TOWER GUIDE
HELPFUL INFORMATION AT YOUR FINGERTIPS

Shands at the University of Florida
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Tower Guide Design & Production
Publication Services,
Shands HealthCare
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# NURSING UNITS: NORTH TOWER

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<tr>
<th>Unit/Location</th>
<th>Patient Populations</th>
<th>Phone #</th>
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<tbody>
<tr>
<td>ADTU - 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>Admission &amp; Discharge pts</td>
<td>50930</td>
</tr>
<tr>
<td>OR - 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td></td>
<td>50023</td>
</tr>
<tr>
<td>PACU - 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>Perioperative Anesthesia Care Unit: Preoperative Holding; Main Recovery; Ambulatory Surgery</td>
<td>50038</td>
</tr>
<tr>
<td>CICU - 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>Cardiothoracic Surgery Intensive Care/Coronary Care Unit</td>
<td>50024</td>
</tr>
<tr>
<td>SICU/IMC - 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>Surgical ICU/IMC – Vascular, Urology, ENT; Cardiothoracic IMC</td>
<td>50025</td>
</tr>
<tr>
<td>L &amp; D - 3&lt;sup&gt;rd&lt;/sup&gt; floor</td>
<td>Labor and Delivery</td>
<td>50034</td>
</tr>
<tr>
<td>Mother/Baby - 3&lt;sup&gt;rd&lt;/sup&gt; floor</td>
<td>Antepartum and postpartum; Newborn Nursery</td>
<td>50035</td>
</tr>
<tr>
<td>NICU - 3&lt;sup&gt;rd&lt;/sup&gt; floor</td>
<td>Neonatal Intensive Care Units Level I, II, and III</td>
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</tr>
<tr>
<td>Unit/Location</td>
<td>Patient Populations</td>
<td>Phone #</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>CRC – 3&lt;sup&gt;rd&lt;/sup&gt; floor</td>
<td>Clinical Research Center</td>
<td>50032</td>
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<td>42 Peds</td>
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<td>Acute Dialysis</td>
<td>Adult 50265 50255</td>
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<tr>
<td>55 – Med/surg</td>
<td>Vascular, Urology, Ophthalmology, ENT, &amp; Oral Surgery</td>
<td>50055</td>
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<tr>
<td>64 – Medicine</td>
<td>Internal Medicine</td>
<td>50064</td>
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<td>Neurology/Stroke/EMU; Community Health &amp; Family Medicine</td>
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<td>72 – Burn Center</td>
<td>Burn Unit, Burn OR</td>
<td>50200</td>
</tr>
<tr>
<td>Unit/Location</td>
<td>Patient Populations</td>
<td>Phone #</td>
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<td>Neuro Intensive Care Unit - Neurosurgery, Neurology</td>
<td>50082</td>
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<td>Internal Med, Hospitalist, Family Med, GI Med, &amp; Cardiology 1A Heart Transplant</td>
<td>50094</td>
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<td>GI Medicine, Kidney, Liver &amp; Pancreas Transplant</td>
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<td>10-4 PICU</td>
<td>Pediatric Intensive Care Unit – General Peds and Peds Surg</td>
<td>51004</td>
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<td>10-5 Med/Surg</td>
<td>Burns, Plastic Surgery, NSG Spine Surgery</td>
<td>51050</td>
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<tr>
<td>11-4 MICU</td>
<td>Medical Intensive Care Unit: Internal Med, Hospitalist, Family Med, GI Med, Hem/Onc</td>
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<td>11-5 Med/Surg</td>
<td>Neurosurgery</td>
<td>51155</td>
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<tr>
<td>Unit/Location</td>
<td>Patient Populations</td>
<td>Phone #</td>
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<tr>
<td>----------------------</td>
<td>------------------------------------------------------------------</td>
<td>-----------</td>
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<tr>
<td>ED - 1st floor</td>
<td></td>
<td>30800</td>
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<tr>
<td>2W OR</td>
<td>OR &amp; Interventional</td>
<td>OR-30920</td>
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<tr>
<td></td>
<td></td>
<td>Int.-30926</td>
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<td>30922</td>
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<td>Surg Onc, General Surg, Gyn, Abd Transplant</td>
<td>30942</td>
</tr>
<tr>
<td>4W SICU/IMC</td>
<td>Trauma, NSG Trauma, Orthopaedics</td>
<td>30941</td>
</tr>
<tr>
<td>5E Med/Surg</td>
<td>General Surgery; Surg/Onc</td>
<td>30952</td>
</tr>
<tr>
<td>5W Med/Surg</td>
<td>Trauma &amp; Acute Surgery</td>
<td>30951</td>
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<td>Postpartum OB; GYN Surg</td>
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</tr>
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<td>6W Med/Surg</td>
<td>Orthopaedics</td>
<td>30961</td>
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<td>8E Medical Hem/Onc</td>
<td>Hem/Onc; Lung Transplant</td>
<td>30980</td>
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</table>
NURSING RESOURCES

1. **SWAT Consult – Rapid Response Team – Dial “69” on any hard-wired phone**
   - Patients with acute clinical changes.
   - Dial “69” and ask the operator for a SWAT consult. An ICU Charge Nurse, a Respiratory Therapist, a Nursing Coordinator, and a Stat RN will respond.

