

THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES

POLICY NO. 334

SUBJECT: Conduct

Responsibility of: TRSHS Program Directors

Originated: June, 2012

Revised:

Reviewed: June, 2012

Purpose

To set forth policy on conduct for all students enrolled in The Reading Hospital School of Health Sciences (TRSHS).

Procedure

TRSHS is committed to the advancement of excellence, professionalism, learning and compassionate service. Enrolled students are expected to conduct themselves appropriately while on School premises, when representing the School within the community, and while engaged in any off-campus or off-hours activities inclusive of social networking websites.

TRSHS takes an affirmative approach to student relations, which are aimed at allowing students to know what is expected to ensure that appropriate behavior and conduct occur. Students are expected to actively promote an atmosphere which supports mutual respect and civility, concern for others, academic integrity, self-restraint and accountability. By choosing to enroll in TRSHS, students accept the obligation to live by these standards in all facets of their academic and personal lives.

Enrolled students must commit themselves to the following ideologies:

- Respect for the community at large and avoidance of violence, theft and exploitation of others
- Respect for the educational environment and avoidance of disruptive and deceitful behavior toward others
- The pursuit of scholarship with personal integrity and academic honesty
- Support of a culture of diversity by respecting the rights of those who differ
- Contribution to the development of a caring community where compassion for others is as valued as freedom of thought and expression
- Support of The Reading Hospital and Medical Center Culture of Excellence Standards:
 - Attitude
 - Compassion
 - Courtesy
 - Safety
 - Communication
- Acceptance of personal accountability for one's own behavior
- Adherence to the expected Codes of Conduct as adopted by professional and student organizations

Students must observe expected standards of conduct. While it is neither possible nor desirable to identify every possible infraction, examples of misconduct would include any form of dishonesty, disruption of the educational environment, illegal behavior, failure to comply with any School, clinical site, or organizational policy or practice, off-campus behavior reflecting adversely on the School or its reputation, or any other form of conduct that does not serve the best interest of the School, its affiliates, or our patients.

Failure to comply with conduct expectations will result in disciplinary action. Disciplinary action may include but is not limited to verbal warning, suspension or any discipline up to and including dismissal from TRSHS. The School may choose to withdraw a student from clinical activities or courses if any alleged behavior presents a potential concern for patient welfare. The School addresses each occurrence on an individual basis and reserves the right to impose the disciplinary action it deems appropriate.

Sample Behaviors

The following list of acceptable and unacceptable behaviors should be viewed as a guideline. This list of examples **is not** all inclusive of acceptable and unacceptable behaviors.

ACCEPTABLE	UNACCEPTABLE
Knowledge of and adherence to established policies and procedures.	Disregard for established policies and procedures.
Demonstrating respect for others and conducting one's self in a professional manner.	Arguing with or otherwise communicating disrespect toward peers, faculty, patients, visitors and others. Misrepresentation, falsification, omission of information, dishonesty or lying.
Constructively stating suggestions, ideas and opinions.	Insubordination or disrespectful behavior.
Treating others with dignity and respect.	Harassment. Discrimination of any form.
Speaking to and acting toward others as appropriate to the Culture of Excellence.	Using foul or abusive language or conduct toward others.
Maintaining confidentiality and protecting the rights of others.	Unauthorized access to patient records for reasons other than provision of care. Discussing diagnoses/treatment with others not involved in the case.
Attentive and active participation in the educational process.	Inattentiveness, sleeping, texting or otherwise engaging in behavior deemed disruptive to the educational process during class or clinical experiences.
Maintaining HIPAA regulations.	Sharing PHI or otherwise violating HIPAA.
Adherence to guidelines of academic integrity.	Engaging in plagiarism, cheating, or other methods academic dishonesty.
Respecting the property of others.	Theft. Abuse, misuse, or deliberate destruction of property or equipment
Prompt arrival to all educational assignments.	Excessive tardiness or absenteeism.
Compliance with attendance expectations, including notification of absence or tardiness.	Absence without justification or proper notice.
Arriving fully prepared to contribute to educational assignments.	Failure to prepare for class or clinical experience; refusal/ failure to perform a class or clinical assignment.
Arrival to assignment fit for educational experience.	Impairment by alcohol, drugs or illness.
Compliance with parking assignments.	Non-compliance with parking assignments.
Not smoking on School premises or in surrounding neighborhoods.	Smoking on School premises.