

# UPSTATE

UNIVERSITY HOSPITAL  
**SAFETY-AT-WORK (SAW) EXAM**

**Directions:**

Place the letter of the most correct answer on this exam next to the corresponding question number on the answer sheet provided. **Please do not write on this test.** There is ONLY ONE correct answer to each question. Return ALL SAW materials to OTD, JH Rm. 417, when complete.

**\*\*This test can also be completed via Blackboard, login at <http://bb.upstate.edu>**

**ALL STAFF – answer questions #1-25**

4 points each, passing grade (80%)

**LICENSED STAFF WHO PROVIDE REGULAR CARE TO PATIENTS – answer questions #1-32**

3.125 points each, passing grade (80%)

1. In the course of using your individual social media sites (Facebook, YouTube, etc.), if you choose to identify yourself as an employee or affiliate of any part of Upstate Medical University (including students, volunteers, and vendors), some of the same restrictions/policies that apply to your conduct and speech while working at Upstate also apply when you use social media sites.
  - a. True
  - b. False
  
2. Domestic Violence is a pattern of coercive tactics against an adult intimate partner with the goal of establishing and maintaining power and control over the victim. What supports are available at Upstate for issues related to domestic violence?
  - a. Employee Assistance Program
  - b. Human Resource Benefits Leave Office
  - c. University Police Department
  - d. All of the above
  
3. Drug Diversion is the transfer of any legally prescribed medication from the individual for whom it was prescribed to another person for any illicit use. Risks associated with drug diversion can include:
  - a. Employee loss of job, credentials, personal health, and possible death
  - b. Compromised patient care due to impaired employee, with increased chance of inadequate patient therapy or infection
  - c. Loss of institutional credibility, with the potential for significant regulatory fines
  - d. All of the above
  
4. There is a person with a weapon and/or an individual is being held against their will by an unarmed/armed perpetrator, what emergency code/page notification will you hear?
  - a. Code Grey
  - b. Code Black
  - c. Code Yellow
  - d. Code Silver

5. A bomb threat has been received or a potential explosive device has been discovered, what emergency code/page notification will you hear?
  - a. Code Grey
  - b. Code Black
  - c. Code Yellow
  - d. Code Silver
  
6. How do you call for emergency medical assistance at Upstate utilized buildings which are NOT located at 750 East Adams Street, including, but not limited to: Jacobsen Hall, CAB, Clark Tower, Campus West Building (CWB), Weiskotten Hall, IHP, 550 Harrison, Galleries, Sarah Loguen Center, and UHCC?
  - a. Dial extension 4-4444 (downtown)/2211 (community)
  - b. Call The Heavy Hitters
  - c. Dial 911
  - d. Dial "0" and wait for an operator
  
7. How do you call for emergency medical assistance at Upstate's Community Campus if you are in the parking garages, parking lots, Hematology Oncology Associates of Onondaga Hill, POB (Physician Office Building) - North and South, or Cord Blood Bank Center?
  - a. Dial extension 4-4444 (downtown)/2211 (community)
  - b. Call The Heavy Hitters
  - c. Dial 911
  - d. Dial "0" and wait for an operator
  
8. Should a fire occur, staff should respond using the acronym R.A.C.E., what does this mean?
  - a. Run, activate, close, extinguish
  - b. Rescue, activate, contain, evacuate
  - c. Run, alleviate, contain, endure
  - d. Remove, alarm, caution, empty
  
9. To operate a fire extinguisher, staff should use the acronym P.A.S.S., what does this mean?
  - a. Aim nozzle at base of fire, pull the pin, squeeze the handle, and sweep nozzle side to side
  - b. Pull the pin, aim nozzle at base of fire, squeeze the handle, sweep nozzle from side to side
  - c. Pull the pin, squeeze the handle, aim nozzle at the base of the fire, and sweep nozzle from side to side
  - d. Pull the pin, aim nozzle at the base of the fire, sweep nozzle side to side, and squeeze the handle
  
10. You hear the emergency code/page notification "Code Red," which tells you a fire alarm has been activated. Each department and nursing unit should:
  - a. Close ALL doors and windows that are open (patient, service room, fire, and smoke doors)
  - b. Turn on hallway lights, clear hallway of ALL equipment, and check EXIT areas have a clear path
  - c. Tell visitors to stay in patient's room or visiting areas and listen for additional announcements
  - d. All of the above
  
11. Harassment and discrimination on the basis of gender identity or transgender status is prohibited in New York State. Discrimination against transgender persons is unlawful and will not be tolerated anywhere in the state of New York.
  - a. True
  - b. False

