(A) Policy statement
All students are responsible for understanding and complying with UT COM policies and standards of conduct. A failure to comply may result in disciplinary action, as described below. Students subject to adverse action are entitled to due process and appellate rights as outlined below.

UT HSC Standards of Conduct
As stated in UT HSC Policy No. 3364-25-01, the University of Toledo Health Science Campus’ goals of excellence in education, research, and patient care are supported by a set of standards of conduct.

The Standards of Conduct prohibit all persons from engaging or participating in any of the following activities:

- Other than public information, the disclosure of information that becomes accessible through association with the University of Toledo College and its Medical Center that should be considered as privileged and confidential including information pertaining to patients and their care or research subjects;

- Unauthorized accessing and use of information stored on any computer system of the University of Toledo, including unauthorized use of such equipment for other than University of Toledo College business that is unreasonable in nature and scope;

- Dishonesty, for example, cheating, plagiarism, or knowingly furnishing false information to the University of Toledo;

- Forgery, alteration, or misuse of University of Toledo documents, records or identification;

- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University of Toledo activities, including its public service functions or of other authorized activities, on University of Toledo owned or controlled property;
- Physical abuse or detention of any person on University of Toledo owned or controlled property or at University of Toledo sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person;

- Theft or damage of property of the University of Toledo College of Medicine or of a member of the University of Toledo College of Medicine community or campus visitor;

- Unauthorized entry into or use of University of Toledo facilities and/or equipment;

- Violation of University of Toledo policies and regulations;

- Disorderly or obscene conduct or expression on University of Toledo owned or controlled property;

- Use, possession, or distribution of alcohol or of narcotic or dangerous drugs or paraphernalia, as specified by the Food and Drug Administration, except as expressly permitted by law;

- Failure to comply with directions of University of Toledo officials or police and any other law enforcement officers acting in the performance of their duties;

- Illegal or unauthorized possession or use of firearms, explosives, other weapons or chemicals on or off of University of Toledo property.

- Violators of these regulations may be ejected from University of Toledo owned or controlled property and may be subject to criminal prosecution and/or University of Toledo discipline which may include, but is not limited to, suspension or expulsion from the University of Toledo.

The University of Toledo administration is empowered to adopt and publish additional provisions for the administration and enforcement of these regulations.

Medical Student Responsibilities
In addition to complying with all University of Toledo policies and Standards of Conduct, medical students have a number of responsibilities that they are obligated to uphold. Failure to do so may result in disciplinary action, as described below. These responsibilities include:

Non-Discrimination
In accordance with UT HSC Policy No. HSC-ALL-01-001-00, there shall be no discrimination against any individual because of race, color, ethnic identity, national origin, ancestry, creed, political or religious affiliation, age, gender, marital status, sexual orientation, refusal of sexual attentions, or identity as: an individual with a disability, a disabled veteran or a Vietnam era veteran, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or this state, or other protected class. This requirement of non-discrimination pertains to all persons, whether or not they are members of a conventionally defined minority group.
Responsibilities Related To Sexual and Other Harassment or Abuse
The University of Toledo College of Medicine strictly prohibits harassment directed toward any person for any reason. All faculty, classified and unclassified employees, including supervisors, managers, executive officers, and students are subject to discipline, up to and including termination or expulsion, for engaging in any act of harassment, or for retaliating against any person who has exercised any rights or responsibilities with respect to this policy. This policy covers prohibited conduct that occurs during working hours whether on or off campus. In addition, this policy covers conduct that occurs outside of normal work time, but in a business-related setting, including but not limited to seminars, conferences, business trips and business-related social events. The full text of UT HSC's Harassment Policy is found under Policy No. HSC-All-01-075-00.

Sexual Conduct
The student will not engage in romantic, sexual, or other nonprofessional relationships with a patient, even at the apparent request of a patient, while the student is involved with the patient’s care. The student is not expected to tolerate inappropriate sexual behavior on the part of other medical personnel or patients.

Honesty
Students are expected to demonstrate honesty and integrity in all aspects of their education and in their interactions with patients, staff, faculty and colleagues. They may not cheat, plagiarize, or assist others in the commission of these acts. The student must assure the accuracy and completeness of his or her part of a medical record and must make a good-faith effort to provide the best possible patient care. Students must be willing to admit errors and not knowingly mislead others or promote himself or herself at the patient’s expense. The student is bound to know, understand, and preserve professional ethics and has a duty to report any breach of these ethics by other students or health care providers through the appropriate channels. The student should understand the protocol of these channels.

