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BLESSING-RIEMAN
College of Nursing & Health Sciences

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Owner: Reta Richmond:
ADMINISTRATIVE ASSISTANT

Area: Student Development Committee

References:

Student Code of Conduct

PURPOSE

To outline the expectations of student behavior.

POLICY

Students at Blessing-Rieman College of Nursing & Health Sciences (the College) must conduct themselves in an ethical and professional manner at all times. At all times includes, but is not limited to, interactions with faculty, administration, staff, students, visitors, patients, agency personnel, and other individuals in the classroom (physical or virtual), hallways, lounges, offices, clinical/lab settings, College events, on social media/online sites, and when representing the College in public.

PROCEDURE

ICARE

ICARE is an acronym for *Initiative, Communication, Accountability, Respect, and Exceed expectations*. The behaviors associated with ICARE are as follows:

Initiative:

- I will seek knowledge to enhance my skills and use what I learn in my daily work.
- I will bring ideas for new opportunities and embrace change at the College.
- I will always anticipate others' needs in order to create a positive experience.
- I will be proactive in earning and maintaining the trust of all.

Communication:

- I will consistently use AIDET in all encounters.
- I will actively listen to others and find answers to questions asked of me.
- I will attempt to resolve conflict using open communication.
- I will be a positive voice of the College and Blessing Health System.
- I will report concerns regarding violations of policies, compliance, and privacy.
- I will be honest in all communication.

Accountability:

- I will take accountability for my own learning.

- I will put the needs of others first.
- I will keep our environment safe and clean.
- I will actively work to achieve the organizational goals.
- I will follow through in a timely manner on all College commitments.
- I will be responsible for the privacy of others, by keeping all information confidential in compliance with HIPAA and FERPA.
- I will consistently use evidence-based practices.
- I will use all resources responsibly.
- I will conduct myself according to the ethical standards of healthcare professions.
- I will comply with reasonable instruction from the College or agency personnel.
- I will comply with all College policies and procedures.
- I will not engage in academic dishonesty.*

Respect:

- I will honor diversity at the College.
- I will not engage in negativity or gossip.
- I will make eye contact, smile, and greet everyone I meet, offering to escort those who appear to need assistance.
- I will give others priority in hallways, elevators, and parking areas.
- I will uphold the personal privacy, dignity, and rights of all.
- I will uphold the College's mission, vision, and values.
- I will not engage in behavior that causes risk or harm to others.

Exceed Expectations:

- I will seek ways to exceed others' expectations.
- I will give 100% of my attention when interacting with others, always putting them first.
- I will show empathy to everyone, every time.

Any behavior that is not in accordance with this policy is considered a violation. The College reserves the right to address any conduct deemed inappropriate even though it is not expressly covered above.

***Academic Dishonesty**

Examples of academic dishonesty include, but are not limited to:

- Cheating or knowingly plagiarizing or falsifying academic work such as papers, projects, homework, examinations, or presentations
- Knowingly assisting another student in committing an act of cheating or another form of academic dishonesty
- Falsifying clinical experiences and professional service activities either verbally or in written documentation
- Possessing examinations, student papers, laboratory materials, or other College property without authorization
- Falsifying grades or documents

Reporting

When any member of the College community (faculty, staff, administrators, and students) witnesses an event/breach of duty, or suspects that an event/breach of duty has occurred by a student, the individual is obligated to report the event immediately to either the Student/Alumni Services Officer or another College employee.

The Student Code of Conduct Report Form must be submitted to the Student/Alumni Services Officer within two (2) business days. This form is available on the "Student Forms" page of the College's website.

Investigation

The Student/Alumni Services Officer conducts an investigation by initially reviewing each Code of Conduct violation report. The investigation may include interviewing involved parties and gathering additional information. Patterns of behavior and degree of severity are taken into consideration using the Just Culture algorithms. Just Culture is an established set of objective pathways utilized to identify if the violation occurred due to a system or process issue, human error, at-risk behavior, or reckless behavior.

System or Process Issue: Circumstances outside one's control that may influence or lead to an undesirable outcome.

Human Error: Unintentional and unpredictable behavior that causes or could have caused an undesirable outcome, either because a planned action is not completed as intended or the wrong plan is used.

