - dispose after using

DIY Cloth Mask
• Protects others from you
• Can make at home and re-wear - wash after each use

No Mask
• Offers no protection
• Doesn’t help slow or stop the spread of COVID-19

Wear your mask snugly covering your mouth and nose!
Identification Badge

- For Safety and Security reasons, all students and instructors must wear the School ID badge and UMC STUDENT/INSTRUCTOR extender at all times during clinical rotations.

- ID badge must be visible to all staff, patients and visitors. Students must wear the ID badge on the chest area in a manner in which the picture, name and title are visible at all times.

- UMC “STUDENT” ID badges extender (as example) will be issued by faculty and must be turned in to faculty at the end of rotation.

- Report lost ID badges and UMC extenders immediately.

- Required to obtain 20% discount in the UMC cafeteria only.
Body Fluid Exposure & Needle Stick Incident

- Report immediately to:
  - Instructor (follow educational institution protocol)
  - Charge Nurse
- Contaminated exposures protocol needs to be followed immediately. UMC will test patient.
- Treatment options
  - University Medical Center - Emergency Department or UMC Neighborhood Clinic
  - Your private physician
- The student is financially responsible for the treatment
Hand Washing

- Strict protocols in all areas of the hospital
- All individuals are constantly being observed and surveyed
- Infection Control is notified

Protocol

- Enter Patient’s room - no contact
  - Gel/Foam
- Enter patient’s room and contact
  - Wash Hands
Hand Washing

Your Hands Can Make Others Sick

Wash Your Hands
It only takes 15 seconds, but many healthcare workers fail to wash their hands.

Hand washing is your single most important protection against the spread of infection!

Change Gloves And Wash Hands:
Between tasks/procedures on the same patient

After contact with any potentially contaminated material

Between patients
Family Emergency

- Please provide your family members your instructor’s cell number, and/or your assigned Department Manager’s contact information.
Electronic Devices

- Resources tool, only
  - Do not install or synchronize electronic device i.e. PDA on any UMC workstations
  - Do not store UMC PHI, confidential, and/or sensitive information on PDA devices
  - Do not Connect PDA device to the network unless prior authorization has been obtained.
  - Do not install USB
  - No photography or recording
    - Report violation to the Compliance Hotline
- Audit
- Cellular phones and pagers - Not allowed
Picture imperfect?

Hospital workers fired over photos

ALBUQUERQUE — Two employees at University of New Mexico Hospital have been fired for taking photos with cell phone cameras of patients receiving treatment and posting them to a personal social networking Web site.

Director of Public Affairs Sam Giammo said Sunday the photos — mainly close-ups of injuries being treated in the Albuquerque hospital’s emergency room over the past few months — were posted on an employee’s private MySpace page.

Giammo said he’s never heard of a similar incident happening at UNMH or any other hospital.

Three to four other hospital employees were disciplined and the investigation is ongoing, he said.

UNMH values patient privacy “very, very highly and we will do everything we can to protect them,” Giammo said. “We just won’t tolerate unprofessional actions by any of our staff. We just won’t stand for that.”

The photos were discovered after a hospital supervisor received an anonymous tip about them photos Tuesday and launched an investigation.

Hospital managers personally oversaw the removal of the photos from the Web site and from the employees’ cell phones, Giammo said.

“We have to rely on the people telling us that they don’t have any others,” he said.

The patients in the photos could not be notified that their pictures had been removed because their faces and personal identifying features had been removed from the photos, Giammo said.

Giammo said the MySpace page could only be accessed by the employee’s online friends, not the general public.

Giammo said the employees who were fired violated a hospital policy that bans the use of cell phone cameras in patient areas. The other employees were disciplined for not bringing the photos to the attention of managers, he said.

The hospital is treating the matter as an employment issue and law enforcement has not been involved, Giammo said.

The use of cell phone cameras in hospitals have caused breaches of patient privacy or concern about such violations in California, Arizona and South Dakota in recent years.

In California, cell phones and laptops were banned in March at the University of California-Los Angeles’ neuropsychiatric hospital to prevent them being used in a way that would violate patient privacy. The ban came after a patient posted photos of adult patients voluntarily posing for a group picture on a social networking Web site.

A surgeon at Mayo Clinic Hospital in Phoenix was fired last December for taking photos with his cell phone of a patient’s tattooed genitals and showing them to colleagues.

And in 2005, a prosecutor in South Dakota decided not to file criminal charges against a surgeon who took a photograph of another doctor holding a female patient’s leg during surgery.
Cell Phones and Photography

Patient Care Areas – Restriction of:

- Cell Phones
- Photography
- Video

Taking picture of a patient is never okay. Students refer any request for photography or video recording to Management to handle. Do not take pictures.

Even if it is taken with the patient’s mobile device.
The Preceptor Assignment Sheet is located in every Unit and must be maintained in the unit. Please ask the Charge Nurse, Manager or your Clinical Faculty for the location.

