

UCLA Physicianship - Reporting Form

Students are expected to exhibit professional behavior throughout their medical school training. It is recognized that this almost always occurs. However, there are occasionally some students whose actions are clearly unprofessional. The student named below has exhibited one or more unprofessional behavior(s) that need improvement in order to meet standards of physicianship.

This form is for a faculty member to report concerns to a Clerkship or Course Chair. The Chair will determine whether submission to the Student Affairs Dean is appropriate. This report is not automatically sent to the Student Affairs Dean nor become part of the student's academic file. After meeting with the student, the Clerkship or Course Chair will determine what action is necessary. The Chair may develop a plan for remediation and forward the report to the Student Affairs Dean.

Student's Name _____ **MS** _____ **Class** _____

Faculty/Chair Name _____ **Clerkship/Course** _____

The following are expectations of professionalism and examples of unprofessional behavior. Faculty or chairs must indicate which problem(s) with behavior(s) are being reported. Commentary on the nature of the problem(s) is required. Additional pages may be added, if needed.

- 1. Reliability and Responsibility:** Fulfills responsibilities to peers, instructors, patients, other health professionals, and oneself. Provides accurate, non-misleading information to the best of one's abilities.

Examples of unprofessional behavior in this area include:

- The student cannot be relied upon to complete tasks, including completing evaluations in a timely manner
- The student does not seek assistance when needed to handle a clinical situation.
- The student does not function cooperatively within a health care team or other educational setting.

- 2. Self-Improvement and Adaptability:** Accepts constructive feedback, and incorporates this feedback when making changes in his/her behavior. Accepts responsibility for own failures.

Examples of unprofessional behavior in this area include:

- The student is resistant to or overly defensive in accepting criticism.
- The student is unable to recognize his/her own inadequacies and limitations.
- The student is resistant to seek help when a problem is identified.
- The student resists considering or making change(s).
- The student does not take responsibility for his/her errors.
- The student consistently fails to prepare for specific course or patient care activities.

3. Relationships with Patients and Families: Establishes rapport and demonstrates sensitivity in patient care interactions. Maintains professional boundaries with patients and members of the families.

Examples of unprofessional behavior in this area include:

- The student inadequately establishes rapport with patients and families.
 - The student is often insensitive to patients' or families' feelings, needs, wishes, or beliefs.
 - The student uses his/her professional position to engage in romantic or sexual relations with a patient or a member of the family.
 - The student shows inadequate commitment to honoring the patient's wishes.
 - The student does not protect patient confidentiality or privacy.
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4. Relationships with Peers, Faculty, and Other Members of the Health Care Team: Relates well to fellow students, faculty or staff. Demonstrates sensitivity to other members of the health care team.

Examples of unprofessional behavior in this area include:

- The student relates poorly to fellow students, faculty and staff in the educational environment.
 - The student is insensitive to the needs, feelings, and wishes of members of the health care team or educational group.
 - The student does not establish and maintain appropriate boundaries in work and learning situations.
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5. Professional Behavior: Respects diversity in patients and colleagues. Resolves conflicts professionally. Dresses and acts in a professional manner.

Examples of unprofessional behavior in this area include:

- The student does not respect diversity of race, gender, religion, sexual orientation, age, disability or socioeconomic status.
 - The student does not resolve conflicts in a manner that respects the dignity of every person involved.
 - The student uses unprofessional language that is not appropriate to the setting.
 - The student is abusive or hypercritical, including in times of stress.
 - The student demonstrates arrogance.
 - The student misrepresents or falsifies information and /or actions.
 - The student performs patient care while in an impaired state.
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Action to be taken by FACULTY member:

1. Document concerns / issues above.
2. Preferably discuss the problems / issues with the medical student.
3. Forward the completed form to the Clerkship Site Director or to the Course Chair for review and determination of action.
4. *Check one:* The issue in this evaluation was was not discussed with the student.
5. The following is recommended.
 - No further action.
 - Remediation as follows: _____

Faculty Member _____
Signature *date*

Forward this form to Clerkship Site Director or to Course Chair for review and action.

Action to be taken by CLERKSHIP OR COURSE CHAIR:

1. Discuss this evaluation with the reporting faculty member(s).
2. Discuss the form with the student. Student may add comments below.
3. Following discussion with the student/faculty member, the following was agreed upon.
 - No further action; file form in Physicianship folder (SAO).
 - Remediation as follows: _____

Clerkship / Course Chair _____
Signature *Date*

