

TRAINING ATTESTATIONS NEO FAST TRACK for Clinical Staff

Restrictive Interventions

By signing on the line below, I attest that I have completely read, and I understand, all information included in this training module.

Signature _____ Date _____

Printed Name _____

Four Core Principles

By signing on the line below, I attest that I have completely read, and I understand, all information included in this training module.

Signature _____ Date _____

Printed Name _____

Hospital Overview

By signing on the line below, I attest that I have completely read, and I understand, all information included in this training module.

Signature _____ Date _____

Printed Name _____

Team Building

By signing on the line below, I attest that I have completely read, and I understand, all information included in this training module.

Signature _____ Date _____

Printed Name _____

Conflict Management

By signing on the line below, I attest that I have completely read, and I understand, all information included in this training module.

Signature _____ Date _____

Printed Name _____

Coronavirus COVID-19

By signing on the line below, I attest that I have completely read, and I understand, all information included in this training module.

Signature _____ Date _____

Printed Name _____

CENTRAL REGIONAL HOSPITAL

Assurance of Human Rights for Patients

- I certify that I have attended Human Rights training for persons in my staff category (via Hospital Orientation or Annual Update Training) and I have read the Patients' Rights Training material and understand its contents.
- I understand the importance of upholding patients' rights and I agree to abide by the hospital's policies and procedures as presented in the training materials.
- I have read and discussed with my supervisor the guidelines for staff regarding the abuse of patients. I understand the content and agree to abide by the regulations.

Confidentiality Agreement

- I understand that I may have direct or indirect access to confidential individually identifiable health information in the course of performing my work activities.
- I agree to protect the confidential nature of all individually identifiable health information to which I have access.
- I understand that there are state and federal laws and regulations that ensure the confidentiality of an individual's identifying health information.
- I understand that there are DHHS policies and agency procedures with which I am required to comply related to the protection of individually identifiable health information.
- I understand that my failure to observe and abide by these policies and procedures may result in disciplinary action, which may include dismissal and/or contract termination, and/or punishment by fine and/or imprisonment.
- I understand how I am expected to ensure the protection of individually identifiable health information. Should questions arise in the future about how to protect information to which I have access, I will immediately notify my supervisor.
- I have been informed that **this signed agreement will be retained on file for future reference.**

Effective April 14, 2003

PRINT NAME: _____

Employee/Contractor Signature: _____ Date: _____

HIPAA - 2020-2021

Name: (please print) _____ Date: _____

1. Medical records do not have to be protected from unauthorized users.
 - A. True
 - B. False
2. PHI from CRH must be shredded.
 - A. True
 - B. False
3. Only direct care employees have an obligation to protect confidentiality at CRH.
 - A. True
 - B. False
4. PHI can be discarded in the trash at CRH.
 - A. True
 - B. False
5. Penalties may be assessed if an employee accidentally violates confidentiality under HIPAA.
 - A. True
 - B. False
6. It is okay for a CRH staff member to give (or share with) a coworker their CRH User ID and Password to access the CRH computer system.
 - A. True
 - B. False
7. Health Care Workers' access to PHI is limited to "need to know" and "minimal necessary".
 - A. True
 - B. False
8. CRH must protect PHI at all times.
 - A. True
 - B. False
9. PHI must be maintained in a secure environment.
 - A. True
 - B. False
10. If you need to release patient information and are unsure you should ask your co-worker.
 - A. True
 - B. False

Patient Rights: Abuse, Neglect, Exploitation, Confidentiality - 2020-2021

Name: (please print) _____ Date: _____

1. All patients have the right to confidentiality.
 - A. True
 - B. False

2. If staff are unsure if something should be reported or not, they should leave a message on the advocacy line explaining what occurred.
 - A. True
 - B. False

3. There are several patient rights, such as withholding mail and preventing contact with legal counsel that cannot be restricted.
 - A. True
 - B. False

4. Even if a patient tells you they are going to report an allegation of abuse, neglect, exploitation or rights infringement to Advocacy, it does not eliminate your reporting requirements.
 - A. True
 - B. False

