

INSTRUCTIONS TO EVALUATORS

Please use the Professional Behavior Evaluation form to report exceptionally commendable or particularly deplorable professional behavior in a medical student. Return the completed form to the Council on Evaluation, University of Missouri-Kansas City School of Medicine, 2411 Holmes St., Kansas City, MO 64108.

1. Who is to do the evaluation?

This form may be used by all those involved in the education of the students in the School of Medicine, including clerkship directors, residents, nurses, ward clerks, patients, basic scientists, course instructors, docents, faculty, educational assistants and administrative staff.

2. Who is to be evaluated?

Any Year 1 – 6 student may be evaluated

3. When is an evaluation warranted?

When a student, acting in the capacity of a medical professional, is observed first-hand by an evaluator to display exceptionally commendable or particularly deplorable professional behavior, the evaluator may then file this form within one month of the incident.

4. What is exceptionally commendable or particularly deplorable professional behavior?

An act with characteristics substantially superior or inferior to the expected norm in any of the following areas will qualify (definitions on next page):

A	<i>Altruism</i>	I	<i>Initiative</i>
B	<i>Honesty</i>	J	<i>Leadership</i>
C	<i>Orderliness</i>	K	<i>Ethics</i>
D	<i>Dependability</i>	L	<i>Cooperation</i>
E	<i>Personal Hygiene</i>	M	<i>Language Use</i>
F	<i>Attire</i>	N	<i>Stress management</i>
G	<i>Empathy/Compassion</i>	O	<i>Collegiality</i>
H	<i>Punctuality</i>	P	<i>Respect</i>

5. How will this report be handled?

The Council on Evaluation, upon receipt of a completed report, will place the report on the agenda of the next Council meeting. The Council may solicit input from the evaluator, witnesses and the person being evaluated. Any action recommended by the Council will be forwarded to the Coordinating Committee. The student being evaluated will be notified of such action in a timely fashion. Notification will also be forwarded to the Associate Dean for Student Affairs and the Associate Dean for Medical Education. The Council on Evaluation may also refer the report to the Honor Council as appropriate. Any action taken by the School of Medicine may be included in the Dean's letter of the student.

DEFINITIONS:

A *Altruism*

- Student puts others' needs above his/her own.
- Student takes time and effort to help others.
- Student gives of oneself to benefit others.

B *Honesty*

- Student demonstrates integrity and straightforwardness in conduct, thought and speech.
- Student is free from fraud.

C *Orderliness*

- Student is observant of order, authority or rule.
- Student is peaceable.

D *Dependability*

- Student can be counted on to fulfill responsibilities and meet expectations.
- Student is trustworthy or reliable.

E *Personal Hygiene*

- Student maintains personal health and grooming habits acceptable to practice setting.
- Student is sanitary

F *Attire*

- Student wears appropriate clothing.
- Student adheres to established dress code.

G *Empathy/compassion*

- Student demonstrates appreciation of others' positions.
- Student attempts to identify with others' perspectives.
- Student shows consideration towards others.

H *Punctuality*

- Student arrives to classes, clinics, meetings and appointments on time.
- Student meets deadlines for completion of tasks.

I *Initiative*

- Student is self-directed in undertaking tasks.
- Student is self-motivated and independent.
- Student seeks additional tasks after completing original assignments.

J *Leadership*

- Student demonstrates ability to guide peers.
- Student sets example for others.
- Student rises to challenge before peers.

K *Ethics*

- Student behaves with high morality.
- Student conforms to professional standards of conduct.
- Student acts in the best interests of others.

L *Cooperation*

- Student is non-argumentative.
- Student is willing to act jointly with others.

M *Language use*

- Student communicates with appropriate terminology and vocabulary for intended audience.
- Student communicates with appropriate gestures and mannerisms.

N *Stress management*

- Student remains calm, levelheaded and composed in difficult or critical situations.
- Student demonstrates ability to relax and recoup after stressful situations.

O *Collegiality*

- Student shows team spirit.
- Student treats peers in respectful manner.

P *Respect*

- Student shows courteous regard for other people
- Student values human interests and ideals.