



Main Campus MS 119
Health Sciences Human Services Bldg 1100
2801 West Bancroft
Toledo, Ohio 43606-3390
419.530.2673

PROFESSIONAL CONDUCT GUIDELINES

College of Nursing

Health Science Campus MS1026
Collier Building 4424
3000 Arlington Avenue
Toledo, OH 43614-2598
419.383.5859

PROFESSIONAL BEHAVIOR

The nursing profession demands that the individual be responsible, accountable, self-directed and professional in behavior. The process of becoming a professional person begins upon entering a professional education program. Students demonstrate professionalism by attending classes and clinical experiences, by exhibiting courteous behavior, being prepared for class/clinical assignments, and by being punctual for class/clinical.

HARASSMENT and DISCRIMINATION CONCERNS

The College of Nursing will not tolerate discrimination or harassment as indicated by established policy. Issues related to sexual harassment and/or discrimination revolving around your education at The University of Toledo should be directed to the Office of Institutional Diversity (419-530-2508 or (419-383-3609). Any issue presented to the Office of Institutional Diversity will be held in strict confidence. (<http://hsc.utoledo.edu/depts/oid/index.html>).

Issues related to student harassment of other students (threatening to harm, destruction of property, unsolicited phone calls or letters, stalking, injuring an individual) should be reported to the Associate Dean and Health Science Campus Police Department (419-383-3770). There is an Ohio Code that prohibits student harassment of other students on school property.

SEXUAL AND VERBAL HARASSMENT

The College of Nursing is committed to maintaining an institutional climate that fosters and open learning and working environment. Sexual/gender harassment is unacceptable behavior and will not be tolerated or condoned. Violations of this policy will result in disciplinary action up to and including dismissal.

Sexual harassment includes repeated and unwelcome sexual advances, repeated sexual orientated kidding, teasing or jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching or brushing against another's body; and the unwelcome display of objects or picture that are special in nature that would create a hostile or offense work or learning environment.

Verbal harassment includes speaking to another person in a loud, abusive, rough or threatening manner which creates an intimidating, hostile or offensive teaching/learning/ working environment. Anyone who believes they have been the object of sexual or verbal harassment should follow The University of Toledo Guidelines for reporting harassment, and advise the Undergraduate Dean as well.

ACADEMIC MISCONDUCT

The College of Nursing seeks to foster intellectual and moral development of nursing students. Academic misconduct implies deception in fulfilling academic requirements and includes but is not limited to plagiarism, cheating and fabrication.

Academic misconduct is viewed as a serious matter and is a direct violation of the ANA and NSNA Code of Ethics; alleged acts will be investigated and confirmed acts will result in academic sanction. The Academic Honesty Code of the College of Nursing is in accordance with those of The University of Toledo and Bowling Green State University and (see respective university policy).

Plagiarism is submission of work that is not the student's own work or submitting ideas, thoughts, writings or product of another person without proper documentation. Cheating during testing includes use of notes, texts or electronic devices without faculty consent, looking at another student's paper, or communicating with another person during testing. Fabrication is submitting false information on a clinical or theory assignment; an example is making up patient data on an assignment.

When academic misconduct is suspected, faculty will discuss the incidence with the student and file a written report. It is the obligation of all students to report questionable conduct to the Associate Dean. Following examination of facts and supporting evidence, the student may fail the course or be dismissed from the program. Communication will be in writing, with a copy placed in the student record.

There are five major areas of academic misconduct that are not in accordance with professional nursing standards. Students must be vigilant to avoid such behavior and report occurrences that compromise the individual, an assignment, a course, or the program.

Plagiarism: the act of taking ideas or writings, etc from another person or source and passing it off as one's own thoughts (Webster's 2002); not crediting the source. Examples include but are not limited to:

- Submitting work for credit which was not written by the student
- Paraphrasing or summarizing ideas without citing the source
- Word for word quoting without using quotation marks, citation, or footnotes

Cheating: the act of deceiving, using deception or fraud (Webster 2002). Examples include but are not limited to:

- Copying from another individual's answer sheet or paper
- Working with another student on any take home assignment when the instructor expects independent and unaided effort
- Buying, selling, soliciting, possessing, transmitting or using any quiz, test, or exam material that has not been released by faculty for student use on an upcoming assessment
- Substituting for another person during an examination or using a substitute
- Using materials that have not been authorized by faculty
- Collecting and/or transmitting information without faculty consent via phones, cameras, computers or other electronic devices during quizzes, tests, or exams
- Submitting a care plan or assignment that has been previously submitted by another student, either in similar or identical form
- Soliciting or bribing another student for quiz, test or exam information

Failing to report: not bringing facts to attention of appropriate individual when such information is needed for investigation or to prevent harm. Examples include but are not limited to:

- Overlooking behavior that is harmful to persons or property
- Not telling the truth during a fact-finding inquiry or grievance hearing
- Withholding information that may cast doubt on personal performance
- Not recalling or documenting important findings that may seriously impact care

Lying: the telling of false or untruthful information in an attempt to deceive (Webster's 2002); making written or verbal statements which are known or should have been known not to be true. Examples include but are not limited to:

- Altering academic material or patient records
- Making untrue comments about students, faculty, patients or employees
- Providing evidence that is false
- Fictitious creation of research data or outcomes

Stealing: taking or attempting to appropriate another's property without permission. Examples include but are not limited to:

- Destroying, hiding or making unavailable public use items such as library books, reference materials, computer components, media equipment, etc.
- Removing personal belongings from another individual's room, office, backpack, purse, etc
- Theft of academic materials (software, media, journals, testing materials, lab resources, etc)

STUDENT RIGHTS AND RESPONSIBILITIES

A statement on Responsibilities and Rights of Students in Relation to Educational Standards has been adopted from an original statement by the Ohio Nurses Association and endorsed by the Nursing Students Association of Ohio as follows:

Students of nursing are entitled to an environment where appropriate opportunities and conditions exist to insure freedom to learn. They are obligated, however, to exercise this freedom with responsibility.

