

## Basic rules of conduct and behavior for students of the Faculty of Medicine

The code of conduct for students of the Faculty of Medicine, Peradeniya is based on the following principles, codes and laws that govern and direct the conduct of the University undergraduate, as well as international norms and rules that apply to all personnel (including trainees) in health care settings.

*“To train young men and women who are capable of fulfilling any function in the world that may fall to their lot, citizens of high intelligence, complete moral integrity, and possessing energy, initiative, judgment, tact and qualities of leadership”*

*Sir Ivor Jennings  
University of Ceylon Calendar 1947*

**Equity and Diversity:** The state universities are fully cognizant of the fact that the Sri Lankan society is diverse in terms of ethnicity, religious faith, origin and socio-economic background. All national universities will ensure that no student or staff member receives less favorable treatment directly or indirectly, on the grounds of age, race or ethnic origin, religion or belief or creed, gender, disability, marital and parental status, or sexual orientation.

*Excerpt from the Universities Student Charter. Published by the University Grants Commission, 2012*

### **By-Laws made by the Council of the University of Peradeniya under Section 29**

**(n) read with Section 135(1) (d) of the University Act No.16 of 1978 as amended by Acts No.7 of 1985 and No. 26 of 1988.**

#### **Part II**

**3. Students are admitted and registered as undergraduates or graduate students of the University, subject to their good behaviour and the observance of strict discipline.**

**15. Every registered student shall be bound to protect and safeguard the property of the University.** "Property" for this purpose includes buildings, libraries, lecture halls, furniture, equipment, and all other movable and immovable assets of the University.

**16. If in the event of any student being found guilty of damaging or destroying or attempting to damage or destroy the property of the University, he shall be deemed to have committed an offense and shall be dealt with in accordance with the provisions of these By-Laws.**

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## **Introduction**

The Faculty of Medicine is home to over 1500 students, over 100 academic staff and over 400 nonacademic staff. You are now a part of this community. You are here to be trained as a medical professional. You are expected to behave and function as responsible adults. There are standards of behavior and conduct that you are expected to learn and adhere to, which is part of your training as a medical professional. Remember that you are now in a university and this is different to the classes you attended while in school. Inappropriate conduct and irresponsible behavior will not be tolerated and will be dealt as per university regulations.

## **Dress code**

This dress code is implemented for medical undergraduates to ensure that your attire does not contribute to the spread of infections in healthcare settings and to ensure that you maintain the professional image that is expected of a healthcare professional. The dress code is also important to give due respect to the PATIENT in front of you. The patients that you will eventually treat have the right to be examined by a properly groomed doctor who follows expected norms of society.

### ➤ **Preclinical years**

- Male students –
  - Buttoned shirt and trousers,-covered shoes with socks.
  - Hair neatly cut and combed as suitable for a medical professional in training
  - Face - clean-shaved
- Female students
  - Blouse/ top with skirt or trousers (formal / office type) or dress, shalwar, shoes or sandals
  - Hair neatly kept.
- Name tags should be worn during practicals or any other session when expected to with the white laboratory coat. You need to replace lost name tags immediately.

*Note: Do not wear jeans/denim, T-shirts, tights, slippers, clogs, and other casual wear during formal teaching sessions.*

### ➤ **Clinical years (MS/ SCR/ LCR/ Professorial)**

In clinical and laboratory settings, patient safety, norms of infection control, and professionalism are of utmost importance. The following dress code and code of behavior are based on the ethical principles of ‘*Non-maleficence – I will do no harm*’, and ‘*Beneficence – I will do what is best*’ which are core principles in medical ethics.

You are expected to wear scrubs during your clinical training in the wards.

## **Attire**

- Scrubs – Should be clean, well-fitting, and well maintained.
  - Colored T-shirts underneath the scrubs are not allowed

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- Any long-sleeved tops worn under scrubs must have sleeves rolled up during clinical work to maintain the 'bare below elbows' standard
- Closed shoes and socks
  - No slippers, sandals, clogs/ crocks,

## Norms related to Infection Prevention and Control (IPC)

- **'Bare below the elbows' – You should be free to perform hand hygiene correctly and efficiently at any instance deemed necessary.**
  - **Nails should be short, clean, and cut regularly.** Long fingernails, nail art and any jewelry that will cause discomfort to patients during examination, or reduce efficiency of hand hygiene practice are strictly prohibited.
  - Watches/ bands on wrists or fingers are strongly discouraged as these prevent correct practice of hand hygiene. We encourage wearing bands/ rings around the neck on a simple chain or bands around the upper arm if necessary.
- Males – hair neatly cut and face clean shaved - to ensure that masks and respirators fit properly (they do not fit when facial hair is present) and to minimize the shedding of organisms onto patients
- Females – hair tied up and kept away from the face - to ensure your hair does not interfere with your work (don't touch your face/ hair all the time), and it does not touch the patient or surrounding environment during patient encounters or other hospital work.

