

## ACADEMIC DISHONESTY POLICY

Dishonesty is a serious violation of the student's performance code and will not be tolerated. Academic dishonesty includes:

A. Cheating

Cheating includes the following:

1. Copying from another student's papers or test paper.
2. Using materials during a test not authorized by the person giving the test.
3. Collaborating with any other person during assignments or a test without authorization.
4. Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or part the contents of an un-administered test.
5. Bribing any other person to obtain tests or information about tests.
6. Substituting for another student or permitting any other person to substitute for oneself to take a test or complete an assignment.
7. Falsification of any clinical document or test result.

B. Plagiarism

Plagiarism means the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

C. Collusion

Collusion means the unauthorized collaboration with any other person in preparing work offered for credit.

**Any student in violation of academic honesty policy will be subject to the program's corrective action policy.**

## STUDENT CORRECTIVE ACTION POLICY

Avera Education & Staffing Solutions will adhere to all corrective actions.

The reasons for corrective action include, but are not limited to:

1. The student being involved in an unprofessional or unethical behavior, endangering the safety of a patient/resident.
2. Dishonesty, academic cheating, theft of facility property, release of confidential patient/resident information or falsification of clinical records.
3. Violating any program policies.
4. Failure to meet minimum academic and clinical requirements.
5. Disruptive and disrespectful behavior or insubordination. Examples of these types of behavior may include, but are not limited to the following: walking away, talking back, refusing to identify self properly, rude behavior, challenging authority, failure to comply with direction or instruction of a faculty member, refusal to work in class, distracting others in class, and refusal to engage and participate in the clinical environment.

The purpose of corrective action is to help the student in their performance. The normal stages of corrective action are as follows:

1. **First Offense:** The student will receive **verbal warning** that the type of behavior displayed will not be tolerated.
2. **Second Offense:** The student will receive **written warning** and notice that the next occurrence during the length of the program will result in further corrective action.
3. **Third Offense:** The student will be required to meet with the AESS Program Director for further corrective action as deemed necessary up to and including suspension or dismissal from the program.
4. **Fourth Offense: Dismissal** from the program.

**Certain offenses, depending on the nature and severity of the offense, may warrant initial action at any level of the stages of discipline.**

The program reserves the authority to immediately dismiss or suspend a student for serious infractions such as theft, abusive behavior, immoral or disruptive behavior, destruction of facility property, falsification of records, or reporting for clinical assignments under the influence of any chemical or in any compromised physical condition.

All records concerning corrective action will be kept in the student's file.

## FAIR TREATMENT POLICY

Avera Education & Staffing Solutions' Fair Treatment policy has been established for situations of major concern. It is intended to protect the student and to allow them a formal method of appealing in matters of importance that they have not been able to resolve satisfactorily through their own efforts. Every effort will be made to resolve informal complaints within 48 working hours.

The steps in this procedure are:

1. The student should personally discuss the grievance with the AESS Nurse Educator or faculty member. **If the complaint is concerning the AESS Nurse Educator or faculty member, the complaint is to be presented within three days to the AESS Director in writing.**
2. If the grievance is not resolved, then it is to be presented within three days to the AESS Director in writing. The complaint must include details and facts. The AESS Director will have three days in which to reply. **If the complaint is concerning the AESS Director, the complaint is to be presented within three days to the Avera Sacred Heart Hospital Vice President of Human Resources in writing.**
3. If the reply does not resolve the grievance, then the written complaint it is to be forwarded within three days to the Avera Sacred Heart Hospital Vice President of Human Resources. The ASHH Vice President of Human Resources or her/his representative will investigate the complaint and the ASHH Vice President of Human Resources will render a final decision in writing within ten days from the receipt of the complaint.

**\* Reprimand or harassment by anyone as a result of initiating a fair treatment complaint will not be tolerated. It is expected that all persons involved in the process will handle themselves with diplomacy and dignity and will treat others involved in the process with due respect.**

## STUDENT PERFORMANCE AND CONDUCT POLICY

The student is responsible for abiding by all policies and procedures held by the program, RTEC, and clinical education sites. **If there is a discrepancy between program and department policies, the more stringent or specific code will apply.**

No cell phones, texting, or other technological devices will be allowed in the classroom or clinical areas. Tattoos must be covered and piercings removed.

The student is to be punctual, attentive, and cooperative in providing patient/resident care in the classroom and clinical areas. Students are not to leave at the end of their classroom or clinical assignment without being dismissed by the supervising nurse/faculty. When being dismissed the student is to inform the nurse/faculty of the status of activities in their assigned area.

The student is to demonstrate empathy in working with patients/residents. Discussions of a patient's/resident's condition or history, critiques, disagreements, and correction of mistakes must all be conducted outside of hearing distance of patients/residents and the public.

While the clinical faculty is willing to help, it is the student's responsibility to achieve the objectives for each classroom and clinical situation. Students must be assertive enough to volunteer to perform procedures and tasks, to ask questions and to ask for help when needed. **There is no excuse for idleness in the clinical setting. When there are no tasks to perform, students can study.**

The student will not be required to perform any procedure unassisted which exceeds their educational experience. Students are not to perform procedures in which they have not completed competency requirements without the supervising nurse/faculty.

Students are expected to maintain professional, ethical performance while in the program. This includes consideration of human dignity, discretion and judgment, protection of the patient's/resident's right to privacy, reporting unethical or illegal conduct, participating in educational activities, and protection of the public from misinformation.