



VANDERBILT UNIVERSITY
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Safety & Confidentiality Presentation

The objectives of this presentation are to:

- * Familiarize you with basic safety precautions at VUMC
- * Familiarize you with HIPAA Basics and Privacy Policies



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HIPAA Basics

Vanderbilt University Medical Center

VUMC HIPAA Website:

www.mc.vanderbilt.edu/HIPAA





What is HIPAA? It's the Law!

Health Insurance Portability and Accountability Act of 1996

What Does HIPAA Do?

- ④ Limits how we use and share patient information
- ④ Gives patients more control over their information
- ④ Protects the integrity, availability and confidentiality of patient information
- ④ Defines violation penalties



What is Protected under HIPAA?

- Individually identifiable health information:
 - ▶ That is collected from an individual, or
 - ▶ That is created or received by
 - A health care provider
 - Employer
 - Health insurer's plan
- This information can be in any form:
 - ▶ Written, verbal, or electronic



STOP. THINK. PROTECT. – PATIENT PRIVACY



Simply by being in the Medical Center, you will be around confidential information.

You need to be prepared to handle those situations appropriately because there are penalties that could impact **YOU** and **VUMC**.

Everyone who has access to our patients or to protected health information (PHI) is required to understand our privacy and information security policies and follow them.

Protected health information includes things such as patients names, medical history, and diagnoses.



Protecting Patient Privacy

Key points to avoid careless handling of personal or confidential patient information that may result in unauthorized disclosure

Key Points:

- 🌐 Discuss confidential matters only in a private area.
- 🌐 Lower voices when discussing patient information if a private area is not available.
- 🌐 Avoid discussing patient information in the elevators, hallways, cafeteria, and waiting rooms.
- 🌐 Ask family members/friends to step out of the room before talking with the patient.
- 🌐 Be sure you have the patient's permission before discussing confidential information in front of family members/friends.
- 🌐 NEVER share protected patient information with anyone who is not directly involved in that patient's care – this includes your friends, family members, classmates, teachers, etc.



Social Networking



Things You Need to Know:

- ❖ ***Do not*** post digital images and messages containing protected health information (PHI).
Remember recognizable markings or body parts are PHI.
- ❖ Remember that all content posted on any platforms becomes **immediately** searchable and can be **immediately** shared...It **immediately** leaves your control forever.
- ❖ Known or suspected incidents involving use or disclosure of PHI or Personal Information through social networking are reported to the VUMC Privacy Office and investigated.
- ❖ Federal law and regulations require ***breach notification and reporting*** when a patient's health information is accessed, used or disclosed in a way that violates the Privacy Rule of HIPAA and poses a significant risk of reputational, financial, or other harm to the individual.



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Patient Photography and Video Imaging



VUMC may utilize Photography to collect protected patient health information for purposes of identification and patient care and treatment or as otherwise authorized by the patient or the patient's legal representative.

But...

***YOU ARE NOT ALLOWED TO TAKE ANY
PHOTOGRAPHS.***



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Hand Hygiene

VUMC Policy IC 10-10.07

*Clean Hands
Save Lives*





The human hand is the most common vehicle for spreading germs.



- Infections pose a significant safety risk for patients AND healthcare workers.
- The most important reason for you to wash your hands is to prevent spreading infection to our patients.



Hand Hygiene is the practice of cleaning your hands using either:



Alcohol foam or
gel-based hand
rubs

or

Soap and water.





Use soap and water:

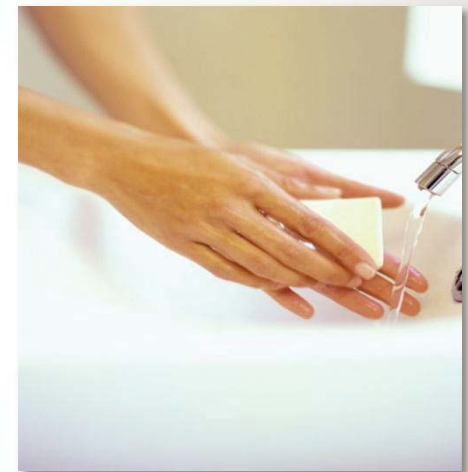
- When hands are visibly dirty.
- If you are allergic to Alcohol foam or gel-based hand rubs.





