ABBEVILLE GENERAL HOSPITAL AGENCY NURSE / CONTRACT OR PRN PERSONNEL ORIENTATION / EDUCATION CERIFICATION AND AGREEMENT

I certify that I have received and have read a copy of Abbeville General Hospital's orientation/education program and that I fully understand the contents in the packet. I certify that if I did not understand any components of the orientation packet that I contacted the Education coordinator for clarification of the information. I understand that this packet covers a general view of the policies and procedures at the hospital and that I will be responsible to know all policies and procedures of the hospital.

_____
Date

_____
Signature

_____
Printed name

2024 Mandatory Employee Orientation / Annual Education--clinical

Please print legibly   rev 12/7/2023

Employee's name (PRINT)	Date of Carelearning completion:

The following topics have been covered in the Carelearning online Education courses or Education Packet

Abbeville General Hospital	**Patient Care**
History	Abuse, Neglect & Exploitation
Board of Commissioners	Alarm Monitoring(Nursing, cardiopulmonary)
Management Team	Population Specific Care
Organizational Chart	Assessment/reassessment of patient
Mission, vision, and goals	Basic Nutrition-Nursing
Philosophy & values	Blood Transfusion Education-Nursing
One level of care	Blood Glucose Monitoring
Public Relations/Team Training/ Customer Service / AIDET	Fall reduction Program
AGH Standards of Conduct/Ethics Training	Patient Rights
AGH Standards of Behavior-ACCEPT	Confidentiality
Hospital wide policy and procedure manuals	Advance Directives
AGH website / Facebook	Informed consent
Leadership	Privacy
Governance and Management	Patient Family Education
Scope of Services	Language Interpretation & Translation Services
Chain of Command- Nursing/Physician	Code of Ethical Behavior
HIPAA / Privacy Officer	EMTALA
AGH information System-Cerner	Conflict Resolution
Performance improvement	Chain of Command for Patient Care issues-
Sentinel Event	Communication- SBAR
PDMAI	Discharge Planning / Patient Care Instructions
FMEA	Ethical Issue Resolution
Core Measures	Complaint/ Grievance Policy-Service recovery
Risk Management / Incident Reporting	Procuring and donating Organs and other tissues
National Patient Safety Goals	Restraint/ Seclusion/Timed Orders
AGH policies regarding NPSG	Behavior Restraint
Universal protocol	Medical/ Surgical Restraint
Suicide Risk/Precautions	**Violence and De-escalation training**
The Joint Commission	Pain Management and Assessment-Nursing
Report safety/quality concerns to TJC	Adverse Drug Reaction (recognition, report) Rapid
MRI/Radiation Safety	Response Team
AGH Compliance Program / Compliance Officer	Medication management
Civil rights	Abbreviations / look A like- Sound A Like Drugs
Infection Control	Medication Reconciliation
Hand Washing (hand Hygiene) / Artificial Fingernails Policy	Needs of the Dying Patient
Preventing Infections-CLABSI,MDRO's,	JC/CMS Core Measures
AGH Antibiotic Stewardship Program	Verbal orders, phone orders, written orders
Influenza Vaccination Program	Safe Use of Opioid Education/PASEO-Nursing
Standard vs. Isolation precautions	Coumadin Protocol / DOAC Therapy
Bloodborne pathogens/post exposure plan	Sleep Apnea Screening/Pressure Ulcer Prevention
Latex Allergy	OR Hyperthermia- Nursing personnel
OneSource	Safe Haven
Needle stick Prevention and Reporting	**Environment of Care**
TB Skin Test / TB reporting / N95 Mask Fit Test	7 Management Plans- Safety, Security, Risk
Human Resources	Management, Life Safety Management, Medical
Cultural Competency/Sensitivity	Equipment, Utilities System Management, Fire Safety
Workplace / Cultural Diversity	Red Tag for broken Equipment
Body Mechanics- moving, lifting & Repetitive motion- slips,	Electrical Safety- Use of Extension Cords
trips, and falls, Assistive devices	Emergency Outlets- illuminated or red outlets
Workplace violence	Safe/Secure storage of compressed air, MRI Safety
Tobacco-Free, Smoke-Free campus policy	AGH Emergency Codes / 6111
Sexual Harassment	Evacuation Procedure/Water Mgmt Policy
Recognizing/Reporting Employee Impairment	MSDS- Hazard Communication- GHS version
Reporting employee injury	Hazardous Materials/Waste management plan
Reporting suspected Abuse and neglect	Chemical Spills Procedure
Cell phone use	Employee's role in Emergencies
Computer User Agreement/Information Blocking	Disaster Preparedness- HICS
	Pharmaceutical Waste- Nursing, Pharmacy

