

# 2005 Nursing Student Placement Handbook

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# **MOUNT SINAI HOSPITAL**

## **Overview**

Eighty three years young, its history is colorful and inspiring, from humble beginnings to world renowned Centre of Excellence. The driving forces behind the hospital was the Ezras Noshem Society who created it to provide a place for Jewish physicians to learn and practice, beginning with a total of 40 in 1923.

1922. Came into being as The Toronto Hebrew Maternity & Convalescent Hospital.

1923. Renamed Mount Sinai Hospital, it was located in an old Yorkville mansion.

1953. Relocated to new building at 550 University Avenue

1962. Affiliated with the University of Toronto

1974. Relocated to 600 University Avenue

## **Mission**

Mount Sinai Hospital is dedicated to discovering and delivering the best patient care with the heart and values true to our heritage.

## **Family-Centered Care**

An evolving culture of Patient- and Family-Centered Care at Mount Sinai Hospital provides an opportunity for clinicians to bring to life the organizational values of Diversity, Respect, Teamwork and Partnership within the clinical environment.

Patient- and Family- Centered Care is an approach to the planning, delivery and evaluation of health care that is grounded in mutually beneficial partnerships between patients and families and health care providers. It is a relationship and partnership that is based on mutual trust and respect with the ultimate goal to create partnerships among health care providers, patients and families that will lead to the best outcomes and ultimately enhance the quality and safety of health care.

## **Patient Satisfaction**

To ensure that patient and family needs are being met, Mount Sinai Hospital conducts regular patient satisfaction surveys. Every interaction with patients and families affects patient satisfaction and each staff member, student and volunteer who come in contact with patient's impact their satisfaction with the care and services provided them. It is everyone's responsibility to make every patient/family interaction a positive one.

## **Awards**

1997. RNAO Employer of the Year

2000. CNA Employer Recognition Award for ongoing support of nursing certification

## **CENTRES OF EXCELLENCE**

### **Women's and Infants' Health**

One of the most progressive perinatal programs in Canada, it specializes in caring for women with high risk pregnancies and over 6,000 babies are delivered each year. It is the first hospital in Canada to have an established Chair of Perinatal Nursing. *See Nursing Unit Profiles for additional clinical information.*

## ***Surgical Subspecialties and Oncology***

The surgical program has a strong oncology and ambulatory care program and provides care to over 18,000 plus patients a year. *See Nursing Unit Profiles for additional clinical information.*

## ***Internal Medicine and Subspecialties***

Continuum of care is provided to complex medical patients. Specializing in heart failure, care is provided in an integrated Cardiology and Coronary Care Unit. *See Nursing Unit Profiles for additional clinical information.*

## ***Samuel Lunenfeld Research Institute***

Established in 1985, the Institute is one of the world's leading centres in biomedical research, a pioneer in functional genomics, committed to excellence in health research and the training of young investigators.

# **THE GERALD P. TURNER DEPARTMENT OF NURSING**

## ***Welcome from Leslie Vincent: Senior Vice President Nursing***

Welcome to your clinical placement in the Department of Nursing at Mount Sinai Hospital. The development and education of students in the profession of nursing is a key role in an academic institution. We value the opportunity to contribute to your development through the provision of clinical placements and the opportunity to work with our nursing staff. Our intent is to provide you, the student nurse, with a meaningful and professional clinical placement experience.

Professional nursing in the 21<sup>st</sup> century in academic health science environments must focus on advancing nursing within the domains of practice, education, research and leadership. As an applied discipline, nursing focuses on the integration of knowledge and research within the provision of patient and family centered care. We hope that you enjoy your experience with us and the further development towards being a member of the profession of nursing.

## ***Vision Statement***

Patients and families experience the best nursing care in a compassionate, supportive, interdisciplinary environment that embraces and advances professional nursing practice, education, leadership and research.

## ***Overview***

An all RN staff delivers quality, compassionate care in a collaborative, multidisciplinary environment. A large percentage of our nurses have undergraduate and master's degrees and many hold specialty certificates and/or CNO certification in their particular specialty.

Staff nurses are supported at the bedside by Nurse Clinicians, Clinical Nurse Specialists, Advanced Nurse Practitioners and a wide variety of Allied Health Professionals.

All nurses are integral members of the multidisciplinary team and nursing input serves to move practice forward.

A commitment to professional nursing practice is demonstrated by support for ongoing education and recognition for excellence. Every year during Nurses Week celebrations, numerous bursaries and awards are distributed to nurses.

