

Other Important Information You Need to Know for Your Rotation at Flagler Hospital

Hospital-Wide Dress Code

Each department shall establish appropriate dress for employees in accordance with the following categories: business attire, business casual, scrub suits, and job-specific uniforms. When deciding appropriate dress, a department should consider department functions, patient/visitor contact, and customer contact. The following delineates the categories of dress:

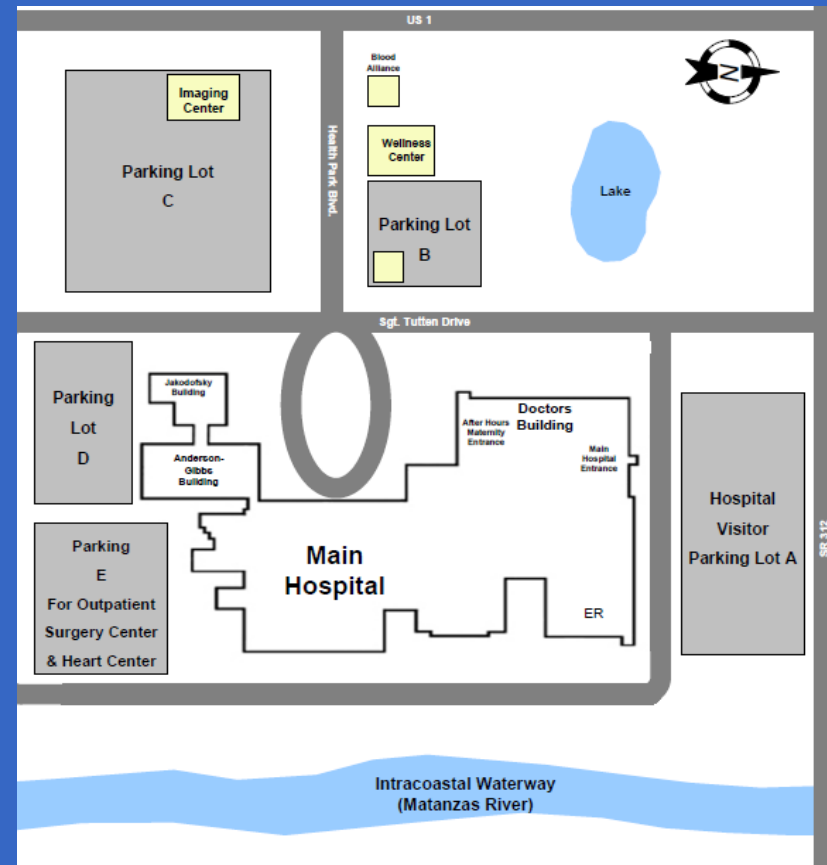
- **Business Attire** – A conservative style of dress, usually consisting of suits or tailored clothing including separates and accessories that project a professional image. For men, long sleeve shirts and ties are appropriate. Women may wear dress pants, suits or dresses, with conservative blouses or tops.
- **Business Casual** – Reserved for a small number of departments that do not regularly come into contact with patients and/or the public (example: Materials Management). The attire is defined as separates and accessories that still project a professional image (example: Dockers, casual slacks, shirts with collars). Clothes must be neat and presentable, denim, t-shirts, or crop tops are not acceptable for this category.
- **Scrub Suits** – Clinical Staff with ongoing contact with patients are required to wear Vestex protective uniforms exclusively while working in Flagler Hospital. The uniform must be in the appropriate or corresponding color for the staff's job/role or position.
- **Job Specific Uniforms** – A job specific uniform is attire with a standard appearance for employees who need to be identifiable across the campus (example: Security and Guest Service Specialist). Dress decorum for these departments needs to be endorsed by the administrative Vice-President responsible for that department.

Hospital-Wide Dress Code

- **Grooming** – Hair is to be clean and styled so that it does not interfere with job function.
- **Facial hair** is to be neat and trimmed.
- **Nails** – For all employees with patient contact, fingernails must be kept less than ¼ inch long, and free of chipped polish. Wearing of **artificial nails** or extenders by staff with direct patient contact is prohibited because it is a bacterial vector.
- **Jewelry** – Should be conservative in size, number, style. Jewelry that could create a safety hazard is not permitted.
- **Clothing** – All clothing must be clean, neatly pressed, professional, in good repair, and fit properly. Clothing should not be tight, too low/too high, or revealing. Skirt hems should be reasonable – no more than two inches above the knee.
- **Sandals** are not appropriate for employees who provide direct patient care. Flip-flops and beach shoes are not appropriate for any category of dress. Again, inappropriate footwear is a safety issue.
- **Hats, caps and other headgear** are not to be worn unless required as part of a uniform, or for a medical, safety, or validated religious reason.

Parking

- All Students must park in **LOT C**
- Shuttle van makes frequent rounds and can transport you to the hospital. Shuttle is in service from 6:00 am to 8:00 pm.



Quiet Initiative at Flagler Hospital

SHHH...Silent Hospitals Help Healing

- What can we do to make a difference?
 - Close patient doors (when safe and able).
 - Set phones and pagers to vibrate.
 - Be conscious of how your voice carries and at what level you speak
 - Even your 'normal voice' may need to be adjusted.
 - Walk to the person you wish to speak to rather than calling down the hallway.
 - Decrease volume on TV; use handsets and personal amplifiers when appropriate.
 - Turn down ringers on patient phones to a level that they can still hear.
 - Wear soft-soled shoes.
 - When in a patient care area, practice quiet initiatives to the best of your ability!

The Flagler Health + Enterprise is Tobacco & Smoke Free

- The Tobacco and Smoke Free policy applies to all Flagler Health + Enterprise medical staff, personnel, tenants, students, patients and visitors
- Smoking Cessation Education:
 - Flagler Hospital provides Smoking Cessation education classes. Call 819-4338 to register.



Flagler Health + Enterprise

Zero Tolerance Policy

Healthcare workers have the right to work in an environment that is free from all forms of abuse and to not fear coming to work at risk of being injured physically or verbally by patients, visitors or their peers.

a. It is Flagler Health+ Hospital's policy to implement zero-tolerance toward violence, threats, harassment, intimidations, fighting and cursing and other disruptive behavior in the workplace. Such behaviors will not be tolerated. All reports of incidents will be taken seriously, dealt with appropriately, and no employee reprisals for reporting incident will be allowed.

b. If a workplace violence issue is experienced, workforce members are to contact their immediate supervisor, Security (3377), Human Resources (4420) Risk Management (4442) immediately. You may also express your concern by calling the compliance hotline 800-826-6762.