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Staff Rights and Responsibilities

To: All Clinic Staff Members

From: Administration

Subject: Outpatient Clinic Staff Rights and Responsibilities

This document outlines the professional standards and protections for all staff members operating within this outpatient facility.

1. Staff Rights

- The right to a safe, healthy, and professional work environment free from harassment or violence.
- The right to be treated with dignity and respect by patients, visitors, and colleagues.
- The right to receive clear communication regarding job expectations and clinic policies.
- The right to access necessary tools, training, and resources to perform job duties effectively.
- The right to report safety concerns or ethical violations without fear of retaliation.

2. Staff Responsibilities

- The responsibility to provide high-quality, compassionate care to all patients regardless of background.
- The responsibility to maintain patient confidentiality and adhere to HIPAA regulations.
- The responsibility to follow all clinical protocols, safety procedures, and administrative policies.
- The responsibility to communicate effectively and respectfully with the healthcare team.
- The responsibility to maintain professional licensure and participate in required continuing education.
- The responsibility to report any incidents, medical errors, or equipment failures immediately.

By signing below, you acknowledge that you have read, understood, and agree to abide by these rights and responsibilities.

Staff Signature

Date