I certify that I have completed the Annual Education courses and understand its contents.

_____   _____
Signature   Date

2024 Hospital National Patient Safety Goals

(Easy-To-Read)

Identify patients correctly

NPSG.01.01.01

Use at least two ways to identify patients. For example, use the patient's name *and* date of birth. This is done to make sure that each patient gets the correct medicine and treatment.

Improve staff communication

NPSG.02.03.01

Get important test results to the right staff person on time.

Use medicines safely

NPSG.03.04.01

Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups and basins. Do this in the area where medicines and supplies are set up.

NPSG.03.05.01

Take extra care with patients who take medicines to thin their blood.

NPSG.03.06.01

Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Give the patient written information about the medicines they need to take. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

Use alarms safely

NPSG.06.01.01

Make improvements to ensure that alarms on medical equipment are heard and responded to on time.

Prevent infection

NPSG.07.01.01

Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning.

Identify patient safety risks

NPSG.15.01.01

Reduce the risk for suicide.

Improve health care equity

NPSG.16.01.01

Improving health care equity is a quality and patient safety priority. For example, health care disparities in the patient population are identified and a written plan describes ways to improve health care equity.

Prevent mistakes in surgery

UP.01.01.01

Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body.

UP.01.02.01

Mark the correct place on the patient's body where the surgery is to be done.

UP.01.03.01

Pause before the surgery to make sure that a mistake is not being made.

Education has been provided on 2024 National Patient Safety Goals

_____   _____   _____
Employee Name (Print)   Employee Signature   Date

Computer Use and User Agreement

These guidelines are set for all employees, physicians, consultants, independent contractors, and all other persons who use or who have access to the Computer Network Systems and Internet Connections at Abbeville General Hospital.

1. Usage is permitted and encouraged where such use supports the goals and objectives of the business; however, access is a privilege and all persons must adhere to the policies concerning internet, email and computer usage. Users may be held personally liable for damages caused by any violations of this policy.

2. All hospital computer systems, telephone systems, voice mail systems, cellphones, facsimile equipment, electronic mail systems, Internet access systems, related technology systems, and the wired or wireless networks that connect the systems are the property of Abbeville General Hospital. All persons are expected to use these systems responsibly and productively.

3. Internet access is limited to job-related activities only. Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role. Personal use is not permitted.

4. All data that is composed, transmitted, saved and/or received by the Abbeville General Hospital computer systems is owned by Abbeville General Hospital and is recognized as part of its official data. System users have no personal privacy right with any of this data. The hospital reserves the right to access and disclose such material at any time without prior notice.

5. Equipment, services and technology used to access email and the Internet are the property of Abbeville General Hospital and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, saved or received through its online connections.

6. Never send PHI (protected Health Information) via email to anyone outside the organization without *secure or *encrypt as the first item entered in the subject line. Our email is secure and encrypted when sent between employees with an @abbevillegeneral.com addresses but If PHI is sent to anyone without an @abbevillegeneral.com address, a patient's individually identifiable health or financial information could be compromised.

7. Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

8. All sites and downloads may be monitored and/or blocked if they are deemed to be harmful and/or not productive to business.