At-Risk Behavior: Unsafe behaviors mistakenly believed to be justified. At-risk behavior typically includes repetitive or serious events/breaches of duty.

Reckless Behavior: Knowingly choosing to place oneself or others in a position that may cause harm. The student sees the risk and understands the harm that can be done. He or she chooses to place self-interest above the rest of the system. Reckless behavior typically includes repetitive or very serious events/breaches of duty.

At-Risk or Reckless Behavior is reviewed by an administrator who may determine that a hearing is necessary.

Violations that do not require a hearing result in student coaching on the reported violation. Documentation of coaching and the student's response is placed in the student's permanent file.

Hearing

Hearings are conducted by the Code of Conduct Committee as soon as possible.

This committee consists of:

- The Student/Alumni Services Officer who serves as Chairperson with voice and no vote except in the event of a tie vote
- One (1) faculty or staff member from the Student Development Committee with voice and vote
- One (1) faculty member from the Academic Committee with voice and vote
- One (1) Academic Advisor with voice and vote
- Two (2) students with voice and vote

All evidence and discussion presented at the hearing remains confidential. All documents are maintained in a confidential and secure manner. Recording is not allowed during the hearing process. Minutes are taken by a member of the Committee or designee.

The Committee reviews the student's record. Each individual has the opportunity to be heard by the Committee. The student may choose a support person to accompany him or her to the hearing. The support person is not permitted to contribute or communicate in any manner during the hearing process. If the support person fails to comply, he or she will be asked to leave the hearing. The support person may not be a lawyer as this is an internal process and not a civil process.

Committee members have the opportunity to ask questions and seek clarification. All parties are dismissed at

the conclusion of the discussion. The committee moves to a closed door session to determine the outcome. Failure of the student to appear for the hearing results in the outcome based solely on the evidence at hand.

Outcome

Following the hearing, a majority vote is taken to determine the final decision. Decisions may include, but are not limited to:

- No further action/no fault found
- Final warning issued
- Dismissal from the program

All decisions of the Committee are documented. All parties are notified in writing of the hearing outcome within three (3) business days. The Vice President of Academic Affairs of the partner institution is notified if the outcome is dismissal from the program.

Appeal Process

Students have the right to appeal an outcome by submitting a letter of appeal to the Student/Alumni Services Officer within three (3) business days. The letter should include specific rationale for the appeal. Letters not received by the third business day are not considered, and the outcome is final.

The appeal is reviewed by the Student Development Committee within ten (10) business days. The Student Development Committee reviews all of the documentation and makes a final decision. The student is notified in writing of the final decision within three (3) business days.

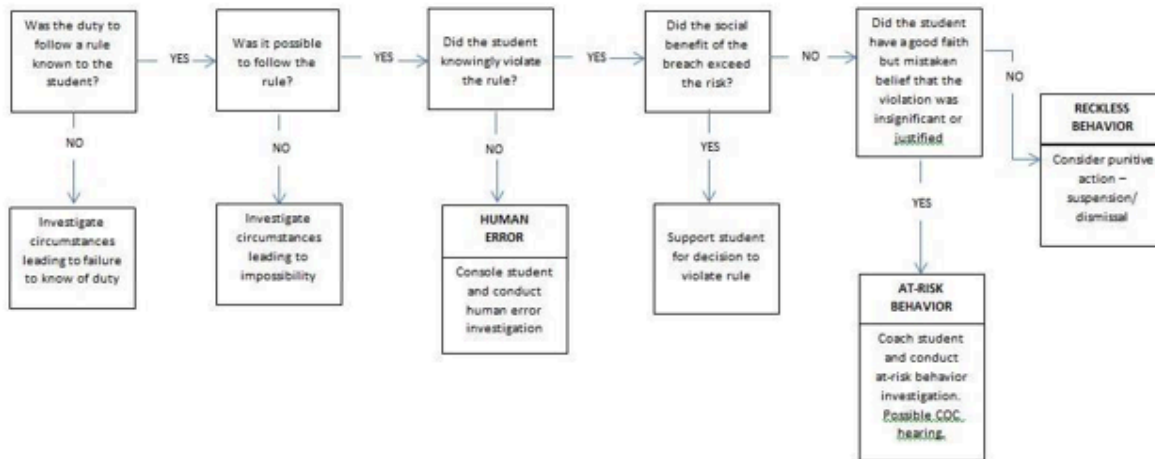
PATHWAYS

DUTY TO FOLLOW A PROCEDURAL RULE

Did the student breach a duty to follow a procedural rule in a system designed by the college or agency?

