

HARRISHEALTH SYSTEM

HUMAN STUDIES RESEARCH STAFF

ORIENTATION MANUAL

RESEARCH & SPONSORED PROGRAMS

2016



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Welcome from the Administrative Director of Research & Sponsored Programs

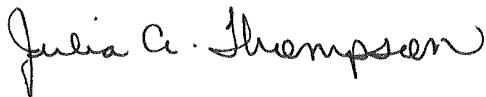
Dear Human Studies Research Staff,

Welcome to the Harris Health System! As a new human studies research staff member, you join a team of dedicated individuals who work to serve the people of Harris County. We are confident that you too will serve the public well. We hope that this manual will be a valuable resource in helping you understand the Harris Health System and in guiding you through the authorization process.

Harris Health System values the search for new knowledge and uses new knowledge to improve patient care. Our Human Subjects Protection Program is guided by the principles and guidelines of the Belmont Report and the Patient's Rights and Responsibilities statement. We support well designed and properly executed research and are committed as an institution to comply with Federal regulations and maintain adequate processes for the protection of human subjects.

I want to personally welcome you to Harris Health System! We hope that you will find your experience at Harris Health System productive and rewarding. If you have any questions regarding these materials, feel free to contact me at 713.566.6473 or research@harrishealth.org.

Sincerely,



Julia Thompson, PhD
Administrative Director
Research & Sponsored Programs

Facts at a Glance

HARRIS HEALTH SYSTEM was established January 1, 1996 as a result of a voter referendum. It is the integrated public "safety net" health care system for the nation's third most populous county and has grown to become the community's network of hospitals, health centers, and staff providing access to cost effective, quality health care. The Harris Health System is composed of three hospitals, 18 community health centers, 10 satellite homeless shelter clinics, five school-based clinics, four mobile health clinics, a dialysis center, and a free-standing dental center.

PRESTIGIOUS ACADEMIC CONNECTIONS ...

Harris Health System provides academic teaching facilities for the faculty and residents of Baylor College of Medicine and The University of Texas Health Science Center at Houston. These academic affiliations give our patients the access to the latest breakthroughs in medical technology and specialized treatment techniques.

WORLD-CLASS ACUTE CARE FACILITIES ...

Harris Health System's two major hospitals, Ben Taub Hospital and Lyndon B. Johnson Hospital, are recognized for their world-class medical staffs and high levels of acute and specialty care.

Ben Taub Hospital is a 586 licensed-bed facility, home to one of the nation's top Level I Trauma Centers. It is one of the county's busiest Emergency Centers, and the source of eighty percent of all admissions to the hospital, which provides patients with access to more than 40 medical specialties. Ben Taub is designated as a STEMI center for heart attack care and is a comprehensive stroke center. Ben Taub is also the only Psychiatric Emergency Center in Houston.

Lyndon Baines Johnson (LBJ) Hospital is a 328 licensed-bed facility, featuring state-of-the-art equipment and a reputation for excellence in gynecology, obstetrics and neonatal intensive care. In addition to excellent neonatal care, LBJ's Trauma Center was the first to be designated a Level III center in Texas.

Quentin Mease Community Hospital is a 49 licensed-bed geriatric and inpatient and physical rehabilitation care facility. It is CARF (Commission on Accreditation of Rehabilitation Facilities), accredited Inpatient Physical Medicine & Rehabilitation Unit. Patients suffering spinal cord injuries, traumatic falls or violence-related injuries work to regain mobility and life skills through the hospital's innovative programs.

Typical Day at Harris Health

- A baby is born every 48 minutes.
- 145 patients are admitted.
- 2000+ people receive care through a primary or specialty clinic.
- 455+ people seen and treated in our emergency rooms.

HARRIS HEALTH SYSTEM IN THE COMMUNITY ...

