

UNPROFESSIONAL/UNSAFE/UNSATISFACTORY PRACTICE POLICY

Purpose:

To clarify expectations of student behavior and practices in clinical settings and establish consequences for behaviors inconsistent with expectations.

Policy:

Nursing students will demonstrate professional, safe, and satisfactory practice at all times in the clinical setting and during skills validation/simulation in the Nursing Arts Center.

Procedure:

Nursing students will demonstrate professional, safe, and satisfactory practice at all times in the clinical setting and during skills validation/simulation in the Nursing Arts Center. Any behaviors inconsistent with this expectation will be documented and remain a part of the student's clinical performance record throughout the nursing program. Unacceptable behaviors may be classified as unprofessional, unsafe, and/or unsatisfactory. Some behaviors may be considered as critical unprofessional, unsafe, and/or unsatisfactory.

Unprofessional, unsafe, and/or unsatisfactory behaviors will have a point value attached to them. Points are not confined to one course but are considered cumulative in evaluating the student's overall clinical performance. Points accrued in all BSN programs remain in effect in the event of transfer between programs (students who transfer from ACE to traditional BSN or from traditional BSN to ACE and traditional BSN to LPN-BSN). Students will receive a notification letter from the Dean of Nursing upon accumulation of 3 points. **An accumulation of 4 points will result in a full review of the student's performance record by the Review Panel.** Students will not participate in clinical experiences until the Review Panel has made a final decision.

UNPROFESSIONAL/UNSAFE/UNSATISFACTORY CLINICAL PRACTICES

The following behaviors are considered unprofessional, unsafe, and unsatisfactory in the clinical setting or Nursing Arts Center. **Each behavior will be assigned 1 point.** Students may accrue more than one point per incident.

<u>Assignments</u>	<u>Unexcused Absence</u>	<u>Patient Care Issues</u>	<u>Unprofessional Behavior</u>
<ul style="list-style-type: none"> - Failure to complete clinical preparation assignments, as determined per course. - Failure to complete clinical assignments on time as designated by clinical faculty. 	<ul style="list-style-type: none"> - Unexcused absence (no call, no show and/or coming to clinical without satisfactory preparation for client care according to course outcomes and guidelines). 	<ul style="list-style-type: none"> - Inadequate knowledge of treatments, medications, or plan of care. - Medication or Treatment error. - Error occurring as result of lack of consultation by faculty/staff. 	<ul style="list-style-type: none"> - Communication with institutional personnel, faculty, peers, and/or clients that is disrespectful or otherwise unprofessional. - Inappropriate dress. - Any behavior deemed unsatisfactory by the clinical faculty or course faculty.

Unprofessional/Unsafe/Unsatisfactory Clinical Practice Procedural Guidelines:

1. Course or clinical faculty will complete the Occurrence Report and Occurrence Report Comments forms and notify student within three business days of incident/occurrence.
2. Course or clinical faculty will notify the Dean of Nursing and Program Director of Occurrence Report.
3. The student will complete an Occurrence Report Comments form within 3 business days of notification. The student may document "no comment" on the form if the occurrence is not contested.
4. The Occurrence Report and Occurrence Report Comments forms are to be turned in to the Dean of Nursing within 3 business days of the incident/occurrence. The forms will be turned into the Dean of Nursing regardless of whether or not the student has met with the faculty and/or documented and signed the form.

All unprofessional/unsatisfactory/unsafe incidents will be recorded and kept confidential on file with the Dean of Nursing. Should a student accumulate 3 points, a notification letter from the Dean of Nursing will be mailed to the student. Accumulation of 4 points will initiate a Review Panel (see below). Records will be maintained until program completion for each student.

Note: Accrued clinical points will remain in effect upon the return of out-of-sequence students or transfer between BSN programs; the cumulative total will be carried throughout progression of program of study.

CRITICAL UNPROFESSIONAL/UNSAFE/UNSATISFACTORY PRACTICES

The following behaviors are considered **critical unprofessional/unsafe/unsatisfactory** and potentially place the client, self, or others in immediate danger. An incident involving the following behavior will result in **immediate full review** from the Review Panel and **may result in disenrollment** from the nursing program.

