READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 207

SUBJECT: Participation in Off-site Student Meetings and Conferences

Responsibility of: Program Director
Revised: February, 2013 Reviewed: February, 2013

Purpose
To assist faculty advisors and students to understand the roles and expectations during off-site conference attendance.

Procedure
A. Student attendance at school-related off-site conferences

Student participation at national and regional events is encouraged.

Student attending school-related off-site conferences are required to abide by the policies, procedures, and guidelines of conduct as found in the School Policies and Information located at http://www.readinghealth.org/sohs/policies. Student attending these events represent the entire school and are expected to do so in a respectful and professional manner consistent with the values of RHSHS and the Nursing Program. Students planning to attend conferences should discuss their plans with classroom and clinical faculty of the course in which they will be enrolled at the time of the absence. Classroom and clinical make-up for missed experiences is at the discretion of the faulty and based upon the individual needs of the student. Students are required to fulfill all course requirements/meet course objectives and need to consider this when making the decision to attend an off-site conference.

Students attending an off-site conference will be required to sign a conference attendance form which acknowledges that the student will:

- Accept full responsibility for his/her conduct, behavior, and personal safety at all times.
- Remain engaged in the conference and remain on-site during the conference hours.
- Attend all conference events as registered.
- Follow all school policies and procedures while at the event.
- Refrain from the purchase or consumption of alcohol.
- Follow rules of personal safety.
- Abide by the directions/instructions provided by the faculty advisor.
- Understand that any issue of misconduct or infraction of the school policy is subject to disciplinary action in accordance with the student handbook, and will result in the requirement that the student repay all funds provided by the school and/or school organizations for the attendance at the event.

Reading Hospital School of Health Sciences
Student Representation at Events Agreement

I, _____ understand that I will be representing
(Printed name of student)

Reading Hospital School of Health Sciences, Nursing Program at the

_____ in _____from
(Name of event) (Location of event)

_____ to _____.
(Date of departure) (Date of return)

I agree to remain engaged in the conference, remain on-site during conference hours, and attend all conference events to which I am registered. I acknowledge that I am expected to represent the school in a respectful and professional manner, and to follow all school policies and procedures while at the event. I understand that the school Policy 313 indicates that alcoholic beverages are prohibited at all school-sponsored events including this event. I agree to refrain from purchasing or consuming alcoholic beverages while on this school sponsored event. I understand that any issue of misconduct or infraction of any school policy or rule is subject to disciplinary action according to the student handbook, and may also result in the requirement that I repay all funds provided by the school and school organizations for me to attend this event. For my safety, I also agree to follow rules of personal safety, remain in the company of other RHSHS students or faculty, and not permit any individuals into my hotel room who are not associated with the Reading Hospital School of Health Sciences.

I understand that a faculty advisor is available as a facilitator and resource to the students and I agree to abide by the directions/instruction provided by the advisor. In addition, I recognize that the advisor will not be providing direct supervision at all times during the event, and I accept full responsibility for my conduct and behavior at all times.

Signed _____
Student Signature

Date _____

B. Faculty Advisor roles and responsibilities

Prior to the event:

Assist with the planning of the event to assure that appropriate plans for registration, roundtrip travel, and accommodations have been made.

Assist organization in decisions regarding attendees.

Provide list of attendees to financial aid. Students with delinquent accounts may not be able to receive school funds to attend the conference.

Conduct a meeting with all attendees:

- Review Itinerary/dates/etc.
- Review "Meetings and Workshop Attendance" in student handbook.
- Review Policy 313 with all students. The conference is considered a school function. Therefore, students in attendance who receive school or hospital funds to attend the trip, or serve as a representative of the school/delegate are not permitted to consume any alcohol regardless of age.
- Students receiving school funds or going to a conference as a delegate or representative of the school are obligated to abide by all school policies. Students who fail to abide by policies at any time during the event, or during travel to and from the event, will be required to return all funds provided to them from the school/school organization. The amount of funds received from the school, hospital and/or student organization will be charged to the student's account. Additional disciplinary actions may be imposed according to the student handbook and the student will be rendered ineligible to attend future school events.
- All students must sign a Student Representation at Events Agreement
- Make a list of all students planning to attend the conference and cell phone/contact information and emergency contact information (home emergency contact person).
- Provide information on accompanying report to the Program Director

During the event:

- Update list of attendees and contact information. Add hotel room numbers and hotel room extension phone numbers to list. Carry list of students at all times.
- Provide Advisor's contact information (cell phone/room number etc) to all students.
- Advisors will not share rooms with students.
- During the event, the advisor acts in the capacity of a School of Health Sciences official. If a concern arises that cannot be addressed by the organization's President/officers (if present), the Advisor should assist the President/officers of the organization to resolve the issue.
- The Advisor needs to be present and available throughout the entire conference event.
- Advisors are required to remain available to the group at all times and assume 24 hour-a-day responsibility.
- Advisors have the responsibility to enforce policies in the faculty and student handbook. Faculty witnessing or made aware of breaches of conduct are required to confront the situation immediately.
- Advisors should attempt to check attendance periodically. It is recognized that at a large conference, it will be impossible for the advisor to know the exact location of all students at all times.
- Advisors are obligated to abide by school and hospital policy.

- At no time should advisors consume alcohol in the presence of the students nor demonstrate any behavioral evidence of alcohol consumption.
- It is recognized that students will not be under the observation of faculty at all times. Students attending the event are ultimately responsible for their own behavior. Advisors are present to serve as a resource to the students.

Following the event:

After the event, the Advisor will report any concerns, incidents or questions that may have arisen during the event to the Program Director.

School –Sponsored Student Event
Report to Director

This form is to be completed prior to an event to inform Director of arrangements.

Name of Event:		
Date(s) of event		
Date of departure		
Date of Return		
Travel Arrangements to the event (Car, bus-line, airline used /flight numbers/etc.)		
Travel Arrangements home from the event (Car, bus-line, airline used /flight numbers/etc.)		
Hotel accommodations address and telephone number		
Advisor(s) in attendance and contact information (Cell phones etc)	**Advisor Name**	**Cell Phone Number**
Students in attendance (Attach a separate sheet if necessary)	**Student Name**	**Cell Phone Number**