

## **STUDENT AFFILIATION CODE OF CONDUCT**

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Students and instructors are expected to conduct themselves in a manner congruent with WVU Medicine, University Healthcare, and all facility and unit-specific policies. This is for the well-being of everyone present at the facility. While this is not an all-inclusive list, here are some general guidelines to follow. Please see that students/instructors are oriented to these items based on role.

### **Electronic Devices**

Hospital telephones are not to be used for personal calls, except in an emergency. The use of personal electronic devices (e.g. cell phones) is prohibited in any work area.

### **Food & Drink**

All food and drinks must be limited to the cafeteria or unit break room.

### **Lost/Stolen Property**

Please secure personal belongings while on campus. BMC/JMC does not accept responsibility or make reimbursement for lost or stolen personal property. Any loss or suspected theft should be reported to the Security Department immediately.

### **Parking**

Due to limited availability of parking spaces, students are expected to carpool as much as possible (if coming with a group). *All students and instructors are required to park in the yellow-lined spaces when attending clinical at BMC or JMC.* At BMC, if no spaces are available in the hospital lots, they may park in the yellow-lined spaces at Medical Office Building 3 (MOB3— located across the street from the hospital on N Tennessee Avenue) and shuttle over to the facility. If a security escort is desired, the student/instructor should stop by the Security office of either hospital.

### **ID Badge Use**

- All students and instructors must wear their school-issued badges while on campus at all times; name and photo (if applicable) must be visible, and the badge must be located above waist-level.
- Current employees of WVU Medicine may not wear their employee badges while on campus as a student or instructor (and vice versa).
- Students and instructors **must also wear** a hospital badge that signifies that they are a student or instructor **in addition to** their school-issued badge.
- We must have a copy of the ID Badge Form from the Signature Form Packet (located on our website linked above) for all badge issues. The steps for obtaining/distributing a badge depend on your role and volume; please see a school representative for further direction.  
*Please note that lost, stolen, and unreturned badges may incur a nominal fee.*

## Dress Code

*Clinical and non-clinical students and instructors are expected to follow the strictest of either hospital or school/program policy for appropriate dress. Specific departments may have other dress code requirements as well.* However, the following guidelines are the minimum requirement for students and instructors while on campus per our dress code.

### Patient Care Areas (where clinical duties are performed):

- **Cologne and perfume:** Light-scented cologne, perfume, lotion or aftershave is permitted. Avoid strong perfume and cigarette odor since some patients and staff members may be sensitive.
- **Regarding fingernails:** Employees providing direct patient care cannot wear artificial nails and should keep their natural nails in good repair, no longer than a quarter inch (1/4") past the end of their fingers. If nail polish is worn, it must be a standard lacquer polish and free of chips and cracks. All other nail applications are considered artificial. Artificial nails are defined as any nail that is attached to the natural nail including press-on nails, acrylic nails, nail tips, nail wraps, gel nails, etc. Nail jewelry is not permitted.
  - Scrubbed individuals who interact with the sterile field during surgical procedures are NOT permitted to wear fingernail polish or gel shellac.
  - There may be specific units/areas that have a more restrictive nail policy; refer to your department to determine if an addendum applies.
- **Hair:** should be kept neat, clean, and pulled back if necessary. Beards and mustaches, if permitted by school policy, must be properly trimmed, well maintained, and clean.
- **Footwear:**
  1. In patient care areas, footwear must cover the toes of the foot and must cover the heel or have a back lip or strap to prevent accidental slip-offs, not be of canvas material, have a non-skid sole and be less than two inches (2") in sole and heel height. Tennis shoes and solid "croc-like" shoes are permitted.
  2. In non-patient care areas, professional looking shoes with non-skid soles are to be worn. Shoes should have a covered heel, have a back lip, or strap to prevent accidental slip off. Peep-toed or open-toed shoes and "croc-like" shoes are permitted in administrative or non-clinical areas. Flip-flops or beach style sandals are not permitted.
- **Jewelry, Body Alterations/Piercings, and Tattoos:**

Reasonable self-expression through personal appearance is permitted, unless it conflicts with an employee's ability to perform his or her job effectively and safely within his or her specific work environment, or it is regarded as offensive, harassing, or inappropriate towards others.