2. **Condition H – Dial “61”**
   - Patients and family can activate the rapid response team by dialing “61.”
   - The purpose of the team is to give patients and families direct access to specially trained hospital staff for medical concerns or emergencies.

3. **Stroke Alert – in house – Dial “69” on any hard-wired phone**
   - Activate Stroke Alert at first sign of a stroke.
   - Notify primary service.
   - Neurology resident, 65 CN & 82 CN will respond to stroke alert.
4. **Code Blue – Dial “66” from any hard-wired phone in the hospital**

**Both Towers**
- Patient rooms – press “staff emergency” button on Nurse Call wall unit, or double-click the nurse call button if you have a locator badge on. The staff emergency button only activates a local unit-based alarm.

**North Tower**
- To activate Code Blue, press blue toggle switch at Nursing Station desk. (Always follow-up with a call to “66” and state room number and whether patient is adult or pediatric.)

**South Tower**
- All patient rooms will have a Code Blue button on the Nurse Call wall unit. This activates the Code Blue system through the operator.
- South Tower Nursing Stations have a Code Blue button at the Nursing Station if needed.
- All Code Blues should also be called to “66”; state room number and whether patient is adult or pediatric.

**Tunnel**
- AEDs are located in the tunnel. When you open the door to the AED, a call is activated to the operator and two-way communication is established.
- Hard-wired phones are also in the tunnel and “66” can be dialed for a Code Blue; state location and whether patient is adult or pediatric.
- ED will respond to codes in the tunnel.
5. **Nursing Coordinators** – Cell 494-5740 or 494-5795; Pager 413-3498  
   - Provide nursing administrative coverage on off-shifts and weekends.

6. **Stat Nurses** provide clinical support 24-7.  
   **Pagers:** Adult: 413-4574    Peds: 413-5375.  
   - Stat Nurse group is a mix of M/S, peds, and ICU experienced RNs.  
   - Perform bedside care, transport, start difficult I.V.s/draw labs.  
   - Respond to emergency situations.

7. **I.V. Nurse**  
   One LPN day shift, one LPN evening shift M - F  
   **Pager:** 413-1607  
   - Call for difficult I.V.s. only. The I.V. nurse will triage your call along with the need for I.V.s on other units and get to you as soon as possible.

8. **Stat Clerks**  
   One clerk provides clerical support from 1100-1930, the other from 2300 – 0730.  
   **Pager:** 413-6488

9. **LIFT team – ext. 57827**  
   Provide lifting and turning assistance for ancillary areas and all nursing units.

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*Nursing Resources*

continued on next page
10. **PICC Team**
   - The pre-printed PICC order form and consent form must be filled out and signed by the physician.
   - The order must then be faxed to ext. 43731.
   - The PICC Charge Nurse constantly triages to determine which patients are most urgent.
   - Contact Numbers: Mon. – Fri. (7 a.m. – 3 p.m.) page 413-2522 or call ext. 50102. (After 3 p.m. and all weekend must go through the pager 413-2522.)

11. **Diabetes Resource Nurses**
   - **Diabetes Resource Nurses** – unit-based experts and resource
   - **Diabetes Clinician:** Karen Piazza, R.N., C.D.E., Diabetes Clinician/Educator
     - Fax all referrals and orders for Diabetes Education to 265-0891
     - Phone: Office 265-0680 ext. 45369, Cell 494-0892
     - Hours: Mon. – Fri., 8 a.m. to 4:30 p.m.
12. **Wound and Ostomy Nurses (CWOCN)**  
**Fax # 44887   Phone # 642.6100**  
- The OWLs (Ostomy Wound Liaison nurses) are the unit-based experts and resource.
- The Certified Wound Ostomy and Continence Nurse specialist (CWOCN) provides clinical support to patients, staff and physicians throughout the hospital continuum.
- Consult Process  
  1. RN on unit fills out CWOCN consult form completely, faxes to CWOCN, and places the paper consult in the Unit OWL Box.
  2. When scheduling permits, Unit OWL Nurse sees the patient with the primary nurse.
  3. CWOCN sees all patients requested by consult or the OWL Nurse.

