



# Faculty of Dentistry

## Code of Professional Practice

<b>Category</b>	Academic
<b>Type</b>	Code of Practice
<b>Approved by</b>	Faculty of Dentistry Senior Executive Team
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<b>Responsible Officer</b>	Deputy Dean (Academic)
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### Purpose

The purpose of this Code of Professional Practice is to describe the principles that must be followed by students working within the Faculty of Dentistry.

It acknowledges the legal and ethical requirements, and responsibilities under Te Tiriti o Waitangi, to ensure that the Faculty of Dentistry continues to enjoy the confidence of the public, as well as other University health professional programmes in the delivery of care.

This Code should be considered alongside the University Student Conduct Statute (<https://www.otago.ac.nz/administration/policies/otago029948.html>) and the Dental Council (New Zealand; (DC(NZ)) Standards Framework for Oral Health Practitioners (2015) <https://dcnz.org.nz/i-practise-in-new-zealand/standards-framework/>

### Organisational Scope

This Code sets out minimum expectations and best practice relating to students' personal and professional conduct, student/staff/patient interactions, health and safety issues, and students' learning outcomes.

The Code requires students to complete an online declaration at the beginning of each academic year stating they have reviewed and understood the Faculty of Dentistry Code of Professional Practice and agree to comply with the Code.

The Code states the consequences and disciplinary actions that will be initiated for any breaches of standards in this Code.

### Student Personal and Professional Conduct

- A professional standard of behaviour must be maintained at all times within the Faculty of Dentistry, when on community placement or when representing the Faculty or University of Otago.
- Students need to comply with the University health and safety requirements, and the DC(NZ) Infection, Prevention and Control Practice Standard (2015) (<https://dcnz.org.nz/resources-and-publications/resources/practice-standards/>).
- Punctual attendance at all scheduled preclinical, clinical or practical sessions is mandatory, unless a variation is agreed to by staff.
- Students are required to wear the Faculty of Dentistry uniform (scrubs) correctly in all clinical and practical areas.
- Students wearing the Faculty uniform outside of the Dental Faculty and in public must behave in a professional manner.
- Smoking or vaping on University grounds is not permitted.
- When interacting with patients in a clinical setting, clinical gowns must be worn over the Faculty uniform.
- Clinical gowns must not be worn outside clinical or practical areas. This includes clinical reception areas, laboratories, the communal areas including the student common area, lecture theatres and seminar rooms, toilets, or outside of the Faculty of Dentistry buildings.
- Prescribed protective clothing and equipment must be worn in the technology laboratories and research laboratories.

### Academic Expectations and Professionalism

#### Students must:

- Meet all academic and assessment deadlines, unless a variation is approved by staff.
- Take personal-responsibility for actions and learning.
- Be familiar with, and abide by, the academic integrity policy of the University of Otago (<https://www.otago.ac.nz/study/academicintegrity/>). This includes not plagiarising another's work or research.
- Report matters of serious concern in a timely and professional manner, including those that may impact on immediate patient safety, to a staff member.
- All patient contacts (including by phone, email or text), treatment, and cancellations or failed appointments must be recorded accurately in the clinical notes section of the patient's Titanium electronic health record.
- Ensure patients are reviewed by a staff member at each clinical session and the staff member has read and electronically signed the clinical record.
- Ensure that all correspondence and file notes (including by way of email) are drafted in a professional manner.

### Student/Patient/Staff Interactions

#### Students must:

- Consider the patient's wellbeing as the first priority.
- Treat patients and their whānau respectfully and considerately.
- Establish meaningful connections with patients and their whānau using whakawhanaungatanga.
- Recognise that cultural safety requires reflection on one's own views and biases and how these impact on interpersonal interactions and the care provided to patients.

- Respect the worldviews, values and cultural beliefs of patients and their whanau.
- Not impose personal cultural values, beliefs and practices on patients or discriminate against any person on the basis (for example) of age, sex, gender identity, ethnicity, sexual orientation, religion, creed, political affiliation, economic, social or health status.
- Respect the dignity, privacy, tikanga and the right of patients to make autonomous decisions concerning their care.
- Not exploit any patient, whether physically, sexually, emotionally, or financially.
- Ensure that their personal hygiene and appearance are appropriate to enable effective and respectful interaction with patients and whanau.
- Recognise the patient's position and be conscious of the possible tensions between their wellbeing and teaching/learning needs (refer to the Dental Council Professional Boundaries Practice Standard (2015) <https://dcnz.org.nz/resources-and-publications/resources/practice-standards/>).

