Governing Documents
- Statute No. 17: Student Discipline
  http://calendar.publishing.uwa.edu.au/latest/partc/stat17

- Regulations for Student Conduct and Discipline:
  http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct

Responsibility for Implementation
Associate Dean, Student Affairs
Manager, Student Affairs
Associate Dean, Teaching and Learning
Course Directors, Heads of Schools, Unit Coordinators

Status:  First approved 26/04/2012
         Revised 18/09/2013

Key Stakeholders
The University of Western Australia
Course Directors
Heads of Schools
Unit Coordinators
Faculty Office
Student Societies

Approved by
FMDHS - Faculty Board

Endorsement Body
Faculty Teaching and Learning Committee
Meeting date: 10/04/2012
Agenda item: Item 10. Resolution 20/12

Date Effective: 12/04/2012
Author:  Faculty Teaching and Learning Committee
Contact:  Associate Dean, Teaching and Learning: sandra.carr@uwa.edu.au

Related Documents:
- UWA Policy for Ethical Scholarship, Academic Literacy and Academic Misconduct

- UWA Guidelines for Conduct in the Workplace
  http://www.hr.uwa.edu.au/policies/policies/conduct/guidelines

- UWA Charter of Student Rights and Responsibilities
  http://www.student.uwa.edu.au/life/charter

- UWA Statute No 17 (Appendix B) in the University Calendar
  http://calendar.publishing.uwa.edu.au/latest/partc/stat17

- Faculty Assessment and Evaluation Policy
  http://www.meddent.uwa.edu.au/teaching/policies
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1. Preamble

Professionalism, professional conduct or behaviour and how this aligns with fitness or readiness for practice are important issues in the education of Health Professionals. The key factors pertaining to Fitness to Practise include practising safely, consistently demonstrating appropriate professional conduct and behaviour and having the requisite skills and knowledge base to practise at an appropriate standard.

Personal and professional development is one of the main themes of a health professions degree at UWA. The UWA Faculty of Medicine, Dentistry and Health Sciences (FMDHS) places a strong emphasis in its curriculum and assessment processes that students understand, develop and maintain the appropriate professional attitudes and behaviours expected of health professionals. Each course offered by the Faculty has stated learning outcomes surrounding professional behaviour that are linked to assessment processes. Each graduate will be a reflective practitioner capable of self care and critical reflection of their practice, committed to their personal and professional growth and development and who displays initiative and is committed to lifelong learning.

This policy and associated procedures have been developed to facilitate a consistent and equitable approach to recording, monitoring and evaluating misconduct in the area of professionalism and professional behaviour of all students enrolled in all health professional coursework programs of study offered by the FMDHS. This policy does not apply to students undertaking undergraduate majors and research degrees; however, all students are governed by Statute No.17: Student Discipline http://calendar.publishing.uwa.edu.au/latest/partc/stat17 and the Regulations for Student Conduct and Discipline: http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct

This Policy on Professional Behaviour for Students has been endorsed by the FMDHS Faculty Board. It was developed in consultation with the Student Societies associated with the Faculty (West Australian Medical Students’ Association (WAMSS), the University Dental Students’ Society (UDSS); Podiatric Medicine Student Society (PMSS); Health Science Student Society and the Population Health Postgraduate Society and University Secretary, Academic Secretary and Manager, Complaint Resolution Unit.

2. Purpose

The purpose of this document is to support the FMDHS goal to develop students’ professional behaviours in line with the health profession they will pursue on graduation. This document provides guidelines for Faculty staff who monitor course

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3 Ichim, P. 2011. Professionalism Policy for Dental Students at the UWA.
progression and assist those students who have been identified with issues associated in demonstrating appropriate ‘professional behaviour’.

3. Scope

Students’ conduct is governed by Statute No.17: Student Discipline http://calendar.publishing.uwa.edu.au/latest/partc/stat17 and the Regulations for Student Conduct and Discipline: http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct. This policy on student professional behaviour aligns with the existing conduct regulations and as such should be read in conjunction with the University's Guidelines on Ethical Scholarship, Academic Literacy and Academic Misconduct available on the University's website at http://www.teachingandlearning.uwa.edu.au/staff/policies/conduct.

This Student Professionalism Policy is intended to:

- Demonstrate the priority placed by the Faculty on professional behaviour of students
- Inform students and staff of the guiding principles and expectations around student professionalism and professional behaviour
- Identify unprofessional behaviour in students as early as possible and provide appropriate education and/or remediation
- Identify procedures for documenting and managing unprofessional behaviour and misconduct.
- Provide the Faculty with clearly articulated process when dealing with professional misconduct
- Ensure that students have the mechanisms to appeal and defend against allegations of misconduct.