The Harris Health System reaches beyond its acute facilities and into the community. Harris Health System's Community Health Program (CHP) was one of the nation's first public health care systems to embrace the concept of neighborhood primary care. Harris Health is a recipient of the prestigious National Committee for Quality Assurance designation for its patient-centered medical homes, and provides for more than 1.9 million outpatient clinic visits a year. Harris Health's Community Health Care Clinics, consist of 18 community health centers, 5 school-based clinics, a dialysis center, a dental center and four mobile health units, making it the largest public primary care network in Texas.

CHP health centers are located throughout the county to provide easy access for our patients. The Harris Health System primary-care locations are:

Acres Homes Health Center, 818 Ringold Street, Houston, TX 77088

Aldine Health Center, 4755 Aldine Mail Route, Houston, TX 77039

Baytown Health Center, 1602 Garth Road, Baytown, TX 77520

Casa de Amigos Health Center, 1615 North Main Street, Houston, TX 77009

Cypress Health Center, 1240 Jones Road, Houston, TX 77070

Danny Jackson Health Center, 5503 North Fry Road, Katy, TX 77449

E.A. "Squatty" Lyons Health Center, 1712 First Street, Humble, TX 77338

El Franco Lee Health Center, 8901 Boone Rd, Houston, TX 77099

Gulfgate Health Center, 7550 Office City Drive, Houston, TX 77074

Long Branch Health Center, 9801 Long Point, Suite 103 Houston, TX 77005

Martin Luther King Jr. Health Center, 3700 Swingle, Houston, TX 77012

Northwest Health Center, 1100 West 34th Street, Houston, TX 77004

Settegast Health Center, 9105 North Wayside Drive, Houston, TX 77028

Strawberry Health Center, 927 E. Shaw Road, Pasadena, TX 77506

Thomas Street Health Center, 2015 Thomas Street, Houston, TX 77009

Vallbona Health Center, 6630 De Moss Street, Houston, TX 77018

Pediatric & Adolescent-Bear Creek, 5870 North Highway 6, Houston, TX 77084

Pediatric & Adolescent-Pasadena, 3925 Fairmont Parkway, Houston, TX 77084

Thomas Street Health Center opened its doors in 1989 as the nation's first freestanding HIV/AIDS treatment facility. Approximately 60 percent of Harris County's AIDS patients are treated at Thomas Street that provides patients with easy access to some of the finest HIV specific treatment in Texas.

Mission, Vision, and Values of Harris Health

Mission

We improve our community's health by delivering high-quality healthcare to Harris County residents and by training the next generation of health professionals.

Vision

We will create a healthier community and be recognized as one of America's best community-owned healthcare systems.

Values

- Our Patients, Staff and Partners
- Diversity and Inclusion
- Compassionate Care
- Trust
- Integrity
- Mutual Respect
- Communication
- Education, **Research** and Innovation

Our Promise To You Is

- To provide high quality health care by knowledgeable and highly trained staff;
- To provide prompt, friendly, and courteous service;
- To be sensitive and responsive to your needs and concerns as well as those of your family; and
- To provide a clean, comfortable and safe environment, in all of our settings.

The Research & Sponsored Programs Department

The Research & Sponsored Programs Department coordinates the administrative review of proposed research studies within the Harris Health System and serves as a liaison between the Harris Health System and investigators wishing to conduct studies within its facilities.

Harris Health System
Research & Sponsored Programs
Corporate Office
2525 Holly Hall, Suite 187
Houston, Texas 77054
713-566-6914
research@harrishealth.org
www.harrishealth.org

Harris Health System Research & Sponsored Programs staff is listed below:

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Research Authorization Process

The Harris Health System Authorization process is designed to ensure that all human studies research personnel, regardless of employment, undertaking research efforts within the Harris Health System are registered with the Department of Research & Sponsored Programs and have completed the necessary training requirements as a means of ensuring a level of quality amongst research personnel. Prior to conducting any research within Harris Health System, you must first complete the Harris Health System authorization process for human studies research staff.

Medical students who are functioning as part of a research team in a research role such as a research assistant, data collector, participant recruiter, etc., must be authorized as research staff/personnel at Harris Health. As these students are performing a different role from the one they inhabit as a learner, they will need to have a separate Harris Health identification badge and number to identify them as part of the research team. Research data should always be accessed under an approved IRB protocol and utilizing the authorized Researcher Access to information as regulated by HIPAA and Harris Health policy. It is not permissible for Medical Students to use their student access while functioning in a research role.

