

<i>Policy:</i> <b>Professional Behavior</b>	<i>Issued:</i> 8/22/06	<i>Revised:</i>	<i>Page 1 of 5</i>
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In order to assure that a student's education reflects both the standards of each profession and the unique Ignatian mission and values of Creighton University, the School of Pharmacy and Health Professions recognizes true professionalism as the integration of knowledge and skill with altruistic attitudes, values and behaviors. Therefore, the School of Pharmacy and Health Professions expects its students to develop the dispositions of competent and compassionate health care professionals, and requires that they behave in a manner that brings honor on their profession at all times. In keeping with this philosophy, the School faculty will act consistently and officially to guide students towards acceptable behaviors, and to take corrective action in the event of repeated or serious infractions of expected professional conduct.

Upon personally witnessing or being made aware of student behavior that is in conflict with that articulated in School and profession-based documents outlining expected behaviors (e.g., professional Code of Ethics, SPAHP Honor Code, SPAHP Examples of Professional Behaviors document), but which falls short of academic or non-academic misconduct, a faculty member shall take responsibility to speak with the involved student(s) about professional formation and the potential impact of their behaviors on themselves and others (including the School and their profession). This conversation should serve to clarify student misconceptions about professionalism and/or as an early warning that a behavior or set of behaviors is viewed as unprofessional. Through this interaction, faculty should always strive to guide students to a more comprehensive understanding of professionalism and professional responsibility (Appendix A).

If, after such conversations, the faculty member believes that the student's original or subsequent behavior related to the incident or activity warrants documentation, s/he shall first contact the Assistant/Associate Dean for Academic Affairs to ascertain if previous events of unprofessional behavior involving the student have been documented. The number of previously-issued citations for unprofessional behavior will determine the level of involvement the student's academic advisor and the program faculty must have in the matter if a decision to issue a citation is made.

If the faculty member decides that the unprofessional behavior warrants documentation at a level below a Professional Behavior Citation, s/he may elect to write a memo to the student's file outlining their concerns. Memos of concern are sent to the Assistant/Associate Dean for Academic Affairs, who will provide copies to the student and the student's academic advisor. The academic advisor is responsible for initiating follow-up with the student and others, as appropriate.

If the faculty member determines that a Professional Behavior Citation is warranted, s/he must complete the **Professional Behavior Citation Form** available from the School's website (<http://spahp2.creighton.edu/oasa/Polices%20Procedures%20Guidelines.aspx>) and proceed as described in Appendix A. Citations for exemplary behavior can also be issued (Appendix B).

### **First Professional Behavior Citation**

The faculty member shall first review the incident/activity with the student in a private meeting, explain why a citation for unprofessional behavior is being issued and encourage reflection on professionalism and the importance of appropriate behavior. The faculty member shall provide the student with a copy of the Professional Behavior Policy or the link to the policy located on

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the School website at the time the meeting is requested. The student's academic advisor may participate in this meeting upon invitation by the faculty member or student involved. If the student refuses to meet with the faculty member the Assistant/Associate Dean for Academic Affairs is charged with meeting with the student. Any lack of responsiveness on the student's part to meet with the faculty member as required by policy will be noted in the citation report and may lead to additional sanctions (e.g., another citation or disciplinary action).

The student will be given a chance to respond to the citation in writing on the Citation form, and both faculty and student signatures must appear on the form. The faculty member should ideally provide the student with a copy of the signed form at the conclusion of the meeting. The original citation should be forwarded to the Assistant/Associate Dean within 24 hours of the conclusion of the meeting for processing. It shall be the responsibility of the Assistant/ Associate Dean for Academic Affairs to distribute copies of the citation as noted on the Citation form. If the faculty member is unable to provide the student with his/her copy of the signed form at the conclusion of the meeting, it is acceptable to request that the Assistant/Associate Dean include the student when disseminating copies to the appropriate parties.

### **Second Professional Behavior Citation**

The above actions shall be taken, but the student's academic advisor must participate in the meeting where the incident/activity is discussed.

