

Creighton University School of Medicine

Medical Program Policies

POLICY: Professionalism Policy

GOVERNING BODY: Education Program Committee

APPROVAL DATE: 7/9/2019

REVISED DATE: 11/26/2019, 9/8/2020

LCME ACCREDITATION STANDARD REFERENCE: Element 3.5 Learning Environment/Professionalism; Element 9.9 Student Advancement and Appeal Process; Element 10.3 Policies Regarding Student Selection/Progress and Their Dissemination

PURPOSE

This policy defines:

1. the professional attributes expected of students within the Medical Education Program.
2. the procedure to address egregious or significant failure to fulfill expected professional attributes by students.

POLICY

The medical education program has the following educational program objectives associated with professionalism:

Professionalism:

1. PROF1: Demonstrate an ethical and compassionate approach to all professional activities including in interactions with patients, families, and members of the healthcare team.
2. PROF2: Demonstrate the ability to collaborate on healthcare teams that include health professionals from other disciplines in providing coordinated services to patients.

In support of the attainment of those objectives, the medical education program has identified the following as the professional attributes that students are expected to develop in the program:

PROF1:

- Professional attribute 1A: Demonstrate honesty and integrity with all student responsibilities.
- Professional attribute 1B: Demonstrate compassion and empathy in the care of patients.
- Professional attribute 1C: Demonstrate respect, sensitivity, and responsiveness to diversity of culture, age, race/ethnicity, gender, sexual orientation and disability.
- Professional attribute 1D: Identify and propose solutions to moral, ethical and legal problems in medical practice.

PROF2:

- Professional attribute 2A: Actively participate on rounds, clinic sessions, small group sessions and labs.

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- Professional attribute 2B: Demonstrate punctuality and availability for all duties and professional obligations.

PROCEDURE

Review of Conduct Standards

- A. Students are expected to develop professional attributes during the course of the curriculum. The curriculum has ongoing assessment of student progress in attaining the attributes to ensure students meet the school's professionalism outcomes. Minor problems in attainment of desired professional attributes are addressed through normal curriculum assessment processes.
- B. Egregious or significant failure to fulfill expected professional attributes are managed as described below.
 1. Any faculty member, staff, or student within the University may forward allegations of unprofessional conduct to the Associate Dean for Student Affairs.
 2. Upon receipt of an allegation of unprofessional conduct on the part of a student, the Associate Dean for Student Affairs examines the allegations and relevant documentation. At that time, the Associate Dean for Student Affairs may resolve the case informally with the student and other parties, without right of review by the student, or may recommend that the Advancement Committee consider the case.
 3. Allegations of unprofessional conduct on the part of a student regarding Professional attribute 1C (Demonstrate respect, sensitivity, and responsiveness to diversity of culture, age, race/ethnicity, gender, sexual orientation and disability) may also be forwarded to the Associate Dean for Diversity and Inclusion. The Associate Dean for Diversity and Inclusion will review the allegations and relevant documentation. At that time, the Associate Dean for Diversity and Inclusion may resolve the case informally with the student and other parties, without right of review by the student, or may recommend that the Advancement Committee consider the case.
 4. The Associate Dean for Student Affairs notifies the student by email if an allegation is referred to the Advancement Committee for its review. The Associate Dean for Student Affairs acts in the capacity of student advocate during these proceedings in order to educate the student about the reason for

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his/her appearance before the committee along with evidence on which the action is based, the proceedings and to assure due process. The Associate Dean for Student Affairs may act as the student's advocate during this meeting. However, the student may choose an alternative advocate that may include a School of Medicine student, faculty member, or another person as designated by the student. The student must notify the Associate Dean for Student Affairs prior to the meeting whether he/she will be accompanied by another party. Because this is not a legal proceeding, a legal representative of the student may accompany the student but may not address the committee. The student may make a presentation to the Review Committee. Within ten (10) calendar days of this notification, the student may submit any documentation relevant to the allegation of unprofessional conduct for consideration by the Advancement Committee.

When the Advancement Committee reviews the particular student issue, committee members (both voting and non-voting members) who:

- a. provided health services, including psychiatric/psychological counseling, to the medical student;
- b. have a family or business relationship with the student;
- c. participated in the assessment of the student for the course under review or previously provided any grade less than satisfactory or were involved in a previous adverse action against the student; or
- d. have any other interaction with the student that results in a conflict

are to have no involvement in the academic assessment or promotion decisions regarding the medical student receiving those services and thus must recuse themselves from taking part in any discussion or decisions regarding the student's case or promotion.

- C. The student may make a presentation to the members of the committee. The committee may ask questions and/or invite other persons to the meeting who may provide relevant information pertaining to the case. Committee members will then review all relevant information and determine what, if any, action or penalty (up to and including dismissal from the School of Medicine) is appropriate. Action may include:
 1. Under Review:

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A student who is placed “under review” will be required to follow all recommendations of the Advancement Committee. The student’s professional conduct will be monitored by the Advancement Committee for one year. “Under review” status will not be reported in the student’s Medical Student Performance Evaluation as an Adverse Action.

2. Probation:

A student who is placed on probation, which may occur without having previously been “under review,” will be required to follow all recommendations of the Advancement Committee. The student’s professional conduct will be monitored by the Advancement Committee for a period as designated by the Committee. “Probation Status” will be reported in the student’s Medical Student Performance Evaluation (MSPE) as an Adverse Action. If a student is placed on Probation following the completion and release of the MSPE to ERAS or other parties and prior to graduation from the School of Medicine, then an addendum will be made to the MSPE noting the adverse action.

- D. The Chair of the Advancement Committee notifies the student of the decision by email. The student may accept the recommendations of the Advancement Committee *or* may request, in writing, a review of the decision by a Review Committee based on the Review Process of Advancement Committee Decisions Policy. The student must submit the request for review, including any new evidence and letters of support, to the Associate Dean for Student Affairs within ten (10) calendar days of notification of the Advancement Committee’s decision. If the student fails to request a review by the Review Committee within the 10-day period, his or her right to request a review is forfeited and the Advancement Committee’s decision is final. Any student recommended for dismissal by the Advancement Committee may be placed on a Temporary Withdrawal – Administrative according to the Medical Education Program’s Temporary Withdrawal policy.

SCOPE

All students enrolled in the medical education program.

ADMINISTRATION AND INTERPRETATION

The Office of Student Affairs is responsible for the administration of this policy. Please forward

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questions to the Associate Dean of Student Affairs.

AMENDMENT

This policy may be amended by majority vote of the School of Medicine Education Program Committee.