## Identification

- **Your name tag must be worn in a visible place at all times during clinical work.** Your patient must always be able to identify you by name and as a medical student of the Faculty of Medicine Peradeniya. If you lose your name tag, have it replaced immediately.
- Your face should be fully exposed (unless there is a specific medical indication for wearing a surgical mask or respirator) and your patient should be able to identify you.

## ➤ **Conduct and travel while wearing scrubs.**

Clean, well-maintained scrubs are meant to be worn **ONLY** in healthcare environments (hospitals). This is to prevent contaminating other environments (including public areas like shops etc.) with bacteria and other organisms you may have acquired from the hospital environment. Therefore, students

- are prohibited from wearing scrubs when using public transport, except while commuting between designated clinical training hospitals, halls of residence/ boarding houses and the Faculty of Medicine.
- are prohibited from attending personal trips, including personal shopping or meetings while wearing scrubs

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- should obtain prior permission if engaged in public appearances, meetings, videos etc, while being attired in the scrubs

## **General hygienic practices**

You must develop and maintain good personal hygienic practices. As a healthcare professional, your behavior, practices, and habits are observed by both patients and staff and must serve as an example. Poor practices reflect badly on you as well as the medical school.

- General self-hygiene
  - Maintain your general and oral hygiene with good standards. Keep your fingers and toenails regularly cleaned and trimmed.
- Follow all basic hygienic practices you have learned including washing your hands with soap and water after using the toilet, and before eating.
- Always ensure you cover your nose and mouth (with elbow/ tissue/ handkerchief) when you sneeze or cough – respiratory etiquette.
- Avoid biting your nails.
  - This is an extremely unhygienic habit and is not suitable for a health care professional in training.
- Avoid using your fingers to clear your nose.
  - This is an extremely unhygienic habit and is not suitable for a health care professional in training.

## **General conduct**

- Be punctual – eating, chatting, and queues are not excuses for being late for any teaching/ learning session.
- Learn and practice professional communication
  - Be polite to whomever you speak. Unruly behavior toward ANYONE will not be tolerated in this faculty.
  - When contacting a member of staff, introduce yourself with name and batch, ask if this is a good time to speak or ask for an appointment.
  - Academic staff should be addressed as ‘Madam’/ ‘Sir’ or ‘Dr.....’ or ‘ Prof.....’. Do not call academic staff or Clinical teachers ‘Miss’.
  - When communicating through emails or messages, write a proper email/ message.
    - Message - Introduce yourself with name and batch and state in clear, polite language, what you need. Do not use short forms or emojis
    - Emails – write a title, address the recipient, introduce yourself and state your need. Always use polite language.
    - When you have received a reply, always acknowledge the reply properly.
- Be quiet in lecture halls, study areas and when leaving classes. Don’t disturb others who are working-i.e. other students and staff
- When entering and leaving classes and lectures, allow those inside to leave first. Then enter in an orderly manner leaving space for others including staff to enter and leave if needed.

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When leaving, do so in an orderly manner. When waiting outside for a lecture to finish, do not block corridors. Wait in an orderly manner.

- Always move quickly and efficiently.
- Be aware of your surroundings.
  - Don't block corridors, staircases, etc. (groups holding hands and walking together etc)
  - Walk so others also have space to walk
  - Don't walk or chat in groups in the middle of the road blocking vehicles inside the faculty.
  - While walking on roads walk aside to cause minimum disturbance to traffic
  - Park in designated areas. Avoid parking in areas assigned to staff members, or in a way that obstructs free movement of vehicles and people.

## **Conduct at Teaching/ Learning activities**

### ➤ **Conduct at lectures**

- Be punctual. Put mobile phones and devices off or on silent mode. Do not disturb the class.
- Do not have personal conversations when a lecture is in progress. You are free to answer or ask questions in an acceptable manner. Students who consistently talk during lectures and disturb others can be asked to leave the lecture hall.
- Do not eat inside lecture halls. You are allowed to drink water if needed.

### ➤ **Conduct at tutorials and small group discussions**

- Be punctual. Punctuality at SGDs/ discussions etc are strictly observed.
- Put mobile phones and devices off or on silent mode. Do not disturb the class.
- Be mindful of your surroundings in the class. Ensure light and ventilation as much as possible.
- Any excuses must be informed to the module coordinator earlier through email/letter
- All medical certificates must be handed over to the CCC with a copy emailed to the relevant module coordinator or as instructed by the department

### ➤ **Conduct at practical's**

- Be punctual. Punctuality at practical's is strictly observed.
- If mobile devices are allowed, put mobile phones and devices off or on silent mode. Do not disturb the class.
- Lab coats must be worn at all times unless otherwise instructed.
- Name tags must be worn at all times.
- Long hair must be tied up.
- Excuses or exchanges in groups must be communicated via email and have prior approval of the module coordinator

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- Photographing and videoing, and sharing and distributing images taken inside laboratories, dissection rooms, post mortem rooms and classrooms and any other place that would contain sensitive content is strictly prohibited unless prior permission from the Head of Department has been obtained.

