



Code of Conduct

Guidance for all Students: Expected Attitudes and Behaviour towards patients and the public

Welcome to your course. As a student in the School of Health Sciences, you will be studying for both a university award and a professional qualification and this means that you must comply with both university and regulatory body guidelines regarding conduct (this will be Nursing and Midwifery Council (NMC); Health and Care Professions Council HCPC; or British Association of Sport Rehabilitators and Trainers (BASRaT) depending on your course of study).

Adherence to expectations for appropriate professional conduct is particularly important for self-regulation of professions in protecting the public and society and is therefore taken extremely seriously. Nursing, Midwifery, Physiotherapy and Sport Rehabilitation, as self-regulating professions, require individuals seeking registration to meet certain requirements in relation to good health and good character, demonstrating through conduct a 'moral strength' which enables them to distinguish between what is right and wrong (DH 2006). Importantly for you, the school uses this evidence, to declare that you are fit to practice at the point of registration.

The School of Health Sciences selects students whom it believes will demonstrate appropriate attitudes and behaviour from the very start of their professional course. The school's curricula also have specific objectives for professional attitudes and behaviour, together with opportunities to facilitate achievement. **Students who fail to meet these standards will be offered advice and guidance, but it is important to note that if you persistently display an inappropriate professional attitude or unprofessional behaviour you will not be allowed to continue on your course.** In order to protect present or future patients, clients or service users and to comply with the requirements of professional/regulatory bodies, the Faculty of Medicine and Health Sciences has established [a procedure for dealing with student-related fitness to practice issues](#).

To ensure that you meet required expectations, you should read the requirements laid down for the profession you are planning to join.

For Nursing and Midwifery students these include guidance for Nursing and Midwifery Practitioners in the NMC Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives, the Good Character and Good Health Guidance and, where appropriate, Midwives Rules and Standards (see [NMC](#)).

Students on Physiotherapy courses should read the documents related to Standards and Codes of Conduct from the Health and Care Professions Council (HCPC) and the Chartered Society of Physiotherapy (CSP) at [HCPC](#) and [CSP](#)

Students on the Sport Rehabilitation course should read the information produced by the British Association of Sports Rehabilitators and Trainers ([BASRaT](#))

Conduct that is seen to contravene the Code or the Guidance both, inside and outside of the University environment may give rise to concerns regarding your fitness to practise and ultimately have implications for your registration.

Where the Code refers to Patients this is inclusive of patients/clients, service users, carers, family members, significant others and members of the Public whom students come into contact with as part of their course of education.

Student Responsibilities

a. General attitude and behaviour

You are expected to:

- a) Ensure your views about a person's lifestyle, culture, beliefs, race, colour, gender, sexuality, age or social status do not prejudice your interaction with patients, staff or colleagues.
- b) Inform the School if you have any disability or condition that might affect your studies or pose a risk to patients or colleagues and participate in risk assessments considered necessary to ensure appropriate support is available and reduce risks to yourself and others, including at any point during your course if there is a change in status.
- c) Maintain appropriate standards of dress, appearance, personal hygiene and conduct so as not to cause offence to patients, staff or colleagues, impair your performance or jeopardise safety and comply with dress codes as appropriate. General appearance, facial expression and other non-verbal signals are important components of good communication in the wider UK community. Any form of dress which interferes with this, such as covering the face (See Appendix 1) or wearing excessive jewellery should be avoided.
- d) Demonstrate probity i.e. integrity, honesty and trustworthiness in personal, academic and practice settings. This includes both verbal interaction (such as interpersonal relationships) and written activities (including practice documentation and academic assignments).

b. Attitudes and behaviour towards patients

You are expected to:

Demonstrate respect for patients, carers, family and significant others that encompasses, without prejudice, diversity of background and opportunity, language, culture and way of life. This includes treating patients professionally, politely and considerately, respecting patients' privacy and dignity and respecting their right to refuse to take part in teaching.

- a) To develop appropriate professional relationships with patients, maintaining clear boundaries at all times.
- b) Always make clear to patients that you are a student and not a qualified practitioner, and not give professional advice or recommend treatment unless under the guidance of your mentor/practice supervisor.
- c) Make sure the patient has agreed to your presence and involvement.
- d) Discontinue interaction if the patient indicates a wish to stop.
- e) Treat information about patients as confidential and not divulge it to anyone not involved in the patient's care. This principle of confidentiality includes not discussing patients with other students or professionals outside the clinical or educational setting.
- f) Not abuse a patient's trust.
- g) Seek and follow advice from your named mentor/Personal Tutor about modifying clinical contact with patients if you have any condition that can be passed on to patients, or if your judgement or performance could be significantly affected by your condition or illness or its treatment.

