

Policy: NOSM Code of Student Conduct
Senates Approved Version

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Note: Also refer to the General Academic Medical education Regulations in the University calendar, Item 4.2 Breach or Infractions for regulations related to non-academic offences.

1. Professional Behaviour

A student should demonstrate, as evidence of his/her commitment to the pursuit of the highest standard of patient care:

- a) behaviour and professional activities characterized by honesty, personal and academic integrity, respect, conscientiousness and responsibility
- b) skilled communication and interaction with patients and the patients' families
- c) behaviour acceptable to the professional practice of medicine (conduct becoming of a practicing physician)

1.1 Honesty

- a) Honesty will be a guiding principle for all students in all academic activities including examinations and evaluations.
- b) Honesty will be a guiding principle for all students in their clinical activities and in all the interactions with patients and the patients' families. Students will involve themselves in the care of patients appropriate to the student's level of training and knowledge.
- c) Students will conduct research appropriate to the students' level of expertise and in an ethical manner, including reporting accurately and acknowledging those involved.

1.2 Confidentiality

- a) Students will regard the confidentiality of patients and research participants as a fundamental and ethical obligation.
- b) Students will respect the privacy of patients and research participants, as well as students, colleagues, teachers, administrators and others involved with the student's medical education.

1.3 Responsibility

- a) Students will engage in self-reflection to acknowledge and recognize their strengths and limitations and will seek assistance with their self-reflective exercises as well as on working on their identified limitations.
- b) Students will not use alcohol or drugs in any way that could interfere, or be perceived to interfere, with their academic, professional, and clinical responsibilities or their professional reputation.
- c) Students will help other colleagues who need help in meeting their professional and ethical obligations.
- d) Students will present and conduct themselves in a dignified, respectful, and professional manner in all clinical encounters and in other circumstances where they would be seen to be representing the Northern Ontario School of Medicine and/or the medical profession.
- e) Students will promote and model the integrity and values of the medical profession.
- f) Students' highest priority will be patient care in the clinical setting.
- g) Students will not exploit the relationship with patients or patients' families for sexual, emotional, financial, research, or educational purposes.
- h) Students will not attack or challenge the reputations of members of the health care team. If unprofessional behaviour, as defined in this document is observed by a student the student is bound to report the incident(s) to the Associate Dean, Learner Affairs. If a student believes he/she has been the recipient of unprofessional behaviour as defined in this document, the student is bound to report the incident(s) to the Associate Dean, Learner Affairs.
- i) Students shall obtain Research Ethics Board approval prior to conducting any research with human subjects.
- j) Students will act as invited guests in all communities to which they are assigned as part of their curricular activities. The privacy of the people and communities who have volunteered to host students must be honoured. Patients, staff, organizations, communities and community residents need to be protected from harmful disclosure of information through informal gossip, photographs or videos (e.g. posted on any social networking site or other websites on which images or videos could be posted), public comments or more formal documents.

1.4 Respect

- a) Students will strive to demonstrate the highest standards of ethical and professional behaviour in all academic and clinical settings.
- b) Students will ensure that appropriate consent has been obtained when initiating patient contact and before proceeding with any diagnostic or therapeutic procedure and ongoing patient management.
- c) Students will have an awareness of and respect for patients' rights and the effect differences in gender, religion, political and other social and cultural backgrounds may have on the patient/doctor relationship.
- d) Students will refrain from any form of discrimination based on race, religion, ethnicity, gender, sexual orientation, mental or physical impairment, age or illness. Students will avoid sexual and all other forms of exploitation of patients, peers, teachers and support staff, including abuse, harassment or impropriety.
- e) Students will be respectful to patients, peers, teachers and support staff.
- f) Students will uphold and protect patient confidentiality and dignity at all times, both in the presence and absence of the patient or family, in all communication including ensuring the accuracy of medical records, discussions, history taking, and physical examinations.

1.5 Dedication and Self-Advancement

- a) Students will continuously strive to develop knowledge, skills, positive attitudes, and competence.
- b) Students will promote and uphold the mission, vision, values and educational standards of the Northern Ontario School of Medicine.
- c) Students will monitor and assess their educational progress to determine their individual learning needs.
- d) Students will demonstrate a willingness to share knowledge and teach others as part of the learning process with their peers, faculty and staff and as such, actively promote the positive student-teacher relationship.

