

UoN Master of Nutrition and Dietetics: Code of Conduct (2020/21)



University of
Nottingham
UK | CHINA | MALAYSIA

Guidance for students: expected attitudes and behaviour

As a student, you are studying for both a university award and a professional qualification. Consequently, you are expected to comply with both university and Health and Care Professions Council (HCPC) guidelines regarding conduct. This is particularly important for self-regulation of the profession in protecting the public and society. Dietetics requires individuals seeking HCPC registration to meet certain requirements in relation to good health and character. Hence, we select students for the Master of Nutrition and Dietetics programme (MNutr) who we believe will demonstrate appropriate attitudes, values and behaviours. Students are reminded of their responsibilities and the need to demonstrate professionalism by being asked to read and agree to this Code of Conduct at the start of each academic year of study and to indicate this on their **PebblePad** account by **Monday 12 October 2020**. The PebblePad agreement will be visible to MNutr staff and practice educators that you share your portfolio with. In line with the General Data Protection Regulation (EU) 2016/679, any personal data provided in response to this agreement will remain confidential, will be accessed only by university staff, and will be stored securely.

Student responsibilities

a. General attitude, values and behaviours

You are expected to:

- Ensure your views about an individual's lifestyle, culture, beliefs, race, colour, gender, sexuality, age or social status do not prejudice your interaction with service users, staff or colleagues.
- Inform the Course Manager if you have any disability or condition that might affect your fitness to study and/or fitness to practise, or pose a risk to service users, carers or colleagues.
- Fully engage with risk assessments that are considered necessary to ensure appropriate support is available and reduce risks to yourself and others.
- Maintain appropriate standards of dress, appearance, personal hygiene and conduct so as not to cause offence to service users, carers, employees or colleagues, impair your performance or jeopardise health and safety.
- Comply with dress codes as appropriate.
- Demonstrate probity, i.e. integrity, honesty and trustworthiness in personal, academic and practice placement settings. This includes both verbal interaction (such as interpersonal relationships) and written activities (including placement documentation and academic assignments).

b. Attitudes, values and behaviours towards service users and carers

You are expected to:

- Demonstrate respect for service users, carers, family and significant others that encompasses, without prejudice, diversity of background and opportunity, language, culture and way of life. This includes treating service users and/or carers professionally, politely and considerately, respecting service users' privacy and dignity and respecting their right to refuse to take part in teaching.
- Always make clear to service users and/or carers that you are a student and not a qualified dietitian, and not give dietetic advice or recommend treatment unless you are supervised by a qualified healthcare professional.

- Make sure the service user and/or carer has agreed to your presence and involvement.
- Discontinue interaction if the service user indicates a wish to stop.
- Treat information about service users and/or carers as private and confidential and not to divulge the information to anyone outside of the service user's care. This principle of confidentiality includes not discussing service users with other students or professionals outside the practice placement or educational setting.
- Not abuse the trust of a service user and/or carer.
- Seek and follow advice from your named mentor/placement tutor about modifying contact with service users and/or carers if you have any condition that can be passed on to service users, or if your judgement or performance could be significantly affected by your condition or illness or its treatment.
- Act quickly to protect service users from risk if you have good reason to believe that you or a colleague may not be fit to practise, by reporting any concerns to a senior member of staff.
- Recognise the limits of your professional competence.

c. Attitudes, values and behaviours towards staff and employees

You are expected to:

- Demonstrate respect for staff (academic, administrative, technical and all support staff, including Student Services), practice educators and their support staff, and treat them with consideration whether in a taught class, administrative offices, the library, the diet lab, IT facilities, practice placement or social settings.
- Attend and participate in all timetabled activities, in appropriate dress; not leave early (except by arrangement with the staff concerned); observe safety rules and not behave disruptively. A concern form may be completed for concerns about attendance and/or professional conduct. This may ultimately lead to a Fitness to Practise hearing.
- Notify the relevant lecturer, in advance if possible of teaching sessions you are unable, for good reason to attend.
- Report absence from the course to your personal tutor, student services and practice educator where appropriate with an explanation.
- Follow rules and instructions about examinations, in particular by arriving promptly, bringing only permitted materials, and being silent on entering the exam room.
- Submit coursework, assignments, practice education assessment records and other documentation as required.
- Engage in all required activities in a timely way, such as:
 1. Apply for an enhanced Disclosure and Barring Service (DBS) clearance certificate
 2. Attend all occupational health appointments and comply with the course requirements for screening and immunisations
 3. Complete food safety/hygiene, and statutory and mandatory training
- Maintain communication with all staff by:
 1. Attending scheduled appointments with personal tutors and initiating additional contact where necessary;
 2. Responding promptly to requests for information and completing all appropriate forms, including those used to record extenuating circumstances which may affect performance or caused absence from examinations;
 3. Regularly reading your university e-mails (i.e. at least one a day (Monday-Friday));

4. Participating responsibly and constructively in student feedback processes.
5. Actively engage in remedial work after poor academic or practice education (placement) performance.

d. Attitudes, values and behaviours towards students

You are expected to:

- Demonstrate respect for other students that encompasses, without prejudice, diversity of background and opportunity, language, culture and way of life.
- Take responsibility for supporting other students in academic, practical and practice education work.
- Be prepared to inform an appropriate member of staff if you observe behaviour in colleagues, which is at variance with the standards outlined in this document.

General student responsibilities

In addition to the responsibilities specific to your role as a dietetic student, the university has guidelines about student responsibilities, which you are also expected to observe.

