



BINGHAM MEMORIAL HOSPITAL

Your Health, Your Community, Your Hospital

WELCOME

BINGHAM MEMORIAL HOSPITAL Orientation Packet

Mission Statement

Advancing your healthcare experience through compassion, innovation, and exceptional service.

Vision Statement

High Quality. High Compassion.

Bingham Memorial is a
HealingHospital™
high quality. high compassion.

Values

- Teamwork** - I am a committed part of a team of individuals communicating openly to create excellence.
- Caring** - I serve others with respect, empathy, and compassion.
- Honesty** - I generate trust by having the inner strength to be truthful and sincere.
- Integrity** - I am accountable to myself and others and accept ownership for my actions and attitude.

Shane M. Robinson M.TD

Administrative Director of Graduate Medical Education
Bingham Memorial Hospital
310 W. Idaho St. Blackfoot, Idaho 83221
Office: (208) 782-2950
Cell: (208) 690-0218 - Fax: (208) 785-9682
srobinson@binghammemorial.org

Joanne P. Smith

Clinical Education Coordinator
Bingham Memorial Hospital
310 W. Idaho St. Blackfoot, Idaho 83221
Cell: (208) 604-2930
Fax: (208) 785-9682
jpsmith@binghammemorial.org

ORIENTATION

Orientation will be completed before beginning student rotation to BMH. Orientation will include, but is not limited to, student policies and procedures, confidentiality issues, safety procedures and a tour of the facility. Photo identification in the form of a name badge is mandatory for all students and must be worn with the picture visible and above your waistline. ID's will be provided by BMH and must be worn at all times while in the hospital or other BMH properties.

Student Policy

The Student agrees to accomplish the following and submit items as required to Bingham Memorial Hospital's Office of Outreach and Special Programs *prior to the 1st day of the rotation*:

- Letter of good academic provided by your school
- Student has no exclusions from a background check or CMS. Copy provided of background check or one completed by Idaho State Police
- Student has current immunizations records, provided by school or physician, including ALL of the following:
 - mumps; measles; rubella- MMR
 - varicella -- or stated history
 - Tdap and booster if before 1997
 - hepatitis B -- 3 doses or titer
 - TB -- 2-step testing, serology testing for TB or chest x-ray in past 12 months
 - Flu shot between November 1st and March 31st
- Copy of current Affiliation Agreement (signed by both school and BMH if rotation longer than 2 days)
- Copy of Current liability insurance covering the student minimum amount of \$1,000,000 per occurrence \$3,000,000 aggregate
- Copy of student's school ID AND driver's license
- Copy of student BLS or ACLS training certification
- Copy of student resume with current email, phone, and mailing address
- Copy of Personal Health Insurance
- Completion of and copy given of orientation packet
- Request for computer records access (IT form)
- ID badge with expiring date and confidentiality form (HIPPA) signed at HR
- Tour of hospital and/or other facilities

Your Relationship to the Hospital

As you learn at BMH, remember you are a representative of all that is best about Bingham Memorial Hospital and Extended Care Facility. You also represent the institutions you come from.

Your Relationship to the Staff

You will be under the supervision of a medical staff member and/ or precepting physician. Follow instructions carefully and perform only assigned tasks. If an unusual situation comes up, ask your preceptor for clarification or direction. Please remember that constructive suggestions are for the purpose of teaching you, the student. Remember also that the student coordinator appreciates feedback from you in helping to provide a better environment for all.

Your Relationship to the Patient

As a student, you play an important role in establishing a respectful, caring and healing environment for the patient. Listen in a friendly, manner and graciously avoid topics of religion, politics and other personal matters. Discussion of the patient's care or condition is the responsibility of the medical team, which you are learning from.

Confidentiality

HIPAA (Health Insurance Portability & Accountability Act) law states that all patient information is confidential and must not be discussed either inside or outside the hospital. Careless talk may cause serious harm. Social media of any kind should not be used while on rotation on the BMH campus. Unauthorized release of information about patients due to carelessness or thoughtlessness is not only unethical, but against the law. Patient charts and medical records are confidential. Students must sign BMH's approved confidentiality for before beginning his or her rotation.