5. If you see, hear or are told of patient abuse, neglect exploitation or rights infringement, you must report it to the Patient Advocate and your supervisor.
 - A. True
 - B. False

6. Anyone who threatens or harasses someone for making a report can be charged with a class 1 misdemeanor.
 - A. True
 - B. False

7. It is ok to borrow a patient's belongings as long as you return them before the patient is discharged.
 - A. True
 - B. False

8. If you try to page the Advocate on-call and nobody calls you back, you shouldn't worry about it.
 - A. True
 - B. False

9. It is okay to take a patient's chart home if you need to catch up on some paperwork.
 - A. True
 - B. False

10. Only the attending physician can decide whether or not a patient should be allowed to view his/her medical record.
 - A. True
 - B. False

Age and Population Specific Competencies - 2020 - 2021

Name: (please print) _____ Date: _____

1. It is not important to treat the mentally ill with dignity and respect.
 - A. True
 - B. False

2. What are some of the characteristics of the patients on the CAU?
 - A. Active and intense
 - B. Can't always regulate themselves
 - C. Can't always tell you what is wrong.
 - D. React quickly
 - E. Answers 1 and 2 only
 - F. All of the Above

3. Medication non-compliant is one of the reasons geriatric clients are admitted.
 - A. True
 - B. False

4. Specific goals of CTU are:
 - A. Empower each patient through their own recovery
 - B. Encourage each patient to help develop or improve skills
 - C. Enhance each patient with a sense of personal response
 - D. All of the above

5. The CAU hospital school functions as a part of the patient's overall treatment plan.
 - A. True
 - B. False

6. Many patients on the child and adolescent unit (CAU) have a history of abuse, neglect, and school failure.
 - A. True
 - B. False

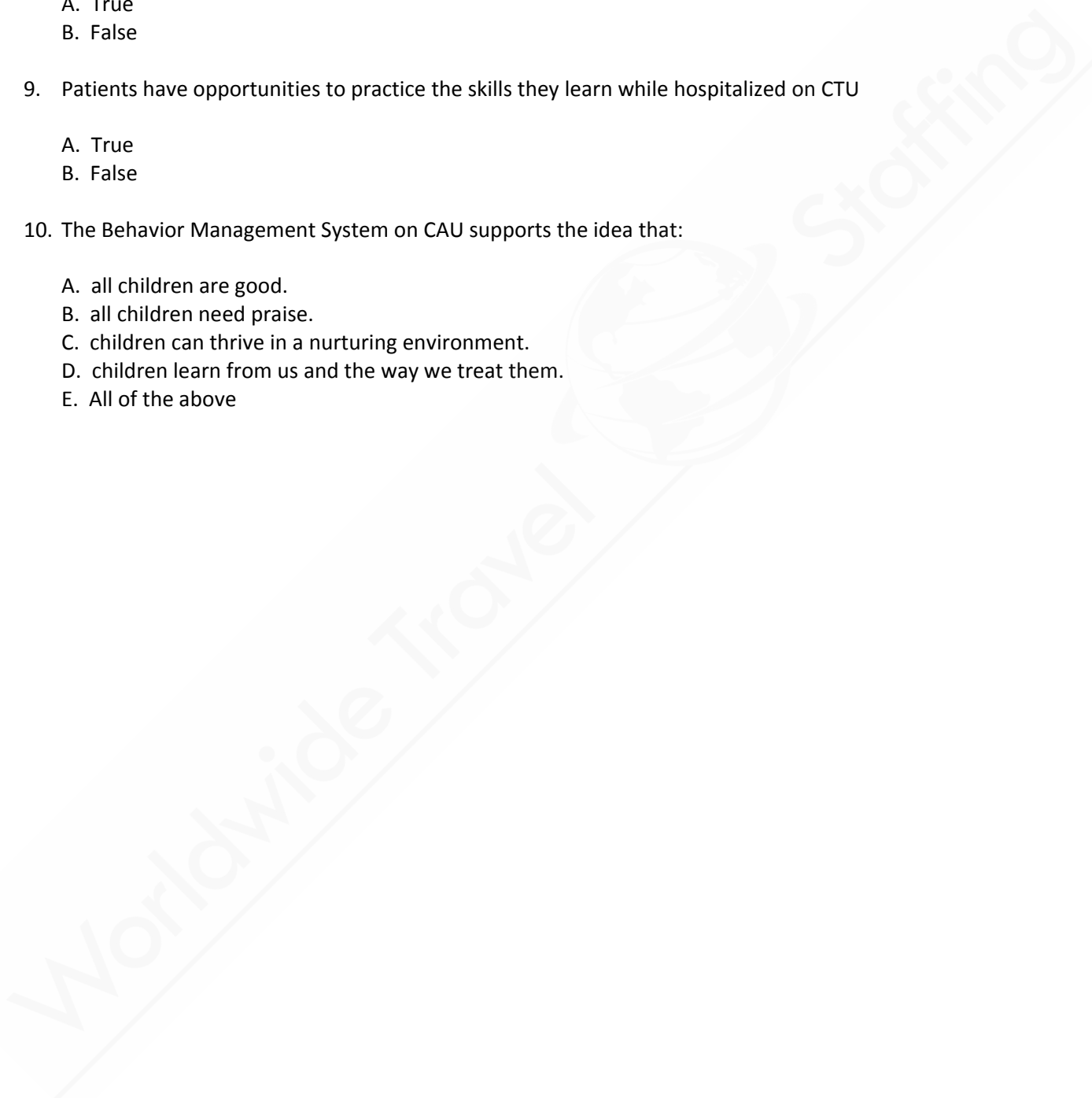
7. Which of the following is a principle of adult learning?
 - A. Adults have few experiences and do not want to share them
 - B. Adults do not need to know why they are learning something
 - C. Adults want to be responsible for their own decisions
 - D. Adults always learn at the same pace as children

