



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Operating Room		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Operating Room Code of Ethical Conduct		
<b>Applies To:</b>	All Surgeon and Operating Room Staff		
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## 1. PURPOSE:

1.1 To set a policy that will ensure the all Operating Room staffs commitment to the Islamic ethics, Saudi rules and regulations, cultural obligations. And to ensure protection of patient's privacy and dignity.

## 2. DEFINITIONS:

2.1 **Conduct** – is the responsible manner that an individual act or behave properly.

2.2 **Code of Conduct** – are set of rules and regulations that should be followed by all Operating Room staffs in order to behave and perform professionally either in work place or to the public. The code of conduct is supplementary to the hospital values.

2.3 **Ethics** – a set of moral principles of practice or values governing an individual or a group that should be consistently applied and followed accordingly.

## 3. POLICY:

3.1 All Operating Room staffs regardless to their different backgrounds and without exception should be adhere to the highest ethical standards of conduct in all professional, hospital and business activities and should act in a manner according to Maternity and Children Hospital, Hafer Al Batin policy.

3.2 All Operating Room staffs are requested to behave in an ethical manner, conduct work fairly with full compliance with all the applicable laws and regulations in Kingdom of Saudi Arabia and with the highest professional ethical code of conduct.

3.3 The policy states that failure to abide to any of the provisions under the code will result in Maternity and Children Hospital, Hafer Al Batin Management to take disciplinary action.

### 3.3.1 Business Code of Conduct:

3.3.1.1 All employees should commit to maintain an environment where every individual can work, and live without being harassed.

3.3.1.2 Nonsexual verbal or physical conduct that affects dignity or shows hostility toward another because of person's gender such as in the form of abusive written or graphic material, negative stereotyping, jokes, intimidating, threatening or hostile acts is not acceptable and should be discouraged.

3.3.1.3 All employees should provide services which demonstrate respect for human dignity and the uniqueness of the individual patient without religious, cultural, social, economic, personal or other restrictions.

3.3.1.4 Expected behavior of all employees should be outlined in the code of conduct. Maternity and Children Hospital, Hafer Al Batin expects that every employee should conduct business fairly, impartially, in an ethical and proper manner, and in full compliance with all applicable laws and regulations with the highest standards of ethical business code of conduct.

3.3.1.5 Treat all professional associates and other employees in the manner in which he/she wishes to be treated and should be dealt with fairly and honestly.

3.3.1.6 All employees are expected to promptly report any illegal or unethical conduct to hospital's management or other appropriate authorities (i.e., Ethics, Law and Security).

3.3.1.7 All Operating Room staffs should provide services/assistance as needed to all patients.

**3.3.2 Conduct between Male and Female Employee:**

- 3.3.2.1 All Operating Room staffs will respect the guidelines of Islam, the customs and traditions of the Kingdom of Saudi Arabia in the delivery of patient care and/or any work activities within the Hospital.
- 3.3.2.2 All male and female employees should at all times practice the principle of modesty and respectable interaction and proper decorum during activities, gathering or when dealing with each other.
- 3.3.2.3 Male Hospital Staff is not to mingle with the female staff unnecessarily and should not be in seclusion with a single female staff unless there is a professional need for that situation. Opposite sex should also refrain from hand shaking as it is prohibited in Islam.
- 3.3.2.4 If any patient or family member requests a same gender caregiver, every effort should be taken to meet this need.

3.3.2.4.1 Female Patients:

- 3.3.2.4.1.1 Male care givers should not provide the following procedures for female patients unless there is no available female staff:
- 3.3.2.4.1.1.1 Bathing of females (conscious or unconscious).
- 3.3.2.4.1.1.2 Urinary Catheterization.
- 3.3.2.4.1.1.3 Examination of breast or genitalia.
- 3.3.2.4.1.1.4 Administration of an enema.
- 3.3.2.4.1.1.5 ECG, chest lead placement.

**3.3.3 Disclosure of Information**

- 3.3.3.1 All Operating Room staffs should follow the restrictions on use and disclosure of information. Employees are responsible for protecting information and ensuring that non – hospital proprietary information is used and disclosed only if authorized by the owner of the information or as otherwise permitted by law.
- 3.3.3.2 Protect the patient's right to privacy by protecting the confidentiality of information and by providing privacy in the delivery of care and in all contacts with patient and family.
- 3.3.3.3 Safeguard the patient and public when health and safety is affected by incompetent, unethical or illegal practice by health care providers. Maternity and Children Hospital, Hafer Al Batin reporting of such practice should be through the Chain of Command to the appropriate authority.
- 3.3.3.4 All Operating Room staffs should adhere and comply with fair dealing as the foundation for all Maternity and Children Hospital, Hafer Al Batin's transactions and interactions.

