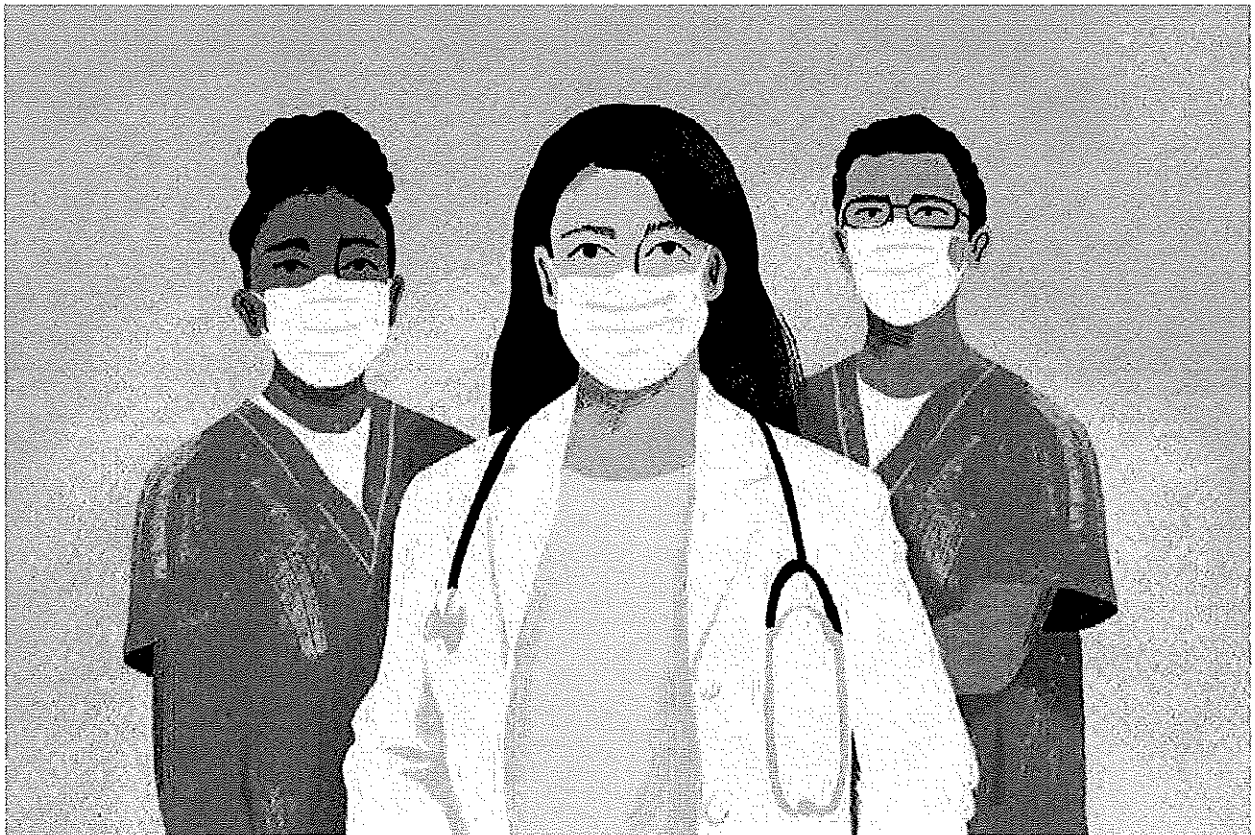


Student Worker Handbook



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ASSISTANT JOB DESCRIPTION

OBJECTIVE: Assists nursing personnel in provision of basic care for patients and necessary unit tasks and functions in compliance with student health and counseling services policies and procedures.

ORGANIZATION: The student employee functions as a member of the health care team under the direction of the clinic manager and reports to the Nursing Supervisor in conformity with Agency and regulatory policy.

QUALIFICATIONS:

1. The candidate must successfully complete any/all required pre-employment evaluation test(s) per policy.
2. Ability to read, write and spell understand and carry out directions. Spelling test will be given at interview.
3. Candidate will have experience with HIPPA.
4. Compassionate, mature, sympathetic and professional and discreet at all times.
5. Good organization and communication skills
6. Candidate will have the physical ability to perform job-related duties, which may require lifting, standing bending, transferring, stooping, stretching, walking, pushing and pulling.
7. Candidate will be required to obtain T.B. testing and receive influenza vaccine.
8. Prefer candidate that has knowledge of or history with medical terminology, taking vitals and assisting medical staff in various situations.

RESPONSIBILITIES:

1. Vitals on all patients including weight, height, blood pressure, pulse, respirations and temperature.
2. Perform peak flows on patients with upper respiratory issues
3. Assists in setting up for specific procedures
4. Performs urinalysis and pregnancy testing
5. Wash and clean surgical instruments using the autoclave
6. Clean exam rooms before and after each use.
7. Stock all exam rooms
8. Monitor supplies and notifies R.N. when supplies are low.
9. Cleans bathrooms, lab and waiting room.
10. Demonstrates appropriate knowledge for safe use of medical equipment (oxygen).
11. Transports supplies and equipment as needed.
12. Assists APRN and/or other personnel as needed.
13. Collects and labels specimens (urine)
14. Measures and records vital signs/weights and reports variations in vital signs to RN.
15. Maintains confidentiality in relation to all clients, healthcare staff and documentation.
16. Meets annual requirements in accordance with Agency policy and state regulations.
17. Appearance is professional and complies with agency dress code.
18. Maintains a cooperative manner towards client/family and all members of the healthcare team.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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STUDENT HANDBOOK

GENERAL INFORMATION

WHO IS ELIGIBLE

A student employee is a part-time employee who is concurrently enrolled at Washburn University with the primary goal of achieving a degree. Thus, the employment is interim or temporary in nature and is incidental to the pursuit of an academic program. There is no guarantee of permanent employment implied or otherwise.