Age and Population Specific Competencies - 2020 – 2021 (Continued)

8. When teaching an older adult the material should be presented in a slow and understandable manner.
 - A. True
 - B. False

9. Patients have opportunities to practice the skills they learn while hospitalized on CTU
 - A. True
 - B. False

10. The Behavior Management System on CAU supports the idea that:
 - A. all children are good.
 - B. all children need praise.
 - C. children can thrive in a nurturing environment.
 - D. children learn from us and the way we treat them.
 - E. All of the above



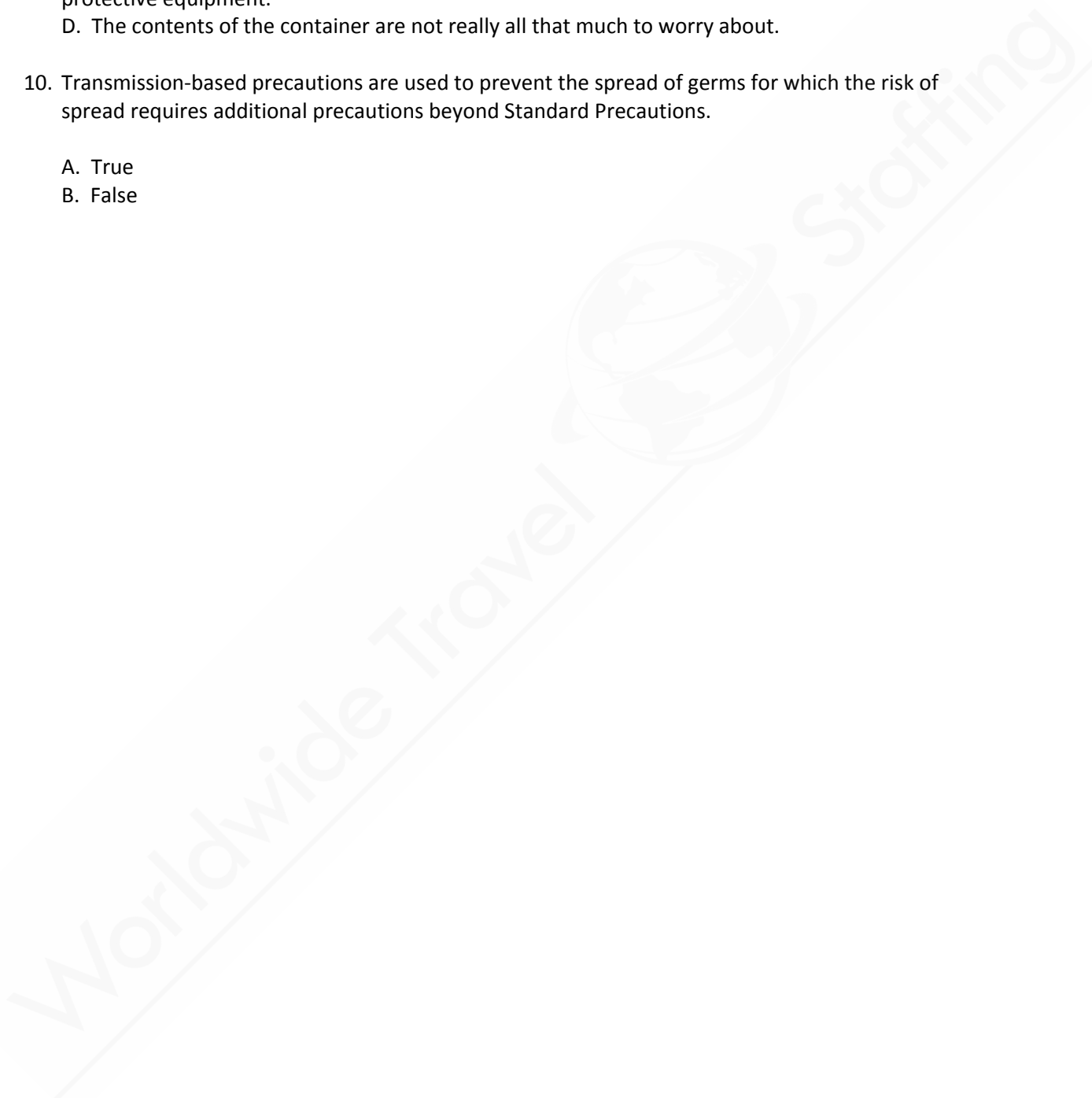
Infection Control - 2020-2021

Name: (please print) _____ Date: _____

1. Personal Protective Equipment (PPE) in the hospital includes which of the following:
 - A. Gown
 - B. Latex or vinyl exam gloves
 - C. mask
 - D. All of the Above
2. When is it acceptable to use an alcohol-based hand rub?
 - A. When your hands are not visibly soiled.
 - B. When you feel like the water is too cold for you to wash your hands.
 - C. When you feel like being lazy.
 - D. None of the above
3. The CRH Antibiotic Stewardship Program strives to reduce the risk of antimicrobial resistance to antibiotics.
 - A. True
 - B. False
4. Modified Standard Precaution (MSP) are used for patients who:
