

# **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: \_\_\_\_\_

**CRH 37.059**

## 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

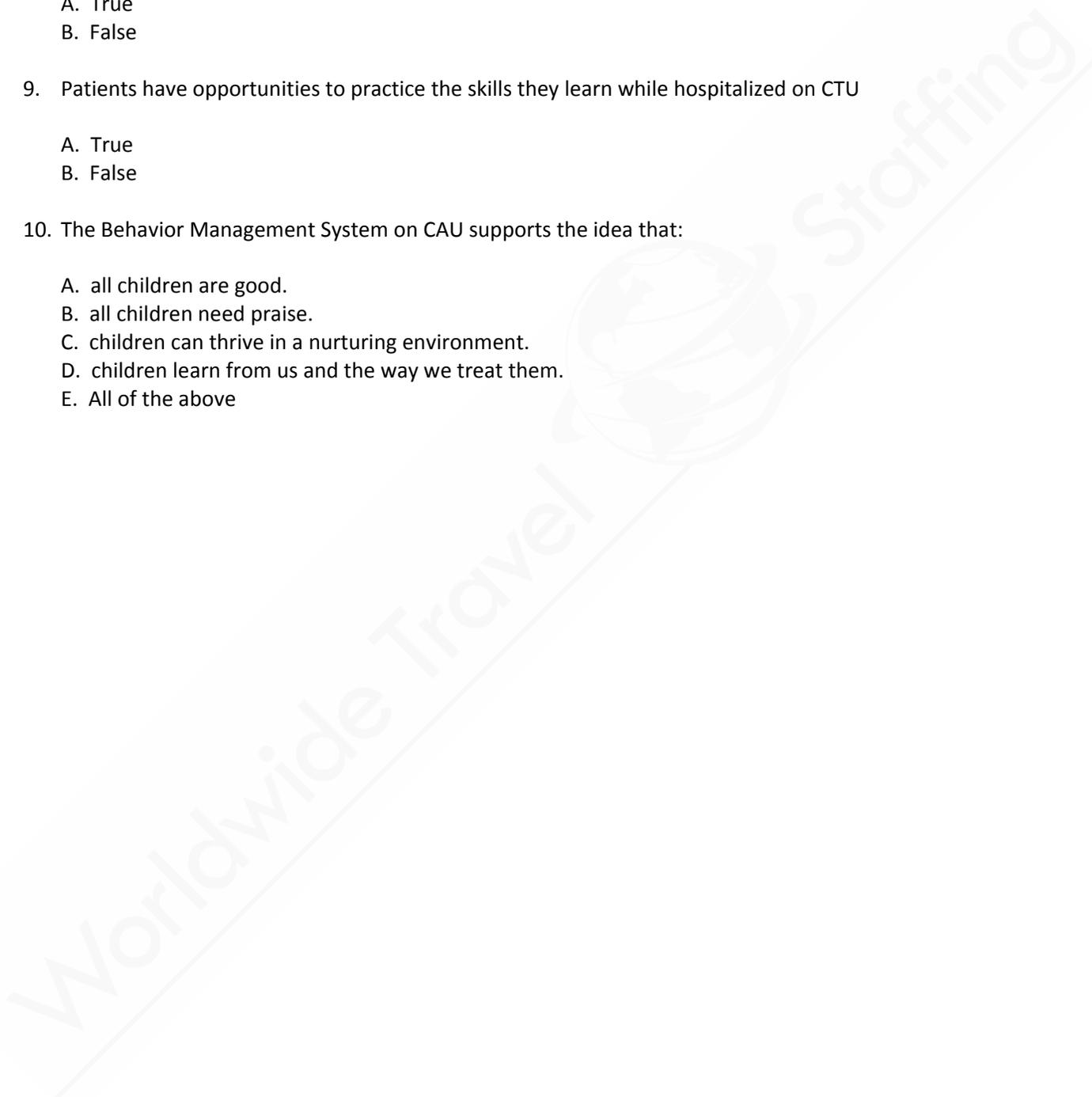
## Age and Population Specific Competencies - 2020 - 2021

