

Reporting Student Professionalism Policy

Owner Department: Offices Academic and Student Affairs

Owner: Associate Dean of Academic Affairs, Associate Dean of Student Affairs

Affected Department(s) or Parties: All enrolled students at Carle Illinois College of Medicine

Effective Date: 02-22-18

Revision Date:

Next Review Date: 02-22-19

Policy Number: APS-5

Purpose: To define the mechanism for faculty members, staff and students to submit reports about both unprofessional and exemplary student behavior.

Policy: Carle Illinois College of Medicine expects students to display behavior, attitudes, and personal characteristics consistent with the standards expressed in the Statement on Professionalism. It is the responsibility of all faculty, staff and students to report unprofessional and exemplary student behavior in the process described in this policy.

Reports regarding unprofessional and exemplary faculty or staff behavior fall under the purview of another policy and are equally valued.

Processes/Procedures/Guidelines:

For cases of exemplary behavior, any faculty member, staff, or student may submit a Professionalism Evaluation Form. In order for students to receive recognition for their commitment, the Office of Student Affairs will inform the faculty mentors, the appropriate course/clerkship director, if applicable, and the Dean of Student Affairs.

The student's exemplary behavior is mentioned in the Medical Student Performance Evaluation Letter (MSPE) if 1) students receive two or more Professionalism Evaluation Forms reporting exemplary behavior in Phase 1 and subsequently receive a Professionalism Evaluation Form reporting exemplary behavior in Phase 2 (Major Clinical Year) or Phase 3 or 2) if a student receives two or more Professionalism Evaluation Forms reporting exemplary behavior in Phase 2 or Phase 3.

A faculty member, staff or student with concerns about a student's professionalism should provide that student with direct feedback and submit a Professionalism Evaluation Form.

Concerns about a student's professional behavior may be directly observed or otherwise noted by a course or clerkship director, course/clerkship faculty or staff or student with whom the student interacts.

In addition to the expectation outlined in this policy all students are subject to the University's Student Code and the processes therein.

A Professionalism Evaluation Form should be submitted as close to the incident of concern as is practical, to ensure prompt feedback to the student and develop a process for remediation as appropriate. Excessive delay in report submission may be grounds for dismissal of the report at the discretion of the Office of the Student Affairs.

Submission of a Professionalism Evaluation Form can be in conjunction with documentation on formal assessments from courses/clerkship.

Students may also be given a non-passing grade or Incomplete in a course or clerkship for failing to demonstrate appropriate professional and personal attributes required for a physician.

Action of Professionalism Evaluation Reports with unprofessional behavior

With an initial report, the Director of Student Affairs will first assess the allegation, including its severity or frequency. Based on the assessment, either the Director of Student Affairs or the Associate Dean for Student Affairs will meet with the student to review the report. Disposition may be finalized with the initial meeting or may result in a remediation recommendation.

If a student receives two Professionalism Evaluation Forms during Phase 1 or one during Phase 2 or Phase 3, the Director of Student Affairs will first assess the allegations, including its severity or frequency, the student will meet with one or more Associate Dean(s), be referred to student support team, and/or placed on University Censure.

If a student receives two or more Professionalism Evaluation Forms in Phase 1 and subsequently receives a Professionalism Evaluation Form in Phase 2 (Major Clinical Year) or Phase 3, or if a student receives two or more Professionalism Evaluation Forms in Phase 2 or Phase 3, then the student is referred to Student Progress and Promotions Committee (SPPC) and issues concerning the student's professional behavior are included in the MSPE. If the MSPE has been transmitted, Carle Illinois College of Medicine will notify residency program directors of the ongoing concerns about performance in the competency of professionalism. SPPC can recommend dismissal.

Students who receive a Professionalism Evaluation Form but do not feel that its issuance was merited can ask for clarification or review from the faculty member and provide a written statement as a response.

The student has up to 14 calendar days after being notified of the issuance of the Professionalism Evaluation Form to review with the faculty member and/or the Associate Dean for Student Affairs and submit a response. Additionally, students should consult the Grievance Policy.

Exceptions: none

Contact: Office of Student Affairs, Carle Illinois College of Medicine

Governing Body: Office of Student Affairs

History:

Created: February 22, 2018

Revised:

Approved By/Date:

Administrative-Office of Student Affairs, February 22, 2018,