

Directional Statement of Conduct Principles

School of Applied Sciences

Clinical Associate in Psychology MSc (CAP)

DIRECTIONAL STATEMENT of CONDUCT PRINCIPLES FOR STUDENTS

INTRODUCTION

This Directional Statement makes explicit the aims of providing students on the CAP MSc course with a clear behavioural framework to determine their professional conduct and academic responsibilities.

The statement draws upon and identifies a number of documents from the professional regulatory bodies that guide the development of our course, to which students should refer (see appendix A) as these are regularly updated.

PROFESSIONAL SUITABILITY

It is a necessary requirement that all students who follow programmes of professional study understand and comply with the standards and values of their future profession and regulatory body. You are ambassadors of LSBU, who have considerable responsibilities when in contact with patients/clients/service users, carers and other professionals.

This means you are training as responsible adults who have to consider the consequences of your behaviour and decisions in relation to public safety plus, the safety and wellbeing of vulnerable others, such as patients/clients/service users.

Students must be able to demonstrate their achievement of Practise and theoretical learning outcomes, but must also demonstrate professionalism, suitable for their chosen career. Students are expected to demonstrate these standards of behaviour at all times as a necessary requirement of your course of study.

CONTEXT

LSBU expects all staff and students to show respect to others as part of the diverse and inclusive culture of the LSBU community. Activities and behaviours that impact on professional suitability are normally associated with a demonstration of *commitment*, *understanding* and *competence* in Practise.

Therefore, you must demonstrate:

1. Effective communication: particularly when in a professional capacity (i.e. with patients/clients/service users, carers and other professionals) but also whilst communicating with others, such as your fellow students, University staff and the public in general.
2. Punctual time-keeping and attendance: this is imperative when on

clinical/Practise placements and whilst attending the University.

Good conduct in all aspects of your public life: this includes your appearance and behaviour towards others, in the University and across all aspects of your public and personal life, including use of social media.

EXPECTED BEHAVIOURS

All students must ensure they:

1. Are honest, act with integrity and show respect for themselves and other people as a key personal and professional ethos.
2. Abide by the policies of the placement agency/work experience and comply with the guidance given to them by their supervisor (this could include their Tutor, Practise Supervisor, Academic Assessor and any other placement employee).
3. Acknowledge responsibility for their personal health and safety and for other people with whom they may be in contact. This includes prompt acknowledgement of any limitations in their health and wellbeing, knowledge or scope of Practise expertise.
4. Regularly access their University email account and the Student Portal to keep updated, and to respond to communication from the University in a timely manner.
5. Ensure all information adheres to data protection law, and that anything relating to patients/clients/service users, colleagues and the affairs of the placement/University are kept safe and confidential at all times.

You must also ensure that as a student of LSBU you are aware of the following:

1. All students have a duty of care and have to declare in writing (to their Course Director) any cautions, criminal convictions, any situation where they are the focus of a criminal investigation or any past or pending child or adult safeguarding investigations.
2. All students have a professional duty of candour and the need to be open and honest when things go wrong. This includes prompt reporting to seniors, and good documentation.
3. All students are expected to be respectful towards one another during class discussions and process groups.
4. All Students must declare any health issues or injuries that may affect their ability to safely participate in practical aspects of the taught course or clinical placement.
5. All students must act without delay to report appropriately any concerns that they have observed, or risks that have been reported to them, which could adversely affect those in their care, students, staff or the overall standards of care or Practise.
6. All students must communicate with each other, University personnel, placement partners, and the public in general with a level of professionalism that reflects this directional statement. We aim to set a high standard of our LSBU commitment to high quality interactions and engagement across all aspects of society).

The above Directional Statement should be read in conjunction with LSBU Practise Learning Guidelines and requirements laid down by the relevant professional and regulatory bodies, which are designed to ensure public protection. Refer again to Appendix A.

CONSEQUENCES OF UNSUITABLE BEHAVIOURS

Professional unsuitability can be demonstrated through any actions or omissions, which could be judged to endanger public safety or bring the student, the University, a placement agency or the profession into disrepute.

The following list, though not exhaustive, sets out specific examples:

- Failure to comply with the guidelines, codes of Practice and policies of the relevant professional and regulatory bodies in promoting and maintaining standards of professional behaviour.
- Poor attendance and timekeeping in the Practice placement or University (the student is required to attend all scheduled activity).
- Failure to communicate with the University or Practice placement area within a reasonable timeframe.
- Failure to exercise due consideration for the safety and welfare of patients/clients/service users, colleagues, University and Practice staff.
- Failure to demonstrate consistent and safe application to the development of professional skills (through appropriate participation in the learning and Practice assessment process).
- Unacceptable behaviour in any environment or through the use of social media, which may reflect badly on one student personally or which may compromise the reputation of the University. To also include placement providers, local authorities, independent bodies, voluntary bodies and their professions.
- Any behaviour that leads to a justified formal complaint from a placement provider, externally provided training and trainers.
- Any action leading to a disciplinary procedure, either on the part of the University or a Practice placement agency, or criminal allegations and convictions.
- Discussing patients/clients outside of the Practice/placement learning environment.
- Disclosing personal details about yourself to patients/clients/service users beyond therapeutic boundaries and social etiquette.

Issues associated with the professional suitability of individual students will be considered and further actions agreed through either the Fitness to Study, or the Fitness to Practice Procedure following consideration of available evidence.

Thereafter the following sanctions, dependent on circumstances may be applied:

- Fitness to Study procedure invoked (this relates to academic aspects only).
- Fitness to Practice procedures invoked (this relates to Practice and potential to complete the professional programme of study).
- Student Disciplinary procedures invoked (this relates to student misconduct and dependent on the circumstances a student may find themselves subject to all procedures)
- Dependent on the individual circumstances of each incident the university reserves the right to either suspend one procedure until the outcome of the other is complete, or decide not to pursue one procedure in favour of the other.

Outcomes and consequences of these two processes are that:

- Specific written warning letter following inappropriate behaviour which remains on the student's file for a specified length of time.

- Delay in qualification (requirement to make up time).
- Referral/deferral in a module.
- Referral in a level of study.
- Termination of the education programme.
- Withholding of an award.

Appendix A

- Course material about the Clinical Associate in Psychology MSc provided on the Course Moodle site.
- Procedural and clinical policies provided in each placement organization within which students acquire clinical experience

External Policies

- The British Psychological Society (BPS) <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct>
- Data Protection Act 2018 as amended and the General Data Protection Regulation (GDPR)(EU) 2016/679 <https://www.gov.uk/data-protection>
- Freedom of Information Act 2000 <https://www.legislation.gov.uk/ukpga/2000/36/contents>
- London South Bank University Regulations, London, LSBU <https://my.lsbu.ac.uk/my/portal/CurrentApplicants/Regulations>

School of Applied Sciences

STUDENT AGREEMENT TO THIS **DIRECTIONAL STATEMENT CONDUCT PRINCIPLES FOR STUDENTS** STUDYING ON THE CLINICAL ASSOCIATE IN PSYCHOLOGY MSc IN THE SCHOOL OF APPLIED SCIENCES

I confirm that I have read and agree to abide by the Definitions and Expected Behaviours outlined above in this "Directional Statement of Conduct Principles for Students studying on the Clinical Associate in Psychology MSc in the School of Applied Sciences

NAME

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CAPITALS PLEASE

STUDENT NUMBER

SIGNATURE

DATE

PLEASE SIGN TWO COPIES. ONE COPY TO BE RETAINED FOR YOUR OWN RECORDS

For office use only: Copy to be retained by student

Ref: DirectionalStatementFolder: Revised and updated September 2021