

## **SECTION II – Code of Conduct**

When a student enters the Trinity Health System School of Nursing, his/her responsibility is twofold:

First: to adapt the student's personal conduct to the School's Code of Conduct.

Second: to cooperate in holding others to those standards.

These principles apply to all personal conduct, on and off the campus, that affects the good name of the Hospital, the School, and the student body, or that hinders the honest performance of duties.

The nursing profession demands individual discipline regarding personal and professional conduct.

Adherence to these principles fosters loyalty and a growth of character which increases the personal integrity of the nurse and therefore benefits the entire nursing profession.

The following principles have been adopted:

1. Honesty and integrity.
2. Respect for the rights and dignity of man. Nursing care of patients is given regardless of nationality, race, creed, color, or status.
3. Sincere desire and earnestness of purpose. Preparation, attendance, and participation in class and/or clinical experience show a desire and interest in self-growth.
4. Safe, competent care for patients. Individual and supportive care of patients is expected.
5. Proper and lawful use of drugs, alcoholic beverages, or other dangerous substances.

Violations of these points of conduct will be reported to the Dean via School personnel. Disciplinary action such as disciplinary probation, suspension, or dismissal may be taken according to established school policy.

We feel sure that you will observe the generally accepted customs of good taste in your conduct so that this will be a pleasant and safe place to learn and study. As far as possible, we try to avoid unnecessary restrictions on your personal conduct.

In the event of a violation of a rule, fair and just consideration will be given to all circumstances. Committing any of the following violations may be grounds for disciplinary action, ranging from reprimand to dismissal, depending on the seriousness of the infraction.

## **GROUP I**

Disciplinary action for a violation of any of the following rules may range from oral reprimand to a written reprimand. Subsequent violations of any of these rules may result in further disciplinary action.

1. Excessive tardiness.
2. Failure to notify the School when you will be absent from class/clinical experience.
3. Failure to begin class/clinical experience at the starting time.
4. Leaving your own department in the Hospital during clinical experience without permission.
5. Eating/drinking/chewing gum in Clinical areas.
6. Failure to treat others with dignity and respect including, but not limited to, incivility or bullying.

## **GROUP II**

Disciplinary action for a violation of any of the following may range from written reprimand to dismissal.

1. Unauthorized release of confidential information; ie, violation of HIPAA.
2. Improper solicitation or collection of contributions.
3. Unauthorized distribution of literature or written or printed matter of any description on School/Hospital property.
4. Fighting on School/Hospital property (verbal or physical abuse).
5. Immoral or indecent conduct.
6. Refusal to obey valid orders of supervision.
7. Refusal or failure to do work assignment.
8. Excessive or chronic absence from class/clinical experience.
9. Disregard of safety rules or common safety practices.
10. Gambling on Hospital property at any time.
11. Threatening, intimidating or interfering with students or personnel at any time, verbal and/or written, including email and social networking sites.
12. Abuse, misuse or deliberate destruction of School/Hospital property, property of students, property of employees or property of patients.

13. Creating or contributing to unsanitary conditions.
14. Failure to adhere to School policies.
15. Failure to adhere to the Trinity Health System Smoke Free/Tobacco Free Work Place policy.
16. Unethical and/or unprofessional personal conduct via the internet; ie: social networking sites.
17. Academic dishonesty i.e. plagiarism/cheating.
18. Unauthorized copying, photographing or transmission of postings on School/Hospital property.
19. Violation of Social Networking Policy.

### **GROUP III**

Disciplinary action for a violation of any of the following rules is possible dismissal and /or referral to the appropriate law enforcement agency.

1. Abuse of patients.
2. Theft or misappropriation of property of employees, patients, or School/Hospital or other contracted agencies.
3. Sale, distribution or use of illegal and/or dangerous substances.
4. Use of alcohol on School/Hospital property.
5. Repeated violations of School/Hospital rules.
6. Possession of weapons on School/Hospital property at any time.
7. Falsification of personal work and/or records.
8. Violation of OBN Rule 4723-5-12. See Code of Conduct While Providing Nursing Care.
9. Violation of Utilization of Computers/Information Technology System Policy (See Library Policy).
10. Sexual misconduct including sexual harassment, sexual violence, dating violence, domestic violence, sexual assault and stalking.

