

University of Prince Edward Island	Policy Number: 0016
Policy Title: Professional Practice Review	Page 1 of 5
Creation Date: October 2013	Version Date: October 2017
Authority: Nursing Faculty	Responsibility: Policy Committee
Reference: Dalhousie University, Faculty of Health Professions Allegation of Professional Unsuitability: Procedural Guidelines 2010. Brandon University, Faculty of Health Studies, Professional Practice Code of Conduct 2012.	Review Date: May 2020

1. Purpose

All students at the UPEI School of Nursing are required to conduct themselves in an ethical manner in all program-related situations. Failure to adhere to established standards of ethical conduct will result in disciplinary consequences, which may include expulsion from the program.

The purpose of this policy is to outline the guiding principles and procedure to be followed when a Professional Practice Review takes place. The Professional Practice Committee will receive and hear specific, formal complaints pertaining to the conduct of a student; review the complaint(s); and make recommendations regarding a course of action to the Dean of the School of Nursing. Recommendations will be based on consideration of the CNA Codes of Ethics and ARNPEI of Standards of Practice, as well as on other pertinent codes, standards, and policies on the Committee's assessment of harm and/or risk for harm.

2. Scope

All students enrolled in the baccalaureate nursing program (2 year program and 4 year program). All students enrolled in the Master of Nursing program (NP and thesis).

3. Responsibility

UPEI Faculty of the School of Nursing

4. Policy

The ARNPEI Standards of Practice and CNA Codes of Ethics will be considered in the decision-making process, as well as standards, codes and policies relevant to the particular program of study and at the University of Prince Edward Island. Upon the receipt of a formal complaint, the Professional Practice Committee will conduct a Complaint Assessment Procedure, a professional review will be initiated and may result in disciplinary action.

COMPLAINT ASSESSMENT PROCEDURE

Any person may submit a complaint or a concern about the program-related conduct of a student by writing to the Dean. On receipt of the written complaint:

1. The Dean of the School of Nursing within five (5) working days (working days means Monday to Friday with the exception of specified university holidays), and in consultation with the Dean, will determine if the complaint falls under the purview of the policy on Professional Practice Review, the policy on Academic Dishonesty and Misconduct or the policy on Students Rights and Responsibilities (See Board of Governors and Senate policies). It may also be determined that the complaint should be addressed in some other reasonable, responsible, and appropriate manner.
2. On determining that the complaint merits formal process, the Dean will notify the student in writing of the complaint and the manner in which it will be processed. Within five (5) working days, the

Department Dean will then ensure that the complaint is forwarded to the appropriate authority for resolution.

3. If it has been determined that the complaint falls under the purview of the policy on Professional Practice Review, the complaint will be forwarded to the Chair of the Professional Practice Review Committee.
4. Within 10 working days of receipt of the complaint, the Chair of the Professional Practice Review Committee will convene a meeting of the Committee to initiate the process to address hearing the complaint.
5. Within five (5) working days of the meeting, the Chair of the Professional Practice Review Committee shall provide the student with a copy of the complaint and any documents that will be reviewed by the Committee. The Chair will inform the student of the date, time and place at which the complaint will be reviewed. The student will also be informed of the range of decision-making outcomes open to the Committee, and that he or she may attend the meeting, along with a chosen representative, if so desired. The hearing shall occur within twenty (20) working days of the notice of meeting.
6. The complainant will be invited to the proceedings of the Committee, but in certain circumstances, may be asked to submit additional documentation or information to support or clarify the original complaint.
7. After reviewing the complaint, the Professional Practice Review Committee will develop a recommendation that will be forwarded to the Dean of the School of Nursing for review.
8. The Dean will inform the student and the Professional Practice Review Committee in writing about the decision on resolution of the complaint.
9. A decision that restricts, suspends, or terminates the student's status in his or her program of studies will be forwarded to the University of Prince Edward Island Registrar by the Dean.
10. Appeal: The student may appeal the decision of the Dean within thirty (30) working days of the date of the decision to the Vice-President (Academic) whose ruling on the matter shall be final.

Note: The Dean of the School of Nursing shall maintain records of all procedural steps.

