



Code of Professional Conduct

December 2014



Mission	Our Strategies
<p>To educate and inspire lifelong learners to be exceptional clinicians, leaders, educators, advocates and researchers of tomorrow.</p> <p style="text-align: center;">Vision</p>	<p>Medical Education Provide outstanding learner-centered education</p> <p>Clinical Care Deliver excellent patient- and family-focused care</p> <p>Research Advance knowledge through innovation and discovery</p> <p>Community Service Improve the health and prosperity of the communities we serve</p> <p>Economic Stewardship Ensure fiscal and operational effectiveness</p> <p>Culture Create an inspiring environment to learn, teach, and work that embodies our values</p>
<p>To be distinguished as a leader among medical schools through community collaboration in medical education, patient care, research, and service.</p> <p style="text-align: center;">Values</p>	
<p>We achieve excellence by:</p> <ul style="list-style-type: none"> • Promoting innovation and lifelong learning • Acting with integrity and professionalism • Demonstrating leadership, teamwork and collaboration • Showing compassion for all, and • Valuing inclusiveness and diversity 	

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INTRODUCTION

This Code of Professional Conduct outlines professional standards and behaviors that are aligned with the essential values of the Western Michigan University Homer Stryker M.D. School of Medicine (WMed) and the medical community. This code applies to all WMed faculty (including regular, clinical, community, adjunct, and emeriti faculty), residents, fellows, students, and staff.

All WMed faculty, residents, fellows, students, and staff are expected to conduct themselves in accordance with the high ethical standards expected of physicians, educators, and healthcare professionals. Physicians, and medical students after graduation, are licensed to practice medicine and assume responsibilities for the life and welfare of others. Each individual participating in clinical care, education, research, and service must demonstrate competence and behaviors consistent with their responsibilities.

The medical school graduates only those students who are deserving of the public's trust. The medical school has the right to sever at any time the relationship it has with any faculty, student, employee, or associate determined, after appropriate due process, to be unfit for a career in medicine or medical education.

The Code of Professional Conduct applies to all conduct on the premises of the medical school and when participating in professional, educational, or social activities sponsored by or associated with the medical school, as well as any activity that may adversely reflect on the medical school or show an individual to be unfit for participation with the medical school.

The medical school may take disciplinary or academic actions for an on- or off-campus conduct.

The medical school reserves the right to take whatever actions are appropriate and necessary for the safe and orderly maintenance of its programs and relationships with others. This may, in egregious circumstances, mean forgoing the routine procedures outlined in the Faculty Handbook, Medical Student Handbook, and the medical school Manual of Policies and Procedures.

Retaliation or reprisals against a person who, in good faith, reports or provides information during an investigation is prohibited and may result in separate academic or corrective action.

The Code of Professional Conduct may be enforced even if the individual resigns or withdraws from their role at the medical school while a Code of Professional Conduct matter is pending review and action.

PROFESSIONAL STANDARDS

The Code of Professional Conduct outlines professional standards and behaviors that are aligned with the essential values of the medical school and medical community. Assisting any person in violating the Code of Professional Conduct will be treated no differently than a direct Code of Professional Conduct violation. Every person covered by the Code of Professional Conduct is expected to ensure that all others abide by these professional standards and maintain the standards of the Code of Professional Conduct.

Compliance concerns are reported to the Associate Dean for Administration and Finance (269.337.6505; compliance@med.wmich.edu).

Standards and Behaviors

Honesty and Integrity

- Being truthful in communication with others in personal communication, representation and documentation of patient's findings, presentations, research, and all other aspects of interactions
- Being fair
- Keeping one's word and following through
- Consistently demonstrating the highest standards of behavior and refusing to compromise these professional standards and one's personal integrity

Trustworthiness

- Maintaining the confidentiality of patient information
- Admitting errors
- Accepting responsibility
- Not intentionally misleading others or promoting oneself at another's expense

Respect for Others

- Showing concern for the rights of others as demonstrated by dealing with others in a considerate manner and with a spirit of collegiality, collaboration, and cooperation in all areas of contact, including but not limited to: patients, families, physicians, instructors, nurses, residents, fellows, students, healthcare professionals, colleagues, staff, volunteers and visitors.
- Being fair and nondiscriminatory, promoting equality and acceptance of people from diverse backgrounds.
- Promoting collaboration through sharing of ideas and participation
- Being aware of emotional, personal, family, and cultural influences of patient well-being and patients' choices in medical care.

