



## Shadow/Share Program

**Carroll Hospital Center has more than 400 physicians on its medical staff representing over 35 medical specialties. We are over 1,800 employees strong and are the second largest employer in Carroll County. Annually we serve more than 300,000 individuals with direct medical care, outreach and community programs, diagnostic and outpatient services and health screenings.**

**Mission** – Our Communities expect and deserve excellent medical treatment, compassionate care and expert guidance in maintaining their health and well-being. At Carroll Hospital Center, we offer an uncompromising commitment to the highest quality health care experience for people in all stages of life. We are the heart of health care in our communities.

**Vision** – Founded by and for our communities, Carroll Hospital Center will help people maintain the highest attainable level of good health throughout their lives. We strive to be the best place to work, practice medicine and receive care. Our commitment is to be the hospital of choice.

## **Confidentiality**

Confidentiality continues to be a concern for all of us especially with the implementation of the Health Insurance Portability and Accountability Act (HIPAA) which was effective on April 14, 2003.

Compliance is not voluntary, it's mandatory. As an Associate, Volunteer, Shadow or Share participant, or member of our workforce, even if you work at home, you must be aware of your role in protecting the privacy and security of our patients.

Every individual makes a difference in applying these privacy and security requirements to health information, and it takes the entire organization working together to address and maintain the privacy and security of patient information.

You are required to electronically sign the application and the agreement stating you are aware of the requirement of protecting any or all privileged information you may come in contact with at our hospital regarding patient and visitors.

## **OSH/MOSH Blood Borne Pathogen Regulations**

Since there is no population that is risk free for HIV, HBV or other blood borne disease infection, any employee who has occupational exposure to blood or other potentially infectious material will be included within the scope of this standard.

Clarification of the Standard on Occupational Exposure to Blood borne Pathogens, 29 CFR 1910.1030 can be found on the Environment, Health and Safety Online website.

At Carroll Hospital Center we are committed to providing a safe environment for our associates, patients, visitors and students. It is imperative that our Shadow participants notify the preceptor immediately if there is exposure or potential exposure to blood borne pathogens during the observation experience.

## EMERGENCY CODES



### Code Yellow Emergency Action Plan

Any emergency where the hospital's Emergency Operations Plan is put into effect because something has happened that can deplete the hospital's staff or resources. Our plan is based on the National Incident Command System (NIMS.) NIMS enables the hospital to coordinate emergency activities internally as well as properly contact emergency response agencies outside who provide emergency services.

#### Your Response:

During a Code Yellow stay where you are! Wait for instruction.



### Code Emergency Response Non-life Threatening Response

When you encounter hospital associate or visitor who is in need of emergency care the Code Emergency Response should be initiated.

#### Your Response:

Call 4444 to initiate a Code Emergency Response.

The Code will be called overhead.

The Emergency Response Team will be directed to your location.



### Code Purple Security Response Weapons Risk

When you encounter someone with a weapon either concealed or out in the open a code purple should be initiated.

#### Your Response:

Notify patients and visitors of the situation and direct them to an area of refuge which is any area that will keep you out of harm's way, such as a locked restroom, a locked office, a closet, or by exiting the building.



Code Blue – Adult  
Code Blue – Child  
Code Blue - Infant  
CPR Emergency

If anyone is found in cardiac or respiratory distress a Code Blue should be initiated.

**Your Response:**

**Call 4444 to initiate a Code Blue.**

**A Code Blue page will be broadcast via the hospital PA system and designated Code Blue Team personnel will respond**

When there is a fire in a hospital the response is not the same as other establishments.



**Code Red**  
**Fire**  
**Response**  
**Plan**

**Your Response:**

**When Fire is discovered follow RACE:**

**R – Remove people from immediate danger**

**A – Alarm, activate pull station and Call 4444**

**C – Contain/Confine, close doors**

**E – Extinguish or Evacuate**

Inpatients that need assessment by the Critical Outreach Team for possible change in treatment plan are a COT code.



**COT**  
**Critical**  
**Outreach Team**

**COT Initiation is called by the caregiver when:**

- \* There are any acute clinical changes**
- \* The nurse considers the patient at risk if medical intervention is not immediate.**
- \* The nurse considers that an advanced assessment would help the patient.**



**Code Grey**  
**Elopement**

An elopement occurs when one of the following patients attempts to leave (flee) the unit or the hospital:

- \* A "certified" psychiatric patient, even on a non-BHS unit
- \* Patients under the age of 18 years on any unit without parental consent to leave
- \* Any patient believed to be a significant danger to harming themselves or others

**Your Response:**

Dial 4444 and give details (what wearing, exit door, last seen etc)

Be alert for patients escaping the building  
If one of your patients elopes enter the incident into Midas

The Code Pink is activated in the event of an attempted or actual infant or child abduction.



**Code Pink**  
**Infant/Child**  
**Abduction**

**Your Role:**

Dial extension 4444 - CHC emergency number to activate the alert.

A Code Pink will be broadcast via the hospital-wide speaker system

Be on the lookout for anyone acting suspicious, anyone carrying an infant or small child, or anyone carrying a large bag, box, coat or anything that could conceal an infant/child.



**Code Gold**  
**Bomb**  
**Threat**

Most bomb threats are received by the phone. They may also be received via a third party, a letter or other means.

**Receiving a Bomb Threat: *Your Role***

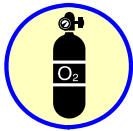
- ◆ ***Telephone Call***
  - Signal another Associate to listen in on the call.
  - Access the Emergency Quick Reference Guide and complete the ATF Bomb Threat Questionnaire located in the Bomb Threat Section of the Guide.
  
- ◆ ***Written Threat***
  - Save all material, including envelopes or containers.
  - Once the message is recognized as a bomb threat, avoid unnecessary handling.
  - Make every possible effort to retain evidence, such as fingerprints, handwriting or typewriting, paper and postal marks. These will be essential in tracing the threat and identifying the suspect.
  
- ◆ ***Call 4444 to report the bomb threat.***



**Code Orange**  
**Hazardous**  
**Materials**  
**Spill**

**If you cause a spill, confine the spill:**

- Consult Material Safety Data Sheets for safety precautions for specific chemicals
- Clean up using universal precautions
- Place all waste in appropriate container
- Call Environmental Services if you do not know what the hazardous material is & to clean the spill area properly.



**Oxygen**  
**Emergency**  
**Procedure**

Oxygen Emergency Procedure is activated when the oxygen line pressure malfunctions, the Oxygen Reserve Annunciator alarms or the hospital oxygen supply is interrupted.



**Smoke Free Environment**

Smoking and using tobacco in any form is prohibited in Hospital buildings, on Hospital grounds and surrounding and adjacent properties, and in Hospital vehicles. This includes patient rooms, restrooms, hallways, offices, the cafeteria, conference rooms, waiting rooms and all other areas of the Hospital; walkways, parking lots, garages, storage buildings, personal vehicles on Hospital grounds, and all other buildings and grounds owned or leased by the Hospital.