



# Confidentiality Statement

It is the policy of the UNC Health Care and its affiliated Network Entities (individually and collectively called “UNC HC” herein) that users (i.e., employees, medical staff, students, volunteers, vendors, outside affiliates, and any others who are permitted access) shall respect and preserve the privacy, confidentiality and security of confidential information (“CI”). In the course of providing services for or at UNC HC, I may encounter these types of CI: (1) patient information (such as medical records, billing records, and conversations about patients), (2) personnel information (payroll, discipline or other information about employees, volunteers, students, contractors, or medical staff), (3) confidential business information of UNC HC, its affiliated Network Entities, and/or third parties, including third-party software and other licensed products or processes, or (4) operations, quality improvement, peer review, education, billing, reimbursement, administration, or research (such as utilization reports, survey results, and related presentations). This information from any source and in any form, including, but not limited to, paper record, oral communication, audio recording, and electronic display, is strictly confidential. **I understand and agree that I will only access, maintain, use or disclose CI on a legitimate job-related, need-to-know basis, and that I will limit my access, maintenance, use or disclosure of CI to the minimum amount of CI necessary to accomplish the intended purpose of the use, disclosure or request.**

**I further agree that:**

1. I will protect the privacy, confidentiality and security of UNC HC patient information, including electronic health records (“EHR”), in accordance with federal and state regulations and applicable policies and procedures.
2. I will complete all required privacy and security training for accessing EHR or other CI.
3. I will not maintain CI on a mobile device (laptop, smartphone, tablet, etc.) that is not encrypted and will not electronically transmit CI in an unsecured manner or to an unencrypted mobile device.
4. I will not disclose to another person my sign-on code and/or password, and will not use another person’s, for accessing EHR or other CI. I will not leave a secured application unattended while I am signed on.
5. I will not attempt to access a secured application or restricted area without proper authorization or for purposes other than official UNC HC business.
6. I will not alter or destroy CI unless alteration or destruction is part of my job or services for UNC HC, in which case I will only alter or destroy CI in accordance with applicable policies and procedures.
7. I will immediately report to my supervisor any **known or suspected** (a) use of my password by someone other than me, or (b) inappropriate access, use or disclosure of CI.
8. I will safeguard from loss, theft, or unauthorized use/access UNC HC owned equipment/property on which CI is stored or through which CI may be accessed.
9. I will not store or transmit CI via my personal equipment/property unless permitted by and in accordance with applicable policy or procedure.
10. I will not post or discuss CI of any type to social media sites unless pre-approved by UNC HC.
11. I will not take photographs, make videos, or make other recordings of patients, staff, or visitors except in accordance with applicable UNC HC policies and procedures.
12. I understand that my access to CI and my UNC HC email account may be audited.
13. I will not access or obtain my own, a friend’s, or a family member’s patient information maintained by UNC HC without appropriate written authorization and under applicable policies and procedures.

**I agree that I have read, understand and will comply with the terms of this Confidentiality Statement. I understand that my failure to comply with this Confidentiality Statement may result in termination of access to UNC HC EHR, personal civil or criminal legal penalties, disciplinary action, up to and including termination of employment or student status, or loss of UNC HC privileges or contractual or affiliation rights. AFTER MY EMPLOYMENT OR WORK AT UNC HC ENDS, I WILL NOT TAKE ANY CONFIDENTIAL INFORMATION WITH ME AND I WILL NOT DISCLOSE ANY CONFIDENTIAL INFORMATION.**

Name: _____ (please print)
Employee ID or last 4 digits of SSN: _____
Signature: _____ Date: _____

