

Student/Contractor Orientation



Welcome to Lexington Medical Center

Lexington Medical Center is a 607-bed hospital in West Columbia, South Carolina. It anchors a health care network that includes six community medical centers. The network includes a cardiovascular program recognized by the American College of Cardiology as South Carolina's first HeartCARE Center™ and a cancer program affiliated with Duke Health. The network also has an occupational health center, the largest skilled nursing facility in the Carolinas, an Alzheimer's care center and over 80 physician practices.

Mission & Philosophy

Lexington Medical Center's mission is to provide quality health services that meet the needs of our communities. We value quality, compassion, responsibility, integrity and working with others to serve a common goal. Our main facility, Lexington Medical Center, has been open since 1971, and we are proud of the reputation we have earned in our community. We take pride in responding to the changing needs of our community and meeting the demands of a thriving region. Our commitment is to provide our patients with access to the region's finest health care professionals, as well as the highest quality facilities and technologies available.

Privacy & Confidentiality

All patient information obtained at any Lexington Medical Center facility must be treated in confidence. Patient information is not discussed in elevators, the cafés, any area where a conversation may be overheard by others, or with anyone who is not providing care to the patient. Respecting our patients' rights is a priority.

Student/Contractor Orientation

Service Expectations

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

Parking

On the main campus, students receive assigned parking in Lot P and must park there. Parking in an unassigned area or failing to display the parking placard will result in a parking citation and potential fine. A shuttle provides transportation from Lot P to the Lower Level North Tower rear entrance between 5:30 a.m. and 8:30 a.m., Monday through Friday and 3:00 p.m. to 8:00 p.m., Monday through Thursday. An emergency call box is in the center of Lot P. For other Lexington Medical Center facilities and physician practices, please talk with the department leader to identify student parking.

Emergency call boxes are located throughout the garages and parking lots, which provide safe access to your respective work area. At other Lexington Medical Center locations, please talk with staff members to identify employee, contractor or student parking areas. Designated parking spaces have been assigned for volunteers in Lot H. Volunteers will receive their parking sticker and instructions through Volunteer Services. Updated employee parking maps are available on Lexie.

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

If you have an emergency and need to reach contact Public Safety, dial “2222” from any phone within the hospital or 803-791-2222 from an outside line. 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.

Student/Contractor Orientation

General Safety

Store items 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 (MSDS) are available 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 that has real or potential harm for a patient, please consult the nearest supervisor.

Lexington Medical Center announces safety codes on the overhead paging system and repeats them 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 effects 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)	Medical assistance for outpatient/visitor (non-emergent)	2222
Code Purple	Wandering/missing adult patient	2222
Code Silver	Active shooter on campus	2222

For all other overhead pages, dial “5670.” Lexington Medical Center uses the “RACE” acronym for our fire plan. In the event of a fire at the hospital, dial “2222” and state “Code Red” followed by the location of the fire. Repeat this information three times. If working in another facility, please discuss with staff how to alert other employees and the fire department in the event of a fire.

Student/Contractor Orientation

Fire Plan: CODE RED

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

R - Rescue Rescue anyone in immediate danger.

A - Alarm Use “CODE RED” to call for help. Pull the nearest fire alarm.

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

E - Extinguish Use the nearest fire extinguisher

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

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.

Student/Contractor Orientation

Infant/Child Safety Precautions

If an infant or child goes missing or is possibly abducted at the hospital, dial “2222” and page “Code Adam” to advise of the occurrence. When you recognize suspicious activities, contact Public Safety immediately by dialing “2222.” Do not approach a suspect yourself. For areas outside the hospital, talk with your supervisor to learn the process used in your area to handle the situation.

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**. Daniel’s law states that you **MUST** accept the baby if you are or appear to be an employee of a hospital or outpatient facility. Try to get information from the person leaving the baby and take the baby to the Emergency department. If you accept a baby **away from the main campus**, call Lexington County Ambulance Service to transport the baby to the Emergency department. For more information, please refer to the policy on Daniel’s Law.

Wandering Adult Patient Precaution

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

Disaster Declaration

When 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.

Student/Contractor Orientation

Standard Precautions

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

1. Following standard precautions means treating all blood, body fluids, excretions, secretions and used equipment as potentially infectious.
2. Hand washing between each patient contact is critical.
3. Wear gloves, gowns, masks and protective eyewear when exposure to blood or body fluids is anticipated.
4. Use of safety devices is mandatory to prevent sharps injury.
5. Environmental surfaces, beds, bedrails and bedside equipment are routinely cleaned and disinfected.
6. Use blue plastic bags to transport soiled linen.

Please refer to the Infection Control manual on Lexie for all policies on infection control or call the Infection Control department at (803) 936-7273.

Identification Badges or Tags

Lexington Medical Center requires you to wear proper identification indicating your role while on our campuses. Students reporting without a proper identification badge/tag will not be allowed to participate in the clinical experience.

Student/Contractor Orientation

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



As the main cafeteria, the Sunset Café is open at the following times:

Breakfast	6:30 to 10:45 a.m.
Lunch	11:00 a.m. to 2:00 p.m.
Dinner	2:00 p.m. to 7:00 p.m. (Saturdays and Sundays only)
Midnight	12:30 to 3:30 a.m.



The Terrace Café is located on the Lower Level of the North Tower. All stations are open Monday through Friday from 11:00 a.m. to 7:00 p.m.

Breakfast	6:30 to 10:45 a.m.
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The Park Café is located in Lexington Medical Park 1 on the Ground Floor. This kiosk proudly serves Starbucks products Monday through Friday from 7:00 a.m. to 2:30 p.m.

Student/Contractor Orientation

Gift Shops

The Shoppes at Lexington Medical Center are open on the First Floor of the South Tower and Lower Level of the North Tower of the hospital. Hours vary, so please check the sign on the doors.

ATM

An ATM is located on the Ground Floor near the Central Entrance of the hospital and Radiation Medicine.

An ATM is located on the lower level of the North Tower beside the Starbucks Cafe.

Campus Employee Parking Map: EMPLOYEES MAY ONLY PARK IN DESIGNATED AREAS





