

## **Appendix 2: Guidelines for professional behaviour/suitability for Pre-Qualifying Students**

These guidelines are intended to help you, as a student, understand and learn about professional behaviour. They also will provide guidance for staff in supporting students' development of professional behaviour/suitability and address issues which warrant attention before initiating University Regulations or the Faculty's Standards of Conduct – Fitness to Practise.

**There are two main sets of regulations which relate to behaviour and conduct whilst you are a student. The University Regulations which apply to all students and those laid down by the professional and or regulatory body to which you will apply for registration on completion of your programme (see below). The professional and regulatory regulations are integrated into the Standards of Conduct: Fitness to Practise document.**

There are three main areas which the two sets of regulations relate to and this paper and the flow charts in this paper illustrate the processes which will be followed if it is suspected that the regulations have been breached.

The three areas are:

- Academic misconduct - which will mostly be dealt with through the University regulations and will be referred to an Academic Conduct Officer within Faculty of Health and Life Sciences, (see <https://www.brookes.ac.uk/students/your-studies/student-disputes/student-conduct/academic-misconduct/>) (accessed 12/06/18)
- Unprofessional behaviour within University or practice based settings or social networking sites
- Unprofessional behaviour -health related issues

All health and social care professionals shall meet strict rules for character, conduct and health in order to safeguard the health and social well-being of those who use or need their services. You need to commit to these same standards and adhere to the University Regulations and professional body requirements.

Nursing & Midwifery Council (NMC) Code of Professional Conduct, standards for conduct, performance and ethics  
<https://www.nmc.org.uk/standards/code/> (accessed 12/06/18)

The Chartered Society of Physiotherapy (CSP) – rules of conduct  
<http://www.csp.org.uk/publications/rules-professional-conduct-2nd-edition> (accessed 12/06/18)

College of Occupational Therapists (C.O.T.)code of ethics and professional conduct for Occupational Therapist  
<http://www.cot.co.uk/publication/baotcot/code-ethics-and-professional-conduct> (accessed 12/06/18)

Health and Care Professions Council (HCPC) – standards of conduct, performance and ethics  
<http://www.hcpc-uk.org/publications/standards/index.asp?id=38> (accessed 12/06/18)

In order to practice as a health or social or care professional, statutory professional regulatory bodies and professional associations may require a statement of good character, conduct and health. This process is intended to protect the public from unprofessional and unethical behavior, by seeking to ensure that standards are adhered to by prospective health and social care

professionals and maintained by those in practice.

You are expected to:

- respect everybody including: patients, peers, all staff and other practice and university colleagues
- behave in a professional and ethical manner
- behave with integrity
- maintain proper and effective communications with everyone
- respect patient/client confidentiality
- behave in an appropriate and non-disruptive way
- disclose to the university any information which may affect your good character, health and performance - see flowchart 4
- communicate effectively and take responsibility for any planned or unplanned absence
- uphold the reputation of the profession and university
- comply with social media guidelines including the university guidelines: [http://www.brookes.ac.uk/services/hr/handbook/terms\\_conditions/social\\_media\\_guidelines.html](http://www.brookes.ac.uk/services/hr/handbook/terms_conditions/social_media_guidelines.html) (Accessed on 12/06/18) or professional body guidance such as <https://www.nmc.org.uk/standards/guidance/social-media-guidance/> (Accessed on 12/06/18)

### Examples of student unprofessional behaviour:



**PROCESS FOR ADDRESSING ISSUES RELATING TO UNPROFESSIONAL BEHAVIOUR/ SUITABILITY**

**Overview**

Concerns regarding unprofessional behaviour/ unsuitability will be discussed with you and the appropriate staff member. If issues are resolved there may not be any need for further action, however, your Programme Lead /Academic Advisor may need to be informed.

It is important that you respond to feedback and ensure that any unprofessional behaviour does not reoccur.

Once your Programme Lead has been notified of concerns about your professional behaviour/suitability they will apply the following process:

- If the concern is of an academic nature, refer to Academic misconduct <https://www.brookes.ac.uk/students/your-studies/student-disputes/student-conduct/academic-misconduct/> ) (Accessed on 12/06/18)
- If University Regulations have been contravened –refer to Flowchart 1
- If the concern is a practice issue– refer to Flowchart 1
- If the concern is related to health issues, refer to Management of Health Related Issues (Flow chart 2).