### **Third Professional Behavior Citation**

The Citation form must be completed as described previously, the meeting with the student and academic advisor held, and the matter referred to the Assistant/Associate Dean for Academic Affairs. The Assistant/Associate Dean shall call, and preside at, a meeting of the program faculty to discuss the student's professional behavior history and determine an appropriate course of action. After reviewing the documented history and hearing from the student, the following motions shall come before the program faculty in the order listed:

1. Levy a sanction of a probationary event (requires a 67% majority). In the determination of a student's standing within a program of the School, a probationary event earned as a result of unprofessional behaviors will function in an identical manner to one earned as a result of unacceptable academic performance.
2. Issue a written reprimand to the student which will become a part of the student's educational record (requires a simple majority)

If both of the above-stated motions fail, the action against the student is dismissed.

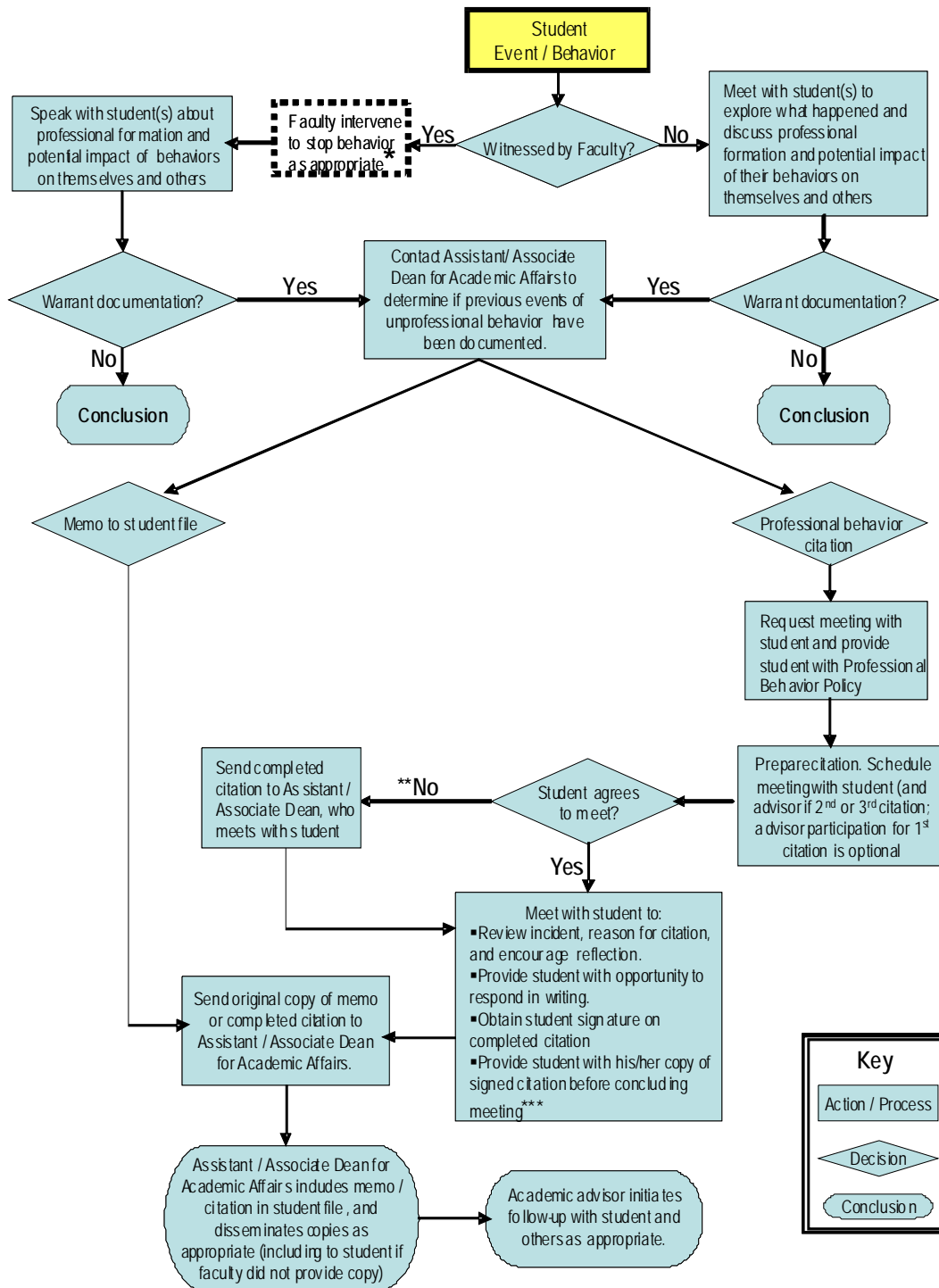
All subsequent citations of unprofessional behavior will go directly to the program faculty for handling through the office of the Assistant/Associate Dean for Academic Affairs. The student will appear before the program faculty, but the private meeting between the faculty member, student and academic advisor will be held only at the faculty member's discretion.