While this policy focuses on unprofessional conduct, reporting of instances of exceptional professional conduct are also encouraged. Instances of exemplary professional behaviour can be reported directly to the Associate Dean, Student Affairs. Furthermore, this policy document contains information on the process of reporting unprofessional conduct of staff.

4. Dissemination

Each course has a statement to explain the expected nature of professional behaviour as it applies to its field and discipline. Other relevant information about how these behaviours are taught and assessed and procedures for remediation are described in relevant course and unit handbooks. This Policy on Professional Behaviour for Students is to be referred to in each Course Guidebook and Unit Handbook. Each

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course must provide information to students on reporting, recording and managing unprofessional behaviour and misconduct for that course.

5. Definitions

**Professionalism** is the translation of the values of the profession. In the Health Professions, members of the profession are governed by codes of ethics and profess a commitment to competence, integrity and morality, altruism, and the promotion of the public good within their domain. The members of a profession are accountable to those served and to society.5

Unprofessional conduct is inappropriate behaviour by a student of the University whilst undertaking a component of their course of study either internally or externally (i.e. professional/clinical placement, field trip, inter-institutional units, etc) that, while not constituting academic misconduct, constitutes a breach of standards of professional conduct expected within that field of study6. Students must be aware that their behaviour outside the clinical environment, including in their personal lives, may have an impact on their fitness to practice and ability to provisionally register as a health professional.

**Unprofessional conduct** will be evaluated as minor, moderate or major as follows:

- This policy refers to **minor** incidents as unprofessional conduct with limited consequences to the student, patient, community, School, Faculty, University and staff. Often there is no awareness of the unprofessional act or, it occurs after the fact.
- This policy refers to **moderate** incidents as unprofessional conduct with consequences to the student, patient, School, Faculty, University and staff and which may impact on the activity of the School or Course or may have potential negative consequences to the University, patients and staff. There is usually some awareness of the unprofessional act.
- This policy refers to **major incidents** as unprofessional conduct with important consequences to the student, patient, School, Faculty and/or University. Often there is awareness of the unprofessional act.

If a student’s conduct is unprofessional repeatedly, even if subsequent incidents are also minor, they culminate and escalate the severity of the unprofessional behaviour.

For the purposes of this policy, unprofessional conduct will include all levels of unprofessional behaviour as defined above. The procedure for reporting unprofessional conduct is included on page 8.

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6. Governance

All unprofessional behaviour or professional misconduct must be reported and managed as per the procedure outlined in Section 7. It may be reported by an instructor, supervisor, course director, staff member, community member or peer. All documentation around reported misconduct must be forwarded to the Professional Behaviour Advisory Panel (PBAP). This information may be forwarded following the investigation or advice/support may be sort from the panel as to how to conduct the investigation or during the investigation.

The purpose of the PBAP is to monitor the reporting and remediation processes, and where necessary, provide advice on any disciplinary action to be taken to ensure an equitable process for the student. The PBAP may also be involved in the investigation of instances of unprofessional behaviour if deemed necessary by the Dean or nominee. For example, if the behaviour occurred outside of the unit structure or involved a number of students. The PBAP will be convened once each semester or more frequently if significant professionalism issues need to be addressed. The PBAP will identify patterns of unprofessional behaviour, report all activities and outcomes directly to the Dean and identify any information that may be used to improve teaching and learning practices within the Faculty.

The PBAP membership will be comprised of The Associate Dean of Student Affairs, Manager of Student Affairs, Associate Dean of Teaching and Learning and three academic staff at Level C or above who are Heads of Schools, Academic Monitors, Course Directors or Members of the FMDHS Executive. The PBAP reports to the Dean and the Faculty Teaching and Learning Committee. Minor and moderate unprofessional behaviour should be dealt with through the appropriate procedure outlined in Section 7. Incidents of major professional misconduct must be reported urgently and directly to the Associate Dean (Student Affairs).

All actions of misconduct are liable to disciplinary action as described in Statute No. 17 and must be applied as documented by this regulation (website: http://calendar.publishing.uwa.edu.au/latest/partc/stat17).

Examples of unprofessional behaviour and the possible penalties applicable are available on the above website. If a student’s conduct has been deemed to be academic rather than professional, the appropriate penalty under the Academic Misconduct Policy will be applied.

7. Procedure

The following steps provide the agreed principles to be applied to the procedure of reporting, investigating, recording and managing unprofessional behaviour of students. Each Course of Study in the FMDHS has a specific procedure in place for

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reporting unprofessional behaviour and misconduct which is documented in the related Course Handbook.

