QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	**Policy/Procedure/Process Name:**	Student Professionalism Reporting Policy
	MSEC/ADMIN Number:	SPROMO-0918-002
	Approving Officer:	Kenneth Olive, MD, EAD
	Agent(s)Responsible for Implementation:	All Faculty, Staff, and Students
Original MSEC Approval Date: 10/16/12 **Effective Date(s):** 10/16/12; 11/13/12	**Originator Name/Committee:**	Ramsey McGowen, PhD

☐ **New Policy/Procedure/Process** ☒ **Revision of Existing Policy/Procedure/Process**

Revision Date(s): 11/13/12; 9/19/2018

LCME Required Policy/Procedure/Process: Yes ☒ No ☐
LCME Element(s) Number and Description:

9.9 STUDENT ADVANCEMENT AND APPEAL PROCESS - A medical school ensures that the medical education program has a single standard for the advancement and graduation of medical students across all locations and a fair and formal process for taking any action that may affect the status of a medical student, including timely notice of the impending action, disclosure of the evidence on which the action would be based, an opportunity for the medical student to respond, and an opportunity to appeal any adverse decision related to advancement, graduation, or dismissal.

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.

[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].

All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.

(A.) **Policy/Procedure/Process <u>Statement</u>:**
The Student Professionalism Report is designed to allow faculty, staff, or students to document an incident or trend of student unprofessional or unethical behavior and becomes part of this policy. **See attached form.** It is also used to measure institutional success in accomplishing Quillen's Professionalism Institutional Educational Objective.

(B.) **<u>Purpose</u> of Policy/Procedure/Process:**
The Student Professionalism Report is to assist the student in developing appropriate professional behaviors. The intent is to mold professional behavior – not to punish inappropriate behaviors. Additionally, in aggregate form, the rate of event reporting will be used as a measure of institutional success in accomplishing the Professionalism Institutional Educational Objective.

This policy pertains to the LCME requirements of Element 3.5 (Learning Environment/Professionalism) and Element 9.9 (Student Advancement and Appeal Process).

(C.) **Scope of Policy/Procedure/Process (applies to):**
All faculty, staff, and students.

(D.)**Activities of Policy/Procedure/Process (start to finish):**
Reporting Incidents or Trends

1. Concerns related to student professional behaviors will be reported on the Student Professionalism Report form.
2. The report will be signed and submitted to the Associate Dean for Student Affairs who will forward a copy to the Executive Associate Dean for Academic Affairs.
3. The Associate Dean for Student Affairs will review each report and meet with the student who is the subject of the report on an individual basis. Past experience suggests that over 90% of such reports will be addressed with individual student counseling.
4. The judgment of the Associate Dean for Student Affairs will determine what further action or actions, if any, need to occur, including notification of the relevant clinical departmental chair, if appropriate. Based on the individual student meeting, the Associate Dean for Student Affairs may deem it appropriate to refer a student:
    a. for other counseling or treatment;
    b. to the Committee Supporting Student Health, if the student's behavior appears to be a reflection of a significant impairment;
    c. to the Student Promotion Committee if the student's behavior raises significant concern about the student's fitness to function as a physician;
    d. to the Honor Council if the student's behavior represents a possible Honor Code violation;
5. The Associate Dean of Student Affairs acknowledges to the person submitting the form receipt of the form and that issues have been addressed with the student.

Multiple or repeated reports regarding the same student may warrant other responses, including review by the Student Promotions Committee.

Approved by: **Name / Title:** Kenneth Olive, MD, EAD	**Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number):** *(List only if a name change is involved)*
Review/Revision Completed by:	**Date**
☒ Office of the Dean	Upon review to MSEC
☒ Academic Affairs	11/13/12; 9/19/2018;10/18
☒ Student Affairs	9/2018
☒ Medical Student Education Committee	10/2/12; 10/16/12; 11/13/12; 10/16/18
☒ Student Promotions Committee	11/14/12; revised and approved 9/19/2018
☒ Faculty Advisory Council	10/2012

Approved by: **Name / Title:** Kenneth Olive, MD, EAD	**Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number):** *(List only if a name change is involved)*
☐ Administrative Council	
☒ M3/M4 Clerkship/Course Directors	10/2012
☒ M1/M2 Course Directors	10/2012
☒ Student Groups/Organizations (describe): Organization of Student Representatives (OSR)	10/2012

Notifications of New or Revised Policy	**Method of Notifications and Date**
☒ Medical Students	Upon review to MSEC
☒ All QCOM Faculty	Upon review to MSEC
☒ All QCOM Staff	Upon review to MSEC
☒ Admissions Office (catalog)	Upon review to MSEC

