Academic / School Affiliated
Student & Faculty Orientation Manual

This orientation manual is intended for non-medical students enrolled in a school who desire to use the facilities below for academic/school credit. (Please reference as needed, the “Observer” Manual and Policy for those not enrolled in a school program and therefore are not covered under the School Affiliation agreement.)

UAB Hospital/Highlands
Ambulatory/HSF Clinics

SD#293r4 Issued: 08/06/09, 10/5/09, 2/1/10, 5/28/12, 1/19/17, 06.29.20
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1 Reference UAB Medicine policy: Orientation of Students and Faculty – Seeking Academic School Credit
Welcome!

UAB Medicine is very happy to welcome you.

Our mission statement affirms what we intend to do. Our values statement embodies what we deem to be important. Our strategic imperatives provide focus and direction for the future. Health care is undergoing rapid change to which each of us must respond. To have meaning in our competitive environment, the response must come from a well-coordinated team. Each of us must do our very best to strengthen our team approach to the challenges which face us.

Our commitment to you is to provide a stimulating work environment in the fast changing, ever-challenging world of health care. Our challenge to you is to be the best you can be as a health care professional and to strive for an overall goal of excellence in everything you do.

UAB was built on a foundation of collaboration, innovation, and entrepreneurial spirit. Our strategic plan is a result of the partnership among the faculty and staff, within the UAB Health System and the UAB School of Medicine, who are critical to our success. It is designed to make UAB Medicine the Preferred Academic Medical Center of the 21st Century (AMC21).

Our plan complements and coordinates with UAB’s vision to be an internationally renowned research university and a first choice for education and health care. To be “preferred” means to be a place where:
- students want to learn;
- faculty and employees want to work;
- patients want to come for quality service and care; and
- donors want to give to better our future.

We are grateful to our leadership and teams of faculty and staff who have dedicated the time, energy, and ideas that brought us this plan. Looking ahead, it is the collective power of all of our faculty and staff that will help us reach our goal of becoming the Preferred Academic Medical Center of the 21st Century. We look forward to this collaborative journey and thank you for everything you contribute on a daily basis.

UAB Medicine Administration
Will Ferniany, PhD
CEO, UAB Health System
UAB Medicine Entities

UAB Medicine wraps our teaching, research, and clinical care mission together under one banner. It says to the communities and regions that we serve that our same quest for finding new treatments can also be found in our commitment to providing innovative care. It also promises that UAB’s team of world-renowned researchers, educators, and clinicians will work together to make UAB the preferred choice for compassionate care in a quality setting.

UAB Medicine comprises:

UAB School of Medicine: clinical and Joint Health Sciences departments and centers
UAB Medicine Hospitals: UAB Hospital, UAB Hospital Highlands, UAB Spain Rehabilitation Center, UAB Center for Psychiatric Medicine, UAB Hospital Women & Infants Center, and UAB Callahan Eye Hospital
UAB Medicine Outpatient Facilities: The Kirklin and Whitaker Clinics of UAB Hospital, The Kirklin Clinic at Acton Road, and associated clinics in the Birmingham area.
Practice Plans: Health Services Foundation, Valley Foundation, and Ophthalmology Services Foundation

Our Mission
To improve the health and well-being of society, particularly the citizens of Alabama, by providing innovative health services of exceptional value that are patient- and family-centered, a superior environment for the education of health professionals, and support for research that advances medical science.

Our Vision
The UAB Health System will enhance its role as a preeminent and well-integrated clinical enterprise, recognized as a leader in the advancement of medical science and the delivery of health-related services that are patient- and family-centered. With the School of Medicine, the Health System will create highly innovative, well-coordinated interdisciplinary services and partnering relationships that serve as a model for health education and service delivery.

Strategic Imperatives
Our strategic plan, “AMC21”, is our roadmap to becoming the preferred Academic Medical Center of the 21st Century: where we are the place patients want to come for care, employees want to work, faculty want to practice and conduct research and students want to learn. Our goals and strategies, aligned across UAB Medicine, fall within four main pillars of focus: Engagement, Quality, Finance, and Advancement of Knowledge. Along with a strong foundation of alignment and integration, innovation, excellence, signature programs, population health and system development, we are poised to become the preferred AMC.

Our Core Values
  Own it. Be accountable, take action, and make it happen.
  Do right. Follow through, work with principles, and do no harm.
  Always care. Listen with empathy, be compassionate, and support those in need.
  Work together. Think win-win, build consensus, and play your role on the team.

Always Care + Own It + Do Right + Work Together = Excellence
UAB Medicine Core Values

CORE VALUES

Own It

We own what we do. It’s that simple. We know that when people see us, they see UAB and we willingly let ourselves be held accountable for that. We accept responsibility for our actions and for the management of our resources. We own the problems that come to us and take action to solve them. We don’t wait for things to happen. We make things happen. We are stewards of the UAB Touch. We own all that we do.

Do Right

Deep down, we all know what is right. And we know how to work with principles. It’s simple because we can easily know what is right from what is wrong. But, it can be difficult when doing right is not the easiest course of action. We do the right thing. Period! Whether we are being watched or are all alone, whether it’s the easiest or most difficult course, we do no harm, we follow-up, and we do what’s right.

Always Care

It seems obvious that caring is a value. After all, we care for our patients and families every day. But caring is more than that. Caring is also about how we treat each other and how we treat our facility. Caring is the energy that makes us proud of our work. Caring about each other helps make our workdays pleasant. We let caring guide us and we listen with empathy. We support those in need. We do unto others as we would have them do unto us. We believe you just have to care.

Work Together

Collaboration defines how we work with each other. It is the engine that drives our care delivery, and the inspiration that bonds our staff. It’s what makes us better, as well as innovative, effective and efficient. Either we work together – we collaborate – or we fail, We work together. We build consensus. We think “Win-Win”. Every one of us takes care of patients and it is only through a team effort that we can achieve great outcomes.
AIDET The UAB Medicine Communication Tool

**Acknowledge:**
Make Eye Contact.
Acknowledge the patient by name.
Acknowledge the Family or Friends with the patient.
Preface any computer work before you begin

**Introduce:**
Introduce yourself, your skill set, your professional certification, and experience.
Use the patient’s name to ensure safety.
Manage up others on your team.
Preface any discussion regarding private information (HIPAA)

**Duration:**
Give an accurate time expectation for current steps and follow up actions.
  o How long should the patient expect this process to take?
  o When should the patient expect to be followed up with?
Convey the message that I care about you; I want you to be less anxious.

**Explanation:**
Explain step by step what will happen (always protecting the patients privacy)
Listen carefully to the patient’s story
  o Use Active Listening Techniques.
  o Use Clarifying questions.
  o Show Empathy!
Explain the process
  o Explain what you are doing as you do it
  o Use language that the patient can understand.
  o Use key words such as always, safety, exceptional care.
Invite questions: “I am sure you have questions. Please let me answer them.”

**Thank:**
Thank the patient for choosing UAB, and for their communication and cooperation.
Thank the family or friends for their assistance and being there to support the patient.
Ask: “Is there anything I can do for you?”
Leave clarification as to when the patient can expect the next step in the care process.
  o Your nurse will be in to check on you at 1:15.
  o Expect a call back from us on Tuesday.
Why is AIDET Important?

AIDET improves the consistency of our communication and the clarity or the message. Improved communication can decreases patient/family anxiety and increases patients compliance. Consistent and timely communication in conjunction with follow up build trust. Connecting care to purpose, e.g. “I am checking your name band for your safety” improves patient’s perception of our organization, your department and their care. Two way communication helps the patient take a more active role in their care. Setting patients expectations through consistent and clear communication improves the patient experience. AIDET allows you the opportunity to manage up your skill set. AIDET allows you the opportunity to manage up the skill set of a co-worker and in turn builds relationships. Hardwiring AIDET in your department helps to reduce re-work and minimizes the need for service recovery.

