

## “DOS AND DON'TS” REMINDERS FOR PRNA RNS

YOU CAN NEVER GO WRONG... WHEN YOU'RE DOING THE RIGHT THING!

- DO** CLOCK IN AND OUT FOR YOUR SHIFT ON TIME.
- DO** TAKE YOUR 30 MINUTE UNINTERRUPTED LUNCH PERIOD.  
*If you cannot take a 30 minute uninterrupted lunch break, you must fill out the missed meal period form and provide to director for signature.*
- DO** GIVE AND RECEIVE A COMPLETE REPORT WHEN REPORTING OFF OR ASSUMING CARE FOR A PATIENT.
- DO** TAKE ALL REQUIRED STEPS WHEN CHECKING AND CO-SIGNING A MEDICATION (5 RIGHTS OF MED ADMINISTRATION).
- DO** CHART ALL ASSESSMENTS, MEDICATIONS, INTERVENTIONS AND PATIENT RESPONSES TO INTERVENTIONS CLEARLY IN THE CHART.  
**REMEMBER:** *If you did not chart it, it did not happen.*
- DO** FILL OUT A STAFFING OBJECTION FORM WHEN YOU RECEIVE AN ASSIGNMENT THAT YOU OBJECT TO. (*i.e. out of ratio, acuity too high, no training, etc.*) Report the staffing objection to your charge and director and make sure your union rep also receives a copy.
- DO** ADVISE YOUR MANAGER OR DIRECTOR IF YOU DO NOT HAVE THE TRAINING REQUIRED FOR A PARTICULAR ASSIGNMENT.
- DO** REPORT UNIT BASED ISSUES TO YOUR PRNA OFFICERS.
- DO** MAINTAIN PATIENT PRIVACY AND CONFIDENTIALITY AT ALL TIMES.
- DO** SUBMIT FOR EDUCATIONAL REIMBURSEMENT PER ARTICLE 18 OF THE COLLECTIVE BARGAINING AGREEMENT.  
*Contact a PRNA officer if you have difficulty obtaining education reimbursement or if you have questions regarding your education benefits.*





## **IMPORTANT INFORMATION** **THIS MAY SAVE YOUR LICENSE!**

### **DO NOT** CLOCK OUT AND WORK OFF THE CLOCK.

*When you clock out for lunch, you should go to lunch at that time and clock back in at 30 minutes. After giving your report and when you clock out at the end of your shift, you are done with your shift/work and should leave the unit. RNs should not be clocking out and finishing work or charting off the clock. This may be deemed time card fraud and may result in your being disciplined by management.*

### **DO NOT** COVER ANOTHER NURSE'S ASSIGNMENT IN ADDITION TO YOUR OWN FOR LUNCHESES, PROCEDURES OR SHIFT.

*It is dangerous for patients and it puts your nursing license in jeopardy. Even though the hospital violates Title 22 of the California Code of Regulations by staffing out of ratio, if you accept the assignment and there is a negative patient outcome, you will be responsible. You should notify your charge nurse, manager or director to notify them of the need for additional staff.*

### **DO NOT** VIOLATE HIPAA!

*HIPAA requires protection and confidential handling of protected patient health information and should be shared with as few providers as necessary and only to the extent required for each provider to fulfill his/her role.*

*Posting of protected patient information, photos and other identifiable information on social media (Facebook, Twitter, etc.) is a violation of HIPAA.*