Date of incident:	
	Any life-threatening error or action by the student to client, staff, faculty, or others.
	Implementing any action that is in direct violation of the course, school, or Agency HIPPA Confidentiality Policy.

Critical Unprofessional/Unsafe/Unsatisfactory Practices Procedural Guidelines:

1. Course or clinical faculty will complete the Occurrence Report and Occurrence Report Comments forms on day of incident/occurrence or as soon as faculty is made aware of the incident.
***Contact Course Coordinator as soon as possible.**
2. Course Coordinator will notify the Dean of Nursing and Program Director of critical unsatisfactory/unsafe incidence/occurrence as soon as possible.
3. The student will complete an Occurrence Report Comments form on day of incident/occurrence. The student may document "no comment" on the form if the occurrence is not contested.
4. **An immediate full review of the incident/occurrence will be held by the Review Panel.**

REVIEW PANEL

Review Panel Procedural Guidelines:

1. The Review Panel consists of the Dean of Nursing, Nursing Program Director, two student representatives who are officers of MSNA, student government or Ambassadors, and one other course faculty designated by the Dean of Nursing who is not assigned to that course. If a conflict of interest occurs with a member of the Review Panel, the Dean of Nursing will assign an alternate to the Review Panel.
2. The Review Panel will meet within 5 business days from the time the Unprofessional/Unsatisfactory/Unsafe Occurrence Report is filed with the Dean of Nursing.
3. Materials for the Review Panel will not have any student, faculty staff, agency, patient/client, or course identifiers available so that the review will be completed as a blind review. All panel members will sign a confidentiality agreement prior to the panel discussion.

The Review Panel makes the final decision on the occurrence. A student may file an academic concern complaint at the following link:

1. https://publicdocs.maxient.com/reportingform.php?MethodistCollege&layout_id=5.

Review Panel Decision:

The Review Panel will make one of the following decisions:

1. Program of remediation
 - a. Completion of a clinical performance plan.
 - i. Course faculty will make the final decision regarding remediation for student progression.
 - b. Students are allowed to accumulate 2 additional points with continued enrollment in the nursing program.
 - i. Upon accumulation of 1 of the 2 additional points, a notification letter from the Dean of Nursing will be mailed to the student.
 - ii. Upon accumulation of 2 additional points, a second Review Panel be initiated and either a course failure or disenrollment from either the nursing program or the college will be the recommendation.
 - iii. Should another Occurrence Report be filed, the student will be dis-enrolled from the nursing program.
2. Assign course failure(s).
 - a. Completion of a Developmental Plan
 - b. Students are allowed to accumulate 2 additional points with continued enrollment in the nursing program.
 - i. Upon accumulation of 1 of the 2 additional points, a notification letter from the Dean of Nursing will be mailed to the student.
 - ii. Upon accumulation of 2 additional points, a second Review Panel be initiated and either a course failure or disenrollment from either the nursing program or the college will be the recommendation.
3. Disenrollment of student from the nursing program and possible dismissal of student from the college.

Resources:

American Association of Colleges of Nursing (2015). *Quality & Safety Education for Nurses (QSEN)*, Retrieved from <http://www.aacn.nche.edu/qsen/home>

American Nurses Association (2015). *Guide to the Code of Ethics for Nurses* (2nd Ed.), Silver Spring, MD: Nursebooks.org

The Commission on Collegiate Nursing Education (2013). *Standards for Accreditation of Baccalaureate and Graduate Nursing Programs*. Washington DC.

Nebraska Methodist College Code of Content (2015). Title IX-Sexual Misconduct Policy; Equal Opportunity/Non-discrimination Policy; Drug and Alcohol Policy; Medical Amnesty Policy, Omaha, NE.

U.S. Department of Health and Human Services. *The Health Insurance Portability and Accountability Act*. Retrieved from <http://www.hhs.gov/ocr/privacy/>

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