## **PREPARING FOR YOUR CLINICAL PLACEMENT**

### ***Confidentiality and Privacy: Guidelines for Students***

On November 1 2004, the *Personal Health Information Protection Act, 2004* came into force. This Act provides, among other things, rules governing the collection, use and disclosure of patient health information. As a student learning at Mount Sinai Hospital, you are considered an “agent” of Mount Sinai Hospital under the Act.

As an “agent”, the Act provides some rules that you must follow. ***These guidelines are provided to you in order to give you some more detailed advice as to how to meet your privacy obligations than what is provided to you in the Confidentiality Agreement that you signed when you first joined the Hospital.***

- As a student, you may be asked to collect and use patient health information. If the nature of the assistance you are providing involves collecting, accessing or disclosing health information, apply the “need to know” rule. Only collect, access, use and disclose as much information as you need to in order to be able to perform the task.
- Never discuss outside of the Hospital any patient information you learn at the Hospital. Even then, ensure that those at the Hospital with whom you are sharing the information need to know the information.
- If you are ever concerned that the nature of the activity you are being asked to perform may breach one of the privacy “rules”, ask your supervising clinician about how patient’s privacy is being respected or contact the Corporate Privacy Officer.
- If any non-Mount Sinai Hospital personnel request information about a patient, check with your supervising clinician first prior to disclosing any information.
- If you are provided with access to any application containing patient health information, like PowerChart, the Mount Sinai Hospital electronic patient record, ensure that you never share your password with anyone; always log out of the application prior to walking away from the computer; and keep in mind that your access to electronically stored patient health information may be audited.
- Do not leave the Mount Sinai Hospital paper health record unattended. This prohibition includes never leaving the record alone with the patient. If a patient wants access to his/her health record, contact the primary care giver to arrange a time when the patient can access the record, with a care giver knowledgeable about that patient’s care plan present.

- If a patient asks you for information or has a complaint related to accessing or correcting health information or about how his/her health information has been collected, used or disclosed, refer them to his/her primary caregiver, the *Privacy: A Guide for Patients* brochure and/or the Corporate Privacy Officer.
- If you witness a breach of privacy, report it to the Corporate Privacy Officer.
- When you are finished with a paper document containing health information that does not belong in the patient’s health record, always place it in one of the “shred-it” bins; don’t recycle it. For other media, refer to the “Secure Disposal of Health Information” policy.
- Never remove any paper records containing patient health information from the Hospital.
- If you are found to have breached any of these rules, your placement at Mount Sinai Hospital may be terminated.

If you have any questions or comments, please do not hesitate to contact Jodi L.H. Butts, Corporate Privacy Officer, at ext. 2101 or [privacy@mtsinai.on.ca](mailto:privacy@mtsinai.on.ca).

### **Confidentiality Forms**

All students are required to sign a confidentiality form prior to commencing placement. Forms are distributed to students by the school placement office and completed forms are forwarded by the school placement office to Mount Sinai hospital.

### **Patient Records**

#### **Network Access**

PowerChart and clinical documentation are part of our patient management system and every student must complete a blended learning process in order to access the patient record.

Requirements for each unit are as follows:

<b>Training Component</b>	<b>Required for</b>
PowerChart for Results Review	All units
Clinical Documentation	17N, 17S, 16N/CCU, 14N, 14S, 12S, 11N, 11S

Computer training consists of 2 parts. First, access the **Technology Based Tutorials (TBT)** for PowerChart through the following website: [http://www.mtsinai.on.ca/tbt\\_online](http://www.mtsinai.on.ca/tbt_online). The username is [tbtonline](#) and the password is [training](#).

Complete the TBT learning modules relevant to the unit where you will be doing your clinical placement. After completing the modules, you will need to complete the *Self-Assessment*. A necessary score of 80% or higher is needed in order to proceed to the 2<sup>nd</sup> phase of learning. Please do not complete the learning tutorial more than 10 days prior to the start of your clinical placement.

You will need to print your Self-Assessment score then bring this copy to the Computer Training lab at Mount Sinai Hospital. There you will complete the **Hands-on Applied Scenario**, an exercise that will allow you to apply your knowledge, from the PowerChart TBT.

The Hands-on-Applied Scenario takes place at the Mount Sinai Systems Education Training Room. The exercise takes approximately 15min – 1 hour. Once you complete the applied scenario, you will be given a password for access to Mount Sinai's PowerChart system.

