



Policy & Procedure Title: Professionalism of All Faculty, Adjunct Clinical Faculty and Staff
Functional Area: ACADEMIC and ADMINISTRATIVE
COCA Element: 5.1

Status: FINAL
Effective: 12/01/2017
Approved by: Leadership Council
Policy Contact: Dean/Assoc. Dean Clinical Affairs/Chair CASE
Responsible Office: Offices of the Dean, Clinical Affairs and Clinical & Applied Science Education
Last Reviewed/Updated: 11/29/2020

Purpose: The purpose of this policy is to ensure that the learning environment of the osteopathic medical education program at the University of the Incarnate Word School of Osteopathic Medicine (UIWSOM) is conducive to the ongoing development of professional behaviors. This includes all UIWSOM Faculty, Adjunct Clinical Faculty (ACF), and staff at all locations, and is one in which all individuals are treated with respect.

Policy Statement

1) Description

UIWSOM is committed to providing a professional and collegial work and learning environment that values diversity and emphasizes the dignity, respect, and worth of every individual.

- a) Faculty and staff must display sound ethical judgment, a sense of responsibility and morality, sensitivity and compassion for individual needs.
- b) All faculty and staff must serve as role models to learners, to become effective, ethical physicians and life-long learners.

Professionalism implies that the interests of learners and patients are consistently held above self-interest (beneficence).

- a) Professionalism includes but is not limited to honesty, respect for colleagues, faculty, staff and peers and behavior in public that is not disrespectful or embarrassing to the ideal of the physician. Continual self-reflection about one's attitudes and behaviors must occur as one strives to be a better physician.

Harassment or conduct which is inappropriate and that may lead to or suggest harassment is not tolerated by or against all employees, students, vendors, contractors or any other individuals engaged in activities on behalf of UIWSOM.

- a) Employees are required to conduct themselves in a manner that promotes equal opportunity and prevents inappropriate conduct.
- b) Employees with questions or concerns about this policy, or their behavioral responsibilities, are strongly urged to discuss them with their dean, supervisor/manager, or the UIW Director of Human Resources.
- c) All Deans, faculty, staff and supervisor/managers are expected to create an atmosphere that encourages complaints related to violations of this policy. Additionally, it is expected that these complaints be voiced without fear of retaliation or intimidation.

- d) In compliance with Title IX, harassment will be reported as mandated by Federal and UIW policy. <http://www.uiw.edu/titleix/index.html>

In addition to the ethical standards expected of UIW faculty outlined in the UIW Faculty Handbook, the SOM has adopted the American Osteopathic Code of Conduct as required by Standard 4 of the Commission on Osteopathic College Accreditation Standards. This code pertains to all SOM physician faculty. (<http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>)

Non-Discrimination Policy (<http://www.uiw.edu/hr/antidiscrimination.html>)

Discrimination and harassment are antithetical to the mission of the University of the Incarnate Word and will not be tolerated. The University of the Incarnate Word complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age or disability in either employment or the provision of services.

In addition, the University of the Incarnate Word School of Osteopathic Medicine does not engage in discrimination on the basis of sex or gender identity.

As a Catholic institution of higher education sponsored by the Sisters of Charity of the Incarnate Word, the University of the Incarnate Word is, however, exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

The University of the Incarnate Word is exempt from the prohibition against religious discrimination of the Civil Rights Act of 1964. In accordance with 41 CFR Section 60-1.5, it shall not be a violation of the equal opportunity clause required by Executive Order 11246 for the University of the Incarnate Word to establish a hiring preference for applicants of the Catholic faith. The University of the Incarnate Word reserves the right to exercise this hiring preference as required to maintain its Catholic identity.

**This statement was added explicitly by the UIWSOM.*

Sexual Misconduct, Sexual Harassment, Stalking and Relationship Violence Policy

- a) In accordance Title IX, the Clery Act, and other state and federal laws, the University of the Incarnate Word is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from sexual misconduct, including sex based discrimination; sexual harassment; sexual assault; sexual exploitation; stalking; relationship violence (including domestic and dating violence), and retaliation. The University of the Incarnate Word is committed to addressing and working towards preventing crimes of sexual violence. The university encourages the prompt reporting of any incidents.
- b) For more detailed information, refer to the [UIW Title IX website](#).

Sexual Harassment, National Origin Harassment, and Other Forms of Prohibited Behavior

- a) The UIWSOM prohibits any harassment, bias or prejudice on the basis of an individual's race, color, national origin, citizenship status, creed, religion, religious affiliation, age, sex,

marital status, sexual orientation, gender identity, disability, veteran status, or any other protected status under applicable law.

- b) For further information, refer to [UIW](#) and [UIWSOM](#) handbooks

Clinical Faculty Policy Overview

Representation of Learner Level of Training and Knowledge:

Clinical Faculty should accurately represent UIWSOM students to patients and others on the medical team as an “osteopathic medical student”. Learners should never be introduced as “Doctor” at any time as this is clearly a misrepresentation of the learner’s position, knowledge, and authority. Learners should never be allowed or encouraged to provide care without supervision and beyond what is appropriate for their level of training.

