

INSTITUTE OF NURSING EDUCATION, BAMBOLIM

STUDENT NURSE'S CODE OF CONDUCT

Preamble

At the Institute of Nursing Education (INE), Bambolim the purpose of nursing education is threefold; developing the student: as a person, as a citizen and as a professional nurse. To achieve this purpose, staff and students must constantly examine their actions and strive towards being honorable at all times. They must possess personal integrity, be disciplined and be trustworthy. They must treat everybody with the same respect and dignity as they expect others to treat them.

Staff and students and are representative of INE, both in and out of the campus. Their personal appearance and actions are related to the impressions that they make upon people outside of the Institute. These impressions are closely linked to the reputation of the Institute.

The behavior of a nursing student is indicative of the student's ability to become a competent professional nurse. The Institute of Nursing Education expects all nursing students to be professional in their interactions with patients, colleagues, and staff and to exhibit caring and compassionate attitudes.

To clearly define what constitutes honorable behavior; a code of conduct¹ has been developed, which describes the expected professional standards, the personal standards and the academic standards. Both, staff and students are jointly responsible to ensure the said standards are maintained.

Every student enrolled in INE is required to carefully read the student nurse's code of conduct. He/she is to sign the attached statement thereby affirming to abide by the laid down standards and by the disciplinary outcome in case he/she fails to abide by the standards.

¹code of conduct provides directions that define what constitutes honorable/acceptable behavior.

1. Professional Conduct Standards (when dealing with patient/s their families/extended care givers)

Professional conduct implies, but is not limited to the following:

1.1. Respecting Individuality A student shall:

- 1.1.1. Treat patients and others with respect and promote an environment that respects human rights, choice of cultural/spiritual beliefs or any other belief/s.
- 1.1.2. Provide privacy during examination or treatment.
- 1.1.3. communicate patient care information in a timely, accurate and truthful manner

1.2. Implementing Nursing Care When providing nursing care to a patient, the student shall:

- 1.2.1. implement measures to promote a safe environment for all patients, self and others.
- 1.2.2. collaborate in every reasonable manner with the teaching faculty/clinical supervisor/clinical staff in practical areas to ensure the highest quality of patient care.
- 1.2.3. accept responsibility for personal actions adopted while providing nursing care.
- 1.2.4. NOT deliberately omit to perform measures that will increase the risk of injury to the patient, self or others.
- 1.2.5. NOT perform any technique or procedure for which he/she has not been adequately trained.
- 1.2.6. NOT display attitudes or behaviors inconsistent with compassionate care, including refusal or inability to participate in patient care.

1.3. Recording and Reporting. A student shall

- 1.3.1 report and document history of patient, nursing assessments, nurse's notes, observations, nursing care provided to the patient, and the patient's response to that care.
- 1.3.2 accurately and timely report to the concerned clinical supervisor/ward sister/staff nurse errors in or deviations from the prescribed treatment that may have occurred during the practical duty.
- 1.3.3. access written or electronic patient records only with valid reason and after obtaining required permissions.
- 1.3.4. NOT fake or alter any patient records or nursing record.
- 1.3.5. NOT misappropriate, conceal, destroy, alter or falsify any medical or health record of any person.
- 1.3.6 NOT post patient data or photographs online or on any social websites or through any means possible without obtaining their implied or written consent.

1.4. Maintaining Decorum. A student shall **NOT**

- 1.4.1. display derogatory attitudes or inappropriate behaviors directed at patients or caregivers.
- 1.4.2. engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient.
- 1.4.3. engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental or emotional abuse.
- 1.4.4. misappropriate a patient's property.
- 1.4.5. engage in behavior to seek or obtain personal gain at a patient's expense.
- 1.4.6. engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense.
- 1.4.7. engage in behavior that constitutes inappropriate involvement in the patient's personal relationships.
- 1.4.8. engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.
- 1.4.9. fraternize inappropriately with patient.
- 1.4.10. engage in conduct/verbal behavior that may reasonably be interpreted as sexually demeaning to a patient.
- 1.4.11. make unauthorized or improper use of internet including access, distribute or view pornographic, vulgar or obscene materials.
- 1.4.12. indulge in substance abuse.

