Student in Professionalism Difficulty Reporting Form

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

The student in professionalism difficulty review process takes place if a student receives three or more scores of less than 3 on any combination of the six professionalism assessment domains, including 3 or more scores of less than 3 on the same form, or a critical incident is reported. A student in professionalism difficulty review 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.

An initial step in the student in professionalism difficulty review process involves a discussion between the student and relevant curriculum director (Foundations Director or Clerkship Director). 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.

A. Student identification

Student Name:	
Date of discussion:	
Course(s): (*in which the score(s) was/ were received, if applicable*)	

B. i. Consultation and verification for reviews due to low score(s)

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.

ii. Consultation and substantiation of critical incident

Did you speak with the individual(s) who reported the critical incident?   Yes   No

Is the critical incident substantiated?   Yes   No

C. (*If score <u>not</u> warranted/critical incident <u>not</u> substantiated*) **Provide a summary of why the score was *not* warranted/critical incident *not* substantiated, including a summary of the discussion with the student.**

D. (*If score warranted/critical incident substantiated*) **Provide a summary of the discussion, including description of next steps and rationale for the outcome. For critical incidents, summarize how the incident was substantiated and attach any relevant documentation.**

E. After discussing the issue with the student, a brief summary of the outcome of the discussion should be provided to the student by email to ensure there is no misunderstanding of next steps.

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

F. Outcome of Review

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

G. Completed and submitted by

Name:	
Role:	
Date submitted:	