

SOLICITATION AND DISTRIBUTION

Regional West Health Services reserves the right to limit the solicitation of Regional West Health Services employees or students and/or the distribution of literature on Regional West property.

Responsibility: Students
Standard: Administrative

Approved Activities

Regional West Health Services Administration and/or Human Resources will pre-approve the following activities:

- Activities related to approved Regional West student programs
- Students orally soliciting other employees to join or contribute to any organization, fund, activity or cause during non-school time in the approved areas defined below
- Students distributing written materials in approved areas during non-school time
- Non-employees who wish to solicit or distribute literature on behalf of any organization, fund or cause
- Fund raising for the Regional West Foundation

Students not scheduled for clinical or didactic education may engage in solicitation and distribution activities on the exterior premises (e.g., parking lots, sidewalks, and grounds) as long as such activities do not pose a health, littering or safety hazard. For the purpose of this policy, students scheduled for clinical or didactic education are those students who arrive more than fifteen (15) minutes before the start of their scheduled school attendance and/or who remain later than fifteen (15) minutes following the conclusion of their scheduled school attendance and any student not scheduled for the day in clinical or didactic area.

Those areas where students may engage in solicitation or distribution for **approved activities**, during their non-school time, are the cafeteria, vending machine areas, gift shop, parking lot, employee lounge, and locker room.

The usual times just before reporting for class and just after ending class as well as break times and lunch times, are not considered working time.

Solicitation and distribution is prohibited anywhere on RWHS property if it interferes with patient care, impedes access to patient care areas or results in littering or safety hazards.

Bulletin Boards

Bulletin boards are to be used only for the posting of material related to the operations and objectives of Regional West. Bulletin boards will be maintained in a neat, attractive manner and with only current approved material.

All notices other than job postings and notices required by law must be approved by the Chief Operating Officer. Administration and/or Human Resources will pre- approve personal notices and the date for removal will be indicated.

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

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

Reviewed: 7/14/11, 5/3/12, 4/25/13, 2/14/2014, 2/26/16, 1/27/17, 2/2/18, 1/31/19, 4/28/20, 9/10/21
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