

**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
POLICY & PROCEDURE**

**NUMBER: 196
VERSION: 3**

SUBJECT/TITLE: STAFF RIGHTS

POLICY: It is the policy of Olive View-UCLA Medical Center that health care providers render care to all patients who seek treatment at our facilities. However, the hospital will address an employee's request not to participate in a particular aspect of patient care, where there is a perceived conflict with the employee's cultural values, ethics or religious beliefs, as the needs of the service will allow.

PURPOSE: To provide a mechanism to address the needs of patient care while providing a method to acknowledge an employee's request not to participate in an aspect of patient care.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

1. Managers and supervisors shall communicate information regarding Staff Rights policy, job expectations, staffing patterns and critical aspects of patient care as part of the pre-employment process. Managers and supervisors are precluded from asking questions regarding cultural values, ethics, or religious beliefs as prohibited by law, especially in the pre-employment process.
2. Staff Rights Policy and Procedures shall be included in New Employee Orientation.
3. During the unit orientation, the employee shall be informed of the specific scope of practice for that specific division and the Staff Rights policy.
4. Employee must submit a written request using the "Request to Not Participate in an Aspect of Patient Care" form to the responsible supervisor. The written request should be forwarded to on-site Human Resources for consultation with DHS Human Resources Employee Relations Unit.
5. The employee will be notified that his/her request will be reviewed and that his/her request will be accommodated during the period of review.
6. Upon receiving a response from DHS Employee Relations, on-site Human Resources will contact the employee and provide written and verbal notification of the denial or approval of his/her request.

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7. If the request is granted, arrangements will be made by hospital management to ensure that patient care shall not be negatively affected and an alternate method of care shall be provided. The information will be shared with members of the inter-disciplinary team on a need-to-know basis as determined by the department head,
8. The documented request with the reason for denial or approval must be filed with the Division/Area Administrator, the employee's area and official personnel folder. A "Top of File" note and a copy of the "Request Not to Participate in an Aspect of Patient Care" form will be placed in the official personnel folder.

References:	
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