

Appendix A – Side-by-Side Comparison

Current Policy	Proposed Policy
<p data-bbox="82 317 797 562">York University Bachelor of Science in Nursing (BScN) Student Professional Behaviour Policy</p> <p data-bbox="82 594 310 632">PREAMBLE</p> <p data-bbox="82 684 813 1213">The Bachelor of Science in Nursing (BScN) degree is an important determinant of eligibility for registration with the College of Nurses of Ontario. Given the professional trajectory of the BScN degree, a professional standard of behaviour is expected from nursing students. At issue in this policy is the protection of the public and the University’s role in graduating competent professionals. The policy recognizes the general responsibility of the faculty members of the School of Nursing to foster acceptable standards of professional behaviour and of the student to be mindful of and abide by such standards.</p> <p data-bbox="82 1262 813 1749">Progression through the BScN program at the School of Nursing at York University is contingent on students’ behaviour meeting the ethical and behavioural standards set forth in the Canadian Nurses Association Code of Ethics for Registered Nurses, the College of Nurses of Ontario Professional Standards, including the Ethics Practice Standard, the York University Student Code of Conduct, and other relevant York University policies including, but not limited to, the Sexual Harassment Policy and the Policy Concerning Racism.</p> <p data-bbox="82 1797 240 1835">POLICY</p>	<p data-bbox="841 317 1479 422">Student Professional Behaviour Policy (BScN)</p> <p data-bbox="841 615 1057 653">1. Preamble</p> <p data-bbox="841 663 1572 1314">Attaining a Bachelor of Science in Nursing (BScN) degree is an important determinant of eligibility for registration with the College of Nurses of Ontario. Given the professional trajectory of the BScN degree, a professional standard of behaviour is expected from nursing students. This policy prescribes the professional standard of behaviour expected from nursing students given the professional trajectory of the BScN degree. At issue in this policy is the University’s role in graduating competent professionals. The policy recognizes the general responsibility of the faculty members of the School of Nursing to foster acceptable standards of professional behaviour and of the student to be mindful of and abide by such standards.</p> <p data-bbox="841 1325 1572 1892">This School of Nursing (“SON”) policy is situated in a broader York University’s code governing students’ non-academic conduct, <u>Code of Student Rights and Responsibilities</u> (“The Code”). The Code identifies the values that students are expected to uphold in the York University community. The Code upholds a philosophy and practice that are intended to balance a set of principles: support, accountability, and education. Progression through the BScN program at the School of Nursing at York University is contingent on students’ behaviour meeting the ethical and behavioural standards set forth in the Canadian Nurses Association Code of Ethics for Registered</p>

A. Behaviour that may result in withdrawal from the BScN program

A student may be withdrawn from the BScN program if he or she:

1. commits any breach of the CNA Code of Ethics, the CNO Professional Standards, the CNO Ethics Practice Standards and/or any York University Policy that relates to student behaviour, such as the York University Student Code of Conduct or the Senate Policy on Academic Honesty that would engage the behavioural and ethical standards of the profession;
2. engages in any proscribed behaviour in a practicum agency as detailed in the School of Nursing's Handbook;
3. acquires a criminal conviction after being admitted to the program (or which was acquired prior to admission but became known only after having been admitted to the program) which jeopardizes the student's ability to gain registration as a nurse; or
4. engages in behaviour that impairs the performance of professional responsibilities.

B. Jurisdiction

Allegations of a breach of professional behavioural or ethical standards by a student enrolled in the BScN degree program offered by the School of Nursing, York University shall be dealt with by the School of Nursing, York University in accordance with the procedures outlined below.

C. Procedures for review of whether a student has met the standard of professional behaviour

~~Nurses, the College of Nurses of Ontario Professional Standards, including the Ethics Practice Standard, the York University Student Code of Conduct, and other relevant York University policies including, but not limited to, the Sexual Harassment Policy and the Policy Concerning Racism.~~

2. Purpose

This policy prescribes the professional standard of behaviour expected from nursing students given the professional trajectory of the BScN degree.

3. Scope and Application

This policy applies to the conduct of SON BScN students, both on University premises and not on University premises but which has a real and substantial link to the University.

4. Definitions

Academic materials: materials developed by faculty for the purposes of teaching-learning of students enrolled in a course.

Clinical agency: agency where students complete the practicum component of a nursing course.

Derogatory or slanderous comments: any comment made to demean, threaten, or harm a person, group, institution, or organization.

Patient personal health information: 'Any identifying information about patients' physical or mental health, including information about the health history of their family' (CNO, Code of Conduct, 2019)

Practicum agencies: agencies where students complete the practicum component of a nursing course.

Remedial Educative Measures: activities assigned by faculty that are to be completed by the student to demonstrate learning from an incident involving a breach in the policy.

5. Policy

- 5.1 All students whether personally or through involvement in a student organization are

1. Any breach of professional behaviour that is deemed so serious that it may warrant requiring a student to withdraw from the program will initiate a Student Professional Behaviour Review.
2. **Non-Practicum Courses:** In instances where a Course Director of a non-practicum nursing course has concerns about student behaviour that he or she has not been able to resolve through discussion with the student, he or she will consult with the Undergraduate Program Director. The Undergraduate Program Director, the Course Director and the student will normally meet to discuss the concerns in the hopes of determining a resolution. If no resolution is achieved or if conditions agreed to by the student as part of the resolution were not fulfilled the matter may be referred for a Student Professional Behaviour Review.
3. **Practicum Courses:** In the event that a Course Director or the Clinical Course Director has concerns about a student enrolled in a NURS practicum course, he/she will follow policies detailed in the School of Nursing's Handbook. Where the matter concerns the possible outcome of denying the student an opportunity to complete the Practicum requirement, the matter may be referred for a Student Professional Behaviour Review.
4. When allegations of a breach of professional behaviour standards by a student enrolled in the BScN program are reported to have occurred in a venue other than a BScN course or practicum, the matter will be investigated by the Undergraduate Program Director or designate. Normally this investigation will include meeting with the student to discuss the allegation in the hopes of determining a resolution. If no

expected to conduct themselves in accordance with The Code, in a way that promotes an atmosphere of civility, diversity, equity and respect in their interactions with others.

- 5.2 Students are also required to be familiar with and consistently demonstrate the personal, academic and professional behavioural standards expected in the Code and the SON nursing program policies. Progression through the BScN program is contingent on students' behaviour meeting the standards set out in and other relevant York University policies including, but not limited to, the Sexual Violence Policy and the Human Rights Policies and Procedures, including but not limited to Racism.

5.3 **Required Professional Conduct**

Students must:

- a. Consistently ensure that their personal behaviour meets the standards required by York University policies and regulations concerning to student behaviour such as but not limited to [The Code](#), as amended from time to time, and the Senate Policy on Academic Honesty.
- b. Consistently comply with the SON policies. The SON policies reflect the professional expectations expressed in the following professional codes and standards: the Canadian Nurses Association (2017) Code of Ethics, the College of Nurses of Ontario ("CNO") (2018) Practice Standard: Professional Standards, the CNO (2019a) Practice Standard: Ethics, and the CNO (2019)

resolution is achieved or if conditions agreed to by the student are not fulfilled the matter may be referred for a Student Professional Behaviour Review.

D. Student Professional Behaviour Review

1. Once notified of a potential breach of professional behaviour standards by student in the Bachelor of Science in Nursing Honours degree program, the designated Faculty office shall post a block on enrolment activity in the concerned course or courses. The student may not drop or be deregistered from the course for any reason, nor withdraw from the University, nor may transcripts be released to the student until a final decision is reached.
2. The Director of the School or his/her designate convenes a committee consisting of three members. The review committee will consist of the Associate Dean of the Faculty, or his/her designate; the Director of the School of Nursing and one other member of the BScN Program who has not been party to earlier proceedings. The Undergraduate Program Director of the School or his/her designate, the Manager of the Nursing Practicum Coordination Office or designate; Course Directors of courses in which the student's behaviour has become an issue, student (possible MScN) and, if necessary, the student's preceptor and other representatives of the professional may be called to serve as witnesses. When the alleged breach of professional or ethical standards occurs in a non-course or practicum setting, other persons may be called to appear as witnesses.
3. The student is notified in writing by e-mail and by priority commercial post of the intention to hold a Student Professional Behaviour Review and provided with

Code of Conduct.