Decrease anxiety with increased compliance
UAB/UABHS HIPAA Privacy and Security

UAB/UABHS Covered Entities
All employees, students, and volunteers of the covered entities must comply with HIPAA regulations.

UAB CAMPUS
- School of Dentistry
- School of Health Professions
- School of Nursing
- School of Optometry
- Joint Health Sciences Departments
- Education’s Community Clinics
- UAB Health Plans

UAB MEDICINE
- UABHS is glad to provide opportunities in support of your healthcare training and experience. However, you must respect our rules and procedures and, most especially, the privacy of our patients and the confidentiality of their information.

- All information about patients is considered confidential whether it is on paper, in a computer, or spoken. This includes name, address, birth date, social security number, and any other personal information. It also includes the reason the patient is in the hospital or clinic, the treatments and medications the patient is receiving, and details about past health conditions. Revealing any of this information to someone who does not need to know it violates the patient’s confidentiality and is illegal.

- During your time with us, you may be exposed to confidential patient information, known as protected health information or PHI. Do not share that information with anyone.

- If you must view patient information to perform a UAB business-related task—similar to jobs performed by doctors, nurses, admitting and billing personnel, and other healthcare providers, then that access to patient information is allowed. However, access only the minimum amount of patient information necessary to fulfill your UAB business-related task.

- If you do not need patient information to do your UAB work, then you should not view or access patient information in any form.

- If you witness any activity that places the privacy of our patients at risk, report it to your sponsor or other UAB official.

- Do not photocopy PHI or download PHI onto your laptop, personal computer, thumb drive, or other electronic media.

- Do not include PHI in presentations or other assignments. PHI data elements include patient name, date of birth, address, phone number, social security number, photographs, and any other information that might identify the patient.

- Do not relate any information about your work or experiences at UAB on social networking sites like Facebook, Twitter, Instagram and Snapchat — even if you do not mention names.

- After you complete your training experience at UAB, you are not allowed to take any PHI with you.

- Before beginning your training or health care experience at UAB, you must read and sign the UAB confidentiality statement. Please submit the signed document to your UAB sponsor or other UAB official.

- Depending on your assignment, you may be asked to complete the UAB/UABHS HIPAA Privacy and Security Training.

- If you have questions, consult your UAB sponsor or other UAB official.
Confidentiality Agreement Form

IMPORTANT:
Read all sections. If you have questions, please ask before signing. You will receive a copy of this Agreement and a copy will be placed in your personnel/academic program/project file.

- DISCLOSURE OF PROTECTED HEALTH/SENSITIVE/RESTRICTED INFORMATION –
I recognize that the services provided by UAB and UAB Health System and their Operating Entities (collectively referred to as "UAB") for its patients are private and confidential; that to enable UAB to perform those services, patients furnish information to UAB with the understanding that it will be kept confidential and used only by authorized persons as necessary in providing these services; that financial information, personnel data, trade secrets, and other sensitive information shall also be kept confidential; that the good will of UAB depends upon keeping this information confidential; that certain moral, ethical, and legal obligations are attached to this information; and that by reason of my duties or in the course of my employment, training, or time at UAB, I may receive or have access to verbal, written, or electronic information concerning patients, finances, personnel data, trade secrets, other sensitive information, or services performed by UAB even though I do not furnish the services or have direct access to the information. I agree to limit my access to patient information to that which is necessary to carry out my specific duties and responsibilities in my UAB role.

I hereby agree that, except as directed by UAB or by legal process, I will not at any time during or after my employment, training, observing, or during my duties at UAB, disclose any such services or information to any unauthorized person, or permit any such person to examine or make copies of any reports or other documents prepared by me, coming into my possession or control, or to which I have access, that concerns UAB in any way. I agree that I will not attempt to use any such information for my own advantage.

I recognize that the unauthorized disclosure of information by me may violate state or federal laws and do irreparable injury to UAB or to the patient, and that the unauthorized release of information may result in disciplinary action being taken against me, up to and including termination of employment, assignment, rights, or privileges at UAB. Civil and criminal penalties may be brought against me as a result of my unauthorized disclosure of information.

- SECURITY OF UAB INFORMATION/EQUIPMENT -
I agree that I will comply with all security and privacy regulations, policies, and procedures in effect at UAB.

I understand that all software used on a computer owned by UAB must be properly licensed and approved by UAB Administration for use on that computer. The use of unlicensed or unapproved software constitutes a serious risk to UAB operations. If I use or allow the use of any unlicensed or unapproved software or computer game on a UAB computer, I will be subject to disciplinary action or dismissal.

UAB computer applications are communication systems allowing access to retrieve protected health information or other sensitive data. If I am provided access to UAB systems, I understand that my user account is equivalent to my legal signature, and I will be accountable for all work done under this account. I acknowledge that my use of UAB information resources may be monitored/audited. I will not disclose my user account to anyone, nor will I attempt to learn another person’s account. I will not access data on patients, finances, personnel, or trade secrets for which I have no responsibilities and for which I have no “need to know.” If I have reason to believe that the confidentiality of my user account has been compromised, I will immediately contact my information services department.

By receiving a user account, I acknowledge and understand that I am responsible for proficient use of UAB computer applications. I further acknowledge and understand that my proficiency in using UAB computer applications is a condition of continued employment/assignment in my position and that failure to reach the required level of proficiency for my position within a reasonable time will bring about termination of employment/assignment. If I do not fully understand the application functions, I may contact my information services department for assistance.

I acknowledge that I have been made aware of UAB’s confidentiality of information policies and procedures as set forth above. I have read all Sections of this Agreement, understand them, and agree to comply. I understand that my duties and responsibilities to maintain the confidentiality of information remain in effect even after leaving UAB.

Name (please print) __________________________ Position/Title __________________________ School/Department __________________________
Signature __________________________ Date __________________________ Unit __________________________
Signature of Witness __________________________ Date __________________________

Please indicate your role at UAB:  
Employee  Volunteer  Independent Contractor  Business Associate
Temporary Employee  Student  Vendor  Observer  Other __________________________

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University of Alabama at Birmingham Enterprise

CODE OF CONDUCT

October 1, 2011

Background

The University of Alabama at Birmingham (UAB) Enterprise is committed to conducting its affairs in ways that promote mutual trust and public confidence. All members of the UAB community are responsible for sustaining the highest ethical standards of excellence, integrity, honesty, and fairness and for integrating these values into teaching, research, patient care, business practices, and other services. Ethical conduct is a fundamental expectation for every UAB community member.

Scope

The UAB Enterprise consists of multiple legal entities engaging in activities in support of its tri-part educational, research and patient care mission. Recognizing that the entities pursue various lines of business, the entities comprising the UAB Enterprise will adopt the standards set forth in this Code of Conduct individually. All entities that have adopted these standards are collectively referred to here as “UAB.” This Code of Conduct applies to all members of the UAB community, including faculty, staff, volunteers, contractors, agents, affiliates, and others providing services to UAB or on behalf of UAB.

Students or trainees taking courses, attending classes, or enrolled in academic programs are expected to adhere to UAB policies governing academic and non-academic conduct. These student-oriented policies support and reflect the standards of conduct expected of other members of the UAB community described in this Code of Conduct. Residents and fellows are considered to be employees for purposes of the code and are expected to uphold its standards like other faculty and staff.

Standards of Conduct

The UAB Code of Conduct is a shared statement of commitment to uphold the ethical, professional, and legal standards used as the basis for daily and long-term decisions and actions. Adherence to its spirit, as well as its specific provisions, is critical to UAB’s continued success. Each member is individually accountable for his or her own actions, and the UAB community is collectively accountable for upholding these standards of behavior and for compliance with applicable laws and policies that guide UAB’s work.

