



Policy	Learner Conduct Policy
Effective Date	11 July 2017
Date Last Reviewed	January 2022
Scheduled Review Date	Annually as part of annual self-evaluation activity.
Supersedes	Candidate Conduct Policy (July 2017)
Owned by	NEBDN Executive
Monitored by	Education and Standards Committee (ESC)
Approved by	Updated in January 2022

Purpose

The purpose of this policy is to set out the standards of professional conduct and behaviour expected of learners.

Scope

This policy applies to all learners registered with NEBDN and the policy covers all examinations and Objective Structured Clinical Examinations (OSCEs) held by NEBDN.

Learners, NEBDN accredited centres and everyone who works of behalf of NEBDN, whether on a paid or voluntary basis, will need to be familiar with this policy.

Policy statement

NEBDN is committed to helping its learners to meet their responsibilities set out in the GDC's Standards for the Dental Team by: setting, communicating and monitoring expected standards of learners behaviour and conduct when undertaking NEBDN exams.

Any breach of the Learner Conduct Policy will be taken seriously.

Learners should be mindful that, where a breach of the Learner Conduct Policy is deemed to have brought the learner's Fitness to Practise into question, NEBDN may report the matter to the GDC.

Responsibilities

Learners - must:

- Read and comply with this policy;
- Ensure they are familiar with the GDC's guidance on Student Professionalism and Fitness to Practise;
- Ensure they meet their responsibilities in the GDC's Standard for the Dental Team;
- Ask their centre for guidance if they have any questions in relation to this policy.

Accredited centres – must:

- ensure this policy is read and understood by their learners;
- provide guidance to their learners on professional behaviours;



- raise any questions or concerns regarding this policy with NEBDN.

NEBDN – will:

- make the policy publicly available on its website www.nebdn.org
- implement and communicate this policy to its staff, Associates and centres.

This policy will be reviewed annually under self-evaluation activities. However, a review will be commissioned earlier should an issue arise in relation to learner conduct or if a change or recommendation by our regulators impacts on this policy.

Definitions

Good conduct – behaving in a manner that demonstrates the professionalism, respectful attitude and attributes that you might expect of a dental professional.

Some *examples* of good conduct and behaviour are:

- treating fellow learners, NEBDN staff and NEBDN Associate Examiners with respect
- being polite and courteous
- thinking about the best way to communicate professionally, regardless of how you may feel (for example, if you are annoyed or upset)
- listening to others including Associate Examiners
- recognising when to ask for help
- reading and understanding any policies and procedures which apply to your examination and ensuring you prepare ahead, such as ensuring you have the required photo identification and access to appropriate IT and facilities
- ensuring you dress appropriately for all assessments
- maintaining confidentiality and appropriate commentary on social media

This list of examples is not exhaustive.

Unacceptable conduct – behaviour which falls below that expected of a learner preparing to become a registered dental professional.

Some *examples* of unacceptable conduct and behaviour are:

- behaving in any way which may be considered violent, indecent, disorderly, threatening or disruptive, or being likely to lead to injury or physical or emotional harm to any other candidates or NEBDN Associate Examiners;
- expressing orally or in writing offensive language or behaviour;
- cheating (suspected malpractice) in an examination. This includes conferring with others during an examination, introducing unauthorised material into an examination, impersonation, copying of any assessment material and collusion with other third parties;
- engaging in any form of harassment towards other learners, or NEBDN Associate Examiners;
- engaging in any activity or behaviour likely to bring NEBDN into disrepute;
- engaging in conduct which constitutes a criminal offence during assessment;
- being under the influence of alcohol or drugs during examinations;
- using social media to disclose or discuss the content of written examination papers or practical assessments such as OSCEs.
- selling or buying any part of another learner's Record of Experience or Record of Competence.



This list of examples is not exhaustive.

References

General Dental Council: www.gdc-uk.org

'Student professionalism and fitness to practise' – guidance for students

'Student professionalism and fitness to practise' – guidance for training providers

'Standards for the dental team'

'Preparing for Practice'

'Standards for Education'

'Dental patients: information about receiving care and treatment from students'

NEBDN:

Whistleblowing Policy

Appeals Policy

Complaints Policy

Extenuating Circumstances Policy

Questions

If you have any questions about this policy, please email NEBDN at info@nebdn.org and your enquiry will be directed to an appropriate member of staff or committee.