



GOAL Family Medical P.C.

Compassion. Dedication. Trust.

To all Nurse Practitioner and PA Students:

We would like to share with you some of the guidelines we would like you to abide by while completing hours with our facility.

Attire:

- Business attire with white lab coat or scrubs with white coat
- Stethoscope
- Name tags/ Photo ID must be worn at **ALL** times from the school you are attending

Schedule:

- Any request to remove or change hours must be approved by manager
- Please do not call in sick unless it is absolutely necessary. If there is an emergency and you cannot make it, please call the office prior to start of the business day.

Protocols:

- Always introduce yourself to our staff and the patients.
- The use of cell phones on the work floor is prohibited. Please keep your phone on "Silent" or "Vibrate "mode only.
- Patient information should **NEVER** be disclosed in a common area with any unnecessary persons in the room.
- Please follow the lead of the staff you are working with. Take initiative for the work, ask what you can do.
- Sign in **EVERYDAY** at the beginning of the work day and also at the end.
- Please remember to treat both patients and employees with respect.
- At the end of your shift, please tell the staff that you are leaving.

444 MERRICK ROAD. SUITE LL3

LYNBROOK NY 11563

TEL: 516 758 7339 FAX: 516 758 7340

www.goalfamilymedical.com