



## Faculty & Student Placement Guidelines

Thank you for choosing Las Palmas Del Sol Healthcare to conduct your clinical rotation. In order for Las Palmas Del Sol Healthcare to provide a positive experience and ensure your safety, as well as that of the staff, patients, and visitors, the following guidelines have been established. Please read them carefully and ensure that you follow them.

- A current School Affiliation Agreement between the educational institution and Las Palmas Del Sol Healthcare shall exist before faculty and students are considered for placement.
- A formal request for each rotation must be submitted in writing to for Las Palmas Del Sol Healthcare; For the Del Sol Campus to [Sherry.Quintanilla@hcahealthcare.com](mailto:Sherry.Quintanilla@hcahealthcare.com) and for the Las Palmas Campus to [Lucy.Koneri@hcahealthcare.com](mailto:Lucy.Koneri@hcahealthcare.com) before any paperwork is submitted. The request must include: the dates, number of students, area to rotate in and the instructor's name. Submission via email, fax, or hand delivery will be accepted for Del Sol rotations only, Las Palmas submissions need to be submitted electronically.
- Students seeking placement in any of the inpatient and outpatient areas of Las Palmas Del Sol Healthcare shall be required to provide all of the detailed documentation prior to the commencement of the clinical rotation (***a minimum of 2 weeks before the anticipated start date***). The same requirements shall apply to instructors/faculty supervising students in any of the Las Palmas Del Sol Healthcare facilities.
- ***Faculty and students shall not report to the assigned department until officially cleared by Training and Development.***

# Required Documentation

Faculty and students shall submit documentation to the Training & Development department a **minimum of two weeks before** the anticipated beginning of the clinical rotation. Instructors/faculty shall bring an original packet with them to turn in. Instructor/faculty's name and number, where they can be reached once they have been cleared, shall be written on front of the packet on the Clinical Group Information form.

Faculty and students shall be given authorization for **one school semester** once the documentation listed below has been received and approved. Questions may be referred to:

## Faculty Documentation Required

<p>Clinical Group Information form – This serves as a Letter of Introduction identifying</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dates of the rotation</li> <li><input type="checkbox"/> Name of the clinical instructor/faculty</li> <li><input type="checkbox"/> Department where the clinical rotation will be conducted</li> <li><input type="checkbox"/> Phone Number where instructor/faculty may be contacted</li> </ul>
<p>Pre-Clinical Clearance Form that includes the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Instructor/Faculty name</li> <li><input type="checkbox"/> Healthcare Provider CPR card - expiration date</li> <li><input type="checkbox"/> Coverage dates of Liability Insurance</li> <li><input type="checkbox"/> Community Wide Student Orientation Online – date completed</li> <li><input type="checkbox"/> Background Check – cleared/date</li> <li><input type="checkbox"/> TB – skin test date and result or CXR and current screening questionnaire</li> <li><input type="checkbox"/> Tetanus/Diphtheria – date</li> <li><input type="checkbox"/> Chicken Pox – history of disease date or titer date</li> <li><input type="checkbox"/> MMR – vaccine or titer date</li> <li><input type="checkbox"/> HBV – vaccine or titer dates</li> <li><input type="checkbox"/> Drug screening</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Faculty Credentialing Form – requires primary verification of professional license/certification and CPR card by the Las Palmas Del Sol Healthcare representative</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Initialed and signed PHI, Confidentiality, and Security Agreement form</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Signed Statement of Responsibility form</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Health Insurance Portability &amp; Accountability Act (HIPAA) quiz – Las Palmas Del Sol Healthcare specific</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Course Syllabus / Objectives</li> <li><input type="checkbox"/> Acknowledgement of Quick Study Orientation Booklet</li> <li><input type="checkbox"/> Online Influenza Acknowledgement Forms if Applicable/ Need an appointment time with Training and Development for entire clinical group</li> </ul>