Application

All human studies research staff are required to complete and return the Harris Health System Authorization Application Form.

Curriculum Vitae or Resume

A current curriculum vitae or resume is required.

Pre-employment verification letter from institution affiliate

Letter must meet Harris Health System guidelines to include a background check and drug screening.

TB Skin Testing and Flu Vaccination

Evidence of a non-reactive TB skin test within the last year is required annually; if tested positive and had a chest x-ray in the past a new chest x-ray is not required.

Evidence of documented Flu vaccination for those with direct patient contact is required annually.

Orientation

Read the Human Studies Research Staff Orientation Manual and complete the Post-Test.

Human Subject Protection Training

Completion of **ONE** human subject protection training is required every 3 years. Submit the certification of completion to the Research & Sponsored Programs Department.

- CITI (Biomedical Researcher course)
- NIH Clinical Research Training On-Line Course for Principal Investigators

Sponsoring Researcher Agreement

The Sponsoring Researcher must have active clinical privileges with Harris Health and have an active IRB/Harris Health approved protocol.

Security Badges

After completing the minimum qualifications for becoming human studies research staff at Harris Health System, a security badge will be issued. The Research & Sponsored Programs Department will complete and authorize a "Harris Health System Identification/Access Badge Request" which will be sent to you. Upon receipt, take this document to the Security Department at Ben Taub, LBJ, or Holly Hall for processing.

Security Badge Hours
7:30 am—12:30 pm
1:30 pm—4:00 pm

Badges issued on weekdays only

The photo ID must be worn, in plain view at eye level, whenever you are working in the hospitals or clinics.

Parking

Ben Taub and Lyndon B. Johnson Hospitals:

- To obtain parking for Ben Taub or Lyndon B. Johnson Hospitals, please contact the Security Department in the individual facility.

CHP, QM & Thomas Street HC Parking:

- Open parking is available at all community health centers, Quentin Mease Hospital and Thomas Street Health Center.

Access to Electronic Medical Records

On behalf of the Information Technology (IT) Education Department, welcome to the Harris Health System. Epic software is the electronic medical record (EMR) system used throughout our organization. The Harris Health Corporate Compliance Department, IT Education and the Research & Sponsored Programs Department have stipulated that Research Personnel conducting research activities at Harris Health facilities and who are

required to view and/or document in our EMR system, must complete Epic training and an Epic competency exam in order to receive Epic access.

Note: It will take a minimum of 24 hours before you can obtain your network login ID and password.

To obtain your Harris Health network login ID and password:

- Contact the IT Service Desk at 713-566-4357.

Once you have contacted the Research and Sponsored Programs Department, they will provide documentation to the IT Education Department which will determine the appropriate Epic training based on your job-role and service area (Inpatient, Ambulatory [Outpatient] or Emergency Center [EC]). The IT Education Department will enroll you in a class and inform you of the date, time and location of the training.

The following information is an overview of the training required:

- **Research Personnel with R.N. license:**
 - **If working in an Ambulatory (outpatient) environment:**
 - You will need to attend an Epic training class called EPORAM (Epic Nurse Orientation Ambulatory). To be enrolled, contact IT Education at 713-634-1590. Provide your full name, two telephone numbers and an email address.
 - **If working in the EC environment:**
 - You will need to attend an Epic training class called EPASNS (Epic Clinical ASAP EC Nursing Orientation). To be enrolled, contact IT Education at 713-634-1590. Provide your full name, two telephone numbers and an email address.
 - **If working in the Inpatient environment (Ben Taub, LBJ, Quentin Mease Hospitals):**
 - You will need to attend an Epic training class called EPIPNO (Epic Inpatient Nursing Orientation). To be enrolled, contact IT Education at 713-634-1590. Provide your full name, two telephone numbers and an email address.
- **Research Personnel (Non-Physicians and Non-RNs):**
 - **If working in an Ambulatory (outpatient) environment:**
 - You will need to attend an Epic training class called EPCPRO (Epic Ambulatory for Other Providers). To be enrolled, contact IT Education at 713-634-1590. Provide your full name, two telephone numbers and an email address.
 - **If working in an Inpatient environment (Ben Taub, LBJ, Quentin Mease Hospitals):**
 - You will need to attend an Epic training class called EPCDSU (Epic ClinDoc Support). To be enrolled, contact IT Education at 713-634-1590. Provide your full name, two telephone numbers and an email address.

