

**Texas Tech University Health Sciences Center  
School of Medicine  
SOM OP 30.01, Grading Policy  
Appendix D, Grading Policy for Professionalism in Years 1 and 2**

**Grading Policy for Professionalism in Years 1 and 2**

Approved by Education Operations Committee, October 18<sup>th</sup>, 2023  
Approved by Curriculum and Educational Policy Committee, October 19<sup>th</sup>, 2023

**LCME Element 3.5 Learning Environment/Professionalism**

A medical school ensures that the learning environment of its medical education program is conducive to the ongoing development of explicit and appropriate professional behaviors in its medical students, faculty, and staff at all locations. The medical school and its clinical affiliates share the responsibility for periodic evaluation of the learning environment in order to identify positive and negative influences on the maintenance of professional standards, develop and conduct appropriate strategies to enhance positive and mitigate negative influences, and identify and promptly correct violations of professional standards.

**Professionalism Expectations**

To build professional identity as a future physician in line with the AMA standards of professionalism, expectations of students include, but are not limited to:

- Attendance and active participation (e.g. staying on task, not interrupting speakers, working on session assignments) in mandatory and selective activities for each Block as defined by the posted mandatory events list.
- Arriving on-time to all mandatory and selective events
- Completion of all assignments in their entirety by the indicated due date
- Signing up for mandatory events within the established timeframe
- Treating all those with whom one interacts in a collegial and respectful manner
- Conducting themselves with integrity and honesty
- Compliance with the Personal Appearance Policy
- Responding to official communications sent from SOM faculty and administrative staff in a timely (e.g. within 72 hrs.) and appropriate manner

**Block Specific Expectations**

- Expectations for mandatory (including selective) session attendance are defined in the block syllabus, e.g., block introductions, exams and SimLife Center activities are mandatory activities, and selective sessions include team- based learning sessions, workshops, and other sessions.
- Assignments are defined in the block syllabus and include but are not limited to narrative assignments, pre-/post-test, notes, and other tasks.

**Violations of Professionalism Standards**

To ensure longitudinal assessment of professionalism, medical students will be monitored at regular intervals by the Academic Affairs office for reported violations of professionalism standards.

- Examples of egregious concerns include, but are not limited to:
  - Failure to attend mandatory sessions and/or required number of selective sessions
    - Each missed mandatory session or selective session missed beyond the minimum requirement will count as a separate infraction
  - Failure to complete mandatory/selective activities and associated assignments on time
  - Unexcused absence(s)
  - Mistreatment of others

- Dishonest behavior (e.g. misconduct during an exam, taking attendance quizzes remotely during an in-person activity, falsely signing-in for another student)
- Examples of concerns that can rise to the level of egregious include, but are not limited to:
  - Failure to prepare adequately (e.g. not reviewing materials in advance, not properly attired, lack of required medical equipment) for mandatory activities
  - Failure to comply with the Personal Appearance Policy
  - Failure to complete required surveys
  - Tardiness
  - Lack of response to official communications

**Tracking and consequences for unprofessionalism reports:**

1. Concerns of dishonesty will result in automatic referral to the Student Conduct Administrator (SCA).
2. Each report (infraction) will be recorded for each student during Phases 1 through 3.
3. Faculty or staff who observe or are subjected to egregious behavior that raises professionalism concerns will complete a report, review the report with the student and Block Directors(s), and submit it to the Office for Academic Affairs.
4. A second report and any subsequent reports within an academic year will result in a referral to the SCA by the block director and/or block coordinator and will require a written response from the student. [e.g., self-reflection, completion of a professionalism activity/ module]. The SCA may refer the student to the SPPCC.
5. At the conclusion of the academic year, all professionalism reports will be sent to the SPPCC.
6. The SPPCC will evaluate each report and may require students to appear before the committee.
7. Egregious or multiple professionalism concerns may be disclosed on the Medical Student Performance Evaluation or result in failure of the block in which the report occurred, as determined by the SPPCC.