

## **STUDENT'S OBLIGATION TO SPONSORING ORGANIZATION'S CODE OF CONDUCT**

Hospitals are subject to hundreds of regulatory and legal requirements that control every part of their operation. These facilities are under increased scrutiny to assure legal compliance of rules and regulations that include billing the patient.

Responsibility: Students, Instructors, Program Officials  
Standard: Human Resources

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Because it is next to impossible to know all the regulatory and legal requirements that affect health care, it is important to maintain a program that regularly familiarizes employees and students with the regulatory and legal requirements. A compliance program is an organized, regular program of learning about and obeying the regulatory and legal requirements that affect our work. Regional West Health Service's compliance program is overseen by a compliance officer and a compliance committee.

The code of conduct requires a student to report suspected violations of the regulatory and legal requirements, policies or procedures that you witness. The student should report incidents that the student witnesses or have knowledge of that violate hospital policy or state or federal law.

Everyone, including the members of the Board of Directors, the medical staff, all employees, students and volunteers are required to be involved in the compliance program. All employees and students must follow the Code of Conduct. The code basically requires a student to;

- obey the regulatory and legal requirements at all times
- attend training as asked by the student's supervisor
- follow standards and procedures explained in training
- report suspected violations and misconduct
- Ask questions when the student is unsure about how to carry out clinical responsibilities

## CODE OF CONDUCT

### 1. BECOME AND REMAIN EDUCATED AND INFORMED REGARDING LEGAL ASPECTS OF RESPONSIBILITIES

Each student is expected to be sufficiently knowledgeable about the legal aspects of his or her responsibilities and activities to be able to avoid inadvertent violation of statutes and regulations. At minimum, this expectation requires the individual to attend orientation, training and educational opportunities offered by Regional West Health Services.

Finally, each student is expected to notify his or her supervisor whenever he or she has a question or has identified a need for additional information or education in regard to compliance matters.

### 2. REPORT CONDUCT SUSPECTED TO BE ILLEGAL

Each student is expected to report conduct that is known or suspected to be illegal or a violation of Regional West Health Services policy. Persons making reports are encouraged to reveal their identity for the purpose of follow-up, but anonymous reports are acceptable. The identity of reporting individuals and the content of reports shall be treated as confidential information and shall be disclosed only to persons within Regional West Health Services charged with investigative and enforcement responsibilities, to others with a legitimate need to know or to governmental agents during investigations upon a showing of proper authority.

Reporting under this policy is for potential violation of laws, regulations or compliance policies and plans, and is not for personal grievances regarding compensation, benefits or working conditions; personal grievances should be submitted pursuant to existing Program grievance procedures.

The reports may be made by calling the Regional West Corporate Compliance Hotline, or by writing or talking to your supervisor or the Compliance officer.

**Hotline Phone Number 308-630-1025**

Regional West Compliance Officer: Paul Hofmeister

**3. COMPLY WITH THE LAW AND AVOID ENGAGING IN ILLEGAL OR POTENTIALLY ILLEGAL CONDUCT**

Each student is expected to comply with applicable laws related to his or her job responsibilities, and refrain from knowingly participating in illegal activities or failing to meet affirmative legal duties. An important step in meeting this duty is being sufficiently informed about the law affecting the individual's responsibilities to be able to identify potential legal issues and seek guidance as required.

False claims constitute one example of illegal conduct through this Compliance Program and otherwise that Regional West Health Services seeks to prevent from occurring.

**4. ADHERE TO THE COMPLIANCE PLANS**

Each student is expected to read and be familiar with the content of any Compliance Plan applicable to the responsibilities of such individual or entity. These will be distributed to appropriate individuals. It is further the responsibility of each employee, contractor, student and agent to seek consultation and assistance whenever the requirements of the Compliance Plan are unclear to the individual.

**5. CARRY OUT DUTIES IN AN ETHICAL MANNER**

Each student is expected to carry out his or her duties in furtherance of the commitment of Regional West Health Services to conduct itself, through the actions of its employees, contractors, students and agents, in an ethical manner reflecting its mission and purpose and not merely to avoid violations of law.

Although the primary purpose of the Compliance Program and this Code of Conduct is to avoid and prevent violation of regulatory and legal requirements and regulations, in undertaking a Compliance Program, the Board of Directors recognizes that avoidance and prevention of illegal acts and omissions is not the only goal.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

Reference: Hospital Policy 105.1.01

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