**University and practice based settings (See Flowchart 1)**

**N.B. If at any time the incident or behaviour is health related please refer to Management of Health Related issues flowchart 2.**

Once your Programme Lead has identified that the concerns are related to University or practice based settings, the following process applies:

**N.B.**

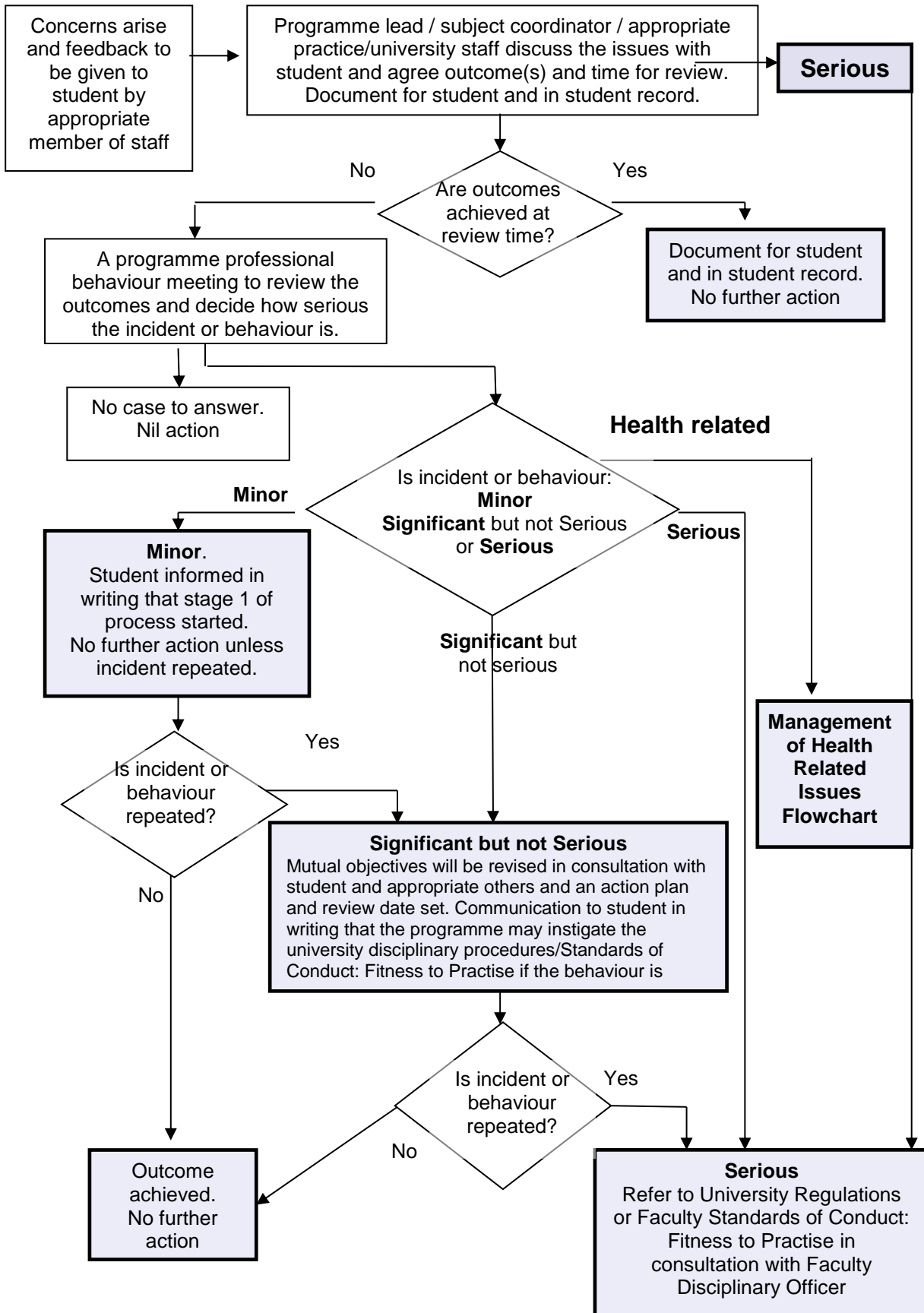
- **Please see examples of unprofessional behaviour above to aid understanding/decisions**
- **If any infringement relates to practise assessment criteria then assessment processes also apply.**

<u>Process</u>	<u>People involved</u>
<p><u>Initial action</u></p> <p><b>Practice settings:</b></p> <p>Your practice assessor<sup>1</sup> will discuss with you the issues and agree actions and time for review.</p> <p>Practice staff may involve the Link Lecturer/Academic Advisor and/or a senior member of practice staff as required.</p> <p>If outcomes are achieved then no further action is required.</p> <p>If outcomes are not achieved at the review time, Link</p>	<p>Practice assessor, Link Lecturer/ Placement Lead and student</p>

<sup>1</sup> Practice assessor is a generic term for the person supporting a student during their practice education experience