1.6 Student/Teacher Relationship

The student/teacher relationship is based on the following characteristics: mutual trust, respect, and responsibility. An interactive, informative, and respectful teaching/learning environment must be established. In the student/teacher relationship, **each party** has certain legitimate expectations of the other. They are:

NORTHERN ONTARIO SCHOOL OF MEDICINE

/École de médecine du Nord de l'Ontario

- to be ethical and to role model ethical behaviour,
- to behave with honesty and integrity towards all individuals involved in education (e.g., academic and non-academic staff, colleagues, other health care professionals, patients, and patients' families),
- to commit to excellence in the medical profession,
- to recognize and appreciate the power differential between student and teacher and not to misuse or abuse this power differential (e.g., for personal gain, intimidation, punishment.),
- to respect confidentiality (except where to do so would be unethical or contrary to law),
- to promote, uphold and respect the educational goals, standards, and policies of the Northern Ontario School of Medicine, and
- to refrain from sexual or romantic relationships that involves faculty member/supervisor.

1.7 Academic Dishonesty and Plagiarism

Academic dishonesty is viewed by the Northern Ontario School of Medicine as a serious offence. Academic dishonesty includes plagiarism as well as any deliberate attempt to gain advantage or to disadvantage (which may result in false academic evaluation) another student. Dishonest practices include fabrication of data, cheating or uttering, by a student, of false statements relating to academic work.¹

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively, and to present the results either collectively or separately. This is acceptable if it is clearly identified as to whose work is being presented e.g. formal acknowledgement or by foot-noting.

Students who are unsure if their actions constitute the act of plagiarism should consult with a faculty member or the Office of the UME for guidance.

The following are some examples of academic dishonesty. As it is not possible to cover every circumstance of academic dishonesty or plagiarism, this list should be considered only as a guide.

¹ **Note:** The Northern Ontario School of Medicine gratefully acknowledges the work done by Queen's University for much of the content of the section Academic Dishonesty

1.7.1 Essays and Assignments

- a) Submitting an essay written in whole or in part by someone else as one's own.
- b) Preparing an essay or assignment for submission by another student.
- c) Copying an essay or assignment, or knowingly allowing one's essay or assignment to be copied by someone else for the purpose of plagiarism.
- d) Using direct quotations, or large sections of paraphrased material without the appropriate acknowledgement.
- e) Buying term papers or assignments and submitting them as one's own for the purpose of plagiarism.
- f) Selling of term papers or assignments for the purpose of plagiarism.
- g) Submitting the same piece of work in more than one course without the permission of the instructor(s).
- h) Unauthorized removal from the library, or deliberate concealment of, library materials.

1.7.2 Examinations and Tests

- a) Impersonating someone in an examination or test.
- b) Copying from another student, or making information available to another student.
- c) Submitting a take-home examination written, in whole or in part, by someone else.
- d) Failing to obey or comply with examination regulations or instructions of a proctor.
- e) Making use of notes, crib sheets, or other unauthorized electronic or printed materials in any form during the conduct of an examination.

1.7.3 Laboratories, Field Work and Research Reports

- a) Copying a laboratory or field report, or allowing someone else to copy one's report.
- b) Using another student's data unless specifically allowed by the instructor and the author.
- c) Allowing someone else to do the laboratory or field work without the knowledge and approval of the instructor.

- d) Using direct quotations or large sections of paraphrased material in a laboratory or field report, research report, thesis, publication without appropriate acknowledgement.
- e) Fabricating or falsifying laboratory or research data.

1.7.4 Official Documents

- a) Altering transcripts or other official documents relating to student records.
- b) Misrepresenting one's credentials.
- c) Creating or altering letters of reference.

Individual instructors or academic units will normally point out areas of specific concern not covered above.

1.8 Attendance (see specific protocols for Phases 1, 2 and 3)

- a) Students are expected to attend all of their scheduled sessions and to be punctual. Information and appropriate forms re excused absences are available on-line or from the NOSM Registrar and Learner Affairs.
- b) Excused absences for all curricular activities of NOSM, of more than one consecutive day, must be obtained from the Office of UME, upon recommendation of the Office of Learner Affairs.
- c) Excused absences will be communicated from the Office of UME to the tutor(s) or facilitator(s) of the sessions from which the student will be absent in order that the student not be penalized in the assessment of his/her professionalism by the tutor.
- d) All absences will be tracked by the Registrar in order that concerns regarding patterns of absence can be raised with the student and appropriate support for the student sought through the Office of Learner Affairs.
- e) Attendance and punctuality will be a component of professional behaviour in the context of all scheduled curricular activities of NOSM. Refer to form on Assessment of Professionalism in Small Group Sessions and Assessment of Professionalism in Clinical Encounters.
- f) Excused absence for 50% or more of a module and/or specific sets of sessions will result in the student receiving an In Progress (IP) mark. The method(s) for removing an IP mark will be determined by the Associate Dean, UME in collaboration with Theme Chair(s), Division Head(s) and Phase Coordinator(s).