Perform Hand Hygiene

- Before and after touching anything
- Before eating
- After using the restroom





How To Use Soap and Water

- Wet hands using warm water, not hot.
- Apply small amount of soap and apply friction for 15 seconds or longer to your palms, back of hands, between your fingers and your wrists.
- Rinse, pat hands dry and turn off faucet with paper towel.





How To Use Alcohol-Based Hand Rub

- Apply a QUARTER-SIZED dollop of foam or gel to palm.
- Rub product on all surfaces of your hands until dry instead of waving them. This allows natural oils to remain on the skin and prevents the skin from drying out.
- **DO NOT WASH OFF!**





Influenza

Protect yourself:

- Use hand sanitizer and wash your hands often with soap and water.
- Cover your nose and mouth with a tissue when you cough or sneeze.
- Avoid touching your eyes, nose or mouth.
- Get the flu vaccination every year.



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Bloodborne Pathogens



What are Bloodborne Pathogens?



- Microorganisms in the blood or other body fluids that can cause illness and disease in people.
- Transmitted through contact with contaminated blood and body fluids.
- You can get infected with a bloodborne pathogen disease through contact with
 - Infected blood or
 - Other body fluids such as saliva, serous body fluids, spinal fluid, semen and vaginal secretions.



Common Bloodborne Pathogens:

- **Human Immunodeficiency Virus (HIV)**
- **Acquired Immune Deficiency Syndrome (AIDS)**
- **Hepatitis B and Hepatitis C**



You can be exposed to blood/body fluids through...



Cuts, punctures or
other injuries to
skin

Ingestion
(eating) if it is
on your hands.



Splashes
on skin, in
mouth, eyes
and/or nose.





Use Standard Precautions

ALWAYS use Standard Precautions if you may be exposed to blood or body fluid.

Treat all human blood and other potentially hazardous material as if they were infected with blood borne pathogens



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Managing Risk



What you need to know in case of an accident...

VUMC is committed to maintaining a safe environment for patients, visitors, students, and employees. Despite safeguards, you may observe an accident involving a patient or visitor or you may observe a potentially unsafe condition.



Accidents or incidents must be reported. If you are hurt in any way, you must go to the nearest Emergency Department.

The person you are observing will coordinate the proper follow-up steps.



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Fire Safety & Emergency Preparedness at VUMC

Training provided by Vanderbilt Environmental Health & Safety

Published August 2011



Fire Safety

Fire safety is important in health care facilities.

Patients are often unable to help themselves.

In spite of strict fire codes,
**fires still occur
in hospitals every year!**





Fires in Healthcare Settings are primarily caused by

Smoking



and

Electrical
equipment





No Smoking at Vanderbilt

- Smoking is banned inside all Vanderbilt buildings, including all Vanderbilt University Medical Center and clinic facilities, and outside on the Medical Center Campus.
- There are designated areas adjacent to the Medical Center Campus where smoking is allowed.
- This smoking ban also applies to all Vanderbilt University Medical Center clinics that are located off the main campus.





Emergency Preparedness & Response

- VUMC has had longstanding emergency preparedness plans.
- These plans can be implemented at a moment's notice.
- Emergency response plans are reviewed, updated and modified to reflect the changing environment.



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Vanderbilt University Medical Center strives to provide a safe workplace, free of verbal or physical threat.





Workplace violence is defined as any situation that may:

- Threaten the safety of an employee or student (verbal threats, intimidation, physical threats or aggression).
- Have an impact on one's physical, emotional, or psychological well-being (employee, student, etc).
- Cause damage to company property.



“Universal Behavioral Precautions”

- Remember, your safety is of the utmost importance to us.
- There is the potential for any patient or guest to become verbally or, in rare cases, even physically assaultive under extreme distress.



If, as an observer, you find that you are impacted by Workplace Violence:

- Report workplace verbal or physical threats to the person with whom you are observing.

-OR-

- Contact: voe@vanderbilt.edu

Your Safety is Paramount