Log Documentation

Medical students are learners and in no state, including Idaho, are they given a license to practice medicine and therefore, they are never considered to be billing providers. It is an essential part of education, learning how to document patient care in the medical record. Any contribution and participation of a student to the performance of a billable service **must be performed in the physical presence of a teaching physician, NP, PA or resident, in a service that meets teaching physician billing requirements**. (Excerpts taken from AAMC Compliance Form: Medical Student Documentation. www.aamc.org)

Complaints

Address complaints to your immediate preceptor or the student coordinator. If you don't tell us there is a problem, then we cannot resolve it. Please convey compliments as well.

Accidents

In the event of an accident while learning at Bingham Memorial Hospital (which includes but is not limited to events such as: needle sticks, blood exposure, etc), students report the occurrence to the student coordinator and medical staff. An incident report may need to be filed in the area you are working. Seek immediate medical attention if needed. Emergency contact information and a copy of the student's personal health insurance must be given on student profile/ rotation sheet. Students are responsible to pay for any medical attention received while on BMH Campus.

Termination

Students are held to the same level of professional conduct as employees as they are representatives of Bingham Memorial Hospital and respective his or her institution of higher learning. The student coordinator and/or the preceptor reserves the right to terminate a student if, in their opinion, the action is in the best interest of the student and/or the hospital or department. Such termination could result from a failure to comply with hospital or departmental policy, continued absences without notification, unsatisfactory work, failure to act in a responsible and respectful manner, patient privacy or safety issues. Students will be immediately dismissed for theft, physical fighting, verbal abuse, vulgarity or the use of profanity, or use of illegal drugs.

Students reporting for rotation under the influence of medication and/or alcohol so as to be inefficient and/or unable to competently and satisfactorily perform, shall be dismissed from BMH.

Personal Appearance

Appearance is a reflection on the student and the facility. Professional dress is expected at all times you are rotating with a preceptor on BMH's campuses. All students will present themselves, with a clean and neat appearance with special emphasis on personal hygiene and professionalism. Jeans and T-shirts are not to be worn. Excessive make-up, extreme hair colors or styles and body piercings are not appropriate, as well, all tattoos should be covered. Please refer to the Dress Code Policy located on page 12 of this document for specific instructions on personal appearance during rotations.

Fragrances

Students are asked to limit their use of perfume, cologne and lotions due to many people's allergies, asthma and other respiratory conditions. It is recommended that you do not use perfume, cologne or after shave if working in a patient care area.

Smoking

BMH has a NO TOBACCO policy on all its campuses, including parking areas.

Parking

Parking for students is provided in the main parking area outside of the ER entrance, in stalls furthest away from building. Closer parking stalls are reserved for patients and their families. Students are always welcome to park in front of the Research and Grants Building.

CME Events

Students are encouraged to attend general Continuing Medical Education (CME) events, held every 3rd Wednesday of the month, noon to 1:00 p.m., in the MOB classroom.

GENERAL HOSPITAL GUIDELINES

Bingham Memorial Hospital focuses equally on quality health care and good customer/ patient services. Our customers are everyone who comes in contact with the hospital and our employees and students. Patient and families are just as likely to base their hospital's evaluations on how they were treated as on the quality of medical and surgical services.

Bingham Memorial's four values; Teamwork, Caring, Honesty & Integrity, when followed every day and in every circumstance, help guide our behavior in a way that contributes to the spirit, philosophy and mission of Bingham Memorial.

Patient Rights

Bingham Memorial Hospital encourages respect for the personal preferences and values of each individual and supports the rights of each patient and resident of the facility. The patient is given a list of rights and responsibilities upon registration.

Ethics

Ethics are the basis for business success. High ethical standards of conduct including honesty, integrity, and good judgment are important to our success in the healthcare industry. Without them, incidents may develop that could harm our patients, employees or our organization. If you encounter situations or circumstances that raise legal or ethical questions, talk with your student coordinator.

Harassment

Everyone has the right to be treated fairly at work and not to be made to feel uncomfortable there. That is why sexual harassment is an illegal form of discrimination. Sexual harassment may harm victims physically and emotionally. It may prevent them from performing well on the job. It is also harmful because it destroys mutual respect and trust and reduces productivity.

BMH does not tolerate sexual or racial harassment. Any student who is treated in this manner is encouraged to contact the student coordinator or the Human Resources department immediately for assistance.

Drug and Alcohol Use

BMH prohibits the unlawful use, possession, transport, promotion or sale of drugs, drug paraphernalia or the use of alcoholic beverages at any time on BMH property. Students may not report to their rotation under the influence of any drug, alcoholic beverage, intoxicant or other substances.

