Our History

On October 1, 1892, Dr. A. C. Scott came to Temple to become chief surgeon at the Santa Fe Railroad Hospital. This was scarcely a dozen years after railroad engineer B.M. Temple began to lay out the railroad yard forming the nucleus of the city. Dr. Scott, at the age of 27, headed the hospital, which the Santa Fe had established in the new town, and began a practice of his own among the townspeople.

In 1895, Dr. Scott held a competitive examination; Dr. R. R. White, Jr. made the highest grade and became Dr. Scott’s associate at the Santa Fe hospital.

Scott & White began with the signing of a full partnership agreement between Dr. Scott and Dr. White on December 29, 1897. The private practice of the two doctors grew rapidly. They set up a hospital in 1904 in a rented frame house and called it the Tempe Sanitarium.

Later that year, they purchased a Catholic convent that became the nucleus of the old Main building and of a plant that eventually consisted of 28 buildings scattered over six city blocks. In 1923, the names of “Scott & White Hospital” and in 1949, the present names of “Scott & White Clinic” and “Scott & White Memorial Hospital and Scott, Sherwood and Brindley Foundation” were adopted.

The institution was established on three precepts:

- Be honest with patients: tell them the truth; treat them as you would a member of your own family.
- Be as progressive scientifically as possible within the bounds of safety for each patient.
- Charge patients as modest a fee as possible within the limits of good business practice.

From this two-man physician partnership, Scott & White has grown to become one of the largest multi-specialty clinics in the United States. Today, approximately 550 physicians and scientists practice in Temple, and in numerous clinics located throughout Central Texas.

Scott & White Memorial Hospital has a strong commitment to medical education and medical research and is staffed by the physicians of the Scott & White Clinic. Scott & White has supported the training of medical interns and residents since the 1920s. Through our affiliation with The Texas A&M University Health Science Center College of Medicine in 1974, our physicians continue to support the development and advancement of medical education and clinical research.

In 2000, a significant evolution for the organization was initiated through the blending of the three primary components of the healthcare delivery system, the Clinic, Hospital and Health Plan, together under the leadership of one president and chief executive officer. The advancement enabled Scott & White to establish one overriding corporation for operating as a fully integrated system.

The Hospital/Foundation is a non-profit organization, named in honor of four of our outstanding early physicians Dr. A. C. Scott, Dr. R. R. White, R. Dr. N.W. Sherwood, and Dr. G.V. Brindley, Sr. Just as Dr. Scott and Dr. White built and continued their partnership on the precepts of complete honesty with each other and with their patients in a friendly atmosphere of true partnership, so the institution continues to value these same principles and make every effort to live up to this rich heritage.
Today Scott & White has several major components:
- Scott & White Memorial Hospital and Scott, Sherwood and Brindley Foundation
- Scott & White Clinic
- Scott & White Health Plan
- Scott & White Research and Education Division
- The Texas A&M University System Health Science Center College of Medicine

**Our Mission**
To provide personalized, comprehensive, high quality healthcare, enhanced by medical education and research.

**Our Vision**
Scott & White will strengthen its position as one of the top healthcare centers in Texas, widely recognized nationally for providing high quality care.

- Our focus on excellence will inspire us to deliver and document better outcomes for our patients.
- Our care will be delivered in a way that meets the needs of our patients.
- While we offer excellent care in each service, we will focus our efforts.
- We will be part of each community where we deliver services.
- We will achieve a significantly increased investment in research and education working in close partnership with Texas A&M.
- Our focus on information technology will set the standard for the industry.

Our culture will continue to be strong, collegial, driven by our Values and focused on our Mission.

**Privacy and Security**
Scott & White is committed to protecting and providing for safe health information. For questions or comments, please contact:

- Privacy Officer – Frank Anderson
- Security Officer – Troy Stillwagon

**Privacy Security Office** – (254) 724-9919

**Safety and Security**
The safety and security of our patients, staff, students and visitors is a priority for all. The following codes will alert employees of internal/external emergencies and special circumstances that warrant your attention.