Students on financial aid who accepted federal work-study (FWS) have been offered a work-study opportunity by the college to meet their need for aid (as determined by the Financial Aid Office). In an effort to offer students a wide range of options, employers are asked to advertise any available student jobs with the Work Study Coordinator located in the Financial Aid Office and the Career Services office.

Any student who obtains a job on-campus must obtain a Student Contract in Financial Aid Office (FAO), have it completed and signed by their supervisor and returned to the FAO Morgan Hall, Room 267. This creates a record of where a student is employed and also allows the student employment office to verify work-study status.

ON CAMPUS EMPLOYMENT

There is a tremendous variety of jobs available on campus. Nearly every department on campus utilizes student assistance in some manner and rely upon them as they would any full-time staff member in many cases. Levels of responsibility are dependent on the type of position, some require your signature on a confidentiality statement and some entail a great deal of training. It may be possible to find work in your field of study or choose something completely different to allow for variety.

OFF-CAMPUS EMPLOYMENT

A limited number of Off-Campus Work-Study jobs are available each year, depending on funding. These are positions in approved non-profit, non-sectarian agencies or for -profit corporations which may advertise a job through the Student Job Openings. If you are interested in Off-Campus Employment check with the student employment office or the Career Services office.

COMMUNITY SERVICE

Community Service Work Study is a program that offers students the chance to earn wages while helping a local non-profit organization. These positions typically allow students to come into direct contact with the people they are serving. This program is beneficial in that it offers students the opportunity to learn about the community in which they live, provide much needed service, and earn wages while gaining relevant work experience.

SUMMER EMPLOYMENT OPPORTUNITIES

Washburn University hires a certain number of students during the summer. There may or may not be Federal Work-Study funding during the summer. Summer employment begins the first day after the end of the spring semester and ends the day prior to the beginning of fall semester. Check with the Departments and Financial Aid Office. To be eligible for hiring, a student must be enrolled in any summer session or be registered for the fall term. Any student enrolled in less than 6 hours will not be FICA exempt.

INTERNATIONAL STUDENTS

Foreign students (with F-1 Visa) are eligible to work on campus. They can work up to 20 hours per week while classes are in session and 40 hours per week during authorized vacation periods. Students must complete a full time course load the previous semester and be enrolled full time the current semester. For undergraduates this means 12 hours and for graduate students this means 9 hours. Students must be making satisfactory progress on their degree. This is defined as a GPA of 2.0 for undergraduates. After a foreign student employee has received a job offer, the student must obtain the Employment Clearance form from the International Studies Office in the International House, apply for a Social Security card, and then report to the Financial Aid Office, Morgan Hall, Room 267.

FINANCIAL AID

CAMPUS EMPLOYMENT AND THE FINANCIAL AID AWARD

The Federal Work-Study (FWS) Program is a need-based program awarded to undergraduate students who exhibit financial need as determined by the Free Application for Federal Aid (FAFSA). Washburn University receives an allocation from the federal government each fiscal year which is used in combination with University funds to provide part-time employment for students. The Financial Aid Office is responsible for budgeting the FWS allocation from the federal government to departments on-campus and community service agencies off campus.

Students must apply for financial aid and receive a FWS award from the Financial Aid Office, Morgan Hall, Room 267 in order to work under this program. Students who demonstrate financial need are awarded FWS funds on a first-come, first serve basis until funds are exhausted. Therefore, it is very important for students to be aware of and adhere to application priority dates. Students who file for financial aid too late in the year may not receive a FWS award due to lack of funding, whether they have financial need or have a special FWS job arranged. To ensure consideration for a FWS award, students should file the FAFSA as soon after January 1 as possible.

Students who accept their offer of FWS **are not guaranteed a job**. All students are given access to available FWS job descriptions in order to apply for the job that interests them.

NOTE: During the academic year, any work done on campus during breaks will be counted as work-study, and students working during those time periods should be aware that they may reach their FWS limits earlier, requiring them to stop working under FWS. Students may also be hired directly by the Department.

JOB RESPONSIBILITIES

Student help is very important to the operation of nearly all areas of the college, and the work experience students gain can be invaluable as well. Reliability, promptness, and a strong sense of responsibility are highly valued qualities in a student assistant. Student employment jobs can prove to be a worthwhile experience, as they are useful in demonstrating career level qualities such as honesty, diligence, and ambition. Employers considering the application of a Washburn University graduate consistently contact the student employment office regarding employment records. They recognize the transferable skills students obtain while working in college.

Your position, whether it is on or off-campus, should be approached with the same respect and responsibility as any professional position you might enter after graduation. Your performance at work will reflect on your record and, like your education, be valuable toward your future.

Just as student employers will recognize good work, they will also note shortcomings and failures. Expectations include that a student will call if unable to make a scheduled shift, that students will not abuse any privileges within the department for which they work (such as phone access, computer access, etc.), that students will take their responsibility and commitment to the job seriously. Employment may be terminated if a student fails to meet these expectations. A student may be terminated at any time.

Students are also strongly encouraged to work out a solution to any unhappy job situation. The Student Employment Coordinator, located in the Financial Aid Office, Morgan Hall room 267, is available for discussion and advice.

