

FACULTY OF PHARMACY – PROFESSIONALISM PROVISIONS 2017

1 Purpose and application

- (1) These provisions:
- (a) prescribe a transparent process for managing alleged breaches by students of the [Faculty of Pharmacy – Professionalism Expectations Provisions 2017](#);
 - (b) constitute standards for the purposes of clause 78(1) of the [Coursework Policy 2014](#).
- (2) These provisions apply to all students in the Faculty of Pharmacy.

2 Commencement

These provisions commence on 31 July 2017.

3 Definitions

AHPRA	means the Australian Health Practitioner Regulation Agency.
Associate Dean	means the Associate Dean (Learning and Teaching) or the Associate Dean (Research).
breach	means a breach by a student of the Professionalism Expectations .
co-ordinator	means, as appropriate to the relevant award course, either the academic co-ordinator or the academic year co-ordinator, or the postgraduate co-ordinator.
Dean	means the Dean of Pharmacy
Educational Integrity Co-ordinator	means the nominated academic to whom the Dean has given responsibility for coordinating and reporting on allegations of plagiarism and academic dishonesty for the Faculty of Pharmacy
misconduct	has the meaning prescribed by section 2.1 of the University of Sydney (Student Discipline) Rule 2016
National Law	means the Health Practitioner Regulation National Law (NSW) 2009 .
Professionalism Expectations	means the Faculty's expectations for clinical and academic professionalism, as set out in the Faculty of Pharmacy – Professionalism Expectations Provisions 2017 .
student	means a person who is currently admitted to candidature in an award course offered by the Faculty



Student Affairs Unit means the specialist staff within the office of the Deputy Vice-Chancellor (Education) who assist with the resolution of student complaints and reports of student misconduct in accordance with University policies and procedures.

4 Professionalism requirements

- (1) The *Professionalism Expectations* prescribe student professionalism requirements.
- (2) All students must demonstrate professional behaviour, relative to their stage in their award course, by complying with the [Professionalism Expectations](#).
- (3) A student who is found to have committed a serious breach of the Professionalism Expectations may be asked to show good cause why he or she should be allowed to re-enrol, as provided by clause 78 of the [Coursework Policy 2014](#).

5 Reporting an alleged breach

- (1) Any person may, by notice in writing to the relevant co-ordinator, report an alleged breach of the [Professionalism Expectations](#).
- (2) No person will be subjected to victimisation or adverse action as a consequence of reporting an alleged breach.
- (3) Subject to subclause (4), information concerning an alleged breach will be treated confidentially and will be disclosed on a “need to know” basis, having regard to the Faculty’s obligations under privacy legislation.

Note: See [Privacy Policy 2013](#) and [Privacy Management Plan](#).

- (4) The responsible co-ordinator or Associate Dean may disclose information about the alleged breach in order to:
 - (a) investigate the alleged breach;
 - (b) provide procedural fairness;
 - (c) ensure the health and safety of students, staff and members of the public; or
 - (d) comply with the University’s legal requirements, including its obligations under the National Law and the *Government Information (Public Access) Act 2009*.

6 Allegations about matters other than a professional breach

- (1) Allegations that primarily concern an alleged breach of the [Academic Honesty in Coursework Policy 2015](#) must be handled by the relevant Educational Integrity Co-ordinator in accordance with that policy.
- (2) Allegations that primarily concern:
 - (a) an alleged breach of the [Bullying, Harassment and Discrimination Prevention Policy 2015](#); or
 - (b) matters other than a breach of the [Professionalism Expectations](#);must be referred to the Student Affairs Unit for handling in accordance with the relevant policy and procedures.



- (3) These provisions must not be used to address a matter that is being, or has already been, handled in accordance with another University procedure.

7 Preliminary Inquiry and Assessment

- (1) The responsible co-ordinator must:
- (a) formulate a clear expression of the alleged breach;
 - (b) form a preliminary view of whether the alleged breach might, if proved:
 - (i) constitute a breach of the [Professionalism Expectations](#); or
 - (ii) constitute misconduct.
- (2) Subject to the requirements of clause 5(3), in forming the preliminary view referred to in clause 7(1)(b), the co-ordinator may consult with any appropriate person.
- (3) If the co-ordinator forms the view that the alleged behaviour, even if proved, would not constitute either misconduct or a breach of the [Professionalism Expectations](#), the co-ordinator must take no further action apart from recording the determination.
- (4) If the co-ordinator forms the view that the alleged behaviour, if proved, might constitute a serious breach of the [Professionalism Expectations](#), they will refer the report to the Associate Dean (Learning and Teaching).
- (5) If the co-ordinator forms the view that the alleged behaviour, if proved, might constitute misconduct, they will refer the alleged breach to the Registrar for handling in accordance with the [University of Sydney \(Student Discipline\) Rule 2016](#).
- (6) If the co-ordinator forms the view that the alleged behaviour, if proved, might constitute criminal conduct, they must refer the alleged breach to the Office of General Counsel for consideration of whether the matter should be referred to the police.
- (7) In all other cases, the co-ordinator:
- (a) may:
 - (i) determine to take no further action;
 - (ii) make written recommendations or requirements;
 - (iii) counsel the student; or
 - (iv) take such other remedial action as may be appropriate in the circumstances;
 - (b) must make a record of:
 - (i) the alleged breach;
 - (ii) the student's response;
 - (iii) any counselling provided; and
 - (iv) any remedial action taken.

