

**Policies and Procedures:**

***CODE OF ETHICS***

IT IS THE POLICY OF PROCARE HEALTHCARE CODE OF ETHICS THAT:

1. Staff will not enter into a personal relationship with their clients.
2. Staff will not give clients their home resident phone number.
3. Staff will not discriminate against any consumer or visitor based on race, religion, sexual orientation, economic conditions, or mental and physical challenges.
4. Staff not physically abuse clients or other staff, or visitors
5. Staff will protect the rights of all clients by: (safe guarding consumer's physical safety at all times).
6. Not discussing clients (or their affairs) (without proper authorization with family, friends, or associate not directly involved in the client's recovery.
7. Safe guarding consumer files, notes and memos
8. Readily offer grievance information to clients
9. Using the member's care for personal reasons
10. Using the member's telephone for personal reasons.
11. Consuming the member's food or beverage
12. Discussing political or religious beliefs, or personal problems with member
13. Accepting gifts or financial gratuities (tips) from the member or member's representative.
14. Lending money or other items to the member, borrowing money or other items from the member, or member's representative
15. Selling gifts, food or other items to or for the member
16. Purchasing any items for the member unless directed in the member care plan.
17. Bringing other visitors (e.g. children, friends, relatives, pets, etc.) to the member's home.
18. Smoking in the member's home (not permitted).
19. Reporting for work under the influence of alcohol beverages or illegal substances
20. Sleeping in the member's home
21. Remaining in the member's home after services have been rendered

I \_\_\_\_\_, have read and do fully understand the Code of Ethics of Procure  
Healthcare  
**Employee's name** \_\_\_\_\_, and will abide by this Policy.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adm. /RN

\_\_\_\_\_  
Date

***Procure Healthcare Administrator during Orientation training reads and discusses the Code of Ethics with all new Employees.  
The Administrator, will also stress the importance of the Code of Ethics Document with each new hire.***

***It is the policy of Procure Healthcare that all Employees, read, sign, and date the Code of Ethics.***

***The Code of Ethics Document is maintained in the cooperate office, and in the personnel file of the employee. (Signed and dated copy).***

***The Code of Ethics is reviewed annually or as often as needed***

## **Professionalism and Work Ethics:**

### ***Policies and Contract:***

As a Private Home Care Worker, you are part of a Professional health care Team, thus you make a valuable contribution to your clients and your co-workers. It is therefore important to know the following as a health care employee.

#### ***A. You are joining our team for the following Reasons:***

- 1. You have the knowledge to do the job:*** As a home care staff you have learned and will continue to learn a number of important skills. You will be given a patient care plan with each new assignment and a copy of the care plan is at your client's home
- 2. You have the skills to do this job:*** You have learned how to use the equipment to do the task needed in your work.
- 3. You have Empathy for your clients:*** You can put yourself in their shoes and understand how they are feeling.

#### ***B. Professionalism means acting in a kind but businesslike manner.***

It also means: to be courteous, Conscientious, Punctual, Dependable, Reliable, Hardworking, Loyal, Dedicated, Efficient, Tardy, Irresponsible, Friendly, Negligent, and Patient and generally businesslike in the work place (i.e. Client's Home and Procure Healthcare,)

#### **Please check all that applies to you:**

\_\_\_\_\_ Punctual \_\_\_\_\_ Dependable \_\_\_\_\_ Reliable \_\_\_\_\_ Hardworking \_\_\_\_\_ Loyal  
\_\_\_\_\_ Dedicated \_\_\_\_\_ Efficient \_\_\_\_\_ Tardy \_\_\_\_\_ Irresponsible \_\_\_\_\_ Friendly  
\_\_\_\_\_ Negligent \_\_\_\_\_ Patient

#### **Please Pay Special Attention to the Following:**

- ❖ ***Personal Hygiene:*** All Nurses must bathe daily, brush teeth daily, apply deodorant daily, and keep nails clean/neatly cut and hair neatly styled.
- ❖ ***Dress Code:*** All Nurses must wear nursing uniform/nurses shoes, Company issued ID cards each time you go to the client's home.
- ❖ ***Nurse's Notes and Time Tickets:*** All time sheets and weekly notes must be turned in weekly (Review all paper work to check for errors and make sure it is completed). Client must sign bottom of weekly Notes and initial of Time Sheets and weekly notes; Time on weekly Notes and Time sheet must be exact. Please remember to check off Task according to each client's Care Plan. Make suggestions to the office about how to better meet needs of your clients. Report and Document all problems with client or Care giver and give written report to office staff.
- ❖ ***Punctual:*** All Nurses should be on Time to assignments, please call client and office to inform them of Tardiness.
- ❖ ***Attendance:*** Please inform client and Office (24 hours) before being absent that gives staff such time to find your client a replacement. Complete your assignment as on schedule, (written proof of absent is required)

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77 WELLSLEY WAY, DALLAS GA 30132.

- ❖ **Confidentiality:** Nurses should never convey clients, co-worker or company information such as hourly wages, personal or client's problems etc., to another client or staff. **You never know, who the person you are telling the information is acquainted with**
- ❖ **Clients Hours:** If changes are needed, each Nurse will be informed as soon as possible.
- ❖ **On the Clock:** When you are in the Client's house, you are on the clock. That means you should be working at all times; from the time you arrived, until you leave the client's house. Everything on the Care Plan should be properly completed. No reading/studying of school work, watching TV, talking on the cell phone or clients phone (only emergency calls are permitted), No children or Quest allowed on the work site (clients home)

**C. Work Ethics means a belief that work is normally good.**

The way you view work is called work ethics. Each individual has a work ethics and our society has an overall work ethic too. A copy of Procure Healthcare and work ethics is hereby attached, please read and sign appropriately. Use all the knowledge you have gained about your job. Keep your thinking cap on at all times. Be sure to follow each client's care plan and document each task exactly as it is in the care plan. As you perform your client care plan use all the skill you have learned. If you are assigned a task you know you can't do, be sure to ask for help. (Part of being a professional nurse, is knowing when to ask for help). Document everything you do for each client and turn in progress note/weekly notes and Time sheet every week.

**MENTAL NOTE:** Do not see your job as necessary evil that you have to put up with to get a pay check rather see it as an important of who you are and what you stand for. Your attitude affects your professionalism. There are certain professional qualities that supervisors look for when hiring new employees.

**PAY DAY: PROCARE HEALTHCARE,** understand the importance of being paid on Time, in other to take care of Bills that are due. Please note that payday is every two weeks. However, as a new staff your initial payday would depend on your hire date (please ask for explanation as needed).

All Time Sheets are due in the Office every Monday by Noon, in order to get paid promptly.

I, \_\_\_\_\_ have read and understand all information in the policy on the date of \_\_\_\_\_, 20\_\_\_\_. And, I state that as an employee of Procure Healthcare, that if I fail to comply with all policies I might be terminated.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date