- g) Excused absence from a clinical rotation will require remediation of that rotation in elective time or other block of time, to be determined by the respective Phase Coordinator and the Associate Dean, UME.
- h) All scheduled experiential curriculum activities such as Community and Interprofessional Learning Sessions (CIL), clinical sessions in Integrated Community Experiences (ICE) and all other portions of the curriculum, for which a student has an excused absence, must be completed as per the original schedule.
- i) Unjustified absences for student assessment sessions will result in an automatic grade of Fail.

Absences from all assessment sessions require prior approval by the Associate Dean Undergraduate Medical Education with a plan for making up the assessment.

1.9 Dress Code for Clinical Encounters

Appropriate attire in patient care areas is important for two reasons: (i) it conveys professionalism and respect for the patient, and (ii) inappropriate attire is a health and safety issue.

Students are required to adhere to dress code guidelines during any patient contact. This includes CIL and Structured Clinical Skills (SCS) where standardized or volunteer patients will be present.

Students shall be dressed professionally. Identification tags shall be worn at all times. A white coat may be worn but is not required. Professional dress, consistent with the standard of the medical community and general population is required (e.g. dress pants or knee-length skirt, shirt with or without tie, comfortable shoes). Open-toed shoes are not permitted for safety reasons. Long hair should be tied back. Jewelry should be kept to a minimum as it represents an increased disease transmission risk. Fingernails should be kept short. Many patients have sensitivity to smells and therefore perfumes, colognes and aftershaves should not be used.

Additional dress requirements may be required at different institutions. Students are responsible for adhering to any additional policies that are mandated by the institution.

1.10 Use of Course Materials

The teaching materials (presentations, displays and other materials) delivered or provided as part of the Undergraduate Medical Education Curriculum, including any visual or audio recording thereof, are owned by the copyright holder(s). It is prohibited to record or copy by any means, in any format, openly or surreptitiously, in whole or in part, in the absence of express written permission from the copyright holder(s), any of the presentations, materials provided or published, in any form during or from this course. Students are permitted to store electronic course materials provided by, or on behalf of, faculty for their own

personal use but cannot distribute them in any form or by any means to other persons.

2. Assessment of Code of Student Conduct

The professional and ethical performance of students is integral to the medical program(s) of the Northern Ontario School of Medicine. For promotion, each student is expected to complete the course work as described in the current regulations of NOSM for each year of the program and to pass the prescribed academic and professional examinations. In this context, the assessment of professionalism will cover not only the skills expected of the student, but also personal conduct and relationships with peers, patients, hospital personnel, faculty and staff. A student who fails to meet the standards of professional behaviour may be withdrawn from the program even though all other course work has received a passing grade.

Less than satisfactory results on an assessment of professional behaviour shall be reviewed with the student by the assessor and other NOSM officials as per protocol. The student will also have the opportunity to review any supporting documentation.

3. Code of Student Conduct Violations

Code Enforcement Procedures

3.1 Composition of the Code of Student Conduct Review Committee

The membership of the Code of Student Conduct Review Committee (CSCRC) shall be composed of five (5) NOSM faculty members who do not hold administrative appointments of the rank Assistant Dean or higher. Members will not be simultaneous members of the Appeals Committee of Academic Council. At least two members will be from the Division of Clinical Sciences, at least one member from the Division of Human Sciences and at least one member from the Division of Medical Sciences. The committee will be appointed by the Undergraduate Medical Education Committee. Members will hold a 2 year term. The Chair of the CSCRC will be elected by the members of the CSCRC committee. The committee will be in place at all times. Quorum for the committee will be 4 members in attendance.

3.2 Code of Student Conduct Review Process

3.2.1 Procedure – Filing a Complaint

The Code of Student Conduct Review Process chart is attached hereto as Appendix A.

- a) Allegations of incidents involving students breaching the NOSM Code of Student Conduct shall be filed with the Associate Dean, Undergraduate Medical Education. (UME) The complaint shall be presented in writing, with supporting documentation, within ten (10) business days after the incident has come to the attention of the complainant.

