

Candidate Element 5.1.1: Professionalism Policies and Procedures

Element Description

Provide a copy of the proposed COM's professionalism policies and procedures and a link to the public webpage where the documents will be published.

XUCOM Narrative

Overview

Patients and the public expect the highest level of professionalism and ethical conduct from those that practice osteopathic medicine and those that train future osteopathic physicians, not only during medical school, but also during graduate medical education (GME) and throughout one's professional career.

Professionalism and ethical behavior are embedded explicitly and implicitly throughout the osteopathic core competencies (OCC) and entrustable professional activities (EPA). As such, XUCOM expects professional behavior and ethical conduct from its students, faculty, and staff.

Process

Element 5.1 of the Commission on Osteopathic College Accreditation (COCA) *New and Developing Accreditation Standards* (effective September 26, 2023; edited 10/1/2024) requires that a COM ensure that its learning environment is conducive to the professional development of its students, faculty, and staff at all locations. Further, all individuals must be treated with respect in a non-discriminatory, culturally sensitive, and intellectually stimulating manner. Faculty and staff are expected to model professionalism and ethical behavior. Harassment, disrespect, and violence among/between students, faculty and/or staff will not be tolerated.

Students, faculty, and staff are expected to act professionally during all classroom, laboratory/clinical skills sessions, patientcare activities, and social events.

Students are expected to meet the standards of professionalism and ethical behavior as described in:

- XU Student Handbook (Section 2: Standards of Student Conduct) (<https://www.xavier.edu/handbook/standards/index>)
- XUCOM Student Handbook & Clinical Rotation Manual

Faculty are expected to meet the standards of professionalism and ethical behavior as described in:

- XUCOM Bylaws
- XUCOM Faculty Handbook
- XU Faculty Handbook (<https://www.xavier.edu/provost/documents/faculty-handbook.pdf>)

Staff are expected to meet the standards of professionalism and ethical behavior as described in:

- XUCOM Bylaws
- XU Staff Handbook (<https://www.xavier.edu/hr/documents/policies/staff-handbook.pdf>)

Students will receive instruction, guidance, and support to help them develop professionally during orientation sessions each academic year, and through coaching, advising, and mentoring.

Candidate Element 5.1.1: Professionalism Policies and Procedures

Faculty and staff will receive instruction, guidance, and support to help them develop professionally during onboarding, annual performance reviews, and scheduled faculty and staff development sessions presented throughout the year.

Outcomes

See attached: Professionalism Policy.

Candidate Element 5.1.1: Professionalism Policies and Procedures

Effective: December 20, 2024

Last Revision: (Date)

Next Review: June 30, 2026

Responsible College Officer: Associate Dean, Clinical Education

Scope: XUCOM Students, Faculty, and Staff; Adjunct and Affiliated Clinical Faculty

Distribution List: XUCOM Students, Faculty, and Staff; Preceptors; Academic Advisors

A. PURPOSE

To ensure that XUCOM students, faculty, and staff understand that they are responsible for their behavior at all times in all environments (on and off the campus; in-person and virtual, including social posts and other activity on the Internet), as well as the consequences of their behavior and conduct.

B. POLICY

Introduction / Background

Element 5.1 of the Commission on Osteopathic College Accreditation (COCA) *New and Developing Accreditation Standards* (effective September 26, 2023; edited 10/1/2024) requires that a COM ensure that its learning environment is conducive to the professional development of its students, faculty, and staff at all locations. Further, all individuals must be treated with respect in a non-discriminatory, culturally sensitive, and intellectually stimulating manner.

Development and Support

The Dean of XUCOM charges a committee (the Student Conduct Committee; SCC) to oversee student issues of professionalism and ethics. The purpose, responsibilities, and membership of the SCC is described in the XUCOM Bylaws and may be reviewed by the public. The processes that oversee professionalism for XUCOM's faculty and staff are described in the XUCOM Bylaws, XUCOM Faculty Handbook, and XU Employee Handbook.

Institutional Activities and Responsibilities

Patients and the public expect the highest level of professional and ethical behavior from those that practice osteopathic medicine, those that train future osteopathic physicians, and osteopathic physicians-in-training. These characteristics need to be developed, and monitored not only during medical school, but also during graduate medical education (GME), and throughout one's professional career.

