

# SCHOOL OF NURSING HONOR CODES

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## Honor Code Procedures for Violations of the Standards of Professional and Ethical Behavior

### University of Missouri-Kansas City School of Nursing

#### I. Jurisdiction of the School of Nursing

The School of Nursing (SON) shall have jurisdiction over incidents of alleged violations of the University of Missouri-Kansas City School of Nursing's Standards of Professional and Ethical Behavior, Sections IIA and IIB by students accepted into degree programs in the School of Nursing while at the School of Nursing or enrolled in any nursing course or on clinical rotations at affiliated institutions. Alleged violations of the University of Missouri Student Conduct Code as described in Section III will be referred to the Office of the Vice Chancellor for Student Affairs. The Standards of Professional and Ethical Behavior identify areas of conduct which are judged unacceptable for individuals who are either in or aspire to be in the profession of nursing. The Standards of Professional and Ethical Behavior and these Procedures will be distributed to all newly enrolled students during orientation. When a nursing student has been charged with one or more acts of misconduct according to these standards, the Honor Council shall adhere to the following procedures detailed herein.

The Honor Council shall have the authority to recommend sanctions upon any accused appearing before the Council. The disciplinary proceedings described are not to be construed as judicial trials. Care shall be taken, however, to comply as fully as possible with the spirit and intent of these procedural safeguards.

#### II. Sanctions

The following sanctions may be imposed upon any nursing student found to have violated Sections IIA and IIB of the University of Missouri – Kansas City School of Nursing Standards of Professional and Ethical Behavior:

- Warning – A notice in writing that the student is violating or has violated the Standards of Professional and Ethical Behavior.
- Probation – A written reprimand for violation of specific provisions of the Standards of Professional and Ethical Behavior that includes a designated period of time and the probability of more severe sanctions if the student violates any institutional regulations(s) during the probationary period.
- Loss of Privileges - Denial of specified privileges in the School of Nursing for a designated period of time. Discretionary Sanctions. Work assignments in the School of Nursing, service to the School of Nursing, or other related discretionary assignments in the School of Nursing.
- Suspension from the School of Nursing – An involuntary separation from the School of Nursing for a specified period of time after which the student is eligible to return. Conditions for readmission may be specified.
- Dismissal from the School of Nursing – An involuntary separation from the School of Nursing for an indefinite period of time. It does not imply or state a minimum separation time.
- Expulsion from the School of Nursing – Permanent separation from the School of Nursing.

#### III. Organization of the Honor Council

##### A. Composition

The Honor Council members shall consist of the Chair; three voting faculty members, one representing each program, BSN, MSN, PhD (3 votes); five student members, 4 from the BSN program and one from the MSN or PhD program. Five members or their alternates (2 faculty, excluding the chair, and three students) constitute a quorum. An assigned staff member will assist the Chair in generation of reports and will be present at the hearings to take minutes.

##### B. Eligibility and Appointment

Faculty members Voting members of the faculty who have no more than a 50% administrative appointment are eligible to serve as chair or members of the honor council. Voting members of the School of Nursing Faculty Forum shall elect the chair of the Honor Council and the undergraduate and graduate faculty representatives. Alternates for each position will also be elected.

Student members In order to be eligible for election to the Honor council, students must be in good standing within the School. A student who is placed on academic or disciplinary probation is ineligible for service on the Honor council. In addition, a student may be determined ineligible for service if his or her membership on the Council is assessed by the Chair not to be in the best interest of the School.

Each BSN class shall elect their student representative and their alternates. The graduate representative and alternate shall be elected from among students in all SON graduate programs.

##### C. Time of Appointment and Term of Office

All members shall serve a one-year appointment, with the exception of the chair who will serve 2 years. Members may be serve more than one term if they are re-elected in subsequent years. Members will serve until they resign or a new member is voted into their position.

Election of student members shall be held on an annual basis at the beginning of the academic year, no later than September 15.

Election of faculty will occur at the last spring faculty forum meeting of the year for the next academic year during regular School committee elections. Faculty vacancies are filled by special election.

After fall elections, a preliminary meeting of all members (including the chair) will be held within two weeks in order to discuss the role and function of the Honor Council.

#### **D. Hearing Panel of the Honor Council**

All faculty representatives including alternate and the three most senior students not in the accused student's class will serve as a hearing panel for the honor code violation. A chair of the Hearing Panel will be elected by simple majority vote of the members of the panel.

