

STUDENT'S OBLIGATION TO SPONSORING ORGANIZATION'S CODE OF CONDUCT

Hospitals are subject to hundreds of regulatory and legal requirements that control every part of their operation. These facilities are under increased scrutiny to assure legal compliance of rules and regulations that include billing the patient.

Responsibility: Students, Instructors, Program Officials

Standard: Human Resources

JRCERT 2021 Radiography Standard(s): None

Because it is next to impossible to know all the regulatory and legal requirements that affect health care, it is important to maintain a program that regularly familiarizes employees and students with the regulatory and legal requirements. A compliance program is an organized, regular program of learning about and obeying the regulatory and legal requirements that affect our work. Regional West Health Service's compliance program is overseen by a compliance officer and a compliance committee.

The code of conduct requires a student to report suspected violations of the regulatory and legal requirements, policies or procedures that you witness. The student should report incidents that the student witnesses or have knowledge of that violate hospital policy or state or federal law.

Everyone, including the members of the Board of Directors, the medical staff, all employees, students and volunteers are required to be involved in the compliance program. All employees and students must follow the Code of Conduct.

1. CODE OF CONDUCT

Each employee, contractor, and agent of RWHS is expected and required to comply with each of the following duties and to assure that his or her behavior and activity is consistent with the requirements of this Code of Conduct.

1. BECOME AND REMAIN EDUCATED AND INFORMED REGARDING LEGAL ASPECTS OF RESPONSIBILITIES

Each employee, contractor, and agent is expected to be sufficiently knowledgeable about the legal aspects of his or her responsibilities and activities to be able to avoid inadvertent violation of statutes and regulations. At a minimum, this expectation requires the individual to attend orientation, training and educational opportunities offered by RWHS.

It is further expected that each employee, contractor, and agent will pursue a reasonable amount of self-education through reading or attendance at seminars and conference outside of RWHS. Finally, each employee, contractor, and agent is expected to notify his or her supervisor whenever he or she has a question or has identified a need for additional information or education regarding compliance matters.

2. REPORT CONDUCT SUSPECTED TO BE ILLEGAL

Each employee, contractor, and agent is expected to promptly report conduct that is known or suspected to be illegal or a violation of RWHS policy. Persons making reports are encouraged to reveal their identity for the purpose of follow-up, but anonymous reports are acceptable. The identity of reporting individuals and the content of reports shall be treated as confidential information and shall be disclosed only to persons within RWHS charged with investigative and enforcement responsibilities, to others with a legitimate need to know, or to governmental agents during investigations upon a showing of proper authority. Reporting under this policy is for potential violation of laws, regulations or compliance policies and plans, and is not for personal grievances regarding compensation, benefits or working conditions. Personal grievances should be submitted pursuant to existing employee grievance procedures.

3. COMPLY WITH THE LAW AND AVOID ENGAGING IN ILLEGAL OR POTENTIALLY ILLEGAL CONDUCT

Each employee, contractor, and agent is expected to comply with applicable laws related to their job responsibilities, and refrain from knowingly participating in illegal activities or failing to meet affirmative legal duties. An important step in meeting this duty is being sufficiently informed about the law affecting the individual's responsibilities to be able to identify potential legal issues and seek guidance as required. False claims constitute one example of illegal conduct that RWHS, through this Compliance Program and otherwise, seeks to prevent. A detailed description of false claims information can be found in the Code of Conduct – False Claims Addendum for Employees. All RWHS' contractors and agents, and their employees, must abide by the terms of the False Claims Addendum to the extent the policies therein are relevant to the interaction between RWHS and its contractors and agents. RWHS will endeavor to attach and incorporate the Addendum into all contracts entered into with its contractors.

4. ADHERE TO THE COMPLIANCE PLANS

Each employee, contractor, and agent is expected to read and be familiar with the content of any Compliance Plan applicable to the responsibilities of such individual or entity. These Compliance Plans will be distributed to

appropriate individuals. It is further the responsibility of each employee, contractor and agent to seek consultation and assistance whenever the requirements of the Compliance Plan are unclear to the individual.

5. CARRY OUT DUTIES IN AN ETHICAL MANNER

Each employee, contractor, and agent is expected to carry out his or her duties in furtherance of the commitment of RWHS to conduct itself, through the actions of its employees, contractors and agents, in an ethical manner reflecting its mission and purpose, and not merely to avoid violations of law.

Signature
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Signature
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Director of Imaging Services

Reference: Hospital Policy 105.1.01

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