



COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT

POLICY AND PROCEDURES

Common Ground Framework for Professional Conduct

Professionalism is an important part of training to become successful, well-rounded medical providers for future patients. It is the responsibility of every member of the MSUCOM community to hold each other accountable for achieving professionalism standards. The Common Ground Framework provides the MSUCOM community a reminder of the unity of mind, body, and spirit that underlines the field of osteopathic medicine. The framework is a set of guiding, foundational principles that underpin professional conduct and integrity and applies to all professionals at work within the shared college community, independent of their specific roles or responsibilities.

Purpose

The purpose of CGPI is to promote and reward excellence in professional behavior, to ensure compliance with policies and procedures addressing professional conduct, and to address conduct that does not align with community norms.

The Spartan Community Clearinghouse (SCC) is a group of faculty, staff, administrators, and students who uphold the values of the Common Ground Framework for Professional Conduct to serve as mentors and educate members of MSUCOM about professionalism. Members of the SCC are also invited to provide insight from all perspectives across the college on trends concerning professionalism. The SCC is intended to provide insight and consider multiple perspectives in an informal, collegial manner, with confidentiality and respect for all.

Reporting Professionalism Concerns

Community members who notice a lapse in professionalism of another community member may submit an observation via the CGPI website. It should be noted that submission of an observation does not replace acting in the appropriate manner to either coach the behavior or bring the behavior to the appropriate person's attention. If the professionalism breach of a student is significant enough, it may be reported directly to the Sr. Associate Dean of Student Affairs. If a concern is brought to the CGPI or administration, the student will meet with the appropriate person to discuss the concern and provide coaching. All concerns brought to the CGPI or administration are kept in either student or HR files. If no other professionalism issues occur throughout the student's tenure in medical or PA school, record of the incident will not be recorded in the student's permanent file.

If a student accumulates more than two concerns and/or a pattern of behavior is observed, or exhibits a single behavior that is an egregious professionalism lapse, the Sr. Associate Dean of Student Affairs will require a direct meeting with the student. After meeting with the student, the Sr. Associate Dean may refer medical students to the Committee on Student Evaluation (COSE), or PA students to the Promotion

Committee. After careful review, COSE or the Promotion Committee may take actions such as recommending an adjustment to one's academic standing including Academic Probation, Warning, or inclusion of the professionalism concerns in the medical student's Medical Student Performance Evaluation (MSPE)/PA student's future letters of recommendation. Professionalism Remediation may also be required. Recommendation for inclusion in the MSPE is made to the Sr. Associate Dean of Medical Education. Ultimately, the Committee on Student Evaluation or the PA Promotion Committee may recommend to the dean a student be dismissed from MSUCOM for academic and/or professionalism reasons, including failure to demonstrate appropriate ethical or professional behavior.

Online Reporting System

This is a confidential, web-based form for individuals to report both exemplary behaviors and lapses in professionalism to the CGPI. These forms are reviewed by MSUCOM's Sr. Associate Dean of Student Affairs and/or Director of Human Resources, which is triaged based on parties involved. These designees also follow up on each observation filed and document that the concern was addressed as a system of checks and balances to hold everyone in the college accountable. The Sr. Associate Dean of Student Affairs and/or HR also monitor for trends in behavior among faculty, staff, students, or specific work and learning environments (departments, clerkships, etc.) that may require more in-depth evaluation and education. These trends are then brought to the SCC for exploratory and solution-oriented multi-perspective discussion on the 'why' behind trends, and how we can work together to combat negative behaviors and amplify positive behaviors.

Reporting exemplary professional behavior is also valuable and much appreciated. Those exhibiting exemplary professional behavior may receive a formal letter of acknowledgement from the SCC. The letter is also copied to that person's supervisor or college administrator as appropriate (e.g., for students, the letter would be copied to the Sr. Associate Dean of Student Affairs; for faculty or staff, to their supervisor/department head, etc.).

*If the referral to CGPI is considered egregious (example academic dishonesty), administration may elect immediate COSE referral.

If the lapse in professionalism falls within the parameters of another College or University disciplinary system (e.g., plagiarism; falsification of documents; verbal or physical assault; sexual harassment), the issue will be referred to the associated policy and/or committee (Medical Students Rights and Responsibilities (MSRR), Relationship Violence and Sexual Misconduct (RVSM), Office of Institutional Equity (OIE), etc.).

Medical Students Rights and Responsibilities

Michigan State University is a community of scholars. The basic purposes of the University are the advancement, dissemination, and application of knowledge. While engaged in these activities, the University seeks to provide an environment conducive to instruction, research, and service.

Each right of an individual places a reciprocal responsibility upon others: the responsibility to permit the individual to exercise the right. The medical student, as a member of the academic community, has both rights and responsibilities. Within that community, the medical student's most essential right is the right to learn. The University provides for the medical student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The medical student has responsibilities to other members of the academic community and to patients, clients, and the general public.

Regulations governing the activities and conduct of student groups and individual medical students do not attempt to specify all prohibited and permitted conduct. Rather, they are intended to govern conduct that seriously interferes with the basic purposes and processes of the community or with the rights of members of the community.

The medical student is not only a member of the academic community, but also a citizen of the larger society who retains those rights, protections, and guarantees of fair treatment held by all citizens.

Other Reporting Options

Students may report incidents to any course or clerkship director, their student affairs dean, the medical education dean, or another trusted faculty member/MSUCOM administrator. That person, with permission from the student, may complete a professionalism observation form on behalf of students. This is useful even if that person has resolved the issue, as it allows MSUCOM to monitor for similar recurrent behavior as above. Students may also use resources and reporting mechanisms provided by the [MSU main campus Dean of Students Office](#).

MSU Ombudsperson

Whether you are a student, faculty member, or staff, the Office of the University Ombudsperson offers a confidential place to discuss both academic and nonacademic concerns including, administrative issues, workplace issues, or any concern that may relate to Michigan State University students. The Office of the University Ombudsperson offers an environment where you can talk with a confidential and impartial resource about a complaint, conflict, or problem.

The Office of the University Ombudsperson also is committed to providing unbiased, fair, and equitable services and support to all members of the Michigan State University community regardless of color, disability, familial status (i.e., having children under 18 in a household, including pregnant women), sexual orientation, gender identity, citizenship status, national origin, race, ethnicity, religion, class, sex, and any other identities the constituent may hold. [Please click here to learn more and to request an appointment.](#)

The Office for Civil Rights and Title IX Education and Compliance

The Office for Civil Rights and Title IX Education and Compliance (OCR) is comprised of the Prevention, Outreach, and Education Department (POE), the Office of Institutional Equity (OIE), the Office of the ADA/Section 504 Coordinator, the Resolution Office, and the Office of Support and Equity. OCR supports the campus community in creating and maintaining a safe environment and a culture of respect through educating all campus community members regarding how to prevent, identify, appropriately respond to, and report discrimination, harassment, stalking, sexual assault, and relationship violence; conducting impartial, fair, supportive, and equitable investigations of complaints under MSU's Relationship Violence and Sexual Misconduct and Title IX Policy (RVSM Policy) and MSU's Anti-Discrimination Policy (ADP); and connecting those impacted by discrimination, harassment,