

# MAMC ABBREVIATED ORIENTATION DOCUMENT FOR SHORT TERM/INTERMITTANT EMPLOYEES

(Supervisors please review the following with your new staff member - sign, date and place in training folder)

## Western Regional Medical Command & Madigan Army Medical Center Vision Statement

**Caring in Action:** Maintain our commitment, stay true to our promise to provide continuing compassionate health care.

**Demanding Excellence:** We aspire to achieve the highest quality of care, the best education and the best stewardship of resources.

**Improving Outcomes:** Engage with soldiers and families to set and reach the highest standards for the outcomes of their care.

## Western Regional Medical Command & Madigan Army Medical Center Mission Statement

Maintain medical readiness and the health of soldiers, family members and retirees. Refocus military health care on its outcomes in order to support Army Transformation. Educate, conduct clinical research and prepare Army medical leaders of competence and character.

### 1. Fire Safety

- Call 911 to report a fire, and/or pull the nearest fire pull
  - Strobe lights & the audible "Dr. Firestone" indicate fire alarm has been activated
  - If strobe lights noted it means emergency is in our area or adjacent area
- **R - A - C - E -**
  - Remove patients from area
  - Alert others - Sound alarm
  - Contain the fire - Close doors
  - Evacuate the area/Extinguish if a small fire
- Know location of fire extinguishers, fire doors, evacuation plan for \_\_\_\_\_ unit/clinic
- **Our fire zone is** \_\_\_\_\_
- **Our assembly point is** \_\_\_\_\_

### 2. Safety

- Notify your head nurse or supervisor immediately in case of an accident involving patients, staff, family members or yourself
- During duty hours the occupational health office (968-2053) must be notified and the appropriate reports completed if a civilian employee is involved
- After duty hours notify the Emergency Department
- Needle sticks are the number 1 accident type for health care workers, followed by slips, trips & falls, and then injuries related to lifting.

An

incident report (MAMC 511 SA) is required for all needle sticks

- **The safety risks for this environment are \_\_\_\_\_**
- 3. HAZCOM (Hazard Communication) MSDS (Material Safety Data sheets) and Waste**
- An MSDS book explains what materials are used in your area. Our book is kept \_\_\_\_\_.  
This information is also automated on the MAMC intranet Logistics web page.
  - The list of hazardous materials used in this section is located in the front of this book:
  - **In case of a spill – Contain the spill if small. Remove the injured, & call your supervisor or 911. If spill contains acetone, xylene, formalin, or a chemotherapy agent call the communication center, and consult the HAZCOM book in your section.**

#### **4. Utility Systems**

- If the emergency generators fail and the power goes out notify your supervisor. Emergency outlets are yellow and state "emergency".
- Our emergency gas shut off is located \_\_\_\_\_
- \_\_\_\_\_
- PTS - Pneumatic Tube System - Our tube # is \_\_\_\_\_.
- ABC - Automatic Box Conveyor System - Our box # is \_\_\_\_\_.
- **REMEMBER: When transporting urine, blood or other fluids in the tube system, they must be packaged properly in two plastic bags and cushioned with foam inserts which are provided for this purpose. Sticky tags, labels and post-its are not to be used on the outside of pneumatic tube carriers.**

#### **5. Emergency Management Plan (EMP)**

- Disasters/emergencies can be internal or external. The EMP includes plans for bomb threats, disruptions of power or utilities and other emergency situations
- Stay on duty or refer to the "alert roster," reassure patients, keep phone lines clear and await instructions.
- Dr. Boomer is the audible alert of a bomb threat.
- **Look around your area for anything unusual and report it to your supervisor.**
- In case of a civil or natural emergency our rallying point

is \_\_\_\_\_.

- Our EMP manual is kept \_\_\_\_\_.
- MAMC participates in two drills a year.
- This hospital can withstand a large earthquake, however items on walls and shelves may fall during building sway.
- **In case of an earthquake – Protect your patients first. Drop, Cover & Hold (Drop under a desk or table, cover your head and hold onto the legs of the desk or table; avoid windows)**

## 6. Physical Security

- All MAMC personnel are identified with a badge that must be worn at all times when on duty. Badges must not be shared or loaned to others. **Call PMO (968-1515) immediately if your badge is lost.**
- Security personnel are available to escort you at any time call - 968-1515.
- All employees must park in the lots with a compass direction designation, i.e., South, Southwest, East. If here for a doctor's appointment, a note must be displayed on the dash explaining your presence in a patient lot.
- Computer security is of special concern at MAMC. Do not bring floppy discs from home without first clearing them through Automation Management Office (AMO on ground floor). **DO NOT share your password.**
- Infant security is very important at MAMC. **If you hear, “code purple” our response is \_\_\_\_\_.**

## 7. Code Management

- **To report a medical emergency on the 2<sup>nd</sup> to 7<sup>th</sup> floor tower location call 968-6666, on 8<sup>th</sup> floor, ground floor & medical mall areas call 911.**
- **Our nearest crash cart is located \_\_\_\_\_.**

## 8. Infection Control

- The most important thing you can do to control hospital infections is to wash your hands
- The second most important thing you can do is wear gloves and utilize standard precautions when working directly with patients and/or body fluids.
- MAMC now uses “standard precautions” in place of “universal precautions.” See your infection control manual for specific

instructions.

- Remember that microorganisms can live in dried blood up to 7 days.  
Do not touch blood.
- Our infection control manual is kept \_\_\_\_\_
- Treat all patients as though they have a blood borne communicable disease (HIV or HBV – [hepatitis])
- All sharps (needles, spikes, knife blades, etc.) are disposed of in sharps containers.
- Personal Protective Equipment (PPE) is kept \_\_\_\_\_

**9. Age Specific Training (If applicable)**

- In this assignment you will be taking care of \_\_\_\_\_ age group.
- You will receive special instructions in care of this type of patient.

**10. Quality Improvement**

- It is the responsibility of each individual working at MAMC to improve processes within the system.
- Methods of improving processes include making suggestions, becoming involved in committees and notifying your supervisor when improvements need to be made.
- **MAMC's accepted problem solving method is called F-O-C-U-S P-D-C-A** It means **F**ind a problem, **O**rganize a team that knows the process, **C**larify current knowledge about the problem; **U**nderstand the causes of process variation; **S**elect the **S**olution for the process improvement and start the PDCA process – **Plan, Do, Check & Act**

**I certify that this individual has received the orientation briefing and has had the opportunity to ask questions regarding policies at MADIGAN.**

**Supervisor** \_\_\_\_\_

**Staff Member** \_\_\_\_\_ **Date** \_\_\_\_\_