

## Policy on Professional Conduct

**Values Statement:** At the University of Louisville, School of Medicine, we value (as stated in the University of Louisville, Code of Conduct)

- Honesty and rigor in all pursuits;
- Adherence to free inquiry and critical thinking;
- Commitment to the creation, preservation and dissemination of knowledge;
- Dedication to preparing students for what the future has to offer;
- Respect for diversity and all individuals regardless of position;
- Professionalism in our interactions;
- Accountability for resources and relationships;
- Transparency and integrity in decision-making;

Our school is committed to fostering a positive work and learning environment that encourages the freedom of scientific inquiry and the collaborative exchanging of ideas. All students, faculty, staff in the School of Medicine are expected to demonstrate and foster the University's values and missions, including but not limited to integrity, accountability, mutual respect, professionalism, diversity, courtesy, fairness, and trustworthiness. All faculty, staff, and students are expected to conduct themselves in a professional manner at all times.

**Scope:** Faculty, staff, and trainees at the University of Louisville School of Medicine.

### Definitions:

- **Professionalism in education:** commitment to the highest standards of scholarship, innovation in teaching methods, respect for the student-teacher relationship, and leadership through modeling of life-long learning.
- **Professionalism in the conduct of research:** commitment to intellectual integrity, welfare of human subjects and research animals, diligent and unbiased acquisition, evaluation, and reporting of scientific information, adherence to university research regulations, and collegial and fair treatment of trainees and research staff.
- **Professionalism in clinical practice:** protecting the care needs and privacy concerns of patients and the adherence to established standards on patient safety, timeliness of completing medical records, quality improvement initiatives, communication and follow-up with patients, reporting errors, following regulations governing billing practices, and collegial and fair treatment of trainees and clinical staff. All healthcare professionals bear a professional responsibility to identify and proactively address conflicts between their beliefs and the needs of the workplace or patient. In cases where a predictable conflict will likely occur due to the beliefs of the provider and the scope of their patient population, the provider will take responsibility for developing a proactive management plan with their clinical supervisor that meets the needs of patients while recognizing the individual provider's beliefs.
- **Acceptable Conduct:** Applying altruism, accountability, excellence, duty, honesty, integrity, and respect, with intentions of diversity and inclusion, when engaging in interactions with peers, subordinates, supervisors, students, staff, and, in the clinical setting, patients and patient families.

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- **Disruptive Behavior:** Behaviors that are intimidating or which could adversely affect morale or otherwise compromise our educational, research, and clinical missions. Behavior that is unusual, unorthodox, or different is not alone sufficient to be classified as “disruptive behavior”.

### Examples of Unacceptable Conduct include but are not limited to:

- Discrimination of any form based on age, gender, gender identity, gender expression, race, ethnicity, national origin, religion, disability or sexual orientation
- Disregard for applicable regulations, policies and bylaws
- Sexual harassment
- Profanity, especially directed at another individual
- Use of threatening or abusive language
- Non-constructive criticism addressed to the recipient in such way as to intimidate, undermine, belittle, or humiliate
- Derogatory comments about the performance of colleagues, trainees, or staff outside of appropriate administrative channels
- Loss of civility (i.e. shouting, personal attacks or insults, throwing objects or other displays of temper)
- Retaliation against any person who reports an incident of alleged unprofessional conduct, fraud, or perceived malpractice
- Uncooperative attitude with others
- Insubordination, refusal to complete assigned tasks
- Reluctance or refusal to answer questions, failure to return phone calls, pages or messages
- Accessing pornographic material by use of University computing equipment, which includes University issued mobile devices, tablets, laptop and desktop computers, or use of the University wireless network or internet connection.

**Procedure:** When any member of the School of Medicine community believes that they have witnessed or have been a recipient of behavior manifested by a SOM faculty or staff member that is inconsistent with our stated professional goals and purpose, the following options serve as a mechanism for action.

### Reporting the incident:

Unprofessional conduct should be reported first to the immediate supervisor of the offending employee which may include:

- Office manager, faculty member
- The appropriate program director
- The appropriate divisional chief
- The chair of the department(s) involved
- Vice Dean of Faculty Affairs and Advancement
- The Dean of the School of Medicine

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You may also report the incident to the University of Louisville Office of Compliance Hotline at 1-877-852-1167 or Online via the [Compliance website \(https://app.mycompliancereport.com/report.aspx?cid=uol\)](https://app.mycompliancereport.com/report.aspx?cid=uol).

- If the behavior falls under discriminatory or sexual harassment as described in the University of Louisville Human Resources: [PER-1.10 Discriminatory Harassment Policy](#), you must follow the reporting provisions in the Discriminatory Harassment Policy. For more information on this policy, please see the Human Resources Policies.
- Immediately report the incident to the University of Louisville Police if the disruptive behavior poses an immediate threat of harm to any individual in order to safeguard the health and safety of others.
- Non-Retribution: University of Louisville policy, and in many cases federal law, protects individuals bringing such concerns forward in good faith from any retaliation and/or retribution.
- Incidents of unprofessional conduct occurring in hospital/clinical settings may also be subject to the professional conduct policies of those entities.

### Investigation and Response:

For any report made suggesting violation of this policy, the School of Medicine leadership, consisting of the Executive Dean's Council and SOM legal counsel, will review the concerns and may conduct an investigation. The School of Medicine leadership may take disciplinary action, up to and including termination, against those violating this policy.

To respect the privacy and confidentiality of all people involved, the School of Medicine may not share specific details of the discipline or other action taken without a signed consent to furnish information to third parties.

### Additional Resources:

<b>OMBUDS Office Compliance Hotline</b>	<b>Phone: 1-877-852-1167</b> <b>Online: via <a href="#">ULink</a></b>
<b>Human Resources Employee Relations</b>	<b>Phone: 502-852-6258</b>
<b>Staff Grievance Officer</b>	<b>Phone: 502-852-4652</b>

**Approved: February, 2016**

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