



Teaching Intensive Research Informed

Schools of Health and Society, Clinical and Biomedical Sciences, and Nursing and Midwifery

Professional Behaviour and Values Process

2024

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Introduction

The Schools of Nursing and Midwifery, Health and Society and Clinical and Biomedical Sciences take pride in supporting learners to achieve and succeed in their chosen profession. An important part of this success is the development of the required behaviour and values expected of those who work with the public. PSRB's (Professional, Statutory and Regulatory Bodies) set specific standards regarding good character, behaviour and values for those who wish to enter their registers.

This process provides a means to proactively identify where a learner requires support with their professional behaviour and values. The process includes actions to promote excellence, support where learners have some difficulties and provide a basis to provide proactive support and engagement to prevent the learner from straying from the standards expected.

Scope

This process is intended for all learners undertaking under graduate and post graduate programmes across the Schools of Nursing and Midwifery, Health and Society and Clinical and Biomedical Sciences.

Responsibilities

Learners

Learners will ensure they sign and agree to adhere to the Ground Rules within the appendix, they will store this within their portfolio. They will follow all policies and support any investigations as required in a professional manner. All learners will complete the Professionalism LEAP ([Professionalism \(bolton.ac.uk\)](http://Professionalism.bolton.ac.uk)). Learners will raise concerns were required to ensure the safety, physical and psychological, of others.

Programme Team

A member of the programme team may be responsible for raising the concern or receiving the concern. They are required to ensure they inform the relevant person (programme lead for academic and non academic issues, programme lead and practice quality team for practice concerns). Where an issue is raised in practice, the Escalation of Concerns Process should be followed, this is available via the Practice Quality Team. Staff will raise concerns were required to ensure the safety, physical and psychological, of others.

Programme Leads will ensure the process is followed and provide support to programme teams. They will ensure the Ground Rules within the appendix are signed by all learners and placed within the learners portfolio. They will also ensure this process is included in all programme inductions and available to learners for reference.

Programme Leads will maintain a risk register of learners who have been issued a Professional Behaviour Action Plan.

Practice Quality Team

The PQ team will provide support regarding any concerns raised in practice settings. They will monitor the concerns and support staff, practice and learners with the process.

Related Policies

This process intends to compliment and support the policies below. The process will run alongside most, but may precede the instigation of disciplinary (academic or non-academic) or fitness to practice policies dependant on the severity of the issue raised.

<https://www.bolton.ac.uk/student-policy-zone/student-policies-2024-25/health-wellbeing-and-support-guidance-2024-25>

<https://www.bolton.ac.uk/assets/Uploads/student-policy-zone-24-25/Policy-on-use-of-illegal-drugs-and-misuse-of-legal-drugs-by-students.pdf>

<https://www.bolton.ac.uk/student-policy-zone/student-policies-2024-25/student-non-academic-conduct-and-disciplinary-policy-and-procedure>

<https://www.bolton.ac.uk/assets/Uploads/student-policy-zone-24-25/Student-Social-Media-Guidance.pdf>

<https://www.bolton.ac.uk/assets/Uploads/student-policy-zone-24-25/Code-of-Practice-for-Work-Based-and-Placement-Learning.pdf>

<https://www.bolton.ac.uk/assets/Uploads/student-policy-zone-24-25/Fitness-to-Practise-Procedure.pdf>

<https://www.bolton.ac.uk/assets/Student-Attendance-and-Engagement-Policy-Revised-2024-v4.pdf>

<https://www.bolton.ac.uk/student-policy-zone/student-policies-2024-25/academic-misconduct-regulations-and-procedures-2024-25>

Criteria

The behaviour and values process will be instigated using the following criteria, this is not exhaustive:

- Discrimination
- Plagiarism
- Cheating and other forms of dishonesty
- Unprofessional behaviours (The label "unprofessional behaviours" is used to describe a variety of problem behaviours)
- Drug or alcohol misuse
- Any illness that impairs ability to practice safely and would cause harm to the public

This may be identified either in university or in practice settings.

Process

An issue can be raised by staff within the university or practice settings, by other learners or by members of the public. This can be via the escalation process (available via Programme Leads or the Practice Quality Team as appropriate) or in writing / verbally. Issues can be directed to any member of staff or the Practice Quality Team for practice based concerns.