Voting by the hearing panel will take place by secret ballot.

The chair of the hearing panel will not vote except in case of a tie among the rest of the hearing panel in which case, the chair shall vote to break the tie.

Proxy votes will not be allowed.

#### **E. Primary Administrative Liaison (PAL)**

A primary administrative liaison (PAL) will be appointed by the Dean for a minimum of a two year term. The PAL is not eligible to serve as a member of the Honor Council while serving as the PAL. The PAL and the Chair, when possible, should be serve overlapping terms. The PAL will draft the charge and represent the School of Nursing in all cases.

### **IV. Procedures for Report of Violation, Investigation, Informal Disposition, and Notice**

#### **A. Report of Violation**

An alleged violation of the Standards of Professional and Ethical Behavior should be reported to the PAL of the Honor Council or designee as soon as possible after discovery of the incident. The PAL shall inform the chair and Honor Council of the alleged violation within one week if a hearing will be required. The Chair shall notify the Dean of all accusations. If the PAL determines that no violation occurred then the Dean and the Honor Council will be informed via an annual report submitted at the end of each academic year.

#### **B. Preliminary Procedures and Meeting**

The PAL shall determine whether the allegations fall within Sections IIA or IIB, or Section III of the Standards of Professional and Ethical Behavior, and shall refer any allegations of violations of Section II to the UMKC Office of Student Affairs. The PAL shall investigate any reported violation of Sections IIA or IIB before initiating formal conduct procedures.

The PAL will notify the accused, in writing by certified mail, of the allegations brought against him/her prior to the commencement of the preliminary meeting between the PAL and the student. In addition, the student shall receive a copy of these Procedures for Violations of the Standards of Professional and Ethical Behavior along with the written notice. The PAL shall meet with the accused student to give the student the opportunity to present a personal version of the incident or occurrence.

Following the investigation the PAL shall determine the appropriate preliminary outcome: no formal charge of misconduct, informal disposition, or formal disposition involving an honor council meeting. The PAL will notify the Chair and the Dean of the outcome as required in section IV A.

#### **C. Informal Disposition**

The PAL shall have the authority to propose appropriate sanctions to the accused student and within a week the student shall accept or reject a proposed informal disposition.

A failure of the student either to accept or reject the informal disposition within the 10 working days shall be deemed to be an acceptance and, in such event, the proposed disposition shall become final upon expiration of such time.

If the student rejects informal disposition, it must be in writing and the matter shall then be forwarded to the Honor Council for a formal hearing.

#### **D. General Statement of Procedures**

A student charged with a breach of the Standards of Professional and Ethical Behavior is entitled to a written notice of the charge against him or her and a formal hearing unless the matter is disposed of under the rules for informal disposition. Honor Code Procedures are not to be construed as judicial trials and need not wait for legal action before proceeding; however, care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The University of Missouri Office of the General Counsel shall be legal advisor to the Committee and to the PAL.

#### **E. Notice**

The PAL shall initiate formal proceedings by arranging with the chair to call a meeting of the Honor Council and by giving written notice to the accused student by email and by certified mail to the student's last address currently on record with the Office of the Registrar. Failure of the student to have a current correct local address on record shall not be construed to invalidate such notice. The notice shall set forth the date, time and place of the alleged violation and the date, time and place of the hearing before the Honor Council.

#### **F. Conflicts of Interest**

Any member of the Honor Council may recuse him or herself if he or she believes he or she has a conflict of interest. The PAL or the accused student may raise the question of a member's Conflict of Interest at the initial meeting of the Honor Council to hear the charge against the student, and the Chair will determine whether the member should be recused. The member will be replaced by his or her alternate. If both the member and the alternate are recused, the appropriate electing body will chose a second alternate for this case only. [See Section IIB for election procedures.].

#### **G. Temporary Suspension**

The Dean or his/her designee may at any time temporarily suspend or deny readmission to a student from the School of Nursing pending formal procedures when the Dean or his/her designee finds and believes from available information that the student would seriously disrupt the School of Nursing or constitute a danger to the health, safety or welfare of members of the School of Nursing Community. The appropriate procedure to determine the future status of the student will be initiated within seven calendar days.

