

EDGEWOOD COLLEGE

Henry Predolin School of Nursing

CODE OF PROFESSIONAL CONDUCT 2018-2019



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Introduction

The Henry Predolin School of Nursing at Edgewood College BS in Nursing, Post Baccalaureate BS in Nursing, Master of Science in Nursing, and Doctorate of Nursing Practice degrees are professional programs that expect the highest standards of ethical and professional conduct. The School of Nursing (SoN) Code of Professional Conduct is based on the American Nurses' Association (ANA) Code of Ethics (2015), ANA Standards of Practice and Professional Performance (2004), and is an integral part of student development and professional performance. The SoN believes that professional behavior is an integral part of each student's nursing education and adheres to the Code of Professional Conduct throughout all educational endeavors, activities, and events sponsored by EC SoN. Our duty is to maintain an environment supportive of personal growth, as well as to ensure safe, effective quality health care to the public.

Henry Predolin School of Nursing Standards of Conduct

NURSES ARE ACCOUNTABLE AND RESPONSIBLE FOR THEIR ACTIONS

As a professional nurse, it is our obligation and duty to adhere to the Nursing Scope and Standards of Practice (3rd edition) (American Nurses Association [ANA], 2015), and the Nursing Code of Ethics (ANA, 2015).

American Nurses Association Code of Ethics for Nurses

Provision 1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4. The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association (ANA) Standards of Professional Nurse Practice

Standards of Practice: The Standards of Practice describe a competent level of nursing practice demonstrated by the critical thinking model known as the nursing process. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurse's decision-making.

Standard 1. Assessment

Standard 2. Diagnosis

Standard 3. Outcomes Identification

Standard 4. Planning

Standard 5. Implementation

- **Standard 5A. Coordination of Care**
- **Standard 5B. Health Teaching and Health Promotion**
- **Standard 5C. Consultation**
- **Standard 5D. Prescriptive Authority and Treatment**

Standard 6. Evaluation

Standards of Professional Performance: The Standards of Professional Performance describe a competent level of behavior in the professional role appropriate to education and position.

Standard 7 Ethics

Standard 8 Cultural Congruence

Standard 9 Education

Standard 10 Evidence-Based Practice & Research

Standard 11 Quality of Practice

Standard 12 Communication

Standard 13 Leadership

Standard 14 Collaboration

Standard 15 Professional Practice Evaluation

Standard 16 Resource Utilization

Standard 17 Environmental Health

Source: American Nurses Association (2015). Retrieved from

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-ofEthics-For-Nurses.html>

(Reprinted with permission from the Wisconsin Nurses Association 2018)

Academic Accountability and Responsibility

In addition to professional accountability and responsibility, students must also assume the same standards of accountability and responsibility for their education. Part of educational responsibility and accountability addresses preparation for participation in academic advising.

Advising

Traditional students are required to meet with their academic advisor every semester. It is the student's responsibility to make and keep this appointment. During this time, students and faculty members will discuss the advisee's academic plan, academic progress, and plans for graduation as well as answer any questions related to future employment, internships, graduate school or preparing for the state board exam (NCLEX). It is the student's responsibility to come prepared for their advising appointment. Adequate preparation includes having a course plan developed prior to the appointment, knowing how many credits remain prior to graduation, and, if necessary, prior calculation of GPA.

As a student progresses in the nursing program, additional preparation for advising will include discussion of ATI results.

NURSES DEMONSTRATE PROFESSIONAL BEHAVIOR, RESPECT, CIVILITY

Students will fulfill professional nursing roles including client advocate, direct care provider, and educator, and will treat peers, faculty, members of the healthcare team, and clients with respect and compassion. Clients and their families come from different cultural backgrounds and hold different values. Students will respect these differences providing professional, empathetic and holistic health care for all.

Each student is expected to display behaviors that represent the Dominican values of Edgewood College, TRUTH, JUSTICE, COMPASSION, COMMUNITY, PARTNERSHIP, along with the values and beliefs of the Edgewood College Henry Predolin School of Nursing. In order to exhibit the quality and caliber of professionalism deemed appropriate for the Edgewood College student nurse, it is expected that the student will display the professional behaviors addressed in this code.

Clinical and Classroom Expectations

Students enrolled in the nursing major are expected to attend all classes, laboratories and clinical experiences in order to fulfill credit requirements for each course. In the event of an absence from clinical, students will be required to complete additional learning experiences as determined by the clinical instructor. NO on site clinical make-up experiences will be offered. Students cannot attend a different clinical section to make up an absence from clinical. There are no excused or unexcused absences from clinical and completing additional learning experiences as required by the clinical instructor does not remove the absence from clinical evaluations.

