

# Unit Scavenger Hunt

**Mankato**

 Location: ☐ Mankato ☐ Fairmont ☐ New Prague ☐ Springfield ☐ St. James ☐ Waseca

Item – Check Box when Complete (Mark N/A if not applicable for position or location)	Inpatient/Outpatient	Ambulatory
<b>Desk Area</b>		
Central Desk		N/A
Patient Assignment		N/A
Nursing Station/Item Locations		
Charting Areas/Computer Access		
Printers: Patient Labels, Faxes, Extra Paper, Trouble Shooting		
ID Bands, Allergy Bands, Color Band System		N/A
Hourly Rounding Supplies		N/A
Patient Education Printed Materials		
<b>Staff Information</b>		
Kitchen: Patient Use Only, Patient Refreshment Supplies		N/A
Resources and Offices: Supervisor, Support Staff		
Schedule Book		N/A
<b>Patient Rooms</b>		
Directions and Locations of Other Patient Care Sites		
Oxygen and Suction Outlets		
Code Button, CPR Equipment		N/A
Communication “Whiteboard”		
Patient Transfer Route		
Bathing Locations for Patients		N/A
Cleaning Policies		
<b>Medications and Supplies</b>		
Medication Room Including Pyxis, if Applicable		
Scanner for Meds/Caremobile		N/A
Linen Closet		
Supply Room: Dressings, etc.		
Clean and Dirty Utility Rooms, Waste Disposal Plan		
Shower Rooms		N/A
Personal Protective Equipment and Isolation Door Signs		
Equipment: Scale, Wheelchair, Oxygen Tanks, Lift Equipment		
Respiratory Supplies, if Separated		
Point of Care Testing Supplies: Glucometer		
Telemetry		N/A
Specimen Equipment and Sending e.g., Pneumatic Tube if Applicable		
Blanket Warmer Location		N/A
Location of Patient Restraints		N/A
<b>Safety and Emergencies</b>		
Panic Button/Staff Emergency Button/Patient Help		
Location of Stat Cart for Code Blue and/or Emergency Equipment		
Fire Extinguishers, Fire Alarm Pulls, Emergency Exit Plan and Exits		
Oxygen Shut–Off Valves		N/A
Location for Staff to Wash Eyes in the Case of Emergency (e.g., Eyewash Station)		
Call Light System; Bed Controls		N/A
Patient Monitoring Alarms (e.g., Bed Exit, Tabs, Pressure Sensor Pads)		N/A
Special Measures e.g., Parent–Baby Identification Systems		N/A
Where to Sequester and Tag Equipment for Repair		
<b>Communication</b>		
Phones: Location; Phone Numbers; How to Transfer; Reminders About Smart Web		
Interpreter Service/Phone		
Cheat Sheets for Common Phone Numbers		
Vocera Communication Tool: Location and/or Purpose (as Applicable) Hill–Rom System at FMC,		N/A

and cell phones		
Assignment Sheets		N/A
Call Schedules and How to Use		
Recycle/Shred for HIPAA		
Standard Precaution Signs		N/A
Downtime Documents		
Whiteboard Communication Tool		N/A
<b>Tour of Other Departments</b>		
Patient/Family Waiting Areas		
Gift Shop/Vending Food Locations		N/A
Administration		N/A
Volunteer Desk		N/A
Radiology		
Emergency Room		N/A
Operating Room/Same Day Surgery/Post Anesthesia Room		N/A
Laboratory		
Morgue		N/A
Dialysis		N/A
Health Information Systems		
Others Areas (OB, Nursery, Physical Medicine, Clinics, Outpatient facilities, etc.)		
<b>Intranet Scavenger Hunt</b>		
Mayo Clinic Health System Intranet Home Page		
Find other Mayo Clinic Health System Home Pages		
Your Department Webpage		
Nursing Education Page for Mayo Clinic Health System		
Mayo Clinic Health System Internet System Main Page (What the Public Sees)		
Kronos/WTk/Time Management System		
Time Stamp Adjustment Form as Applicable		
CPR Course Dates		
Learning Management System – Web in Service		
Employee Discount Tickets		
Lost and Found		
E-Card Location (Mayo Website – Thank You Cards)		
Cafeteria Menu if Eating on Hospital Campus		
Newsletter–Hometown Health		
Up to Date (Mayo Library)		
Smart Web (as Applicable)		
Online Employee Directory		
Lippincott Tutorial		
Patient and Family Education Materials		
Department Specific Procedures		
Emergency Response Codes		
Survey Preparation: Environmental Blitz Checklist (as Applicable)		
Policies – Code Blue Policy		
EMR Documentation Guidelines		
Review Protocols Used by Registered Nurses		
<b>For RN's</b>		
Order Sets		
Potassium Replacement Protocol and/or Heparin Protocol		N/A
PICC Line Guideline		
Equipment Guidelines – Telemetry and/or Spacelabs		N/A
Lippincott – Blood Administration		N/A