## V. Procedure for Honor Council Hearing

### A. Rights of the Honor Council

- Hear together cases involving more than one accused student which arise out of the same transaction or occurrence, but in that event shall make separate findings and determinations for each accused;
- Permit a stipulation of facts by the involved accused and the PAL;
- Permit the incorporation in the record by a reference of any documentation produced and desired in the record by the PAL or the accused student;
- Question witnesses or challenge other evidence introduced by either the PAL or the accused student at any time;
- Hear from the PAL about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee;
- Call additional witnesses or require additional investigation; · Dismiss any action at any time;
- Permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Council before final determination of the case; provided, however, that in such event the Council shall grant to the accused or the PAL such time as the Council may determine reasonable under the circumstances to answer or explain such additional matters; and,
- Dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Council Chair.

### B. Rights of the Accused Student Upon Hearing – An accused student appearing before the Honor Council shall have the right to:

Submit, if he or she should choose to do so, a written response to the charge outlined in the Notice before the scheduled hearing is to commence;

- Review and obtain copies, in advance, of any materials that will be presented by the PAL at the hearing;
- Submit a written request for a list of witnesses to be called by the PAL at the hearing;
- Be present at the hearing;
- Have an advisor or counselor appear with the accused and to consult with such an advisor or counselor before and/or during the hearing; however, the advisor/counselor will not be allowed to question witnesses and/or address members of the Council. The accused student must notify the chair at least 48 hours in advance with the name and relationship of the advisor and the name of any witness that will attend the hearing;
- Hear or examine evidence presented to the Honor Council; · Question the PAL and any witnesses who testify at the hearing;
- Present evidence by witness, affidavit, or documents in any media; · Make any statement to the Honor Council in mitigation or explanation of the conduct in question;
- Be informed in writing of the findings and any decisions imposed by the Honor Council;
- Appeal the decision and/or disposition to the Dean and to the Chancellor, as herein provided.

### C. Conduct of the Hearing

All proceedings of the Honor Council are to be held in confidence by the members. The hearings shall be taped or stenographically recorded. The notice, exhibits, hearing record, verdict, and findings and determination of the Honor Council shall become the record of the Case and shall be filed in the Dean's office at the School of Nursing. The record shall be accessible at the reasonable times and places to both the PAL and the accused student for the purpose of review or appeal.

The Honor Council Chair shall preside at the hearing, call the hearing to order, call the roll of the Honor Council members in attendance, ascertain the presence or absence of the accused student, read the Notice of Hearing and Charge and verify the receipt of Notice of Charge by the accused, report any continuances requested or granted, establish the presence of any advisor or counselor of the accused student, call to the attention of the accused student and the advisor any special or extraordinary procedures to be employed during the hearing, and permit suggestions for or objections to any procedures for the Honor Council to consider. NOTE: Advisors will not be allowed to question the PAL, witnesses, and/or address members of the Council.

All requests to address the Council shall be addressed to the Chair. The Chair will rule on all requests and points of order and may consult with Council's legal advisor prior to any ruling. The Chair's ruling shall be final, and all participants shall abide thereby, unless the Chair shall present the question to the Council at the request of a member of the Council, in which event, the ruling of the Council by majority vote shall be final.

Rules of common courtesy and decency shall be observed at all times.

#### 1. Opening Statements:

- The PAL may make an opening statement outlining the general nature of the case.
- The accused student may make an opening statement to the Council about the charge at this time or at the conclusion of the School of Nursing's presentation.

#### 2. School of Nursing's Evidence:

- Witnesses of the School of Nursing are to be called, identified and questioned by the PAL, and any written reports or evidence introduced by the PAL as appropriate.
- The Council may question witnesses at any time.
- The accused student may question witnesses or examine evidence at the conclusion of the PAL's presentation.

#### 3. Accused Student's Evidence:

- If the accused student has not elected to make an opening statement previously, he or she shall have the opportunity to make a statement to the Honor Council about the charge at this time.
- The accused student may present evidence through questioning witnesses or by written memoranda or other documents.

- The Council may question the accused student or witnesses at any time.
- The PAL may question witness or examine evidence at the conclusion of the accused student's presentation.

4. Rebuttal Evidence:

The Honor Council may permit the PAL or the accused to offer a rebuttal to the other's presentation.

