
IOWA VETERANS HOME STUDENT ORIENTATION

1301 SUMMIT STREET MARSHALLTOWN, IOWA 50158 (641) 752-1501



WELCOME TO THE IOWA VETERANS HOME

This learning module provides information that will prepare you for your student experience.

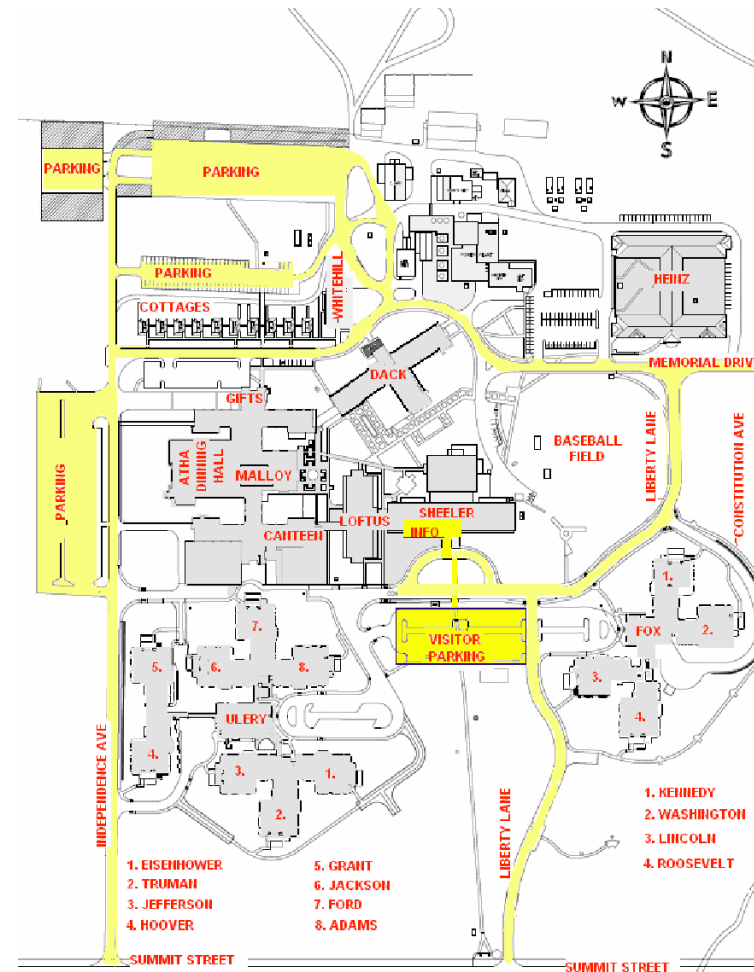


PARKING AND SECURITY

Students are not allowed to park in visitor parking spots.

Students may park in the parking lots located directly north of the cottages and the Whitehill building.

The IVH grounds are patrolled by Security Officers during shift changes and throughout the day and night.



ILLNESSES AND INJURIES

Illnesses

See COVID Policies 153 and 154.

Injuries

In the event of an injury contact the IVH Employee Health Nurse (Dial #4444) or Nurse of the Day (NOD) to assess the seriousness of the injury, to administer first aid if necessary, or to authorize emergency treatment at the UnityPoint Emergency Room in Marshalltown, if necessary.



DRESS CODE

Students are expected to dress in a professional manner and adhere to their school dress code policy.

- Students are expected to exhibit and maintain a well groomed appearance.
- An identification badge must be worn and remain visible at all times.
- Closed-toed shoes are required in all areas.
- Visible piercings (other than ear piercings and facial piercings) must be removed.
- The wearing of jewelry or decorative accessories may be limited due to the nature of a particular work assignment.
- Hair must be pulled back when assisting residents with activities of daily living, passing medications, or working with machinery.
- Nail polish should not be chipped or cracked.
- Keep natural nail tips less than 1/4 inch long. No artificial/acrylic nails are allowed.



MONEY/VALUABLES

- IVH is not responsible for lost or stolen valuables. It is suggested that you bring only a modest amount of money to enable you to purchase meals/snacks.
- Please leave other valuables and prescription medications at home. Purses and bags should be placed in designated areas or left in the trunk of your vehicle.



CELL PHONE USE

- Cell phone use is not allowed in the work areas.
- If a family member must contact a student while he/she is in the clinical area, the call should go through the Switchboard.



TOBACCO PRODUCT USE

Employees/Volunteers/Students

Use of tobacco products are not permitted on IVH grounds.

Residents

Smoking IS permitted in designated areas only and away from where oxygen is used and stored.



RESIDENT CARE RESPONSIBILITY

- Students must never assume total responsibility for the resident.
- All planned student activities pertinent to care of a resident must first be discussed with the designated instructor, preceptor or employee.
- A student who has not attained competency in a skill or procedure is required to have the instructor, preceptor or employee provide direct supervision during the activity.



PERSONAL CONDUCT

All students are expected to:

- Treat residents, visitors, and employees with respect and courtesy.
- Respect and safeguard the well being, safety, and security of residents, visitors, and employees.
- Respect and safeguard the property of IVH and its residents, visitors, and employees.
- Be forthright and honest in all activities and interactions.
- Work without the influence of drugs and alcohol.
- Comply with their school's Code of Conduct policies.
- Have a professional appearance that enhances the confidence of residents, visitors, and employees.
- Observe IVH policies, protocols, regulations, and directives.
- Perform assigned duties promptly, completely, efficiently, and to the best of their ability.