<b>Entity:</b>
<input type="checkbox"/> UNC Hospitals <input type="checkbox"/> Caldwell Hospital <input type="checkbox"/> Chatham Hospital <input type="checkbox"/> High Point Regional Health <input checked="" type="checkbox"/> Johnston Health <input type="checkbox"/> Lenoir Hospital <input type="checkbox"/> Nash Health Care Systems <input type="checkbox"/> Pardee Hospital <input checked="" type="checkbox"/> UNC REX Healthcare <input type="checkbox"/> Wayne Health <input type="checkbox"/> UNC Faculty Physicians <input type="checkbox"/> UNC SOM <input type="checkbox"/> UNC Physicians Network (UNC PN) <input type="checkbox"/> UNCPN GP
<b>Affiliation:</b>
<input type="checkbox"/> Employee <input type="checkbox"/> Temporary Employee <input type="checkbox"/> Contract Employee <input type="checkbox"/> Medical Staff <input type="checkbox"/> Resident <input type="checkbox"/> Referring Physician <input checked="" type="checkbox"/> Student <input type="checkbox"/> Other Providers <input type="checkbox"/> Volunteer <input type="checkbox"/> Vendor (specify): _____ <input type="checkbox"/> Other (specify): _____

## Examples of Breaches of Confidentiality

<p><b>Accessing confidential information that is not within the scope of your duties:</b></p> <p>Unauthorized access or reading of patient medical or account information.</p> <p>Unauthorized access of personnel file information;</p> <p>Accessing information for which you do not have a legitimate job-related “need-to-know” purpose for the proper execution of your duties.</p>	<p><b>Misusing, disclosing without proper authorization, or altering confidential information:</b></p> <p>Making unauthorized entries into or marks on a patient’s chart or electronic medical record;</p> <p>Making unauthorized changes to a personnel file;</p> <p>Sharing or reproducing information in a patient chart or a personnel file with unauthorized personnel;</p> <p>Discussing confidential information in a public area such as a waiting room or elevator.</p>
<p><b>Disclosing to another person your sign-on code and password for accessing electronic confidential information or for physical access to restricted areas:</b></p> <p>Telling a co-worker your password so that he or she can log in to your work or access your work area;</p> <p>Telling an unauthorized person the access codes for personnel files, patient accounts, or restricted areas.</p> <p>Posting passwords and sign-on codes in a location where they may be viewed by others.</p>	<p><b>Using another person’s sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas:</b></p> <p>Using a co-worker’s password to log in to the UNC Health Care computer system or access their work area;</p> <p>Unauthorized use of a login code for access to personnel files, patient accounts, or restricted areas.</p>
<p><b>Intentional or negligent mishandling or destruction of confidential information:</b></p> <p>Leaving confidential information in areas outside of your work area, such as the cafeteria or your home.</p> <p>Disposing of confidential information in a non-approved container, such as a trash can.</p> <p>Failure to promptly report the loss or theft of UNC Health Care owned equipment/property assigned to you or the misuse of this equipment/property.</p> <p>Failure to report the loss or theft of personally owned equipment containing UNC Health Care confidential information.</p>	<p><b>Leaving a secured application unattended while signed on:</b></p> <p>Being away from your desk while you are logged into an application.</p> <p>Allowing a co-worker to use your secured application for which he or she does not have access after you have logged in.</p> <p>Taking or allowing photographs to be taken of patients or patient PHI without obtaining the required authorization.</p> <p>Posting photos or confidential information on social medial or public access point.</p>
<p><b>Attempting to access a secured application or restricted area without proper authorization or for purposes other than official UNC Health Care business:</b></p> <p>Trying passwords and login codes to gain access to an unauthorized area of the computer system or restricted area;</p> <p>Using a co-worker’s application for which you do not have access after he or she is logged in.</p>	<p><b>These examples are only a few examples of mishandling of confidential information. If you have any questions about the handling, use or disclosure of confidential information, please contact your supervisor, manager, or director.</b></p>



Origination:	11/1985
Effective:	09/2019
Last Approved:	09/2019
Last Revised:	09/2019
Next Review:	09/2022
Owner:	<i>Robert Cupp: ADMINISTRATIVE DIRECTOR, HR</i>
Policy Area:	<i>Human Resources</i>
Policy Tag Groups:	
Applicability:	<i>Johnston Health</i>

## Dress Code

### I. PURPOSE:

The purpose of this policy is to establish consistent guidelines for professional standards of appearance. This policy supersedes any departmental-specific policy or practice on the same topic.

### II. Description

Personal neatness and appropriate attire support an atmosphere of professionalism that inspires confidence in the ability to deliver quality health care services. This policy supports and creates a standard for professional appearance and fosters a positive working environment and promotes work place safety. The policy applies to all personnel performing services for/at Johnston Health facilities, including volunteers, students, staff, and providers at all levels.

