

PROFESSIONAL CONDUCT GUIDE

All employees/students are expected to conduct themselves at all times in accordance with the Code of Conduct and other health system policies. Inappropriate conduct, disruptive behavior or any other inappropriate actions caused by alcohol/drug use at any time on campus, at any designated social functions (whether on or off premises) or while representing the school in any way, will be cause for corrective action up to and including dismissal from the program.

1. According to the Professional Nursing Law of Pennsylvania, professional nursing rendered to patients by students enrolled in a school of nursing is limited to those services which are part of the course of study, and while under the supervision of the faculty.
2. Students are directly responsible to the instructor when on the clinical area.
3. At completion of clinical practice or leaving the clinical area, the student must report the patient's condition, needs and nursing care provided to the instructor and nurse assigned to the patient.
4. Information obtained as a part of the clinical experience is privileged communication and must be treated as confidential and maintain HIPAA standards.
 - A. Privacy of the patient and family must be assured. Discussion regarding patients must be done in a professional manner.
 - B. Public places are not appropriate for discussion of confidential information.
 - C. Charts and other sources of medical information of non-assigned patients are not to be read.
 - D. Photocopying of patient information is not permitted.
5. Student must not:
 - A. Accept a verbal order.
 - B. Sign as witness on legal documents.
 - C. Accept money or gifts from patients or visitors.
 - D. Recommend a doctor or health service to patients.
6. All patients are addressed by use of "Mr.", "Miss", "Mrs.", or "Ms." unless the patient requests otherwise.
7. Charts may only be reviewed during non-scheduled class time. The instructor will inform the student of chart availability. The health team participating in the care of the patient has priority to accessing chart information, even if the student is reviewing the chart.
8. **The student is to wear appropriate shoes, conservative clothing, a lab coat, and photo ID badge when securing information for assignments.**
9. Students should be in the Hospital only when picking up clinical assignments, going to and from clinical, meals, or Employee Health Office.
10. Telephones are to be answered promptly. When answering the phone, the student identifies the department, states name and indicates that he or she is a student nurse.
11. Every effort should be made to keep the Hospital environment as quiet as possible.
12. Students are not to wait for other students on the clinical area.
13. Students are to comply with the Hospital visiting policy. Clinical attire is not acceptable when going to visit patients in the Hospital.
14. Adhere to the "Commitments of Excellence" guidelines.
15. Follow the "Hospitality Standards" of Memorial Medical Center.
16. Follow HIPAA regulations.
17. **Students are not permitted to photocopy patient information or take a cell phone photograph.**