13. **Occupational Health (ext. 50250)**  
Blood or body fluid exposure – notify supervisor and contact Occ Health. If Occ Health is closed, contact the Nursing Coordinator for instructions.
14. **Nurse Specialists**  
- Peggy Guin, PhD, ARNP, CNRN, Neurosciences, ext. 50211, Beeper 413-5158  
- Tim Cleeton, MSN, ARNP, Cardiac and ICU, ext. 46562, Beeper 413-4974  
- Paula Johns, MSN, RN, Nutrition Support, 258-2171  
- Debra Davis, CNS, ARNP, Pain & Palliative Care, ext. 50135 or Beeper 413-5126  
- Rich Bednar, BSN, RN, Peds Clinician, 1-888-890-3404  
- Ellyn Radson, BSN, RN, Anesthesia Pain Services Nurse, Beeper 413-7901  
- Justine Abram, BSN, RN, Stroke Program Coordinator, ext. 43609, Beeper 413-5689  
- Donna York, MSN, RN, Trauma PI Coordinator, 273-5679, Beeper 413-1644

15. **Nursing Education  5-0185**
DEPARTMENTAL SERVICES: BLOOD BANK

Location: South Tower, Ground Floor, Room 110
Phone #: In house ext. 30900
HemoSafe Location: North Tower, 2nd Floor, Stat Lab

Type and screen specimens should be tubed to the Blood Bank.

North Tower

• Red blood cells are delivered either by access to the HemoSafe for patients that qualify for this method or via the tube system for patients to do not qualify. The patients that qualify for blood from the HemoSafe will have a hot pink color card in the transfusion section of the patient’s chart. If there is no hot pink card, a Blood Dispense Slip should be tubed to the Blood Bank. The HemoSafe will be used for designated units in the North Tower.
• Plasma is delivered initially via the tube system. In the future, via the HemoSafe.
• Platelets and cryoprecipitate are delivered via the tube system.
**South Tower**

- All products delivered via tube system.

**MTP (Massive Transfusion Protocol) Refrigerators**

- North Tower: One refrigerator in STAT lab
- South Tower: Three refrigerators — ER, OR, SICU

Delivery of second packs to patient care area will be by Blood Bank staff with Patient Transport as back-up.

PICU will retain use of their blood refrigerators, and blood for NICU will be tubed from the Blood Bank.
DEPARTMENTAL SERVICES: CATH LAB

**Phone:** ext. 50119  
**Location:** North Tower Only, 2nd floor, above the 6-pack Atrium elevators

**Services:** Diagnostic and interventional coronary procedures, diagnostic and interventional peripheral procedures, electrophysiology and ablation procedures, pacemaker and cardiac defibrillator procedures, pediatric diagnostic and interventional procedures, and heart failure procedures.

Arrangements for transportation of patients for cath lab procedures will be arranged by the cath lab. Nurses will not be transporting their patients. Most procedures in the cath lab require an order for NPO after midnight status, void on call and occasionally meds such as ASA, Benadryl.

Forms required for the procedure are the History and Physical, Sedation Consent, Specific Procedural Consent, and Blood Transfusion Consent, all of which are secured by the MDs.

**Hours of Operation:** 7 a.m. – 5 p.m. with emergency coverage 24/7.
DEPARTMENTAL SERVICES: HEART STATION

Phone: ext. 50047
Location: North Tower Only, 2nd floor above the Cardiology Clinic

Portable procedures provided to South Tower only.

Services include: adult echo, ECG, pediatric echo, treadmills, and non-invasive Vascular OP studies.

Hours of Operation: 7 a.m. – 5 p.m. with 24/7 coverage for emergency.

Stem Cell Lab – South Tower, 7th Floor, ext. 30973.
DEPARTMENTAL SERVICES: CDC, EDC, LINEN

CDC and Linen
Location: North Tower, Basement
South Tower, Ground Floor
Phone: North Tower: ext. 44611
South Tower: Linen - ext. 30907; CDC - ext. 30934

CDC and Linen restocks supplies daily. If extra or non par supplies/linen are needed, supplies can be requested by phone. In the North Tower, the train system can deliver or staff can transport. In the South Tower, staff will be required to transport items as there is no train system in the South Tower.

For CDC equipment issues (Omniflex, scanner), call extensions listed above.
EDC
Location: North Tower, Basement
South Tower, Ground Floor
Phone: North Tower: 494-2772
South Tower: ext. 30936

Materials Management: ext. 30905

Equipment should be requested via OAS. For emergency needs, call Pump Tech.

