**Physicianship and Medical Professionalism: Reporting and Documentation Process for Preclerkship Courses**

**(Revised by the Course Director Subcommittee July 2023)**

1. Each preclerkship course will have professionalism expectations outlined at the orientation. Professionalism guidelines are included in all course syllabi.
2. Professionalism guidelines are also represented in a scoring rubric for all preclerkship courses and included in course syllabi. In each course, students who display lapses in professional behavior will have points deducted from their starting professionalism score of 100.
3. If a student receives a professionalism score of less than 90 for a course, the course director (CD) will complete a Physician Enhancement Form (PEF) and meet with the student. Feedback will be given and if appropriate, a plan for remediation will be determined at that time. The CD and the student will sign the PEF as documentation that the discussion took place. A student signature does not necessarily imply that the student agrees with the report or the feedback given.
4. If a student disagrees with the report, they may appeal first to the Associate Dean of Student Affairs (ADSA), and after that the Dean, within 15 days of the discussion with the CD. If further appeals are necessary, each must occur within 15 days of notification.
5. The CD will notify the ADSA immediately that a PEF has been completed. The student will be referred to the Council on Student Professional Conduct (CSPC) at this time if deemed necessary. If deemed necessary, the referral to the CSPC will be completed within 15 days as per its rules of procedure, and that body will determine further action. In the case of unprofessional behavior that involves student impairment or other possible harm to the student, patients, or colleagues, the CD or ADSA will also refer the student to the Campus Assistance Program (CAP).
6. If a CSPC referral is not warranted, the PEF will be placed in the student’s file in Student Affairs and will remain there until graduation. If no subsequent PEFs are completed for the student, that PEF will be discarded and will not be a part of the permanent file. If a student receives more than one PEF throughout his/her education, it may be noted on the Medical Student Performance Evaluation (MSPE) at the discretion of the ADSA.
7. Exceptional professional behavior may also be documented via the PEF process. In this case, the CD or ADSA will notify that student to provide reinforcing feedback. The PEF for exceptional behavior will be placed in the student’s file and will be included in the MSPE.
8. Any student, resident, faculty member, or employee of LSUHSC may report exceptional behavior or lapses in professional behavior. Reports should be made to course directors (CD) for behaviors noted within courses or to the Associate Dean of Student Affairs (ADSA) for unprofessional behaviors noted outside the context of formal courses.