

## HOSPITAL AGREEMENT

1. Students attend on time and take attendance at the hospital.
2. Students act as observers and do not treat patients (only under supervision)
3. No patient documentation
4. Students must always wear an identity card at the hospital.
5. Dress/appearance code:
  - a. Student clothing should be modest and not offensive to patients, visitors, or co-workers. Clothing should be neat, clean, ironed and of the appropriate length. T-shirts are not allowed.
  - b. Footwear must be appropriate and safe for work. Sandals and open-toed shoes are not permitted for use by direct health care providers because of the potential for safety hazards.
  - c. Always wear a white medical coat in the hospital.
  - d. Hair, beard and mustache must be clean, short and well-groomed.
  - e. No body piercing.
  - f. Fingernails are clean, neat, and cut to a professional length so they do not distract from work.
6. Presence:
  - a. Hospital attendance Monday-Friday
  - b. The minimum attendance requirement is at least 75% with a minimum attendance of 4 hours per day to obtain a certificate or statement of having participated in the elective program.
  - c. Absence from work can only be granted for health reasons. Students should consult with the coordinator when they need to visit a doctor.
  - d. Attendance will be monitored daily by the Satellite Hospital. Absence from work for 2 consecutive days without an acceptable reason will result in a warning by the satellite hospital education coordinator team. If after 3 warnings, the student does not follow the rules, then the student will not get a certificate or statement. In serious cases, students will be immediately sent back to their home countries.
7. Students are expected to implement good behavior. It is important for students to understand standards of behavior and consequences. Disciplinary action will be taken if a student's behavior or actions are deemed inappropriate and/or do not meet departmental standards or expectations.
8. Invoices will be given at the beginning of the month and without a refund (non-cash refund). If the elective study is carried out for more than one month, it is paid at the beginning of each month.
9. Foreign students prepare reports according to the format determined by the institution.

10. Satellite hospitals carry out recapitulation of foreign students who carry out elective studies according to the format of the institution.

Below are examples of bad behavior

- A. Absence from work area without notice.
- B. Failure to follow infection control standards, and policies that include personal hygiene, grooming standards, and other standards regarding clothing.
- C. Failure to perform medical procedures due to standard procedures.
- D. Unwelcome, intimidating, or harassing comments, behavior, or gestures.
- E. Failure or refusal to carry out assigned duties or carry out instructions or engaging in activities detrimental to the hospital.
- F. Violation of safety, security, health, or fire prevention regulations, even causing a safety hazard or failure to report unsafe conditions existing on the premises
- G. Smoking in the hospital.
- H. Engage with alcohol or drugs of any kind.
- I. Violation of Security Access - Patient Information Policy or intentionally leaking confidential information regarding patient and employee information.

## PATIENT CONFIDENTIALITY

- What is meant by ‘confidential information’

Confidential information includes patient information and employee information. You may learn or have access to some or all of this confidential information through access to patient or employee records

- Why confidential information is protected

Confidential information is sensitive and protected by law and strict hospital policies. The intent of these laws and policies is to ensure that confidential information remains confidential

- Purpose of confidentiality agreement

Confidentiality is an issue that concerns everyone who has access to patient or employee personal information. Any person who accesses such personal information has a position of trust in relation to this information and must acknowledge the responsibility entrusted to maintaining the confidentiality of this information. Therefore, all persons authorized to access patient and staff information must read and comply with the hospital's Privacy Policy. The obligations under this Agreement will continue after your employment ends.

You will not in any way divulge, copy, release, sell, loan, modify or destroy any confidential information on the hospital where you conduct observation activities.

If you agree to the above terms and conditions, please sign below:

Student's Signature

Acknowledges

Hospital Director's Signature,

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(name of student)

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(name of hospital director)

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(date)

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(date)