 - A. Are diagnosed with a multi-drug resistant organism(s) (MDRO) wound that can be contained within a dressing.
 - B. Are colonized with a multi-drug resistant organism(s) (MDRO) such as MRSA, VRE, ESBL, CRE.
 - C. Are provided dedicated medical equipment such as a blood pressure cuff.
 - D. All of the above
5. Where do you learn about or find Infection Control information?
 - A. Infection Control webpage on the CRH intranet.
 - B. Infection Preventionist
 - C. Infection Control Policies posted on the CRH intranet.
 - D. All of the Above
6. If a person has a recent conversion from a negative to a positive PPD test, it means:
 - A. He / She has tuberculosis.
 - B. He / She will develop tuberculosis within a short period of time.
 - C. The nurse made a mistake when reading the PPD.
 - D. He / She has been exposed to tuberculosis and may, at some future date develop active TB.
7. Work practice controls help protect the employee from being exposed to bloodborne pathogens.
 - A. True
 - B. False
8. What if you think you have had a blood borne pathogen exposure?
 - A. Wash the exposed area well with soap and water.
 - B. Report the exposure to your supervisor.
 - C. Report to Employee Health Clinic on first shift and Medical Unit on second and third shift.
 - D. All of the above

Infection Control - 2019-2020 (continued)

