

**NEOSHO COUNTY COMMUNITY COLLEGE
MARY GRIMES SCHOOL OF NURSING**

Code of Professional Conduct Policy

The code of conduct was developed to align student behaviors with expectations for graduate nurses in professional nursing practice. The purpose of the standards of conduct is not to restrict the rights of all students but to ensure fair and equitable treatment of all. In order to achieve an optimal learning environment and student success, it is necessary to observe certain standards of basic conduct.

Mary Grimes School of Nursing (MGSON) values the concept of professionalism. Professionalism is comprised of behaviors, practices, and communication style that demonstrate the core values of nursing. These behaviors are expectations upon entry into the nursing profession. Professional conduct applies the principles of altruism, excellence, caring, ethics, respect, communication, and accountability.

Altruism/ Respect

The nursing care environment must be safe, healing, humane, and respectful of the rights, responsibilities, needs, and contributions of all people. The student nurses actions make the wellbeing of others a priority.

Disruptive behaviors are not conducive to maintaining a safe and respectful environment. These behaviors include but are not limited to:

- Use of offensive language
- Harassment of other students or instructors
- An uncooperative attitude or disruptive actions which interfere with the flow of instruction or prevent learning
- Repeated entrance and exit while class is in session.
- Unauthorized use of electronic devices
- Sleeping or slouching with eyes closed or covered
- Use of electronic devices (cell phone, computer, etc.) is prohibited unless approved by the faculty and in accordance with facility policy.

Excellence

MGSON faculty expects student engagement in all aspects of the program promoting the students ownership of education and excellence in nursing care.

Students must:

- Come prepared to participate in active learning in the learning environment.
- Complete and turn in assignments according to schedule.

Caring

Caring is a foundational concept of nursing.

Care for the Patient

Mary Grimes School of Nursing follows the principles of Swanson's Theory of Caring. The student nurse's behavior should reflect a caring demeanor.

Self-Care

- Students must take responsibility for promoting and maintaining personal well-being. It is the student responsibility to attain adequate rest, nutrition, and stress management.
 - Plan work schedule to prevent working the night shift prior to clinical, simulation, or testing
 - A nurse without adequate rest demonstrates poor decision making and is not safe in the clinical environment.
 - The student is considered impaired and not safe for practice in the clinical setting or testing after working all night.
- Maintain study skills that prevent last minute studying the night before an exam.
- Abide by the Substance Use and Screening Policy.
 - A nursing student using medications, prescribed or otherwise, jeopardizes the safety of the patient.
- Professional image
 - The student will wear the proper program uniform that is clean and tidy.
 - A uniform that is improper, incomplete, wrinkled, or unclean will not be tolerated.
 - The student's behavior is professional while in program uniform.
 - The program uniform is worn in the learning environments only.
 - Wearing the program uniform outside the learning environment could lead to misrepresentation.
 - It is highly recommended that you do not wear the program uniform in public environments, such as shopping areas, restaurants and or establishments that serve alcoholic beverages.
 - Remember that your behavior in uniform is a reflection on the program's reputation.

Ethics

Mary Grimes School of Nursing recognizes the importance of personal integrity in nursing. The ANA Code of Ethics establishes the national standard for ethical nursing behavior. Mary Grimes School of Nursing abides by the ANA Code of Ethics (The ANA Code of Ethics, 2016). The Code defines nursing professionalism as follows:

1. Clinical

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
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.

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

Communication

The student nurse's verbal communication should be clear, timely, coherent, honest, concise, and respectful. Nonverbal skills such as gestures, facial expressions, etc. need to be consistent with verbal communication. Nursing students are expected to develop the skill of listening to be able to facilitate understanding. Student must develop cultural awareness in order to alleviate communication obstacles resulting from language, cultural, and socioeconomic barriers.

Incivil behaviors with regard to communication will not be tolerated. These behaviors include but are not limited to:

- Eye rolling
- Sarcastic tone
- Berating or insulting
- Withholding information
- Undermining
- Sabotaging

Email Etiquette

Email is a primary source of communication with faculty in the nursing program. All email communication to faculty must come from the students college email account. Emails from other sources will not be acknowledged. Nursing faculty suggest the following recommendations for email etiquette:

- Each email should begin with a greeting using the recipient's proper name or title.
- The email should be written professionally. This includes:
 - Refraining from typing in all capital letters. This is considered yelling
 - Avoiding the use of !!!!!!! , *&^%\$^ , etc., as these can be interpreted as anger
 - Using black ink for emails. Using another color of ink could place added meaning on the message. (For instance, red may be interpreted as offensive or anger.)
 - Using correct spelling, grammar, and punctuation. Avoid email and texting abbreviations and jargon.
- Each email should end with a complimentary close and signature.
- Be realistic about your expectations for when to expect an email response from faculty. Nursing faculty workloads/schedules may limit their access to email throughout the week. Please allow a minimum of 24-48 hours for faculty to respond to emails Monday through Friday. Some faculty will respond to emails after hours and over the weekend, but this is not an expectation.

