Montcalm Community College (MCC)
Nursing Department

Policy: Unsatisfactory Performance

Purpose: It is expected that all students follow the code of ethics for nursing practice in providing safe, evidence-based care to all patients.

Below are examples of unsatisfactory performance that may lead to probation, suspension, or dismissal. This list is non-inclusive of all scenarios. Grading criteria and a clinical evaluation tool will be used to determine the level of disciplinary action.

1. Unsafe, or potentially unsafe clinical nursing practices.
    a. Errors in medication administration or calculation.
    b. Violation of nursing principles resulting in actual or potential patient harm.
    c. Failure to safely adapt nursing skills to actual patient care.
    d. Failure to demonstrate adequate preparation for the clinical experience.
    e. Failure to demonstrate sound judgment.
    f. Performing a procedure without the guidance of a qualified individual (instructor or designee).
2. Failure to establish effective working relationships with health team members in providing patient care.
    a. Not reporting off to the nurse in charge of your patient.
    b. Failure to notify the health team of pertinent changes in the patient's health.
    c. Ineffective or inappropriate communication with health team members, including faculty, staff, or peers.
3. Failure to establish effective therapeutic relationships with patients.
    a. Willfully or unintentionally do physical and/or mental harm to a patient.
    b. Exhibiting careless or negligent behavior in connection with the care of a patient.
    c. Refusing to assume assigned care of a patient.
    d. Inability to establish effective communication with a patient, patient's family, patient's visitors, the staff, faculty, or a peer.
4. Failure to maintain confidentiality of patient information.
    a. Using the name of a patient in written assignments.
    b. Discussing confidential information in inappropriate areas (including but not limited to: public areas, and via email/social networks/instant messaging).

c. Discussing confidential information about your nursing educational experience (including, but not limited to: patients, clinical settings, practitioners) with third parties who do not have a legitimate need to know.
d. Seeking information on patients when it is not necessary in your role as a student.
e. Leaving the clinical setting with any records or documents related to a patient including paperwork which contains identifying information about a patient.

5. Dishonesty
    a. Falsifying patient records or fabricating client experiences or nursing actions.
    b. Failing to report omission of/or error in treatments or medications.
    c. Dishonesty in any setting with faculty and/or staff.
    d. Violations of established Nursing Codes of Ethics.
        - The Code of Ethics for Nurses
        - American Nurses Association Standard of Professional Performance
6. Failure to assume the student responsibilities in the nursing program.
    a. Repeat tardiness or absence.
    b. Inappropriate personal appearance.
    c. Inappropriate behavior.
    d. Unethical or immoral behavior.
    e. Failure to submit required written work or repeated lateness in submitting work.
    f. The use of vulgar language.
    g. Behaviors that jeopardize the program and clinical partner's affiliation.
    h. Any illegal activity or behaviors which would result in professional discipline/sanctions for licenses nurses.
    i. Any display of disrespect for any group including race, culture, sexual orientation, gender, or other characteristics.

Student misconduct can result in probation, suspension, or permanent dismissal from the nursing program.

Probation and suspension will be based on unsafe and/or unprofessional conduct toward students, faculty, patients, agency personnel, or staff. These components are instituted, when necessary, by the faculty member with the approval of the Dean of Health and Human Services or their designee.

Consistent with agency affiliation agreements, the clinical agency has the right to request the College to terminate and withdraw any student whose work or conduct may be unsatisfactory to the clinical agency.

Written Warning:
Defined as a documented formal conversation between an instructor and a student about not meeting a clinical objective.

1. Student's inability to meet course clinical objectives and to demonstrate responsible, ethical, and safe behavior will be evaluated by instructors.
2. Instructors will inform students when their performance is unsatisfactory in meeting course clinical objectives. Instructors and students will arrange an individual conference to specify a written advisement plan to assist the student in correcting or improving their performance.
3. The Dean of Health and Human Services will be notified of any written warning.
4. If the unsatisfactory performance is not corrected, the next step is probation.
5. Students can immediately be placed on probation or dismissed from the program based on the clinical evaluation rubric and/or specific circumstances.

Probation:
Defined as a procedure that informs students that they are not meeting clinical objectives. The probation procedure is available to help assist a student to focus on meeting clinical objectives that will allow progression in the nursing program.

If an instructor determines that a student meets the criteria to be placed on probation, **according to the clinical evaluation tool and grading criteria**, the instructor will contact the Dean of Health and Human Services. The student will receive an email requesting a meeting with the Dean, the instructor, and the student. The student is encouraged to have the Dean of Student and Enrollment Services present as a student representative during this meeting.

Once the student meets with the Dean and the Instructor and probation is found to be warranted, the steps in the probation process are as follows:

1. The probation form will be completed by the faculty.
2. Student and faculty will discuss and review the probation terms.
3. Student and faculty will sign the probation form.
4. A copy of the probation form will be given to the student. The original signed form will be maintained in the student's permanent file.

5. The faculty and student will meet as determined in the probation form to evaluate progress and determine if the terms of probation have been met.
    a. If the terms of probation have been met, the student is able to continue onto the next course.
    b. If the terms of probation have not been met, the student is suspended from the nursing program.

A student must meet the probationary terms to be taken off the probation status. Probation may carry over from one semester to the next if deemed appropriate with the approval of the Dean of Health and Human Services. The amount of time the student is on probation is to be determined by the faculty and the Dean of Health and Human Services.

Suspension:
Suspension is defined as a temporary interruption in progression within the nursing program.

Nursing students may be suspended for unsatisfactory achievement of any nursing program objectives. This includes but is not limited to the following:

1. Inability to achieve minimum 78% average on theory tests.
2. Inability to achieve minimum 78% average in lab components of theory courses.
3. Unsatisfactory probation.
4. Academic dishonesty.

A student is permitted one suspension with a corresponding re-entry. Refer to the re-entry process for details.

Dismissal:
Dismissal is defined as a permanent removal from the nursing program.

Nursing students may be dismissed from the program for any of the following reasons:

1. Any action resulting in actual or potential physical or mental harm to a patient.
2. Performing a procedure without the guidance of a qualified individual (instructor or designee).
3. Failure to maintain confidentiality of patient information as defined by HIPAA.
4. Dishonesty in the clinical setting, such as:

    a. Falsifying patient records or fabricating patient experiences or nursing actions.
    b. Failing to report omission of or an error in treatments.
5. Any other action or behavior that would put our partnership with a clinical setting at risk.

Steps for dismissal process:

1. The faculty will meet with the Dean of Health and Human Services and the Vice President for Academic Affairs.
2. Student will meet with appropriate MCC staff to discuss dismissal.
3. The student will have the opportunity to defend actions through a face-to-face meeting or written communication.
4. MCC staff will evaluate the student's defense and facts related to the dismissal and return a decision.
5. Final decision will be sent via MCC student email.
6. If a student is dismissed, the student is ineligible to return to the nursing program.