

# SAFETY ASSISTANT

**St. Clair Hospital, Mount Lebanon, PA**

# ST. CLAIR HOSPITAL

- Today is your first day at St. Clair Hospital working as a Safety Assistant
- Allow me to show you the ropes of the job and what is important here

THE JOB

# PHYSICAL DAY

When you first begin Onboarding this will be your map to find and complete everything you need to begin working at your site



## ST. CLAIR PASSPORT

Please show this form at each location to be initialed.

### Stops

Initial

- St. Clair Hospital - Village Square Outpatient Center  
2000 Oxford Drive,  
Bethel Park, PA 15102

#### Physical

Suite 100 Urgent Care  
and Occupational Medicine

*JP*

- St. Clair Hospital  
3000 Bower Hill Rd.,  
Pittsburgh, PA 15243

#### Plant Operations (2nd Floor)

ID Badge, Photo

*DEL*

#### Employee Health (2nd Floor)

*nm*

#### Lab (5th Floor Dunlap Family Outpatient Center)

Blood draw/lab work

*MA*

#### Human Resources (4th Floor)

For questions or concerns please call 412.942.1801.

YOUR WORK BADGE IS MOST  
IMPORTANT ITEM YOU WILL  
HAVE - ALLOWS ACCESS TO  
UNIT

12/7/2026 1:13:00 PM



St. Clair  
Health

St. Clair Hospital



**SAFETY ASSISTANT**

BADGE

# VITAL SIGNS

Behind your badge, is a card with reportable vital signs. This can be used to keep track of the hazardous numbers that occur while performing intake or morning vitals.



# ORIENTATION

The first week of working will be orientation

You will not do much depending on when you start

I started during house-wide orientation. A busy week of lectures and classes to get certificates.

**ACT Class (Can Lab Tests, Pathophysiology, Anatomical Tests)**  
**EPOC Class (personnel, ED Tests)**

**Unit Secretary/His Training**

**ACT Class (Can Lab Tests, Pathophysiology, Anatomical Tests)**  
 1:00PM - 3:00PM  
 Activities Coding (Unit ACT) Testing  
 Point of Care Testing