Personal Accountability and Responsibility

- Participating responsibly in all activities, including patient care, to the best of one's ability
- Eagerly undertaking duties for which one is qualified and persevering with thoroughness and completeness
- Working under appropriate supervision and seeking appropriate supervision and advice before acting
- Treating patients and family with respect and dignity in their presence and in discussions with others
- Responding to reasonable and professional requests by colleagues
- Punctual attendance and active participation in class, rounds, conferences, and other duties

Interpersonal Relationships

- Being thoughtful and professional when interacting with patients and their families
- Communicating with instructors, students, patients, staff, and the public with professional demeanor and clear, open and honest communication
- Actively listening to the perspectives of others
- Striving to maintain composure even under pressures of fatigue and stress
- Maintaining a neat and clean appearance that is accepted as professional to the patients being served
- Representing oneself and the medical school professionally while in the classroom, on campus, in a clinic or hospital, and in social settings

Commitment to Excellence

- Making a conscientious effort to exceed ordinary expectations and provide the highest quality of service and health care through lifelong learning, education, and implementation
- Learning from experience, seeking feedback, and improving from self-evaluation and critiques from others
- Understanding one's strengths and weaknesses
- Providing feedback to others in a constructive and respectful manner

PROSCRIBED CONDUCT

The Code of Professional Conduct prohibits conduct by an individual or group that:

- Demonstrates disregard for any person or persons
- Threatens the health, safety, well-being, or property of any individual or group
- Adversely affects the pursuit of medical school objectives
- Adversely reflects on the medical school community

Prohibited conduct includes, but is not limited to:

Inappropriate Behavior

Any physical conduct or written or oral communication that bullies, demeans, humiliates, intimidates, harasses, embarrasses, frightens, degrades, coerces, endangers or threatens the health, safety or well-being of a person.

- Belittling or berating statements, name calling, or use of profanity or disrespectful language
- Aggressive or threatening language or gestures
- Unwanted physical contact
- Throwing objects

Conduct or statements that are directed at an individual because of, but not limited to, a person's:

- Race
- Ethnicity/national origin
- Creed
- Color
- Religion
- Gender
- Pregnancy
- Sexual orientation
- Gender identity
- Age
- Disability
- Veteran status
- Genetic or family medical information
- Height
- Weight
- Marital status

- Familial status
- Any other status protected by applicable law or local ordinance

The expressed or implied consent of the victim is not a defense.

Apathy or acquiescence in the presence of abusing, bullying, hazing, harassing, or stalking is also a violation.

Academic Misconduct

Academic integrity is the pursuit of scholarship in an open, honest, and responsible manner under the principles of GENo2 - Academic Freedom and Integrity.

Academic misconduct includes but is not limited to:

Cheating - Using or attempting to use unauthorized materials including unauthorized possession of examinations, information, notes, study aids, or other devices or materials in any academic exercise

Fabrication – Inventing or making up information, data, or results and recording or reporting them

Falsification – Altering or manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record

Plagiarism, including self-plagiarism – Presenting another person’s ideas, processes, results, or words as one’s own and without proper acknowledgement and attribution of the source when the ideas or information are not common knowledge. This includes, but is not limited to:

- Failure to attribute to the source any portion of the published work or research of another
- Taking credit for another person’s research
- Appropriation without consent of another’s ideas, methods, formulas, or other information, whether or not published
- Multiple submission of substantial portions of the same work, including:
 - Oral and written reports for credit more than once without awareness of and authorization from instructors of all classes for which the student submits the work
 - Research results for presentation or publication without awareness of and authorization from all meeting leaders and journal editors

Complicity – Helping or attempting to help another individual or group to commit an act of academic dishonesty

Other – Other material deviations from accepted academic practices include, without limitation:

- Obstruction of another’s research
- Violations of confidentiality
- Willful deception

Alcohol and Other Drugs

The use of alcohol and illegal drugs, and legal drugs or substances used in a manner other than their intended purpose and dosage, is prohibited in the academic and clinical settings, and while in the performance of any professional duties

The following conduct, although not all-inclusive, is also prohibited:

- Public intoxication
- Illegally possessing, using, distributing, manufacturing, or selling alcohol or drugs
- Being under the influence of alcohol and other drugs while in the performance of professional duties

Computing Resources

- All software used on medical school computers must be legal and comply fully with licensing agreements
- All individuals must follow all medical school policies for data and network security, and policies governing appropriate use

Copyright

Inadequate attribution including those materials in the public domain, or illegal use of copyrighted materials whether text or images, and whether printed, posted on a website, or published by any other means.

