Schools of Nursing

UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE

SUBJECT: Code of Conduct Policy
DATE: August 27, 2018

INDEX TITLE: Administrative

I. POLICY:
UPMC Schools of Nursing Code of Conduct policy governs the actions of students associated with the Schools of Nursing. The Code is written based on UPMC’s mission, vision, values, and ethics, which guide how enrolled students conduct themselves.

II. PURPOSE:
The Code of Conduct enforces the expected professional behavior of nursing students.

III. SCOPE:
This Code applies to all students enrolled in the UPMC Schools of Nursing.

IV. GUIDELINES:
UPMC Schools of Nursing will not tolerate intimidating, disruptive, unprofessional, inappropriate, or unethical behavior from students, who represent the School, or provide services on behalf of UPMC Schools of Nursing. Examples of unacceptable behaviors include, but are not limited to:

- Violating the laws, regulations, standards, and/or policies that govern and guide UPMC Schools of Nursing protocol, procedures, operations, and activities.
- Demonstrating or exhibiting aggravated, belittling, coercing, demeaning, disrupting, injurious, intimidating, malicious, offensive, threatening behavior toward a School of Nursing administrator, faculty member, support staff member or student within the educational environment.
- 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.
- Failure to examine and modify one’s own behavior when it interferes with others or the learning environment; each student is responsible for his or her own actions and should communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, faculty, staff, and health care team members, and integrate feedback into his or her own performance.
- Using profanity or any offensive language.
- Making inappropriate advances toward and/or physical contact with others; physical abuse, including sexual assault.
- Harassment (including physical contact, verbalizations, gestures, electronic or non-electronic media, and illustrations/graphics).
• Breaching confidentiality of patient, research, or school information. Printed material containing any patient identifiers and/or information must not be removed from any clinical setting. Any computer generated or photocopied materials that contain any Protected Health Information must be placed in the shred box prior to the student leaving the clinical unit (Attachment - Confidentiality Agreement).

• Accessing one’s own medical record or a family member’s medical record without having completed a UPMC Authorization for Release of Protected Health Information. The request access must be submitted to the UPMC entity where services were provided.

• Behaviors and/or actions that could or do compromise patient safety; including those that are malicious, careless or risky.

• Falsifying records including medical records or school related documentation; examples include, but are not limited to, falsifying class attendance records for self or someone else, falsifying reasons for not attending class, clinical, or scheduled exams, falsifying material related to course registration or grades.

• Cheating, including giving or obtaining information about an examination, use of notes or study aids, transmitting examination materials via electronic means, taking a test for another student.

• Plagiarism; submitting the work that is not the original creation of the student. Examples include but are not limited to: copying work from a book, journal or electronic source without acknowledging the source; copying a source word for word without quotations and without supplying the source; paraphrasing a passage without giving credit to the original source; and or passing off the work of another student as your own.

• Destroying property or not safeguarding property against loss, theft, misuse, or damage; stealing or receiving property belonging to others.

• Misusing wearable technology and electronic media, including electronic mail, text messaging, instant message, Internet/Web technology, etc.

• Engaging in activities that could constitute fraud or forgery. Examples include, but are not limited to, students misrepresenting themselves to patients.

• Advancing personal interests which involve a conflict of interest over UPMC interests.

• Passing, possessing or using weapons, incendiaries, explosive or other prohibited devices or materials or conspiring to do so on school or UPMC properties.

• Possessing or consuming intoxicants, unprescribed drugs or other legally controlled substances on the premises or off campus during any break (see Drug Free Environment Policy).

• Submitting class or clinical assignments more than one time. Student shall not re-submit work for a class which has been done for another class without the prior approval of faculty. Examples include, but are not limited to, using previously submitted assignments such as reflective journals, term papers, projects, to fulfill current course requirements.

• Failure to cooperate with Administrative Investigations when administration deems it necessary to investigate a student’s performance or conduct or other event at the School of Nursing and/or any Clinical site, written statements may be requested from any student who may have knowledge of the event or matters
being investigated. Failure to provide a written request statement, or to meet with Administration when requested within a reasonable amount of time, will be considered a failure to cooperate with an Administrative Investigation. Depending on circumstances, the time allotted to provide requested information may vary, it is generally expected that any written statement will be provided by the end of the business day on which it is requested. Where practicable, the School will endeavor to allow the student up to three business days to meet with administration, however, a student may be required to meet on the day such as request is made.

