

KPARN MEMBER EXPECTATIONS

ADOPTED BY KPARN MEMBERSHIP AUGUST 2015

Members of the Amateur Radio Service who volunteer to support the community and Kaiser Foundation Hospitals through participation in the Kaiser Permanente Amateur Radio Network (KPARN) are committed to the following principles and guidelines:

1. Promoting a safe work and work related environment at all times.
2. Maintaining an emergency preparedness plan to support the well being of members of their own families.
3. Avoid conflicting emergency response priorities other than personal family needs and employment requirements.
4. Promoting a respectful work environment based on courtesy, teamwork and a polite demeanor.
5. Strictly maintain the necessary confidentiality of all patients, Kaiser Permanente (KP), Kaiser Permanente Amateur Radio Network (KPARN) and other restricted or personal information in full accordance with Health Insurance Portability and Accountability Act of 1996 as amended (HIPAA) and other applicable rules and directives.
6. Reading, understanding and adhering to applicable Federal Communications Commission (FCC), Kaiser Permanente and KPARN rules, policies, procedures and regulations, including those regarding smoking and recreational drugs.
7. Conducting KPARN activities and communication in a manner that reflects positively on the Amateur Radio Service, KPARN and Kaiser Permanente.
8. Maintaining expertise, exhibiting the appropriate demeanor and following best practices in preparing for and conducting emergency communications.
9. Professionalism in appearance, acquisition of knowledge, training and interaction with KPARN members, KP personnel, first responders, other groups engaged in emergency communication, and members of the public.
10. Enthusiastic support for KPARN goals and activities.
11. KPARN members, not including KP clinicians, are not involved with patient care activities nor expected to function in patient care areas without KP authorized clinical escort and leadership approval.
12. Acceptance of personal and team responsibility to:
 - a. Maintain situational awareness of conditions and events.
 - b. Maintain active engagement with the Emergency Preparedness Program at their assigned location.
 - c. Willingly and pro-actively respond to and participate in emergency events, 'Code Orange' activations, scheduled and unscheduled drills, training and meetings, as required.
 - d. Maintain an appropriate state of readiness to respond as required.
 - e. Maintain an understanding of installed local government and health emergency radio communications systems (amateur, business and public safety).
 - f. Affirm KPARN's critical role providing collaborative support with emergency preparedness partners and their designated communications teams (e.g. RACES, ARES, and others).
 - g. Inform KP of any changes in availability or capability in a timely manner.
 - h. Learn and maintain an appropriate level of understanding of general Hospital Command Center (HCC) functions and hospital operations during crisis events.
 - i. To the best of their ability, follow HCC Command and KP Leadership directions during a crisis event.
 - j. Complete all required training, participate in drills and maintain technical proficiency in equipment operation, as assigned.