Potential outcomes of this procedure:

Dismissal of the complaint.
Forwarding of the complaint to Professional Practice Review
Interim Suspension

Interim Suspension

Shortly after the receipt of a complaint, or at any time subsequent to the receipt of the complaint where circumstances warrant, the Dean and two members of the Professional Practice Committee will meet to decide if a recommendation of interim suspension of the student's participation in all or part of the Program should be made, pending delivery of the results of the complaint process.

A recommendation of interim suspension will be made in writing and normally only to:

1. ensure the safety and well-being of patients/clients/consumers with whom the student has had or may have contact;

2. ensure the safety and well-being of members of the University community;
3. ensure the preservation of University property;
4. ensure the student's own physical or emotional safety and well-being; or
5. prevent a real threat of disruption or of interference with the operations of the School/College and/or its Programs.

The recommendation, which shall include reasons, will be sent to the President of the University of Prince Edward Island or designate for consideration.

In the event that an interim suspension is approved by the President, the student and the individual submitting the complaint will be advised in writing by the Dean or designate, of the suspension.

PROFESSIONAL PRACTICE REVIEW PROCEDURE

In accordance with the policy and procedures on Professional Practice Review, and on receipt of a written complaint from a Course Coordinator at the School of Nursing, the Chair of the Professional Practice Committee will convene a Committee meeting to review the complaint and develop recommendations.

Recommendations that may be made by the Committee are:

Dismissal of the complaint.

A written reprimand with conditions established for continuance in the specific Health Studies program, and consequences described where those conditions are not met.

Suspension from the School of Nursing for a specified period of time.

Suspension from the School of Nursing for a specified period of time with conditions for continuation on return.

Expulsion from the specific program at the School of Nursing.

Such other recommendations as the committee may see fit.

Committee Proceedings

Members of the Committee shall be bound by confidentiality in respect to the information received in Committee.

A faculty member who submitted a complaint against the student, or who was directly involved in a situation or situations under review, is ineligible to participate in the review but may be required or requested to submit or present pertinent information to the Committee.

The Chair of the Committee shall inform Committee members of the nature of the complaint and make supporting documents available to members. The complainant may make a presentation to Committee members.

The student named in the complaint shall be given an opportunity to respond to the complaint, and will be permitted to have a selected representative present at the Committee proceedings. The student and his/her representative may only speak with the permission of the chair. The student will inform the committee of the name and title of the selected representative at least five days in advance of the hearing.

Where the student named in the complaint fails to attend the hearing he/she forfeits the right to participate in this step of the process.
The complainant and the student have the right to submit documentation from others who may be able to bear witness.

The student, the complainant and the committee members have the right to see whatever documentation is available in advance of the hearing.

Committee members may ask questions of the complainant and student, and of appropriate others in order to obtain additional information and clarify understandings.

The complainant, the student and the student's representative have the right to request further information through the chair of the committee.

On hearing the positions of the complainant and the student, and on reviewing all other pertinent documents and sources of information, Committee members shall develop a recommendation for consideration of and implementation by the Dean.

A simple majority of the members hearing the matter is required for any finding, or for determination of the appropriate disposition of the matter.

The Chair of the Committee will vote only in the case of a tie.

Confidentiality

All aspects of this procedure, including the final report, shall remain confidential except to the extent that disclosure is reasonably necessary to implement the terms of any sanction imposed or as required by law.

The final report shall be considered a permanent record.

Upon delivery of the final report of the Professional Practice Review, all documents relating to the complaint at any level shall be forwarded to the office of the Dean where they shall be kept for a period of **two years** or longer if circumstances warrant.

Such documents include, but are not limited to:

- i. the written complaint
- ii. all reports of all committees involved in this procedure
- iii. all evidence
- iv. all written submissions and
- v. all correspondence

INTERNAL STUDENT APPEAL OF CLINICAL FAILURE

The Professional Practice Committee will oversee the internal student appeal process for reassessment of a final clinical grade of "Failure". The Clinical Evaluation policy and procedure will guide this process. See Policy # 009.

5. Review May 2020