

NAME/TITLE OF DOCUMENT

Approval Authority: Academic Council

Established: 2020-10-18

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Category: Academic

Parent Policy: [POLICY_Clinical Sciences Division Professionalism and Code of Conduct](#)

1.0 PROCEDURES

To further define and explain the core values that Clinical Faculty Members are expected to adhere to. The attributes and behaviours listed are not meant to be exhaustive and may overlap with NOSM's core values.

This guideline applies to all Clinical Faculty Members and their interactions whether these occur at the Northern Ontario School of Medicine, in clinical, research or other instructional settings, in person, in writing or by electronic means (for example, email, social media, internet).

2.0 DEFINITIONS

For the purposes of the Clinical Sciences Division Professionalism and Code of Conduct Policy and supporting Procedures, faculty, and staff are expected to adhere to, demonstrate and promote the Professional Attributes that consist of but are not limited to the following:

Respect:

- show consideration for others and their rights and choices;
- avoid behaviour that is deliberately harmful, degrading, insulting, or unjustly discredits the reputation of others;
- recognize human diversity, sexual orientation, different viewpoints, beliefs, religion, gender, lifestyle, ethnic origin, and physical ability;
- show respect for other people's privacy, physical space and belongings;
- retain professional boundaries;

- allow the expression of disagreement without fear of punishment, reprisals or retribution;
- work effectively and respectfully with others in a collegial, safe and supportive atmosphere free from discrimination and harassment and conducive to learning and dispute resolution rather than confrontation;
- be present and punctual for activities of the learning experience and patient care;
- adhere to faculty regulations, policies/procedures, respecting deadlines and requests for information as it pertains to the efficient administration of student files;
- assume responsibility to notify others, in advance whenever possible, when unavoidable absence or tardiness occurs;
- treat patients and their families with respect and dignity both in their presence and in discussions with others members of the allied health care team;
- place the rights, needs and interests of the patient foremost, while respecting the professional obligations to society to participate in matters related to health care planning and resource allocation;
- respect patient autonomy at all times by discussing treatment options with the patient or surrogate;
- respect Academic Freedom including not infringing on the Academic Freedom of colleagues.

Collaboration:

- view oneself as a member of a team;
- contribute to a common goal;
- offer one's expertise;
- share in the responsibility for outcomes;
- acknowledge contribution of other members of the group;
- identify common interests, define common problems and seek solutions;

- be reasonable and fair in expectations of others and attempting to resolve conflicts in an appropriate manner;
- provide fair, respectful, objective, timely, frequent and constructive evaluations of others;
- demonstrate willingness and ability to identify and discuss both one's own problematic behaviours and those involving colleagues.

Excellence:

- conscientiously trying to exceed ordinary expectations;
- display commitment to continuously improve one's knowledge and skills through life-long learning (for example, participate in continuing medical education activities as approved by the department);
- recognize and accept limitations in one's knowledge and skills;
- be aware of one's responsibilities;
- demonstrate initiative and a commitment to ensure the job gets done well;
- handle challenges, conflicts, and ambiguities inherent in professional health care at appropriate training levels.
- pursue fruitful avenues of inquiry and engage in free and full discussion of ideas.

Compassion and Empathy:

- demonstrate deep awareness of the suffering of another and the desire to relieve it;
- recognize or understand another's state of mind or emotion;
- experience the outlook or emotions of another being by "putting one's self in another's shoes".

Integrity and Honesty:

- demonstrate consistent regard for the highest standards of behavior and the refusal to violate one's professional codes;
- be fair, be truthful, keep one's word, meet commitments, and be straightforward;

- avoid misrepresentation or falsification;
- avoid real, potential or perceived conflicts of interest and disclose conflicts of interest as they arise, whether such conflict of interest is financial or any other circumstance that might influence an individual's judgment or commitment;
- conduct research responsibly;
- credit ideas developed and work done by others;
- record accurately history and physical findings, test results, and other information pertinent to the care of the patient;
- communicate with honesty and compassion;
- recognize one's own limitations in terms of level of training, experience, skills, competence.

