

General Hospital/System Information

CAFETERIA- A cafeteria is located on the second floor of the Atrium area.

Hours of Operation are: Open daily Monday-Friday
 Breakfast from 6am-10am
 Lunch and Dinner 11am-7pm.

Weekend hours:
Breakfast 6am-9:30am
Lunch and Dinner 11am-6pm

There are vending machines by the cafeteria on the 2nd floor, on 3rd floor around the corner from radiology, and on the 1st floor near the flower shop. There are also vending machines located in the North Tower on the 5th and 6th floors just as you step off of the elevators.

CONFIDENTIALITY (Including elevator/stair well conversations)

Do not discuss confidential matters, patient care issues with anyone or in any area that would not have a need to know. This includes information you may be given access to via information technology. Patients, their care and treatment, and any other information, should never be discussed outside the hospital.

DRESS CODE – Clinical students in the hospital facility for business related to school activities should wear your uniform and/or lab coat and school ID badge. Other should be in designated uniform or professionally dressed appropriate to your role.

LOCKERS- St. Vincent's East does not have lockers available in all departments for your use. Please check with your immediate supervisor or resource person for availability. Please use discretion for any personal items brought to the hospital.

PARKING- Students need to obtain a parking permit card to place in the window of your car. The parking cards have a campus diagram on the back of it that shows all lot locations. All students will need to park in LOT M. Parking lots immediately adjacent to the hospital are for the patient's families and doctor office customers. Please respect this when coming to the hospital.

REPORTING ERRORS/CONCERNS- All errors (i.e., medication administration, treatment protocols, etc.) noted, **MUST** be reported to faculty advisor, and/or the resource staff nurse. If that person is not available, a nursing Unit Manager, Nursing Director/Supervisor should be contacted. Patient concerns should be reported under the same guidelines.

SMOKING- The hospital is a smoke-free facility. Smoking in the facility is not allowed, however, there is an authorized smoking area identified by policy. Please see your immediate supervisor/ resource staff member for direction.

TELEPHONE USAGE- Personal phone calls should be limited to emergency reasons and are to be placed from pay phones which are located throughout the facility. If you are calling a nursing unit from outside the facility, you can contact the unit directly.