Do not allow a situation to deteriorate before seeking assistance. The Student Employment Office is there for the support of the student as well as the employer. Your options include seeing the Student Employment Coordinator in person, by appointment or contact via phone, letter, or e-mail.

CONFIDENTIALITY AND LOGINS – See Appendix II

Confidentiality:

If a student has access to confidential information as part of their job, it is very important to have an understanding that this information will not be shared with anyone outside the department. Failure to comply would result in termination of employment.

Your department may wish to have a student sign a statement showing that the student understands the responsibility of handling confidential material, and the manner in which it must be handled, and agrees on paper to those terms of employment.

Log-ins:

Student employees who need administrative access must be approved by the Director and attend training for Banner log-ins.

GETTING PAID

I-9 AND W-4 FORMS

Before you begin to work, you must complete an I-9 form and a W-4 form. Both forms are required by the federal government within 3 working days, and no employee can work or be paid until these forms are on file with the Financial Aid Office. Both forms are available in the Financial Aid Office and must be returned to our office.

The I-9 is an employment eligibility verification form, and proper identification must be shown to a staff member of the Financial Aid Office at the time of completion. Acceptable identification is listed on the form, but an example of such would be either a passport or a combination of a photo ID and a birth certificate or social security card. International students must have an unexpired passport with I-551 stamp or attached INS Form I-94 and I-20 or an Alien Registration Receipt Card with photograph. The form has very concise directions and requirements and should be read carefully. The Financial Aid Office cannot accept any document not specifically listed as acceptable by the government. All forms must be originals.

The W-4 is an Employee's Withholding Allowance Certificate. It must also be read carefully, filled out completely, and signed by the student. Any questions on completing the W-4, beyond the instructions given, should be referred to a parent, guardian, or the payroll office, Morgan Hall, room 204.

Once the necessary paperwork is completed, a student may begin working, and submitting web based time sheets.

To further insure payment, students should be sure that their correct social security number is on file with the payroll office. Students with name changes should do the same.

SOCIAL SECURITY AND MEDICARE EXEMPTION FORMS

The Internal Revenue Service has issued guidelines governing the exemption of taxes from wages. The rule states that all students who are at least half-time undergraduate or graduate will qualify for the exemption, regardless of the number of hours worked. Students who are classified as "Career Employees" are not eligible for the exemption. The definition of a "Career Employee" is essentially an individual who is eligible to participate in a section 401 or 403(b) retirement plan, (ii) eligible for reduced tuition reduction or (iii) classified as a career employee by the University.

TIME SHEETS

Time sheets are web based and are submitted through your MyWashburn account. Using your username and password, log into your MyWashburn account. Select the Employees Tab. Under Employee Self-Service, select Submit/Approve Time Sheets. Choose the correct pay period and status; then select Time Sheet. Fill in hours and Save. When hours are filled in for the entire Pay Period, press Submit. Enter time in the CURRENT period, not previous. Enter your times daily. The program is date and time sensitive. Confirm and submit to your supervisor at the end of pay the period.

Paychecks are distributed after 8 a.m. on paydays (see pay schedule). Checks may be picked up in the Business Office, Morgan Hall, Room 204. You must show your student ID or drivers license to pick up your check. A student interested in having their check direct deposited to their checking or savings account, must complete a Direct Deposit Authorization Form supplied by Payroll.

HOURS A STUDENT CAN WORK

In the fall and spring semester, student employees of the University should be restricted to no more than 20 hours of work per week, unless approved by the Student Employment Coordinator. FWS students should be careful not to exceed the amount awarded (check earnings via your MyWashburn account under Financial Services tab). During semester breaks, and the summer session, students may work more hours.

Students are NOT eligible to work overtime hours. NO student can work more than 40 hours per week.

PAY RATES

The following constitute the categories and salary rates for Federal Work Study and regular student payroll for Fall and Spring semesters. These rates were effective August 8, 2002 and apply to all Federal Work Study and regular student employees.

Employment Category

General Office, Labor and Service Pay Rate \$7.25 per hour

Pay rate starts as of July. Students in this employment category who have satisfactorily completed one year of service may receive an \$.35 an hour raise (\$7.15 per hour) for the second year and an additional \$.25 per hour for each succeeding year.

Skilled Workers, Heavy Labor and Telecounselors Pay Rate \$7.25 per hour

Students in this employment category may receive an additional \$.25 an hour after each year of satisfactory service.

Tutors Up to \$7.25 per hour

Students in this category may receive an addition \$.25 per hour after each year of satisfactory service.

Student Supervisors Pay Rate \$7.50 per hour

Students in this category may receive an additional \$.25 per hour after each year of satisfactory service. Please contact the Student Employment Coordinator if you have questions.

ON THE JOB PERFORMANCE

You will be expected to maintain punctuality as scheduled for your job, present a neat appearance, and work efficiently and cooperatively. When illness or emergency prevents you from working, be sure to notify your supervisor well in advance of your usual reporting time. Never just fail to show up. Doing so will put your job in jeopardy, in addition to creating a hardship for your supervisor and co-workers. Departments and professors rely upon students and value their work, and a student employment position should be treated exactly like any other job. Students very often gain valuable experience in their jobs and enjoy the responsibilities given to them. Future employers also view student employment jobs as valid experience, and will check references.