Bariatric Sensitivity

Bingham Memorial Hospital proudly maintains certification as the only Bariatric Center of Excellence in the region. Students on our campus are expected to treat all patients who come to BMH with the highest courtesy and respect and students should understand any form of bias or mistreatment will not be tolerated. Should any student demonstrate a lack of respect or appropriate accommodation for any patients, they will be asked to leave rotation.

SAFETY

Safe work conditions are of primary importance in a healthcare setting. Each student is oriented in the safety precautions needed while at BMH. Safety is essential to good patient care, therefore, the purpose of the program is to motivate all at BMH to be continually aware of basic safety practices and to apply them in their work activity.

Safety Program

BMH's Employee Health and Safety Committee guides the overall safety program. Each student is expected to cooperate fully with the safety guidelines and procedures by:

- Thinking in terms of the safe way not just the fast way.
- Reporting defective equipment and unsafe conditions.
- Handling equipment safely; avoiding electrical devices when hands are wet.
- Taking every precaution when moving patients in wheelchairs, stretchers, etc.
- Using proper methods when lifting and asking for assistance when necessary.
- Not attempting to do jobs for which one is not qualified.
- Being "safety conscious" about everything relating to you.
- Report any unsafe condition or act that is observed.
- Report any foreign material on floors or remove it at once to prevent injury to others.
- Know the fire safety plan of this facility. Know the location of fire alarms and extinguishers and how to use them.
- Become familiar with relevant work procedures and safe work practices.
- Horseplay and practical jokes often result in serious injury. BMH is no place for them.
- No health care worker or student is expected to take chances or endanger themselves or others in the performance of his/her job duties. Do not take chances or guess! When in doubt, ask for help.

Fire Safety

- Fire extinguishers are available in designated areas of each facility. Learn the location and proper use of fire extinguishers and alarm pull boxes.
- Passageways and work areas around fire extinguishers must be kept clear at all times.
- This is a smoke-free facility.
- Exit doors shall not be obstructed. Know how to exit from the work area.
- Be alert in preventing and recognizing fire hazards. Special precautions are required when a patient is using oxygen because oxygen supports rapid combustion.
- Know fire and evacuation plans for the work area to which you are assigned. Avoid using the elevators—keep them free for firefighters and emergency equipment.

Report unsafe conditions immediately to the appropriate department

Chemical Hazards

To protect you from the harmful effects of possible exposure to chemical hazards, you will be informed regarding those hazards within your work area. An entire list of chemicals utilized within the

BMH is maintained in “Materials Safety Data Sheets” at designated locations. Each student is responsible for familiarizing themselves with these lists and knowing where they are located.

Back Safety

Students do not usually become involved in lifting heavy items. Housekeeping can be called to do any heavy lifting and nursing can be called to assist patients/visitors. Back pain can be prevented or minimized if the proper steps are taken.

Infection Control

Students are involved with staff, patients and visitors. It is essential that students have an understanding of hospital policies and procedures related to infection control, i.e., the use of rubber gloves and hand washing.

- Anyone working in the hospital or health care setting can bring infections to patients or take infections home to their family.
- This information is required briefing and compliance material by OSHA and JCAHO.
- Healthcare setting in the US are required to provide this information and training. It is not unique to Idaho.
- Failure to provide this information can result in serious penalty and fines for the institution by OSHA.

Hand washing is the single most important thing you can do to prevent the spread of infection.

Fire and Disaster Plan

BMH has a detailed plan covering fires and other disasters. Each student has the responsibility to become familiar with the specific procedures for his/her department. Ask your preceptor or nurse before you start your rotation about Fire, Disaster and Security plans.

Security

All students are requested to cooperate in preventing vandalism and theft. Students can also help by observing the rules and regulations with regard to proper securing of BMH property and reporting any suspicious persons or circumstances.

Firearms

Firearms of any kind are not permitted on BMH property.

Theft

Students are strongly advised not to bring excessive amounts of money or valuables to work. BMH is not responsible for the loss or theft of personal items.

Lost and Found

All lost and found items are to be taken to Housekeeping for retention. If not claimed within 30 days, they will be donated to a charity or discarded.

