

This is for you - I did it especially for you -

Professional Ethics and Etiquette.

Definition.

- A. The word Etiquette was adopted from the french. It signifies the conventional rules required by good breeding, especially to be observed toward particular persons or in special places, such as courts, armies and in the present instant, Hospitals.
- B. Greater amount of etiquette has always been required in hospitals for the same reason that it has been used in the army viz: it is thought that a deferential attitude, such as standing erect, when receiving orders or instruction from one in command is more likely to be associated with the strict attention necessary to prevent mistakes, than a lolling undeferential posture. The deference required to be shown in charge is believed to help further the idea of prompt, unquestioning obedience that in nursing, as in the army, is indispensable.
- C. The word Ethics is derived from the Greek, a word which originally meant nothing more than a habit or custom and was first used in its present significance-the science of moral duty or moral law- by the Greek writer Aristotle in certain of his writings. A moral law differs from a legal one in that it is determined by a sense of honor and kindly feeling and not necessarily, as a legal law, by legislation.
- D. In nearly all professions there are special moral obligations that are of importance to maintain the standard of the profession at high level, and these constitute the ethics of that profession.
- E. Ethics may be said to be ones professional attitude and deportment while in the line of duty of that profession. Professional attitudes, of an individual reflect the training of that individual. Not only of the individual, but of the profession which he represents.
- F. The Ethics which O. T'S should comply with may be classed under three headings.
1. Those due the Hospital in which they are working and its authorities.
 2. Those due their patients.
 3. These which they owe each other and all other members of their profession.

G. Ethics toward Hospital.

To conduct themselves in a dignified manner at all times when in uniform and on duty. To avoid loud talking, personal conversations, or discussion of patients problems. To conduct themselves that they will do their share to make and maintain the good reputation of that Hospital.

To realize that rules made for a hospital are a necessity and for the good of the whole.

To restrain from grumbling and adverse criticism of those in authority.

Uniforms.

Uniforms are to be worn as uniforms Always neat and clean. No excessive jewelery other than a ring. Lip-stick and finger-nail polish not to be worn on duty. White stockings to be clean, no runs. White shoes to be cleaned every night. Shoe laces to be clean. Remember that your uniform reflects upon you, your profession and your Hospital. Your profession is judged by the appearance which you in your uniform, and your adherence to ethics, makes.

Ethics. Cont.

I. Always rise when your superior officer is addressing you. Usually in a Hospital Superiors Officers are,

- a. Supt. Hospital
- b. Supt. Nurses.
- c. All Doctors including Interns.
- d. Dept. Heads.
- e. If an O. T. student, her superiors are, staff O. T.'s Assist. O. T. Director O. T. All charge nurses and supervisors.

2. Always allow your superiors to precede you, through open doors etc. ALWAYS STAND IN THE PRESENCE OF DOCTORS !!!

3. Never in any instance should an O. T. or any professional person or employee sit on a patients bed. This is an unpardonable breach of professional etiquette.

4. Never discuss a patient's illness before him, or in his presence.

5. What you learn about your patient is to be absolutely confidential and not to be repeated out-side the hospital in any circumstance, and only discussed with your co-professional workers in the proper place, which is in the Dept.

6. Do not become personal with your patients. Be sympathetic up to a certain point, but do not let it go beyond that.

7. Always report to your superior when leaving the ward, (of your Dept.) Always report to her before going to class or lecture and when returning. In other words be sure that your exact location is always known, in the Hospital.

8. Be prompt. Be on time. If it is impossible to report on duty, contact your superior immediately, and tell her the reason why and when you expect to report for duty.

9. Follow the orders given you and work only with the patients assigned to you, if in doubt ever contact your superior, and let her take the responsibility.

H. Economy

Be careful with Dept. supplies and Hospital supplies. Do not be wasteful. Remember that Depts. are run on budgets.

I. Ethics toward the patient.

That you carry out faithfully the orders given you regarding your patient. It does not matter that you think an order is foolish or unnecessary, it is your duty to carry out your superiors orders, who in most cases has had a great deal more experience than you and is qualified to give the orders for your patient.

Treat your patients and their friends with courtesy, and that you keep inviolable any secrets of patients or their friends or families which come to your knowledge. When people are ill and in trouble they are apt to talk of things which in their calmer moments they would not mention and it is exceedingly dishonorable to repeat any such thing learned under such circumstances.

J. Remember again that rules and ethics are for the good of the whole Hospital and are necessary for the maintenance of the high standing, and exacting work which goes on in a Hospital. Always be neat, businesslike, quiet, and dignified, perform your work with a minimum amount of "fanfare", but with the greatest amount of efficiency. Be a good listener. Do not be a carrier of tales.