

CLINICAL PLACEMENTS

Information for Visiting Students

HOSPITAL POLICY:

Visiting students are expected to follow established hospital policy as outlined in various Policy and Procedure Manuals.

Note especially:

1. **WARD NURSING MANUAL:** *This manual contains nursing procedures as to how they are to be performed at GGHW. Nursing students under appropriate supervision can do all procedures RN's do **UNLESS** the procedure stipulates otherwise. See specific section for Nursing students.*
2. **CONFIDENTIALITY OF HOSPITAL INFORMATION:** *Please see attached pamphlet. A copy of this policy is attached and must be adhered to by all employees and students. Inservicing on PHIA must be completed by students, prior to their clinical experience at Grace Hospital.*
3. **DIAGNOSTIC & SUPPORT SERVICES MANUAL:** *This manual contains specific information related to departments which provide patient care support services.*

FOOD

The Northwest Café (self-serve) located on the Ground Floor

	Weekdays	Weekends	Stat Holidays
HOURS	0730 - 1845	1030 - 1830	Closed

Vending machines and microwave are available 24 hours a day at the Cafeteria exit.

LIBRARY

Located on the GROUND FLOOR via the cafeteria or can only be reached from the MAIN FLOOR using the stairwell located near the Intensive Care Unit.

Students may use the Library for research purposes, borrowing of materials and photocopying for personal use (5¢ per copy).

Library is accessible to Grace Hospital employees using their swipe card 24 hours, 7 days per week. Staff are on-hand to assist you during the following hours:

HOURS	Weekdays	Weekends & Stat. Holidays
Monday - Friday	0830 -1630	CLOSED

TELEPHONES

Should not be used for personal calls. PAY PHONES are located on the Main Floor, Front Lobby (in a short side corridor) and outside the entrance to the Northwest Café.

PATIENT RECORDS

Should patients' records be required for review purposes, these may not leave the ward. If a patient's record is required from Health Records Department, it should be obtained by the teacher or Nurse Manager.

ENTRANCES

Use the Employee Entrances to enter/exit the hospital.

- ▶ one is located on the South (Portage Avenue) side of the hospital to the right of the main public entrance.
 - ▶ another is located on the North side of the hospital building (facing the Psychiatry Day Program building).
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UNIFORMS

NAME TAGS MUST BE WORN AT ALL TIMES

- | | |
|--------------------------|---|
| Psychiatry | - street clothes are worn |
| All Other Hospital Areas | - UNIFORM: Student uniform is to be worn (if owned) |
| | - SHOES: comfortable, quiet |
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PARKING

Hospital Parking Lot: (Facing Hospital) - Enter and Exit by the Central Gate. Instructions and charges are specified at entrance.

Please Note:

You will need your parking ticket at the exit. You may pay cash (machine will accept up to \$20.00) OR you may use a credit card.

RATES:

- | | |
|---------------|---|
| Regular rate: | 1st half hour - \$1.25; 2nd half-hour \$1.00, each additional hour or portion \$1.50 to a maximum of \$5.25. |
| Evening rate: | \$3.00 (1800-2400 hrs) |
| Student rate: | \$6.00 weekly, or \$25.00/month (obtained through Cashier in Finance - a parking pass is required for \$5.00 which is refunded when the card is returned) |

On- Street Parking: Note time restrictions on City of Winnipeg signs. Ticketing and towing are carried out **regularly**.

EMERGENCY CODES - see attached information

FIRE SAFETY

Review the Fire Procedure specific to your department (posted). Read the Fire Safety Manual located on each ward and the attached handout.

WHMIS (Workplace Hazardous Materials Information System)

Please see attached information. Please note the location of the MSDS binder on each ward.

IMMUNIZATION

All immunizations must be current during the time of clinical practice. HEPATITIS B vaccination is strongly recommended. (It is available, for a fee, from the Staff Health Nurse)

CARDIOPULMONARY RESUSCITATION (CPR)

Students providing direct patient care must have current certification in BCLS (Basic Cardiac Life Support) during their clinical practice time.

INJURIES AT WORK

All accidents occurring in the hospital are to be reported immediately by the student to the Nurse Manager, the Instructor and to the student's Educational Facility.

EMERGENCY CODES

1. 'Code Blue' Call

The resuscitation team is required for a cardiac or respiratory emergency.

To initiate:

Dial '55' - state location of the emergency (refer to Procedure #52 - Ward Nursing Manual)

DNA 'Code Blue'

(Doctor Not Available) ex. for second 'Code Blue'.

2. '25' Calls

The individual being paged is required immediately, for a medical emergency

3. Code White Calls

This summons help in a non-medical, non-fire, disturbance or emergency.

To initiate:

Dial '55' - state Code White and location. HCA's, security and staff in the area respond to code white's.

4. 'Code Orange'

This code refers to an external disaster.

'Code Orange - Standby' - disaster has not occurred, but there is a threat (eg. an aircraft in trouble)

'Code Orange - Major' - a disaster has occurred and the Grace Hospital Disaster Plan is in effect.

5. 'Code Red'

Fire in the hospital (*Read your Fire Safety Manual)

6. Code 'Black'

Refers to a bomb threat.

7. Code 'Yellow'

A patient is missing.

8. Code 'Green'

Evacuation of facility.

9. Code 'Pink'

Infant abduction.

GRACE GENERAL HOSPITAL FLOOR PLAN

5	<u>North</u> <ul style="list-style-type: none"> • Medicine • Conf Room 'D' 	(NOTE: There is no South Wing)		
4		<u>East</u> <ul style="list-style-type: none"> • Rehab 	<u>West</u> <ul style="list-style-type: none"> • Adult Medical Clinic 	<u>South</u> <ul style="list-style-type: none"> • Surgery
3	<u>North</u> Medicine	<u>South</u> <ul style="list-style-type: none"> • Medicine 		
2	<u>South</u> <ul style="list-style-type: none"> • Orthopedics 	<ul style="list-style-type: none"> • Endoscopy Clinic 	<ul style="list-style-type: none"> • Orthopedic Clinic 	
MAIN	<ul style="list-style-type: none"> • Admitting • Emergency • Observation • Pre-Admission Clinic (PAC) • Surgical Day Care (SDC) • O.R. / PARR 	<ul style="list-style-type: none"> • Foundation • Chapel • Spiritual Care • Muffin Stop • Gift Shop 	<ul style="list-style-type: none"> • I.C.U. • Respiratory Therapy 	<ul style="list-style-type: none"> • Diagnostic Imaging • Medical Records • Finance • Administration • Public Relations
GROUND	<ul style="list-style-type: none"> • Psychiatry • Psych Ambulatory Services (PAS) • COPE • Extended Treatment Unit (ETU) • Psychology • Social Work • Conf Room 'A' • Lecture Hall 'B' • Educational Resources 	<ul style="list-style-type: none"> • Volunteers • Conf. Room 'C' • Human Resources 	<ul style="list-style-type: none"> • Staff Health/ Infection Control • Bulletin Boards • Cafeteria • Library 	<ul style="list-style-type: none"> • Grace Cancer Care • Physio/OT • Cardiology • Purchasing • Stores • Housekeeping • Dispatch • C.S.R. • Lab • Conf. Room 'B' • Auditorium • Residence S Daycare S Speech Language Services S Aboriginal Interpreters
BASEMENT	Physical Plant S Electricians S Carpenters S Plumbers S Painters S BioMed			