

PROFESSIONALISM AND BEHAVIOR INTERVENTION POLICY**Policy Statement**

SJBSM is fully committed to ensuring a learning environment that provides the development of the appropriate professional behavior in our students, faculty and staff. As part of its commitment, the school places a high priority in the student's professional identity formation (PIF) to ensure the professionalism standards required for all health care providers are embedded in the school's graduates. This policy defines the guidelines for professionalism and professional behavior, their assessment, remediation and disciplinary sanctions for non-compliance.

Scope

This policy applies to all students enrolled in San Juan Bautista School of Medicine, faculty and staff.

Definitions

- Inappropriate behavior – any behavior that is creating problems in a person's life or is disruptive to other people including but not limited to:
 - Suicidal ideation or attempt
 - Disturbances on campus or in the classroom
 - Difficulty managing multiple or extreme stressors
 - Unhealthy eating habits/concern for eating disorders
 - Uncharacteristic changes in mood or behavior
 - Showing symptoms of overwhelming distress causing ineffective or unhealthy coping strategies
 - Exhibiting disproportionate emotional responses to situational stressors
 - Marked changes in personal appearance resulting in poor maintenance and hygiene
 - Disruption to academic progress or ability to engage with coursework (frequent absences, excessive missing assignments, etc.)
- Professional misconduct – any conduct that constitutes a violation of the professional or ethical standards defined by SJBSM (Refer to honor code and the student Handbook)
- Corrective actions – actions set in place to facilitate the development of a student's professional identity, and assist students in modifying any inappropriate behavior
- Disciplinary action – formal actions set in place to address inappropriate behavior or unprofessional conduct when corrective actions fail to correct previous problems, or when the seriousness of the offenses warrant more formal measures.
- Professionalism & Behavioral Intervention Team – committee designated to monitor inappropriate behaviors and/or professional misconduct based upon referrals and reports received, and implement intervention strategies to address them.

Policy and Procedures

Professional and behavioral standards

- SJBSM has developed a code of conduct required as a health care provider taking into consideration the ethical and professional standards for each profession, and are summarized in the SJBSM Code of Honor.
- Violations to the established professional and behavioral standards are classified either as a minor or a major offense based on the nature and severity of the incidents.
 - *Minor Offenses* involve violation of a school policy. Some examples of minor offenses may include but are not limited to: violation to class conduct; minor alcohol policy violations; violation of dress code standards; excessive noise or quiet hour violations; minor damage to property; violation of fire safety rules and procedures; or smoking on campus.
 - *Major Offenses* involve violation of an institutional standard or policy which may justify the imposition of a sanction such as probation, suspension, or expulsion. Some examples of major complaints may include but are not limited to: violation of the institutional standards; behavior potentially harmful to other people (including assault, harassment, use of fireworks, violation of fire safety rules, etc.); disrespectful conduct that leads to the embarrassment or indignities to other persons; lack of honesty such as cheating and/or plagiarism; vandalism to property; unauthorized possession of firearms; illegal appropriation; multiple or repeated violation of institutional policies; major alcohol violations; and possession or sale of illegal substances.
- The following are examples of violations to the professional and behavioral standards. The list should not be seen as all-inclusive.
 - The commission of any act constituting a public offense and/or misdemeanor by the laws of the Commonwealth of Puerto Rico or any place, state or country.
 - Violations of the General Student Regulations, institutional policies, and/or any rule adopted by the Board of Trustees or the administration of San Juan Bautista School of Medicine, which has been duly circulated among the students.
 - Violation of the regulations of hospitals and other training institutions
 - Conduct that verifies lack of honesty in relation to academic work, such as plagiarism, cheating or fraudulent acquisition of examinations or any action themselves to that end
 - Assuming without previous authorization, the representation of San Juan Bautista School of Medicine, the General Student Council or any other student organization properly recognized
 - Publication or diffusion, inside or outside the School premises, at hospitals or training centers, of defamatory, libelous, obscene or devoid of veracity material and/or confidential patient information protected by HIPAA.
 - Knowingly presenting a worthless check, forging a payment, or failure to make satisfactory arrangement for the settling of accounts with the school
 - Alteration or falsification of the qualifications, records, exams and other documents
 - Alteration to peace or participation in acts that urge to violence or obstruction of official school activities

