

TITLE: Miscellaneous Benefits and Services

PURPOSE: Inform students of miscellaneous services provided by Community Hospital East.

TEXT:

#### I. Access Cards

- A. Students are required to possess access cards in order to gain access into the secured / locked down departments.
  1. The student must be "cleared" to have a card by allowing a criminal background history to be performed before an access card will be issued to him/her.
    - a. The fee will be paid by the hospital.
    - b. Access cards may not be loaned out to anyone. Sharing an access card will be cause for immediate revocation and possible dismissal.
  2. A \$30.00 security deposit is required but will be refunded when the card is turned back in to the security department.
    - a. Cards must not be defaced in any manner (i.e. writing names or placing pins, stickers, etc. on card) in order to be reusable. Cards that are defaced will be subject to a \$30.00 charge.

#### II. Parking

- A. The student is given a parking tag and will be able to gain access for free parking in the employee garage or employee surface lots.
- B. Students should observe the rules of safety and courtesy toward fellow employees while using parking facilities. Failure to do so may result in suspension of parking privileges.
- C. Students should only park in designated "employee" parking areas.

- D. Should the parking tag become lost or damaged, the student should call the Security Office for a replacement. There may be an additional charge for a replacement. Please contact the Security Office for more complete information regarding replacement fees, etc.
- E. When the student completes the program, the tags and cards need to be returned unless the student remains as an employee.
- F. Several of the "outside" doors need access cards to gain entry. If you come after hours, be aware that some doors may be locked down.

### III. Lockers

- A. Each student will be assigned a locker.
- B. Locks are not provided and are the responsibility of the person(s) using lockers.

### IV. Inservice Programs

- A. The Medical Imaging Department provides Continuing Education Programs for the technologists on a periodic basis.
  - 1. These programs are also very appropriate for the student and it is the recommendation of the program director that all students attend these meetings.