

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Professionalism Advising		SOP #: SA.026.00
Effective Date	11.3.21	
Last Revision/Review	11.3.21	

1. Purpose

This procedure will be followed to assist with the development of professionalism skills in students and/or provide accountability to the students for such identified behavior that is counter to acceptable professional behavior in health care and Burrell College of Osteopathic Medicine. This Standard Operating Procedure aligns with SOP# SA.015.03.

2. Related Policy/Authority

BCOM SOP – SA.015
BCOM Policy B5001 - Code of Professional Conduct
BCOM Policy B7520 - Consensual Relationships
Student Handbook
Clerkship Manual
Class Honor Codes

3. Faculty/Staff Responsibilities

Professionalism Coach is responsible for working one on one with students that have at least one of the following;

- received a 1 on question 7 for any evaluation.
- The Chair of Clinical Medicine or the Associate Dean of Clinical Education has received a concern regarding a student and/or feels the student would benefit from working with the professionalism Coach.
- The Student Conduct and Professionalism Committee has determined that working with a professionalism Coach is the best next step for a student.
- Any faculty member is concerned regarding the professional behavior of a student can recommend the student work with the professionalism Coach.
- At the request of the student.

4. Definitions/Abbreviations

Professionalism Coach – an individual that may be assigned to work with students to improve professional behavior. The Professionalism Coach will work with students and provide the Chair of Clinical Medicine or the Associate Dean of Clinical Education and the Office of Student Affairs as deemed appropriate and required by policy.

5. Procedural Steps

1.1 Assignment of the Professionalism Coach

The Professionalism Coach will work closely with the Office of Student Affairs, The Chair of Clinical Medicine and the Associate Dean of Clinical Education to identify students that would benefit from working one on one with a Coach to facilitate growth in professional behavior. The Professionalism Coach may fulfill the role of Conduct Officer and a member of the Student Conduct and Professionalism Committee.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

1.1.1 Investigation

An online form will be submitted to the Professionalism Coach to initiate coaching.

The coach will meet with the reporter to gather sufficient information to assist in the student development.

The Professionalism Coach will arrange a preliminary meeting to gain an understanding of the situation/concern from the student's perspective. A summary of the meeting and recommendations for next steps will be submitted to the Student Affairs Department Head, The Chair of Clinical Medicine and the Associate Dean of Clinical Education.

The Professionalism Coach may utilize a variety of tools to facilitate growth including but not limited to reflections, reading, and/or assessment tools. The Professionalism Coach may utilize feedback from the Year 3 or 4 Coordinator and/or HUB Coordinator regarding the student behavior.

1.1.2 Action Planning

The Professionalism Coach in partnership with the student will develop an action plan to address behavior. The action plan will include measurable outcomes and time frames. The action plan may be completed during the initial meeting or may be developed during subsequent meetings. The action plan will be submitted to the Office of Student Affairs, the Chair of Clinical Medicine or the Associate Dean of Clinical Education, as appropriate, for review and approval.

2.1 If the student continues to exhibit unprofessional behavior the Professionalism Coach will inform the Student Affairs Department Head. In collaboration the two parties will determine the next steps which may include:

2.1.1 continued work with Professionalism Coach to develop a new action plan that addresses the continuing offenses.

2.1.2 escalation to the Student Conduct Violations Investigation and Disciplinary Review Procedure (see SOP # SA.015).

3.1 A student may request to work with the Professionalism Coach to enhance their readiness for the next stage in the professional career. These sessions will not be required.

3.1.1 If a student is assigned to work with the Professionalism Coach the sessions will be required. Any missed sessions without notice will be considered additional incidents of unprofessional behavior and will be reported to the Student Affairs Department Head.

6. Reports/Charts/Forms/Attachments/Cross References

Identify if any reports are required to include data elements.

Professionalism Self-Assessment Tool

7. Maintenance

The SOP will be reviewed by the Professionalism Coach annually. Recommendations for change will be reviewed by Student Affairs Department Head, the Chair of Clinical Medicine and the Associate Dean for Clinical Education.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

8. Signature

Executive Director of Student Affairs

11.3.21

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date