

Student and Faculty Orientation

As a student or faculty member at Cooley Dickinson Health Care (CDHC), you are required to receive and review important information relative to your orientation to CDHC. This ensures that we are in compliance with regulatory agencies and that you are given the information you need to be safe and successful in your role.

Confidentiality Statement

Patient Confidentiality

Working at Cooley Dickinson Healthcare Corporation, it is very likely that you will have access to verbal or written confidential information. You have an obligation to keep all information regarding a patient's illness, condition, and personal affairs confidential. A patient's history and details of the current hospitalization and/or treatment should be reviewed discreetly and only by those involved with the patient's care. I understand that the patient's medical record is a legal document, admissible as evidence in a court of law. According to Massachusetts General Laws, Chapter 111, and HIPAA regulations a patient has the right to have all their health data (written and verbal) kept confidential. The Corporation/employee is liable for any breach in this law.

Hospital/Agency Confidentiality

- Confidential information which concerns corporation employees, medical staff, the information system (including passwords), strategic planning or finance must not be divulged.
- Confidential information should never be discussed in the cafeteria, elevators, stairways, hallways, other public areas, or when you are not at work or off corporation property.
- Confidential information should not be left in unattended in work areas. All paperwork that contains patient information must be placed in the "Confidential" disposal bins if being thrown out.
- Confidential information should not be removed from CDHC premises without approval from your supervisor/manager.

Employee Confidentiality

- CDHC employees, our peers, can become our patients. When we hear that a co-worker has been hospitalized it is natural to want to visit. Illnesses or births are private events. Dropping by to say hello should only take place if you are invited by the patient or a family member.
- There is certain information that the organization is required to obtain from you that you should expect to be held with the utmost respect and privacy. This information includes terms of your employment, rate of pay, occupational health issues, benefits, and disciplinary actions.

To work at Cooley Dickinson Health Care, it is important that you fully understand and agree with the hospital's Confidentiality Statement. Your signature and CCP ticket are proof that you have read and understand the above confidentiality statement.

Management Information Systems Information Access and Usage Agreement

I hereby acknowledge that I may be/already have been granted access to various computerized software applications. I further acknowledge and understand that I may have/already have access to confidential information concerning the hospital, patients and computer services, and any misuse of this information or data is basis for immediate corrective action up to and including termination of my employment.

I understand that I am responsible for ensuring that others cannot access information electronically by:

- Logging out or locking applications or the computer before stepping away from it
- Never leaving a logged in computer unattended
- Never sharing a user password or logging in under someone else's username
- Maintaining the use of privacy screens as provided by IS
- Never installing or updating any software onto any computer or other electronic equipment maintained by the IS department without written approval by an authorized member of the IS Department. This includes CD-ROM's, DVDs, and other software not purchased by CDHC. Internet plug-in for education webcast are excluded as are CD-ROMs and DVDs that are used a removed without installing into computer
- Keeping any CDHC issued portable media such as laptops, thumb drives, etc. in a secure location so that access to confidential material is not jeopardized

I understand that CDHC has a HR Policy regarding the Use of Telephone, Computer, Mail Systems, and Electronic Communication Systems (HR Policy 6.13). The use of Cooley Dickinson phone, computer, mail systems, and electronic communication systems are restricted from personal use according to the information detailed in the policy. The complete policy is listed on the intranet and can be accessed from any CDHC computer.

I understand that violations of this policy including but not limited to the following will result in formal review and may result in corrective action up to and including termination:

- Intentional disclosure of my username and/or passwords to another individual
- Unauthorized access of any database and/or access to any database to obtain confidential information that is not required to perform my assigned work
- Obtaining access to the systems via the use of usernames, passwords and/or access codes other than those assigned to me
- Entering unauthorized revisions to any record maintained in any of the hospital's databases
- Any unauthorized software applications brought in and installed on any personal computer owned by or connect to the Cooley Dickinson computer networks
- Failure to comply with HR Policy 6.13 Use of Telephone, Computer, Mail Systems, and Electronic Communication System

In addition to usage, security and confidentiality restrictions, all present and future users of any personal computer owned by CDHC needs to be aware that in the event the user's desktop becomes corrupt, the IS Department will assist the user in bringing back the desktop to the start in which hit was initially set-up. The IS Department is not responsible for any changes (added items, deleted items, color changes, etc.) made by the user after the initial set-up. The IS Department will report any problems to the employee's supervisor and if appropriate, Human Resources.

Your signature and CCP Ticket are proof that you have read and understand the Information Access and Usage Agreement above and understand the requirements of Cooley Dickinson Hospital. You agree to practice safe electronic device use including, but not limited to, protecting your password, logging out of computers when not in use and ensuring devices you utilize are encrypted. Furthermore, you will not utilize work devices for personal use.

Illness

As you prepare for your clinical placement in a hospital that is part of Mass General Brigham (MGB), our primary goal remains the health and safety of our students, staff, and most importantly, patients.

If you feel sick when scheduled for a shift, you must remain home. If you should get sick while on shift or show any symptoms of illness you must leave immediately.

Mass General Brigham is committed to your education and looks forward to welcoming you to the clinical setting. Should you have any questions, please reach out to your school and/or rotation contact.

Required PPE Training

Students are required to view these [videos](#).

Only the **BASIC** videos are required viewing:

- a. Use of alcohol hand rub
- b. Use of surgical mask
- c. Donning PPE
- d. Doffing PPE
- e. Swapping from surgical to respiratory isolation (i.e. N95) mask

Masking Update

Mass General Brigham has ended universal masking at all our hospitals, clinics, other facilities and programs in accordance with the end of the MDPH Mask Order. While universal masking is currently no longer in place, masking is required in the following circumstances:

- Patients/visitors presenting with symptoms should put on a facility-issued mask available at the hand hygiene/masking stations at our facilities
- Employees will use masks per Standard Precautions (e.g., when engaging in care activities that may generate splashes or sprays) and Transmission-based precautions (e.g., when interacting with patients on Droplet Precautions), and when required by the [Return to Work Policy](#)

Respiratory hygiene stations, with facility-issued masks and hand sanitizer, will remain accessible at all facilities. Mass General Brigham may reinstate masking in the future, guided by public health and our infection control experts.