

## Self-Paced Orientation

### Quiz Answer Key

- |     |   |     |   |
|-----|---|-----|---|
| 1.  | c | 23. | c |
| 2.  | c | 24. | T |
| 3.  | a | 25. | T |
| 4.  | c | 26. | T |
| 5.  | b | 27. | F |
| 6.  | a | 28. | T |
| 7.  | b | 29. | F |
| 8.  | c | 30. | F |
| 9.  | a | 31. | T |
| 10. | a | 32. | T |
| 11. | b | 33. | F |
| 12. | d | 34. | F |
| 13. | b | 35. | T |
| 14. | d | 36. | T |
| 15. | a | 37. | F |
| 16. | c | 38. | F |
| 17. | a | 39. | F |
| 18. | c | 40. | T |
| 19. | b | 41. | T |
| 20. | d | 42. | T |
| 21. | d | 43. | F |
| 22. | a |     |   |

ANSWER KEY

Name: \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

**Self – Paced National Patient Safety Goals**  
**Competency**

**Instructions:** Review information and complete competency. Use attached answer key to grade self. Return completed competency to your instructor.

1. When administering medications, blood products, or taking blood samples the nurse/student must always use two patient identifiers to identify the appropriate patient.

**True**            **False**

2. When taking a telephone order the person receiving the order must read the order back to the prescriber.

**True**            **False**

3. It is not necessary to label medications, medication containers, or other solutions needed during a procedure.

**True**            **False**

4. The National Patient Safety Goals apply only to employees and not students.

**True**            **False**

## HIPAA New Employee Security Competency Questionnaire

### Answer Grid

- 1). **False.** Never download or use software without the approval of the Information Services Department. Software program may have an adverse effect of your workstation as well as the network. Information Services has the expertise to determine the potential impact of any new software program in our environment.
- 2). **False.** Provena Health realizes that many of you have to remember numerous passwords in order to access the information systems needed to do your job. If you must write your password down, keep the password list in your purse or wallet. Do not leave the password list in the vicinity of your workstation.
- 3) **True.** E-mail is very susceptible to numerous electronic vulnerabilities. A malicious person with the right knowledge can easily intercept an e-mail message while in transit. While controls are in place to protect your e-mails, it is always a good idea to include only the "Minimum Necessary" information in an e-mail to properly complete the message.
- 4). **True.** Respect the fact that your password opens the door to patients or residents very personal confidential information. Careless password practices such as sharing passwords may lead to considerable harm if confidential information is made available to even one unauthorized person. Remember that you are responsible for the actions performed by your user ID.
- 5). **False.** The E-mail system, the use of your workstation, or the use of the Internet, are tools provided to you for specific reasons related to your job duties. The use of these tools to run a side business is not an acceptable practice. Providing these tools to you is very expensive to maintain and operate. That is why the use of these tools is restricted to business use only.
- 6). **False.** It is never wise to include easily found out personal information as part of your password's make up. Personal information such as spouses and other family names, addresses, sports teams, pet names, etc. can easily be easily found out by someone with malicious intent.
- 7). **True.** Provena Health is a values based organization. The E-mail system, the use of your workstation, and the use of the Internet must all be used in accordance with our values.
- 8). **True.** It's only appropriate that we always correspond via e-mail in a professional and courteous manner. It is true that the recipients of an e-mail from a Provena Health workforce member view the e-mail as an extension of Provena Health.
- 9). **False.** Do not make unauthorized additional copies of company software. Making additional unauthorized copies of company software is illegal and can expose the company to financial losses in fines and penalties.
- 10). **True.** E-mail attachments are a primary source of computer viruses. If you receive an e-mail containing an attachment from someone you do not know, do not open the attachment. Just delete the e-mail.