

**WEST VIRGINIA UNIVERSITY
SCHOOL OF DENTISTRY**

**STUDENT CODE OF
ACADEMIC AND PROFESSIONAL PERFORMANCE
STANDARDS**

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STUDENT CODE OF ACADEMIC AND PROFESSIONAL PERFORMANCE

The Professions occupy a unique position in American society in that they are accorded certain privileges not given to the population at large. In return for these privileges, society demands that each profession maintain certain standards in the preparation, licensing and practice of its members. These standards are especially significant in the health professions such as dentistry and dental hygiene because the members of the profession are licensed to engage in activities that directly affects the physical and emotional well-being of other human beings.

The student's personal behavior at all times must adhere to accepted professional standards and be free from violations of the civil and criminal code. This criterion applies to both the conduct of his/her personal affairs (as it applies to, and reflects upon, one's professional abilities) as well as his/her interpersonal conduct as a member of the student body of the School of Dentistry.

Students shall maintain the highest levels of integrity as regards their behavior or conduct both within and external to the Health Sciences Center and its affiliates.

Students shall not engage in behavior or conduct that demonstrates a lack of personal qualities necessary for the practice of dentistry or that may reflect adversely on the dental/dental hygiene profession or the School of Dentistry.

The following are examples of behavior/actions that are expected or expressly forbidden. However, the lists are not intended to be all-inclusive:

Expected Behaviors:

Comply with the laws of the United States and the State of West Virginia;

Comply with local, county and municipal ordinances;

Observe the policies, rules and regulations of the University of WVU Board of Governors, West Virginia University and the School of Dentistry;

Obey the lawful direction and orders of the officers, faculty and staff of the University and the School of Dentistry who are charged with the administration of institutional affairs.

Attend all classes, laboratory and clinic sessions except for reasons of illness or personal/family matters that have been reported to the office of the Dean.

Be dedicated to excellence in patient care, be conscientious in carrying out assigned duties, follow the guidance of instructors, and accept responsibility for your actions;

Respect and safeguard patients' privacy and confidentiality and maintain the privacy and security of patient records under *HIPAA*;

Be considerate and respectful towards patients, their families, instructors, staff, and other students;

Respect the rules of dress and appearance set forth in the Policy on Professional Appearance and Attire;

Assure that all patient record entries are accurate and complete;

Recognize the rightful ownership of equipment, instruments, books, supplies and personal belongings;

Be professional in all forms of communication when utilizing the internet, electronic networking and other media.

Prohibited Behaviors:

Disorderly conduct;

Theft or damage of property;

Unlawful discrimination;

Behavior or conduct that demonstrates a deficiency in personal qualities necessary for the practice of dentistry/dental hygiene including alcohol and chemical abuse, or the consumption of illegal drugs;

Behavior or conduct having an adverse reflection on the dental/dental hygiene profession or the School of Dentistry;

Plagiarism – i.e., submitting as one's own any material taken from others without acknowledgement or permission;

Cheating in connection with examinations, assignments, and clinical duties: Including obtaining unauthorized help from another person during an examination; giving help to another student during an examination; taking an examination in place of another student; using or gaining access to unauthorized material during an examination; obtaining impermissible advance knowledge of the contents of examinations; altering and submitting a score or answer sheet in order to effect a change of a grade or evaluation; allowing another student to submit one's own work for grading or credit; falsifying clinical records;

Forgery, misrepresentation, and fraud, including but not limited to furnishing false statements as a witness for any University or School of Dentistry disciplinary investigation or appeal; forging or altering documents or submitting such documents to the staff and faculty of the University or School of Dentistry for fraudulent purposes; signing an attendance log for another student; misrepresenting educational achievements; misusing School of Dentistry records with intent to defraud; falsifying research results; misrepresenting authorship on scholarly work and publications.

Misuse of the internet, social networking sites and blogs; the capacity to record, store and transmit information in electronic format brings responsibilities to those working in healthcare with respect to privacy of patient information and ensuring public trust in our participating hospitals, institutions and practice sites.

