



Clinical Probation

By

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Within the program several types of probation should be established. These may include: academic, clinical, attendance and/or behavioral. Some of these may overlap. Many programs place their students on clinical probation if their clinical grade falls below a “C”.

If there are specific behavioral expectations from the student while they are at clinicals and they do not abide by them, they should be placed on clinical probation. When designing your policy be very specific about what constitutes an infraction. Make sure it is printed in the student handbook and/or the clinical syllabus. The following is a list of possible infractions:

1. Falsification of records (includes hospital, patient or school records).
2. Unauthorized absence from assigned duty station during scheduled hours.
3. Loitering, loafing, or sleeping while in assigned clinical area.
4. Refusal to follow instructions in carrying out the duties assigned you by your clinical instructor, or preceptor, insubordination.
5. Use of abusive or obscene language, or acting in a disrespectful manner to any faculty member, patient, visitor, staff member, supervisor or classmate (hospital or school).
6. Illegal conduct of any nature.
7. Smoking in unauthorized area.
8. Use of, or unauthorized possession of intoxicating beverages on school or hospital premises, or reporting to school or hospital under the influence of intoxicants.

9. Use of, or unauthorized possession of, narcotics or other drugs illegally, except by prescription, or reporting to work or school under the influence of drugs.
10. Threatening, intimidating, or coercing a classmate, co-worker or other employee of school or hospital.
11. Fighting, horseplay, harassment, or other disorderly conduct on school or hospital premises.
12. Possession of a weapon such as a gun, knife (blade in excess of 3 inches), or any other object commonly considered to be a “weapon” on hospital or school premises.
13. Gambling, or conducting games of chance, or possession of gambling devices on hospital or school premises.
14. Creating unsafe or unsanitary conditions.
15. Unauthorized posting or removal of notices in the hospital or school at any time.
16. Unauthorized possession, use, copying or reading of patient hospital records, or disclosure of information contained in such records to unauthorized person.
17. Disregard of one’s appearance, uniforms, dress or personal hygiene.
18. Larceny, misappropriation, or unauthorized possession or use of property including food, books and supplies of all kinds belonging to the school, hospital or to any patient, visitor, co-worker, classmate, etc.
19. Unauthorized solicitation or distribution on hospital premises at any time.

20. Deliberate destruction or misuse of school or hospital property or property of another classmate, co-worker, patient, visitor, etc.
21. Any negligence involving patient care.
22. Soliciting or accepting gratuities from patients, visitors or staff.
23. Inducing others to commit any breach of the foregoing rules or regulations.
24. Disruptive behavior or intentional creation of distractions, disruptions or interference with the attention of instructors or other students in the classroom, or of staff, families or patients in the clinical sites.
25. Wearing earrings at the clinical site that are not kept under the hat.
26. Wearing nail polish at the clinical site.
27. Wearing jewelry in the clinical setting.
28. Wearing perfume and cologne.
29. Not wearing a lab coat when leaving the department in facilities that require a lab coat is worn when leaving the department.
30. Allowing hair, mustache and/or beard to be exposed in the clinical setting.
31. Not wearing nametag.
32. Parking in unauthorized areas.

This is certainly not inclusive of every thing. If your school or clinical site has other specific items that they consider infractions, they should be listed here.

It is usually a good idea to begin with a verbal warning. The next time you can give the student written notice and place them on probation. Your school may have a specific form that all instructors must fill out when placing a student on probation. If so, use that form. Some schools allow the instructor to write a letter to place a student on

probation. Attached at the end of this you will find a sample letter. If you use a letter make sure you tell the student what is expected of them and why they are not meeting these expectations. It is also a good idea to give the student a deadline to improve. Any type of disciplinary action should provide the student with an option to appeal the decision. Your school should already have a policy for this. I will attach a sample copy at the end of the paper. One of the most important parts of a letter placing the student on probation is to add something positive about the student at the end of the letter.

The important things to remember are be specific, be consistent with your students and add some praise in with your disciplining.

date

Student name

Dear *student name*

I am writing to inform you of your status in the Surgical Technology Program. On October 13, 2003 you arrived at the clinical site wearing nail polish. As stated in the Surgical Technology Student Handbook on pages 25-26, infraction number 26, you are not allowed to wear nail polish at the clinical site.

Because we have discussed this with you and you continue to wear nail polish, you are being placed on Clinical Probation. On December 9th your status in the program will be reevaluated. Should you arrive at the clinical site wearing nail polish before December 9th, you could be dismissed from the program. See Surgical Technology Student Handbook pages 25-26 for more details. You do have the right to appeal this process. See Surgical Technology Student Handbook pages 13-14.

You do very well in the clinical setting and your grades are well above average. We do enjoy having you in class. If there is anything any of your instructors can do please do not hesitate to let us know.

Sincerely

Your name

cc: *student services*
your boss

Appeals/Grievance Procedure

- Step 1. A student who has a grievance and/or feels dismissal was unjust must submit a written statement to the Vocational Dean within ten (10) days of the event giving rise to the grievance. The Vocational Dean will investigate and render a decision in writing within ten (10) days of receipt of the formal written grievance. The student must continue in any clinical component and complete all classroom assignments
- Step 2. If the grievance is not settled in Step 1 to the satisfaction of the student initiating the grievance, an appeal may be made to the Director of Vocational Programming within five (5) days of receiving the previous decision. All written reports shall be forwarded for review. The Director will investigate the grievance and render his/her written decision within ten (10) days of receiving the appeal.
- Step 3. If the student still does not feel the action is justified in Step 2, an appeal may be made to the Superintendent of the Rolla Public Schools within five (5) days of receiving the previous decision. All written reports shall be forwarded for review. The Superintendent will investigate the grievance and render his/her written decision within ten (10) days of receiving the appeal.
- Step 4. If the student is still not satisfied, an appeal may be made to the Rolla Board of Education by filing a written notice with the Superintendent of the Rolla Public Schools, stating the grounds of the appeal, within five (5) days of receipt of the written decision in Step 3. The Rolla Board of Education will independently investigate the grievance and render a decision within 30 days after the notice of

appeal is filed. Such investigation, at a minimum, shall include a review of all written reports pertaining to the grievance and conferences by at least one school board member with person filing the grievance, any person to whom the grievance is directed (if applicable), the Vocational Dean, the Director of Vocational Programming, and the Superintendent of the Rolla Public Schools. A public hearing before the Board of Education may be requested by the person filing the grievance or the School Board, in which event the School Board will not make an independent investigation but will render its decision based on the evidence presented at the public hearing. The decision of the Rolla Board of Education shall be final.