Members of the UAB community commit to the following eight standards:
1. **Provide quality education, research, healthcare, business interactions, and other services**

UAB is committed to providing outstanding, high-quality services to our students, patients, families, visitors, business partners, colleagues, affiliates, and the community, whether those services are provided through teaching, research, patient care, or business interactions. In performing duties, UAB community members are expected to:

- Act with high ethical and professional standards of conduct;
- Be honest in performing one’s duties, with no exceptions;
- Ask questions and request assistance when information is needed to properly perform one’s duties;
- Be personally accountable for one’s actions and admit mistakes when they occur;
- Be aware of UAB’s obligations towards all stakeholders;
- Conscientiously fulfill obligations towards all stakeholders; and
- Communicate to others ethical standards of conduct and responsibilities under this Code of Conduct through instruction and example.

UAB community members are not to:

- Fabricate information;
- Change or knowingly omit information to misrepresent events, circumstances, results, or outcomes in relevant records; or
- Take credit for another’s work or work product as one’s own without permission.

With respect to teaching and research, UAB community members are expected to:

- Promote academic freedom, including the freedom to discuss all relevant matters in the classroom and to explore all avenues of scholarship, research, and creative expression;
- Propose, conduct, and report research with integrity and honesty;
- Protect people and humanely treat animals involved in teaching or research;
- Undertake human subjects research only in accordance with approved protocols;
- Learn, follow, and demonstrate accountability for meeting requirements of regulatory bodies, sponsors, and partners;
- Faithfully transmit research findings;
- Protect rights to individual, UAB, and third-party intellectual property;
- Ensure originality of one’s work and provide credit for the ideas of others upon which work is built;
- Be responsible for the accuracy and fairness of information reported and/or published; and
- Fairly assign authorship credit on the basis of significant contributions.

With respect to patient care, UAB community members are expected to:

- Provide the highest quality of care by reaching for excellence;
- Do the right thing, at the right time, for the right person and have the best possible result; and
• Partner innovative medicine and technology with compassionate care that is safe, effective, patient-centered, timely, efficient, and equitable.

2. Treat individuals with respect

UAB is an institution dedicated to tolerance, diversity, and respect for differences. Central to that commitment is the principle of treating each UAB community member and those we serve with respect.

UAB community members are expected to:

• Be respectful, fair, and civil;
• Value diversity of opinion and contributions of others;
• Avoid all forms of harassment, illegal discrimination, threats, or violence;
• Provide equal opportunity for access to programs, facilities, and employment; and
• Promote conflict resolution.

3. Comply with applicable laws, regulations, and policies

UAB is committed to sustaining a culture of trust, ethics, and compliance in which legal requirements are met and individuals are comfortable raising concerns to the appropriate individuals when they have a good faith belief that actions of individuals or an entity within the UAB Enterprise are not consistent with laws, regulations, policies, or standards. Additionally, UAB leadership is committed to maintaining the community trust by ensuring appropriate actions are taken to resolve non-compliance. UAB community members are expected to:

• Learn and follow the rules, laws, regulations, contracts, and UAB policies and procedures applicable to one’s UAB work or activities;
• Be proactive to prevent and detect compliance violations;
• Report suspected compliance violations through standard management channels, beginning with one’s immediate supervisor, instructor, or advisor or, if not appropriate because of that individual’s involvement, to a higher level of management within one’s unit, department, school, or entity, to Human Resources, to a compliance officer, or to the Ethics Matters Hotline; and
• Ensure that reports of suspected compliance violations within one’s area of responsibility are properly resolved.

4. Use confidential information responsibly

UAB community members are creators and custodians of various types of confidential, proprietary, and private information. Each UAB community member is required to comply with federal and state laws and regulations agreements with third parties and UAB policies pertaining to the use, protections, and disclosure of such information. UAB community members are expected to:
Learn and follow all laws, UAB policies, and agreements with third parties regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information; Respect the privacy of all information records, whether student, employee, or patient; Follow document retention and disposal policies; Maintain information security using appropriate electronic and physical safeguards; and Fulfill any applicable requirements when one’s relationship to UAB is terminated.

5. Acknowledge and appropriately manage conflicts of interest

UAB community members who are UAB faculty and staff owe their primary professional allegiance to UAB and its mission to excel in the highest levels of education, patient care, research, and scholarship. UAB community members have an obligation to be objective and impartial in making decisions on behalf of UAB. External professional activities, private financial interests, or the receipt of benefit from third parties can cause an actual or perceived conflict between UAB’s interests and an individual’s private interests. UAB community members are expected to:

- Accept benefits, awards, and prizes from external entities only in accordance with established UAB policies and standards;
- Disclose relationships with third parties, such as consulting, board membership, or professional services, in accordance with UAB’s process to ensure objective judgment in purchasing, research, and other UAB business and to identify any potential or actual conflicts of interest;
- Adhere to any management plans created to manage conflicts of interest; and
- Ensure one’s personal relationships do not interfere with objective judgment in decisions affecting UAB employment or academic progress of any UAB community member.

6. Safeguard and accurately account for UAB resources

UAB is dedicated to responsible stewardship. UAB resources must be used for UAB business purposes and not for personal gain. All UAB accounts, financial reports, tax returns, expense reimbursements, time sheets, and other documents including those submitted to government agencies must be accurate, clear, and complete. All entries in UAB records must accurately reflect each transaction. UAB community members are expected to:

- Use UAB property, equipment, finances, materials, electronic and other systems, and other resources only for UAB purposes;
- Prevent waste and abuse;
- Promote efficient operations;
- Follow appropriate protocols for obligating UAB entities by contract/agreement;
- Follow sound financial practices, including accurate inventory accounting, financial reporting, responsible fiscal management, and internal controls; and
7. **Provide a safe environment**

UAB community members have a shared responsibility to ensure a safe, secure, and healthy environment for all UAB students, patients, faculty, staff, volunteers, and visitors. UAB community members are expected to:

- Promote personal safety and follow safe workplace practices, including participating in applicable education sessions, using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations;
- Maintain security, including securing UAB assets;
- Report suspicious activities; and
- Protect the environment, including carefully handling hazardous waste and other potentially harmful agents, materials, or conditions.

8. **Document, code, bill, and collect in accordance with applicable rules and regulations**

As a comprehensive research enterprise and academic medical center, UAB must coordinate activities to ensure that clinical services and sponsored projects are billed appropriately and in compliance with relevant laws, regulations, and contractual obligations. UAB community members are expected to:

- Provide medically appropriate goods and services to the patients UAB serves;
- Render services within the scope of federal, state, and professional licensure guidelines and applicable staff by-laws;
- Substantiate goods and services provided with complete and accurate documentation in the medical record; and
- Accurately code and bill for services based on current payer and government standards.

Adherence to this code requires UAB community members to bring suspected violations of applicable laws, regulations, policies, and standards to the attention of the appropriate office. UAB treats every notice of suspected compliance violation very seriously and considers reports of suspected noncompliance to be a service to UAB. Reporting a compliance concern in good faith will not jeopardize one’s employment. No such protection is extended to UAB community members reporting in bad faith.

UAB prohibits UAB community members from retaliating or allowing retaliation against another community member for reporting activities suspected of violating laws, regulations, contractual obligations, or UAB policy.

Confirmed violations of this Code of Conduct will result in appropriate consequences for the violators, up to and including termination of employment or other relationships with UAB.
UAB Enterprise Code of Conduct Attestation

These questions are your acknowledgement of having read and understood the Code, as well as commitment to the Code and the expectation of raising questions or concerns about applicable laws, regulations, and policies.