HSC Guidelines for appropriate use of internet, electronic networking and social media:

- 1) Never post any personal health information (PHI) about an individual patient to any electronic media, other than the patient's electronic health record. "Personal health information" means information as defined by HIPAA which may identify an individual patient. This guideline applies even if the patient's information has been de-identified so that the only person who may be able to identify the individual is the patient himself.
- 2) Never post a photograph or image of a patient to any electronic media, other than the patient's electronic health record. Use of issued cameras in the patient care setting shall be for the sole purpose of assisting in the care and treatment of the patient or for educational purposes. Patient photos using cell phones are prohibited. Any photographs taken in the patient care setting **must** be posted to the patient's electronic health record via MiPacs. Cell phones are not permitted in any of the clinical settings. Cell phones may be accessed while in the Student Communications Center only.
- 3) Comply with all applicable institutional policies or guidelines regarding any use of information technology resources, including the use of institutional trademarks or logos. The use of the name "WVU Healthcare" is restricted and may not be used without permission from the office of the Vice-President of Health Sciences.
- 4) Never post any information about colleagues or co-workers to any electronic media without their explicit written permission. Respect for the privacy of others is an important part of the professionalism of our HSC community.
- 5) Never become an electronic "friend" of a patient in any electronic media or require that a patient become a "friend" of the health care provider in order to influence or maintain the patient-health care provider relationship.
- 6) Never misrepresent in any electronic media that an individual faculty, staff, or student is acting on behalf of West Virginia University or the Robert C. Byrd Health Sciences Center.
- 7) Maintain the professionalism standards of your profession in all aspects in the use

of internet, electronic networking or social media. Laptops are to be utilized for the sole purpose of instruction in the classroom, laboratory or clinical setting. Cell phone use is not permitted during classroom, laboratory or clinical sessions unless directed by the instructor in class for audience response system activities (TurningPoint). Cell phones must be silenced and stowed when in any of the aforementioned settings. If a cell phone goes off in one of these academic settings or a student is found using any electronic device for purposes other than instruction, the student is subject to removal from class, lab or clinic and those consequences associated with missing the session. In clinic, cell phones may be accessed while in the Student Communications Center only. If a personal issue exists and another party requires phone access to you during the daytime hours, please give that party the number for Room 1055 (304) 293-3511 and/or the Dean's office (304) 293-2521. You will be contacted immediately if a call for you should occur. Cell phones are not permitted in the classroom or laboratory during testing of any kind.

8) Make sure you understand the permanency of published material on the Web.

9) Finally, please note that Facebook, Myspace, and other social networking sites are increasingly being targeted by cyber-criminals drawn to the wealth of personal information supplied by users. Data posted on the sites (i.e. name, date of birth, address, job details, email and phone numbers) is a windfall for hackers. Viruses on these networks can hijack the accounts of social networking site users and send messages steering friends to hostile sites containing malware, a malicious software often designed to infiltrate a computer system for illicit purposes. Malware can be used to steal bank account data or credit card information once installed on a personal computer. Another danger of social networking sites are the popular quizzes, horoscopes and games made available at no cost to users which can sometimes be used to hide links to hostile sites.

Examples of information that should not be shared on social networking, blog sites, and instant messaging services are:

- Reporting on or about official medical activities and/or patient's personal health information.
- Requiring patients to participate in "social networking" activities to influence or maintain the provider/patient relationship.
- Posting of and/or the discussion of student grades, evaluations, course feedback, etc.
- Reviewing profiles of patients.
- Participating in activities that may compromise the provider/patient or faculty/student relationship.
- Providing medical advice on social networking sites.

Students shall support this code of academic and professional performance and report any violations of the code they may witness to the faculty in charge at the time of the incident. No reprisals of any kind shall be taken by any member of the University community against any individual who asserts his/her rights.