## VI. Determination of the Honor Council

Following the hearing, the Council shall promptly deliberate in closed session out of the presence of the accused, the witnesses, and the PAL. The Honor Council shall determine by a simple majority vote based on the evidence presented in the hearing whether they believe the student violated the Standards of Professional and Ethical Behavior as charged, and if so what sanction, if any, is appropriate. Separate findings shall be made as to the conduct of the student and as to the sanction, if any, to be imposed. The Council shall promptly submit its findings and determination in writing to the accused student and to the PAL.

The findings and determination of the Honor Council shall serve as a decision for the School of Nursing.

## VII. Appeal to the Dean

If the student so desires, he or she may appeal the decision of the Council to the Dean within 10 business days of the Honor Council decision. A copy of the Notice of Appeal shall be given by the student to the PAL. The student may file a written memorandum for consideration by the Dean with the Notice of Appeal, and the Dean may request a reply from the PAL. The Dean shall review the record of the case and the appeal documents, and may affirm, reverse, or remand the case for further proceedings before the Honor Council.

The Dean shall notify the accused of his or her decision in writing, by certified mail. Copies of the letter will be sent to the Honor Council Chair, the PAL, and will be included with the official hearing file.

## VIII. Appeal to the Chancellor

The accused student may appeal from the Dean's decision to the Chancellor or designated representative by filing written notice of appeal with the Chancellor within ten (10) business days after notification of the decision of the Dean. A copy of the Notice of Appeal will also be given by the accused to the Dean of the School of Nursing and to the PAL at the time of filing. The accused student may file a written memorandum for consideration by the Chancellor with the Notice of Appeal.

The Chancellor or designated representative shall review the record of the case and the appeal documents and may affirm, reverse, or remand the case for further proceedings and shall notify the Dean and the accused student in writing of the decision on the appeal. The action of the Chancellor shall be final unless it be to remand the matter for further proceedings.

## IX. Status during the Appeal

In cases of suspension, dismissal or expulsion where a Notice of Appeal is filed within the required time, the accused student may petition the Chancellor in writing for permission to attend classes pending final determination of appeal. The Chancellor may permit the accused student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not disrupt the University or constitute a danger to the health, safety or welfare of the University Community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Honor Council.

## X. Status of the Standards of Professional and Ethical Behavior

Amendments to the Standards of Professional and Ethical Behavior and/or Honor Council Procedures for Violations may be proposed by petition of any twenty-five members of the student body, or the Honor Council on its own motion, or the faculty.

A proposed amendment in the Standards of Professional and Ethical Behavior and/or Honor Council Procedures for Violations must be approved by a 2/3 majority vote of the Honor Council members present (all members have the right to vote on amendments = 9 votes), by a 2/3 majority vote of the faculty present, by the Chancellor, and by the Board of Curators.

The Standards of Professional and Ethical Behavior and/or Honor Council Procedures for Violations may be terminated at any time by action under the general amending procedure.

# Standards of Professional and Ethical Behaviour

## University of Missouri – Kansas City School of Nursing

### I. Preamble

One of the goals of a school of nursing is to educate student nurses during the transition to a professional life. The University of Missouri – Kansas City School of Nursing (UMKC-SON) has an obligation to society<sup>1</sup> to evaluate students pursuing the B.S.N., M.S.N., and Ph.D. degrees, as thoroughly as possible. This responsibility includes their cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability to practice nursing in their desired professional role. Accordingly, the Standards of Professional and Ethical Behavior detailed in this document have been developed to guide students who are enrolled at all levels with the UMKC-SON, including undergraduate and graduate students, and are designed to assure accountability for the professional and ethical standards of the nursing profession.

## II. Integrity

### A. Personal and Professional Integrity

#### 1. Honesty

A student nurse shall deal honestly with people including, but not limited to, colleagues, instructors, representatives of the University, patients, attending physicians, nursing staff, any representative of our clinical agencies, and other members of the health care team. Student nurses are expected to demonstrate honesty and integrity in all aspects of their interaction with patients and staff – particularly in assuring accuracy and completeness in their actions and documentation. The student nurse shall be willing to admit errors and must not mislead others or promote himself or herself at the patient's expense. The student nurse shall strive to report, by utilizing the Honor Council Procedures for Violations of the Standards of Professional and Ethical Behavior, those student nurses deficient in character or competence, or who engage in fraud, deception, and/or dishonesty.