Refer to the Standards of Appearance Resource Chart for a quick reference on appearance guidelines. Department policies may specify additional requirements including uniforms to ensure safety and present a professional, identifiable appearance.

### III. Policy

#### A. Identification

All employees including volunteers, students, staff and providers at all levels, while on Johnston Health premises, are required to wear appropriate identification as defined in the Employee ID Badges policy. Badges must be worn at chest level or above and the employee's name and picture must be visible at all times. Lanyards may be permitted only if they are breakaway and do not inhibit compliance with aforementioned ID badge regulations. Lanyards must be discarded if soiled with blood or other potentially infectious material.

#### B. Uniforms

Departments may require employees to wear uniforms as appropriate for the department, position, or work duties. Employees for whom uniforms are required for the job must wear the appropriate uniform.

## C. Clinical Scrubs/Uniforms

In areas of the hospital where hospital laundered scrubs are provided, healthcare personnel should change from street clothes to hospital provided scrubs at the hospital at the beginning of the shift and at the end of the shift change back into their street clothes and leave the scrubs to be laundered. Scrubs shall be removed when visibly soiled, contaminated and/or penetrated by blood or other potentially infectious materials. Hospital laundered scrubs should be worn only within the clinical campus.

Employees who work in departments or units that do not have a specific uniform requirement must dress in professional attire.

## D. Acceptable Attire

Acceptable attire is clean, neat, non-wrinkled, in good condition (without holes), modest and sized appropriately.

T-shirts may only be worn under scrub tops or other approved shirts. Leggings may be worn with a dress or skirt that comes to the top of the knee cap or longer. For additional examples of acceptable attire, refer to the attached Standards of Appearance Resource Chart.

## E. Unacceptable Attire

Soiled, wrinkled, torn, excessively tight, revealing, soiled or unprofessional attire is not acceptable. Examples of unacceptable attire include, but are not limited to the following:

1. Clothing that is unprofessional in appearance, length, and fit, such as:
  - Skirts and dresses that are unprofessional in appearance and shorter than the top of the knee cap.
  - Excessively tight or sheer/see-through material.
  - Pants more than 6 inches above the ankle.
  - Any attire that results in visible or nearly visible undergarments.
2. Casual beach or athletic wear (such as sweat pants, stretch pants/warmup pants, yoga pants, tights or leggings worn as pants, t-shirts).
3. Shirts with low or revealing necklines or that expose the mid-section or back, i.e. bare midriff tops, halters, and tank tops.
4. Clothing bearing any type of offensive writing or images.
5. Muscle shirts, cut off shirts, halter tops or spaghetti strap tops (unless worn under a blouse or jacket).
6. All denim clothing of any color.
7. Shorts or skorts (or similar attire) unless a part of an approved uniform.

For additional examples of unacceptable attire, please refer to the attached Standards of Appearance Resource Chart.

## **F. Footwear**

For safety reasons, all employees must wear shoes that are appropriate to their job. Shoes should be clean and in good repair.

OSHA Standard 1910.136(a) mandates that the employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where the employee's feet are exposed to electrical hazards. (OSHA standard 1910.1030(d) (3) (i) Closed-toed shoes are required in departments and areas in which the above hazards exist including all patient care areas. In addition, OSHA requires that protective clothing/covering be worn that will prevent blood or other potentially infectious materials from reaching the skin.

The following are not acceptable footwear for the workplace at Johnston Health:

1. Flip-flops
2. Slippers
3. Excessively high-heeled shoes (greater than 3 inches)
4. Shoes with lights or wheels

Employees serving in patient care areas are required to wear closed-toed shoes in accordance with the above OSHA Standard provisions. Those working non-patient care areas may wear open-toed shoes but must be in accordance with the above provisions.

## **G. Grooming Standard**

Cleanliness is an essential part of providing high-quality service to our customers. A neat, clean and professional appearance is a requirement for all jobs. Hair may be worn in any style that is clean and well-groomed in appearance. If working in an area where long hair poses a safety risk to the individual or to patients, hair should be restrained to ensure safety. Facial hair, including but not limited to beards, mustaches and sideburns must be well-groomed and trimmed neatly.