**Description of Procedure**

<table>
<thead>
<tr>
<th>Reporting Concerns</th>
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<tbody>
<tr>
<td>Concerns regarding a student’s professional behaviour or an incident of unprofessional conduct should be immediately reported to the Unit Coordinator in the first instance or Head of School if the Unit Coordinator is not deemed to be an independent academic*.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Investigating concerns</th>
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</thead>
<tbody>
<tr>
<td>On receipt of a report, an independent academic investigates the concerns. This must involve offering to interview the student, the person making the report and other persons with relevant information related to the concerns. Normally the concerns would be investigated by the Unit Coordinator, but in the event of the Unit Coordinator making the report, they should discuss with the Head of School or Course Director to identify the most appropriate person to investigate the concerns. Mitigating circumstances will be considered during the investigation. Investigating staff should refer to the regulations where the possible outcome of an investigation may require a penalty higher than they have the authority to give. The student may be accompanied by a support person during this interview. After the initial interview, the student may request time to consider or respond further to the allegation before the investigation is completed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Managing &amp; Recording Misconduct</th>
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</thead>
</table>
| All reported and investigated incidents of unprofessional behaviour will be recorded in the Unprofessional Conduct Register. Any meetings held with the student to discuss the alleged misconduct should not be audio recorded.  
1. On completion of an investigation, a student who is found not to have demonstrated unprofessional conduct will have the case dismissed with no further action required. A student who is found to have demonstrated minor unprofessional conduct will be counselled in relation to appropriate professional behaviour and informed that the a notice of professional counselling will be put on their student file and will be recorded in the FMDHS Student Unprofessional Conduct Register. The investigating academic must forward documentation pertaining to the incident to the Manager of Student Affairs.  
2. In addition, the student who is found to have demonstrated, repeated or moderate unprofessional conduct will be required to participate in subsequent meetings with the Unit Coordinator and Head of School or Course Director to discuss and set target behaviours and achievable goals, with an action plan to improve the student’s performance. Any disciplinary action must be in line with Statute 17.  
The student will be provided with a written record of the discussion by the investigating academic and what is required of them to address the ongoing concerns about their professional behaviour. An appropriate time to review student progress against the action plan/requirements will be scheduled and the consequences explained if there is a failure to improve.  
The student will be notified in writing of the outcome of the investigation, counselling and remediation by the investigating Academic. All documentation must be forwarded to the Manager of Student Affairs at the conclusion of the investigation to be recorded in the Student Professional Misconduct Register. All recorded instances of minor or moderate misconduct will be reviewed by the PBAP meetings. Disclosure of information pertaining to mitigating circumstances to members of the BPAP will be at the discretion of the Associate Dean of Student Affairs.  
If at any stage a student refuses to participate in the investigation or management, the matter is immediately referred to the Head of School who will discuss next actions with the Course Director and/or the Dean. |
<table>
<thead>
<tr>
<th>Reporting Major misconduct</th>
<th>Incidents of major professional misconduct must be reported directly to the Associate Dean-Student Affairs. If major professional misconduct is confirmed and the view is formed that the student has an impairment which led to the misconduct and that this impairment creates a risk to patients, then that would be the reporting requirement the University may need to inform the National registration agency for the relevant health profession (AHPRA).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing Major Misconduct</td>
<td>The Associate Dean of Student Affairs, the relevant Course Director or Nominee and Manager of Student Affairs meet to discuss the case, review all information surrounding the major misconduct and commence the investigation including a Professional Behaviour Discussion meeting (see below) with the student. A record of the investigation is to be forwarded to the Dean for consideration. The Dean will advise a course of action in line with Statute 17. The student will be informed of the outcome by the Associate Dean of Student Affairs and this will be confirmed in writing by the Dean.</td>
</tr>
<tr>
<td>Notice of Meeting</td>
<td>The Associate Dean of Student Affairs together with members of the PBAP will call for a Professional Behaviour Discussion Meeting. The student must be informed of the meeting in writing including a notice of the allegations being made with sufficient particulars to allow appropriate preparation and response. They must be provided with the opportunity to be accompanied to the meeting by a support person of their choice. Notice of the presence of a support person must be provided to the academic staff prior to attending the meeting. Notes may be taken during the meeting, but the meeting should not be audio recorded.</td>
</tr>
</tbody>
</table>
| Disciplinary Action        | When a Unit Coordinator and Head of School/Course Director determine that the student’s performance has not improved despite a remediation process or there has been a relapse in unprofessional behaviour, they are to report the matter directly to the Associate Dean-Student Affairs or nominee. The Associate Dean will meet with the Course Director and Manager of Student Affairs. After review of the case, they may:  
- Dismiss the case  
- Recommend that the Professional Behaviour support actions/requirements continue  
- Recommend Disciplinary action  
- Recommend to the Board of Examiners that the student not pass the Unit or be excluded from the course  
Disciplinary action will be determined by the Dean and will be reported to the PBAP. The Dean will refer any case to the SDVC as required by Statute 17. |
| Appeal Process             | The appeal process for these matters is defined in the regulations – see 19 – 20 and they should be referred to this. |

