

## Student in Professionalism Difficulty Reporting Form

### Student in Professionalism Difficulty Review Process (meeting with curriculum director)

Three or more scores of less than 3 on any combination of the six professionalism domains, including three or more scores of less than 3 on the same form, will trigger the student in professionalism difficulty review process, which involves a discussion with the relevant curriculum director (Foundations Director or Clerkship Director). A student in professionalism difficulty review process can also be the outcome of a professionalism check-in meeting in cases where the course director considers the professionalism issue serious enough to warrant further review. Further details about the assessment of student professionalism, including student in professionalism difficulty review procedures, are included in the MD Program's [Guidelines for the Assessment of Student Professionalism](#).

This form is to be completed by curriculum director and retained as a record of the discussion with the student.

There is a separate [Critical Incident Report Form](#) that should be used for critical incidents.

#### A. Student identification:

Student Name:	
Date of discussion:	
Course(s): <i>(in which the score(s) was/were received)</i>	

#### B. Consultation and verification:

Did you speak with the relevant teacher(s)/course director(s)?    Yes            No

Do you agree that the score was warranted?                                    Yes            No

*If the score was not warranted, the curriculum director should take the steps necessary to have the assessment changed.*

#### C. (If score not warranted) Provide a summary of why the score was *not* warranted, including a summary of the discussion with the student:

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- D. (If score warranted) Provide a summary of the discussion, including description of next steps and rationale for the outcome.**

- E. A summary of the discussion should be provided to the student by email.**

Has the student been provided with a summary of the discussion?    Yes                      No

- F. Outcome of Check-in**

No further action required	
Focused Professionalism Learning Plan	
Recommend remediation	
Recommend academic sanction	

- G. Completed and submitted by:**

Name:	
Role:	
Date submitted:	