

Professionalism as Described in Curriculum Syllabi

Human Behavior in Medicine

Professional Compartment

1. Respect your fellow classmates and the lecturers
2. Arrive on time for the lectures, patient interviews, and panels
3. Keep side conversations to a minimum during lecture
4. Turn cell-phones and pagers off in class

Ethical Behavior

1. Don't seek or receive copies of the mid-term or final examinations
2. Let the Course Director know if copies of the examination come into circulation

ICM-1 Fall

Professional Compartment

5. Respect the patients, nurses, your fellow classmates, and your instructor
6. Arrive on time for each ICM session. If you are late, you may have difficulty connecting with your group on the inpatient wards
7. Do not have side conversations with classmates during patient interviews
8. Turn cell-phones and pagers off
9. Be an active participant in your group
10. Wear your white coat with name tag. Dress professionally, that includes no jeans, no bare midriffs, no caps, and avoid excessive use of perfumes and aftershaves

Attendance

Attendance is required for all 9 of the ICM interviewing sessions. Exceptions are made for religious holidays but a student must email their group leader and Dr. Hughes by September 1st to inform them of observances that are not listed on the official BU medical school calendar ahead of time. If a family emergency or if the student becomes suddenly ill, the student needs to email both their group leader and Dr. Hughes and inform them of the situation. If a student misses more than one of the nine sessions due to illness or family emergency, a verifying physician note and other supporting documentation will be required.

Reporting on the First Day

Every medical student will be assigned to one group with one to two group leaders (a physician or a fourth-year medical student) for the whole course. Find the name of your group leader on the included schedule on pages 21 and 22. The room you will need to report to and at what time will be indicated beneath their name. Your first reporting day will be determined by whether you are a Thursday or Friday group (either September 9th or September 10th). Contact Rebecca or Dr. Hughes if you are unclear on where to report and when. Please be on time, as your group will leave the conference area to interview patients on the inpatient wards or clinic

Ethical Behavior

3. Don't discuss patients you interview in public areas with your ICM group
 4. Remember patient confidentiality, do not discuss any patients outside of your ICM group
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OB/GYN

Expected Behavior During Your Ob/Gyn Clerkship

1. Show up on time for all scheduled clinical responsibilities and all educational activities.
 2. If you will be absent for any reason you need to be sure to notify of the following:
 - a. Chris Vaughan via email (preferred), pager (5429).
AND
 - b. The senior resident of your team and/or your clinical preceptor.
 3. Out of professional courtesy and respect for the patients please dress appropriately. Students who are not dressed appropriately will not be admitted to patient care settings, conferences, discussion groups or other educational events. As a reminder, scrubs or jeans (for men and women) are not considered appropriate for the ambulatory clinic or educational days.
 4. You are part of a team. You are expected to participate fully as a team member. You must treat patients, their families and all hospital staff with unfailing courtesy and respect. You need to take responsibility for patients assigned to your care, and communicate with the resident team and attending staff.
 5. You are expected at all student, resident and department lectures, case presentations and clinical skill sessions. Attendance will be taken at all sessions and will be taken into account when determining who will receive honors.
 6. Be sure to record **EVERY** patient experience in your patient log, even if it seems minor. The patient log needs to be completed as you see each patient. You need to follow all of the patients that you admit from the ED and those for whom you are involved with any aspect of surgical or pregnancy care. The coordinator will be auditing the logs periodically to be sure that you are not waiting to the last minute to complete this task.
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Pediatrics

Student Professionalism

E 1. Attendance (i.e., weekly work hours, time-off, tardiness)

No student is allowed to be away from the rotation without permission. All students are expected to be present for the time and duration of the rotation. Any departure from this policy or behavior deemed to be unprofessional will result in the student being asked to leave the rotation. Weekly work hours, including call schedules, differ slightly at each site. Students who miss more than one day during the rotation for personal reasons, are asked to make up this time. Students are expected to be at their assignments on time. Repeated tardiness will be recorded in their record.

E 2. Dress code

The Department of Pediatrics requires students to adhere to the BMC dress code policy. BMC requires that all employees' and students' dress and appearance be appropriate to the health care setting and to the department in which they work. This policy is intended to maximize patients and visitors feeling they are being treated with respect.

Employees and students are expected to present a neat, clean and business-like appearance to patients, visitors, the general public and other employees at BMC.

