

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.02.06.00.00)
EFFECTIVE DATE: 1/6
REVISION DATE: 4/12, 3/15, 5/17, 3/19, 4/20, 4/21
REVIEW DATE: 1/7, 1/8, 1/9, 1/10, 1/11, 1/12, 1/13, 1/14, 3/16, 5/18, 5/23, 4/24

SUBJECT: DISCIPLINARY ACTION

PURPOSE:

To provide a progressive disciplinary action plan to address a student whose academic standing, professional conduct, or attendance does not meet the standards of the program.

POLICY:

1. Student Responsibilities:
 - 1.1. The student shall meet the medical laboratory science program academic, professional performance, and attendance standards.
 - 1.2. The student shall follow Saint Francis Health System Policies during the duration of the program.
2. Program Director Responsibilities:
 - 2.1. The program director will approach student performance and conduct in an objective and non-discriminatory manner.
 - 2.2. The program director will determine the appropriate level of discipline regarding any unacceptable performance or conduct, including but not limited to, verbal and written counseling, probation, and dismissal.
 - 2.3. Prior to deciding what disciplinary action is appropriate to the incident or act, the following will be considered:
 - 2.3.1. The degree of harm or interference that the incident or act has caused.
 - 2.3.2. Safety of patient, lab staff, and fellow students.
 - 2.3.3. Fair and equitable penalty.
 - 2.3.4. Past verbal/written counseling reports given within the program.
 - 2.3.5. Any mitigating circumstances.
3. Category Listing of Misconduct with Appropriate Disciplinary Action:
 - 3.1. **Category I:**
 - 3.1.1. Performance without regard to good patient care or the public interest.
 - 3.1.2. Dishonesty, misrepresentation or making false statement, plagiarism.
 - 3.1.3. Cheating.
 - 3.1.4. Disorderly conduct, fighting on Saint Francis Health System premises.
 - 3.1.5. Willful violation of safety regulations.
 - 3.1.6. Deliberate abuse to another person or property.
 - 3.1.7. Theft.
 - 3.1.8. Perusing unauthorized information.
 - 3.1.9. Falsification of official Saint Francis Health System records, time cards or reports.
 - 3.1.10. Absence from school without notification for two working days or more (No Call, No Show).

- 3.1.11. Impairment or being under the influence of illegal or prescribed drugs or alcohol on Health System premises, or while engaged in performance of educational activities of the program. Students are subject to the Drug and Alcohol Policy SFHS.PPM.10.20.00.00 in the SFHS HR Policy Manual.
- 3.1.12. Possessing illegal drugs on Saint Francis Health System premises.
- 3.1.13. Failure to achieve minimum academic standards upon completion of any course or clinical rotation/failure or inability to make up deficiency.
- 3.1.14. Failure to achieve minimum psychomotor standards upon completion of the clinical rotation or inability to make up deficiency.
- 3.1.15. Failure to achieve minimum affective behavior standards upon completion of the clinical rotation.
- 3.1.16. Continuous absences in excess of five per semester.
- 3.1.17. Continuous tardies in excess of five per semester.
- 3.1.18. Failure to improve absenteeism resulting in greater than the five allotted days per year.
- 3.1.19. Excessive absences and tardiness during the first 90 days of clinical training (two or more).

Action:

- 3.1.20. Possible or immediate dismissal.

3.2. Category II:

- 3.2.1. Failure to perform tasks as assigned by faculty, staff, or supervisor or failure to follow directions as outlined in Department Procedure Manual.
- 3.2.2. Incorrect identification of patient(s) and/or specimen(s).
- 3.2.3. Failure to maintain academic standards with consistency during a course or courses.
- 3.2.4. Failure to demonstrate improving efficiency and technique on bench assignments.
- 3.2.5. Revealing confidential information.
- 3.2.6. Absence from assignment without notification for one day (No Call, No Show).
- 3.2.7. Continuous violation of safety practices.
- 3.2.8. Continuous failure to adhere to dress code.
- 3.2.9. Cumulative tardies (more than two per semester).
- 3.2.10. Absences in excess of two occurrences per semester.
- 3.2.11. Continuous evidence of inappropriate affective behavior.
- 3.2.12. Absence or tardy during first 90 days of clinical training (one day).

