

MD Program Student Professionalism Check-in Process

Trigger: One or two scores of less than 3 on any combination of the six professionalism domains.
If the assessment score is based on a critical incident, the Student in Professional Difficulty Process applies; see map starting on next page. Suspected breaches of academic integrity are addressed in accordance with the University of Toronto Code of Behaviour on Academic Matters; see academic integrity process map.



Student Check-in with Course or Component Director
of course or component in which the score of less than 3 was received
The course/component director may consult with the Foundations Director, Clerkship Director and/or other curriculum leaders prior to or following the check-in.



<p>No voluntary professionalism activities suggested</p>	<p>Voluntary professionalism activities suggested</p>	<p>Forward to Curriculum (Foundations/Clerkship) Director for Student in Professionalism Difficulty Progress Review</p> <p>In exceptional circumstances only, where the course/component director considers the professionalism issue serious enough to warrant further review.</p>
<p>Record of discussion created by Course/Component Director, reviewed by student, retained in student file.</p>		



Meeting with Curriculum Director in accordance with Student in Professional Difficulty Progress Review procedures (see process map starting on next page)

MD Program Student in Professionalism Difficulty Progress Review

Triggers:

- Three or more scores of less than 3 on any combination of the six professionalism domains.
- A critical incident, can be reported as part of a competency-based assessment or via the MD Program’s Critical Incident Report Form or Event Disclosure Form
- Course/component director recommendation resulting from Student Professionalism Check-in Process

Suspected breaches of academic integrity are addressed in accordance with the University of Toronto Code of Behaviour on Academic Matters; see academic integrity process map.

Student Meeting with Curriculum (Foundations/Clerkship) Director

Low professionalism assessment score(s)

Critical Incident

Critical incident substantiated by Curriculum Director

Critical incident not substantiated by Curriculum Director

No further action required

Next Steps

Next steps determined by the curriculum director in consultation with Faculty Lead, Ethics & Professionalism and other appropriate curriculum leaders.

The student’s record of professionalism (including their professionalism assessments, substantiated critical incidents reports, and previous programs of professionalism remediation) and severity of the incidents (critical or otherwise) will inform next steps. The student’s perspective and other background information will also be taken into account.

The student may be required to meet with may be required to meet with the Associate Dean, Health Professions Student Affairs or delegate for the purpose of exploring health-related or personal reasons related to the critical incident and potential supports needed.

Recommendation from Curriculum Director to Foundations or Clerkship student progress committee.

No further action required

Focused Professionalism Learning Plan

Professionalism Remediation

Academic Sanctions*

*Academic sanctions are normally recommended following unsuccessful completion of a program of professionalism remediation. In exceptional circumstances, the outcome of a student meeting involving a substantiated critical incident report may be the immediate recommendation for academic sanctions. Academic sanctions may include failure to achieve credit in one or more courses, being placed on probation (with specified performance requirements and consequences for not successfully completing those requirements), failure of a year, suspension, or dismissal from the program.

MD Program Student in Professionalism Difficulty Progress Review (continued)

No further action required	Focused Professionalism Learning Plan	Professionalism Remediation	Academic Sanctions
	Faculty Lead, Ethics & Professionalism meets with student to develop Focused Professionalism Learning Plan, including performance criteria and timelines, and reports to student progress committee.	Foundations or Clerkship student progress committee presents recommendation to Board of Examiners (or refers back to Curriculum Director)	



Student Progress Committee	
Student is satisfactorily progressing in professionalism; no further action required	Student is not satisfactorily progressing in professionalism; next steps normally involve recommendation to BOE for professionalism remediation

Board of Examiners (BOE)		
Remediation/ Probation approved	Academic sanctions approved; no further steps required	Recommendation not approved; referred back to student progress committee



Faculty Lead, Ethics & Professionalism meets with student to determine remediation/probation plan, including performance criteria and timelines. Remediation/probation plan may include repetition of a course(s), a year, and/or suspension from the program.

Faculty Lead reports to Foundations or Clerkship student progress committee in accordance with timelines.



Faculty Lead report to student progress committee	
Remediation/probation successfully completed; no further steps required	Remediation/probation not successfully completed



Student progress committee makes recommendation to BOE in accordance with *Standards for grading and promotion*, which may include failure to achieve credit in one or more courses, failure of a year, suspension, or dismissal from the program.