



Division of Health Professions

Student Standards of Conduct

Purpose

To support an atmosphere of growth and facilitate meaningful learning activities while maintaining unwavering ethical standards, honesty, integrity and professional competence.

All Mercer students must adhere to the MCCC Student Code of Conduct. However, this document details additional Standards of Conduct that apply to students in professional programs in which highest standards of honesty, integrity and competence are demanded. This Code does not replace professional judgement and is not all inclusive. It is a framework for understanding and guiding acceptable behaviors. It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings or affiliations as a student representing MCCC.

Procedure

1. All actions by students must represent the Division in a positive manner and indicate that the student was acting in an honest and professional manner. Any actions that potentially indicate a lack of integrity in professional matters is considered a violation of professional ethics.
2. Any MCCC student, faculty, or staff observing a violation of this code by a health professions student should report the incident to the program coordinator or Division Dean as soon as possible.
3. The program coordinator and/or Division Dean will review each incident. If substantiated, the incident will result in a written student action plan. This action plan may include additional coursework, written assignments, or other consequences appropriate to the violation.
4. A report of student misconduct about these standards may also initiate a process that could lead to student dismissal from the health professions program. Violations of federal, state and local laws may be applicable and would be reported to law enforcement as appropriate.
5. Respectful and professional language is to be used when interacting with faculty, staff, peers, patients, and others.
6. Civil, polite, reasonable, and respectful behaviors are to be exercised in all professional, academic, and therapeutic relationships. Disagreements are to be handled directly with the other party and reported to an appropriate third party if mediation is necessary.
7. The following list includes student prohibited behaviors towards any MCCC faculty, MCCC staff, clinical facility staff, or other MCCC students:
 - a. Creating or contributing to an unsafe and/or unhealthy learning environment; demonstrating behaviors that interfere with the learning of other students and the conduct of class.
 - b. Malicious, aggravated, injurious, intimidating, or threatening or bullying behaviors.

- c. Demonstrating an injurious, offensive, demeaning, intimidating, threatening, belittling, coercing, disrupting, and/or abusive disposition.
 - d. Harassment or any behavior that creates a hostile or intimidating environment in which verbal or physical contact, because of its severity or persistence, is likely to significantly interfere with an individual's work or education. This includes sexual harassment through physical contact, verbalizations, gestures, electronic or non-electronic media, and illustrations/graphics.
 - e. The use of physical force or violence to restrict the freedom of action or movement of another person.
 - f. Physical behavior or verbal expressions that involve an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college sponsored activities.
 - g. Inflammatory speech intended as a personal insult to someone and/or abusive language, inherently likely to provoke a violent reaction in the one the comments were directed toward or others who could hear it.
8. Personal information shared by classmates or faculty during instructional session to enhance the learning experience should be treated as confidential information and not discussed outside of the class.
 9. Cell phone and electronic device use during lecture and lab is at the discretion of the instructor.
 10. Students are expected to be on time and attend all classes, labs, and clinical experiences. Habitual tardiness demonstrates a lack of commitment to the educational process and may be grounds for disciplinary procedures.
 11. All students, staff, and faculty will use their assigned Mercer County Community College e-mail account for all electronic communication. Email notifications may also be sent directly from BlackBoard to a student email account. Students are expected to check their email on a daily basis. Time sensitive information may be sent via email.
 12. Recording of theory class or other learning activities are at the discretion of the instructor. Students may only use recordings for personal study and may not post recordings to the internet in any form.
 13. Students are expected to adhere to the academic integrity policy. All work is expected to be original or properly attributed.
 14. Cheating or disclosing the contents of an examination or practical exam before, during or after administration is a violation of academic integrity and will be reported to the academic integrity committee.
 15. Students are expected to adhere to the exam procedures, set out by their respective program and/or instructor.
 16. Students are expected to be respectful of all school facilities and property. It is the responsibility of everyone to ensure that facilities are well maintained, and that property is not abused or stolen.
 17. No equipment or supplies may be removed from the college, clinical or affiliation settings by students without the explicit permission of faculty. Diverting of supplies, equipment, for personal or unauthorized use is prohibited.

Clinical, Off-Site, and/or Field Experiences Associated with Health Professions Programs

18. Student prohibited behaviors towards any patient or client include but are not limited to:
 - a. Abusing, neglecting, or abandoning a patient in need of care.
 - b. Discriminating based on diagnosis, race, religious creed, color, national origin, age, disability, gender and/or sexual identity in the rendering of healthcare services within one's scope of practice.
 - c. Engaging in activity that could constitute fraud or forgery, such as falsification of documentation or students misrepresenting themselves to clients or staff.
 - d. Acting in a manner that could or do compromise patient/client safety; including those that are malicious, careless, or risky.
 - e. Engaging in romantic, sexual, or other non-professional relationships with patients/clients under any circumstances.
 - f. The giving and receiving of gifts between students and patients/clients is prohibited. Gifts of food may be accepted, provided it is shared among the entire student and/or clinical team.
19. Students are strongly encouraged to consider how their internet presence on social networks, professional networks, public comment sections on web pages, etc. can reflect on their professional careers.
20. Patient privacy rights are protected by federal law.
 - g. Materials containing patient identifiers must not be removed from any clinical setting.
 - h. Any computer-generated materials or protected health information must be placed in a secure disposal or shredder box prior to the student leaving the clinical unit.
 - i. Information about patients and/or their circumstances should not appear on public forums, such as social media sites.
21. Students may not engage in non-approved use of cell phone or other electronic devices in clinical area.
22. Students may not take still pictures, videos, or audio recordings of patients or clients. Any pictures taken of students, faculty, and/or clinical staff may not include information identifying the clinical facility, staff, and/or patients, e.g. name badges, facility signs, logos, etc.
23. While the college respects the free speech rights of students, patient/client privacy must be the highest priority. Even de-identified information posted in a social media forum may be recognized by patients/clients, their families, or college clinical partners.
24. Students are not allowed to attend or visit a clinical site for school related purposes outside of scheduled clinical days.
25. Students may use only their own access codes, passwords, login codes, keys, and facility access cards. These are to be considered confidential, not shared with anyone and used only for the intended purpose related to clinical learning.
26. Any pictures taken of students, faculty, may not include information identifying the facility, staff, e.g. name badges, facility signs, logos, etc.
27. It is expected that all students will maintain a neat and professional appearance during all clinical experiences, consistent with their program uniform or dress code. Meticulous personal hygiene is essential.
28. Students may not act as a witness for any consent form.
29. Students may not transact any business for patients.

30. Personal or unauthorized use or diverting of supplies, equipment, or drugs is strictly prohibited.
31. Any student who realizes that s/he has made a clinical error is obligated to report the situation to their instructor immediately.
32. Students may not perform acts beyond the scope of practice of a student. This includes practicing or demonstrating skills not yet taught by the instructor in the clinical, lab, or classroom setting.
33. Students may not assume duties and responsibilities within the practice that the student has not been prepared or trained for.
34. Students may not access clinical documentation systems of clinical facilities outside the scope of their student responsibilities.
35. Students may not make visits of a personal nature while in Mercer County Community College clinical or affiliation attire.
36. Use of chewing gum and tobacco is prohibited at all clinical sites. This includes chewable tobacco products, snuff, and smoking by inhaling, exhaling, burning or carrying any lighted cigarettes, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes.

Effective Date: January 1, 2019

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Interim Dean, Health Professions