Access to the College of Nursing should be unrestricted in the sense that no student should be denied admission on the basis of such factors as race or sex.

At the same time, students should realize that the College of Nursing is accountable to the public for the quality of nurses graduated and that the College has established standards of admission, retention, and graduation in accordance with its philosophy.

These standards should make evident to the student those characteristics considered important to success in the program(s) of study offered. Enrollment should be open--to the limits of the college's resources and facilities--to qualified students as determined by admission standards.

Students should be aware that the College of Nursing has the obligation to protect the integrity of the educational program by setting standards of achievement and conduct for enrolled students.

Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expect that standards of conduct and academic achievement, together with means of assessment, are clear.

Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and opinion which differ from those offered in any course. Students are entitled to due process throughout the academic program and procedures used should ensure fairness.

In the case of disciplinary action, students should expect to be appraised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

ACADEMIC FREEDOM OF STUDENTS

The College of Nursing subscribes to the principles of academic freedom and inquiry. Students attending the College of Nursing shall have the freedom to seek the truth. In speaking or writing, students shall be responsible and accurate, and shall indicate that they speak as individuals unless authorized to do otherwise. As scholars, students must remember that the public may judge their professions and the institution by their public statements.

PROFESSIONAL STANDARDS

Students are held to the same standard of behavior as a practicing nurse. Failure to adhere to professional standards will result in dismissal from the program. Student conduct while providing nursing care includes, but is not limited to the following:

Rules Promulgated from the Law Regulating the Practice of Nursing 4723-5-12, Ohio Administrative Code Student Conduct While Providing Nursing Care

- 1.1 A student shall report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care;
- 1.2 A student shall accurately and timely report to the appropriate practitioner errors in or deviations from the prescribed regimen of care;
- 1.3 A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice;
- 1.4 A student shall implement measures to promote a safe environment for each client;
- 1.5 A student shall delineate, establish, and maintain professional boundaries with each client;
- 1.6 At all times when a student is providing direct nursing care to a client, the student shall:
 - 1.6.1 Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - 1.6.2 Treat each client with courtesy, respect, and with full recognition of dignity and individuality;
- 1.7 A student shall not:
 - 1.7.1 Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client; or
 - 1.7.2 Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental or emotional abuse;
- 1.8 A student shall not misappropriate a client's property or
 - 1.8.1 Engage in behavior to seek or obtain personal gain at the client's expense;
 - 1.8.2 Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - 1.8.3 Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - 1.8.4 Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships;

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

- 1.9 A student shall not:
 - 1.9.1 Engage in sexual conduct with a client;
 - 1.9.2 Engage in conduct that may reasonably be interpreted as sexual;
 - 1.9.3 Engage in any verbal behavior that is seductive or sexually demeaning to a client; or
 - 1.9.4 Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client;

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

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

Reprinted with permission from American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, (c)2001 Nursesbooks.org, Silver Spring, MD.

The ANA House of Delegates approved these nine provisions of the new Code of Ethics for Nurses at its June 30, 2001 meeting in Washington, DC. In July, 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised Code of Ethics for Nurses With Interpretive Statements.

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

NATIONAL STUDENT NURSES' ASSOCIATION, INC. CODE OF ACADEMIC AND CLINICAL CONDUCT PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold college policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per college grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

STUDENT NURSE UNIFORM POLICY

The College of Nursing believes that professionalism begins with appearance and attire. In striving to uphold a high professional standard, this policy addresses College of Nursing student nurse clinical clothing requirements. The values of asepsis, client safety, and client sensitivity are also incorporated into the Student Nurse Uniform Policy.

Acute care and clinic settings: Each student will wear the designated College of Nursing student nurse uniform that includes top, pants, and lab coat. The uniform is to be clean and wrinkle free. Exceptions are units where scrub attire is required. Shoes must be leather, all white, and have a closed back. White socks or hose must be worn; undergarments must be white or beige color.

Clinical experiences outside acute care and clinics: Professional attire with designated College of Nursing student nurse lab coat. Appropriate female professional apparel is a skirt or pant with top, or a dress that is at least knee length. Appropriate male professional garments include trousers and shirt with a collar.

Jeans, denim, spandex, sweatshirts, or t-shirts are not acceptable.

Shoes must have a closed back; sandals or clogs are not allowed.

The College of Nursing nametag is required at all times.

Hair needs to be a "natural" color; such hair colors as burgundy, purple, or green are not acceptable. If hair is longer than collar length, it must be secured up (back) with a band or clip. Hair must be clean.

Men must be clean shaven or facial hair be neatly trimmed and clean (moustache, beard, goatee).

Students with pierced ears may wear one (1) small post type earring per ear.

Students with body and head piercings cannot wear rings or studs while in the clinical setting.

One band style ring may be worn per hand. Bracelets and necklaces are prohibited.

Tattoos must be covered while in the clinical setting.

Nails should be short and neat with clear, if any, polish. Artificial nails are not allowed.

Chewing gum is not allowed.

Avoid wearing perfume, after shave, or fragrant lotions; if worn the smell should be very subtle.

Students must arrive at clinical prepared with the proper equipment including stethoscope, watch with second hand, scissors, hemostat, penlight, and other required items specified in the course syllabus or workbook.

Faculty reserve the right to inform a student if he/she is not in appearance and attire in keeping with the Student Uniform policy. The student may be asked to leave the clinical experience if not in keeping with the Policy.

May, 2001