*** Note: If you do not know what service area you will be working, contact the**

Research & Sponsored Programs Department at 713-566-6914.

Questions regarding this process may be directed to the IT Education Operations Team at 713-634-1590 between the hours of 7AM and 5PM, Monday thru Friday.

Pathogen Transmission

It is very important to understand how diseases are transmitted. The following is a list of a few pathogens whose names you may hear during your time at Harris Health System and how they are transmitted:

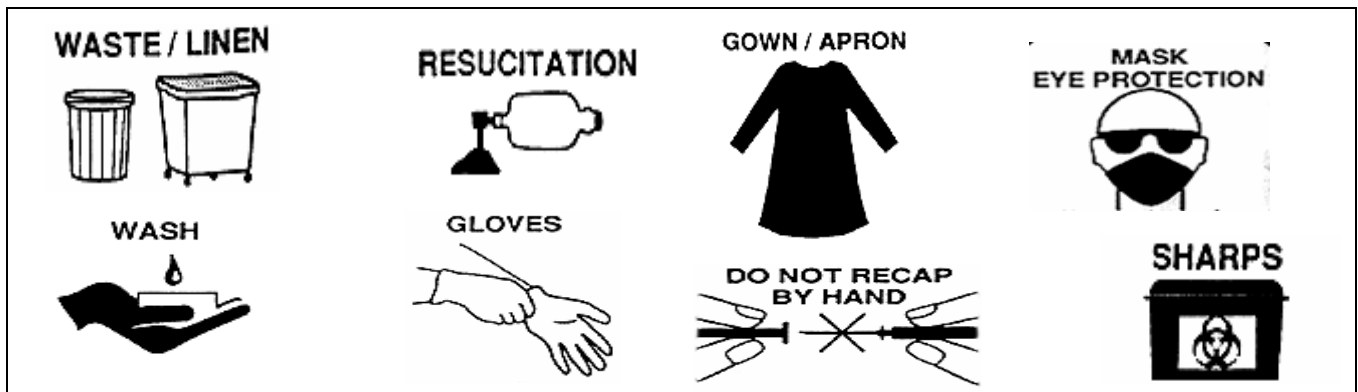
Hepatitis A thru E Bloodborne exposure to blood, or feces of infected person, not airborne.

HIV/AIDS Bloodborne exposure to protein-based body fluids of an infected person, not airborne.

TB or Tuberculosis Airborne, can be transmitted through the air or close contact.

Standard Precautions

These are symbols that may be seen throughout hospitals and clinics. Please take a few minutes to familiarize yourself with them for later use.



HIPAA

What is "HIPAA" and what does it mean to me?

HIPAA is the Health Insurance Portability and Accountability Act of 1996. It deals with patient privacy issues.

Are HIPAA issues for employees the same for human studies research staff?

Yes, you are considered part of our workforce.

Are human studies research staff held accountable for breaches of information in the same ways as employees?

Yes, and bear in mind there is a potential for fines, ranging from \$50,000 up to \$250,000 and between 1 to 10 years in prison, depending on the offense. This penalty may be directed specifically at the employee or human studies research staff, not the hospital or the department. The individual committing the breach of information may be held personally accountable.

What is a breach of information?

