

**UC Riverside, School of Medicine Policies and Procedures****Policy Title:** Professionalism Committees**Policy Number:** 950-07-011

<b>Responsible Officer:</b>	Executive Associate Dean, Student Affairs
<b>Responsible Office:</b>	Office of Student Affairs
<b>Origination Date:</b>	03/01/2021
<b>Date of Revision:</b>	01/09/2024
<b>Scope:</b>	School of Medicine Students

**I. Policy Summary**

- A. The School of Medicine has three professionalism committees: (1) Professionalism Executive Committee (PEC) with representatives from three key areas: Medical Education, Student Affairs, and Biomedical Sciences that facilitate the workflow process with the other two committees; (2) Professionalism Development Committee (PDC) which facilitates reflection and professional growth with students with a UCRSOM faculty to address professionalism; (3) Professionalism Remediation Committee (PRC) which develops a remediation plan for the student to address professionalism.
- B. All professionalism concerns start with the PEC and are routed according to their collective judgment to ensure confidentiality. The PEC reserves the right to route concerns as appropriate depending on the nature of the infraction. Most concerns will be referred to the PDC for feedback. More serious concerns, or repeat concerns may be referred to the PRC. Allegations of more serious transgressions (assault, threats, criminal charges, property damage, etc.), on or off campus, will be referred for investigation or action to appropriate campus entities. All cases of sexual harassment must be referred to Title IX Office immediately. Reported Title IX issues will be reviewed and recommendations for further investigation and action will be discussed by the PEC, which includes an associate dean from Student Affairs, who acts as an ex-officio and the liaison with the Title IX Office for the School of Medicine.
- C. The PDC shall meet regularly and be comprised of faculty, staff and students. Medical will be elected by their peers each year to represent their classmates and address instances of unprofessional behavior and minor professionalism infractions. Elected students will be vetted by Office of Student Affairs prior to the announcement of voting results, and must remain in consistent good academic and professional standing during their tenure on the committee. Committee members will be held to strict confidentiality and will undergo training with campus partners to inform their work.
- D. The PDC's primary aim is to educate on professionalism and encourage engagement in professionalism development for the school. The PDC is charged with providing feedback to address breaches of professionalism when they occur. The PDC shall keep written records of concerns and feedback sessions. The PDC will develop strategies and tools for giving feedback and providing learning and development opportunities to students and the community at large. The PDC shall utilize trends in feedback to develop learning opportunities in order to address gaps in professionalism within the SOM community.
- E. The PRC shall be comprised of faculty and staff from Medical Education, Student Affairs, and Biomedical Sciences. The PRC meets only as needed. When there is a need for a remediation plan per the decision of the PEC, the PEC convenes a sub-committee from the membership to create the plan for the student. All referrals to the PRC will be noted in the student record and MSPE (if

applicable). All remediation plans and citations set forth by the PRC shall follow the student appeals process which is governed by the Progress and Promotions Committee.

- F. All professionalism commendations, group or individual, will start with the PEC. Although professional behavior is expected of all medical students and is one of the core competencies of both the UCR SOM and the ACGME, students that demonstrate behaviors that exceed expectations may receive special commendation. Examples vary and can include behaviors that exemplify the UCR SOM values of accountability, respect, excellence, innovation, inclusion, and integrity. Referrals for commendation, submitted online through the Professionalism portal, will be reviewed by the PEC.

## II. Definitions

- A. **Professionalism Executive Committee (PEC)** - representatives from three key areas: Medical Education, Student Affairs, and Biomedical Sciences
- B. **Professionalism Development Committee (PDC)** - faculty, staff and students. Medical students will be elected by their peers in the spring (second, third and fourth year students) and fall (first year students) of each year to represent their classmates and address instances of unprofessional behavior and minor professionalism infractions
- C. **Professionalism Remediation Committee (PRC)** - comprised of UCRSOM faculty and staff. The PRC meets only as needed when there is a need for a remediation plan.

## III. Policy Text

- A. Professionalism concerns may be submitted using the online Professionalism Concern Referral. Individuals wishing to report in person may contact the Senior Associate Dean for Student Affairs, Dr. Emma Simmons, at [emma.simmons@medsch.ucr.edu](mailto:emma.simmons@medsch.ucr.edu).
- B. All professionalism concerns start with the PEC and are routed according to their collective judgment to ensure confidentiality. The PEC reserves the right to route concerns as appropriate depending on the nature of the infraction. Most concerns will be referred to the PDC for feedback. More serious concerns, or repeat concerns may be referred to the PRC.

**Approvals:**

**MEDICAL EDUCATION COMMITTEE (03/18/2021)**

**COMPLIANCE COMMITTEE (10/18/2021)**

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*Daniel Teraguchi*

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