The following actions should take place:

- A discussion with the learner to discuss what happened from their perspective and ascertain their understanding of the issue

- Gain evidence from any others involved as appropriate, inclusive of employers / educators etc
- Review of discussion with learner and of evidence by the Programme lead (and practice quality team if practice related)
- Programme lead / Practice Quality assesses severity and discusses with Operational lead / Head of School to decide next steps, previous Professional Behaviour Action Plans will be considered when reviewing and making decision

Next steps

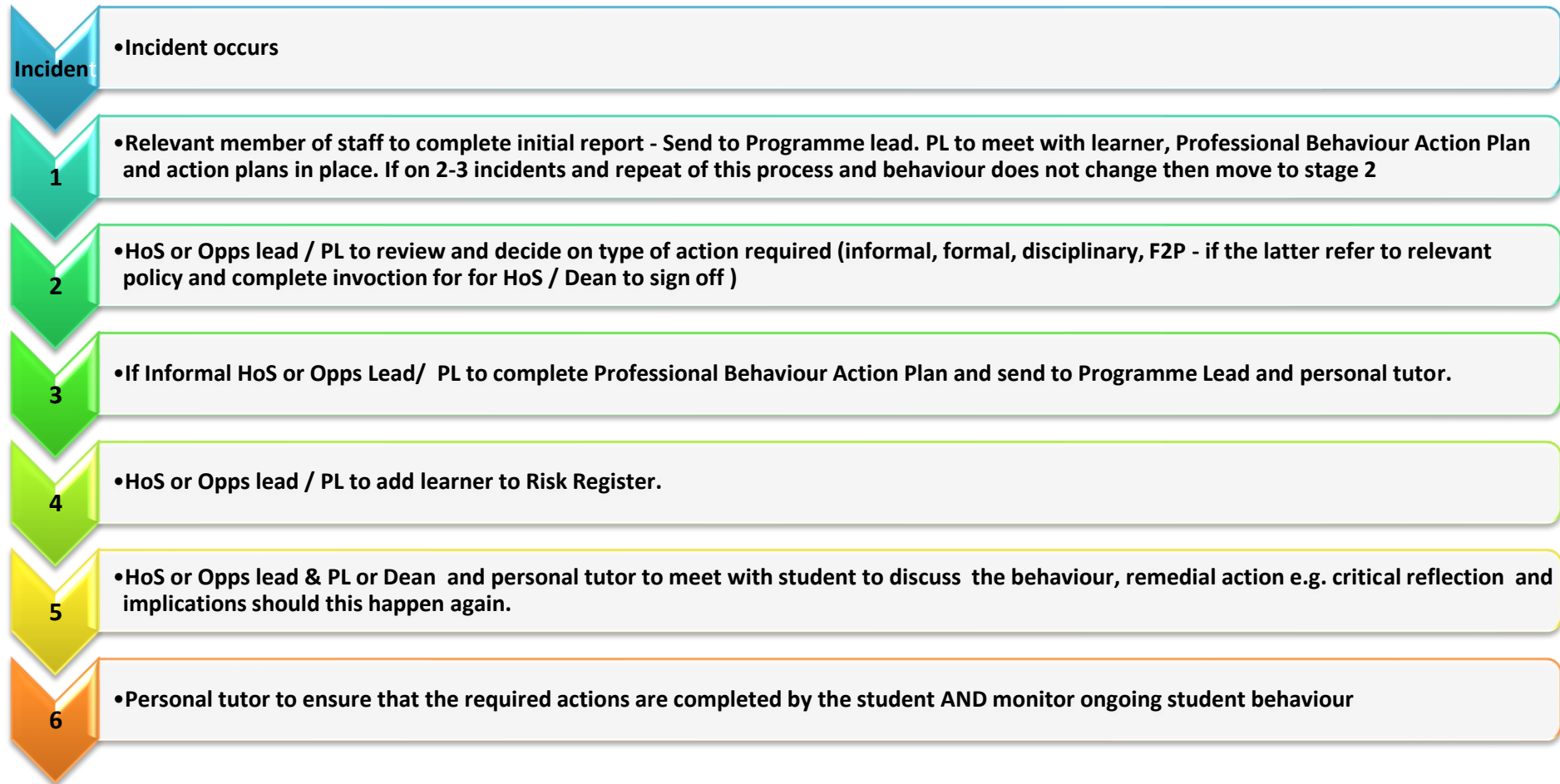
- If the outcome of the review of information warrants the need for an investigation under the Academic Misconduct Regulations and Procedures, the Non-academic and Disciplinary Policy, and/or the Fitness to Practice Procedure, the appropriate policy/regulation will be invoked immediately. This may include suspension from the programme.
- In circumstances where it is not deemed necessary to invoke an investigation under the Academic Misconduct Regulations and Procedures, the Non-academic and Disciplinary Policy, and/or the Fitness to Practice Procedure, a Professional Behaviour Action Plan may be completed to support development
- Where a reflection is required as part of an action plan, learners undertaking NMC programmes should use the NMC reflection form within the portfolio, other learners can choose the model / template