9. Users are responsible for all actions originating from their account or network connection and for protecting their password. User accounts and network connections are for individual use and may only be used by the person to whom they have been issued.

10. User passwords should be confidential and changed every 90 days. Any attempt to circumvent computer, network or file security is prohibited.

11. System users should not download or read mail from unknown sources. Users must be aware that the receipt of email or the downloading of material from the Internet may contaminate hospital computers. Do not open email attachments from unknown sources.

12. Report any violation of this policy.

13. Users, who are unsure about what constitutes acceptable computer, email or internet usage, should ask his/her supervisor for further guidance and clarification.

13. **Unacceptable use** by any person granted access to the Computer Network Systems and Internet Connections of AGH includes, but is not limited to, the following activity and is considered a violation of this policy:

   (a) Sending PHI via unencrypted email.

   (b) Utilizing another user's password or computer to gain full access to the Internet.

   (c) Installing software such as instant messaging technology.

   (d) Interfering with others' use of the organization's computers, peripherals, or network. This includes but is not limited to the inadvertent or deliberate spreading of computer viruses; excessive bandwidth use; altering software, hardware or wiring; or actions that degrade or disrupt system or network performance. Examples of applications which may result in excessive bandwidth usage that can seriously disrupt the hospital's network include BitTorrent file sharing, streaming media, video messaging, and gaming.

   (e) Copying, disseminating or printing copyright materials, including articles, images, games or other software.

   (f) Accessing, sending, soliciting, displaying, printing or otherwise disseminating material that is reasonably likely to bully, harass, threaten, or embarrass others or that is sexually explicit, fraudulent or otherwise inappropriate in a professional environment.

   (g) Accessing sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.

   (h) Sending or posting discriminatory, bullying, harassing or threatening messages or images on the Internet or via Abbeville General Hospital email service. Also, sending or posting information that is defamatory to the organization, its services, colleagues and/or customers.

   (i) Sharing confidential material or proprietary information outside of the organization.

   (j) Passing off personal views as representing those of the organization.

   (k) Transmitting statements, language, images or other material that is reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability or religious or political beliefs.

   (l) Engaging in personal, non-hospital related activities for gain or profit. Examples include consulting for pay, advertising, or selling goods and/or services for personal gain.

   (m) Engaging in illegal activities or using the Internet for any illegal purpose, including initiating or receiving communications that violate any laws or regulations.

   (n) Interfering with or disrupting the work of others.

   (o) Gaining or attempting to gain unauthorized access to any computer, computer network, database, data or electronically stored information by using any access control mechanism not assigned to the particular user.

   (p) Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.

   (q) Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.

(r) USB storage devices shall not be used for storing patient information or any type of PHI unless

the device is approved and/or encrypted by IT. Exceptions to this policy shall be considered only in unique and rare cases.   These requests shall require written approval from their C-Suite manager and/or the Director of IT. Removable media or portable/personal storage devices applies to, but it not limited to, USB flash (jump) drives, external hard drives, SD storage, of any type shall be disallowed in any form or function within the Abbeville General environment.

All guidelines stated in this document are applicable to all users of the Abbeville General Hospital computer network systems and internet connections and reflects an agreement of all parties, and should be governed and interpreted as such.

I have read and understand the above guidelines and agree to comply with the Internet, Email and Computer Usage Policy of Abbeville General Hospital. I further understand that should I commit any violation of this policy, my access privileges may be revoked and appropriate disciplinary action taken and/or legal action.

_____
Employee's Printed Name

_____   _____
Employee Signature   **Date**

CERTIFICATE OF PRIVACY TRAINING

Employee Name: _____

Department: _____

Job Title: _____

Date of Training: _____

I certify that I have completed the privacy training in person, by completion of careLearning module, or via review of packet provided by the Education Department. I understand and will honor all of the organization's privacy policies and procedures. I am aware violations of Abbeville General's privacy policies and procedures may result in sanctions, to include **termination** of employment, civil monetary **fines**, and/or **imprisonment**. If I have questions about patient privacy and/or HIPAA, I understand I can contact Abbeville General's Privacy Officer, Wendy Broussard, at Ext. 6112 or 337-898-6112.

