

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
PHLEBOTOMY
STUDENT HANDBOOK

PHLEBOTOMY STUDENT CODE OF CONDUCT & ACADEMIC DISHONESTY

Phlebotomy Student Code of Conduct

WITC Phlebotomy students are held to the standards of conduct described in the WITC Student Handbook. Students are expected to abide by acceptable professional behavior.

In addition, Phlebotomy students are preparing for a profession that has standards of conduct for its members. Students are expected to conduct themselves in a manner consistent with these standards.

Unacceptable conduct of students includes the following examples:

1. Violation of HIPAA regulations
2. Refusing to provide care to a client because of that client's race, color, sex, religion, age, beliefs, or disabling condition
3. Abusing a client physically or mentally by conduct such as striking a client, improperly confining a client, swearing, or cursing at a client
4. Falsifying client records or reports
5. Failure to safeguard the client from incompetent or unethical health care provided by another person. Such incidents are to be reported to the appropriate instructor/supervisor
6. Failing to acquire and maintain competence in clinical competencies and methods of assisting appropriate for the level of the Phlebotomy student
7. Practicing beyond the scope of the student's education, training, or experience
8. Consuming alcohol and/or other drugs so that such use impairs ability to safely provide client care.
9. Failure to report one's own errors in the clinical setting
10. Destroying or stealing property belonging to the client, clinical agency, instructor, school, or another student
11. Failure to implement Standard Precautions
12. Academic dishonesty (see below)

It is the responsibility of the instructor who identifies the unacceptable conduct to approach the student and discuss the situation concerning the conduct. The instructor then writes a description of the incident and the discussion with the student and submits this written statement to the student and the Phlebotomy Program Instructor and Dean, Allied Health & Nursing. Students may request further discussion or appeal the decision of the instructor by following the grievance procedure as described in the WITC Student Handbook.

Code of Conduct violations may result in dismissal from the program. If a student is dismissed from the program due to Code of Conduct violations, that dismissal is final with no option for reentry to the program.

Academic Dishonesty

The Phlebotomy program adheres to the WITC Student Code of Conduct which is found in the WITC Student Handbook. Examples of academic dishonesty include, but are not limited to:

- copying any portion of another student's work
- accessing information that is not allowed during a written examination
- modifying, without instructor approval, an examination, written assignment, or competency assessment
- giving unauthorized assistance to other students
- plagiarism, including internet-based sources
- knowingly withholding information that should be known to the instructor

Students should recognize that plagiarism of any sort, including internet-based sources, is unacceptable and WITC utilizes a resource (Safe Assign) that verifies student written assignments are plagiarism-free.

If a student engages in academic dishonesty the following penalties will occur:

- First violation
 - A score of "zero" will be given to the assignment or exam, which may result in failure of the course if the assignment is so weighted
 - Documentation of the act of academic dishonesty will be completed within an Improvement Plan. The Improvement Plan will include a plan to ensure that the consequences of any further academic dishonesty are understood
 - Depending on the nature of the violation, step one may be waived and step two initiated
- Second violation
 - A grade of "F" will be assigned to the course
 - Dismissal from the Phlebotomy program with no option for reentry

A student who has been dismissed from the Phlebotomy program for violations of the Code of Conduct or academic dishonesty will not be allowed to ever reenter the WITC Phlebotomy program. See the Phlebotomy Dismissal policy for further details.