

BOUCHER INSTITUTE POLICY

Policy Title: Standards of Student Conduct

Date of Initial Board Approval: Pre Sept 2001

Date of Last Approved Revision: April 15, 2019

Person(s) Responsible for Implementation & Adherence: Administration

Related Procedures: Breach of Standards of Conduct Procedure, Respectful Learning Environment Policy.

All members of the Boucher Institute of Naturopathic Medicine learning community are required to maintain a professional relationship characterised by personal and professional integrity, and mutual respect, courtesy and consideration

Each member of Boucher is expected to act in ways that foster the primary functions of teaching, research and public service. Boucher attempts to design programs and policies governing student learning and conduct that will encourage independence and maturity. In so doing, Boucher has the right and duty to protect its members from conduct that interferes with:

- Its primary educational responsibility to ensure each of its members the opportunity to attain their educational objectives
- Record keeping, providing facilities and services, and sponsoring non-classroom activities
- Maintaining professional standards among its members
- Providing services to the public
- Safety and security of all persons at the Institute

Students are expected to observe federal, provincial, and local laws and ordinances, and to refrain from conduct proscribed in the Code of Conduct. Conduct that violates the provisions of this code will be dealt with as described in the *Breach of Student Conduct Procedure*.

Student Rights & Responsibilities

Students have the following rights:

- i. The right to academic pursuit as the primary reason for students to be at the Boucher Institute of Naturopathic Medicine (BINM).
- ii. The right to participate in activities for students at BINM, without harassment, intimidation, discrimination, disruption or acts of violence.
- iii. The right to freedom of inquiry, expression and assembly on campus.
- iv. The right to engage and participate in dialogue and to examine diverse views and ideas.
- v. The right to fair procedures in proceedings under this Code.
- vi. The right to respect for one's person and property.
- vii. The right to privacy of personal information

Students also have the following responsibilities:

- i. The responsibility not to disrupt or interfere with BINM activities

- ii. The responsibility to behave in a way that does not harm or threaten to harm another person's physical or mental wellbeing.
- iii. The responsibility to uphold an atmosphere of civility, honesty, equity and respect for others thereby valuing the inherent diversity in our community.
- iv. The responsibility to consider and respect the perspectives and ideas of others, even when the student does not agree with their perspectives or ideas.
- v. The responsibility to respect the property of others including the property of BINM.
- vi. The responsibility to be fully acquainted with and adhere to the BINM policies, procedures or rules.
- vii. The responsibility to respect the privacy of personal information of others and treat disciplinary outcomes as confidential.
- viii. The responsibility to obey public laws.

All students are required to read the Student Handbook and are at all times responsible for their own actions. Ignorance of the Institute's rules or the laws of Canada or British Columbia is not a defence against disciplinary action.

Behaviours that demonstrate unacceptable student conduct include, but are not limited to, the following:

1. Conduct in a manner that interferes with or endangers the operations of the Institute, including interference with other students' ability to learn.
2. Conduct in a manner that endangers the health or safety of other students, staff and/or clients in Institute-related activities on or off campus.
3. Attending the Institute in an impaired and/or intoxicated state
4. The use, possession, or sale of intoxicating beverages on campus, unless specific written permission by the Institute Administration is obtained.
5. The use, possession, and/or sale of illicit drugs or narcotics on campus.
6. Smoking or vaping on campus
7. Falsification or the supplying of false information or the withholding of accurate information in order to obtain any Institute document; for example, ID cards, receipts, transcripts, etc. or to obtain admission to an Institute course or program.
8. Disruptive activities or disorderly conduct, including physical or verbal harassment or abuse of another person, for example: abusive, indecent, profane, or vulgar language; obscene actions; disrespect for the rights and privileges of others; or actions which otherwise disrupt the learning environment or hinder the learning process of others.
9. Misuse of property, which includes destruction, damage, mutilation, or misuse of Institute property, including but not limited to buildings, library materials, trees and shrubbery, Institute files and records, safety equipment, including fire alarms and fire equipment.
10. The use, possession, or sale of fireworks, firearms, knives, or other weapons or offensive materials, on school property.
11. Failure to comply with reasonable directions of Institute officials, security personnel, or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus.
12. Aiding, abetting, or acting as an accomplice in the commission of any of the foregoing offences.

13. Persistent, inordinate, or inappropriate demands for time and attention from faculty and staff.
14. Plagiarism, cheating, or misrepresentation, including the impersonation of a student (applicant) at an examination or assessment.
15. The conduct of any form of personal or corporate business or solicitation or enterprise other than that prescribed by the program itself is strictly prohibited on the Institute premises, in or about the building and the parking area without prior permission from Student Services. This includes supplying, brokering or representing a business interest concerned with supplying students with goods and materials of any kind not specifically approved, but does not include legitimate enterprises undertaken by recognized student representatives under the Boucher Institute Student Rep program.
16. Failure to follow the proper procedure for obtaining administrative approval and scheduling of a room for an outside individual or organization to make a presentation or other activity on campus.

