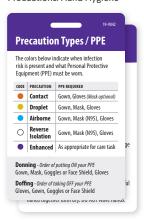
# **Standard Badge Buddies**

# Precautions/Hand Hygiene



# Stop and Watch



# Spot a Stroke



# Dietary Intake Reference



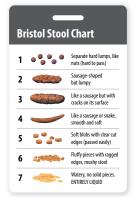
# Proteins/Sanitizing



# PHF/Safe Food Storage



# **Bristol Stool Chart**



# CUSTOM BADGE BUDDIES

# Emergency

# **Emergency Card** Fire Response Pull the pin Rescue Aim at the base of fire Extinguish **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 RRII Housekeening Closet
- Fire Sprinkler Shut-off In Hot Box, next to
- Fire Sprinkler Pipe Drain Valve Front Office
- 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**

- 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

- 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 215 Admissions 216 Bus, Office 207 Nurse St. Line 1 209 Dir. of Nursing 211 Nurse St. Line 2 217 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