Incidents of unprofessional behavior on the part of AMS students are rare. The vast majority of students act in ways that uphold the values of the profession throughout their medical education. However, in order to ensure that issues of professionalism are handled in a manner that is consistent and fair, the medical school has adopted the following policy and procedures to be administered through the Medical Committee on Academic Standing and Professionalism (MCASP):

Issues of professionalism are documented through a brief reporting form (the “Professionalism Report Form”) that can be completed by individuals within the community. First reports of unprofessional behavior are submitted to the student’s Academy Director. Single reports of unprofessional conduct will be dealt with on a case-by-case basis at the Academy Director’s discretion. Reports may be placed in the student’s Electronic Medical Student Record (EMSR). The identity of the person making the report, especially if that person is a medical student, will be protected as much as possible. Anonymous reports will not be accepted. Any behavior that rises to the level of a violation of the Academic Code will automatically be dealt with via the existing University processes.

Two or more formal reports may be considered a pattern and may be brought to the attention of the Associate Dean for Medical Education and to the MCASP. The student in question will be alerted when their behavior will be discussed at the MCASP and may be asked to meet with the Associate Dean prior to that MCASP meeting. After the MCASP meeting, the Associate Dean will communicate any actions by the MCASP to the student.

The MCASP will determine if the pattern of behavior warrants a “Citation.” A Citation will take the form of a letter to the student 1) expressing concern regarding the pattern of behavior and 2) asking the student to respond to the committee in writing with a brief reflection on the behavior in question, and with a concrete plan for remediating the issue. The student’s Academy Director will act as a resource for the student in writing an appropriate response and outlining a plan.

The Citation will also include a statement that if the response is not received within an appropriate time frame (as determined by the MCASP and the Academy Director), and/or the remediation plan is not enacted within an appropriate time frame (as determined by the MCASP and the Academy Director), the Citation may be included as part of the student’s Medical
Student Performance Evaluation (or “Dean’s Letter”). The Citation may also be included in the MSPE in particular instances at the discretion of the Associate Dean for Medical Education.