**EPOC Class (personnel, ED Tests)**  
 1:00PM - 3:00PM  
 Point of Care Testing

**Unit Secretary/His Training**  
 7:00AM - 3:30PM  
 Unit Secretary/His Training

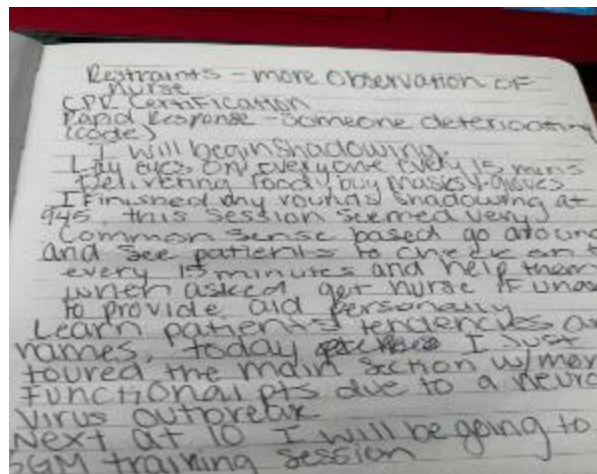
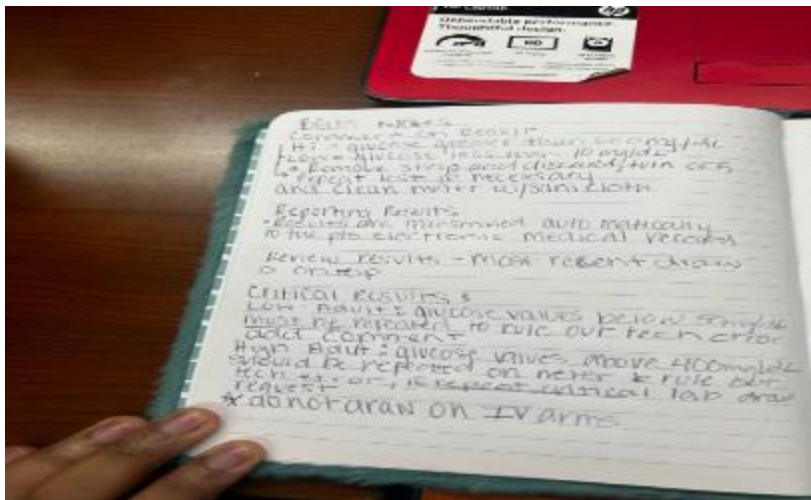
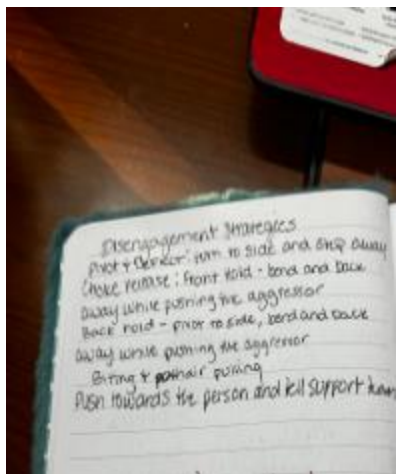
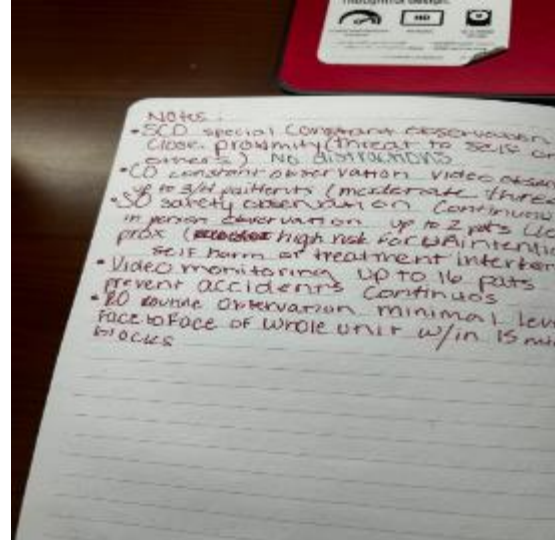
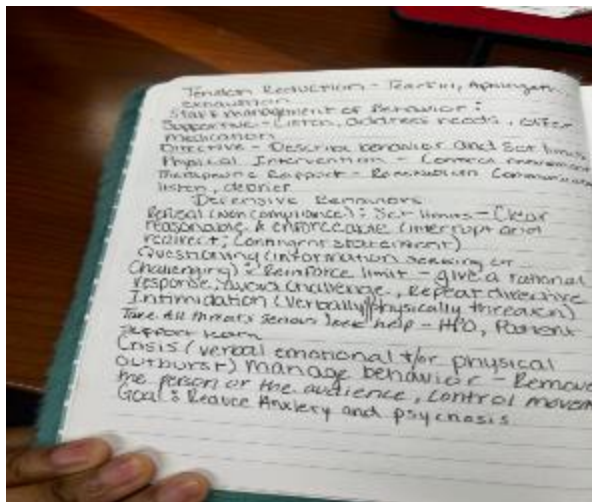
**Data Entry Conf Noon (1/8/17)**

Day	Time	Activity	Location
Mon	7:00AM - 8:15AM	Orientation to the Unit	Unit Department
Tue	7:00AM - 8:15AM	Orientation to the Unit	Unit Department
Wed	7:00AM - 8:15AM	Orientation to the Unit	Unit Department
Thu	7:00AM - 8:15AM	Orientation to the Unit	Unit Department
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Mon	3:00PM - 4:15PM	Orientation to the Unit	Unit Department
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Mon	4:30PM - 5:45PM	Orientation to the Unit	Unit Department
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Mon	6:00PM - 7:15PM	Orientation to the Unit	Unit Department
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# NOTES

I recommend taking notes during these lectures if this is your first experience in a hospital setting. There is much to learn!



