

# OHSU UME Program Professionalism Monitoring Form

**Background:** Professionalism is one of the core competencies in medicine. As such, the OHSU School of Medicine has embraced professionalism as one of the core learning objectives for all students that are enrolled in its undergraduate medical education (MD) program. The purpose of this form is to provide a formal mechanism by which individuals may submit information concerning the professional behavior of any OHSU medical student. Note that the School of Medicine is interested in hearing about exemplary behavior as well as behavior that is of concern. As such, the school encourages submission of this form and individuals should have a low threshold to describe both exemplary and concerning behavior they have witnessed for documentation.

**Student Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Name and role of person submitting this form:** \_\_\_\_\_

**Location of observed behavior:** \_\_\_\_\_

**Date of observed behavior:** \_\_\_\_\_

**The School of Medicine strongly encourages direct communication between the person filling out this form and the student whose behavior is being reported. If you did not have a discussion with the student, please explain what contributed to this decision.**

\_\_\_\_\_

**Date Discussed:** \_\_\_\_\_

**Narrative/Description of observed behavior (may attach additional pages as necessary):**

**Please return form to the Assistant Deans for Student Affairs (OHSU School of Medicine Dean's Office, Mail Code: CL5MD, 2730 SW Moody Avenue, Portland, OR 97201). Fax# 503-494-3400**

Dean's Office Use: This form was received on \_\_\_\_\_

## Processing OHSU UME Program Professionalism Monitoring Form

**Process:** This form may be submitted by any person (e.g., patients, students, staff members, or faculty members) at any time while a medical student is enrolled at OHSU. The Associate Dean for Student Affairs will typically be the recipient of this form, but the Dean or any of the Associate Deans in the School of Medicine may complete or be the recipient of this form, and may act on the information as necessary using the process described in this section. In addition to the completed form being filed in the student's confidential record, the school's Associate Dean for Student Affairs (or other authorized personnel) will review the information submitted and then one of two actions will occur within two weeks of receipt of the form. The Associate Dean for Student Affairs (or other authorized personnel) will either communicate directly with the student and/or the student will be notified that the situation will be reviewed by the Medical Student Progress Board (MSPB) at an upcoming meeting. If the Associate Dean for Student Affairs (or other authorized personnel) decides to refer the incident/situation/issue to the MSPB, the chairperson of that committee will determine whether the student must appear in person before the Progress Board. Importantly, any student that has three or more of these forms submitted about him/her that describe concerning behavior will automatically be discussed by the MSPB. Finally, persons who submit this form will be informed by the Associate Dean for Student Affairs (or other authorized personnel) of the actions taken (e.g., direct communication with the student and/or referral to the MSPB) within 30 days of receipt of the form. Students should feel free to seek assistance from the School of Medicine's Ombudsperson if they have concerns. Please see the Medical Student Handbook for more information about the disciplinary processes used by the School of Medicine Undergraduate Medical Education program, including how professionalism concerns are handled.