<table>
<thead>
<tr>
<th>Date</th>
<th>School ID Number last 4 #</th>
<th>Time IN and OUT</th>
<th>Student’s Name</th>
<th>Preceptor’s First Name</th>
<th>Preceptor’s Last Name</th>
<th>Assigned Area or Room #</th>
<th>Instructor’s Signature</th>
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<td>Nellie Flores</td>
<td>John</td>
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<td>ED Traiage or Tele 410</td>
<td>Nellie Flores</td>
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<td>Nellie Flores</td>
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Name of Faculty Instructor: ____________________  Name of School: ____________________

Instructor should corrected prior to signing.
Preceptor

- UMC Preceptor is defined as an Associate of UMC supervising a student
- Two types of preceptors
  - General preceptor - supervises different students. On-site Clinical Faculty, Charge Nurse or Supervisor assigns preceptor
  - Designated preceptor - Supervises a designated student for a determined time and the student follows the preceptor’s schedule (preceptor agreement is needed). Designated preceptor will be assigned through Clinical Faculty
- Preceptors will provide direct supervision, instruction and feedback to students during their clinical rotation
- On-site Clinical Faculty will assist
Notify the Charge Nurse
When arriving to the Unit

- Selecting patients
- Notify the Charge Nurse you are in the unit
  - Introduce yourself as a student to Charge Nurse and Physicians
  - Comply with UMC dress code
  - Sign in the “PRECEPTOR ASSIGNMENT SHEET”
Computer Access
(If Applicable)

- **IM-2 Password and systems access**
  - Keep your login information (account/password) private; it’s your identity and/or footprint in a system and provides an audit trail.
  - No one should know your password, not even your supervisor.
  - If you suspect that your password is known by someone else report it to I.T. Help Desk (ext. 521-7941) immediately.
  - If you call the I.T. Helpdesk for assistance, do not provide them your password, if requested. They do not need to know this to assist you.

- **IM-4 Workstation and computing devices**
  - Do not leave workstations logged in and unattended; your login could be compromise.
Nursing Career Opportunities

UMC Nurse Residency Program

- Focuses on new graduate nurses as they enter practice.
- The evidence-based curriculum incorporates key areas such as Leadership, Patient Outcomes and Professional Development.

For More Information Contact:

Lizette Salinas  or  Julie Gest
915-521-7312  or  915-521-7890
Student Expectations

- Students are expected to take ownership of their own learning

- Be prepared
  - Know your objectives/skills checklist; have them available and communicate objectives to your preceptor
  - Your on-site faculty is available to assist

- Community Wide Orientation: Is completed initially and annually thereafter

- Maintain immunization current and CPR

- Wear school ID Badge and UMC “STUDENT” Extender AT ALL TIMES during your clinical rotation

- Complete Preceptor Assignment Sheet every rotation

- Comply with Code of Conduct, Policies and Procedures

- Park in the designated parking area for your clinical rotation
Non-Disclosure Form

- Please READ and COMPLETE ACCURATELY
  - Initials
  - Print Name
  - Signature
  - Date
  - Institution i.e. UTEP, EPCC, etc.
  - Program i.e. EMT, Nursing, Respiratory
  - PDA (electronic device)– Circle one (yes or no), If YES complete the next lines
    - FACULTY INSTRUCTORS must circle yes and register their electronic device. UMC Associates should be able to contact Faculty as needed
  - Associate … El Paso County Hospital District (EPCHD) – Circle yes or no
  - Signature – for the Code of Conduct

- Incomplete disclosures will not be accepted and students will not be allowed to start their clinical rotations.
Conclusion

Enjoy your rotation!

We hope your will find your experience at UMC pleasant and rewarding. Perhaps one day, you will join our team.

Thank you!
UMC MAP

TEXAS TECH CLINICS
1st Floor - UMC Mamography
Basement - UMC Outpatient
Laboratory

UMC ANNEX
1st floor - Out. Pat. Pharmacy/ Patient Financial Services
2nd floor - Neuro Surgery Clinic
3rd floor - Human Resources/ Security / Nursing/ Diabetes Ed.
4th floor - Women’s Health Center / Family Health Clinic

TEXAS TECH LIBRARY/OFFICE

POWER PLANT

ALBERTA AVE

ENTRANCE/EXIT TO UMC ANNEX & TEXAS TECH

ENTRANCE/EXIT TO EPCH OUTPATIENT SERVICES

EPCH MAIN ENTRANCE

AMBULANCE ENTRANCE

UMC EMERGENCY ROOM

EPCH EMERGENCY ROOM

U-PARK PETROVATIC CENTER/ HEMATOLOGY

AMBULATORY SURGICAL UNIT ASU

3rd Floor - Center of Diagnostic and Advanced Endoscopy

Blue Elevators:
- Basement - Medical Records
- 2nd Floor - Critical Care
- 3rd Floor - Center of Diagnostic and Advanced Endoscopy

Beige Elevators:
- Basement - Respiratory -EEG
- Cafeteria
- 3rd Floor - Geriatric Unit / Crime Victims / Care Management
- 4th Floor - Telemetry
- 5th Floor - Medical Unit
- 6th Floor - Surgical Unit
- 7th Floor - Ortho/ Trauma

Shuttle Services
For assistance contact:
Guest Services at 521-7671

INFORMATION DESK

Children’s Outpatient Elevators:
- 2nd Floor - Ped. Surg / Waiting Room

East Tower Elevators:
- 10th Floor - PICU
- 9th Floor - General Pediatric
- 7th Floor - Oncology Pediatric
- 6th Floor - NICU
- 5th Floor - Women’s Health - Surgical GYN
- 4th Floor - Post Partum, M/B
- 2nd Floor - Labor & Delivery
- Basement - UMC Outpatient Rehab Services
- Basement - EPCH Bistro, HIM/Medical Records, Case Management, Pediatric Rehab, Human Resources, Family Support Services

UMC DIAGNOSTIC IMAGING SERVICES

EPCH CHARTING

UMC DIAGNOSTIC IMAGING SERVICES

EPCH REGISTRATION

EPCH FINANCIAL SERVICES

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