

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Academic Honor Code**Policy Number:** 950-09-022

Responsible Officer:	Associate Dean for Graduate Medical Education
Responsible Office:	Graduate Medical Education
Origination Date:	4/14/21
Date of Revision:	6/9/21
Scope:	UCR SOM Graduate Medical Education

I. Policy Summary**II. Definitions****III. Policy Text**

Resident and Fellow physicians at the University of California Riverside School of Medicine are expected to demonstrate a commitment to the following ethical behavior and professional responsibilities:

- A.** Compassion and respect for patients, patients' families, and health team members.
- B.** Honesty and integrity in all interactions with patients, patients' families and health team members, as well as in any written documentation.
- C.** Protection of patient privacy and autonomy.
- D.** Commitment to promptly addressing our patients' needs and best interests.
- E.** Dedication to providing competent medical care with the continued pursuit of medical knowledge and skills, and the use of other health care professionals' talents when indicated in order to best serve our patients.
- F.** Understanding, respect and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, ethnicity, religion, disabilities and sexual orientation.
- G.** Continued improvement of the quality of health care and access for all people.
- H.** Recognition of burnout risk factors and symptoms in self and peers along with continuous efforts to promote wellness and resiliency.
- I.** Adherence to the bylaws of professional medical organizations and academic institutions with maintenance of good standing.

IV. Responsibilities**V. Procedures****A. Electronic Medical Records Documentation**

In order to provide sufficient oversight and supervision, there must be an identified attending physician in a supervisory role who can review, countersign and date the following reports:

1. Admission History and Physical Examination Report, if an Admission History and Physical Examination was not performed and dictated by the Attending Physician
2. Consultation Reports
3. Operative Reports
4. Progress Reports
5. Discharge Summaries

Resident and Fellow Physicians are responsible for adhering to the following rules:

1. Medical records must be completed accurately and in a timely fashion. Delinquent medical records may lead to suspension of duties.
2. If any material is "copied and pasted" from another portion of a patient's medical record, the information must be timely, relevant and accurately reflect the work that the documenting resident personally performed in the course of that same patient's encounter. The resident is responsible for the total content and accuracy of his/her documentation, whether the content is original, copied, pasted, imported or reused. By "verifying" or "signing" the note, the author of the note is stating that the note is valid and accurate information for the current time. Any misuse of cut/copy/paste shall be reported to the supervisor and/or Program Director.

B. Use of Social Media

1. Residents and Fellow physicians must not post any information, even if unrelated to patient care, on social media while at work (except during break/down time).
2. Residents and Fellows should never post any information related to patient care or clinical work anywhere online at any time, at work or outside of work. This includes direct identifiers of patients and specific events as well as any indirect comments that, when combined with other information available online such as place of work, may lead to identification of patient.
3. Residents and Fellows who choose to participate in an online community or other form of public media should do so with the understanding that they are accountable for any content posted online. Residents and Fellows are responsible for maintaining a high standard for professionalism in all forms of social media. In all communications, the following rules must be followed:
 - a. Respectful and courteous behavior and communication must be displayed and expressed at all times.
 - b. Disclosure of any patient information is absolutely prohibited as described above. Privacy regulations must be followed.
 - c. Representation of oneself as a physician at the UC Riverside SOM with publicly stated views on any form of media must be approved in advance by the UC Riverside SOM Marketing and Communications team.

C. Supervision of Student Physicians and Junior Residents

It is expected that the learning environment for student physicians and residents will facilitate and reinforce behaviors and attitudes of mutual respect between medical school teachers (faculty, residents, and staff) and student learners. It is

the policy of the University of California Riverside School of Medicine that all student- resident interactions be held to the highest professional standards, and specifically, be free of abuse, discrimination, mistreatment or harassment while in the university environment including all university affiliated sites.

The following behaviors and actions are prohibited and any evidence of mistreatment is taken very seriously by the UC Riverside School of Medicine with swift disciplinary action.