Note: all such records are subject to and must comply with the [University Recordkeeping Policy](#), [Privacy Policy 2013](#), [Recordkeeping Manual](#) and [Privacy Management Plan](#).



8 Notice and interview

- (1) Where a matter is dealt with under these provisions, the Associate Dean will inform the student in writing of:
 - (a) the alleged breach, as formulated under subclause 7(1)(a);
 - (b) the preliminary view formed;
 - (c) an appointed time and place for the student to come and discuss the alleged breach;
 - (d) the names of the people proposed to be present at the interview;
 - (e) the student's entitlement to invite a support person or representative to attend the interview; and
 - (f) the student's entitlement to submit relevant documentary materials.
- (2) The interview will be conducted by no more than two academic members of the faculty.
- (3) The Associate Dean will provide the student with:
 - (a) any supporting documents necessary for the student to understand and respond to the alleged breach; and
 - (b) copies of:
 - (i) the [Professionalism Expectations](#); and
 - (ii) these provisions.
- (4) The appointed time for interview must be such as to allow the student a reasonable period of time to consider the alleged breach and any supporting documents.
- (5) The faculty will keep a written record of the interview and copies of relevant documentation.

Note: See [University Recordkeeping Policy](#) and [Recordkeeping Manual](#)

9 Determination

- (1) Following the interview, the Associate Dean will consider:
 - (a) the alleged breach;
 - (b) any related alleged breaches to which the student has had a reasonable opportunity to respond;
 - (c) any relevant supporting material, including any material submitted by or on behalf of the student; and
 - (d) any submissions or responses made by or on behalf of the student.
- (2) The Associate Dean will then determine whether the student has breached the [Professionalism Expectations](#).
- (3) If the Associate Dean forms the view that the student has not breached the [Professionalism Expectations](#), they may:
 - (a) take no further action;
 - (b) counsel the student; or
 - (c) take such other remedial action as appropriate in the circumstances.



- (4) If the Associate Dean forms the view that the student's behaviour constitutes a serious breach of the [Professionalism Expectations](#), the Associate Dean will handle the matter in accordance with Part 15 of the [Coursework Policy 2015](#).
- (5) If the Associate Dean forms the view that the student has otherwise breached the [Professionalism Expectations](#), the Associate Dean;
 - (a) may take no further action;
 - or
 - (b) may counsel the student or take such other remedial action as appropriate;
 - and
 - (c) must make a record of the breach, the student's response and any counselling or remedial action.

Note: See [University Recordkeeping Policy](#) and [Recordkeeping Manual](#)
- (6) If the Associate Dean forms the view that the student's behaviour might constitute misconduct, the Associate Dean must refer the matter to the Registrar.
- (7) The Associate Dean will inform the student in writing of the determination.
- (8) If the Associate Dean forms the view that the alleged breach might constitute criminal conduct, they will refer the alleged breach to the Office of General Counsel for consideration of whether the matter should be referred to the police.

10 Professional reporting obligations

- (1) If the co-ordinator or Associate Dean forms a reasonable belief that the student has behaved in a way that constitutes notifiable conduct under the National Law, the co-ordinator or Associate Dean must notify the Student Affairs Unit before making a notification to AHPRA or the Pharmacy Council of New South Wales.
- (2) The Student Affairs Unit will review the matter, including seeking advice from the Office of General Counsel where appropriate, and consult with the co-ordinator or Associate Dean regarding the notification.
- (3) If a notification is considered appropriate, such notification can be made without obtaining the prior response of the student to the alleged conduct where obtaining such response may:
 - (a) Prejudice and external investigation;
 - (b) Place a person's health or safety at risk; or
 - (c) Place a person at risk of intimidation or victimisation.



NOTES

Faculty of Pharmacy - Professionalism Provisions 2017

Date adopted: 30 June 2017
Date registered: 11 July 2017
Date commenced: 31 July 2017
Date amended: 24 March 2019
Approved by: Professor Iqbal Ramzan, Dean of Pharmacy
Signature:
Review date: 31 July 2022
Rescinded documents:
Related documents:

[Health Practitioner Regulation National Law \(NSW\) No 86a](#)

[Health Records and Information Privacy Act 2002 \(NSW\)](#)

[Privacy and Personal Information Protection Act 1998 \(NSW\)](#)

[AHPRA Code of Conduct](#)

[AHPRA Social Media Policy](#)

[University of Sydney \(Coursework\) Rule 2014](#)

[University of Sydney \(Student Discipline\) Rule 2016](#)

[Code of Conduct for Students](#)

[University of Sydney \(Campus Access\) Rule 2009](#)

[Academic Honesty in Coursework Policy 2015](#)

[Privacy Policy 2013](#)

[University Recordkeeping Policy](#)

[Research Code of Conduct 2013](#)

[Resolution of Complaints Policy 2015](#)

[Privacy Management Plan](#)

[Recordkeeping Manual](#)

[Faculty of Pharmacy – Professionalism Expectations Provisions 2017](#)

[Inherent Requirements for Pharmacy Courses](#)



AMENDMENT HISTORY

Provision	Amendment	Commencing
Definitions	Definition of Student Affairs Unit amended to remove reference to Deputy Vice Chancellor (Registrar) and replace with Deputy Vice-Chancellor (Education) 'issues' replaced by 'complaints and reports of student misconduct'.	24 March 2019
7(5)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with reference to Registrar	24 March 2019
9(6)	Remove reference to Deputy Vice-Chancellor (Registrar) and replace with reference to Registrar	24 March 2019