



BLESSING-RIEMAN
*College of Nursing
& Health Sciences*

Origination 05/2002
Last Approved 03/2023
Last Revised 03/2023
Next Review 03/2025

Owner Reta Richmond:
ADMINISTRATIVE
ASSISTANT
Area Student
Development
Committee

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 *Integrity, Compassion, Accountability, Respect, and Excellence*. The behaviors associated with ICARE are as follows:

Integrity:

- I will tell the truth and do the right thing, and ensure the highest ethical decisions are made.
- I will earn and maintain the trust and confidence of all with whom I engage.
- I will be a positive voice for the College and Blessing Health System (BHS) in the community.
- I will keep issues internal and will not discuss confidential information in front of others.
- I will follow through in a timely manner on commitments and requests or seek assistance.
- I will not engage in academic dishonesty.

Compassion:

- I will make eye contact, smile, greet everyone and be intentionally attentive.

- I will give others priority in hallways, elevators, and parking areas; escort visitors/patients to their locations.
- I will use AIDET and interact in such a way to reduce the anxiety of others.
- I will anticipate the needs of others instead of waiting to be asked; pursue every avenue to help.
- I will keep others informed of progress and delays as necessary.

Accountability:

- I will take responsibility for my words, work, learning, actions, and outcomes without making excuses, creating a 'we/they' or blaming someone else.
- I will take initiative to resolve issues or collaborate with others to achieve the best outcomes.
- I will provide feedback privately for behaviors that do not reflect College, and BHS values; accept feedback respectfully.
- I will admit mistakes and take action to correct them.
- I will stop negativity and gossip.
- I will arrive on time, ready to focus.
- I will ensure a clean professional image for myself and our environment.
- I will be honest in all communication.
- I will comply with reasonable instruction from the College or agency personnel.
- I will comply with all College policies and procedures.

Respect:

- I will use words/body language that communicates courtesy, dignity and seeks to put every person at ease.
- I will protect the privacy, property, dignity, and rights of everyone.
- I will allow others to share concerns, ask clarifying questions, or offer ideas without fear of judgment.
- I will communicate in ways others can understand.
- I will make thanking others for their contributions and accomplishments a habit.
- I will manage up fellow students and other College personnel by communicating their strengths to others.
- I will use personal electronic devices in accordance with the College policies.
- I will use proper names vs nicknames unless given permission to do differently.
- I will uphold the College's mission, vision, and values.
- I will not engage in behavior that causes risk or harm to others.

Excellence:

- I will learn others needs and expectations and work to exceed those expectations.
- I will apply consistent effort to achieve superior performance in the College's organizational goals.
- I will look for ways to improve how I work by challenging the status quo.
- I will use resources (time, personnel, equipment, supplies, technology) responsibly.
- I will practice crucial conversations if conflicts arise.

- I will continually learn to enhance my skills and abilities to serve.
- I will use tools/equipment properly; follow policies and procedures designed for safety and not take shortcuts.
- I will report actual or near miss safety events.

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 a member of Administration.

Involved parties will be notified of the Code of Conduct violation prior to submission.

The Student Code of Conduct Report Form must be submitted to brcncoc@brcn.edu within five (5) 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, gathering additional information, consulting with the administration team and Blessing Health System Compliance team. Failure of involved parties to respond to the Student/Alumni Services Officer within five (5) business day during the investigation may result in the involved parties being withheld from class or clinical.

Patterns of behavior and degree of severity are taken into consideration using the Just Culture algorithm. Just Culture is an established objective pathway 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 or knowingly violating the ICARE standards of behavior. At-risk behavior typically includes repetitive and/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.

Investigation Outcomes

After the investigation the Student/Alumni Services Officer will determine one or more of the following outcomes:

- No fault found
- No further action
- Coaching
- Final warning (with administration approval)
- Hearing needed for further review and sanctions that may lead to dismissal.

Documentation of the outcome 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, regardless of enrollment status, results in the

outcome based solely on the evidence at hand.

Hearing Outcome

Following the hearing, a majority vote is taken to determine the final decision. Decisions may include one of the following:

- No fault found
- Coaching
- 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.

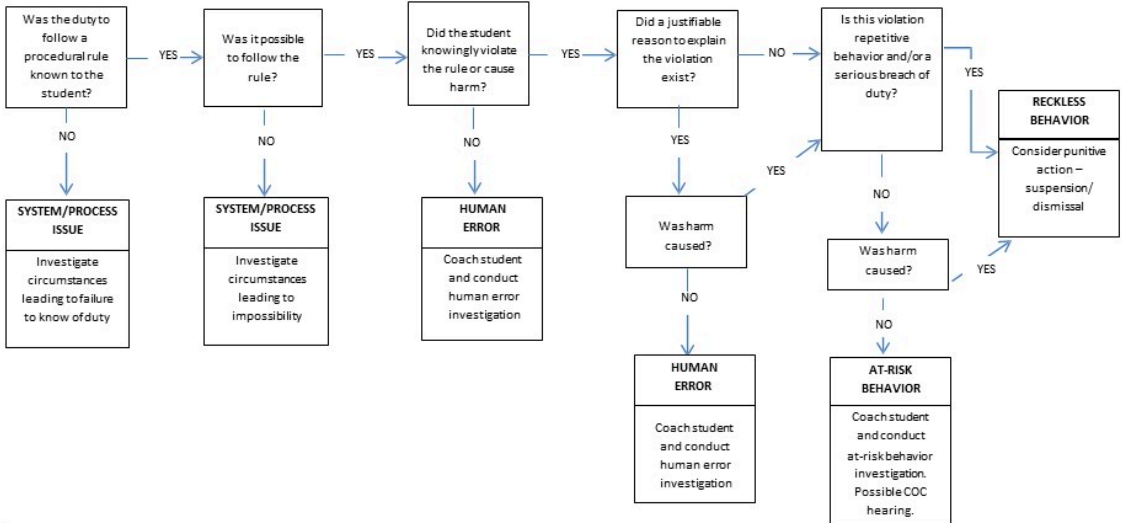
The appeal is reviewed by the Student Development Committee within ten (10) business days. The Student Development Committee reviews all of the documentation and makes a final decision. The student is notified in writing of the final decision within three (3) business days.

PATHWAY

Code of Conduct Just Culture Pathway

Did the student violate the code of conduct or 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 may be subject to punitive action when they have acted with At-Risk or Reckless behavior.

Adopted from Just Culture Algorithm v3.2 For Employers

Attachments

[Code of Conduct Affirmation Form \(Student Code of Conduct\).pdf](#)

[Code of Conduct Form.docx](#)

Approval Signatures

Step Description

Approver

Date

Approval by College Senate	Reta Richmond: ADMINISTRATIVE ASSISTANT	03/2023
Approval by Student Development Committee	Jessica Bliven: ASSISTANT PROFESSOR	03/2023
Approval by Student Development Committee	Andrew Griesbaum: STUDENT/ ALUMNI SERVICE OFFICER	03/2023