

OHSU SOD Professionalism Monitoring Form (PMF)

Background: Professionalism is one of the core competencies in dentistry. As such, the OHSU School of Dentistry has embraced professionalism as one of the Student Learning Outcomes for all students that are enrolled in the DMD program. The purpose of this form is to provide a formal mechanism by which individuals may submit information concerning the professional behavior of any OHSU dental student. Examples of professional behavior can be found on page two. Note that the School of Dentistry is interested in hearing about exemplary behavior as well as behavior that is of concern. As such, the school encourages submission of this form and individuals should have a low threshold to describe both exemplary and concerning behavior they have witnessed for documentation.

Student Name: _____ **Date Submitted:** _____

Name and role of the person submitting this form: _____

Location of observed behavior: _____

Date of observed behavior: _____

The School of Dentistry requires direct communication between the person completing this form and the student whose behavior is being reported.

Date Discussed: _____ **Observer Signature:** _____

Student Signature: _____

Narrative/Description of observed behavior (attach additional pages as necessary):



Please return the form to the Office of Academic Systems (OAS) on the 3rd Floor South RLSB 3S018 or via email at sodacademic@ohsu.edu

OAS Use: This form was received on

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Process: This form may be submitted at any time by any individual (e.g., student, staff, or faculty) while a dental student is enrolled at OHSU. The Senior Associate Dean for Academic Systems is typically the recipient, although the Dean or any Associate Dean in the School of Dentistry may also receive or complete the form and act upon the information according to the process outlined in this section.

Once submitted, the form will be placed in the student's confidential record. Within two weeks of receipt, the Senior Associate Dean for Academic Systems (or other authorized personnel) will review the submission and take one of two actions: (1) contact the student directly, or (2) notify the student that a Professionalism Monitoring Form has been submitted. The reviewer will determine whether the concern can be addressed directly or should be referred to the Student Performance Committee (SPC) for further evaluation. The SPC will decide if the student must appear before the committee.

If three or more forms documenting concerning behavior are submitted for a student, the SPC will automatically review the case. The individual who submitted the form will be notified within 30 days that the form was received and addressed; however, specific outcomes will not be disclosed if doing so would violate FERPA.

Students with questions may consult the Director of Student Services. Additional details regarding SPC procedures and professionalism standards can be found in the SOD Student Handbook and the Academic Policy & Procedure Manual. ***Examples of professional behavior include, but are not limited to:***

Communication:

- Conveys relevant information effectively;
- Listens & responds to others respectfully;
- Interacts well with instructors, peers, and patients;

Cultural Awareness:

- Demonstrates knowledge of cultures, including perspectives, aesthetic traditions, and cultural practices.

Engagement:

- Maintains a positive attitude;
- Takes responsibility;

Ethics:

- Applies ethical perspectives and ideas independently and with others;

Safety & Health

- Exhibits personal behavior and hygiene which contributes to a clean and comfortable environment; and,
- Maintains accurate and complete dental care records.