



Student:

Phase/Year:

Student's Signature:

Course Coordinator (*when applicable*):

Attending Physician (*for clinical rotations only*):

Reporter (*mandatory*):

Reporter's Signature (*mandatory*):

Date:

This report is to be completed when unprofessional conduct by a medical student has been informally addressed. It should be completed by the person who addressed the issue, and signed by both the reporter and the student. It should be forwarded by the reporter to the Chair of the Professionalism Panel through the Associate Dean, Education. Further information can be obtained by referring to the UGME Breach of Professionalism Policy and/or by contacting the Director of Student and Resident Affairs.

Please return under confidential cover to:

Associate Dean, Education; Rm. HSB B526-107 Wiggins Road Saskatoon SK S7N 5E5; Fax: 306-966-2601

SPECIFICATIONS OF PROFESSIONAL CONDUCT *

1. HONESTY / INTEGRITY

- Earns the respect of others
- Puts truth before personal advantage; i.e. would not alter clinical records or misrepresent other's work as their own
- Records and reports accurately on activities

2. RESPONSIBILITY / RELIABILITY

- Is dependable and fulfills commitments; i.e. reliably completes assigned duties and meets deadlines
- Is punctual and is not late or absent regularly without justification

3. COMPASSION

- Shows a caring attitude; i.e. as evidenced by feedback from patients/relatives/staff/peers
- Strives to understand the needs of others and attempts to meet the physical and emotional needs of patients, where appropriate

4. SELF-APPRAISAL

- Recognizes own abilities and limitations; admits and handles errors and criticism appropriately
- Recognizes and declares conflicts of interest
- Maintains professional standards and performs procedures according to ability
- Balances personal and professional life and recognizes the need to work safe hours
- Recognizes the need for appropriate care of physical and mental health and seeks help where necessary
- Recognizes that use of alcohol or drugs may impair performance and takes appropriate action where necessary

5. DOCTOR / PATIENT RELATIONSHIP

- Respects the patients' privacy and dignity and maintains patient confidentiality
- Protects the patient's rights and avoids emotional, sexual, physical or financial exploitation

6. DISCRIMINATION

- Behaves equitably towards all, irrespective of gender, age, culture, social and economic status, sexual preferences, beliefs, contribution to society, illness-related behaviours or the illness itself

7. RESPECT

- Shows respect for beliefs, rights, roles, responsibilities, abilities and cultural values of others
- Shows sensitivity in all interactions with patients and is not aggressive, hostile, derogatory or demeaning
- Respects the personal and professional integrity and roles of other health professionals
- Respects and cooperates with peers, patients, staff and other members of the community

8. RELATING TO OTHERS

- Resolves conflict constructively
- Observes agreed behavior in electronic communication (*see University of Saskatchewan Electronic Mail (e-mail) Policy***)
- Uses appropriate language in all written and verbal communication

9. PARTICIPATION

- Willingly participates and contributes in group community activities
- Facilitates the learning of others and does not inhibit their efforts
- Teaches others who are at earlier stages of learning

*Adapted with permission from the School of Medicine, University of Queensland (see Parker, Malcolm (2006), 'Assessing professionalism: theory and practice', *Medical Teacher*, 28:5, 399-403).

**<http://policies.usask.ca/policies/operations-and-general-administration/email.php>

This section to be completed by reporter. Please provide a brief description of the incident, the response/action taken and any comments:

This section is to be completed by the student. My comments are:

Associate Dean, Education to complete:

Informal Report; for Professionalism Panel file

Signature:

Date: