

Revised:

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I. Statement of Policy

To assure consistent and fair treatment of all students, the following process shall be utilized for violation of policies, rules or regulations.

II. Scope

All students

III. Procedures

Verbal Warning Notice – The first step in the progressive disciplinary procedure. May be used for minor infractions.

Written Warning Notice - Issued by a student's immediate instructor after obtaining approval by the next level(s) of management as the second step in the progressive disciplinary procedure, for offenses for which an active Verbal Warning Notice exists. It may be used as the first step for more serious infractions or as a continuation of progressive discipline if other different offenses are committed. However, if a written notice has already been issued, the next step of discipline must be implemented.

Final Warning- Occurs when an evaluation of the student's previous record together with the current infraction warrants suspension from class or an issued final warning (last chance). This is the final step prior to discharging the student.

Administrative Time-Out- Occurs when the infraction is severe or may also be imposed to permit time to conduct an investigation to determine whether the infraction is severe enough to warrant discipline.

Discharge - Occurs in cases when the seriousness of the infraction warrants discharge, or when an evaluation of the student's previous record together with the current infraction warrants the final step in the discipline process, discharge or can be immediate discharge when the infraction is severe.

IV. PROVISIONS

- A. The two factors to consider in disciplining students are: the nature and gravity of the offense and the student's past record with Geisinger Lewistown Hospital School of Nursing.
- B. The Instructor identifies unsatisfactory performance; the student is given reasonable opportunity to correct the behavior.
- C. The Instructor is responsible for good record keeping. This is to protect the School/Hospital against charges of arbitrary and unjust disciplinary action. To establish these essential records, all disciplinary actions must be documented on the appropriate form (attached).

D. No specific guide can substitute for good judgment. Progressive disciplinary action for violation of Hospital policies, rules or regulations may involve any of the following steps:

1. Verbal warning(s)
2. Written warning(s)
3. Final warning
4. Administrative time-out
5. Discharge from program

E. How rapidly a student goes through these progressive steps and at what steps the disciplinary action will be initiated will depend upon the seriousness of the particular offense involved, the time since the last violation of the rule and on any other surrounding circumstances.

DISCIPLINE OR DISCHARGE OF STUDENTS MAY RESULT FROM, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. Negligence or inconsiderate treatment in the care of patients.
2. Divulging confidential information concerning patient and/or Healthcare Facility records.
3. Falsifying records, reports, or information of any nature.
4. Reading unauthorized confidential information (patient charts, administrative memos, etc.).
5. Theft, misappropriation, or unauthorized possession or use of property belonging to the Healthcare facility, the School, or to any patient, visitor or another student.
6. Soliciting tips for services from patients or any other person while on clinical assignment.
7. Willfully or carelessly damaging, defacing, or mishandling Healthcare Facility equipment or property of a patient, visitor, or another student.
8. Willful or careless violation of aseptic and/or sterile techniques.
9. Use or unauthorized possession of intoxicating substances.
10. Reporting to school/clinical under the influence of intoxicants.
11. Illegal use of narcotics or drugs.
12. Possession of a weapon during school/clinical hours.
13. Sexual harassment.
14. Interfering with the work performance of another student/staff, threatening, intimidating, or coercing another student/staff.
16. Rude, discourteous, or uncivil behavior such as fighting.
17. Willful or careless violation of safety, fire prevention and security regulations.
18. Insubordination; refusing to follow instructions of the Instructor; refusal of patient assignment.
19. Failure to notify your Instructor of absence and reason for absence two hours before clinical.
20. Excessive absences or habitual lateness.
21. Unauthorized absence from your assigned clinical area during regularly scheduled hours.

22. Soliciting and/or distributing of anything during clinical time or in clinical areas.
23. Entering an unauthorized area at any time.
24. Gambling, or possession of gambling devices during school hours.
25. Sleeping while on clinical experience.
26. Inefficiency; failure to meet acceptable work standards.
27. Unsatisfactory quality and/or quantity of work.
28. Failure to perform assigned duties.
29. Wasting time, loitering, or abandoning a clinical assignment without notification of Instructor and nursing staff.
30. Gossip, spreading rumors, or indiscriminate talk, involving oneself, any other student(s) or faculty members in untruths or dishonest actions.
31. Inappropriate use of social networking.
32. Practical joking, horseplay, etc.
33. Smoking in areas where it is not permitted or when wearing clinical attire.
34. Slovenly appearances or inappropriate dress while on clinical duty.
35. Violation of any rule, regulation or established procedure of the School of Nursing.
36. Any other misconduct, which affects the quality of patient care, service to the community at large or personal morale.
37. Failure to meet clinical expectations.
38. Audio/videotaping without permission.
39. Violation of academic integrity.

IV. PROCEDURE

Action

- A. Corrective action in the case of infractions should be dealt with immediately. The faculty member and adviser will review the violation concern with the student to be sure you hear the student's side of the story.
- B. If the response is found to be unsatisfactory, determine the appropriate step of the disciplinary process that needs to be enforced.
- C. If violation is of such a nature that it is determined it must be documented in writing, use the Disciplinary Action Form, (attached)

- D. When completing the form, be sure to accurately describe the violation. In the “action taken” section, include counseling which provides the student with the opportunity to improve behaviors (i.e. seek counseling through EAP program) describe what will happen if further violations continue to occur (i.e., further violations of this nature or violation of any other policy may result in further disciplinary action up to and including suspension or termination).
- E. Obtain appropriate signatures “**prior**” to giving form to the student. Suspensions and discharges must have authorization from the Program Director prior to discussion.
- F. Conduct discussion with student in a private area. She/he may request to have their advisor present. No legal representative or the accompaniment of any person’s is permitted.
- G. Provide the student with the opportunity to comment on the violation, either verbally or in writing on the form and provide a copy of the actual policy that was violated.
- H. If the student refuses to sign the form, note that decision in the student signature section and provide a copy of the form to the student.
- I. The form will be filed in the student record.
- J. Internal disciplinary action does not follow the student after graduation.



Disciplinary Action Form

Student Name _____

Type of Action (Check One)

- Verbal Warning** **Final Warning** **Administrative time-out**
- Written Warning** **Discharge**

Date(s) of Event _____

Describe Circumstances: _____

Action Taken: _____

Student Comments: _____

I have read this disciplinary action and have been given an opportunity to comment. My signature acknowledges that I have read and received a copy of this report.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Advisor Signature _____ Date _____

Director Signature _____ Date _____