Professionalism and ethical behavior are embedded explicitly and implicitly throughout the osteopathic core competencies (OCC) and entrustable professional activities (EPA). As such, XUCOM expects professional behavior and ethical conduct from its students, faculty, and staff. The Procedure / Protocol section that follows describes the methodology and mechanisms through which XUCOM fulfills its responsibilities.

Candidate Element 5.1.1: Professionalism Policies and Procedures

Students sign a Code of Conduct form during Orientation.

C. DEFINITIONS / ABBREVIATIONS

COCA / Commission on Osteopathic College Accreditation

EPAs / Entrustable Professional Activities

GME / Graduate Medical Education

MSPE/ Medical Student Performance Evaluation

OCC / Osteopathic Core Competencies

SCC / Student Conduct Committee

XU / Xavier University

XUCOM / Xavier University College of Osteopathic Medicine

D. PROCEDURE / PROTOCOL

XUCOM students are considered to be students at Xavier University. As such, they are required to abide by the XU Student Handbook. Specific to this policy are the XU student policies found in the XU Student Handbook (<https://www.xavier.edu/handbook/aggregate>):

- Section 2 - Standards of Student Conduct
- Section 3 - Response to Student Behavior

Further, XUCOM Students are expected to meet the standards of professionalism and ethical behavior as described in the XU Student Handbook and the XUCOM Student Handbook & Clinical Rotation Manual.

Faculty are expected to meet the standards of professionalism and ethical behavior as described in the XUCOM Bylaws and XUCOM Faculty Handbook.

Staff are expected to meet the standards of professionalism and ethical behavior as described in the XUCOM Bylaws and XU Employee Handbook.

Students, faculty, and staff are expected to act professionally during all classroom, laboratory/clinical skills sessions, patientcare activities, and social events.

For minor infractions or lapses in professional behavior of students, a course director, faculty or staff member, preceptor, or peer may provide feedback directly.

If the behavior is of a more serious nature, or attempts at providing feedback directly for minor infractions were not successful, or the minor infraction is recurrent or in any other way concerning, the observer may:

1. Report the behavior to the Director of Medical Student Services, the Chair of the appropriate professionalism committee, or the Office of the XUCOM Dean. The report can be submitted directly (in-person) or by using the XUCOM Conduct Report Form.
2. If the conduct violates Title IX, the report should be made to the Director of Medical Student Services (for students) or Human Resources (for faculty and staff), and to the University Title IX Officer.

Candidate Element 5.1.1: Professionalism Policies and Procedures

All student reports will be reviewed by the Director of Medical Student Services in consultation with the Chair of the Student Conduct Committee (SCC). The Chair of the SCC will convene the entire committee as needed to review allegations of misconduct.

The outcome of reported breaches of professionalism or ethical behavior will be reported to the observer filing the concern. Anonymous concerns submitted through the XUCOM Conduct Report Form will be logged, investigated, and tracked.

Student decisions that result in a recommendation for warning, probation, or dismissal will be forwarded to the XUCOM Dean. The Dean or his/her designee will determine which decisions are included in a student's Medical Student Performance Evaluation (MSPE) Letter.

Faculty reported for breaches in the standards of professionalism and ethical behavior will be handled as per the processes described in the XUCOM Bylaws and XUCOM Faculty Handbook.

Staff reported for breaches in the standards of professionalism and ethical behavior will be handled as per the processes described in the XUCOM Bylaws and XU Employee Handbook.

E. EXHIBITS

XU Employee, Faculty, and Student Handbooks
XUCOM Faculty Bylaws
XUCOM Student Handbook & Clinical Rotation Manual
XUCOM Code of Conduct form
XUCOM Student Conduct Committee

F. RELATED POLICY/POLICIES

EPAs
OCC
Title IX

G. REVIEW SCHEDULE

Annually (before June 30th)
Involved Parties: XUCOM Dean; XUCOM Dean's Advisory Council

Candidate Element 5.1.1: Professionalism Policies and Procedures



Approved / Dean’s Signature

12/20/2024

Date

Revision Date	Summary of Changes	Approval Date