Research
All students involved in research should be familiar with the UT HSC policies that govern such activity as detailed in Policy No. HSC-COM-04-015-01. The basic principle underlying all research is honesty. Scientists have a responsibility to provide research results of high quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Co-authors of research reports must be well enough acquainted with the work that they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself. Plagiarism is unethical. To consciously incorporate the words or ideas of others, either verbatim or through paraphrasing, without appropriate acknowledgment is unacceptable in the scientific literature. For more information see UT HSC Policy No. HSC-ALL-02-003-00 on Academic & Scientific Misconduct.
Confidentiality
The patient’s right to the confidentiality of his or her medical record is a fundamental tenet of medical care that is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Discussion of problems or diagnoses of a patient by professional staff or medical students in public violates patient confidentiality, is unethical, and is illegal. Under no circumstances can any medical record be removed from the institution, nor is photocopying of the record permitted. For presentations or rounds, students are permitted to extract information but not copy wholesale parts of the chart. To ensure that the privacy and security of health information of patients is protected, all members of the UT HSC workforce, including medical students in the clinical, as well as the preclinical years, are subject to mandatory training regarding HIPAA per UT HSC Policy No. HSC-ALL-01-081-00.

Responsibilities Related to Conflict of Interest
When a conflict of interest arises, the welfare of the patient must at all times be paramount. A student may challenge or refuse to comply with a directive if its implementation would be antithetical to his or her own ethical principles, when such action does not compromise patient welfare. Gifts, hospitality, or subsidies offered by medical equipment, pharmaceutical or other manufacturers or distributors should not be accepted if acceptance would influence the objectivity of clinical judgment. Student interactions with commercial interests should conform to the American Medical Association (AMA) guidelines and UT HSC Policy No. HSC-ALL-03-005-00.

Equipment Usage
Students assume full responsibility at all times for the loss of or damage to UT equipment. Such loss or damage shall result in the assessment of the replacement cost as established by the Treasurer of the institution.

Drug-Free Workplace and Campus Policy
UT HSC is committed to maintaining an educational environment that is free from the effects of drug and alcohol abuse. To this end, UT HSC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, or alcohol, on UT property or as any part of its activities. This includes all illegal and legal drugs used without a physician’s order. It does not prohibit taking prescribed medication under the direction of a physician. Individuals found to be in violation of this policy are engaged in serious misconduct and subject to disciplinary action, up to and including dismissal, consistent with UT HSC policies.

Responsibilities Related to Impairment
The student will not use alcohol or drugs in a manner that could compromise the academic environment or patient care. It is the responsibility of every student to protect the public from an impaired colleague and to assist a colleague whose capability is impaired because of ill health. The student is obligated to report persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception. Such reports must conform to established institutional policies.
Professionalism and Related Standards of Conduct
Medical students are physicians-in-training, and thus are held to the highest standards of professionalism. The standards for professional behavior are further addressed in UT COM Policy HSC-COM-04-017-02, as well as in the policies for the individual blocks and clerkships. The standards for professional dress are detailed in UT COM Policy No. HSC-COM-04-023-00. Students may be subject to disciplinary action if their conduct or dress, in the opinion of faculty, staff, or other students, is inconsistent with the accepted standards of the medical profession, if they refuse to comply with directions of College officials, academic or administrative, acting in performance of duties, if they inflict intentional or negligent damage to property belonging to the College or to members of the college or campus visitors, and if their actions constitute violations of law on or off college premises, especially if such adversely affect the College’s pursuit of its educational activities.

Disciplinary Action and Due Process
Students are subject to disciplinary action for violation of the institutional standards of conduct, including breach of their responsibilities, as detailed above. The types of disciplinary action are:

- **Verbal warning.** The violation is brought to the student’s attention. A warning is verbally given which clearly defines the formal disciplinary measures possible if further, similar actions occur.

- **Written warning.** The student is informed, in writing, of the violation. A copy of this warning is placed in the student’s file in Student Affairs. The warning must state that any future incidents of misconduct may result in suspension or dismissal.

- **Suspension.** The student is notified in writing that he/she cannot attend classes/clerkships for a prescribed period of time. The suspension may carry requirements for specific activities (i.e., counseling, therapy, professional evaluations) prior to being allowed to resume student status. (In this case, an extension of the prescribed period for completing all academic requirements may be considered.)

- **Dismissal.** The student is notified in writing that he/she is no longer affiliated with UT HSC.

- **Other requirements as specified by the Medical Student Conduct and Ethics Committee, the Dean, or the Chancellor.** These may include counseling, psychological or psychiatric evaluation, writing a paper on a related topic, sensitivity training, required mentoring, etc.
Due Process
Due process will be provided to a student accused of violating institutional standards of conduct that is beyond a verbal warning or where the action is punitive in nature, or for violations of professionalism or ethics. The committee chair will do the following:

1) Notify in writing the Student of the charge(s), the date, time, and location of the due process hearing, as well as the composition of the hearing committee. If the charge(s) could result in a recommendation of dismissal from UT COM, then the notice will inform the Student of that possibility. Notice of the hearing must be delivered at least ten (10) days before the hearing date. The Student will be given the opportunity and is urged to appear before the committee to fully present his/her position on the allegations. The Student may waive the right to such appearance in his/her sole discretion.

2) The Student will be provided (by way of a statement or other summary) any relevant information or evidence that a complainant plans to bring or that will be considered by the committee relating to the allegations before the committee. The complainant may present affidavits of persons unavailable to come before the committee, exhibits, witnesses and any other similar information for the committee. All written materials must be provided to the student least three (3) business days prior to the hearing.