Appointments for completing the applied scenario in the education training room are booked as follows:

**2<sup>nd</sup> year and entry level students**

Training is booked by the school Placement Office and clinical instructors will provide students with the date, time and location for applied training.

**3<sup>rd</sup> year students**

The school Placement Office books the training with MSH IS department and advises students of date, time and location for applied training.

**4<sup>th</sup> year fall and senior level students fall and winter semesters**

The school Placement Office books the training with MSH IS department and advises students of date, time and location for applied training.

**4<sup>th</sup> year pre-grad and consolidation students**

These students are responsible for arranging their own applied training. When student's placements are confirmed, the school placement office will provide the student with the email contact to arrange training. Subject title for the students email request for an applied training appointment is Applied Training and the body of the email is to include students name, school, clinical placement start date and the unit they will be on.

**Mask fit testing**

All students are required to have a valid Fit Test Card prior to starting placement.

**Vaccination/immunity**

All students are required to be immunized according to the Public Hospital Act and students may be asked to show proof of immunization status.

***Policies and Procedures***

**Before Providing Patient Care**

Prior to performing any patient care procedure, please review the appropriate policy and procedure. Policies and procedures are available electronically from any computer on the nursing units. Once in your clinical area, go to the Intranet and click on Policies and Procedures.

## **WSIB Forms**

WSIB forms are required for all students and forms are available through your placement office. Forms must be completed and signed by student and faculty prior to starting placement.

## **Mount Sinai Hospital Photo ID**

All students and clinical instructors are required to wear Mount Sinai Hospital Photo ID while on placement at Mount Sinai Hospital. Appointments are made by your placement office to occur on your first day of placement.

## **Dress Code**

Standard uniform for students are clean scrubs, appropriate footwear and Mount Sinai Hospital Photo ID. As some units have more specific dress requirements, please ask the unit contact person about dress code for the unit.

## **Lockers**

Students are provided with lockers at no charge and all personal equipment is to be left in the locker. Personal belongings are to be removed at end of placement and anything left in the locker will be discarded. Locker numbers and location are available from your student placement office.

## **Student Goals and Objectives**

All precepted students are expected to bring written goals and objectives for their placement experience and to share these with their preceptor.

## **Infusion Therapy Education**

4th year students on placement, space permitting, may attend (without charge) the Infusion Therapy Education courses offered through Sinai C.A.R.E.

## **Illness Reporting**

If you are ill and unable to attend on a given day, please call the unit and report off.

## **Parking and Transit**

Indoor and outdoor parking lots are located behind the hospital on McCaul St. For transit details, parking locations and cost go to [www.mtsinai.on.ca](http://www.mtsinai.on.ca) and click on How to Find Us

## **Clinical Placement Evaluation**

All students are expected to complete a Student Evaluation of Clinical Placement form at the end of the placement experience. Forms are available online or at your student placement office.

# **DEPARTMENTS AND LOCATIONS**

## ***Food Services***

### **The Staff Cafeteria**

Located on the second level

Open for breakfast and lunch  
Menu includes, kosher bar, salad bar, pasta bar

### **Lobby Cafe**

Located in the main lobby  
Open every day

### **Second Cup**

Located in the main lobby just inside the University Avenue entrance  
Open every day

### ***Human Rights and Diversity***

The role of Human Rights and Diversity Office is to advance human rights issues at the hospital through training, complaint resolution, policy development and review of systems and procedures. It works to ensure a harassment and discrimination free work environment and hospital services that are accessible to the whole community.

### ***Infection Control***

#### **Preventing Infection at Mount Sinai HOSPITAL**

Effective infection control depends on the knowledge and collaboration of all staff in the hospital. Policies, patient brochures, isolation precautions signs, and other information can be found under “Infection control” on the MSH intranet site.

<http://info/microbiology/InfectionControl/home.html>

If you have questions about infection control or infectious disease transmission, please speak to your clinical instructor, preceptor or NUA of the unit.

#### **Communicable disease policies**

##### **Vaccination/immunity**

All students are required to be immunized according to the Public Hospital Act and students may be asked to show proof of immunization status.