You are expected to:

- Take significant responsibility for your own learning, personal development and wellbeing, including:
 1. Making yourself familiar with all dates relevant to the course and being available when required for, teaching and assessment.
 2. Attending placement as required, complying with organisation policies and guidance in relation to working hours and shift patterns.
 3. Raising any problems affecting your studies with your personal tutor, Course Manager or Placement Manager.
 4. Completing the placement portfolio and coursework on time.
 5. Avoid all forms of cheating and plagiarism, academic honesty is considered an aspect of fitness to practise.
 - 6.
- Read and comply with the university's [Regulations and Codes of Practice and Rules](#) relating to students.
- Take advantage of the Support Services provided by the university if you need them. If you are referred to one of these support services by a member of the MNutr team, then you must attend. Failure to do so will result in a Concern Form being registered and may ultimately lead to a Fitness to Practise hearing.
- Satisfy all financial obligations to the university in a timely fashion.
- Keep the Student Services informed of any changes to your contact details.
- Assist in the continued development of the university by letting us know where improvements can be made and by participating in our decision making processes as appropriate.
- Acknowledge that you have responsibilities to members of the student and non-student communities in which you are resident.
- Respect the rights and property of all staff, fellow students, visitors and those living in the area whose day-to-day lives do not necessarily coincide with that of student life.
- Recognise that your conduct and behaviour on or off campus reflects on you and the university and undertake to act with consideration and respect for the welfare and interests of your fellow students and members of the wider community.
- Recognise that your conduct and behaviour on or off campus can have an effect on your professional standing and therefore your fitness to practise and

ultimately registration with the HCPC (see the University of Nottingham Faculty of Medicine and Health Sciences [Fitness to Practise](#) information). Areas and examples of misconduct are given in Table 1.

- Since the practice placement periods are conducted in partnership with practice educators, supervising practice educators must be informed of all relevant physical or mental health issues. It is the student's responsibility to discuss reasonable adjustment for these conditions with Academic Support (in advance of the placement), and to ensure that appropriate placement-related recommendations are included in Support Plans. It is the university's responsibility, in partnership with the student, to discuss and agree the practical interpretation of those reasonable adjustments with supervising practice educators in advance of their placement. In the unlikely event of any student not being willing to disclose this relevant information, there will be the option to decline the placement and hence exit MNutr. Alternatively, the MNutr Placement Manager will seek permission from the Head of School to inform the lead placement student trainer in the interest of the student, placement staff and service users.

The use of social networking media

The use of sites such as Facebook, Instagram, Twitter and Blogs have become increasingly popular with both healthcare students and qualified professional staff. While most will use these without any issues and can be used for your personal and professional benefit; care should be taken so that you do not expose yourself to risk.

- You should be conscious of how the boundary between your professional and personal life can become blurred and how your online image can impact on your professional standing and your future employment.
- It is important that you ensure that any profile is made as private as possible using its privacy settings, whilst remaining conscious that not all information on the internet can be protected and will mostly be available in the public domain.
- It is essential that you do not break service user (or carer) or healthcare professional's confidentiality.
- You should not accept friend requests from current (or follow) current or former service users or carers.

Table 1: Areas and examples of misconduct that result in Concern Forms being completed, which can lead to Fitness to Practise hearings

Areas of misconduct	Examples of misconduct
Criminal conviction/caution	<ul style="list-style-type: none"> • Theft • Financial fraud • Possession of illegal substances • Violent behaviour • Child / vulnerable adult abuse
Substance misuse	<ul style="list-style-type: none"> • Driving under the influence of drugs and/or alcohol • Substance use (drugs or alcohol) which impacts on behaviour in the university and/or practice setting • Drug possession, use and/or dealing
Violent behaviour	<ul style="list-style-type: none"> • Bullying • Harassment • Verbal and/or physical abuse • Physical violence

Areas of misconduct	• Examples of misconduct
Persistent inappropriate attitude/behaviour	<ul style="list-style-type: none"> • Lack of commitment or disengagement • Non-attendance and overall poor attendance • Poor/lack of appropriate communication • Rudeness to service users, carers, colleagues and others
Cheating/plagiarism	<ul style="list-style-type: none"> • Cheating in assessments and/or examinations • Passing off other's work as your own
Dishonesty/fraud	<ul style="list-style-type: none"> • Falsifying practice documentation • Financial fraud • Theft
Unprofessional behaviours/attitudes	<ul style="list-style-type: none"> • Breach of confidentiality • Misleading service users about their care • Harassment • Failure to maintain appropriate professional boundaries, e.g. forming inappropriate relationships with service users • Discrimination • Inappropriate use of university or placement provider organisation technology, e.g. access to and sharing of information on computers • Unprofessional use of emails and social networking media

(Adapted from the General Medical Council's CHMS/GMC Guidance on Student Fitness to Practise ESC07-21d)

UoN Master of Nutrition and Dietetics: Student Statement (2020/21)

You will be asked to respond to this agreement by confirming the following statements within your PebblePad portfolio each year. Please read them and agree them within your PebblePad portfolio. Alternatively, please arrange a meeting with your personal tutor or the Course Manager.

1. I have read and understood the:

- Student responsibilities listed in this document
- HCPC Guidance on Conduct and Ethics for Students (2016) document

2. In the period since starting this course/since agreeing to this declaration last year, I confirm that:

- I have had no change in the state of my health or personal circumstances which could affect my ability and fitness to study or practise as a dietitian in the future
- I have not been convicted of any criminal acts or have any pending or unspent convictions.

OR: If you *cannot* agree to **all** of the outlined responsibilities and/or there has been a change to either your health or circumstances, please arrange to meet with your personal tutor or the Course Manager to discuss your situation **as soon as possible**.