## Student Documentation Required

<p>Pre-Clinical Clearance Form that includes the following information:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Student name</li> <li><input type="checkbox"/> Healthcare Provider CPR card - expiration date</li> <li><input type="checkbox"/> Coverage dates of Liability Insurance</li> <li><input type="checkbox"/> Community Wide Student Orientation Online – date completed</li> <li><input type="checkbox"/> Background Check – cleared/date</li> <li><input type="checkbox"/> TB – skin test date and result or CXR and screening</li> <li><input type="checkbox"/> Tetanus/Diphtheria – date</li> <li><input type="checkbox"/> Chicken Pox – history of disease date or titer date</li> <li><input type="checkbox"/> MMR – vaccine or titer date</li> <li><input type="checkbox"/> HBV – vaccine or titer dates</li> <li><input type="checkbox"/> Drug screening</li> <li><input type="checkbox"/> Acknowledgement of Quick Study Orientation Booklet</li> <li><input type="checkbox"/> Online Influenza Acknowledgement Forms if Applicable/ Need an appointment time with Training and Development for entire clinical group</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Initialed and signed PHI, Confidentiality, and Security Agreement form</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Signed Statement of Responsibility form</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Health Insurance Portability &amp; Accountability Act (HIPAA) quiz – Las Palmas Del Sol Healthcare specific</li> </ul>

# FACULTY & STUDENT POINTS TO REMEMBER

## Service Excellence & Teamwork

Remember that Faculty and students are guests at Las Palmas Del Sol Healthcare. Therefore, you are expected to display professional behavior and dress appropriately for clinical rotations. Recognize your customers: patients, visitors, physicians, nurses, support and ancillary staff, volunteers, and other students. Use AIDET (Acknowledge, Introduce, Duration, Explanation, Thank you) Be sensitive to the customers' physical, social and cultural needs. Demonstrate a willingness to participate and communicate necessary information in a timely manner. Refrain from conflicting situations. If unable to resolve a customer's issue, refer to your instructor or appropriate supervisor.

## Artificial Nails & Nail Tips/Jewelry

Artificial nails (including gel nails) and nail tips/jewelry are prohibited for all healthcare workers and providers who provide direct patient care and/or perform invasive/diagnostic procedures or therapies, across the continuum of care, including, but not limited to, inpatient, outpatient, and ambulatory care.

Natural nail tips are to be kept less than ¼-inch long by **ALL EMPLOYEES, CLINICAL INSTRUCTORS AND STUDENTS**. This will facilitate cleaning and will reduce the likelihood of patient and/or employee injury.

Freshly applied nail polish may be worn on natural nails. Clear or light colored nail polish is preferred since dark colors may obscure the subungual space, thus reducing the likelihood of careful inspection and cleaning under the nail.

## 2004 OSHA Mandate

Faculty and students are discouraged from choosing, and providing care to, patients with a suspected airborne disease or active Tuberculosis. However, faculty and students who have not been Fit Tested and not instructed on how to apply the N95 particulate mask and have been assigned to a patient with a suspected airborne disease or active Tuberculosis, ***must report to the Infection Control Department prior to entering an Airborne Isolation room.***

## Parking for Faculty and Students

The parking garage is designated for physicians and visitors. Faculty and students will not park in the parking garage unless scheduled for a clinical rotation between the hours of 7:00 P.M. to 8:00 A.M. Faculty and students may park in the designated areas. At Del Sol there are two parking lots for students: one on the corner of Vista del Sol and Sumac Drive, the other is at the Distribution Center/Laundry. At Las Palmas students may park on any side streets.

# **FACULTY AND STUDENTS PICTURE ID BADGE ISSUANCE**

## **HR 114 – Dress Code and Identification Badges**

All employees, instructors, and students are required to wear badges with photos facing outward, above the waist, visible to customers at all times while on duty. ID badges are made available upon employment at no charge. Lost or damaged badges must be replaced immediately and employees are charged for badge replacement.

Only hospital approved pins, buttons and stickers are to be worn on the uniform. Buttons pins, stickers, educational certifications, and similar items may not be worn on the ID badge in such manner as to cover the employee's name or picture.

*In order to expedite this process, it is recommended that instructors call ahead and give the number of students that will be requiring picture ID badges so a mutual time can be scheduled. **At Del Sol the number to call is 594-5916. At Las Palmas the number is 521-1200. Please note: All badges need to be returned to the Security Department at the end of each clinical rotation.*** The best times to obtain badges are:

Monday thru Friday  
10 a.m. – 2 p.m.  
3 p.m. – 8 p.m.

\*\*\* If for any reason you have an issue with your picture ID badge, please contact any Security Shift Supervisor, and they will attempt to correct the problem. In some cases, the issuance of a new ID badge will require a new photo of the person. If for any reason there is a problem in getting the ID badge corrected, or any issue, please contact the Security Coordinator.