Note: This path applies when the student works within a system and is responsible for being a reliable component within that system. (COC = Code of Conduct)

Highlight or circle the path taken that determined the outcome. Include this algorithm with the Code of Conduct Report

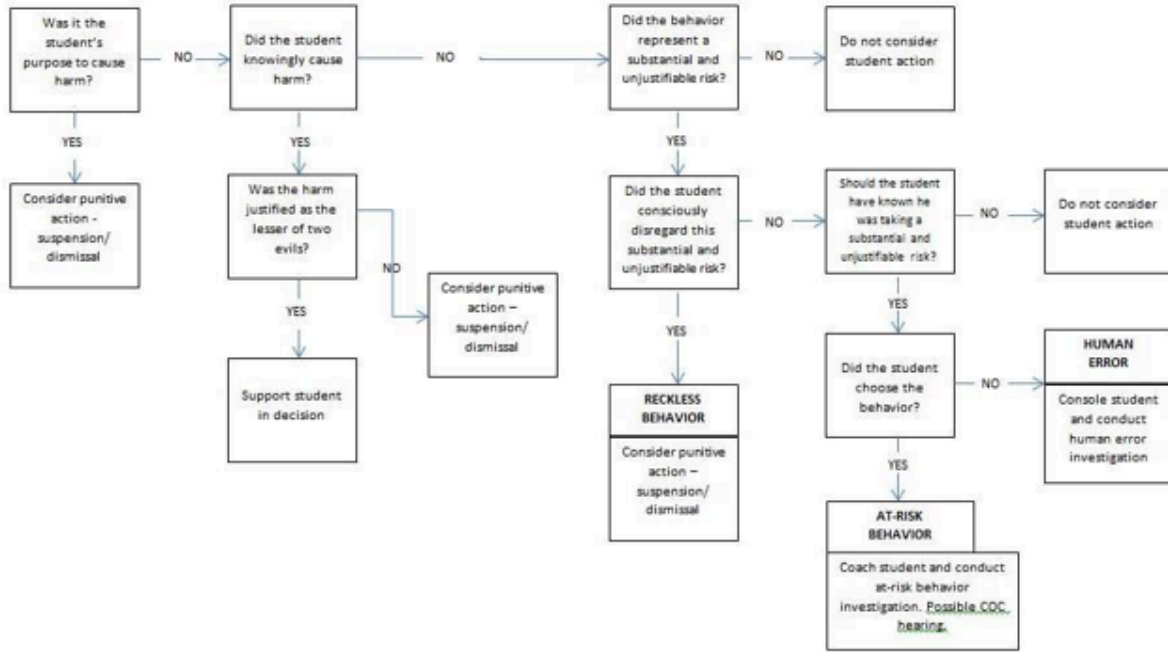


When working under a duty to follow a procedural rule within a system, a student will be subject to punitive action when they have acted with reckless disregard toward the risk.

Adopted from Just Culture Algorithm v3.2 For Employers

DUTY TO AVOID CAUSING UNJUSTIFIABLE RISK OR HARM

Did a student put an organizational interest or value in harm's way? (COC = Code of Conduct)

