

UIC COLLEGE OF MEDICINE- URBANA-PEORIA-ROCKFORD **MEDICAL STUDENT PROFESSIONALISM INCIDENT FORM PROCEDURES**

Medicine is a profession that requires high standards of behavior in addition to the mastery of a large body of knowledge and clinical skills. In addition to fulfilling all academic requirements, students are required to display behaviors consistent with accepted standards of professional conduct. The University of Illinois has approved a *Statement on Professional Behavior* which describes the College's expectations concerning the professional behavior of students.

The Medical Student Professionalism Incident Form utilizes the criteria outlined in the *Statement on Professional Behavior* and is designed to be used in two ways:

Exemplary Professionalism

Although all students are expected to master the professionalism levels that are detailed in these pages, there are instances of exemplary student professionalism that you may feel should be singled out for recognition. Faculty, staff, administrators and students who directly observe such instances are encouraged to fill out the Medical Student Professionalism Incident Form (checking the box at the top of the form noting that this student has performed in an exemplary manner). The form should be directly discussed with the student and then forwarded to the Office of Student Affairs.

Deficient Professionalism

Some students will be found deficient in professionalism skills and may need more intensive help in developing these skills. A faculty, staff, administrator, or student who is concerned about a student's behavior will give feedback to the student and make suggestions for improvement. **If the behavior is repeated or is initially serious**, then the Professionalism Incident Form noting the deficiency will be completed; reviewed with the student; and forwarded to the Assistant Dean for Student Affairs. **Please note that this form is not to supersede or replace one-to-one faculty to student feedback, which is the cornerstone of clinical learning. This form is to be reserved for those instances in which feedback has been unsuccessfully attempted, and for those instances in which the behavior being displayed is grossly deficient. A plan for remediation should be established when discussing the behavior with the student.**

If a student receives one or more professionalism incidents noting deficient behavior, he/she will meet with the Assistant Dean for Student Affairs to discuss the incident. The Assistant Dean for Student Affairs, in consultation with the Medical Student Performance Evaluation (MSPE) Committee, will decide whether the report of deficient professionalism will be mentioned in the MSPE. Students may also be referred to the Site Committee on Student Promotion for their consideration as outlined in the Statement of Professional Behavior Policy.

If you have any questions about the performance criteria, please call the Assistant Dean for Student Affairs, at 495-8160. Information regarding incident reports should be handled in a confidential manner and shared only with appropriate parties.

Excerpted from the University of Illinois College of Medicine
Student Promotions Guidelines

I. D: Statement on Professional Behavior

Medicine is a profession that requires not only the mastery of a large body of knowledge and the acquisition of clinical skills, but also high standards of behavior and appropriate attitudes. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct. Students who do not may (a) be required to complete satisfactorily additional activities/experiences specified by the appropriate site committee and approved by the College Committee on Student Promotions or (b) be dropped from the College of Medicine. Satisfactory completion of additional activities/experiences may result in a delay in the student's normal progress toward graduation. Alternately, the appropriate site administrative officer may opt to prefer disciplinary charges through the senate judiciary.

The following personal characteristics are among those observed and evaluated throughout the medical curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.

Integrity: Displays uprightness of character and honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

Interpersonal relationships: Provides support and is empathetic in interactions with peers, patients, and their families. Interacts effectively with "difficult individuals." Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect.

Initiative: Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognize when help is required and when to ask for guidance.

Dependability: Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.

Attitudes: Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

Tolerance: Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others.

Function under stress: Maintains professional composure and exhibits good personal clinical judgment in stressful situations. Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

Appearance: Displays appropriate professional appearance and is appropriately groomed.

UIC COLLEGE OF MEDICINE MEDICAL STUDENT PROFESSIONALISM INCIDENT FORM

The University of Illinois College of Medicine expects all of its' students to perform their duties in a professional manner. This form is intended to highlight students who either demonstrate **EXEMPLARY** or **DEFICIENT** professional behavior. Please provide details and specific examples of exemplary or deficient student behavior. If reporting deficient behavior, please include a plan for remediation as part of your comments. Please feel free to add additional pages to this document. This form must be discussed with the student before submitting to the Office of Student Services

This form is being filled out to document (please choose only one of these options):

_____ **EXEMPLARY BEHAVIOR**

or

_____ **DEFICIENT BEHAVIOR**

Student Name: _____

Student's Class Year (please circle one): M-1 M-2 M-3 M-4

Location and Dates of Professionalism Incident: _____

Witnesses to Incident: _____

Name & Title of Person Filing Report: _____

Contact Information for Person Filing Report: _____

This student has exhibited either exemplary or deficient behavior in the following areas – please circle all that apply:

1) Integrity

- a) Displays uprightness of character and honesty in all situations and interactions
- b) Is able to identify information that is confidential and maintain its confidentiality

Comments (please cite specific behaviors and examples): _____

2) Interpersonal relationships

- a) Provides support and is empathetic in interactions with peers, patients and their families
- b) Interacts effectively with "difficult individuals"
- c) Demonstrates respect for and complements the roles of other professionals
- d) Is cooperative, easy to work with, and earns respect.

Comments (please cite specific behaviors and examples): _____

3) Initiative

- a) Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily
- b) Performs duties promptly and efficiently
- c) Is willing to spend additional time and to assume new responsibilities
- d) Is able to recognize when help is required and when to ask for guidance

Comments (please cite specific behaviors and examples): _____

4) Dependability

- a) Completes tasks promptly and well
- b) Arrives on time and actively participates in clinical and didactic activities
- c) Follows through and is reliable

Comments (please cite specific behaviors and examples): _____

5) Attitudes

- a) Is actively concerned about others
- b) Maintains a positive outlook toward others and toward assigned tasks
- c) Recognizes and admits mistakes
- d) Seeks and accepts criticism and uses it to improve performance

Comments (please cite specific behaviors and examples): _____

6) Tolerance

- a) Demonstrates ability to accept people and situations
- b) Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others, including peers, faculty, staff, and other professionals

Comments (please cite specific behaviors and examples): _____

7) Function under stress

- a) Maintains professional composure and exhibits good personal clinical judgment in stressful situations

Comments (please cite specific behaviors and examples): _____

8) Appearance

- a) Displays appropriate professional appearance and is appropriately groomed

Comments (please cite specific behaviors and examples): _____

Signature of Person Filing Report: _____

THIS SECTION TO BE COMPLETED BY THE STUDENT

I have read this incident report and discussed it with the person who is filing this report.

Student Signature

Date

My comments are: (optional)

Send Completed form to the Assistant Dean of Student Affairs