

PRIVACY POLICY AND PROCEDURES

LSU Health Sciences Center New Orleans

Date Effective: April 14, 2003

Policy #: 2100.25

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Discipline Policy

Employee Conduct and Disciplinary Sanctions

SCOPE:

All Louisiana State University (LSU) System health care facilities and providers including, but not limited to hospitals, physician practices, clinics, schools, etc. on the LSU Health Sciences Center New Orleans Academic Campus.

Nota Bene: All LSU System health care facilities and providers including, but not limited to hospitals, physician clinics, schools, etc. on the LSU Health Sciences Center New Orleans Academic Campus, are referred to in this policy as LSUHSC-NO.

PURPOSE:

The purpose of this policy is to guide LSUHSC-NO's faculty, staff, and employees so they may conduct themselves in a professional manner, while complying with relevant laws and policies.

POLICY:

LSUHSC-NO will establish standards of conduct and/or a Code of Conduct to protect the health and safety of all employees, to assure adherence to the university's policies and procedures, to protect patient privacy, and to ensure compliance with state and/or federal law and/or regulations.

Any conduct that violates state and/or federal law and/or regulations will not be tolerated.

Progressive discipline will be used to ensure that faculty and employees have the opportunity to correct their performance.

PROCEDURE:

- 1.0 The Office of Compliance Programs shall be notified of improper conduct of employees and faculty that may result in suspected violations of the university's policies and procedures and state and/or federal law and/or regulations.
- 2.0 The Office of Compliance Programs shall keep all reports of suspected violations in confidential files and shall conduct investigations where applicable.
- 3.0 The Office of Compliance Programs shall work with Human Resources to ensure that appropriate discipline is applied, if warranted.

REFERENCE:

45 CFR 164.530