Electronic Media

Student should not take personal calls, answer text messages, or other personal media used, when rotating with patients. Such activities should be done during the student’s personal time. Student should not take audio or video recordings or take photos during his or her experience at BMH. This is direct violation of HIPPA privacy act. Students are prohibited from publishing any materials developed as a result of experiences with Institution without written permission by Institution.

Removing Items

BMH property must not be removed from the premises for personal use without permission of the Department Manager. Violation of this policy may result in immediate termination.

EMERGENCY CODES

All students are responsible for knowing their role in an emergency situation. Each department has specific guidelines to follow in the case of an emergency situation. In emergency situations it is essential that clear, concise communication of the situation reach several staff members at the same time. To facilitate this communication, Bingham Memorial Hospital and Extended Care Facility has established the following codes:

Code Red

Code Red is used to alert staff of smoke or fire. If Code Red is announced, all available personnel in non-clinical areas will obtain a fire extinguisher closest to their location and report to the area announced in the Code Red. Clinical areas may send personnel to the Code Red location if their workload allows. Once at the location of the Code Red, employees will be instructed further on their responsibilities and action to perform. If a Code Red should occur while you are rotating, report immediately to your preceptor and await instructions. If you see fire or smoke in your area, notify the nearest staff member immediately.

Code Red Procedure

- R** Remove/Rescue anyone from immediate danger.
- A** Alarm/Alert: Call "70" and announce "Code Red" with the exact location 3 times. Pull nearby alarm box.
- C** Contain the fire; close all doors
- E** Extinguish the fire.

NEVER BREACH CLOSED FIRE DOORS

Fire Extinguisher Procedure

- P** Pull the pin and stand back about 8 feet.
- A** Aim the hose at the base of the fire.
- S** Squeeze the trigger.
- S** Sweep back and forth along the base of the fire.

Code Blue

Code Blue is used to summon the Code Team in the event of a cardiac and/or respiratory arrest. The Code Team consists of the following members:

- Code Team Leader (ED Charge Nurse)
- IV Nurse
- Medication Nurse
- Recorder
- Compression and Ventilation

If you suspect that someone in your area has a cardiac and/or respiratory arrest, notify the nearest staff member immediately.

Code Orange

Hazardous material spill or exposure. Move away from the area where the incident has occurred.

Code Green

OB Emergency

Code Amber

Code Amber is used to alert all staff of an infant or child abduction. If you hear a Code Amber and are not instructed otherwise, go the Entrance/Exit closest to your location and secure it. Be on the lookout for someone carrying blankets or other objects suitable for hiding or concealing an infant or child. Question anyone who is accompanying an infant or child. Do not try to physically stop the person. Get a good description of the person and their vehicle if possible. Report this to security at once.

Code Black

Code Black is used to notify staff of an internal or external disaster. Staff and students will receive instructions from their supervisors in a Code Black situation.

Code Silver

Code Silver indicates that a possible weapons or hostage situation may be taking place. Follow the instructions of your manager and do not go to the area in question.

Please refer to your department's safety and security manuals for specific department procedures. Codes may be called during drills and students should report immediately to their department supervisor for instructions.

All safety codes are attached to the back of your name badge which must be worn at all times.

Guest Resource Map



**BINGHAM MEMORIAL HOSPITAL,
SKILLED NURSING AND REHABILITATION CENTER
AND IDAHO DOCTOR'S HOSPITAL**

Title: Graduate Medical, Nurse Practitioner, and Physician Assistant Students	Reference #: 3480
Division/Department: Hospital Wide	Version: 4
Approved By: Chief Executive Officer	Created: 02/25/2016
	Effective: 02/25/2016
	Next Review: 02/25/2017

STATEMENT/PURPOSE:

The purpose of this policy is to provide high quality medical care, protect patients, and define the role and activities of health profession students at Bingham Memorial Hospital, Inc. (BMH, Inc.)

IMPLEMENTATION:

1. BMH, Inc. employees and its medical staff endeavors to provide high quality and compassionate health care services to our patients. In this pursuit, we recognize there is an opportunity to teach medical students, nursing students, physician assistant students, nurse practitioner students, and others involved in meeting their educational needs to become extraordinary health care providers in the future. This policy is intended to address the interaction and association of these medical school students with patients, medical staff and employees of BMH, Inc.
2. BMH, Inc. is committed to providing an optimal clinical learning experience for students doing clinical rotations at BMH, Inc. It is also the intent to assist the students in reaching necessary and desired clinical skills and professional competencies, within the scope of health care services provided by BMH, Inc.
3. BMH, Inc. retains full responsibility for the care of patients and will maintain the quality of patient care without relying on the student's clinical training activities for staffing purposes.
4. Students will not be entitled to any monetary or other remuneration for services performed at BMH, Inc. nor will BMH, Inc. have any monetary obligation to the students' academic institutions, except as defined through contractual obligations.