### *Informed Consent Process*

#### **Students must:**

- Ensure that only patients assigned to students by staff are managed. Friends and family should not be managed by a student.
- Ensure that all patients/parents or guardians have been provided with all necessary information and options to make an informed decision to proceed with treatment.
- Ensure all treatment options and care provided are in the patient's best interests.
- Obtain written consent from patients for the taking and use of clinical images or recordings for educational purposes, as well as their storage on the patient's clinical record.
- Obtain written agreement from patients at the time of providing an estimate of costs.
- Ensure a parent or guardian provides consent for minors or patients presumed not competent to consent, in compliance with Right 7 of the Code of Health Services Consumers' Rights (<https://www.hdc.org.nz/your-rights/about-the-code/code-of-health-and-disability-services-consumers-rights/>) and the DC(NZ) *Informed consent practice standard* (<https://dcnz.org.nz/assets/Uploads/Consultations/2017/Informed-consent-practice-standard-consultation/Informed-consent-practice-standard-May18.pdf>).

### *Confidentiality*

#### **Students must:**

- Review, understand and abide by the Health Information Privacy Code 2020 (<https://www.privacy.org.nz/privacy-act-2020/codes-of-practice/hipc2020/>) and the DC(NZ) *Patient records and privacy of health information practice standard* (<https://dcnz.org.nz/assets/Uploads/Practice-standards/Patient-records-and-privacy-of-health-information-practice-standard-1Dec20.pdf>).
- Maintain confidentiality of all patient information.
- Only collect personal information that is necessary for the proper discharge of the patient's care.
- Collect personal information directly from the patient, or their nominated person, guardian or caregiver.
- Ensure to the best of their ability that patient information is accurate before using or disclosing it.
- Exercise caution and discretion when using the telephone.
- Never divulge private patient information without the patient's permission.
- Respect patients' rights to determine who should be provided with their personal information.
- Not disclose any identifiable information relating to patients or their care, either directly or indirectly to any third party, or use the information in any way during their term of study or employment or any time thereafter, except as required for the proper discharge of the patient's care.
- De-identify any patient images used for the purposes of assessment or education.

- Keep personal information secure at all times, including by:
  - securely storing personal information;
  - password-protecting all devices, including laptops and handheld devices that hold confidential information; and
  - securely disposing of any personal information in your possession, if applicable.
- Be familiar with the DC(NZ) *Professional boundaries practice standard* (<https://dcnz.org.nz/assets/Uploads/Practice-standards/Professional-Boundaries-practice-standard-Oct17.pdf>).
- Not access patient information unless they are involved in the patient's care, or have a legitimate reason and permission from those authorised to give such permission.
- Avoid compromising personal safety and privacy – personal mobile phones must not be used to contact patients.
- Ensure patient email or text communication is sent from Titanium or a student email address; it must not be sent from a personal email address.
- Be aware that anything that is posted on social media is in the public domain can be copied and redistributed without your knowledge.
- Ensure that patient information, including clinical images, is not placed on social media sites.
- Ensure that if using professional social media sites to discuss best practice, all cases are anonymised and the patient cannot be identified.
- Ensure that behaviour online is as professional as offline. Students must not make comments about patients, colleagues or clinical work.
- Respect patient privacy by not seeking them out on social media. Maintain professional boundaries and politely decline patients' requests to be added as 'friends'.

### *Photography*

#### **Students must:**

- Ensure all recordings intended to illustrate a patient's oral condition or health care are treated as confidential and consent obtained as described above.
- Ensure that if a child/patient understands what is happening but does not willingly consent to be recorded, the recording does not proceed.
- Ensure that the patient understands the specific purpose for the recording.
- Ensure that the recording is not used for purposes outside the original consent.
- Ensure wherever possible, that any device containing recordings of patients or patient information is password protected.
- Ensure that recordings of patients are kept on personal devices for as short a time as is necessary for the purpose of the recording.
- Ensure that SD cards containing patient information are securely stored.

### *Interactions with staff and peers*

#### **Students must:**

- Be respectful, courteous, honest, fair, timely, and ethical in your dealings with staff (teaching and non-teaching) and peers and comply with the University of Otago's Ethical Behaviour Policy (<https://www.otago.ac.nz/administration/policies/otago003161.html>).
- Take advice and follow instruction from supervising clinical staff.
- Hold in confidence information about peers and staff gathered in learning situations.
- Act with integrity in all learning and assessment situations.

