APPENDIX II

UNIVERSITY OF MIAMI MILLER SCHOOL OF MEDICINE
CODE OF HONORABLE AND PROFESSIONAL CONDUCT

I. PREAMBLE

More than two thousand years ago, the ancient Greek physician Hippocrates described high standards of personal and professional conduct as part of the art and practice of medicine. In the spirit of this rich tradition, we, the students of the University of Miami Miller School of Medicine, create this Code of Honorable and Professional Conduct.

As aspiring physicians, we have dedicated ourselves to the study and practice of medicine for the betterment of humanity. We understand that few roles bear as much responsibility and respect as that of the medical practitioner. Yet, we are also aware of the struggles and pitfalls men and women may face in keeping true to the principles of honorable and professional conduct. We acknowledge these realities and wish to remain true to our core values in this journey. It is in this spirit that we commit to uphold the principles of this Code – to maintain respect for human dignity and the trust that is accorded to us; to develop habits of excellence which will foster our personal and professional development; and to be model citizens in this University and the greater community.

Accordingly, we, the students of the Miller School of Medicine, commit ourselves to the standards of conduct and behavior outlined in this Code of Honorable and Professional Conduct.

II. PROFESSIONAL INTEGRITY

A. Respect for Colleagues, Faculty, and Staff

1. Medical students shall demonstrate respect for all colleagues, faculty, and staff in our language and action. We will aim to resolve all of our concerns and disagreements with others using kindness and maturity.

2. Medical students will not engage in hazing, racist behavior, defamation, threats, or other forms of harassment. Physical or psychological abuse or intimidation of any member of the University of Miami or those who use its facilities will not be tolerated.

3. Medical students shall not compromise our professional integrity through the inappropriate use of public forums, including online social networking media. Students shall not share or post messages that may be viewed as offensive, malicious, or insulting.

4. Medical students will defer to those with superior knowledge or experience and shall respect the instructions of their superiors. However, students have the responsibility to seek changes when those requests seem inappropriate, unprofessional, or contrary to the wishes or best interests of patients.

5. Medical students shall do their best to arrive on time to all mandatory activities, including classes, small groups, and clinical duties. If one is expected to attend
but unable to do so, every attempt must be made to notify the appropriate person of one’s absence or tardiness.

6. Medical students shall respect their peers by fulfilling their responsibilities when collaborating on projects or as members of clinical teams.

B. Respect for Patients

1. Medical students shall demonstrate respect for patients in language and actions. We will maintain empathy, humility, modesty, and respect for privacy during history taking and physical examinations. We will use language and behaviors that are non-threatening, non-sexual, and non-judgmental. We shall strive to build rapport with patients and their families, the relationships we form with them must be appropriate in every respect.

2. Medical students shall serve patients to the best of their ability regardless of diagnosis, race, sex, age, national origin, ethnicity, sexual orientation, disability, socioeconomic status, religion, or political beliefs.

3. Medical students shall strive to only be identified in a way that is consistent with their level of medical training. Students should not perform actions or accept patient care responsibilities that are beyond their level of comprehension or ability. When appropriate or necessary, students should ask for guidance, supervision or assistance from their superiors and colleagues.

4. Patient confidentiality must be maintained at all times. The details of patient care will not be discussed in public settings in order to preserve patient privacy. Patients’ medical and personal information will only be shared with health professionals involved in their care and those with explicit consent. In addition, students will not share or allude to patient information or cases on social networking media.

5. Students will ensure that all written medical documents, electronic records, and oral presentations pertaining to patients are legible, accurate, and complete to the best of their ability. Patient records and verbal communication about patients should not contain offensive or judgmental statements.

6. Competitiveness with colleagues should never adversely affect patient care or relationships with peers or faculty.

C. Social Networking Media

1. Social networking media such as Facebook, Twitter, and YouTube present unique challenges to medical professionals, including medical students. Students will be mindful that any photographs, video, messages, or personal information we choose to share have the potential to be viewed by our colleagues, superiors, patients, and others.

2. Confidentiality forms the core of patient-physician interactions and is necessary for patient’s ability to share sensitive information. In preserving confidentiality, medical students shall not share any details of patient information or clinical encounters through social networking media, including messages, photographs, or video. This principle extends to sensitive patient information or pictures obtained from international mission trips or experiences.

3. Medical students will not share any information through social networking media concerning cadavers or any other human materials from the Gross Anatomy Lab. Students shall be sensitive to this particular topic in all of their communications with their colleagues and others.
4. Students should take care when posting pictures or personal information which may depict them in ways that are deemed unprofessional. Such actions may have a negative impact on how the medical professionals of the UMMSM are viewed. Students are encouraged to use sound judgment with regard to their day-to-day words and actions and also what they post online. The professional standards contained in this Code apply to student life both on and off-campus, online and offline.

