

**College of DuPage Health Science Programs**  
**POLICY FOR PROFESSIONAL CONDUCT AT CLINICAL SITES**

Socialization of students to appropriate professional conduct is a significant component of the Health Science Programs of College of DuPage (the “Programs”). Students in the Programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent College of DuPage (the “College”) in a respectful manner, and observe all the rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients for whom services are being provided.

In accordance with these expectations, when assigned to clinical sites, students in the Programs must adhere to the following Policy for Professional Conduct. This Policy is in addition to the Student Code of Conduct outlined in College catalogs and/or policy. The Policy for Professional Conduct includes, but is not limited to,

1. Providing competent and reliable services to patients/clients using sound judgment and discretion. Students are expected to:
  - a. be on time
  - b. refrain from excessive absenteeism
  - c. remain in assigned work areas, leaving only with permission
  - d. not leave patients unattended
2. Demonstrating respect and courtesy to patients/clients and their families
3. Demonstrating respect and courtesy to instructors, supervisors and all other members of the health care/provider team at the site
4. Cooperating with faculty, staff and peers without insubordination
5. Providing care and/or services on a non-discriminatory basis
6. Performing only procedures and/or services authorized by supervisor(s) in accordance with accepted professional standards
7. Observing the rules and regulations of all clinical facilities including
  - a. Proper use of equipment and other property
  - b. Not removing property of clinical facilities
  - c. Not distributing, possessing illegal drugs or controlled substances,
  - d. Not possessing or being under the influence of alcohol
  - e. Complying with drug testing and criminal background requirements
  - f. Not possessing or using any type of weapon
8. Maintaining the confidentiality of patient/client information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data
9. Maintaining proper dress, appearance, hygiene and decorum in accordance with the standards set by the program, clinical site, and professions
10. Complying with the ethical and professional standards set by the profession and the Programs including (but not limited to):
  - a. Never taking prescription blanks or writing prescriptions
  - b. Never falsifying documents regarding student performance or the care of patients

The penalty for violating the Policy for Professional Conduct will be discipline up to and including suspension or dismissal from the Programs. Due to the sequential design of the curriculum in most Health Science programs, any period of suspension or dismissal may result in a delay in program completion.

If the disciplinary action is suspension or dismissal from one of the Programs, the student may appeal that disciplinary action to the Health Sciences Professional Conduct Review Board within 10 days of the discipline imposed. This appeal must be in writing using the Request for Professional Conduct Review forms available in the Health and Sciences Division office. The form must be submitted to the Associate Dean for Health Sciences.

The student will not be permitted to participate in the Programs during the appeal process. The appeal will result in a hearing before the Health Sciences Professional Conduct Review Board, comprised of faculty from other C.O.D. health science programs, within 30 days of the date the appeal is filed with the Associate Dean. Both the student and faculty involved in the disciplinary action may make an oral presentation to the Board in addition to written comments. There is no further appeal; the decision of the Board is final. If the decision to dismiss or suspend a student from a Program is upheld, no refund of tuition or fees or for equipment or books will be provided.

*College of DuPage Health Services will perform this drug testing at the students' expense. Drug testing will precede clinical experience in all cases and will be required prior to admission in some programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from the Programs. Criminal Background checks are performed at the student's expense, and are required for many Programs prior to admission. Positive results will be handled by individual program faculty, as per program policies.*