Having reviewed the UAB Enterprise Code of Conduct, please place a checkmark next to the following statement(s) to indicate your agreement.

1. I have read and understand the UAB Enterprise Code of Conduct, and I agree to abide by this Code.

   Use an X to indicate the correct answer.
   
   □ Yes
   □ No

2. I understand that, as a member of the UAB community, I am expected to raise questions or concerns about applicable laws, regulations, and policies to the appropriate university official through either my immediate manager or a manager at a higher level within my unit, Human Resources, a compliance officer, or the UAB Ethics Matters Hotline. The UAB Ethics Matters Hotline is available 24 hours a day, 7 days a week at 1-866-362-9476.

   Use an X to indicate the correct answer.
   
   □ Yes
   □ No

Print Name

______________________________

Signature

______________________________

Department

______________________________

Date

______________________________

F# 848r  Develop/Revised:  8/3/09, 4/7/12  Approved: 8/6/09, 06/01/12
Rules of Behavior for University of Alabama Birmingham Health System (UABHS) Information Systems

The following Rules of Behavior apply to all users of UABHS information systems regardless of organizational affiliation. These rules are intended to communicate IT+ related policy in a concise manner and are consistent with policy detailed in approved UABHS documents. They do not replace or supersede official UABHS policies and procedures that are made available on the Standards & Clinical Resources (SCR) web site at: https://scr.hs.uab.edu/ and the UAB HIPAA web site at http://www.hipaa.uab.edu/index.php/policies

Definitions:

Information System - An integrated set of components (hardware and/or software) for collecting, storing, processing, and/or communicating information for a specific purpose.

Portable Devices – Equipment designed for mobility that are capable of processing, storing or transmitting electronic data. Such devices may interact with other networked systems, the internet, and/or desktop personal computers via some form of interconnection and/or synchronization process. They include, but are not limited to, laptops, tablets, cell phones, text messaging pagers, cameras, and peripherals that employ removable media (e.g., CDs, DVDs, USB flash memory drives, memory cards, and external hard drives).

Sensitive or Restricted Information or Data - Any information that may only be accessed by authorized personnel. This includes Protected Health Information, financial information, personnel data, trade secrets and any information that is deemed confidential or that would negatively affect the Health System if inappropriately handled. See the Data Protection and Security policy.

Phishing - The criminally fraudulent process of attempting to acquire sensitive information such as usernames, passwords and credit card details by masquerading as a trustworthy entity in an electronic communication.

System Access & Accountability:

- I understand that my access to UABHS information systems is contingent upon my acknowledgement of this Rules of Behavior form.
- I understand that my user credentials are equivalent to my legal signature, and I will be accountable for all work done under this account and adhere to all UABHS standards, policies, and procedures.
- I understand that I am approved to access only those systems for which I require access to perform my official duties.
- I will not attempt to access systems that I am not authorized to access or use credentials of which I am not the owner.
- I will not allow access to any system for someone other than myself using my credentials.
- I understand that I have no expectation of privacy while using any UABHS information system and that all my activities are subject to monitoring.
- I understand that while using UABHS information system resources I represent the UAB Health System and will conduct business in a professional manner.
Passwords & Other Access Control Measures:

- I will utilize passwords that comply with the UABHS Password Policy
- I will protect passwords and other access information from disclosure. I will not provide my password to anyone or use my UABHS password on any non-UABHS systems
- I will not store authentication devices such as smart cards on or about workstations, laptop computers, or other devices and will remove them promptly whenever I leave my work area.
- I will promptly change initial/default passwords or whenever a compromise of my password is known or suspected.
- I will not attempt to bypass access control measures.

Data Protection:

- I understand that I am responsible for protecting restricted and sensitive information from disclosure to unauthorized persons (those without a need-to-know) in accordance with applicable UABHS information handling guidelines.
- I will not disable or circumvent UABHS technical security controls such as encryption, anti-virus, firewalls, monitoring, and administrative tools.
- I will not transfer restricted or sensitive information to an unencrypted or un-approved device.
- I will not transfer restricted or sensitive information to any provider that has not been approved by Information Security.
- I understand that I have a responsibility to close or log off applications and systems after use.
- I will not store restricted or sensitive information on non-UABHS equipment such as personally-owned devices unless properly authorized to do so.

Internet & E-mail Use:

- I understand that my Internet and e-mail is for official use, with only limited personal use allowed.
- I will not use public e-mail, chat or other Internet-based communication systems (e.g. AOL, Gmail, Yahoo, Hotmail) to communicate restricted or sensitive information, such as protected health information (PHI).
- I will not use file sharing, web proxy, VPN or Internet-based backup/file storage web sites (e.g. Dropbox, Box, Carbonite, OneDrive, Google Drive, etc.) unless approved by the Office of Information Security.
- I will not provide any corporate information including credentials, types or names of systems, technical specifications, etc. to anyone outside of the UAB Health System.
- I will not distribute non-business mass mailings, viral e-mails or other spam to or from UABHS. I will not provide my credentials via email or in response to a link in any email

Software:

- I agree to comply with all applicable software licenses and copyrights.
- I will not install non-standard software on UABHS equipment without prior approval from Health System Information Services (HSIS). This includes software available for download from the Internet, the UAB campus web site, and personally-owned software.

**Use of UABHS Equipment:**

- I understand that UABHS equipment is to be used for official UAB Health System use, with only limited/incidental personal use as approved by my supervisor on the condition that it does not interfere with my job, deny others access to UABHS information systems, consume significant information system resources, and does not result in significant cost, legal or regulatory risk to UABHS. Examples of unacceptable use include viewing/processing pornography, large personal video/audio/photo libraries, copyright infringements, etc.

**Laptop Computers & Portable Devices:**

- I understand that my UABHS mobile device must be password-protected and/or encrypted using HSIS-approved encryption methods if it is to be used for UABHS business purposes.

- I will not disable any UABHS software or security controls unless I am directed to do so by a UABHS system administrator.

- I will not photograph, video, or audio record patients or fellow employees without obtaining proper written consent. I understand that such activities require specific documentation and/or approval.

**Wireless Networking:**

- I will not install a wireless router/access point.

- I will not connect any device that has been approved to connect to the UABHS internal network (wired or wireless) to the UABHS public network.

**Telecommuting (travel, home, or satellite office):**

- At my alternate workplace, I will follow the same security policies as those required of me at UAB.

- I will properly dispose of media containing sensitive information in accordance to UABHS policy and procedure.

**Incident Reporting:**

- I will report IT security incidents to the UABHS Office of Information Security as soon as I become aware of the incident.

**Contacting the UABHS Office of Information Security:**

- The UABHS Office of Information Security can be reached by e-mail at infosecadmin@uabmc.edu.
Acknowledgment Statement

I acknowledge that I have read the UABHS Rules of Behavior, I understand them, and I will comply with them. I understand that failure to comply with these rules as well as any applicable UAB policies, standards, procedures, security controls or regulations could result in disciplinary action against me including verbal or written warnings, removal of system access, reassignment to other duties, termination, and criminal or civil prosecution.