Employee Signature: _____   Date: _____

CERTIFICATION AND AGREEMENT OF COMPLIANCE
FOR CONTRACT WORKERS

I certify that as a **contract worker,** I have received and read a copy of Abbeville General Hospital's Standards of Conduct, and I fully understand the requirements set forth in the document. I certify that I shall act in accordance with all policies of the hospital, including the Compliance Program, as amended from time to time. Such policies reflect the hospital's commitment to adhere to all applicable statutes and regulations. I understand that I may be subject to disciplinary action for violating such policies, the Standards of Conduct or the program, or for failing to report violations as required by the program.

_____

Date

_____

Employee's Signature

_____

Printed Name of Employee

Employee Standards of Behavior

As an employee of Abbeville General Hospital, I am committed to ensure a positive healing environment and provide the best possible quality of care that exceeds the expectations of our patients, customers, and coworkers. I know that I am only one person, but I also know that it only takes one person to make a difference, either positive or negative. When I choose to work at Abbeville General Hospital, I am choosing to ACCEPT the following standards and behavioral values in order to set the tone for the culture we have chosen to create at this hospital. I will be both committed to and accountable for demonstrating Accountability, Communication, Courtesy, Excellence in Service, Professionalism/Privacy, and Teamwork by embracing and supporting the standards and behaviors specified in this document. I recognize that by working together, we will exceed what we could accomplish as individuals.

Following is a list of behavioral standards that have been developed to reflect Abbeville General Hospital's commitment to service excellence.

ACCOUNTABILITY

All employees of Abbeville General Hospital are expected to provide and maintain the highest quality of care to those we serve. We will take pride in our organization while striving to achieve hospital and departmental goals by following policies and procedures, and will be liable for our performance and answerable for our actions.

- ❖ I understand that my commitment to this organization is reflected through my actions and behaviors to co-workers, employees, physicians, visitors, and especially my patients. I will put the needs and desires of the customer first and approach every situation with an "I can" attitude.
- ❖ I will accept responsibility for my own actions. I have the ability to say I am sorry and will never underestimate the power of an apology.
- ❖ I will maintain Abbeville General's facilities with a sense of pride and ownership by returning pieces of equipment to their proper places, and immediately reporting any safety hazards or faulty equipment to the appropriate departments.
- ❖ I will respect my coworkers and others by ensuring my workspace is clean, neat, and organized prior to leaving each shift.
- ❖ I will recognize the high cost of healthcare and optimize the use of resources while delivering exemplary service**.**

COMMUNICATION

Abbeville General Hospital requires all employees to communicate, both in their words and actions, in a way that instills trust, confidence, and good will. The manner in which its employees communicate internally and externally directly impacts Abbeville General Hospital's ability to create and foster that trust.

- ❖ I will communicate effectively with all customers, internal and external, by using the AIDET principle. I will introduce myself to patients and visitors, stating my name, department, and reason for visit, upon entering a room; and will thank them for choosing our facility, and state "Is there anything else that I can do for you?" prior to leaving a patient room.
- ❖ I will speak in a positive, professional, courteous manner at all times, and I will remember that body language is a powerful communicator.
- ❖ I will explain processes and procedures, while using terms in a way that is understood by the listener regardless of whether or not the listener is a patient, guest, or fellow employee.
- ❖ I will answer the telephone promptly (strive for within 3 rings) and politely identify myself and the department, followed by a pleasant greeting.
- ❖ I will inform callers before putting them on hold or transferring their calls. I will transfer calls accurately, letting the caller know that we will transfer their calls to the correct extensions and give them these extensions before transferring their call. I will provide progress reports to callers on hold every 45-60 seconds.
- ❖ When unable to accurately respond to a call, I will take responsibility for getting a phone number for the caregiver to call back and let family members know that we will respond back within a specified time frame.
- ❖ When I am presented a problem, I will correct the problem or find someone who can. When I am presented suggestions for improvement, I will make sure that it is communicated to the proper department or department manager in a timely manner. I will close the loop of communication by making sure the solution to the problem, or the answer to the suggestion gets communicated back to the original sender within a specified time frame.

