

Online Annual Unit Level Training Program

Instructions & Recommendations: This tool was created to assist section managers and education POCs to easily meet the requirement for *annual unit level* inservice programs related to the Environment of Care. **The program includes 2 parts.** The first part is an on-line test of knowledge. The second part is the test answers. As the section manager or education POC you should fashion the answers in section 2 to your unit. Individuals can then take the test, refer to the answers if necessary, save the program, and forward it back to you. You can maintain a data-base of individuals in your section and monitor who completes the test, on an annual basis. Or individuals can print the test, complete it, and **have a supervisor sign and date it.** Either way, when completed, documentation should be maintained in Section 5 of the 6-part education and training folder, under “annual unit level training.”

Questions, comments or suggestions should be directed to the MAMC Staff Development Coordinator, 968-0646.

Part 1 – Test Questions

Annual Unit Level Training Program

This on-line annual unit level training program has been designed to assist you in completing this requirement. Please answer the questions below. (Answers are provided at the end of the section) **And return to _____ (POC) by _____ (date).** Documentation of completion will be placed in your 6-part education and training folder verifying the annual unit level training requirement has been met for this year. It is highly recommended that answers to questions related to emergency situations be memorized so they can be articulated or acted upon without reference to resource material.

WRMC Vision Statement

Caring in Action...Demanding Excellence...Improving Outcomes

FIRE SAFETY (LIFE SAFETY) -

1. To report a fire here I would _____
2. How would you know a fire alarm has been activated?

3. T or F - If strobe lights noted it means emergency is in our area or adjacent area
4. R - A - C - E – Means:
 - **R**
 - **A**
 - **C**
 - **E**
5. The fire extinguishers are located _____
6. Our evacuation plan for this area is _____
7. Our fire zone is _____
8. Our rallying point is _____

SAFETY

1. Who would you notify immediately in case of an accident involving patients, staff, family members or yourself
2. If a civilian employee is involved whom else must you notify?
3. What is our number one health risk at MAMC
4. What sort of documentation is required when a needle stick occurs?
5. The safety risks for this environment are _____

HAZCOM (Hazard Communication) MSDS (Material Safety Data sheets) and Waste

1. What book in your section contains information about the hazardous materials used in your area? _____

2. Our MSDS book is kept _____.
This information is also automated on the MAMC intranet Logistics web page.

3. The list of hazardous materials used in this section is located where:

4. What is the first thing you would do in the event of a chemical spill?

5. Your unit's written HAZCOM SOP is kept _____

6. Where do you dispose of used batteries _____

7. How do you dispose of expired chemicals _____

UTILITY SYSTEMS

1. If the emergency generators fail and the power goes out notify your supervisor. Emergency outlets are _____ (color) and state "emergency".

2. Our emergency gas shut off is located _____

3. PTS - Pneumatic Tube System - Our tube # is _____.

4. 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.**

EMERGENCY PREPAREDNESS PLAN

1. My role under the emergency management plan is: _____

2. _____ is the audible alert of a bomb threat.

3. If there is a bomb threat, my role is to _____

4. In case of a civil or natural emergency our rallying point
is _____.

5. Our EMP manual is kept _____.

8. MAMC participates in how many drills a year? _____

This hospital can withstand a large earthquake, however items on walls and shelves may fall during swaying.

7. **In case of an earthquake you would _____, _____, &
_____. Plus _____**

PHYSICAL SECURITY

1. To assure patient safety All MAMC personnel are identified with a _____ that must be worn at all times when on duty. Badges must not be shared or loaned to others.

2. 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, or in a designated staff parking area. If here for a doctor's appointment, a note must be displayed on the dash explaining your presence in a patient lot.

3. An important issue for us is computer security. To assure computer security we never _____ our password.
4. Infant security is very important at MAMC. **The audible alarm is, "code Purple," our response is _____**

CODE MANAGEMENT

1. To report a medical emergency in a tower location call 968-6666, on ground floor & medical mall areas call 911.
2. The nearest crash cart is located_____.

INFECTION CONTROL

1. The most important thing you can do to control hospital infections is _____.
2. The second most important thing you can do is _____ and utilize _____ 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.**

3. Our infection control manual is kept_____
4. Treat all patients as though they have a blood borne communicable disease.

An example of a blood borne communicable disease is _____.

5. All sharps (needles, spikes, knife blades, etc.) are disposed of in _____.
6. Personal Protective Equipment (PPE) is kept_____

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.

1. MAMC's accepted management philosophy is _____.
2. MAMC's accepted performance improvement method is called _____.

It means:

F

O

C

U

S

Plan, Do, Check & Act

3. Regarding the Quality Management Program, MAMC is a _____ organization.

4. On the MAMC matrix, our section is part of a QMG/CA? _____

Upon completion of this annual training document, save your document, and send it back to _____ . A copy will be placed in your 6 part education & training folder.

Signature of Supervisor if done in hard copy _____ Date: _____
If completed on line, please document this unit level annual training in Part 5 of your 6 part training folder.

Part 2 – ANSWERS

TO THE ANNUAL UNIT LEVEL TRAINING PROGRAM

FIRE SAFETY (LIFE SAFETY)

1. Call 911 and or pull the nearest pull station
2. Strobe lights & the audible "Dr. Firestone" indicate fire alarm has been activated
3. True
4. **Remove patients from area**
Alert others - Sound alarm
Contain the fire - Close doors
Evacuate the area/Extinguish if a small fire
5. Location of extinguisher:
6. Rally point is

SAFETY

1. Notify your head nurse or supervisor immediately in case of an accident involving patients, staff, family members or yourself
2. 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
3. Needle sticks are the number 1 risk to health care workers
4. An incident report (MAMC 511 SA) is required for all needle sticks
5. Safety risks for this department are _____.

