



## Clinical Student Hospital Orientation Review, Question of Understanding and Internship Agreement

Student's Name: \_\_\_\_\_ Current Date: \_\_\_\_\_

Please read the directions carefully for each section and take your time in completing this Question of Understanding. When finished, return this questionnaire to the Student Registrar in the Department of Volunteer Services & Student Registration on or before your 1<sup>st</sup> day of placement.

**True/False Statements:** Please circle the “T” if you believe the statement is true or circle the “F” if the statement is false. Circle only one response for each statement.

T	F	Dependable students should come to work even if they have a cold?
T	F	A student may be personally sued by an individual for breach of confidentiality?
T	F	Only the hospital may face legal action against them if a student violates the code of confidentiality?
T	F	Privacy and confidentiality play a large part in the hospital and in managing private health care information and all patient information, reports and communication and is only to remain confidential only for the duration of hospitalization?
T	F	You may face immediate dismissal from your placement for breach of confidentiality?
T	F	It is acceptable to take photos or make photo copies of patient charts or case studies while on placement as long as the patient information is not displayed on the document and as long as you have been given permission?
T	F	Students should avoid wearing perfumes or colognes while working in the hospital?
T	F	The primary purpose of infection control is to protect ourselves from catching anything contagious?
T	F	Hand hygiene is the single most important means of preventing the spread of infectious germs?
T	F	You should wash with warm water and soap for 10-15 seconds?

T	F	When lifting an item, I should nudge it with my foot first to determine how heavy the object is before I lift the item?
T	F	Students are allowed to lift or transfer a patient alone if they have been trained on the proper lifting techniques?
T	F	An Unusual Occurrence Report should be filled out only when a patient falls or medication error has occurred?
T	F	During the summer months, shorts and sandals are considered appropriate attire for students working in the hospital?
T	F	A student who demonstrates negative and/or inappropriate comments or conduct can be dismissed from their position?
T	F	Students are not to enter patient rooms that have infection control signs, isolation, or precaution signs posted on the doors unless directed by staff?
T	F	Under the OH&S Act, you have the responsibility to report any actual/potential Health and Safety Hazards wear protective equipment and follow policies and procedures set in place by the organization?
T	F	I understand the importance of reminding my training supervising/training delegate to inform me of any potential risks/hazards that I maybe exposed to that are specific to the department which I am placed and I need to make sure I receive orientation to the department and I am introduced to the WRH staff members.
T	F	A Material Safety Data Sheet provides detailed information on potentially hazardous substances and can be found on the WRH internet under WHMIS at the staff Kiosks in designated areas of the hospital?
T	F	A Workplace Label is a label Windsor Regional Hospital puts on a container of a potentially hazardous product?
T	F	A label put on by the manufacturer of a potentially hazardous substance is called a Supplier Label?
T	F	If a supplier label is missing from a bottle on the shelf you should advise the most responsible person so that the Occupational Health & Safety Coordinator can be contacted to dispose of the bottle?
T	F	A Workplace label is required when you can't read the label or it is faded by a staff member?
T	F	The Master MSDS is only found on the WRH Intranet?
T	F	Accessible Customer Service means that WRH has to provide all staff, volunteers and students with education on providing accessible service?
T	F	The term "disability" only applies to a person in a wheel chair?
T	F	When providing service to someone with a hearing disability you should reduce and eliminate background noises because amplification devices are very sensitive?
T	F	Service animals are not permitted anywhere in the hospital?

**List in order how to remove your Personal Protective Equipment (PPE)**

**CORRECT PPE ORDER**

A	Remove mask	1.
B	Perform hand hygiene	2.
C	Perform hand hygiene	3.
D	Remove eye protection	4.
E	Remove gloves	5.
F	Remove gown	6.

