

PROFESSIONALISM GUIDELINES (EFFECTIVE BEGINNING AUGUST 2021)

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 6/18/2021

Professionalism is an integral component of Harrison School of Pharmacy's academic program. The following five traits, or tenets, are used to define professionalism: responsibility, honesty and integrity, commitment to excellence, respect for others and professional stewardship. Our Professionalism Assessment Policies are designed to help foster professional growth and compliance.

Assessment of professionalism is a longitudinal process that measures the cognitive moral development of student pharmacists over the duration of their academic program. Professionalism encompasses all aspects of the program including didactic and experiential courses, as well as professional extramural activities (e.g. interprofessional and co-curricular). Evaluations and assessments completed during specific courses may be used in addition to the "Professionalism Assessment Form" (PAF). The Professionalism Assessment Form (PAF) may be used by faculty, staff, and student pharmacists to document critical incidents pertaining to professional behavior. The Professionalism Assessment Form (PAF) will be taken into consideration by mentors as well as the Committee on Academic Requirements and Professionalism (CARP) should a student be referred for review. To ensure growth as a professional and compliance with the Tenets of Professionalism, students will be assessed in a variety of ways including:

- Peer evaluation of professional behavior related to group activities within the curriculum
- Faculty, staff and/or preceptor evaluation of professional behavior in the classroom, in the laboratory, on introductory and advanced pharmacy practice experiences, on interprofessional experiences, and on co-curricular activities
- Self-reflections throughout their academic career

The Harrison School of Pharmacy (HSOP) desires to foster student success as much as possible, however students must face disciplinary actions if they behave in an unprofessional manner. An alert system was created to foster professional development and when necessary, implement corrective actions. Students, faculty, staff, and preceptors are encouraged to report incidences of unprofessional behavior to the Associate Dean for Academic Programs and/or the Experiential Programs Office using the Professionalism Assessment Form (PAF). A system of early alerts and warnings will be used to (1) identify students not developing satisfactorily as a professional and (2) provide opportunities and instruction for professional improvement with the development of a Plan for Professional Improvement. A student may be placed on a Professional Alert, Professional Warning, or Professional Probation as outlined below:

Professional Alert

A student may be placed on a Professional Alert for any of the following reasons:

- Report of early-in-the-semester attendance or timeliness problems
- Failure to meet with his/her team mentor during the fall or spring mentoring window
- Participation in professional activities is below expected standards
- Violation of the Standards of Professional Attire

- Noncompliance with any requests or requirements of the Experiential Programs Office
- Failure to engage in team activities
- Violation of Tenets of Professionalism (see appendix A)

If only one Professional Assessment Form (PAF) has been submitted for a student, it will be reviewed by the Associate Dean for Academic Programs to determine if further review is necessary by the student's team mentor and/or CARP. When a student is placed on Professional Alert, he/she/they will receive a notification from the Associate Dean for Academic Programs informing the student he/she/they is/are placed on Professional Alert and may request that he/she/they meet with his/her/their team mentor within one week. The notification is copied to the student's team mentor and is included in the student's file. This documentation allows the team mentor and/or the Associate Dean for Academic Programs the opportunity to aid in the student's professional development.

Students placed on Professional Alert are required to contact their team mentor within one week of receiving notification from the Academic Programs Office and develop a plan to discuss the Professionalism Assessment Form (PAF). At the meeting with his/her/their team mentor, the student and mentor will develop a Plan for Professional Improvement. Students may not be required to meet with their mentor further unless other unprofessional behaviors arise.

Professional Warning

A student may receive a Professional Warning for any of the following reasons:

- Excessive absences or tardiness to classes, pharmacy practice experiences, or professional activities per course policies as established by curricular coordinators, course coordinators/instructors of record and preceptors
- Violations of the Standards of Professional Attire following an Alert
- Noncompliance with any requests or requirements of the Experiential Programs Office following an Alert
- Failure to engage in team activities following an Alert
- Violation of Tenets of Professionalism (see appendix A) following an Alert

If more than one Professionalism Assessment Form (PAF) has been submitted for a student at HSOP meeting the above criteria (Professional Alert and/or Professional Warning), the Associate Dean for Academic Programs and the CARP chair will review the Professionalism Assessment Forms (PAFs) and determine if additional review by CARP is necessary. When a student is placed on a Professional Warning, he/she/they will receive notification from the Associate Dean for Academic Programs informing the student of the Warning and requesting that he/she/they meet with his/her/their team mentor within one week. A team mentor notification will be sent out and the notification is copied to the student's file. This documentation allows the team mentor and/or the Associate Dean for Academic Programs the opportunity to aid in the student's professional development. A Professional Warning is typically issued for repeat violations for similar professionalism behaviors, but this alert level may also be necessary for a first violation depending on the severity of the offense.

