

University of Iowa College of Dentistry and Dental Clinics

Student Code of Conduct

Preamble

The dental profession holds a special position of trust within society. In turn, members of this profession have unique responsibilities and are held to high ethical and professional standards of conduct. The goal of our environment and the Code of Conduct is to assist students in developing into culturally competent healthcare providers who demonstrate mutual respect for others and treat others with dignity.

The University of Iowa College of Dentistry and Dental Clinics (COD) is an institution committed to providing a safe learning, living, and working environment that is supportive of and fosters the educational and professional growth of our members. The COD is devoted to the pursuit and advancement of knowledge, delivery of patient-centered healthcare, and innovative research. This mission is carried out through mutual respect for our patients, our colleagues, and our profession.

As a profession we are a self-governing entity, and it is your responsibility to have a vested interest that ensures the highest ethical standards are being followed by all members at all times. Self-governance is an essential component of our community, and any compromise in the values set forth here will undermine the attitudes and morale of the membership as well as compromise patient care and the educational experience. The purpose of this Code of Conduct is to ensure all students, faculty, and staff share a collective responsibility for upholding high ethical and professional standards of the dental profession during interactions with each other, our patients, and in the community.

Attendance

- Students are expected to attend scheduled lectures, labs and assigned clinic sessions, unless otherwise specified by a course director or course syllabus.
- Students must attend all scheduled clinic sessions regardless of whether or not a patient is assigned and/or all course requirements have already been fulfilled by the student.
- Students cannot be absent from or leave the clinic area during assigned times without instructor permission

- Falsifying attendance for another student in a course where the course director requires attendance from all participants is strictly prohibited.
- Students shall follow appropriate absence protocol as outlined in each course syllabus or clinic manual.

Honesty and Integrity

- Students have an obligation to perform all educational experiences (classroom, clinical, laboratory) with integrity, fairness, and honesty.
- Students have an obligation to follow the guidelines as set forth by all course directors, instructors, and departmental policies.
- Students shall complete all assigned coursework following the timing and sequence as determined by each specific course director and course syllabus.
- Students may not obtain, receive, use, or provide any unauthorized assistance for coursework. This includes electronic devices.
- Students shall not willfully misinterpret or falsify data in any academic, patient care, or research situation.
- Students may not plagiarize or present for evaluation any work which is not exclusively the work of the student(s) being evaluated nor have another individual complete assigned work and submit said work to obtain course credit.
- Students shall not access restricted areas within the institution during or after hours without obtaining appropriate authorization (laboratories, faculty and staff offices, research facilities, dispensaries, conference and seminar rooms, simulation clinic, and clinical areas).
- Students may not misappropriate or distribute course materials without prior authorization from the course director or instructor. Course information may be copyrighted as intellectual property of the instructor and dissemination of such material may be an illegal act, this includes dissemination of electronic textbooks without the express authorization of the author(s).
- Students must not interfere with the performance of another student on an examination, formal exercise, or project.

Student Assessment and Feedback

- Students shall be receptive and respectful when seeking and receiving feedback from faculty and staff in the didactic, preclinical, and clinical learning environments.
- Students must be respectful in language and demeanor while responding to faculty or staff inquiries about performance, delivery of care, and clinical decisions in the didactic, preclinical, and clinical settings.

- If the student does not understand or agree with faculty instructions during clinical experiences, respectfully request clarification outside of the operatory setting.
- Students will use course evaluations to provide constructive feedback in a professional manner that will ensure the recommendations for improvement are fully considered by the college.

Respect and Collaboration

- Encourage an environment that supports respectful and collaborative relationships for all. Use respectful voice and attitude towards all faculty, staff, fellow students, and patients.
- Although entitled to their own free speech, all students must be respectful and mindful of the professional healthcare environment they are in and all who inhabit said environment. Thus, students are subject to disciplinary actions as seen fit by the Collegiate Academic and Professional Performance (CAPP) Committee.
- Students must interact with peers, faculty, staff, and patients with professional and ethical behavior in accordance with the multiple codes that govern students at the University of Iowa and the dental profession. The codes include but are not limited to: The COD Student Code of Conduct, The University of Iowa Code of Student Life, ASDA Student Code of Ethics, and Principles of Ethics and Code of Professional Conduct set forth by the ADA. These are documents will be used to evaluate your actions.
 - Violations of the standards and behaviors outlined in this Code of Conduct, or multiple allegations of misconduct, will be referred to the Collegiate Academic and Professional Performance (CAPP) Committee for review. The CAPP Committee can recommend or take actions as outlined in the Collegiate Academic and Professional Performance Committee Procedure Manual.