**3.3.4 Orders Enforcement:**

- 3.3.4.1 As drug abuse is a serious offense; avoiding involvement is necessary as the mandatory punishment is death.
- 3.3.4.2 The policy enforces that no employee should use, possess, distribute or be under the influence of alcohol, narcotics or other dangerous illegal drugs in or out of the Maternity and Children Hospital, Hafer Al Batin at any time.
- 3.3.4.3 The possession or use of illegal drugs or alcohol on the premises of the Maternity and Children Hospital, Hafer Al Batin will result in immediate dismissal, and the matter should be referred to the governmental authorities for further action.
- 3.3.4.4 Hospitals, facilities and properties, including all parking lots, sidewalks and green space areas, are entirely smoke free.
- 3.3.4.5 As a policy of Maternity and Children Hospital, Hafer Al Batin, law enforcement officials are not allowed to keep firearms, unless the use of these weapons is permitted from the Saudi Ministry of Interior.

**3.3.5 Questioning and reporting Violations of the Code of Conduct:**

- 3.3.5.1 Refer to hospital policy LD-APP-006

#### **4. PROCEDURE:**

##### **4.1 Code of Conduct:**

- 4.1.1 All Operating Room staffs will conduct themselves in a proper and responsible manner.
  - 4.1.1.1 Obey the laws and respect the customs and traditions in Kingdom of Saudi Arabia.
  - 4.1.1.2 Respect the religious belief and practices of their hospital colleagues and patients. Avoid actions, comments or ill – manners which could be considered as insulting or objectionable.
  - 4.1.1.3 Conduct them in manner which will reflect credit to the hospital.
  - 4.1.1.4 Provide excellence in patient care and observe the following guidelines regarding patient relationships.
    - 4.1.1.4.1 Avoid eating, drinking, smoking and boisterous behavior or any similar actions in the presence of the patients.
    - 4.1.1.4.2 Female patients should only be seen by female doctors and provide privacy as much as possible.
  - 4.1.1.5 Adhere to the established rules, regulations and administrative policies of the hospital.
  - 4.1.1.6 Perform assigned duties in a careful and honest manner giving the best effort for the hospital.
  - 4.1.1.7 Refrain from working for; representing or acting on behalf of any outside or competing concerns with or without compensation unless authorized by the hospital.
  - 4.1.1.7.1 Avoid development of any external interest which might conflict with the interest of the hospital or which might influence judgment or actions during the performance of duty.
  - 4.1.1.8 Ensure that all working hours are devoted to assigned responsibilities and duties.
  - 4.1.1.9 Refrain from disclosure or dissemination of information, in any manner, concerning job related matters and/or hospital operations without prior authorization.

##### **4.2 Inappropriate Behaviours:** Offenses which constitute cause for disciplinary actions and may lead to termination of employment include:

- 4.2.1 Abusive or disrespectful actions.
- 4.2.2 Sleeping on the job, excessive tardiness or absenteeism.
- 4.2.3 Intentional slowdown and/or disruption of productivity.
- 4.2.4 Inefficient, careless or unacceptable performance of assigned duties.
- 4.2.5 Insubordination.
- 4.2.6 Infraction of the code of conduct.
- 4.2.7 Unauthorized use of hospital facilities.
- 4.2.8 Abuse of hospital benefits of privileges.
- 4.2.9 Negligence in the use of or care of hospital property.
- 4.2.10 Unauthorized self – medication from hospital or patient supplies.
- 4.2.11 Careless or malicious damage to hospital facilities or equipment.

##### **4.3 Disciplinary Procedure:** Refer to Hospital Policy LD-APP-006.

#### **5. MATERIALS AND EQUIPMENT:**

N/A

#### **6. RESPONSIBILITIES:**

- 6.1 All Operating Room Staffs
- 6.2 Surgeons

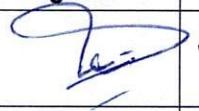
#### **7. APPENDICES:**

N/A

## 8. REFERENCES:

8.1 Ministry of Health Rules and Regulations.

## 9. APPROVALS:

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