

Reviewed by Phase 1: 6/5/18	Responsible University Officer: Associate Dean for UME
Reviewed by Phase 2: 6/1/18	Policy Owner: Associate Dean for UME
Reviewed by Curriculum Committee: 5/21/18	Policy Contact: Director of Administration, Curriculum Office
Dean's Final Approval: 6/6/18	Shared with MCAEC: 6/11/18

Policy on Professionalism

Review Date:	Change Description:
6/6/18	Reviewed and approved by Dean Licinio.
Review History	Change Description:
2/2/16	Reviewed and reapproved.
5/13/13	New policy.

POLICY STATEMENT

Professionalism is a cornerstone of the profession of medicine and physicians are held to a high standard of performance. Student enrollment in the College of Medicine demands a level of personal honor and integrity that ensures the provision of quality health care.

The same personal integrity that requires honesty also requires reporting of any infraction of the Professionalism Policy and Code of Student Conduct. Hence, faculty and students have an obligation to report conditions or situations that may lead to violations of either doctrine. Faculty and students must be committed to high ethical standards of behavior, including but not limited to: patient confidentiality; academic integrity; personal behaviors and habits facilitate the ability to meet professional obligations as a medical student; and adherence to guidelines regarding relationship boundaries.

Professionalism is one of the six competencies in which students must demonstrate knowledge, skills and attitudes appropriate to a graduating medical student. Professional behaviors are observed throughout medical school, within courses and clerkships, and in settings outside medical school boundaries. Unprofessional behavior may range from minor to severe, from occasional to frequent, and the College of Medicine has established a tiered method for evaluating and responding to unprofessional behavior which involves a Professionalism Pathway, the Academic Review Boards, and the Judicial Process.

The Professionalism Pathway provides a mechanism for faculty members, staff and students to submit reports about both unprofessional and exemplary professional student behavior to the Associate Dean for Undergraduate Medical Education. The Associate Dean for Undergraduate Medical Education compiles and evaluates both notes of commendation and reports of concern brought to his/her attention.

For cases of exemplary professional behavior, any faculty member or student may submit a Commendation Report to the Associate Dean for Undergraduate Medical Education (UME) who will inform the academic advisors, the appropriate course/clerkship director, if applicable, and the Dean of Student Affairs so that students may receive recognition for their commitment. This may include special notation in the student's Medical Student Performance Evaluation Letter.

REASONS FOR POLICY

LCME Element 3.5: Learning Environment/Professionalism

A medical school ensures that the learning environment of its medical education program is conducive to the ongoing development of explicit and appropriate professional behaviors in its medical students, faculty, and staff at all locations and is one in which all individuals are treated with respect. The medical school and its clinical affiliates share the responsibility for periodic evaluation of the learning environment in order to identify positive and negative influences on the maintenance of professional standards,

develop and conduct appropriate strategies to enhance positive and mitigate negative influences, and identify and promptly correct violations of professional standards.

PROCEDURES

For reports regarding unprofessional behavior, the Associate Dean may provide an educational and/or counseling intervention, or invoke resolution via the Academic Review Board or the University Judicial Process. In all reports of alleged academic misconduct and unprofessional behavior, the faculty member, staff or student making the charges should follow the following process:

1. Faculty member, staff or student identifies incident and discusses with the course/clerkship director, if applicable, unless there is a conflict of interest.
2. The faculty member and/or course/clerkship director should then discuss the incident with the student and inform them if the issue will be referred to the Associate Dean for Undergraduate Medical Education. Students and/or staff who may not be comfortable with this step can directly discuss it first with the Associate Dean for Undergraduate Medical Education.
3. Faculty member, course/clerkship director, staff or student sends a Professionalism Concern Report to Associate Dean for Undergraduate Medical Education. This report can be found online or obtained from Curriculum Office. The report includes:
 - a. Name of Student
 - b. Name of Individual Submitting Report
 - c. Date of Incident and Report
 - d. Description of Incident
 - e. Description of Any Action Taken

The Associate Dean for Undergraduate Medical Education will first assess the allegation, including its severity or frequency. Based on the assessment, the Associate Dean for Undergraduate Medical Education may choose to:

1. Utilize the Professionalism Pathway for a minor first offense and meet with the student to discuss concerns, provide guidance and set expectations for future behavior. The Associate Dean will then communicate the outcome to the faculty member, staff or student who reported the incident. In addition, the Associate Dean will provide written documentation regarding the incident to the University Judicial Coordinator.
2. Refer the matter to the appropriate Academic Review Board for more significant academic professionalism concerns. Examples of such behavior may include repeated tardiness or absenteeism, lying or misrepresenting the truth, a breach of confidentiality, disregard for safety, disrespectful language or gestures, poor hygiene, and others. The Academic Review Boards may recommend remediation, probation, suspension or dismissal. The Academic Review Boards, which track the competencies of medical students, may also recommend that comments pertaining to the incident be included in the student's Medical Student Performance Evaluation Letter.
3. Refer the matter to the University Judicial Process for offenses as outlined in the Student Code of Conduct.

For each subsequent report, the Associate Dean of Undergraduate Medical Education has each of the above options at their disposal. However, if both a first and second offense was handled utilizing the professionalism pathway, a third offense immediately invokes referral to the Academic Review Board or the University Judicial Process. Refer to Student Code of Conduct and descriptions of the Academic Review Boards for complete process.

Note: In the case of a lapse of academic integrity, referral to the University Judicial Officer will happen upon the second offense (not third). Referral to the University Judicial Process will be communicated to faculty member, staff or student by the Associate Dean for Undergraduate Medical Education.

Scope of Responsibility:

Judicial Process	Professionalism Pathway/ Academic Review Boards
<ul style="list-style-type: none"> • Lapse of Academic Integrity (repeat and/or egregious offense) • Pattern of Unprofessional Behavior which is outside usual course or clerkship academic expectations • Offenses as described in Student Code of Conduct 	<ul style="list-style-type: none"> • Lapse of Academic Integrity (first and/or minor offense) • Inappropriate Attire • Inappropriate use of Cell Phones, etc. • Poor Hygiene • Disrespectful or Ineffective Communication • Ineffective Team Member • Unethical Behavior • Violation of Confidentiality • Poor Attendance • Not Punctual • Unprofessional Demeanor

FORMS/INSTRUCTIONS

Commendation/Concern report

ADDITIONAL CONTACTS

Dean of Students
University Judicial Officer

DEFINITIONS

None

RELATED INFORMATION

1. Medical Professionalism in the New Millennium-A Physician Charter:
http://www.upstate.edu/com/document/professionalism_new_millenium.pdf
2. Faculty Code of Professional Conduct:
http://www.upstate.edu/facultydev/pdf/fac_code_conduct.pdf
3. Compact Between Resident Physicians and Their Teachers:
http://www.upstate.edu/com/document/professionalism_compact_between_residents.pdf
4. Academic Progress, Review and Appeal Committees Policy
<http://www.upstate.edu/com/curriculum/procedures.php>

SIGNATURE



Signature Dean of the College of Medicine

6/6/18

Date