V. PROCEDURE:
A. UPMC Schools of Nursing encourages its students to report all violations of this Code. Students are encouraged to make an initial written report to the Director or designee. The Director or designee will then involve the appropriate UPMC authorities as needed.

B. Regardless of the reporting method, any violation of the Code must be addressed once it becomes known. The director or designee will:
   • Raise the complaint, concern, and/or issue with the alleged non-compliant individual (student).
   • Seek a written response from the non-compliant individual (student) and, if necessary, investigate the issue to confirm existing details and/or to obtain additional information.
   • Immediately notify human resources, legal counsel and other hospital or corporate leadership as necessary for matters that potentially violate state or federal laws.
   • Address the issue by implementing an appropriate response (education, counseling, and/or disciplinary action ranging from verbal counseling, course failure or termination from the program (as directed by applicable Schools of Nursing and UPMC policies and procedures).
   • Document the issue and response.
   • Follow up with any aggrieved or complaining party to effectively respond to the original and any subsequent concerns or issues.

C. Students have a right to initiate the UPMC Schools of Nursing Student Grievance Policy.

D. UPMC Schools of Nursing prohibits retaliation against anyone for raising, in good faith, a concern or question about inappropriate or illegal behavior under this Code.
VI. REFERENCED AND RELATED POLICIES:
HS-EC1700 Conflict of Interest – General Obligations
HS-EC1802 Reporting and Non-Retaliation
HS-EC1803 Theft and/or Breach of Personal Information that is maintained by UPMC
HS-EC1804 Identity Theft
HS-HR0704 Corrective Action and Discharge
HS-HR0705 Harassment-Free Workplace
HS-HR0745 Workplace Violence
HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Student Complaint and Grievance Policy
HS-HR0703 Drug Free Workplace Policy
UPMC Schools of Nursing Drug Free Environment Policy
UPMC Schools of Nursing Guidance and Counseling Policy
HS-EC1900 Code of Conduct (UPMC)
Civility Statement

Sponsor: Administration
Reviewed/Approved: 02/03/17, 03/30/17, 01/12/18, 3/29/18
Revised/Approved: UPMC Schools of Nursing Executive Leadership Team: 06/26/14, 03/30/17, 01/12/18, 3/29/18
Originated Date:
Effective Date: 08/28/17, 08/27/18

Signature:  
Executive Director
UPMC Schools of Nursing
UNIVERSITY OF PITTSBURGH MEDICAL CENTER
CONFIDENTIALITY AGREEMENT FOR STUDENTS

University of Pittsburgh Medical Center (UPMC) considers that all staff information, business information, financial information and patient identifiable health information is confidential (and referred to in this agreement as “Confidential Information”). Both federal and state law also requires UPMC to keep patient identifiable health information confidential (including mental health, HIV, and drug and alcohol-related treatment information).

By my signature below I agree that:

1. I will safeguard Confidential Information from access, disclosure, loss, tampering, or use by unauthorized person.

2. If I have been granted access to computer systems, I will use those computer systems only to access information related to the educational program(s) in which I am enrolled. For clinical computer systems, this includes only accessing information for patients who I have been assigned or for approved educational purposes. I understand that UPMC maintains an audit trail of my access to all patient identifiable health information and this audit trail may be reviewed at any time.

3. Any communications (including both oral and written communications) should be limited to purposes related to my educational activities. Any discussion must be in a manner that minimizes the chance that others can hear such conversation. Additionally, I will avoid discussions involving Confidential Information in elevators, hallways, buses, lunchrooms and other areas where unauthorized individuals may overhear me.

4. I will only discard Confidential Information as directed and in a manner approved by the facility where I am performing educational activities.

5. The use of the information for research purposes must be approved in advance by the Institutional Review Board (IRB) sanctioned by the UPMC entity where the research is to be performed.

6. Confidential Information should only be conveyed to individuals who have a need to know such information. Additionally, I will not convey Confidential Information outside the organization, such as to family or associates, or even to other UPMC staff members.

7. It is my responsibility to be familiar with and abide by all applicable UPMC Policies and Procedures.

I understand the violation of this agreement will result in corrective action up to and including discharge from the educational program in which I am enrolled.

__________________________  __________________________
Print Name                                                   Signature

__________________________  __________________________
Your Social Security Number                                  Date