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## NURSING UNITS: SOUTH CAMPUS

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<th>Unit/Location</th>
<th>Patient Populations</th>
<th>Phone #</th>
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<td>4W SICU/IMC</td>
<td>Trauma, NSG Trauma, Orthopaedics</td>
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<td>5E Med/Surg</td>
<td>General Surgery; Surg/Onc</td>
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<td>Trauma &amp; Acute Surgery; Lung Transplant</td>
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<td>6E Med/Surg</td>
<td>Urology; Kidney, Liver, &amp; Pancreas Transplant</td>
<td>30962</td>
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<td>6W Med/Surg</td>
<td>Orthopaedics</td>
<td>30961</td>
</tr>
<tr>
<td>7E BMT Outpt</td>
<td>Adult Bone Marrow Transplant Clinic</td>
<td>30972</td>
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<td>7W BMTU</td>
<td>Adult Bone Marrow Transplant</td>
<td>30971</td>
</tr>
<tr>
<td>8E Medical Hem/Onc</td>
<td>Hem/Onc</td>
<td>30980</td>
</tr>
</tbody>
</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, 11-5 CN & 82 CN and STAT nurses will respond to stroke alert.

*Nursing Resources continued on next page*
4. **Code Blue – Dial “66” from any hard-wired phone in the hospital**

**Both Campuses**
- 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 Campus**
- 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 Campus**
- All patient rooms have a Code Blue button on the Nurse Call wall unit. This activates the Code Blue system through the operator.
- South Campus 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, 494-1319, 494-5795; Pager 413-3498
   • Provide nursing administrative coverage on off-shifts and weekends.

6. **Patient Death – Body Release Process**
   Immediately notify the Nursing Coordinator at 494-5740. For deaths Monday – Friday 0700-1500, also notify ADTU by calling 5-0930. Immediately fax the notification form **108412-A** to #5-0931. Hand deliver the hard copy medical record and completed forms within the **Death Packet (108412)** to the ADTU **within two hours** of a patient’s death.

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

8. **I.V. Nurse**
   One LPN day shift M - F Page STAT Nurse pager number (413-4574).
   • 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.

9. **LIFT team – Use Navicare to place request**
   Provide lifting assistance for ancillary areas and all nursing units.

   *Nursing Resources*
   *continued on next page*
10. **PICC Team**

- The PICC order set in EPIC should be filled out and signed by the physician, ARNP, or PA.
- When filling out the PICC order set, the chest x-ray to be done after PICC insertion can be ordered at the same time by filling out the imaging section.
- The pre-printed PICC consent form must be filled out and signed by the patient, physician, and witness (*all* signatures are required).
  A consent is valid only for one PICC insertion. While the patient is *in* an ICU bed, we are able to also accept a pan consent form. The space on the front of the ICU consent form next to PICC must be initialed by the patient or representative. The rest of the form must also be filled out and signed by the patient or representative, physician, and witness. All consents must have a date and time on them.
- The PICC coordinator constantly checks for orders and triages to determine which patients are most urgent and updates the list and the rest of the team with new assignments.
- **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.) Please call Radiology department after PICC line is placed.
11. **Diabetes Resource Nurses**
   - **Diabetes Resource Nurses** – unit-based experts and resource
   - **Diabetes Clinician:**
     - **Phone:** Office 265-0680 ext. 45369, Cell 494-0892
     - **Hours:** Mon. – Fri., 8 a.m. to 4:30 p.m.
   - **Health Care Providers** – order consult through EPIC
     (Consults UF – Inpatient Diabetes Education Request)

12. **Wound and Ostomy Nurses**
    **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) and Wound/Ostomy nurses provide clinical support to patients, staff and physicians throughout the hospital continuum.
    - **Consult Process – MD or provider:** order consult through EPIC
      **RNs:** order by clicking Wound Ostomy consult needed in DOC flowsheet

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.

