


<p><b>Name of Policy:</b> <u>College of Medicine and Life Sciences: Professionalism and Related Standards of Conduct for MD Students</u></p> <p><b>Policy Number:</b> 3364-81-04-017-02</p> <p><b>Approving Officer:</b> Dean, College of Medicine &amp; Life Sciences</p> <p><b>Responsible Agent:</b> Associate Dean for Student Affairs</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	 <p><b>Revision date:</b> February 24, 2020</p> <p><b>Original Effective date:</b> 11/18/05</p>				
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(A) Policy statement

All students are responsible for understanding and complying with the Standards of Conduct defined by this policy. In addition, as physicians-in-training, medical students are held to the highest standards of professionalism and have a number of professional responsibilities that they are obligated to uphold. A failure to comply may result in disciplinary action, as described below. Students subject to adverse disciplinary actions are entitled to due process and appellate rights as outlined below.

This policy is not used to investigate allegations of discrimination or harassment on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities. Allegations involving such conduct are investigated pursuant to Policies 3364-50-01, *The University of Toledo Title IX (Sexual Misconduct)* and, -02, *Nondiscrimination*. However, a final determination of discrimination or harassment under Policies 3364-50-01 and -02 may be deemed to be unprofessional behavior and may be used as the basis for additional discipline under this policy.

Any reference to “days” in this policy shall mean a calendar day.

(B) Professional Behavior

- (1) Medical students are physicians-in-training, and thus are held to the highest standards of professionalism. Students must be thoughtful and professional in verbal, written, and electronic communications. When interacting with patients and their families, faculty, staff, and health team colleagues, the medical student

must deal with all members in a cooperative and considerate manner. Fatigue, stress, and personal problems do not justify unprofessional behavior.

- (a) It is unethical and unprofessional for a student to disparage the professional competence, knowledge, qualifications, or services of a faculty member, resident, staff member, or colleague. It is also unethical to imply by word, gesture, or deed that a patient has been poorly managed or mistreated by a faculty member, resident, or colleague without tangible evidence.
- (b) Professional relations among all members of the medical community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community.
- (c) Students may be subject to disciplinary action if their conduct, 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.
- (d) Students must be cognizant of their professional identity as displayed on social media as well as the professional image of the College of Medical & Life Sciences (COMLS). In addition to the aforementioned points, the following also applies to student presence on social media:
  - (i) Postings on social media are treated as if the statement was made in a public space and can have legal ramifications. This includes posts regarding patient care or portrayals of colleagues in a professional manner.
  - (ii) Postings made by others (friends, followers, etc.) on student's page can reflect negatively on the physician-in-training and COMLS. Students hold responsibility for monitoring their own page.
  - (iii) Relationships online with attending physicians, fellows, supervising residents, interns, and other medical students are subject to this policy, as well as 3364-50-01, *The University of Toledo Title IX Policy (Sexual Misconduct)*, and 3364-25-65 *Consensual romantic and/or sexual relationships*.
  - (iv) As a physician-in-training, it is inadvisable to utilize social media/blogs to convey medical opinions. Doing so may result in disciplinary proceedings under this policy.
  - (v) Physicians-in-training are not permitted to use UT and/or COMLS logos without approval from administration.
  - (vi) In order to comply with privacy laws, posting patient related information on social media is prohibited.

(2) Standards for Professional Behavior in the Educational Environment

The following standards for professional behavior are in alignment with the Educational Program Objectives for the COMLS.

The standards of professional behavior in the educational setting are related to three domains: 1) Individual Performance; 2) Relationships with students, faculty, staff, patients and community others; and 3) Support of the ethical principles of the medical profession, as expanded below for students in the COMLS:

(a) Individual performance

- (i) Demonstrates independent and self-directed learning.
- (ii) Recognizes personal limitations and seeks appropriate help.
- (iii) Accepts constructive feedback and makes changes accordingly
- (iv) Fulfills all educational assignments and responsibilities on time
- (v) Is punctual for all educational experiences (i.e., exams, clinics, rounds, small group sessions, appointments at the clinical skills center)
- (vi) Adheres to dress code consistent with institutional standards.