- c. Engage in professional behaviour at all times while at York University and in practicum agencies as detailed in the current SON annual Supplemental Calendar.
 - d. Disclose any criminal conviction to the SON prior to admission or following registration with the Undergraduate Nursing Program. Students should avoid acquiring a criminal conviction after being registered with to the Undergraduate Nursing Program, as it may jeopardize a student's ability to gain registration as a registered nurse with the CNO. Criminal convictions acquired prior to admission to the Undergraduate Nursing Program but become known after admission may likewise jeopardize a student's enrolment in the program, and their ability to gain CNO registration.
 - e. Refrain from engaging in behaviour that impairs the performance of student's academic and nursing responsibilities.
- 5.4 York BScN program nursing students are required to demonstrate a high degree of professionalism in all forms of electronic-based communication activities, adhering to the following in their social media behaviours:
- a. Use respectful language when communicating through videoconferencing, email, phone, text, and social media in general.
 - b. Students must refrain from posting derogatory or slanderous comments

suggested times and dates. It is the student's responsibility to provide the School with current email, postal and telephone contact information. Failure to do so may result in shorter or no notice being received. In such a case the meeting may take place without the student. The letter notifying the student of the meeting shall include a summary of the alleged breach of professional standards and an outline of the procedures to be followed at a Student Professional Behaviour Review. If the student wishes to file a written response to the allegation, it must be received within fourteen calendar days of the date on which the notification of the Review was sent to the student. All parties are required to inform the Review Committee of their intention to call witnesses and the names of these witnesses at least seven calendar days prior to the Review.

4. The student has seven days to respond so as to fix the time and date for the meeting. If the student does not respond in a timely way, the Review may take place without the student.
5. The student may be accompanied by a representative. In such a case, the representative's name and relationship to the student must be provided to the Director in advance of the Review.
6. The Director or designate chairs the Review and a School staff person takes notes. The representatives of the School first present their concerns. If witnesses are present they are called to present their information concerning the alleged behaviour of the student. The student is then given an opportunity to ask questions about the concerns and evidence presented and to respond to them. Finally, the representatives of the School have an opportunity to comment on any issues or

about the University, the SON, faculty, staff, administration, patients/clients and other students on social media.

- c. All faculty teaching/learning material is the sole property of the course director. Unless otherwise stated, academic materials posted on social media will be considered as a violation of The Code and the [Senate Policy on Academic Honesty](#).
- d. Third party copyrighted educational materials such as book chapters, journal articles, or videos that have been licensed for use in a particular course cannot be copied for distribution (e.g. uploading to a commercial third party website). This is a violation of Copyright Law and as such is subject to The Code and [Senate Policy on Academic Honesty](#).
- e. York University's logo cannot be posted on a non-university social media site.
- f. Private, personal, and confidential information is to be respected and students should not share any information that is not public knowledge or may result in harm (financial, reputational, physical, legal, regulatory, etc.) to individuals, clinical partner institutions, and/or the University.
- g. When using University electronic resources for professional or personal social media use, student must adhere to [Guidelines for Users of Computing and Information Technology Facilities](#).
- h. Students must follow all clinical agency social media policies and expectations

information that has been presented by the student. The Review Committee is not bound by formal rules of evidence applicable in courts of law.

7. When all available relevant evidence and witnesses have been heard and both the School and student have had opportunity to provide comment, the Review Committee shall then enter into a closed session to determine whether a breach of professional standards or ethics has occurred and, if so, what actions will be taken. The decision is made by a majority vote of the review committee.
8. A Student Professional Behaviour Review will result in one of four outcomes:
 - a. A finding that no breach of professional standards or ethics has occurred. No records will be retained.
 - b. A finding that a breach of professional standards or ethics has occurred but it is determined that no action other than remedial educative measures will be taken;
 - c. A finding that a breach of professional standards or ethics has occurred that warrants the imposition of conditions on the student as a requirement for continuation in the program.
 - d. A finding that a breach of professional or ethical standards has occurred that warrants either or both assigning a grade of F in the course and withdrawal of the student from the Bachelor of Science in Nursing Honours degree program.
9. The decision of the committee must be communicated to the student in writing, delivered by hand or by mail. A record of the decision will be retained in the Office of the

during placements.

