

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

PROCEDURE # C-6

PROCEDURE: A student may be denied access to patients in the following circumstances. The procedure differs in each instance. A procedure for each type of denial of access to patients is given below.

- I. A single clinical assignment period
- II. The remainder of the course;
- III. All current and remaining clinical courses.

I. Procedure for Removing a Student from the Clinical Setting or Denial of Access to Patients for a Single Assignment Period.

A. When a faculty member determines that a student cannot proceed safely in the clinical setting during a specific clinical assignment period, the faculty member does the following:

- 1. Informs the student of the reason the student must leave (e.g., not prepared to provide safe care, symptoms of an illness that place the client at risk, evidence of use of and/or impairment from drugs/alcohol, unethical conduct, etc.)
- 2. Ensures that the student safely leaves the clinical area (e.g. by calling agency security; arranging for the student to be transported home safely by a cab or a family member),
- 3. Informs the Course Coordinator and Campus Director, verbally and in writing, of the above action, and
- 4. Provides follow-up guidance to the student, including referral to appropriate resources.

II. Procedure for Removing a Student from the Clinical Setting or Denial of Access to Patients for the Remainder of a Course.

A. When a faculty member determines, in consultation with the Campus Director, that a student may need to be removed from the clinical setting for the remainder of that course, the faculty member does the following:

- 1. Reviews the recorded documentation of the relevant incident(s),
- 2. Informs the student in a teaching conference of the observed behaviors and of the faculty member's concerns about the student's well-being and/or client safety, and
- 3. Discusses with the Campus Director the observed behaviors and/or learning problems identified, the guidance/teaching strategies employed, (and their outcomes) and the rationale for a recommendation to remove the student from the clinical setting.

- B. The Campus Director examines the situation and discusses it with the Associate Dean for Undergraduate Programs.
1. The faculty member meets with the Campus Director and provides a written decision with rationale and conditions for reinstatement in the clinical setting for the specific course (if appropriate).
 2. The Campus Director may need to talk with faculty members teaching concurrent clinical courses and with the student before coming to an understanding of the situation.
 3. The Campus Director makes a determination of whether or not the faculty member's rationale for a recommendation to remove the student from the clinical setting is soundly based.
 4. The Campus Director meets with the faculty member and discusses the recommendation of the faculty member as a result of the fact finding.
 5. The faculty member then informs the student of the decision, rationale and conditions in a teaching conference.
 6. The Campus Director meets with the student and reviews the decision, rationale and conditions for reinstatement in the course, if appropriate and recommended.
 - a. The Campus Director assists the student in understanding the conditions requisite for reinstatement in the course, criteria for evidence thereof; and procedure for reinstatement by the College of Nursing Scholastic Committee.
 - b. The student's options are explored, including referral to appropriate resources.
 - c. On a case by case basis, the Campus Director clarifies that continuation in or repeat of the course requires individual consideration of the student's difficulties, the setting, and requirements of that course.
 7. The Campus Director informs the Associate Dean for Undergraduate Programs, in writing, of the action, and provides a written copy of the decision, rationale, and conditions from the faculty member.
- C. The Associate Dean for Undergraduate Programs informs the student, in writing, of the consequences of the removal, and procedure for possible reinstatement in the course, if appropriate.
- D. The student may continue non-clinical work in the course (attend class, etc.) unless they are currently enrolled in the course for the second time.
- E. Coursework is unaffected in other courses in which the student is enrolled.

III. Procedure for Removing a Student from All Clinical Settings or Denial of Access to Patients (out of the College of Nursing curriculum).

When a Campus Director, or a faculty member in consultation with a Campus Director, determines that a student may need to be removed from all clinical settings because of extremely egregious unethical or unsafe conduct in a clinical setting, the following occurs:

- A. The Campus Director or faculty member reviews her/his recorded documentation of the relevant incident(s).
- B. The Campus Director or faculty member informs the student in a teaching conference of the observed behaviors and of the concerns about client safety, ethical issues, student well-being, etc.
- C. Discussion occurs between the Campus Director and involved faculty member/s regarding the observed behaviors, the problems identified, the guidance/teaching strategies employed, (and their outcomes) and the rationale for a recommendation to remove the student from all clinical settings.
- D. The Campus Director examines the situation and discusses it with the Associate Dean for Undergraduate Programs and/or the Dean.
 1. The Campus Director may need to talk with faculty members teaching concurrent clinical courses and/or those who have previously taught the student clinically. The Campus Director may also talk with the student in coming to an understanding of the situation.
 2. The Campus Director makes a determination of whether or not the rationale for recommendation to remove the student from all clinical settings is soundly based.
 3. The Campus Director meets with the involved faculty member/s and discusses the recommendation.
 4. If the final decision of the Campus Director is to remove the student from all clinical settings, the Campus Director so informs the Associate Dean for Undergraduate Programs and/or the Dean and provides a written decision with rationale and with suggestions for assisting the student, including referral to appropriate resources. After discussion with the Associate Dean for Undergraduate Programs and/or the Dean, the Campus Director informs the student of the decision, rationale, and suggestions for assistance.
 5. The Associate Dean for Undergraduate Programs informs the student, in writing, of the consequences of the removal from all clinical settings, and any recommendations or referrals to appropriate resources (e.g., removal from the College of Nursing curriculum.)
 6. The student may complete remaining non-clinical coursework in the semester of removal if she/he wishes.