9. The use of a Biohazard sign on a door or trashcan means:
- A. There is blood, body fluids, or contaminated waste behind the door/in the container.
 - B. The contents of the container can be handled without gloves or other appropriate personal protective equipment.
 - C. The contents of the container can be handled without gloves or other appropriate personal protective equipment.
 - D. The contents of the container are not really all that much to worry about.
10. Transmission-based precautions are used to prevent the spread of germs for which the risk of spread requires additional precautions beyond Standard Precautions.
- A. True
 - B. False



Treatment Planning HCTs - 2020 - 2021

Name: (please print) _____ Date: _____

1. Principles of Treatment Planning include all of the following EXCEPT:
 - A. Treatment Planning includes patient input
 - B. Treatment Planning is focused on the patient's problems
 - C. Treatment Plans list the job descriptions of all of the staff
 - D. Treatment Planning includes staff from different departments (interdisciplinary)

2. One role of the HCT in Treatment Team Meeting is to inform the other staff members how the patient is doing on the unit.
 - A. True
 - B. False

3. The HCT has no responsibility in helping the patient
 - A. True
 - B. False

4. If the HCT thinks an intervention is not working and has a suggestion for another one, he should inform the RN.
 - A. True
 - B. False

5. The purpose of a Treatment Plan is to provide a guide for any staff member to use to know specifically how to help the patient achieve his treatment goals.
 - A. True
 - B. False

6. Progress notes should include all of the following information:
 - A. A factual description of the patient's problem or behavior
 - B. A statement of what interventions were used
 - C. A description of the patient's response to the intervention used and if it was effective
 - D. All of the above

7. Before the Treatment Team Meeting the HCT should have the patient ready and waiting in the dayroom and talk to the patient about what happens in the meeting.
 - A. True
 - B. False

Treatment Planning HCTs - 2020 – 2021 (Continued)

8. Progress notes should:
 - A. Always include how much the patient ate and drank during the shift
 - B. Always include if the patient attended to his/her ADLs
 - C. Address the problems and goals on the patient's treatment plan
 - D. All of the above

9. After the Treatment Team Meeting, the HCT should:
 - A. Allow the patient to go back to his room to rest
 - B. Throw away the HCT card because now there is a treatment plan
 - C. Share HCT interventions with other staff on the unit so everybody will do the same things when working with the patient
 - D. Forget about the Treatment Plan because it is only used by the MD and RN

10. It is the responsibility of the HCT to know what the treatment goals and interventions are for all of his or her assigned patients.
 - A. True
 - B. False

PERFORMANCE IMPROVEMENT/EMTALA/RISK MANAGEMENT/ETHICS - 2020-2021

Name: (please print) _____ **Date:** _____

1. Which of the following is/are a National Patient Safety Goal(s)?
 - A. Improve the safety of using medications
 - B. Improve communication between staff
 - C. Assess patients for safety risks (suicide)
 - D. All of the above

2. What can surveyors do when they arrive at the hospital?
 - A. Interview patients
 - B. Look at patient records
 - C. Observe patient care
 - D. All of the above

3. Performance Improvement looks for a weakness in how we carry out an activity, not in the performance of an individual staff person.
 - A. True
 - B. False

4. CRH's performance improvement approach is called the PDCA Cycle.
 - A. True
 - B. False

5. Which of the following is a benefit of maintaining accreditation?
 - A. Assist the hospital in improving the quality of care
 - B. Enhances community confidence
 - C. Used to meet certain Medicare requirements
 - D. All of the Above

6. The most serious type of event are referred to as Sentinel Events.
 - A. True
 - B. False

7. CRH's Code of Ethics does not have to be followed by staff.
 - A. True
 - A. False

8. Which of the following is a step in Risk Management?
 - A. Identify Risk
 - B. Analyze Risk
 - C. Control Risk
 - D. All of the Above

9. When a potential patient presents at CRH's Admitting Office, his/her treatment cannot be delayed because they do not have insurance or the ability to pay?
 - A. True
 - B. False