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



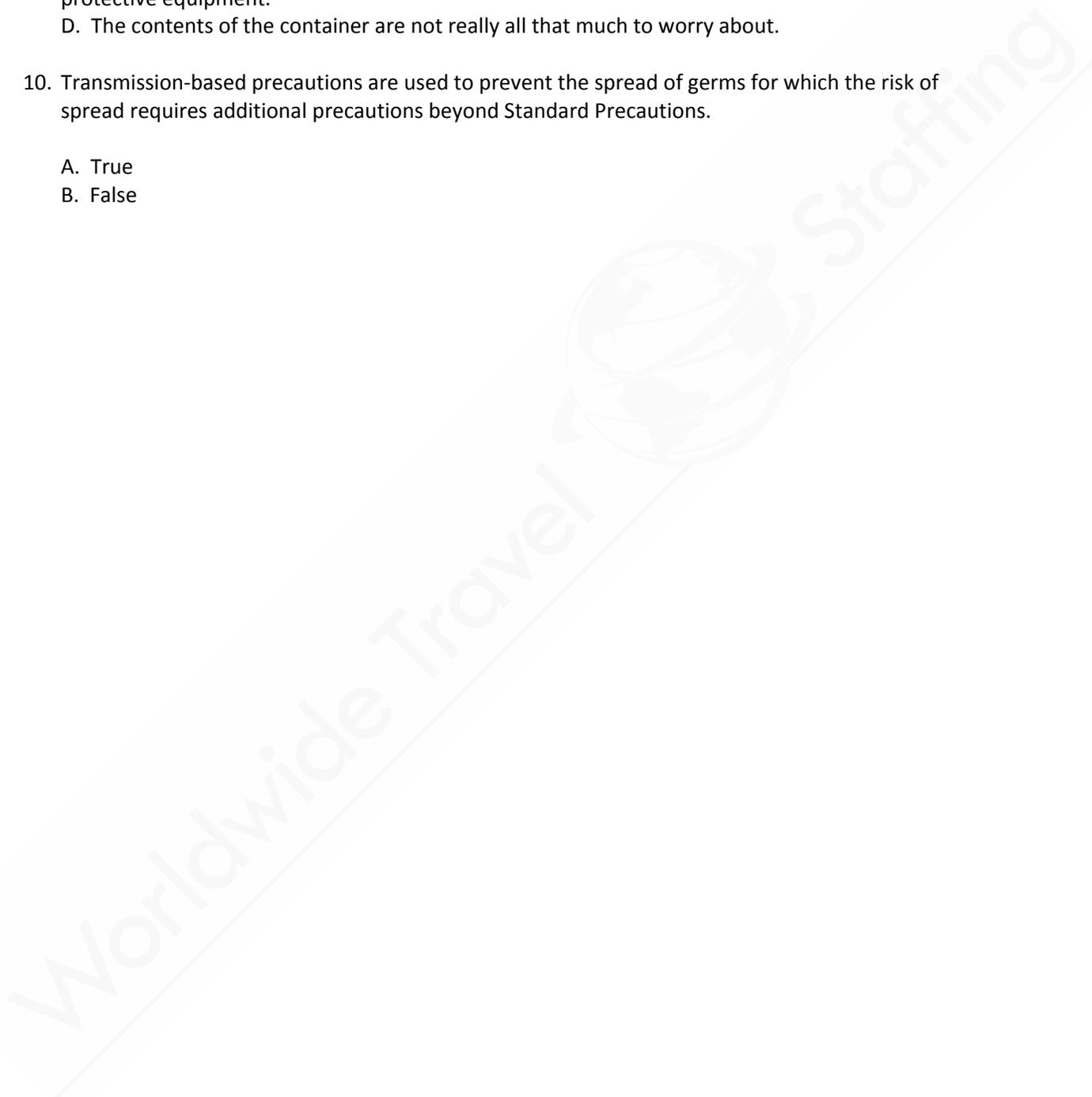
# Infection Control - 2020-2021

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 Licensed Clinical Staff - 2020 - 2021