DEFINITIONS:

Director of Medical Education (DME):

BMH shall formally appoint a DME who shall have the authority, responsibility, resources, protected time for administrative activities and reporting relationship within hospital administration for the oversight, administration and accountability of the institution's approved Graduate Educational Programs.

Medical Education Coordinator:

Facilitates the scheduling of students with members of the medical staff, monitors the performance of students, works as the intermediary between the schools and BMH, Inc., who ensures compliance with the requirements of the academic institutions in which the students are enrolled, and ensures that the students are compliant with the expectations of their schools and our medical staff. Coordinator will also complete orientation process with all students.

Medical Staff:

The Physicians and Allied Health practitioners who currently hold memberships and privileges at BMH. These include those practitioners with active, courtesy, or other categories of membership designated in our bylaws.

Medical Student:

An individual currently enrolled and in good standing at an accredited MD or DO school by the Association of American Medical Colleges (AAMC) or the American Association of Colleges of Osteopathic Medicine (AACOM).

Nurse Practitioner Student:

An individual currently enrolled and in good standing at an accredited Nurse Practitioner program by the National League for Nursing Accrediting Commission (NLNAC). Such individuals are not addressed in this policy.

Physician Assistant Student:

An individual currently enrolled and in good standing at an accredited Physician Assistant school by the American Academy of Physician Assistants (AAPA). Such individuals are not addressed in this policy.

Supervising Physician:

The individual physician who agreed to supervise and is identified in the credentialing file and medical staff office as overseeing the activity and education of a particular medical student.

PROCEDURE:**A. Application:**

The following must be submitted by the university and/or the student to the Graduate Clinical Education office prior to students beginning their rotation:

- Signed affiliation agreement with the university, college, or school in which the student is enrolled.
- Comprehensive general liability insurance/professional liability insurance, a minimum amount of \$1,000,000 per occurrence \$3,000,000 aggregate.
- Current immunizations records.
- Records or demonstration through our employee health department of an annual TB test
- Copy of students resume with current email, phone and mailing address.
- Copy of current ACLS certification.
- Criminal background check (completed by the university) or Idaho State Police.
- Letter of "Good Standing" letter from accredited program.
- Copy of university identification tag and/or copy of official identification (Driver's license, passport, etc.)
- Signed Bingham Memorial Confidentiality form (Human Resources) in accordance to HIPPA standards.
- Bingham Memorial Hospital official identification tag with expiration date.

B. Approval:

Upon receipt of completed information, the Clinical Education Coordinator will review the completed documentation and approve or disapprove the student's request for a clinical rotation.

C. Supervision:

1. All students approved to rotate in the hospital and clinic will have a supervising physician assigned to oversee his/her activity. The level of supervision may vary depending upon the level of training and experience the medical student has obtained.
2. The supervising physician is directly responsible for the actions of the student.
3. Any direct patient contact by a student is to be approved by the supervising physician.
4. All students will be clearly identified as such by an authorized BMH name badge clearly indicating the "student" status, and shall introduce himself/herself to patients, employees, and medical staff as a medical student.
5. Students have no legal status as providers of health care services.
6. If a student is deemed qualified by his/her supervising physician, he/she may enter documentation into the medical record only when such information is verified and authenticated by their supervising physician.
7. Students may perform certain patient care activities under the direct supervision of a medical staff member with privileges for such interventions, who must approve and countersign appropriate documentation in the medical record and accept legal accountability for those activities and documentation.
8. Medical students may perform History & Physical examinations only at the discretion of the supervising physician, who must also perform and document the evaluation to verify that the information documented by the student is accurate, prior to authenticating the findings in the patient's medical record.
9. No physician's orders written by medical students will be implemented or transcribed by nurses or other hospital employees until such orders are reviewed and authenticated by the student's supervising physician.
10. All students may be observed and receive council from any member of the medical staff, nursing staff, employees, and/or administration. Such an intervention should be performed in a discrete and timely manner as to protect patients from harm, or safe guard the ability of the hospital or clinics to maintain quality services.
11. Students are not allowed to examine or treat emergency department patients unless authorized to do so by the emergency room physician, and their supervising physician.
12. Students who repeatedly do not maintain BMH standards of behavior or appearance or place patients, employees, or other practitioners at risk, may need to be dismissed from their BMH rotation. Such an action will be implemented after careful consideration and input from other members of the medical staff,

the hospital leadership team and with consultation with the student and the school in which the student is enrolled.