10. Performance Improvement is everyone's job- not just Hospital Management.
 - A. True
 - B. False

Violence in the Workplace – 2020-2021

Name: (please print) _____ Date: _____

1. All workplace violence reports will be held in the strictest confidence.
 - A. True
 - B. False
2. If a violent act perpetrator yells at you, you should yell back at him.
 - A. True
 - B. False
3. Employees must report any threat, direct or indirect, to their supervisor or one of the members of the Crisis Management Team.
 - A. True
 - B. False
4. All threats should be taken seriously and be reported to a supervisor, even if you hear it 'second-hand'.
 - A. True
 - B. False
5. An employee must report that they have a protective or restraining order against another person.
 - A. True
 - B. False
6. Social factors affecting violence in the workplace include substance abuse and easy accessibility to guns.
 - A. True
 - B. False
7. Prevention of workplace violence incidents is the most important element in workplace violence training.
 - A. True
 - B. False
8. Employees must report a threat against you or another employee whether you heard it directly or another employee tells you of the threat.
 - A. True
 - B. False
9. If a violent incident begins to happen in your area, you should demand that the violent person stop.
 - A. True
 - B. False
10. If not managed, stress and anxiety can lead to violent acts.
 - A. True
 - B. False

Fire Safety Training - 2020-2021

Name: (please print) _____ Date: _____

1. "PASS" stands for PULL (the pin), AIM (at base of the fire with the extinguisher), SQUEEZE (the handle), SWEEP (the extinguisher foam back and forth).
 - A. True
 - B. False
2. RACE stands for: Remove or Rescue Persons, Activate the alarm, Close doors/contain fire, Extinguish fire or Evacuate.
 - A. True
 - B. False
3. The RACE and PASS formulas are shown on the back of your name tag.
 - A. True
 - B. False
4. For fire extinguishers that are kept locked up, a key to open the door/cabinet is left in the lock to provide quick access.
 - A. True
 - B. False
5. In a fire, you are responsible for the safety of patients and visitors as well as yourself.
 - A. True
 - B. False
6. A "small" fire is within your control to extinguish.
 - A. True
 - B. False
7. In a fire, doors should be left open to make sure that people have plenty of air to breathe.
 - A. True
 - B. False
8. "RACE" stands for Run Around Creating Excitement
 - A. True
 - B. False
9. If I can't remember what RACE and PASS mean, I have no other way of finding it.
 - A. True
 - B. False
10. A "large" fire is beyond your control to extinguish without assistance.
 - A. True
 - B. False

Safety-General; SDS/Hazard; MRI Safety - 2020-2021

Name: (please print) _____ Date: _____

1. If a bomb threat call is received, what should you try to ask the caller?
 - A. Where is the bomb located?
 - B. When will the bomb explode?
 - C. Why did you place the bomb?
 - D. All of the above

2. If you discover an emergency or disaster, you should
 - A. Panic and run away
 - B. Respond and assist (in CPR, AED, First Aid) to the extent that you have been trained
 - C. Ask the others at the scene to call you if they need your help
 - D. Seek out volunteers to help

3. These words are used as signal words to emphasize hazards and distinguish between levels of hazard
 - A. Code Blue and drill
 - B. Danger or Warning
 - C. Caution and Hazard
 - D. Stop and Go

4. A tornado "watch" means
 - A. You can watch the tornado as it approaches
 - B. Conditions are favorable for the formation of tornados
 - C. A tornado has been spotted and is fast approaching
 - D. All of the above

5. Resuscitation will be initiated on all patients at CRH unless
 - A. Staff are engaging in group activity with other patients
 - B. Staff are scheduled to attend treatment team meeting
 - C. The patient has been sleeping all day
 - D. The doctor has written a No Code order

6. If you lose a proximity card, you should
 - A. Report it immediately to your supervisor
 - B. Wait several days to see if it turns up
 - C. Call Butner Public Safety and have them help you look for it
 - D. Call out sick until you find your proximity card

7. What could happen if you are discovered to have alcohol and illegal drugs on CRH campus?
 - A. You might be asked to share these with other staff members
 - B. You could be subject to dismissal and criminal prosecution
 - C. You might be asked to take the remainder of the day off and come back tomorrow.
 - D. You may be written up with a documented counseling session

