The Center provides services to a wide range of clients and we want to maintain a professional image. You can help us by adhering to the following standards when you are in the Center or participate in office site activities sponsored by the Center:

**Promptness/ Dependability:** You are expected to show up on time. If you know that you will be late, please notify the Center’s front office at 656-3076 and ask them to let the staff that you work with know what time you expect to arrive. Our clients take time off work to receive services and our staff depend on you to keep things running smoothly. The first time you are late, you will receive a warning. After two times, you will be dismissed from your internship at the Sullivan Center.

If you need time off from your internship, you should discuss this with your preceptor at least 2 weeks in advance. If you are sick, you should notify your preceptor at least 24 hours in advance.

**Confidentiality:** Our clients expect us to keep all matters related to their health confidential. Do not discuss client information with anyone outside the Center. You will receive training on our HIPAA policy and our electronic health record system. You will also sign a confidentiality policy agreeing to abide by the rules in our HIPAA manual. If you have not signed one, please see Connie Ormes to get a copy.

**Appropriate attire:** Please dress professionally when you will be working in the Center. See our Dress Code Policy for more information.

**Universal Precautions:** The laboratory is a Universal Precautions Area. While in this area, you must be familiar with & follow the Center’s Bloodborne Pathogens Control Policy. No food or drink is allowed in the lab. Do not sit on the counter tops or floors. Make certain sharps are put in the red sharps containers and other biohazardous materials are disposed of properly. Use gloves appropriately and please be aware of your patients and surroundings. Always wear a lab coat and closed toed shoes to protect your clothing and yourself.

**Equipment:** Some equipment requires expensive calibration to assure that it is functioning properly. Please do not use any equipment that you are unfamiliar with without the direct supervision of faculty or staff.

**Professional Conduct:** Clients expect the care they receive from us to be appropriate and effective. Please ensure that you understand the Center’s mission, policies, and procedures before proceeding with respectful and courteous of clients, staff and other students. If you are with a group of students, please remember to keep the noise level appropriate so as not to disturb others. Do not sit on counter tops or floors.

**Computer Use:** The computers provided to you during working hours are property of Clemson University and should only be used for work related activity. By agreeing to our HIPAA policy, you have agreed not to access the internet on our secure server. No personal email, Facebook, twitter, blogs or other accounts should be accessed on these computers during your working time.

**Neatness:** Please clean up your area before you leave. Put trash in the proper receptacles. Put furniture back where it belongs. Put supplies back where they belong. Do not leave supplies out on counter tops unless they belong there. Food and drinks are allowed in the student waiting room, break room and the small classroom only.

**Cell Phones:** No cell phones are allowed during work hours. You are permitted to use them during your lunch break. If you are seen using your cell phone during your work hours, you will be written up. After two times, you will be dismissed from your internship at the Sullivan Center. You may give our front office number (864-656-3076) or back office number in the student work room (864-656-5479) to any emergency contacts who should need to get in touch with you during working hours.

The Center reserves the right to dismiss a student from participation in Center activities for the remainder of the day if the student violates these standards.