Students are not to miss clinical, lab or class to meet the needs of another course (nursing or non-nursing), or to meet other obligations, which include but are not limited to: coursework or testing for fulfillment of CNA certification or ATI testing, job interviews, and/or orientation for employment.

The Edgewood College Calendar is posted for the entire academic year before the start of fall semester.

- Students are expected to plan outside activities during college breaks. Students should not schedule vacations at any other time during the academic semester.

- Travel arrangements for a scheduled break should not include any day in which a class, lab or clinical is scheduled.
- Students will not be excused from class, lab or clinical, or exams/quizzes prior to or immediately after a scheduled break or for any other vacation during the academic semester.

Additional attendance policies and expectations may be listed in individual course syllabi.

Participation at the Center for Healthcare Education and Simulation (CHES) and other activities related to being a student at Edgewood College, including Student Nurses Association events, travel experiences, and participation in other off campus experiences related to the SoN are treated as clinical activities in terms of professional behavior expectations. The student will display a caring and compassionate attitude when providing care for any patient, including simulation activities. Students must maintain confidentiality and privacy according to all HIPPA and health care policies and regulations.

Students are expected to arrive on time and be prepared for **all class/lab/clinical activities**; this includes administration of safe and appropriate nursing care. Any student reporting to clinical or lab under the influence of any substance, whether prescribed or illicit, that may interfere with the cognitive and/or physical ability to render safe patient care will be sent home and reprimanded according to school policy.

All students are expected to maintain professional behavior in both the clinical and classroom settings. This professional behavior includes, but is not limited to:

- Attending all class, lab and clinical activities.
- Taking exams as scheduled (including ATI tests).
- Arriving on time and leaving class/clinical as scheduled.
- Adhering to the SoN clinical dress code for all clinical activities.
- Accepting responsibility and accountability for one's own actions. This includes completing assignments on time. Failure to complete assignments on time can result in a course failure.
- Giving prior notification in writing, voice mail, email, or per faculty course guidelines, to the faculty when he/she is unable to meet commitments. Students are to check with course faculty as to the method of communication required for concerns or questions regarding attendance. The faculty acknowledges that life emergencies do exist and will work with the student in these situations as they arise.

NOTE: True life emergencies do NOT include:

1. Scheduling work or vacation during class/lab or clinical, or exam times (including ATI testing).
 2. Missing class in order to work; this is not an excused absence.
 3. Non-emergent doctor or dental appointments.
 4. Fatigue associated with personal choices such as work, extra-curricular activities, or social activities.
 5. Planning "special" events that interfere with class, clinical time, or exam times. Example: wedding and vacation during classroom or clinical time.
- Interacting with others (peers, faculty, and patients/clients) in a respectful, sensitive and nonjudgmental manner.
 - In the clinical setting, professional behavior must be maintained at all times including your time during patient preparation, breaks, lunch, and any other time you are at the clinical agency
 - Respecting others space and quiet time.
 - Addressing faculty in a respectful manner by use of appropriate titles: Dean, Professor, Mr. /Mrs. and last name. Do not assume a first name basis is acceptable until you obtain permission from the faculty member.

- Use of professional language (no profanity and/or inappropriate gestures).
- No pagers or cell phones in class or clinical (with the exception of NRS 461 per faculty guidelines).
- Accountability for preparation for class/clinical.
- Constructive verbal and non-verbal behavior.
- Care for others in an empathetic manner.
- Honest, open, assertive communication.
- Confidentiality of all patient information.
- Teamwork and helping behavior for peers.
- Professional and personal courtesy, honor, ethics, and integrity.
- Maintaining professional boundaries.
- Respecting all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.).
- Refrain from personal conversations and comments during lectures & other class presentations.
- Avoid using laptops for purposes other than educational or class activities as directed by course faculty.
- Wait until it is declared appropriate by the professor to gather things for breaks and at the end of class.
- Avoid leaving the room in the middle of a lecture or exam.
- Attending final clinical evaluations as scheduled and submitting the necessary paperwork prior to the final evaluation.

Examples of serious violations include, but are not limited to:

- Illegally removing healthcare agency or patient property from the premises.
- Destruction to any healthcare agency or patient property.
- Falsifying or fabricating clinical experiences.
- Calling in sick for clinical under false pretenses.
- Documenting nursing care that was not performed. (Documentation in advance of nursing performance or falsifying any documentation is illegal).

Bullying or Lateral Acts of Violence

Bullying or other lateral acts of violence will not be tolerated in the School of Nursing. Bullying is the demeaning, and downgrading of an individual through vicious words and cruel acts that undermine confidence and self-esteem. Bullying can involve both psychological and physical actions that can include, but is not limited to, social media, written, and verbal material that results in psychological or physical harm. Any student engaging in this type of behavior may be dismissed from the nursing program.