2. Personal Conduct Standards (when dealing with colleagues, teacher-student, senior-junior)

The following behaviors are expected from the students.

2.1. Inter-relationship:

- 2.1.1 The relationship between students is required to be based on friendship and mutual respect. The senior student must not assume the role of policeman/law maker by trying to reform or punish the juniors. They are expected to play role of mentors.
- 2.1.2 Faculty is expected to be a role model, philosopher and guide. It is therefore necessary that staff set standards for themselves, which are higher than the standards required of students.
- 2.1.3 The student shall not display derogatory attitudes or inappropriate behaviors directed at peers, faculty or other staff.

2.2. Dress code

- 2.2.1 The students are expected to dress and present themselves professionally whether they are in practice areas, classrooms or in public places. Clothing should not be tight fitting, cleavage revealing, sheer/see through, unusually bold or ornate, and that which can be interpreted as 'seeking undue attention'.
- 2.2.2 Students shall have "natural" hair color (use of hair color like red, purple, pink, blue etc. are not permitted).
- 2.2.3 *Classroom:* Casual attire is allowed, but it should be clean, pressed/ wrinkle-free and without holes or frayed areas.

2.2.4 *Practice Areas:*

2.2.4.1. Nails should be short and clean. No nail polish/artificial/acrylic nails are permitted.

2.2.4.2 Students shall wear the designated INE student nurse uniform approved for the practice area and program he/she is admitted to. The uniform should be clean and wrinkle free. Footwear includes black formal shoes with black socks (black sandals are permitted during rainy season).

2.2.4.3. *Females:*

2.2.4.3.1. with hair below the collar length, must secure hair above the nape with a black clip or a hair net.

2.2.4.3.2. may wear [transparent or white or gold-colour studs small (do not go beyond the ear lobe)] earrings. No other body and head piercings are permitted.

2.2.4.4. *Males:*

2.2.4.4.1. are NOT permitted to have long hair, to wear earrings or have any other body or head piercings.

2.2.4.4.2. are required to have neatly groomed facial hair or be clean shaven.

2.3. *Discipline:*

2.3.1 Students shall maintain decorum at all times within the campus, within practice areas, during educational tours/trips and in public places.

2.3.2 A student shall NOT lodge any complaint or make any representation regarding any matter connected with the INE to media, organization or office except through the Class Coordinator/Hostel In-charge.²

2.3.3 A student shall NOT forward any message through SMS or what's app or electronic mail or any other means except if the authenticity of the same has been thoroughly established.

2.3.4 A student shall NOT submit joint applications.

2.3.5 A student shall NOT upload data, assignments, or any other academic activities unless otherwise permitted³.

3. **Academic Standards** The following behaviors constitute academic code violations and are NOT PERMITTED:

3.1. *Cheating:*

3.1.1. Deliberately staying absent for theory or practical evaluation such as unit tests/sessional examinations/preliminary examinations.

3.1.2. Providing or receiving information during theory or practical evaluation exercises such as unit tests/sessional examinations/preliminary examinations/university or council examinations.

² Any student who wishes to submit any complaint against the working of any system/facility or against any INE employee/staff/student must do so in writing through the hostel warden or concerned class-coordinator by following the laid down procedure.

³ Permission is required to be obtained from Principal through concerned teacher or class co-ordinator or hostel in-charge.

- 3.1.3. Possessing and/or using unauthorized materials or information during any examination or to complete assignments.
- 3.1.4. Unauthorized accessing internet during test/examination or any other evaluation exercise.
- 3.1.5. Copying answers from another student or allowing another student to copy answers.
- 3.1.6. Unauthorized discussion of content of a theory or practical evaluation during its administration.
- 3.1.7. Acting as a substitute for another or utilizing another as a substitute during an academic evaluation of any type.
- 3.1.8. Altering grades or marks in an effort to change the earned scores.
- 3.1.9. Providing or receiving unauthorized assistance during completion of an assignment whether in the library/ classroom/laboratory/research field/practical area.
- 3.1.10. Violating program regulations as established by the authorized subject coordinator/class coordinator or violating policies and procedures as contained in the course syllabus.
- 3.1.11. Unauthorized collection of funds for any cause.
- 3.1.12. Using unauthorized electronic devices⁴ (e.g.: cellular phone, smart phones, notepad, laptop, palmtop etc) during evaluation process or during academic sessions.

