



DEPARTMENTAL MANUAL

Policy & Procedure

TITLE:	Disqualification Policy	NUMBER: 01-10
Section:	Learner Progression	Date Approved: August 2016
Source:	RN Professional Development Centre	Date(s) Reviewed Date to Be Reviewed: August 2018
Distribution:	RN Professional Development Centre	Approval: Director, RNPDC

Policy Statement

Learners may be disqualified from an RNPDC educational program if their behavior and performance does not meet the requirements and standards as specified. A learner may also be disqualified for failing to maintain entrance requirements.

Purpose of Policy

The purpose of this policy is to provide guidance to learners and faculty in regards to learner disqualification.

Examples of reasons a learner may be disqualified include:

- Failure to successfully meet the assessment requirements of a program/course
- Failure to complete course work/assessments in designated time period
- Unsatisfactory Attendance
- Violation of the Academic or Professional Code of Conduct
- Non-communication with faculty
- Failure to resume studies after a program interruption or transfer
- Failure to maintain an active-practicing license in good standing (i.e., specialty programs)

Definitions

Academic Code: Describes expectations that promote a high standard of honesty and integrity while participating in an educational program.

Assessment requirements: Include, but are not limited to: theoretical examinations, assignments, OSCE/skills testing, online activities, simulation sessions and clinical competencies. Performance-based certification programs have assessments for knowledge, skills and performance outcomes.

Disqualification: The learner is not permitted to continue to participate in educational program nor permitted to graduate.

Professional Code of Conduct: Includes adherence to a learner's own professional standards and all program guidelines when participating in any learning experience in the program

GUIDELINES

- The Learner Progression Committee will provide guidance to faculty in regards to learners at risk for disqualification
- It must be clearly communicated to learners when they are at risk for disqualification. Documentation of such communication is to be completed using the Learner Progress Report.
- Learners who are disqualified should have Learner Progress Reports and/or Modification of Study Letters on file.
- Learners have the right to seek a Review if they do not agree with the decision to disqualify (see Policy 01-03 Review Process)

PROCESS

Faculty will:

1. Follow the related policy pertinent to issue of disqualification
2. Inform Learner Progression Committee and/or Director of disqualification
3. Inform all involved parties (e.g. preceptor, instructor and administrative staff)
4. Request a disqualification letter to be prepared by administrative staff using template

Administrative staff will:

1. Use the Learner Progress Report form or faculty instructions to format standardized disqualification letter indicated and give to Director to review. Once signed by Director, a copy will be :
 - i. Placed on the learner's file
 - ii. E-mailed to the learner
 - iii. Copied to the sponsoring employer, faculty and the Chair of the Learner Progression Committee.
2. File the form and any accompanying documents on the learner's file.

Related Documents:

Policy 01-03 Review Process

Policy 01-05 Learner Initiated Modification of Study

Policy 01-06 Academic and Professional Code of Conduct

Policy 01-07 Program Progression

Policy 01-09 Attendance

Policy 01-16 Non communication of a Learner

Learner Progress Report