



Policy Name: Clinical Practicum Guidelines and Procedures for Professional Conduct

Originating/Responsible Department: School of Nursing

Approval Authority: Megan Manning

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Contact: Megan Manning

School of Nursing

Clinical Practicum Guidelines and Procedures for Professional Conduct

1. Purpose and Scope

At Carleton University, we care deeply about your success as a nursing student and future healthcare professional. This policy is here to guide you through your clinical and lab experiences by clearly outlining the expectations for respectful, ethical, and professional conduct.

These guidelines apply to all nursing students and aim to support nursing students to meet the standards of our profession, as set by the College of Nurses of Ontario (CNO), the Canadian Nurses Association (CNA) Code of Ethics, and our clinical partners.

This policy outlines and applies to all Carleton University's School of Nursing student code of conduct in clinical placement and simulation environments.

2. Definitions

Clinical Partner: Any organization or institution providing clinical practicum or placements for Carleton University nursing students.

Clinical: The setting where the nursing students participate in their clinical practicum.

Students: Individuals enrolled in any nursing program at Carleton University.

School of Nursing (SON) faculty: employees of Carleton University working within the

SON (includes members such as faculty, staff, preceptors, facilitators).

The University: Refers to Carleton University.

3. Professional Conduct and Ethics

The SoN expects nursing students to act with integrity, compassion, and accountability that are in line with the values of our profession and the people we care for. For example:

- Treating everyone, clients/patients, families, peers, staff, and faculty, with kindness, respect, and cultural sensitivity.
- Being honest in your communication and documentation.
- Keeping confidentiality as a top priority.
- Arriving promptly and prepared to learn.
- Respecting and maintaining healthy professional boundaries.

4. Social Media and Technology

Personal devices inclusive of ear buds/headphones are NOT to be used during clinical placements unless it's part of care and has been approved. Students must be self-directed in seeking clarification, if approval is unclear.

Posting information about clinical placements or patients/clients on any social media platform is strictly prohibited.

Online interactions with clients or patients will not be permitted.

Handle patient data confidentiality and in accordance with institutional and legal requirements.

5. Professional Misconduct

Professional misconduct includes any behaviour that contravenes ethical, legal, or professional standards as defined by the CNO. Examples include, but are not limited to:

- Breach of patient confidentiality or privacy.
- Falsification of documentation or academic dishonesty.
- Use of substances (legal or illicit) that impair judgement, reduce cognitive function, or alter perception is strictly prohibited during clinical, simulations and class time.
- Unprofessional or offensive language.
- Disrespectful or aggressive behaviour toward others such as, patients/clients, and their family members, staff, peers, and faculty members.
- Failure to maintain appropriate professional boundaries.
- Engaging in unsafe clinical practices that pose risks to others.

6. Reporting and Performance Management Procedures

a. Reporting Concerns

- Concerns regarding a student's conduct must be reported to the SoN facultynursing@carleton.ca.
- Reports may be submitted by clinical partners, university faculty/staff, students, or clients/patients.

b. Investigation

- The SoN will review reported incidents and may initiate a formal investigation. The student will be allowed to respond.

c. Possible Outcomes

- Verbal or written warning.
- Remedial education or reflective assignment.
- Temporary or permanent removal from clinical placement.
- Referral to the Manager of the Student Conduct and Harm Reductions, for further disciplinary action under Carleton University's Student Rights and Responsibilities Policy.
- Dismissal from the BScN program and Carleton University, in severe cases.
- See escalation of complaint process in appendix A.

d. Appeals

Students have the right to contact the university's Ombuds Services at <https://carleton.ca/ombuds/about-us/>.

Students have the right to appeal disciplinary decisions in accordance with Carleton University's academic and non-academic appeals policies.

7. Student Responsibilities

All nursing students are responsible for:

- Attending and being punctual for all clinical and simulations sessions.
- Preparing adequately for all clinical and simulations sessions.
- Wearing appropriate, professional attire (see the SoN dress code policy), maintaining personal hygiene and following infection prevention control protocols, including hand hygiene and appropriate use of personal protective equipment (PPE).
- Communicating respectfully with others.
- Be respectful of differences and inclusive in your care with others. Disrespectful or aggressive behaviour will not be tolerated.
- Ask questions if you're unsure, that's part of learning!
- Speak up if you see unsafe or unethical behaviour.

This policy will be reviewed regularly to ensure alignment with the university policy, regulatory bodies, public health guidance, and clinical partner expectations.

For any questions or clarifications regarding this policy, please contact the SoN at nursing@carleton.ca.

Appendix A

Escalation of Complaint Process

If a concern arises regarding a specific course, your first point of contact is the course professor and preceptor. Students are expected to email or drop in during their office hours. If they are unable to address students' concerns, the next points of contact are (in this order):

1. Course Professor
2. Megan Manning (Associate Director of Clinical Practice)
3. Danielle Manley (Director School of Nursing)
4. Maria DeRosa (Office of Dean of Science)

References

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