



## ETHICS AND PROFESSIONALISM

### I. **Policy Statement**

Students, Faculty, Staff, and administrators of California Northstate University College of Medicine (CNUCOM) are expected to display professional qualities including compassion, patient confidentiality, cultural sensitivity, academic integrity, adherence to relationship boundaries, honesty, and professional behavior always and in all places while engaged in educational, patient care, or University activities.

### II. **Purpose**

The purposes of this policy are: 1) to outline expectations of behaviors that demonstrate professionalism in all aspects of the CNUCOM medical education experience; and 2) to identify procedures to address alleged lapses.

### III. **Scope/Coverage**

This policy pertains to all phases of the CNUCOM curriculum. Professional behavior is expected throughout medical school, within courses and clerkships, during on-campus administrative and extra-curricular activities and in off-campus settings.

### IV. **Policy Procedure**

#### **a. Examples of Professional Behavior**

- i. Academic integrity and responsibility. CNUCOM community members are expected to function, study, apply, and advance scientific/medical knowledge, and maintain a commitment to medical education while exhibiting cooperation with all aspects of the CNUCOM curriculum including:
  1. Accountability to all timelines, requirements and policies stated in course syllabi and the CNUCOM Handbooks.
  2. Dedication to satisfactory completion of academic requirements as described in the Academic Progression Policy.

3. Attendance at all mandatory classroom sessions and timely arrival at curricular sessions and examinations.
4. Honesty in all professional and academic activities.

## ii. **Personal Integrity and Responsibility**

1. CNUCOM community members are expected to exhibit respectful behavior to patients, staff, students, faculty members, administrators, and guest speakers in all venues and phases of the CNUCOM curriculum while:
  - a. Exhibiting professional and appropriate representation of the CNUCOM community in all public arenas including the Internet.
  - b. Adhering to the CNUCOM dress code policy.
  - c. Abiding by local, national, and federal laws.
2. **Responsibility to Uphold the Standards of Medical Professionalism**
  - a. CNUCOM abides by the professionalism standards drafted by the [American Board of Medical Specialties \(ABMS\)](#).
3. **Procedure for Reporting Lapses in Professional Behavior**
  - a. A perceived lapse in professional behavior by a CNUCOM community member should be reported on the [Professionalism Concern Report \(PCR\)](#); available on the CNUCOM website). Anyone (staff, students, administrators, faculty members or allied health professionals) may submit a report indicating a perceived lapse in professional behavior by a CNUCOM community member. Steps and timeline for the form submission process are as follows.
    - i. The completed PCR for CNUCOM is submitted to the Assistant Dean of Student Affairs and Admissions (ADSA).
    - ii. The ADSA must notify the person of concern (if it is a student), or their supervisor (if it is a staff, faculty, or an administrator), within two (2) business days of receiving the report. If the person of concern is not a student, their supervisor will address the issue with them directly and notify the ADSA of the outcome.

- iii. If the person of concern is a student, the ADSA may invite the student to meet with the ADSA to discuss the PCR. The student may choose to provide information, materials, or documentation supporting their perspective of events relevant to the PCR.
- iv. The ADSA may choose to escalate the PCR to one or more of the following organizations to consider the alleged lapse in professionalism: Student Promotions Committee (SPC), Honor Council (HC), or General Counsel (GC). The student will be notified in writing whether the PCR will be escalated and of the timeline of the subsequent process. The ADSA will give all relevant information and materials to the SPC, HC, or GC for their consideration.
- v. The SPC, HC, or GC will meet within five (5) business days to review and discuss the events relevant to the PCR. The student may choose to attend the meeting, and to present any additional information or perspective.
- vi. If the organization considering the PCR is not the SPC, the HC or GC will make a recommendation to the SPC.
- vii. The SPC will make final decisions on escalated PCRs and will notify the student and the ADSA of the decision and outcome.
- viii. If the student chooses to appeal the decision made by the SPC, they should refer to the Appeals Policy (4110) for correct procedure.

**Associated Forms:** [Professionalism Concern Report](#)

*Approval Route: OSA (Policy Owner) à FEC (Review) + DEC (Review) à SPC (Approval)*

*Reviewed FEC 12/23/2024*

*REVIEW: every two years (or more often if required)*