A basic principal underlying all research is honesty. Scientists and student nurses who participate in research have a responsibility to provide research results of the highest quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Co-authors of research reports must be sufficiently acquainted with the work of their co-workers that they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself.

- Examples of academic dishonesty include, but are not limited to, the following:

##### i. Cheating

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of unauthorized sources in writing papers, preparing reports, solving problems, or carrying out assignments;
- Acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff;
- Use of assignments or papers prepared in one class for another class without disclosing such information to the faculty
- In any way giving assistance to others who are participating in any of the three preceding types of behavior; or
- Falsifying attendance records or other official documents.

##### ii. Plagiarism

- Use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference;
- Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or
- Unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

##### iii. Sabotage

- Unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University.

##### iv. Falsification of Patient's Medical Record or Information

- Examples of dishonesty related to clinical practice include, but are not limited to, the following:
  - Writing progress notes or other documentation regarding the patient's status, including, but not limited to, clinical observations, medication administration or results in the patient's chart when the student nurse has not seen or evaluated the patient, or using incorrect times of data entry.
  - Reporting medical information such as physical examination findings, lab values, test results, medications, or any other relevant patient information to other students, nurses, nursing supervisors, residents, attending physicians, the patient, the patient's family or other relevant health care personnel that has been fabricated by the student nurse.

#### 2. Responsibility

A student nurse must acquire competencies with the appropriate concepts, knowledge and skills that the faculty determine essential. These competencies shall be utilized to care for the sick and to promote the health and welfare of society<sup>2</sup>. A student nurse shall recognize a responsibility to participate in activities contributing to an improved community.

Student nurses in the care of patients must not be harmful, dangerous, or negligent to the mental or physical health of a patient or the public. Negligent means failure to exercise that degree of skill and learning ordinarily used under the same or similar circumstances by other student nurses.

Students must be familiar with and follow the rules and regulations of the School of Nursing, the University, and professional organizations which they are required to follow as nursing students. Copies of such rules and regulations are attached herewith.

### B. Professional Nursing Behavior

#### 1. Nondiscrimination

A nursing student shall provide care to patients without discriminating based on race, color, creed, sex, age, national origin, disability or Vietnam Era Veterans status.

It is against the University regulations to discriminate on the basis of race, color, creed, sex, age, national origin, disability, or Vietnam Era Veterans status. The University has an AIDS policy statement consistent with state law that prohibits discrimination against persons with AIDS or who are HIV positive.

#### 2. Confidentiality

A student nurse shall respect the rights of patients, colleagues, affiliated institutions, and other health professionals, and shall safeguard patient confidences within the constraints of law. The patient's right to confidentiality in regard to his or her medical record, which includes confidentiality of personal and social history, is a fundamental tenet to health care.

The discussion in public of the problems of an identified patient, without the patient's permission, by professional staff (including other students) violates patient confidentiality and is unethical. Under no circumstances can any medical record be removed from any institution. Photocopying of the entire record is never permitted for presentations, rounds, or conferences; if permitted by the health care institution or provider students are permitted to extract information, but not copy 'wholesale' parts of the chart. Names of the patients should be omitted from any documents used for these presentations.

**3. Disclosure**

While the student nurse is a member of the patient care team and under direct or indirect faculty supervision, a student nurse shall continue to study, apply and advance scientific knowledge, make relevant information available to patients, colleagues, and the public, obtain consultation and use the talents of other health professionals when indicated.

Sharing of medical information appropriately with a patient and colleagues involved in the care of the patient is a fundamental ethical requirement.

The patient must be well informed to make health care decisions and work intelligently in partnership with the patient care team. Information that the patient needs for decision-making shall be presented in terms that patient can understand. If, for some reason, the patient is unable to comprehend, there shall be disclosure to the patient's authorized representative.

Failure of a student nurse to share medical information relevant to a patient with a patient and colleagues involved in the care of the patient is unethical. Providing inaccurate information with these individuals is also unacceptable.

**4. Misconduct with Patients**

The student nurse will not engage in nonprofessional behaviors with a patient – even upon the apparent request of a patient – while the student nurse is involved with the patient's care.

**5. Representation**

A student nurse shall accurately represent himself or herself to others including, but not limited to, colleagues, instructors, representatives of the University and their affiliates, partner institutions, patients, nurses, and other members of the health care team.