##### **Reporting of exposures – you are required to report to Occupational Health (or the ER) if:**

- You have suffered a needle stick or other injury with a contaminated sharp
- You have had a mucous membrane or skin exposure to blood/body fluids
- You have been exposed at work or home to someone with an infectious disease (e.g. meningitis, tuberculosis)
- You have diarrhea or vomiting at work, or which is due to an infection that you think might have been acquired at work
- You have a febrile respiratory illness in which the fever has lasted longer than 72 hours
- You have been asked to do so by a member of the infection control department

##### **Work restriction – you are required to stay out of the hospital if you have**

- Acute onset of vomiting or diarrhea – until 24 hours after vomiting/diarrhea have stopped, or until cleared by occupational health
- Acute febrile respiratory illness – you are expected to take your temperature at least twice per day if you have an acute respiratory illness, and to exclude yourself from work until you have been afebrile for 48 hours
- Any other illness which you recognize may be infectious (e.g. isolated sore throat, which may be streptococcal) – until symptoms have resolved, or you have been cleared to return to work by occupational health or infection control

The Occupational Health and Safety Department is located in the basement of 60 Murray Street (phone: 586-1572), and is open from 0700-1600 Monday to Friday. At other times report exposures and injuries to the Emergency Department.

## Hand Hygiene

Consistent hand washing/hand disinfection is the most important measure to protect staff and patients. Alcohol hand wash is as effective as soap and water, as long as hands are not soiled. Hands should be disinfected or washed:

- before contact with all patients
- after contact with all patients
- after removing gloves
- when moving from a contaminated body site (e.g. a draining wound) to a clean body site (e.g. a central line dressing)

Alcohol handwash is available outside each patient room in in-patient areas. Note that, in winter, you will need to apply hand cream about 3 times per day to avoid dehydrating your hands. Because hand cream can be easily contaminated, please use the hospital hand cream (the pump bottles minimize contamination, and the cream has a bacteriostatic agent to prevent bacterial overgrowth). Stethoscopes, and other equipment that touches patients may potentially transmit pathogens, and should be wiped off with alcohol or other disinfectant between patient uses (disinfectant wipes are present outside patient rooms). <http://info/GeneralManual/Section6/HandHygiene.doc>

## Routine Practices

**Routine practices are the standard at the Mount Sinai Hospital for protecting staff and patients from transmission of infection. Routine practices requires all health care workers to consider all body substances (blood, body fluids, secretions, excretions, drainage, breast milk) from all patients as potentially infectious. Routine practices mandate that, in addition to hand washing/hand disinfection:**

- **Gloves** should be worn when there is a risk of contact of your hands with mucous membranes, non-intact skin, moist body substances, and undiagnosed rashes.
- **Gowns, fluid resistant masks, goggles, and/or face shields** should be worn if you are at risk of being splashed with moist body substances, or exposed to respiratory droplets (e.g. during suctioning, intubation, or bronchoscopy)
- **Handling of sharps** should prevent needlestick injury. All sharps should be discarded immediately in a sharps container. If recapping is necessary, use a one-handed technique to avoid injury. Sharps should never be left on procedure trays, and must be passed in a way to avoid injury.

- **Laboratory specimens** must be closed securely and placed in a sealed bag prior to transport. Specimens with attached needles will not be processed.

**Additional precautions are necessary for pathogens that are spread by the airborne route and for some pathogens where transmission cannot be contained by hand disinfection alone.**

<http://info/microbiology/InfectionControl/NewNormal/PoliciesAndProcedures/PrecautionsTable.doc>

**Airborne precautions are required for patients with infections spread by the airborne route (most commonly at MSH: tuberculosis, chickenpox, disseminated herpes zoster)**

<http://info/microbiology/InfectionControl/tb/tb.htm>

<http://info/microbiology/InfectionControl/InfectionControlEducation/precautions/airborne.html>

## **Droplet and contact precautions**

<http://info/microbiology/InfectionControl/InfectionControlEducation/precautions/droplet.html>

### **Contact precautions (multi-drug resistant organism precautions)**

Contact precautions are used to prevent transmission of infection from patients infected or colonized with pathogens that contaminate the environment or may be present in such high concentration that hand washing alone is insufficient to control spread.

<http://info/microbiology/InfectionControl/InfectionControlEducation/precautions/contact.html>

**MRSA precautions** <http://info/microbiology/InfectionControl/InfectionControlEducation/precautions/mrsa.html>

### **VRE precautions**

<http://info/microbiology/InfectionControl/InfectionControlEducation/precautions/vre.html>

### **Clostridium difficile**

<http://info/microbiology/InfectionControl/InfectionControlEducation/precautions/cdiff.html>

## ***Library***

The Sidney Liswood Library is located on the NW corner of the 18<sup>th</sup> floor in Room 1824.

**Hours:** 0830-1800 Monday to Friday, closed weekends and stat holidays.

### **Borrowing Guidelines**

Students holding a valid Mount Sinai Hospital Photo ID and currently on placement for more than four weeks may use the library.

