

HEALTHWEST

Policy and Procedure

No. 02-019

Prepared by:

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Approved by:

Subject: Staff Requested Exemption
From Delivering Care and/or
Services

Julia Rupp
Executive Director

I. POLICY

While HealthWest does not discriminate in the delivery of services for any reason, HealthWest does allow its staff members to request exemption from certain aspects of care or treatment of individuals receiving services only under limited, non-emergency circumstances on the basis of a conflict with their religious, cultural beliefs and/or practices, and without discrimination or repercussion.

II. PURPOSE

To establish a means for employees to request exemption from certain aspects of care or treatment of individuals receiving services under limited, non-emergency circumstances while providing for the ongoing care and treatment of individuals receiving services.

III. APPLICATION

All HealthWest staff.

IV. DEFINITIONS

- A. Cultural Beliefs/Practices: A custom or teaching based upon national origin or ethnicity.
- B. Religious Beliefs/Practices: Behavior based upon the customs and/or teaching of an established religious group.
- C. Employee File: The HealthWest employment record for the employee.

V. PROCEDURE

- A. An employee may request, under limited non-emergency circumstances, to be exempt from participating in certain aspects of care and/or treatment of individuals receiving services from HealthWest for cultural or religious reasons.
- B. The employee must give immediate written notification on Form [A140](#) (attached), “Staff Requested Exemption from Delivering Care and/or Services” to their supervisor that they do not wish to participate in specific aspects of the care and treatment of an individual receiving services.
 - 1. That request must specify the care or services that the employee does not wish to participate in and provide the exact basis for the request.
 - 2. The request must be dated and signed by the employee.
 - 3. The supervisor will review the request and consult with the Agency Director/designee regarding potential problems and will place the request in the HealthWest Employee file where it will be maintained.
 - 4. The supervisor will develop a written recommendation for approval or denial of the employee’s request within three (3) working days for approval by the Agency Director/designee, forward the original to the employee, and place a copy of the response in the HealthWest Employee file.
 - 5. The Agency will attempt to accommodate the employee’s request within its service and staffing structure to the extent that the request does not interfere with the care or treatment of individuals receiving services. If the accommodation cannot be granted or is prevented because of an emergency situation, the employee will be expected to perform assigned duties so as not to negatively affect the delivery of care and/or treatment to the individuals receiving services.
- C. When an employee’s request has been granted, the care and/or treatment of individuals receiving services shall not be compromised.
 - 1. The supervisor responsible for the provision of care/services will make assignments to another member of the staff who is qualified to work with the individual receiving services.
 - 2. In the event that all qualified staff members refuse or are not able to deliver the care and/or treatment to the individual receiving services, the supervisor responsible for the provision of care and/or services will make reasonable efforts to secure the desired care and/or treatment at another agency. Care and/or services for individuals receiving services will not be compromised while these efforts are being made.

VI. ATTACHMENT

[A140](#), “Staff Requested Exemption from Delivering Care and/or Services”

VII. REFERENCES

Commission on Accreditation of Rehabilitation Facilities (CARF)
Equal Employment Opportunity Commission

CB/ab