Please refer to the appendices for:

- Process overview
- Initial Report
- Professional Behaviour Action Plan template
- Ground rules

Appendix 1

Process Overview



Appendix 2

Initial Report (an Issue in Practice Form can replace this if reported via the Escalation of concerns route)

Initial report of learner behaviour incident

Student name		Student Id	
Programme		Cohort	
Date of Incident:		Location of incident:	
Personal tutor name		Personal tutor informed	Yes No
Reported by		Date	
Reported to:			

Please **highlight** nature of incident as appropriate on the left and describe offence below right:

Nature of Incident	Description of behaviour
<p>Plagiarism Cases of plagiarism (incl: inappropriate use of AI) tend to be dealt with initially under university misconduct regulations. In addition to a penalty for the offence - for example awarding a zero mark - the case may cause the student to be referred to an FTP committee. An important issue is the extent to which the student has been dishonest as opposed to ignorant.</p>	
<p>Cheating and other forms of dishonesty These include: cheating in examinations; falsifying research data; misrepresentation of qualifications and experience in a CV or job application; forging a educator's name in assessments or records of placement; and forging a educator's assessment. They also encompass persuading another student to enter one's name on an attendance register and making false entries in portfolios or logbooks. Criminal conviction, caution, reprimand and penalty notice for disorder Other criminal offences - particularly those involving dishonesty, violence or drugs, or sex offences. It may include use of AI in an inappropriate manner</p>	
<p>Unprofessional behaviour (The label "unprofessional behaviour" is used to describe a variety of problem behaviours) including the following: Repeated failure to attend appointments with academic staff; Persistent disregard for regulations, requirements and official communications; Persistent disrespect to teachers, colleagues or others; Persistent rudeness to patients, colleagues or others; Persistent neglect of administrative tasks; Poor time management; Breach of patient confidentiality; Persistent failure to accept and follow educational advice;</p>	

<p>Inappropriate patient examinations or failure to keep within appropriate boundaries in behaviour; Sexual, racial or other forms of harassment such as malicious postings on the internet or on social networking sites, such as Facebook</p>	
<p>Drug or alcohol misuse The most common problems in this category are: drink driving; alcohol consumption that affects clinical work or the work environment; and dealing, possessing or using illegal drugs, even if there are no legal proceedings. There may be a degree of overlap with mental illness. For example, the use of cannabis can lead to severe psychotic illness.</p>	
<p>Health and Wellbeing Physical and /or Mental illness need not, in itself, render a student unfit to practice. However, if the condition cannot be controlled because there is an inherently poor response to treatment or the student fails to seek or comply with medical treatment, there might be a risk to the public and then the student's FTP may be called into question.</p>	

Form sent to Programme Lead and Ops Lead or HoS by name		Date	
Decision by Programme Lead and Opps Lead or HoS		Signature Date	

(Highlight as appropriate below)