- i. Students are not permitted to post patient/client health information (private or confidential content) on social media sites (i.e., private or public pages). Even if the client identifiers are removed, posting any client/family related information is prohibited.
 - j. Images of clients or agencies must not be posted on social media. This is a violation of Ontario privacy legislation ([Personal Health Information Protection Act, 2004](#)).
 - k. Students must refrain from posting any comments about clinical sites, clients, coworkers, or other students on social media sites or posting audio or video recordings without valid written permission from the individual or from the site management. This includes, but is not limited to, comments that are threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, express personal bias or are otherwise offensive.
 - l. Accessing agency computers for the purpose of using social media is prohibited.
- 5.5 The SON will initiate a professional behaviour review of a potential breach of these requirements.
- 5.6 The Student Professional Behaviour Review process will be initiated by the SON Undergraduate Program Director/Coordinator or designate. The review process will be conducted according to the Student Professional Behaviour Review procedures and The

Director of the School of the School of Nursing, regardless of the severity of the penalty, and be held for a time consistent with the University's records retention guidelines. This record is for internal academic purposes only. A note shall be placed on the Student Information System to bar withdrawal from the course.

E. Appeals

1. Students may appeal to the Senate Appeals Committee a decision rendered from a Student Professional Behaviour Review on the grounds permitted by the procedures of that Committee.

Code.

5.7 **Jurisdiction**

Allegations of a breach of professional behavioural or ethical standards by a student enrolled in the BScN degree program offered by [the School of Nursing, York University SON](#) shall be dealt with by the School of Nursing in accordance with the procedures outlined below.

5.8 **Appeals**

Students may appeal to the Senate Appeals Committee a decision rendered from a Student Professional Behaviour Review on the grounds permitted by the procedures of that Committee.

6. Roles and Responsibilities

Course Directors or the **Clinical Course Directors** will be responsible for SON policies detailed in the SON's Handbook when addressing concerns about student behaviour.

The **Director or Associate Director of the School** will be responsible, once a Professional Behavioural Review is initiated, for convening and chairing a committee consisting of three members: the Associate Dean of the Faculty, the Director or Associate Director of the SON, and one other member of the BScN Program who has not been party to earlier proceedings.

The Director will be responsible for ensuring that a record of a decision reached regarding allegations of professional misconduct is retained.

The **Undergraduate Program Director** will be responsible for meeting with Course Directors and students to discuss concerns about students' behaviour in the hopes of determining a resolution. Undergraduate Program Directors will be responsible for investigating allegations of a breach of professional behaviour standards reported to have occurred in a venue other than a BScN course or practicum.

SON Students will be responsible for providing SON with their current email, postal and telephone contact information. In the case of a Professional Behaviour Review, students may be accompanied by a representative but must provide the representative's name and relationship to the student to the Director in advance of the Review. The **Review Committee** will be responsible for communicating a decision reached on of a breach of professional behaviour standards by a student enrolled in the BScN program to that student, either in writing or in person.

7. Review

The Director of the SON will be responsible for the review of this policy every five years at a minimum.

8. Procedures for Review of Whether a Student Has Met the Standard of Professional Behaviour

- 8.1 Any breach of professional behaviour that is deemed so serious that it may warrant requiring a student to withdraw from the program will initiate a Student Professional Behaviour Review.
- 8.2 **Non-Practicum Courses:** In instances where a Course Director of a non-practicum nursing course has concerns about student behaviour that he or she has not been able to resolve through discussion with the student, he or she will consult with the Undergraduate Program Director. The Undergraduate Program Director, the Course Director and the student will normally meet to discuss the concerns in the hopes of determining a resolution. If no resolution is achieved or if conditions agreed to by the student as part of the resolution were not fulfilled the matter may be referred for a Student Professional Behaviour Review.

8.3 **Practicum Courses:** In the event that a Course Director or the Clinical Course Director has concerns about a student enrolled in a NURS practicum course, he/she will follow policies detailed in the [School of Nursing's SON's Handbook](#). Where the matter concerns the possible outcome of denying the student an opportunity to complete the Practicum requirement, the matter may be referred for a Student Professional Behaviour Review.