No Gift Policy

On occasion, students may want to recognize or thank a faculty member for their work throughout the semester. This more commonly occurs in the clinical setting. Even though this is intended as a gesture of thankfulness, it can create uncomfortable feelings among students who may not support the effort or who cannot contribute financially. As such, Edgewood College School of Nursing faculty members support a **no gift** policy for all instructors. If students want to offer a card of thanks, that would be appropriate.

Use of Social Media

People gain information, education, news, etc., by electronic media and print media. Social media are distinct from industrial or traditional media, such as newspapers, television, and film. They are relatively inexpensive and accessible to enable anyone to publish or access information, compared to industrial media, which generally require significant resources to publish information.

Use of social media (Facebook, twitter, phone texts, blogs etc.) is strictly prohibited in all capacities related to your School of Nursing experience. Posting pictures, comments or discussions addressing any classroom and/or clinical experiences on any of these sites could result in dismissal from the program. If you discover you have been “tagged” on a Facebook site, notify the individual responsible for the posting to remove the posting immediately. Follow up on this request with documentation from the individual who posted the comment/picture that it has been removed.

It is a common mistaken belief that content that has been deleted from a site is no longer accessible. Any and all content posted on any social media site can be accessed if so desired.

“Nurses have been disciplined by boards, fired by employers, and criminally charged by authorities for the inappropriate or unprofessional use of social media”. (www.ncsbn.org)

Edgewood College faculty may require a student to use social media as part of the course curriculum. This use of social media is at the discretion of the faculty and will be the only exception to the use of social media at Edgewood College during clinical or classroom settings.

Use of Cell Phones and Laptop Computers in Class

Behaviors such as talking in class, surfing the internet and use of cell phones, including text messaging during class, are distracting, disruptive, and disrespectful to individuals conducting class and your fellow classmates. These unprofessional behaviors will not be tolerated. Out of respect for your colleagues and instructors, **all cell phones must be turned off and stored during class meetings.** In the case of a life crisis or for individuals who must be “on call” or “accessible for a text message” on a specific date, please inform the instructor before class begins that you need to keep your cell phone switched on and nearby.

Laptops are allowed in class. Students using laptops must plan to sit in the back row to decrease distractions for other students. If this privilege is abused (i.e. using your laptop for purposes that are not class related) it will be removed at the discretion of the professor.

NURSES MAINTAIN ACADEMIC HONESTY

Edgewood College Academic Honesty Policy as stated in the EC College Catalogue (2018-2019):

“As members of a scholarly community dedicated to healthy intellectual development, students and faculty at Edgewood College are expected to share the responsibility for maintaining high standards of honesty and integrity in their academic work. Each student should reflect this sense of responsibility toward the community by submitting work that is a product of his or her own effort in a particular course unless the instructor has directed otherwise. In order to clarify and emphasize its standards for academic honesty, the College has adopted this policy”.

The following are examples of violations of standards for academic honesty and are subject to academic sanctions:

- Cheating on exams, submitting collaborative work as one’s own, falsifying records, achievements, field or laboratory data or other course work
- Stealing examinations or other course materials; submitting work previously submitted in another course, unless specifically approved by the present instructor
- Falsifying documents or signing an instructor’s or administrator/s name to a document or form
- Plagiarism
- Aiding another student in any of the above actions.

Plagiarism, which is defined as the deliberate use of another's ideas or words as if they were one's own, can take many forms, from the egregious to the mild. Instances most commonly seen in written work by students in order from most to least serious are:

- Borrowing, buying or stealing a paper from elsewhere, lending or selling a paper for another's use as his or her own, using printed material written by someone else as one's own.
- Getting so much help on a paper from someone else, including a college tutor, that the student writer can no longer legitimately claim authorship.
- Intentionally using source material improperly; e.g., neither citing nor using quotation marks on borrowed material; supplying an in-text citation but failing to enclose quoted material within quotation marks; leaving paraphrased material too close to the original version; failing to append a works-cited page when sources have been used.
- Unintentional misuse of borrowed sources through ignorance or carelessness.

Plagiarism---nurses or other authors do not claim the words and ideas of another as their own; they give credit where credit is due (*American Psychological Association Ethics Code Standard 8.11*)

Self-Plagiarism---nurses and other authors do not present their own previously published work as new scholarly work. An author may cite their own previous work, but they cannot submit that work as new material (*American Psychological Association, 2010*).

