

Guam Memorial Hospital Orientation Packet **Acknowledgement Statement and Post-test**

Acknowledgement

I have read the "Orientation Packet" which contains information on topics as listed in the table of contents. I also understand that the post-test must be successfully completed. I certify that I have read and understand the information presented in the orientation packet. If I have questions regarding any information, I am to contact Renee Veksler in the Education Office for further clarification (647-2351 renee.veksler@gmha.org) and/or contact the preparer of the information for each topic – the department and contact number is listed under each of the topics.

Name: _____ **PLEASE PRINT YOUR NAME** (on all pages)

Signature: _____ Date: _____

Unit: _____ Phone: _____

Post Test (pages 1 - 3)

Answer all (25) questions with the best possible choice: multiple choice, fill in the blank, or true/false. Forward this document, to Renee Veksler in the Education Office. The hard copy can be dropped off at the Education office, or in Administration to Education's box, or can be sent via e-mail to renee.veksler@gmha.org

1. The four essential steps to take if you discover a fire are: Rescue, _____, Confine, Extinguish.
2. The steps for properly operating a fire extinguisher are: _____, Aim, Squeeze, Sweep.
3. What is the Code for Fire: _____
4. What is the code for Operations back to normal: _____
5. What is your role during a Code 60 security disturbance?
A. call the operator through the emergency number, inform them of the security disturbance so they can announce Code 60; B. work with your co-workers to calm the individuals, C. do not attempt to break up the individuals engaged in fighting/violent behavior; D. all of the above.
6. When a patient is on a transmission based precaution (contact, special contact, droplet, or airborne), the following must be done to minimize spreading infection: A. handwashing prior to room entry and prior to exiting the patient's room; B. donning of personal protective equipment appropriate to the precautions; C. seeking advice from the nurse if clarification is needed regarding precautions; D. transmission-based precautions are only applicable for the clinical staff; E. all of the above; F. A, B, and C
7. The Social Services Department is located on the _____ floor.

Name: _____

8. The pursuit of a Power of Attorney or Legal Guardianship is: A. dependent on who will represent the patient; B. based on the legal jargon being used; C. dependent on the competence of the patient; D. based on which Court hears the case

9. What are the patient's rights? Patients have the right: A. To know who had access to patient's medical records and purpose; B. To be free from restraints and seclusions; C. To assist with discharge plans; D. To Receive medical screening, exam, and treatment for any emergency condition regardless of ability to pay; E. All of the above

10. It is your duty to report illegal disclosure of protected health information. True or False

11. The _____ staff are patient advocates. (pg. 11)

12. The term, in the acronym of having H.E.A.R.T that was defined as restating the main points is:

13. The phrase, "Be _____", was described as 'having a can do attitude – looks for solutions, chooses a positive attitude'. (pg. 13)

14. SBAR is a useful communication method. Issues that are placed in the SBAR format make meetings more efficient. Please give an example of putting an issue, real or imaginary (from work or home) in this format.
 - a. S
 - b. B
 - c. A
 - d. R

15. Healthcare organizations must continually monitor and improve performance, processes and practices in order to: A. uphold national standards and best practice guidelines; B. maintain safety of all patients and healthcare workers; C. provide quality and efficient healthcare; D. all of the above.

16. Which of the following statements is true? A. CMS validation surveys are announced; B. CMS complaint surveys are announced; C. CMS surveys are unannounced; D. CMS surveys are unannounced except for validation surveys; E. CMS surveys are unannounced except for complaint surveys

Name: _____

17. A surveyor approached you and asks a specific question to your job duties in the hospital. You are not sure what the answer is to the question that the surveyor asked. You should: A. Make up an answer because any answer is better than no answer; B. Be open and honest and let the surveyor know you are not sure, but will find out the answer and get back to him or her; C. Turn and run to the nearest exit; D. Ignore the question and continue with your duties; E. Start to cry, hoping that the surveyor has sympathy and gives you a break
18. A surveyor is a person who investigates, evaluates, and/or makes official reports of situations and conditions in a health facility. Who may qualify to be a surveyor? A. Physician; B. Nurse; C. Social Worker; D. Hospital Administrator; E. All of the above
19. What is a Condition of Participation (CoP)? A. A federal regulation with which particular healthcare facilities must ignore in order to participate; B. Guam Police Department; C. Federal regulations we must comply with in order to receive federal funding; D. A list made up by bureaucrats of the federal government to take control of organizations
20. The Compliance Office, located on the 1st floor administrative wing, can be contacted if staff have any questions regarding the Centers of Medicare/Medicaid Services. True or False
21. What is the role of Risk Management in Healthcare?
A. To punish individuals for making mistakes; B. To instill fear into GMHA staff, so that they do not make mistakes; C. To protect the tangible and intangible assets of our organization through the identification and prevention of risk; D. To help individuals identified in Safety Learning System reports retaliate against their reporter.
22. Musculoskeletal injuries to the back, neck, arms or legs can be caused by: A. Repetitive lifting; B. Prolonged standing or sitting; C. Bending, twisting , reaching, pushing, pulling; D. All of the above
23. Maintaining the 3 natural curves of the spine will help protect your disks, nerves, muscles, and vertebrae from injury. True or False
24. According to the US Bureau of Labor & Statistics, the majority of musculoskeletal injuries to nurses occur in the home care setting. True or False
25. It is the sole responsibility of the Rehab staff to transfer patients to and from bed and wheelchairs when a patient wants to get out of or return to bed. True or False