

## TCM Acupuncture Diploma Guideline: PROFESSIONAL CONDUCT

TITLE:	<b>TCM Acupuncture Diploma PROFESSIONAL CONDUCT</b>
DATE OF REVIEW:	<b>May 25, 2017</b>
REVIEWED BY:	FACULTY OF HEALTH CURRICULUM COMMITTEE
APPROVED BY:	Faculty of Health Dean's Office, Faculty of Health Curriculum Committee and TCM-AD Program Coordinator/Faculty

### GUIDELINE:

1. TCM-AD students are expected to demonstrate conduct that adheres to the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA) Code of Ethics for Registrants, the CTCMA Standards of Practice for Registrants in British Columbia, Agency (clinic) Policies, Kwantlen Polytechnic University Policies, Faculty of Health Policies and Program Guidelines.
2. All students are expected to be honest and courteous in professional relationships with clients, families, colleagues, faculty members and personnel in the University and in the agencies.
3. Institutional KPU policies related to student conduct ST7 – Student Conduct (Non-Academic) / Procedures and related policies BP2 – Student Events Held on University Premises/BP2A/BP2B Indemnity Agreement, IM2 – Freedom of Information and Protection of Privacy, SR1 – Consumption of Alcoholic Beverages and the Non-Medical Use of Drugs on University Premises, SR8 – Emergency Response to Inappropriate, Disruptive or Threatening Behavior, ST1 – Attendance and Performance in Individualized Continuous Intake Programs, ST2 – Student Academic Integrity / Procedures, ST3 – Grade Appeals / Procedures, ST11 – Attendance and Performance in Semester and Other Term Based Courses and practicum placements ST16 – Practicum Placements (Work Experience, Community Agency Visits) and related policies (SR5-Insurance/Students / SR5a-Final Release of Claims / SR5b-Final Release of Claims (Minor), ST3 – Grade Appeals / Procedures, ST7 – Student Conduct (Non-Academic) / Procedures) also apply. If these expectations are not met, the student's performance will be considered unsatisfactory and they may be required to withdraw from the course.
4. Students must maintain confidentiality at all times in all settings, this includes verbal, written and electronic communication, including social media, Institutional KPU policy IM3 – Information and Educational Technology Usage/Procedures and related policies (BP2 - Student Events Held on University Premises/BP2A/BP2B Indemnity Agreement, IM2 -

Freedom of Information and Protection of Privacy, SR1 - Consumption of Alcoholic Beverages and the Non-Medical Use of Drugs on University Premises, SR8 - Emergency Response to Inappropriate, Disruptive or Threatening Behavior, ST1 - Attendance and Performance in Individualized Continuous Intake Programs, ST2 – Student Academic Integrity / Procedures, ST3 – Grade Appeals / Procedures, ST11 – Attendance and Performance in Semester and Other Term Based Courses apply.

### **PROCEDURAL GUIDELINES:**

A faculty member has the responsibility and the right to request a student leave a class or the practice experience if, in the faculty members' judgment, the student is not adequately prepared or displays unprofessional or unsafe behaviour. The faculty member will discuss this with the Program Coordinator within 24 hours of the incident. The following outcomes may occur:

- a. Student may be placed on a learning contract.
- b. A warning letter may be placed in the student's file.
- c. If the situation is judged serious or there is a pattern of unprofessional or unsafe behavior, the faculty member may recommend to the Associate Dean that the student be removed from the course and receive a failing grade or non-mastery or that the student be suspended from the program, with or without a re-entry option.

Students have a right to appeal the decision following KPU Appeals of Academic decisions, Institutional KPU Policy ST3 - Grade Appeals / Procedures.