

Process for use of Professionalism Incident Reports

Professional behavior is expected of both learners and teachers with or in front of patients, members of the health care team, and others in the professional environment (school, hospital, clinic, office) such as faculty members, standardized patients, staff, and administration members. Items on the "essentials of professional behavior" document state the areas felt by the faculty to be guidelines for professional behavior. These areas are derived from the Medical School's Technical Standards and from our Clerkship Evaluation form. Professionalism incident reports may be filed to report praise for incidents of unusually meritorious behavior or to report concerns. The intent of the "concern" report is to give the student formative feedback of concerns about professional behavior before that behavior becomes part of a grade or a sanction by one of the Academic Evaluation Boards.

Process for use of the Professionalism Incident report:

Either "praise" and "concern" reports may be filed only by the relevant course/ clerkship coordinator, assistant, associate or vice-dean in the offices of Medical Education or Student Affairs, or associate or vice chancellor in the office of School Services.

Praise report

- 1) The report will consist of a narrative statement describing the incident and the school's "professionalism" document with the relevant areas checked off or otherwise indicated.
- 2) While it is often helpful to receive personal praise, a face-to-face meeting between the student and the person filing a praise report does not need to be held. The student will be sent a copy of all praise reports.
- 3) All praise reports WILL be placed in the student's permanent file and may be mentioned in the MSPE (Dean's Letter).

Concern report

- 1) Faculty or other concerned personnel are encouraged to discuss their concern directly with the involved student before going to one of the above individuals to report an episode. The decision of whether or not to file a concern report at that point will be at the discretion of the the relevant course/ clerkship coordinator, assistant, associate or vice-dean in the offices of Medical Education or Student Affairs, or associate or vice chancellor in the office of School Services.
- 2) It is normally expected that before filing a report, a face-to-face meeting between the student and the person filing the report will be held. In the sole discretion of the person filing the report, other involved persons may be asked to attend. If a face to face meeting is not feasible, an explanation of the reason/s and ways in which the student was contacted must be included, At times, this process of discussion and fact-finding may result in the decision not to file a report.
- 3) The report will consist of a narrative statement describing the incident and the school's "professionalism" document with the relevant areas checked off or otherwise indicated. Optionally, the student may also file a commentary which could include a different side of the story, report of extenuating circumstances and/ or discussion of remediation.
- 4) The report needs to be filed in a timely manner (usually within 3 months of any episode occurring).
- 5) Any initial filed report will be discussed by the person filing the report, the Associate Dean for Student Affairs and the Chair of the Basic or Clinical Science Academic Evaluation Board to determine whether:
 - a) The report should be filed and student monitored with no action taken unless second report is received
 - b) The initial report should be presented to the appropriate Academic Evaluation Board
 - c) A Technical Standards Committee ("Honor Board") needs to be convened to hear and investigate the case (such as where the issue involves an allegation of misrepresenting or falsifying information).
 - d) Some other course of action is appropriateAny second or subsequent report will automatically be presented to the appropriate Academic Evaluation Board.
- 6) The Office of Student Affairs will be responsible for determining whether a previous report has been filed.
- 7) If a decision is made that an initial report should be filed with no formal action taken unless a second report is received, the report will NOT be placed in the student's permanent file. It will be retained in a separate file until the student graduates. If no further reports are received, the report will be destroyed when the student graduates or leaves the school. No mention of a report in this category will be made in the MSPE (Dean's Letter) or on the transcript.
- 8) If a report is brought up for discussion at the appropriate Academic Evaluation Board, that Board will proceed as under current policy. If the behavior is part of a pattern, some remediation may be required. Under current policy, the Board has the ability to recommend a variety of actions including no action/ monitoring, remediation, other sanction up to and including dismissal. The Academic Evaluation Board will also determine whether there will be any mention of the episode/s in the Dean's Letter of Evaluation. The outcome of any required remediation, with or without a sanction such as probation or extension, will be mentioned in the Dean's letter.
- 9) If a Technical Standards Committee ("Honor Board") is convened, that Board will proceed under current policy.
- 10) Appeals will go through the current Appeals process for recommendations from the Academic Evaluation Board.

