



Deer's Head Hospital Center

Origination Date: 07/2017
Last Approved: 07/2017
Last Revised: 07/2017
Next Review: 07/2020
Owner: Cheri Porcelli: Chief Nursing Officer
Department: Nursing
References:

Personal Activities and Responsibilities of Employees

STANDARD: Provision will be made for personal activities of employees during working hours within specific guidelines.

PURPOSE: Provide guidelines for personal activities of employees during working hours to promote optimal care and well being of the patients and residents of DHHC.

PROCEDURE:

1. Minimizing Distractions/ Use of Personal Electronic Devices-

- a. Any activity that distracts an employee from the care of a patient/resident is a potential safety risk and the expectation for all employees is that the focus of your work day is the care and well being of the patients/residents. Personal electronic devices create distractions and therefore are not to be found in use by employees in any patient/resident care areas. This includes but is not limited to tablets, Kindles, MP3 players, and **Cellular Phones**. Resident care areas include any area of the patient/resident unit except the employee break room or bathroom. Additionally, personal electronic devices are not to be found charging in the nurses stations or in any patient/resident area.
- b. Personal **Telephone Calls** – Please schedule personal calls during breaks or mealtimes. Unit phones may used for emergencies only. Incoming calls must be limited to urgent matters only.
- c. Work computers are to be used for work related purposes only and not for personal use as this may put the facility at risk for cyber attacks, breeches of HIPAA, viruses, etc.

2. Name Badge - All employees are required to wear and have visible at all times the photo identification badge furnished by Deer's Head Center. The first badge is purchased by the hospital. Replacement badges will be purchased at the employee's expense. If an employee shows up for work without a badge, they may be sent home to get it and will be required to sign out while away.

3. Designated Eating Areas – Employee food and drinks are restricted to designated employee break areas and not to be found in the patient/resident care areas including (but not limited to) nursing stations, dining rooms, hallways, medication or treatment carts.

4. Arriving to work on time – Nursing staff employees are expected to arrive on their unit ready to work at their scheduled time; e.g. 7:00 am, 3:00 pm, and/or 11:00pm. Arriving after this will be considered arriving late unless approved by the Manager/Supervisor/CNO/DON-CCF. Please refer to Lateness Policy 2401. Although you will not be docked if you arrive prior to 6 minutes past your scheduled arrival time, this does not diminish the expectation that you will arrive to your unit at your scheduled time ready to begin work or

will be considered late.

5. **Lunch and Rest Periods** - All direct care employees are given 30 minutes for mealtime on or off the hospital grounds. Two 15 minute breaks are scheduled; any rescheduling must have the approval of the Charge Nurse and the change must be reflected on the assignment sheet. All licensed and CNA/GNA staff must notify the Charge Nurse when leaving and returning to/from breaks. Breaks may not be combined with meal times or combined to offer one 30 minute break; meal times and breaks may not be omitted to shorten the workday. Night shift breaks and meals must be scheduled before 5 a.m.
6. **Accountability and Attentiveness of Night Shift Employees** – It shall be a requirement that during the night shift the Nursing Supervisor/Manager makes rounds on every unit to assure accountability and attentiveness, and complete a nightly audit form (see attached). The audit will include the employee name, location, time, and will determine the alertness of the employee. A comment section is to be completed for any employee found to not be alert and/or any additional concerns the auditor would want to address. Any concerns found while rounding will be reported to the CNO/DON-CCF and the audit results will be forwarded to the DON Long Term Care.
7. **Borrowing Articles from Patients** – Employees are not permitted to borrow articles from patients for any reason. It is the responsibility of anyone aware of this activity to report it to the Unit Manager.
8. **Inclement Weather** – The Chief Nursing Officer or the CCF DON will review the staffing situation during or in anticipation of adverse weather conditions. Nurse Managers and Administrative Supervisors will be notified to report to work as needed even if scheduled off. Nursing personnel are responsible for their own transportation during inclement weather. All Nursing personnel are considered essential to the provision of nursing services (does not include all nursing clerical personnel). Charge Nurses will prioritize care to the patients; staff on duty will remain on duty until staffing is adequate and the Manager releases them. Sleeping accommodations will be arranged for staff working extended hours. Nursing Administration/Managers will have access to a working phone numbers for each essential staff.
9. **Personnel Visiting While on Duty** – All personnel must remain on their assigned area according to the assignment sheet unless he/she has obtained permission from the Charge Nurse to leave the unit. Any off-duty employee visiting a patient in the hospital must adhere to regular hospital visiting hours. Any off-duty employee wishing to see an on-duty employee must obtain permission from the Charge Nurse.
10. **Dress Code** - Each individual employee must take responsibility for projecting a positive image of Deer's Head Center by selecting a professional choice of dress. The following are clothing guidelines for Nursing Department direct care personnel:
 - a. Colored or printed scrub outfits – Lab jackets may be worn.
 - b. No sweat pants, blue jeans, stirrup pants, leggings/tights
 - c. White or neutral hosiery
 - d. Tennis shoes, nursing shoes, orthopedic shoes, low heeled/toe enclosed shoes
 - e. Fingernails clean & no longer than the tip of the finger; no artificial nails (includes tips, acrylic, gels, crystal silk wraps)
 - f. Hair that does not impede performance of work
 - g. No long dangling earrings or rings with high-pronged settings
 - h. No strong perfumes/colognes
 - i. Piercings other than stud/small earrings must be removed or covered if unable to be removed.

- j. No tight fitting clothing that reveals undergarment lines
- k. Tops may not be backless, have a plunging neckline, clinging & revealing, see-through, or contain logos/advertisements larger than 3" in diameter

Reference: Pre-PolicyStat NSG P-6

Attachments:

[Accountability & Attentiveness Audit.docx](#)

Approval Signatures

Step Description	Approver	Date
	Cheri Porcelli: Chief Nursing Officer	07/2017

I have read and fully understand the terms and conditions of employment. I agree to abide by all of the polices and procedures.

Signature: _____