-Crisis Intervention \*

- drop tone of voice with an agitated individual - remain calm
- Crisis: Stressful event or trigger need that results in panic level anxiety with a loss of rational control over ones thoughts and behavior resulting in aggressive behavior
- Altered mental status - Brain trauma, delirium, dementia, psychosis, intoxication
- Limited coping skills - immature development
- History of victimization
- Triggering events: perceived physical or emotional trauma, acute change in physical or mental status, persistent pain or discomfort, delay in treatment

Crisis Model

Predisposing factor → precipitating factors → Crisis behavior

-SCD (1:1) observation - High risk of self harm

Crisis Behaviors

- Anxiety - Hyperactivity (pacing, Handwriting)
- Defensive - verbal threats, refusal or non-compliance
- Compliance
- Behavior outburst - Harmful to self, others or property

SCM NOTES

Preserve manual in a purple binder on each unit. Cheat sheet inside bed

Alcohol wipes, Lancets (poke sticks), bottles of strips, Control materials, Cotton balls, meter

Lancets, purple = push button Blue = auto

C.M. - good for 3 months, sticker does not cover barcode

- Turn on scan badge, (SCM = Result system), select control test - Scan barcode - Liquid quality control - insert strip, add drop and blood either pass or fail, must add comment
- patient testing: Scan strip, scan name + Bed # check that band is up to date, scan barcode, DO NOT scan wristband not attached to pt, or Enter full name (last, first), medical response = 9110000 who cant identify name
- Only poke middle 3 fingers (finger)
- Clean finger with alcohol (if dry), for stick, wipe first drop with gauze, 2nd second drop

MSS/Nursing Assistant

Harm Risk - At Risk For Catastrophe IF Injured

- Nursing portal • SCM
- vital signs
- Temperature, Radial pulse, Respirations (count to 30 multiply by 2), Blood pressure, pulse ox
- BP CUFFS thrown away at discharge
- AVPU - Alert, voice, pain, unresponsive
- Height + Weight
- Hand off by rounding together

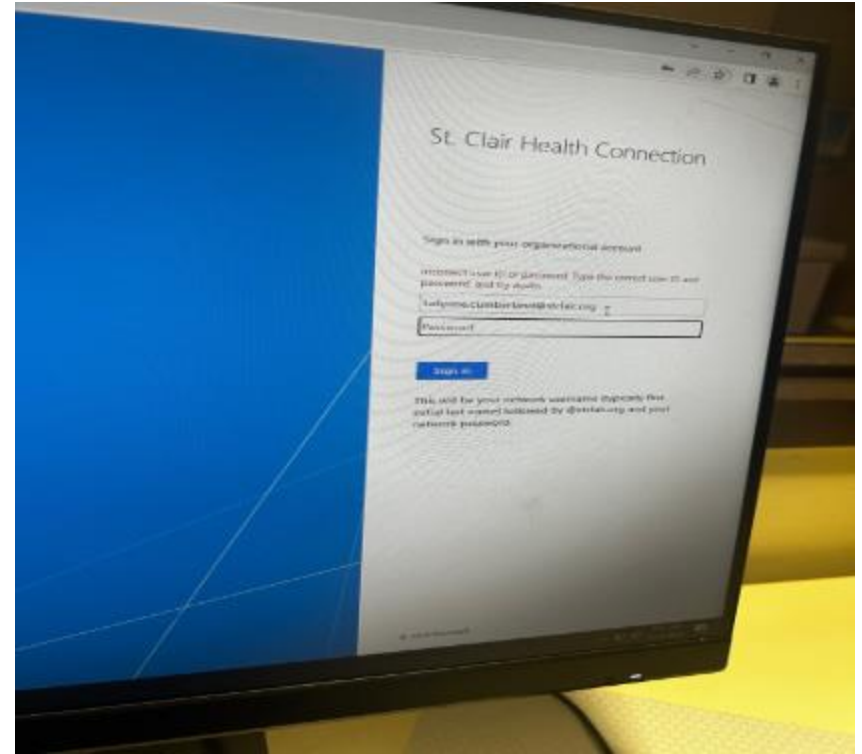
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NOTES