*A person with an interest or relationship with the student where a real or perceived conflict of interest exists. For example, if the academic was related to the student or is a family friend, therefore an Independent Academic is to be appointed.*
FMDHS Procedure for Reporting Unprofessional Conduct of Students

Concern of Professional Misconduct

- Concern reported to Independent Academic (usually to Unit Coordinator or Head of School)
  - Student informed of reported concern

- Concern Investigated may involve UC, HOS and/or Course Director

  Concern not substantiated: No further action
  - Student informed of outcome

  Minor misconduct, student counselled. Added to Professional Misconduct Register
  - Student informed of outcome

  Concern substantiated: Conduct reported and managed

  Moderate or repeated misconduct, student counselled plus or minus disciplinary action. Added to Professional Misconduct Register
  - Student informed of outcome

Major Misconduct reported to Associate Dean of Student Affairs. Investigated by PBAP. Outcome determined by Dean

- Student informed of outcome
8. Record Keeping

A written record of the investigation and the outcome is maintained on the student’s file, kept in the Student Affairs Office of the Faculty of Medicine, Dentistry and Health Sciences. All correspondence in relation to the matter will be scanned, allocated the Student in Confidence caveat and attached electronically to the student’s electronic student file in TRIM. In addition, the misconduct findings will be recorded on the Student Professional Misconduct Register in the Faculty. A written record of misconduct findings is maintained by way of a confidential comment on a student's internal academic record entered by a sub-dean, Faculty Administrative Officer or the Manager of Student Affairs. In addition, the misconduct findings will be recorded on the Student Professional Misconduct Register in the faculty. The faculty register includes the following information for each student whose name is included in the register:

1. The student’s name;
2. the date on which the student was first registered;
3. if a condition has been imposed on the student’s enrolment;
4. details of the condition;
5. information pertaining to the reported incident;
6. outcome of the investigation.

Details of misconduct findings and penalties are not entered on a student's formal academic record.

Templates pertaining to reporting inappropriate professional behaviour or misconduct are available in Appendices of this policy document or on the Faculty Teaching and Learning webpage http://www.meddent.uwa.edu.au/teaching.

9. Professionalism in staff

Consistent with its aim to provide a high quality service to every student and with the principles of the University's Charter of Student Rights and Responsibilities, the University welcomes students’ feedback about their University experience and provides a complaints resolution process designed to address effectively and fairly every complaint or appeal registered by a student about any aspect of that experience. For the purpose of this policy a “complaint” is an expression of dissatisfaction made to the University by a student in relation to a staff member where a response or resolution is explicitly or implicitly expected. There are several mechanisms students may access to lodge a complaint with the University. These are described in detail at http://www.student.uwa.edu.au/life/complaints.

If a student requires advice on how to lodge a complaint around the professional conduct of a staff member, they are advised to speak to the relevant Unit Coordinator or Head of School in the first instance. If the matter remains unresolved or the resolution is deemed unsatisfactory to the student they are asked to speak with the Course Director and/or the Associate Dean of Teaching and Learning. Students are also advised they may involve a representative from a student association or the Guild in this process.

10. Examples of Misconduct

The following are examples of misconduct as documented in the University’s Official Publications associated with Statute 17.  

**Academic misconduct**

Any activity or practice engaged in by a student that breaches explicit guidelines relating to the production of work for assessment, in a manner that compromises or defeats the purpose of that assessment:

*Example 1: Plagiarising the work of another person, including a fellow student or the author of a text, by adapting or incorporating it in a piece of assessable work without due acknowledgment*

*Example 2: Bringing unauthorised material into an examination room*

*Example 3: Intentionally falsifying results which are reported in, or relied on for the purposes of, a piece of assessable work*

**Professional misconduct**

Inappropriate behaviour by a student of the University whilst undertaking a component of their course of study either internally or externally (i.e. professional/clinical placement, field trip, inter-institutional units, etc.) that, while not constituting academic misconduct, constitutes a breach of standards of professional conduct expected within that field of study:

*Example 1: Disorderly behaviour whilst under the influence of alcohol or other substances*

*Example 2: Sexual harassment of a person as defined in the University's Sexual Harassment Policy approved by Senate Resolution*

**Dealings with others at the University**

Wilfully obstructing or disrupting University teaching, study, research, examination, test or official activity:

*Example 1: Disrupting an examination or official meeting*

Wilfully interfering unduly with the freedom of speech within the University of a member of the University or of a speaker invited by any section of the University to express their views:

*Example 1: Disrupting to an unreasonable degree an address by a guest speaker*

Wilfully interfering with the freedom of movement within the University of a member of the University or of a guest or visitor:

*Example 1: Preventing someone from entering a building*

Harassing a person in or upon the premises of the University as prohibited by policies approved by Senate Resolutions, pursuant to anti-discriminatory Commonwealth or State legislation:

*Example 1: Sexual harassment of a person as defined in the University's Sexual Harassment Policy approved by Senate Resolution*  

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Example 2: Racial harassment of a person as defined in the University's Racial Harassment Policy approved by Senate Resolution

Assaulting or attempting to assault a person within the University:
Example 1: Causing any person to hold reasonable fears for their safety or physical or psychological well-being

Providing false or deliberately misleading information to other members of the University:
Example 1: Falsifying an academic record
Example 2: Falsifying documents or providing false documents in order to gain admission to the University

Failing to comply with the reasonable direction of a member of staff:
Example 1: Entering any place within the University when forbidden to do so by a University employee;
Example 2: Refusing to leave a building when directed to do so by a University employee;
Example 3: Preventing another student from enjoying their rights as set out in the Charter of Student Rights.

Dealings with property or information

Wilfully damaging, or wrongfully dealing with University property, or the property within the University of any person:
Example 1: Leaving litter
Example 2: Misuse of emergency equipment
Example 3: Defacing or affixing a notice to a part of a University location
Example 4: Vandalism
Example 5: Failure to comply with the Library Rules
Example 6: Misuse of computer equipment in contravention of the University's Computer and Software Use Regulations
Example 7: Copying, or attempting to copy, any copyright material including computer software without the permission of the University and in breach of the Copyright Act
Example 8: Knowingly disclosing confidential information

Dealings with patients, members of the health team or members of the community

Example 1: Breach of patient confidentiality, discussing a patient in such a way they could be identified
Example 2: Inappropriate communication with a patient, their family or members of the health team such as use of abusive language, attempting to establish a personal relationship, sexual harassment
Example 3: repeatedly failing to take adequate safety precautions eg failing to wash hands, refusal to wear personal protective equipment
Example 4: Failure to obtain consent from a patient prior to commencing an examination or procedure
Example 5: Misuse or misappropriation of equipment, medication etc. This is regarded as stealing
**Behaviour at the University**

Creating a disturbance or being disorderly on University premises:

*Example 1: Using abusive or insulting language*

*Example 2: Disorderly behaviour whilst under the influence of alcohol or other substances*

*Example 3: Frightening wildlife*

*Example 4: Lighting a fire without permission*

*Example 5: Contravening the rules of conduct set out in the by-laws*

Wilfully obstructing or attempting to obstruct or deter a member of staff in the performance of their duties;

Failing to provide the student's name and address when required to do so by a member of staff who reasonably requires the information for the performance of their duties.

**Action likely to cause injury or impair safety on University premises**

Disobeying or failing to comply with the University's health and safety policies:

*Example 1: Remaining in a building after the fire alarm has sounded.*

**Contravention of any statute, by-Law, regulation or rule**

Disobeying or failing to comply with a provision of a University statute, regulation, rule, by-law or a Senate resolution or with an order made under a University statute, regulation, by-law or Senate resolution:

*Example 1: Contravening the University's Intellectual Property Regulations by disclosing the details of intellectual property if the disclosure would prejudice the protection of intellectual property owned by the University*

*Example 2: Contravening the by-laws by smoking in a smoke-free area*

*Example 3: Failure to comply with the Library Rules*

**Behaviour which brings the University into disrepute**

Acting in a manner which brings the University into disrepute:

*Example 1: Disorderly or offensive conduct while engaged in University activities e.g. a field trip*

**Enforcement of penalties**

Failing to comply with any penalty imposed under any University statute, regulation, rule or by-law, or any Senate resolution.  

**Use of Social Media**


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The University recognises that social media is a term which encompasses the various activities that integrate technology, social interaction, and the construction of words, pictures, videos and audio. These activities, and the manner in which information is presented, are dependent upon varied perspectives and the creation of shared meaning as people share their stories and understandings. The inappropriate use of social media, in a professional or personal capacity, can violate the privacy, breach the security and harm the reputations of other students, patients, community, employees and/or The University. Such activity may be determined as misconduct or serious misconduct, resulting in possible disciplinary action or termination of enrolment.  

Students in the Health Professions must be careful about their communications. They must maintain confidentiality of patients and clinical situations and consider the destination of the information being published. They must recognise that inappropriate online comments may be defamatory. Defamatory statements:

- Are published to a third person or group of people
- Identify (or are about) a patient/colleague/person (subject)
- Damage the reputation of the subject.

Students must also remember that even as a student they are registered to practice and must abide by professional codes of conduct. When using social networking sites, students should be advised to think before making offensive comments or jokes, sharing information about unprofessional activities (e.g. involving alcohol or drugs), or joining or creating groups that might be considered derogatory or prejudiced. Although online groups or webrings may seem innocuous, other people will not always treat the group with the same humour. The following are two examples developed by the AMA that maybe useful for students.

