

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

CODE HELP – MEDICAL AID TO THE INJURED ON HRMC PROPERTY

Effective Date:	05/02	Policy No:	AD47
Cross Referenced:		Origin:	Nursing Department
Reviewed Date:	12/02, 05/05, 11/08, 07/11, 03/12	Authority:	CNO
Revised Date:	03/12	Page:	1 of 2

SCOPE

Code Help is defined as the provision of emergency medical assistance to injured or ill persons including:

- A visitor or employee on HRMC property either inside or outside of the facility, including all parking lots, walkways and roadways; or
- A person coming into the hospital seeking medical assistance for another individual who may be injured or ill and on hospital property.

This policy does EXCLUDE all inpatients and Code Blue situations.

PURPOSE

To outline a process to provide emergency medical assistance to injured or ill persons on Hackettstown Regional Medical Center (HRMC) property.

POLICY

All persons who are in need of medical assistance while on HRMC property will be provided care of a “Code Help” team.

Any employee who discovers a person needing emergency medical treatment within the hospital or on hospital grounds will report the need to the switchboard operator (dial 6000) and request help by stating “Code Help” and the location.

The “Code Help” team will respond and consists of the following personnel:

- Administrative Supervisor (Team Leader)
- Transporter (day shift)
- Nursing Assistant/RN (night shift)
- Security
- Respiratory Therapy

All patients to be transferred to the Emergency Department (ED) will do so with the assistance of the team. The team leader will assess the need for transport.

Standard Precautions will be observed with all patients.

A HERCULES Report must be completed, even if care is declined by the person.

If the injured person is an employee on duty, an Employee Incident Report must be completed and Employee Health notified.

Education on the “Code Help” Policy & Procedure will be completed at Orientation and reviewed with staff annually.

Risk Management will review all Incident Reports and include findings in the quarterly Risk Management Report. Trends will be presented at Safety Committee.

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PROCEDURE:

1. The employee who discovers an injured person will notify the Switchboard Operator by dialing 6000 stating it is a “Code Help,” and giving the location of the incident being as detailed as possible.
2. The Switchboard Operator will then announce the “Code Help” and the location (i.e., “Code Help to the ED parking lot”).
3. The assigned staff will respond to the scene.
4. The following is a breakdown of responsibilities assigned to each “Code Help” team member:
 - A. Security
 - Dispatch a Security Officer to the scene to assist as needed and/or keep the area clear of extra people.
 - The Security Officer who responds to the scene will fill out a Security Report.
 - B. Nursing
 - The Administrative Supervisor will respond during the day shift.
 - An Administrative Supervisor will be assigned to respond to all “Code Help” calls.
 - When the event occurs outside on hospital grounds and the Team Leader determines the need for an ambulance to transport the victim, 911 will be called.
 - If the patient needs to be seen in the ED, the Administrative Supervisor will accompany the patient.
 - The Administrative Supervisor will fill out the HERCULES Report and forward the completed report to Risk Management.
 - If the injured person is an employee of the hospital, the Administrative Supervisor will fill out the Employee Incident Report and forward the completed report to Employee Health.
 - C. Department of Nursing
 - Assigns one transporter on day shift to respond to “Code Help.”
 - Assigns one Nurse Assistant/Nurse to respond to “Code Help” on evening and night shifts.
 - Communicates need for equipment via Vocera.
 - The Transporter/Nurse Assistant/Nurse will bring the following equipment to the scene:
 - i. Bring wheelchair with oxygen tanks
 - ii. Obtain equipment as requested by team leader
 - D. Respiratory Therapy
 - Responsible for bringing the AED to the location if the Code Help is on the first floor, West Wing, or outdoors. All other floors have crash carts available.
 - The Cardiopulmonary Department maintains the AEDs.

<u>EQUIPMENT:</u>	Radio/Phone	Wheelchair with oxygen tanks	Stretcher	*AED
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*AED Locations:	Main Lobby by elevators	West Wing Lobby by kiosk
	Cardiac Rehab MOB1	Center for Healthier Living (offsite)
	Counseling & Addictions Center (offsite)	