

# Scott and White

## Our History

On October 1, 1892, Dr. A. C. Scott came to Temple to become chief surgeon at the Santa Fe Railroad Hospital. This was scarcely a dozen years after railroad engineer B.M. Temple began to lay out the railroad yard forming the nucleus of the city. Dr. Scott, at the age of 27, headed the hospital, which the Santa Fe had established in the new town, and began a practice of his own among the townspeople.

In 1895, Dr. Scott held a competitive examination; Dr. R. R. White, Jr. made the highest grade and became Dr. Scott's associate at the Santa Fe hospital.

Scott & White began with the signing of a full partnership agreement between Dr. Scott and Dr. White on December 29, 1897. The private practice of the two doctors grew rapidly. They set up a hospital in 1904 in a rented frame house and called it the Tempe Sanitarium.

Later that year, they purchased a Catholic convent that became the nucleus of the old Main building and of a plant that eventually consisted of 28 buildings scattered over six city blocks. In 1923, the names of "Scott & White Hospital" and in 1949, the present names of "Scott & White Clinic" and "Scott & White Memorial Hospital and Scott, Sherwood and Brindley Foundation" were adopted.

The institution was established on three precepts":

- Be honest with patients: tell them the truth; treat them as you would a member of your own family.
- Be as progressive scientifically as possible within the bounds of safety for each patient.
- Charge patients as modest a fee as possible within the limits of good business practice.

From this two-man physician partnership, Scott & White has grown to become one of the largest multi-specialty clinics in the United States. Today, approximately 550 physicians and scientists practice in Temple, and in numerous clinics located throughout Central Texas.

Scott & White Memorial Hospital has a strong commitment to medical education and medical research and is staffed by the physicians of the Scott & White Clinic. Scott & White has supported the training of medical interns and residents since the 1920s. Through our affiliation with The Texas A&M University Health Science Center College of Medicine in 1974, our physicians continue to support the development and advancement of medical education and clinical research.

In 2000, a significant evolution for the organization was initiated through the blending of the three primary components of the healthcare delivery system, the Clinic, Hospital and Health Plan, together under the leadership of one president and chief executive officer. The advancement enabled Scott & White to establish one overriding corporation for operating as a fully integrated system.

The Hospital/Foundation is a non-profit organization, named in honor of four of our outstanding early physicians Dr. A. C. Scott, Dr. R. R. White, R. Dr. N.W. Sherwood, and Dr. G.V. Brindley, Sr. Just as Dr. Scott and Dr. White built and continued their partnership on the precepts of complete honesty with each other and with their patients in a friendly atmosphere of true partnership, so the institution continues to value these same principles and make every effort to live up to this rich heritage.

Today Scott & White has several major components:

- Scott & White Memorial Hospital and Scott, Sherwood and Brindley Foundation
- Scott & White Clinic
- Scott & White Health Plan
- Scott & White Research and Education Division
- The Texas A&M University System Health Science Center College of Medicine

### Our Mission

To provide the most personalized, comprehensive, and highest quality health care, enhanced by medical education and research.

### Our Vision

Scott & White will be the most Trusted and the most Valued name in American Health Care.

- Our commitment to quality and safety will be recognized by ranking in the top quartile in all published quality and safety metrics.
- 10 percent of Scott & White patients will come from outside of Central Texas.
- Our focus on patient-centric care and patient satisfaction will put Scott & White above the 90th percentile in Press-Ganey's "likelihood to recommend" metric.
- TAMHSC College of Medicine will be ranked as a Top Medical School by U.S. News & World Report.
- We will be nationally ranked in U.S. News & World Report in at least 10 of the 16 specialties.
- Scott & White will be listed among the "100 Best Places to Work" – Fortune Magazine

### Privacy and Security

Scott & White is committed to protecting and providing for safe health information. For questions or comments, please contact:

Privacy Officer – Frank Anderson

Security Officer – Troy Stillwagon

**Privacy Security Office – (254) 724-9919**

### Safety and Security

The safety and security of our patients, staff, students and visitors is a priority for all. The following codes will alert employees of internal/external emergencies and special circumstances that warrant your attention.