3.2. Plagiarism:

- 3.2.1. Submitting the same or substantially similar work of another person such as an author or classmate or senior.
- 3.2.2. Improperly documenting words, ideas or paraphrased passages taken from another person's work whether published or unpublished.
- 3.2.3. Unauthorized submitting a paper as original work in one course when the paper has received credit in another course.
- 3.2.4. Using the results of another student's work (e.g.; exam, papers, laboratory data, nursing care plan, nurses notes, procedure book, case book or records) and representing it as one's own.

3.3. Forgery and Falsification:

- 3.3.1 Falsifying, fabricating, misrepresenting laboratory and/or research result.
- 3.3.2 Falsifying, fabricating, misrepresenting clinical and/or academic materials/facts.
- 3.3.3 Citing non-existent sources or creating false information for an assignment/project/research work.
- 3.3.4 Forging signatures for academic benefit.
- 3.3.5 Forging documents such as score sheet, academic transcript, letters of reference, or any other official document.
- 3.3.6 Forging signature of faculty or any other authority.

3.4. Theft:

- 3.4.1. Stealing, buying or obtaining by any means, all or part of any test, exam, research work or assignment, administered or un-administered, including answers.

⁴Use of electronic device may be decided at the discretion of the concerned faculty.

- 3.4.2. Committing theft of any item/property or knowingly possessing stolen property belonging to the university/institute/practice area, or belonging to staff of the university/institute/practice area.

3.5 Unfair Competition:

- 3.5.1. Willfully damaging the academic efforts of other students.
- 3.5.2. Stealing another student's academic material (e.g.: books, assignment, external hard drives, flash drives etc.)
- 3.5.3. Denying another student needed resources in a deliberate manner such as hiding library material or stealing clinical related articles.

3.6. Lying:

- 3.6.1. Requesting special consideration from faculty/university officials by fabricating information or by deception.
- 3.6.2. Fabricating a medical or emergency excuse as a reason for needing an extension on an assignment/or for missing examination or test.
- 3.6.3. Claiming falsely to have completed and/or turned in an assignment /project/ academic requirement/research work.
- 3.6.4. Knowingly or recklessly making a false statement with the intent to deceive or mislead or knowingly creating, publishing and or distributing a false written or printed document, which serves to deceive and/or mislead.
- 3.6.5. Knowingly furnishing false information to the university staff/institute staff/authorities/committee members/hearing panel.
- 3.6.6. Falsely reporting a conduct violation by another student/staff.

3.7. Possession of Dangerous Weapons, Device or Substance:

- 3.7.1. Using, storing or possessing dangerous weapons, substances or devices including but not limited to: firearms, weapons, fireworks, controlled substances⁵ and hazardous toxic substances, unless permitted by the institute.

3.8. Drugs & Alcohol:

- 3.8.1. Using, manufacturing, distributing, storing or possessing drugs, alcohol, controlled substances.
- 3.8.2. Violating the local, state or central laws concerning drugs or alcohol use on property owned, used or controlled by university/institute or practice areas.

⁵ Controlled substances as defined by the Narcotic Drugs and Psychotropic Substances Act/Drugs and Cosmetics Act, 2018

3.9. Smoking:

- 3.9.1. Smoking in the campus and affiliated practice areas.
- 3.9.2. Violating the Cigarette and other Tobacco Products Act (2003) or the Prohibition of Smoking in Public Places Rules, 2008 and (Amendment) Rules, 2017.

3.10. Sexual harassment:

- 3.10.1. Violating The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act (2013) and the Rules thereof.

3.11. Ragging:

- 3.11.1. Violating The Goa Prohibition of Ragging Act (2008), The Goa Prohibition of Ragging Amendment (2010) Act and the Rules thereof

3.12. Hazing⁶:

- 3.12.1. Committing or omitting to commit acts, which threatens or endangers the safety, physical or mental health or life of any person whether intended or not.
- 3.12.2. Failing to report hazing or making a false or misleading statement to University/Institute/Hearing panel/Authorities.

