



OO13 – The policies and procedures that address the organization’s workplace advocacy initiatives for staff, including the following: caregiver stress, diversity, rights, confidentiality.

Abbreviations used in categories of policies below:

- UVA: University of Virginia; academic entities as well as Health System
- MCP: Medical Center Policy
- HRP: Medical Center Human Resources Policy
- PCS: Patient Care Services Policy, overseen by Chief Nursing Officer

Caregiver Stress and Wellbeing:

Work/Life Balance Mitigates Stress

- [Exhibit OO13.a](#): HRP 315: Paid Time Off
- [Exhibit OO13.b](#): HRP 600: Leaves of Absence

Stress Manifesting as Substance Use and Fitness for Duty Issues

- [Exhibit OO13.c](#): MCP 0284: Alcohol/Drug-Free Work Place
- ^{XREF}[Exhibit OO15.h](#): HRP 702: Fitness for Duty (including Section E6 regarding confidentiality)

UVA-Sponsored Supportive Resources

- **UVA Faculty and Employee Assistance Program (FEAP)** – FEAP is the primary infrastructure supporting staff in managing stress, whether in the workplace or in their personal lives. For employees and their families, FEAP offers assessment, brief counseling, referral and follow-up at no cost to the employee. The program is confidential. For supervisors, managers and organizational leadership, FEAP offers consultation, training, critical incident debriefings, workplace interventions, substance abuse education, and training and mediation services. ([Exhibit OO13.d: FEAP Overview and WorkLife Brochures.](#))
- **Hoo’s Well** – “Hoo’s Well” (a play on the longstanding nickname “Wahoos” or “Hoos” for UVA faculty, staff, students and alumni) is the University of Virginia’s comprehensive wellness program ([Exhibit OO13.e: Hoo’s Well Brochure](#)). It is designed to help employees manage stress, improve general fitness, develop healthy habits, and reduce risk for heart disease, cancer, diabetes and other debilitating illnesses.



Diversity:

- ^{XREF} [Exhibit OO14.c](#): UVA Health System Corporate Compliance Website Including Compliance Code of Conduct
- ^{XREF} [Exhibit OO12.ci](#): UVA Office of Equal Opportunity Programs: Complaint Procedures
- [Exhibit OO13.f](#): HRP 705: Staff Requests Regarding Assignments
- **UVA Health System and PNSO Diversity Position Statement** – In January 2007, the Diversity Statement generated by the PNSO was adopted by the entire Health System, including the Medical Center, School of Nursing and School of Medicine, and remains effective today. ([Exhibit OO13.g, UVAHS and PNSO Diversity Statement](#)) The Diversity Statement serves to assert our support for diversity as it affects the duty to care for our patients, as well as the knowledge of and tolerance for differing ethnic, cultural and social beliefs of colleagues and the people in our community. The PNSO developed the Diversity Statement after nurses and nursing students raised concerns about incidents in which patients expressed bias, wanting to refuse care by certain caregivers based on clinician diversity.
- **Medical Center Employee Council’s Statement Against Intolerance** – An example of organization-wide interprofessional shared governance through elected representatives, the UVA Medical Center Employee Council aims to enhance Health System services by representing the ideas and concerns of Medical Center staff and customers through direct communication and active problem solving with administration and peers. The first item that appears on the council’s website is a statement of the Employee Communications Councils Against Intolerance:

“On behalf of the Employee Communications Councils at the University of Virginia and those we represent, we affirm our commitment to the values of diversity, equity, inclusion, tolerance and respect for all persons. We condemn discrimination – whether based on race, religion, nationality, gender, sexual orientation, age or disability – and state unequivocally that the mistreatment of any person or group has no place at the University of Virginia.”

Rights:

Transparency Regarding Terms of Employment

- ^{XREF} [Exhibit OO15.f](#): HRP 209: Performance Management Program – right to request additional review, if employee disagrees with his/her performance appraisal.



- [Exhibit OO13.h](#): HRP 405: Separation From Employment – and eligibility for rehire; opportunity for confidential exit interview.
- [Exhibit OO13.i](#): HRP 407: Reduction in Force – non-discrimination in selecting positions for RIF; minimum 30 days’ notice; in-placement opportunities; severance and other benefits; rehire potential.
- [Exhibit OO13.j](#): HRP 116: Promotions, Demotions and Transfers – opportunity to use the Employee Grievance Procedure of the Virginia Department of Employment Dispute Resolution.

Rights Regarding Work Schedule and Location

- [Exhibit OO13.k](#): HRP 402: Compliance With the Fair Labor Standards Act
- [Exhibit OO13.l](#): HRP 502: Work Hours and Schedules
- [Exhibit OO13.m](#): PCS Policy A09: Patient-Care Services Scheduling Policy
- [Exhibit OO13.n](#): HRP 704: Attendance
- [Exhibit OO13.o](#): HRP 503: Telecommuting From Alternative Work Locations (an option for some nursing roles when doing educational or administrative tasks)

Rights in Workplace Injury or Exposure

- [Exhibit OO13.p](#): HRP 512: Workers’ Compensation
- [Exhibit OO13.q](#): HRP 513: Transitional Work Program
- ^{XREF}[Exhibit OO12.at](#): MCP 0134: Transmissible Bloodborne Pathogens, including reasonable accommodation and confidentiality for infected staff
- [Exhibit OO13.r](#): MCP 0117: Testing for HIV and Hepatitis Viruses Following Certain Exposures to Blood or Body Fluids; petition for court-ordered blood specimen if source refuses a voluntary sample; counseling services available both pre- and post-test
- [Exhibit OO13.s](#): MCP 0268: Management of Hazardous Drugs; training to prevent exposure injuries
- ^{XREF}[Exhibit OO12.as](#): MCP 0054: Hazardous Material Spill / Accident Notification

Centralized Support in Legal and Regulatory Matters

- ^{XREF}[Exhibit OO12.bh](#): MCP 0220: Interactions With Law Enforcement Authorities; central communication conduits for information avoid putting the direct caregiver in a difficult ethical position
- [Exhibit OO13.t](#): MCP 0034: Legal Inquiries
- [Exhibit OO13.u](#): MCP 0223: Government and Regulatory Investigation Response



Professional Development Rights

- ^{XREF} [Exhibit OO5.a: HRP 301: Educational Assistance](#)
- ^{XREF} [Exhibit OO5.g: MCP 0015: Travel Reimbursement](#)

Confidentiality:

- [Exhibit OO13.v: HRP 109: Personnel Records “protected from improper disclosure”](#)
- **UVA Faculty and Employee Assistance Program (FEAP)** – On Page 2 of ^(REPEAT FROM ABOVE) [Exhibit OO13.d: FEAP Overview and WorkLife Brochures](#) above, FEAP assures staff: “Confidentiality is the cornerstone of FEAP. Only you and your consultant will know of your involvement with the program, unless you give written permission or when mandated by law. The FEAP consultant will discuss the issue of confidentiality fully with you prior to or at your first appointment.”