

Staff Code of Professional Behavior

Professional behavior, ethics and integrity are expected of each staff member here. The following Code is a statement of the ideals and guidelines for professional behavior of our Staff in the way we deal with patients, their families, other health professionals, doctors, and our fellow employees. This code has been established to promote the highest quality of patient care, trust, integrity and honesty.

Each Staff member has a responsibility for the welfare, well-being, and betterment of the patient being served. In addition, as a member of our Staff you have a responsibility to maintain your own personal and professional well-being, as well as a reputation for truth and honesty. We strongly appreciate your contributions to the working environment here, and want to continue to further develop an atmosphere where we can all work together in a respectful and cohesive manor.

GUIDELINES FOR INTERPERSONAL RELATIONSHIPS

- Personal discussions should not take place in front of patients.
- Computers are to be used for company related purposes, please refrain from “surfing the web”, or utilizing company computers for personal use.
- This is a place of business and staff members are expected to treat it as such
 - Please do not put feet up on desks or counters.
 - Please refrain from playing music in common areas, recovery or pre-op areas, music may only be played in O.R.
- All employees should be treated with courtesy and respect
- **Please do not engage in the following behaviors:**
 - Sexual harassment
 - Intimidation of others.
 - Use of foul language, shouting, or rudeness.
 - Criticizing clinical staff, administrative staff, or doctors.
 - Revealing confidential patient or staff information to unauthorized individuals
 - Discussion of medical cases with anyone other than the team involved with the case.

If you have a concern with a policy or a specific issue, please seek out the assistance of the proper supervisor.

Respect patient confidentiality and privacy at all times; follow all regulations for release of information.

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Acknowledgement of Receipt

Each Staff member has a responsibility for the welfare, well-being, and betterment of the patient being served. In addition, each Staff member has a responsibility to maintain his/her own professional and personal well-being, as well as maintaining a reputation for truth and honesty. We appreciate your contributions to the working environment here, and want to develop an atmosphere where we can all work together while at the same time being respectful of one-another, the doctors, and our patients.

As a Staff Member, I have received and reviewed the Staff Code of Professional Behavior. I understand, and accept that I will be held to these policies and procedures. I further understand that should I not follow the outlined policies and procedures, I will be disciplined accordingly.

I have read, understand, and agree to abide by these Policies.

Signature: _____

Print Name: _____

Date: _____