- h) Act quickly to protect patients from risk if you have good reason to believe that you or a colleague may not be fit to practice, by reporting any concerns to a senior member of staff.
- i) Recognise the limits of your professional competence and role boundaries.

c. Attitudes and behaviour towards staff

You are expected to:

- a) Demonstrate respect for academic, clinical and support staff, and treat them with consideration whether in a taught class, administrative offices, the Library, Skills Lab, IT facilities, clinical or social settings.
- b) Attend all classes and clinical skills sessions promptly and in appropriate dress; not leave early (except by arrangement with the staff concerned); observe safety rules and not behave disruptively.
- c) Notify the relevant teacher, in advance if possible, of teaching sessions you are unable, for good reason, to attend.
- d) Report absence from the course to Student Services and to clinical settings, in accordance with the guidance in your student/programme handbook. Your student/academic plan handbook will be available to you from the first day of your course and will be located on Moodle. Information on the regulations governing attendance and engagement can be found in the [University Quality Manual](#).
- e) Follow rules and instructions about examinations, in particular by arriving promptly, bringing only permitted materials, and being silent on entering the exam room.
- f) Submit coursework, assignments, practice assessment records and other documentation as required by the agreed deadlines.
- g) Maintain communication with staff by:
 - I. attending scheduled appointments with Personal Tutors and initiating additional contact where necessary;
 - II. responding promptly to requests for information and completing all appropriate forms, including those used to record extenuating circumstances which may affect performance or caused absence from examinations;
 - III. regularly reading your university e-mail and checking teaching noticeboards;
 - IV. participating responsibly in student feedback processes.
- h) Actively engage in remedial work after poor academic or clinical performance/attendance.

d. Attitudes and behaviour towards students

You are expected to:

- a) Demonstrate respect for other students that encompasses, without prejudice, diversity of background and opportunity, language, culture and way of life.
- b) Take responsibility for supporting other students in academic, practical and clinical work.

- c) Be prepared to inform an appropriate member of staff if you observe behaviour in colleagues which is at variance with the standards outlined in this document.

General Student Responsibilities

In addition to the responsibilities specific to your role as a student, the University has guidelines about student responsibilities which you are also expected to observe.

You are expected to:

- a) Take significant responsibility for your own learning, personal development and well-being, including:
 - I. making yourself familiar with all dates relevant to the course and being available when required for, teaching and assessment
 - II. attending practice as required, complying with NHS Trust, School and any other relevant provider policies and guidance in relation to working hours and shift patterns
 - III. raising any problems affecting your studies as early as possible and at any stage during your programme with your Personal Tutor, Academic Plan Lead, Course Director or other appropriate member of staff.
 - IV. completing achievement of practice documentation and coursework on time
 - V. avoid all forms of cheating and plagiarism, academic honesty is considered an aspect of fitness to practise
- b) Read and comply with the University's Regulations and Codes of Practice relating to students including safety guidelines and instructions
 - I. Take advantage of the support services provided for you if you need them
 - II. Satisfy all financial obligations to the University in a timely fashion
 - III. Keep the school informed of any changes to your contact details. Some amendments you will be able to do yourself through My Nottingham e.g. change of address or contact number. Changes to name will require documentary evidence, to be presented in person to your local Student Services Centre
 - IV. Assist in the continued development of the University by letting us know where improvements can be made and by participating in our decision-making processes as appropriate
 - V. Acknowledge that you have responsibilities to members of the student and non-student communities in which you are resident
 - VI. Respect the rights and property of all staff, fellow students, visitors and those living in the area whose day to day lives do not necessarily coincide with that of student life
 - VII. Recognise that your conduct and behaviour both on the course and in your personal life reflects on you and the University and undertake to act with consideration and respect for the welfare and interests of your fellow students and members of the wider community
 - VIII. Recognise that your conduct and behaviour both on the course and in your personal life can have an effect on your professional standing and therefore your fitness to practise

and ultimately registration with the NMC, HCPC or BASRaT (see Fitness to Practise Policy <http://www.nottingham.ac.uk/academicservices/qualitymanual/studyregulations>) Areas and examples of misconduct are given in Appendix 2.

