



# COVID 19 Morning Update



**Jefferson Regional** Medical Center



# Logistics Update

(L. Kennedy)

- **Verbal report**



# COVID Statistics

(E. Bolton)

- **Arkansas**
  - 927 positives
  - 74 Hospitalized
  - 16 Deaths
  
- **Jefferson Regional**
  - 15 Positive
  - 13 Pending Results



# Resource Line Statistics

(A. Harvey)

## 5p-12a

- # of Calls ?
- # of appts ?

## 12a-8a:

- # of calls ?
- # of appts ?



# Closed Unit Statistics

(M. Powell)

- SICU – 19 Rooms
  - 14 pts total
  - 8 vents total
  - 8 pts on exposed side
  - 5 positive
  - 3 pending results
- 2CE – 21 Rooms
  - 12 pts
  - 9 beds available
  - 10 positive
  - 2 pending results
- 3CE- 22 Rooms
  - 9 pts
  - 13 rooms available
  - 8 pending results
  - 1 Negative

# 1. Today's Schedule:



# Staffing Adequacy

(W. Harris)

## 1. Today's Schedule:

	EMPLOYEE 6a-7:00p	FRONT LOBBY 5:30a-7p	JPC 1 Front Lobby	Infusion Center 6:30a-5p	Cath Lab Entrance 5:30-9:30a
Tuesday 4/07/20	Jennifer Loftis 6a-10a	Sharon Parker 5:30a-9:30a	Alexis Warner 6a-11p	Infusion Center Staff 6:30a-5p	Lara McBryde 5:30-9:30a
	Elizabeth Resinger 6a-10a	Sherry Newborn 5:30a-9:30a	Tori Offutt 7a-12p		Stefanie Johnson 5:30-9:30a
	Kacee Reynolds 10a-2p	Tabitha Sanders 9:30a-2:00p	Kalisha McLemore 7a-12p		
	Kacee Reynolds 2p-7p	Anne Loetscher 2:00p- 7p	Donna Norton 12p-5p		
			Victoria Webb 12p-5p		
			Melisa Weaver 12p-5p		



# Staffing Adequacy

(W. Harris)