Dishonesty

Includes, but is not limited to:

- Furnishing false information to any official
- Forgery, alteration, or misuse of any document, record, account, or computer account
- Representing or acting as an agent of another individual or entity without authorization

Disruptive or Disrespectful Behavior

Includes, but is not limited to, language or behavior by any individual that:

- Disrupts or disturbs the academic or professional pursuits or infringes on the rights and responsibilities of others
- Creates disorder, including leading or inciting others to disrupt medical school activities or operations
- Displays disrespect to individuals or property
- Displays conduct that is disorderly, lewd or indecent
- Uses electronic or other devices to make an audio or video/digital record of any person without his/her knowledge and authorization, or without his/her effective consent when such recording is likely to cause injury or distress.
- Infringes upon the privacy, rights, or privileges of other persons, or
- Otherwise disrupts or interferes with the regular and essential cooperation of the medical school community by impeding, impairing or obstructing teaching, research, administration, proceedings, processes or functions including public service functions and other activities on medical school premises or sponsored by the medical school.

Failure to Comply

Failing to comply with directives from medical school officials or law enforcement officers acting in performance of their duties.

Fire Safety and Safety

- Tampering with fire or safety equipment
- Setting fires
- Creating safety hazards with the potential to injure others

Forgery or Alteration

Making, counterfeiting, imitating, altering, possessing, or using any falsified medical school or other official document, material or signature.

In patient care settings this includes, but is not limited to, fabricating or falsifying patient information.

Identity

The representation or use of another person's identity, password, credentials, medical school or other identification or access card.

Assisting another to misrepresent or misuse any identity, password, or credential.

Key Possession and Use

Unauthorized possession, duplication, or use of keys, key cards, or other access or security devices.

Lewd, Obscene, Harassing or Threatening Communication

Includes, but is not limited to, lewd, obscene, profane, harassing or threatening language and communications orally, in print or electronically by any medium.

Property Entry, Use, or Destruction

- Unauthorized entry or use of medical school property or the property of others
- Actual or attempted removal of, use of, or damage to medical school property or the property of others
- Leaving or placing unauthorized materials on medical school property or the property of others

Sexual Misconduct and Harassment

- Any form of sexual contact, blatant threat if sexual favors are not given, or promised reward for sexual favors between instructors and students, or between supervisors and employees
- Unwelcome sexual contact that occurs as a result of intimidation, threat of force, use of force, or other coercive behavior including but not limited to employment or evaluation of student performance
- Repeated or inappropriate sex-related statements, unwelcome touching, sexually explicit comments, or presence of graphics that continues after the recipient has made clear that the conduct is unwelcome

Theft

Stealing, vandalizing, damaging, destroying, or defacing medical school property or the property of others.

Weapons Possession or Use

Possessing, using, or storing firearms, explosives, or other lethal and non-lethal weapons, and unauthorized dangerous chemicals or compounds on medical school premises as well as at any activities sponsored by or associated with the medical school.

Brandishing or using a weapon, even if possession is properly authorized, in a manner that harms, threatens, or causes fear in others.

Weapons include, but are not limited to, the following:

- Fire arms
- Pellet guns
- BB guns
- Paint ball guns
- Bow and arrows
- Knives (other than small pocket knives)
- Firecrackers
- Ammunition

Violation of Relevant Law (Including Omission)

Failure to fully comply with federal, state, and local laws on medical school premises as well as at any activities sponsored by or associated with the medical school.

Compliance with all research regulations, including Public Health Service regulations.

Compliance with the Health Information Portability and Accountability Act (HIPAA), Health Information Technology for Economic Clinical Health (HITECH), and Family Educational Rights Privacy Act (FERPA).

The medical school may institute and conduct independent proceedings against any faculty member, student, or employee charged with violation of a law that also constitutes a violation of medical school policies. Proceedings of the medical school may be carried out prior to, simultaneous with, or following civil or criminal proceedings.

Determinations made or sanctions imposed under the medical school Code of Professional Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of medical school policies were dismissed, reduced, or resolved in favor or against the criminal law defendant.

If an individual is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of medical school policies, conduct action may be taken and sanctions imposed. In such cases, no sanction may be imposed until the student has been found guilty in a court of law, has declined to contest such charges, although not actually admitting guilt (e.g., a “no contest” or nolo contendere plea), or where a conviction results from plea bargaining that is accepted by the court.

When federal, state, or local authorities charge an individual with a violation of law, the medical school will not request or agree to special consideration for that individual. If the alleged offense is also being processed through the medical school,

the medical school may advise off-campus authorities of the existence of the medical school Code of Professional Conduct and all relevant medical school policies, including the procedures for due process of how such matters are handled internally within the medical school.

The medical school is committed to cooperating fully with law enforcement and other agencies in the enforcement of violations of criminal law.

Individuals acting in their personal capacities are free to interact with governmental representatives, as they deem appropriate.