- Example: A student submits a paper to NRS 210 and then with a few minor edit changes submits the paper for another class.
- Example: A student submits a paper, from another class, in which he/she has augmented previous learning but fails to cite the original work.

Plagiarism and self-plagiarism are unprofessional, unethical, and are considered violations of the academic honesty code of the College and the School of Nursing. Participating in any act of plagiarism and/or self-plagiarism directly violates the Nursing Code of Ethics.

NURSES MAINTAIN A PROFESSIONAL APPEARANCE

Students are expected to maintain a professional appearance for both functional and aesthetic reasons. Students engaged in nursing clinical experiences are expected to comply with the dress code requirements of Edgewood College School of Nursing. The dress code may vary with selected clinical field trips or conferences; faculty will inform students of appropriate professional attire. Each student is responsible for purchasing the required uniform and Edgewood College nametag PRIOR TO beginning clinical.

CLINICAL DRESS CODE

Appropriate dress is required in all clinical settings. Some clinical sites may require an alternative dress code based on the site's dress code policy. Faculty may suspend a student from the clinical setting for non-compliance with the Henry Predolin School of Nursing dress code. (This will be counted as an absence).

All Clinical Settings

- Edgewood College name pin is to be worn on right chest of all uniform tops, including white lab coat.
- Pre-embroidered shirts, scrub tops and lab coats are to be purchased at the Edgewood College bookstore.
- Shoes must be clean, have closed toe and heel; color must be appropriate to the clinical setting. No sneakers are allowed. Students may have to wear black or white socks, depending upon setting.
- Nails: artificial/acrylic nails are not permitted; nails must be kept short and clean.

- Nail polish: only clear polish is acceptable.
- Rings – only wedding/engagement rings are permitted.
- Earrings – post or small hoops only, limited to two earrings per ear lobe.
- Ear Gauging – None allowed due to patient and personal safety issues.
- Bracelets and necklaces – none are permitted.
- Body piercings – none other than the ear are acceptable.
- Tattoos – no visible tattoos.
- Perfume should not be worn in clinical settings because it may be offensive or harmful to patients/clients.
- Uniforms and other clothing worn by students must be free of tobacco smoking odors when participating in all clinical activities. This includes presence in a health care facility for preparation of patient care or clinical observation activities.
- Students must be cleanly shaven. If a full beard or mustache is worn, it must be neatly trimmed and groomed.
- Hair must be clean, combed and professional in appearance. Just as with tattoos and body piercings, hair dyed in vibrant non-traditional colors can serve as a distraction, and therefore is not appropriate for clinical settings. Hair below collar length must be controlled to prevent contact with the patient/client, equipment or supplies.

All Community Clinical Settings and Participants in Clinical Activities (as noted above)

Red polo shirt with Edgewood College SoN logo embroidered on left front of shirt. The polo shirt must be purchased at the Edgewood College bookstore. A plain white or plain black crew/turtle neck may be worn under the red polo shirt. Black pants must be ankle length-no capris, jeans, cords, denim, leggings, cargo or yoga pants.

- Men and Women: Plain black dress slacks and black socks may be worn with the red polo shirt.
- If a skirt is worn, it must be knee length or longer and worn with neutral nylons/hose.
- If a sweater is worn, it must be solid red, black or white.
- All items under “All Clinical Settings” apply.

Hospital or Other Clinical Settings (as noted above)

White scrub top with Edgewood College SoN logo embroidered on left front of top. The top must be purchased at the Edgewood College bookstore; black bottoms may be purchased at any uniform store; if a skirt is worn, it must be black and knee length.

- A plain white T-shirt must be worn under the scrub top and all underwear must provide adequate coverage and not show through clothing.
- Plain white lab coat must be worn over appropriate business casual wear (jeans or shorts are not permitted) when reporting to hospital for preparation prior to clinical time.
- Hose must be worn under skirts; socks must be white; nylons must be a neutral color.
- Shoes must be clean, have closed toe and heel; color must be appropriate to the clinical setting.

School of Nursing Name Pin

The School of Nursing student name pin is to be worn with the lab coat as well as with both the community clinical and hospital clinical uniforms. The name pin should be worn on the right chest area. Your first name pin will be purchased by the School of Nursing with funds from your School of Nursing Lab Fee that is assessed the semester you enroll in NRS 315.

