



## CHRISTIANA CARE CORPORATION

### CONFIDENTIALITY AND SECURITY AGREEMENT

**Important:**

This agreement is required to be read and signed by individuals who are approved and granted access to or may have incidental contact with Christiana Care confidential information. Please read all sections; if you have any questions, please ask your supervisor prior to signing or acknowledging that you have read this agreement.

As an employee, resident, member of the Medical-Dental staff, other healthcare provider, student, volunteer, member of the Junior Board, temporary agency or contract person, or a non-Christiana Care employee approved and granted access to Christiana Care information, you may have access to confidential information. Confidential information includes patients' protected health information (PHI), employee information, physician information, and corporate information which may appear in verbal, written, or electronic form. Confidential information is valuable and sensitive and is protected by law and by strict confidentiality policies.

The purpose of this agreement is to inform you of your personal obligation regarding confidential information.

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#### Agreement

Accordingly, as a condition of and in consideration of my access to confidential information, I agree to abide by the following:

1. I will only access confidential information, including patients' protected health information (PHI), in accordance with Christiana Care's policies and as necessary to perform my job responsibilities.
2. I agree that, if I access patient information, I am involved in the care of the patient or am required to access information in conjunction with my job responsibilities.
3. Except as directed by Christiana Care policies or legal process, I will not at any time during or after my employment/affiliation with Christiana Care:
  - Disclose any such information to any unauthorized person,
  - Permit any unauthorized person to examine or make copies of any reports or other information prepared by me, coming into my possession or control, or which I have access,
  - Attempt to access or use any such information for my or another individual's personal gain.
4. I will not alter or destroy any confidential information, including patients' protected health information (PHI).
5. I accept responsibility for activities occurring under my computer account(s) and my badge access to specified Christiana Care areas/locations. I will not utilize another person's computer account or badge to access facilities. I will not intentionally share, nor allow anyone else to utilize my computer account or badge to access facilities, unless a confirmed request has been made by Information Technology Department or the Department of Public Safety and I am able to confirm the legitimacy of the request and the requestors.
6. If I observe or have knowledge of unauthorized access or disclosure of confidential information, including protected health information (PHI), I will report it immediately to my supervisor or to the Christiana Care Privacy Officer.

7. I understand that all information, regardless of the media on which it is stored (paper, computer, videos, recorders, etc.), the system which processes it (computers, voice mail, telephone systems, faxes, etc.), or the methods by which it is moved (electronic mail, face to face conversation, facsimiles, etc.) is the property of Christiana Care and shall not be used inappropriately or for personal gain and shall not be removed from the premises without prior authorization. I also understand that all electronic communication is monitored and subject to internal and external audit.
8. I understand that discussions (person-to-person, via cell phones, etc) regarding patient and/or protected health information shall not occur in public places where the presence of persons not entitled to such confidential information may be present and discussions may be overheard. Examples include but are not limited to elevators, lobbies, off premises.
9. I agree to abide by all rules and regulations as specified in the Christiana Care's Privacy and Security policies unless specifically altered by a separate contractual agreement. These policies are available and maintained on the Christiana Care Intranet (INet). If I do not have access to the Christiana Care INet, I can request that a copy of these policies be provided to me.

**I acknowledge and agree to comply with the obligations and conditions outlined in this agreement. I am also acknowledging that Christiana Care has an active on-going program to review records and transactions for inappropriate access and I understand that inappropriate access or disclosure (intentional or unintentional) of information can result in penalties including disciplinary action, disablement of computer access, refusal of access to premises, termination of employment and/or loss of clinical privileges, or legal action.**

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Signature (Typed name acts as legal signature)

Date

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## VOLUNTEER ETHICS AGREEMENT

I understand that **before** I can volunteer at Christiana Care, I will need to meet the following requirements:

- To test negative on a tuberculosis (TB) test;
- To obtain any required immunizations;
- To submit to and have an acceptable report on a criminal background check; and,
- To submit to and have a clear background check (child and adult abuse registry) in compliance with Delaware law.

**I certify that the information given by me on the application is true and correct without omissions in all respects. I agree that if the information given is to be found false in any way, it shall be cause to terminate my ability to volunteer. I authorize Christiana Care to use any information in this application to verify my statements and I authorize any persons to provide information concerning my ability, character, reputation, and ability. I release all such persons from any liability or damages on my account for having furnished such information.**

