Section 6  General Guidelines

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General Guidelines

Building Hours

Building Access and Occupancy Hours

7:30 a.m. - 5:30 p.m. General Public Access
(Monday-Friday) Marshfield Avenue and Paulina Street doors will be open.

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<tr>
<th>COLLEGE</th>
<th>7 Days 24 Hours</th>
<th>7 Days 6 am – 8 pm</th>
<th>7 Days 5 am – 11:30 pm</th>
<th>5 Days (Monday through Friday) 7 am – 6 pm</th>
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<td>• Deans</td>
<td>• Faculty</td>
<td>• Dental Students</td>
<td>• Part Time Faculty</td>
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<td>• Department Heads</td>
<td>• Academic Professionals</td>
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<td>• Support Staff</td>
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<td>• Researchers</td>
<td>• Postgraduate Residents</td>
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<td>• Volunteers</td>
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<td>• Residents with Hospital Privileges</td>
<td>• Hygiene Students</td>
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Clinic Hours

The group practice clinics are open for patient treatment from 10:00 a.m. to 4:30 p.m., Monday through Friday. Specialty Clinics hours of operation may differ. The Admitting and Registration area opens at 8:15 a.m. Third and Fourth year students are expected to be present in the College and actively engaged in patient care activities during general clinic hours unless didactic courses are scheduled. Group Practice clinics are closed from 12:30 p.m. to 1:30 p.m. for lunch. Faculty supervision is required by law for patient care. Under no circumstances shall a student work unsupervised on a patient before or after the scheduled clinic hours.

ANY STUDENT FOUND TREATING A PATIENT WITHOUT FACULTY SUPERVISION WILL BE SUBJECT TO FORMAL
DISCIPLINARY ACTION, INCLUDING SUSPENSION FROM CLINIC.

Smoke Free Environment Policy

Overview

There are countless studies on the health effects of second-hand smoke and its potential harm towards people with pre-existing medical conditions which many of our patients have. The Joint Commission on Accreditation of Health Care Organizations (JCAHO) requires their accredited facilities to restrict smoking in areas where patient movement occurs such as entrances, exits and stairwells. This is the standard that has been set for the majority of the nation's health care institutions including hospitals and ambulatory care facilities.

Policy

In addition to the existing restriction of all smoking within the building, the College is designating the entrances and exits to the building as smoke free areas to eliminate any further exposure of patients to the hazards of smoke.

This policy applies to all staff, faculty, students, patient, and visitors to the College. Smoking in or around these areas is subject to visitor sanctions through the University Police and existing Human Resource Department Disciplinary procedures.

The College is prepared to offer resources for smoking cessation activities. Those staff or faculty who are interested in smoking cessation courses may contact the Director of Clinical Operations for further information in room 103B3.

Personal Appearance

The University of Illinois at Chicago College of Dentistry endorses staff conduct and appearance consistent with its mission of providing exemplary patient care and resources for professional education and research. College of Dentistry professional, academic, and non-academic staff and students shall groom and conduct themselves in a manner consistent with a health care environment providing patient care, education, and research.
**Dress Code**

A clinical dress code has been established for all College of Dentistry students, faculty and staff in order to present a positive professional image and to satisfy requirements for personal safety and compliance with infection control principles and OSHA regulations. This will also increase the confidence of patients in the care they will receive by our practitioners.

Please be aware that specific PERSONAL PROTECTIVE EQUIPMENT (PPE) AND INFECTION CONTROL GUIDELINES SUPERSEDE DRESS CODE GUIDELINES UNDER CERTAIN SITUATIONS. Please consult the UIC/COD Infection Control Manual for details at:


The clinical dress code applies to all clinics, and laboratories, according to the guidelines listed below:

1. Clinical and laboratory dress MUST conform to applicable safety and infection control regulations (see http://intranet/clinics/chairside/ for details). Proper personal protective equipment must be worn when providing patient care or simulated patient care or any time there is a potential of exposure to blood or body fluids and the protective equipment must be disposed of in the proper waste receptacle after use. Personal protective equipment includes: disposable clinic coat, gloves, face mask and eye protection. NOTE: Fluid resistant gowns will be worn over the scrubs or professional attire during patient care or any time there is a potential of exposure to blood or body fluids.

2. Personal protective equipment is not to be worn outside of the patient care or pre-patient care facilities. PPE is NOT to be worn in other areas of the building (elevators, stairs, lobby, restrooms, offices, etc.).