*Nursing Resources*
*continued on next page*
14. **Nurse Specialists**
   - **Peggy Guin, PhD, ARNP, CNRN**, Clinical Nurse Specialist, ext. 50211, Beeper 413-5158
   - **Paula Johns, MSN, RN**, Nutrition Support, 258-2171
   - **Rich Bednar, MSN, RN**, Peds Clinician, 1-888-890-3404
   - **Jamie Thomas, BSN, RN, CCRN**, Stroke Program Coordinator, ext. 43609, Beeper 413-5689
   - **Brenda Forrest, BSN, RN**, Stroke Program Coordinator, 265-0111, ext. 29634, Beeper 413-1412
   - **Donna York, MSN, RN**, Trauma PI Coordinator, 733-0879, Beeper 413-1644
   - **Wendy Edmonds, JD, BA, RN, CCRN**, Brain and Spinal Cord Injury Program Coordinator, 733-0877, Beeper 413-3836

15. **Nursing Education  5-0185**

16. **CORTRAK® Team**
   Available 7 days a week 8 a.m. to 8 p.m.
   Ask the physician to order the IP Enteral Feeding Tube Placement Consult. *(It is in the EPIC order sets).*
DEPARTMENTAL SERVICES: CATH LAB

Phone: ext. 50119
Location: North Campus 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: CDC, EDC, LINEN

CDC and Linen
Location: North Campus, Basement
        South Campus, Ground Floor
Phone: SUF Supply Chain Customer Service (CDC): ext. 5-0203

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

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

Materials Management: ext. 30905

Equipment should be requested via EPIC. 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 EPIC, but require Skin RN (CWOCN) or nursing coordinator approval.
DEPARTMENTAL SERVICES: ENVIRONMENTAL SERVICES

Phone: ext. 50480

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

For light bulb changes, enter work order for Facilities Maintenance.

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

Environmental Supervisor: North Campus - 494-4989
South Campus - 260-7006

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

Nutrition Services
Main number for Nutrition Services:  
North Campus: ext. 43859  
South Campus: ext. 30909

Each unit has a Catering Associate 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, “Alternate Menu” options are available.

The “Alternate Menu” option lists standard food options available for all meal times and most diets, with the exception of liquids.

Nutrition Supervisor: 258-1810

Food and Nutrition
continued on next page
Formula Room

Location: North Campus, Ground Floor, Room G202
         South Campus, 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 EPIC. 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 will be communicated through EPIC. Each unit has an assigned Registered Dietitian (RD). The Support Technician has the cell phone contact information for each RD. Dietitians work on weekends and are on-call in the evening. Contact information can be found via the online on-call schedule or by contacting the Shands operator.

**AD Nutrition Services #:** ext. 46528

**Restaurants — Hours**
Shands at UF offers many dining options in the North and South Towers, Sun Terrace and 1329 Building.

Please see this web site for the options and hours:
DEPARTMENTAL SERVICES: HEALTH INFORMATION MANAGEMENT (MEDICAL RECORDS)

Phone: 265-0131
Location: Hancock Square, 4001 NW 22nd Drive, Gainesville, FL 32605

During business hours:
Body Release: Transferred to Nursing
Document Imaging: ext. 59375
Identity and Chart Correction: 733-0910
Notes routing (Referring Physician info): ext. 40905
Physician assistance with chart completion: ext. 40908
Release of information (copies of patient records): ext. 40909
Research: ext. 40916
Support Services: ext. 40906 (Dictation/Transcription/Record Requests)
Administration: ext. 50479

After hours, weekends, and holidays: ext. 44796
Identity Merge team consists of two groups:

1) **Merge group** is responsible for maintaining the data integrity of the healthcare system and Master Patient Index, MPI, (i.e., Duplicate MRNs, patient merges, and unmerges);

2) **Chart Correction group** is responsible for assisting in maintaining quality and improving data integrity of the legal medical record by identifying and coordinating clinical data corrections in the EMR (i.e., patient overlays - two patients on one record, documents filed to the incorrect patient or hospital visit), and developing and maintaining the chart correction guidelines located on the EPIC Web page on the Portal.

