Professionalism Accountability Plan

INTRODUCTION
Caring for patients is a responsibility and privilege of practicing as a pharmacist. This responsibility requires one to exhibit professional behaviors and values that are consistent with the trust given to our profession by patients, other health care providers, and society as a whole. The University of Florida College of Pharmacy is dedicated to promoting professional behaviors and values both within and outside the classroom.

Consistent with the expectations of a pharmacist, students are held to the highest professional standards in the classroom and experiential patient setting, as well as outside of the educational learning environment. Punctuality, preparedness, and engagement are expected. Appropriate behaviors and actions befitting a professional member of the community are imperative to the advancement of students in this program.

To help provide guidance and training for students in this program, professionalism violations are tracked across courses and across the curriculum. All PharmD students are subject to the following Professionalism Accountability Plan.

The following are examples of professionalism violations. This list is not intended to be inclusive of all potential behaviors associated with a lack of professionalism:
- Unexcused tardy to class
- Dress code violation (in class, experiential rotations, co-curricular activities)
- Unexcused absences
- Inappropriate use of electronic devices
- Disruptive behavior within or outside the classroom
- Sleeping in class
- Inappropriate discussion board, social media posting
- Missed deadline for assignments, meetings with Career Coach, etc.
- Inappropriate communication (verbal, written, body language/hand gestures)
- Lack of respect demonstrated towards others
- Other

Depending on the severity of the professionalism violation, accelerated follow up action may be implemented.
All incidents which violate the Student Code of Conduct will be handled as outlined in the Student Code of Conduct (e.g. academic dishonesty, harassment, etc.). In the adjudication of cases before the Health Science Center Student Conduct Committee, failure of the Professionalism Milestone may be a sanction administered by that group.

*Incidents are tracked based on the following schedule:*

- **1PD:** August – April
- **2PD – 4PD:** May – April

If a student incurs 6 professionalism violations in a single academic year, this will result in failure of the Professionalism Milestone.

<table>
<thead>
<tr>
<th>Professionalism Violation</th>
<th>Follow Up Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st incident</strong></td>
<td>Student is notified of a professionalism violation. The violation is appropriately reported and documented.</td>
</tr>
<tr>
<td><strong>2nd incident</strong></td>
<td>One-on-one meeting with Student Affairs Coordinator to discuss professionalism violation and identify problems that could be attributing to this behavior. If follow up is needed, the appropriate individual(s) will be notified (e.g. Assistant Dean for Student Affairs, Campus Dean, Director of Personal and Professional Development Curriculum, etc.)</td>
</tr>
<tr>
<td><strong>3rd incident</strong></td>
<td>Referral to the Professionalism Committee. Personal and Professional Development Course Director to attend meeting. Purpose of this meeting is mentoring and coaching. Committee meets with student, discusses issues and provides counseling.</td>
</tr>
<tr>
<td><strong>4th incident</strong></td>
<td>Second referral to the Professionalism Committee. Second mentoring and coaching session and assignment of essay.</td>
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<tr>
<td><strong>5th incident</strong></td>
<td>Meeting with Assistant Dean for Student Affairs.</td>
</tr>
<tr>
<td><strong>6th incident</strong></td>
<td><strong>Failure of Professionalism Milestone;</strong> referral to Academic and Professional Standards Committee (APSC).</td>
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**FAILING THE PROFESSIONALISM MILESTONE**

A student who fails the Professionalism Milestone will be issued an “I” in the PPD course and referred to the Academic and Professional Standards Committee (APSC). The APSC will meet with the student to discuss failure of the Professionalism Milestone, expectations outlined in the professionalism improvement plan (PIP), and inform the student they will be on an Accelerated Professionalism Accountability Plan. The PIP will be developed by the Professionalism Committee and provided to the APSC for additional input and discussion with the student. Components of the PIP should include written reflection and face to face interactions with a faculty member on the Professionalism Committee to discuss professional growth. Students working on a PIP are not permitted to represent the college by holding an office in a student organization nor through college-associated travel. When the student begins their PIP, they will also be placed on an Accelerated Professionalism Accountability Plan (below). When the student successfully completes the
PIP, the grade in the PPD course will be changed to an “S”. A student on an accelerated professionalism accountability plan without reaching their third incident may be cleared to represent the college by holding an office or through college-associated travel after the PIP has been completed.

The Accelerated Professionalism Accountability Plan restarts the cycle of accountability and allows for two professionalism violations prior to dismissal from the college. The first violation will result in automatic referral to the Professionalism Committee for mentoring. If a second professionalism violation occurs, the student will be referred to the Professionalism Committee for mentoring and receive an assignment which must be submitted by the assigned deadline. The student will also be required to meet with the Associate Dean for Professional Education. If a student incurs a third professionalism violation, they will be dismissed from the college.

**ACCELERATED PROFESSIONALISM ACCOUNTABILITY PLAN**

<table>
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<th>Follow Up Action</th>
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<tr>
<td>1st incident</td>
<td>Referral to Professionalism Committee. Personal and Professional Development Course Director to attend meeting. Purpose of this meeting is mentoring and coaching. Committee meets with student, discusses issues and provides counseling.</td>
</tr>
<tr>
<td>2nd incident</td>
<td>Second referral Professionalism Committee. Second advising session and assignment of essay in addition to other PIP assignments. Meeting with Associate Dean for Professional Education.</td>
</tr>
<tr>
<td>3rd incident</td>
<td>Dismissal from the College</td>
</tr>
</tbody>
</table>

**Incidents are tracked based on the following schedule:**
- 1PD: August – April
- 2PD – 4PD: May – April