HIPAA & INFORMATION SECURITY

All students and instructors must be knowledgeable of HIPAA and adhere to the policies of IVH for resident confidentiality.

- Students may have access to protected health information (PHI).
- It is illegal for you to use or disclose this PHI outside of your student experience at IVH.
- You may only access the PHI of residents for whom you are caring.
- Privacy policies at IVH apply to paper documents as well as electronic devices which include computers, laptops, and mobile phones.



HIPAA & INFORMATION SECURITY

Guidelines for the use of PHI:

- PHI may only be shared for treatment purposes.
- Access only the minimum amount necessary to care for your resident or complete an assignment.
- DO NOT record resident names, dates of birth, addresses, phone numbers, medical record numbers, etc. for clinical assignments.
- It is not appropriate to discuss residents in elevators, hallways, breakrooms, cafeteria or other common areas.
- Log off computers before walking away.
- Any papers having resident PHI or IVH business must not leave the IVH grounds and must be disposed of in HIPAA containers.
- If you have questions about the use or disclosure of PHI, contact your instructor or the supervisor.



DOCUMENTATION GUIDELINES

- Students may be provided access to the Electronic Health Record (EHR) as appropriate to their role and/or clinical assignment.
- Access to the EHR is arranged through the instructor and department manager.
- IVH utilizes a combination of electronic and paper documentation systems.
- Documentation by the student is at the discretion of the instructor/preceptor.
- All student documentation must be co-signed by the instructor/preceptor.
- Any student documenting in the resident's chart must sign complete name and title (Jane Doe, MCC Nursing Student).
- All students interacting with the resident and/or family should document the care provided on the appropriate form, flowsheet or in the Electronic, Health Record (EHR).
- All documentation in the EHR must be done with an instructor present.
- Students must adhere to IVH documentation policies.



INFECTION CONTROL

- It is IVH's goal to minimize infections. Handwashing is the single most effective way to prevent the spread of infection. Wash hands frequently and before and after resident interactions for at least 20 seconds with soap and friction. Utilize hand sanitizers which are conveniently located on the units and around the IVH grounds.
- Remember to clean equipment between resident interactions. Maintain strict adherence to Standard Precautions. Wear gloves and personal protective equipment, i.e. gowns, masks, goggles any time contact with blood or other potentially infectious material may occur. Recognize the types of isolation precautions used for specific communicable disease. Follow the directions on the isolation signs.
- Artificial nails are not permitted to be worn by anyone with direct resident care responsibilities.



RESIDENT RIGHTS

- IVH promotes the rights, interests, and well-being of the residents.
- Every resident has the right to be free from verbal, sexual, physical, and mental abuse.
- Every resident has the right to consideration, respect, and dignity.
- You are expected to abide by the rights afforded every resident.



RESIDENT SAFETY

Dot Identifier System

High Risk for Elopement

- Identified by a **GREEN** dot on their name tag
- If you encounter a resident with a green dot on their name tag, stay with the resident until assistance is provided or the resident is returned to the unit.

Moderate Risk for Elopement

- Identified by a **YELLOW** dot on their name tag.
- If you encounter a resident with a yellow dot on their name tag and question their safety, stay with the resident until the unit charge person is called to verify the resident's capabilities.

Modified Diet

- Identified by a **RED** dot on their name tag.
- Indicates that the resident is on a modified diet, has difficulty swallowing, or is a choking risk.



RESIDENT SAFETY

- A student who is providing direct resident care and has not attained competency in the following safety devices and techniques is required to have the instructor, preceptor and/or employee provide direct instruction and supervision during the use of these safety devices and techniques:
 - Wheel Chairs
 - Transfer Techniques



RESIDENT SAFETY

■ If you are assigned to the Ulery Dementia Building, the following door safety measures must be followed.

1.) Always look through the window next to the door to ensure no resident is near the doorway before entering.

2.) Use the mirrors next to the door to look down the hallways.

3.) After passing through the doorway wait for the door to close and check to ensure the door is secure before walking away.

- Ulery Units 1, 2, 3 & 6
- Locked doors and a swipe badge is required to enter.

- Ulery Units 7 & 8
- Unlocked doors with a resident monitoring system in place.

- Ulery 4 & 5
- Open units



INCIDENTS

- Any incident/accident must be reported immediately to the instructor, preceptor, manager or employee.
- If you witness an incident with a resident:
- You are expected to stay with him/her and assist with giving medical attention based on your qualifications to do so.
- You are expected to cooperate with the investigation process including completing a witness statement if necessary.



EMERGENCY PROCEDURES

In the event of an emergency:

- Dial 4333 for help.
- Ask IVH employees for assistance.
- Refer to the Emergency Procedures Guide is located on all units and departments.

Emergency Codes

- Code **Red** = Fire
- Code **Black** = Bomb Threat
- Dr.Armstrong = Crisis Response Team
- Electrical Safety and Medical Equipment
- Any situation that is a potential safety concern, such as a frayed cord, malfunctioning equipment or water on the floor must be reported to an employee or manager who will report it to the appropriate department.



HAZARDOUS MATERIALS

- Each student has the right to know of the existence of any hazardous material in the area in which he/she works.
- Safety Data Sheets are located on the IVH SharePoint. Ask a staff person to assist you to retrieve this information.
- Be safety conscious at all times and report any hazardous condition to your instructor or IVH employee.
- Chemical spills will only be handled by IVH personnel using described procedures.



PROOF OF COMPLETION

Please [CLICK HERE](#) to enter your name as proof of completion of this orientation.

