**BRENAU UNIVERSITY  
SCHOOL OF NURSING  
PROFESSIONAL BEHAVIOR GUIDELINES FOR GRADUATE STUDENTS**

Nurses are expected to exhibit professional behaviors in the classroom, laboratory, simulation, and clinical settings as well as in all online communications. Professional behaviors while a student in the Brenau University School of Nursing include, but are not limited to:

1. Completion of assignments in a timely manner
2. Arriving on time for all classroom and clinical experiences
3. Notification of faculty or clinical site prior to any absence with documentation of reason for absence upon return
4. Appropriate knowledge of treatment, medications of plan of care for clients that demonstrates preparation for class and clinical
5. Adherence to the Brenau University Academic Honesty Policy
6. Safe practice in the clinical arena
7. Adherence to the Brenau University School of Nursing Uniform Policy
8. Use of chain-of-command when challenging a course experience and/or grade
9. Adherence to the ANA Nursing Code of Ethics
10. Obtainment of permission to audiotape or videotape faculty or clients
11. Obtainment of permission to distribute audiotapes or videotapes of faculty or clients

Any behaviors that are deemed as nonprofessional will be documented on the Professional Behavior Report. An accumulation of these reports may result in a full review of the Graduate Committee to determine necessary action. A single incident could possibly result in action depending upon the nature of the occurrence.

Unsatisfactory professional behaviors that warrant completion of the Professional Behavior Report (PBR) include (but are not limited to):

1. Failure to complete assignments in a timely manner
2. Tardiness
3. Unexcused Absences
4. Unprofessional communication verbally or nonverbally with faculty, students, preceptors, or clients
5. Inadequate knowledge of treatment, medications or plan of care for clients due to lack of preparation both in coursework and the clinical setting.
6. Dishonesty
7. Clinical errors
8. Unprofessional dress for clinical
9. Failure to follow chain of command with course experiences and grades.
10. Violations of the Nursing Code of Ethics
11. Unauthorized videotaping or audiotaping faculty or clients
12. Inappropriate distribution of audiotapes or videotapes of faculty or clients.
13. \*\*Life-threating error or action leading to harm or potential harm of clients, staff, faculty preceptors or others
14. \*\*\*Any action that leads to violation of course, school or agency or HIPPA, FERPA, or other professional standards
15. \*\*\*\*Violation of the University’s substance abuse policy
16. \*\*\*\*\*Cheating or plagiarism

The issuing faculty member will complete the PBR form with the student. The student will develop a plan of action with goals to address the unprofessional behavior that is acceptable to the facutly member and the student. If repeated unprofessional behaviors are committed by the student, the Graduate Chair or Director of the School of Nursing will review for necessary action. Items 12-15 may warrant immediate dismissal from the program. Withdrawal from a course will NOT remove the incident from the student’s file.

**Brenau University**

**School of Nursing**

**Professional Behavior Report**

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| Student Name:  Person Completing Form  Course Number  Course Title  Semester  Report Date:  Occurrence Date: |
| Occurrence Type: (Check all that apply)   1. Failure to complete assignments in a timely manner 2. Tardiness 3. Unexcused Absences 4. Unprofessional communication verbally or nonverbally with faculty, students, preceptors, or clients 5. Inadequate knowledge of treatment, medications or plan of care for clients due to lack of preparation both in coursework and the clinical setting. 6. Dishonesty 7. Clinical errors 8. Unprofessional dress for clinical 9. Failure to follow chain of command with course experiences and grades. 10. Violations of the Nursing Code of Ethics 11. Unauthorized videotaping or audiotaping faculty or clients 12. Inappropriate distribution of audiotapes or videotapes of faculty or clients. 13. \*\*Life-threating error or action leading to harm or potential harm of clients, staff, faculty preceptors or others 14. \*\*\*Any action that leads to violation of course, school or agency or HIPPA, FERPA, or other professional standards 15. \*\*\*\*Violation of the University’s substance abuse policy 16. \*\*\*\*\*Cheating or plagiarism |
| Notification:  Student notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_(Date)  Chair of Graduate Program notified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)  Director of the School of Nursing notified on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) |
| Faculty Comments related to Occurrence: |
| Student Comments related to Occurrence: |
| Student Goal: (must be specific and dated): |
| Student Plan for Success: |
| Signatures:  Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chair Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Director of School of Nursing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |