

Student/Contractor Orientation



Welcome to Lexington Medical Center

Located in one of South Carolina's fastest growing communities, Lexington Medical Center is a 485-bed modern medical complex that anchors a comprehensive, county-wide health care network. It includes five community medical centers at strategic locations throughout Lexington County, the largest extended care facility in Carolinas, an occupational health facility and more than 70 physician practices.

Mission & Philosophy

Lexington Medical Center's mission is to provide quality health services that meet the needs of the community. We have valued quality, compassion, responsibility, integrity and working with others to serve a common goal since we opened our doors in 1971. We're proud of the reputation we have earned in our community and take pride in responding to the changing needs of our community. We're committed to providing our patients with the region's finest health care professionals and the highest quality facilities and technologies available.

Privacy & Confidentiality

All patient information obtained at any Lexington Medical Center facility is to be treated in confidence. Do not discuss patient information in elevators, cafeterias or anywhere others may overhear your conversation. Do not share patient information with anyone who is not providing care to the patient. Respecting all patient rights is a priority.

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Service Expectations

Providing excellent service to our patients and their families is one of the fundamental objectives of Lexington Medical Center. Each person in our organization has a responsibility to demonstrate friendliness and service at all times. It is your responsibility to report any ethical concerns regarding patient care to your supervisor.

Parking

Employees and students must park in designated employee parking lots. At the main campus, employee parking is available in Lot G (the lot closest to the interstate) and Lot K. Emergency call buttons are located in designated places throughout Lot G and Lot K. Parking in unapproved areas will result a parking ticket and fine. At other Lexington Medical Center facilities and physician practices, please talk with staff members to identify employee or student parking spaces. Volunteers park in Lot G.

Level 6 of Parking Garage 3 is designated for student parking. If there are no spaces available on Level 6, you may park on the ramp leading from Level 5 to Level 6. Emergency call buttons are also located in designated areas in Parking Garage 3.

Smoking

Lexington Medical Center is a smoke-free facility. There is NO smoking allowed in any of our facilities or on any of our campuses.

Safety & Security

In the hospital, the Public Safety office is located in the Emergency department waiting area. If you have an emergency and need to reach a Public Safety officer, dial “2222” from any phone within the hospital.

Public Safety will gladly escort you to your car. All employees, students and volunteers are expected to be familiar with safety procedures in their assigned areas. Hospital-wide policies and procedures can be found on Lexie, Lexington Medical Center’s intranet.

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General Safety

Items should be stored at least 6 inches off the floor and 18 inches below sprinkler heads on the ceiling. Oxygen tanks should be stored and transported in specific holders. Electronic material safety data sheets can be found on Lexie, and each unit should have a master CD. MSDS contain information on hazardous materials, including disinfectants, hand cleaners, etc. In the event of an unusual clinical event with real or potential harm for a patient, please consult the nearest supervisor.

The overhead paging system announces safety codes, and codes should be repeated three times.

Code	Reason	Number To Dial
Code Red	Fire	2222
Code Adam	Child/Infant Abduction	2222
Disaster Alert or Disaster Watch	Disaster Alert: disaster has occurred causing significant impact Disaster Watch: potential exists for disaster situation	2222
Rapid Response	Immediate Medical Team Needed: non-life threatening	2222
Code Blue	Immediate Medical Team Needed: life threatening	2222
Code Yellow (Main Campus)	Immediate Medical Team Needed: non-life threatening (non-patient)	2222
Code Purple	Wandering/Missing Adult Patient	2222
Code Silver	Active Shooter	2222

Dial "5670" for all other overhead pages.

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Fire Plan: CODE RED

Lexington Medical Center uses the “RACE” acronym for its fire plan. In the event of a fire at the main campus, dial “2222” and state “Code Red” followed by the location of the fire. Repeat three times. If you’re working in another facility, please discuss with staff how to alert employees and the fire department in the event of a fire.

R - Rescue anyone in immediate danger.

A - Alarm others using CODE RED to call for help. Pull the nearest fire alarm.

C - Contain the fire and smoke by closing the doors to the affected area.

E - Extinguish the fire using the nearest fire extinguisher.

Fires are classified into three categories. Each category requires the use of a particular type of extinguisher.

Category	Type of Fire	Fire Extinguisher to Use
A	Ordinary combustibles (produces ashes)	A (silver)
B	Flammable liquids (can be carried in buckets)	B or BC (red/orange)
C	Electrical fire (electrical charge or current)	BC (red/orange)

When using a fire extinguisher, use the PASS method:

P - Pull the pin.

