

Finley Hospital
Dubuque, IA

Fact Sheet (Policy 600n)

The Joint Commission (TJC) has regulations that any person that spends an extended amount of time in the hospital needs to know the following information and review on an annual basis.

<p>History:</p> <ul style="list-style-type: none"> • The Finley Hospital was the home of Mrs. Helen Finley who bequeathed it in memory of her husband, Dr. John Finley as a non-sectarian hospital in 1890. • Today, Finley is a 126 hospital bed accredited by The Joint Commission (TJC). • Finley is a not-for-profit community owned and controlled healthcare facility with more than 900 employees. • The Finley Hospital is under the umbrella of Finley Tri-States Health Group, Inc. along with the Visiting Nursing Association (VNA) and Finley Homecare. • In 1997, The Finley Hospital affiliated with the Iowa Health System offering a network of resources. 	<p>Service Excellence:</p> <ul style="list-style-type: none"> • It is the ‘right thing to do’ and ‘it’s everybody’s job’. • Every person is responsible for good patient and family service. <ul style="list-style-type: none"> ▪ Courtesy counts. ▪ Go the extra mile. ▪ Look the part. ▪ Keep it quiet. ▪ Be responsible. ▪ Be informative.
<p>Patient Rights and Responsibilities:</p> <ul style="list-style-type: none"> • Each patient is reminded of his/her rights on admission. All patients have the following rights: <ul style="list-style-type: none"> • C Confidentiality • A to Advance Directives • R to be Respected • D to Dignity • I to Informed consent • A to needed Access • C to have Conflict resolution 	<p>Confidentiality/HIPAA/Privacy:</p> <ul style="list-style-type: none"> • Patient information will be provided on a ‘need to know’ basis only • All persons having access to information about patients will hold this information in confidence. • Information is not to be sought on patients you are not assigned to care for. • Violation on any patient’s rights to confidentiality may result in termination of your employment. • Finley Privacy Officer phone number 563-589-4807.
<p>Mission:</p> <ul style="list-style-type: none"> • Improves the health of the people and the communities in the tri-state area. 	<p>Ethical Aspects:</p> <ul style="list-style-type: none"> • A policy exists that staff may request not to participate in an aspect of patient care or treatment, because of perceived conflict with cultural values, ethics, or religious beliefs. Human Resources policy #714 Staff Rights Mechanism explains the process. • All patients, families, hospital staff and others who utilize the Finley Hospital have access to the resources of the hospital’s Ethics Committee on any matter that has to do with question or medical ethics. To access the Ethics Committee, contact a nurse, the hospital Chaplain, or a social worker.
<p>Vision: Best Outcome for Every Patient Every Time</p> <p>Core Values:</p> <ul style="list-style-type: none"> • Foster Unity • Own the Moment • Champion Excellence • UnityPoint Health • Seize Opportunities 	<p>Missing Person:</p> <ul style="list-style-type: none"> • Missing Person is announced when there has been an infant abduction or elopement. Report any suspicious looking people to a nurse or other police officer. Exits will be manned.
<p>Compliance:</p> <ul style="list-style-type: none"> • The Compliance Helpline is operated by an independent service which allows your call to be anonymous. Compliance Helpline: 1-800-548-8778. • IHS will take disciplinary action against any employee who engages in or condones illegal or unethical conduct or who fails to report a known wrongdoing. • Finley Compliance Officer may be contacted through the hospital administration office at 563-589-2414. 	<p>Code Blue or Pink:</p> <ul style="list-style-type: none"> • If an adult suddenly collapses with no respirations or pulse, call for help. Dial 500 and tell the operator ‘Code Blue’ and your location or room number. • In a child suddenly collapses with no respirations or pulse call for help. Dial 500 and tell operator ‘Code Pink’ and your location or room number.
<p>Cultural Diversity & Sensitivity:</p> <ul style="list-style-type: none"> • As members of the health care team, we are ethically obligated to provide culturally fitting care to all individuals who enter our facility. This includes race, color, sex, national origin, age, religion, sexual orientation, gender identity or any other protected class in any manner prohibited by federal or state laws. 	<p>Trauma Alert:</p> <ul style="list-style-type: none"> • Trauma alert is announced to notify the services needed to report to the Emergency Department to care for a trauma patient. The main staff includes ED, Lab, X-ray, RT, OR & ICU. <p>Combative Person & Security Events:</p> <ul style="list-style-type: none"> • Combative Person is announced when a patient or visitor has become violent and help is needed to restrain. Staff have specific duties. • During other security events, law enforcement will be involved. You will be informed as needed.