D. Substance Abuse

1. Medical students shall strive to assist impaired colleagues in seeking professional help and to accept such help if impaired oneself.
2. Medical students will not participate in the care of patients while under the influence of substances that impair their judgment or their ability to care for patients.

E. Respect for Community

Students should recognize that all laws are established to benefit society. All laws, policies, and regulations at the university, local, state, and federal levels are to be upheld by students in all circumstances. The University of Miami Miller School of Medicine may proceed with disciplinary action whether or not civil or criminal proceedings have been instituted against the student, a right that may not be challenged solely on the grounds that the criminal charges have been dismissed or reduced.

III. ACADEMIC INTEGRITY

As one part of a larger academic and professional community, the medical students of this University take responsibility to ensure that our environment is conducive to the development of medical knowledge and skills. We realize that the health and lives of our patients will depend on precisely this knowledge and skill. The following list outlines the minimum standards we will meet in maintaining academic integrity.

A. Medical students understand and appreciate the sacrifice of individuals who provided their bodies for the benefit of our learning. Therefore, students will treat cadavers with the greatest respect in their presence and in their communications with fellow colleagues.

B. Medical students will display respect and professional courtesy to faculty and guest lecturers. Disagreements and personal grievances should be addressed constructively and in ways that are professionally acceptable.

C. Medical students will display respect and courtesy to colleagues, faculty, and lecturers by not disrupting classes, meetings, or other functions or otherwise unfairly interrupt colleagues in the pursuit of their education.

D. Students will help to establish optimal conditions for academic integrity by refraining from discussing the content of examinations in public places, where a fellow student might inadvertently receive an unfair advantage.
E. Any actions indicating a lack of honesty in academic matters is considered a violation of academic integrity. Students who willfully engage in such behaviors may jeopardize their standing at the University and be subject to disciplinary action. Examples of such actions include:
- Giving or receiving unfair assistance;
- Using unauthorized materials or information on examinations or assignments;
- Plagiarism;
- Violating directions regarding examinations or assignments;
- Intentionally sabotaging another student’s academic performance by damaging or concealing any course or library materials;
- Falsifying documents, including attendance records; and
- Manipulating or manufacturing data in academic, clinical, or research matters.

IV. PROMOTION OF HONORABLE AND PROFESSIONAL CONDUCT AND REPORTING OF CODE INFRACTIONS

Our philosophy as medical students is to exhibit personal responsibility, rather than to aggressively and unreasonably monitor our peers. Dishonorable actions threaten the people within our care, our program, our class, and our education. Therefore, we accept the responsibility to uphold the principles of this Code and the spirit they embody.

A. Responsibility to Self

We recognize that personal accountability can be delegated to no higher authority than oneself. Accordingly, if a medical student feels they have committed a breach of this Code, they may approach their Council for Honorable and Professional Conduct (CHPC) Class Representative or other member of the CHPC for counsel. The option of meeting with the CHPC as a group for consultation is always available and encouraged for students to utilize. Depending on the nature of the situation, the CHPC may provide recommendations to the Medical Education Administration for further action.

B. Responsibility to Colleagues

Students who observe, suspect, or know of dishonorable or unprofessional conduct, are encouraged to promptly address the situation with the persons involved. Their approach must be grounded in the presumption of innocence. A student who takes responsibility for an infraction of this Code must be encouraged to contact either a member of the CHPC or the Medical Education Administration. If adequate explanation for the behavior is not offered, the questionable conduct may be reported to any member of the CHPC, the Medical Education administration, or via the Professionalism Incident Report (PIR) system. If a student does not wish to approach a student directly, assistance may be sought from a member of the CHPC or the Medical Education Administration. Medical students are encouraged to avoid the unnecessary disclosure of information regarding a suspected violation of this Code to students, faculty, staff or the administration. This measure helps to ensure confidentiality for the students involved. Students should avail themselves of the provisions of this Code in order
to maintain presumption of innocence and confidentiality until a violation has been substantiated.

C. Responsibility to Community

Students, faculty, and administration all share in the responsibility to create an optimal environment for learning, ethical behavior, and professional conduct. If a student believes that an environment exists which create a temptation to violate the Code, these concerns should be brought to a CHPC Representative for counsel. If a student believes they have witnessed a member of the University of Miami Miller School of Medicine or Affiliated Hospitals and Clinics engaging in unprofessional or unethical behavior, they may approach any CHPC member for counsel and referral to the appropriate person.

