

Guidelines for Professional Conduct for Students

All members of the School of Nursing have the right to be treated politely, with respect, courtesy, and honesty; they therefore have a duty to treat others the same way. These expectations apply to undergraduate and graduate students, faculty, and support staff as they interact with each other and the public.

While all members of the school should respect expectations of civil behaviour, those who are members or future members of the nursing profession are expected to respect requirements of professional practice. Faculty, teaching staff and graduate students who are Registered Nurses must adhere to the College of Nurses of Ontario Professional Standards, including the Ethical Practice Standard. Undergraduate students are learning the professional role and practicing professional behaviour while in university helps them to prepare for the expectations of registration in the future. Faculty and instructors are expected to model these behaviours.

Relevant University of Ottawa policies including the Faculty of Health Sciences academic policies (<http://web5.uottawa.ca/admingov/regulations.html>), the Policy on Sexual Harassment (<http://www.harassment.uottawa.ca/sexual/>) and the Policy on Academic Fraud (http://web5.uottawa.ca/admingov/regulation_13.html) also apply to all members of the School.

The following guidelines are provided to help students understand how their behaviour can promote success for themselves and their fellows within the School of Nursing.

Expected behaviours

Classroom:

To create a positive learning environment, it is important that students behave in ways that aid others to learn.

- Arrive on time;
- Participate in class discussions and learning activities;
- Attend and participate actively in all required small group sessions that are part of courses. Small group sessions are compulsory;
- Be particularly attentive to guests who have come to give their time to your education;
- Avoid distracting other learners by talking, texting or being disruptive in any way;
- If you must leave during a class, keep disruption to a minimum and return to the back of the room;
- Silence all electronic devices.

Assignments:

- Unless the professor has granted a deferral, hand in all assignments in the format, and at the place and time designated in the course outline.

Communication:

Effective communication is an essential skill for all members of the School, whether interactions are face to face or electronically mediated. To aid positive communication, the following behaviours should be respected:

Face-to-face and telephone communication:

- Use a respectful tone of voice;
- Listen to what the other person is saying;
- End conversations politely;
- Respect confidentiality of patients, students, and staff;
- Avoid shouting, swearing, threatening, or using derogatory terms to the other person or about others.

Electronic communication:*E-mail:*

- Use @uottawa.ca e-mail address for all school related matters. This is the address the university staff and faculty will use to communicate with students;
- Use both a greeting and closing for e-mail messages. If in doubt, use “Dear ...” and “sincerely” in formal messages;
- Do not respond immediately to e-mails if you are upset. Wait to calm down;
- Consider how the tone of the vocabulary used might be misinterpreted by others;
- Before sending e-mails, ensure the message is clear and the language is respectful to the recipients;
- Only copy people who need to know the information in the e-mail;
- Remember that e-mails are considered written documentation and can be requested by participants in disputes. Consider what 3rd parties might think of your messages.

Social network sites(Facebook, Twitter):

- Remember that security of social network sites may not protect information posted;
- Respect confidentiality, especially patient confidentiality. Do not post pictures or discuss patient information on these sites;
- Avoid posting anything (comments, pictures) that could bring you, the School, or the nursing profession into disrepute if it became public knowledge;
- Consider the consequences and impact on your professional life of posting too much personal information; potential employers may check your social network sites before hiring.

Clinical courses:

It is in clinical courses that students have the opportunity to practice nursing. The safety of the recipient of nursing care is always paramount. Students and teachers must ensure that the behaviour of learners does not place patients or clients at risk and that the policies of the clinical agency are respected.

- Ensure patient/client confidentiality at all times;

- Prevent placing any patient or client in jeopardy for any reason;
- Attendance at clinical is compulsory. Medical notes are necessary for absence due to illness. Absence due to death of a close relative requires appropriate documentation. Personal events like weddings and vacation trips, etc. are not acceptable reasons for absence;
- Conform to the uniform policies of the School and the clinical agency;
- Wear uniform or appropriate designated attire to all labs and simulations;
- Remember all members of the School are guests in clinical agencies and must respect the policies and norms of the agency;
- Attend all activities that form components of clinical courses (orientation, workshops, labs and simulations). They are considered to be clinical experiences and therefore compulsory;
- Arrive on time, in uniform or appropriate attire, prepared for clinical practice
- Seek help of your instructor or a unit nurse if you are not sure about conditions or expectations, if you have never done a procedure before, or your instructor has indicated that supervision is required (e.g. with medications);
- Meet pre clinical requirements like immunization and police checks by the posted deadlines. Not providing documentation on time will lead to exclusion from clinical and therefore failure in the course;
- If you have been out of clinical for personal or academic reasons, ensure the school knows you plan to return and register for all clinical courses by the deadline so the School can reserve a clinical space for you;
- If you have been out of clinical courses for more than 6 months, contact the lab coordinator to arrange for refresher labs before clinical begins.

Consequences of not respecting these guidelines:

Failure to adhere to the guidelines for professional behaviour may have consequences for students. These consequences may range from the professor asking a student to leave a class or clinical site to exclusion from examinations or failure of a course.

Adopted by School Council May 26, 2010