<p>Informal warning given to student in face to face meeting. Professional Behaviour Action Plan issued.</p> <p>Student will be advised that the behaviour should not be repeated. In the event of a repeat of the behaviour, The University of Bolton Student Non Academic Conduct and Disciplinary Policy and Procedure will be invoked Student will be required to provide a reflective account and the learning that has occurred.</p> <p>Academic name : _____ Date and time _____ Student signature _____ Date and time _____</p>
<p>The incident is deemed to be significant and The University of Bolton Student Non Academic Conduct and Disciplinary Policy and Procedure will be invoked. This may lead to the implementation of the UoB Fitness to Practice Policy</p> <p>Academic name : _____ Date and time _____ Student signature _____ Date and time _____</p>

The incident is significant and Immediate suspension of student from studies and The University of Bolton Student Non Academic Conduct and Disciplinary Policy and Procedure will be invoked. This may lead to the implementation of the UoB Fitness to Practice Policy

Academic name : _____ **Date and time** _____

Student signature _____ **Date and time** _____

This document will be retained and stored on a register by the programme lead and personal tutors will be informed.

Appendix 3

Professional Behaviour Action Plan

Professional Behaviour Action Plan issued to student following Initial report of learner behaviour incident to support development.

Learner name:

Student ID:

Date of initial report of
behaviour incident:

Decision made by **Programme Lead:**

Description of Unacceptable behaviour	Why behaviour is unacceptable in relation to Fitness to Practice/ behaviour/ code of conduct	Potential consequences of repeat behaviour
		The University of Bolton Student Non Academic Conduct and Disciplinary Policy and Procedure will be invoked which may lead to Fitness to Practice hearing
		The University of Bolton Student Non Academic Conduct and Disciplinary Policy and Procedure

[Type here]

Copies to be E mailed to: learner/ personal tutor/ and programme lead

		will be invoked which may lead to Fitness to Practice hearing
		The University of Bolton Student Non Academic Conduct and Disciplinary Policy and Procedure will be invoked which may lead to Fitness to Practice hearing

Programme Lead signature; _____ **Date:** _____

Student signature; _____ Date: _____

Action Plan

Actions agreed	Action to the completed by:	Completion date	Update

[Type here]

Copies to be E mailed to: learner/ personal tutor/ and programme lead

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[Type here]

Copies to be E mailed to: learner/ personal tutor/ and programme lead

Appendix 4

Ground Rules

Health and Social Care Professional Programmes

Ground Rules.

Pre placement requirements

Your new role now and the future

Working within health and social care is a demanding yet rewarding career. Your practice and academic learning will include intrinsic work tasks (such as working shifts (including night shifts), manual handling and will involve critical decision making at all times. You will experience all of these elements throughout your programme which will prepare you, for when you progress through your career. The following are requirements for completion of the programme:

- **Follow the working pattern of a member of staff within your profession**
- **Ability to undertake mandatory training**
- **Critical thinking skills to enable clear, safe and effective action and communication for the benefit of people in your care**

The course curriculum requires you to meet core learning and practical elements and you are required to declare fitness for practice throughout your course (and post registration for the regulatory bodies).

We provide ongoing support throughout your learning, therefore please do not hesitate to contact us with any concerns.

The Professional, Statutory Regulatory Bodies have delegated the responsibility of monitoring your 'fitness to practice' to the University.

Your fitness to practice relates to every aspect of your life, whilst in the University, in practice and outside in your everyday and social life. Your fitness to practice includes your behaviour, attitude and can include your health and well being

The main and serious issues that you need to be aware of include:

- Unprofessional behaviour including rudeness to colleagues, other learners and academic staff and inappropriate uniform dress code
- Sexual, racial and other forms of discrimination / harassment
- Inappropriate postings on social media
- Failure to accept and follow academic guidance
- Drug and alcohol misuse
- Poor time management
- Cheating and any form of dishonesty

[Type here]

Copies to be E mailed to: learner/ personal tutor/ and programme lead

- Criminal convictions and /or involvement with social services
- Plagiarism
- Health related problems that impair your ability to be fit to practice and keep the public safe

This list is not exhaustive and there may, from time to time, be other behaviours or issues that are dealt with under the fitness to practice procedure.

Programme lead signature _____

Student signature _____

Date _____

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[Type here]

Copies to be E mailed to: learner/ personal tutor/ and programme lead