

Code of conduct at hospitals

Information for external
employees at hospitals



Things you should know ...

There are few things you should know when working or moving around a hospital to help things run smoothly. We have combined these in this leaflet, which is aimed at those of you who are working at a hospital in Region Zealand for a temporary period.

Remember your ID card

You must always wear the ID card issued to you when you started your employment, clearly visible at chest level.

If you are already employed by Region Zealand, at the Regional Hall for example, and you have an ID card, you must wear this when visiting the hospital.

Wash your hands thoroughly and frequently

The patients at a hospital are already ill and must not be exposed to further infection. It is therefore important that you follow the hygiene rules when



moving around patient areas. This helps us avoid spreading infections to patients, visitors and among ourselves.

Your hands may be covered in bacteria and viruses, even though you cannot see them. Bacteria and viruses are often spread via the hands, which is why you must wash your hands thoroughly and frequently or use the alcohol hand rub in the dispensers provided. Instructions on the correct method for washing your hands are provided at all sinks.

Always try to find out if special hygiene rules apply in the area you are working in.

Please note ...

Smoking is prohibited

All of Region Zealand's hospitals are no-smoking. This means that you may not smoke indoors or outdoors on the hospital premises.

No alcohol

Alcohol or the abuse of drugs or other intoxicants is not permitted at Region Zealand's hospitals. You must therefore not work at the hospital under the influence of alcohol, drugs or intoxicants, for example.

Raise the alarm in the event of fire

You must always familiarise yourself with the local safety equipment in the event of fire where you are working. For example, make a note of where the fire escape and fire extinguishers are located.

In the event of a fire, raise the alarm by going to the nearest fixed line telephone in the ward or corridor

you are in and calling the telephone number indicated on the phone or on the sign next to the phone. Also notify nearby permanent staff, who have more in-depth knowledge of the equipment.

Raise the alarm in the event of cardiac arrest

If a patient or anyone else at the hospital suffers a cardiac arrest, you should raise the alarm. To raise the alarm, find the nearest telephone in the ward or corridor you are in. The number to ring in the event of a cardiac arrest is shown on all telephones or on a sign next to the telephone.

If you have been trained in resuscitation following cardiac arrest, you should follow your training.

Also remember ...

Discretion and confidentiality

You have an obligation of confidentiality when you work at a hospital in Region Zealand. This means that you must not pass on information about patients, for example, or other confidential information that you have become aware of through your work. This obligation of confidentiality also applies after your work at the hospital is over.

You must sign a confidentiality agreement before you start work at a hospital.

Check the local conditions

There may be local rules and guidelines that are important for the safety of the hospital, the patients and yourself. It is your responsibility to find out about this. In other words, you have an obligation to find out the information that you need in order to perform your duties in accordance



with the hospital's rules. The manager who has employed or entered into a contract with you, also has an obligation to inform you and introduce you to your working area, to the local conditions and to any training.