



## Policy

**TITLE:** Clinical Searches and Monitoring

**EFFECTIVE DATE:** January 1, 2010, Revised April 1, 2021

**APPROVER(S):** Dean of Medical Education, OCS Head of School

**NUMBER:** Reference # OCS 100.12

### I. Purpose

The Ochsner Clinical School adheres to institution policies and guidelines relative to workplace searches and monitoring. This policy establishes the terms for conducting clinical area searches in order to provide for the safety of our students and employees, to safeguard the property of students, employees and Ochsner Health System, and to prevent the use, sale and possession of illegal drugs or weapons or other contraband on OHS premises.

### II. Scope

This policy applies to anyone at an OHS facility or property, owned or leased, including but not limited to all Ochsner employees, physicians, advanced practice providers, fellows, contractors, vendors, students, visitors and patients.

### III. Policy Statements

- A. OHS reserves the right to question and conduct inspections and searches of students, employees and all other people entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, briefcases, and lunchboxes or any other possessions or articles carried to and from OHS property.
- B. OHS reserves the right to search any student and employee's office, desk, files, locker, or any other area or article on the premises. It should be noted that all offices, desks, files, lockers, etc., are the property of OHS and are issued for the use of students and employees only during their clinical rotation or time of hire.
- C. Inspections may be conducted at any time at the discretion of OHS. OHS further reserves the right to inspect and search all vehicles located on OHS property. With regard to a student or employee's personal vehicle on OHS property, the search will be conducted in the presence of the student or employee if possible. If the student refuses to give consent to such a search, the student will be subject to disciplinary action.
- D. Students who regularly communicate with patients, vendors or customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through training.
- E. With the prior approval of Ochsner Safety and Security, video surveillance of non-private workplace areas may be conducted. Video monitoring is used to identify security and

safety concerns, maintain quality control, detect theft and misconduct, and to discourage or prevent acts of harassment and workplace violence.

- F. Students who refuse to cooperate in an inspection or search conducted pursuant to this policy will not be permitted to enter or remain on the premises. Students who after the inspection or search are believed to improperly possess OHS property, the property of student, the property of patients or visitors, or possess illegal drugs or weapons, will be subject to disciplinary action up to and including termination.
- G. The Ochsner Clinical School administration and HR should be consulted prior to conducting a workplace search. The local OCS administration, Human Resources Manager or Security Services Director should also notify the appropriate Clinical School Office, Head of School, or prior to conducting a workplace search.  
(If unable to be contacted prior to the search, they will be notified as soon after as practical.

#### **H. Enforcement**

Failure to comply with this policy may result in progressive discipline up to and including termination of employment for employees or termination of contract or service for third-party personnel, students or volunteers.

#### **I. Policy History**

Related Policy Title # OMC 100.12