

## **BUCOM Standards of Professionalism and Conduct**

<b>Policy Information</b>			
Policy# :	COMBOD.1021	Reviewed Date(s):	9/28/2022
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Responsible College Administrator:	Provost & Vice President for Academic Affairs	President Council Approved Date:	9/29/2022

### **1. Purpose**

- 1.1. To establish standards of professionalism and conduct applicable to all Baptist Health Sciences University College of Osteopathic Medicine (BUCOM) students.
- 1.2. To describe procedures for reporting any violation of the Baptist Memorial Health Care Corporation (BMHCC), Baptist Health Sciences University (BHSU), BUCOM or clinical site policies, procedures or standards.
- 1.3. To describe procedures to investigate and address violations of professional and conduct standards.

### **2. Policy**

- 2.1. BUCOM students will conduct themselves in a professional manner at all times, displaying the highest standards of ethical and respectful conduct.
- 2.2. BUCOM Standards of Professionalism and Conduct do not supersede BHSU Standards of Student Conduct, Baptist Standards of Conduct and Ethics, or standards of conduct at any clinical rotation site. They are intended to supplement the above listed standards for BUCOM students.
- 2.3. All BUCOM students are expected to comply with the BHSU Honor Code and all BHSU and BUCOM policies and procedures.
- 2.4. All BUCOM students are expected to comply with all policies, procedures, standards of conduct, and appearance standards of any clinical site at which they are engaged in learning activities.
- 2.5. Failure to comply with the above standards may subject the student to disciplinary action up to and including dismissal from BUCOM.
- 2.6. Integrity:
  - 2.6.1. Dishonesty, including lying, giving false or misleading information, plagiarism, cheating, misrepresenting the truth, or withholding material information in academic or clinical situations is prohibited.
  - 2.6.2. Students will diligently collect and accurately report patient information, laboratory or imaging results, and any other data relative to the patient and patient care.
  - 2.6.3. Students will clearly identify themselves as medical students and will not misrepresent their identity or role in the care of any patient.
  - 2.6.4. Students will not participate in any patient care activities without proper supervision as described in BUCOM Clinical Supervision Policy.
- 2.7. Respect:

- 2.7.1. Students will treat all patients, health care team members, hospital employees, faculty, administrative personnel, and others with whom they interact with appropriate dignity and respect.
- 2.7.2. Students will communicate in an honest, professional, and respectful manner to all team members, patients, patient families, faculty, administrative personnel, and others with whom they interact in an academic or clinical setting.
- 2.7.3. Students will make themselves aware of patients' individual cultural beliefs and consider the impact of those beliefs on the patient's health and health care needs.
- 2.7.4. Students will not discriminate against any patient for any reason including race, color, religion, national origin, pregnancy, sex/gender, age, handicap, disability (physical, visual or mental), creed, marital status, veteran status, genetic information, or any other category protected by federal or state law.
- 2.7.5. Students will protect patient confidentiality, comply with all HIPAA regulations, and follow all confidentiality policies and procedures of the facility at which they are engaged in learning activities.
- 2.7.6. Students will not take any photographs of patients. Students will not take any photographs or make any photocopies of patient medical information, nor any form of PHI.
- 2.7.7. Students will not discuss patients in non-patient care areas such as elevators, lobbies, and cafeterias.
- 2.7.8. Students will recognize and respect the patient's right to participate in decisions involving their health care.
- 2.8. Responsibility:
  - 2.8.1. Students are required to follow all patient safety policies, protocols and procedures and to bring any concerns related to patient safety to the attention of their preceptor or supervisory personnel in the area where they are working.
  - 2.8.2. Students will place the interests of the patient foremost during all clinical activities and decision making.
  - 2.8.3. Students will arrive for scheduled activities on-time and remain until all assigned work is completed, both for themselves and for the health care team.
  - 2.8.4. Students will comply with all instructions and directives of faculty, preceptors, and civil authorities.
  - 2.8.5. Students will not be under the influence of alcohol, illicit drugs, or prescription drugs that alter their ability to carry out their assigned duties.
  - 2.8.6. Students will not exhibit behaviors or dress in a manner that is disruptive to the learning or patient care environment.
  - 2.8.7. Students will not engage in any unlawful activity. With the exception of minor traffic violations, any civil or criminal charges brought against the student, including Driving Under the Influence (DUI), must be reported to the Dean's office within 24 hours.
- 2.9. Collaboration:
  - 2.9.1. Students will function as productive and cooperative members of health care teams including physicians, nurses, technicians, allied health and other administrative personnel.

- 2.9.2. Students will exhibit a willingness to share and participate in the learning process in academic and clinical settings.
- 2.9.3. Students will participate in inter-professional education events as team members, recognizing the unique training and contributions of all participants.
- 2.10. Violations of Standards of Professionalism and Conduct
  - 2.10.1. Suspected violations of the Standards of Professionalism and Conduct should be reported to the office of the Dean of BUCOM or their designee. The Dean may designate the Senior Associate Dean for Academic Affairs, the Senior Associate Dean for Clinical Affairs or the professionalism committee to investigate and make recommendations.
  - 2.10.2. For violations involving the Standard of Conduct, the Dean of Students will be notified.
  - 2.10.3. Reported violations will be handled according to the BHSU policy: "Violations of College Policies or Standards of Student Conduct: Disciplinary Process and Sanctions".
  - 2.10.4. After receiving disciplinary action resulting from a violation of University Policy or Standards of Student Conduct, a student may initiate an appeal process as described in BHSU policy: "Student Appeal Process for Student Conduct Violations".
    - 2.10.4.1. This appeal process does not cover instances where students are alleging discrimination, harassment or retaliation in violation of the Non-Discrimination – Student Policy. If the student believes they are a victim of discrimination, harassment or retaliation, the student should contact the Vice president of Administrative Services as outlined in the Non-Discrimination Student Policy or file a complaint using the University's grievance procedures.

### **3. Definitions**

- 3.1. PHI- protected health information.

### **4. Procedure**

- 4.1. None.

### **5. Related Information**

- 5.1. BHSU Policy STU.5015, Standards of Student Conduct
- 5.2. Baptist Standards of Conduct and Ethics
- 5.3. BUCOM Clinical Supervision Policy
- 5.4. BHSU Policy STU.5004, Violations of College Policies or Standards of Student Conduct: Disciplinary Process and Sanctions
- 5.5. BHSU Policy STU.50.16, Student Appeal Process for Student Conduct Violations