



BURNETT
SCHOOL *of* MEDICINE

TO: All Students
FROM: The Anne Burnett Marion School of Medicine Leadership
RE: **Professionalism Expectations and Procedures**
DATE: January 9, 2023

The professional development of medical students is an essential part of medical education and is a fundamental aspect in becoming an Empathetic Scholar. Students are expected to meet the Burnett School of Medicine standards of professional behavior as part of their professional development. Please refer to the [Expectations Regarding Professionalism-Statement of Foundational Principles](#) document for the full SOM professionalism expectations and see below for specific examples.

1. Attend and participate for the full duration of mandatory curricular sessions, meetings and other activities as directed by SOM leadership. This includes participating with your camera on for any virtual curricular sessions or mandatory meetings.
2. Arrive on time and prepared to curriculum sessions, clinical responsibilities, exams, meetings, and appointments with faculty.
3. Notify faculty, staff and peers in a timely manner prior to delays, absences and anticipated absences.
4. Submit complete assignments on time by the deadlines defined in the course, clerkship or electives syllabus.
5. Communicate any changes to the LIC clinical schedule to the preceptor, course or clerkship director and the LIC coordinators.
6. Communicate with faculty and staff in a respectful and timely manner-this includes replying to emails within 48 hours or less if possible and only utilizing text communication when given permission and within normal business hours unless there is an emergency.
7. Dress appropriately for the circumstances, including professional attire for any interactions that include patients or standardized patients.
8. Complete credentialing and other SOM requirements by their due date.
9. Treat others (patients, peers, faculty, staff, etc.) with respect.

Any lapses in professionalism will lead to the following actions described below. The SOM reserves the right to immediately refer a student to the Student Progress and Promotion Committee (SPPC) or others (if appropriate) for lapses that are significant, for example placing others in danger or violating state or federal law.

When an infraction occurs, the involved faculty will always notify the Academic Coaches who will be responsible for tracking the number of lapses and escalating as appropriate, as they will be able to identify patterns of behaviors across the curriculum.

The number of offenses may all involve the same lapse in professionalism or may be different types of offenses.

First offense: The involved faculty will email the student and copy the Academic Coach. If the Academic Coach recognizes that the offense represents a pattern or offenses have occurred in other courses, they can require a mandatory meeting with the student and escalate appropriately.

Second offense: The student must have a mandatory meeting with the involved faculty to discuss the issue. The faculty will also email the student's Academic Coach.

Third offense: The student must have a mandatory meeting with the Assistant Dean for Student Affairs or her designee and the Academic Coach.

Fourth offense: The student is referred to Student Progress and Promotion Committee (SPPC).

The SPPC may require a remediation or professional improvement plan (PrIP) or discuss dismissal for students failing to meet professionalism standards. The committee will consider the professionalism concern in terms of the severity of the concern, any pattern of behavior and the student's response to feedback. Wording concerning the lapse in professionalism may be included in the student's MSPE.