D. Student Responsibilities and Prerogatives:

1. All students must understand and sign a BMH confidentiality agreement. Violation of this agreement at BMH may be grounds for dismissal from the student rotation.
2. Medical students will be provided a copy of the pertinent policies and will be expected to abide by them. If a situation arises for which they are not aware of the policy, it will be their responsibility to inquire of a knowledgeable individual who can research, educate and direct the student appropriately.
3. Students who will be at the hospital for 3 months or longer will be required to participate in an approved orientation program at the first available opportunity.
4. Students will be accountable to the Medical Education Coordinator for their daily activity in the hospital and clinic. Students will be expected to attend available CME programs during the period they are at BMH.
5. Students are to become familiar with and adhere to safety and emergency procedures, and code designations, e.g. code blue, code black, code purple, etc.
6. Students must communicate effectively with their supervising physician regarding their patient evaluations, examinations, interactions, interpretations and intended interventions.
7. Students may assist in surgery and other invasive procedures appropriate to their level of training and experience only with the approval of their supervising physician and with the physician performing the surgery or procedure.
8. Students may attend medical staff committee meetings with the approval of the chairman of the committee.
9. Students are expected to make educational presentations to other students, nurses, employees, and the hospital medical staff at the discretion of the supervising physician.
10. Students must be able to demonstrate knowledge of “Universal Precautions” and adhere to them and other best practices to minimize health risk to themselves, patients, employees, and medical staff.
11. Students will have access to the medical staff library, policy and procedure manuals, educational computers and other resources deemed necessary and available by the Director of Medical Education.
12. Students will provide appropriate feedback of their physician supervision and BMH experiences to the Medical Education Coordinator in order to enhance the educational experience for themselves and future students.

REFERENCES:

Pacific Northwest University of Health Sciences, 2013-2014 Student Manual
IDAPA 22.01.02 - Rules of the Board of Medicine for Board of Medicine Registration of Externs, Interns, & Residents
Section: .010.01.09

**BINGHAM MEMORIAL HOSPITAL, IDAHO DOCTORS HOSPITAL AND
SKILLED NURSING AND REHABILITATION CENTER**

Title: Facility-wide Dress Code Regulations	Reference #: 4093
Division/Department: , 03 Administration, 17 PSO - Physician Service Organization, 23 SNRC	Version: 2
	Date Created: 03/05/2015
	Effective: 03/05/2015
	Next Review Date: 06/28/2017

Please refer to the electronic copy in the Policy Manager for the latest version.

POLICY:

To assure standards of professional appearance, BMH, Inc. employees, contract employees, students, and volunteers (known in this document as “representatives”) are given the following guidance to guarantee that the quality and excellence associated with BMH, Inc. is reflected in proper and appropriate appearance.

In addition, this policy guarantees patient safety, health, comfort and infection prevention in a reasonable and fair manner.

BMH, Inc. and its agents reserve the right to determine, at its discretion, what is and is not appropriate attire for each specific department and to address any issues as they arise. Managers are ultimately responsible for employee adherence to this policy.

GENERAL GUIDELINES:

These guidelines are designed to assist BMH, Inc. representatives in making appropriate, professional choices regarding workplace attire. Adherence to these guidelines are expected whenever representatives are on the hospital campus, either during regular working hours, attending staff meetings, certification classes, etc.

These guidelines are general in nature; department-specific dress code regulations are in addition to the corporate standards outlined below. A listing of department specific regulations follows in departmental alphabetical order. Clarification and questions should be addressed with one’s immediate supervisor. However, the department manager has the ultimate responsibility for adherence to this policy.

1. Identification Badges

The wearing of identification (ID) is mandatory for all BMH, Inc. staff. ID badges are the only form of official hospital picture identification allowed to be worn on BMH, Inc. campuses. The ID badge readily identifies BMH, Inc. representatives to patients, patient family members, visitors and other BMH, Inc. representatives. The ID badge is the property of BMH, Inc. and is necessary for access control, compensation, and time and attendance.

