**Purpose**

* To ensure patient safety based on keeping focus on critical details of Transfusion Service duties so that the department’s goals of providing the right product to the right patient at the right time are accomplished.
* To practice the organization’s philosophy of Patients are First.
* To extend workplace courtesy to co-workers.
* To be good stewards of the resources of UW Medicine.

**All violations of this policy may result in corrective action**

|  |  |  |
| --- | --- | --- |
| **Conduct Regarding** | **Policy Statements** | **Related Documents** |
| **Compliance and Privacy** | * All employees shall comply with the UW Medicine Compliance and Privacy Programs.
* Employees shall not access, use, and/or disclose restricted and/or confidential information for any purpose other than the performance of authorized activities or duties.
* HMC is a smoke-free institution. Smoking is Not permitted on the HMC campus.
* Evidence of consumption of alcoholic beverages or use of illegal drugs when an employee reports to work shall result in corrective action per Medical Center policy.
 | UW Administrative Policy Statement 47.7  |
| **Computer and long distance Usage** | * Occasional limited personal use of University facilities, computers, equipment, including email and Internet access, is permitted only if all five of the following conditions are met (per WA 292-110-010)
* There is little or no cost to the State
* Any use is brief.
* Any use occurs infrequently.
* The use does not interfere with performance of any other state employee’s official duties.
* The use does not compromise the security or integrity of state property, information, or software.
* Employees assigned long distance access codes shall use these for business purposes only.
 |
| **Social Media** | * DO NOT post anything connected with patients, or that could be used to identify a patient, such as the number of products given.
* DO NOT use social media sites for personal, non-work related purposes when you are supposed to be doing your job.
* Recognize that UW Medicine has set a restrictive policy limiting the use of social media in hospital and clinical spaces.
 | HMC Administrative Policy 105.12 |
| **Conduct Regarding** | **Policy Statements** | **Related Documents** |
| **Food and Personal Belongings** | * Food will not be consumed or stored in the Transfusion Service Laboratory at any time.
* Personal belongings, including cell phones and electronics should be stored in designated areas only.
* Recognize that Employee Lockers are Hospital property, and not the personal property of the employee.
* Employee lockers are not to be decorated, damaged, defaced, or altered in any way.
 |  |
| **Cell Phones, cameras, tablets, multi-media devices, headphones, or ear buds** | * The use of personal cell phone, headphones, or other noise-blocking devices, tablets, and other multi-media devices are prohibited in the Transfusion Service Laboratory or when providing direct care activities outside the laboratory.
* At no time should personal cell phone cameras be used to photograph the workplace, co-workers, patients, or visitors without specific permission or direction of a medical director, manager, or designee.
* Personal cell phone usage is limited to lunch and break times.
* TSL staff is prohibited from using personal music devices in the Transfusion Service Department.
 |  |
| **Attendance and Breaks** | * Excessive tardiness and/or absenteeism may result in corrective action up to and including dismissal.
* Repeated abuse of break time and lunch time by returning late may result in corrective action.
 | HMC Attendance Policy APOP 105.8 |
| **Unapproved Overtime** | * All overtime must be approved by a lead.
* Repeated accumulation of overtime without approval may result in corrective action.
 |  |