- **Carelessness** - unintentional breaches in confidentiality, when a worker reveals patient information to himself/ herself or others by accident. For example, discussing patient information in a public area or leaving a computer unattended that is showing patient information.
- **Curiosity or Concern (no personal gain)** – intentional access to patient information that is not needed for patient care, **for reasons other than personal gain**. For example, viewing your own records, looking up a friend's address or birthday, reviewing a patient record out of concern or curiosity.
- **Personal Gain or Malice** – **Accessing, reviewing or discussing patient information for personal gain or malice**. For example, reviewing a patient record for information to be used in a personal relationship, or copying a patient mailing list for personal use or to be sold.

The information in a patient's medical record BELONGS TO THE PATIENT – you may not give that information to anyone unless:

- A) It is necessary for continuum of care
- B) It is necessary for payment to the hospital from an insurance company
- C) If it is for the use or disclosure permitted by federal, state law or identified as permissible by the Harris Health System.

(When a patient is admitted, they – or their family member – sign a release of information for payment and continuum of care purposes)

What information can I access as human studies research staff working with patient information?

You can access the **MINIMUM NECESSARY** information to perform your job and has been approved by the IRB. You are not allowed to browse patient records because you are interested in their history or how they are doing.

What about pulling up my own medical information in my spare time?

This is a policy breach. While in the hospital or clinic, you may view your own medical information, with the assistance of a doctor or other medical personnel. Once you are no longer a patient, you must access your medical information just like any other patient, through our Medical Records department.

Can a patient go through his or her chart while in the hospital?

Yes, but a staff member or doctor must be present to assure that the patient does not misinterpret or remove information.

EXCEPTION: There is a part of the chart referred to as "psychotherapy notes." These are notes that a mental health professional makes during an observation or session with a patient. They are health care professional's personal opinion and may be kept with the medical record. They do not contain a history and physical, evaluation or any of that standard material. They are kept in a separate section of the chart. They should be removed before a patient reviews a chart. Those can only be released to a patient if the mental health professional believes they should be.

The patient's medical records BELONG TO HARRIS HEALTH SYSTEM.

If that patient wants a copy of that record, a copy of an x-ray, etc., they must go through the proper channels to acquire it. Some clinics and units will provide copies of the information to a patient as a courtesy during their visit (no records release needed). If not, the patient must request the information through the medical records department.

There is a fee for various medical records requests if the information is given directly to the patient. If the information is going to a doctor or another medical provider, there is usually no charge; all that is needed is a request for medical release of information for the transaction.

Fax machines that receive confidential information should not be in a public area.

Can patient information be sent via e-mail?

No, patient information may not be sent via e-mail (outside of the Harris Health System) unless the patient has signed a release saying that he or she understands that the information is not guaranteed secure due to the implications of Internet security.

GENERAL RULES TO FOLLOW REGARDING PATIENT CONFIDENTIALITY:

- Access only the patient information you need to perform your job.
- Avoid discussing patient with others, especially in public places such as elevators, cafeterias, bus stops, halls, etc.
- Be sure that schedules (lab, operating room, etc.) are kept in a secure and not in public view.
- Keep patient charts closed when not in use. If charts are left on an "express desk," the chart should be closed when not in use.
- White boards should be kept out of main public hallways, and should not contain information that links a patient to his or her diagnosis.

PHI and Other Confidential Information

Identification and Disposal

PHI (protected health information) is "... Created or received by a healthcare provider and relates to the patient’s healthcare condition, provision of healthcare, or payment for the provision of healthcare."

*In healthcare, when you "put pen to paper" or enter data into a computer, you may be creating PHI. PHI may be **identified** by the following examples:*

IDENTIFIER	EXAMPLE
Names	*****
Geography	<i>Smaller than a state, i.e. county, town, precinct, home address, zip code etc.</i>
Dates	<i>Day and month - except year – directly related to an individual, e.g. birth, admission, discharge, or death. ** Age 89 yrs or more – day, month, and year of birth ***</i>
Numbers	Telephone, fax, social security, medical record #s, health plan ID #, account #s, certificate #s, and license #s
Vehicles	Vehicle identifiers and serial #s, including license plate numbers
Devices	Prosthetic, pacemakers and other biomedical equipment identifiers and serial #s
Internet	E-mail addresses, URL (universal resource locator), IP (internet protocol) addresses
Biometrics	Identifiers such as finger and voice prints
Pictures	Full-face photographic images and any comparable image
Other	Any other unique identifying number, characteristic or code unless permitted

Proper Disposal of PHI

HIPPA requires media (whether paper or electronic) that contain PHI be properly disposed when no longer needed. Harris Health System confidential information must be properly disposed when no longer needed.