The school also may, at its discretion, discipline or dismiss a student for infractions not mentioned above.

## **Code of Academic Integrity**

Inasmuch as the standing of an educational institution and the value of a diploma from that institution are dependent upon the integrity of study and research carried on at that institution, the following statement is drawn, to make clear the policy of the Trinity Health System School of Nursing concerning academic honesty:

- A. It is the responsibility of each student to see that study and participation in the academic process is so conducted that there can be no question concerning integrity.**
- B. The instructor has the responsibility of conducting each course so as to foster academic integrity.**
- C. With the exception of such circumstances as the instructor may define, all quizzes, examinations, in and out of class assignments (written problems, papers, term papers, exercises or daily recitations) and standardized testing are expected to be the work of the student. Any use of ideas, data or wording of another person must include explicit acknowledgement of the source. Failure to give credit to the sources is plagiarism. Intentionally supplying such information is also a violation of the Code.**
1. Forms of plagiarism/cheating include:
    - a. submitting a paper which was either wholly or partially written by someone else.
    - b. using direct quotations which are not enclosed in quotation marks (or indented form for long quotations). This includes portions of sentences as well as full sentences.
    - c. material that is clearly a paraphrase of one source but which is not documented.
    - d. presentation of undocumented information that is clearly not “common knowledge” in the area being considered in the paper.
    - e. unauthorized distribution of Copyrighted material.
    - f. cheating on exams/quizzes/assignments.
  2. Penalties  
Confirmed violation of the Code of Academic Integrity is subject to the following disciplinary action:
    - a. first incident – Failure on the paper or examination.
    - b. second incident – Failure in the course and dismissal from the School.
- D. Concerning examinations, quizzes and standardized testing:**
1. Proctoring is recommended. All in-class examinations, quizzes and standardized tests will be proctored by assigned faculty or staff.

2. Each instructor should specify, as appropriate, what materials students may use. Unauthorized communication and/or use of unauthorized materials constitutes dishonest conduct.
3. "Open book" or "take home" examinations, quizzes and/or assignments may be given but rules for such work should be clearly defined by the instructor.
4. Separate examinations may be prepared if all students do not take the examination at the same time.
5. The unauthorized giving or receiving of information or any other act of collusion is a violation of the Code.
6. An instructor may establish additional rules, such as asking students to sit in alternate seats, requesting that books and notebooks be left at a specified place, etc.
7. The student will have an opportunity for an Exam Review within 2 week time frame.
8. No note taking or cell phones will be permitted at any exam or review.
9. Any student who wishes to challenge an exam question(s), should utilize the Question Challenge Form available upon request.
10. A student who receives a grade of <77% should schedule an appointment with the lecturing instructor.

**E. If dishonesty is alleged:**

1. Any student may bring it to the attention of the instructor of the course.
2. The instructor or any student may report the case to the School Administration for disposition.
3. The instructor may:
  - (a) Put the student on disciplinary probation in the course if the act occurs during the term.....or
  - (b) Give a permanent grade of "F" (no credit because of violation of the Code of Academic Integrity) and dismiss the student from the course. If the student appeals the decision, this dismissal will not become effective unless it is upheld by the Student Grievance/Appeals Process.
4. If the instructor takes disciplinary action, the instructor must inform the student and the Dean in writing within two (2) school days of the action.

- F. The student has the right to appeal the decision of the instructor through the Student Grievance/Appeals Process. The student must make that appeal by following the Student Grievance Appeals Process.**
- G. The outcome of the Student Grievance/Appeals Process may result in the dismissal of the case, affirmation of the action of the instructor where such action has been taken, or recommendation of disciplinary probation, grade of “F” and expulsion of the student. If the student wishes to appeal the decision of the committee, the student may do so by following the Student Grievance Appeals Process.**

### **Student Grievance/Appeals Process**

This process is available to any student who has a disagreement concerning the interpretation and/or the application of, or compliance with any school policy or for allegations of dating violence, domestic violence, sexual assault, or stalking (that do not meet the definition of a Title IX offense). Matters which can be pursued through this process include, but are not limited to, equal opportunity, American’s with Disabilities Act, sexual harassment/violence, accommodations, probation, financial aid procedures and grading practices. If a complaint meets the definition of a Title IX offense, then the Title IX Policy will be followed.