Codes	Meaning	How to call	Who responds	Your responsibility
Dr. Blue	Cardiopulmonary arrest –adult	4-2000 or use the “Dr. Blue Phone” located on all nursing units	Code Team	<ul style="list-style-type: none"> <li>▪If it is your patient, be prepared to answer questions.</li> <li>▪You may be ask to get Crash Cart (unplug the defibrillator before moving) do compressions, or ventilations (CPR), may be allowed to stay in room and observe.</li> </ul>
Dr. Pedi Blue	Cardiopulmonary arrest - pedi			
Dr. Red	Fire	Ext. 4-2000 or Dr. Blue phone.	Security, Fire Team and possibly the TFD	<ul style="list-style-type: none"> <li>▪Give your name, type of fire (paper, computer, etc), location, and stay on the phone until the operator hangs up.</li> <li>▪Follow the directions of the charge nurse.</li> </ul>
Dr. Fleet	Emergency – need medical help now	Ext. 4-2000 or use Dr. Blue phone	Doctors, nurses close by. RT, Security,	<ul style="list-style-type: none"> <li>▪Give your name, Dr. Fleet, and location.</li> <li>▪Assist/secure the safety of the person</li> </ul>

			Transportation	involved until help arrives ▪Provide known information to health care professional in charge
Dr. Pink	Infant/Child Abduction	Ext. 4-2000 or use the Dr. Blue phone	Security. Hospital locks down	▪If you observed, collect data – direction of flight, clothing, physical characteristics: age, sex, race, height, weight, etc.
Dr. Rapid	Assess and quickly respond to patients who are potentially in a crisis situation	Ext. 4-2000 or use the Dr. Blue phone	Rapid Response Team consisting of ICU nurses	Call RRT: patient exhibits: acute change in HR < 40 or > 130 bpm acute change in SBP < 90 mmHg acute change in RR < 8 or > 24 per min acute change in saturation < 90 % despite O <sub>2</sub> acute change in conscious state acute change in UO to < 50 ml in 4 hours staff member is worried about the patient
Dr. Spill	Hazardous Material spill	Ext. 4-2000	S&W Emergency Response Team, and possibly the TFD	▪Give your name, extension you are calling from ▪ Give exact location of the spill, and describe the substance involved in the spill.
Dr. Armstrong	Security is needed to assist out of control patient, visitor or staff member.	Ext. 4-2000	S&W Security	▪Give your name, extension you are calling from ▪Give exact location and details of incident ▪Request type of assistance needed..
Severe Storm Watch/Warning	Storm in general area			▪Review plan ▪Follow directions of Charge Nurse – evacuation, use of emergency outlets, etc
Tornado Watch	Tornado possible in area; initiate preliminary plan			▪Review plan ▪Follow the directions of Charge Nurse
Tornado Warning	Tornado sited in area; take immediate action			▪Follow the directions of Charge Nurse
Severe Storm/Tornado Clear	Return to normal operations			▪Follow the directions of Charge Nurse
Complete Alert	External Disaster			▪Report to work area. ▪Follow directions of Charge Nurse. If ask to go to the Emergency Department, take your stethoscope.

Harassment, intimidation, threats or violence is not tolerated in any form at Scott & White. Prohibited behavior includes, but is not limited to profanity, slurs, jokes, physical contact, verbal/non/verbal or graphic conduct that targets an individual, or group of individuals because of their race, color, national origin, gender, religion, age, disability, veteran status, marital status, or citizenship. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or a sexual nature may constitute sexual harassment. If you feel you have been subjected to harassment, please advise the offending individual (s) that the conduct is offensive and unwelcome, and ask to stop it IMMEDIATELY! Report the conduct to your faculty and charge nurse.