Social Networking Guidelines

Social networking is a means of communication. While the nursing program cannot prevent students from participating in unprofessional or inappropriate posting, the nursing program provides these guidelines/recommendations for students:

- Discussing displeasure, problems, or concerns regarding faculty, staff, peers, clinical sites, or clinical site personnel can be interpreted as slander and should be avoided.
- Sharing information is in direct violation of the federal HIPAA, FERPA or facility policies including but not limited to identifying patients by name, facility, room number or other identifiers. Violations are subject to fines and/or legal action.
- Posting pictures of any kind related to the clinical, simulation or learning lab settings, even if without mention of patient, location, or other identifiers is prohibited.
- Posting pictures of yourself or clinical groups in nursing program uniform is prohibited.
- Posting unprofessional comments or behavior while identifying self as a Mary Grimes School of Nursing student in the social media profile is prohibited.
- Association between faculty and students as “friends” while enrolled in the nursing program is discouraged.

Accountability/Ownership

Students are responsible to demonstrate skill, knowledge, and application of all nursing concepts in the learning environments. Nursing students are accountable to explain and justify their intentions, actions, and omissions.

Students are expected to take control and ownership of their learning. This is demonstrated by being engaged in classroom activities, preparing for the learning environment, engaging faculty in feedback, and seeking out assistance when needed. Nursing faculty value the student’s ability to:

- Be responsible for following the class schedule and attending class.
- Completing all assignments and submitting them on or prior to due date.

Other accountable behaviors include but are not limited to:

- Demonstrates initiative in seeking out learning opportunities and taking advantage of all opportunities available.
- Practice within the students scope of knowledge and skills
 - Recognizes personal limitations while working only under the appropriate supervision
 - Never performs nursing skills without supervision or faculty permission
 - Follows the agencies clinical policies and procedures
- Seeks feedback and notifies faculty if not achieving course or program outcomes
- Maintains immunizations records and adhere to submission of clinical requirement deadlines
- Delivers care in a responsible manner
 - Students maintain confidentiality as required by law
 - Students may not leave the clinical site unless given permission by the clinical instructor
 - Students will maintain proper documentation of actual cares given
 - Offensive behaviors may include but are not limited to:
 - Omission and destruction of pertinent documentation
 - Falsifying records or paperwork

- Students should not accept money or gifts from patients, families, or visitors in the clinical setting.

The Code of Professional Conduct applies to the conduct of all nursing students and nursing student organizations. The Code also applies to off-campus conduct in connection with the following situations:

- professional practice assignment
- Academic course requirements such as preceptorships, field trips, clinical experiences or observation experiences
- Any activity conducted by or authorized by the nursing program or student nursing organization
- Any other activity that seriously and adversely affects the college or members of the college community.

Demonstrating professional conduct is a requirement for successfully completing any course in the nursing program, regardless of performance in any other area of the course. Professional misconduct is defined as behavior that does not conform to that which is acceptable according to the nursing program and the profession of nursing. A student's failure to conform to the standards of professional conduct may adversely affect the safety, well-being and rights of the patients cared for, fellow students, self, the nursing faculty, and/or nursing program and could have the potential to jeopardize clinical affiliations. Breaches in this Code of Professional Conduct may lead to disciplinary sanctions. Disciplinary sanctions may include an informal written letter of reprimand/warning, putting students on contract with clear plan for remediation, and/or dismissal from the program without opportunity to return to the program.

Any contract established with the nursing student during the nursing program will remain in effect for the duration of the program.

When disciplinary action is taken, students may be asked to leave the learning environment. Depending on the severity of the incident, the student may not be allowed to return to the learning environment until the situation is resolved. Students who are asked to leave the learning environment because of unprofessional behaviors will be counted as absent.

When a nursing student is asked to leave the clinical agency during practicum and that agency refuses the students return, the nursing student will be dismissed from the program. It is not the responsibility of nursing faculty or administration to reassign the student to another clinical placement when the student has been denied access to a clinical agency due to misconduct.

Disciplinary action for violations of this Code of Professional Conduct Policy, including dismissal from MGSON, will be implemented by administration personnel and may include the instructor, nursing course administrator, Site Coordinator, Assistant Nursing Director, and Dean of Student Services. The nursing student disciplined or dismissed may appeal the action taken in writing directed to the Vice President of Student Learning. The decision of the Vice President of Student Learning or designee is final and is not subject to grievance procedures in the Student Handbook or elsewhere in NCCC policies.

MGSON and NCCC policies concerning the following are incorporated into and made a part of this Code of Professional Conduct Policy and disciplinary action by MGSON for violations and appeals shall be implemented as provided above:

- Academic Honesty
- Attendance
- Confidentiality
- Electronic Device
- Gift Giving
- Immunization
- Substance Use and Screening
- Testing Policy Student
- Uniform

MGSON follows the college policy for grade appeals and complaints associated with sexual misconduct or discrimination.

Adopted: 071818 psc

Reviewed:

Revised: 052119MGSON 0432020 MGSON 04302021MGSON, 12202021 psc 04292022 MGSN

**Neosho County Community College
Mary Grimes School of Nursing**

Honor Code of Professional Conduct

All members of the Mary Grimes School of Nursing community are expected to abide by the Code of Professional Conduct

Honor Code:

I am committed to developing and maintaining an environment of high integrity and professional conduct. In order to achieve this, I have read, agree and support the Code of Professional Conduct. I realize the responsibility involved in membership in the Mary Grimes School of Nursing. I agree to abide by the rules and regulations of this community. I also affirm my intentions to practice according to the Academic Honesty Policy, in which lying, stealing, and cheating are opposed. I will help others to maintain this responsibility in all matters essential to the common good of this community.

I have the expectation that the student body and the faculty of Mary Grimes School of Nursing will uphold these standards in all activities, both on campus and in the community.

Student Printed Name

Student Signature

Date