3. Students: surgical scrubs must be worn. Scrubs must be clean, unwrinkled and of materials typically used in a health care setting. An appropriate solid color tee shirt should be worn under the scrub top. Scrubs can NOT be substituted for approved PPE.
Faculty: due to the possibility of University and/or College administrative meetings; in lieu of scrubs (as defined above), “business casual” clothing or better may be worn. “Business casual” includes trousers/slacks for men and women or for women the option of wearing skirts or dresses. “Polo-style” knit shirts or dressier wear are acceptable for tops. All clothing must be professional in appearance and materials.

4. Clean socks or hose and shoes are required. Shoes must be professional in appearance. Athletic-style footwear may be worn with scrubs. Sandals and other open-toed footwear are NOT acceptable.

5. Hair, beards and mustaches must be clean and neat. Hair should be secured in such a way that it will be out of the operating field.

6. The following attire is considered unacceptable:
   - Jeans, t-shirts, tank tops, bare midriffs, sweatshirts, stretch pants or leggings.
   - Footwear that is dirty, torn or obviously designed for beach wear or outdoor use, or that presents a safety hazard.
   - Hats (other than surgical caps or religious headwear).

7. Cosmetics and colognes may be worn to a degree appropriate to the expected amount of patient and visitor contact and with consideration for peers. Wear the least possible amount of jewelry with respect to safe patient care and personal ability to perform the functions of the job.

8. Chewing gum is not permitted in patient care areas.

9. Maintain good personal and oral hygiene.

**Identification**

All College of Dentistry students, faculty and staff must wear a College of Dentistry photo-identification card specifying their name, position and departmental affiliation when on UIC College of Dentistry premises. Students functioning in the hospital must also wear the appropriate hospital ID.

New students will receive College of Dentistry ID’s within 2 weeks after the start of the term.
If your ID card becomes lost or damaged, you will be responsible for a $20 replacement fee. Obtain a letter from your department head. Take the letter to the I-card office and they will fabricate a new College of Dentistry ID.

The picture used on the College of Dentistry ID is the same as that used on the UIC I-card. This picture is stored electronically and will be used on all future I-Cards and College of Dentistry ID cards.

All University students that are visiting from other Colleges must wear a University photo-identification I-card while engaging in clinical practicums in the College of Dentistry.

All University Physical Plant staff shall wear uniforms with name and department or Physical Plant identification badge while working in the College of Dentistry.

Staff are expected to monitor their work area for unusual or unknown visitors and, if necessary, seek assistance from the University Police at 312-996-HELP (4357).

**Clinic Attendance**

1. Students are expected to be in attendance for all scheduled clinical sessions. Absence from scheduled clinic sessions whether due to illness or any other reason, should be reported promptly to the front desk of the group practice and to the Office of Academic Affairs (312) 996-4958. Both phone numbers are equipped with voice mail and messages may be left at any time, day or night. The Office of Academic Affairs staff will contact the didactic course directors to inform them of your absence. It is the student’s responsibility to contact patients who have been scheduled to cancel or reschedule the appointment. The group practice front desk should be informed if it was not possible to contact the scheduled patients.

2. Students who will be absent for an extended period of time should follow the following procedures: inform the Office of Academic Affairs of the length of time and reason for the absence; inform their Managing Partner of the extended absence and current status of patients. Inform the clinic Fiscal Clerk in writing so they will know how to handle phone calls and patient emergencies. Inform all patients of your plans and explain to them how to obtain emergency care and if they will be assigned to another student.
3. Clinical attendance is considered a requirement for all clinical courses. Failure to comply with this policy may adversely affect your progress in clinical courses. In addition, frequent absences interfere with the ability to provide patient care in a timely manner. Absence from clinic that adversely affects proper patient care is a violation of professional standards, and is cause for formal disciplinary action.

4. Clinical activities (in order of importance) for students who have patient failures, cancellations or no scheduled patients are to:

   1. help with urgent care patients
   2. assist other students
   3. practice on typodonts for performance examinations
   4. laboratory work

5. Students should inform the supervising faculty and the front desk of their group practice if they are leaving their clinic to go to Post Graduate clinics, lab 422, computer lab or any other location.

6. Students who are scheduled for special clinic assignments are expected to report promptly to the assigned clinic. Students may not schedule their own patients for treatment in the clinics on days when they are scheduled for special clinics. Students who do not report on time for their assigned rotations may be subject to reduction of their grade and/or required to attend additional make-up sessions.

7. Students should check e-mail, Axium message and their phone message center daily for messages. Students are responsible for knowledge of all communications conveyed by electronic or paper communication which may include calendars, memos, or notices from administration or faculty.

8. Students are not allowed in the clinics or laboratories while they have a scheduled class, lecture, seminar or conference.