MINNESOTA MASONIC HOME

MINNESOTA MASONIC HOME CARE CENTER

Student Orientation

GENERAL POLICIES:

- Speed limit: 15-mph.
- Non-smoking facility. Smoking is allowed in your cars only.
- Parking: available in the LTC/TCU Unity entrance. If possible, please carpool- parking is very limited.
- Telephone: the MMHCC main phone number is 952-948-7000. If anyone needs to reach you, they can call this number and ask for your unit. Please do not use cellphones on the units.
- We do have a Mother Nursing Room. If needed, please speak to your instructor for accommodations.

RESIDENT CARE INFORMATION:

- Care giving information is found in the resident/patient's chart, Point Click Care, Point of Care, and the NAR binder (e.g. mobility recommendations from rehab for TCU). Assignment sheets on each unit include the name/room number of the patients/residents in your group.

FIRE PLAN INFORMATION:

If you discover a fire: RACE

R – Rescue those in immediate danger

A – Alert, pull the alarm, notify the 24 hour desk – call 911

C – Confine, close doors to the area to contain it

E – Extinguish if it is safe to do so: Using the PASS method

SEVERE WEATHER:

1. All residents are to be accounted for and indoors during severe weather.
2. All windows are to be closed, drapes, shades, or blinds drawn, and objects to be removed from the window sills.

INFECTION CONTROL/LINEN HAZARDOUS WASTE

- Proper hand washing and standard precautions are practiced at MMH. Personal protective equipment (PPE) and red biohazard bags are located in the clean utility rooms on TCU units and in the charting stations in LTC.
- Alcohol foam dispensers are located in the doorways of resident/patient rooms. Please remember to "foam in and foam out" everything you enter and leave a patient room.
- Wash hands with soap and warm water when working with patients/residents who have gastrointestinal illness.
- We have different precautions signs with directions on the proper PPE needed before entering a room.
- Surgical Face Mask and Face Shield must be worn at all times unless eating (must eat in designated space off patient/resident care areas and must maintain at least 6 feet social distance from others).

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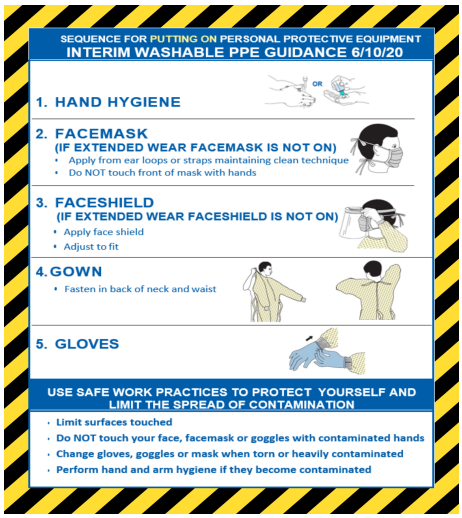
- Enhanced Precautions:
  - ADMIT Cart: Individual is at a high risk for potential contact with a COVID Infected individual and we are monitoring them for signs and symptoms of COVID. In addition to the required face shield and mask, we wear gown and gloves whenever we go into that individual's room to provide cares.



  - WATCH Cart: Coronavirus is suspected d/t to individual exhibiting signs and symptoms. Individual is being tested for COVID and only nursing staff are to enter that room when needed. **Students DO NOT enter a room that has a WATCH cart.**

RESIDENT RIGHTS:

- Ask the resident what name they prefer to be called. Unless care planned, do not use nicknames such as "Dear", "Honey," or "Sweetie".
- All information about residents is to be kept strictly confidential. Discuss information only with those involved with the direct care of the resident who need to know the information to do their job, or as directed by your instructor. Keep HIPPA in mind will all discussions as it pertains to their medical or financial information. Shred all paperwork after the shift is complete prior to departing the facility.
- Knock on resident doors and ask for permission to enter. Make every effort to preserve the dignity and privacy of the resident.
- Ask your patient/resident, "is it ok if I work with you today?" They have a right to decide if they want a student to work with them. They also have the right to change their decision.
- Allow residents freedom of choice with ADLs and other areas (e.g. asking them what they would like to wear, have the resident/patient pick out what they would like to wear as opposed to you deciding that for them).

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RESTRAINTS:

- We do not use restraints here at MMH. Restraints may not be applied without a signed informed consent from the resident or responsible party and a physician's order. The least restrictive restraint alternatives need to be tried prior to the use of a restraint.

DRESS CODES:

- Dress codes for staff at the facility is a clean scrub uniform. Hair longer than shoulder length must be tied back. Nametag must be worn and visible at all times. No long dangling or hoop earrings. Fingernails are to be no longer than ¼" beyond the end of fingertips and no artificial nails.

MEALS / BREAKS:

- Meals are available in the employee cafeteria located on the Ground Floor of "D" Building.
- Hours of cafeteria meal service for the food line (Mon-Fri) are as follows:
  Breakfast – 7:30AM – 9:00AM & Lunch -11:00AM – 2:00PM.
- The dining area in the cafeteria is open 24 hours per day and has a condiment bar – microwave and toasters. Coffee is available 6:00a- 10:30p.
- General Store hours: Mon-Fri 8a-4p. Both the cafeteria and general store accept cash and credit cards for payment.
- Vending machines are available outside the cafeteria area and across from the E elevators.
- A refrigerator is available near the entrance in "D" Building on the Ground Floor to store bag meals. Please label and date food stored in the refrigerator.

Rehab Appointments:

- Please do not interrupt PT/OT/ST appointments to complete tasks such as pass medications or complete treatments.

Co-Signing: Instructors and students co-sign medications and treatments. Students use the credentials, "SN" or "SPN."

Lockers: Students can bring a lock to use during their shifts. Locks must be removed at the end of each clinical day. Items cannot be left in the meeting rooms (e.g. Mary Louise conference room, DG12, EG12, etc.).

Glucometers: Each patient/resident will have their own glucometer in a red tote in their room (with the exception of memory care). It should be wiped down with a bleach wipe vigorously for two minutes when removed from the patient/resident room prior to discharge or if it becomes visibly soiled. It should also be cleaned between each use. Instructors and student nurses can practice using the glucometers and lancets prior to being on the floor.

Codes: Doors with keypads on the nursing units require the code: 948*. The keypads for each stairwell are the year backwards and a star (1202*).

Alarms: No Posey or Tabs alarms in the facility. Some patients/residents wear a Wanderguard on their wrist or hang it on their walkers/wheelchairs. The combination to disable this alarm is 2468#.

Charts: There is a clipboard (TCU) on the wall or binder (LTC) in the chart rack for staff and students to use to sign out charts. The student should note where they will be located with the chart, so staff can get it if they need it.

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Symbols/Icons: laminated images with a magnet on the back will be posted on the doorframe of an individual who is either on our falling star program and/or is need of frequent checks.

- Falling Star (more than 1 fall in a 30 day period): yellow square with a black outline of a start

- Frequent Checks: red square with black check mark. Individual should be checked on more often than hourly rounds

- No Close Contact Icon: Indicates that the individual is not fully vaccinated and there should be no close contact with visitors. During visitation in their room, the visitor and resident need to keep masks on at all times and maintain 6 feet social distancing.