## 2. Instructions for Screening Station Laptops (have been distributed)

### Door Screening Instructions

<p><b>How to Sign On:</b>  <b>Double-click to open Rumba session to open, then log on as follows:</b></p> <ul style="list-style-type: none"> <li>User ID = DOORSCREEN</li> <li>Password = DOORSCREEN</li> </ul>		
<p><b>** NOTE: The tab key will help you move between fields easily **</b></p>		
<p><b>Location Selection Screen:</b>          Place an "X" on the line next to the door where you are screening those entering the building. You can also key the name of the location where you are screening.</p> <ul style="list-style-type: none"> <li>You may select only 1 entry.</li> <li>You cannot leave everything blank.</li> <li>You cannot select an area AND key a location.</li> </ul> <p>Press &lt;ENTER&gt; key to continue to the next screen.</p> <ul style="list-style-type: none"> <li>Press the F3 key to exit the program &amp; return to the log on screen.</li> </ul>	<p><b>Employee – Visitor Selection Screen:</b>          Place an "X" next to "Employee-Contractor-Temp" if the person is here to work:</p> <ul style="list-style-type: none"> <li>Doctors, Employees, Temporary Employees, Contractor/vendor (those doing facility work, plumbers, etc.)</li> </ul> <p>Place an "X" next to "Patient-Visitor" if:</p> <ul style="list-style-type: none"> <li>They have an appointment here (Same Day Surgery, Radiology, Lab, infusion, etc.)</li> <li>They are here with a patient to assist them.</li> </ul> <p>Press &lt;ENTER&gt; to continue to the next screen.</p> <ul style="list-style-type: none"> <li>Press the F3 key to exit the program &amp; return to the log on screen.</li> </ul>	
<p><b>Employee Entry Screen:</b>          Enter the Badge# OR Key the Name</p> <ul style="list-style-type: none"> <li>Use scan gun to scan the back of the employee badge. This will automatically fill in the Employee Name, Department# and Department Name.</li> <li>If the Employee does not have a badge, or the badge# is not valid:             <ul style="list-style-type: none"> <li>Key the Employee Name and Press &lt;ENTER&gt;</li> <li>UPPER/lower case entry is not required.</li> </ul> </li> <li>Key in their Department# if known:             <ul style="list-style-type: none"> <li>If valid, the Department Name will be filled in.</li> <li>If not valid, you will receive a message.</li> <li>The Department# is not required.</li> </ul> </li> <li>If Department# is not known, type the Department name. Press &lt;ENTER&gt;</li> </ul> <p>Type in the following:</p> <ul style="list-style-type: none"> <li>Temperature             <ul style="list-style-type: none"> <li>Press &lt;TAB&gt; or &lt;Field+&gt; after typing this.</li> </ul> </li> <li>Key Y or N to record responses to questions.</li> <li>Key in a comment if necessary.</li> <li>A comment <u>will be required</u> if someone screens positive.</li> </ul> <p>Press &lt;ENTER&gt; and all entries on the screen will be recorded.</p> <p><b><u>If someone screens positive, send them home with instructions to call their supervisor.</u></b></p> <p>Once you key an employee, the screen will remain to allow you to key another employee.</p> <ul style="list-style-type: none"> <li>Press F12 to switch back and select to enter a Patient-Visitor.</li> <li>Press F3 to exit the program.</li> </ul>	<p><b>Visitor Entry Screen:</b>          Type in the following:</p> <ul style="list-style-type: none"> <li>Name of the Patient or Visitor.</li> <li>Phone# of the Patient or Visitor.             <ul style="list-style-type: none"> <li>Allows for entry of up to 10 digits.</li> <li>Numbers only (no dash or parenthesis).</li> <li>Area code is not required.</li> <li>What you key is what is stored.</li> </ul> </li> <li>Place a Y next to "Patient?" if the visitor has an appointment with us.</li> <li>Type in the area where they will be visiting (i.e. SDS, Surgery, Cashier, L&amp;D, 2NW, etc.)</li> <li>If they are visiting with a patient, type in the patient room# (if known) and name.</li> </ul> <p>Press &lt;ENTER&gt;</p> <p>Type in the following:</p> <ul style="list-style-type: none"> <li>Temperature             <ul style="list-style-type: none"> <li>Press &lt;TAB&gt; or &lt;Field+&gt; after typing this.</li> </ul> </li> <li>Key Y or N to record responses to questions.</li> <li>Key in a comment if necessary.</li> <li>A comment <u>will be required</u> if someone screens positive.</li> <li>If a visitor is present to assist the patient, key their information following the above guidelines in the "Visitor With Patient" area.</li> </ul> <p>Press &lt;ENTER&gt; and the visitor will be recorded.</p> <p><b><u>If someone screens positive, they are not allowed to enter. Tell them to follow up with their health care provider.</u></b></p> <p>Once you key a visitor, the screen will remain to allow you to key another visitor.</p> <ul style="list-style-type: none"> <li>Press F12 to switch back and select to enter a Patient-Visitor.</li> <li>Press F3 to exit the program.</li> </ul>	

# Door Screening Possible Errors

## What to do if an Error Box pops up:

When an Error Box pops up, the error will be presented and behind it, the fields with the issue(s) will be highlighted.

1. Take note of the message in the box, it tells you why the box is popping up.
2. Take note of the fields highlighted behind the box. These are the entries that will need fixed.
3. Press <ENTER> or click OK to clear the Error Box from the screen.
4. Correct the entries by retyping/typing over the fields highlighted with the correct values.
5. Press <ENTER>, if valid entries, the screen will pass & be redisplayed for the next entry.