Safety-General; SDS/Hazard; MRI Safety - 2020-2021 (continued)

8. When thinking about parking lot safety, you should
 - A. Park in designated parking areas only
 - B. Keep your doors locked while you are at work
 - C. Never keep items that are potentially harmful in the open bed of a pickup truck
 - D. All of the above

9. In a disaster/emergency, the code blue team
 - A. Goes on vacation
 - B. Becomes the Disaster Response Team
 - C. Ensures all staff have meals and snacks
 - D. Sends out a hospital-wide broadcast detailing the events which lead up to the disaster

10. All CRH buildings are tobacco-free, which means
 - A. You can smoke a pipe inside the buildings, but not cigarettes
 - B. Smokeless tobacco products may be used inside the buildings
 - C. You are not allowed to use tobacco products inside the buildings
 - D. You may chew tobacco inside the buildings, but you cannot spit

Computer Use - 2020 - 2021

Name: (please print) _____ Date: _____

1. It is okay to work under another User's account or share your password with someone else.
 - A. True
 - B. False
2. Personally owned USB devices are allowed.
 - A. True
 - B. False
3. If approved to take my laptop home I'm responsible if it's stolen from my vehicle.
 - A. True
 - B. False
4. It is okay to move your computer to another office without notifying MIS.
 - A. True
 - B. False
5. At the end of my shift, I leave my account logged on so the next shift can do their work.
 - A. True
 - B. False
6. I need to take my laptop home to finish some important work, I should contact CRH Hospital Management for approval first?
 - A. True
 - B. False
7. Since I'm the primary user of my PC, I can go to my favorite obscene website on my break or at lunch time.
 - A. True
 - B. False
8. Someone stealing a laptop is a reportable offense.
 - A. True
 - B. False
9. It's okay to send the new staff member on AAU personal emails, even though she said she wasn't interested in communicating with me.
 - A. True
 - B. False
10. Security incidents are reported to the CRH IT Security Officer, located in MIS.
 - A. True
 - B. False

Cultural Competency - 2020-2021

Name: (please print) _____ Date: _____

1. What is the CRH vision?
 - A. Person-centered care
 - B. Employee centered jobs
 - C. Learning an occupation
 - D. Medical care for psych patients

2. How can you develop cultural competence?
 - A. Identify your strengths to improve a situation
 - B. Allow the other person to complete their thoughts
 - C. Allow others to be different
 - D. Listen and reflect back
 - E. Talk with others about their culture
 - F. Read up on other cultures
 - G. All of the above

3. Diversity refers to:
 - A. Many different people
 - B. Recognizing the value of others
 - C. Appreciating the unique talents of others
 - D. Appreciating the contributions of all
 - E. All of the above

4. Why should we learn about cultural sensitivity?
 - A. You find out the age range of your co-workers
 - B. It helps you develop mutual respect for each other
 - C. It helps you utilize the talents of those around you
 - D. You can find out who agrees with you

5. What do most cultures share but these may mean different things to different cultures?
 - A. Cooperation, mutual respect
 - B. Understanding
 - C. Love, truth, fairness, freedom

6. What are some barriers to understanding?
 - A. Assumptions
 - B. Misinterpretation
 - C. Stereotypes
 - D. Preconceptions
 - E. All of the above

Cultural Competency - 2019-2020 (continued)

7. What things are part of our personal secondary culture?
 - A. Education, religion, profession
 - B. Gender, race, age
 - C. Ethnicity, socio-economic background

8. What are non-verbal cues?
 - A. The ability to send a message without words
 - B. Eye contact or lack
 - C. Touching others
 - D. Leaning toward others
 - E. All of the above

9. A culture can be changed by:
 - A. Salary increases
 - B. Shorter work days
 - C. Employees that learn & share from/with each other
 - D. Hiring more people

10. What is the key to cultural sensitivity?
 - A. To know what to do in every situation
 - B. To become an advocate for the patient
 - C. To develop & nurture mutual respect for each other
 - D. To satisfy a federal requirement