You are responsible for replacing any lost name pins. Any additional name pins should be ordered through Championship Awards. The process is as follows:

- E-mail Dan or Lisa at dan@championshipawards.com or sj@championshipawards.com or call at 608-226-0440.
- Indicate that you are an Edgewood College nursing student
- Specify whether you want to purchase a pin or magnet attaching name badge (Many students do not like the pin because it damages their scrub tops. Most faculty have a magnetic name badge and they are very nice. The price is the same for either name badge.)
- Provide your first and last name (you may use a shortened version of your name such as Tom for Thomas or Kathy for Katherine, but **NO** nicknames)
- Include the shipping address for your name badge and a phone number
- Turnaround time for this company is very fast, therefore the expectation is that you will always have a name pin to wear during clinical activities.

SANCTIONS FOR NOT ADHERING TO THE SCHOOL OF NURSING CODE OF CONDUCT

A student may be dismissed from the School of Nursing for any of the following reasons:

- Failure to meet the academic standards.
- Behavior which is contrary to the ethical code of the nursing profession. This includes any violations against current HIPPA regulations.
- Three academic alerts issued during a clinical rotation will result in failing the clinical rotation. Any failure in a nursing course results in dismissal from the nursing program.

Students whose behavior does not comply with the Code of Professional Conduct presented in this document will receive sanctions which may include, but are not limited to, the following: A lower or failed grade, reprimand, campus or community service, restitution, suspension or dismissal from the clinical/classroom or nursing program. The Dean of the School of Nursing may define further sanctions not listed in this document.

- *REPRIMAND*- official warning in writing that continuation or repetition of wrongful conduct may result in further disciplinary action (e.g. academic alert notice, documentation in clinical evaluation).
- *DISCIPLINARY PROBATION*- may be imposed for any misconduct, failure to follow the Code of Professional Conduct, or any other violations that do not warrant suspension from the nursing program, but require further consequences. Disciplinary probation is imposed for a designated period of time determined by the School of Nursing Dean. This probationary status includes the probability of further penalties if the student commits additional acts of misconduct or fails to comply in any probation contract details.
- *CAMPUS AND/OR COMMUNITY SERVICE*- requirement that services will be offered for a specified period to an appropriate nonprofit community agency and/or to the campus community.
- *RESTITUTION*- reimbursement for damage to or loss of property which occurred as a result of the misconduct.
- *SUSPENSION*- exclusion from classes, enrollment, and other privileges in the EC SoN.
- *EXPULSION*- permanent termination of admission and enrollment status in the EC SoN.

Disciplinary actions, to include expulsion and suspension, shall be included in the student's permanent academic record.

PROCEDURE FOR PROFESSIONAL DISCIPLINARY ACTION

An allegation of professional misconduct may be made by other students, faculty, staff, clients/patients, visitors, or any member of an agency that has a verbal or written agreement to provide learning experiences for students.

The allegation of misconduct should be submitted in written form to the faculty member in whose class or clinical setting the misconduct occurred and the SoN Dean. Information about the misconduct should include:

- *Date, time, location, and description of the incident.*
- *Names of all parties involved and witnesses.*
- *Supporting facts and justification for the complaint.*
- *Brief description of efforts to resolve the complaint.*
- *Date and signature of the person(s) making the allegation of misconduct.*

Students should first discuss any conduct allegations with the faculty member responsible for the clinical or classroom setting in which the infraction occurred. A faculty member who witnesses or observes a student will discuss the situation with the SoN Dean or designated faculty as directed by the Dean. The SoN Dean has the right to impose sanctions as deemed appropriate and may involve faculty members as needed. The Dean may also refer the student to the Appeal Process as described in the EC SoN Student Handbook.

Students who violate any part of the Code of Professional Conduct a second time will be dismissed from the School of Nursing.

If a student is in violation of the Code of Conduct as described in the College Student Handbook, it is the student's responsibility to notify the School of Nursing Dean immediately upon being contacted of their violation by the Dean of Student's Office.

STUDENT AGREEMENT

I understand the Henry Predolin School of Nursing at Edgewood College Code of Professional Conduct is consistent with the ethical obligations of nursing, and pledge to uphold the Code of Professional Conduct by abstaining from dishonesty, deceit, fraud, or other unprofessional behaviors as described in the Code.

I understand that my adherence to the Code of Professional Conduct is a required and appropriate requisite for enrollment and participation in this nursing program.

I accept responsibility and accountability for my professional behavior and conduct within all aspects of clinical and classroom instructional opportunities.

I understand that if I witness unprofessional conduct or behavior that I am ethically and morally obligated to report this information to appropriate faculty.

I understand that failure to comply with the Code of Professional Conduct as noted in the document may result in sanctions and possible expulsion from the School of Nursing.

Student Printed Name: _____

Student Signature **Date**

Witness Signature (anyone 18 or older) **Date**

Complete this section only if you are in 310 or beyond.

Semester: _____ **Year** _____

Class: _____

Course Faculty: _____

Advisor: _____