## Health and Safety Issues

#### **Students must:**

- Abide by all infection, prevention and control protocols and practices as prescribed by the Faculty of Dentistry and the DC(NZ) *Infection prevention and control practice standard* (<https://www.dcnz.org.nz/assets/Uploads/Consultations/2015/Infection-prevention-and-control-practice-standard-effective1May16.pdf>).

- Not consume food, drink, chew gum or talk on mobile phones for personal reasons in clinical areas, laboratories, computer resource rooms or lecture theatres during classes;
- Not treat patients who are not registered with the Faculty of Dentistry and have not been assigned to the student on Titanium.
- Not treat patients without the direct (in clinic) supervision of a registered clinician holding a current annual practising certificate with the DC(NZ).
- Ensure that they are not under the influence of alcohol, illegal drugs or prescription drugs that may impair their performance and the safety of others.
- Acknowledge that physical and mental health can impact on the safety of others, and in the event of illness or impairment seek appropriate assistance and advise the appropriate staff member.
- Declare any health issues that might impair their ability to study, or impact on the safety of others. Such issues must be declared to the Programme Convenor as soon as possible and within seven days for conduct issues.

A student's failure to declare a serious issue relevant to their fitness to practise indicates a lack of professionalism which would likely result in referral to the Faculty of Dentistry Fitness to Practise Committee.

## Student Learning Outcomes

### Students must:

- Demonstrate a commitment to learning.
- Be familiar with, and understand, all clinical, practical and academic requirements of their course.
- Take personal responsibility for their ongoing learning and development of skills.
- Seek and respond to constructive feedback on their own performance.
- Show respect and observe tikanga in working with human cadavers, human tissue and animal tissue.
- Provide constructive feedback as appropriate on their dental education programme.
- Where barriers exist for learning opportunities, proactively liaise with the paper coordinator or Faculty Student Support contacts.
- Attend at least 90% of preclinical, clinical or practical sessions unless approved by the programme convenor. Irrespective of approval, attendance below 80% will require additional clinical experience to progress.
- Follow the Faculty process for applying for, and notifying of, absence from the programme (<https://www.otago.ac.nz/dentistry/undergraduate/absences-and-impairments/index.html#absence>).

Attendance will be monitored for all compulsory teaching activities and assessments. Students are required to make up time caused by absences. With the exception of absence on medical or compassionate grounds, students who miss classes may be at risk of not meeting competency for progression in the programme.

## Breaches of the Code of Professional Practice

All notified breaches of this Code will be recorded and documented. Students will be informed of breaches in writing and, in the interests of natural justice, will be provided the opportunity to defend or explain themselves. Students in breach of this Code will be required to attend a meeting with the paper coordinator and Year Chair/Programme Convenor and can have a support person present. The remediation pathway and penalties will reflect the seriousness of the breach and the number of previous breaches.

Serious repeated breaches will necessitate meeting with the Associate Dean Undergraduate/Postgraduate, and or referral to the Faculty's Fitness to Practise Committee (<https://www.otago.ac.nz/dentistry/undergraduate/otago836362.pdf>).

Students have the right to appeal against a penalty in accordance with the University's Student Academic Grievance Procedures (<https://www.otago.ac.nz/administration/policies/otago002982.html>).

## **Related Policies, Procedures and Forms**

This code acknowledges that students are working in a dental hospital (clinical) and teaching environment. The code operates in conjunction with current Acts, University Regulations and DC(NZ) Practice Standards including:

- University of Otago policies and regulations (<https://www.otago.ac.nz/administration/policies/>). Pay particular attention to the University of Otago Code of Student Conduct (<https://www.otago.ac.nz/proctor/codeofconduct>)
- The Privacy Act (2020) (<https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html>).
- The Health Information Privacy Code 2020 (<https://www.privacy.org.nz/privacy-act-2020/codes-of-practice/hipc2020/>).
- The Code of Health and Disabilities Services Consumers' Rights (1996) (<https://www.hdc.org.nz/your-rights/about-the-code/code-of-health-and-disability-services-consumers-rights/>).
- The Dental Council (New Zealand) Standards Framework for Oral Health Practitioners (2015) (<https://dcnz.org.nz/i-practise-in-new-zealand/standards-framework/>).
- The Dental Council (New Zealand) Infection Prevention and Control Practice Standard (<https://www.dcnz.org.nz/assets/Uploads/Consultations/2015/Infection-prevention-and-control-practice-standard-effective-1-May-16.pdf>).

## **Contact for further information about this Policy**

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## **Keywords [For use in policy metadata]**

Professional and ethical behaviour, conduct, clinical practice, staff student patient interactions