Clinic Code of Conduct and Rules

In addition to the BINM student code of conduct, student interns are expected to maintain a standard of professional conduct. Professional conduct supports an attitude of respect toward patients, peers and the practice of medicine. Professional conduct includes communication style, respect for colleagues and patients, standards of patient care, confidentiality, deportment and dress code, professional integrity, ethical behaviour, honesty, and responsibility. It applies to students of Boucher when they are in the teaching clinic, the school, out in the community and on social media.

Our primary professional mission is to serve the public and requires:

- Conscientiousness
- Competence
- Timeliness
- Sensitivity
- Confidentiality
- Effective communication
- Integrity
- Caring and compassion
- Professional appearance
- Honesty and integrity

Code of Conduct for Naturopathic Medical Student Interns

1. Respect others: Clinic Faculty Members, Patients, Professionals, Staff and Fellow Students
Treat all people respectfully and considerately; respect patient views, their privacy and their dignity. Show up and be punctual for your shifts and practice good time management with patient visits. Be mindful in communicating with Supervising physicians and act professionally.

Guidance Note: In all your dealings with, or in relation to, patients, Instructors, Supervisors, staff, other professionals and colleagues, act without any discrimination, whether on grounds of age, disability, illness, marital status,

national or ethnic origins, perceived economic worth, gender, sexual orientation, social status, religious or other philosophical belief.

2. Be an effective and discreet communicator

Always make clear that you are a student and not a qualified doctor; be aware of your limitations and do not exceed your ability when giving information to patients. Understand, accept and agree to be bound by the principle of confidentiality of patient data, and also of information concerning staff and students. Ensure that Boucher staff can easily contact you and always reply promptly to all communications. Communicate openly and effectively with your Supervisors with information relevant to your patient interactions, clinical knowledge or progress concerns.

Guidance Note: Contribute to the review of Clinic faculty by completing feedback forms as requested by clinic organisers and reporting any difficulties as they arise through the appropriate channels. Follow the BINM Guidelines for Patient Confidentiality.

3. Abide by rules and policies, follow procedures and guidelines

Comply with the rules and procedures laid down by the Associate Dean of Clinical Studies, Chief Medical Officer and the Institute.

Guidance Note: Be in attendance for the hours as directed by and as required to gain experience of clinical situations. You have a responsibility to yourself, your financial sponsors and your future role as a Doctor to respect your clinical duties, and to complete your rotations. Comply with appropriate current and new health-testing requirements. Be aware of the risks and implications of contracting a blood-borne virus (BBV); contact the CMO immediately if you believe that you may have been exposed to a BBV infection.

4. Be open and honest

Do not break the law in any way, never threaten violence, act violently towards others or act dishonestly.

Guidance Note: Just one criminal conviction could jeopardise your career prospects in medicine. Do not cheat in examinations: cheating, at any level, destroys trust and those who cheat may also lie and be unfit for medical practice. Inform the Associate Dean of Clinical Studies immediately if you are involved in any Institute or police investigation, which may lead to charges being brought.

5. Maintain a professional appearance.

Your appearance, personal hygiene and demeanour should always be modest and reasonably conventional. Students who are inappropriately attired, unkempt, or malodorous may be asked by Faculty or staff to leave the clinic shift. Missed clinical hours resulting from such actions must be made up.

Guidance Note: The appearance of a student or medical practitioner should not be such as to potentially affect a patient's trust in that person's medical judgement or standing. Always wear an identification badge so that patients, teachers and staff can identify you. Observe the clinical dress code. Campus is a fragrance free environment and this should be respected in the use of any

scented products used for self care.

6. Take action at an early stage when any problem arises.

Inform your clinical supervisor and the Associate Dean of Clinical Studies immediately if you become aware of any personal problems arising which may put the health and wellbeing of patients at risk.

Guidance Note: Medicine is a demanding profession and, at times, all medical students are subject to stress and anxiety; mental, emotional and physical problems are not uncommon. Do not hesitate in seeking support as the earlier a problem is addressed, the greater the likelihood of successful outcome. Seek advice if you think a doctor or colleague has behaved in a way that suggests that he or she is not fit to practise; examples of such behaviour include: making serious or repeated mistakes in diagnosing or treating a patient's condition; not examining patients properly or responding to reasonable requests for treatment; misusing information about patients; treating patients without properly obtaining their consent; behaving dishonestly in financial matters, or in dealing with patients, or research; making improper advances towards patients; misusing alcohol or drugs.

7. Do not attend shift intoxicated/impaired.

Student clinicians who arrive for a shift and appear to be impaired or under the influence of an intoxicant will be dismissed from clinic for the remainder of the day and will lose the hours for that shift.

Guidance Note: Abuse of alcohol and other mind-altering substances may lead to behaviour that puts patients at risk; problems associated with such abuse, e.g. violent and aggressive behaviour jeopardise your career. Never obtain or seek to obtain drugs that have not been properly prescribed, prescription or non-prescription, for yourself or others by any means.