Having read the information on the Mission, Vision, Values and Expected Actions/Behaviors, write a brief description of how you will incorporate the values into your work environment.

Service

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Quality

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Integrity

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Teamwork

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______________________________________________________________________________
Corporate Compliance Instructions: Please circle the letter of the correct answer.

1. What are the Standards of Conduct?
   a.) Rules to be followed only by senior management.
   b.) A set of guidelines to help each Associate understand the legal and ethical obligations of his or her job.
   c.) Guidelines established for hospitals by Medicare.
   d.) Rules to be followed only by clinical personnel.

2. Which of the following is a violation of the Standards of Conduct?
   a.) Taking Methodist computer software home for personal use.
   b.) Discussing confidential patient information with fellow Associates not involved in the patient’s care.
   c.) Seeking or asking for personal gifts, services, or entertainment from a patient, or company seeking or doing business with Methodist Healthcare.
   d.) All of the above.

3. What is the purpose of the Methodist Healthcare’s Hotline?
   a.) It is a mechanism through which an Associate can report grievances about his or her work schedule.
   b.) It is a mechanism through which an Associate can anonymously report his or her supervisor to senior management.
   c.) It is a mechanism through which an Associate can anonymously report suspected violations of the law or the Standards of Conduct.
   d.) It is a tracking mechanism for Associates’ Supervisors to identify troublemakers who report violations.

4. The function of the Corporate Compliance Department at Methodist Healthcare is:
   a.) To help prevent fraud, abuse, and errors.
   b.) To help to identify and prevent criminal and unethical conduct.
   c.) To demonstrate Methodist Healthcare’s strong commitment to promoting honest and ethical behavior.
   d.) All of the above.

5. Repeated mistakes which cause errors to be viewed as abusive may lead to:
   a.) Fines and penalties.
   b.) Repayment.
   c.) Exclusion from Medicare/Medicaid and other Federal funded programs.
   d.) All of the above.

6. What are the risk areas often cited in healthcare fraud and abuse investigations?
   a.) Billing for items or services not rendered.
   b.) Providing medically unnecessary services.
   c.) Improper coding.
   d.) All of the above.
7. At Methodist Healthcare, each Associate must be made aware of the following information about policies, except for:

   a.) Specific policy location.
   b.) Consequences if policies are not followed.
   c.) Responsibility related to the policies.
   d.) “Our Way Or The Highway” Policy.

Safety First Questions: Please circle the letter of the correct answer.

1) How can you maintain a safe work environment?
   a. clean up spills quickly
   b. never leave carts, boxes or other items in the hall way, in front of doors, or fire extinguishers
   c. do not enter restricted areas unless authorized
   d. all of the above

2) How should oxygen tanks be handled?
   a. store oxygen tanks in approved racks in designated areas
   b. carry oxygen tanks in your hand to the appropriate destination
   c. place oxygen tanks on the floor against the wall
   d. place liquid oxygen tanks in the patients lap during transport

3) Which statement is true?
   a. pushing objects away from the body helps keep the back straight
   b. only bend at the knees when lifting heavy objects
   c. most back injuries are caused by a bunch of little injuries over time
   d. back injuries only occur when lifting very heavy objects

4) What is the code for fire?
   a. Dr. RED
   b. Dr. Smoke
   c. Dr. Burn
   d. Dr. Red Hot

5) You discover a fire in the trash can of the break room. After you R.A.C.E. into action, what steps will you take to put the fire out?
   a. open door for ventilation, pull the alarm, evacuate, extinguish
   b. pull, activate, squeeze, step back
   c. inspect extinguisher, Pull pin, Aim nozzle at base of fire, Squeeze handle, Sweep from side to side
   d. make sure your chair is adjusted properly

6) What is the code for power outage?
   a. Dr Storm
   b. Dr Able
   c. Dr Power
   d. Dr Red
7) Before using electrical equipment always
   a. plug in the electrical cord
   b. inspect the equipment for damage before each use
   c. do nothing and use equipment as needed
   d. call clinical engineering to inspect before each use

8) If a medical device malfunctions while using it, you should
   a. finish procedure with device and report it to clinical engineering later
   b. nothing, it was probably a fluke and won’t happen again
   c. turn it off immediately, place a damage tag on it, and call clinical engineering
   d. turn it off and back on to re set it and fix the problem

9) If a sentinel/significant event occurs with a patient, what steps should you take?
   a. don’t touch the patient of equipment … they are evidence
   b. tell someone to page a Dr. Red
   c. attend to medical needs of patient, complete an Occurrence Report, and contact Clinical Risk Management
   d. None of the above

10) Report all medical device incidents to
    a. Clinical Engineering and Risk Management
    b. the American Medical Association
    c. the Hospital Association
    d. no one if the patient did not have serious injuries

11) A Material Safety Data Sheet will
    a. make life much easier at work
    b. tell you about the hazards and how to safely handle the materials
    c. tell you how to dispose of materials without getting caught
    d. be very confusing and require help reading it

12) When should you wash you hands?
    1. before and after patient contact
    2. after sneezing, coughing, using the toilet
    3. after removing gloves
    4. before leaving work

   a. 1,2,4
   b. none of the above
   c. 3
   d. all of the above

13) All of the following are true about the importance of hand washing except
    a. is only important when hands are visibly dirty
    b. t is the most important means of preventing the spread of infection
    c. reduces hospital acquired infection
    d. it removes transient germs and resident germs
14) What equipment is used to minimize bloodborne hazards?
   a. patient lift
   b. sharps disposal containers, biomedical waste container
   c. none, just avoid activities that involve contact with body fluids
   d. wheel chairs

15) You are stuck in the leg by a sharp item while pulling the trash. You notice a needle sticking out of the bag. What should you do?
   a. immediately call you personal physician
   b. go home and wait to see if you get sick
   c. do nothing, it was probably not contaminated since it was in the garbage instead of in a sharps container
   d. immediately wash the area, notify you supervisor, report to Associate Health or the Emergency Department, and complete an Associate Injury Report

16) TB is spread through which of the following?
   a. contacting contaminated blood
   b. From contact with someone who has active TB who coughs or sneezes
   c. Taking the TB skin test
   d. By inhaling second hand smoke