Monday - Friday 8:00 a.m. – 5:00 p.m.

**Phone:** 733-0910.

To report duplicate numbers or chart corrections, please call the number listed above or email the team at **HIMMRG@ba.shands.org**.
For after-hours emergencies, please page the on-call person for the Identity Merge Team at (352) 413-4973.

Clinical Documentation Improvement Program provides guidance to assist in the delivery of clear, complete, and concise clinical documentation in the medical record to accurately reflect the acuity of the patients served.

Monday - Friday: 7:00 a.m. – 5:00 p.m.

Phone: 265-0680 ext. 48769 & 44130

Location: North Tower Room 1364
DEPARTMENTAL SERVICES: HEART STATION

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

Portable procedures provided to South Campus 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.
DEPARTMENTAL SERVICES: HUMAN RESOURCES

Phone: 265-0441
Occupational Health Services / Employee Assistance Program, ext. 50250

DEPARTMENTAL SERVICES: INFECTION PREVENTION & CONTROL

Phone: ext. 50284
Fax: 265-0434
Location: North Campus, Room 2080
Hours of Operation: 7:30 a.m. - 5 p.m.
After hours: Contact Nursing Coordinator or Operator to reach on-call person.

See Shands Portal for access to the Infection Prevention and Control Web site for key policies and practices.
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 Campus, Room G154

The EPIC “Ticket to Ride” is for use when a patient is being transported by non-licensed personnel. The RN should print “Ticket to Ride” 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.

When transferring patients to a different floor, if your patient will require continuous pulse oximetry monitoring on the receiving unit, call Respiratory at 494-9201 for pulse oximetry BEFORE transfer to ensure equipment set up. If patient is on remote telemetry, notify the monitoring unit of transfer.

CATH LAB and OR provide their own patient transport.

To request transportation call 57827 or enter the request via Navicare located on the Shands desktop manager.
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 Campus, 3rd Floor, ext. 50412
Clinical Chemistry (General Chemistry, Urinalysis, Drug Monitoring, Miscellaneous Chemistry) ext. 44869
Hematology ext. 44857

Stat Lab: North Campus, 2nd Floor, ext. 50199

Stem Cell Lab: South Campus, 7th Floor, ext. 30973.

Lab Services
continued on next page
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 Campuses have a surgical pathology gross lab and a cytology FNA lab. Specimens can be sent via tube system from both North and South Campuses or hand-carried to labs.
Blood Bank:

Phone: In house ext. 30900  Fax: 733-0812
Manager Phone: 260-8806, ext. 29617
Supervisor On-call Phone: 260-3358
Location: South Campus, Ground Floor, Room G110

North Campus Dispense Station (NTDS) Location: North Tower, 2nd Floor, Stat Lab Room #2502
• NTDS dispenses blood product to North ORs, BICU-OR, L&D-OR, Cath Lab, and CICU
• All blood products are to be picked up by OR/Cath Lab/ICU staff.
• All blood bank specimens should be tubed to the Blood Bank (station #600).

South Campus
• All blood products delivered via tube system.
• PICU will retain use of their satellite blood refrigerator.
• Blood products for NICU will be tubed from the Blood Bank.
• All blood bank specimens should be tubed to the Blood Bank (station #600).

Lab Services
continued on next page
MTP (Massive Transfusion Protocol) Refrigerators

- **North Campus**: One refrigerator in STAT lab – 2nd Floor, Rm. 2502
- **South Campus**: Two refrigerators — Trauma/ER – 1st Floor, Rm. 1187 — OR – 2nd Floor, Rm. 2111
- Delivery of subsequent MTP packs to patient care area will be by Blood Bank staff.
DEPARTMENTAL SERVICES: PHARMACY

Pharmacy resources are online on the opening page of the portal under Clinical Links or Services. From Clinical Links, either click on Drug Reference for all drug information or Mosby’s Patient Education for patient education. From Services (All Services), either click on Pharmacy Services – UF or Pediatric Pharmacy Services – UF for pharmacy policies and other resources.

