

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.02.02.00.00)
EFFECTIVE DATE: 1/6
REVISION DATE: 12/09, 3/15, 5/17, 3/19, 4/20, 4/24
REVIEW DATE: 2/7, 1/8, 1/9, 2/10, 1/11, 1/12, 2/13, 1/14, 3/16, 5/18, 4/21, 5/23

SUBJECT: STUDENT CODE OF CONDUCT

PURPOSE:

Saint Francis Health System provides the authority to enforce regulations governing discrimination, harassment, or misconduct of any student, employee, or staff personnel of Saint Francis Health System, Inc., and all its subsidiaries and affiliated organizations.

POLICY:

Saint Francis Health System does not tolerate discrimination, harassment, or misconduct of any student, employee, or staff personnel for any reason. All staff, employees, and students are expected to treat each other with courtesy, respect, and professionalism. A student engaged in inappropriate conduct at any point in time after acceptance into the program may be subject to immediate dismissal based on the sole discretion of the program director.

Violations will result in implementation of the Disciplinary Action Policy (MLS.02.06.00.00).

1. Student Responsibility
 - 1.1. Student must conduct his/herself in a manner that does not impair the welfare or educational opportunities of fellow students, lab staff, healthcare workers, patients, and their family members.
 - 1.2. Student is required to be respectful toward others and to practice honesty in the program.
2. Conduct Subject to Disciplinary Action
 - 2.1. Dishonesty
 - 2.2. Insubordination (negligence, inappropriate conduct)
 - 2.3. Falsification or fraudulent misuse of Hospital documents, ID badges, patient information, or school records
 - 2.4. Theft or deliberate abuse of hospital, employee, or fellow student property
 - 2.5. Possession of dangerous devices on hospital premises
 - 2.6. Unauthorized use of Hospital facility such as computer, telephone, or mail system
 - 2.7. Acts of violence toward patients, co-workers, other students
 - 2.8. 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.
 - 2.9. Plagiarism
 - 2.10. Unauthorized possession of exams or other course material
 - 2.11. Misconduct during an exam (i.e. cheating, talking, etc)
 - 2.12. Failure to maintain academic or technical standards
 - 2.13. Violation of attendance/punctuality and workplace safety policies
 - 2.14. Sleeping in class or lab

- 2.15. Misrepresentation of facts which result in admission to program
- 2.16. Violation of patient confidentiality
- 2.17. Unsafe practices dangerous to laboratory staff, patients, and others
- 2.18. Failure to meet affective behavior standards.

Refer to Disciplinary Action Policy for a complete listing of misconduct with appropriate disciplinary actions (MLS.02.06.00.00).

3. Reporting Misconduct

- 3.1. Any student or lab staff member who believes that he/she is or may be subjected to inappropriate conduct must report it immediately to the program director.

4. Investigation

- 4.1. Every concern or complaint will be promptly investigated first by the program director.
- 4.2. Corrective and or preventive actions will be taken where necessary.
- 4.3. If further investigation is needed, the program director will adhere to the appropriate SFH policies:
 - 4.3.1. Workplace Safety Policy (PPM.10.13.00.00)
 - 4.3.2. Professional Conduct and Harassment Prohibition (PPM.04.03.00.00)
 - 4.3.2. Drug and Alcohol Policy (PPM.10.20.00.00)
- 4.4. Reporting of a possible misconduct will remain confidential.

REVIEWED BY:

Program Director, School of Medical Laboratory Science