8.4 When allegations of a breach of professional behaviour standards by a student enrolled in the BScN program are reported to have occurred in a venue other than a BScN course or practicum, the matter will be investigated by the Undergraduate Program Director or designate. Normally this investigation will include meeting with the student to discuss the allegation in the hopes of determining a resolution. If no resolution is achieved or if conditions agreed to by the student are not fulfilled the matter may be referred for a Student Professional Behaviour Review.

Student Professional Behaviour Review

8.5 Once notified of a potential breach of professional behaviour standards by a student in the Bachelor of Science in Nursing Honours degree program, the designated Faculty office shall post a block on enrolment activity in the concerned course or courses. The student may not drop or be deregistered from the course for any reason, nor withdraw from the University, nor may transcripts be released to the student until a final decision is

reached.

- 8.6 The Director of the School or his/her designate convenes a committee consisting of three members. The review committee will consist of the Associate Dean of the Faculty, or his/her designate; the Director of the SON and one other member of the BScN Program who has not been party to earlier proceedings. The Undergraduate Program Director of the School or his/her designate, the Manager of the Nursing Practicum Coordination Office or designate; Course Directors of courses in which the student's behaviour has become an issue, [graduate or undergraduate student](#) and, if necessary, the student's preceptor and other representatives of the professional may be called to serve as witnesses. When the alleged breach of professional or ethical standards occurs in a non-course or practicum setting, other persons may be called to appear as witnesses.
- 8.7 The student is notified in writing by e-mail and by priority commercial post of the intention to hold a Student Professional Behaviour Review and provided with suggested times and dates. It is the student's responsibility to provide the School with current email, postal and telephone contact information. Failure to do so may result in shorter or no notice being received. In such a case the meeting may take place without the student. The letter notifying the student of the meeting shall include a summary of the alleged breach of professional standards and an outline of the procedures to be followed at a Student Professional Behaviour Review. If the student wishes to file a written response to the allegation, it must be

received within fourteen calendar days of the date on which the notification of the Review was sent to the student. All parties are required to inform the Review Committee of their intention to call witnesses and the names of these witnesses at least seven calendar days prior to the Review.

8.8 The student has seven days to respond so as to fix the time and date for the meeting. If the student does not respond in a timely way, the Review may take place without the student.

8.9 The student may be accompanied by a representative. In such a case, the representative's name and relationship to the student must be provided to the Director in advance of the Review.

8.10 The Director or designate chairs the Review and a School staff person takes notes. The representatives of the School first present their concerns. If witnesses are present they are called to present their information concerning the alleged behaviour of the student. The student is then given an opportunity to ask questions about the concerns and evidence presented and to respond to them. Finally, the representatives of the School have an opportunity to comment on any issues or information that has been presented by the student. The Review Committee is not bound by formal rules of evidence applicable in courts of law.

8.11 When all available relevant evidence and witnesses have been heard and both the School and student have had opportunity to provide comment, the Review Committee shall then enter into a closed

session to determine whether a breach of professional standards or ethics has occurred and, if so, what actions will be taken. The decision is made by a majority vote of the review committee.

8.12 A Student Professional Behaviour Review will result in one of four outcomes:

- a. A finding that no breach of professional standards or ethics has occurred. No records will be retained.
- b. A finding that a breach of professional standards or ethics has occurred but it is determined that no action other than remedial educative measures will be taken.
- c. A finding that a breach of professional standards or ethics has occurred that warrants the imposition of conditions on the student as a requirement for continuation in the program.
- d. A finding that a breach of professional or ethical standards has occurred that warrants either or both assigning a grade of F in the course and withdrawal of the student from the Bachelor of Science in Nursing Honours degree program.

8.13 The decision of the committee must be communicated to the student in writing, delivered by hand or by mail. A record of the decision will be retained in the Office of the Director of the [School of the School of Nursing SON](#), regardless of the severity of the penalty, and be held for a time consistent with the University's records retention guidelines. This record is for internal academic purposes only. A note shall be placed on the Student Information System to bar withdrawal from the course.

