

Undergraduate Medical Education (UME) Policy

Title: Administration of Code of Professional Conduct for Students			
<i>Origination</i> Date: 6/01/2012	<i>Last Amended</i> Date: 5/08/2019	<i>Next Scheduled Review</i> Date: 5/08/2023	<i>Policy Reaffirmed</i> Date:
Purpose:	Per the Long School of Medicine (Long SOM)'s <i>Code of Professional Conduct</i> , medical students are expected to maintain the highest standards of professional and ethical conduct. Medical students are expected to conduct themselves in a professional manner while interacting with patients, peers, faculty, and staff of the Health Science Center, as well as the broader community.		
Definitions:	<p>Student Progression and Promotion Committee (SPPC) – a standing committee of Long SOM faculty assembly charged with review of the academic progress and professional development of each student during all components of the medical education program leading to the M.D. degree.</p> <p>LCME Element 3.5 Learning Environment/Professionalism - A medical school ensures that the learning environment of its medical education program is conducive to the ongoing development of explicit and appropriate professional behaviors in its medical students, faculty, and staff at all locations and is one in which all individuals are treated with respect. The medical school and its clinical affiliates share the responsibility for periodic evaluation of the learning environment in order to identify positive and negative influences on the maintenance of professional standards, develop and conduct appropriate strategies to enhance positive and mitigate negative influences, and identify and promptly correct violations of professional standards.</p> <p>LCME Element 10.3 Policies Regarding Student Selection/Progress and their Dissemination - The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, promotion, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, standards, policies, and procedures regarding these matters.</p>		
Policy:	<ul style="list-style-type: none"> • The Health Science Center (<i>HOP Policy 14.1.1 Procedures and Regulations Governing Student Conduct and Discipline</i>) and UT System (<i>BOR Rule 50101: Student Conduct and Discipline</i>) have policies regarding the expectation and requirement of all students to obey federal, State and local laws. Per <i>HOP Policy 14.1.1</i>, “in addition to conventional academic tests and measurement criteria for assessment, students will be evaluated on issues relating to their professional conduct/judgment according to the defined standards of the school, program, and profession for which they are in training”. • The <i>Code of Professional Conduct</i> in the Long SOM governs the expected general professional conduct/behavior/judgment of medical students. • Students must abide by all Long SOM and clinical affiliate rules and regulations, especially those concerning academic and clinical ethics. Breaches of professionalism that may meet criteria for SPPC sanction include but are not limited to: <ul style="list-style-type: none"> ○ scholastic dishonesty including but not limited to cheating, plagiarism, collusion, signing a classmate’s name for an activity or attendance, submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair 		

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advantage to a student or the attempt to commit such acts,

- unexcused absences for mandatory classroom sessions: orientation, didactics, grand rounds, morning report, Longitudinal TEAM CARE sessions, or team-based learning sessions,
 - unexcused absences or failure to use appropriate notification methods as described in the *Preclinical Student Attendance* policy or the relevant clerkship or elective/selective absence policy for late attendance or absences,
 - lack of punctuality for clinical and/or classroom activities,
 - unprofessional behavior involving patients, families, house staff, clinical staff, ancillary staff, peers, faculty or the general public,
 - unprofessional behavior involving office staff, teaching/classroom staff, or standardized patients outside of the clinical setting,
 - late or incomplete submission of course surveys and assignments,
 - failure to complete make-up assignments for missed academic and/or clinical activities,
 - unprofessional or inappropriate use of social media, and/or
 - other infractions of the Long SOM Code of Professional Conduct.
- Per the *General Academic Progression and Professionalism Requirements for Doctor of Medicine (M.D.) Degree Program* policy, the Student Progression and Promotion Committee (SPPC) monitors student progression, promotion, and professional development leading to successful completion of the M.D. degree program. The SPPC ensures uniformity in promotion and graduation by executing established policies related to student advancement and professionalism that are universally applied to all medical students. In this role the SPPC has the authority to issue the following sanctions based on the severity of a substantiated violation of the *Code of Professional Conduct*, whether a one-time event or a pattern of conduct:
 - Warning
 - Restitution or reimbursement for damage to or misappropriation of UT System or Health Science Center property
 - Formal letter of reprimand in the academic file
 - Suspension of rights and privileges deriving in whole or in part from the Long SOM, including participation in extracurricular activities
 - Suspension of eligibility for any student office or honor
 - Failing grade or reduction of a grade for an examination, assignment, module, course, or clerkship
 - Cancellation of credit for scholastic work done
 - Withholding of grades, official transcript, and/or degree
 - Probation
 - Mandated leave of absence
 - Suspension from the Health Science Center for a specified period of time
 - Denial of degree
 - Revocation of degree and withdrawal of diploma
 - Other sanction(s) as deemed appropriate under the circumstances
 - Bar against readmission
 - Dismissal
 - Each module, course or clerkship director may develop additional written expectations of professional conduct specific to the setting, which are in alignment with this policy and other relevant policies.

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<p>Process:</p>	<ul style="list-style-type: none"> • A report of professional misconduct is investigated in accordance with previously established policies and procedures within the Long SOM, Health Science Center and the UT System. • A potential violation of the Code of Professional Conduct will be reported to the associate dean for student affairs who will meet with the complainant to review pertinent information. • If the report is not in writing, the associate dean for student affairs will prepare a statement and obtain verification from the complainant. The associate dean for student affairs will be responsible for ensuring that no retaliation is made against the complainant. • The associate dean for student affairs will interview the respondent, allowing the student the opportunity to respond and to review the available information. The associate dean for student affairs may interview others as necessary. All Health Science Center personnel and students must cooperate with the investigation. The investigation will take no more than twenty (20) business days. • At the conclusion of the investigation, the associate dean for student affairs will prepare a written report detailing the events, the investigative process and the results of the investigation. The associate dean for student affairs will present the written report to the SPPC for recommendations. Any disciplinary action/sanction(s) recommended by the SPPC shall be in accordance with applicable Long SOM and Health Science Center policies. The decision of the SPPC is final, pending further appeal to the dean of the Long SOM (See <i>Appeal Process for an Academic Grievance</i> policy for details).
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Approval Body: Long School of Medicine, Student Progression and Promotions Committee

CERTIFIED BY:

Student Progression and Promotions Committee Chair

Name: Sadie Trammell-Velasquez, MD

Title: Associate Professor, Medicine

ACCEPTED AND AGREED TO:

Responsible Officer

Name: Florence Eddins-Folensbee, MD

Title: Vice Dean for Undergraduate Medical Education

Responsible Executive

Name: Robert Hromas, MD, FACP

Title: Dean/Vice President for Medical Affairs, Long School of Medicine

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References to regulations and/or other related policies:

- **LCME Elements:**
 - 3.5 Learning Environment/Professionalism
 - 10.3 Policies Regarding Student Selection/Progress and their Dissemination

- **Other Relevant Policies/Guidelines/Procedures/Forms:**
 - [Long School of Medicine Code of Professional Conduct](#)
 - [HOP Policy 14.1.1 Procedures and Regulations Governing Student Conduct and Discipline](#)
 - [UT System Board of Regents Rule 50101: Student Conduct and Discipline](#)
 - [General Academic Progression and Professionalism Requirements for Doctor of Medicine \(M.D.\) Degree Program](#)
 - [Standards of Conduct for Teacher-Learner Relationship and the Learning Environment policy](#)
 - [Appeal Process for an Academic Grievance](#)