A - Aim the nozzle.

S - Squeeze the nozzle toward the base of the fire.

S - Sweep from side to side.

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Infant/Child Safety Precautions

In the event an infant or child goes missing or is possibly abducted at the hospital, dial “2222” and page “Code Adam” to advise of the incident. When recognizing suspicious activities, Public Safety can be contacted immediately by dialing “2222.” Do not approach the suspect yourself. For areas outside the hospital, talk with your supervisor to learn the processes used in your area to handle these situations.

Daniel’s Law

If a person presents you with a baby (60 days old or younger) and voluntarily requests to leave him or her, accept the baby. The law states that you must accept the baby if you are or appear to be an employee of a hospital or an outpatient facility. Try to get any information from the person leaving the baby and take the baby to the Emergency department. If you receive a baby away from the main campus, call Lexington County Emergency Medical Services to transport the baby to the hospital’s Emergency department. For more information, please refer to the Lexington Medical Center policy about Daniel’s Law.

Wandering Adult Patient Precaution

The alert and response to a “Code Purple” is similar to the ones for “Code Adam” except the missing patient is an adult or elderly patient who is usually confused. A brief description of the patient and the location of his or her assigned unit will be paged overhead. Public Safety should be notified by dialing “2222” if you see someone matching this description.

Disaster Declaration

Upon hearing the overhead page “Disaster Alert” or “Disaster Watch,” stay in or return to your assigned unit and wait for further instructions from your supervisor. Students should report to their clinical instructor.

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Standard Precautions

Lexington Medical Center uses standard precautions in the care of all patients.

- Standard precautions treat all blood, body fluids, excretions, secretions and used equipment as potentially infectious.
- Washing hands between each patient contact is critical.
- Gloves, gowns, masks and protective eyewear are worn when anticipating exposure to blood or body fluids.
- Use of safety devices is mandatory to prevent sharps injury.
- Environmental surfaces, beds, bedrails and bedside equipment are routinely cleaned and disinfected.
- Blue plastic bags are used to transport soiled linen.

Please refer to the Infection Control Manual on Lexie for all Infection Control policies or call the Infection Control department at 791-2060.

Identification Badges or Tags

You are required to wear proper identification indicating your role at Lexington Medical Center while on its campuses and in its facilities. Students reporting without proper identification badges or tags will not be allowed to participate in clinical experiences.

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At the hospital, the main cafeteria is located on the Ground Floor of the South Tower. Students and employees receive a cafeteria discount and volunteers eat free.



The Sunset Café is open at the following times:

Breakfast	6:30 to 10:00 a.m.
Lunch	11:00 a.m. to 2:00 p.m.
Dinner	4:30 to 7:00 p.m.
Midnight	1:30 to 3:30 a.m.



The Terrace Café is located on the Lower Level of the North Tower. It is open Monday through Friday.

Breakfast	6:30 to 9:30 a.m.
Salad Bar	10:00 a.m. to 7:00 p.m.
International Grill,	11:00 a.m. to 2:00 p.m.
Italian Bar and Deli	



The Park Café is located in Lexington Medical Park 1 on the Ground Floor. It is open Monday through Friday.

Breakfas	7:00 to 10:00 a.m.
Lunch	11:00 to 2:00 p.m.

Vending machines are available 24 hours a day in Sunset Café and outside the Lower Level classrooms.

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Gift Shops

The Shoppes at Lexington Medical Center are located on the First Floor and Ground Floor of the hospital. Hours may vary.

ATM

An ATM is located on the Ground Floor near the East Entrance of the hospital beside the Radiation Medicine entrance.



Students park in Parking Garage 3.

- ALL PARKING IS FREE**
- 1** Lexington Medical Park 1 Garage 1 (Levels A and C) and Lot B
 - 2** Lexington Medical Park 2 Garage 3 (Levels 1 & 2) and visitor parking lots
 - 3** Lexington Medical Park 3 Garage 3 (Levels 1 & 2) and visitor parking lots
 - 4** Main Entrance Garage 2, Lots F and G
 - 5** South Entrance Lots A, B and J
 - 6** Emergency Room Lot I and visitor parking lots
 - 7** North Entrance Patient Pick Up

- 105 West Public Safety
- 107 West Marketing
- 109 West Sleep Solutions Sleep Lab
- 110 East Lexington Medical Office Building
- 120 East Lexington Medical Associates
- 123 East Rehabilitation and Sports Medicine
- 470 Hulon Business Services Building I
- 508 Hulon Business Services Building II



For assistance, call Guest Services at (803) 936-3198