First Job DO's and DON'Ts:

Use these tips to help you develop a professional attitude and make a good impression:

PUNCTUALITY
DO submit projects by deadline or before. Missing an important deadline may mean you won't be trusted with additional responsibility in the future.
APPEARANCE
DO make sure that your appearance fits the environment. Ask others about the appropriate dress. DON'T wear clothes or accessories that draw too much attention to themselves. Avoid excessive amounts of cologne/perfume and jewelry that is distracting.
COMMUNICATION
DO use proper written and spoken language. DO have a co-worker proofread important documents. DON'T use foul or profane language.
INTERNET ETIQUETTE
DO proofread and spell check before you send an e-mail. Have you included all attachments? Are you sending to the correct address? DON'T send e-mail messages that include anything you would not want anyone else to read. DON'T abuse your access to the Internet. Limit personal Web surfing.
KEEP THE UNIVERSITY IN MIND
DO maintain a positive attitude at work. Your demeanor reflects on both you and the University. DON'T abuse University resources. The fax machine, printer and office supplies are for office use only.

POLICIES AND PROCEDURES

ACCOMODATIONS FOR DISABLED EMPLOYEES

Washburn University recognizes the wide variation in the needs of student employees with disabilities. When needs arise, employees should discuss needed accommodations with their supervisors. It is appropriate and responsible for you as a supervisor to refer requests for accommodations and any other concerns to Human Resources, Morgan Hall

NON-DISCRIMINATION POLICY

Washburn University is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. At the same time, Washburn University reserves the right and duty to seek and retain personnel who will make a positive contribution to its goals, and mission.

DRUG-FREE SCHOOLS AND COMMUNITY ACT

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in all workspaces of the University. Disciplinary proceedings, which may include termination will be taken against any employee found to have violated the policy statement, or who has been convicted for violation of a criminal drug statute for a violation occurring on University property. The University's Drug Free Workplace Act of 1988 is found in the Appendices as Appendix E.

SEXUAL HARASSMENT & HARASSMENT POLICY – See Appendix I

ON-THE-JOB INJURIES

Washburn University employees are covered by Workers' Compensation for physical injuries and occupational diseases that arise out of an injury in the course and scope of employment. Workers' Compensation was not designed to cover all of the workers' health problems; it does, however, provide a wide range of benefits for work related injuries and illnesses.

The employee has definite legal responsibilities that are required to establish a claim for compensation. Please contact Human Resources if you are injured on the job to complete forms.

COMPLAINTS

All complaints involving such matters as work schedules, performance standards, job assignments, separation of service, and other similar matters are to be settled by you and your supervisor. If a satisfactory solution cannot be reached, then either party may bring the issue to the attention of the Student Employment Coordinator.

TERMINATION AND RESIGNATION

Termination

Student employees are "at will" employees. The supervisor can terminate a student at any time. Problems should, whenever possible, be resolved between the supervisor and the student employee before the situation deteriorates to the point that termination is required.

When a student leaves their position, all keys or codes released to the student are required to be returned to the supervisor. All computer access must be terminated. The Supervisor is to contact Computer Services for guidance.

Resignation

A student employee may resign from a job at any given point, but a student should notify his/her work supervisor to provide sufficient notice of leaving a current position. All duties should be satisfactorily completed, and any work in process should be documented and explained. Procedures for return of keys and codes, as explained above, should be followed.

ABSENCES

Student employees should notify their supervisor as soon as possible, but no later than the beginning of the scheduled work period when they are unable to work. In case of an extended absence, the student should inform the supervisor of the anticipated length of absence. A student may not be paid for hours that were not actually worked.

REST PERIOD

Student employees may be provided a 15 minute rest period during a continuous four hour work segment. Rest periods are scheduled by the supervisor to maintain efficiency of the work unit. Rest periods must be preceded and followed by work and should not be used to cover a student's late arrival or early departure. Time designated for rest periods cannot be accumulated. Please note that breaks are a privilege, not a right.

JOB SAFETY

All employees have a responsibility to promote safety in the workplace.





Cellphones, laptops, tablets or any other electronics are NEVER allowed at the front desk.

Please report all needs to be absent ASAP to Clinic Nurse/Director.

Students are responsible for entering their time cards online.

Everyone is responsible for learning all tasks.

Please ASK QUESTIONS, we are all available to help.

Before leaving, make sure all tasks are complete and check out with a staff member.

Patients always come first to any other task in the clinic.

Student Worker Job Duties and Task

These duties must be done by each student upon arrival.

1. Check Exam Rooms:

- A. **Cold bags:** Cold bags are small Washburn bags that include: tea, Kleenex, Tylenol, throat lozenges. These are given to patients with upper respiratory symptoms. The items for making the bags are in the lab above the autoclave. The bags are in the cabinet below the autoclave. If we get low please let the clinic nurse know.
- B. **Clip board:** there should be one in each room; clip boards need to be able to be wiped down after each use
- C. **Cleaning wipes:** one container per room; one at the front desk
- D. **Fill hand soap and check hand sanitizer** (there is more hand sanitizer under the sink in the lab) let staff know if a room is out of soap or is close to being out
- E. **Gloves:** two boxes in each room, one box of large and one box of medium
- F. **Kleenex:** one box per room
- G. **Otoscope Ear Tips:** There are two sizes: 2.5 and 4.5 They are labeled on each dispenser or drawer. Room 1 and 5 have different tips; they take WelchAllen, the other rooms use the tips labeled "old otoscope". Please pay attention to this when stocking the room. (Room 1 has a faulty dispenser, please do not put any tips in the far-right column)
- H. **Small Cups:** There should be a small stack on top of the paper towel dispenser
- I. **Paper Scratch Pads:** Use the colorful scratch paper, not the sticky notes.
- J. **Pens:** These go in the top drawer of the metal filing cabinet in each room. There should be at least 3 pens in each room

Updates:

ROOM 2 IS NEVER TO BE USED FOR AN APPOINTMENT TO SEE A NURSE PRACTITIONER. If every regular exam room is full (including room 4), you will need to ask the nurse practitioner if it is okay to put a patient in that room for them to be seen. It is the nurse practitioner's discretion if they will accept seeing someone in that room.