Proper disposal of PHI requires that:

- **PAPER BE SHREDDED**
- Electronic media be **DELETED, ERASED, or REFORMATTED;**
- Other readable forms of media be **DEFACED or RENDERED UNUSABLE.**

Harris Health System utilizes an on-site system for destroying documents. All departments, facilities and organizations are required to **identify paper documents, used in the course of their job duties, that contain PHI and dispose of them into containers designated for recycle paper.**

Emergency Management

When there is an emergency situation at the hospitals or clinics, upon hearing the announcement of (EXTERNAL) **CONDITION B - Expect receipt of patients or CONDITION C - Patients have arrived**, all human studies research staff will report to the nearest nurse's station for delegation of duties.

Upon hearing the announcement of (INTERNAL) **CODE RED – Fire** or **CONDITION F - Utility Failure** the research staff will go to the nearest nurse station for instructions.

The following are codes Harris Health System uses for specific emergency situations. All human studies research staff should be knowledgeable of these codes and conditions:

Code RED	Fire
Code BLUE	Medical Emergency
Code YELLOW	Chemical Spill
Code ORANGE	Prisoner Escape
Code GRAY	Severe Weather
Code WHITE	Active Shooter
Code PINK	Infant Abduction
Code AMBER	Child Abduction
Code GREEN	Crises Intervention Team
Code ANDERSON	Hostage Situation
Condition B	External Disaster Patients Enroute
Condition C	External Disaster Patients Arriving
Condition F	Utilities Failure
Bomb Threat	

Fire Safety

Always be observant, no matter where you are in the hospitals and clinics. Make sure you know where the exits, fire alarm stations and fire extinguishers are located. Be aware of the evacuation route maps located on every patient care unit and throughout the hospitals and clinics.

The proper response to fire or smoke is R.A.C.E.

- R** = Rescue patients immediately from fire or smoke area.
- A** = Pull fire alarm station and call emergency number to give exact location.
- C** = Contain the smoke or fire by closing all doors to rooms and corridors
- E** = Extinguish the fire (when it is safe to do so)



- Rescue individuals from the immediate fire or smoke area. Always rescue people before pulling the fire alarm.
- Pull the fire alarm and call the emergency number to report the fire. Be sure to take this step immediately after rescuing, so that the appropriate emergency response personnel are notified and can start to the scene of the fire.
- Contain the fire and smoke by closing all doors in the area.
- After all doors are closed in the fire area, attempt to extinguish the fire if it is safe to do so.

Use this four step procedure when handling a fire extinguisher; follow the PASS System: Pull pin, Aim nozzle, Squeeze handle, Sweep fire:

- Pull the pin at the top of the extinguisher out. This is the pin that keeps the handle from being accidentally pressed when not needed.
- Aim the nozzle of the hose toward the base of the fire.
- Squeeze the handle to discharge the extinguisher standing approximately eight (8) feet away from the fire. If you release the handle, the discharge from the extinguisher will stop.
- Sweep the hose and nozzle back and forth at the base of the fire. You must watch the fire carefully to assure it is completely extinguished, as fires may re-ignite.

If you are in an area that is identified as having an emergency, report to the nearest nurses' station for instructions.

If the fire is not in your area, stay and wait for instructions of the nearest area fire marshal or department manager.

Evacuation:

Always be observant, no matter where you are in the hospitals and clinics. Make sure you know where the exits are located. Be aware of the evacuation route maps located on every patient care unit and throughout the hospitals and clinics.

If a specific unit or the entire hospital needs to be evacuated, report to your assignment supervisor. You may be needed to help relocate or evacuate patients.

