



- b) Honesty will be expected when adhering to all NOSM policies, procedures, protocols, and requirements for the MD Program.
- c) Honesty will be a guiding principle for all students in their clinical and classroom activities and in all the interactions with patients, patients' families, faculty, staff, and colleagues.
- d) Students will conduct research appropriate to their level of expertise and in an ethical manner.

## **1.2 Confidentiality**

- a) Students will regard the confidentiality of information pertaining to colleagues, patients and research participants as well as students, colleagues, teachers, administrators and others involved with the student's medical education, as a fundamental and ethical obligation.
- b) Students will respect the privacy of information pertaining to 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 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 or the reputation of NOSM.
- b) Students will present and conduct themselves in a dignified, respectful, and professional manner in all clinical encounters and in other circumstances, including personal interactions and social media networks where they would be seen to be representing NOSM and/or the medical profession.
- c) Students will promote and model the integrity and values of the medical profession and NOSM.
- d) Students' highest priority will be patient safety when in a clinical setting.
- e) Students will not exploit the relationship with patients or patients' families for personal gain.
- f) Students will follow the policies and procedures of their host university for reporting student mistreatment, including discrimination and sexual harassment. Additionally, students can use the I Need Help button on the main NOSM web page to connect with appropriate people in UME.

Lakehead University Sexual Violence Response Policy:

<https://www.lakeheadu.ca/sites/default/files/uploads/106/policies/Sexual%20Violence%20Response%20Policy.pdf>

Laurentian University Policy on Response and Prevention of Sexual Violence:

<https://intranet.laurentian.ca/policies/2016.Dec.16%20-%20Response%20and%20Prevention%20of%20Sexual%20Violence%20-%20EN.pdf>

NOSM Harassment and Discrimination Procedure:  
[http://www.nosm.ca/uploadedFiles/Education/UME/Student\\_Safety\\_2015/DiscriminationandHarassment\\_Procedure-January17\\_2007\(1\).pdf](http://www.nosm.ca/uploadedFiles/Education/UME/Student_Safety_2015/DiscriminationandHarassment_Procedure-January17_2007(1).pdf)

NOSM Harassment and Discrimination Policy:  
[https://nosm.sharepoint.com/org/admin/hr/\\_layouts/15/DocIdRedir.aspx?ID=NOSM-174876667-5](https://nosm.sharepoint.com/org/admin/hr/_layouts/15/DocIdRedir.aspx?ID=NOSM-174876667-5)

- g) Students shall conduct any research in a manner consistent with the highest standards. This includes compliant with standards set by the Canadian Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS). This will necessarily entail obtaining Research Ethics Board approval prior to conducting any research with human subjects.
- h) 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 agreed 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, including such being posted on any social networking site or other websites on which images or videos could be posted, public comments or more formal documents.
- i) Students must be aware of the requirements of the MD Program as well as adhere to the policies and procedures related to the MD Program.
- j) Students are responsible for obtaining the information they require by regularly checking their NOSM email accounts, logging into the NOSM intranet, reading bulletins, newsletters, and documents that are provided for, or accessible to, them. All formal communication from the MD Program to the student will be via email.
- k) Students are responsible for obtaining and learning any information missed while they were absent from classes, rotations or other elements of the Program.

#### **1.4 Respect**

- a) Students will 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 that 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. This includes, but is not limited to, listening appropriately, not behaving in a rude, arrogant or patronizing manner, allowing others to express opinions, acknowledging the contributions of others, apologizing when late or give reasons for being so, using a non-judgmental question style, effectively identifying misunderstandings, addressing conflict constructively; accepting and discussing emotional issues, using non-verbal behaviour in a manner which is consistent with the tone and content of verbal communication, and responding to fair negative evaluative comments by making reasonable proposals for change and without becoming defensive.
- f) Students will provide constructive feedback of the Program, and to always do so in a respectful manner, to assist in our continuous quality improvement process.
- g) 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.
- h) Students will respect all deadlines and timelines in the MD Program. This includes, but is not limited to: arriving on time for academic sessions and events, including student assessments, as well as, submitting assignments, assessment forms, evaluation forms, tuition payments, and ancillary payments before or on the published deadlines.