Patient Interactions, Confidentiality, and Informed Consent

- Approaching all patients with dignity, compassion and understanding to foster a relationship of trust between the patient and student. This includes using your patient's title and preferred pronouns on initial introduction and throughout their care.
- All patients must be treated with the same level of compassion, kindness, and respect. Ethnicity, religion, sex, sexual orientation, age, national origin, disability, gender identity, gender expression, infectious disease status, or any other classification that deprives the person of consideration as an individual, should not impact the quality of care of any patient.

- Students should not demean or demoralize patients within and outside of the College of Dentistry and Dental Clinics regarding the patient's oral health status and knowledge, prior oral care, health conditions, or cultural differences
- Students are to have honest, compassionate discussions with patients using language and terms that are understandable by the patient.
- Students are to provide patients with accurate information about their oral and systemic health and healthcare needs and provide all available information that respects the patients right of autonomy and ability to make decisions about their care.
- Making an assessment of how a patient's identity(ies) or cultural background may impact your ability to communicate and convey ideas in a manner that will be meaningful to your patient with empathy and compassion.
- Students are expected to abide by and be knowledgeable of HIPPA policies. This includes avoiding discussing patient's personal and health information in hallways, laboratories, waiting rooms, elevators, etc. in the building or outside of the College of Dentistry and Dental Clinics.
- Students shall maintain security of confidential, sensitive, and protected patient information (including conversations, digital media, or paper formats)
- Students are not to post or disseminate a patients' personal or health information through an electronic media source not authorized by the institution that violates patient's privacy rights, this includes any social media websites. The COD photo/media consent form ONLY obtains patient authorization for COD authorized websites with COD prior approval. Posting HIPAA protected health information (PHI) on personal or public websites without COD authorization will result in referral to clinic administration for HIPAA violations.
- Axiom messenger is the preferred communication medium to discuss patient cases
- Portable devices (laptops, USB drives, tablets, etc.) containing or with access to confidential information must be encrypted
- Treatment plans shall be thoroughly discussed with patients (including risks, benefits, and alternatives)
- Informed consent shall be obtained before treatment begins
- Student self-interest should never be placed above any patient's needs or treatment.
- Treating patients without appropriate faculty supervision constitutes the illegal practice of dentistry and violates State of Iowa statutes.
- A student shall not disregard feedback provided by a faculty, doing so would constitute practicing without a license and will compromise patient care and safety.
- Students shall not forge or falsify official records or documents, which includes, but is not limited to: altering or falsifying patient records or purposefully omitting information regarding a patient encounter; altering or falsifying grades for

coursework, examinations or clinical credit; forging faculty signatures on laboratory slips (illegal practice of dentistry which violates State of Iowa statutes) or grade sheets/reports; or destroying any College of Dentistry and Dental Clinics record, form, academic or clinical document submitted for academic credit.

Conduct outside the College of Dentistry

- Being mindful of appearances and behaviors outside of the College of Dentistry and Dental Clinics. Even outside of the educational environment, you will be a representative of the institution and the profession. As such, you should not engage in conduct that denigrates the public perception of the institution or the profession.
- Uphold university and COD core pillars in the clinic and in the community/public. This includes the UI core pillar of supporting a Welcoming and Inclusive Environment to cultivate a more respectful, inclusive environment that embeds diversity and equity as well as the COD Diversity, Equity and Inclusion Vision to create an environment that promotes and supports the diversity of our students, staff, faculty, and community through equitable access and intentional inclusion.

Discrimination and Harassment

- The UI COD is committed to creating a learning and work environment free from discrimination and harassment of any kind. The COD will provide an environment that recognizes and celebrates the fundamental worth and dignity of all its community members.
- Discrimination is not tolerated, including but not limited to age, disability, gender, sex, marital status, maternity, race, religion, or beliefs.
- It is a violation of this Code of Conduct to refuse treatment of any patient based on identity, age, disability, gender, sexual orientation, marital status, maternity, race, religion, or beliefs.
- Harassment or misconduct between any student, faculty, staff, patient, or other member of the public is unacceptable.
 - Members of the COD community have a duty to report any form of harassment, misconduct, or discrimination to The Office of Institutional Equity:
 - Title IX and Gender Equity for Sexual Harassment and/or Sexual Misconduct:
 - <https://diversity.uiowa.edu/division/oie>
 - <https://diversity.uiowa.edu/report/report-problem>
 - <https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct>

- Discrimination, Harassment, Retaliation, and violations of the American with Disabilities Act:
 - <https://diversity.uiowa.edu/division/oie>
 - <https://diversity.uiowa.edu/report/report-problem>

