

Description of the UT Southwestern Institutional Physicianship Evaluation Form

Professionalism is a core competency for UT Southwestern medical students and is fundamental to the practice of medicine.

Students are expected to demonstrate adequate professional and personal attributes both within and outside the boundaries of a course or clerkship. If unprofessional behaviors are noted outside of course work or clinical experiences but in the context of their role as a medical student at UT Southwestern, students will be subject to receiving an Institutional Physicianship Form from the Associate Dean for Student Affairs, rather than course or clerkship directors. Therefore, this category of evaluation is called "Institutional Physicianship." The evaluation describes areas in which improvement in professional performance is needed, and is parallel to and includes the standard physicianship evaluation criteria: ability to meet professional responsibilities; ability to improve and adapt; and ability to establish adequate relationships with faculty and administrative personnel.

The following examples describe the kinds of behavior that would warrant an institutional professionalism evaluation: a student does not respond in a reasonable manner to multiple communications from the Offices of Enrollment Services/Medical Education, Student Affairs or his/her College mentor; a student does not meet the requirements that are in place to progress to clinical responsibility, including but not limited to receiving required immunizations, completed necessary training, and scheduling and completing USMLE Step 1 and Step 2 by the required dates; a student repeatedly and after feedback is disrespectful to staff.

Rapid, timely feedback to students is a primary goal of this evaluation process and will be prioritized whenever information becomes available. An institutional physicianship evaluation will be completed and submitted after attempts to give the student feedback about these issues have been unsuccessful. Such feedback, though strongly encouraged, is not required in order to submit an institutional physicianship evaluation. The Associate Dean for Student Affairs will meet with the student to discuss ways in which unprofessional behavior can be improved, thus allowing the student adequate opportunity to make appropriate changes. To document this process, the student will be invited to sign and date the form and may respond to the evaluation by providing additional information.

The academic consequence of receiving an institutional physicianship evaluation is generally the same as receiving a physicianship evaluation from a course or clerkship director. If a pre-clerkship student receives one or more physicianship evaluations, s/he meets with the Associate Dean for Student Affairs for counseling and remediation. Reference to these sessions is generally not made in the Medical Student Performance Evaluation (MSPE). However, if a student receives two or more physicianship evaluations in the pre-clinical years and subsequently receives one or more physicianship evaluations in the clerkship or post clerkship periods, or receives two or more physicianship evaluations in the clerkship or post clerkship periods, or if the behavior described is sufficiently serious or egregious, then issues concerning the student's professional behavior are mentioned in the MSPE. Should a student receive a second professionalism evaluation in the post clerkship period after the MSPE has been transmitted, the school will notify residency program directors of the ongoing concerns about performance in the domain of professionalism.

Students who receive two or more physicianship evaluations in the clinical years (or more than 1 physicianship evaluation in the pre-clerkship years and then an additional one in the clinical years) will be referred to the Student Promotions Committee (SPC) for review of the deficiencies and issues are mentioned in the MSPE as described above (unless deemed otherwise by the SPC). If you have questions about the institutional professionalism process or evaluation criteria, please contact Associate Dean for Student Affairs at (214) 648-2168.

**UT SOUTHWESTERN MEDICAL SCHOOL
INSTITUTIONAL PHYSICIANSHIP EVALUATION**

Student name (*type or print legibly*)

Student I.D. Number

Signature of the Associate Dean

Date form completed

Date this form was discussed with the student _____

The institutional physicianship evaluation has been submitted on the student because s/he has demonstrated insufficient professional and personal attributes to meet the standards of professionalism inherent in being a physician:

The student needs further education or assistance with the following:

Check the appropriate categories. Comments are required.

1. Reliability and professional responsibility:

The student does not need continual reminders to fulfill responsibilities that are essential to being a medical student at UT Southwestern. These responsibilities include but are not limited to: responding in a reasonable manner to communications from the Offices of Medical Education or Student Affairs, Office of Enrollment Services, or the College mentor; completing the requirements necessary to progress to clinical responsibility, including completing required immunizations and scheduling and completing USMLE Step 1 and Step 2 by the required dates.

- a. Can be relied upon to communicate effectively and in a timely manner.
- b. Completes essential responsibilities in a timely manner.
- c. Learns how to complete assigned tasks.

2. Self-improvement and adaptability:

- a. Accepting constructive feedback.
- b. Recognizing limitations and seeking help
- c. Incorporating feedback in order to make changes in behavior
- d. Accepting responsibility for failure or for errors.
- e. Being respectful during times of stress.
- f. Adapting to change

3. Relationships with administrative faculty and staff:

- a. The student behaves in an appropriate manner with administrative faculty and staff (e.g. respects the professional role of the administrator).
- b. The student respects professional boundaries in interactions with administrative faculty or staff.

4. Please comment on an appropriate plan of action to pursue when counseling the student.

This section is to be completed by the student.

My comments are: (optional)

I have read this evaluation and discussed it with the associate dean.

Student Signature

Date