## **H. Other Considerations**

Supervisors will inform employees if business needs warrant additional requirements for the employee's position.

All jewelry and other accessories must comply with patient safety standards in the respective departments. Some items present a safety hazard in clinical settings around certain equipment.

Small studs or rings are the only approved styles for all facial piercings.

Tattoos must be covered if they depict extremism, profanity, violence, nudity or sexual image/ words or otherwise interfere with the employee's job or work environment. Tattoos should be covered if potentially offensive to others in the workplace based on racial, sexual, ethnic or other characteristics or attributes of a sensitive or legally protected nature.

Chewing gum is inappropriate in the presence of patients, visitors, or guests. Chewing gum may be approved on a case-by-case basis for special circumstances such as participation in a Smoking Cessation Program.

The use of earphones, earbuds or headphones in public or patient care areas is not permitted, unless required to complete work duties.

## I. Hygiene Standards

Good personal hygiene is required. Other employees, as well as patients and guests, have a right to expect general cleanliness and good dental hygiene from the staff to prevent adverse effect on patient care, coworkers, and visitors.

Exposure to scents and fragrances in the environment can be offensive or harmful to the health of patients and other staff members. Employees shall not use body fragrances such as cologne, perfume, talc powder, highly scented hair products or lotions and after-shave lotions.

Johnston Health is a smoke free campus and odors of smoke are prohibited. If an employee needs assistance with smoking cessation services, they should speak to their primary care provider.

Nails should be neat and clean. Artificial nails are prohibited for employees working in patient care areas. Artificial nails are defined as any artificial materials such as acrylics, overlays, wraps, tips, gel polish or bonding material.

## J. Exceptions

Reasonable accommodation will be made for dress or grooming directly related to an employee's religion, ethnicity or disability unless such accommodation poses a risk to the safety or health of the individual or others.

Johnston Health does not allow costumes or logo t-shirts. Senior management has the discretion to allow exceptions to this policy for a special day or event.

## K. Inappropriate Dress Penalty

Inappropriately dressed employees will be excused from work without pay, and must return to work as directed by their supervisor. Violations of the Dress Code Policy will result in corrective action up to and including termination. Department managers are responsible for ensuring that every member of their department dresses in accordance with this policy.

Violations of this policy, may result in disciplinary action being issued in accordance with the Corrective Action policy. Managers should contact Human Resources for guidance.

## Attachments

[Standards of Appearance Resource Chart 9-1-19.docx](#)

## Approval Signatures

Step Description	Approver	Date
	Charles Elliott jr.: CHIEF EXECUTIVE OFFICER	09/2019

Step Description	Approver	Date
Timothy Hays: VICE PRESIDENT, HUMAN RESOURCES		09/2019
<b>Applicability</b>		
Johnston Health		

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## Standards of Appearance Resource Chart

Acceptable	Item	Not Acceptable
<p>Clean, neat, non-wrinkled, in good condition (without holes), modest and sized appropriately</p>	<p><b>Clothing</b></p>	<p>Wrinkled, torn, soiled, tight, baggy, revealing, beach attire, athletic wear, sheer clothing or denim of any color</p>
<p>Ankle pants not more than 6 inches above the ankle</p> <div style="display: flex; justify-content: space-around;">  </div>	<p><b>Pants</b></p>	<p>Leggings with a sweater, shirt, dress or skirt shorter than top of the knee length, any color denim jeans, Capri pants, sweat pants, baggy pants, stretch pants, yoga pants, athletic pants or warmup pants, denim of any color</p> <div style="display: flex; justify-content: space-around;">  </div>
<p>Dress shirts, sweaters, blouses, suits</p> <div style="display: flex; justify-content: space-around;">  </div>	<p><b>Shirt/Top for Women</b></p>	<p>Halter or tank tops, spaghetti string tops, t-shirts</p> <div style="display: flex; justify-content: space-around;">  </div>

Dress shirts, sweaters, suits, collared polo-style shirts



**Shirt/Top  
for Men**

Collarless casual men's shirts, T-shirts, shirts with graphic/offensive messages



Knee length dress or skirt



**Dress/Skirt**

Shorter than top of the knee length No denim.