The grievance/appeal process is comprised of voluntary informal and formal steps. It is the goal to resolve problems informally whenever possible. The student is advised to begin the informal process by discussing the concern directly with the person with whom there is a disagreement at the time of the occurrence. In cases of sexual harassment or violence allegation, the student is not required to discuss the allegation informally and has the right to end the informal process at any time and proceed to the formal stage of due process.

1. To initiate the formal process, the student must contact the Dean of Trinity Health System School of Nursing within ten (10) business days of the incident and submit written notification. This notification should include any relevant documentation and requests for additional attendees at hearing.
2. The Dean of Trinity Health System School of Nursing activates the grievance/appeals committee which is comprised of the following:
  - a. The Dean and/or his or her designee (nonvoting, acts as facilitator)
  - b. School of Nursing Secretary (minutes)
  - c. Designated faculty members (voting)
  - d. Student Service Committee representatives (voting) – only for cases involving alleged sexual harassment/violence. The student has the right to waive (in writing) the participation of his/her peers if desired.**
3. Within ten (10) business days of the submission of the formal complaint, the Dean sets the date and time of the hearing.

4. The involved parties in the allegation are notified in writing via certified letter. Sufficient time will be allotted to insure preparation for the meeting.
5. In cases of alleged domestic violence, dating violence, sexual assault, or stalking, the accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
6. All persons involved in the process are in attendance during the fact presentation. Only committee members will be present during the voting.
7. Failure of the complainant to attend the scheduled hearing will terminate the process.
8. The decision will be based on the facts relevant to the situation.
9. All involved parties in the allegation will receive a written notification via certified letter of the decision.
10. In the case of domestic violence, dating violence, sexual assault, or stalking, both the accuser and the accused shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding that arises from an allegation of these offenses. They will also be informed of the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding and of any changes to the results that occurs prior to the time that such results become final and when such results become final.
11. If a complainant disagrees with the outcome of the hearing, he/she may appeal the decision in writing to the Dean within five (5) business days. The Dean will appoint a neutral School/ Hospital representative to review the proceedings. If proper procedures were followed, the appeals process is terminated and the decision is final.
12. In the case of a 504 Grievance, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education (Follow Step 3 of the Section 504 Grievance Procedure located in Section V of the Student Handbook).
13. The student's prehearing status remains unchanged until a final decision has been rendered.
14. All documentation of the grievance/appeals procedure will be maintained separate from the "educational record" in the School Office.

Regardless of the source of the grievance, the student is granted the opportunity to have a fair, prompt and equitable resolution of the concern. Resolution will occur after an impartial investigation of the complaint has been conducted. Every effort is made to ensure confidentiality under the Family Educational Rights and Privacy Act (FERPA). The complainant is informed if confidentiality cannot be maintained.

Compliance with these provisions does not constitute a violation of section 444 of the General Educational Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA)

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

### **Code of Conduct While Providing Nursing Care**

**The Ohio Board of Nursing Rule 4723-5-12 requires Schools of Nursing to have a policy related to student conduct that incorporates the standards for safe nursing care. This policy states that:**

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section 4723.01.

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code.

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule 1 controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the healthcare team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's

assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of numbers (5), (6), (9), (10), (11), and (12) of this policy, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

**DISCIPLINARY ACTION FOR A VIOLATION OF THIS POLICY MAY RANGE FROM WRITTEN REPRIMAND TO DISMISSAL AND REFERRAL TO THE APPROPRIATE LAW ENFORCEMENT AGENCY.**

### **The Bill of Rights and Responsibilities for Students of Nursing**

The Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be

considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the Institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representative on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance, through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school Dean and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.