Evacuations and relocations will be determined by the Operations Center and will be communicated to each unit/department.



Hazardous Material and Waste

- Hazardous materials are defined as chemicals (disinfectants, detergents, etc.), radioactive materials, hazardous drugs (chemotherapy drugs) and infectious materials (blood, body fluids, sputum, mucous, etc.)
- You will see red bags and containers with the biohazard symbol throughout the hospital. These containers are for blood and body fluid waste only. Do not use these containers to throw away paper, aluminum cans, etc.



Universal Symbol for Bio-hazardous Materials

- All hazardous materials have a Material Safety Data Sheet (MSDS). The MSDS contains information about the hazardous material, special precautions, first aid treatment, etc.
- All containers in our hospital must be labeled. If you see a container that does not have a label, let your department manager know.

Infection Control:

All staff members and human studies research staff of the Harris Health System should do everything they can to prevent the spread of infection. Universal precautions should be taken with all patients. One of the most important precautions is to wash your hands after using the restroom, before and after meals, and between each patient visit.



- Using antimicrobial soap and water or non-antimicrobial soap and water (soap available in all restrooms and on patient care units):
- Wash hands thoroughly, using rigorous scrubbing action for at least 15 seconds. Work lather around fingernails, top of hands, etc.
- Turn off faucets with used paper towel and discard. You may also use the alcohol-based hand rubs to clean your hands. You will find alcohol-based hand rub dispensers throughout the patient care units

PATIENT IDENTIFIERS

Harris Health System recognizes the importance of properly identifying all patients using at least two (2) methods of identification prior to transportation, care, or service provided by department staff. Department staff may consist of, but is not limited to, Directors, Managers, Guest Transportation Representatives, and Human Studies Research Staff.

There are two Patient Identifiers used throughout Harris Health System.

- Patient Name
- Patient Date of Birth and/or Medical Record Number.

When are the Harris Health System Patient Identifiers used?

Prior to providing any services patient identification **MUST BE** confirmed by the appropriate staff and/or human studies research staff using the **Two-Identifier** system. Services may include, but are not limited to, transportation of patients to and from departments, delivering requested items to the patient, and food delivery.

The Patient Identification band/card will include:

- Patient Name
- Date of Birth
- Medical Record Number
- Sex
- Race

How are the Harris Health System Patient Identifiers used?

Whenever possible, staff should verbally assess the patient to assure proper identification by asking the patient's name, their date of birth, and matching the verbal confirmation to the written information on the identification band, Harris Health System Identification Card, and Medical Records.

The Patient Identification process

- Request the patient state his name and date of birth. If the patient cannot respond, response from a family member or significant other will suffice.
- Cross check the patient's stated name and date of birth with the information printed on the Harris Health System Identification Card or his /her hospital armband.
- For patient without an armband, picture I.D., Social Security Card or Driver's License will suffice.

IMPORTANT INFORMATION

Safety

Always be aware of your surroundings. If you see something that is unsafe, please report it to a staff member immediately. The safety of our patients, visitors and staff is of the utmost importance. If you are working outside of regular business hours or on the weekends and holidays, please call Security if you would like an escort you to your car.

Security Phone Numbers:

BTGH: (713) 873-2500

LBJ: (713) 566-5303

Accident/Injury

If you experience any type of accident or injury, let your Supervisor know immediately. Your supervisor will help you complete an Incident Report Form. You may be seen in the Emergency Department if treatment is necessary.

Sexual Harassment

The Harris Health System does not tolerate any form of harassment, sexual or otherwise. It is the responsibility of all staff members and human studies research staff to report such occurrences to their assignment supervisors, department managers, and/or Human Resources. This includes inappropriate remarks, gestures, innuendoes, uninvited touching and visual conduct that creates an intimidating or hostile working environment or interferes with work performance. Examples include, but are not limited to, jokes, slurs, gestures, pictures or cartoons based upon sex, role, age, religion, disability, sexual orientation, ancestry or marital status. Documented occurrences will result in actions being taken by Harris Health System.