Weapons and guns are not allowed on the premises. Only uniformed, on duty, law enforcement shall be allowed to carry handguns and or any other types of weapons at Scott & White. Immediately report to your faculty, charge nurse and Security any threats, violence, or suspicious behavior.

## Security

The Scott & White Security Office is located in the lobby of the Emergency Department. Security officers are on duty, 24 / 7. Office Telephone: (254) 724-2344

### Personal Property:

Scott & White is **NOT** responsible for personal property. Lock up purses and personal items. Do not bring non-essential items to the hospital.

### Parking

All students must park in Employee Lots and display a Scott & White parking sticker. Employee Lots, 4, 7, 8, 11, 18, 19, 21, 22, 23, and 26, are identified with blue signs, displaying the lot number, located at each entrance. Students are to display a “**Brown**” or “**Blue**” Scott & White parking sticker in the lower left hand corner, rear window, of their vehicle. Parking stickers can be obtained from your faculty and the S&W Security Office. The sticker must be displayed on student’s vehicle prior to participating in clinical at Scott & White.

- If you are driving a borrowed vehicle (your car is in the shop and you are driving your spouses) place a note in the dash - “Borrowed Car, Clara Barton, ext 4-1234.
- If you are a patient or a visitor (not at Scott & White in a student capacity) you may park in patient/visitor parking lots. Place a note in the dash of your vehicle – “Doctors appt., Clara Barton”.

Parking violations will be handled as follows. A parking ticket is issued as a warning for the first violation. For the second violation, your tire will be booted. Security must be contacted to remove the boot. The Clinical Site Coordinator will notify the Dean of the appropriate school. The third violation will result in the vehicle being towed at the owner’s expense. The Clinical Site Coordinator will notify the Dean of the appropriate school of nursing. Three violations are grounds for terminating clinical at Scott & White.

To obtain a parking permit print, complete and present the request form to your faculty. For new or additional cars, print the parking permit request and take it to the Scott & White Security Office. To complete the form: “Department” is **Nursing**, “Extension” is **4-1244**, check “Student” and write the school you are attending (UMHB, CTC, or TC). A parking lot map can be printed for location of the appropriate lots.

## Confidentiality

Patients seek health care and expect their personal information to be held in confidence and shared only for the sake of seeking advice to improve their health status. As Scott & White is a teaching faculty, and you are a student, our patients medical and personal information is made available for the sake of learning. Be aware of your location and surrounding when discussing patient information with your faculty and your peers. Breach of confidentiality is ground for terminating clinical at Scott & White.

## Richard D. Haines Medical Library

The medical library is located on the third floor of the A&M System Health Science Center College of Medicine Education Center at Scott & White (TAMU II).

Hours: Monday – Friday 0800 - 1800 Contact Library Staff – by phone: 254-724-2228 or email:

[library@swmail.sw.org](mailto:library@swmail.sw.org)

The Library has an intranet web site <http://library.sw.org>. This site can be accessed from within the Scott & White campus. This site includes links to the catalog, databases, electronic journals, and electronic books.

The Library has 18 computers available for library users and are located in the Computer Lab in the mail area. Photocopy fees are 10 cents a page and machines are located in the Copy Room. A Microfiche Reader/Printer is also available in the Copy Room. Please pay for photocopies at the Service Desk.

Audiovisual materials can be viewed on the TV/VCR/DVD players.

### **McLane Dining Room**

The McLane Dining Room is available from 0630 – 1930. The McLane Dining Room is located on the first floor of the Critical Care Building. You may purchase your food and drink from the Café or bring your own.

### **Drug Free/Tobacco Free Work Force**

Scott & White is a drug free and tobacco free workplace inside and outside the buildings. Students may smoke in their personal vehicles.

Attached is the Student Substance Abuse Policy. Please print, read, and sign the acknowledgment page, to be returned to your faculty.