NORTHERN ONTARIO SCHOOL OF MEDICINE
/École de médecine du Nord de l'Ontario

- b) If the alleged misconduct is determined to fall within the jurisdiction of the Code, the Associate Dean, UME shall notify the accused student in writing concerning the existence and nature of the complaint and invite the student to discuss the matter. The student will be advised that, at his or her discretion, they may choose to invite the Associate Dean Learner Affairs to be in attendance at the meeting to provide support. Information shared at this meeting may not be used as evidence against the student.
- c) If, after such discussion, the Associate Dean, UME is satisfied that no Code violation has been committed, he or she shall inform the student in writing and no further action will be taken in the matter by the Associate Dean, UME unless new evidence is brought to the attention of the Associate Dean. In this case a new investigation may be opened.
- d) If, after such discussion, the Associate Dean, UME believes that an offence has been committed by the student, or the student fails or neglects to respond to the invitation to discuss the allegation(s) against him/her, the Associate Dean shall make a report of the matter to the Code of Student Conduct Review Committee. The student will be notified in writing accordingly, will be provided with a copy of the Code and be invited to a meeting of the Code of Student Conduct Review Committee by the Chair of the Committee. The student will be invited to present, within a prescribed time limit, any information or supporting documentation relevant to the allegation which has been made.
- e) The Code of Student Conduct Review Committee will solicit any other information it considers relevant to its review.
- f) The complainant shall be invited to be present at the meeting.
- g) Prior to the meeting the student will be informed by the Chair of the Code of Student Conduct Review Committee that he/she is entitled to seek advice or to be accompanied by a support person/advisor at the meeting. Support people/advisors shall not include legal counsel for the purposes of this meeting. The Chair of the Committee will advise the student of the sanctions that may be imposed under Northern Ontario School of Medicine sanctions.
- h) The Code of Student Conduct Review Committee, based on documentation and information and having provided the student with the opportunity to be heard regarding the allegation and any relevant evidence about the facts will either:
 - i. decide that no General Academic Medical Education Regulations have been violated and that no further action should be taken. The Chair will notify the student in writing of the decision and no penalty will be assigned to the student, or

- ii. decide that the allegation is founded. At its discretion, the Committee may determine and recommend the sanctions that they consider to be appropriate in keeping with the nature of the offence. The Code of Student Conduct Review Committee will provide a summary report for the Dean or designate.

The student is informed by the Dean or designate of the conclusions reached by the Review Committee and of the next procedural steps. The student is advised of the opportunity to submit comments on the report of the Review Committee. Such comments shall be made in writing and submitted within 10 business days of the date on which the report was sent.

- i) The report of the Code of Student Conduct Review Committee and, if relevant, the written submissions of the student, are reviewed by the Dean or designate, who decides the sanction to be imposed (as recommended by the Code of Student Conduct Review Committee, or an alternate sanction of equal but not of less severity than that recommended).
- j) The sanction(s) shall take effect immediately, notwithstanding appeal.
- k) The Dean or designate shall inform the student in writing of the decision and of the sanction(s) imposed.
- l) A record of cases discharged under the Procedure for Code of Student Conduct Violations shall be kept in the Office of UME and NOSM Registrar (student record).

3.2.2 Sanctions

The following are sanctions that may be imposed:

- a) Oral and/or written reprimand which will advise the student of the nature of the violation of the Code and that a report of the findings and sanction will be filed as part of student record and reflected in the Medical Student Performance Record (MSPR). Pending no recurrence or continued wrongful conduct within a stated period of time, the student record will be purged of the report at the time the student is cleared for graduation;
- b) Assignment of a grade of fail or zero for the work concerned in the case of academic dishonesty or violation of professional behaviour;
- c) Assignment of a grade of fail for the course concerned in the case of academic dishonesty or violation of professional behaviour;
- d) Written reprimand which will advise the student of the nature of the violation of the Code and that a report of the findings and sanction will be filed permanently as part of the student record;

