

The professional behaviour of each student is assessed as a hurdle requirement in each subject of the MD. It is expected that the great majority of students will demonstrate satisfactory behaviour most of the time. The Melbourne Medical School is intending, through the implementation of these guidelines, to address behaviour that is consistently or seriously unprofessional, rather than targeting occasional minor lapses. This is because behaviour that is seriously or consistently unprofessional may constitute a risk to patients, staff, other students, or to the student involved. The emphasis on assessment of students' professional behaviour is early identification of the small number of students at risk of failing this hurdle requirement with the subsequent targeted provision of support so that students can meet the requirements in each subject and the course.

All individuals (patients; visitors; and clinical, academic, professional and administrative staff of the University and affiliated sites) who interact with students expect that these interactions – whether face-to-face, by phone, email, or letter – will be respectful. When this is not the case, the unprofessional behaviour of a student will be brought to the attention of the Coordinator* through an Incident Report. Where this hurdle requirement has been met, Professional Behaviour Checklists will be completed for each student (see table below for specific subject details) by relevant staff members of the Medical School and clinical sites, and submitted to the Department of Medical Education.

Reporting Incidents of Unprofessional Behaviour

Any staff member who becomes aware that a student has demonstrated inappropriate behaviour towards any person during their course at the Melbourne Medical School, must bring this to the attention of the Coordinator* by completing an Incident Report. A University staff member may complete an incident report using details from an email or telephone conversation from a person not employed by the University, who is providing evidence of the unprofessional behavior of a student. It is important in such cases that the staff member completing the form has the consent of the person reporting the incident to submit their account.

What happens after an Incident Report has been submitted?

- For serious matters of unprofessional behaviour, or where a student has demonstrated recurrent professional behaviour concerns (including students who demonstrate reluctance to address the issues), the matter should be referred immediately to the Fitness to Practice Committee by the Coordinator*.
- For less serious examples of unprofessional behaviour, the Coordinator* should meet with the student to discuss the issue. As a result, the Coordinator* may refer the student to the academic mentor, or other student support services, as appropriate. In order to ensure that the student's welfare and progress are monitored the Director of Medical Student Education and the Subject Coordinator will be informed (where they are not already involved).

The Fitness to Practice Committee and Course Unsatisfactory Progress

The Fitness to Practice Committee (FTPC) in the Melbourne Medical School comprises academic and professional staff members, including clinical school staff, and students.

The FTPC will be convened once a referral from a Coordinator* has been received if:

- it is a serious matter of unprofessional conduct;
- the student's behaviour is not improving despite appropriate interventions;
- the student has not adequately addressed an issue that has been raised previously; or
- the student has triggered multiple incident reports of unprofessional behaviour.

* Please see the table on page 3 to determine the relevant Coordinator.

Students who have a Professional Behaviour Checklist marked 'unsatisfactory' when there is insufficient time to institute remediation will also be referred directly to the FTPC.

The role of the FTPC is to understand the situation from the student's perspective, to institute any assistance that has not already been arranged and to make recommendations to the student.

Students who continue to display behaviour that is deemed to be causing a risk to themselves or others throughout the year will not pass this hurdle requirement. Students who do not meet a hurdle requirement for a subject are referred to the Course Unsatisfactory Progress Committee.

N.B.: The assessment of professional behaviour in this context does not cover attendance at teaching or practical sessions, plagiarism, posting or downloading pornography, or posting copyright material, as these issues are covered by existing University policies and procedures.

Assessment modalities

Satisfactory students will:

- Be punctual
- Show respect to colleagues, clinical and other staff, and patients, including respecting any cultural and personal differences
- Respect the need for confidentiality of patients, family, tutor or student information gained in the process of teaching sessions
- Participate in tutorials and respect the ground rules for tutorials. These ground rules may include the use of mobile phones and other devices, and eating in tutorials
- Appear prepared for learning and teaching sessions
- Notify the appropriate staff members, in advance, of any planned absence
- Complete all tasks in a timely manner
- Monitor announcements and updates of course work through appropriate channels
- Accept feedback from clinical, academic and other staff about professional behaviour and demonstrate modified behaviour.

Unsatisfactory students will typically display some or all of the following behaviours:

- Be frequently late for teaching sessions and disrupt the tutorial when arriving late
- Show disrespect for colleagues, clinical and other staff, patients and patient's family
- Fail to respect the need for confidentiality of patient or student information gained in tutorials
- Be disruptive in tutorials by not respecting the ground rules set up by the group for tutorials and leave tutorials without excusing themselves
- Fail to notify the appropriate staff, in advance, of any planned absence
- Fail to complete all tasks in a timely manner
- Fail to monitor course announcements and updates through appropriate channels, so that they are unaware of course and timetable changes
- Refuse to accept feedback from academic, clinical and other staff that their behaviour is unprofessional and not demonstrate changes in their behaviour after feedback is given to them.

Assessment of Professional Behaviour in each subject

Subject(s)	The Coordinator	Mechanisms for Assessment	
		Summative form completed? (Professional Behavior Checklist)	Summative form completed by
Pre-clinical subjects			
PCP1 FBS	Subject Coordinator	Yes. At end of Semester 2.	Tutors
Student Conference			
SC 1 SC 2 SC 3 SC 4	Subject Coordinator	No. Professional Behaviour is assumed to be satisfactory for all students unless an Incident Report is received.	N/A
Principles of Clinical Practice			
PCP2	Director of Medical Student Education / Subject Coordinator	Yes. At end of Semester 2.	Appropriate Clinical school staff using information from rotation supervisors and tutors
PCP3	Director of Medical Student Education / Subject Coordinator	Yes. At end of GP rotation. No. For other PCP3 rotations Professional Behaviour is assumed to be satisfactory for all students unless an Incident Report is received.	GP supervisor completes and forwards to the subject coordinator
Scholarly Selective			
SS1 SS2	Supervisor / SS Academic Coordinator / Subject Coordinator	No. Professional Behaviour is assumed to be satisfactory for all students unless an Incident Report is received.	N/A
Transition to Practice			
TTP	Director of Medical Student Education / Subject Coordinator	No. Professional Behaviour is assumed to be satisfactory for all students unless an Incident Report is received.	N/A