ROOM 2 IS ONLY FOR VACCINES/TB TESTS/COVID TESTS.

ROOM 2 should not be used for blood pressure checks. When someone comes in for a blood pressure check, they need to be in room 1, 3, or 5 so that they can sit in a regular chair with their feet flat on the ground. They should sit in that chair for at least 5-10 minutes prior to their blood pressure being taken and recorded.

Please be mindful when closing exam room doors. They are light and will close hard. Slamming exam room doors will not be tolerated.

No student worker should draw up vaccine/TB without being trained, asking permission first (every time), and it will need to be supervised. This is to prevent any errors or wasting product.

Rooming Patients

All Fee sheets must have the Time in

Room 1 is our only wheelchair accessible room; please keep this in mind when rooming

Room 1 and 5 are preferred rooms for WWE/PAP/Vaginal Exams; NEVER use room 2 for one of these appts

Room 2 is for COVID tests or Nurse Visits; DO NOT USE FOR OTHER APPOINTMENTS!

Flag Colors:

Red = Nurse Practitioner to see a patient for an appointment

Green = Nurse Visit

Yellow = Room is ready to be cleaned

Red and Yellow Both Out = Patient is still using the room, they are in the bathroom collecting a urine specimen

Blue = Breathing Treatment

Setting up for WWE/PAP:

- A. Blue disposable sheet on metal tray
- B. Surgical lube
- C. pH paper
- D. Large cotton swab
- E. Pap vial
- F. Pap broom
- G. Speculum (please place out the standard size, not the large or small one; if you are unsure, please ask)
- H. Place another blue disposable sheet over the supplies on the tray

How to Room:

NEVER write down any information in a patient's chart if you did not actually complete it. Any false information will be grounds for immediate termination.

- A. Pick a room; pull down the table paper; and pull out the appropriate flag for the visit
- B. Call patient back by first name
- C. Weight
- D. Height

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- E. **Ask patient to tell you their last name and date of birth (make sure it matches the chart and encounter sheet)**
- F. Blood pressure (must be manual)
- G. Oxygen stat
- H. Heart rate
- I. Temperature (orally; patient should not have anything in their mouth for at least 5 minutes prior to an oral temp)
- J. Respirations
- K. Eye exams on ALL physicals requiring one

Once complete, give file to an APRN and let them know why the patient is here and what room they are in

Allergy shots, blood draws, vaccines, suture removals can go to the Clinic Nurse

If you have a question about rooming, or who to give a file, please ask.

Cleaning the Room:

- A. Once the patient is gone, please clean the room ASAP (you will have to watch for this; yellow flag means the room is dirty but that does not always get put out; please regularly check the rooms to be sure they are clean)
- B. Remove dirty table paper
- C. Wipe everything down with cleaning wipes (stethoscope, pulse ox, thermometer, BP cuff, exam table, door knobs, etc)
- D. **ALL SHARPS MATERIAL GOES IN THE RED SHARP BOXES**
- E. If there are instruments left in the room, please utilized the Autoclave directions below **or above the lab sink** for how to clean them

Autoclave: What to do prior to sterilizing instruments

- A. **ALWAYS WEAR GLOVES WHEN CLEANING INSTRUMENTS**
- B. Scrub the instrument under running water with the brush to remove any debris
- C. Place, disassembled, utensils in blue plastic tub with about an ounce of autoclave soap and fill with enough water to cover the instrument; let it set in the tub for at least 15 minutes
- D. Place utensils/instruments on paper towels next to the sink to allow them to dry
- E. Once **COMPLETELY** dry, place instruments in autoclave bag (label with initials and date) and seal
- F. Place in autoclave and start based on what is needing to be sanitized
- G. **There are step by step instructions above the sink in the lab to assist you when you have a dirty instrument**

COVID testing:

- A. COVID testing is \$5.00.
- B. **ALL QUESTIONS MUST BE ASKED OF EACH PATIENT EVERY TIME;** questions are located on a piece of paper in each exam room on the counter; please let the nurse know if you cannot find them
- C. Call the patient back to a room; they do not need vitals or height and weight
- D. **CONFIRM THE BEST EMAIL ADDRESS TO SEND RESULTS EVERY TIME**
- E. Rapid COVID testing takes 15 minutes to run; the Clinic Nurse will show each student how to properly perform a COVID test and how to complete the STAFF ONLY portion of the paperwork. Please do not test someone if you have not been trained.

SAM Unit Air Sanitization:

- A. **ALWAYS TURN THE FAN ALL THE WAY DOWN AND TURN THE MACHINE OFF BEFORE UNPLUGGING**
- B. The unit is located in the back of the clinic by the vaccine refrigerator. The unit is to remain there and plugged in and on, unless you need to use it for a positive COVID room or at the end of the day.
- C. This is a very expensive piece of equipment. Please treat it with care.

Answering the Phone:

- A. **EVERYONE IS RESPONSIBLE FOR ANSWERING THE PHONE**
- B. When you answer, please let the caller know your name and that they reached Washburn Student Health. For example: "Washburn Student Health, this is "your name", how may I help you"?
- C. Each student will be trained by a staff member on how to properly respond to questions
- D. **Even if you are unsure of how to answer questions, ALWAYS ANSWER A RINGING PHONE**, complete your introduction, ask their first and last name, and ask if you can place them on hold. Once they are on hold, get the next available person to assist you. You will be shown how to place patients on hold and how to transfer calls by clinic staff.