### **1.5 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:

- a) to be ethical and to role model ethical behaviour,
- b) 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),
- c) 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.),
- d) to respect confidentiality (except where to do so would be unethical or contrary to law),
- e) to promote, uphold and respect the educational goals, standards, and policies of the Northern Ontario School of Medicine,
- f) to refrain from sexual or romantic relationships that involves a faculty member/supervisor.

### **1.6 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. <sup>1</sup>

Plagiarism is defined as 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.

The following are presented as 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.

### **1.6.1 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.
- 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.
- f) Selling of term papers or assignments.
- 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.

### **1.6.2 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 or invigilator.

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<sup>1</sup> **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

- e) Making use of notes, crib sheets, or other unauthorized electronic or printed materials in any form during the conduct of an examination.

### **1.6.3 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.

### **1.6.4 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.
- d) Individual instructors or academic units will normally point out areas of specific concern not covered above.

### **1.7 Attendance (see specific protocols for Phases 1, 2 and 3)**

- a) Students are expected to attend all of their mandatory sessions and to be punctual when attending. Information and appropriate forms concerning excused absences are available on-line from the NOSM intranet under Undergraduate Medical Education, and the Most Requested Documents or by emailing Learner Affairs at [learneraffairs@nosm.ca](mailto:learneraffairs@nosm.ca).
- b) Phase 1 students must adhere to the procedures outlined in the Phase 1 – Interruptions to Student Attendance and Leaves of Absence.
- c) Phase 2 students must adhere to the procedures outlined in the Phase 2 – Interruptions to Student Attendance and Leaves of Absence.
- d) Phase 3 students must adhere to the procedures outlined in the Phase 3 – Interruptions to Student Attendance and Leaves of Absence.

### **1.8 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 may be a health and safety issue.

Students are required to adhere to dress code guidelines during any patient contact. This includes CLS and Structured Clinical Skills (SCS) where standardized or volunteer patients will be present. The requirements for proper dress include:

- 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.

### **1.9 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.

## **Section 2: Assessment of Professionalism**

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 SAPC 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, NOSM 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.

Student breaches of professionalism will, in most circumstances, be reported to the Phase 1 Professionalism Review Committee (P1PRC)/Committee to Support Student Professionalism (CSSP) and subjected to the approved policy and procedures. The P1PRC/CSSP may decide that a student breach of professionalism warrants a further examination by the Code of Student Code Review Committee, and will do so according to Section 3 of this document. In cases of serious misconduct, the matter will proceed directly to Section 3 under the direction of the Associate Dean, UME.

## **Section 3: UME Code of Student Conduct Violations**

Violations of the UME Code of Student, except in Section 2 of this document, will be brought to the attention of the Associate Dean, UME. The Associate Dean, UME, will decide, in consultation with relevant staff and/or faculty, if required, whether the violation warrants involvement of the UME Code of Student Conduct Review Committee (CSCRC) as described in Section 3.2 or a lesser degree of action.

### **3.1 Composition of the UME Code of Student Conduct Review Committee**

The membership of the UME Code of Student Conduct Review Committee (CSCRC) shall be composed of five (5) NOSM faculty members. Members will not be simultaneous members of the Appeals Committee of Academic Council, or of the Phase 1 Professionalism Review Committee/Committee to Support Student Professionalism. 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 Associate Dean and confirmed 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**

