

Guidelines

Appearance and Grooming Your appearance is important because it helps maintain our professional image. Using good judgment in style of dress and appearance is essential. You and your clothing should be clean and neat. Perfume, excessive jewelry, and long fingernails are inappropriate in a hospital setting. Typically business attire with closed-toe shoes and white coat is appropriate. In addition, you must follow the dress code for the department, so direct questions about appropriate dress to your preceptor.

Identification Badge Your preceptor will have a temporary ID badge you must wear at Carilion during your visit. Badges should be worn on an outer garment, waste level or higher with the photo visit, if applicable. The ID badge must be returned to Visiting Student Affairs at the end of your visit.

Conduct Your conduct should be above reproach at all times.

Taking Call You may not take call through any of our hospital call system. Instead, your preceptor will need to relay the call to you via your own mobile device.

Drug Free and Smoke Free Carilion makes every effort to maintain a drug-free and smoke-free workplace. The abuse of controlled substances subjects all employees, visitors, and patients to safety risks and affects our ability to operate effectively and efficiently. The unlawful possession, distribution, dispensing, sale, or use of a controlled substance in the workplace or while engaged in company business on or off Carilion premises is strictly prohibited.

Most Carilion facilities have designated smoking areas off-site but nearby. Smoking in any smoke-free area subjects the offender to immediate dismissal.

Parking Please park in the designated parking area the farthest from the entry as possible, saving those spaces for patients and other staff. Hospital parking space is at a premium, so if at all possible, please arrange to come to the hospital with your sponsor. If that is not possible, our hospitals have fee-free garages and/or parking areas within walking distance.

Exposure Incidents Carilion bears no responsibility for exposures during your time with us unless the injury or illness was caused solely by the proven gross negligence or willful misconduct of Carilion Clinic, its employees, or agents. In the event you have an exposure as a result of your experience at Carilion, immediately report the incident to your sponsor and go directly to the Employee Health Office at one of our hospitals (7:30am-4:00pm, M-F) or to a Carilion hospital Emergency Department. You are responsible for all costs associated with testing and first-line treatment performed at Carilion.

If necessary blood testing will be drawn on the source patient in accordance with Virginia Code 322.145.1. Carilion will assume the cost for source patient blood testing. If you choose to go to a private physicians, source patient blood testing will not occur unless you inform the Occupational Health/Emergency/Employee Health Department of the exposure within 24 hours of incident.

Telephone Calls Carilion phones are not to be used for any personal calls. If you are with a patient, please excuse yourself and step away from the patient to make or take cell phone calls.

Change in Schedule Because of Emergency or Sickness If an emergency occurs, such as a death in the family, and prevents your participation, contact Visiting Student Affairs to reschedule your visit.

If you manifest any of these symptoms during the 48 hours prior to your visit—fever, cough, diarrhea, chills, chest pain, shortness of breath or vomiting—you may not keep the shadow appointment. Contact Visiting Student Affairs so we can let your preceptor know you will not be coming. You may reschedule for other date(s) once you are symptom-free for 24 hours.

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE GUIDELINES AND AGREE TO COMPLY WITH THEM.

Signature

Last 4 of SSN

Date (MM/DD/YY)

Print Your Full Name