

SUBJECT: **Staff Request for Exclusion from Patient Care**

OBJECTIVE: The objective of this policy is to honor a request by an employee not to participate in an aspect of patient care based on personal, cultural, or religious beliefs. However, in no event will a patient's care be negatively affected as a result of requests of this nature.

POLICY:

It is the responsibility of the employee to notify their department manager of their concerns and to request in writing that they be excused from participating in a particular aspect of treatment of care of the patient. This notification must be given prior to an impending patient care situation.

The employee must submit a written request to their department manager. The request will detail the specific aspects of care from which they are requesting to be excused and the reason for making the request. The department manager will, if possible, excuse the employee from participation in the aspect of patient care to which the employee is objecting. However, the employee is responsible for providing appropriate care until alternate arrangements can be made. Refusal to provide care will result in disciplinary action, up to and including termination.

If the department manager and employee are unable to come to a mutually agreeable decision regarding requests, it will be forwarded to the Hospital Ethics Committee. The Ethics Committee will review the request in a timely manner and choose to meet with the employee and department manager to better understand the request. The Ethics Committee will make a recommendation to the employee, department manager, and administration. The administration, department manager, and employee will utilize the Ethics Committee recommendation to act upon the request.

The request and final decision concerning whether to honor the request will be put into writing by the department manager. A copy will be given to the employee with the original being placed in the employee's personnel file.

All requests and their outcomes will be forwarded to the Ethics Committee for their information.

Administration