Patient Beds

For bed needs: Bed man cell 494-4826, M – F. Weekends call Environmental Services 413-6001.

Specialty beds can be ordered via OAS, but require Skin RN (CWOCN) or nursing coordinator approval.
DEPARTMENTAL SERVICES: ENVIRONMENTAL SERVICES

Phone: ext. 50480

For spills, light bulb changes, etc. I-CARE (ext. 42273).

Access Environmental through Navicare for requests for spills, rooms cleans, etc.

Environmental Supervisor: 413-6001

Sharps Boxes: 863-514-7902
DEPARTMENTAL SERVICES: FOOD AND NUTRITION

Dietary Services
Main number for patient service:  North Tower:  ext. 43859
                                      South Tower:  ext. 30909

Each unit has a Patient Nutrition Representative that comes to bedside to assist patients with menu selections based on the diet currently ordered.

If a patient does not want the offered selections, “Gator Menu” options are available.

Gator Menus list standard food options available for all meal times and most diets, with the exception of liquids.
Formula Room

Location:  North Tower, Ground Floor, Room G202
          South Tower, Ground Floor, Formula Closet for after-hours routine formula needs

Phone: ext. 44067

Hours of Operation:  7 days a week, 9 a.m. – 5 p.m.

Dietary supplements and tube feedings are ordered via OAS. The formula room delivers once per day. For new formula orders placed after delivery times and during regular hours of operation, staff should call the formula room then may pick up formula at G-202. After hours, staff should call security to obtain 4 liquid cans or less or 1 liter bottle of formula. All other requests, contact the on-call Dietitian. A Nutritional Supplement Request Form needs to be filled out and left to obtain after-hours formula.
**Nutrition Consults**

MD orders or RN Referrals need to be entered as orders into OAS gold to obtain consults.

Nutrition Referrals will automatically be sent to Nutrition Services if there is a deficit noted on the Nutrition page of the Nursing Admission Assessment.

**Restaurants**

North Tower Cafeteria (6 a.m. – 10 a.m., 11 a.m. – 8 p.m., M – F)
North Tower Food Court (24 hours, 7 days a week)
Wendy’s (24 hours, 7 days a week)
Subway (10 a.m. – 12 a.m., 7 days a week)
Hovans and TCBY (10 a.m. – 7 p.m., M – F)
Health Science Center Sun Terrace — Chick-Fil-A
  (10 a.m. – 3 p.m., M – F, and 10 a.m. – 2 p.m. Sat.)
Einstein Brothers (7 a.m. – 3 p.m., M – F, and 8 a.m. – 2 p.m. Sat. and Sun.)
South Tower - 3rd Floor Café (6:30 a.m. – 8 p.m., M – F, and 6:30 a.m. – 3 p.m. Sat. and Sun.)
DEPARTMENTAL SERVICES: HUMAN RESOURCES

Phone: Occupational Health Services / Employee Assistance Program, ext. 50250
Employee Resource Center, ext. 50043

DEPARTMENTAL SERVICES: INFORMATION SERVICES

Call ext. 50526 for work stoppage (need it fixed now or by end of day) issues.

Use the **Self-service Help Desk (SSHD)** and place your own ticket for **routine** issues. Access the SSHD via a link after logging into the **portal** or by clicking on the CSG Work Request button in CHRIS.
DEPARTMENTAL SERVICES: INTERNAL PATIENT TRANSPORTATION

Hours of Operation: 24/7
Phone: In house ext. 57827
Location: North Tower, Room G154

Green SBAR travel tickets are for use when a patient is being transported by non-licensed personnel. The RN should fill out travel ticket and give to transporter before patient is taken for appointments or procedures.

For transportation of floor patients that need nurse monitoring, please call the STAT RN, pager 413-4574.

When transferring patients to a different floor, if your patient will require remote telemetry or continuous pulse oximetry monitoring on the receiving unit, fax telemetry orders/call for pulse oximetry BEFORE transfer to ensure equipment set up.

CATH LAB and OR provide their own patient transport.
DEPARTMENTAL SERVICES: LAB SERVICES

Shands clinical laboratory departments include hematopathology (flow cytometry), cytology, histology, transplant, core lab, and blood bank. For more detailed information about Clinical Laboratories, please visit Clinical Laboratories page of the Portal.