3) Notify in writing the Student of the specific protocols to be followed in the investigation/hearing and to provide a copy of this policy to the Student

4) Invite the complainant(s) to the hearing.

5) Preside at the hearing, for which minutes will be kept, and at the committee chair’s request, which may be recorded or transcribed.

6) The chair will notify the Student in writing of the date, time and location of the committee meeting, as well as the composition of the committee. Notice of the hearing must be delivered at least ten (10) days before the hearing date. The chair will also preside over the hearing for which minutes will be kept.

7) In any instance where the Student is facing criminal charges arising out of the same or related conduct that is the subject of the hearing and/or where dismissal from UT COM is a possibility and after notice of that fact has been provided to the Student, then the Student may, upon five (5) days written notice to the chair of the committee, have an attorney present to provide counsel to the Student. If the Student elects in such circumstances to have counsel appear at the hearing, UT COM may, in that instance, similarly have counsel present at the hearing to assist the committee. In all other cases, the Student may, in his/her discretion, have a faculty member or fellow student attend the hearing as his/her advisor.

8) The hearing is not, and should not be construed to be a legal trial. Both the complainant(s) and the Student will be permitted to make any statement relevant to the issue(s) being addressed. The Student, the complainant as well as any other witness will be permitted to answer any questions posed by any member of the committee. If counsel for the Student
is permitted to attend as set forth herein, he/she will, in the Student’s sole discretion, be permitted to make such statements to the committee as are deemed appropriate. Neither the complainant(s), the Student, nor his/her counsel (if applicable) is permitted to ask questions of any witness; provided, however, if the Student calls a third party witness to speak before the committee on his/her behalf, he/she may ask questions of that witness(es).

9) The Student will have a full opportunity to present (by way of a statement made by him/herself or, if applicable, by his/her counsel) any relevant information to the committee relating to the allegations before the committee. The Student or his/her counsel (if applicable) may present affidavits of persons unavailable to come before the committee, exhibits, witnesses and any other similar information for the committee to consider in issuing its findings and recommendations. If the Student desires to distribute written materials to the committee members, he/she must present them at least three (3) business days prior to the meeting for copying, or must prepare adequate numbers of copies him/herself.

10) The student is expected to cooperate in the investigation/hearing. The complainant is expected to cooperate in the investigation/hearing and cannot be guaranteed anonymity.

11) Any recommendation for student discipline up to and including dismissal from UT COM will be based exclusively on the information (evidence) received at the hearing.

Upon completion of the hearing, the committee will, by majority vote, agree to findings and determinations concerning disciplinary actions for violation of institutional standards of conduct, if any. The findings and conclusions shall be reduced to a written statement of findings and actions signed by the chair of the committee and delivered to the Student and to the Dean of the College of Medicine within ten (10) business days after the hearing.

Appeal

a. The Student may appeal an automatic dismissal or the committee’s decision to the Dean of the College of Medicine:

b. A written request for appeal must be received within fifteen (15) days following the issuance of the written recommendation, or any further right to appeal is waived.

c. The Dean of the College of Medicine will:

i. Personally review all of the evidence presented in the hearing (including minutes and any available transcripts and exhibits), which may include a meeting with the Student the applicable process matters raised by the Student (if any), the specific concerns concerning the issues raised by the Student concerning promotion, remediation or academic dismissal; and

ii. Appoint an ad hoc committee of any number, which may include individuals from outside the College of Medicine, to hear the Student’s appeal and make a recommendation to the Dean, and which may also include a meeting with the Student.
d. Upon review of the evidence presented and the concerns raised by the Student, and upon receipt of the ad hoc committee's written recommendation, the Dean of the College of Medicine may consider the recommendations of that panel, and may choose to uphold, reverse, or return the findings and recommendations to the original committee for reconsideration of some or all of their findings or recommendations.

e. The Dean of the College of Medicine will provide the decision regarding all findings to the Student within no later than 45 days from the date in which the appeal was first filed by the Student. The decision of the Dean of the College of Medicine will be final.

Pendency of Action
Generally, implementation of disciplinary action will be suspended until all appeals made by the student have been exhausted. However, the Dean of the College of Medicine may, in his/her discretion, impose interim suspensions and/or restrictions on the Student if the Dean of the College of Medicine believes that the alleged conduct in any way concerns patient and/or public (including faculty and other student) safety, or when dismissal from UT COM is a possible sanction.

(B) Purpose of policy
In compliance with the provisions of Section 3345.21 of the Ohio Revised Code, the Board of Trustees of the [former] Medical College of Ohio adopted Standards of Conduct, which are applicable to all faculty, staff, and students of the University of Toledo Health Science Campus (UT HSC). As members of the profession of medicine, students in the University of Toledo College of Medicine (UT COM) are subject to the general standards of conduct for the Health Science Campus, as well as additional standards of conduct applicable to medical students.
Approved by:
Jeffrey Gold, M.D.

Policies Superseded by This Policy:
None

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- 4/29/13

Next review date: 4/29/16 (three years from most recent revision/review date)