<p>Disaster Plan:</p> <ul style="list-style-type: none"> • A Disaster Plan is announced when there has been a disaster with multiple victims declared. All staff will have specific duties. Security will be at all doors. There may be delays in scheduled events- lab, x-ray, etc. 	<p>Wristbands Alerts:</p> <ul style="list-style-type: none"> • To have a standardized process that identifies and communicates patient specific risk factors or special needs. The color-coded wristband alerts is based upon the patient’s assessment, wishes, and medical status. • The reason for wristbands needs to be communicated to patients/families. • Red- allergies. • Yellow – fall risk . • Purple – DNR. • Pink- restricted limb. • Green- latex sensitivity.
<p>Bomb Threat:</p> <ul style="list-style-type: none"> • A bomb threat will not be announced. You will be told by word of mouth if an evacuation is ordered. • If you answer a phone and receive a threat, try to determine where and when the bomb is set to go off. Notify Police: Dial 9-911. 	<p>Fire – Dr. Red:</p> <ul style="list-style-type: none"> • If Dr. Red is announced, patients may be evacuated • If you discover a fire, DO: <ul style="list-style-type: none"> R – Rescue persons who are in immediate danger from fire and move them to a designated point away from the fire. A – Alarm the system with a pull station nearest the area of the fire, if not already activated. C – Confine the spread of fire and smoke by closing doors and windows. E – Evacuate people from the fire area and Extinguish the fire with an extinguisher or wet blanket, if possible, to do so safely. <p>*An ‘All Clear’ will be announced when it is safe.</p>
<p>Restraints/Seclusion:</p> <ul style="list-style-type: none"> • Patients may require soft or leather restraints for medical and /or safety reasons. • Handcuffs may be used by law enforcement. • Patients may be required to be secluded in isolation for medical reasons. You will be informed of any special required garments if the patient needs to be isolated. 	<p>Incident Reporting:</p> <ul style="list-style-type: none"> • Report and document any injury to you, a patient or visitor. Contact a staff member to do so.
<p>Infection Control:</p> <ul style="list-style-type: none"> • If you are in a situation where you could be exposed to body fluids, personal protection equipment –gloves, mask, gowns, etc. will be provided. Report an exposure to a nurse. • Frequent hand washing is required. 	<p>Electrical Safety:</p> <ul style="list-style-type: none"> • If you notice frayed cords, broken plugs, or see equipment fail, label and remove item from service. Notify a staff member. • In the event of a power outage, a generator will activate, outlets with red covers will have power.
<p>Hazardous Material:</p> <ul style="list-style-type: none"> • If you have any contact with a hazardous material, you will be sent to the Emergency Department for treatment (if needed). • Each Department has a yellow ‘Hazardous Substance’ manual containing their specific hazardous substances list and SDS. 	<p>Tobacco Free Environment:</p> <ul style="list-style-type: none"> • Tobacco use refers to the use of any tobacco products including smokeless tobacco or electric cigarette products for employees of Finley Tri-States Health Group, Inc. • This includes the odor of tobacco or smoke on the breath or clothing, all areas within hospital buildings and all property maintained by the hospital (whether leased, owned, adjacent sidewalks, parking lots and ramps).
<p>Hazardous Materials Decontamination Plan:</p> <ul style="list-style-type: none"> • ‘Haz Mat Team please respond to the ED’ will be announced over the PA system when the Emergency Department is expecting a patient exposed to hazardous materials. If you are a trained member of the decontamination team, report to the Emergency Department. If you are not a trained member, do not enter the Emergency Department. 	<p>Storm/Tornado Plan:</p> <ul style="list-style-type: none"> • Severe storm watch/tornado watch: Thunderstorms are possible or conditions are favorable for the formation of a tornado. No action needed. • Severe thunderstorm warning is in effect. • Winds of 58mph or higher and/or 1 inch hail or larger is occurring or imminent in the area. Staff will prepare patients for worsening conditions. • Immediate action is required when tornado warning or tornado has been spotted in the area. • If visiting in the building, go to an interior hallway without windows. Do not leave the building. • Patients will be removed from rooms into hallways if possible. • An ‘All clear’ will be announced over the public address when it is safe to move patients back.
<p>Latex Sensitivity/Allergies:</p> <ul style="list-style-type: none"> • To provide a safe work environment for employees with latex sensitive/allergies. To delay/prevent future sensitization in high-risk employees. • Institution will provide low-protein, powder-free gloves and will develop and maintain an inventory of latex containing products and substitutes. • To provide guidelines for safe and consistent care of the patient with a latex allergy. • Latex allergy precautions are implemented and known latex allergy/sensitivity. • Patients with latex allergy will wear a green wrist band unless only here for lab tests. • Latex free products will be used as needed. No latex balloons. 	
<p>Fall Prevention Program:</p> <ul style="list-style-type: none"> • To decrease the number of falls and injuries to the adult inpatient population. • To implement patient specific interventions based on risk factors. (Wrist band – yellow). 	