**Workers in Ontario, including students have three basic rights to help protect their Health and Safety while at work they are:**

The right to \_\_\_\_\_ The right to participate, the right to \_\_\_\_\_

**Who is responsible for Workplace Safety at WRH? (circle ALL that apply)**

- A) Frontline/Support Staff/Volunteers
- B) Supervisors/Managers
- C) Executive Leadership Team
- D) All of the above

**Before using a hazardous product, the worker/students need to know what Personal Protective Equipment (PPE) is required. Where can this information be found? (Circle ALL that apply)**

- A) On the Workplace label
- B) On the Supplier label
- C) On the Supplier label and Material Safety Data Sheet
- D) All of the above

**You find a small fire in the wastebasket of Room #4222 at the Met Campus, who do you call first?**

- A) 9-1-1 and tell them the campus, floor and room #
- B) 3-3-3-3 and tell them the code, campus and room #
- C) 4-4-4-4 and tell them the code, campus and room #
- D) Manager on duty and tell them the code, campus and room #

**True or False? Code Yellow: A missing child -- the most responsible person should call Switchboard, brief the staff, Security and organize a search of the unit?**

True  False

**True or False? As a Student, you have the right to refuse unsafe work where you have reason to believe that you could be at risk, harm or injured?**

True  False

**Indicate the proper sequence of events when assisting a patient with a Wheelchair (mark 1 through 5)**



	After the client is seated, put the foot pedal down
	Inspect the chair thoroughly before getting the client, including whets, breaks seat, footrest, etc.
	Unlock both brakes and announce to the client that you are beginning to move
	Put the breaks on before assisting a client into a wheelchair
	As you come to an intersection/corner, move cautiously using ceiling mirrors to identify approaching traffic

**“Workplace Violence” is defined as (circle ALL that applies)**

A	The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
B	Conduct which is know, or ought reasonably to have been know, would undermine another individual’s self-esteem and damage that individuals’ self confidence
C	An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
D	Engaging in a course of vexations comment or conduct against a worker in a workplace that is know or ought reasonably to be know to be unwelcome

**“Workplace Harassment” is defined as (circle ALL that applies)**

A	The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
B	Conduct which is known, or ought reasonably to have been known, would undermined another individual’s self-esteem and damage that individuals’ self confidence
C	An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
D	Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be know to be unwelcome

**“Workplace Bullying” Is defined as (circle ALL that applies)**

A	The exercise of physical force by a person against a worker, in a workplace, that cause or could cause physical injury to the worker
B	Conduct which is know, or ought reasonably to have been know, would undermine another individual’s self-esteem and damage that individual’ self confidence
C	An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker
D	Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be know to be unwelcome

**To report an emergency situation that involves a threatening, verbal abusive or violent situation that requires immediate assistance, what should you do?**

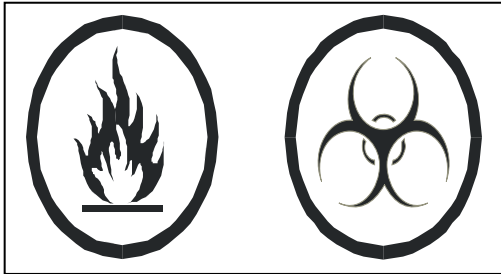
A	Report the situation to your immediate supervisor/manager
B	Follow Code White procedures for your area (i.e. Dial 3333 or 911)
C	Tell your co-workers what happened
D	Follow Code White procedures for your area and report the situation to you immediate supervisor/manager

**True or False? All reports of “Workplace Violence” or “Workplace Harassment” will be dealt with in a confidential manner and remain anonymous except where disclosure is necessary to aid in the investigation.**

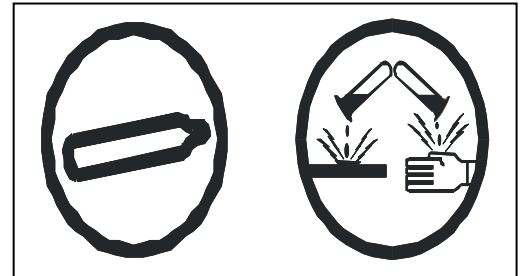
True    False

**WHMIS SYMBOLS - Indicate on the DIAGRAMS BELOW the correct letter for the corresponding symbol:**

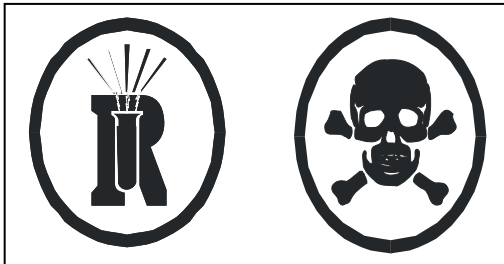
A	Materials Causing Other Toxic Effects	E	Materials Causing Serious & Immediate Toxic Effects
B	Oxidizing	F	Dangerously Reactive
C	Corrosive Material	G	Flammable or Combustible
D	Compressed Gas	H	Biohazardous and Infectious Material