Guidance for Students: expected attitudes and behaviour

You are expected to:

- a) Nursing and Midwifery students: Comply with the Nursing and Midwifery Councils statutory requirements to achieve competence in practice. Part of this is the NMC [NMC Circular 33/2007] maintenance of an ongoing record of achievement; The School of Health Sciences has formulated this as the Ongoing Achievement Record that will be viewed by placement mentors/practice supervisors and academic staff. The record may contain 'personal data' and 'sensitive personal data' [Sections 1 and 2 Data Protection Act 1988. In relation to this the NMC has taken legal advice and it is confirmed that the NMC 'is perfectly competent to require the student nurse to consent to the process of confidential data about him or her in the process of assessing his/her fitness to be a nurse'. You are therefore required to consent to this sharing of confidential data, should you not consent then this would be incompatible with ensuring fitness to practice and therefore you would be unable to meet programme requirements.
- b) Physiotherapy students: Comply with the [Codes of Conduct and Guidance for Conduct of the HCPC](#)
- c) Sport Rehabilitation students: Comply with the Fitness to Practise guidelines and Code of Ethics provided by [BASRaT](#)

References

Department of Health (2006) The regulation of the non-medical healthcare professions: a review by the Department of Health. London, Stationery Office

It is essential that you read the following documents available on your course website

- a. [Your Course Handbook available on Moodle](#)
- b. [Academic Misconduct: Quality Manual](#)
- c. [Plagiarism: School of Health Sciences Guidelines](#)
- d. Code of Conduct for students in the classroom/lecture theatre
- e. [Guidelines for Extenuating Circumstances](#)
- f. [University of Nottingham Quality Manual](#)

Appendix 1: The University of Nottingham Policy Statement on Face Covering

The University of Nottingham welcomes the diversity of appearance that people from different religious and belief backgrounds can bring. However, there may be health and safety or professional considerations that would restrict certain modes of dress in particular contexts for example when working on placement.

In such cases, it will be necessary for the University to consult with staff/students and placement providers who may be affected by a restriction.

For further information please see [the Protocol for addressing any restrictions on wearing the Niqab \(or other face covering\) for students on courses which have professional placements.](#)

Appendix 2: Areas and examples of misconduct which may be considered Fitness to Practice issue

Areas of misconduct	Examples of misconduct
Criminal conviction / caution	<ul style="list-style-type: none"> a. Theft b. Financial fraud c. Possession of illegal substances d. Violent behaviour e. Child/vulnerable adult abuse f. Cumulative driving offences
Substance misuse	<ul style="list-style-type: none"> a. Drunk driving b. Substance use (drugs or alcohol) which impacts on behaviour in the School and/ or practice setting c. Drug possession, use and/or dealing
Violent behaviour	<ul style="list-style-type: none"> a. Bullying b. Harassment c. Verbal abuse d. Physical violence
Persistent inappropriate attitude/behaviour	<ul style="list-style-type: none"> a. Lack of commitment b. Lack of appropriate dress, uniform or presentation c. Non-attendance d. Poor/lack of appropriate communication e. Rudeness to patients, colleagues, fellow students and others
Cheating/plagiarism	<ul style="list-style-type: none"> a. Cheating in examinations b. Passing off other's work as your own
Dishonesty/fraud	<ul style="list-style-type: none"> a. Falsifying practice documentation b. Financial fraud
Unprofessional behaviours/attitudes	<ul style="list-style-type: none"> a. Breach of confidentiality b. Misleading patients about their care c. Harassment d. Failure to maintain appropriate professional boundaries e.g. forming inappropriate relationships with patients e. Discrimination

(Adapted from the General Medical Council's CHMS/GMC Guidance on Student Fitness to Practise ESC07-21d)

Appendix 3 - Nursing Clinical Learning

More detailed information on the requirements of nursing students in clinical skills sessions can be found in the University of Nottingham Placement Orientation Pack 22-23, which can be found on your Academic Plan Moodle site.

Agreement to Code of Conduct

Having read the School of Health Sciences Code of Conduct, you will be asked to confirm on Moodle that you have read and understood your responsibilities listed in this document and agree to comply with the requirements identified. If you have any concerns, questions or have difficulty complying with the principles underpinning this document, please discuss these with your Personal Tutor in the first instance.