**Core Lab:** North Tower, 3rd Floor, ext. 50412
Clinical Chemistry (General Chemistry, Urinalysis, Drug Monitoring, Miscellaneous Chemistry) ext. 44869
Hematology ext. 44857

**Stat Lab:** North Tower, 2nd Floor, ext. 50199
STAT LAB SPECIMENS:

- Arterial Blood Gases
- Arterial and Venous Samples
- Capillary Blood Gases
- CO-Oximetry Battery (CO, Met-Hgb)
  Arterial, Capillary, Venous
- Cord Blood Gases
- Direct Measurement(s)
- Fetal Scalp Series
- Microhematocrit
- pH Direct

- pH, pCO2, pO2 Arterial, Capillary, Venous (no calculations)
- Shunt Blood Gases: Both
- Thromboelastograph (contact laboratory for collection and transport requirements)
- Venous Blood Gases
- Whole Blood Glucose/Ionized Calcium/Lactic Acid/Potassium/Sodium

Microbiology (Microbiology, Virology, Serology, Parasitology, Mycology, and Mycobacteriology) ext. 50165

Both North and South Towers have a surgical pathology gross lab and a cytology FNA lab. Specimens can be sent via tube system from both North and South Towers or hand-carried to labs.
DEPARTMENTAL SERVICES: PHARMACY

Pharmacy resources are online on the opening page of the Portal under Clinical Links. Either click on Drug Reference for all drug information or Patient Education Care Notes for patient education.

PHARMACY SERVICES – South Tower

<table>
<thead>
<tr>
<th>Location Description</th>
<th>Room #</th>
<th>Outside Phone #</th>
<th>Internal Phone Ext</th>
<th>Fax # (Ext)</th>
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<tbody>
<tr>
<td>Satellite – 7th Floor*</td>
<td>7018</td>
<td>733.0933</td>
<td>30933</td>
<td>31340</td>
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<tr>
<td>Satellite – 5th Floor*</td>
<td>5018</td>
<td>733.0931</td>
<td>30931</td>
<td>31330</td>
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<tr>
<td>Satellite – 4th Floor</td>
<td>4018</td>
<td>733.0891</td>
<td>30891</td>
<td>31326</td>
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<tr>
<td>IV Center – South Tower</td>
<td>G106</td>
<td>733.0889</td>
<td>30889</td>
<td>31353</td>
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<tr>
<td>Chemo Pharmacy – Service both North and South Towers</td>
<td>G106</td>
<td>N/A</td>
<td>29607</td>
<td>31354</td>
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<tr>
<td>Investigational Drugs Service – Satellite for South Tower</td>
<td>G108</td>
<td>N/A</td>
<td>29612</td>
<td>31394</td>
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</tbody>
</table>

Pharmacy Services
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Satellite pharmacies located on the 7th and 5th floors will not be dispensing satellites except for emergent medications. Routine medications will be handled through the Omnicell dispensing cabinets.

The 4th floor satellite will be a dispensing pharmacy and will support the other satellites as needed as well as the Surgical Critical Care beds, ED, Operating Rooms, and Interventional Radiology. This location will also be a 24-hr service location.
### Hours of Operation for Service Locations in South Tower:

<table>
<thead>
<tr>
<th>Location Description</th>
<th>Room #</th>
<th>Monday – Friday</th>
<th>Weekends &amp; Holidays</th>
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<tbody>
<tr>
<td>Satellite – 7th Floor*</td>
<td>7018</td>
<td>7 a.m. – 11 p.m.</td>
<td>7 a.m. – 5:30 p.m.</td>
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<tr>
<td>Satellite – 5th Floor*</td>
<td>5018</td>
<td>CLOSED</td>
<td>CLOSED</td>
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<tr>
<td>Satellite – 4th Floor</td>
<td>4018</td>
<td>24 HRS</td>
<td>24 HRS</td>
</tr>
<tr>
<td>IV Center</td>
<td>G106</td>
<td>7 a.m. – 11 p.m.</td>
<td>7 a.m. – 11 p.m.</td>
</tr>
<tr>
<td>Chemo Pharmacy</td>
<td>G106</td>
<td>9 a.m. – 6 p.m.</td>
<td>9 a.m. – 6 p.m.</td>
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<tr>
<td>Investigational Drug Service – Satellite</td>
<td>G108</td>
<td>8 a.m. – 4:30 p.m.</td>
<td>CLOSED</td>
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<tr>
<td>Pharmacy Storeroom</td>
<td></td>
<td>7 a.m. – 3 p.m.</td>
<td>7 a.m. – 3 p.m.</td>
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<tr>
<td>Retail Outpatient Pharmacy</td>
<td>1010</td>
<td>8:30 a.m. – 5 p.m.</td>
<td>CLOSED</td>
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</tbody>
</table>
# PHARMACY SERVICES – North Tower