- 12.** For the general security of all, staff should:
- Wear employee identification badge at all times while on Upstate property (owned and leased)
  - Report unauthorized persons (no ID badge)
  - Report suspicious activities
  - All of the above
- 13.** Hand hygiene is one of the most effective ways to reduce the number of hospital-associated infections. How long does it take to wash your hands effectively?
- 15 seconds (at least)
  - As long as it takes to sing the “Happy Birthday” song twice
  - Both A & B are correct
  - None of the above
- 14.** Everyone knows you should wash your hands before and after giving care to a patient (and/or touching patient or environment). You should also wash your hands:
- Before and after eating
  - After removing gloves
  - After sneezing, coughing, or using the bathroom
  - All of the above
- 15.** When is it acceptable to use alcohol-based hand sanitizers instead of soap and water?
- Any time they become contaminated with blood or body fluid
  - Only when hands are not visibly soiled
  - When dealing with a patient that has C-Diff
  - If your hands are visibly dirty
- 16.** Artificial nails (anything that is not your natural nail) are not acceptable for any employee that is required to wear gloves.
- True
  - False
- 17.** Staff with occupational exposure to blood and body fluids should be vaccinated for Hepatitis B, which is Available free-of-charge in the Employee Health Office.
- True
  - False
- 18.** The BIOHAZARD symbol tells staff that something has blood/body fluid on it that could be harmful to them – contaminated. The color RED is also a signal for contamination with blood/body fluids.
- True
  - False
- 19.** If an employee develops symptoms of allergy (i.e. rash and itchy or red skin) and latex reaction is suspected, the employee should report to Employee Health. If an employee develops severe symptoms or breathing problems, the employee should report to:
- Their primary care provider
  - A dermatologist or allergist
  - The Emergency Department
  - None of the above

- 20.** If an infant or child is discovered to be missing or abducted, you will hear the emergency code/page notification "Code Amber." What should ALL hospital staff do upon hearing the?
- Monitor hallways and stairway exits in the immediate area of your location
  - Standby exit doors leading out of the facility/any public area such as the hospital lobby or cafeteria
  - Look for anything suspicious or out of the ordinary such as an individual carrying a large parcel or forcibly struggling with a child
  - All of the above
- 21.** Sexual violence is a form of sexual harassment. Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
- True
  - False
- 22.** A stroke is interruption of blood flow to the brain. Knowing the signs and symptoms of a stroke is the first step to ensuring medical help is received immediately. Use the acronym F.A.S.T. to remember the warning signs of a stroke, this stands for:  
**F** = FACE: facial drooping or weakness  
**A** = ARM: Arm weakness or drift  
**S** = SPEECH: difficulty speaking or slurring words  
**T** = TIME: Time to call help/Time last known well
- True
  - False
- 23.** The phrase "U-Turn" is best used when:
- You're having a heated conversation with another in front of patients or family members
  - You and another need to re-start a conversation that didn't start well
  - Another has verbally or physically threatened you
  - All of the above
- 24.** Workplace diversity & inclusion is everybody's responsibility. ALL employees are expected to foster and promote a work environment that is inclusive and reflects the significant diversity within the region we serve.
- True
  - False
- 25.** Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the work setting. This includes, but is not limited to, the buildings, surrounding property, and the parking lots.
- True
  - False

**ANSWER THE FOLLOWING ONLY IF YOU ARE A LICENSED STAFF MEMBER**  
**THAT PROVIDES REGULAR CARE TO PATIENTS**

- 26.** Any faculty, staff, or student involved in the conduct of a research study is REQUIRED to complete educational training.
- True
  - False
- 27.** In response to national outbreaks of Hepatitis B virus and Hepatitis C Virus, the CDC and the New York State Health Department have defined Safe Injection Practice. All licensed personnel must comply with these standards, which include:
- Use needles only one (1) time
  - Use syringes only one (1) time
  - Use each needle/syringe on only one (1) patient
  - All of the above
- 28.** Medical record entries should document acute as well as chronic conditions, as this will more accurately reflect the severity of illness and risk of mortality of your patients:
- True
  - False
- 29.** When administering medication, the “Six Rights” of patients that shall be maintained. What are these rights?
- Right patient, right medicine, right point in time, right method, and right documents
  - Right patient, right medication, right dose, right time, right route, right documentation
  - Right patient, right medication, right quantity, right route, and right documentation
  - Right patient, right prescription, right dose, right point, and right documentation
- 30.** Teach-back is a proven method to confirm the healthcare provider has explained the patient’s health information to the patient in a way the patient can easily understand and repeat back. You should use questions that allow the patient to respond with simple “yes” or “no” answers:
- True
  - False
- 31.** Epic Inpatient Patient Education is documented in the activity tab marked “Patient Education.” Epic Outpatient and Emergency Room document patient education in the “Notes” Tab:
- True
  - False
- 32.** To promote patient safety, strict adherence to the procedure verification process is required to ensure the correct procedure is done on the correct patient on the correct site. Pre-procedure verification of the correct patient utilizes at least two patient identifiers, including:
- Patient’s name, address, and phone number
  - Patient’s first and last name, date of birth, and medical record number, if available
  - Patient’s name, name of attending physician, and patient’s room number
  - Patient’s name, scheduled procedure, and attending physicians name