Patients at the Window:

- A. **ALWAYS GREET PATIENTS AT THE WINDOW, EVEN IF YOU ARE UNSURE OF HOW TO HELP THEM**
- B. Cell phones, laptops and tablets are **NEVER** allowed at the front window. If you need to take a personal phone call, please step aside and out of sight of patients.
- C. When you open the window, please ask the patient how you can help them.
- D. If they are here for an appointment, you will need to ask them for their Washburn ID; we will show you how to run their ID to make sure they are enrolled.
- E. Each student will be properly trained on what forms each appointment needs to complete

Appointments:

All appointments need their Washburn ID to check in and must be enrolled to receive service

We are closed from 1pm-2pm DAILY for lunch (no appointments during this time)

NO TB SKIN TESTS ON THURSDAYS

We accept cash, check, credit card, and iCard as forms of payment

If you have a question about where to schedule someone, PLEASE ASK!

- A. **Regular Appointments:** Appointments are strongly encouraged Mondays - Fridays. Walk-ins will be seen around the scheduled patients as patient flow allows. Appointment times available are 830am-12pm and 2-4pm daily. Please keep in mind that sometimes appointments will be adjusted based on the number of staff available in clinic. **If you are ever unsure, please ask for help.** When writing down an appointment, you will need to get their first and last name, and their WIN number. Please also write down what the appointment is for. This helps us prepare for the appointment. **NO TB TESTS SCHEDULED ON THURSDAYS**
- B. **Nurse Visits:** we offer nurse visit appointments every 30 minutes Monday-Friday. Nurse visits are utilized for vaccines, TB testing, lab draws, STI treatment, etc. You will need to get their first and last name, as well as their WIN number.
- C. If someone comes to the window to have a TB skin test read; please get a staff member to assist with reading



Student Health Services

DRESS CODE

- NAME TAGS MUST BE WORN AT ALL TIMES AT CHEST LEVEL
- UNDERGARMENTS MUST BE COVERED AT ALL TIMES
- ATTIRE SHOULD BE **BUSINESS CASUAL**
- SCRUBS ARE ALLOWED- any color is acceptable as long as others are not able to be seen through the garment and it is without holes
- DARKER JEANS ARE ALLOWED- cannot be distressed/have holes
- DRESSES/SKIRTS- must be long enough to still cover undergarments if you were to bend or reach
- KAHKIES AND SLACKS
- SHORTS ARE ALLOWED- must be a minimum of 7-inch inseam (this would be about mid-thigh or just above the knee) and non-distressed
- NO DISTRESSED/HOLES IN CLOTHING
- NO SANDALS- flats are allowed but toes MUST be covered!
- WASHBURN LOGO SHIRTS ARE GREAT-NO graphic tees allowed otherwise
- TATTOOS ARE ALLOWED-any tattoo that contains profanity/nudity/graphic content will need to be covered
- JEWELRY- is fine to wear. We recommend keeping jewelry to a minimum. Working in a clinic setting there is a high potential to lose jewelry. We also recommend not wearing hoop/dangling earrings. These earrings have a greater risk of accidentally getting pulled out. Please note that Student Health Services is not responsible for any jewelry lost while working in the clinic.

****If dress code is not followed, Washburn Student Health Services reserves the right to ask you to return home for an opportunity to return to compliance with the dress code.**

Student Name: _____

Student Signature: _____

Date: _____

End of Shift/Day Stocking

1. Exam table:

Front drawers:

- A. 4-5 STI swabs (Hologic Aptima)
- B. Large cotton swabs
- C. One large surgical lube (there is a small drawer that this goes in above the first large drawer)
- D. One pH paper roll (there is a small drawer that this goes in above the first large drawer)
- E. Small blue disposable towels; there should be two piles
- F. 4 speculums. 1 extra large, 1 pediatric and at least 3 regular (if you are unsure of the size, please ask)
- G. Please make sure drawer is clean and organized
- H. Pull out any expired supplies and replace with new supplies

Side drawers

- A. Rolls of exam paper

Bottom shelves of cupboards:

- A. Blue paper polytowels
- B. Disposable blankets
- C. Disposable vests
- D. Disposable gowns
- E. Sterile polytowels

2. All files must be checked every shift and each file must contain at least 10 copies.

3. Cleaning:

- A. Chairs
- B. Counters
- C. Desks
- D. Exam tables
- E. Sinks

F. Empty all biohazard red bags in each exam room (as needed)

G. Notify clinic nurse if sharps containers need changed

4. Bathrooms:

A. Stock disposable blue polytowels daily

B. Cleaning wipes (**NOT** alcohol wipes) for urine collection (located in the cabinet in the bathroom)

C. Gloves: one box of mediums

D. Tampons

E. Pads

F. Tissues

5. Lobby:

A. Clean chairs and tables with cleaning wipes

B. Refill containers (condoms, hand sanitizers, thermometers, Band-Aids, feminine products, etc.)

C. Start the SAM air sanitization machine (plug in is by the check in window in the lobby)

D. Open the windows on the desk to allow for air circulation over night

When the day is over:

A. Double check everything has been stocked

B. Pull down the table paper to prepare for the next day

C. Check for full sharp boxes

D. Tie the trash bags in the can in each exam room

E. Turn off the exam room lights

F. Double check everything is clean in the lab. The lab should be wiped down with cleaning wipes. Make sure there is no equipment that needs cleaned or put away (this includes checking the inside of the autoclave). Turn the light off when you are done.

