TEXAS
Health and Human Services

ATTACHMENT D

FACILITY SPECIFIC POLICIES AND PROCEDURES

Rio Grande State Center
ORIENTATION FOR CONTRACTORS AND VENDORS

I. ACCESS TO AREAS

Contractors and Vendors are only allowed in buildings and other facility areas In which they conduct official business. Contractors and Vendors may purchase snacks from the vending machines.

II. SAFETY

A. Vehicles:

1. Observe posted speed limits.
2. Truck traffic must be routed as Instructed by Hospital staff.
3. Never leave vehicles unlocked.

Violations of these rules will result in the driver and vehicle being banned from the campus.

B. Emergencies:

1. Report fires or other extrema emergencies to Operator by dialing "O" on any hospital phone.
2. If a patient/individual is in distress, choking, collapsed, etc., protect them from further harm and immediately seek a staff member or report to Risk Management by dialing "B44B" on *any* hospital phone.

C. General Safety and Well-Being Rules

1. Na weapons/firearms are allowed on Campus.
2. No alcoholic beverages or illicit drugs are allowed on campus.
3. Any Contractor or Vendor under the influence of drugs or alcohol will not be allowed on campus.
4. The Rio Grande State Center ls a smoke free hospital and thus prohibited from smoking on its premises.
5. Tools will be safeguarded at all times or they will be confiscated.
6. Contractors/Vendors must always comply with Instructions given by RGSC Staff or Management.

Criminal charges will be brought against anyone who violates the rules in Section 11.C 1, 2, 3.

D. Reporting accidents/incidents/security Issues – Report all accidents, incidents or security concerns directly to the Safety Officer (X8443 or xa4g31 or to Operator (X8202). It is the contractor's responsibility to ensure safety concerns Identified during the course of the contract are communicated to the Contract Manager or the Safety Officer.

E. Checking of equipment brought onto campus for patient/Individual use: All patient/individual use equipment must meet standards required of the facility. Equipment must be inspected by either the Safety Officer or designee prior to use with/by patients/Individuals.

Ill. Patient/Individual Served Information

PATIENT/INDIVIDUAL RIGHTS

A. Never talk about a patient/individual or release e patient/individual's name to anyone. - This is called breach of confidentiality, which could result In legal action against the Individual and/or the contractor/vendor company.

B. Never physically harm a patient/individual. This is called patient/individual abuse, which could result in criminal or civil action being brought against the Individual and/or contractor/vendor company.

C. Never verbally or non-verbally ridicule a patient/individual. This is also a form of patient/individual abuse and could result in the same legal action as (B) above.

D. Never take anything from a patient/individual. They may want it back later and accuse you of theft. Theft will result in criminal charges against the individual contractor/vendor employee.

E. Never give anything of value to a patient/individual. Food, drinks, tobacco, matches, etc. may be contrary to the patient/individual's treatment. A gift may also encourage the patient/individual to return for more later. If harm comes to a patient/individual from the result of your gift, then the results could be the same as in (B) above.

F. Never be alone with a patient/individual. This patient/individual may accuse you of any of the above. Always maintain a proper demeanor and treat patients/individuals with dignity. If you have any concern regarding a patient/Individual observation, please contact a staff member immediately.

PATIENT/INDIVIDUAL POPULATIONS SERVED:

A. Adult – Individuals 1B and over
B. Intellectually/Developmentally Disabled
C. Mental Illness

IV. Management of Information

A. All patient/individual information is confidential and must not be communicated outside the hospital campus.
B. Computer access must be approved by Information Services staff. Personal use of state automation system is prohibited.

Any breach of these rules will result in termination of the contract and/or non-payment for services. Any harm coming to a patient/individual as a result of negligence or breach of these rules could be cause for criminal or civil legal action. The vendor/contractor site manager is responsible for ensuring all employees working for the vendor/contractor on site ere provided this information.