<table>
<thead>
<tr>
<th>Location Description</th>
<th>Room #</th>
<th>Outside Phone #</th>
<th>Internal Phone Ext</th>
<th>Fax # (Ext)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satellite – 10&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>10-502</td>
<td>NA</td>
<td>42754</td>
<td>51009</td>
</tr>
<tr>
<td>Satellite – 9&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>9502</td>
<td>NA</td>
<td>43399</td>
<td>50501</td>
</tr>
<tr>
<td>Satellite – 4&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>4202</td>
<td>NA</td>
<td>43401</td>
<td>43408</td>
</tr>
<tr>
<td>Satellite – 2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>2446</td>
<td>265-0069</td>
<td>50069</td>
<td>50475</td>
</tr>
<tr>
<td>IV Center</td>
<td>G537</td>
<td>NA</td>
<td>44250</td>
<td>50580</td>
</tr>
<tr>
<td>Pharmacy Storeroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient Pharmacy</td>
<td>Atrium</td>
<td>265-0405</td>
<td>50405</td>
<td>50133</td>
</tr>
</tbody>
</table>

## Hours of Operation for Service Locations in North Tower:

<table>
<thead>
<tr>
<th>Location Description</th>
<th>Room #</th>
<th>Monday – Friday</th>
<th>Weekends &amp; Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satellite – 10&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>10-502</td>
<td>24 HRS</td>
<td>24 HRS</td>
</tr>
<tr>
<td>Satellite – 9&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>9502</td>
<td>7 a.m. – 11 p.m.</td>
<td>7 a.m. – 11 p.m.</td>
</tr>
<tr>
<td>Satellite – 4&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>4202</td>
<td>7 a.m. – 11 p.m.</td>
<td>7 a.m. – 11 p.m.</td>
</tr>
<tr>
<td>Satellite – 2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>2446</td>
<td>7 a.m. – 11 p.m.</td>
<td>7 a.m. – 11 p.m.</td>
</tr>
<tr>
<td>Central Pharmacy (IV Center)</td>
<td>G537</td>
<td>24 HRS</td>
<td>24 HRS</td>
</tr>
<tr>
<td>Outpatient Pharmacy</td>
<td>Atrium</td>
<td>7 a.m. – 11 p.m.</td>
<td>9 a.m. – 1 p.m. (Sat.) Closed on Sunday</td>
</tr>
</tbody>
</table>

Closed on Sunday
DEPARTMENTAL SERVICES: RADIOLOGY

1. **General Diagnostic** - available 24/7 North and South Towers
2. **Fluoroscopy** - North and South Towers: M – F day (until 4 p.m.)
   *emergency only after hours*
3. **CT Scan** - 24/7 North and South Towers
4. **MRI** - North Tower-24 hrs M-F, Sat-Sun day (until 6 p.m.)
5. **Nuclear Medicine** - North Tower: M – F day (until 6 p.m.)
6. **Ultrasound** - North Tower: M – F (until midnight) and weekend day
   (until 6 p.m.); South Tower: M – F day (until 7 p.m.)
7. **Interventional** - North tower: M – F day (until 7 p.m.);
   South Tower: M – F day (until 4 p.m.)

*Neuro studies will only be available at the North Tower.*

For after-hours emergencies where an on-call technologist is called in, every attempt will be made to perform the exam in the tower where the patient is located, unless the exam is only available at the North Tower.
<table>
<thead>
<tr>
<th>Service</th>
<th>South Tower</th>
<th>North Tower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluoroscopy</td>
<td>30892</td>
<td>50102</td>
</tr>
<tr>
<td>Radiology X-ray</td>
<td>30899</td>
<td>44288</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td></td>
<td>46211</td>
</tr>
<tr>
<td>CT</td>
<td>30895</td>
<td>46068</td>
</tr>
<tr>
<td>Ultrasound</td>
<td>30927</td>
<td>44363</td>
</tr>
<tr>
<td>Interventional</td>
<td>30926</td>
<td>50116</td>
</tr>
<tr>
<td>ECHO</td>
<td>31047</td>
<td>50047</td>
</tr>
<tr>
<td>MRI</td>
<td></td>
<td>50106</td>
</tr>
<tr>
<td>EEG</td>
<td></td>
<td>50334</td>
</tr>
<tr>
<td>Vascular</td>
<td>31099</td>
<td>50399</td>
</tr>
</tbody>
</table>
DEPARTMENTAL SERVICES: RESPIRATORY SERVICES

Please see the Cardiopulmonary Web site in the Shands portal under Department listing for more information on Respiratory, Hyperbaric Chamber, CPR Training, Pulmonary Lab, and education pertaining to these services.

Location: North Tower Room 5146

Locations in the South Tower will be for shift change and equipment only.