Example 1: You are working in a rural hospital and make a comment on a social networking site about an adverse outcome for one of your patients. You are careful not to name the patient or the hospital. However, you mentioned the name of the hospital you are working at last week in a different posting. A cousin of the patient searches the internet for the hospital’s name in order to find its contact phone number. In the search results, the patient’s cousin is presented with your posting mentioning the hospital. The cousin then sees the subsequent posting regarding the adverse outcome involving the patient.

Example 2: You get a friend request on a social networking site from someone whose name sounds very familiar, but they have a photo of a dog as their profile picture. You accept the request. After looking through their profile page, you realise that it is actually one of your previous patients. The patient sends you a message to let you know that they cannot make their next clinic appointment, but would like to know

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their histology results from a test ordered while the patient was in hospital. The patient also throws in a cheeky comment about some photos they saw of you wearing swimmers at the beach."

11. Further information

All students are encouraged to read the following.

- UWA Statute No 17 (Appendix B) in the University Calendar
  http://calendar.publishing.uwa.edu.au/latest/partc/stat17

- Regulations for Student Conduct and Discipline
  http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct

- UWA Policy for Ethical Scholarship, Academic Literacy and Academic Misconduct
  http://www.teachingandlearning.uwa.edu.au/page/59146

- UWA Guidelines for Conduct in the Workplace

- UWA Charter of Student Rights
  http://handbooks.uwa.edu.au/undergraduate/polproc/policies?childfx=on

- Undergraduate Handbook and Interfaculty Handbooks
  http://www.publishing.uwa.edu.au/handbooks

- Cooper, Geoff. *Learning at the University of Western Australia* – available for free from Student Services.

- The Student Services website:
  http://www.student.uwa.edu.au/contact/studentservices

- Australian Medical Students’ Association: Code of Ethics

- Australian Dental Association: Code of Ethics for Dentists
  http://www.ada.org.au/app_cmslib/media/lib/1302/m482656_v1_policy%20sta tement%206.5.1%20code%20of%20ethics%20for%20dentists.pdf

- Pharmaceutical Society of Australia: Code of Ethics for Pharmacists
• Podiatry Board of Australia: Policies, Codes and Guidelines

• Australian Association of Social Workers

• Code of Ethics for Nurses in Australia

• University Policy on Social Media
12. Appendices
12.1 Letter to Student – Invitation to Interview

Date/Month/Year

Name & Address

Dear (Name of Student)

RE: Unprofessional Conduct – Notice of Allegation and Request for Interview

As <Unit Coordinator of/Course Director of/Head of School of> I am writing to you in regards to an allegation of unprofessional conduct against you which has been brought to my attention.

It is alleged that <<insert details of allegation including date and description of conduct, name of unit, number of offences etc>>

In order to investigate the allegation, I invite you to meet with me to discuss the matter further. A meeting has been set up for this purpose, the details of which are provided below.

Date:
Time:
Place:
Contact: <<insert details of staff member student should contact, if necessary>>

Confirmation of your attendance is required by return email<<insert no. of days notice>> in advance of the scheduled meeting. You may be also be accompanied by a support person to the meeting. For example, this may include a representative from your student society. Please note that if you fail to attend the meeting, the matter will be considered in your absence.

For further information please refer to the University's Regulations for Student Conduct and Discipline www.aps.uwa.edu.au/home/policies/discip and the Faculty’s Policy on Professional Behaviour for Students <<to be inserted when available>>.

Yours sincerely

(Unit Coordinator of) or (Course Director of) or (Head of the School of)

Cc Manager of Student Affairs
12.2 Letter to Student – Dismissal of Allegation

Date/Month/Year

Name & Address

Dear (Name of Student)

RE: Professional Misconduct – Dismissal of Allegation

As <Unit Coordinator of/Course Director of/Head of School of> I invited you to attend a meeting with me on <insert date> to discuss an allegation of unprofessional conduct.

Specifically, it had been alleged that on <insert date> you <description of conduct> in <name of unit>.

All information that was found in the investigation of the allegation has been carefully reviewed and having taken all evidence into account, it is my view that the circumstances described in the original complaint do not constitute misconduct. It was further determined that your conduct was not in violation of the Faculty’s Policy on Professional Behaviour and other associated codes of conduct of this University. The allegation of misconduct against you has therefore been dismissed.

By copy of this letter, notice of the outcome of my investigation has been provided to staff that were aware of the allegation.

Yours sincerely

(Unit Coordinator of) or (Course Director of) or (Head of the School of)

Cc: Unit Coordinator (if applicable)  
Name(s) of staff aware of the allegation  
Manager of Student Affairs
12.3 Letter to Student advising of Minor Incident

Date/Month/Year

Name & Address

Dear <Name of Student>

RE: Minor Breach of Professional Conduct

As <Unit Coordinator of/Course Director of/Head of School of> I invited you to attend a meeting with me on <insert date> to discuss an allegation of unprofessional conduct.

