

Physicianship and Medical Professionalism: Reporting and Documentation Process

1. Each course and clerkship will have professionalism expectations outlined at the course orientation. Students are encouraged to ask questions if they need any clarification regarding these expectations.
2. Lapses in professionalism may be reported by any student, resident, faculty member, or employee of LSUHSC. The mechanism of reporting may be via formal evaluations, private conversations, or anonymous referrals. Reports should be made to course and clerkship directors (CD) for behaviors noted within courses or clerkships or to the Associate Dean of Student Affairs (ADSA) for unprofessional behaviors noted outside the context of formal courses.
3. If a lapse in professional behavior is reported in any course or clerkship, the CD will gather information from the reporting source and discuss it with the student privately. The CD will complete a Physicianship Evaluation Form (PEF), which will provide details regarding the concerning behavior and serve as a guide for the discussion. Feedback will be given and if appropriate, a plan for remediation will be determined at that time. Both the CD and the student will sign the PEF as documentation that the discussion took place. A student signature does not necessarily imply that the student agrees with the reporting source or the feedback given.
4. If a student disagrees with the report, he may appeal first to the department head, then the ADSA, and finally the dean. The student must make his appeal to the department head within 15 days of the discussion with the CD. If further appeals are necessary, each must occur within 15 days of notification.
5. The CD will notify the ADSA immediately that a PEF has been completed. The student will be referred to the Council on Professional Conduct (CPC) at this time if deemed necessary. If deemed necessary, the referral to the CPC will be completed within 15 days as per its rules of procedure, and that body will determine further action. If not deemed necessary at this time, a referral to CPC will be made if this behavior is repeated. If this occurs, there will be no future PEFs completed regarding this behavior because it will be in the hands of the CPC at that point.
6. In the case of unprofessional behavior that involves student impairment or other possible harm to the student, patients, or colleagues, the CD or ADSA will also refer the student to the Campus Assistance Program (CAP).
7. If a CPC referral is not warranted at the time that the PEF is completed, the PEF will be placed in the student's file in Student Affairs. A copy will be kept by the CD and later brought to quarterly clerkship director meetings or preclinical promotions committee meetings for discussion. This brief discussion will revolve around the specific behavior in question rather than the student's overall performance. The ADSA will be present at all of these meetings. If no other PEFs have been completed by course or clerkship directors, the PEF will remain in the student's file. At the end of four years, if no subsequent PEFs have been completed, that PEF will be discarded and will not be a part of the permanent file.
8. If the student has received more than one PEF, the CDs may decide to refer the student to the CPC at the time of that meeting, even if the decision not to refer was made at the time that the latest PEF was completed. If this decision is made, the referral must be made within 15 days of

the meeting. Additionally, if a student receives more than one PEF throughout his/her education, that could be noted on the Medical Student Performance Evaluation (MSPE) at the discretion of the ADSA.

9. While the majority of this policy deals with lapses in professional behavior, the School of Medicine also wishes to have a mechanism for reporting extraordinarily positive professional behavior. If such behavior is noted, that should also be reported to the CD or ADSA, who will notify that student to providing reinforcing feedback. Related correspondence may be included in the student's academic file and used by the ADSA for preparing the MSPE.