Appendix 2: Guidelines for professional behaviour/suitability for Pre-Qualifying Students

These guidelines are intended to help you, as a student, understand and learn about professional behaviour. They also will provide guidance for staff in supporting students’ development of professional behaviour/suitability and address issues, which warrant attention before initiating University Regulations or the Faculty’s Standards of Conduct – Fitness to Practise.

There are two main sets of regulations which relate to behaviour and conduct whilst you are a student. The University Regulations, which apply to all students and those laid down by the professional and or regulatory body to which you will apply for registration on completion of your programme (see below). The professional and regulatory regulations are integrated into the Standards of Conduct: Fitness to Practise document.

There are three main areas, which the two sets of regulations relate to and this paper and the flow charts in this paper illustrate the processes which will be followed if it is suspected that the regulations have been breached.

The three areas are:

- Academic misconduct - which will mostly be dealt with through the University regulations and will be referred to an Academic Conduct Officer within Faculty of Health and Life Sciences, (see https://www.brookes.ac.uk/students/your-studies/student-disputes/student-conduct/academic-misconduct/ ) (Accessed 12/06/18)
- Unprofessional behaviour within University or practice based settings or social networking sites
- Unprofessional behaviour - health related issues

All health and social care professionals shall meet strict rules for character, conduct and health in order to safeguard the health and social well-being of those who use or need their services. You need to commit to these same standards and adhere to the University Regulations and professional body requirements.

Nursing & Midwifery Council (NMC) Code of Professional Conduct, standards for conduct, performance and ethics
https://www.nmc.org.uk/standards/code/ (Accessed 12/06/18)

The Chartered Society of Physiotherapy (CSP) – rules of conduct

College of Occupational Therapists (C.O.T.) code of ethics and professional conduct for Occupational Therapist
http://www.cot.co.uk/publication/baotcot/code-ethics-and-professional-conduct (Accessed 12/06/18)

Health and Care Professions Council (HCPC) – standards of conduct, performance and ethics

In order to practice as a health or social or care professional, statutory professional regulatory bodies and professional associations may require a statement of good character, conduct and health. This process is intended to protect the public from unprofessional and unethical behavior, by seeking to ensure that standards are adhered to by prospective health and social care professionals and maintained by those in practice.
Standards of Conduct: Fitness to Practise 2018 Appendix 4

You are expected to:

- respect everybody including: patients, peers, all staff and other practice and university colleagues
- behave in a professional and ethical manner
- behave with integrity
- maintain proper and effective communications with everyone
- respect patient/client confidentiality
- behave in an appropriate and non-disruptive way
- disclose to the university any information which may affect your good character, health and performance - see flowchart 4
- communicate effectively and take responsibility for any planned or unplanned absence
- uphold the reputation of the profession and university
- comply with social media guidelines including the university guidelines: [http://www.brookes.ac.uk/services/hr/handbook/terms_conditions/social_media_guidelines.html](http://www.brookes.ac.uk/services/hr/handbook/terms_conditions/social_media_guidelines.html) (Accessed on 12/06/18) or professional body guidance such as [https://www.nmc.org.uk/standards/guidance/social-media-guidance/](https://www.nmc.org.uk/standards/guidance/social-media-guidance/) (Accessed on 12/06/18)

Examples of student unprofessional behaviour:

1. **Prioritize People: Act in the best interests of service users**
   - Any insulting or undermining comments about peers, staff or colleagues, including email, social media and other online forums.
   - Covert recording of patients, clients and staff without consent or permission.
   - Any behaviour considered to be bullying, harassment or neglectful of people in your care, including social media and other online forums.

2. **Practice Effectively: You must keep your professional skills & knowledge up to date**
   - Making opinionated or insensitive remarks in a professional setting.
   - Repeated failure to respond to feedback from others in relation to your performance and behaviour.
   - Deliberate with-holding or removal of student on-going record of achievement practice education records.

3. **Preserve Safety: You must effectively supervise tasks that you have asked other people to carry out**
   - Failure to adhere to policies or guidelines, for example contravening a lone worker policy by not contacting the placement area following a visit.
   - Regular/repeated lack of focused attention to learning that impacts on your performance and caused by, for example, undeclared ill health.
   - Regular/repeated failure to maintain appointments or failure to carry out agreed actions without explanation.

4. **Promote Professionalism and Trust: You must behave with honesty & integrity**
   - Angry or sarcastic response to feedback in any setting.
   - Uploading photographs, for example wearing professional uniform in inappropriate settings such as supermarkets or nightclubs.
   - Deliberate falsification of facts, as in lying, cheating or attempting to defame colleagues (staff, peers or patients and clients).

The Code (NMC 2015)
Standards of Conduct, Performance & Ethics (HCPC 2008)