**If accepted as a hospital volunteer, I agree that:**

1. I shall hold as absolutely confidential all information I may obtain directly or indirectly concerning patients, doctors, or personnel and not seek to obtain confidential information from a patient.
2. As a volunteer, I understand and agree that I shall abide by the policies of Christiana Care that relate to the Drug Free Workplace Act of 1988. I also understand that Christiana Care is a totally smoke free work environment and agree to abide by that requirement.
3. I understand and agree that I will abide by all Christiana Care policies and rules. I understand that Christiana Care may revise or revoke or institute new policies or procedures at any time.
4. My services are donated to the hospital without contemplation of compensation of future employment and given with humanitarian or charitable reasons.
5. I shall not sell or attempt to sell goods or services, request contributions, or to solicit persons to sign or distribute political petitions or religious material on hospital premises unless I receive the express authorizations of the hospital executive director to engage in these activities.
6. I shall, if requested, submit to examinations which may include chest x-rays, skill tests, appropriate laboratory tests, and/or immunizations that may be necessary as part of my service.
7. I shall be punctual and conscientious, conduct myself with dignity, courtesy, and consideration of others, and endeavor to make my work professional in quality.
8. I shall attempt to resolve my problems related to my volunteer activities with the staff of Volunteer Services or my immediate supervisor.
9. I shall make my best effort to fulfill my commitment to the hospital by completing all assignments that I accept.
10. I shall at all times uphold the philosophy and standards of the hospital.
11. I understand that I have the right to terminate my service at Christiana Care at any time and that Christiana Care has the same right as a result of: (a) failure to comply with hospital policies, rules and regulations; (b) absences without prior notification; (c) unsatisfactory attitude, work or appearance; (d) any other circumstances which, in the judgment of Christiana Care would make my continued service contrary to the best interests of the hospital.

**I have read each of the conditions and I agree to be bound by them.**

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Volunteer Signature (Typed name acts as legal signature)

Date

**COMMUNICABLE DISEASE VERIFICATION AND IMMUNIZATION RECORD**

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**VOLUNTEER NAME:** \_\_\_\_\_**A. IMMUNIZATIONS – PLEASE CHECK THE APPROPRIATE BOXES BELOW.**

I certify that I have had the following or have had the immunization or titer for the following and can provide documentation if requested:

- Measles, Mumps and Rubella (German measles) (MMR).  
 Varicella or Chicken pox

\_\_\_\_\_  
**VOLUNTEER SIGNATURE (typed name acts as legal signature)**\_\_\_\_\_  
**DATE****B. TUBERCULOSIS (PPD) STATUS – PLEASE CHECK ONE OF THE FOLLOWING BOXES.**

- I will obtain a PPD test (*free of charge*) at Christiana Care Employee Health (*if I test positive, I will go to my healthcare provider for further evaluation which may include a blood test and/or a chest X-ray*).

*NOTE: Depending on the results, your health care provider may clear you to volunteer or refer you to the Department of Public Health (DPH) for specialty consultation and treatment recommendation.*

- I have had a negative PPD test within the last six (6) months and have attached a copy of the dated certificate and/or test results.
- I have a history of positive skin test (PPD). I will have my health care provider verify status below.

**TO BE COMPLETED BY HEALTH CARE PROVIDER**

I verify the following for the above named patient regarding their history of positive PPD.

Symptom Review – Asymptomatic: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Chest X-Ray – Active disease: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

**Candidate is cleared to volunteer at Christiana Care Health System. Yes \_\_\_ No \_\_\_**

\_\_\_\_\_  
**CLINICIAN NAME**\_\_\_\_\_  
**OFFICE STAMP IF APPLICABLE**\_\_\_\_\_  
**CLINICIAN SIGNATURE**\_\_\_\_\_  
**DATE**

**Do Not Fax to the State! Email or Fax to the Volunteer Office**  
**DELAWARE CHILD PROTECTION REGISTRY REQUEST FORM**



Fax or Mail Request to: OCCL, Criminal History Unit  
Concord Plaza, Hagley Building  
3411 Silverside Road  
Wilmington, DE 19810  
Phone: 302-892-5800 Fax: 302-633-5191

When requesting Child Protection Registry checks:

- **Allow 15 working days for results to be processed**
- **Do not use a cover sheet**
- **Do not send duplicate requests**
- **Form must be submitted to DSCYF within 90 days of signature date in order to be processed**

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**PART I. APPLICANT INFORMATION (PLEASE PRINT CLEARLY)**

Name: \_\_\_\_\_  
Last First Middle

Other Name(s) used: \_\_\_\_\_ DE Driver's License # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Race: \_\_\_\_\_  
mm-dd-yyyy

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Are you on the Delaware child protection registry for any substantiated cases of child abuse/neglect? [ ] Yes [ ] No

If yes, explain: \_\_\_\_\_

I hereby authorize The Delaware Department of Services for Children, Youth and Their Families to provide the below named agency/organization with all substantiated cases of child abuse or neglect concerning me contained in the Delaware child protection registry. I further release the Delaware Department of Services for Children, Youth and Their Families, its officers and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

\_\_\_\_\_  
Signature (Typed name acts as legal signature) Date

\_\_\_\_\_  
Parent / Guardian Signature (If applicant is under the age of 18) (Typed name acts as legal signature)

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**PART II. AGENCY INFORMATION - (MUST BE COMPLETED IN ORDER TO PROCESS)**

Agency Identification Number (if applicable): 98

Contact ID: 21888

Requesting Agency Name: Christiana Care – Volunteer Services

Address: P.O. Box 1668, Wilmington, DE 19899

Phone: (302) 733-1284 Fax: (302) 733-3417 Contact Person: Rose Wessells

Contact Email: volunteer@christianacare.org

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**DSCYF USE ONLY:**

The individual listed above ( \_\_\_ is listed) ( \_\_\_ is NOT listed) on the Delaware Child Protection Registry.

