

HUMAN RESOURCES POLICIES AND PROCEDURES

Policy Name: Staff Assignments

Policy Purpose: To define and communicate the policy and procedure regarding Staff Assignments and to protect [REDACTED] employees from /against discrimination.

Policy Statement: Patient care and other assignments are made based upon the professional assessment of the person responsible for making such assignments without regard to age, gender, race, ethnicity, sexual orientation, religion, physical appearance or economic class.

Procedure:

- A. The responsible person will make the assignments by considering patient needs in conjunction with healthcare or other service providers' training, expertise, credentials, and experience and without regard to age, gender, race, ethnicity, sexual orientation, religion, physical appearance, gender identity/expression or economic class.
- B. Assignments are not to be made or changed based upon the requests of patients or family members if the requests are based upon age, gender, race, ethnicity, sexual orientation, religion, physical appearance, gender identity/expression or economic class.
 1. There may be limited circumstances "at the patient's request", when patient care providers may be reassigned by gender, subject to staff availability, such as when the request:
 - (a) Involves a minor patient (one under the age of 18 years);
 - (b) Involves a patient with a history of being a victim of abuse.
 - (c) Involves a patient's core religious/cultural beliefs
- C. Any request for a change of patient assignment will be referred to the unit manager or supervisor. The manager or supervisor will meet with the appropriate parties and inform them of this [REDACTED] policy and attempt to resolve this situation. The manager or supervisor will contact a vice president during day time hours or the administrator on call after hours, to inform them prior to making a change and or if the patient continues to object to the staff assignment. The manager or supervisor will document the reason for the staff reassignment in writing.
- D. If a patient requests another caregiver because of age, gender, race, ethnicity, sexual orientation, religion, physical appearance or economic class, the patient will be referred to another [REDACTED] facility as long as they are in stable condition for transfer.

II. Performed by:

- A. Nursing, all Patient Care and Human Resources Departments.

Origination Date: November 1, 2005

Revision Date: January 2018; October 2015, November 2013; July 2006; April 26, 2006, Last Review Date: October, 2018; October, 2017; November, 2014; October, 2010; August, 2010; October 2009