Action:

- 3.2.13. Written warning on first offense.
- 3.2.14. Probation upon repeated offense following written warning.
- 3.2.15. Dismissal upon repeated offense(s) after probation.

3.3. Category III:

- 3.3.1. Evidence of careless performance of tasks assigned.
- 3.3.2. Absence from assignment station without permission.
- 3.3.3. Extended lunch or coffee breaks.
- 3.3.4. Sleeping in class.
- 3.3.5. Failure to observe safety and/or hygienic standards.

- 3.3.6. Failure to adhere to dress code.
- 3.3.7. Two tardies per semester.
- 3.3.8. Two absences per semester.
- 3.3.9. One or more test scores below 75% in any course(s).
- 3.3.10. Evidence of inappropriate affective behavior.
- 3.3.11. Insubordination (defiant, noncompliant, disrespectful)

Action:

- 3.3.12. Verbal warning upon first offense.
- 3.3.13. Written warning upon repeated offense.
- 3.3.14. Probation upon repeated offense following written warning.
- 3.3.15. Dismissal following continued offense(s) after probation.

4. Record Keeping:

- 4.1. Documentation giving corrective action is kept in the student file.

PROCEDURE:

1. Verbal Warning:

- 1.1. A verbal discussion of the unacceptable behavior or failure to meet the school standards (i.e., attendance, punctuality, academic and technical skills) will be conducted by the program director and/or clinical instructor.
- 1.2. A written record of the discussion, noting the date, unacceptable behavior or performance, and including a statement of corrective action, should be retained for future reference.

2. Written Warning:

- 2.1. A written warning is a supervisory-issued notice to the student for continuous unacceptable behavior or failure to meet school standards, where verbal counseling has not helped change the unacceptable performance or conduct.
- 2.2. A written notice to the student for unacceptable behavior and/or failure to meet school standards (i.e., attendance, punctuality, academic and technical skills) will be prepared by the supervisory level involved.
- 2.3. Specific standards, which are not being met by the student, will be documented in the written communication.
- 2.4. A written statement documenting the date, unacceptable behavior or performance, including a statement of corrective action, will be prepared, discussed with the student, and retained for future reference.
- 2.5. A copy of the statement will be given to the student, and an opportunity for the student to respond in writing.
- 2.6. The student's signature will imply that he/she has reviewed the contents of the written warning.

3. Probation:

- 3.1. Probation is the result of a student's failure to improve academic and/or technical performance and/or conduct following a written warning.

- 3.2. A written probationary notice to the student for continuous unacceptable behavior or failure to meet school standards, with possible dismissal from the program, will be prepared by the program director.
 - 3.3. Specific standard(s), which is/are not being met by the student, will be documented in the written communication.
 - 3.4. A written statement documenting the date and performance or conduct issue, including a statement of corrective action, will be prepared, discussed with the student, and retained for future reference.
 - 3.5. A copy of the statement will be given to the student with opportunity for the student to respond in writing.
 - 3.6. The student's signature will imply that the student has reviewed the contents of the probation statement.
4. Dismissal:
- 4.1. An involuntary process that occurs when a situation merits a decision of the advisory and faculty committees.
 - 4.2. The specific nature of the case with times, places, witnesses, and previous disciplinary actions taken, if any, must be documented.
 - 4.3. The student will submit badge and parking pass to the program director.
 - 4.4. Student on Saint Francis scholarship will not receive remaining payments and must pay back all monies to Saint Francis Health System.

REVIEWED BY:

Program Director, School of Medical Laboratory Science

