

**Oklahoma Baptist University
School of Nursing
COUNSELING RECORD GUIDELINES**

Revised 1/23/15

Safety	Professionalism	Behaviors
<ul style="list-style-type: none"> • Skills <ul style="list-style-type: none"> ○ Inability to state/perform previously learned skill • Nursing Process <ul style="list-style-type: none"> ○ Assessment ○ Diagnosis ○ Planning ○ Implementation ○ Evaluation • Pathophysiology <ul style="list-style-type: none"> ○ Inability to discuss pathophysiology appropriate to the patient and level of the student • Medication management <ul style="list-style-type: none"> ○ Inability to administer medications in a safe manner, including follow up evaluation. • Laboratory and test results <ul style="list-style-type: none"> ○ Inability to identify laboratory/test results that impact the safety and overall outcomes of the patient • Safe patient environment <ul style="list-style-type: none"> ○ Inability to maintain a safe patient environment. 	<ul style="list-style-type: none"> • Appearance <ul style="list-style-type: none"> ○ Adherence to dress code • Demeanor/Attitude • Respect <ul style="list-style-type: none"> ○ Respect for self, others, facility, and equipment • Professional boundaries <ul style="list-style-type: none"> ○ Maintaining boundaries within the scope of the student role and education • Assignments <ul style="list-style-type: none"> ○ Submitting late or incomplete assignments • Attendance/Tardiness • Communication <ul style="list-style-type: none"> ○ Insubordinate ○ Disrespectful ○ Inappropriate 	<ul style="list-style-type: none"> • Team work • Caring <ul style="list-style-type: none"> ○ Inability to display caring behaviors, free of bias and judgments ○ Cultural competency • Teaching <ul style="list-style-type: none"> ○ Inability to perform appropriate patient education. ○ Maintaining boundaries within the scope of the student role and education • Communication (with patient, instructor, classmates, and nursing staff) • Ethical Behavior <ul style="list-style-type: none"> ○ Accountability ○ Worth and dignity of patient ○ Patient privacy and Rights • Academic Dishonesty* • Inappropriate use of electronic devices <ul style="list-style-type: none"> ○ Texting, phone calls ○ Internet use ○ Taking pictures/videos

Students who demonstrate deficiencies in any of the above areas while progressing through the program will be apprised of these deficiencies by their respective classroom or clinical faculty member. The discussions related to performance deficiencies can result in one or more of the following consequences:

- a. Counseling session(s) to discuss a minor infraction with reiteration of the standard of performance, a counseling record completed by the instructor, signed by the student, and placed in the student's file.
- b. Warning by instructor to student for infractions or incidents, a corrective action plan with consequences listed if those are not taken by student, other disciplinary action as warranted.
- c. Suspension and/or Clinical Practicum Failure should repetitive incidents occur within the same semester, or the student exhibits unsafe patient care, unethical or unprofessional conduct. Prior counseling records are not required for this action to be taken.
- d. Dismissal from the program should all other problem-solving and disciplinary efforts fail to correct repetitive incidents or patterns of unsafe clinical performance, unethical or unprofessional conduct, flagrant disregard for CON policies or errors judged as extreme or occurring due to the student's recklessness or disregard for a patient's well-being.

Students should note that repeated counseling notes and warnings by instructors related to performance deficiencies demonstrate a behavioral pattern of inability/unwillingness to comply with the required abilities and expectations listed above and can result in failure of the course and/or dismissal from the program. Also, a flagrant or established pattern of disregard to College of Nursing policies can result in failure of the course and/or dismissal from the program without prior warnings.

*Any use of test banks specific to any textbook is cheating and subject to OBU Academic Dishonesty Policy. Disciplinary action can result in failure of the course and up to dismissal from the program.