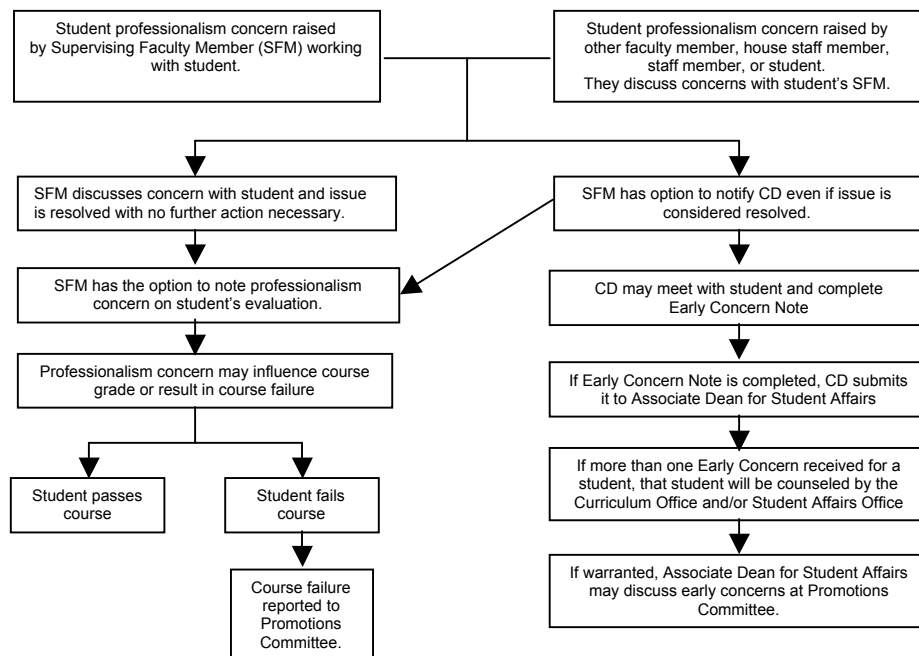


Managing Reports of Academic Student Behavior

1. Concerns or commendations about student professional academic behavior may arise from (a) faculty with whom a student interacts during a course or (b) another faculty member, house staff member, staff member, student, or patient with whom the student interacts. These individuals will be expected to report their concerns or commendation to the faculty responsible for the student’s evaluation. In some instances such reports may go directly to the course/clerkship director. Some student behaviors, such as academic dishonesty and unlawful behavior are managed under the University’s disciplinary process and are not a part of this policy.
2. Faculty are expected to discuss all concerns or commendations about a student’s professional behavior both with the student and with the course/clerkship director. The faculty then has the option to (a) include professionalism concerns or commendations in the student’s formal evaluation, (b) reports a concern to the course/clerkship director, (c) include professionalism concerns in the student’s evaluation and report a concern or (d) determine that no action is indicated. In the case of reports which come to the course/clerkship directors directly from staff, students, patients or faculty not responsible for the student’s evaluation, the course/clerkship director may choose to complete the Early Concern Note.
3. Upon notification of a concern, the course/clerkship director will review the information with the student and make recommendations regarding appropriate intervention. The course/clerkship director may complete an Early Concern Note and forward it to the Associate Dean for Student Affairs. While Early Concern Notes are confidential (their contents are not shared with anyone except the reporting faculty, course director and student), they are not anonymous. The student will know which faculty/course director reported the concern. For this reason, course faculty/course directors are strongly urged to review their concerns personally with the student when a concern is reported.
4. Upon receipt of an initial Early Concern Note on a student, the course/clerkship director will meet with the student to discuss the report. After this discussion, the course/clerkship director will make recommendations to the student regarding appropriate intervention. Professionalism forms do not become part of a student’s formal academic record.



VCU School of Medicine

Student Professionalism Evaluation: Early Concern or Commendation Note

Check one:	Early Concern Note	Commendation Note
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Please complete this note if you have any concerns about the professional behavior of a medical student or wish to recognize exemplary behavior. ***This note is to be submitted to the course or clerkship director who is responsible for the course in which the student is currently enrolled.***

Student Name _____

Course _____ Date: _____

Person originating this ***Early Concern or Commendation Note:***

(print name) (signature)

Title/role of person initiating this ***Note*** _____

This form is being completed based on: my direct observations or encounters with this student
information provided by a third party

Please mark the area that best describes your concerns about this student. Provide comments in the space provided on the back.

Integrity and Personal Responsibility: The student

fulfills responsibilities reliably	exemplary	problematic
represents actions and/or information reliably	exemplary	problematic
accepts responsibility for actions	exemplary	problematic
respects patient confidentiality	exemplary	problematic
uses his/her professional position to the advantage of the patient	exemplary	problematic
Other _____		

Motivation for Pursuit of Excellence and Insight for Self-improvement: The student

demonstrates personal commitment to honoring the needs of patients	exemplary	problematic
accepts criticism	exemplary	problematic
is aware of his/her limits	exemplary	problematic
considers making changes based on feedback	exemplary	problematic
demonstrates an appropriate level of effort	exemplary	problematic
Other _____		

Personal Interactions - Compassion and Respect: The student

establishes rapport or empathy with patients or families	exemplary	problematic
functions and interacts appropriately within groups	exemplary	problematic
is sensitive to the needs, feelings, or wishes of others	exemplary	problematic
uses respectful language about others	exemplary	problematic
communicates effectively during times of stress	exemplary	problematic
maintains a professional appearance / attire	exemplary	problematic
Other _____		

Comments (required from person reporting concern or commendation; a separate sheet may be attached):

Instructions for Course/Clerkship Director:

1. Review this **Early Concern or Commendation Note**. If possible, meet with the student to discuss the concerns.
2. Sign below; if you meet with the student, ask the student to complete the student section below.
3. Forward the Early Concern Note to Dr. E. J. Tucker, Jr., Associate Dean for Student Affairs, VCU School of Medicine, P.O. Box 8001, Richmond, VA 23298-8001. Telephone: 804.924.4544; Fax: 804.924.4545.

Intervention:

Follow-up:

I have reviewed the contents of this Early Concern or Commendation Note with the student

Course Director Signature _____ Date _____

For completion by the student:

I have read this evaluation and discussed it with the course/clerkship director. The student's signature on this form is intended only to verify that the student has reviewed the form with the course or clerkship director.

Student Signature _____ Date _____

Student Comments (optional) _____

