DENTAL CLINIC POLICIES

1. Smoking Areas. No smoking is allowed on CHCI premises except in authorized areas. At the Dental Clinic, the authorized smoking area is outside of the building. When employees use authorized areas, they must leave the areas clean, disposing of trash and smoking materials.

2. Preparation, storage or consumption of food or drinks is not permitted in the Dental Clinic. The only exception is consumption only of milk, coffee, tea, soft drinks or fruit juices in private offices or non-treatment areas.

3. Co-Worker/Employee Relations. Employee should be courteous, friendly and helpful in dealing with fellow employees. Employees shall not discriminate or make discriminatory comments concerning co-workers on account of race, color, religious preference, national origin, sex, age, handicap, veteran status or clinical diagnosis. An employee who refuses to provide job described services to or cooperate or work with another employee may be subjected to discipline including termination.

4. Clinic Image. Each employee is expected to be courteous, friendly, helpful and prompt in dealing with visitors and clients. Each employee must know and respect the written statement of patent rights (a copy of which is attached).

Employees and volunteers are expected to dress in such a way as to present a clean, neat professional appearance. Apparel that is not acceptable includes jeans, shorts, above-the-knee skirts, tennis shoes, “see-through” clothes, bare midriff, backless or strapless shirts or dresses and sweatsuits. Questions regarding apparel shall be directed to the employee’s supervisor.

Specific requirements:

(a) Stockings or socks are required.
(b) A name tag is required by non-administrative personnel.
(c) Clinical unit personnel must wear approved lab coats or uniforms.
(d) Identifying clothing may be designated for volunteers.

5. Storage of coats, purses and other personal items is not permitted in the dental treatment area. A closet is available in the staff lounge.

6. Notices, papers, signs, etc., are not to be placed on walls and cabinet surfaces in the Dental Clinic. Designated locations for placement of this type will be given later.

7. Personal Telephone Calls. Telephones are to be used for CHCI business only. On occasions, personal calls may be necessary, but we ask your cooperation in limiting them to emergencies or essential personal business and keep them as brief as possible.