Respiratory Therapists will be located by beeper and assignments will be made immediately before shift change based on acuity/treatments, as is current practice.

Pulse Oximetry: 494-9201

New ventilators will allow for the transportation of patients on BIPAP or CPAP.
DEPARTMENTAL SERVICES: SECURITY

Phone:  Non-emergent services: ext. 50109
        Emergency service: ext. 50911

Security officers are stationed in the ER 24/7.

Officers are stationed in the front circle from 7:30 a.m. to 6:30 p.m. on the North campus.

Security officers will provide staff with an escort to their cars if requested.

Additionally, staff can call security to....
• Secure patient valuables and home medications.
• Provide escort to car after shuttle operating hours.
• Report incidents that involve criminal activity.
PATIENT AND FAMILY RESOURCES

Encompasses case management, social work, discharge planning, utilization review, chaplain services, and patient representatives. Social work and chaplain services are available 24 hours per day/7 days per week.

Case Management services assist with the progression of the patient’s care and works closely with the medical team on arranging a safe, effective discharge for our patients.

Social Work focuses on the psychosocial issues that impact a patient’s health and safety.

Discharge Planning assists case management and social work in arranging items needed for patient discharge.

Utilization Review communicates patient progress with their individual insurance providers.

Chaplain Services attends to the spiritual needs of patients.

Patient Representatives mediates patient concerns.
PATIENT AND FAMILY RESOURCES:
Monday – Friday: 8 a.m. – 5 p.m.
    Phone: 265-0224; Fax: 265-0113
5 p.m. to 8 a.m. and weekends:
    Social Work pager: 413-5241; Chaplain pager: 413-5282

ARTS IN MEDICINE: offers creative activities, such as drawing, painting,
arts and crafts, poetry, journaling, music, dance, theater, and more, for
adults and children: 264-5469

LANGUAGE ASSISTANCE:
Phone: 265-0224 (or use Language Line phone on each unit).
If discussing information about treatment or services, use only an
approved interpreter or Language Line.
PEDIATRIC SERVICES

Child Life – Infants to 21yrs.
Psychosocial issues, such as coping with hospitalization, procedures, and treatments, and opportunities for mastery, play, and self-expression.
Certified Child Life Specialists: 264-6470
M – F, 8 a.m. – 5 p.m., except holidays

Streetlight Program: for adolescents with life-limiting illness. Sixty UF students specially trained to meet the non-medical needs of youth and young adults. www.shands.org/streetlight
Office: 265-0917  Director, Rebecca Brown: 745-6644

Social Services
M – F, 8 a.m. – 5 p.m.
On-call Social Worker pager 413-5241, 5 p.m. – 8 a.m.

RONALD MCDONALD HOUSE: 374-4404
Phone and Beeper #s

To access, Communications, you do NOT need to log in. Click on communications.
Shands Healthcare Phone #s

- All Shands Healthcare phone numbers are available through the CHRIS system.
  - Select Shands Dept/Hospitals
  - Enter hospital or department under search string
  - Select submit query

Shands Jax and Shands Homecare are listed separately.
MD Call Lists

Click here
On Call Web Viewer

Select Dept using drop down menu.

On call fields will populate automatically.
After opening Internet Explorer, log into the Shands portal by entering your user name and password.
Once you sign into the Portal, select “Services” for Nursing & Pharmacy

The on-line Patient Safety Report (Incident Reports) link is on the Portal Home Page, even if not signed in.
The UF Nursing portal is accessed using this link on the Services page.

The Infection Control portal is accessed using this link on the Services page.
After selecting Nursing UF, on the left side of Irene’s page, select Nursing Informatics...

SmartChart Resources
Contains up to date information related to documentation enhancements and changes
The tabs on this page contain information about:
- Passwords
- Applications
- Education including
  - VPN access
  - SmartChart
  - OneStaff
  - Groupwise
  - NaviCare

Passwords for any of the following applications can be modified through the P-Synch System:

- Portal
- Network
- OAS Gold
- RACF/HIS
- Citrix
- GroupWise
- NetAccess
- PeopleSoft (HR & FIN)

To Access P-Synch, Click Here!

If you need a password reset for a Nursing Department Application, click on the button below, and fill in your FULL Name and User ID Number (from your badge).
Nursing Education
GIFT

<table>
<thead>
<tr>
<th>G</th>
<th>Greeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Introduction</td>
</tr>
<tr>
<td>F</td>
<td>Facts</td>
</tr>
<tr>
<td>T</td>
<td>Time Expectation</td>
</tr>
<tr>
<td>S</td>
<td>Salutation</td>
</tr>
</tbody>
</table>

RACE
- Rescue
- Activate Alarm
- Confine the smoke; close doors
- Evacuate/Extinguish.