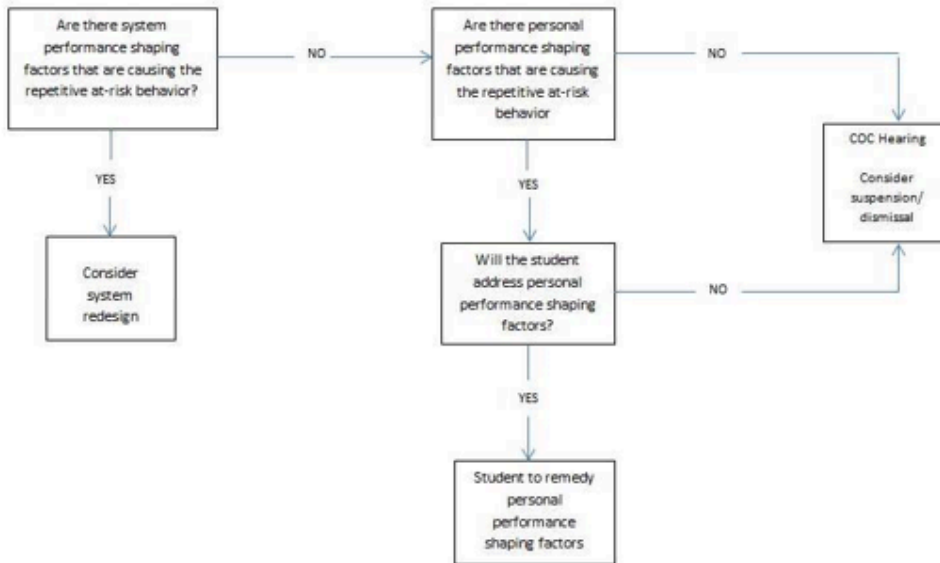


At all times, a student will be subject to the duty to avoid causing unjustifiable risk or harm to himself, to fellow employees, customers, visitors, and to the organization. Under this duty, a student who has acted with reckless disregard toward a potential harm will be subject to punitive action.

REPETITIVE AT-RISK BEHAVIORS

(COC = Code of Conduct)

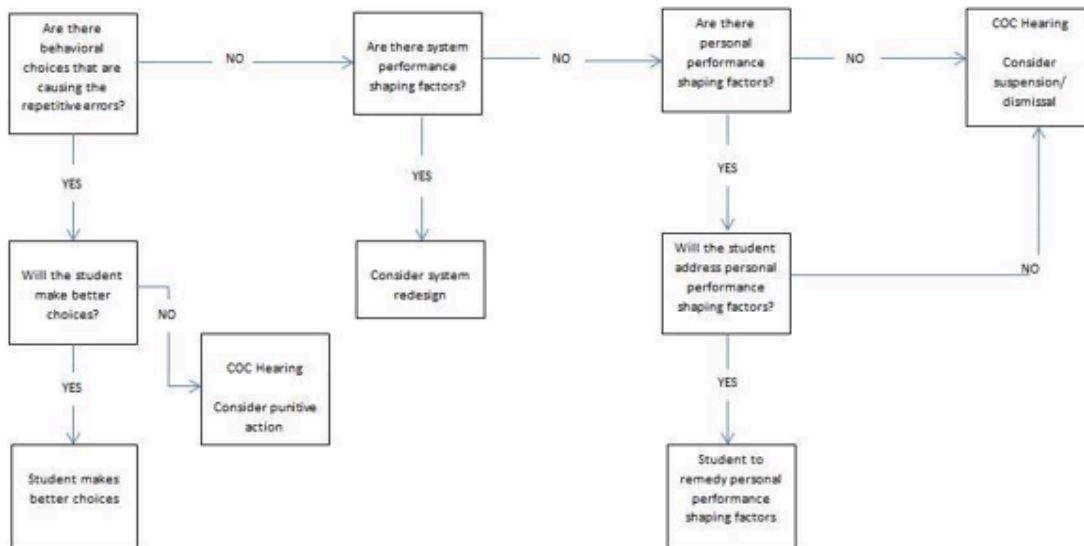
Highlight or circle the path taken that determined the outcome. Include this algorithm with the Code of Conduct Report



REPETITIVE HUMAN ERRORS

(COC = Code of Conduct)

Highlight or circle the path taken that determined the outcome. Include this algorithm with the Code of Conduct Report



Attachments:

 [Image 01](#)

 [Image 02](#)



Image 03

Image 04

Approval Signatures

Approver	Date
Reta Richmond: ADMINISTRATIVE ASSISTANT	06/2019
Jessica Bliven: INSTRUCTOR	05/2019
Jenna Crabtree: DEAN OF ENROLLMENT MGMT/BUSINESS MGR	05/2019