



COMPANY POLICY

CODE OF PRACTICE

Pelin Bright, CEO
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CODE OF PRACTICE			
Policy	This is a new policy		Yes
	This policy updates and amends the existing policy		No
	This policy replaces the existing policy		No
Applies to	All staff, directors and management of MCOE (also inclusive of but not limited to volunteers, students, registrars, contractors, sub-contractors, labourers and visitors)		
Version	Purpose/reason	Effective from	Effective to
1.0	This policy was created	16 th May 2015	1 st January 2016
1.1	Review and update	2 nd January 2016	Current

It is important that all staff, patients and guests/visitors entering the facility are aware of the Code of Practice within the Clinic which is provided below:

1. For the convenience of others, all guests must not be loud or disruptive to other members.
2. Mobile phones should be switched off or put on silent. If you must take a call, we ask that you are courteous to others whilst you are on a call.
3. A person(s) may be removed, temporarily or indefinitely from the premises if they are intoxicated, engages in any illegal activity or where they engage in an activity which impedes on the safety and security of the premises or other persons while at the facility.
4. Due to the nature and purpose of the recovery room, we request that patients undergoing a procedure have no more than two guests in the recovery room and that noise is kept to a minimum to respect the privacy of other patients that may also be sharing the recovery room.
5. Smoking is not permitted anywhere within the facility, including the outside entrance.
6. Any person(s) using foul and vulgar language will be removed from the premises. Vulgar language is strictly not permitted and tolerated anywhere within the premises and to its staff and guests.
7. Any person(s) accompanied by children are responsible for their safety and wellbeing whilst in the facility.
8. The Clinic shall NOT be liable for any loss or damage arising directly or indirectly in any way in connection with belongs that are left behind or forgotten.
9. The premises are equipped with surveillance cameras. Legal action will be taken on any person(s) that have captured on video and/or have been reported to committing a crime such as theft will be held prosecuted.
10. Due to the nature of the facility and the services it provides, we understand that our doctors may not always be on-time with schedules. Please be patient as the doctor may be in theatre and/or attending to an emergency. Thus, shouting, causing a scene and disturbance to others will not be tolerated and will be dealt with accordingly.

Amendments and Updates

This policy cannot be amended without approval from the Director(s) or CEO.

Responsibility

It is the responsibility of the Practice Manager to review the Code of Conduct from time-to-time to ensure that it remains effective and meets best practice standards and the needs of the Clinic.

Visibility

This Code of Conduct shall be placed throughout the Clinic and will ensure that it is visible and legible to all.

Authorisation

Pelin Bright, CEO

Macquarie Centres of Excellence



For more information

Macquarie Centres of Excellence

Company Policies

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