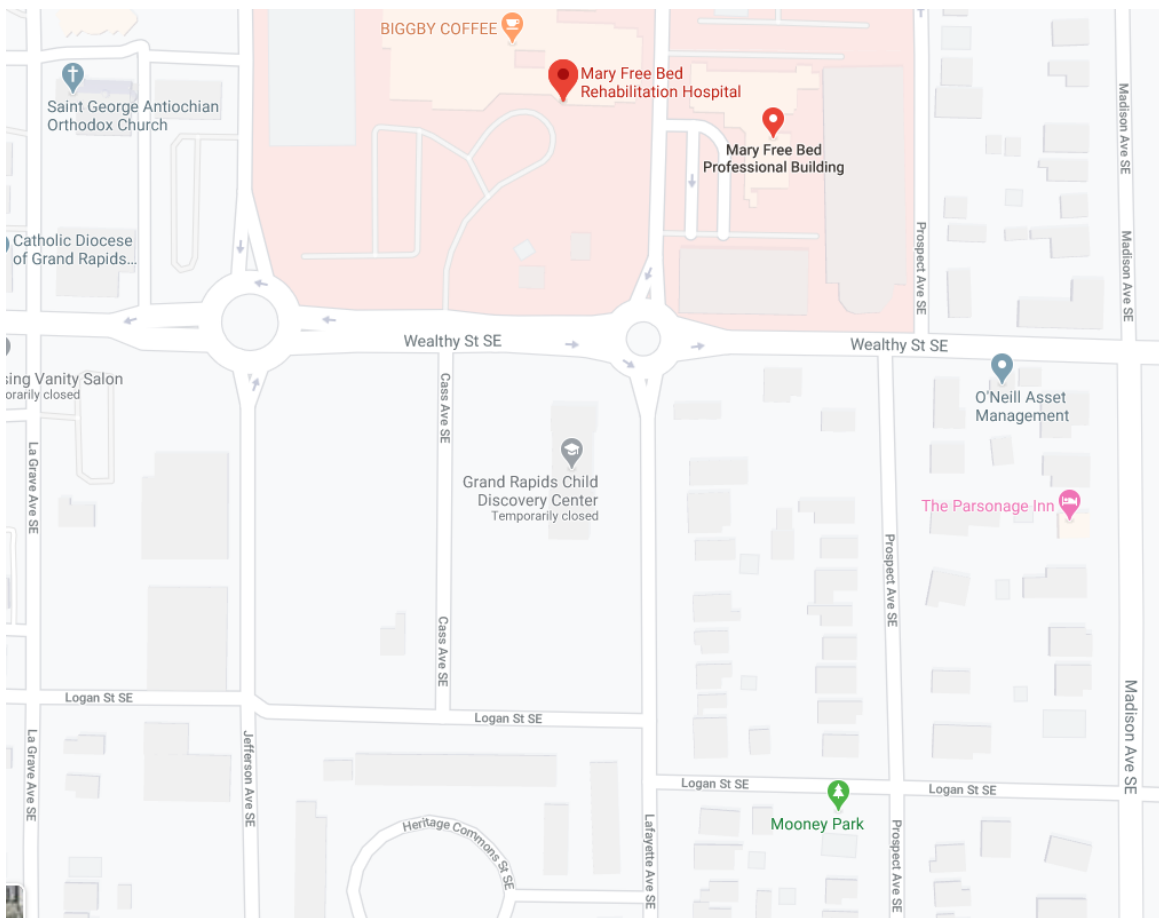


Things to Know for Students and Instructors

Parking:

- Mary Free Bed (MFB) Rehabilitation Hospital's address is 235 Wealthy St. SE Grand Rapids, MI 49503. Free parking is available for learners on Logan Street between Lafayette and Jefferson avenues. Free parking also is available on the west side of Jefferson Avenue across from the Cass Lot.
- Please Note: if learners are found to be parking in the Cass Lot and/or the Parking Garage, the following will occur:
 - First offense a warning will be issued
 - Second offense is a letter to your Clinical Instructor
 - Third offense is a wheel boot, which has a \$20.00 fine to be removed and a letter to the Clinical Instructor and Kent Riddle, Mary Free Bed CEO



Call In Procedures:

- All students follow your school's call in procedure.
- Leadership students also call their preceptor to let them know.

Entering/Exiting the Building:

- Always enter through the West Addition Entrance.
- On the final clinical day, MFB access badges are returned to the greeter/security officer at the West Addition Welcome Desk.
- Visiting instructors of leadership students must report to the West Addition desk to obtain access to the nursing unit for that visit.