## Conduct during Clinical appointments

- Punctuality should be strictly maintained. Delays are not accepted.
- Students should be at the wards during the period assigned for clinical training.
- Any student who is unable to come on a day or is delayed due to unavoidable circumstances must inform the group leader/ Supervising Clinician as soon as possible.
- All communication must be in a professional manner

When interacting with patients always follow the principles of

- Non-discrimination
- Compassion
- Respect
- Patient safety
- Trust

The ethics of practice Beneficence, Non-maleficence, Autonomy, Confidentiality and Justice must always be followed.

- **Take consent. Be polite, considerate and truthful. Respect a patient's privacy and dignity.**
- Maintain confidentiality of patients and all clinical and personal details divulged to you during clinicals. Respect the wishes of the patient.
- Do not allow their views about patients' lifestyle, culture, beliefs, race, colour, gender, sexuality, disability, age, or social or economic status, to affect your behaviour towards them.
- BHTs are legal documents and taking photographs of BHTs is strictly prohibited. Photographing any other laboratory tests, radiological images or any patient care related record that contains sensitive information is strictly prohibited.
- Any video recording done within the hospital should be done only with prior authorization and under the guidance of the hospital administration.

## ➤ **Infection Prevention and Control practices**

- ***Ensure that attire and other behaviors are in alignment with infection control norms and practices. These are essential to ensure you do not harm the patient.*** As stated previously, these include
  - 'Bare below the elbows' with short clean nails and no jewelry on hands to ensure easy and effective hand hygiene practice. Roll sleeves up if needed.

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- Long hair tied up, to ensure your hair does not interfere with your work (don't touch your face/ hair all the time), it does not touch the surrounding environment and does not touch the patient during examination or procedures.
- Clean shaven face – to ensure that masks and respirators fit properly (they do not fit when facial hair is present) and to minimize the shedding of organisms on to patients
- Perform hand hygiene when indicated and follow standard precautions with all patients
- Wear your name tag in a clearly visible place at all times during clinical work.
- Your face should be fully exposed (unless there is a specific medical indication for wearing a surgical mask or respirator) and your patient should be able to identify you.
- Be respectful, polite, considerate and helpful to ward staff and other health care staff in hospitals.
- Be aware of your surroundings at all times.
  - When moving around hospital, do not block doors, corridors, stairs etc. Always make sure patients, health care staff, and others have enough room to move and proceed with their needs and duties.
  - If you see anyone who needs help, you are encouraged to be of assistance.
  - If you see something you think could be / is an emergency, alert the appropriate staff immediately.

### ➤ Use of Social media

- Do not take or post, share or distribute photos of patients, cadavers, prosected or dissected specimen or bodies of deceased personal on social media at any time. PLEASE DO NOT include photos of any patient, especially children (even if faces are partially or fully hidden) attending clinics or getting inward treatment in your social media platforms or profile pictures. This is a highly unethical practice (even if it is a commonly seen)
- Students are strongly discouraged to use their status as a medical student go garner views in social media for monetary earning purposes
- Advertising for personal ventures on social media or otherwise with the affiliation to Faculty of Medicine, University of Peradeniya is not allowed

### **Punishable offenses**

**The following are considered offenses. Any student identified committing such offenses is liable to be punished.**

- Riding motorbikes (as rider or pillion passenger) without a helmet
  - Under the Motor Traffic Act Gazette (2287/28) section 158(2), 'It is compulsory to wear protective helmets for both the rider and pillion passenger'.
- Impersonation

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- This is an offense according to the Examination by-laws section 3.3 Examination Offences and Punishments (6).
- As stated here-in, ‘Impersonator/s may also be liable to any punishment under the Penal Code/Criminal Law. In the event the impersonator is found to be a graduate of this university, his/her degrees awarded by this university shall be withdrawn.’
- Any student found to be impersonating another (signing for someone other than yourself /forging signatures of other students during any activity of the Faculty of Medicine, or the University of Peradeniya) shall be punishable under penal law.
- Littering
  - Do not litter the faculty premises (this includes all areas of the faculty including, lecture halls, study areas and recreational areas.) Throw your trash to the appropriate bin at all times
  - Do not leave food waste on tables in the canteen or other places. Always discard into the appropriate bin
  - It is a good practice to pick up any trash you see within the faculty premises or in your places of training and dispose of it appropriately. Do not ignore it. These places are contributing to your training. It is part of your responsibility to keep your places of training clean and tidy when you can do so. Do not walk past litter as if you didn’t see it.
- Spitting in public places
  - Spitting is an extremely unhygienic habit. If anyone is seen spitting in public places, they are liable for punishment.

This code of conduct is there to ensure the safety and protection of your patients, while training you according to international standards of conduct and discipline in medicine. You may not see these being practiced by all healthcare staff at all times. However, this is the standard to which you will be held as a student and trainee of Peradeniya. Any student found breaching this code can be punished. Aim to learn the highest standards of conduct and discipline as befits a graduate of the Faculty of Medicine Peradeniya.