

	Graduate Medical Education	
	GMEC Approval Date:	06/23/2023
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Policy Title: Professionalism		
ACGME Institutional Requirement: III.B.6		Page 1 of 2

- I. Purpose: To establish guidelines for professional behavior, maintain a positive learning workplace, and ensure a safe, high quality patient care environment that promotes personal responsibility, collegiality and prevention of any mistreatment. [IR: III.B.6.a)]

II. Policy:

Residents/Fellows and faculty must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles.

III. Procedure

- A. Display compassion, integrity, and respect for others, including patients, families, trainees, and all members of the health care team.
- B. Understand and accept that bias based on gender, age, culture, ethnicity, religion, disability, or sexual orientation seriously harms the learning environment and is strictly prohibited. [IR: III.B.6.d)]
- C. Refrain from disruptive behavior including but not limited to: [IR: III.B.6.d)]
 1. Harassment or discrimination
 2. Verbal threats and outbursts
 3. Undue criticism intended to belittle or berate others
 4. Arguing in front of patients and families
 5. Physical actions that threaten others
 6. Inappropriate physical contact
- D. Manage conflicts respectfully, seeking assistance when necessary from resources available to the LECOM community.
- E. Arrive on time for shifts and assignments; respond to all tasks and deadlines promptly; Respond to consult requests and messages in a timely, respectful fashion.
- F. Respect patient privacy and autonomy.
- G. Exhibit a responsiveness to patient needs that supersedes self-interest.
- H. Complete required documentation honestly and accurately including duty hour reporting and procedure logging. [IR: III.B.6.c).(2)]
- I. Fulfill educational and professional responsibilities, including scholarly activities. [IR: III.B.6.c).(1)]
- J. Maintain appropriate standards in all social media postings with clear demarcations between personal and professional lives. Protect personal and professional reputation when posting, commenting, or contributing to collaborative projects on Facebook, Instagram, TikTok, YouTube, wikis, blogs, and/or other virtual communities.
- K. Adhere to all institutional policies and guidelines.
- L. Maintain a professional appearance in the work environment.
- M. Unprofessional behavior is grounds for disciplinary action. Program directors and the DIO will investigate complaints.

Appendix A

LECOM Code of Professional Conduct

1. Act at all times with honesty, integrity and independence, avoiding actual or apparent conflicts of interest in personal and professional relationships.
2. Discuss with the appropriate person (senior management or board), in advance, any transaction that reasonably could be expected to give rise to a conflict of interest.
3. Provide full, fair, accurate, complete, objective, and timely disclosures, financial and otherwise, in documents filed or submitted to any other government agency or self--regulatory organization, or used in public communications.
4. Comply with the LECOM policies and procedures, which include compliance with all applicable rules and regulations of applicable governments, commissions and exchanges in jurisdictions within which LECOM conducts its activities.
5. Act in good faith with due care, diligence and without knowingly misrepresenting material facts or allowing better judgment to be subordinated.
6. Protect and respect the confidentiality of information acquired in the course of work except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of their work will not be used for personal advantage.
7. Never tolerate discrimination, harassment or retaliation of anyone in the LECOM community.
8. Be dedicated to maintaining a safe environment for students and colleagues. Promote all safety rules.
9. Be recognized as a responsible partner among colleagues. Treat them with the same degree of respect you would wish them to show you.
10. Responsibly use and control assets and other resources employed or entrusted to your use and/or supervision.
11. Proactively promote and be an example of ethical behavior as a responsible partner among peers, in the work environment and the community.
12. Promptly report any conduct that the individual believes to be a violation of law or business ethics or any provision of the LECOM Handbook, including any transaction or relationship that reasonably could be expected to give rise to such conflict.
13. Give a full day's labor for a full day's pay; giving to the performance of duties an earnest effort and best thought.
14. Demonstrate professionalism and serve as a role model for students and colleagues, including compliance with the honor code, dress code and avoidance of food and drink in the classroom.
15. Seek to find and employ more efficient and economical ways of getting tasks accomplished.

16. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for self or family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of work duties.
17. Comply with all travel regulations and policies.
18. Adhere to the institutional regulations that govern research using human subjects and animals.
19. Report research results honestly in scientific and scholarly presentations and publications.
20. Maintain professional composure at all times.
21. Dedicate yourself to lifelong learning and self-improvement.
22. Serve as a mentor for trainees and promote an environment of learning.
23. Adopt a spirit of service and volunteerism.
24. Develop a lifestyle to optimize physical, emotional and spiritual health.