

 <p>Policies and Procedures</p>	Category: HUMAN RESOURCES	Policy No.: HR 1.3
	Issued by: BOARD OF DIRECTORS	Revised: 2014
Subject: PROFESSIONAL CONDUCT	Approved by: Beverly Novak-Page <hr/> President of the Board	Effective Date: 1.1.2011
		Supersedes Policy: None
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DON'T

Eat, drink, chew gum or smoke in the presence of patients or visitors in patient areas.

Express your personal opinion or give advice about a patient's condition or treatment.

Invite personal confidence of the patient.

Solicit personal medical advice from the hospital staff.

Perform unauthorized services for patients (lowering bed rails, unhooking traction, giving drinks of water).

Buy cigarettes or tobacco of any kind; soft drinks, candy or any food for patients.

Enter an isolation room without checking with the nurse.

Enter a patient's room without knocking or announcing yourself.

Report for duty with a cold, sore throat or fever.

Solicit merchandise or funds for any club, organization or company.

DO

Eat and drink only in the cafeteria.

Refer the patient or family to the nurse or physician.

A listening ear is always best.

Make an appointment with your personal physician for medical care.

Always check with the patients' nurse before fulfilling patients' requests.

Check with the patients' nurse for authorized snacks that may be available.

Always check the sign on the door of an isolation room

After getting permission to enter a patient's room, introduce yourself & the purpose for entering. If no answer to your knock, crack door if not ajar. If patient is asleep, mail delivery can be left quietly by bedside, but flowers or packages should be reported to nursing station.

Stay home and alert the department that you will not be reporting for duty.

Avoid conflicts of interest by keeping Auxiliary activities separate from all others.

Accept tips for services performed.

Say, "It's my great pleasure to help you. That's all the reward I need." You can tell the patient that they can always make donations to the Auxiliary which will benefit the hospital in many ways.

Enter patient rooms in Intensive Care without permission from the staff.

Always report to the ICU Nurses Station before attempting to serve any ICU patient.

Act as a legal witness for patients (wills, Advance Healthcare Directive, etc.).

Report to the patient's nurse that a witness is needed for legal documentation.