<p>Lecturer/Placement Lead will discuss with the practice assessor and determine the nature of the unresolved incident or behaviour and will identify, discuss and document concerns in your practice record.</p> <p><b>University settings</b></p> <p>Academic staff will discuss with you the issues and agree actions and time for review.</p> <p>If outcomes are achieved then no further action is required.</p> <p>You will be informed in writing and a record will be kept in your file held by your Academic Advisor.</p> <p>If agreed outcomes are achieved at review time then no further action will be taken.</p>	<p>Programme Lead, /Subject Coordinator or other appropriate staff</p>
<p>If outcomes are not achieved at review time then a programme professional behaviour meeting will be convened to identify, discuss and document concerns.</p> <p>The meeting will hear from all parties what has occurred, the seriousness of the issue and will consider whether or not action needs to be taken.</p> <p>If there is no case to answer, there will be no further action, and no record will be kept on your file held by your Academic Advisor.</p> <p><u>Minor infringement</u></p> <p>If <i>minor</i>, you will be notified in writing identifying the behaviour/act deemed to be unprofessional, identifying the nature of the incident, the circumstances and any other significant factors. No further action is taken unless the behaviour is repeated. A record will be kept in your file. If the behaviour is repeated refer to 'significant but not serious infringement' guidance below.</p>	<p>Meeting will consist of at least 2 relevant programme team members one of who will be the placement or programme lead (Chair). Practice staff member where appropriate.</p> <p>Student may bring friend/representative</p>
<p><u>Significant but not serious infringement.</u></p> <p><i>If significant but not serious</i>, objectives will be developed/ revised in consultation with you and appropriate others and an action plan and review date will be set. You will be informed in writing that the programme may instigate the university disciplinary procedures/Faculty Standards of Conduct. A record will be kept in your file held by your Academic Advisor.</p> <p>If the behaviour continues to be repeated. If the behaviour is repeated refer to 'serious infringement' guidance below.</p>	<p>Programme Lead/ Seek advice from relevant leads (e.g. Head of Practice Education, Academic Conduct Officer)</p>
<p><u>Serious infringement</u></p> <p>If <i>serious</i>, refer to the Faculty Standards of Conduct: Fitness to Practise</p> <p>You will be notified in writing explaining the serious nature of the offence. You will also be advised that the nature of your infringement may be noted in any future reference.</p>	<p>Programme Lead/ Head of Practice Education Link Lecturer/Placement Lead</p>

**Flow Chart 1 – Learning Professional Behaviour/ Suitability (in university and practice settings)**



## **Guidelines for the Management of Health Related Issues (See Flowchart 2)**

As a student health or social care professional, you, like all health or social care professionals, have a duty to adhere to the relevant Professional Statutory Regulatory Body requirements for statement of good character, conduct or health. You are required to notify us if you believe that your judgment or your performance could be affected by a condition, or illness, or by its treatment.

The management of ongoing health problems affecting performance is a partnership between occupational health, practice experience/placement providers, the Faculty of Health & Life Sciences, and the individual student.

If you do have a temporary or ongoing health problem which impacts on performance, the following procedures are there to ensure that you are enabled to meet the demands of the professional practice education. It is important to see these within a philosophical context of supporting your learning – they are not designed to exclude you from learning or placement. If tensions should arise between your needs and the prevention of risk to self or others, this will be managed with sensitivity and on an individual basis.

### *Declaration of Health during your progression through the programme*

Annually, an ongoing health declaration needs to be in place. Prior to each issue of the Fitness to Practise /identity badge, you are required to complete a self-declaration through PEMS. This confirms that-

There have been no changes to your psychological or physical health since your health clearance was completed prior to entry to the course which could impact on your performance or your safety or that of others.

- Self-declaration is dependent on honesty and insight on your behalf and disclosure, whilst not a legal obligation, is certainly a moral and ethical obligation. The focus of the declaration, and the subsequent process with occupational health, is entirely on the impact of the condition on performance as opposed to the condition itself.
- Confidentiality is maintained throughout in relation to any identified condition.
- If health problems impact or have potential to impact on your performance or any risk issues have been identified, you are strongly advised to disclose these issues to the Placement Lead for your programme (this information will be held on a need to know basis).
- The Faculty of Health & Life Sciences reserve the right to disclose on your behalf should it be deemed necessary where failing to disclose compromises the safety of you or others.
- Completion of clearance by occupational health is required for the Fitness to Practise badge being issued by the PEU, through PEMS.
- No student will be able to commence practice experience learning /placement without this Fitness to Practise badge and the Faculty reserves the right to withdraw this at any time.

When risk assessment has identified serious and likely risk of harm to yourself or others the question of whether you should be withdrawn from placement/practice experience or not is given serious consideration.

**Flow Chart 2- Management of Health Related Issues**