☐ EMPLOYEE OR ☐ OTHER (PLEASE INDICATE THE STATUS OF THE UNDERSIGNED)

Name (printed): ____________________________________________________________

Phone Number: ___________________________________________________________

Work E-mail Address: _______________________________________________________

Company/Organization: ____________________________________________________

UAB Department: ___________________________________________________________

Location or Address: _______________________________________________________

________________________________________________________________________

User’s Signature ___________________________ Date ____________________________
Assumption of Risk and Hold Harmless Agreement

For, and in consideration of being permitted to participate as a volunteer/observer/shadow at any entity of UAB Medicine, I, the undersigned, in full recognition that a hospital/clinic environment may present various risks to health and safety, assume all the risks and responsibilities of my participation as a volunteer/observer/shadow, and any activities undertaken an adjunct thereto. Further, I do, for myself, my heirs, and personal representative(s) hereby agree to hold harmless, release, and forever discharge the Board of Trustees of the University of Alabama (the Board), the University of Alabama at Birmingham (UAB), every division thereof, including, but not limited to UAB Medicine entities, and all officers, employees, and agents, and the University of Alabama Health System, from any and all claims, demands, and actions, or causes of action, on account of damage to personal property, personal injury or death, which may result from my participation as a volunteer/observer/shadow, and which result from causes beyond the control of, and without the gross negligence of the Board and UAB, it's officers, employees or agents, and/or the University of Alabama Health System, during the period of my participation as a volunteer/observer/shadow at the UAB Medicine entities.

In witness whereof, I have caused this Assumption of Risk and Hold Harmless Agreement to be executed on this_______day of___________, 20____

_________________________________________  __________________________
Signature of Participant (If age 19 or older)       Date

_________________________________________  __________________________
Signature of Patient/Guardian
(If Participant under19 years of age.)       Date

_________________________________________  __________________________
Signature of UAB Medicine Sponsor       Date
“Safe Seven”

Necessary Oversight Procedures for Nursing Students at UAB Medicine

The student must have clinical faculty or nursing staff oversight when performing the following procedures:

1. CVL/ central access to include dressing changes and disconnecting from pump
2. Peripheral IV insertion and sterile collections (ex: sterile urine cultures, blood cultures)
3. High-risk meds including Heparin and Insulin
4. IV push meds
5. Medications requiring titration
6. Invasive or Sterile procedures to include- Foleys, dressing changes
7. New restraints or first application restraints

**NOTE:** They may not hang blood or be involved in the checking process because they are not licensed, they may observe only.

This is the **minimum** that must have oversight. Each Nurse Managers, Nursing Professional Development Specialists, Clinical or School of Nursing Faculty may add or require oversight to additional procedures.

I have read the above and attest to my understanding.

____________________________________
Student

____________________________________
Clinical Faculty Member
NON-SMOKING POLICY, APPEARANCE, CELLPHONES, SOCIAL MEDIA, DRUG-FREE WORKPLACE, ACCIDENTS/INJURIES

**UAB Nonsmoking Policy:**
Smoking, including Vape smoking, is not permitted in any building owned or leased by UAB Health System except in designated areas.

**Personal Appearance (Dress Code) and Code of Conduct Policy:**
UAB Health System wants to ensure that it projects an image of professionalism, cleanliness and safety to our patients, visitors and employees at all times. It is our belief that the dress/appearance of staff promotes a positive, professional image that projects a caring atmosphere to patients and others.

- Everyone has an impact on the overall image of the facility in the eyes of patients and the community.
- You are required to present a clean and neat appearance and dress according to the requirements of your school.
- Always wear ID badge or school name tag on upper part of uniform with name side visible.
- Wear business casual if you are in a non-clinical role. If you are in a clinical role wear scrubs. No jeans, shorts or visible cleavage.
- Two earrings only – one per ear.
- No Bluetooth headphones in clinical area per policy.

We place a high degree of importance on establishing and maintaining an atmosphere of courtesy, respect, and concern for each customer – patient, family members of our patients, visitors, physicians, and co-workers – so that all persons have a favorable perception of UAB Medicine.

**Cell Phones, Walkie-Talkies, and Wireless System Use Policy**
At no time shall a camera phone be used in patient care areas. Don’t use your cell phone in the clinical area; it is prohibited. Place on silent.

No Photos in the Clinical Area – photos of any type (camera, phone) are strictly prohibited.

Failure to comply is a breach in confidentiality and may result in dismissal.

Use of transceivers will be prohibited within less than three (3) feet of any patient care equipment in critical care areas.
**Social Media Policy:**
Don’t post any clinical information on any social media websites—don’t even post that you are at UAB. It may leave you open to HIPAA violation and penalty. All use of Internet and wireless technologies and social computing on behalf of UAB Medicine must comply with all applicable policies and procedures governing UAB Medicine operations and employee conduct, including, but not limited to, HIPAA and confidentiality policies; workplace behavior policies; and conflict of interest/commitment policies.

**Unacceptable Use:** Creating, exchanging, publishing or otherwise distributing in public forums and open communication tools to third parties (for example, via Web e-mail, Instant messaging, blog postings, chatrooms, Facebook, Twitter, Instagram, Snapchat virtual representatives and more) any of the following:
- Product advertisements or political lobbying or religious promotions.
- UAB confidential information to unauthorized people or violating UAB’s data protection policy.
- Otherwise using the Internet in a way that increases UAB’s legal and regulatory liability.
- Unprotected healthcare data and personally identifiable consumer data that would violate
- U.S. Health Insurance Portability and Accountability Act and Gramm-Leach-Bliley Act regulations. Exceptions may be authorized by the employee’s supervisor, and in conjunction with use of a UAB-approved e-mail encryption service.

**Drug Free Workplace**
Unlawful possession, use, manufacturing, distribution, dispensing of illegal drugs, controlled substances, or alcoholic beverages by any individuals is prohibited.

**Accidents & Injuries**
Accidents/injuries should be reported as soon as possible to your supervisor. If medical treatment is needed or advised, you should report to the UAB Hospital Emergency Department.
ETHICS-COMPLIANCE, DIVERSITY, CULTURAL DIVERSITY

Ethics Compliance:
If you identify a practice or situation that constitutes a potential ethics violation, notify your instructor first.

UAB welcomes information about instances in which ethical standards may not have been upheld so that the institution can do the right thing by correcting deficient past practices and improving processes moving forward. Consistent with UAB’s Code of Conduct and Duty to Report and Non-retaliation Policy, individuals do the institution a service by reporting good faith concerns and are protected from retaliation for doing so.

UAB Compliance Hotline: 1.866.363.9476 or www.uab.edu/ethics

Diversity

- Diversity may be reflected in a person’s culture, beliefs, age, lifestyle or physical attributes. At UAB, we:
  - Recognize that diversity, including cultural diversity, exists in both patients and co-workers.
  - Demonstrate respect for people as unique individuals, with culture as one factor that contributes to their uniqueness.
  - Respect the unfamiliar.
  - Identify and examine your own cultural beliefs.
  - Recognize that some cultural groups have a definition of health and illness, as well as practices that attempt to promote health and cure illness, that may differ from your own.
- Be willing to modify health care delivery in keeping with the patient’s cultural background.
- Do not expect all members of one cultural group to behave exactly the same way.
- Appreciate that each person’s cultural values are ingrained and therefore very difficult to change.

Cultural Diversity - Bringing Together the Values: Work Together & Always Care

UAB is committed to employee and customer diversity and a working environment that is positive and inclusive. We consider diversity as the full range of human difference and the potential that each individual contributes. Included in this range are many differences including race, gender, ethnicity, age, culture, national origin, religious belief, physical ability, sexual orientation, socioeconomic class, lifestyle preference, political conviction and many other differences.
Why Should We Value differences?

Individual differences should be recognized, accepted, and valued. Why? These differences offer great advantages and opportunities for all of us, not only in our work but in our personal lives as well. Valuing diversity is a way of helping people think through their assumptions and beliefs about all kinds of differences. It is a way of increasing a person’s growth and development.

