

**HACKETTSTOWN REGIONAL MEDICAL CENTER
CARDIO PULMONARY POLICY MANUAL
INTRODUCTION**

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Effective Date: March 2010

Cross Referenced:

Reviewed Date: 02/16

Revised Date: 04/12

Policy No: 1.001

Origin: Cardio Pulmonary

Authority: Cardio/Pulmonary Manager

Page: 1 of 1

Scope: All members of the Cardio-pulmonary Department.

Purpose: The Cardio-Pulmonary Department at Hackettstown Regional Medical Center strives to be a truly professional addition to this institution. Because of the complexity of our department's procedures and our true dedication to patient care, we try to implement the most rigorous discipline in order to provide our patients with the best care possible within our criteria. Our staff must follow these guidelines in order to represent ourselves as truly professional.

Conduct: All Cardio-Pulmonary personnel must conduct themselves above reproach at all times, representing this department in the most professional way possible, following without failure, the hospital's rules and criteria set forth by our administrative body.

Courtesy: Courtesy to fellow workers, other employees, and patients must be exercised at all times. Telephone answering or any other conversation must be polite and courteous. When answering the phone, prior to any dialogue, you must identify the name of the department and your name. For example, "Respiratory Care Department, (your name) speaking. May I help you?"

Cleanliness: The very nature of our work requires all personnel to exercise personal cleanliness, proper dress code and good health. If unsanitary conditions in the department are observed, the Cardio-Pulmonary Manager should be notified.

Professionalism: All personnel must exercise a professional attitude while reporting cases among themselves, using proper medical terminology while maintaining patient confidentiality at the highest possible level.