Students placed on Professional Warning are required to meet with their team mentor within one week of receiving notification from the Office of Academic Programs. At the meeting with his/her/their team mentor, the student and team mentor will develop a Plan for Professional Improvement. Students on

Professional Warning may not be allowed to hold office in student organizations, receive School travel funding, or represent PharmD students on any School of Pharmacy committees or any professional organizations, in consultation with the Associate Dean for Academic Programs on a case-by-case basis.

Professional Probation

- Excessive absences or tardiness to classes, labs, pharmacy practice experiences, or professional activities after being placed on Professional Warning
- Significant and/or repeated violations of the Standards of Professional Attire either within the School of Pharmacy or at experiential sites
- Failure to meet conditions of Plan for Professional Improvement
- Noncompliance with any requests or requirements of the Experiential Programs Office following a Warning
- Failure to engage in team activities following a Warning
- Violations against the Tenets of Professionalism (see appendix A) following a Warning
- Egregious behavior that members of CARP deem significant enough to warrant probation*
**Behaviors may require reporting outside of CARP per consult with Associate Dean for Academic Programs. Entities to report behaviors include: Honor Board (eg, cheating), Title IX (eg, sexual harassment/misconduct, bullying), Alabama Board of Pharmacy and Academic Programs Office (eg, substance abuse), etc.*

If the Professional Assessment Forms (PAFs) submitted for a student during his/her/their enrollment at HSOP meet criteria for Professional Probation, the Associate Dean for Academic Programs and the CARP Chair will convene CARP for a review which may include a meeting with the student. When a student is placed on Professional Probation, he/she/they will receive a Professionalism Recovery Contract from the Associate Dean for Academic Programs informing the student of his/her/their professional probationary status, and details of the Professionalism Recovery Contract, including subsequent actions that will be taken for violations of the contract. A mentor notification will be sent out and the signed contract will be copied to the student's file.

Students will be assigned a professionalism mentor and will be required to meet with him/her/them for the remainder of the probation period per the Professionalism Recovery Contract stipulations. Professional Probation is typically for repeat violations of ongoing professionalism behaviors but may also be necessary for a first violation depending on the severity of the offense. Students on Professional Probation will not be allowed to hold office in student organizations, receive School travel funding, or represent PharmD students on any School of Pharmacy committees or any professional organization.

Once the terms and sanctions of the student's probationary status have been set by CARP, the Academic Programs Office will work with the student's faculty mentor(s) to monitor the student's progress and ensure they are following through with the set terms and conditions outlined in the Professionalism Recovery Contract.

Professionalism Recovery Contracts will be for a minimum of 12 months, and include, as appropriate, 1) a revised plan of professional behaviors 2) a statement of professional performance expectations 3) description of other actions to be taken by the student to facilitate professional success and 4) an agreement outlining professional mentor and mentee expectations and requirements signed by both parties.

To be removed from professionalism probation, students must successfully complete all stipulations of their Professionalism Recovery Contract. Students who do not successfully complete all stipulations of their Professionalism Recovery Contract will be reviewed by CARP and may be given a revised Professional Development Plan with an amended Professionalism Recovery Contract or the student may be dismissed from the Harrison School of Pharmacy.

Appeals Process

- a. Students who are dismissed from the HSOP may appeal to CARP.
- b. Students may also appeal the terms of a Professionalism Recovery Contract developed by CARP.
- c. Appeals must be submitted in writing within 10 working days (defined as days that the University is open for business) of notification via e-mail of probation, dismissal, or other CARP action.
- d. Students are encouraged to contact the Academic Programs Office for advice concerning the appeal process. They are also encouraged to contact their faculty mentors for letters of support.
- e. Students may appeal decisions made by CARP to the Dean of HSOP. Such appeals must be made in writing no later than 10 working days after notification via e-mail of a CARP decision.