#### **Loan period**

Two weeks.

#### **Returns**

At the front counter or in the after hours drop box

### **Intranet Access**

The Library's Intranet is accessible from any computer in the Mount Sinai Hospital, 24 hours a day.

Although the Intranet cannot be accessed remotely, certain databases are available for staff via remote

access. Ask Library staff for details on passwords and connection instructions.

## ***Risk Management***

### **General Information**

**Office Hours:** Monday to Friday, 8:00 am to 4:00 pm

**Risk Manager:** Kimberlee Parker

**Telephone:** (416) 586-4800, extension 2885

**Email:** [kparker@mtsinai.on.ca](mailto:kparker@mtsinai.on.ca)

The mandate of the risk management is to identify risk to the hospital and its patients, visitors and staff, analyze it, reduce it and prevent it. Some of the tools used to achieve this mandate are incident reporting and trending, risk reduction strategies, emergency response procedures and risk prevention activities. The Risk Manager is responsible for responding to both internal and external crises to ensure the safety of the Mount Sinai Hospital community.

One of the most important functions of the Risk Manager is the management and investigation of Critical Incidents.

### **Critical Incidents**

A critical incident is defined as an incident involving a serious, undesirable and unexpected outcome or event, which involves actual or potential loss of life, limb or function for the patient, or has a significant potential to adversely affect public perception and confidence in the hospital.

Critical incidents must be reported immediately and students share the same responsibilities as employees or professional staff members who witness or discover a critical incident. The appropriate staff member, preceptor/ manager/supervisor, must be informed immediately. Once informed of the critical incident, it is the responsibility of that staff person to take the next steps. For further information on critical incidents please visit the Hospital Intranet site to review <http://info/generalmanual/section6/vi-j-35-41.doc>

## **NURSING CAREERS AT MOUNT SINAI HOSPITAL**

Mount Sinai Hospital is an internationally recognized health science centre and a leader in pioneering health-care advances. It is dedicated to both discovering and delivering the best patient care possible, and proudly provides opportunities for nurses to assist in the development of innovative approaches to effective health care.

### ***Education***

Paid education days are available to all full and part time nurses and tuition support is available to nurses who wish to pursue advanced degrees in nursing.

## **Preceptorship Program**

Preceptorship for new staff is a priority at Mount Sinai Hospital. It begins with a structured and purposeful teaching and learning experience which blends classroom and guided clinical experience.

In recognition of the importance of preceptorship, preceptors of new hires and of students are acknowledged with special receptions and celebrations.

## **Sinai C.A.R.E**

The Department of Nursing's on-site learning centre provides over one thousand days of education annually, to Mount Sinai Hospital nurses. Fifty percent of Consulting Associates who teach in the centre are Staff Nurses. Sinai CARE courses are available, at no cost, to Mount Sinai Hospital staff nurses and to students on placement (as space permits). A total of twenty four courses are available and the course calendar can be viewed at [www.mtsinai.on.ca/sinaicare](http://www.mtsinai.on.ca/sinaicare).

## **Tuition Support**

The Department of Nursing at Mount Sinai Hospital was the first in Ontario to provide tuition support for nursing education. Nurses currently receive financial support for ongoing formal academic preparation, paid seminar attendance and specialty certification. Nurses in specialty areas attend certificate courses prior to beginning work in the ICU, CCU, ER and step down units.

## ***Recruitment and Retention***

Active recruitment & retention activities in the department of nursing, ensures that more than seventy percent of nurses are working in full time positions.

The department of nursing comprises eleven hundred nurses as well service assistants and clerical staff to support the functioning of the patient care units.

A comprehensive General Hospital Orientation program welcomes new staff into the organization and for newly hired nurses this is followed by the Nursing Preceptorship Program. Duration of preceptorship experience varies from program to program.

## **Opportunities for Employment**

Opportunities for nursing employment exist in both the inpatient and the ambulatory care environment and new graduates are welcomed.

## **Quality of Work Life**

Active recruitment & retention activities in the department of nursing, ensures that more than 70 per cent of nurses are working in full-time positions.

The department of nursing comprises 1,100 nurses as well service assistants and clerical staff to support the functioning of the patient care units.

A comprehensive General Hospital Orientation program welcomes new staff into the organization and for newly hired nurses this is followed by the Nursing Preceptorship Program. Duration of preceptorship experience varies from program to program.

Opportunities for nursing employment exist in both the inpatient and the ambulatory care environment and new graduates are welcomed.