SIM OP: 90.086 Professional Conduct and Behavior for TTUHSC Faculty/Staff/Residents/Students and External Users

PURPOSE: This TTUHSC Simulation Program policy is to establish a faculty, staff, residents, students, and external users professional conduct and behavior to provide a psychologically and physically safe, respectful, considerate, and motivating work and learning environment.

REVIEW: The Simulation Program OP will be reviewed September 1 of each even-numbered year by the Executive Director of the Centers.

POLICY/PROCEDURE

1.0 Policy

While present in a TTUHSC simulation centers, TTUHSC staff, faculty, residents, students and external users will act professionally, be respectful and considerate of others.

2.0 Procedure

A. Professional behavior includes adherence to HIPAA and FERPA standards and confidentially related to testing, debrief, and OSCE, and simulated experiences.
B. All communication (written and non-verbal) is respectful and considerate at all times.
C. During business hours, all electronic devices (including personal devices) are only used for business/professional functions (with exception of employee/student breaks).
D. Employees may decide if they wish to use their personal devices for business purposes. Cell phone allowances are only allocated by the Simulation Program Executive Director.
E. During business hours, all electronic devices (including personal devices) are only used for business/professional functions unless there is an emergency (with exception of employee/student breaks). Personal conversations should be considerate of others and held in a private location.
F. Guidelines for professional behavior -- individuals:
   1) Are reliable, honest, display integrity and never misrepresent or falsify information and/or actions.
2) Are expected to communicate professionally and respectfully with others and use professional negotiation/conflict resolution skills. If conflicts are not resolved among the parties involved, individuals are expected to follow the appropriate chain of command.

3) Participate and communicate as a member of the team

4) Demonstrate respect for others dignity and rights

5) Maintain a professional demeanor, even when stressed

6) Recognize personal limits and seek appropriate assistance as necessary

7) Accept and incorporate constructive feedback in a positive, non-defensive manner

8) Accept responsibility for failure or errors

9) Conform to TTUHSC policies and student handbooks governing behavior

SD/MC/MP/SB
Adopted: 09/14/2016
Date of last revision: 9/5/2017