Specifically, it had been alleged that on <insert date> you <description of conduct> in <name of unit>.

Following your <insert either “attendance” or “non-attendance”> at the meeting, I have concluded that your behaviour as described above, demonstrated a minor breach of the University’s Regulations for Student Conduct and Discipline as outlined in the FMDHS Policy on Professional Behaviour for Students (copy attached).

The penalty imposed is: <insert penalty e.g. “Counselling in Appropriate Professional Behaviour”>.

The reason for this determination is <insert brief reason for decision>.

[Change this paragraph as required] “I advise you to <insert summary of counselling> and recommend that <insert recommendations/ strategies aimed at encouraging more informed, positive behaviour> e.g. refer student to appropriate reading materials/resources; support programs etc.

It is important you are aware that more substantial penalties may be applied should any similar, repeated breaches occur.

This incident will be recorded on the FMDHS Student Misconduct Register and a copy of this letter will be forwarded to the Faculty Student Affairs Office to be placed on a confidential file in your name.

If you do not agree with the finding of misconduct or the penalty imposed, you have the right to appeal the decision under Statute No.17 and the University’s Regulations for Student Conduct and Discipline: http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct/conduct19.
Your appeal must be made in writing within twenty University days of the date of this notice to <insert name of the next most senior staff member>.

Yours sincerely

(Unit Coordinator of) or (Course Director of) or (Head of the School of)

Cc:  Unit Coordinator (if applicable)
     Manager of Student Affairs
To the Student

This notice has been issued because problems in your behaviour/conduct have come to the attention of the School. These problems in the opinion of the (Unit Coordinator or Course Director or HOS) require counselling on appropriate professional behaviour, beyond usual class instruction. That counselling may include one or more of the following activities:

- Advice and provision of materials by the (Unit Coordinator or Course Director or HOS);
- Referral to another UWA support program to develop your self-management/behavioural skills.

UWA is committed to supporting the development of professional behaviour among its students. The activities indicated above will not form any part of your formal assessment, however, you are urged to undertake them promptly and to seek further assistance from your teachers and from student advisers, if any aspect of such counselling or programs remains unclear.

The nature of the problems that have prompted this notice will result in penalties if they are repeated in future. The University and its faculties have developed policies and procedures to promote professional conduct and to maintain a fair educational environment for all students. Information about these important policies can be found at:

<insert URL: Statute No. 17 and the University’s Regulations for Student Conduct and Discipline> <insert URL: FMDHS Policy on Professional Behaviour for Students>

This incident will be recorded on the FMDHS Student Misconduct Register and a copy of this letter will be forwarded to the Faculty Student Affairs Office to be placed on a confidential file in your name. The record is strictly confidential and will not appear on your official transcript. This recording system enables the University to monitor the ongoing effectiveness of its professional misconduct strategies.

To the Staff Member

This Notice of Counselling in Appropriate Professional Behaviour should be completed after discussion with the student, and the arrangement of relevant counselling or support to address the issues prompting the Notice. A signed and dated notice will be provided to the student, and a copy of the notice forwarded to the Faculty’s Office of Student Affairs for recording purposes.
12.4 Letter to Student advising of Moderate Breach

Date/Month/Year

Name & Address

Dear (Name of Student)

RE: Moderate Breach of Professional Conduct

As <Unit Coordinator of/Course Director of/Head of School of> I invited you to attend a meeting with me on <insert date> to discuss an allegation of unprofessional conduct.

Specifically, it had been alleged that on <insert date> you <description of conduct> in <name of unit>.

Following your <insert either “attendance” or “non-attendance”> at the meeting I have concluded that your behaviour as described above, demonstrated a moderate breach of professional conduct. In accordance with Statute No.17 and the University’s Regulations for Student Conduct and Discipline (copy attached) the following penalty is imposed: <insert penalty>

The reason for this determination is <insert brief reason for decision>.

It is further recommended that you attend a follow up meeting to review your progress. This meeting has been scheduled for:

*NB: Please note – Statute 17 requirements stipulate that students must be provided up to 5 days notice of any interview
Please note further that you may be accompanied by a support person to the meeting. For example, this may include a member of your student representative society.

If you do not agree with the finding of misconduct or the penalty imposed, you have the right to appeal the decision under Statute No.17 and the University’s Regulations for Student Conduct and Discipline: [http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct/conduct19](http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct/conduct19).

Your appeal must be made in writing within twenty University days of the date of this notice to <insert name of the next most senior staff member>.

This incident will be recorded on the FMDHS Student Misconduct Register and a copy of this letter will be forwarded to the Faculty Student Affairs Office to be placed on a confidential file in your name. Any findings of academic misconduct attached to a student's record will not at any time appear on a student's official transcript.

