

	Human Resource Policy Employee Relations & Workplace Expectations	No. HR.ERW.26
	Title: COMMUNICABLE DISEASE STAFFING	Page: 1 of 1
		Effective Date: 07-16-15
		Retires Policy Dated:
		Previous Versions Dated:

Tenet is committed to ensuring the care and safety of its employees, our patients, and visitors by providing a healthy and safe workplace before and during a public health outbreak involving a communicable disease.

Tenet employees may request not to participate in any aspect of patient care due to perceived individual risks.

Supervisors/Leaders will review all requests not to participate and ensure patient care is not negatively affected by the requests. The Supervisors/Leaders will consult with clinical supervisory staff and Human Resources

Human Resources will provide Tenet employees with education on the request process and will support the Leadership in the administration of this policy.

Our employees serve people in their most vulnerable health times, including providing care to ill patients during the threat or reality of a highly infectious pandemic. Tenet is committed to providing the safest possible work environment for our employees that will protect the interests and care of all patients, employees, and other stakeholders.

Recognizing the possibility that Tenet employees could be uncomfortable with their work environments, Tenet employees may request not to participate in any aspect of patient care due to perceived individual risks.

Employees who:

- believe that a particular aspect of patient care is in conflict with their personal safety, and
- desire not to participate in that aspect of patient care or treatment,

must submit their request in writing to their supervisor immediately during an outbreak, or as soon as possible after being notified that they may be required to participate in specific patient care.

The request must be signed by the employee making the request and must include the time and date and to whom the request was submitted for proper tracking.

The Tenet Entity will make every reasonable effort to accommodate requests not to participate in such aspects, so long as the accommodation of such requests will not negatively affect the patient's care, and so long as there is an appropriate alternative method or methods of care delivery. Until the request can be accommodated, the employees will continue their regular patient assignments until they are relieved.

In an emergency, employees may be required to provide care regardless of their requests.

Employees whose requests are denied may appeal the decision to the Human Resources Leader, who will consult with the Chief Nursing Officer on a case-by-case basis.

Leadership Expectations

1. Receive and review requests by employees not to participate in a particular aspect of patient care
2. Provide a copy of all requests, and consult with Tenet Entity Human Resources Department immediately upon receipt from the employee.
3. Consult with appropriate clinical supervisory personnel to determine what effect, if any, granting the employee's request not to participate will have on patient care. If appropriate, take other measures that may resolve the conflict while still ensuring that the patient's care will not be negatively affected.
4. If the employee's request can be granted without negatively affecting the particular patient's care, devise specific and appropriate mechanisms to ensure that the patient's care, will not be negatively affected. Consult with the Human Resources Department and then inform the employee that he or she does not have to participate in the patient's care.
5. If the employee's request cannot be granted without negatively affecting the particular patient's care, consult with the Human Resources Department and then inform the employee that he or she must participate in the patient's care until properly relieved from such duty. At the same time, discuss with the employee the Tenet Entity's safety protocols established to protect the safety of our patients and employees. If an employee refuses to comply, work with Human Resources on performance management based on the Tenet Entity protocols.



**COMMUNICABLE DISEASE STAFFING
Job Aid: Entity Human Resources**

No.

HR.ERW.26

The Tenet Entity Human Resources Department will:

1. Inform all employees of this policy during new employee orientation and annually thereafter.
2. Submit all requests, along with the supervisor's proposed decision on such requests, to the Tenet Entity's Leader for review and approval.
3. Coordinate review of all appeals of denied requests.
4. Maintain documentation of requests and responses to requests in employee personnel files.