

**WOC MANDATORY TRAINING**

**Non-Clinical EXAM**

*"Providing a Safe and Secure Environment for Health Care"*

**1. The responsibility for safety must rest principally with each employee.**

- A. True
- B. False

**2. If you are injured and it requires medical treatment beyond first aid care you must:**

- A. Go directly home
- B. Complete an OWCP form CA-1 "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation"
- C. Be transported to the nearest trauma center
- D. Report to the Canteen

**3. If you are injured during off tours and your immediate supervisor is not available, you should:**

- A. Tell the person acting in your supervisor's place
- B. Contact Employee Health by 9:00 AM the next business day.
- C. Report to the Emergency Care Unit
- D. Answers A, B, and C are correct

**4. It is the personal responsibility of all employees to remove floor hazards, such as spilled liquids, paper clips, etc., or if the hazard is extensive, to notify:**

- A. Director's Office
- B. Environmental Management
- C. Human Resource, Leadership and Education Center
- D. Biomedical Engineering

**5. Do not reach into wastebaskets with unprotected hands.**

- A. True
- B. False

**6. A lifting injury may occur when:**

- A. You lift using the muscles of your legs and buttocks
- B. You twist your back as you lift
- C. You lift from a good base of support
- D. You hold the object close to your body

**7. "AIRBORNE PRECAUTION" sign on the patient's door means the patient is suspected of having, or has:**

- A. Trouble breathing when someone enters the room
- B. A disease transmitted by the airborne route
- C. A disease from which an N-95 respirator mask provides protection
- D. Both B and C are correct

**8. Standard Precaution means:**

- A. Use barrier precautions to prevent skin and mucous membrane exposure to blood/moist body substances of any patient
- B. Wear gloves for touching blood and body substances
- C. Wear gowns if spattering is likely
- D. All of the above

**9. Where is Infectious Waste (biohazard waste) discarded?**

- A. In an Infectious Waste Bin
- B. In an Infectious Waste Bin
- C. In a trash can
- D. In the sink

**10. MSDS sheets are located:**

- A. As designated by the service/care center director or unit supervisor for easy access
- B. Near electrical outlets
- C. Near hazardous materials
- D. In the lobby

**11. A hazardous material is a chemical product that:**

- A. Can potentially be hazardous to your health
- B. Requires specific handling and storage procedures
- C. Requires specific emergency procedures
- D. All of the above

**12. Radiation exposure can be lowered by:**

- A. Decreasing distance from the source
- B. The use of shielding such as lead, walls, doors, etc.
- C. Increasing time close to the radioactive source
- D. Using sunscreen

**13. If an inspection tag on a piece of equipment is expired it is OK to use it and report it at the end of the shift.**

- A. True
- B. False

**14. Compressed gas cylinders must always be stored in approved racks because:**

- A. It protects the valve from being damaged
- B. A damaged, unsecured cylinder can become a deadly missile
- C. OSHA law requires it
- D. All of the above

**15. Fires are reported by:**

- A. Pulling the alarm and calling the police
- B. Calling the police
- C. Pulling the alarm and calling 4400
- D. Calling 4400

**16. What does the term "RACE" mean for fighting a fire?**

- A. Run for the exit
- B. Rescue, Alarm, Confine, Extinguish
- C. Rescue, Alert, Confine, Evacuate
- D. None of the above answers are correct

**17. If a fire occurs in your area, first you should:**

- A. Pull the alarm
- B. Call the police
- C. Run for the exit
- D. Rescue others in the area

**18. Fire alarm pull stations are usually located near:**

- A. Water fountains
- B. Exit doors
- C. Exit stairwells
- D. Answers B and C are correct

**19. What does the term "PASS" mean for operating fire extinguishers?**

- A. This extinguisher is not in working order
- B. Prepare, Aim, Start, Stop
- C. Pull, Aim, Squeeze, Sweep
- D. Pull, Aim, Start, Stop

**20. What is the most likely natural event that could seriously impact this Medical Center?**

- A. Flood
- B. Tornado
- C. Earthquake
- D. Tsunami

**21. Which of the following are good examples of office safety practices:**

- A. Drawers of desks and file cabinets should be closed when unattended
- B. File cabinets should be loaded from bottom drawer up
- C. Reviewing instructions for proper operation of office equipment
- D. All of the above

**22. In the event of an emergency situation requiring a response from the VA Police, you should contact them at extension:**

- A. 2480
- B. 1401
- C. 1414
- D. 4444

**23. Should you observe any suspicious, or unusual behavior at this medical center you should?**

- A. Call medical center Facility Management at extension 1043
- B. Notify the VA Police at extension 4444
- C. Call the Emergency Care Unit (ECU) at extension 1405
- D. Take no action whatsoever and observe the action in detail

**24. Once you receive your computer access code and/or password, it is all right to let others know it in case they must enter data and have forgotten theirs:**

- A. True
- B. False

**25. Once the bomb threat caller hangs up, you should:**

- A. Hang up the phone
- B. Call the police
- C. Leave the phone off the hook until the Police arrive
- D. Leave the building

**26. Which of the following areas would be considered a non-restricted area where cell phones may be safely used:**

- A. Operating and recovery rooms
- B. Imaging waiting rooms
- C. Hospital main entrance waiting area
- D. SICU/MICU

**27. Health care professionals (such as nurses, physician, social workers etc) who do not report cases of suspected abuse are not subject to any disciplinary action?**

- A. True
- B. False

**28. The sexual harassment policy covers the following:**

- A. Veterans
- B. Prohibited personnel practices
- C. Merit procedures
- D. All employees inside and outside of the workplace conducting government business

**29. A threat is:**

- A. Defined as the expression of a present or future intent to cause physical or mental harm
- B. Defined as the expression of a present or future intent to cause physical or mental harm
- C. Considered without regard to whether the expression is contingent, conditional or future
- D. All of the above

**30. If you experience or witness an act where immediate danger exists, notify:**

- A. Your supervisor
- B. The employee assistance program manager
- C. The manager of human resources
- D. The police

**31. Employees can use their public office and official time to gain financial interests for business's that provide services to the federal government?**

- A. True
- B. False

**32. Which of the following is considered a breach of the Ethics Rule for employees and WOC Staff:**

- A. Accepting drug samples from pharmaceutical representatives for personal use
- B. Meeting with pharmaceutical representatives prior to their obtaining clearance and ID badge from Pharmacy Service
- C. Allowing vendor to pay your tuition, travel or per diem costs to attend a meeting or conference
- D. All of the above

**33. If you feel quality and safety standards and practices are not being addressed at this facility you can:**

- A. Contact the Quality Management Office
- B. File a grievance
- C. Contact the Joint Commission directly
- D. Both "A" and "C" above

**34. GEMS is a management tool to improve environmental performance:**

- A. True
- B. False

**35. Your job does not impact the environment unless you use chemicals:**

- A. True
- B. False