

**College of DuPage**  
**Health Science Programs**  
**POLICY FOR PROFESSIONAL CONDUCT IN CLASSROOMS, AND AT LABORATORY/CLINICAL SITES**  
**Revised Fall 2013**

Socialization of students to appropriate professional conduct is a significant component of the Health Science Programs of College of DuPage (the “Programs”). Students in the Programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent themselves and College of DuPage (the “College”) in a respectful manner, and observe all the rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients for whom services are being provided. Students placed at clinical sites must realize the privilege of this experience, its responsibilities, and the reflection on the College of DuPage and its numerous health programs. Any violation will be handled immediately so as to not affect C.O.D.’s use of the clinical site for future students.

In accordance with these expectations, when participating in laboratory exercises and /or assigned to clinical sites, students in the Programs must adhere to the following Policy for Professional Conduct. This Policy is in addition to the Student Code of Conduct outlined in College catalogs and/or policy (Board Policy 20-35).

The policy of Professional Conduct includes, but is not limited to,

1. Providing competent and reliable services to patients/clients using sound judgment and discretion. Students are expected to:
  - a. be prepared for the learning environment and actively participate in appropriate ways to ensure learning of key components
  - b. be on time
  - c. refrain from excessive absenteeism
  - d. remain in assigned work areas, leaving only with permission
  - e. not leave patients unattended and/or release patients without prior approval from a qualified staff member (if applicable).
2. Demonstrating respect and courtesy to patients/clients and their families
3. Demonstrating respect and courtesy to peers/classmates, instructors, supervisors and all other members of the health care provider team in classrooms and at the site
4. Cooperating with faculty, staff and peers without insubordination
5. Providing care and/or services on a non-discriminatory basis
6. Performing only procedures and/or services authorized by supervisor(s) in accordance with accepted professional standards.
7. Observing the rules and regulations of classrooms, and all clinical facilities including (but not limited to):
  - a. Proper use of equipment and other property
  - b. Not removing property of clinical facilities
  - c. Not distributing, possessing, and/or being under influence of illegal drugs or controlled substances,
  - d. Not possessing and/or being under the influence of alcohol
  - e. Complying with all current health requirements, drug testing and criminal background checking requirements
  - f. Not possessing or using any type of weapon
  - g. Comply with cell phone or other electronic device (i pod, ipad, electronic tablets, etc.) usage consistent with the policies of the classroom/clinical site or lab.
8. Maintaining the confidentiality of patient/client information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data
9. Maintaining proper dress, appearance, hygiene and decorum in accordance with the standards set by the program, clinical site, and professions
10. Complying with the ethical and professional standards set by the profession and the Programs including (but not limited to):
  - a. Never taking prescription blanks or writing prescriptions
  - b. Never falsifying documents regarding student performance or the care of patients

The penalty for violating the Policy for Professional Conduct will be discipline up to and including suspension or dismissal from the Programs. Due to the sequential design of the curriculum in most Health Science programs, any period of suspension or dismissal may result in a delay in program completion.

If the disciplinary action is suspension or dismissal from one of the Programs a form will be completed by the program coordinator and submitted to the appropriate Associate Dean. The student may appeal that disciplinary action to the Health Sciences Professional Conduct Review Board within 10 business days of the discipline imposed. This appeal must be in writing and submitted to the appropriate Associate Dean in the program area (HSC 1220).

The student will not be permitted to participate in the clinical/lab portion of the Programs during the appeal process. However, the student may continue with on campus courses until a final decision is rendered from the appeal process. The appeal will result in a hearing before the Health Science Professional Conduct Review Board, comprised of faculty from other COD health science programs within 5 business days of the date the appeal is filed with the Associate Dean. Both the student and faculty involved in the disciplinary action may make an oral presentation to the Board in addition to written comments. There is no further appeal; the decision of the Board is final. If the decision to dismiss or suspend a student from a Program is upheld, no refund of tuition or fees or equipment or books will be provided. When a student is dismissed from a health program for professional misconduct, they may never again apply to the same or any other health programs at College of DuPage.

All health programs require completion of current health requirements and drug testing as a condition of program participation. Drug testing (performed at the student's expense) will precede clinical experience in all cases, and will be required prior to admission in some programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from, or non-admittance to the particular program(s). When a student is dismissed from a program for a positive drug screen, he/she may reapply to the same program or to any other College of DuPage health programs after one year has elapsed.

Criminal background checks are performed at the student's expense, and are required for many programs prior to admission. Positive results will be handled by individual program faculty, as per program policies.

### **ACKNOWLEDGEMENT**

I acknowledge receipt of the Health Sciences Programs Policy for Professional Conduct. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in my suspension or dismissal from the Programs. I understand that I will not receive a refund of tuition or fees or for books, supplies or equipment purchased should I be dismissed from the Programs for violating this policy.

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Signature

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Date