COURTESY

Abbeville General Hospital is dedicated to providing an environment that is pleasant, welcoming, supportive, and reassuring to all. Abbeville General Hospital takes seriously its obligation to operate this institution in a way that maintains and supports the community's trust, respect, and loyalty.

- ❖ I will listen carefully to the needs of others and respond to their needs within a specified time frame, with patience and tolerance.
- ❖ I will encourage and praise fellow employees whenever possible, offer constructive criticism in private, and treat others as I want to be treated.
- ❖ I will make eye contact and smile at others when they are ten feet away, acknowledging everyone within five feet with a friendly greeting.
- ❖ I will offer assistance to individuals who need help and escort them to their destination.
- ❖ I will allow guests to enter and exit elevators first, and will ensure that patients and persons with disabilities have primary access in the hallways, doorways, and elevators.

EXCELLENCE IN SERVICE

Abbeville General Hospital strives to attract, engage, and retain committed, competent, and caring healthcare professionals while creating an environment where team members respect and support each other so they can perform to their fullest potential. We aim to be recognized for best in class performance and highest quality practices in all that we do.

- ❖ I will take the time to read hospital and system communications (emails, flyers, bulletins, policies, electronic boards, website, etc.) to stay informed of responsibilities, changes, and events. I will recognize and apply any changes into my daily practices, and will not use the phrase, "I didn't know".
- ❖ I will proactively seek opportunities for continued learning in order to acquire new skills to maintain competency and increase proficiency for my own professional and personal growth.
- ❖ I will provide safe, compassionate care to the best of my abilities at all times.

PROFESSIONALISM / PRIVACY

All employees of Abbeville General Hospital are expected to maintain and exhibit the highest standards of professional conduct in their dealings with each other and with customers, which include patients, visitors, physicians, volunteers, and any other person with whom employees come in contact during the course of their employment. Privacy will be respected for all and we will maintain confidentiality, and adhere to privacy and security standards. All duties are to be performed with honesty, respect, privacy, and with good judgment, in conformity with Abbeville General Hospital's policies, procedures, and standards.

- ❖ I will project a professional image through my actions and adherence to the dress code. I will dress to reflect respect and professionalism, being mindful of what my appearance communicates. I will wear my identification badge on the upper chest where it can be easily seen by all.
- ❖ I will respond to any requests for assistance, acknowledge any wait time, thank the individual for waiting, and apologize for excessive delays.
- ❖ When passing a room with an unanswered call light, I will enter the patient's room, introduce myself, and ask, "How may I help you?" I will not leave the floor until I am certain the message has been conveyed to the proper caregiver.
- ❖ I understand that the use of cellular phones and other communication devices (cell phones, text, internet, iPod) for personal use is strictly prohibited during work time. I will not use these communication devices for personal reasons.
- ❖ As a healthcare professional, I understand that we are all susceptible to the ill effects of passive smoking. In order to minimize the risk from involuntary exposure to tobacco smoke, I will adhere to Abbeville General Hospital's "Smoke-Free Hospital" policy.
- ❖ I realize that my time away from my duties affects my co-workers by increasing their workload, therefore, I will adhere to Abbeville General's "Meal and Rest Periods" policy (this includes smoke breaks).
- ❖ I will not discuss any patient-related matters unless it is necessary for the care that is being provided for the patient. I will not discuss any negative or unprofessional issues.
- ❖ I will maintain patient privacy, and assure and protect patient dignity by knocking before entering a room, closing doors when leaving a room, adequately covering a patient when transporting, and addressing patients by their preferred name.

