

# UNIVERSITY WORK RULES

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In fairness to everyone where many people work together, some specific rules and regulations are necessary to define acceptable conduct and to promote the smooth functioning of the University Medical Center as a whole. These rules are important for the welfare of patients, as well as employees, and require full cooperation and teamwork of all employees.

The following behavior, or behavior similar but not limited to the following, on the part of trainees (student, residents and fellows) will result in disciplinary action up to and including immediate dismissal from further participation in GSM administered UGME and GMDE programs:

1. Falsification of records
2. Failure to report absences according to program protocol. Repeated tardiness or unauthorized absence. An absence of three consecutive days without notification or without satisfactory reason.
3. Loafing or carelessness.
4. Sleeping on the job.
5. Smoking on campus.
6. Loitering
7. Gambling
8. Leaving work without permission
9. Visiting other departments or having unauthorized visitors.
10. Horseplay, disorderly conduct, or use of abusive language.
11. Willful or negligent damage to University property.
12. Unauthorized personal use of Medical Center equipment or materials.
13. Violating safety rules or common safety practices.
14. Interfering with another employee's work.
15. Using University telephones for personal calls without permission except in an emergency or charging personal calls to the University.
16. Violating Medical Center parking regulations.
17. Possessing, drinking, or being under the influence of intoxicants.
18. Bringing illicit drugs on Medical Center premises. Use or possession of controlled drugs without a prescription.
19. Fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual.
20. Insubordination or refusal of an employee to follow instructions or to perform designated work where such instructions or work normally and properly may be required of an employee.
21. Insubordination by refusal to comply with directives of authorized Medical Center officials, including refusal to take a polygraph examination or otherwise cooperate with authorities investigating theft or other possible unlawful activity at the Medical Center.

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22. Theft or dishonesty.
23. Possession of firearms or other lethal weapons.
24. Sexual harassment of employees, patients, or visitors.
25. Tampering with or wantonly destroying Medical Center data, records or other information, disclosing confidential information, and other misuse of University information.
26. Failure to wear University Medical Center identification in the presented manner.
27. Soliciting, collecting money, or circulating petitions on Medical Center property at any time without the express written permission of the appropriate Administrator and the Director, Human Resources.
28. Violating University policies, procedures, and regulations.
29. Conduct unbecoming a University Medical Center employee.
30. Morally reprehensible behavior unacceptable to the community at large.

University Medical Center personnel and GSM trainees have no greater obligation than that of not divulging or discussing any information pertaining to a patient, employee, or confidential business. This is one of the fundamental ethics binding those who, whether directly or indirectly, care for the sick. **No one other than authorized personnel may have access to patients' charts.**

**ANYONE DISCUSSING OR DIVULGING ANY INFORMATION RELATING TO A PATIENT OR ANY ASPECT OF HIS/HER CARE BEYOND THAT NECESSARY IN THE PERFORMANCE OF WORK MAY BE IMMEDIATELY DISCHARGED.**

**DISTRIBUTION OR RELEASE OF UNAUTHORIZED PICTURES OR ACCOUNTS OF PATIENTS, OR OTHER INVASIONS OF PRIVACY, SHALL BE GROUNDS FOR IMMEDIATE DISCHARGE.**

Revision approved August 2011