- Malicious damage to school, hospitals, training centers or the property of fellow students
- The subtraction and/or illegal occupation of property belonging to the School, hospitals or training centers, or of fellow students
- Removal or subtraction of a patient's medical record from clinical and/or hospital record departments.
- The possession, use and/or distribution of alcohol or controlled substances within the premises of the School, their dependencies, hospitals, training centers or any other place where an institutional activity is being developed
- Disrespectful treatment to faculty, officials or non-educational personnel including but not limited to:
 - Persistent actions or communications which create a hostile environment
 - Threatening, attempting, or committing physical harm
 - Abusive, intimidating, and/or threatening language
 - Discriminatory actions based on sex, race, color, ethnicity, sexual orientation, age, marital status, political or religious affiliation, and/or disability
- Disrespectful treatment to fellow students including but not limited to:
 - Persistent actions or communications which create a hostile environment
 - Threatening, attempting, or committing physical harm
 - Abusive, intimidating, and/or threatening language
 - Discriminatory actions based on sex, race, color, ethnicity, sexual orientation, age, marital status, political or religious affiliation, and/or disability
- Disrespectful treatment or examinations to patient without supervision
- In the case of sexual harassment, the dispositions of the Executive Order promulgated to this effect and/or any other institutional policy that shelter victims of this behavior will be applied
- Interruption, interference and/or disruption of regular school work, or holding unauthorized events
- Failure to observe attendance regulations such as being late, being absent without a reasonable excuse; leaving didactical activities without authorization
- Failure to respond and/or comply with a citation by any school authority
- Improper use of electronic devices such as cell phones, laptops, recording and/or filming devices, during didactical activities
- Attending classes and/or hospitals without the required professional attire and/or required ID card
- Students found in violation of any of the professional and behavioral standards may be subject to a disciplinary action.
- The student's disciplinary record shall be kept in the students educational file.

Reporting inappropriate behavior or professional misconduct

- SJBSM has set in place a variety of tools to report inappropriate behaviors or professional misconduct that include:
 - incident-based reporting
 - routine student evaluations

- professionalism evaluations
- formal peer assessments
- anonymous reporting
- Complaints regarding inappropriate behaviors or professional misconduct will be referred to the Deanship of Student Affairs.
- The Dean of Student Affairs will meet with the referred student to provide guidance regarding school policies and procedures
- When deemed necessary, the Deanship of Student Affairs may recommend a formal investigation. In such cases, an investigator will be assigned by the President/Dean.
- Once a final decision is made, the Dean of Student Affairs will meet with the student to inform the student of the decision and provide guidance regarding school policies and procedures.

Appeal process

- SJBSM may impose an adverse action on students found to have engaged in inappropriate behaviors or professional misconduct, that may result in an alteration of student's status and/or graduation from the institution. In such cases, the Dean of Student Affairs will inform the students of the adverse decision and inform the student of their right to appeal any adverse sanctions in accordance to the procedures defined in the Due Process Policy (Executive Order 2016-01).

Responsibility of Implementation

Deanship of Student Affairs

Related Policy Information/ Related documents and legislation

The guidelines of the following agencies have served as a foundation for the development of this policy.

- Association of American Medical Colleges (AAMC)
- Requirement of the Liaison Committee on Medical Education (LCME) Standard 3.5
- Accreditation Council for Graduate Medical Education (ACGME) III.B.6
- American Association of Colleges of Nursing (AACN)
- Commission on Collegiate Nursing Education (CCNE)

Appendices

- SJBSM Code of Honor
- Incident report Form

The dispositions contained in this Executive Order will be effective immediately.

Approved: July 15, 2024


Yocasta Brugal, MD
President/Dean