Examples of clothing not considered appropriate for wear by any employee of BMC or student are:

- Scrub suits worn by non-clinicians unless required by the work area.
(*Example: cleaners in the Operating Room*)
- Shorts that are not part of a dress suit
- Tank tops or tube tops; tee shirts
- Hats, unless part of a uniform
- Clothing with slogans or writing
- Any clothing (including uniforms or lab coats) that are torn, disheveled or dirty
- Any clothing with suggestive themes
- Any distracting or revealing clothing (e.g. bare midriffs)
- Jeans
- Athletic clothing (sweat pants and sweatshirts)

In addition to the above, the Department of Pediatrics requires that students wear their white coats and ID badges at all times when on service. Male students should strongly consider wearing ties.

E 3. Illness Policy

If any student is away from the Pediatric rotation because of illness, the student must contact Lillian Eichorn. Students assigned to locations other than BMC, must also notify the Clerkship Director at the site where they are doing their clerkship. Students should call in as early as possible on the day of the illness, as well as every subsequent day the student is out sick. The student must also notify their clinical supervisor, or the area to which they have been assigned (i.e., Inpatient, Outpatient, Nursery, etc.).

If a student is away from the Pediatric rotation for more than 5 days, an incomplete Grade may be given, with opportunities in the fourth year to make up that grade.

If for any reason the student does not contact Lillian, Dr. Sox or their clerkship director, or fails to leave word in the appropriate office within 24 hours after the first day of an illness, the student may be asked to leave the rotation.

E 4. Holiday Policy

Holidays are at the discretion of the Clerkship Director at the site you are at. However the general policy is, if a site, whether it is a neighborhood health center, a private practitioner's office, or one of the hospital sites is open, you are expected to work.

E 5. Core Conferences

Core Conferences occur on Tuesday afternoons from 1:00-4:00 PM during the rotation, and are mandatory for all students. No other activities are planned for the students at this time to accommodate their participation.

Attendance will be taken at each Tuesday session. Students are to sign in only for themselves. No student is to sign in for another student. Students are expected to stay for all the conferences. Students who leave before all the conferences are over, must have permission to leave. Students who do not attend the conferences will be required to email a letter to Dr. Sox with a copy to Lillian Eichorn, explaining their absence.

4.2

Students who do not have a valid explanation or fail to follow this policy, will receive a final grade of nothing higher than a Pass, regardless of their clinical or exam performance.

Colin Sox, M.D. MS,
Pediatric Clerkship Director

Barry Zuckerman, M.D.
Chair, Department of Pediatrics

E 6. Use of phones and laptops

The use of phones and computers are strictly to be used in the performance of patient care during the rotation. Instances where students abuse these, are reported and included in the student's file. Students are responsible for checking their email account regularly. Emails will be sent to the students' BU email account only.

E 7. Late assignments and make-ups

All assignments are due the last day of the rotation. Any student who is missing assignments on the last day will receive an INCOMPLETE grade until all assignments have been completed

Psychiatry

Students:

Attendance Policy

Weekly Work Hours

Our clerkship is aware of the ACGME regulation that residents' work hours are not to exceed 80 hours a week and medical students' hours are not to exceed residents' work hours. This clerkship is in full and 100% compliance across all 13 clinical sites with the ACGME regulation, no medical student's work week is to exceed 80 hours. Since there are no on-call responsibilities during this clerkship, this has not been an issue for this service. However, should a student or an attending become aware of a student's work hours approaching this 80 hour limit, please notify Dr. Hughes so this situation can be rectified in a timely manner.

Time-off

The purpose of this policy is to formalize guidelines for time off for planned or unexpected absences during the clinical years. Clear communication of the expectations between students and clerkship directors will permit flexibility within reasonable limits in a way that does not impact either clinical education or reflect on a student's professionalism. The time off policy for the 3rd and 4th years will include:

Anticipated time off:

- Conferences (only if the student is presenting, is an officer in an organization, or other situations by special permission)
- Residency interviews
- Religious observances
- *Exception: Step 2 CS – days off are considered working days and are not subject to this policy*

Unanticipated time off:

- Personal medical illness
- Unexpected personal time

For all anticipated time off the student will need to notify the Registrar's Office and the clerkship director as far in advance as possible:

- Religious observances: Notification should occur before the start of the academic year (and at least 6 weeks before the start of the first rotation).
- Conferences: Requests should be made at least 6 weeks before the start of the clerkship.
- Interviews: From October to January of 4th year, a total maximum of ten days off for the entire interview period is permitted, with a maximum of 5 days off per 4-week rotation. Requests must be made at least 4 weeks before the start of the rotation. Days off for interviews requested closer to the clerkship start date will be evaluated on a case by case basis. Email confirmation of the interview must be given to the clerkship director at the time the day off is requested.