TEAMWORK

Teamwork is the ability of individuals to work together in a coordinated effort toward a common goal. Our willingness to work together is reflected in the quality of care we provide to our customers and to each other.

- ❖ I will look beyond my assigned tasks. My responsibility does not end where my co-worker's responsibilities begin. In most situations our responsibilities merge and blend.
- ❖ I will not use the phrases "that's not my job", "that's not my patient", and "that's how we've always done it."
- ❖ I will be flexible when faced with changes and embrace these changes by contributing and being open to new ideas.
- ❖ I recognize that by working together, we will exceed what we could accomplish as individuals.

My personal commitment:
I personally commit to living the Abbeville General Hospital's Standards of Behavior and exhibit the right behaviors in both normal and stressful situations. When I choose to work at Abbeville General Hospital, I am choosing to ACCEPT the following standards and behavioral values in order to set the tone for the culture we have chosen to create at this organization. I understand that I am expected to embrace and support these Standards of Behavior in my daily interactions with every person whom I come in contact with. I recognize that by working together, we will exceed what we could accomplish as individuals.

Your signed personal commitment will become a part of your employment record at Abbeville General Hospital.
I have received and read the Standards of Behavior for Abbeville General Hospital and I agree to abide by the preceding standards for the duration of my career here.

ACCEPT *this Journey to Excellence.*

6/14/2022

_____   _____   _____   _____
Team Member Signature   **Date**   **CEO Signature**   **Date**

Blood Glucose Monitor Learning Assessment

Name: _____   Date: _____

1. The Precision PCx® Plus blood glucose test strip is designed to allow which of the following:

   a. Top-fill or end-fill sample application.

   b. Test will not start until sufficient blood is applied to the target are.

   c. Additional blood can be applied to the target area within 30 seconds of first drop if needed to start the test.

   d. All of the above.

   e. None of the above.

2. Should blood or control solution come in contact with the port protector you should:

   a. Check for presence of blood and replace port protector if contaminated.

   b. Check for presence of control solution and replace port protector if contaminated.

   c. Complete test anyway and replace port protector later.

   d. Answers a & b

   e. None of the above.

3. True or False?

   Prior to testing you should always check for contamination and replace the port protector if needed. You should also verify there are no gaps between the port protector and the monitor around the edges before testing.

   a. True

   b. False

4. What information is entered into the Precision Xceed Pro monitor when the test strip barcode is scanned?

   a. The test strip lot number.

   b. The control solution ranges.

   c. The expiration date of the test strip.

   d. Lot-specific Calibration.

   e. All of the above.

5. The Clear key will:

    a. Back up one space while entering numbers on the keypad.

    b. Clear a numerical code after the Enter key is pressed.

    c. Clear a barcode scanned by mistake.

    d. Return to a previous menu.

    e. All of the above.

6. Patient test result history can be recalled through the following screen(s):

    a. Patient Test (upon completion of a patient test).

    b. Control Test (upon completion of a control test).

    c. Data Review

    d. Review Setup

    e. Answers a & c.

7. Which of the following is not a true statement with regard to alphanumeric data entry:

    a. The zero (0) key is used to enable alpha mode.

    b. Numeric mode is the default entry mode.

    c. Keys 2-9 are used to enter alpha characters by pressing a particular key multiple times when in alpha mode.

    d. The 1 key is used to enter a space when in alpha mode.

8. A bottle of control solution is opened today. When does this control solution expire?

    a. The expiration date on the bottle.

    b. 90 days after the bottle is opened.

    c. 90 days after the bottle is opened or the expiration date, whichever comes first.

    d. The expiration date established by the laboratory.