<table>
<thead>
<tr>
<th>Codes</th>
<th>Meaning</th>
<th>How to call</th>
<th>Who responds</th>
<th>Your responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Blue</td>
<td>Cardiopulmonary arrest –adult</td>
<td>4-2000 or use the “Dr. Blue Phone” located on all nursing units</td>
<td>Code Team</td>
<td>• If it is your patient, be prepared to answer questions.</td>
</tr>
<tr>
<td>Dr. Pedi Blue</td>
<td>Cardiopulmonary arrest - pedi</td>
<td></td>
<td></td>
<td>• You may be ask to get Crash Cart (unplug the defibrillator before moving)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>do compressions, or ventilations (CPR), may be allowed to stay in room and observe.</td>
</tr>
<tr>
<td>Dr. Red</td>
<td>Fire</td>
<td>Ext. 4-2000 or Dr. Blue phone.</td>
<td>Security, Fire Team and possibly the TFD</td>
<td>• Give your name, type of fire (paper, computer, etc), location, and stay on the phone until the operator hangs up.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Follow the directions of the charge nurse.</td>
</tr>
<tr>
<td>Dr. Fleet</td>
<td>Emergency – need medical help now</td>
<td>Ext. 4-2000 or use Dr. Blue phone</td>
<td>Doctors, nurses close by. RT, Security,</td>
<td>• Give your name, Dr. Fleet, and location.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>• Assist/secure the safety of the person</td>
</tr>
</tbody>
</table>
| Dr. Pink          | Infant/Child Abduction               | Ext. 4-2000 or use the Dr. Blue phone | Security. Hospital locks down | • Provide known information to health care professional in charge
|                  |                                   |                                     |                              | • If you observed, collect data – direction of flight, clothing, physical characteristics: age, sex, race, height, weight, etc.
| Severe Storm Watch/Warning | Storm in general area               |                                     |                              | • Review plan
|                  |                                   |                                     |                              | • Follow directions of Charge Nurse – evacuation, use of emergency outlets, etc.
| Tornado Watch    | Tornado possible in area; initiate preliminary plan |                                     |                              | • Review plan
|                  |                                   |                                     |                              | • Follow the directions of Charge Nurse
| Tornado Warning  | Tornado sited in area; take immediate action |                                     |                              | • Follow the directions of Charge Nurse
| Severe Storm/Tornado Clear | Return to normal operations         |                                     |                              | • Follow the directions of Charge Nurse
| Complete Alert   | External Disaster                  |                                     |                              | • Report to work area.
|                  |                                   |                                     |                              | • Follow directions of Charge Nurse. If ask to go to the Emergency Department, take your stethoscope.

Harassment, intimidation, threats or violence is not tolerated in any form at Scott & White. Prohibited behavior includes, but is not limited to profanity, slurs, jokes, physical contact, verbal/non-verbal or graphic conduct that targets an individual, or group of individuals because of their race, color, national origin, gender, religion, age, disability, veteran status, marital status, or citizenship. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or a sexual nature may constitute sexual harassment. If you feel you have been subjected to harassment, please advise the offending individual(s) that the conduct is offensive and unwelcome, and ask to stop it IMMEDIATELY! Report the conduct to your faculty and charge nurse.

Weapons and guns are not allowed on the premises. Only uniformed, on duty, law enforcement shall be allowed to carry handguns and or any other types of weapons at Scott & White. Immediately report to your faculty, charge nurse and Security any threats, violence, or suspicious behavior.

**Security**
The Scott & White Security Office is located in the lobby of the Emergency Department. Security officers are on duty, 24/7. Office Telephone: (254) 724-2344

**Personal Property:**
Scott & White is **NOT** responsible for personal property. Lock up purses and personal items. Do not bring non-essential items to the hospital.

**Parking**
All students must park in Employee Lots and display a Scott & White parking sticker. Employee Lots, 4, 7, 8, 11, 18, 19, 21, 22, 23, and 26, are identified with blue signs, displaying the lot number, located at each entrance. Students are to display a **“Brown”** Scott & White parking sticker in the lower left hand corner, rear window, of their vehicle. Students, who are also employees of Scott & White and have a **“Blue”** sticker displayed, do not need a “Brown Sticker”. Parking stickers can be obtained from your faculty and the S&W Security Office. The sticker must be displayed on student’s vehicle prior to participating in clinical at Scott & White.
• If you are driving a borrowed vehicle (your car is in the shop and you are driving your spouses) place a note in the dash - “Borrowed Car, Clara Barton, ext 4-1234.