(b) Relationships with students, faculty, staff, patients and community

- (i) Establishes effective rapport.
- (ii) Establishes and maintains appropriate boundaries in all learning situations.
- (iii) Respectful at all times of all parties involved.
- (iv) Demonstrates humanism in all interactions.
- (v) Respects the diversity of race, gender, religion, sexual orientation, age, disability and socioeconomic status.
- (vi) Resolves conflict in a manner that respects the dignity of every person involved.
- (vii) Uses professional language being mindful of the environment.
- (viii) Maintains awareness and adapts to differences in individual patients including those related to culture and medical literacy.

(c) Support of ethical principles of the medical profession

- (i) Maintains honesty.
- (ii) Contributes to an atmosphere conducive to learning and is committed to advance scientific knowledge.
- (iii) Protects patient confidentiality.

(3) Professional Dress

Students should always maintain a neat and clean appearance, and dress in attire that is appropriate. When students are functioning as medical professionals, either with clinical patients or simulated patients, dress must be appropriate and professional. A professional image increases credibility, patient trust, respect, and confidence. In addition, because medical students utilize facilities on campus where patients and the public are present, professional dress and appearance are also expected even when students are not engaged in patient care. Medical

students shall comply with the dress code found in Policy No. 3364-25-06, *Dress Code*. In addition, medical students must comply with the dress codes of clinical sites to which they are assigned. Photo I.D. badges are to be worn at all times.

Violation of the dress code can have detrimental consequences for patient care and could damage the reputation of the institution. Flagrant and repeated violations of the dress code may be deemed to signify a lack of insight or maturity on the part of the individual student and call for counseling and discipline. The immediate supervisor may choose to discuss initial violations of the dress code directly with the student. Serious or repeated violations may be subject to disciplinary action.

(4) Accurate Representation

A student should accurately represent herself or himself to patients and others on the medical team. Students should never introduce themselves as “Doctor” as this is clearly a misrepresentation of the student’s position, knowledge and authority.

(5) Evaluation

Students should seek feedback and actively participate in the process of evaluating their peers and teachers (faculty as well as house staff). Students are expected to respond to constructive criticism by appropriate modification of their behavior. When evaluating faculty performance, students are obliged to provide prompt, constructive comments. Evaluations must be completed by stated deadlines and may not include disparaging remarks, offensive language, or personal attacks, and should maintain a considerate, professional tone.

(6) Teaching

It is incumbent upon those entering the medical profession to teach what they know of the science, art, and ethics of medicine. This responsibility includes communicating clearly with and sharing knowledge with patients so that they are properly prepared to participate in their own care and in the maintenance of their health. Medical students also have a responsibility to share knowledge and information with colleagues.

(7) Equipment Usage

Students assume full responsibility at all times for the loss of or damage to College or hospital equipment. Such loss or damage shall result in the assessment of the replacement cost as established by the College.

(C) Procedure

Medical students alleged to have violated this policy will be subject to the disciplinary process under policy 3364-81-04-017-01, *Disciplinary Action, Due Process, and Appeals*.

<p>Approved by:</p> <p><u>/s/</u> Christopher Cooper, M.D., Executive Vice President for Clinical Affairs Dean of the College of Medicine and Life Sciences</p> <p><u>February 24, 2020</u> Date</p> <p><i>Review/Revision Completed by:</i>  <i>Associate Deans Meeting, SLT</i></p>	<p><b>Policies Superseded by This Policy:</b> <b>None</b></p> <p><b>Initial effective date:</b> 11/18/05</p> <p><b>Review/Revision Date:</b></p> <ul style="list-style-type: none"><li>• 11/18/05</li><li>• 08/08/06</li><li>• 01/02/07</li><li>• 10/16/08</li><li>• 11/14/11</li><li>• 4/29/13</li><li>• 06/17/16</li><li>• 08/15/18</li><li>• 01/03/20 review</li><li>• 02/24/20 revision</li></ul> <p><b>Next review date: 02/24/2023</b> (three years from most recent revision/review date)</p>
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