Professionalism

In general, the committee will adhere to the following guidelines for decisions related to issues of professionalism:

Issues of professionalism can be documented in two ways: a brief reporting form (the “Professionalism Report Form”) that can be completed by individuals within the community (e.g., staff, faculty, residents, students); or through an OASIS evaluation for the core clerkships in which any of the four questions regarding professional behavior are answered with a “No”. First reports of unprofessional behavior are submitted to the student’s advisor (Emily Green for students in Years 1 & 2, Alex Morang for students in Years 3 & 4, Jordan White in selected circumstances). Anonymous reports will not be accepted. If the person making the report is a medical student, s/he may request that his/her name be kept confidential. Single reports of unprofessional conduct will be dealt with on a case-by-case basis at the advisor’s discretion. Per the processes outlined on the Professionalism Report Form, the student will meet with the advisor and both will sign the form indicating that they have discussed the behavior in question and any plans for remediation of the behavior. The signed report will be placed in the student’s Electronic Medical Student Record (EMSR) which is an internal system that does not report out to external individuals or programs. Any behavior that rises to the level of a violation of the Academic Code will automatically be dealt with via the University processes.

Two or more reports of unprofessional behavior will be considered a pattern and will be brought to the attention of the Assistant Dean for Student Affairs and to the MCASP. The student in question will be alerted when their behavior is discussed at the MCASP and may be asked to meet with the Assistant Dean prior to that MCASP meeting. The Assistant Dean will communicate any relevant MCASP actions to the student.

The MCASP will determine if the pattern of behavior warrants a “Professionalism Warning.” A Warning 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 by writing a brief reflection on the behavior in question, including a concrete plan for remediating the issue. The student’s
advisor will act as a resource for the student in writing an appropriate response and outlining a plan.

The Warning will indicate that if the student’s response is not received within an appropriate time frame (as determined by the MCASP and the advisor), and/or the remediation plan is not enacted within an appropriate time frame (as determined by the MCASP and the advisor), the student may receive an official “Professionalism Citation” that per AAMC guidelines will be included as part of the student’s Medical Student Performance Evaluation (MSPE).

In certain circumstances, when the behavior in question is considered egregious in nature, the Assistant Dean for Student Affairs in discussion with the Associate Dean for Medical Education, may decide to bypass the Warning stage and issue a Professionalism Citation. Per AAMC guidelines the Citation will be included as part of the student’s MSPE.

If a student who has received a Professionalism Warning receives an additional Professionalism Report Form, that student will be considered by the MCASP for a Professionalism Citation.