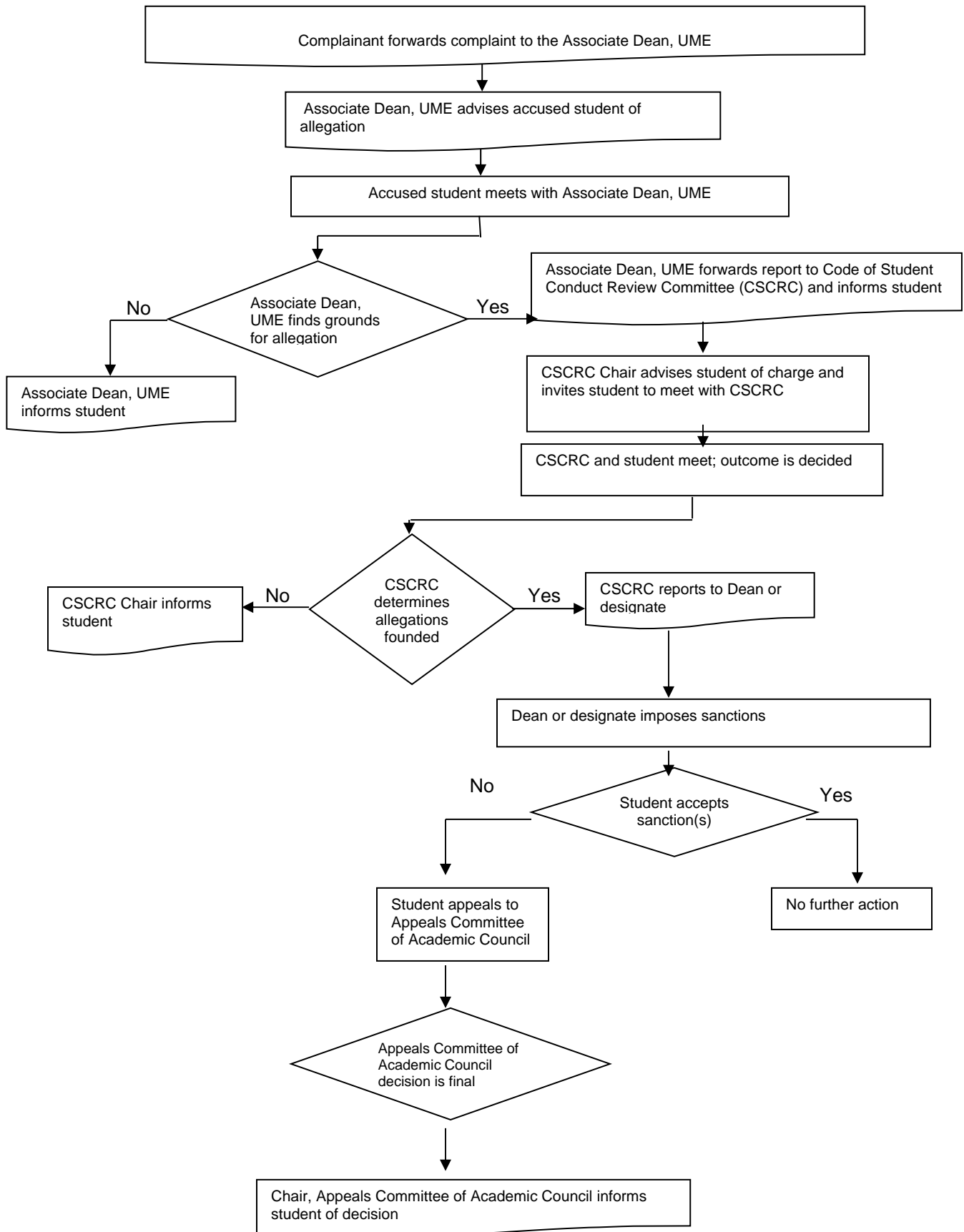
- e) Monetary restitution to cover the costs of either satisfactorily repairing or replacing property or misused supplies damaged during commitment of the offence;
- f) Suspension from attendance in the MD program for a specified period of time not more than 12 months;
- g) Expulsion from the MD program.

Sanctions are imposed only by the Dean or designate, according to recommendations of the Code of Student Conduct Review Committee.

3.2.3 Appeal

- a) A student may appeal the sanction imposed by the Dean or designate by providing notice in writing, of the grounds for the appeal, to the Chair of the Academic Council, within ten (10) days of the date of the notice of decision was received.
- b) The Chair of the Academic Council forwards the file to the Appeals Committee of Academic Council for review. The Appeals Committee of Academic Council (ACAC) will:
 - i. Invite the student to appear before the committee and/or to submit, in writing, any information the student considers relevant;
 - ii. Petition any other information or documentation the committee considers relevant;
 - iii. The decision of the Appeals Committee of Academic Council is final and binding.

Code of Student Conduct Review Process



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