**Faculty Performance and Professionalism**
**Clinical Division**
**Department of Radiation Oncology**
**Implemented 2019**
**Updated February 1, 2025**

**All faculty members in the Department of Radiation Oncology are expected to adhere to University of Maryland Baltimore (UMB) and University of Maryland School of Medicine (UMSOM) policies on professional behavior, as well as those of the institutions in which they see patients.** In support of continued excellence as an expected role model for institution-wide initiatives, in 2019 we implemented 2 new areas of expectations for faculty members. This document updates these expectations, the purpose of which is to maintain high levels of performance and professionalism within the division and to address remedies for any deficiencies identified.

## 1. Performance

- Faculty members should consistently and reliably fulfill expectations and requirements for timely, effective, and high-quality completion of those roles and tasks assigned to them as part of their clinical duties. The range of related issues could include but is not limited to:
  - Timely completion of dictations (consult and follow-up);
  - Timely completion of OTV notes;
  - Timely completion of EOT notes;
  - Timely completion of contours;
  - Maintaining a general high level of responsiveness;
  - Timeliness with DOD responsibilities and activities;
  - Timely response to patient-related needs;
  - Timely response to staff needs related to patient care; and
  - Effective communication.

**Reporting**

- Reports about deficiencies in performance and/or observed instances of incomplete performance should be directly reported to the department's Vice Chair for Clinical Affairs, **Elizabeth Nichols, MD** (enichols1@umm.edu), and should not be discussed with other department members. Dr. Nichols will address and/or escalate these issues at her discretion.*
- Repeated issues from the same individual may lead to restrictions on some areas of activities (travel, participation in institutional or extramural activities, etc.) as needed to free up sufficient time to adequately remediate performance.

## 2. Professionalism

- This initiative addresses the ways in which faculty members interact with others inside and outside the department and is part of a larger effort to ensure high standards in the UMSOM/UMB culture of respectful and collaborative professionalism. The range of related negative issues could include but is not limited to:
  - Addressing staff, other faculty, or support personnel in our department in ways that indicate disrespect or lack of appropriate self-control;
  - Addressing SOM, UMB, or UM Medical Center (UMMC) staff, faculty, or support personnel outside our department in ways that indicate disrespect or lack of appropriate self-control;
  - Failure to comply with accepted standards of patient privacy and HIPAA requirements;
  - Failure to work with the department in reporting to the UMB Title IX Office issues related to sexual harassment, gender bias, or discrimination as defined by both SOM and UMMC (the department stands ready as a resource to assist in such reporting);

- Lack of civility in dealing with patients, families, colleagues, staff, etc.;
- Failure to comply with basic standards of academic and scientific professionalism in research, reporting, publications, etc.;
- Failure to attend department faculty meetings without an approved excuse;
- Failure to attend Treatment Planning Rounds routinely; and
- Failure to appropriately engage residents in educational and clinical opportunities.

**Reporting**

Issues with professionalism may lead to restrictions on some areas of activities (travel, participation in institutional or extramural activities, etc.) as needed to free up sufficient time for the individual to adequately address these problems. Instances of unprofessional behavior should be directly reported to the Vice Chair for Clinical Affairs, Dr. Nichols, who will escalate these at her discretion to the department chair or institutional responsible parties.* Reports of unprofessional issues may lead to tiered responses:

- The vice chair may require a remediation plan from the individual to avoid future issues and discuss whether some activities will be curtailed to allow for remediation;
- The vice chair may be obligated to report these issues to UMSOM or UMMC;
- The vice chair may require the individual to complete 1 or more SOM or hospital support programs that address lack of professionalism; and/or
- The chair may meet with the individual to discuss his or her future in the department.

***Please note: If you are uncomfortable or unwilling to take issues outlined here to the division head or department chair, you should feel free to use the UMB Hot Line at https://www.umaryland.edu/umbhotline/ to report confidentially or anonymously. Both the department and UMSOM/UMMC are supportive of this confidential reporting mechanism and will take all such reports seriously. Additional information for faculty wishing to report concerns about professionalism or academic misconduct is available at https://www.medschool.umaryland.edu/ofapd/faculty-concerns/.**