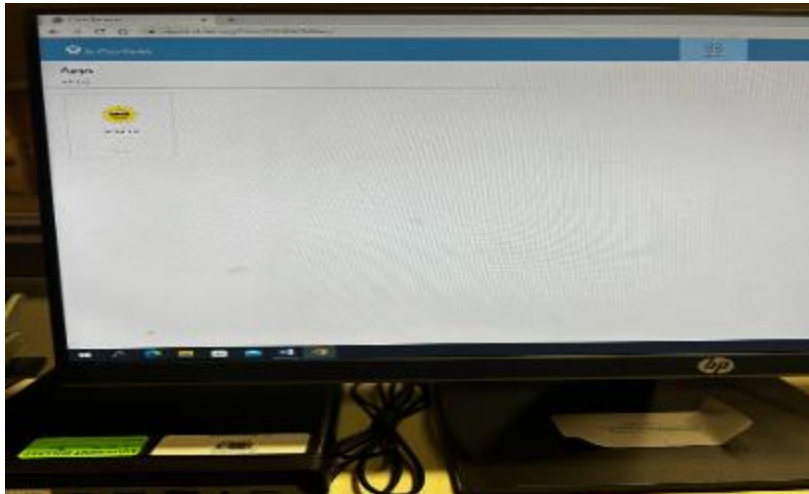
# THE CLAIR NET

When working at St. Clair hospital, you will not have any access to information outside of the hospital. This is due to the hospital owning their very own web browser called the Clair Net.



# SCM

In order to perform normal charting activities for the day, you must access SCM. You can find this on the clair net.



Type	Unit	Source
Temperature	degrees F degrees C	Site
Heart Rate	bpm	Source Heart Sound
Cardiac Output	Cardiac Output	
Respiration	breath	
Blood Pressure		
Systemic Blood Pressure	systemic MAP	MAP Source

Weight, Weight, BSA, BMI	Unit	Source
Address/Current Weight	kg lb	Scale
Height/Length	centimeters in	Measurement
BSA	BSA - M2	
BMI	BMI - kg/m2	
Calculate: Address/Current Weight (kg) and Height/Length (cm)		
Calculation Weight	kg	62

Use for med and infusion calculations

# THE NURSING STATION

The nursing station is the most important area for employees in the unit. This is where patient information is stored and updated. You can gain access to the area with your badge on both sides of the unit.



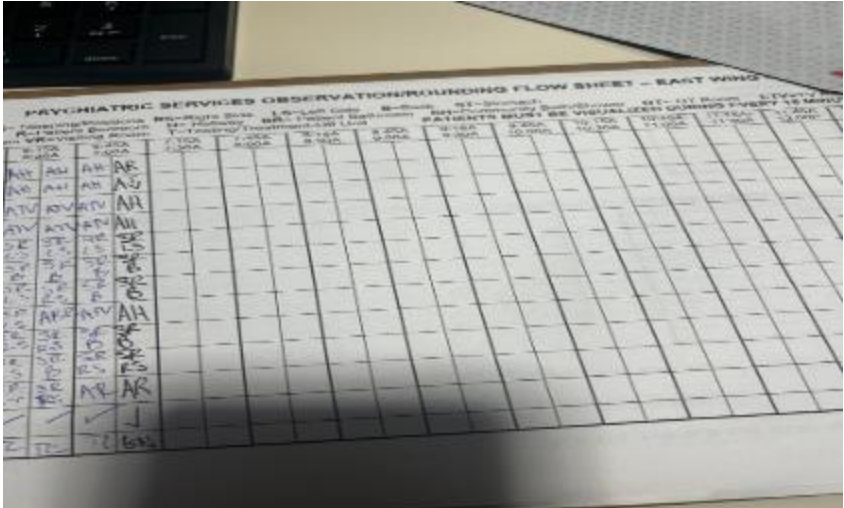
## KEYS

Your keys are an important asset of your job. This set of keys opens every door and cabinet in the unit. You will use these keys to open the showers, laundry room, supply closet, and even the fridge.



# OBSERVATIONS

When performing observation rounds, you will use a charting form in order to track of a patient's behavior. White is normal charting and orange is a patient who is on SCO.





# ALARMS

When a patient jostles their door too much, an alarm is sounded. This is a suicide precaution for when an individual attempts to hang themselves.

The light above the door will flash. There is a key hole outside the door that will be used to shut the alarm off.



USE THESE TIPS TO  
EXCEL AT YOUR NEW  
JOB AS A SAFETY  
ASSISTANT. STAY *SAFE*  
IN YOUR WORKPLACE!