Disclosure:

- a) Clinical Faculty must understand the ethics of full disclosure. The patient must be well informed to make health care decisions and work intelligently in partnership with the medical team.
- b) Learners who participate in disclosing information to patients must do so only with the guidance and supervision of an attending physician.

Informed Consent:

- a) Clinical faculty physician’s responsibility to ensure that the patient or surrogate be appropriately informed as to the nature of the patient’s medical condition, the objectives of proposed treatment alternatives, and risks involved.
- b) Learners who participate in obtaining informed consent must do so only with the guidance and supervision of an attending physician.

Honesty:

- a) Clinical Faculty are expected to demonstrate honesty and integrity in all aspects of their education and in their interactions with patients, staff, faculty, and colleagues.
- b) Clinical Faculty is bound to know, understand, and preserve professional ethics and has a duty to report any breach of these ethics by our learners, faculty, or other health care providers through the appropriate channels.

Patient Confidentiality:

The patient’s right to the confidentiality of their medical record is a fundamental tenet of medical care. The discussion of problems or diagnoses of a patient by Clinical Faculty or professional staff in public violates patient confidentiality and is unethical.

Sexual Misconduct:

- a) Faculty and staff must not engage in romantic, sexual, or other non-professional relationships with a patient while involved in the patient’s care, even at the apparent request of a patient.
- b) Faculty and staff must not engage in romantic, sexual or other non-professional relationships with others for whom they are in a position of authority.
 - a. Faculty and staff should not tolerate inappropriate sexual behavior on the part of patients, their families or other health professionals.

Impairment:

- a) Faculty and staff must not use alcohol, drugs or any other substance in a manner that could compromise patient care or bring harm to themselves or others.

- b) Complete policy information can be found at: <http://www.uiw.edu/facultyhandbook/>.

Cultural Competence Policy Overview

Nondiscrimination:

- a) It is unethical for all faculty and staff to refuse to participate in the care of a person based on race, religion, ethnicity, socioeconomic status, gender, gender identity, sex, age, sexual preference, national origin, ancestry or physical handicap.
- b) Clinical faculty and staff must show respect for patients and families as well as everyone involved in their care. This includes other physicians, nurses, learners, residents, fellows and administrative staff.

Social Determinants of Health:

In every interaction with learners, our faculty and staff and should role-model self-awareness about the social determinants of health, and how the presence of barriers to gaining knowledge, attitudes, and skills for enhancing service delivery to diverse patient populations can adversely affect patients, families, friends, oneself, colleagues, and society on the whole.

Interprofessional Collaborative Practice

Behavior towards Colleagues: All professional interactions should be marked with civility, and each person should recognize and facilitate the contributions of others to the community.

Arrogance: Arrogance means an offensive display of superiority and self-importance and will not be tolerated.

Professional Demeanor:

All faculty and staff should be thoughtful and professional when interacting with patients, families, peers and co-workers. Inappropriate behavior includes the use of offensive language, gestures, or remarks with sexual overtones, extreme lack of interest and/or dishonesty.

Complete policy information can be found at: <http://www.uiw.edu/facultyhandbook/>.

Procedures

Reporting Harassment and Investigative Process:

- a) Never assume that the university is aware of the harassment. It is everyone's responsibility to promptly report incidents of which they are aware.
- b) The University's Title IX and Compliance Coordinator manages all concerns related to alleged violations of the University's Sexual Misconduct Policy, including sex based discrimination; sexual harassment; sexual assault; sexual exploitation; stalking; relationship violence (including domestic and dating violence), and retaliation. Complaints or incidents of this nature, can be reported on the [Title IX website](#) or by contacting:

Title IX and Compliance Coordinator
University of the Incarnate Word Main Campus

4301 Broadway
Agnese-Sosa Building, 7th Floor, Office 101
210-283-6977
mccamish@uiwtx.edu

All investigations will be handled with sensitivity under the direction of the Director of Human Resources. Supervisors should not attempt to conduct investigations on their own; rather, they are required to immediately report any complaints they receive to the Office of Human Resources. Confidentiality will be maintained to the greatest extent possible during the course of an investigation.

See the UIW handbook for complete information and policy for complaints and reporting of harassment or unprofessional behavior. <http://www.uiw.edu/facultyhandbook/>.

Sources

- American Board of Internal Medicine, *Project Professionalism 2001*, <http://www.abimfoundation.org/Resource-Center/Bibliography/General-Materials-on-Professionalism.aspx>, May 19, 2015.
- American Board of Internal Medicine Foundation, American College of Physicians, European Foundation of Internal Medicine. *Medical professionalism in the new millennium: a physician charter*. *Annals of Internal Medicine* 2002;136:243-246.

Link to the Professionalism Policies for learners, faculty and staff can be found below:
<https://osteopathic-medicine.uiw.edu/about-us/policies.html>