



Student Name: _____

Clinic Etiquette Guidelines

All students/interns/visitors are subject to the following clinic etiquette guidelines.

Please read through carefully, initial each guideline, and sign at the bottom of this page to confirm receipt and understanding of each.

Failure to adhere to the guidelines may result in termination of your preceptorship (internship, shadowing, etc.).

- Please be sure you leave the room as you found it and clean up after yourself (throw away trash, clear off desk, etc.). **Students must check IN & out of each room using the room's QR code.**
- If you borrow any items from a provider's room or staff (BP cuffs, scales, chairs, etc.), you **MUST** return the items to the room you borrowed from by the end of the day. Avoid moving furniture around. If moved, it needs to be returned to its original place.
- Do not schedule for providers you don't work with. Each provider has their own preferences for appointments.
 - Do not schedule if you are unsure how to do so. Please ask for assistance first
- Please knock before entering a room. Some room lights may be off if a patient is receiving Spravato treatment.
- When calling patients earlier than their scheduled appointment time, please be sure you are not telling them to "call back and reschedule" in the voicemail.
- Ensure to call patient's back at their scheduled times
- Introduce yourself to the patients and receive consent to see them in lieu of their regular provider. If they decline, advise the provider so they can see them.

Signature: _____ Date: _____