G. Double check you have performed lobby cleaning duties and that the containers are refilled on the table by the door.

H. **DO NOT LEAVE UNTIL YOU HAVE CHECKED IN WITH A STAFF MEMBER**

Contact Information for Clinic Staff:

Clinic Main Line: 785-670-1470

Jessica Johnston, LPN

jessica.johnston2@washburn.edu

Tiffany McManis, DNP, APRN, FNP-C

tiffany.mcmanis@washburn.edu

Sam Chitwood, APRN

samantha.chitwood@washburn.edu

Kimberly Patty, Sr. Administrative Assistant

kimberly.patty@washburn.edu

Julie Schwerdt, Sr. Administrative Assistant

julie.schwerdt@washburn.edu

AM Shift (8am-1pm) Duties:

- Complete room stocking and inventory for rooms 2,3, and 4
- Cleaning:
 - Check the bathroom for all necessary supplies (toilet paper, soap, paper towels, UA supplies, box of gloves, Lysol spray, disinfectant wipes, etc.). Clean the counter, sink, assist bars/metal bars and toilet paper dispenser with disinfectant wipes.
 - High touch areas within the clinic (door handles, counter tops, phones, computers, pens, etc.)
 - Dusting (in the exam rooms, windows, cabinets, shelves, baseboards, etc.)
 - Checking the vitals equipment in the rooms to make sure they are clean and working properly. Blood pressure cuffs should be neatly put away in the proper holder on the wall. Pulse oximeter and thermometer should be on the counter, together. Please check that the batteries are not running low. Replace empty thermometer probe boxes.
 - Wipe down under the head and foot of the exam tables. Wipe down the inside of the drawers as needed.
- Please ask staff if they need any further assistance with tasks.

PM Shift (2pm-5pm) Duties:

- Complete room stocking and inventory for rooms 1 and 5
- Cleaning:
 - Clean high touch areas in the lobby (lobby door handles, chairs, pens, front window area, counters/tables)
 - Vacuum (lobby, exam rooms, and around the front desk area)
 - Bathroom (follow check off list at Student Worker Station)
- Please ask staff if they need any further assistance with tasks.

These duties must be done by each student upon arrival

Check Exam Rooms

- Cold bags:** Cold bags are small Washburn bags that include: tea, Kleenex, Tylenol, throat lozenges. These are given to patients with upper respiratory symptoms. The items for making the bags are in the lab above the autoclave. The bags are in the cabinet below the autoclave. If we get low please let the nurse know.
- Clip board:** there should be one in each room; clip boards need to be able to be wiped down after each use
- Cleaning wipes:** one container per room; one at the front desk
- Fill hand soap and check hand sanitizer** (there is more hand sanitizer under the sink in the lab) let staff know if a room is out of soap or is close to being out
- Gloves:** two boxes in each room, one box of large and one box of medium
- Kleenex:** one box per room
- Otoscope Ear Tips:** There are two sizes: 2.5 and 4.5 They are labeled on each dispenser or drawer. Room 1 and 5 have different tips; they take WelchAllen, the other rooms use the tips labeled "old otoscope". Please pay attention to this when stocking the room. (Room 1 has a faulty dispenser, please do not put any tips in the far-right column)
- Small Cups:** There should be a small stack on top of the paper towel dispenser
- Paper Scratch Pads:** Use the colorful scratch paper, not the sticky notes.
- Pens:** These go in the top drawer of the metal filing cabinet in each room. There should be at least 3 pens in each room

EXAM ROOM SUPPLIES LIST

EXAM DRAWER			FILE CABINET
BLUE SHEETS			CLASS EXCUSE
LUBE			CONCUSSION
OBG COTTON SWABS			CONTROL DRUG
PAP VIALS			COUNSELING REFERRAL
PH PAPER			ENCOUNTER FORM
PURPLE BRUSHES			HEALTH ACCESS
STI TEST			MEDICATION CONTRACT
			PATIENT INSTRUCTIONS
SIDE DRAWER			PATIENT CONSENT
EXAM PAPER ROLLS			PROCEEDURAL NOTE
			R.O.I
			TALLGRASS REFERRAL
CUPBOARD LOWER SHELVES			
BLUE DRAPES			
DISPOABLE BLANKETS			CUPBOARD DRAWER
DISPOSABLE GOWNS			ALCOHOL WIPES
DISPOSABLE VESTS			BAND AIDS
PAP VIALS			COTTON BALLS
PURPLE BRUSHES			NON-ST 2X2
			NON-ST 4X4
			PEEK FLOW MOUTH PIECE
WALL SUPPLIES			PEEK FLOWMETER
COLD BAGS			SMALL Q-TIPS
EAR TIPS			STERIL DRAPES
GLOVES			STERIL GLOVES
SHARPS BOX			STERILE Q-TIPS
			TAPE
COUNTER			TONGUE BLADES
CLOROX WIPES			TRIPLE ANITBIOTIC PACKS
KLEENEX			URINE CUPS
MASKS			WHITE BAGS
OTOSCOPIES			
			BIOHARD CAN
TOP DRAWER FILE			SINK
CLIP BOARD			HAND SANITIZER
PENS			HAND SOAP
SCRATCH PADS			PAPER CUPS