Romantic Involvement

- Any romantic and/or sexual relationship between a faculty, instructor or staff in a supervisory or instructional context and a student is prohibited at The University of Iowa. This applies to any educational setting.
- “Faculty, instructor, or staff” means all those individuals, paid or unpaid, who teach, evaluate, supervise directly or indirectly, allocate financial aid to, or guide research by students in the instructional context.
- "Student" means all individuals who receive instruction directly or indirectly under the auspices of The University of Iowa, including but not limited to: those who have matriculated into an educational program at the University, whether the student is currently enrolled (e.g., students who have matriculated but have not yet registered for classes, students who decide not to enroll for a period of time, and doctoral degree candidates who are not registered); and participants served by internships, practicum experience, outreach, and summer programs and camps.

Additional information about this policy can be obtained in the University of Iowa Operations Manual Chapter 5 – Consensual Relationships Involving Students.

Legal and Illegal Substance Abuse and Distribution

- The use, overuse or misuse of alcohol, prescription medications, legal or illegal substances that can impair your judgment and alter your ability to provide patient care in a safe manner should be avoided.
- Students shall not provide patient care while under the influence of legal or illegal substances that impair your judgment and alter your ability to provide patient care in a safe manner.
- Students shall not provide, prescribe, or distribute any controlled substances/medications if you do not have a current Drug Enforcement Agency Permit (DEA License) and an Iowa Board of Pharmacy Certificate of Registration.
- Students shall not provide or distribute illegal substances to others that violates local and federal laws and statutes.
- Students should not ignore or condone the overuse/misuse of prescription medications or illegal drugs by others if such actions result in impairment that compromises the safety and oral health of our patients.

- Students should not drive while impaired under the influence of alcohol or legal/illegal substance and shall not engage in illegal behavior while publicly intoxicated.

Safety

Students have an obligation to respect others and their property. Members of the institution and patients have the right to expect respect and to feel safe. Examples of obligations include, but are not limited to:

- Students shall not access or take possession of someone else's property without consent.
- Students shall not access, utilize, or remove equipment or supplies from the institution or others without permission of the owner or appropriate authorizing body.
- Students shall not damage or vandalize of personal or collegiate property.
- Bringing weapons or hazardous materials into educational settings is strictly prohibited.
- Students shall not be physically or verbally abusive, threatening, intimidating, or demeaning to others.
- Students are to treat faculty, staff, patients, and students with respect. This includes avoiding using discriminatory language regarding race, ethnicity, gender, and gender identity, age, ability, sexual orientation, physical appearance, cultural background, financial resources, ability, or any other identity(ices) that a person holds.
- Students shall not use physical or verbal threats, pressure, or abuse to inhibit or prevent the reporting of alleged violations of the Code of Conduct.

Collegiate Dress Code

Examples of these obligations include, but are not limited to:

- Being neat and clean, to include hairstyles that do not compromise the provision of patient treatment. Long hair is pinned or tied back to maintain a safe and clean patient care environment. Personnel shall be free of body odor or intrusive perfumes, colognes, or aftershaves.
- Wearing serviceable attire that is clean and neat
- Wearing conservative jewelry that does not compromise the delivery of safe dental treatment.
- Wearing appropriate footwear that can be safely worn in the classroom and laboratory and does not compromise infection control standards in the clinical areas
- Following the College of Dentistry and Dental Clinic's "A Guide for Personal Appearance" policy.

- This includes utilizing appropriate personal protective equipment (PPE) in preclinical and clinical spaces as outlined in the Clinic Operations Manual and the course syllabus.

Agreement to Adhere to Code of Conduct

I certify that I have reviewed the content of this document in its entirety and understand that I will be held to the standards set forth in this Student Code of Conduct.

I acknowledge that any violation of the Student Code of Conduct, and principles outlined on this document will be considered unprofessional and may be investigated by the COD Administration and CAPP Committee. The COD maintains a non-retaliatory policy for anyone who reports a violation of the Student Code of Conduct.

In addition to the standards presented here, I understand that I will also be held accountable to the University of Iowa Code of Student Life, ASDA Student Code of Ethics, and Principles of Ethics and Code of Professional Conduct set forth by the ADA.

It is important to be ever mindful of the faith and trust given to you by the public while a student as well as throughout your professional career. It is emphasized that these guidelines are not all inclusive and we expect members of our communities to move beyond the minimal guidelines set forth here and to practice in a manner that elevates the profession. As a healthcare provider, you have a responsibility to your patients and the profession.

Approved: UI Office of Student Accountability

July 22, 2022