**Student Code of Conduct for North Country HealthCare**

All students completing a rotation at North Country HealthCare are required to comply with the following conduct guidelines. Please read and sign at the bottom and email or bring to Courtney Madsen at cmadsen@nchcaz.org with all of your other required paperwork BEFORE your rotation begins.

1. **Comply with all provisions of the North Country HealthCare Code of Ethics and Confidentiality Agreement (attached), signed during the student’s application process.**
2. **Be on time and in attendance for all scheduled clinic days**.

* If there is a conflict or illness it is mandatory that you contact the Health Professions Coordinator at North Country (Courtney Madsen cmadsen@nchcaz.org or 928-522-9850) immediately. The student must then contact the preceptor/supervisor. The coordinator will contact the provider/supervisor as well.

1. **Communicate clearly**

* Always introduce yourself as a student.
* Know your limitations and do not give information to patients without guidance from your preceptor.
* Understand and accept to be bound by confidentiality of patient information, and any information involving staff, other students, and patients.
* Do not discuss patients with other staff or fellow students.
* Be prompt in communication with staff. Be sure to contact preceptor at least 2 weeks before rotation begins and answer emails accordingly.

1. **Take care of your appearance.**

* Personal hygiene, appearance, and actions should always be modest and reasonable. It is important all students project a professional image to patients, visitors, and guests.
* Footwear must promote safety practices and must comply with the Department of Occupational Safety and Health Administration (OSHA) standards regarding the wearing of closed-toed shoes by employees who work in or enter examination or procedure rooms.
* ID cards are required to be worn by all students.
* Students must wear white coats (unless preceptor states otherwise)
* Appropriate attire:
  + Medical scrubs or uniforms
  + Dresses (length cannot be more than 3 inches above the knee)
  + Suits, Pant Suits, Ties
  + Blouses
  + Button down
  + Business sleeveless top in business suitable fabrics
  + Vests
  + Pants in business suitable fabrics
  + Any type of business shoe that complies with the OSHA standards

* Inappropriate attire:
  + Blue Denim jeans
  + Soiled or damaged clothing, including clothing with inappropriate holes
  + Shirts or pants that are excessively baggy, such as “low rider” pants
  + Casual/Sport T-shirts, including logo merchandise
  + Shorts
  + Tight pants, including leggings and tights without a skirt or a dress
  + Tank tops, Halter tops, Short/crop tops, Midriffs, etc.
  + Sweatshirts

* Students with exposed tattoos must cover them while at work. Students with exposed (i.e. those not covered by clothing) body and facial piercings, such as nose, cheek, eyebrow, and tongue piercings, must remove body jewelry while in the clinic. These holes may be temporarily filled with skin colored piercings while at work. Exception to the rule: is students are permitted to wear conservative earrings (maximum earring size is 1 ½ inches in length). Gages are not allowed. Students with gages will need to wear skin colored plugs while in the clinic.
* Hairstyles and makeup should be conservative and professional. Long hair should be tied back away from the face. Please do not use hygiene products with strong fragrance or wear perfumes/colognes when you are scheduled to be in the clinic.

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Student Name: Printed

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Student Signature Date

**Code of Ethics:**

All persons employed by, representing or active in North Country HealthCare (NCHC) (i.e.: employees, board members, volunteers, subcontractors, and students) must adhere to ethical and legal standards to abide by the laws and to preserve the company’s reputation and integrity. Individuals who fail to follow this policy will be subject to disciplinary action up to and including termination and/or legal action when deemed necessary. The NCHC standard of conduct includes, but is not limited to, the following specific areas:1. CONFIDENTIALITY. Maintain the confidentiality of patients, employees, and the organization as described in Personnel Policy No. A.IV.t. and in North Country Health Care’s Confidentiality Agreement.2. RESPECT. Treat patients, employees, students, visitors, volunteers, vendors and representatives from this and other organizations with courtesy and respect, regardless of circumstance or personal relationship.3. PROFESSIONALISM. Conduct oneself in a professional manner in all business-related relationships including interactions with patients, vendors, fellow employees and other organizations. Refrain from behavior that is deemed offensive, undesirable or contrary to the best interest of North Country Health Care.4. HONESTY. One will not intentionally mislead or be dishonest in dealings with patients, employees, supervisors and vendors and will not jeopardize the integrity of North Country Health Care in any way.5. CONFLICT OF INTEREST. Refrain from participating in decisions where there may be substantial interest or potential personal gain for oneself or one’s relative. If a situation exists where there is potential for such personal gain, it is obligatory to disclose such to the Executive Director in accordance with North Country Health Care policy (Personnel Policy No. A.IV.e., F.).6. NON-DISPARAGEMENT. Refrain from making any remarks disparaging the conduct or character of NCHC, both during employment and/or involvement with North Country Health Care and after the termination of such employment/involvement.7. SAFETY. Abide by OSHA regulations and take all necessary precautions to make North Country Health Care a safe environment for employees, patients and visitors of the clinic.8. POLITICAL ACTIVITY. Refrain from using influence for the purpose of interfering with or affecting the result of an election or a nomination for office or for influencing others to contribute anything of value for political purposes (Personnel Policy A.IV.e., I).9. ILLEGAL ACTIVITY. Refrain from engaging in illegal activity, either while representing North Country Health Care or on personal time. I have read and understand the North Country HealthCare Code of Ethics.  I agree to adhere to the ethical and legal standards described.

**Confidentiality Agreement:**

I AGREE THAT:

1. I WILL ONLY access information I need to do my job.

2. I WILL ONLY show, tell, copy, give, sell, review, change or dispose of any confidential information unless it is part of my job. If it is part of my job to do any of these tasks, I will follow the correct departmental procedure (such as shredding confidential papers before throwing them away.)

3. Medical Charts/Records are confidential. Discussion of medical records information must never occur in front of patients or unauthorized personnel. Medical Charts are not to be taken out of the building except by authorized personnel in transit between satellites and the Flagstaff facility. Medical Charts must be returned to the medical records area or the provider/M.A. Charting areas at the end of the day.

4. I WILL KEEP my computer password secret and I will not share it with anyone. I will not use anyone else’s password to access any North Country HealthCare system. I AM RESPONSIBLE for my failure to protect my password or other access to confidential information.

5. I WILL NOT share any confidential information even if I am no longer a North Country HealthCare employee.

6. I UNDERSTAND that my access to confidential information may be audited and that North Country HealthCare may take away my access at any time.

7. I WILL NOT make unauthorized copies of North Country HealthCare’s software.

8. I WILL NOT issue/release a verbal or a written statement relating to North Country HealthCare, its patients or employees to any persons outside the organization (including representatives of the press and legal counsel) without the approval of the Executive Director, Medical Director or designee.

Failure to comply with this agreement may result in the termination of my employment at North Country HealthCare and/or civil or criminal legal penalties.

By selecting "I agree" below, I agree that I have read, understand and will comply with this agreement.