Key points:

1. Act in a way that shows you acknowledge and respect differences. Not everyone will have the same opinion or reach the same solution as you do. It is important to respect the contributions of different individuals and be flexible whenever possible.
2. Communicate openly and clearly. When communication breaks down from a language barrier or other problems, try asking questions – questions that require more than a yes or no answer – to get all the information you need.
3. Your words and actions could be misinterpreted. While the other person in a situation should be trying to listen without making assumptions about what you have to say, it is up to you to bridge any communication gap.
4. Your words and actions could intensify the conflict. Ask yourself, am I acting in a way that shows I acknowledge and respect differences? Communicate clearly and ask open-ended questions to get the information you need. Make sure that your words or actions are not being misinterpreted.
5. Your attitude could be hindering your effectiveness. You must start somewhere. So start with checking your own attitude about differences. See how you really feel. Be honest with yourself. Then decide on an action plan if you need one.
6. Remember: You know that some actions speak louder than words. Consider what is necessary for success and put aside personal feelings when they are not going to help to achieve success.
Patient Rights and Responsibilities All patients have certain rights and responsibilities and all patients or their representatives should be informed of those rights upon admission in order to ensure understanding between the patient and the staff and provide the patient the ability to make informed treatment decisions. With this said, patients have the right to request individuals be prohibited from coming in contact with them while they are hospitalized. For example, they may request the identity of all persons present in the operating room suite. If a faculty member or student is to be present during that operation, the patient has the right to deny their presence in the operating room suite.

The following statement is not meant to be all-inclusive – it represents some of the concerns regarding the relationship between hospital/facility and patient. Patient Rights include:

- **Access to Care** – access to treatment or rooms that are available or needed because of their condition, regardless of race, creed, sex, national origin, handicap or sources of payment for care.
- **Respect and Dignity** – to receive care in a safe setting, free from verbal or physical abuse or harassment. Considerate, respectful care at all times. [In regards to sensitive patient exams/procedures, patients have a right to a chaperone. In OB/GYN areas, the care partner may serve as a chaperone.]
- **Privacy and Confidentiality** – within the law, personal and information privacy:
  - To refuse to talk or see anyone not officially connected with the hospital, including visitors. To refuse to talk to persons officially connected with the hospital, but not directly involved with their care.
  - To wear appropriate personal clothing and religious or other symbolic items as long as they do not interfere with tests or treatments.
  - To be interviewed and examined in privacy.
  - To expect that any discussion of their case will be handled discreetly. Persons not directly involved in care will not be present without permission.
  - To have their chart read only by those directly involved in treatment. Persons who monitor the quality of care may also read the chart. Other individuals cannot read their chart without written consent.
  - To expect that their records of care, all communications and other records pertaining to their care, including the source of payment for treatment, to be treated as private and confidential.
  - To request a transfer to another room if another patient or visitor in the room is unreasonably disturbing them.
  - To be placed in protective privacy when considered necessary for their personal safety.
• To be informed of the hospital/facility rules and regulations that applies to their conduct as a patient. Patients are entitled to information about the hospital’s procedure for handling complaints.
• To refuse treatment to the extent permitted by law. When refusal of treatment by the patient or legal representative prevents the hospital/facility from providing appropriate care, the hospital/facility may end its relationship with the patient after giving reasonable notice.
• To receive an itemized and detailed explanation of their total bill for services rendered in the hospital/facility.
• To make decisions concerning medical care, including the decision to have life-sustaining procedures withheld or withdrawn in instances of a terminal condition (Advance Directives) and to have hospital/facility staff and practitioners who provide care in the hospital/facility comply with those directives, in accordance with the law.
• To be free from restraints and seclusion of any form used as a means of coercion, discipline, convenience or retaliation by staff.

Population Specific Care

UAB Medicine acknowledges the steadily increasing diversity of our patient/resident population and the workforce in the United States has heightened awareness that all health care providers need to be more skilled in understanding and responding to differences including those described in the Cultural Diversity discussion of this manual.

UAB Medicine uses available population-level data to help determine the needs of the populations served.

- Age
- Sex
- Socioeconomic Status
- Disability
- Language(s)
- Race/ethnicity
- Religion(s)

Age specific-care takes into consideration the various development stages from birth to death and special needs of patients throughout their life cycle. This includes but is not limited to their physical, psychosocial and spiritual needs.

National Patient Safety Goals:

National Patient Safety Goals are a series of specific actions that accredited organizations are required to take in order to prevent medical errors such as identify patients correctly, improve staff communication, use medicines safety, use alarms safely, prevent infection, identify patient safety risks, and prevent mistakes in surgery. The safety goals may vary each year. Patient identification using two patient identifiers is important every time!

**Patient Identification:**
- Every Medication
- Every Lab Specimen
- Every Transport

EVERYTIME!
Fall Prevention

RISK FACTORS FOR FALLS

If patient is a fall risk, implement the “arm’s reach” policy:

- “Arm’s reach” means that you may not be further away from the patient than the length of your arm.
- Keep patient at “arm’s reach”, even when on the commode.
- May stand at bathroom door to allow for privacy – not acceptable to be at the bedside or any other part of the room.

We will reduce falls by addressing the following needs:

<table>
<thead>
<tr>
<th>Internal Factors</th>
<th>External Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased age</td>
<td>Unfamiliar environment (hospital room)</td>
</tr>
<tr>
<td>History of falls</td>
<td>Rolling / movable furniture (moves when patient leans on or uses for support)</td>
</tr>
<tr>
<td>Changes in ambulation or mobility</td>
<td>Glare or decreased visibility</td>
</tr>
<tr>
<td>Increased weakness / motor deficits</td>
<td>Lack of nonskid footwear</td>
</tr>
<tr>
<td>Mental status changes</td>
<td>Bed position too high</td>
</tr>
<tr>
<td>Urinary frequency / incontinence</td>
<td>Assistive devices out of reach</td>
</tr>
<tr>
<td>Medical conditions such as stroke, diabetes, respiratory disease</td>
<td>Bathroom or BSC too far away</td>
</tr>
<tr>
<td>Drug interactions</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physiological</th>
<th>Safety/Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowel/bladder, pain</td>
<td>The Environment</td>
</tr>
<tr>
<td>Make rounds and regularly offer assistance to bathroom</td>
<td>Keep room free of clutter</td>
</tr>
<tr>
<td>Remind patient to call for assistance to bathroom, especially if on pain medication</td>
<td>Be aware of placement of bedside table and chairs in room relating to ambulation</td>
</tr>
<tr>
<td></td>
<td>Make sure wheels are locked on chairs in room and wheelchairs before transfers to or from bed or chair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respect</th>
<th>Social Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow autonomy and privacy as much as possible</td>
<td>Engage family &amp; visitors</td>
</tr>
<tr>
<td>If fall risk, stay within “arm’s reach”</td>
<td>Regularly provide reinforcement of education</td>
</tr>
<tr>
<td></td>
<td>Ask patient and family to “teach back” to verify understanding</td>
</tr>
</tbody>
</table>
Environment of Care

Environment of Care
The UAB Environment of Care is comprised of the following eight disciplines:

- Safety
- Life Safety
- Security
- Medical Equipment
- Hazardous Materials & Wastes
- Utility Systems
- Emergency Preparedness
- Infection Control

[Your sponsor can provide you more details on these topics via the SCR Website]

Safety/Security

Students should consult with their preceptor or a supervisor in the area for specific instructions as part of their clinical orientation.

Remember to:
- Wear your badge at all times.
- Firearms and ammunition are prohibited on UAB property.

