UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE – URBANA-PEORIA-ROCKFORD
MEDICAL STUDENT PROFESSIONALISM INCIDENT FORM PROCEDURES

Medicine is a profession that requires high standards of behavior in addition to the mastery of a large body of knowledge and clinical skills. In addition to fulfilling all academic requirements, students are required to display behaviors consistent with accepted standards of professional conduct. The University of Illinois has approved a *Statement on Professional Behavior* which describes the College’s expectations concerning the professional behavior of students.

The Medical Student Professionalism Evaluation Form utilizes the criteria outlined in the *Statement on Professional Behavior* and is designed to be used in two ways:

**Exemplary Professionalism**

Although all students are expected to master the professionalism levels that are detailed in these pages, there are instances of exemplary student professionalism that you may feel should be singled out for recognition. Faculty, staff, administrators and students who directly observe such instances are encouraged to fill out the Medical Student Professionalism Evaluation Form (checking the box at the top of the form noting that this student has performed in an exemplary manner). The form should be directly discussed with the student and then forwarded to the Office of Student Affairs.

**Deficient Professionalism**

Some students will be found deficient in professionalism skills and may need more intensive help in developing these skills. A faculty, staff, administrator, or student who is concerned about a student's behavior will give feedback to the student and make suggestions for improvement. If the behavior is *repeated or is initially serious*, then the Professionalism Evaluation Form noting the deficiency will be completed; reviewed with the student; and forwarded to the Associate Dean for Student Affairs. Please note that this form is not to supersede or replace one-to-one faculty to student feedback, which is the cornerstone of clinical learning. This form is to be reserved for those instances in which feedback has been attempted but the unacceptable professional behavior continued, and/or for those instances in which the behavior being displayed is seriously deficient. A plan for remediation should be established when discussing the behavior with the student.

If a student receives one or more professionalism evaluations noting deficient behavior, s/he will meet with the Associate Dean for Student Affairs to discuss the incident. The Associate Dean for Student Affairs, in consultation with the Medical Student Performance Evaluation (MSPE) Committee, will decide whether the report of deficient professionalism will be mentioned in the MSPE. Students may also be referred to the Student Advancement Committee for their consideration as outlined in the *Statement on Professional Behavior*.

If you have any questions about the performance criteria, please contact James W. Hall, Ed.D., Associate Dean for Student Affairs, at 217-333-8146 or jimhall@uiuc.edu. Information regarding incident reports should be handled in a confidential manner and shared only with appropriate parties.
Excerpted from the University of Illinois College of Medicine
Student Promotions Guidelines

I.  D: Statement on Professional Behavior

Medicine is a profession that requires the mastery of a large body of knowledge and the acquisition of clinical skills, as well as high standards of behavior and appropriate attitudes. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct at the University of Illinois College of Medicine, and further defined by other professional documents in medicine\(^a\). Students who do not will be dismissed from the College of Medicine. The faculty believes that certain dimensions of professionalism may be amenable to remediation, in which case students would be required to complete satisfactorily additional activities/experiences specified by the appropriate site committee and approved by the College Committee on Student Promotions. Satisfactory completion of additional activities/experiences may result in a delay in the student's normal progress toward graduation. Alternately, the appropriate site administrative officer may opt to prefer disciplinary charges through the Senate Committee on Student Discipline.

The following personal characteristics and attitudes include but are not limited to those observed and evaluated throughout the medical curriculum. Students are expected to demonstrate these characteristics, both in their academic and personal pursuits.

**Integrity:** Displays honesty in all situations and interactions; is able to identify information that is confidential and maintain its confidentiality.

**Tolerance:** Demonstrates ability to accept people and situations. Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others.

**Interpersonal relationships:** Provides support and is empathetic in interactions with peers, patients, and their families. Interacts effectively with “difficult individuals.” Demonstrates respect for and complements the roles of other professionals. Is cooperative and earns respect.

**Initiative:** Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily. Performs duties promptly and efficiently. Is willing to spend additional time and to assume new responsibilities. Recognizes when help is required and when to ask for guidance.

**Dependability:** Completes tasks promptly and well. Arrives on time and actively participates in clinical and didactic activities. Follows through and is reliable.

**Attitudes:** Is actively concerned about others. Maintains a positive outlook toward others and toward assigned tasks. Recognizes and admits mistakes. Seeks and accepts feedback and uses it to improve performance.

**Function under stress:** Maintains professional composure and exhibits good personal and clinical judgment in stressful situations. Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

**Appearance:** Displays appropriate professional appearance and is appropriately groomed.


The University of Illinois College of Medicine expects all students to perform their duties in a professional manner. This form is intended to highlight students who either demonstrate EXEMPLARY or DEFICIENT professional behavior. Please provide details and specific examples of exemplary or deficient student behavior. If reporting deficient behavior, please include a plan for remediation as part of your comments. Please feel free to add additional pages to this document. This form must be discussed with the student before submitting it to the Office of Student Affairs.

This form is being filled out to document (please choose only one of these options):

- EXEMPLARY BEHAVIOR
- DEFICIENT BEHAVIOR

Student Name: _______________________________________________________________________________

Student’s Class Year (please circle one): M-1 M-2 M-3 M-4

Location and Dates of Professionalism Incident: __________________________________________________

Witnesses to Incident: _______________________________________________________________________

Name & Title of Person Filing Report: _____________________________________________________________

Contact Information for Person Filing Report: _____________________________________________________

This student has exhibited either exemplary or deficient behavior in the following areas – please circle all that apply:

1) Integrity
   a) Displays honesty in all situations and interactions
   b) Is able to identify information that is confidential and maintain its confidentiality

Comments (please cite specific behaviors and examples):
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

2) Tolerance
   a) Demonstrates ability to accept people and situations
   b) Acknowledges his/her biases and does not allow them to affect patient care or contribute to threatening or harassing interactions with others, including peers, faculty, staff, and other professionals

Comments (please cite specific behaviors and examples):
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

3) Interpersonal relationships
   a) Provides support and is empathetic in interactions with peers, patients and their families
   b) Interacts effectively with “difficult individuals”
   c) Demonstrates respect for and complements the roles of other professionals
   d) Is cooperative and earns respect

Comments (please cite specific behaviors and examples):
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
4) Initiative
   a) Independently identifies tasks to be performed and makes sure that tasks are completed satisfactorily
   b) Performs duties promptly and efficiently
   c) Is willing to spend additional time and to assume new responsibilities
   d) Recognizes when help is required and when to ask for guidance

Comments (please cite specific behaviors and examples):

5) Dependability
   a) Completes tasks promptly and well
   b) Arrives on time and actively participates in clinical and didactic activities
   c) Follows through and is reliable

Comments (please cite specific behaviors and examples):

6) Attitudes
   a) Is actively concerned about others
   b) Maintains a positive outlook toward others and toward assigned tasks
   c) Recognizes and admits mistakes
   d) Seeks and accepts feedback and uses it to improve performance

Comments (please cite specific behaviors and examples):

7) Function under stress
   a) Maintains professional composure and exhibits good personal clinical judgment in stressful situations
   b) Identifies unprofessional conduct while recognizing the importance of maintaining professional behavior in the clinical setting, in spite of inappropriate action on the part of others.

Comments (please cite specific behaviors and examples):

8) Appearance
   a) Displays appropriate professional appearance and is appropriately groomed

Comments (please cite specific behaviors and examples):

Signature of Person Filing Report:

THIS SECTION TO BE COMPLETED BY THE STUDENT

I have read this evaluation and discussed it with the person who is filing this report.

_____________________________  _________________
Student Signature  Date

My comments are: (optional)