## Location Selection Screen errors:

- **ERROR: Value entered for field is not valid. Valid values listed in message help.**
  - The only valid characters in the select fields are blank or X.
- **ERROR: Please select ONLY 1 or AT LEAST 1 Location.**
  - Does not allow you to select more than 1 location with an X.
  - Does not allow you to select a location with an X AND type a location name.
  - Does not allow you to leave all selections blank.

## Employee – Visitor Selection Screen errors:

- **ERROR: Value entered for field is not valid. Valid values listed in message help.**
  - The only valid characters in the select fields are blank or X.
- **ERROR: Select Employee or Visitor**
  - Does not allow you to select BOTH Employee and Visitor entry with an X.
- **ERROR: Must Select at least 1**
  - Does not allow you to leave BOTH Employee and Visitor selection fields blank.

## Employee Entry Screen errors:

- **ERROR: Key Badge# or Name – Not Both**
  - Does not allow BOTH Badge# & Name, must key only 1.
- **ERROR: Cannot leave BOTH Badge# and Name BLANK**
  - Does not allow BOTH Badge# & Name to be blank, must key only 1.
- **ERROR: Entry Key Not Allowed in Field**
  - Only happens when the Temp field is keyed in error.
  - Must use <Tab> or <Field+> key after entering Temp.
    - The <Field+> key is above the ENTER key next to the number pad on the right, simply labeled “+”
  - Temp may appear as:
    - 98.7 <TAB>
    - 99.7 <Field+> → changes to 099.7
    - 103 <TAB>
    - 103 <Field+> → changes to 0103
- **ERROR: TEMP cannot be ZERO**
  - Will not allow entry of a zero temp, you must key a number as above.
- **ERROR: TEMP > 100.4 – Enter a comment – DO NOT ALLOW ENTRY**
  - This will pop up if the temp keyed is > 100.4 and no comment has been keyed.
  - Key a comment and it will let you continue.
- **ERROR: Contact, Symptoms or Loss of Taste/Smell – a COMMENT MUST be entered.**
  - Key a comment and it will let you continue.
- **ERROR: Value entered for field is not valid. Valid values listed in message help.**
  - The only valid entry in the Contact?, Symptoms?, Turned Away? and Loss Taste/Smell? fields are: blank, Y or N.

## Visitor Entry Screen errors:

- **ERROR: Name cannot be BLANK**
  - You must type in a name.
- **ERROR: Phone# cannot be ZERO**
  - A phone# must be keyed, will accept any number > 1.
- **ERROR: Entry Key Not Allowed in Field**
  - Only happens when the Temp field is keyed in error.
  - Must use <Tab> or <Field+> key after entering Temp.
    - The <Field+> key is above the ENTER key next to the number pad on the right, simply labeled “+”
  - Temp may appear as:
    - 98.7 <TAB>
    - 99.7 <Field+> → changes to 099.7
    - 103 <TAB>
    - 103 <Field+> → changes to 0103
- **ERROR: TEMP cannot be ZERO**
  - Will not allow entry of a zero temp, you must key a number as above.
- **ERROR: TEMP > 100.4 – Enter a comment – DO NOT ALLOW ENTRY**
  - This will pop up if the temp keyed is > 100.4 and no comment has been keyed.
  - Key a comment and it will let you continue.
- **ERROR: Contact, Symptoms or Loss of Taste/Smell – a COMMENT MUST be entered.**
  - Key a comment and it will let you continue.
- **ERROR: Value entered for field is not valid. Valid values listed in message help.**
  - The only valid entry in the Contact?, Symptoms?, Turned Away? and Loss Taste/Smell? fields are: blank, Y or N.





# Staffing Adequacy

(W. Harris)

## NOTICE

When EMS or Children's Hospital Personnel come to pick up a baby from the nursery, they should be screened and allowed to enter the 42<sup>nd</sup> Street (Employee) Entrance.



# Safety Issues to Report?

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Q&A from the Group



**Jefferson Regional** Medical Center