- a. ID badges are mandatory for all BMH, Inc. staff and considered part of the daily dress code for every representative.
- b. Human Resources will issue ID badges to all BMH, Inc. representatives upon hire.
- c. ID badges must be worn above the waist and displayed picture-side out at all times.

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- d. Managers and supervisors may prohibit any BMH, Inc. representative from reporting to work without an ID badge until their badge is present. BMH, Inc. representatives will be sent home or to Human Resources to replace the missing badge. If BMH, Inc. representatives are sent home to retrieve their badge from home, this will be at the representatives' expense.
- e. Replacement badges due to lack of representative accountability cost \$10.00/each replacement badge.
- f. Any lost, stolen, or worn out ID badge must be replaced at the earliest convenience. One replacement badge will be issued within a calendar year. Badge changes due to credentialing changes are free of charge.
- g. Lanyards may be used to suspend ID badges except in patient care areas as they pose an infection risk. Reel-type badge holders are preferred in patient care areas.
- h. ID badges are only to be worn when representing BMH, Inc.

2. Grooming and Hygiene

All BMH, Inc. representatives are expected to practice good personal hygiene and be free of offensive odors including, but not limited to, cigarette smoke, perfume, cologne, lotion, and body odor.

- a. All facial hair must be one (1) inch or shorter and be neatly trimmed and maintained.
- b. Hair must be clean and well-groomed. In all patient-care areas, hair that is shoulder-length or longer must be pulled back from the face at all times while on shift.
- c. Hair that is dyed any color except natural hair colors is not permitted.
- d. Hats are not permitted unless part of a department-specific uniform.
- e. Fingernails must be clean and neatly trimmed. Nails cannot be longer than ¼” past fingertip in all patient care areas.
- f. Artificial nails, shellac, gel nails, gel fingernail polish (whether cured with UV light or not requiring curing with UV light), sticker nail polish or nail polish wraps (i.e. Jamberry, etc.) are not permitted in any patient care area on any BMH, Inc. campus.
- g. Fingernail polish must be well-maintained. Polish that is chipped is not permitted and must be removed.
- h. Proper oral and personal hygiene must be practiced.
- i. Makeup should be conservative and natural in appearance. Excessive or unnatural colors or styles are not permitted.
- j. Gum chewing is prohibited in all areas where interaction with patients, patient family members, and/or visitors occurs.
- k. Jewelry and accessories should be kept to a minimum.

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- l. Visible body piercings except for earrings are not permitted and must be removed or concealed during work hours.
- m. Ear gauges must be plugged with flesh-tone plugs.
- n. Earrings should be conservative studs or loops no longer than 1 inch in length in patient care areas.
- o. Sunglasses are not permitted indoors.
- p. All tattoos must be covered during working hours.

3. Footwear

Personal safety and infection control are to be maintained when choosing appropriate workplace footwear. In addition, footwear should be comfortable and conservative in nature and appearance.

- a. Shoes must be clean, in good repair and coordinated with attire. Smelly, dirty or holey shoes are not permitted.
- b. Beach footwear is not appropriate, including flip-flops, thongs, or sandals without heels.
- c. Bath wear, such as slippers, are not permitted.
- d. Heeled shoes are not permitted to be worn by staff in patient care areas.
- e. High heeled shoes should not exceed three (3) inches in height.
- f. Dressy, peep-toed shoes are permitted.
- g. Platform shoes or chunky-heeled shoes are permitted if the total heel height does not exceed three (3) inches.
- h. Boots are permitted when they come below the knee, are low-heeled, and are in conservative colors.
- i. Hosiery and socks:
 - i. Required for all areas.
 - ii. Neutral, conservative colors are expected. Busy, loud prints/colors are not permitted.
 - iii. Fishnet tights or similar hosiery are not permitted.
 - iv. Leggings, hosiery or tights are not permitted to be worn as slacks/pants.

4. Dress/Attire

Standards of dress vary on the representative's position in the organization. It is the individual representative's responsibility to dress appropriately and professionally. Attire appropriate for specific work areas is expected. Department-specific regulations follow these general expectations.

- a. All clothing must be neat, properly cleaned and pressed.
- b. All clothing must be in good repair. Frayed hems, torn clothes or clothing with holes are not permitted.