Name: (please print) \_\_\_\_\_ Date: \_\_\_\_\_

1. Which is the best description of the Attending Physician's role as Treatment Team leader?
  - A. The Attending Physician's role is to run an efficient meeting, ensure that all team members participate, and make sure the plan is geared toward discharge goals.
  - B. The Attending Physician's role is to interview the patient in front of the team to ensure that all team members are well-informed about the patient's needs.
  - C. The Attending Physician's role is to decide what interventions everyone should provide for the patient.
  - D. The Attending Physician's role is to write a treatment plan and then have a meeting to make sure that all staff are informed about the plan.
  
2. The best of example of a problem, as written by the team, is:
  - A. John Doe has paranoid schizophrenia.
  - B. John Doe becomes aggressive in response to paranoid delusions, causing negative social consequences.
  - C. John Doe hits people when he thinks they are talking about him.
  - D. John Doe uses inappropriate coping mechanisms to deal with hostile impulses.
  
3. What is the CRH policy regarding timing of the Master Treatment Plan meeting and reviews for admissions units?
  - A. MTP by day 3, treatment plan reviews monthly thereafter
  - B. MTP by day 10, first review 14 days later, reviews every 14 days for 2 additional reviews
  - C. MTP by day 7, first review 30 days later, reviews every 30 days the first year
  - D. MTP by day 10, first review at day 21, reviews every 30 days thereafter
  
4. Short term goals:
  - A. Are small steps that are obtainable and measurable.
  - B. Are small steps the patient takes toward achieving her long term goal.
  - C. Are written in the patient's words or language she can understand.
  - D. All of the above
  
5. Which of the following is the best example of a short-term goal?
  - A. Mr. Smith will comply with all treatment recommendations.
  - B. Mr. Smith will stop being assaultive when he becomes irritated.
  - C. Mr. Smith will make a list of three things he can do to stay calm when he is upset.
  - D. Mr. Smith will make a list of five reasons why people should not be aggressive.
  
6. What is the best description of person-centered treatment plan?
  - A. The patient is surrounded by caring people who decide what is best for him/her.
  - B. The patient directs his own treatment.
  - C. Treatment planning is a partnership between the patient/family and the team.
  - D. Treatment planning focuses on interpersonal goals.

## Treatment Planning Licensed Clinical Staff - 2020 – 2021 (Continued)

7. Which staff members must be at treatment team meetings?
  - A. Physician, nurse, psychologist
  - B. Physician, nurse, RT
  - C. Physician, nurse, SW
  - D. Physician, psychologist, RT
  
8. Which of the following is true about the timing of the Master Treatment Team Plan meeting and reviews:
  - A. For admission units: MTP by day 10, first review 14 days later, reviews every 14 days for 2 additional reviews.
  - B. On long term units: MTP within 30 days of transfer and every 60 days thereafter unless specified more frequently by unit policy.
  - C. Reviews don't have to be done unless the patients clinical condition changes significantly.
  - D. Patients who have been in the hospital for over a year no longer need treatment plan reviews.
  
9. The treatment team leader does all of the following except:
  - A. Ensures that all team members are participating.
  - B. Ensures the plan is geared toward discharge goals.
  - C. Ensures that all the team members are doing their jobs.
  - D. Ensures that the team process is efficient.
  
10. Why is person-centered treatment planning important?
  - A. It increases patient satisfaction with services and meets accreditation requirements.
  - B. It is easier to do than other types of treatment planning.
  - C. It has been proven to help patients recover more quickly from their mental illnesses.
  - D. It allows us to be more creative, so we do not have to worry about using evidenced-based practices.

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

## Cultural Competency - 2019-2020 (continued)

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

