

PET ALUMA VALLEY HOSPITAL
PET ALUMA, CALIFORNIA

MEDICAL STAFF CODE OF PROFESSIONAL BEHAVIOR

Professional behavior, ethics and integrity are expected of each individual member of the Medical Staff at Petaluma Valley Hospital. This Code of Professional Behavior is a statement of the ideals and guidelines for professional and personal behavior of the Medical Staff in all dealings with others in the health care setting. The following guidelines are intended to support the highest quality of patient care and an environment characterized by professionalism, collegiality and hospitality.

Each Medical Staff member has a responsibility for the welfare, well-being, and betterment of the patient being served. In addition, the Medical Staff member has a responsibility to maintain his/her own professional and personal well-being.

Guidelines for Interpersonal Relationships

- Treat all staff and patients with courtesy and respect.
- You will not engage in the following behaviors:
 1. Sexual harassment and making sexual innuendoes.
 2. Using abusive language, including repetitive sarcasm.
 3. Making threats of violence, retribution, litigation, or financial harm.
 4. Making racial or ethnic slurs.
 5. Actions that are reasonably felt by others to represent intimidation.
 6. Using foul language, shouting, and rudeness.
 7. Criticizing staff in front of others while in the workplace or in front of patients.
 8. Shaming others for negative outcomes.
 9. Physically or verbally slandering or threatening other physicians or health care professionals.
- Do not treat patients while impaired by alcohol, drugs, or illness. The patient would be placed at risk.
- Support and follow hospital policies and procedures; address dissatisfaction with policies through appropriate channels.
- Cooperate and communicate with other providers, displaying regard for their dignity.
- Be truthful at all times.

Guidelines for Clinical Practice

- Respond promptly and professionally when called upon by fellow practitioners to provide appropriate consultation or clinical service as defined in the Medical Staff By-Laws, Rules and Regulations.
- Respond to patient and staff requests promptly and appropriately.

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- Respect patient confidentiality and privacy at all times; follow all regulations for release of information. Refrain from online posting of any patient information or images obtained in the hospital.
- Treat patient families with respect and consideration while following all applicable laws regarding such relationships (release of information, advance directives, etc.)
- Seek and obtain appropriate consultation.
- Arrange for appropriate coverage when not available.
- Prepare and maintain medical records within established time frames.
- Work safely in the patient care environment, utilizing all safety and protective equipment provided, and reporting unsafe practices, if noted.
- When terminating or transferring care of a patient to another physician, provide prompt, pertinent, and appropriate medical documentation to assure continuation of care.

Guidelines for Relationship with Hospital and Community

- Abide by all rules, regulations, policies and By-Laws of Petaluma Valley Hospital.
- Wear name badge at all times and identify self on phone and to strangers.
- Assist in the identification of colleagues who may be professionally impaired or disruptive.
- Maintain professional skills and knowledge and participate in continuing medical education.
- Participate in quality improvement programs.
- Support culturally appropriate care and communication whenever possible.
- Hold in the strictest confidence all information pertaining to peer review and quality improvement.
- Protect from loss or theft, and not share log-ins and passwords to any hospital system that contains patient identifiable information or other confidential hospital information.

Approved by: Physician Well Being Committee: 2/17/06

Executive Committee: 4/18/06

Board of Trustees: 5/23/06

Reviewed/Revised: 1/09, 4/13, 12/16