

TITLE:	Disqualification Policy	NUMBER:	01-10
Section:	Learner Progression	Date Approved:	August 2016
Source:	Nova Scotia Health Learning Institute for Health Care Providers	Date(s) Reviewed	<i>Date To Be Reviewed:</i> August 2018
Distribution:	Nova Scotia Health Learning Institute for Health Care Providers	Approval:	Director

Policy

Policy statement:

Learners may be disqualified from a Learning Institute 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