Date: \_\_\_\_\_ DSCYF Criminal History Unit \_\_\_\_\_

**Do not fax to the State! Please email or fax to the Volunteer Office.**



**Delaware Health and Social Services  
Division of Long Term Care Residents Protection  
Adult Abuse Registry  
3 Mill Road, Suite 308  
Wilmington, DE 19806  
Phone: 302-577-6661 Fax: 302-577-6672**

**AUTHORIZATION TO  
DELAWARE HEALTH AND SOCIAL SERVICES  
DIVISION OF LONG TERM CARE RESIDENTS PROTECTION  
FOR THE RELEASE OF ADULT ABUSE REGISTRY INFORMATION**

Employer: Christiana Care Health System

Address: 4755 Ogletown-Stanton Road

Newark, DE 19718

I hereby authorize the indicated employer to obtain from the Division of Long Term Care Residents Protection any information concerning me which may be on the Adult Abuse Registry pursuant to 11 Del. C., § 8564.

**APPLICANT**

\_\_\_\_\_  
SIGNATURE (Typed name acts as legal signature)

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE



Name:

Date:

Score:

## Annual Volunteer Education

1. The Christiana Care Way is our promise to our patients and each other that we will serve our neighbors as respectful, expert, caring partners in their health.
  - True
  - False
2. If you are involved in an emergency incident, you should call:
  - Security Office
  - Administration
  - 911
  - Operator
3. Use a portable fire extinguisher only if the fire is small, contained and you feel comfortable using one. The PASS acronym will remind you how to properly operate a portable fire extinguisher. What is the P-A-S-S procedure?
  - Pull, Aim, Sweep, Squeeze
  - Pull, Aim, Squeeze, Sweep
  - Push, Alarm, Sweep, Squeeze
  - Push, Alarm, Squeeze, Sweep
4. Fire alarm systems notify building occupants of a fire condition. Which device allows you to activate the fire alarm system?
  - Pull Station
  - Fire Speaker
  - Fire Strobe
  - Smoke Detector
5. Smoke and fire can spread quickly throughout a building if allowed to burn uncontrolled. Smoke can cause fatalities far from the fire if not controlled. Why should you close all doors during a Code Red?
  - To contain smoke and fire to the room of origin
  - So patients will not be disturbed
  - For security purposes
  - To maintain patient privacy
6. Coded phrases are used in healthcare to alert staff of an emergency without causing panic to patients or visitors. What coded phrase does Christiana Care use to represent fire?
  - Code Delta
  - Code Red
  - Code Orange
  - Code Blue
7. Emergency response to a fire requires quick action. The RACE acronym directs staff to perform which emergency actions during a fire?
  - Rescue, Alarm, Contain, Extinguish
  - Rescue, Advise, Control, Exit
  - Release, Activate, Control, Exit
  - Release, Alarm, Close, Extinguish

## Annual Volunteer Education (continued)

8. How far should you stand from a fire when attempting to extinguish it with a portable fire extinguisher?
- 0 to 8 feet
  - 8 to 10 feet
  - Over 20 feet
  - 10 to 20 feet
9. Respiratory hygiene/cough etiquette and hand hygiene are the only components of Standard Precautions.
- True
  - False
10. You should wear gloves when:
- Changing beds or stretchers, handling soiled linen
  - Cleaning surfaces on items with disinfectant
  - Handling items soiled with blood, body fluids, secretions or excretions
  - All of the above
11. The policy on artificial fingernails does not apply to nail wraps, enhancements (stones, decals) and tips:
- True
  - False
12. Would you wash your hands (or use alcohol foam) after blowing your nose and/or coughing or sneezing into your hands?
- Yes
  - Not necessary
13. If you accidentally got stuck with a needle while you were changing a bed, you would:
- Call Volunteer Services staff and notify your supervisor in the area immediately
  - Tell the nurses aid what happened
  - Ignore it
  - Go to the Emergency Department
14. When washing your hands, you should scrub all surfaces of your hands with good friction for at least 15 seconds.
- True
  - False
15. Every volunteer has the ability to positively impact the patient & family experience.
- True
  - False
16. Every volunteer has the following performance expectations:
- Smile
  - Use AIDET
  - Do your best to exceed expectations
  - All of the above
17. AIDET stands for
- Always, Introduce, Daily, Explain, Thank You
  - Acknowledge, Introduce, Duration, Explain, Thank You
  - Acknowledge, Introduce, Deliver, Excited, Thank you
18. A No Pass Zone means that
- Only Doctors and Nurses are expected to answer patient call bells
  - Only Employees are expected to answer patient call bells
  - All Staff and Volunteers are expected to answer patient call bells