Security in UAB Hospital Inpatient Areas –UAB Police Department: 934-3535

Security in Ambulatory Areas
- Kirklin Clinic 801-8999 (place this number is your cell phone as TKC Security).
- In a Life Threatening Medical Emergency (Code Blue) call 1-1010 from inside line.
- In WICC call 4-1010 internally.
- In all ambulatory clinics not located on main campus, call 911

Alert Codes

Code Red for Fire = We use the R.A.C.E. method for responding to a fire:

- R – Rescue anyone from immediate danger
- A – Alarm, pull the fire alarm next to the exit. Call 801-1010 (Kirklin) or 934-0001 (Hospital)
- C – Confine the fire, close the door where the fire is located
- E – Evacuate and/or Extinguish (P.A.S.S.)
The following alert codes are used to notify staff of emergencies. The alert codes and all clear signals are announced by an “over-head” page.

<table>
<thead>
<tr>
<th>CODE (Announcement)</th>
<th>Type of Non-Medical Emergencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Red</td>
<td>Fire</td>
</tr>
<tr>
<td>Plain Language as Described &gt;&gt;</td>
<td>Utility Failure (water outage, power outage)</td>
</tr>
<tr>
<td></td>
<td>Tornado Warning, Tornado Warning-Step 2</td>
</tr>
<tr>
<td>Code Purple</td>
<td>Missing Persons - Description of person will be announced (ages 15 and over)</td>
</tr>
<tr>
<td>Code Pink</td>
<td>Infant/Child Abduction (ages 14 and under)</td>
</tr>
<tr>
<td>Code Yellow</td>
<td>Hazardous Material Spill</td>
</tr>
<tr>
<td>Code Yellow Notice sent via HS-Alert or page: Code Yellow Bulletin Board: 975-6050.</td>
<td>Level I - Alert Only</td>
</tr>
<tr>
<td></td>
<td>Level II - Limited</td>
</tr>
<tr>
<td></td>
<td>Level III - Full activation</td>
</tr>
<tr>
<td>Code Orange</td>
<td>Shutdown of Computer System</td>
</tr>
<tr>
<td>Code C</td>
<td>Communication Failure (Telephone outage)</td>
</tr>
<tr>
<td>Code E</td>
<td>Evacuation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CODE (Announcement)</th>
<th>Type of Medical Emergencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Blue</td>
<td>Medical Emergency (summons the Medical Emergency Team or MET team) - Adults</td>
</tr>
<tr>
<td>Code Blue Pediatric</td>
<td>Medical Emergency (summons the Medical Emergency Team or MET team) Children 14 yo or younger or 40kg or less.</td>
</tr>
<tr>
<td>Code Sepsis</td>
<td>Alerts a special team that a patient with signs/symptoms of sepsis has been identified. Intervention needed stat.</td>
</tr>
<tr>
<td>Code Stroke</td>
<td>Alerts the team that a patient with signs/symptoms of stroke has been identified. Intervention needed stat.</td>
</tr>
<tr>
<td>Nurse Stat</td>
<td>Summons a team to assess patients in a clinic setting that has an acute event, such as fainting or fall, that is not an acute life-threatening medical condition.</td>
</tr>
</tbody>
</table>

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**Emergency Management**

Your role in the implementation of a disaster plan will be dependent on your unit’s role and the nature of the emergency.

**Disaster Codes**

When you are in our buildings, you may hear a variety of Emergency Codes in which staff will respond: *Follow the directions of your sponsor.*

**Hazardous Materials & Wastes**

There are three main categories of Hazardous Waste:

- Chemical
- Radioactive
- Biologic
Blood/Body Fluids

Blood/body fluids are considered contaminated/infectious whether blood is visible or non-visible. Gloves will be worn by staff for any patient care measures that involve blood/body fluid contact.

- Protective eye wear and masks will be worn when splattering, splashing, or aerosolization is anticipated (i.e. during surgical procedures, gastrointestinal hemorrhages, etc.).
- Gowns will be worn when splattering or splashing is anticipated.
- Fluid repellant gowns or plastic aprons should be worn when soak-through damage is anticipated.
- Waste that is dripping blood or that drips when compressed should be separated from other waste and biohazard procedures should be followed (red bag disposal). Linen is bagged and closed at the locations where it is used.
- Needle sticks, splashes and other potential exposures for students will be evaluated and managed according to school and UAB Medicine policy.
- Notify supervisor immediately.
- Complete facility incident report

- Call UAB Needle Stick Team: 934-3675 Monday-Friday 7am-5pm
- Remember to use Universal Precautions for routine daily work as well as in an emergency situation.

Blood/Body Fluid Exposures

Don't Get Stuck with sharps, Always assume there may be a hidden sharp in trash, linens, etc. Don't compress trash with your hands or feet.
Immediately wash the exposure site with soap and water or plain water or saline for mucous membranes.
Report exposures to employee health & supervisor.
Be aware of Isolation Signs posted on door or area and follow instructions.

Safety Measures for Working with Sharps

It is the law…Blood-borne Pathogen Standard. To prevent work-related exposure to diseases, AIDS, Hepatitis B&C, OSHA has issued a Federal Regulation – the Blood-borne Pathogen Standard.

All students must be trained:

- Understand the risks of exposure and the means of transmission
- Universal Precautions
- Procedures and Practices that prevent exposure.
- Proper use and disposal of sharps
- Don’t bend, break, shear, recap or re-sheath used needles or other sharps by hand.
Needle sticks pose the biggest risk!!

To prevent cuts, abrasions, and puncture wounds:
- Activate safety devices on sharps
- Never attempt to empty or remove anything from sharps
- Never place your hands in a sharps container
- Hold sharps securely by their handles.
- Don’t point a sharp at another person – or yourself.
- Use caution and communicate when you pass sharps to another person.
- Clean reusable sharps very carefully.
- Don’t leave a sharp lying point-out on a table, counter or other surface.
- Carry sharps in a sheath or other puncture proof holder.
- Don’t leave a sharp where an unauthorized person could grab it.
- Don’t try to catch a sharp if it falls.
- Don’t overfill sharps containers (No > ¾ full)

Common sense, knowledge, and caution prevent accidental contact with sharps:
- Follow policy/procedure
- Be alert
- Lookout for hidden sharps
- Help co-workers
- Wear the required protective equipment
- Correctly engage safety device and dispose of entire syringe in sharps container If an exposure occurs, REPORT IT IMMEDIATELY.

Guidelines for Waste Disposal

Sharps Containers:
- Needles
- Lancets
- Sutures
- Scissors
- IV catheter/needle
- Medication vials (non-chemo)
- Ampules
- Glass medical vials
- Vials of blood
Clear Bags:
Where there is NO Evidence of Blood and/or Infection
- Rinsed bedpans, urinals, emesis basins, IV lines and bags
- Foley catheters and bags
- Gauze and dressings
- Diapers
- Gloves, gowns, aprons, masks (except chemo)
- Packages and boxes
- Newspapers and magazines
- Plates, cups, plastic utensils
- Food and food packaging
- Tissues and paper towels

Red Bags:
Where there is Evidence of Blood and/or Infection
- Gloves/gowns/masks
- Foley catheters/bags
- Gauze and dressings
- IV lines
- Blood, blood products, specimens for microbiologic culture, used culture plates and used culture tubes
- Blood bags
Infection Prevention and Control

Note: Guidelines in this section are for awareness.
Healthcare-associated infections are infections that patients acquire during the course of receiving treatment for other conditions within a healthcare setting. Healthcare-associated infections are one of the top ten leading causes of death in the United States.

Standard Precautions
Patient Safety is one of our top priorities. Illnesses may be spread by direct contact or by airborne methods. In the interest of safety for our patients and infection prevention, help prevent the spread of any common childhood or community illnesses. We ask those entering our facilities to do a self-screening. If you have any of the following, please consider rescheduling your time with us:

- A new cough (not associated with your current illness)
- Fever
- Shortness of breath (worse than usual)
- Severe headache (worse than usual)
- Unexplained muscle aches
- Unexplained extreme fatigue
- Vomiting and/or diarrhea

Precautions
- Consider all patients potentially infectious
- Use appropriate barrier precautions at all times
- If it’s wet don’t touch it or let it touch you without “Personal Protective Equipment (PPE).

