



## Hands-on Activities, Dress Code, Phones, and Medical Attention

- ♦ Vanderbilt Observational Experience is strictly observation with no hands-on activities permitted.
- ♦ The Vanderbilt dress code includes no open toed shoes, piercings (other than ears) and tattoos should be covered, wear business casual clothing and comfortable walking shoes. No shorts or denim jeans please!
- ♦ Cell phones, iPads, iPods, texting or picture taking are not permitted while you are participating in the observational experience.
- ♦ If you require medical attention during your observation, you are required to go to the nearest Emergency Room after consulting with your preceptor/host.



## Hand Hygiene

- ♦ You should perform hand hygiene before and after touching anything, before eating, entering and leaving a patient room, and after using the restroom by using soap and water, antibacterial soap and water or alcohol based hand gel.



## Fires, Smoking, and Evacuation Plan

- ♦ Primary causes of fires in a healthcare setting are related to smoking and electrical problems. Smoking is not permitted at Vanderbilt University Medical Center, at our Regional Hospitals or on all campus grounds.
- ♦ Each department has information on fire safety and disasters including evacuation plans. In an event of a disaster, ask your preceptor/host to show you this information.



## Code of Conduct and Workplace Violence

- ♦ Vanderbilt University Medical Center Code of Conduct reinforces a workplace free of harassment and discrimination.
- ♦ Creating a hostile environment and sexual harassment are not tolerated. If you find that you are impacted by workplace violence as an observer, you should report threats to the person with whom you are shadowing with and contact [VOE@vumc.org](mailto:VOE@vumc.org).



## Patient Information and Social Media

- ♦ Known or suspected incidents involving use or disclosure of patient health information (PHI) through social networking are reported to the VUMC Privacy Office and investigated.
- ♦ Digital images and messages containing PHI are not to be posted on any social media forum.



## Quiz Time! After reviewing the above, please complete the Safety Quiz

- ♦ [Click to access Quiz](#)
- ♦ Grade of 100% needed to pass for VOE Application