Examples of misrepresentation include, but are not limited to the following:

- Misrepresentation of the student's position, knowledge, and authority, including use of the title "nurse" by an undergraduate student nurse, or by use of the titles advanced practice nurse (APRN), nurse practitioner (NP), clinical nurse specialist (CNS), nurse midwife (NM), or nurse anesthetist (CRNA) by a graduate student.
- Use of fraud, deception, lies, or bribery in securing any certificate or registration or authority, diploma, permit or license issued, or in obtaining permission to take any examinations.
- Impersonation of any person holding a certificate of registration or authority, permit, license or allowing any person to use his/her certificate of registration or authority, permit license, or diploma from any school.
- Forgery, alteration, or misuse of a patient's medical records or knowingly furnishing false information to the other members of the health care profession and/or professional organizations.

**6. Assessment of Personal Competence (Self-Evaluation)**

Student nurses shall seek consultation and supervision whenever their ability to play their role in the care for a patient is inadequate because of lack of knowledge or experience.

Students are expected to respond to constructive criticism by appropriate modification of behavior.

**7. Professional Demeanor**

The student nurse is a representative of UMKC, and should realize that their behavior may positively and negatively affect the judgments of others about UMKC-SON.

UMKC-SON students are expected to be thoughtful and professional when interacting with faculty, patients and their families, nurses, attending physicians, nursing preceptors, affiliated institutional staff, other students, and other members of the health care team.

Students shall maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by the patient populations served.

Inappropriate behavior includes, but is not limited to, the use of offensive language, gestures, or remarks. Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation is not appropriate.

**8. Impairment**

The student nurse will not use alcohol or drugs in ways that impair his/her ability to perform the work of the profession or results in compromised patient care. It is the responsibility of every student nurse to strive to protect the public from an impaired colleague and to assist that colleague whose capability is impaired because of alcohol or drug use.

**9. Conflict of Interest**

If a conflict of interest arises, the moral principle is clear – the welfare of the patient must be, at all times, paramount. For example, gifts, hospitality, or subsidies offered by manufacturers and distributors of medical and or other equipment/goods shall not be accepted if acceptance would influence the objectivity of clinical judgment.

**10. Criticism of Colleagues**

Professional relations among all members of the medical community shall be marked by civility. Scholarly contributions shall be acknowledged and each person shall recognize and facilitate the contributions of others to this community; slanderous comments and acts are not acceptable. Student nurses shall deal with professional, staff, and peer members of the health team in a considerate manner and with a spirit of cooperation.

It is unethical and harmful for a student nurse to disparage, without sufficient evidence, the professional competence, knowledge, qualifications, or services of a colleague to anyone. It is also unethical to imply without reliable evidence – by word, gesture, or deed – that a patient has been poorly managed or mistreated by a colleague.

#### 11. Teaching

It is incumbent upon those entering this profession to teach what they know of the science, art, and ethics of nursing care. It includes communicating clearly and teaching patients so that they are properly prepared to participate in their own care and in the maintenance of their health.

### III. The University of Missouri Student Conduct Code

In addition to the conduct detailed in the preceding sections, a student nurse is subject to the University of Missouri Student Conduct Code, as administered by the Office of the Vice Chancellor for Student Affairs, except for provisions dealing with academic dishonesty, Section 200.01 0 B. 1.

Conduct for which students are subject to sanctions falls into the following categories:

1. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
2. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
3. Physical abuse or conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
5. Unauthorized possession, duplication, or use of keys to any University facilities or unauthorized entry to or use of University facilities.
6. Violations of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.
7. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance with out proper prescription or required license or as expressly permitted by law or University regulations.
8. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.
9. Failure to comply with direction of University officials acting in the performance of their duties.
10. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
11. Actual or attempted theft or other abuse of computer time, including but not limited to:
  - Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
  - Unauthorized transfer of a file;
  - Unauthorized use of another individual's identification and password;
  - Use of computing facilities to interfere with the work of another student, faculty member, or University official;
  - Knowingly causing a computer virus to become installed in a computer system or file.

Details of the policies, procedures, sanctions, and due process for violations of the University of Missouri Student Conduct Code are found in the University of Missouri – Kansas City General Catalogue and the student handbook.

<sup>1</sup> ANA (2003). Nursing's Social Policy Statement.

<sup>2</sup> ANA(2003). Nursing's Social Policy Statement.