

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.29:	Staff Request Not to Participate in an Aspect of Patient Care
Governing Body Approval:	April 29, 2018
REVISED:	

PURPOSE: To provide a process for management to evaluate an employee's advance request not to participate in an aspect of a patient's care or treatment because of conflicting cultural values, ethics, or religious beliefs. Patient care will not be compromised.

SCOPE: All WFH staff

PROCEDURE:

1. Any direct care, clinical staff member who perceives s/he should not participate in an aspect of care or treatment because of conflicting cultural values, ethics, or religious beliefs, must provide advance notification by making a written request to her/his Unit Director to be excused, with copy to her/his Program Manager and the Department Director (or designee). The request must identify the cultural, ethical, or religious reason and the aspect of patient care or treatment from which s/he wishes to be excused.
2. The list below represents specific aspects of patient care (including treatment) from which employees may request exemption. The list may be modified from time to

time as new situations warrant. It includes, but is not limited to:

- a. termination of pregnancy; and/or
 - b. decisions at the end of life, such as withholding/withdrawing life-sustaining treatment, including nutrition and hydration.
3. Requests are reviewed as soon as possible. After consultation with the Chief Executive Officer (CEO)/designee, and if necessary, the Affirmative Action Administration, the Department Director responds, in writing, to the employee who has made the request. When such request is approved, the response contains the following specifics:
- a. the aspect of patient care from which the employee is excused;
 - b. the period of time for which the employee is excused from performing the aspect of care; and
 - c. a plan outlining how that aspect of patient care will be provided without compromising quality, despite the staff member not participating.

A copy of the response, whether or not it is approved:

- a. becomes a permanent part of the employee's personnel file; and
- b. is sent to the Unit Director and Program Manager.

In the case of an emergency situation, even if the request has been granted, the employee is expected to perform assigned duties so the delivery of treatment or services is not compromised. An employee's failure to provide appropriate care or services in an emergency because of personal beliefs, may subject her/him to disciplinary action up to and including dismissal.

4. Questions related to this policy shall be referred to the Facility Human Resources Director/ designee.
5. All parties concerned are encouraged to refer to the State Code of Ethics, Procedure 8.17 Agency Compliance Code of Conduct, and Procedure 1.2 Operationalizing the Code of Ethics and to consult with the Ethics Committee, as needed, when considering these requests for exemptions.