9. Where can you find information to troubleshoot a patient or control test result that is out of range?

    a. Quick Reference Guide.

    b. Operator's Manual

    c. Technical Support

    d. All of the above.

Name: _____ Date: _____

10. Acceptable cleaning solutions for the Precision Xceed Pro monitor include:

a. Alcohol and ammonia based cleaners.

b. Bleach or hydrogen peroxide based cleaners.

c. All of the above.

11. In your institution, how often must control solutions be performed on the Precision Xceed Pro Monitor?

a. Every 8 hours

b. Every 12 hours

c. Every 24 hours

d. Every shift

e. Other: _____

12. If a test fails to start, a second drop of blood can be applied to the target are of the test strip within:

a. 15 seconds of the first drop.

b. 30 seconds of the first drop.

c. 60 seconds of the first drop.

d. a second drop cannot be applied

13. What is the glucose action range for you institution?

a. 20 – 500

b. 40 – 500

c. 40 – 400

d. 60 - 350

14. What step(s) should you take if a glucose result is outside of the action range?

a. If glucose is less than 60 or greater than 350, call MD.

b. . If glucose is less than 40 or greater than 400, repeat test
   If sliding scale ordered, follow sliding scale
   If no sliding scale ordered, call MD.

c. If glucose is less than 20 or greater than 500, repeat test
   If sliding scale is ordered, follow sliding scale
   If no sliding scale ordered, call MD

d. If glucose is less than 40 or greater than 500, use sliding scale.

<div align="center">

BLOOD GLUCOSE MONITORING
EDUCATION HANDOUT

</div>

Precision PCX® Plus Blood Glucose Test Strips:

A. Information contained within the barcode-
>   Lot #
>   Expiration date
>   Manufacturer control solution ranges
>   Calibration information

B. Scanning the barcode-
>   Hold 3-12 inches away at a 30-136 degree angle, press and hold the scan key until red
>   Beam appears, repeat if necessary.

C. Benefits of individually foil protected test strips-
>   Maintains integrity of each test strip by protecting from exposure to air, moisture and
>   accidental contamination, carry only enough strips as needed, spilling and open vial
>   dating are not a concern.

D. Opening a foil packet:
>   Gently tear at notch and remove test strip

E   Inserting test strip:
>   The end with the 3 contact bars should be inserted in to the monitor.

F. Sample size:
>   2.5 µl

G. Target area:
>   Top-fill or end-fill test strip

H. Sample application
>   Designed not to start until application has been detected (fill trigger)

I. Additional sample
>   Can be applied within 30 seconds of first if test does not start immediately.

J. Results displayed
>   In 20 seconds

K. Assay range
>   20-500 mg/dl

L. Storage and Handling:
>   Test strips wrapped in individual foil packets
>   Always use test strip from the packet that was scanned
>   With clean, dry hands the test strip may be touched anywhere
>   Dispose of used test strips in accordance with your facility's biohazard disposal policy
>   Store between 39°- 86°F
>   Use between 59°- 104°F
>   Use between 10 and 90 % relative humidity
>   Keep out of direct sunlight

M. Precautions:
>   Do not use test strips after expiration date printed on bar-code foil packet

Do not use test strips that are wet, bet scratched, or damaged
Do not reuse test strips

Performing low and high control solution test policy:

    A. AGH Expiration policy
        Hi and low control solutions are performed every 24 hours a day

    B. Expiration date of control solution bottle
        Bottle expires 90 days from the date the bottle is opened or the expiration date on the
        Bottle, whichever comes first.
    C. Record open (expiration date) on bottle
        90 days from the day the bottle is opened.