HAZCOM (Hazard Communication) MSDS (Material Safety Data sheets) and Waste

1. What book in your section contains information about the hazardous materials used in your area? _____
2. Our MSDS book is kept _____.
This information is also automated on the MAMC intranet Logistics web page.
3. The list of hazardous materials used in this section is located where:

4. What is the first thing you would do in the event of a chemical spill? Notify immediate supervisor.
5. Your unit's written HAZCOM SOP is kept _____
6. Where do you dispose of used batteries – in marked used battery collection container located in _____
7. How do you dispose of expired chemicals - contact logistics warehouse 967-6768.

UTILITY SYSTEMS

1. If the emergency generators fail and the power goes out notify your supervisor. Emergency outlets are yellow and state "emergency".
2. Our emergency gas shut off is located _____

3. PTS - Pneumatic Tube System - Our tube # is _____.
4. 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.

EMERGENCY MANAGEMENT PLAN (EMP)

1. Stay on duty or refer to the "alert roster," reassure patients, keep phone lines clear and await instructions.
2. Dr. Boomer is the audible alert of a bomb threat.
3. Look around your area for anything unusual and report it to your supervisor.
4. In case of a civil or natural emergency our rallying point is _____.
5. Our EMP manual is kept _____.
8. MAMC participates in two drills a year.
9. In case of an earthquake - Drop, Cover & Hold
(Drop under a desk or table, cover your head and hold onto the legs of the desk or table; plus avoid windows, and reassure patients)

PHYSICAL SECURITY

1. 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.**
2. Security personnel are available to escort you at any time call - 968-1515.
3. 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). And never share your password.
3. Infant security is very important at MAMC. If you hear, "code purple" our response is to guard all exits, challenge people leaving with bags or other ways of concealing an infant or child, and _____.

CODE MANAGEMENT

1. To report a medical emergency in a tower location call 968-6666, on ground floor & medical mall areas call 911.
2. The nearest crash cart is located _____

INFECTION CONTROL

1. The most important thing you can do to control hospital infections is to wash your hands
2. 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.**
3. Our infection control manual is kept _____
4. Treat all patients as though they have a blood borne communicable disease (HIV or HBV – [hepatitis])
5. All sharps (needles, spikes, knife blades, etc.) are disposed of in sharps containers.
6. Personal Protective Equipment (PPE) is kept _____

QUALITY MANAGEMENT

1. MAMC's accepted philosophy of management is called TQM.
2. MAMC's accepted problem solving method is called FOCUS-PDCA

It means

Find a problem,

Organize a team that knows the process,

Clarify current knowledge about the problem;

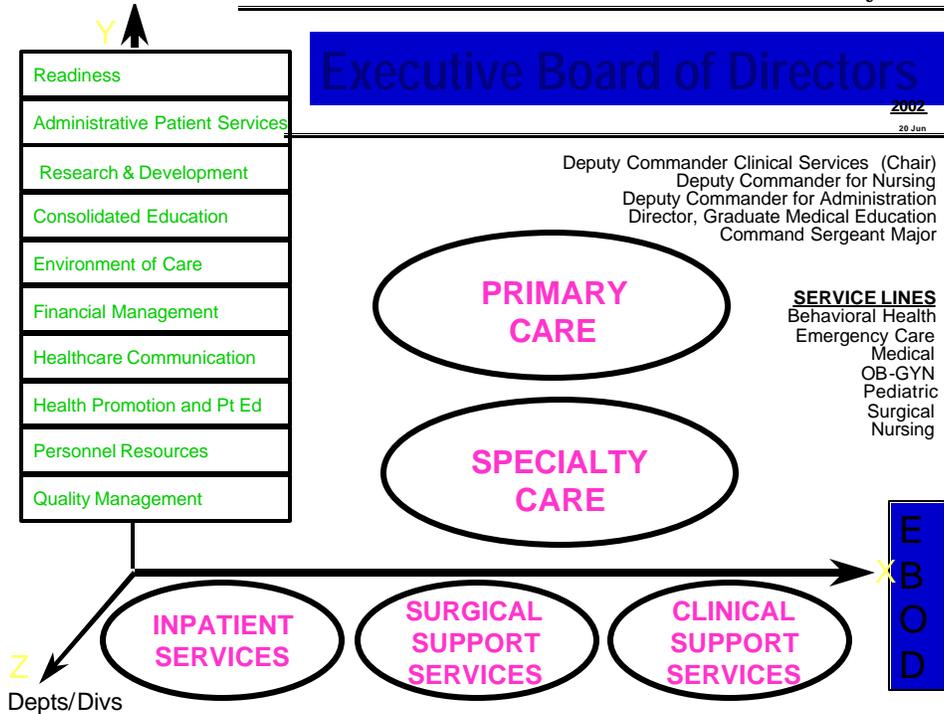
Understand the causes of process variation;

Select the **Solution** for the process improvement and start

the PDCA process – **Plan, Do, Check & Act**

3. MAMC is a matrix organization https://192.138.33.222/qsdebod_matrix.htm to check this out if it does not print.

4. Refer to the MAMC matrix model to determine the answer for your section.



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