### **Medical Records Master Signature Card**

Please print and complete the Medical Records Master Signature Card. This card will be retained in Medical Records for identification of students and staff documenting on the medical records. Scott & White requires the use of your first full name and last name when documenting in the Medical Records. Your credentials will be “SN”, or “SVN”. Some schools require written credentials to identify the school and the program, “CTC-SN”. Please check with your faculty for the appropriate format.

### **Documentation**

Documentation of patient care, provided by nursing students, will be in accordance with the Scott & White Nursing Documentation Policies. Students enrolled in professional schools of nursing can perform the duties of a RN, under the supervision of the schools’ faculty or a Preceptor, with the exception of administering blood or blood products. Students of a vocational school of nursing can perform the duties of a LVN, under the supervision of the schools’ faculty or Preceptor.

Patient care documentation is completed on the Siemen’s PCD system. PCD is not used on the following units: NICU, L&D, Postpartum, Day Surgery, PACU and OR. The ICUs only use the Patient Assessment.

Medication administration documentation is completed on the Siemen’s Pharmacy System “MAK” on most inpatient units. NICU, OB, Day Surgery, PACU, and OR are not using this system

Documentation Policies state:

All documentation must be legible, in black ink and include date, time, signature/credentials, &/or initials.

Assessments:

A RN must complete admission assessments within the first 8 hours of admissions.

Shift (D, E, and N) and split shift assessments must be completed each shift by a RN or LVN. A RN must assess each patient each 24 hours.

An assessment must be conducted when the patient's condition changes, changes levels of service, and is discharged.

Interventions are documented by the health care provider performing the care. Evaluations are written for each intervention and as often as required by the patient.

## Point of Care Testing

### Accu-Chek Inform Knowledge Test (Please Print)

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

Mark "T" if the statement is True and "F" if the statement is False

- \_\_\_\_ 1. If "QC Due: Immediately" appears in the display, you should run controls that are in range before proceeding to do a patient test.
- \_\_\_\_ 2. The Accu-Chek Inform System cannot record operator or patient ID information.
- \_\_\_\_ 3. Gloves must be worn when performing blood glucose or glucose control testing and when cleaning the Accu-Chek Inform System.
- \_\_\_\_ 4. You must use the Code Key from the same vial of test strips that you are using to perform tests with the Accu-Chek Inform system.
- \_\_\_\_ 5. Insert the end of the test strip, with the silver bars into the test strip slot, with the yellow target area or test window facing up.
- \_\_\_\_ 6. The proper site for the finger puncture is one of the two middle fingers, on the side of the fingertip.
- \_\_\_\_ 7. If the drop of blood is not large enough to cover the yellow target area, it is acceptable to add another drop into the test strip within 15 seconds of the first drop.
- \_\_\_\_ 8. Glucose control solutions do not have to be dated when first opened.
- \_\_\_\_ 9. Only capillary whole blood samples should be used when testing with the Accu-Chek Inform System.
- \_\_\_\_ 10. The Accu-Chek Inform Meter should be docked in the base unit when not in use.
- \_\_\_\_ 11. The Accu-Chek Inform Meter uses a rechargeable battery.
- \_\_\_\_ 12. If "HI" occurs on a patient test, it indicates the result may be above the reading range of the meter.

#### Fill in the blanks

13. The expiration dates for test strips and control solutions are found \_\_\_\_\_.
14. The Accu-Chek Inform System can store \_\_\_\_\_ results before the memory is full.
15. "HI" on the Accu-Chek Inform System display indicates that the blood glucose value is over \_\_\_\_\_ mg/dL or there has been a technique error.
16. Control solutions are stable for \_\_\_\_\_ months after opening.
17. "LO" means the blood glucose is below \_\_\_\_\_ mg/dL or there has been a technique error.
18. If patient results are higher than \_\_\_\_\_ mg/dL or lower than \_\_\_\_\_ mg/dL, a comment should be entered in the Accu-Chek Inform meter.
19. In order to stay active in the Accu-Chek database, operators must perform controls once every \_\_\_\_\_ days.
20. \_\_\_\_\_ blood may be used with the Accu-Chek Inform Meter.
21. If the operator becomes locked out of the meter, a set of controls can be ran at either \_\_\_\_\_.
22. Always scan the patient's \_\_\_\_\_ for identification in the Accu-Chek Inform Meter.