    D. Barcode
        Barcode on bottle contains the lot #

    E. Scanning barcode
        Hold 3-12 inches away at a 30-135 ° angle; press and hold the scan key until red beam
        appears, repeat if necessary

    F. Store between 39 °- 86°F

    G. Gently invert bottle to mix, do not shake

    H. Confirm there are no bubbles present in control bottle nozzle, if yes remove air bubbles before
        Completing test

    I. Control testing process
        Scan badge or manually enter ID number
        Scan control lot number
        Scan test strip
        Identify target area (end or top fill)
        Monitor beeps once sample is accepted
        Re-apply sample within 30 sec of first drop if needed.
        Result displayed in 20 seconds (pass or fail)

Perform a patient test

    A. AGH policy regarding sample collection
        Use standard precautions for sample collection
        Ensure that collection site is clean and dry before obtaining sample

    B. Explain appropriate sample collection
        Obtain a capillary sample using the lancet provided by the hospital

    C. Port protection
        Check for presence of blood or control solution and replace yellow port protector if
        contaminated
        Check to confirm port protector is installed correctly (verify there are no gaps between
        the port protector and the monitor around the edges).

    D. Patient testing process
        Scan or manually enter operator ID
        Manually enter patient ID

Scan and insert test strip
Finger can touch target area
Identify target area (top or end fill)
Monitor beeps once sample is accepted
Re-apply blood within 30 seconds of first drop if needed.
Result will displayed in 20 seconds

E. AGH glucose reportable range and action to be taken if outside range:
AGH range= 40-400
If glucose is less than 40 or greater than 400, repeat test
If sliding scale ordered, follow sliding scale
I f no sliding scale ordered, call MD.

Other Monitor Features

A. Port protector designed to minimize the possibility of liquid entering the monitor through the strip port. Should blood or control solution come in contact with the port protector:
The monitor should be cleaned
The contaminated port protector should be removed
The area around the port should be dried thoroughly
A new, dry port protector should be installed

B. Replacing port protector if needed
Lift the port from left or right edge
Pull gently away until the protector separates from monitor
Rest the flat bottom of the new port protector on the ledge of the test strip port
Gently push both sides of the port protector until you hear the tabs snap in to place
Confirm there are no gaps between the port protector and the monitor around the edges

C. Using the Alphanumeric Key
Enter a numeric value when in numeric mode
Enter an alpha character (keys 2-9) by pressing a particular key multiple times when in alpha mode
Enter a SPACE (key 1) character in alpha mode
Alpha mode is identified with lower or uppercase indicator in the bottom right of the display

D. To activate the backlight press and hold the backlight/alphanumeric key

E. Monitor automatic shut-off
Monitor shuts off after 4 minutes of inactivity by default

F. Operator Certification Expiration warning will appear on the screen if a new employee has not performed a control test 30 days from the time of employment of if an employee has not performed a test in 1 year. The warning will begin posting 90 days prior to expiration.

Data Review
A. Reviewing test result memory
After completing a patient test result, additional patient result history can be viewed under "Patient History" post testing (only if this particular monitor was used on this pt. previously). Test results can be viewed independent of testing under "Data Review" (menu mode, option 1).
If an operator ID is required for patient testing, then an operator ID is required to view test data under Data Review.

B. The Data Review screen for the patient test may display:
    Patient ID or **Name** (**p**: prompt)
    Comment Code (Number in box)
    Test Type
    Test Date and Time alternating with the **Operator ID** (**o**: prompt)

C. Patient memory- 2,500 patient tests
    Control test memory- 1,000 control test

Trouble shooting and Maintenance

A. Contact Technical Support or POCC/Lab
    Technical support Department is available 24 hrs/day 7 days/week; Toll free # is located in the Quick Reference Guide

B. Monitor cleaning policy
    Acceptable cleaning solutions include **alcohol and ammonia based solutions**.
    Recommended solutions include: **Sani-cloth®HB, Sani-cloth® Plus and Super Sani-Cloth®.**
    Bleach or hydrogen peroxide based cleaners should **not** be used because they will fade the monitor keypad.
    Cleaning solutions **not recommended** for use include: Hype-wipe®, Dispatch® and Virox®5
    The monitor should be cleaned daily.