

Standard Badge Buddies

Precautions/Hand Hygiene

19-9042

Precaution Types / PPE

The colors below indicate when infection risk is present and what Personal Protective Equipment (PPE) must be worn.

CODE	PRECAUTION	PPE REQUIRED
●	Contact	Gown, Gloves (Mask optional)
●	Droplet	Gown, Mask, Gloves
●	Airborne	Gown, Mask (N95), Gloves
○	Reverse Isolation	Gown, Mask (N95), Gloves
●	Enhanced	As appropriate for care task

Donning - Order of putting ON your PPE
Gown, Mask, Goggles or Face Shield, Gloves

Doffing - Order of taking OFF your PPE
Gloves, Gown, Goggles or Face Shield

Stop and Watch

Stop and Watch

Seems different than usual
Talks or communicates less than usual
Overall needs more help than usual
Pain - new or worsening. Participated in activities less than usual

Ate less than usual (not due to dislike of food)
No bowel movement in 3 days; or diarrhea
Drank less than usual

Weight change; swollen legs or feet
Agitated or nervous more than usual
Tired, weak, confused, or drowsy
Change in skin color or condition
Help with walking, transferring, toileting more than usual

Notify charge nurse of change of condition.

Spot a Stroke

SPOT A STROKE F.A.S.T.

F **FACE DROOPING**
Does one side of the face droop or is it numb?

A **ARM WEAKNESS**
Is one arm weak or numb?

S **SPEECH DIFFICULTY**
Is the person unable to speak or hard to understand?

T **TIME TO CALL 9-1-1**
If someone shows any of these symptoms, even if they go away, call 9-1-1 immediately.

Dietary Intake Reference

Dietary Intake Reference Guide

The consistent tracking of food consumption can tell us a lot about a patient's overall health.

- Use the chart on the back of this card to determine what percentage of a meal your patients have completed.
- Coffee, tea and water are non-caloric beverages and should NOT be included in the dietary FOOD intake totals.
- Milkshakes are documented under SUPPLEMENTS in vitals (NOT in dietary intake totals).

Proteins/Sanitizing

Sanitizing & Measuring

Quaternary Sanitizer: 200–400 ppm*
Chlorine Sanitizer: 50–150 ppm*

3-Compartment Sink: Wash at 110°F* then rinse. Next, chemical sanitize or hot water sanitize at 171°F for 30 seconds then air dry.

*Always follow manufacturer's guidelines.

Ladles:	Scoops:
1/4 cup = 2 ounces	#6 = 2/3 cup
1/2 cup = 4 ounces	#8 = 1/2 cup
3/4 cup = 6 ounces	#10 = 2/5 cup
1 cup = 8 ounces	#12 = 1/3 cup
	#16 = 1/4 cup

PHF/Safe Food Storage

PHF & TCS Foods

PHF / TCS "Cook To" Temps
(internal temp for 15 seconds)

145°F - Fish, meat, pork
155°F - Eggs to be hot-held for service (use only pasteurized eggs)
160°F - Ground beef, pork, fish
165°F - Poultry, stuffed foods, & reheated foods

PHF cooked, cooled & reheated for hot holding: Reheat so all parts of food reach 165°F for 15 seconds. Reheat only once, then discard.

PHF prepared with ingredients at room temp, reconstituted foods, & canned tuna: Cool within 4 hours to ≤ 41°F.

Follow all county, state, and federal regulations. If different, use the MOST STRICT regulation.

Bristol Stool Chart

Bristol Stool Chart

- Separate hard lumps, like nuts (hard to pass)
- Sausage-shaped but lumpy
- Like a sausage but with cracks on its surface
- Like a sausage or snake, smooth and soft
- Soft blobs with clear cut edges (passed easily)
- Fluffy pieces with ragged edges, mushy stool
- Watery, no solid pieces. ENTIRELY LIQUID

Emergency

Emergency Card

Fire Response

Rescue Pull the pin
Alarm Aim at the base of fire
Contain Squeeze
Extinguish Sweep

Emergency Codes

■ RED - Fire
■ YELLOW - Bomb Threat
■ ORANGE - Hazardous Materials
■ BLACK - Suspicious Person / Possible Threat
■ GREEN - Missing Resident
■ BLUE - Medical Emergency / CPR Needed
■ GREY - Severe Storm
■ STAT - Immediate Help is needed NOW

Locations

Important Locations

- **Electrical Shut-off** - Electric Closet, outside Kitchen/Break Room
- **Gas Shut-off** - East Planter, outside Admin's Office
- **Water Shut-off** - RRU Housekeeping Closet
- **Fire Sprinkler Shut-off** - In Hot Box, next to Main Driveway
- **Fire Sprinkler Pipe Drain Valve** - Front Office by Copier
- **Emergency Water** - RRU Bath/Storage = 350 Gal
- **Hot Water Heaters** - In Laundry = 275 Gal
- **Toilet Tanks** = 142 Gal
- **Six, 5-Gal Bottles in Phone Closet** = 30 Gal

When a surveyor asks you a question, never say, "I don't know." Not sure of the answer? Just say, "I will get that information for you."

Abuse Reporting

Abuse Reporting

The 8 Types of Abuse

1. Physical
2. Mental/Emotional
3. Neglect
4. Financial (misappropriation of property)
5. Involuntary Seclusion
6. Verbal/Language
7. Sexual
8. Exploitation (including through technology)

Knowledge of abuse must be immediately reported to the facility abuse coordinator (administrator).

Form SOC341* must be submitted to ombudsman, law enforcement, and department of public health. All allegations of abuse must be reported within 2 hrs. *See abuse binder at nursing stations for instructions.

Turn Schedule

Turn Schedule

12:00 AM/PM Back*

2:00 AM/PM Door

4:00 AM/PM Window

6:00 AM/PM Back*

8:00 AM/PM Door

10:00 AM/PM Window

*Float heels when on back.

Phone System

Phone System Tips

Transferring Calls

- With call in progress, press the **Transfer** key
- Dial the extension number
- Announce the call and hang up
- To transfer to voicemail, dial "8" after the extension

Holding Calls

- Press the **Hold** button (a Line key will begin to flash)
- To retrieve a held call, press the flashing **Line** key

Call Parking

- Press the **Transfer** key followed by the **Park Set** key (Note the park/line number)
- Use paging to announce the call (or let the person know in person) then hang up

Retrieving a Parked Call

- Pick up the handset and press the **Park Ret** key
- Dial the park/line number (01 or 02) to retrieve call

Phone Directory

Phone Directory

204 Activities & RD	208 Maintenance
202 Administrator	212 MDS
215 Admissions	206 Med. Records
216 Bus. Office	207 Nurse St. Line 1
209 Dir. of Nursing	211 Nurse St. Line 2
213 DSD	217 Receptionist
201 HR/AP/Payroll	210 Social Services
205 Kitchen	203 Therapy/Rehab

Facility Name
Facility Address, City, State, Zip
Phone (123) 456-7890 | Fax (123) 456-7891