For unanticipated time off:

- Illness: if a student will miss more than 2 days, the student will need to obtain a note from their **personal** physician.
- The student must maintain communication between him/herself and the medical school, before traveling to family/etc, and while there. This communication can include contact with the clerkship director, administrator, site director, registrar and staff in the Office of Student Affairs.

Tardiness

Arriving late to your clinical responsibilities (rounds, interviews, supervision, etc) may be noted in your professionalism evaluation and affect your overall clinical grade.

Make-Up Time

The student will be expected to be available to make up anticipated time off at the discretion of the clerkship director. The student may also be asked to make up unanticipated time off if it is felt to negatively impact the clinical experience of the student. The medical school will centrally track the number of days off for each student. Any student with more than **5 days** (per academic year) of time off (not made up) will be presented to the clinical promotions committee. It is the responsibility of the **student** to not finish the year with >5 days absent. If the student's absence will involve missing an examination, the student will need to retake the exam at the discretion of the clerkship director.

Professional Compartment

11. Arrive on time to your sites and to lectures
12. Turn cell-phones and pagers off in lectures
13. Check email a minimum of once daily and respond to items as necessary

Ethical Behavior

Medical students are held to the same high standards of ethical behavior as are attending physicians and residents. Proper ethics will also be taught on the clerkship sites. Students should discuss their ethical concerns as they arise with their attendings and/or the Course Director. Some common ethical issues:

- **Confidentiality:** Confidentiality is one of the core tenets of medical practice. Medical students and physicians are required to maintain the privacy of patient information, unless the patient provides written consent for you to share information with others. You should inform the patient that any information provided to you might be discussed with members of his or her treatment team, including the attending, residents, and/or nurses.
- **Patient Privacy:** Boston University Medical Center and the Psychiatry Clerkship take patient privacy very seriously. As students, you are held to the same standards as your attending and other medical staff when it comes to dissemination of patient information. Patient information should not be discussed outside his or her treatment team, nor distributed via e-mail, social networking sites, cell phone texts, or other electronic means – even if you feel that the information has been decoded of any identifiers. Photographs of your sites or patients should not be taken or distributed.
- **Informed Consent:** Informed consent is the process by which a fully informed patient can participate in choices about his or her health care. It originates from the legal and ethical right patients have to direct what happens to their bodies and from the ethical duty of the caregiver to involve the patient in these decisions. Having a major mental illness, such as schizophrenia, does not absolve caregivers from having to obtain informed consent. If the patient has a legal guardian, it is the guardian who must be approached by the caregivers for informed consent.
- **Research/IRB:** All research, including case studies, at any site on any patient must get prior approval from BU's IRB, your assigned hospital's IRB, your specific site director, and the Course Director. All students must have IRB approval prior to the clerkship, including IRB exemption status.
- **Violations of Hospital Policy, Code of Conduct, Regulations, or Requirements:** Students are required to notify their assigned Hospital's Compliance Department of any known or suspected violations of any Compliance Department policy, the Employee Code of Conduct or any regulation or third party payor requirement.

Communicable Diseases

Students are required to notify their assigned hospital of any communicable diseases the student comes down with during, and up to 3 weeks after the rotation has ended.

The student is expected to demonstrate:

- Reliability and responsibility.
 - Reliably and responsibly contributes to patient care.
 - Is present & Punctual.
 - Takes initiative to identify and respond to patient care issues and needs.
- Honesty and integrity.
 - Appropriately identifies position- "Student".
 - Maintains confidentiality.
 - Is forthright and accepts responsibility for errors.
 - Takes responsibility and asks for help appropriately.
 - It's OK to say, "I don't know."
 - Promotes ethical behavior of team.
- Pursuit of excellence.
 - Goes beyond the ordinary standards
- Altruism and advocacy.
 - Interests of the patient are more influential in guiding behavior than self-interest.
 - Work to meet patient's needs- at times this means accepting personal inconvenience.
 - Advocates for patient's needs.
- Acts with **Humanism**- Interacts with **patients** in a manner that patients perceive as **empathic** and **respectful**, and one that engenders **trust and confidence** in the learner as clinician.
 - Dresses and behaves in a way that promotes patient comfort, trust and confidence in you.
 - Asks
 - "What does the patient need?"
 - "What can I contribute?"
 - Spends time with patients.
 - Listens- actively and with sensitivity to patient concerns-verbal and nonverbal cues.
 - Communicates empathic understanding of patient.
 - Conveys a realistic confidence that you can help the patient.
- Finds a balance between altruism and contribution to team on the one hand and our emphasis that "Learning comes first" (for 3rd year clerks) on the other.