1. **Verbal abuse** may include shouting, hostility, belittlement, intimidation, humiliation or profanity directed at the student.
2. **Physical abuse** or threats of physical abuse may include hitting, slapping, kicking or intentionally or negligently placing a student at risk of physical harm.
3. **Discrimination** is defined by University policy. Discrimination may include those behaviors, actions, interactions, and policies that adversely affect one's work because of a disparate treatment, disparate impact, or the creation of a hostile, intimidating or offensive work or learning environment. Common forms of discrimination include those based on gender, age, religion, ethnicity, race, disability, and sexual orientation.
4. **Mistreatment** - other forms of mistreatment may include such behaviors as requiring a student to perform personal services such as shopping or babysitting, or requiring a student to perform menial tasks, which would likely cause a reasonable student to feel humiliated.

D. Patient Safety and Team Dynamics

In order to promote a culture of safety and optimize patient care, Resident and Fellow Physicians are expected to welcome and accept opportunities for constructive dialogue in a supportive environment, and adhere to the following expectations:

1. Ensure the highest standards of patient safety and quality by fostering respect, teamwork, communication and a collaborative work environment.
2. Pursue excellence and measure yourselves against the highest quality performance in all areas including patient care, teaching and research.
3. Pursue excellence by achieving optimal patient outcomes as defined by comparative data and medical literature.
4. Actively support a culture of safety and respect by participating in patient safety programs and supporting policies designed to reduce errors and patient harm.
5. Ensure timely and continuous care of patients and consultative services.
6. Collaborate actively and respectfully with all members of the health care team, including nursing and members of the allied health professional staff.
7. Actively participate in efforts to improve patient care, the quality and safety of care, as well as the efficient use of resources.

E. Dress Code

1. Adherence to the UC Riverside SOM and Affiliate Medical Center dress code is required.

2. For community health reasons, no hospital staff member shall leave the Affiliate Medical Center premises wearing surgical scrubs. Please observe the policies of the affiliate institutions where you are performing your clinical duties.

F. Promotion of Wellness and Resiliency

The UC Riverside Graduate Medical Education has a Wellbeing committee. It meets on a quarterly basis and has representatives from different programs. The wellbeing committee decides on programs and events to promote wellness amongst the house staff. Please also refer to the “Impaired Physician Program Policy” as needed. If you have any questions, please contact the Office of Graduate Medical Education (gme@medsch.ucr.edu, 951.827.7901).

G. Duty to Self Report to the Office of Graduate Medical Education and Program Leadership

1. Housestaff must self-report any condition that may affect one’s ability to perform clinically or academically. Such self-report is required within thirty (30) days of new hire, or of discovery of the condition.
2. Housestaff must self-report any of the following within fifteen (15) days of new hire, or within fifteen (15) days of the charge, arrest or conviction:
 - a. An indictment or information charging a felony against the physician.
 - b. A criminal conviction, whether by plea bargain, jury verdict, or no contest plea for any misdemeanor or felony related to the use of any controlled substance, including, but not limited to, alcohol, prescription or other medication or drug, or marijuana.
 - c. An arrest for any substance use related offense of any kind, including, but not limited to, DUI/DWI. Document below any events or information which meet this criteria. Failure to disclose may result in disciplinary action or even dismissal from the training program.

Questions may be directed to the Office of Graduate Medical Education ((gme@medsch.ucr.edu,; 951.827.7901).

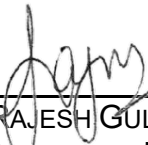
VI. Forms/Instructions

VII. Related Information

VIII. Revision History
6/9/21

Approvals:

GRADUATE MEDICAL EDUCATION COMMITTEE (06/09/2021)



RAJESH GULATI, M.D.
ASSOCIATE DEAN FOR GRADUATE MEDICAL
EDUCATION,
SCHOOL OF MEDICINE

6/22/2021

DATE

PAUL HACKMAN, J.D., L.L.M.
CHIEF COMPLIANCE AND PRIVACY OFFICER,
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