

## Ethical Conduct and Behavior

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The purpose of the Policy is to alert the Duquesne University College of Osteopathic Medicine's faculty, staff, and administrators to their obligation to comply with Duquesne University's Ethical, Respectful, and Professional Conduct Policy, published in TAP No. 55.

This Policy shall apply to all the COM faculty, staff, and administrators.

Duquesne University publishes an Ethical, Respectful, and Professional Conduct Policy in TAP No. 55. It shall remain effective until amended or terminated by the University.

Duquesne University TAP No. [55](#), as may be amended from time to time, is incorporated herein by reference.

Effective Date: 1/1/2021

Revised: 5/9/2022      Revision: 1

## Student Professionalism and Conduct

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The purpose is to establish expectations to ensure student professional and ethical conduct during their time as medical students to prepare them as future physicians.

This Policy shall apply to all Duquesne University College of Medicine (COM) students.

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### Duquesne University COM Student Professional and Ethical Conduct Agreement

I accept the responsibility for my conduct and expect the highest standards of myself. I will also support others in upholding these standards. I commit to the expectations of COM as outlined below:





## Student Professionalism and Conduct

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participation in clinical care. If a student has a communicable disease this must be shared with the appropriate personnel at the clinical site and the clinical site has the final determination of the student's ability to participate in certain areas of clinical training. A student must be able to demonstrate that his or her health and abilities will enable them to meet the technical standards of the program. A copy of all immunizations and laboratory tests will be obtained and shared with the clinical site.

The COM short white coat and ID badge identifies the individual as a medical student at the COM. Students must wear their coat and ID badge provided by the COM in all COM designated clinical settings and to designated and approved COM events. The COM students should not wear their COM white coat or ID badge or verbally represent themselves as representing the College for non-COM-sponsored events. These include, but are not limited to, shadowing experiences that are not part of the required COM curriculum, volunteer activities that are not COM sponsored, or functions that are not College events such as those that are of a political or social nature.

Students are not permitted to give their white coat or ID badge to another student or to an individual who is not a COM student. If the COM white coat or ID badge is missing or stolen, the student must report this to the Director of Clinical Rotations as soon as possible. Not wearing the white coat and ID badge as required, wearing the COM white coat or ID badge to non-sponsored events, or giving or loaning these items to others is considered unprofessional behavior and subject to disciplinary action.

During the course of study, students will come in contact with a patient's confidential information. Laws such as the Health Insurance Portability and Accountability Act (HIPAA), govern the release of confidential patient information to others. Students are expected to undergo yearly HIPAA training as required by the COM and affiliated clinical training sites. For more information about expectations regarding confidentiality of

## Student Professionalism and Conduct

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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.

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.

## Student Professionalism and Conduct

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further professionalism concerns arise that warrant permanent record documentation).

- c. Formal Performance Improvement Plan (This does become part of the permanent record documentation).
- d. Probation with criteria for removal from Probation. Students who have displayed repeated or serious unprofessional or unethical behavior may be placed on probation, suspension or considered for dismissal (see below for suspension, dismissal). (This does become part of the permanent record documentation).
- e. Suspension with criteria for removal from Suspension. The committee has the





DUQUESNE UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE  
FACULTY HANDBOOK POLICY AND PROCEDURE EXCERPT