**TOPIC:       STUDENT SUBSTANCE ABUSE GUIDELINES**

**I**

ISSUED: 11-02  
REVIEWED: 7/04

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I.       Student Substance Abuse Guidelines

Scott & White recognizes its responsibility to its patients and to the public in providing and maintaining a safe, healthful, productive and drug free healthcare environment. To that end, Scott & White has established its student substance abuse policy in an effort to decrease the danger of drug abuse and potential for any occurrence which may adversely impact quality of care, services, or operation.

Substance in the content of these guidelines includes alcohol, legal, illegal, illicit and designer drugs, and any other substance that may be inhaled, injected, or taken by mouth which may result in mental, physical, or functional impairment of the user.

Substance abuse shall mean the use of any substance in such a way that it impairs the individual's academic or clinical performance.

1. All students in Scott & White programs and in those programs associated with college/university affiliations will be asked to certify, in writing, that they are not engaging in any substance abuse behaviors. Further, their signature will acknowledge that, in "for cause" situations, they will be asked to submit to drug testing when their performance, conduct, or other actions indicate possible substance abuse. (See signature acknowledgement page 2)
2. The refusal of a student to sign this acknowledgement will result in said student being denied access to educational opportunities at Scott & White. Additionally, refusal to submit to "for cause" drug testing will be reviewed by program and occupational medicine officials and may lead to disciplinary action up to and including dismissal from the Scott & White and/or affiliated education program. Refusal of student to submit a sample for drug testing will result in a referral to the BNE.
3. In "for cause" situations, all testing and reporting of results will be handled through established procedures by the Scott & White employee health and occupational medicine departments. Results will be discussed with the student. Positive results will be reported to the college/university officials and/or the BNE. A student who tests positive will be denied continued access to Scott & White education opportunities. However, upon proof of participation in and/or completion of a rehabilitation program, the student may reapply for access to Scott & White education opportunities.

**STUDENT SUBSTANCE ABUSE POLICY**

**ACKNOWLEDGMENT:**

I certify that I have read and understand the Student Abuse Guidelines, that I am not engaging in any substance abuse practices and further understand that if my actions warrant, I may be requested to submit to substance abuse testing. All requests and results will be discussed with me. I understand that positive results will be reported to the Scott & White program, the appropriate college/university officials, and the BNE, and may also result in my not being allowed to continue participation in a Scott & White and/or affiliated education program.

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Student

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Date

**Medical Records**  
**Master Signature Card**

According to Standard 482.24 of the Medicare Conditions of Participation standards, we are required to maintain a mechanism to validate authenticated entries in the Medical Record.

If your position with Scott and White requires you to make such entries on Medical Record documents, you must complete the following:

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<b>(Print) Last Name</b>	<b>First Name</b>	<b>M.I.</b>	<b>Credentials</b>
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**Usual Signature**

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<b>(Print) Initials</b>	<b>(Sign) Initials</b>	<b>Date</b>
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**Scott & White  
On-Line Student Nurse Orientation**

I have completed the following courses:

Ethics and Legal Issues  
Hazardous Materials  
Infection Control  
Medical Restraints  
Patient Rights  
Safety and Security  
HIPAA  
Accu-Check  
MAK – medication administration  
PCD – patient care documentation

I have completed the following paperwork and will present to my faculty prior to the first clinical day as Scott & White:

Parking Permit Request Form  
Student Substance Abuse Acknowledgment page  
Medical Records Master Signature Card  
Accu-Check Inform Knowledge Test

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Name

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School

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Date