Universal Respiratory Etiquette

- Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands.
- Put your used tissue in a waste basket
- You may be asked to put on a surgical mask to protect others
- Clean Your Hands after coughing or sneezing.
- Wash your hands with soap and water or clean your hands with alcohol-based hand cleaner.
Hand Hygiene – Infection Prevention is a “Hands On” Business

UAB Medicine encourages frequent hand washing for all its staff, patients, and visitors.
- We provide alcohol based hand rub in all patient care areas.
- We encourage you to remind anyone to wash their hands.
  Recommended Hand Hygiene Technique:
- When using soap and water for hand hygiene hands should be washed for 15 seconds.
- Must use soap and water when hands are visibly soiled and after using the restroom.

Fingernails and Artificial Nails:
- Natural nail tips are not to exceed ¼ inch (CDC Guidelines).
- Artificial, wrapped and/or overlay nails of any kind are prohibited for staff working in clinical / patient care areas.

Partners in Your Care Program
Encourage patients to become involved in their care & ask “Have you cleaned your hands?” before worker cares for them. The correct answer:
1) Yes, I have
   OR
2) No, I forgot, thanks for reminding me

Infection Protection
- Wash/clean your hands often while at work
- Keep your hands away from your face to the extent possible while at work
- Follow all PPE precautions as directed.
CORONAVIRUS - COVID 19 SPECIAL PRECAUTIONS

ALWAYS follow Special Precautions at UAB Medicine.

Check with your instructor and the staff at UAB Medicine for your safety and the safety of others.

If you are sick and/or running a fever do not come on site.

Universal Masking

The goal of our universal masking policy is to limit transmission of COVID-19 from asymptomatic and minimally symptomatic employees, health care workers, patients, and visitors. Universal masking, strict adherence to hand hygiene, and physical distancing are keys to prevent transmission.

- **Universal masking** includes use of a mask (either issued from UAB or a mask from home) for all employees, patients and visitors. These masks do not meet the definition of PPE for healthcare worker.

- **All healthcare employees** should don the appropriate PPE for the level of precaution assigned to patients under their care (i.e. Standard Precautions, Droplet Precautions, Airborne Precautions, Respiratory Enhanced Precautions) or in the ambulatory setting determined by a patient's respiratory symptoms.

- **Patients with COVID-19** should receive a procedural mask once diagnosed and wear that mask when possible while care providers are in the room and any time during transport for treatment.

- Cloth masks are not recommended for healthcare workers directly caring for patients.

- **Visitors** should arrive at our facilities with a clean facemask or face covering.

- Extended use of facemasks is the practice of wearing the same facemask for repeated close contact encounters with several patients without removing the mask between patient encounters.

TIPS FOR WEARING YOUR MASK

Follow these instructions to properly wear and store your mask.

HOW TO WEAR YOUR MASK:
- Make sure the mask securely covers your mouth and nose.
- Secure the mask behind both of your ears.

HOW TO STORE YOUR MASK:
- When not in use, store your mask in a clean paper bag.
- When not in use, store your mask in a clean paper bag.

NOT TO WEAR YOUR MASK:
- Do not wear the mask under your chin, nose, or mouth.
- Do not pull the mask up over your nose, eyes, or mouth.
- Do not tie the mask anywhere else on your face or let it hang down from your ear.

Remember, please practice proper hand hygiene before putting on and after taking off your mask, and practice social distancing by remaining at least 6 feet away from other people.
Your 5 Moments for Hand Hygiene

1. Before touching a patient
2. Before aseptic procedures
3. After body fluid exposure potential
4. After touching a patient
5. After touching patient surroundings

CORONAVIRUS Webpage on ONE

Visit the one website, 'Coronavirus News & Updates', regularly for detailed and updated information at https://www.oneuabmedicine.org/coronavirus. It is linked within this course.

Table of Contents
- Screening & Diagnostic Testing
- Treatment of COVID-19
- Patient Care Protocols and Algorithms
- Discharge and Death of COVID Patients
- Personal Protective Equipment (PPE)
- Women & Infants Center Processes
- OR/OB Processes
- Employee Health
- Visitor Policy
- Telemedicine and Telehealth
- Ambulatory
- Administration and Command Structure
- Human Resources
- Employee Travel Guidance
- HS3 Resources
- Presentations
- Useful Links
- Email Communication Archives
- Way to Help Employees and the Community
- More COVID-19 Resources
- Videos
Orientation and Training
Student/Faculty Member Checklist

Name (Please print): ___________________________ Date: __________________

Name of School: ___________________________ Assigned Area: __________________

Required for:
- High school or college faculty members providing oversight in clinical areas.
- High school or college students using UAB Hospital, HSF or their clinical facilities to achieve academic (college or high school) credit.

Directions for Completing Form:
1. Initial and date each item when covered in orientation.
2. Completed check list to be filed in your personnel file.

<table>
<thead>
<tr>
<th>ORIENTATION &amp; TRAINING CONTENT</th>
<th>INITIAL</th>
<th>DATE</th>
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<tbody>
<tr>
<td>I have read all sections in the “Faculty &amp; Student Orientation Manual” as outlined in the Table of Contents</td>
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Documentation
- Read/Sign Confidentiality Agreement – required (Page 9)
- Read/Sign UAB Enterprise Code of Conduct Attestation – required (Page 15)
- Read/Sign Rules of Behavior – required if accessing log-in required UAB Systems (Page 19)
- Read/Sign Assumption of Risk and Hold Harmless Agreement (Page 20)
- “Safe Seven” Necessary Oversight Procedures – Nursing Students Only (Page 21)
- Proof of Current HIPAA Training upon request
- Proof of Current OSHA Training upon request
- Proof of Current CPR Certification upon request
- Proof of Current TB Test upon request
- Proof of Current Hepatitis B vaccination upon request
- Completion of this document with UAB Liaison signature below - required.

Statement of Completion: I acknowledge that during my orientation I have received information and/or instruction on all applicable orientation and training content. Furthermore, I am aware that, if needed, any additional information may be obtained from my supervisor.

Signature: ___________________________ Date Checklist Completed: __________

Other (if applicable)

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<tr>
<th>Other (if applicable)</th>
<th>Initial</th>
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<tbody>
<tr>
<td>IMPACT/Computer Technology (if applicable)</td>
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<tr>
<td>How to Use Lippincott (Nursing Procedures)</td>
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Specific orientation documentation for students/faculty will be maintained in the respective area for 3 years.

UAB Liaison Signature: ___________________________ Date Check List completed: __________

SD# 296r2 (SD# 293r3) Revised: 09/30/09, 10/05/09, 3/29/12 Issues: 5/28/12; 8/1/16; 1/13/17; 10/19/17; 07/01/20
# Faculty & Student Orientation Roster Face Sheet

## Student Clinical Groups
(for School Faculty Member’s Use If Applicable)

<table>
<thead>
<tr>
<th>School</th>
<th>Term/Year</th>
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<th>Instructor</th>
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## Unit of Student Placement

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Code of Conduct</th>
<th>Student Checklist</th>
<th>Confidentiality Agreement</th>
<th>Rules of Behavior (Required if logging into UAB Systems, such as the Health Record)</th>
<th>Assumption of Risk and Hold Harmless</th>
<th>Safe Seven Nursing Students Only</th>
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SD# 297r 2 (SD# 293r3), Revised: 9/30/09, 3/29/12 Issued: 8/6/09, 10/05/09, 5/28/12; 3/10/17; 10/19/17; 07/01/20