Yours sincerely

(Unit Coordinator of) or (Course Director of) or (Head of the School of)

Cc: Unit Coordinator (if applicable)  
Manager of Student Affairs
To the Student

This notice has been issued because problems in your behaviour/conduct have come to the attention of the School. These problems in the opinion of the (Unit Coordinator or Course Director or HOS) require academic counselling, beyond usual class instruction. That counselling may include one or more of the following activities:

- Advice and provision of materials by the (Unit Coordinator or Course Director or HOS);
- Referral to another UWA support program to develop your self-management/behavioural skills.

UWA is committed to supporting the development of professional behaviour among its students. The activities indicated above will not form any part of your formal assessment, however, you are urged to undertake them promptly and to seek further assistance from your teachers and from student advisers, if any aspect of such counselling or programs remains unclear.

The nature of the problems that have prompted this notice will result in penalties if they are repeated in future. The University and its faculties have developed policies and procedures to promote professional conduct and to maintain a fair educational environment for all students. Information about these important policies can be found at:

<insert URL: Statute No. 17 and the University’s Regulations for Student Conduct and Discipline> <insert URL: FMDHS Policy on Professional Behaviour for Students>

This incident will be recorded on the FMDHS Student Misconduct Register and a copy of this letter will be forwarded to the Faculty Student Affairs Office to be placed on a confidential file in your name. The record is strictly confidential and will not appear on your official transcript. This recording system enables the University to monitor the ongoing effectiveness of its professional misconduct strategies.

To the Staff Member

This Notice of Academic Counselling should be completed after discussion with the student, and the arrangement of relevant counselling or support to address the issues prompting the Notice. A signed and dated notice will be provided to the student, and a copy of the notice forwarded to the Faculty’s Office of Student Affairs for recording purposes.
Dear [Name of Student]

RE: Major Incident of Professional Misconduct – Notice of Allegation and Invitation to Interview

As [Associate Dean of Student Affairs] I am writing to you in regards to an allegation of professional misconduct against you which has been brought to my attention.

It is alleged that [insert details of allegation including date and description of conduct, name of unit, number of offences etc.]

In accordance with the Faculty Policy on Professional Behaviour for Students the matter has been referred to me by the Head of School as the allegation is considered sufficiently substantial and serious that it may warrant more severe penalties than what is available to [insert him/her] to impose.

In order to investigate the allegation, you are invited to attend a Professional Behaviour Discussion meeting with the Course Director, Manager of Student Affairs and myself - the details of which are provided below:

Date:
Time:
Place:
Contact: [insert details of staff member student should contact, if necessary]

Confirmation of your attendance is required [insert no. of days notice] days in advance of the scheduled meeting. You are encouraged to attend the meeting so that you may respond in person to the allegation and any observations or comments as they arise. Please note that if you fail to attend the meeting, the matter will be considered in your absence.

Please also note that you may be accompanied by a support person, for the meeting.
For your information, I enclose a copy of the University's Regulations for Student Conduct and Discipline and a copy of the Faculty’s Policy on Professional Behaviour for Students.

Yours sincerely

(Unit Coordinator of) or (Course Director of) or (Head of the School of)

Cc: Course Director of <.....>
Manager of Student Affairs
12.6 Letter to Student advising of Major Breach – Referral to DVC

Date/Month/Year

Name & Address

Dear (Name of Student)

RE: Major Incident of Professional Misconduct – Notice of Referral to Deputy Vice Chancellor

As <Associate Dean of Student Affairs> I invited you to attend a meeting with me on <insert date> to discuss an allegation of unprofessional conduct. Specifically, it had been alleged that on <insert date> you <description of conduct> in <name of unit>. Following your <insert either “attendance” or “non-attendance”> at the meeting I have concluded that your behaviour as described above, demonstrated a major breach of professional conduct. In accordance with Statute No.17 and the University’s Regulations for Student Conduct and Discipline (copy attached) the proposed penalty to be imposed is: <insert penalty>

The reason for the proposed penalty is <insert brief reason for decision>.

Given the nature of the proposed penalty, I am obligated, in accordance with the University Policy on Academic Conduct, to refer this matter to the Deputy Vice-Chancellor <insert name> for referral to a Board of Discipline for further consideration.

You will be provided with written notification not less than ten University working days’ in advance of the hearing of the charge to be brought before a Board of Discipline. This notice will contain particulars of the charge; the time and place of the hearing and your rights under sub-regulation (6) of the University’s Regulations for Student Conduct and Discipline.

Further information on matters of process and procedure regarding the referral of a charge to a Board of Discipline can be found at:
http://calendar.publishing.uwa.edu.au/latest/partd/studentconduct/conduct14
Yours sincerely

Associate Dean of Student Affairs

Cc: Course Director of <…..>
    Manager of Student Affairs