- a) Allegations of incidents involving students breaching the UME Code of Student Conduct shall be filed with the Associate Dean, 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(s) (i.e. the person or committee making the complaint). The complainant may include the Chair of the Phase 1 Professionalism Review Committee/Committee to Support Student Professionalism.
- b) If the alleged misconduct is determined to fall within the jurisdiction of the UME Code of Student Conduct, the Associate Dean, UME, or designate, shall notify the accused student in writing, within 10 business days of receiving the complaint, concerning the existence and nature of the complaint and invite the student to discuss the matter with the Associate Dean UME or designate (in person or through telephone/video communications). The student will be advised that they may choose to invite the Assistant Dean Learner Affairs, or another representative, to be in attendance at the meeting and any future meetings concerning the issue to provide support. The student must reply to the meeting invitation from the Associate Dean, UME, or designate, within 5 business days of the date the email is sent. The meeting is to be held within 10 business days of reply from the student.
- c) If, after the meeting in part b), the Associate Dean, UME, or designate, is satisfied that no UME Code of Student Conduct violation has been committed, the Associate Dean, UME, or designate, shall inform the student and the complainant in writing, within 5 business days of the meeting, and no further action will be taken in the matter.

- d) If, after the meeting in part b), the Associate Dean, UME, or designate, believes that a UME Code of Student Conduct violation 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, UME, or designate, shall make a report of the matter to the Chair of the Code of Student Conduct Review Committee. The student will be notified in writing by the Associate Dean, UME, or designate, within 5 business days of the scheduled meeting in part b) that there are sufficient grounds for the allegation and the Chair of the CSCRC has been notified.
- e) The Chair of the CSCRC will contact the student within 10 business days of notification from the Associate Dean, UME, or designate, and the student will be provided a copy of the UME Code of Student Conduct, and be invited to a meeting of the CSCRC by the Chair. 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.
- f) The CSCRC will solicit any other information it considers relevant to its review.
- g) The complainant shall be invited to be present at the meeting in part e).
- h) Prior to the meeting in part e), the student will be informed by the Chair of the CSCRC that he/she is entitled to seek advice or to be accompanied by a support person/advisor at the meeting. The Chair of the CSCRC will advise the student of the sanctions that may be imposed under Northern Ontario School of Medicine sanctions.
- i) The CSCRC, 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 in the meeting in part e) will either:
  - 1) decide that no UME Code of Student Conduct violations have been found and that no further action should be taken. The Chair of the CSCRC will provide a summary report to the Associate Dean, UME, or designate, within 5 business days of the CSCRC meeting in part e). The Associate Dean, UME, or designate will notify the student of the CSCRC decision within 5 business days of receiving the report from the Chair of the CSCRC, or
  - 2) decide that the allegation is founded. At its discretion, the CSCRC may determine and recommend the sanctions that they consider to be appropriate in keeping with the nature of the offence. The Chair of the CSCRC will provide a summary report to the Associate Dean, UME, or designate, within 5 business days of the CSCRC meeting in part e). The Associate Dean, UME, or designate will notify the student of the CSCRC decision within 5 business days of receiving the report from the Chair of the CSCRC.
- j) The Associate Dean, UME, or designate will provide the student with the CSCRC report and advise the student to submit comments on the CSCRC report to the Associate Dean, UME, or designate. Such comments shall be made in writing and submitted from the student to the Associate Dean, UME, or designate, within 5 business days of the date on which the report was sent to the student.

- k) The report of the CSCRC and the written submissions of the student, are reviewed by the Associate Dean, UME or designate, who decides the sanction to be imposed and when the sanction will take effect.
- l) The Associate Dean, UME, or designate, shall inform the student in writing of the decision, within 10 business days of receiving the CSCRC report and any additional information from the student, of the sanction(s) imposed.
- m) A record of cases discharged under the Procedure for UME Code of Student Conduct Violations shall be kept in the Office of the Associate Dean, UME and with the Student Records and Electives Officer in Learner Affairs.

### **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, determined by the CSCRC, 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 Associate Dean, UME or designate by providing notice in writing, of the grounds for the appeal, to the Chair of the Academic Council, within 10 business days of the date of the notice of decision was sent to the student.

- 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;

The decision of the Appeals Committee of Academic Council is final and binding.

### Getting Help

Queries regarding interpretations of this document should be directed to:

Office of the Assistant Dean, Learner Affairs  
[learneraffairs@nosm.ca](mailto:learneraffairs@nosm.ca)

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