Quillen College of Medicine
Professionalism Report Form

Purpose: *The primary purpose of the Student Professionalism Report is to assist the student in developing appropriate professional behaviors. The intent is to mold professional behavior – not to punish inappropriate behaviors. Additionally, in aggregate form, the rate of event reporting will be used as a measure of institutional success in accomplishing the Professionalism Commencement Objectives.*

Student Name: _____ **Class Year:** _____ **Date:** _____

Name of person completing form: _____ **Course/Department:** _____

Original Source of information: _____

Indicate which of the following categories of professionalism behaviors were involved. (Check all that apply)

Patient and Provider Communications

- ☐ The student inappropriately disclosed patient information
- ☐ The student made inappropriate or public remarks about fellow students, members of the healthcare team and/or patients
- ☐ The student was dishonest in written or verbal communication
- ☐ The student failed to show respect for the diversity of race, gender, religion, sexual orientation, age, disability or socioeconomic status of fellow students, members of the healthcare team and/or patients
- ☐ The student failed to show sensitivity to the needs of the patient, the patient's family and/or the health care team

Other / Comments: _____

Appearance, Attire

- ☐ The student fails to wear clothing that is professional in appearance (appropriate to the culture of the institution as defined by the preceptor, the site dress code and professional norms)
- ☐ The student is not well groomed (poor bathing, malodorous, unkempt)
- ☐ The student fails to wear their name badge or white coat in appropriate situations

Other / Comments: _____

Reliability, Motivation and Responsibility

- ☐ The student is disruptive to an atmosphere conducive to learning (e.g. giving disruptive, verbal or nonverbal cues of non-participation)
- ☐ The student does not complete assigned tasks in the given timeframe
- ☐ The student does not attend required activities
- ☐ The student is late to required activities or leaves before the conclusion of the activity
- ☐ The student fails to notify appropriate persons prior to missing required activities
- ☐ The student failed to adhere to test administration protocol

Other / Comments: _____

Interpersonal Relationships

- ☐ The student behaves in a manner that lacks respect, is uncooperative or is manipulative
- ☐ The student fails to establish and maintain appropriate boundaries in work and learning situations
- ☐ The student fails to show an appropriately sensitive, courteous and/or respectful manner with fellow students, staff, faculty and/or patients

Other / Comments: _____

Accepts Instruction and Feedback

- ☐ The student actively rebuffs, avoids change, or does not recognize own limitations
- ☐ The student does not accept constructive feedback
- ☐ The student does not maintain professional composure in stressful situations

Other / Comments: _____

Integrity

- ☐ Concern related to student integrity

Concerns related to integrity may identify potential Honor Code violations. These should be reported to the Honor Council. The policy and process can be found current Student Catalog.
http://www.etsu.edu/com/sa/admissions/collegeinfo/catalog.aspx
Honor Council Chair: gcom-honor@mail.etsu.edu
Honor Council faculty advisor: Tom Ecay ecay@etsu.edu

Other / Comments: _____

Other problematic or unethical behaviors not listed above: _____

Date of Incident: _____
Description of the student's behavior or event that occurred: _____

	Yes	No
Did you provide feedback to the individual(s) named?	☐	☐
Did you document the feedback? (*please attach any documentation*)	☐	☐
Have you reviewed the contents of this report with the individual(s) named?	☐	☐

Other / Comments:

If completing electronically; please print and sign as indicated.

I have read this report and discussed it with the person completing this form:

_____
Student Signature Date

_____
Submitter's Signature Date

Submitted signed form to: Dr. Thomas Kwasigroch, Associate Dean of Student Affairs

☐ *Student written reply submitted*

Procedures:

1. Concerns related to student professional behaviors will be reported on the Student Professionalism Report form.
2. The report will be signed and submitted to the Associate Dean for Student Affairs who will forward a copy to the Executive Associate Dean for Academic Affairs.
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    a. for other counseling or treatment;
    b. to the Committee Supporting Student Health Students' if the student's behavior appears to be a reflection of a significant impairment;
    c. to the Student Promotion Committee if the student's behavior raises significant concern about the student's fitness to function as a physician;
    d. to the Honor Council if the student's behavior represents a possible Honor Code violation;
5. The Associate Dean of Student Affairs acknowledges to the person submitting the form receipt of the form and that issues have been addressed with the student.

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Administrative Disposition:

☐ *Copy to Executive Associate Dean of Academic Affairs. Date: _____*

☐ *Student was counseled by Associate Dean of Student Affairs. Date: _____*

Copy of report forwarded to:

- ☐ *Honor Council for appropriate action*
- ☐ *Promotions Committee for placement on next agenda*
- ☐ *Committee on Supporting Student Health for appropriate action*

Date: _____ referred to any of the above

☐ *Student was referred for additional counseling or treatment. Date: _____*

☐ *Other action was taken _____ Date: _____*

☐ *Submitter of the form was notified of disposition. Date: _____*