PHARMACY SERVICES

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<th>Phone Ext</th>
<th>Hours of Operation</th>
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<td><strong>NORTH CAMPUS</strong></td>
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</tr>
<tr>
<td>Satellite – 10th Floor</td>
<td>10–502</td>
<td>42754</td>
<td>24 Hours</td>
</tr>
<tr>
<td>Satellite – 9th Floor</td>
<td>9502</td>
<td>43399</td>
<td>7 a.m.–7 p.m.</td>
</tr>
<tr>
<td>Pharmacist – 7th Floor</td>
<td>Unit 75</td>
<td>44217</td>
<td>M–F 7 a.m.–11 p.m.</td>
</tr>
<tr>
<td>Pharmacist – 6th Floor</td>
<td>Unit 65</td>
<td>48079</td>
<td>M–F 7 a.m.–11 p.m.</td>
</tr>
<tr>
<td>Pharmacist – 5th Floor</td>
<td>Unit 54</td>
<td>48319</td>
<td>M–F 7 a.m.–11 p.m.</td>
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<td>4202</td>
<td>43401</td>
<td>7 a.m.–7 p.m.</td>
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Pharmacy Services
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<th>Phone Ext</th>
<th>Hours of Operation</th>
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<td><strong>NORTH CAMPUS</strong></td>
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</tr>
<tr>
<td>Satellite – OR</td>
<td>2446</td>
<td>45608</td>
<td>M–F: 7 a.m.–11 p.m.</td>
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<tr>
<td>IV Center / Central Pharmacy</td>
<td>G539</td>
<td>44250</td>
<td>24 Hours</td>
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<tr>
<td>TPN Pharmacy</td>
<td>G539</td>
<td>44248</td>
<td>TPN orders due by 12 noon. Fax #: 50580</td>
</tr>
<tr>
<td>Retail Outpatient Pharmacy</td>
<td>Ground floor near Atrium</td>
<td>50405</td>
<td>M–F: 7 a.m.–7 p.m. Sat: 9 a.m.–1 p.m. Sun: Closed</td>
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<tr>
<td>Location Description</td>
<td>Room #</td>
<td>Phone Ext</td>
<td>Hours of Operation</td>
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<tr>
<td>SOUTH CAMPUS</td>
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</tr>
<tr>
<td>Satellite - 7th Floor</td>
<td>7018</td>
<td>30933</td>
<td>M-F: 7 a.m.–11 p.m. S/S: Closed</td>
</tr>
<tr>
<td>Satellite - 4th Floor</td>
<td>4018</td>
<td>30891</td>
<td>24 Hours</td>
</tr>
<tr>
<td>IV Center - South Campus</td>
<td>G106</td>
<td>30889</td>
<td>7 a.m.–11 p.m.</td>
</tr>
<tr>
<td>Chemo Pharmacy - Service both North and South Campuses</td>
<td>G106</td>
<td>29607</td>
<td>9 a.m.–6 p.m.</td>
</tr>
<tr>
<td>Retail Outpatient Pharmacy</td>
<td>1010</td>
<td>30890</td>
<td>M-F: 8:30 a.m.–5 p.m. S/S: Closed</td>
</tr>
<tr>
<td>TPN Pharmacy - Service from North Campus</td>
<td>North Campus</td>
<td>44248</td>
<td>TPN orders due by 12 noon. Fax #: 50580</td>
</tr>
</tbody>
</table>
Satellite pharmacy located on the 7th floor is not a dispensing satellite 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.
DEPARTMENTAL SERVICES: RADIOLOGY

