



# Code of Conduct in Education Policy

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*This policy is reviewed annually or when there are significant changes in legislation or accreditation requirements*

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## **1.0 Purpose**

The code of conduct in education outlines the expected behaviour and interactions of Faculty, students and all Medicall staff involved in Education. Our core values of honesty, integrity, kindness and respect and commitment to student support and well-being are emphasised within the code of conduct. These values are already embedded within Medicall's culture, and this policy reinforces these values.

## **2.0 Scope**

This policy applies to all faculty members, support and administration staff and students on Medicall courses. This will be made freely available to access along with all other Medicall policies and procedures.

## **3.0 Professional Values, Relationships and commitment to student well-being.**

Medicall has the best interests of students at heart. We promote a positive learning environment with the following guiding principles:

- a.) Respect and inclusivity by promoting equality and inclusion and creating a welcoming environment for everyone.
- b.) Building positive relationships through respectful and collaborative relationships with Faculty, Students and colleagues.
- c.) Maintaining professional boundaries and ensuring appropriate relationships with students, avoiding any actions that could be perceived as exploitative or inappropriate.
- d.) Professional Integrity by acting with honesty and integrity in all aspects of practice, including teaching, assessment, and communication.
- e.) Ethical conduct by adhering to ethical principles in decision-making, avoiding conflicts of interest, and maintaining confidentiality.
- f.) Upholding the reputation of the Recognised Institute and protecting the standing and reputation through responsible conduct.

#### 4.0 Faculty and Medical Staff

Medical instructors, tutors and administration staff are expected to deliver courses to a high standard through planning, preparation and regular reflective practice. Faculty and staff must engage with Continuous Professional Development opportunities provided by the Medical to enhance their knowledge and skills. This includes a commitment to maintaining certification when teaching on behalf of the Recognised Institute.

All Instructors, Tutors and staff must agree to maintaining accountability and responsibility for their actions and performance when engaged in any teaching activity. By following Medical's code of conduct, instructors and tutors contribute to a positive and ethical learning environment that supports the growth and development of all students.

They must be aware of the Institutional policies and procedures. These include of the following principles.

- a. Professional Collegiality and Collaboration. Medical staff will be expected work collaboratively with colleagues, sharing best practices, and supporting each other in a respectful manner
- b. Communicating openly and respectfully with colleagues, students and Institutional staff.
- c. Follow reporting procedures for addressing concerns about student well-being, professional conduct, or other issues.
- d. Promoting a safe and positive learning environment
- e. Ensuring the safety and well-being of students, creating a positive and inclusive learning environment, and addressing any threats to student safety or well-being.
- f. Upholding the rights of all students, including those with special needs, and ensuring access to appropriate support and resources.
- g. Reporting any suspected cases of abuse, neglect, or exploitation to the appropriate authorities.

## 5.0 Student Code of Conduct

### Academic Integrity

Students on Medical courses must have academic Integrity. This includes not being engaged in any form of plagiarism, cheating, and other forms of dishonesty in academic work. Medical promotes a culture of support and remediation for students on all programmes and students should not feel under pressure to engage in this activity.

### Respectful Conduct

Students are expected to treat faculty, staff, and fellow students with respect, and follow the Recognised Institutes policies on harassment, bullying and discrimination. The use of violence or threat of violence and abusive or inappropriate language will not be tolerated and may be reported to the Gardai.

### Attendance Policies

Students must have full attendance on courses and be punctual. There are minimum course hour requirements that must be recorded. These requirements are specified by the Pre-hospital Emergency Care Council in the Education and Training Standards.

### Dress Code and Hygiene

Students must follow the direction of Medical in relation to dress code. While individual expression is encouraged, dress should be comfortable and suitable to carry out practical course work and not be revealing during this activity. Some courses, especially during internships, may require uniform to be worn.

All students must have good hygiene including clean hair, hands and clothes. This is a minimum requirement due to the practical nature of courses and proximity to other students. Instructors and tutors will be expected to facilitate discussions if any issues are identified.

### Use of Technology

Technology and devices may be used to support aspect of the course materials including registration and feedback. Students must follow the direction of faculty when using personal devices in class. Mobile devices should be silenced during classes and only accessed when necessary.

## **6.0 Consequences of Violations**

If a student breaches the code of conduct, it is initially dealt with locally. The instructor/tutor will identify the issue and ask a student to modify their behaviour.

If a student continues to breach the code, the issue may be escalated to be dealt with by the course director. Advice may also be sought by contacting the Senior Practice Development Manager who will offer advice.

Students may be removed from an Medicall course if the nature of their behaviour affects other students or the go against the Recognised Institutes policies. Potential consequences may range from a warning to expulsion.

Students have the right to appeal any decision and have the right to due process. In the first instance, students must follow the direction and decision of faculty members. If an appeal is upheld, Medicall will ensure the student can access another course.

If instructors or faculty behaviour breaches the principles espoused by the Recognised Institute policies, the matter will be referred to Medicall's Facilitator who will investigate and provide guidance on action that will be taken.

## **6.1 Care of Equipment and Property**

Faculty and Students are expected to take care of any property where courses are held and use it responsibly. Equipment must only be used in a responsible manner and not damaged. If property or equipment is wilfully damaged, they may be required to bear the cost of repair or replacement. Medicall will does not require this action for accidental damage.