

MEDICAL CENTER INFORMATION

PROFESSIONAL CONDUCT

All VUMC personnel are expected to conduct themselves in a professional, collaborative, and cooperative manner consistent with VUMC Credo behaviors and applicable Vanderbilt University and VUMC policies and procedures, and to treat patients, visitors, students, and each other with courtesy, respect, and dignity. VUMC fosters a just and safe culture by addressing unprofessional, inappropriate, intimidating, disruptive, threatening, and violent behavior within the workplace.

1. VUMC CREDO

- We provide excellence in health care, research, and education.
- We treat others as we wish to be treated.
- We continuously evaluate and improve our performance.

Credo Behaviors

- I make those I serve my highest priority.
- I respect privacy and confidentiality.
- I communicate effectively.
- I conduct myself professionally.
- I have a sense of ownership.
- I am committed to my colleagues.

2. VANDERBILT PATIENT AND FAMILY PROMISE

VUMC is committed to excellence. We are taking our commitment a step further with the Patient and Family Promise, which is:

- to **Include** you as the most important member of your health care team
- to **Personalize** your care with a focus on your values and needs
- to **Respect** your right to privacy
- to **Communicate** clearly and regularly
- to Work with you to **coordinate** your care
- to Serve you and your family with **kindness** and **respect**

We expect everyone at Vanderbilt to keep these promises to you and your family.

3. VUMC POLICIES

All VUMC personnel (including House Staff) are required to abide by all applicable VUMC Policies. VUMC Policies are all accessible on [PolicyTech](#). The PolicyTech System is a robust document management system that provides a centralized repository for effective, streamlined content management. To access the most updated versions of all VUMC Policies, refer to PolicyTech. If a current or incoming House Staff member requests to review any VUMC Policy and does not have a VUMC ID, they should contact the GME office.

4. Disclosure

There is an affirmative duty for House Staff to notify the DIO of arrests, convictions, and the disposition of any outstanding charges after the initial background check for employment is completed. There is also an affirmative duty for House Staff to report any adverse information resulting from subsequent criminal background checks obtained at any site during their employment as House Staff at VUMC.

Failure by a House Staff to disclose an arrest or a criminal conviction to the DIO within five calendar days may result in corrective action, up to and including Immediate Dismissal from their training program. The facts and circumstances of each case will determine what, if any, action is taken, up to and including Immediate Dismissal, as appropriate.