Factors that management will consider when determining whether jewelry, body alterations or tattoos pose a conflict with the employee's job or work environment include:

- Personal safety of self or others, or damage to hospital property (e.g., items such as heavy necklaces, dangling earrings, or any personal embellishments that pose a significant risk of entanglement or other potential safety risks are not allowed.)
- Adherence to departmental or regulatory requirements.
- Productivity or performance expectations.
- Offensiveness to patients, visitors or others in the workplace (e.g., tattoos with profanity, racist symbols, nudity, or violent imagery.)

If management determines an employee's jewelry, body alterations, gauges, or tattoos present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry.

**Non-Patient Care Areas:** must be business appropriate. The following are **not permitted:**

Where uniforms are not required, clothing must be business appropriate. The following are not permitted:

1. Skirts/dresses shorter than three inches (3") above the knee
2. Shorts and skorts
3. T-shirts, tank/tube tops, exposed midriffs
4. Capri or crop pants unless they cover the calf of the leg
5. Spandex, yoga pants, athletic wear pants and/or sweatpants, running or jogging suits
6. Denim jeans of any color unless approved by President or designee.
7. Untucked shirts and blouses designed with shirt tails unless designed to be worn on the outside
8. Sweatshirts

### **Supervision**

Please observe the following guidelines with regards to student supervision and limitations:

1. If present, the clinical instructor is to remain on the unit while students are in the clinical area.
2. Students are not to be split between clinical units/areas (unless observation only).
3. Instructors must ensure patient safety in delegating tasks.
4. Instructors are to facilitate all clinical learning and are not to rely on WVU Medicine employees as primary sources of instruction and evaluation for students. This includes observation experiences.
5. Students may not act as a witness to a treatment or procedure consent and are not permitted to receive or transcribe physician orders under any circumstances.
6. Student presence on any unit or in any department **must be pre-approved** by Education and the unit.
7. Students are not to perform clinical skills on the unit without their instructor (or hospital-approved/licensed preceptor) present and may only perform those skills that are within the scope of their role (as defined by hospital policy and national and state regulating bodies).
8. Students/instructors may not use specialized equipment (e.g. lifts), as training is often required.
9. All student documentation must be reviewed by the instructor (or hospital-approved/licensed preceptor). Students on-site for an observation-only experience are NOT to access or document in the patient's chart.

### **Exposures/Injury**

Any injury or health-threatening exposure incurred by a student or instructor while on the premises of BMC or JMC will be handled according to hospital and school policy and procedure. See our affiliation agreement and relevant hospital policy for more detail.

### **Illness**

It is the student and/or instructor's responsibility to notify the school and refrain from coming on-site if he/she exhibits symptoms of an infectious disease (unless seeking care). It is the school's responsibility to investigate and report any student diagnoses of transmissible diseases per state regulations and school policy.

### **Confidentiality**

All students and instructors are REQUIRED to keep patient information confidential and are only allowed to access patient information and other protected areas/information as outlined by hospital policy (e.g. Policy UH-ADM-1501) and federal law. Of particular note, students/instructors may only use a MEDITECH, EPIC, or UH software sign-on to access the record of patients assigned to them. If the patient is a family member, whenever possible, the family member should not be assigned to the student. A sign-on should never be used to access personal healthcare information or the healthcare record of a family or friend. Additionally, all post-conferences and discussions regarding patients **must** be conducted in private areas (e.g. not in hospital lobbies

or the cafeteria), and no identifying patient information is to leave the premises. Refer to Policy UH ADM-1501 for further instruction.

### **Limits to Access**

WVU Medicine employees may not use their employee logins or badges to access any area, system, or application to perform the functions of a student or instructor (and vice versa) unless otherwise authorized to do so. Violations of these terms may result in revocation of access, dismissal from the premises, and/or legal consequences.

### **Violation of Policies/Procedures**

All students and instructors are expected to abide by all facility-specific and organizational policies, procedures, and safety codes. Failure to do so may result in permanent dismissal from the premises. These policies and procedures are subject to change without notice. Instructors/coordinators are expected to communicate all applicable policies/procedures to students and instructors coming on-site and monitor for compliance.