1. **General Diagnostic** - available 24/7 North and South Campuses
2. **Fluoroscopy** - North and South Campuses: M – F day (until 4 p.m.)
   emergency only after hours
3. **CT Scan** - 24/7 North and South Campuses
4. **MRI** - North Campus - 24/7
   South Campus: M – F 7:00 a.m. - 11:00 p.m.; Sat. day (until 6 p.m.)
5. **Nuclear Medicine** - North Campus: M – F day (until 6 p.m.)
6. **Ultrasound** - North Campus: M – F (until midnight) and weekend day
   (until 6 p.m.); South Campus: M – F day (until 7 p.m.)
7. **Interventional** - North Campus: M – F day (until 7 p.m.);
   South Campus: M – F day (until 4 p.m.)
   *Neuro studies will only be available at the North Campus.

For after-hours emergencies where an on-call technologist is called in, every attempt will be made to perform the exam in the Campus where the patient is located, unless the exam is only available at the North Campus.
## Radiology Diagnostics: Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>South Campus</th>
<th>North Campus</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>30839</td>
<td>46211</td>
</tr>
<tr>
<td>CT</td>
<td>30895</td>
<td>46068</td>
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<tr>
<td>Ultrasound</td>
<td>30927</td>
<td>44363</td>
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<tr>
<td>Interventional</td>
<td>30926</td>
<td>50116</td>
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<tr>
<td>ECHO</td>
<td>31047</td>
<td>50047</td>
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<tr>
<td>MRI</td>
<td>30857</td>
<td>50106</td>
</tr>
<tr>
<td>EEG</td>
<td>31099</td>
<td>50334</td>
</tr>
<tr>
<td>Vascular</td>
<td>31099</td>
<td>50399</td>
</tr>
</tbody>
</table>
DEPARTMENTAL SERVICES: REHABILITATION SERVICES SUF (ACUTE CARE)

Locations: Main offices located on the 6th floor of the North Campus and 6th floor of South Campus

Contact Information:
Main Department .......................................................... 265-0295 North Campus
Main Department .......................................................... 733-0932 South Campus
Main Desk Speech Services................................................. 273-5871
Main Desk Audiology Service............................................. 273-5555
Weekend Pager North Campus......................................... 413-0553
Weekend Pager South Campus......................................... 413-7147
Weekend Pager Speech Pathology ................................. 413-0624
Weekend Cell Phone Audiology....................................... 870-0846

Orthotics and Prosthetics consults: Must be called in to Hanger O and P at 372-8694.
Managers: Eddie Vergara, North Campus; Kathryn Zeppieri, South Campus; Sara S. Plager, Speech (273-5308; 413-0600); Emily McClain, Audiology (273-5319; 870-0846); Operations Specialist: Michelle Musalo x 43824.

Services: Physical, Occupational, Speech and Audiology Services to adult and pediatric populations. Therapy/clinical services are consulted when skilled therapy needs are required to progress activity and for disposition recommendations. Rehab and nursing work together to mobilize patients using the Mobility Guidelines established for the acute setting. Speech and Audiology are consulted when there are concerns for hearing, communication and/or swallowing. Rehab also provides coverage for pediatric burn patients when whirlpool is required. Currently, service to outpatient pulmonary patients is provided in our North Campus gym, but otherwise all other outpatient business is seen in our outpatient clinics offsite. Speech and Audiology outpatient services are provided in the Speech and Hearing Center in the Dental Building as well as numerous satellite clinics in the community.

(continued on next page)
PT and OT notes can be found easily in EPIC using the search bar under “PT Summary” and “OT Summary”. Speech and Audiology notes can be found easily in EPIC in the “Notes” section. Orders for weight-bearing status, activity, and/or and discontinuation of bed rest should be obtained prior to a PT/OT evaluation. If a patient is discharge pending, please indicate this in the order, notify the case manager, or call the department to speed processing of the consultation.
DEPARTMENTAL SERVICES: RESPIRATORY CARE SERVICE

Please see the Cardiopulmonary Service Department 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 Campus, Room 5146

