

**The Children's Mercy Hospital  
Kansas City, Missouri**

***\*IMPORTANT INFORMATION\****

- **Parking**

1. Students need to park off-site if arriving before 2:00 p.m.
  2. The off site parking lot is located at 451 E 20th St.
  3. Anyone parking off-site needs to park near the shelter that is displaying a flashing blue light on the roof. This flashing light indicates where the shuttle bus will stop to pick up passengers. If someone should park at the first shelter and the light indicates the bus is picking up at the third shelter, the driver has no way of knowing the individual is waiting.
  4. All passengers are picked up and dropped off at the shelters and at the Sombart Entrance to the hospital.
  5. Students and faculty have to bring an appropriate ID or driver's license to go through Security, **at the hospital entrance.**
  6. Parking signs are provided for students to display in the front windshield
- We suggest that you leave your valuables at home. Do not leave your purses under desks or in areas that are not secured. Ask the unit's Nurse Manager or Charge Nurse where valuables/personal belongings can be kept.
  - To make conference room reservations, please complete the enclosed room reservation form and mail it to the Education Department. **Reservations can also be made online via Scope. Utilize the Classroom Reservation link under Education. Each unit may have conference rooms available. Please check with unit educator.**
  - **Smoking Policy**  
Smoking is prohibited in all facilities of The Children's Mercy Hospital. This includes off-site locations as well as all areas of the main campus. The only exception to this is areas identified by signage designating them as approved smoking locations.
  - The use of cell phones is prohibited in patient care areas. Please turn your cell phones off while at Children's Mercy.
  - Please carefully review the Children's Mercy personal appearance policy.

**COMPUTER ACCESS**

Clinical instructors will be assigned a computer access code for instructors. The instructors should then provide the students with that sign-on to use when reviewing a patient's chart or charting vital signs. Clinical students will have minimum responsibility for charting. It is the responsibility of the student and instructor to maintain patient confidentiality and shred any materials with patient identifiers prior to leaving the assigned unit.

Practicum, leadership and management students who are here for a period of 5 months may have more computer training for charting purposes. This type of training needs to be set up in advance with Patient Care Services.

Students and instructors should not use Children's Mercy staff sign-ons for any patient information.

**PYXIS ACCESS**

**Clinical Instructors will need to obtain Pyxis access if assisting students with medications. This access will be obtained each clinical day with the assistance of the unit charge nurse.**

- **AMERICANS WITH DISABILITIES ACT POLICY FOR COMPLIANCE**

The Children's Mercy Hospital actively supports the intent of the Americans with Disabilities Act. A resource library of information and articles about all titles of the Americans with Disabilities Act is housed in the office of the Employee Relations Manager in the Human Resources Department and is accessible to all hospital staff through their supervisor.

Resources available will vary dependent upon the disability and the reasonableness of the accommodation requested.

#### **RESOURCES AVAILABLE - ACCESS TO FACILITY**

1. It is the responsibility of each department to assess those services and facilities within their area which may require modification to be accessible to persons with certain disabilities. Each department should develop modified resources for materials often used in that area. For example, if written material is used, managers should evaluate developing audio tapes for visually impaired individuals. Other adaptations may be required based upon individual needs and the services offered.
2. Assistance for visually impaired parents, parents or visitors may be obtained through the Social Work Department. Assistance dogs for the visually impaired are allowed on all CMH premises. Dogs may be restricted from certain designated areas such as the Burn Unit, Isolation Rooms, and the Operating Room as mandated by the CMH Infection Control Committee.
3. Entrances and rest room facilities that are wheelchair accessible are located throughout the facility and are appropriately marked with the universal symbol.
4. When a sign interpreter is needed to communicate treatment and consent needs, the manager should contact the Social Work Department or the Social Worker assigned to the unit or specialty service involved with the family.

#### **WAYS TO ACCESS INFORMATION OF RESOURCES:**

Informational brochures are developed and updated by the Safety Specialist as part of the patient information available to patients and visitors. The brochure is included in the admission packet for patients being admitted. This information includes the services listed above as well as the contact resource for requesting additional assistance or reporting problems. Patients, families and visitors who need additional assistance will be directed to contact the Charge Nurses in their areas or to go to the Emergency Room Reception Desk. Patients and visitors may also contact the Patient Representative with questions or concerns. The Safety Specialist is the contact resource for staff questions or

problem reporting. The Safety Specialist will be responsible for obtaining necessary information and completing reports.[orimp](#)