PASS – Fire Extinguishers
- Pull the pin
- Aim at the base of the fire
- Squeeze the handle to activate the spray
- Sweep the spray from side to side.
## Banned Abbreviations

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Q.D.”, “qd”, “q.d.”, “QD” or “QOD”, “Q.O.D.”, “qod”, “q.o.d.”</td>
<td>“daily” or “every other day”</td>
</tr>
<tr>
<td>“MSO4” or “MS”</td>
<td>“morphine”</td>
</tr>
<tr>
<td>“MgSO4”</td>
<td>“magnesium sulfate”</td>
</tr>
<tr>
<td>“u”</td>
<td>Units</td>
</tr>
<tr>
<td>“IU”</td>
<td>International Units</td>
</tr>
<tr>
<td>“.2”</td>
<td>“0.2” — use leading zero</td>
</tr>
<tr>
<td>“2.0”</td>
<td>“2” — avoid trailing zeros</td>
</tr>
</tbody>
</table>
TRANSPORTATION AND PARKING

Parking Map: *See inside back cover*

(Night-shift employees do not need a decal to park in a UF decal-restricted area from 4:30 p.m. – 7:30 a.m.)

Parking Options for Day Shift Employees

<table>
<thead>
<tr>
<th>Parking Area</th>
<th>Location</th>
<th>To Be Used By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gated Garage I</td>
<td>East of Shands at UF (Newell Drive)</td>
<td><strong>All Levels:</strong> Employees with Gated decals only</td>
</tr>
<tr>
<td>Patient/Visitor &amp; Staff Garage II</td>
<td>West of UF Health Science Center, closest to Dental entrance (Center Drive)</td>
<td><strong>Ground and 2\textsuperscript{nd} Levels:</strong> Employees with Gated decals only</td>
</tr>
<tr>
<td>Patient/Visitor &amp; Staff Garage III</td>
<td>West of UF Health Science Center, behind Shands Medical Plaza (Mowry Road)</td>
<td><strong>3\textsuperscript{rd} and 4\textsuperscript{th} Levels:</strong> Patient/visitor parking only</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Ground Level:</strong> Employees with Blue decals</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2\textsuperscript{nd} Level:</strong> Patients/visitors</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>3\textsuperscript{rd} Level:</strong> Gated and Carpool decals</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>4\textsuperscript{th} Level:</strong> Medical Residents only</td>
</tr>
<tr>
<td>Parking Area</td>
<td>Location</td>
<td>To Be Used By:</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Staff &amp; Visitor Garage VI</td>
<td>Next to 1329 Building (1329 SW 16th Street)</td>
<td><strong>1st Level:</strong> Short-term metered visitor spaces</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>2nd Level:</strong> Carpool and Blue decals</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>All Remaining Levels:</strong> Gated decals</td>
</tr>
<tr>
<td>Staff Garage IX</td>
<td>South side of Southwest Archer Road, opposite the Shands Medical Plaza</td>
<td><strong>All Levels:</strong> Employees with Blue decals</td>
</tr>
<tr>
<td></td>
<td>and Health Science Center (a block west of the VA Medical Center)</td>
<td></td>
</tr>
<tr>
<td>Commuter Lot IX</td>
<td>Outdoor/surface parking lot west of Garage IX (see above)</td>
<td>Employees with Blue, Green, or Orange decals</td>
</tr>
<tr>
<td>Parking Area</td>
<td>Location</td>
<td>To Be Used By:</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Student & Employee Garage XIII       | New garage behind UF Transportation and Parking Svcs. office (corner of Gale Lemerand Drive and Mowry Road) | Designated for employees who work at UF HSC complex; recommended for use when Garage IX is full.  
**Ground Level:** Orange decal parking (for empl. with Official Business decals)  
**2nd Level:** UF Medical residents only  
**3rd and 4th Levels:** Employees with Blue decals  
**5th and 6th Levels:** Green decal pkg. |
| Green/Staff Commuter Lots            | West side of Gale Lemerand Drive; and between the Triangle Lot and Garage IX | Employees and students with Green decals                                                            |
| Shands at UF South Campus Garage     | New garage on the new Shands at UF South Campus (east of Shands Cancer Hosp. at UF and Shands Critical Care Center, off SW 13th St., a block south of SW Archer Rd.) | Pre-approved employees with Blue decals who work at the Shands Cancer Hospital at UF, Shands Critical Care Center, and Shands PRC Building. Requires Blue decal with validation sticker (obtained through UF Transportation and Parking Services). Employees will be informed where to get their validations stickers. |
Drivers are pleased to answer any questions about shuttle service.