

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.02.05.00.00)
EFFECTIVE DATE: 1/6
REVISION DATE: 7/7, 3/15, 5/17, 3/19
REVIEW DATE: 2/7, 1/8, 1/9, 2/10, 1/11, 1/12, 1/13, 2/14, 3/16, 5/18, 4/20, 4/21, 5/23, 4/24

SUBJECT: PERSONAL PHONE CALLS/VISITORS

PURPOSE:

To establish guidelines for prohibiting disruption of student's clinical training.

POLICY:

1. Students are not to have visitors in the clinical laboratory unless prior approval is obtained.
2. Students are not to receive or make personal phone calls during lecture time or clinical training unless an emergency occurs. This applies to the use of SFHS telephones and/or personal cell phones.
3. Personal visitors and phone calls should only occur during breaks or in the event of an emergency.
4. If a student fails to adhere to this policy, the program director will implement the Disciplinary Action policy (MLS.02.06.00.00).

REVIEWED BY:

Program Director, School of Medical Laboratory Science