



Guidelines for Academic Affiliates

DRESS CODE • CELL PHONE USAGE • VIOLENCE

Individuals (or groups) completing clinical rotations at Virtua are expected to observe policies, rules, regulations and guidelines as set forth by our senior leaders, governing board, and regulators. Failure to comply can potentially delay or conclude the clinical learning experience.

Dress Code/ID Badges

Report to the assigned site appropriately dressed, clean and well groomed. Clothing and footwear must be appropriate as required by the unit/department.

- Wear professional uniforms and/or department-identifying clothing. All clothing items must be clean, wrinkle-free and in good repair.
- You must wear shoes that are clean and resistant to bodily secretions. Open-toed shoes or other open footwear (such as Crocs) or unsafe heel heights are not allowed.
- Wear your identification badge (school or Virtua issued), clipped or pinned to your upper chest area, at all times. If you lose your Virtua ID badge inform your Instructor or Preceptor immediately.
- Use protective personal equipment as assigned.
- Earrings are limited to no more than two per ear and must be no larger than the size of a quarter. Pierced-like jewelry is not permitted on any other visible body part including spacers in the ear lobe.
- For safety, infection control, and dexterity purposes, fingernails must not exceed ¼ inch beyond the end of the fingertip. If you provide direct patient care, artificial nails of any kind, chipped nail polish, and nail jewelry are not permitted as dictated by our Infection Control Policy.
- **Visible tattoos must be covered.**

- Apply perfume, colognes, or other fragrances lightly. Your manager will speak with you if your use of an applied scent or body odor results in a complaint from a patient, visitor, or co-worker.
- Comply with the dress code by not wearing spandex, leggings, denim (jeans, skirts, dresses or shirts), halter-type tops, sweatshirts, “hoodies”, and sweatpants, warm-up suits, miniskirts, skirts with accentuated slits, shorts, T-shirts, sheer clothing, or ripped or torn clothing.
- Denim jeans, skirts, dresses, scrubs and shirts are not permitted.
- Refrain from wearing hats, unless a hat is related to work, a medical condition, or religious belief.
- Wear sunglasses outside only, unless medically necessary.
- Hair must be neat, clean, well-groomed and professional in appearance. Hair color must appear natural. Unnatural colors include, but are not limited to, blue, purple, pink, green, turquoise, yellow, magenta, burgundy and orange.

If you are asked to leave the clinical site to change into appropriate attire, your time away will be reported to your program/externship coordinator.

CELL PHONES, PAGERS & RADIOS

Virtua regulates the use of personal communication devices to maintain patient safety and employee performance levels. You may carry a personal pager with you at work if it is approved by your Clinical Instructor or Preceptor and set on the vibrate mode during clinical hours. Your clinical instructor may permit you to carry your personal mobile or cellular phone during the clinical rotation (internship), but you are not allowed to use a cell phone at any time while in a hospital facility. Cell phones and two-way radios emit electromagnetic interference (EMI) that may pose a risk to our medical equipment. It is critical to the operation of our equipment that all cell phones (including digital and satellite) and two-way radios not be used within five feet, or arm’s length, of potentially susceptible medical equipment.

Use of these phones and radios is restricted to the main lobby, Emergency Room waiting area, and the cafeteria. Students requiring more than one reminder will be asked to leave the clinical site and may not resume the clinical experience.

ACTS OF VIOLENCE

Virtua is committed to protecting the physical, mental, and emotional safety of our patients, visitors, medical staff, and employees. No act or threat of violence, intimidation, or harassment is tolerated.

If you feel the threat of immediate violence of any kind, contact your Security office. **Our Security personnel** will assess the situation, evaluate the potential for violence, and take appropriate action to diffuse potentially dangerous situations. If your assigned location does not have a Security office, contact your Preceptor/ Clinical Instructor. If an incident occurs after hours and no supervisory or Security personnel are on the premises, your Preceptor/Clinical Instructor will contact the local police department by dialing 911. Follow up with your program/externship coordinator or designee as soon as possible if the responsible person is not onsite at the time of the incident.

An authorized agent (employed by Virtua) will investigate and document all acts or threats of violence, intimidation, or harassment and determine the appropriate level of action.

Possession of a weapon on Virtua property is strictly prohibited. Examples of weapons include, but are not limited to, firearms, knives, and incendiary devices (i.e. flammable, combustible, etc.).

For additional information contact:

SAC@virtua.org (Mon-Fri 6a-4pm)

Tip: to expedite a response remember to include topic and name of coordinator (if known) in subject field.