

BEHAVIOR OBSERVATION FORM

Student Name:

Course/Activity:

Name of Observer:

Date:

The goal of this report is to document observations of behavior as a means of providing feedback to the student that the observed behavior does not meet the expectations of professional behavior of UPSOM students. These concerns may be in any area, including professional responsibility, respect for others, professional relationships, honesty and integrity. Examples of behaviors that might raise a concern include but are not limited to:

Repeated tardiness

Failing to complete assigned tasks
(e.g. learning logs, written assignments, etc.)

Not responding to email/pager

Disrespectful to patients, colleagues or staff

Unexcused absence

Inappropriate dress

Missing required sessions

Please describe briefly the behavior of concern:

Please describe any feedback or consequence to the student (if any):

This form should be sent to Dr. Kathleen Ryan in the Office of Medical Education either directly or via the course director or block director(s) for filing at a secure location in OMED. Students will receive formative discussion of the above concern. Unless multiple forms have been returned about this student, returning this form should have no consequence to the student. It does, however, allow a means for remediation of questionable behaviors BEFORE they rise to the level of impacting a student's grade. Thank you in advance for your cooperation.

Implementation

These forms and the concerns reported herein are separate from any course/clerkship grading process.

Implementation of Behavior Concerns Monitoring

A monitoring committee, not to exceed three people: the Assistant Dean for Medical Education, one basic scientist and one clinician, both of whom who are involved in teaching, will have sole access to the files and will be the first responder to any such report.

Who may generate a form: anyone (faculty, fellow, resident or staff member) who witnesses or experiences behavior in a student that will be detrimental to that student's ability to function effectively in their current role as a student, and/or in their future role as a physician.

The student must be informed that the form is being submitted. If the reporter is reluctant to do so, they may request that Dr. Ryan contact the student. In either event, the student must be informed of the report as soon as possible after or during the incident.

Procedure:

The form will be filled out and submitted, either on paper or electronically, to the Assistant Dean for Medical Education (currently Dr. Ryan) where it will be kept in a confidential file. If the student is unaware of the report, or if the reporter has not already given feedback / remediation to the student, Dr. Ryan (or another committee member) will meet with the student and give formative feedback.

This discussion and any feedback will be documented in a note, signed by the student and the committee member and then will be retained in a confidential file. If the reporter already spoke with the student, the report will be filed.

These files will be reviewed by the three committee members at least quarterly.

Multiple reports (two or more, depending on the behavior(s)) on one student will be considered by the committee as a whole and a decision made by them on any measures to be taken.

Such measures include recommendation for behavioral counseling/psychiatric intervention, or referral to existing offices for further attention: (e.g.) Associate Dean of Student Affairs, Assistant Dean of Minority Affairs, Honor Council, Honor Council Hearing Board or others as appropriate.

Appeal process: A student may appeal the placement of a Behavior Observation report in their file. Such appeals will be heard and adjudicated by the monitoring committee. An account of the basis for the student appeal will be included in the file if the report is retained.

At the end of the student's tenure, the student's file will be destroyed. The purpose of this record is formative: to find and help students to correct habits of behavior that are known to impact their ability to function effectively as a physician.

Approved by the Curriculum Committee: July 8, 2010

Committee members effective 2011:

Scott Herrle, M.D., Department of Medicine.

Christine Milcarek, Ph.D., Department of Immunology

Kathleen Ryan, Ph.D., Office of Medical Education

