

## Professionalism Advisor Duties

The Professionalism Advisor will work in conjunction with the Professionalism Committee to monitor the progress of students and faculty in areas of professionalism and will act as a liaison between students, administrators, and faculty to address these issues. Issues of professionalism will not be limited to those presented in the “Friendly Guidelines,” but should also include those identified by students, faculty, or administrators during the course of the year. Through these actions, this individual will promote the establishment of a community of students and faculty that will challenge each other to grow as professionals, identifying unprofessional behaviors before they evolve into something more harmful and likewise acknowledging behaviors that uphold the values and integrity of the medical profession.

Specifically, this individual should:

- Meet with the professionalism committee bi-monthly.
- Attend lectures and small groups as warranted (at least once or twice per month).
- Provide reports to the class at mandatory meetings lasting about 5-10 minutes. These meetings should be held weekly in the beginning of the year, progressing to longer intervals between meetings during the course of the year.
- Communicate with faculty and students (individual and corporate) through e-mail as necessary.
- Be available to discuss issues of professionalism with individual faculty or students. Hold office hours by appointment.
- Provide a non-threatening, constructive means to address issues of professionalism.
- Maintain confidentiality within legal limits.
- Direct issues to the Judicial Board as necessary or encourage students to do so when the particular situation would be more appropriately handled by that committee.
- Refer to the “Friendly Guidelines” as a template for professional standards, but be prepared to speak to other specific concerns or suggestions expressed by faculty or students.

The role of the Professionalism Advisor should not interfere with the duties already reserved for the various course masters or administrators. Some discretion should be used when determining whose jurisdiction a particular situation falls under. For instance, concerns about the validity of test questions, the content of a professor’s notes, or the strengths/ weaknesses of a small group leader or lecturer should be handled by the course master. Concerns about the tardiness of a small group leader or lecturer, a classmate sleeping during small group, or inappropriate comments made by students or faculty during small group or lecture should be dealt with by the Professionalism Advisor.