4. Procedure for Investigating and Resolving Violations of Standards

- Obtaining information
- Investigating alleged violations
- Resolving violations
- Imposing sanctions

4.1. Procedure for obtaining information pertaining to code of conduct violation

- 4.1.1. Allegations of code violations misconduct will be investigated and resolved in the manner outlined here after.
- 4.1.2. Any person (faculty member, student, nurse, patient or care givers) experiencing or being made aware of what they believe to be a possible code of conduct violation are to report to the appropriate class coordinator/hostel In-charge in writing. The person writing the note is required to identify him/herself and provide all the facts and circumstances of the alleged violation.

⁶*Any intentional, knowing or reckless act or omission, occurring on or off campus, by one person alone or acting with others, that subjects a student/staff to an unreasonable risk of physical, mental, emotional or academic harm or embarrassment, for the purpose of pledging or being initiated into.

It includes but not limited to any type of physical assault or restraint, placement of an undesirable substance on or in the body, any type of activity which results in sleep deprivation or which causes excessive fatigue, exposure to harmful elements, confinement to small space or other activity that subjects person/s to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of person/s.

- 4.1.3. The Class Co-ordinator/Hostel In-charge may investigate the charge and attempt to resolve the problem. The problem and the resolution (if any) are to be reported to the Principal.
- 4.1.4. In case the same is not resolved, the matter shall have to be reported in writing to the Principal.

4.2. Hearing Panel

- 4.2.1. The Principal will nominate a Hearing Panel for investigating code of conduct violations and for imposing sanctions.
- 4.2.2. Violations pertaining to Prevention of Sexual Harassment or The Goa Prohibition of Ragging Act (2008), The Goa Prohibition of Ragging Amendment Act (2010) and the Rule there of will be heard by each respective committee appointed for that purpose.
- 4.2.3. The members of the Hearing Panel include:
 1. Principal/Any other official holding the charge of Principal, Chairperson
 2. Class Co-ordinators of all nursing education programs, Member
 3. Hostel In-charge, Member
 4. SNA Advisor, Member
 5. SNA Vice-President, Member
 6. Student representative of each class, Member

4.3. Procedure to investigate code of conduct violation

- 4.3.1. Any person on receiving information (informant) regarding the possible code of conduct violation shall report immediately to the Hostel In-charge/concerned Class Co-ordinator in writing. The person writing the note is required to identify him/herself and provide all the facts and circumstances of the alleged violation.
- 4.3.2. The Hostel In-charge/concerned Class Co-ordinator will make every attempt to ascertain the facts of the violations and if he/she believes that the hearing panel is required to be informed will forward the informant's letter/note and the findings to the Principal.
- 4.3.3. The Principal will inform the student allegedly involved in the misconduct in writing describing the alleged violations and indicating that the student is to make an appointment to discuss the matter with hearing panel and specifying a date by which the appointment must be made.
- 4.3.4. In case the alleged violation of the code of conduct activity involves a violation of criminal law, the person is to report the matter directly to the Principal who shall report the matter to the local police.
- 4.3.5. In case the alleged violation of the code of conduct involves violation of the anti-ragging and sexual harassment acts/rules the appropriate committees shall be informed.
- 4.3.6. Student shall submit in writing, confirmation of his/her appearance before the hearing panel. After confirming the date for hearing, the student along with the parent/guardian will be notified of the formal charges, and making it a compulsion for the student and/or the parent/guardian to be present for the same.

- 4.3.7. Following notification of charges, and before the actual hearing, the student shall be provided the opportunity to meet with the designated authority/faculty for the purpose of discussion of charges in an attempt to resolve the problem.
- 4.3.8. If the issue remains unresolved, the student shall be required to be present before the hearing panel on the appointed date.
- 4.3.9. Failure of the student to respond to the notice of charges shall **NOT** prevent the hearing panel from conducting the hearing in the absence of the person charged.