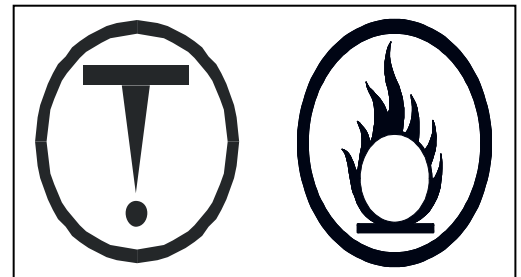
\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

**Match the Hospital Code to its definition:**

**Answer Here**

<b>Code Red</b>		A) Hostage Situation
<b>Code Blue/Code Pink</b>		B) Missing Person
<b>Code Green</b>		C) Infrastructure loss or failure/external air contamination is currently under development
<b>Code Yellow</b>		D) Chemical Spill
<b>Code Black</b>		E) Cardiac Arrest in Adult or Infant
<b>Code White</b>		F) External Emergency
<b>Code Brown</b>		G) Internal Evacuation
<b>Code Orange</b>		H) Violent Person
<b>Code Purple</b>		I) Bomb Threat
<b>Code Grey</b>		J) Fire

**Which of the following statements is Incorrect?**

- A) A Code Black indicates a Bomb threat
- B) A Code Green indicates an External Disaster
- C) A Code White indicates a Violent Person
- D) A Code Brown indicates a Chemical Spill

**Hospital Emergency Codes can be found on the WRH Intranet?**

- True  False

**If a Code Red alarm sounds while you are away from your area, you should take the nearest elevator back to your area?**

- True  False

**A Code Green Level 1 means you move a different area in a separate wing on the same floor?**

- True  False

**When a Code Orange downgraded is announced, the hospital is no longer receiving patients from the initial incident?**

- True  False

**A Code White should be called when an individual poses a physical danger?**

- True  False

**RACE** is the acronym used in remembering the actions to take in case of a fire, what does **RACE** stand for?

- Remove-Alert-Contain-Extinguish
- Remove-Alarm-Confine-Extinguish
- Run-Alarm-Confine-Evacuate
- Run-Alert-Confine-Extinguish



**PASS** is the acronym used in remembering how to use a fire extinguisher, what does **PASS** stand for?

- Pull-Aim-Squeeze-Sweep
- Push-Aim-Squeeze Sweep
- Push-Aim-Sweep-Squeeze
- Pull-Aim-Swipe-Sweep



# WINDSOR REGIONAL HOSPITAL CLINICAL STUDENT INTERNSHIP AGREEMENT

*(Please clearly print your name here and sign below)*

I \_\_\_\_\_ agree that if accepted as a Windsor Regional Hospital Clinical Student Intern, I shall hold all confidential information that I may obtain directly or indirectly concerning clients, staff, visitors, volunteers and students and not seek to obtain confidential information from an individual. I understand that it is a breach of confidentiality to take photos or make photo copies of any case studies or patient charts. I will not use my cell phone to document patient information or take photos while on placement.

I understand that the use of social media Facebook, LinkedIn, Twitters, Flickr, newspaper/media blogging sites, letters to the editor and YouTube outside of the workplace can affect the reputation of Windsor Regional Hospital, members of staff and or/patients and that my placement can be terminated if the material that was posted is insulting, demeaning or offensive to our patients, families, staff, students and volunteers. I will not publish any photos on social media of a patient or the hospital facility.

I will report to my shift as scheduled with a Windsor Regional Hospital photo ID badge clearly visible. I will not wear my WRH ID badge outside of my placement hours. I also understand the importance of returning my ID badge and any proximity cards that were issued to me to the Department of Volunteer Services & Student Registration Office on my last day of placement.

I understand the importance of signing in and out at the Kiosk or to fax/email my internship hours to the Student Registrar the 1<sup>st</sup> of each month.

I understand that it is my responsibility to read and abide by the policies, procedures, stated in the Clinical Student Handbook, including but not limited to conduct, ethical guidelines, dress code and safety. I will consult with the Department of Volunteer Services & Student Registration regarding any topic in the handbook that I do not understand. In the event the handbook is revised and/or otherwise updated, I will be informed and expected to abide by the most current instructions.

I have read the above conditions and I agree to abide by them.

\_\_\_\_\_  
**Student's Signature** *(do not type name, please sign here)*

\_\_\_\_\_  
**Current Date**