<b>Del Sol Nursing Clinical Rotations</b>	<b>Del Sol Non-Nursing Clinical Rotations</b>
Scott Flaming (915) 621-6511 <a href="mailto:scott.flaming@hcahealthcare.com">scott.flaming@hcahealthcare.com</a>	Lindsay Covarrubias (915) 621-6575 <a href="mailto:lindsay.covarrubias@hcahealthcare.com">lindsay.covarrubias@hcahealthcare.com</a>
Sherry Quintanilla (915)621-6579 <a href="mailto:sherry.quintanilla@hcahealthcare.com">sherry.quintanilla@hcahealthcare.com</a>	George Avitia (915) 621- 6522 <a href="mailto:george.avitia@hcahealthcare.com">george.avitia@hcahealthcare.com</a>

<b>Las Palmas Clinical Rotations</b>
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Lucy Koneri (915) 521-1791
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<a href="mailto:Lucy.Koneri@hcahealthcare.com">Lucy.Koneri@hcahealthcare.com</a>
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**Emergency Preparedness – Emergency Codes**

**For all emergencies – dial 5555.** Tell the operator the nature of the emergency and your location. Do **NOT** hang up unless the operator instructs you to do so.

<i>If this is your emergency</i>	<i>This is how it is announced</i>	<i>This is what you do</i>
Infant Abduction	Code Pink	Be aware of strangers with packages or bundles. Check all restrooms, exits, stairwells. Facility is in shutdown mode.
Cardiopulmonary Arrest - No respirations/pulse	Code Blue	<b>Dial 5555</b> Report the emergency. Stay with your patient and initiate interventions within your scope. Appropriate personnel will respond.
Early signs of possible respiratory/cardiac arrest	Code MRT.	<b>Medical Response Team</b> responds bringing critical care expertise to the patient bedside before a crisis such as cardiac arrest occurs.
No beds available	Capacity Code	Hospital census is at capacity. Management initiates process to discharge and/or accommodate patients.
External/Internal Disaster	Code D	Follow directions from immediate supervisor. Avoid the use of elevators or phones. Maintain proper patient care.
Precipitous Delivery – Delivery of an infant in a location other than L&D	Code Delivery	<b>Dial 5555</b> Report the location. Stay with the patient and assist as directed.
Acute Cardiac Event	Code Heart	<b>Dial 5555</b> to report the emergency. Appropriate personnel will respond.
Acute CVA	Code Brain	<b>Dial 5555</b> to report the emergency. Appropriate personnel will respond.
Bomb Threat	Code Orange	Notify your supervisor. Assist in search of your area as directed.
Flame or Visible Smoke	Code Red	<b>Dial 5555 to report the emergency.</b> Use R-A-C-E in your area <b>R</b> – Rescue <b>A</b> – Activate <b>C</b> – Confine <b>E</b> – Evacuate/Extinguish
Person out of Control	Code Strong	<b>Dial 5555</b> Report the emergency. Available personnel will respond.
Trauma patients	Code Trauma (ER)	Trauma Team responds
Hazardous Material/Chemical Spill	Code Yellow	<b>Dial 5555</b> Report the location. Appropriate personnel will respond.
Septic Patient	Code Sepsis	<b>Dial 5555</b> Patient meets certain criteria as determined by assessment

## Do not use these dangerous abbreviations or dose designations

Do Not Use	Potential Problem	Use instead
MS MSO4 and MgSO4	Can mean morphine sulfate or magnesium sulfate. Confused for one another.	Write "morphine sulfate" Write "magnesium sulfate"
Q.D., QD, q.d., qd (daily) Q.O.D., QOD, q.o.d., qod (every other day)	Mistaken for each other. The period after Q mistaken for "I" and the O mistaken for "I"	Write "daily" Write "every other day"
U or u (unit)	Mistaken for "0" (zero), the number "4" (four) or "cc"	Write "unit"
IU (International Unit)	Mistaken for IV (intravenous) or the number 10 (ten)	Write "International Unit"
Trailing zero (X. mg)* Lack of leading zero (.X mg)	Decimal point is missed	Write X mg Write 0.X mg

## Standardized Wristband Colors Las Palmas Del Sol Healthcare Specific Wristbands