Contact Information:
Cardiopulmonary Services Department......................................................... 265-0078
(Mon. – Fri. 8 am – 4:30 pm)
Pulse Oximetry...................................................................................................... 413-0171
(24-hour coverage)
Respiratory Care Supervisor........................................................................ 494-4835
(24-hour coverage)

(continued on next page)
**STAT EKGs** – Order, with appropriate indication, must be placed in EPIC.
*MD or RN must page for STAT EKG

North Campus Ground – 5th floor STAT EKG .................................................. 413-0174
North Campus 6th – 7th floor STAT EKG.......................................................... 413-0175
South Campus STAT EKG ............................................................................... 413-6804

**Respiratory Therapists** may be assigned to multiple areas and may be contacted by pager. Assignments are made immediately before shift report based on patient acuity/therapy requirements.

**Nitric Oxide Therapy:** An age-appropriate Order Set with P&T-approved indication must be completed in EPIC prior to initiation of therapy.

**ECMO:** The ECMO Program is under the management of the Cardiopulmonary Service Pediatric Coordinator. Initiation of ECMO must be approved by a Pediatric Surgery Attending.
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.
When a patient needs medical treatment at home while they recover from surgery, require ongoing care for a long-term illness, or simply could use a little help with tasks of daily living, Shands HomeCare is the answer. Shands HomeCare offers Skilled Nursing, Therapy Services (PT, OT, and ST), Personal Care Services, Social Work Services, Telehealth Daily Monitoring and Homemaker/Companion Services.

*When considering Shands HomeCare, please consider the following indicators:*

- New or multiple diagnoses, diet and/or medications
- Decreased mobility and/or endurance
- Pain management teaching and/or monitoring
- Incision or wound care
- Infections
- Continued therapy services for speech, ambulating and/or ADLs
Indicators (continued):
• Infusion therapy
• Frequent hospital admissions
• Prior patterns of readmissions, history of falls, or patterns of HHC readmissions
• Chronic conditions including CHF, COPD, Oxygen therapy, and/or Diabetes
• High risk factors including hospital discharge, multiple secondary diagnoses, patient lives with a caregiver (and/or is dependent), dyspnea, and/or urinary catheter

Feel free to call to inquire about specific services/and or information concerning Medicare reimbursement or other payor issues. A registered nurse is available 24-hours-a-day, 7-days-a-week to advise and coordinate Shands HomeCare services.

Shands HomeCare serves the following counties:
  Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Putnam, Suwannee, Union
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** mediate patient concerns.

*Patient and Family Resources continued on next page*
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.

(continued on next page)
PEDIATRIC SERVICES:

Child Life – Infants to 21 yrs.
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.streetlight.ufandshands.org
Office: 265-0917  Director, Rebecca Brown: 745-6644

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.
Greeting
Introduction
Facts
Time Expectation
Salutation

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.
### UNSAFE ABBREVIATIONS

<table>
<thead>
<tr>
<th><strong>NO</strong></th>
<th><strong>YES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>“Q.D.”, “qd”, “q.d.”, “QD”</td>
<td>“daily”</td>
</tr>
<tr>
<td>or</td>
<td>or “every other day”</td>
</tr>
<tr>
<td>“MS04” or “MS”</td>
<td>“morphine”</td>
</tr>
<tr>
<td>“MgS04”</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 <strong>leading</strong> zero</td>
</tr>
<tr>
<td>“2.0”</td>
<td>“2” – <strong>avoid</strong> trailing zeros</td>
</tr>
</tbody>
</table>
Employee ShandsVan
6:00 am – 12:30 am
Courtesy shuttle runs Monday – Friday only, excluding holidays. Visitor parking garages open to staff on weekends and UF holidays. Parking decals can be purchased online at www.parking.ufl.edu or at UF Parking Services at 2015 SW 16th Ave. At this time, the staff shuttle does not provide service to the South Campus, except during inclement weather. Authorized staff will receive permits for South Campus parking garage.

Drivers are pleased to answer any questions about shuttle service.