the resulting notes must also be reviewed and approved by the attending physician. The student is responsible for obtaining charting instructions from the preceptor or rotation coordinator.

Medical Records that are falsified or that are left uncompleted when it is the responsibility of the student to complete, are considered a professional or ethical violation and the student will be subject to the policies and procedures in the student handbook that apply to the violation.

NOTE: The student is responsible for knowing the proper procedure and must sign and date all entries on the medical record by name and educational status (e.g. John Doe, MS 3).

2. PROFESSIONAL OR ETHICAL CONDUCT VIOLATIONS

When a concern arises related to a student’s professional or ethical conduct, the concern will be sent to the chair of the Professionalism and Ethical Conduct Committee (PECC). The Dean will appoint an ad hoc committee or the PECC Chair to investigate the concern and determine the next best step based on the following options.

a. Determine the concern to be unfounded – If there is no clear professional or ethical conduct violation of COM Policy, no course of action will be taken. There is no need for further documentation of the concern.

b. Determine the concern to be minor – If this is a first-time offense or a minor infraction, the Chair may meet with the student, and provide mentorship and steps to resolve the concern. A minor concern will not be a part of the student’s permanent record unless further professionalism concerns arise.

c. Determine the concern to be taken to the Professional and Ethical Conduct Committee (PECC) – If this is a repeated or serious offense, the Professional and Ethical Conduct Committee will become involved. The PECC will consist of the Chair and at least 3 COM leaders appointed by the Dean (at a minimum: 1 from Student Affairs, 1 from Clinical Affairs, and 1 from Biomedical Affairs). The PECC’s charge is to meet with students for professional and ethical conduct concerns to discuss the concern, provide mentorship and take steps to resolve the concern.

3. CONSEQUENCES FOR UNPROFESSIONAL OR UNETHICAL BEHAVIOR

Professional and Ethical Conduct Committee (PECC)

If a student has a professionalism concern that is brought before the PECC, the committee may enact one of the following consequences:

a. Verbal Warning (This does not become a part of the permanent record unless further professionalism concerns arise that warrant permanent record documentation).

b. Written Warning (This does not become a part of the permanent record unless
Faculty and Staff Professional and Ethical Conduct

The University and the COM expect all employees to always maintain intellectual and professional integrity consistent with Tap 7. To promote the ongoing development of professional behaviors, the COM supports faculty, staff, and students through educational programs and activities that an environment of professionalism and mutual respect. These programs include aspects of patient safety, cultural competence, and interprofessional collaborative practice.

Consistent with Tap 7, if there is an ethical or professional complaint reported to the COM (See section III A. Report to Management in Tap 7) regarding a COM faculty or staff member, the Dean will ask the COM faculty and staff Professional and Ethical Conduct Committee to investigate the complaint and present their findings to the Dean. The COM faculty and staff Professional and Ethical Conduct Committee’s charge is to review reports of professional or ethical concerns regarding COM faculty or staff, investigate the concerns, and submit a summary report with recommendations to the Dean regarding the situation. The COM faculty and staff Professional and Ethical Conduct Committee members will consist of the Associate Dean for Academic Affairs, the Associate Dean for Biomedical Affairs, the Associate Dean for Clinical Affairs, the current President of the COM Faculty Council, and the current Vice President of the COM Faculty Council. The Dean will appoint an alternative member if there is a conflict related to a current member.

To the extent that reporting suspected violations to the COM is not feasible or appropriate, the University has established two additional reporting methods by which violations may be reported confidentially and anonymously as outlined in TAP 7:

1. Violations may be reported via the web at http://www.ethicspoint.com. This site is operated independently of the University to help ensure user confidentiality and, if desired, anonymity.

2. Violations may be reported via the University's ethics reporting hotline by calling toll-free 1-866-294-8662. This hotline is also operated independently of the University to help ensure confidentiality and, if desired, anonymity.

All reports of suspected violations may be made confidentially and, if desired, even anonymously, although the more information provided, the easier it is to investigate the reports.

Violation of the COM’s professional ethics standards may result in disciplinary action including but not limited to a warning, suspension, or termination based on the severity of the misconduct. Employees who are dismissed without cause will be given a 90-day notice and may or may not be permitted to work on campus during that time, depending on the nature of the offense. Employees who are terminated with cause may be given up to a 30-day notice and may or may not be permitted to work on campus during that time.