Classroom Orientation:

- A member of the education team will meet you at the pre-arranged place, typically the main lobby, and time.
- MFB access badges will be provided during orientation prior to or at the beginning of your first clinical day. On the final clinical day, MFB access badges are returned to the greeter/security officer at the West Addition Welcome Desk. For security and inventory control purposes, instructors must return the badges even if you have another clinical group starting in the near future.
- Usernames and passwords to the hospital computers and electronic medical record will be given based on information provided by the college/school, if applicable.
- Medication access is restricted to instructors. Usernames and passwords will be given to instructors based on information provided by the college/school, if applicable.
- A tour of the clinical area will complete the orientation.

Dress Code:

- The school-designated uniform should be worn when assigned to direct patient care.
- MFB Access Badges will allow you to navigate freely through the clinical area. Both MFB access badges and your school's photo ID badge must be worn at all times. Badges must be worn above the waist with name and photo visible.
- All students are expected to follow the guidelines outlined in the MFB Dress and Appearance Requirements Policy (HR.015) and follow any additional requirements for their assigned clinical areas.
 - Hair must be secured away from the face. Fingernails must be trimmed to less than ¼ inch beyond fingertips; no artificial nails/enhancements, no chipped polish. Closed-toed, closed-heeled shoes and socks must be worn in clinical areas.
 - Beards, mustaches and sideburns must be kept neatly trimmed.
 - All uniforms, clothing, and shoes must be clean and in good repair.
- Personal belongings should be limited but may be stored in designated locations.
- Registered Nurses wear navy scrubs; Nurse Technicians, Unit Secretaries, Monitor Techs wear royal blue scrubs; Respiratory Therapists wear light blue scrubs; Therapists (Physical, Occupational, Speech, Recreational, Music) wear black scrubs.

Etiquette:

- Students and instructors should not schedule breaks or conferences in the lobby or in the guest areas on the units. The coffee stations in guest lounges are for patients/visitors only.
- Cell/Internet Phone Policy: These are only to be used while on break and out of sight of patients/families. Hospital computers are not to be used for personal reasons.

Safety:

- Maintaining patient safety is everyone's responsibility. Learn the emergency codes and procedures. Badge buddy helpful hints come with your MFB Access Badge.
- Staff Assist, Security and Code Blue buttons are found in patient rooms and therapy gyms.
- For security dial 58015 on a hospital phone or 616-840-8015 from a personal phone. They assist with any MFB access badge, parking, or security issues.
- Always use two patient identifiers when interacting or doing tasks with patients. For nonverbal patients, patient identifiers can be found on the patient's wristband.
- Protect HIPPA data. Shred any patient report sheets before leaving. Log out of computers before walking away.
- Call lights/sights/sounds: Learn the different sounds and alarms that occur at MFB. The louder or faster the alarm denotes a more acute situation.
- Wash in and wash out of every patient room. Hand sanitizer and soap and water is available.
- For patients in isolation, personal protective equipment will be outside the room with a sign designating what precautions are in place.
- Pediatric Unit is a locked unit. Do not badge anyone in. Escort any visitors to the West Addition Welcome desk on the first floor.
- No Information Patients are marked in the electronic medical record, on nursing assignment sheets, and patient room doors (welcome sign will be present, but name will be blank). If contacted requesting patient information, respond by saying, "I'm sorry, I have no information on a person by that name."
- Restraints you may see at MFB include pelvic restraints, all 4 side rails, enclosure beds, hand mitts, and arm immobilizers. The nursing staff will manage all restraints. Notify the patient's nurse if you see any change in condition.

Therapy:

- To qualify for inpatient rehabilitation, patients must complete 3 hours of therapy 5 days a week. Therapy schedules can be found on the patient's room TV or on the scheduling TVs on the unit.
- Teamwork between therapy and nursing is critical to our patients' satisfaction and to their success. It is very important that you check with the patient's therapy schedule to make sure you know when the patient is scheduled to be in therapy and to plan to complete nursing care (such as tube feedings, dispensing medications, etc.) before or between therapies whenever possible.
- If a patient is scheduled for feeding, dressing, or hygiene tasks with therapy, nursing should not complete those tasks so that the patient is able to complete them with the therapist.

Nutrition Resources for Students and Instructors:

- **Biggby's** is located in MFB's Main lobby.
- **Mercy Health Saint Mary's Main Hospital Cafeteria** is accessed via the MFB main lobby and is located on Level 1, south end of main north/south hall.
- **Lacks Cancer Center Shoppe** is located near the Lafayette entrance of the Lacks Cancer Center.