



**COGHLAN  
LODGES**

**THE STANDARDS  
AND PRINCIPLES OF  
COGHLAN LODGES LTD**

[www.coghlanolleges.co.uk](http://www.coghlanolleges.co.uk)

**All Staff are personally responsible for their own Professionalism, Conduct and Behaviour. Coghlan Lodges staff should behave and conduct themselves with the utmost regard to the following Professional guidelines. These Guiding Standards and Principles, which in many ways are common sense, have been taken as a summary from our Policies / Procedures, and Staff Handbook.**

### **PROFESSIONALISM**

- Be polite and professional at all times towards clients and staff
- Do not interfere with the ward administration
- Never use Mobile phone while on duty
- Ensure that you refrain from acts of unethical, indecent or immoral behaviour this include falsification of time sheets or other written records e.g. tempering with Rota System
- Please report immediately loss of professional registration / driving license where this is a requirement of the job

### **ATTITUDE AND RESPECT**

- Be respectful, courteous, and honest at all times
- At no time should you engage into relationships with clients of an unprofessional or sexual nature
- Do not practice bullying, harassment, victimization, and racial or sexual discrimination
- Ensure that you do not undertake any private work on the premises during working hours without express permission
- Never chew chewing gum while on duty

### **COMMUNICATIONS AND REPORTING**

- Report any indication or suspicion of any form of abuse to the Nurse In-Charge or Supervisor
- Ensure that you use professional communication while on duty
- Report and document immediately any changes in client's condition to the Nurse In-charge
- Ensure that you get involved and contribute into the ward activities as assigned to you
- Ensure that you use resource appropriately and economically
- Do not discuss private issues or personal matters while on duty

### **DRESS CODE**

- Staff to ensure that they follow Coghlan Lodges Policies and Procedures on Dress Code while on duty
- Have a professional appearance at all times
- Follow Coghlan Lodges Company's Policy regarding uniform
- Ensure that you wear Coghlan Lodges ID Badge all the time while on duty
- Never wear Jeans or Trainers/ sports wear while on duty unless for patients activities purposes
- Avoid wearing excessive jewellery, clothing which carries messages or slogans, and body piercing

### **PUNCTUALITY AND ATTENDANCE**

- Be punctual, trustworthy and dependable at all times
- Do not leave shifts earlier than the allocated time without express permission from The Nurse In-charge

### **SECURITY AND CONFIDENTIALITY**

- Ensure that you safeguard the interests of Coghlan Lodges at all times
- Do not disclose any confidential information or trade secrets of Coghlan Lodges to any third party without authority or consent

### **TRAINING, SUPERVISION AND PROFESSIONAL IMPROVEMENT**

- Ensure you are up to date with your mandatory trainings and supervision
- Ensure that you attend training and Supervision sessions as arranged by Coghlan Lodges
- Ensure that you are familiar with the Local Policies and Procedures e.g. Observation and engagement Policy, and Rapid Tranquillization Policy etc

### **BREAKS**

- Use appropriate place for food, and smoking breaks
- Ensure to be within your break time
- Follow local guidelines when taking breaks

### **GRIEVANCE PROCEDURE**

- All grievances should be reported in writing immediately to the Registered Manager of Coghlan Lodges for further investigation

I, \_\_\_\_\_

hereby accept and understand that I will abide by the above mentioned rules, regulations and guiding principles as set by Coghlan Lodges.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_