4.4. Procedure for hearing code of conduct violations

- 4.4.1. Students are entitled to a presumption of innocence. Therefore, a student will not be found in violation of the code unless substantial evidence supports the charges.
- 4.4.2. The members of the hearing panel will be restricted to the Principal, concerned Class Coordinator, Hostel In-charge, SNA Advisor, SNA Vice-President, and student representative.
- 4.4.3. At the hearing, the student involved in the misconduct shall be provided a copy of any/all document/s presented to the hearing panel. The panel may at its discretion allow or deny evidence, supported by facts.
- 4.4.4. Attendance at the hearing is limited to those directly involved (i.e besides hearing panel members, informant, witnesses, concerned student, parent/guardian).
- 4.4.5. The student may present witnesses. The hearing panel may call for witnesses.
- 4.4.6. The chairperson of the hearing panel shall appoint a member to maintain a written record of the proceedings.
- 4.4.7. The Chairperson shall take reasonable measures to ensure an orderly hearing, which may include removal of persons who impede or disrupt the proceedings.
- 4.4.8. If a student does not choose to attend a hearing, the charges will be reviewed as scheduled on the basis of the information available, and a decision will be made.
- 4.4.9. At the conclusion of hearing, the student involved in the misconduct, the witnesses and the informant will be withdrawn and the disciplinary committee shall discuss the charges, their authenticity and whether the charges exonerated or whether sanctions have to be imposed.
- 4.4.10. Decisions shall be made based on the violation of code of conduct.
- 4.4.11. All the members of the hearing panel shall sign the written record of the all the proceedings including final decision of the hearing panel.
- 4.4.12. The Chairperson will communicate such decisions verbally to the student involved in the misconduct. Written confirmation shall follow.
- 4.4.13. Any student found **NOT** guilty is exonerated of all charges

4.4.14. Depending on the severity and type of the code of conduct violation, sanctions will be imposed.

4.4.15. Student found guilty, face the following potential sanctions:

4.4.15.1. Failure on an assignment/exam/evaluation process.

4.4.15.2. Lowering of grade/marks or failure in a course.

4.4.15.3. Notation on a student's transcript of the code violation.

4.4.15.4. Increasing the time limit for the program completion.

4.4.15.5. More stringent actions as per laws in force.

4.5. Procedure for appeal sanctions imposed by hearing panel

4.5.1. Right to Appeal: A student found to have violated the code of conduct, has the right to appeal the hearing panel's decision. An appeal of a decision must be submitted in writing and hand delivered to the Principal (Designated Appeal Officer), within ten (10) calendar days after the date on which notice of the decision is received by the student.

4.5.2. Grounds for Appeal: An appeal may be based only upon one or more of the following grounds.

4.5.2.1. Procedural error that resulted in prejudice to the student.

4.5.2.2. Misinterpretation or mis-application of the code of conduct standards alleged to have been violated.

4.5.2.3. Finding of violation not supported by substantial evidence.

4.5.2.4. Discovery of substantial new fact(s) unavailable at the time of the hearing.

4.5.2.5. Disciplinary sanction imposed was grossly disproportionate to the violation committed.

4.5.3. Disposition of the Appeal:

4.5.3.1. The Principal may after a review of the record, uphold the original sanction, dismiss the original sanction, or impose a lesser sanction.

4.5.3.2. The Principal may return the case to the hearing panel to be re-heard.

4.5.3.3. If a case is re-heard by the panel, any sanction imposed after re-hearing may be greater than the sanction imposed after the original hearing.

STUDENT NURSE'S CODE OF CONDUCT DECLARATION

I commit to develop and maintain the standards of professional conduct, personal conduct and academic integrity as described in the Institute of Nursing Education Student Nurse's Code of Conduct.

I pledge to conduct myself in a manner that upholds the values of this institute and to refrain from violating the code of conduct outlined in the Student Nurse's Code of Conduct.

I am fully aware of the sanctions that may be imposed on me for violating the code of conduct standards.

Name of student: _____

Signature of the student: _____

Batch: _____

Date: _____

Place: _____

I parent/guardian of the _____ (insert name of student) of Batch No _____ (insert batch no) hereby declare that I have read the Student Nurse's Code of Conduct and am fully aware of the sanctions that may be imposed on my daughter ()/son ()/ward () for violating the code of conduct standards.

Name of parent: _____

Signature of the parent: _____

Batch: _____

Date: _____

Place: _____