Reporting Fraud & Abuse

Harris Health System has a post office box and a hotline to be used specifically by employees, physicians and other medical staff, and contractors to report any **actual or potential wrongdoing in relation to federal, state, and local laws and regulations. This includes, but is not limited to Medicare/Medicaid Fraud and Abuse and any theft.** Reports and/or documents can be submitted to this box with or without your name.

Hotline Service through Ethics Lines

Phone Number – (800) 500-0333

Fax Number – (800) 500-0993

Post Office Box

Compliance Department

Harris Health System

P.O. Box 300033

Houston, Texas 77230-0033

Personal Items

We ask that you keep all personal items at home. The hospital is not responsible for lost or stolen items.

Smoking

All Harris Health System buildings are no smoking facilities. There are designated smoking areas on the hospital and clinic grounds.

Telephone Calls /Cell phone usage

Pay phones and courtesy phones are available throughout the facilities. Cell phone use is prohibited in the hospital. If you must bring your cell phone with you, please make sure it is turned off.

Consent Documents

The principal investigator is responsible for ensuring that a properly executed IRB-approved Harris Health System stamped consent document is filed in the appropriate medical record of each Harris Health System research subject, unless the research has been classified as Exempt Research by the IRB pursuant to the Code of Federal Regulations, Protection of Human Subjects, and the requirement for a consent document has been waived by the Harris Health System and the IRB.

RESEARCH STAFF ORIENTATION POST TEST

Name _____ Date _____
Harris Health System Badge #: _____

100% required to pass

- 1) **You can inform a patient's family and friends about their medical condition.**
 - a) True
 - b) False
- 2) **The Harris Health System Human Subjects Protection Program is guided by**
 - a) The National Institutes of Health
 - b) The Belmont Report & the Patient's Rights and Responsibilities statement
 - c) U.S. Food & Drug Administration
 - d) The Institutional Review Board
- 3) **IRB-approved consent documents must be filed in the appropriate medical record of each Harris Health System research subject.**
 - a) True
 - b) False
- 4) **What is the method to prevent and control the spread of infection**
 - a) hand washing after eating
 - b) hand washing following use of restroom
 - c) hand washing between patients contacts
 - d) All of the Above
- 5) **Universal Precautions should be used when working with and around**
 - a) only patients admitted as inpatients
 - b) only patients with AIDS
 - c) only patients with known communicable diseases.
 - d) All Patients
- 6) **HIPAA protects the rights of patients and their health information.**
 - a) True
 - b) False
- 7) **Human Studies Research Staff are required to have annual tuberculin skin tests.**
 - a) True
 - b) False
- 8) **The Corporate Compliance Officer at Harris Health System is responsible for enforcing HIPAA Privacy rules.**
 - a) True
 - b) False

9) Patient information should never be thrown away in an unlocked bin unless it has been shredded or destroyed.

- a) True
- b) False

10) You should address people by their title and surname unless they give you permission.

- a) True
- b) False

11) What is the proper response to smoke and fire?

- a) R.A.C.E. – Rescue, Pull the Alarm, Contain, Extinguish
- b) F.A.C.E - Fire, Aim, Continue, Exit
- c) B.A.S.E - Brush, Arrive, Select, Escape
- d) L.A.C.E.- Lead, Act, Collect, Express

12) Identification badges should be worn where?

- a) Under your lab coat
- b) On outer garment above the waist and visible
- c) It does not matter as long as you are wearing your ID
- d) All of the above are correct

13) What is the name of the four step procedure used to extinguish a fire?

- a) F.I.R.E.
- b) P.A.S.S. System
- c) S.W.E.E.P
- d) EVACUATE

14) A patient has a right not to have information released regarding his hospital stay to individuals calling to inquire about his condition or status.

- a) True
- b) False

15) What are two approved patient identifiers?

- a) Patient Name and Mother's Maiden Name
- b) Date of Birth and Medical Record Number
- c) Patient Name and Patient Date of Birth
- d) Mother's Maiden Name and Patient Address

Please sign below signifying that you have been provided printed HIPAA information.

Signature _____ Date _____