

PROFESSIONALISM REPORT

Policies and Procedures

The Professionalism Incident Report can be completed if a student is identified as having demonstrated unprofessional behavior. The supervising faculty member can initiate the report. However, the report must be completed and signed by the Phase III discipline-specific clerkship rotation coordinator. The Incident Report is to be submitted immediately to the Undergraduate Office by the clerkship rotation coordinator. The Director of Clerkship will be notified of all reports received by the Undergraduate Medical Education Office.

Unprofessional behavior should be documented by concrete examples that have been noted during the student's clinical rotation. The rotation coordinator should immediately notify the student of these concerns. A meeting between the rotation coordinator and the student should take place at the earliest possible opportunity. The student is to be given the opportunity to respond to the Incident Report in writing. A remedial plan is to be developed by the rotation coordinator in collaboration with the student and the Director of Clerkship. The recommendations regarding remediation are to be documented on the Incident Report, including specific objectives, expectations, and outcomes.

All students who have received a Professionalism Incident Report are to meet with the Director of Clerkship to discuss concerns. A meeting with the Associate Dean Undergraduate Medical Education may also be recommended at the discretion of the Director of Clerkship.

The completion of the Professionalism Incident Report would not normally be noted on the Dean's Letter. However, a notation of "professionalism" concerns will be noted on the rotation ITER. If a student successfully completes the remediation plan and exhibits no further unprofessional behavior, the notation located on the ITER may be removed at the discretion of the Associate Dean Undergraduate Medical Education in consultation with the Director of Clerkship and relevant rotation coordinators and faculty.

However, a student with a pattern of unprofessional behavior (as defined by submission of more than two Incident Reports or a student who fails to successfully complete the remedial plan) will be referred to the Progress and Promotions Committee. A pattern of unprofessional behavior, as defined above, may lead to academic sanction, including failure of a portion of the Undergraduate Medical Education Curriculum or a requirement to withdraw from the M.D. Program.