Appropriate to job, clean and in good repair; employees serving in non-patient care areas may wear open-toed shoes but are encouraged to wear close-toed shoes



**Footwear**

Slippers, flip-flops, excessively high heels (greater than 3"), shoes with lights or wheels; open-toed shoes in clinical areas



Badge must be worn at chest level above the waist and employee name and picture are visible at all times.	<b>Identification</b>	Badge is below chest level and employee name and picture are not visible. Waist level is not acceptable.
Tattoos may be visible unless they depict extremism, profanity, violence, nudity, sexual image/words, racial, ethnic or other characteristics or attributes of a sensitive or legally protected nature	<b>Tattoos</b>	Tattoos must be covered if they depict extremism, profanity, violence, nudity, sexual image/words, racial, ethnic or other characteristics or attributes of a sensitive or legally protected nature
Clean and neat; well-trimmed and well-groomed	<b>Hair</b>	Messy or scruffy in appearance
Neat, clean	<b>Fingernails</b>	Artificial nails (ex. acrylics, overlays, wraps, tips or bonding material) prohibited in patient care areas
No evidence of fragrance	<b>Fragrance</b>	Body fragrances such as cologne, perfume, talc powder, highly scented hair products, lotions and after-shave lotions; smoke and body odors
Small studs or rings should be worn for all facial piercings. Jewelry is allowed that complies with OSHA Standards or does not create a safety hazard	<b>Piercings/Jewelry</b>	Piercings/Jewelry that creates a safety hazard and/or does not comply with OSHA standards
General cleanliness, good dental hygiene, free of body, mouth or smoke odor	<b>Hygiene/Odor</b>	Body, mouth or tobacco smoke odor
Undergarments are not visible except t-shirts may be visible when worn under scrub tops or other approved shirts	<b>Undergarments</b>	Visible undergarments

# Emergency Codes and Procedures

## **Rapid Response & Rapid Response Pediatric**

### OVERVIEW LIST OF CODES

**CODE D**  
↻ specify type of Disaster  
(mass casualty, flood, utility, etc)  
Level I = Administrative staff  
and staff at work remain to handle  
Level II = All staff are called to return

**CODE WEATHER**  
↻ specify type of weather  
warning  
(tornado watch or warning, ice,  
snow, etc)

**CODE BLUE**  
↻ cardiopulmonary arrest  
needs CPR  
and advanced intervention

**CODE PINK**  
↻ infant / child  
abduction  
specify age of child, unit,  
Smithfield or Clayton

**RAPID  
RESPONSE**  
↻ adult medical  
emergency

**RAPID  
RESPONSE**  
↻ infant / child  
medical emergency

**CODE STEMI**  
↻ suspected  
heart attack

**CODE STROKE**  
↻ suspected stroke

**CODE RED**  
↻ fire

**CODE SECURE**  
↻ facility lockdown  
Level I = partial  
Level II = total

**CODE STRONG**  
↻ violent /  
disruptive behavior

**SECURITY ALERT,  
ACTIVE SHOOTER**  
↻ person with weapon  
in the facility

**CODE CONTRAST**  
↻ reaction to radiology  
contrast medium

June 2018  
Johnston Health

## **R.A.C.E.**

R = Rescue

A = Alarm

C = Contain

E = Extinguish\*

In physician office (E) = Evacuate

## **Fire Extinguisher Protocol**

## **P.A.S.S.**

P = Pull Pin

A = Aim Nozzle

S = Squeeze Handle

S = Sweep Side To Side

# Fire Safety Facts

- Certain fire extinguishers are used based on the type of fire:
  - ❖ Red Canister ABC Fire Extinguishers - used on all fires including electrical.
  - ❖ Silver Canister Fire Extinguishers - used only on wood and paper products. (It only contains water)
- Use RED EXIT signs to direct you to the closest exit route
- The FIRE DOORS automatically close when the fire alarm is activated. If they do not close, you will need to close them manually. This will keep the fire contained.