



SCL Health, Denver Care Sites Student Guidelines

General Student Responsibilities

1. Identify and communicate your learning needs to your Preceptor/Instructor/Clinical Scholar.
2. Arrive on time and prepared to deliver patient care.
3. Take advantage of learning opportunities.
4. Notify your Preceptor/Instructor/Clinical Scholar of any illness no later than two hours before the shift begins.
5. Immediately notify the Preceptor/Instructor/Clinical Scholar of any omission or error in patient care.
6. Return your badge per protocol at the end of your clinical experience.
7. Students are held to the same standard for professional behavior as associates, referred to as Service Behaviors. A list of these Service Behaviors can be found on our website. Students who do not demonstrate the Service Behaviors may be dismissed.

The following behaviors may result in immediate dismissal and/or course failure.

- Threatening the welfare of a patient, family or visitor
- Making threats to the facility or associates
- Violating patient confidentiality (HIPAA)
- Violating facility policies and procedures
- Failing to follow instructions
- Arguing with peers, associates, patients, families, instructors or clinical scholars
- Using offensive language
- Refusing or failing to carry out assignments
- Violating attendance procedures, including tardiness
- Misrepresenting your level of clinical competency
- Failing to alter your behavior following constructive feedback
- Failing to follow SCL Health Denver Care Sites Service Behaviors
- Using the internet for personal needs
- Conducting personal business during clinical time, emergencies and scheduled breaks excepted

When two or more policies or procedures about student behaviors provide guidance on the same topic, the stricter policy will be followed.

Identification Badge

All students must wear at an SCL Health identification badge all times. This includes having badges in place as students approach to enter buildings. The identification badge must be worn in the upper chest area in an unobstructed manner. The ID badge is worn in this specific area to promote safety and

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present a unified professional image to those we serve. School identification badges (if provided by the school) must also be worn.

School Uniforms or Scrubs

All students must wear their school uniforms or scrubs at all times, as additional identification as a student. This also promotes safety, professionalism and a sense of confidence in the quality of care and service we provide.

Clothing In General

Clothing must be clean, pressed and professional in appearance at all times. Clothing must not be faded or torn. Clothing must be sufficient in length, weight and fit to be modest when you are performing any activity required by your student assignment. Appropriate undergarments must be worn and must not be visible through clothing.

Footwear

Footwear is required at all times. Shoes will be clean, polished and in good condition. Safety, comfort, appearance and quietness are the prime considerations in the selection of appropriate footwear. The following items are guidelines of unacceptable footwear in the workplace:

- Casual sandals, crocs and other croc type shoes with holes or flip-flops of any kind.

Personal Hygiene

- Good hygiene is essential. Body odor and bad breath are offensive to patients and coworkers. Necessary steps are to be taken to prevent these problems.
- Fingernails must be clean, moderately short and well-trimmed. Artificial nails are not permitted in patient care settings. A colored nail polish may be acceptable, based on your position or department. Do not use extreme colors or nail art.
- Cosmetics, perfumes, aftershave/cologne and scented lotions are not permitted in patient care areas. In non-patient care areas, cosmetics, perfumes, aftershave/cologne and scented lotions can be worn in conservative amounts.
- Hair, beards, and mustaches must be clean, neat and well groomed for the professional setting. Facial hair must be groomed in a manner that allows the staff member to pass a fit test if required to wear a respirator as a part of their job duties.
- Hairstyles must be neat, clean and controlled so as not to compromise patient care. Hair color must be a natural color.

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Jewelry/Accessories

Jewelry and accessories are to be minimal, appropriate and safe for the work being performed.

- Piercings
 - While on duty, no jewelry is to be worn on cheek, eyelid, eyebrow, lips, tongue or chin.
 - Nose studs no larger than 1.5 mm are permitted; nose rings/hoops are not allowed.
 - Earrings can be worn in ears only and cannot exceed two earrings per ear.
 - Earrings cannot exceed one inch in length.
 - Gauges in ears must be plugged.
- Chains and necklaces are to be worn inside clothing in patient care areas. Jewelry in the clinical setting cannot come in contact with patients, the work area, machinery or equipment. Medic alerts and wristwatches are not considered jewelry.
- Accessories such as scarves and artificial or fresh flowers are unacceptable with scrubs/uniforms.

Miscellaneous

- Visible tattoos or body art must be covered to the greatest extent possible while on duty.
- Students will not wear any pictures, emblems, or statements on clothing unless hospital approved.
- Students will not wear any buttons or pins unless hospital approved. Likewise, students will not wear any pins, buttons or t-shirts that convey a negative image of Sisters of Charity of Leavenworth Health or that support a political position not authorized by SCL Health.