TODAY'S DATE:													
ITEMS	EXAM ROOMS					INITIALS	ITEMS	EXAM ROOMS					INITIALS
	1	2	3	4	5			1	2	3	4	5	
EXAM DRAWER							UPPER CABINETS						
BLUE SHEETS (2 stacks)							4 AND 3 INCH ACE WRAPS						
LUBE (one)							ALCOHOL WIPES 1 BOX						
OBG COTTON SWABS							BANDAIDS (2BOXES)						
PAP VIALS (check expiration)							BENZOIN TINCTURE						
PH PAPER (one)							BIOPSY PUNCES IN CLEAR PLASTIC CONTAINER						
PURPLE BRUSHES							CONFORMING GAUZE						
STI TEST VIALS (Hologic Aptima kits; check expiration)							GLOVES (ONE EXTRA BOX OF MEDIUM, LARGE)						
SIDE DRAWER EXAM TABLE							HYDROGEN PEROXIDE TOP SHELF						
EXAM PAPER ROLLS (fill all drawers)							1) MEDIPORE						
							2) ISLAND DRESSING						
LOWER CABINET SHELVES							3) TEGADERM DRESSING						
BLUE POLYTOWELS							4) ALGINATE DRESSING						
CHUX							These are referred to as "Island dressings". There will be different brands. The important thing is we should have 2 different sizes of "Island dressings"						
DRAPES													
DISPOSABLE BLANKETS							NON-STERILE 2X2 AND NON-STERILE 4X4 (ENTIRE BAG)						
DISPOSABLE GOWNS							PETROLEUM DRESSINGS/VASELINE GAUZE OR DRESSING						
DISPOSABLE VESTS							STERI STRIPS						
COUNTER							STERILE 2X2 AND STERILE 4X4						
DISINFECTANT WIPES							SURGICAL BLADES TOP SHELF						
KLEENEX							SURGICAL THREAD TOP SHELF						
OTOSCOPES TIPS (BOTH SIZES)							THERMOMETER COVERS (ENTIRE 25CT BOX)						
CLIPBOARD													
CONDOM/FEMININE HYGIENE CONTAINERS													
COUNTER CLEAR DRAWERS							WALL SUPPLIES						
ALCOHOL WIPES							COLD BAGS ON DOOR HANDLE						
BAND AIDS							EAR TIPS ON WALL						
COTTON BALLS							GLOVES						
EAR TIPS							SHARPS BOX						
NON-STERILE 2X2													
NON-STERILE 4X4							SINK						
SMALL Q-TIPS							HAND SANITIZER						
STERILE Q-TIPS							HAND SOAP						
TONGUE BLADES							PAPER/STYROFOAM CUPS						
TRIPLE ANITBIOTIC PACKS													
COUNTER DRAWER							BIOHAZARD CAN						
CAUDERY TIPS							EMPTY RED BAG						
GLUCOSE SMALL TUBE							BLACK FILE CABINET FILES (at least 10 copies of each)						
HEAD LIGHT							ADHD						
KNEE HAMMER							ANXIETY						
MEASURING TAPE							CLASS EXCUSE						
METAL TONGS							CONCUSSION						
PEEK FLOW MOUTH PIECE SMALL ZIPLOCK.							CONTROL DRUG LOG						
PEEK FLOWMETER							CONTROL DRUG CONTRACT						
PREGNANCY WHEEL							COUNSELING REFERRAL						
SCISSORS							DEPRESSION						
STERILE DRAPES							ENCOUNTER FORM						
STERILE GLOVES							INCIDENT REPORT						
STERILE MOUTH BARRIER (ORGANGE POUCH)							MEDICATION CONTRACT						
TAPE							MOOD DISORDERS						
TOURNIQUET							PATIENT CONSENT						
WHITE BAGS							PROCEDURAL NOTE						
							R.O.I						

How to do the Snellen Chart Eye Exam

1. Have the patient stand 20 feet away from the chart. 20 feet is the wall opposite the Snellen chart on the closet doors in the back of the clinic. Have them stand with their back against the wall facing towards the Snellen chart.
2. Ask the patient if they have contacts, and if they have them in and document the contacts or if the patient has glasses on. They are allowed to leave contacts/glasses on/in.
3. Tell the patient to cover their right/left eye and have them read the lowest line they can see. **(allow the patient to blink a few times in between switching eyes to allow for visual correction before beginning)**
4. Repeat this with the other eye and then both eyes at the same time. **(allow the patient to blink a few times in between switching eyes to allow for visual correction before beginning)**
5. Document the reading for each eye. They may not all be the same reading and this is normal.
6. If they miss 2 or more letters on the line they are reading, you will move up a line and have them read it. Keep moving up a line until they miss 2 or fewer. That line will be the line you record.
7. **Example:** If the patient can read line 8 with their right eye, you will document right eye: 20/20. If they read line 6 with their left eye, you will document left eye: 20/30. If they read line 7 with both eyes, then you will document both eyes: 20/25.

Vital Sign Ranges for Adults

Table 2: Range of values of non-invasive vital signs for a healthy adult

	Very low	Low	Normal	High	Very high
HR (bpm)	< 40	40 – 60	60 – 100	100 – 130	> 130
SP (mmHg)	< 90	90 - 100	100 – 130	130 – 140	> 140
DP (mmHg)	< 60	60 - 70	70 – 85	85 – 90	> 90
MP (mmHg)	< 60	60 - 70	70 – 110	110 – 130	> 130
SpO2 (%)	< 90	90 – 94	94 – 100	---	---

HR: Heart Rate; SP: Non-invasive Systolic Blood Pressure; DP: Non-invasive Diastolic Blood Pressure; MP: Non-invasive Mean Blood Pressure; SpO2: Oxygen Saturation

