

Self-Study Test --Per Orientation Guide for Volunteers and Students

1. As a Volunteer or Student at St. Mary's, you also represent the organization of St. Mary's and should be familiar with the Mission, Vision and Values. One of the St. Mary's Values is **Reverence**. What does the value of Reverence mean?
 - a. Making sure that you always refer to yourself in conversations
 - b. Practicing respect and compassion for the dignity and diversity of life
 - c. Being very quiet and reserved
 - d. Not showing a sense of humor

2. St. Mary's promotes a Culture of Safety and depends upon everyone recognizing and promptly reporting safety risks before accidents or harm happens.
True or False

3. What should you do if you become injured?
 - a. Report immediately all injuries to your supervisor, clinical instructor or preceptor
 - b. Wait and see if your injury improves
 - c. Call your family physician
 - d. Contact your supervisor within 72 hours

4. Hand washing is the single most important factor in controlling transmission of organisms. When should you wash your hands?
 - a. Once a day after being in the hospital
 - b. Only if I have patient contact
 - c. Before eating, after using the restroom, after using a tissue, before or after pt. contact,
 - d. If my hands look dirty

5. I can use alcohol-based hand rub to clean my hands if my hands are not visibly dirty.
True or False

6. As a Student or Volunteer, in a Disaster or Emergency Situation you should follow the direction of your supervisor, instructor or preceptor. It still is very important that you be familiar with Fire Safety procedures as you may be called upon to assist. Which of the following would you follow?
 - a. Never open a door if it is hot to the touch.
 - b. Never use elevators to evacuate a fire area
 - c. Call 22 to report a fire and help locate the fire extinguisher
 - d. Use the fire emergency call box should you see smoke or flames
 - e. All of the above

7. In today's environment, the potential for Workplace Violence is a reality. But you can help protect yourself by practicing the following safe practices:
 - a. Wear your most expensive jewelry and leave your car unlocked
 - b. Try and handle by yourself, a patient, visitor or staff member who begins to make threats or show extreme anger
 - c. Call 22 if someone becomes threatening or violent
 - d. Lock up all personal belongings and don't carry a lot of cash
 - e. c and d

8. Whenever you are in the hospital as a Student or Volunteer, you should wear your name badge:
 - a. Anywhere that it is most comfortable
 - b. On your belt loop
 - c. Don't have to wear it—just have in your pocket
 - d. On the upper half of your body, facing forward

9. If you feel that you have been sexually harassed or intimidated in any manner you should feel safe in immediately reporting this to your preceptor, supervisor, instructor or contact Human Resources

True or False

10. As you have learned, it is **very** important that the privacy and confidentiality of our patients is protected and includes:
 - a. Talking to your friends about the patient you saw from your Church
 - b. Never discuss patient information outside of the workplace

11. How can you or **anyone** report concerns about St. Mary's?
 - a. Contact the confidential Values Line at 800-707-2198
 - b. Contact the Patient Relations Representative at 812-485-4860 or the 24 hour Care Line at 812-485-1234
 - c. Contact the Indiana State Department of Health at 317-233-1325
 - d. Contact The Joint Commission at 800-994-6610
 - e. Any or all of the above

12. St. Mary's appreciates your interest in St. Mary's and your willingness to follow the policies and procedures that help keep patients, family, staff, visitors, students and volunteers safe. If you have questions or suggestions for improvement, please let us know.

TRUE!