

PROFESSIONALISM AND BEHAVIOR INTERVENTION POLICY

Policy Number:	2024-06
Title:	Professionalism and Behavior Intervention Policy
Effective:	July 15, 2024
Reviewed:	October 17, 2025
Policy Sponsor:	Dean of Student Affairs
Responsible Office:	Dean of Medicine

Policy Statement

Professionalism is a core competency for physicians-in-training. SJBSM is committed to addressing professionalism concerns fairly, consistently, and transparently while supporting student development and ensuring the highest standards of conduct for safe, ethical patient care.

Scope

This policy applies to all MD program students and governs the reporting, review, and resolution of professionalism concerns, including:

- Ethical conduct
- Integrity and honesty
- Accountability and reliability
- Respect for peers, faculty, patients, and staff
- Professional boundaries
- Responsibility in academic and clinical duties

Professionalism Standards

Students must adhere to the SJBSM Code of Honor and demonstrate professionalism across all curricular units. Assessment includes:

- Core Components: altruism, duty, excellence, respect, honor, and integrity
- Evaluation Methods: direct observation, formative feedback, and final evaluations

Violations may result in disciplinary action, documented in the student's educational record.

Guiding Principles

- Fairness & Due Process: Clear explanation, opportunity to respond, and appeal rights
- Remediation First: Corrective guidance before escalation whenever possible
- Transparency: Documented decisions and written communication
- Consistency: Uniform application of standards
- Patient-Centered Focus: Preparing students for safe, ethical care

Process Overview

Professionalism concerns are addressed through a three-level system overseen by the Student Evaluation and Promotions Committee (SEPC):

- Level 1: Counseling and early intervention
- Level 2: Formal SEPC review and remediation plan
- Level 3: Dismissal hearing for repeated or severe lapses

Procedures

- **Level 1 – Dean of Students Referral**
 - Reporting: Concerns may be reported by faculty, staff, students, or affiliates.
 - Action: Dean documents report and refers to Counseling Team.
 - Resolution: If resolved, case is closed and reported to SEPC. If unresolved or serious, escalate to Level 2.
- **Level 2 – SEPC Meeting**
 - Criteria: unresolved or serious conducts
 - Participants: Student, SEPC quorum, Counseling Team, advocate, and reporting party.
 - Notification: Written notice at least 10 days before meeting. Student may bring a faculty advocate.
 - Outcome: Written decision within 10 days. Possible outcomes:
 - Case closed
 - Corrective action
 - Appeal: Decision at this level is final.
- **Level 3 – Dismissal**
 - Criteria: Repeated failures, serious lapses, noncompliance with remediation, or conduct warranting dismissal.
 - Participants: SEPC chair, three SEPC members, one Faculty Board member.
 - Notification: Written notice at least 10 days prior, including hearing details and procedures.
 - Outcome: Written decision within 10 days of dismissal
 - Appeal: Student may appeal under the institutional Due Process Policy (Executive Order 2016-01).

Confidentiality

All reports and records are confidential and maintained in compliance with institutional and legal requirements.

Responsibility for implementation

The final responsibility for the enforcement of this policy rests in the Deanship of Student Affairs.

Related documents and legislation

LCME Standard 3.5: Learning Environment/Professionalism.

Appendices

Professionalism Concern Report

History

- **Adopted: July 15, 2024**
- Revised: October 17, 2025