



## **ESFCOM Incident Cards and Notices of Concern**

The Elson S. Floyd College of Medicine strives to create an environment that produces future physicians who possess not only the knowledge of the most advanced scientific and clinical fundamentals, but are physicians who do so while behaving in ways that honor the profession of medicine. Helping our students achieve this level of professionalism is as important to our medical school as is its success in educating students in the foundational, social, and clinical sciences.

To support students as they further develop competency in the domain of professionalism, the ESFCOM has developed a central system to track and communicate issues related to professionalism. This central tracking process ensures that all relevant information is available to help the program identify students who exhibit patterns of behavior that may require remediation and/or other types of support. This tracking process is described below.

### **Incident Cards and Notices of Concern**

ESFCOM Incident Cards and Notices of Concern relate to issues or concerns about professionalism. Examples of behaviors that may indicate an issue with professionalism include late or missed deadlines, unexcused absences from required sessions and issues associated with punctuality. Incident Cards and Notices of Concern will be tracked centrally to help the program support the identification of students who exhibit patterns of lapses in professionalism that may require remediation and support.

### **Incident Cards:**

Incident Cards represent lapses in professionalism issues or concerns that individuals feel the program should be aware of. The incident(s) may represent early patterns of behavior and therefore will require further investigation. The following actions may result in an Incident Card (this is not intended as a comprehensive list):

- 1. Late or missed required course assignments/deliverables**
- 2. Late or missed required sessions**
- 3. Missed pre-arranged meetings with faculty and staff, including portfolio coaches and remediation sessions**
- 4. Disrespectful or unprofessional behavior**

### **Who may submit an Incident Card:**

Faculty, staff or students of WSU may submit an Incident Card. Incident cards can be submitted through the online portal: <https://medicine.wsu.edu/md-program/student-affairs/esfcom-office-of-student-affairs-co-curricular-concern-card/>. Incident Cards are routed to [medicine.assessment@wsu.edu](mailto:medicine.assessment@wsu.edu) for review by the Associate Dean of Accreditation, Assessment, and Evaluation.

### **Recording and Follow-up on Incident Cards:**

All Incident Cards will be reported to the Assessment Unit to be recorded and will be reviewed and assessed by the Associate Dean of Accreditation, Assessment and Evaluation. If the incident is related to behavior or personal conduct, the case will be referred to the Professionalism Group for further review and investigation. The Professionalism Group will review the information available to ensure a fair and equitable process for the student. If patterns of behavior are identified, the Associate Dean of Accreditation, Assessment and Evaluation will refer the case to the Professionalism Group for review and investigation. The Professionalism Group can recommend to the Associate Dean of Accreditation, Assessment and Evaluation that the case be elevated to a Notice of Concern. Students receiving an Incident Card will be notified by the Assessment Unit.

**Notice of Concern:**

A Notice of Concern is considered a significant or serious professionalism issue. The following actions should trigger issuing of an Incident Card, which may result in a Notice of Concern (this is not intended as a comprehensive list):

- 1. A pattern of issues related to punctuality**
- 2. A pattern of missed assignments and required deliverables**
- 3. Three missed required curricular sessions**
- 4. Missed required assessments/examinations**
- 5. Disrespectful or unprofessional behavior**
- 6. Other issues related to professionalism** such as cheating, criminal activity, lying for personal gain, etc.

**Who may submit an Notice of Concern:**

The Associate Dean of Accreditation, Assessment and Evaluation.

**Recording and Follow-up of Notices of Concern:**

Notices of Concern will be recorded and tracked by the Assessment Unit and any student receiving a Notice of Concern will be notified by the Assessment Unit.

All Notices of Concern will be kept in the student's file and each Notice will be discussed at the Student Evaluation Performance and Awards Committee (SEPAC). If no other professionalism issues occur throughout the student's medical school career, the record is destroyed at graduation. No record of the incident will be recorded in the student's permanent file.

Any student receiving two or more Notices of Concern will be required to meet directly with the Associate Dean of Curriculum and the Associate Dean of Accreditation, Assessment and Evaluation. The student may request the presence of the Associate Dean for Student Affairs. After meeting with the student, the Associate Dean of Curriculum and the Associate Dean of Accreditation, Assessment and Evaluation may refer the student to SEPAC. SEPAC may recommend remediation, academic warning,

academic probation, repeat of year, or dismissal from the program. SEPAC may also recommend that the multiple Notices of Concern remain on the student record.

A student may appeal a Notice of Concern or a SEPAC decision as outlined in the Student Handbook <https://medicine.wsu.edu/md-program/student-affairs/student-handbook/dismissal-from-esfcom/>