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If a single or a second incident/activity of unprofessional behavior is deemed by any member of the faculty to be of sufficient severity to warrant programmatic intervention, the faculty member(s) may petition the Assistant/Associate Dean for Academic Affairs to call a meeting of the program faculty for the purpose of hearing the case. In that event, the Assistant/Associate Dean for Academic Affairs will consult with the Department Chair(s) before rendering a decision on whether to put the behavioral issue before the program faculty prior to a third offense.

Any action taken by the program faculty to issue an official reprimand or levy a probationary event is not open to appeal within the School or University.

## Appendix A Citation for Unprofessional Behavior

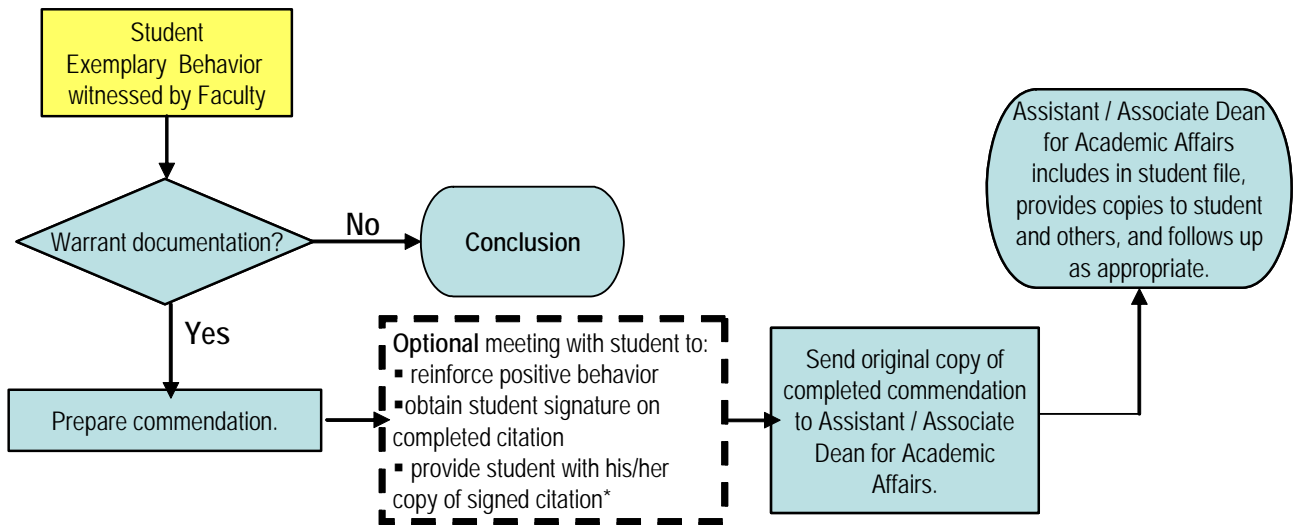
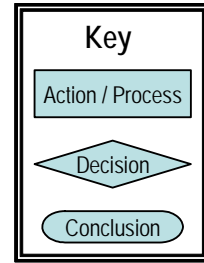


\* Behaviors that compromise safety, self-esteem, etc.

\*\* Lack of responsiveness on the student's part to meet with the faculty member may lead to additional sanctions (e.g., another citation or disciplinary action).

\*\*\* Faculty can make copy of citation for student or request Assistant / Associate Dean of Academic Affairs to distribute copies.

# Appendix B Exemplary Behavior Citation



\* Faculty can make copy of commendation for student or request Assistant / Associate Dean of Academic Affairs to distribute copies.