**BINGHAM MEMORIAL HOSPITAL, IDAHO DOCTORS HOSPITAL AND
SKILLED NURSING AND REHABILITATION CENTER**

Title: Facility-wide Dress Code Regulations	Reference #: 4093
Division/Department: , 03 Administration, 17 PSO - Physician Service Organization, 23 SNRC	Version: 2
	Date Created: 03/05/2015
	Effective: 03/05/2015
	Next Review Date: 06/28/2017

Please refer to the electronic copy in the Policy Manager for the latest version.

- c. Clothing should fit well and allow for comfortable movement without compromising safety, modesty, or professionalism. Baggy, tight, or ill-fitting attire is not permitted.
- d. Pants must be at least ankle length for men and women. Shorts, capris, clam diggers, and/or pedal pushers are not permitted.
- e. Shirts and skirts are required to provide modest coverage.
 - i. Necklines should be modest. Plunging or low-cut necklines are not permitted.
 - ii. Bare midriffs or short skirts that do not provide modest coverage are not acceptable.
 - iii. Sleeveless tops must cover the shoulder or be worn under jackets.
- f. Skirts must be no higher than two (2) inches above the knee. Mini-skirts are not permitted.
- g. Sleep wear, beach wear, workout clothing, offensive printing, and see-through or sheer clothing are not permitted.
- h. Hooded shirts or jackets are not permitted.
- i. Undergarments are mandatory and are not to be worn as outerwear. Attention to the color and cut of undergarments should be considered when wearing white/light colored clothing.
- j. Special attention should be given to attire that exposes undergarments. Visible bra straps, regardless of color, are not permitted.

5. Dress/Attire Categories:

- a. Business Attire:
 - i. Departments such as: Finance, Human Resources, Marketing, Volunteers, Managers, Administration, Health Information Management, Pharmacy, Business Office, Physical Therapy, Research, Grants and GME, and Medical Office Building Front Office Personnel are required to dress Business Casual to Business Formal. Daily attire consideration should be given to audience and duties for the coming day.
 - ii. Definition: a range of attire from a formal style of dress, usually consisting of suits, to a more relaxed and casual approach consisting of separates and accessories that project a professional image.

	Business Casual	Business Formal
Men	-Dress pants -Shirt (dress/polo/turtle neck) -Sweater -Sport coat (optional)	-Suit -Sport Coat -Dress pants -Dress shirt -Tie -Sweater

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Women	-Blazer/jacket -Casual dress pants/skirt -Casual dresses/jumpers -Casual blouse/shirt/vest/sweater -White lab coat, pressed and starched may be permitted in clinical areas	-Suit -Blazer/jacket -Dress pants/skirt/dresses -Dress blouse/shirt/sweater
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- b. Scrub Suits:
 - i. Departments such as: Operating Room, Same Day Surgery, PACU, OB, Med/Surg, ICU, Emergency Department, Respiratory, Skilled Nursing and Rehabilitation Center, Medical Office Building Back Office staff and other outside clinics are required to wear scrub suits in order to help patients, patient family members and other BMH, Inc. representatives readily identify patient care providers.
 - ii. Each department/area is encouraged to wear identifiably-colored scrub suits, if desired.
 - 1. When department-specific colors are identified, each staff member must wear color/style chosen for every shift.
 - 2. It is highly suggested that the employees of the department reach consensus of the color-style of scrub suits to be worn.
 - iii. No other work unit or department can wear another department's specific scrub suit color.
 - iv. Scrub suits should not be worn outside of BMH facilities.
 - v. Shirts that are worn under scrub suits must be white, black, gray, or the same color as the scrub suit.
 - vi. Shoes are expected to be mainly white, brown, navy, or black. Neon colors or fluorescent accents are not appropriate scrub suit shoes.
- c. Department-Specific Uniforms
 - i. Departments such as: Engineering, Nutrition Services, Housekeeping, Information Technology, Materials Management, Rehab Services, Laboratory, Interventional Radiology, and Radiology should consider the following expectations when choosing department-specific uniforms.
 - ii. Seek approval from your division head prior to implementation or change in color/style.
 - 1. Coordinate with other department managers to prevent duplication or inconsistency.
 - 2. Employees in each department should be involved in the decision-making process and reach consensus on the type of department-specific uniform to be worn.

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3. Employees should consider the type of work to be done and personal safety.