**Physicianship and Medical Professionalism: Reporting and Documentation Process for Clinical Rotations**

**(Revised by the Clerkship Director Subcommittee June 2023)**

1. Each clinical rotation will have professionalism expectations outlined at the orientation.
2. Exemplary professionalism or 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 clerkship/rotation directors (CD) for behaviors noted within clerkships or to the Associate Dean of Student Affairs (ADSA) for unprofessional behaviors noted outside the context of formal courses.
3. If exemplary behavior or a lapse in professional behavior is reported in any clinical rotation, the CD will gather information from the reporting source and discuss it with the student privately. The CD will complete a Physicianship Enhancement Form (PEF), which will provide details regarding the 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 report or the feedback.
4. If a student disagrees with the report, they may appeal first to the department head, then the ADSA, and finally the dean. The student must make their 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 Student Professional Conduct (CSPC) at this time if deemed necessary. If deemed necessary, the referral to the CSPC will be completed within 15 days as per its rules of procedure, and that body will determine further action. 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).
6. If a CSPC 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 for discussion, which will center on the behavior in question. If no subsequent PEFs are completed for the student, the PEF will be discarded and will not be a part of the permanent file. If a student receives more than one PEF throughout his/her education, that may be noted on the Medical Student Performance Evaluation (MSPE) at the discretion of the ADSA.
7. If exceptional behavior is noted, the CD or ADSA will notify that student to provide reinforcing feedback. The PEF for exceptional behavior will be placed in the student’s file in Student Affairs and will be included in the MSPE.