• If you are a patient or a visitor (not at Scott & White in a student capacity) you may park in patient/visitor parking lots. Place a note in the dash of your vehicle – “Doctors appt., Clara Barton”.

Parking tickets will be issued for violations. Tickets will be forward to the Dean of the appropriate school of nursing. Three violations are grounds for terminating clinical at Scott & White.

To obtain a parking permit print, complete and present the request form to your faculty. For new or additional cars, print the parking permit request and take it to the Scott & White Security Office. To complete the form: “Department” is Nursing, “Extension” is 4-1244, check “Student” and write the school you are attending (UMHB, CTC, or TC). A parking lot map can be printed for location of the appropriate lots.

Confidentiality
Patients seek health care and expect their personal information to be held in confidence and shared only for the sake of seeking advice to improve their health status. As Scott & White is a teaching faculty, and you are a student, our patients medical and personal information is available for the sake of learning. Be aware of your location and surrounding when discussing patient information with your faculty and your peers. Breech of confidentiality is ground for terminating clinical at Scott & White.

Richard D. Haines Medical Library
The medical library is located on the third floor of the A&M System Health Science Center College of Medicine Education Center at Scott & White (TAMU II).
Hours: Monday – Friday 0800 - 1800Contact Library Staff – by phone: 254-724-2228 or email: library@swmail.sw.org

The Library has an intranet web site http://library.sw.org. This site can be accessed from within the Scott & White campus. This site includes links to the catalog, databases, electronic journals, and electronic books.

The Library has 18 computers available for library users and are located in the Computer Lab in the mail area. Photocopy fees are 10 cents a page and machines are located in the Copy Room. A Microfiche Reader/Printer is also available in the Copy Room. Please pay for photocopies at the Service Desk.

Audiovisual materials can be viewed on the TV/VCR/DVD players.

McLane Dining Room
The McLane Dining Room is available from 0630 – 1930. The McLane Dining Room is located on the first floor of the Critical Care Building. You may purchase your food and drink from the Café or bring your own.

Drug Free/Tobacco Free Work Force
Scott & White is a drug free and tobacco free workplace inside and outside the buildings. Students may smoke in their personal vehicles.
Attached is the Student Substance Abuse Policy. Please print, read, and sign the acknowledgment page, to be returned to your faculty.

**Medical Records Master Signature Card**
Please print and complete the Medical Records Master Signature Card. This card will be retained in Medical Records for identification of students and staff documenting on the medical records. Scott & White requires the use of your first full name and last name when documenting in the Medical Records. Your credentials will be “SN”, or “SVN”. Some schools require written credentials to identify the school and the program, “CTC-SN”. Please check with your faculty for the appropriate format.

**Documentation**
Documentation of patient care, provided by nursing students, will be in accordance with the Scott & White Nursing Documentation Policies. Students enrolled in professional schools of nursing can perform the duties of a RN, under the supervision of the schools’ faculty or a Preceptor, with the exception of administering blood or blood products. Students of a vocational school of nursing can perform the duties of a LVN, under the supervision of the schools’ faculty or Preceptor.

Medication administration documentation is completed on the Siemen’s Pharmacy System “MAK” on most inpatient units (currently not available on STC1, 4, ICUs, OB, Nurseries, SFC). MAK will be on all inpatient units in the 05-06 fiscal year. MARs (Medication Administration Records) are used on units where MAK has not been introduced.

Patient Care Documentation (PCD) pilot is scheduled for STC 2, 3, 5 starting mid September 05. Roll out to the remainder of the hospital units will follow immediately.

All students accessing electronic patient information must complete the “Scott and White Network System User Agreement”. Please print and read the policy, sign and present to your faculty.

Documentation Policies state:
All documentation must be legible, in black ink and include date, time, signature/credentials, &/or initials.
Assessments:
A RN must complete admission assessments within the first 8 hours of admissions.
Shift (D, E, and N) and split shift assessments must be completed each shift by a RN or LVN. A RN must assess each patient each 24 hours.
An assessment must be conducted when the patient’s condition changes, changes levels of service, and is discharged.

Interventions are documented by the health care provider performing the care. Evaluations are written for each intervention and as often as required by the patient.