

LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

Subject: EMPLOYEE CONDUCT	Original Issue Date: 08/91	Policy # 500
	Supersedes: 09/20	Effective Date: 09/23
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee	Approved by: (signature on file) Nancy Blake Chief Nursing Officer

PURPOSE

To provide guidelines for the Department of Nursing on the professional conduct within the Los Angeles General Medical Center.

POLICY

Standards for conduct are necessary to maintain order and to provide for the well-being and safety of patients, employees, and visitors.

Nursing employees are expected to:

- Meet performance standards
- Represent the Department in a positive manner
- Maintain the patient -caregiver relationship
- Promote a safe therapeutic environment

Disciplinary measures are consistent with the Department of Human Resource Standards. Employees whose conduct violates established standards may be subject to disciplinary action.

CONDUCT

- Communication of ethical/moral objection to providing service must be communicated in writing to the supervisor prior to accepting a work assignment (Refer to Nursing Policy “*Professional Ethics Code for Nurses with Interpretive Statements*”).
- All employees must ensure that their licenses and/or certifications are valid and have approved documentation to verify professional competence. To maintain professional competence, RNs/LVNs are expected to participate in professional development activities. These may include external and internal activities.
- An employee must notify their nurse manager immediately if there is a change in standing with their licenses and/or certifications.

Subject: EMPLOYEE CONDUCT	Effective Date: 09/23	Policy # 500
	Initials:	

- Employees are expected to function safely. It is the responsibility of any employee to report any employee demonstrating unsafe work practices. A supervisor who suspects or is informed that an employee is demonstrating unsafe practice is responsible to initiate appropriate action.
- Nursing employees are expected to meet the dress code standards to promote a safe and therapeutic environment and to portray a professional image for patients, employees, and the public. Refer to Nursing Policy, “*Dress Code*”.
- Cellular telephone use shall be restricted to break times outside of patient care areas.
- Each employee is responsible for notifying nursing human resources of any change in name, address, or telephone number.
- Employees shall not solicit prescriptions/treatments from Los Angeles General Medical Center providers. Los Angeles General Medical Center medications are not available for use by employees. Taking drugs from unit stock for personal use, or giving stock drugs to employees is considered theft of County property.

PATIENT -CAREGIVER RELATIONSHIP

- Employee may not make unauthorized visits to clinical areas.
- All nursing activities and employee interactions with patients shall be goal-directed and goal-oriented in providing quality nursing care to meet each patients needs. Nursing activities will comply with individualized standards of practice.
- Non-therapeutic socializing with patients during activities in the hospital or off hospital grounds is prohibited. Examples of such activities include but are not limited to:
 - Arranging to meet patients for social or business purposes
 - Verbal or non-verbal behavior of sexual nature (implicit or explicit)

MISCONDUCT RESULTING IN DISCIPLINE

The following are examples of misconduct that result in discipline:

- Employment based on false or misleading information or falsifying information in or making material omissions in any documents or records.
- Malicious destruction or damage to LA General property or supplies, or the property of a patient, visitor, or co-employee.
- Theft or unauthorized removal from LA General premises of property that belongs to or is in the possession of the facility, patient, visitor, provider, or co-employee.

		Page 3	Of 3
Subject: EMPLOYEE CONDUCT	Effective Date: 09/23	Policy # 500	
	Initials:		

- Bringing or possessing firearms, weapons, or any other hazardous or dangerous devices to County property without proper authorization.
- Attendance standards violations (Refer to Nursing Policy, “*Employee Attendance Standards*”).
- Horseplay or any other action that endangers others, LA General property, or causes a disruption in work.
- Insubordination, including refusal to perform assigned work in the manner described by a supervisor or manager/designee.
- Fighting or provoking a fight on LA General time or property.
- Possession of or being under the influence of alcohol or any unlawful drug while on duty.
- Altering or destroying any timekeeping records, documenting time on another employee’s time card, or allowing another employee to document time on one’s own time card.
- Abusive or inconsiderate treatment of patients, visitors, or co-employees.
- Violation of patient or employee’s privacy by the unauthorized release of confidential information.
- Non-compliance or disregard of any established safety rule.
- Unsatisfactory work performance.
- Working unauthorized overtime.
- Sleeping within a scheduled work shift.

If an employee contests the disciplinary action taken, he/she must follow the grievance procedure as outlined in the applicable Memorandum of Understanding (MOU).

REFERENCE

Los Angeles General Medical Center 2022-2023 Orientation/Reorientation Handbook
 Memorandum of Understanding (MOU)
 Los Angeles General Medical Center Policy #533 – Grievance Procedure

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 01/05, 03/07, 12/15, 9/20, 09/23