Equity:

- recognize fair opportunity to attain full potential in health, as well as in work and career;
- reject discrimination based on age, physical characteristics, disease or disability, creed, ethnic origin, gender, nationality, political affiliation, race sexual orientation, or social standing;
- advocate for those who cannot advocate for themselves.

Wellness:

- adopt a multidimensional state of being, describing the existence of positive health in an individual as exemplified by quality of life and a sense of well-being as per the NOSM definition of wellness.
- The goal is for NOSM learners, faculty, and staff to work and learn in a culture of respect, kindness, and professional collegiality and civility across NOSM's entire campus of Northern Ontario.

Confidentiality:

- protect the confidentiality of personal information of others;

- limit discussions of patient health or learner issues to appropriate settings for clinical or educational purposes and avoid disclosure of details in conversation, other settings and in social media or on the internet;
- respect the patient and their family and to observe the need for consent and confidentiality in all dealings with patients and their family;
- respect the confidentiality of information related to research participants.

Responsibility and Accountability:

- ensure that patient and learner well-being is one's main focus and primary obligation;
- develop an awareness and respect for the ethical and medical-legal standards in accordance with the guidelines of the relevant professional bodies;
- demonstrate an ability to work independently while accepting direction from those charged with supervision;
- acknowledge and recognize one's strengths and limitations and will seek assistance as necessary;
- demonstrate accessibility, attendance, punctuality and trustworthiness;
- present and conduct oneself in a dignified, respectful and professional manner while functioning in an official capacity;
- promote the dignity of the medical profession in all settings.

Dedication and Self-improvement:

- strive continuously to develop knowledge, skills and competence;
- promote and uphold the educational standards of NOSM as well as the Academic Principles;
- assess one's own educational progress and determine one's own learning needs;
- pursue self-education through the use of appropriate resources and prepare oneself for all learning sessions.

3.0 RELATED POLICIES

[POLICY_Clinical Sciences Division Professionalism and Code of Conduct](#)

[PROCEDURE_Clinical Sciences Division Professionalism and Code of Conduct](#)

[NOSM U Human Rights, Anti-Discrimination and Harassment Policy and Procedures](#)

4.0 AUTHORITIES, ROLES, AND RESPONSIBILITIES

Identify key authorities, roles, and responsibilities; list individuals / units or committees who are responsible for aspects of the policy and their major responsibilities.

5.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the [Title] / [office] [use general mailbox or numbers, no specific names to be entered].

6.0 RELATED DOCUMENTS

[POLICY_Clinical Sciences Division Professionalism and Code of Conduct](#)

[PROCEDURE_Clinical Sciences Division Professionalism and Code of Conduct](#)

[NOSM U Human Rights, Anti-Discrimination and Harassment Policy and Procedures](#)

Some of the concepts and ideas used in this policy have been derived from the following resources:

- Buchanan AO, Stallworth J, Christy C, Garfunkel LC, Hanson JL. *Professionalism in practice: strategies for assessment, remediation, and promotion*. Pediatrics. 2012 Mar; 129(3):407-9. PubMed PMID: 22371458. Epub 2012/03/01. eng.
- Hickson GB, Pichert JW, Webb LE, Gabbe SG. *A complementary approach to promoting professionalism: identifying, measuring, and addressing unprofessional behaviors*. Acad Med. 2007 Nov;82(11):1040-8. PubMed PMID: 17971689. Epub 2007/11/01. eng.
- Office of Professional Affairs. 2020. *Policy on Professionalism*. [online] Available at: <<https://med.uottawa.ca/professional-affairs/policies/professionalism-policy>> [Accessed 1 September 2020].

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this guide:

- a. Approving Authority: Senate
- b. Responsible Officer: Associate Dean, Faculty Affairs
- c. Procedural Authority: Associate Dean, Faculty Affairs
- d. Procedural Officer: Director, Faculty Affairs

Review and Revision History

Review Period: As needed

Date for Next Review: 2023 07

Development History – this section will be deleted when the policy is finalized and ready for review/approval

Date	Action
2020 10 08	Guidelines developed in association with the revised 2020 Clinical Sciences Division Professionalism Policy and Procedures
2020 12 17	Approved by Academic Council