V. THE COUNCIL FOR HONORABLE AND PROFESSIONAL CONDUCT (CHPC or Council)

A. Members

1. Chancellor
   a) The Chancellor is a member of the Senior Class, in good standing, preferably with prior experience as a member of the CHPC. The Chancellor will be nominated by the CHPC of the preceding year and confirmed by a majority vote of the Student Council. This nomination shall take place no later than six weeks prior to the end of the senior year. The Chancellor will assume office on the first day following graduation of the Senior Class. The term of office is one academic year.
   b) The Chancellor will direct and be responsible for the performance of duties of the CHPC and its members. The Chancellor will be responsible for the orientation of all new students to the Code of Honorable and Professional Conduct.
   c) The Chancellor will appear as representative of the CHPC to General Deans’ Meetings.
   d) The Chancellor may appear as a representative of the CHPC at Executive Promotions Committee meetings as requested.
   e) The Chancellor is a member of the Student Government Executive Council (SGE) and meets with the SGE to collaborate and report on major CHPC issues that are not confidential. The Chancellor attends Student Government General Council meetings and may report there as well.

2. Class Representatives
   Membership of the CHPC shall consist of one representative from each of the MS1, MS2, and MS3 classes, one representative from the MD/PhD program, and two representatives from the MD/MPH program. One MD/MPH representative shall be from the MS1 or MS2 class and one from the MS3 or MS4 class. Candidates receiving the most votes are elected. Elections are held during the regular elections for student government positions. The Chancellor will be the representative for the senior class. Each representative must be a student in good standing. Term of office is one academic year. Duties of the CHPC Representatives are as outlined by the Code of Honorable and Professional Conduct. Class representatives may discuss matters of
ethics and professionalism with fellow class members related to provisions of the Code, within the limits of confidentiality. This may facilitate the resolution of disputes or misunderstandings.

3. **Clerk**
   The Council member representing the third year class shall act as Clerk. The Clerk shall assist the Chancellor and shall prepare and preserve a written record of all Council proceedings when appropriate. The Clerk will assume the duties of the Chancellor in the latter’s absence. The newly acting Chancellor will choose a replacement Clerk from the remaining representatives.

4. **Faculty Advisors**
   The principle Faculty Advisor to the CHPC shall be faculty member in good standing appointed annually by the CHPC. The CHPC will also consult with the Dean for Student Affairs, and other faculty members as appropriate.

5. **Vacancies**
   a) **Removals or Permanent Vacancies**
      If a Council member is not performing their duties satisfactorily or is no longer in good standing, they may be removed from office by majority vote of the Council. Vacancies will be promptly filled by election of a new member from the appropriate class.
   
   b) **Temporary Vacancies**
      Temporary vacancies may be filled via appointment by the Chancellor subject to approval by a majority vote of the Council.

B. **Promotion of Ethics and Professionalism**

1. Members of the CHPC will promote awareness of the Code of Honorable and Professional Conduct and its principles. During orientation of new medical students each year, the CHPC will present the Code of Honorable and Professional Conduct and introduce students to basic medical ethics and professionalism.

2. The CHPC will promote, coordinate, and facilitate periodic discussions and debates concerning professional and ethical issues.

3. The CHPC should organize at least one major event per semester highlighting topics in ethics or professionalism to the student body.

4. The CHPC will conduct an annual review of the Handbook along with the Associate Dean for Student Affairs. The CHPC will play a consultative role in the annual review of policies and procedures.

C. **Ethics Consultation**

1. Students may request a formal Ethics Consultation with the CHPC. At these meetings, students may ask to discuss matters of professionalism, academic integrity, or ethical conduct. The meeting may deal with the student’s own behavior, or the behavior of others.

2. The medical education administration or a promotions committee may request an ethics consultation from the CHPC. Consultations will be sought when the administration or faculty wishes to obtain the CHPC’s opinion regarding school policy or potential violations of the professional or ethical
standards of the UMMSM. Requests for consultation will be submitted in writing. The consultation will be de-identified, and information will be conveyed to the CHPC as deemed appropriate by the consulting body. The CHPC will handle such requests by convening a meeting that includes the Chancellor or Clerk, at least three other members of the council, and may include the faculty advisor. After deliberation, the CHPC may choose to respond, request additional information for consideration, or defer for any reason. Responses will be provided in writing and signed by the members of the CHPC who participated in the meeting. Responses provided by the CHPC are confidential and non-binding.

3. The Associate Dean for Student Affairs will meet with the CHPC twice every semester to provide a summary report of Physician Incident Reports (PIRs) submitted over the preceding interval. At that time, the ADSA may choose to discuss specific PIRs with the CHPC for the purpose of evaluating and improving school policy, deliberating the institution’s response to such incidents, or implementing measures to try to prevent similar incidents from arising in the future. The PIR will be de-identified, and any advice given by the CHPC will be confidential and non-binding.

D. Professionalism Counseling

1. The medical education administration or a promotions committee may refer a medical student for professionalism counseling from the CHPC.

2. When counseling is sought, the Medical Education Administration or the promotions committee will submit a written request that describes the reason(s) for the request. Pertinent information will be provided as deemed appropriate by the consulting body.

3. The CHPC may request additional information as deemed appropriate.

4. Members of the CHPC will meet with the student to discuss the consult. The meeting should include the chancellor or clerk and at least three other members of the CHPC. The meetings are meant to create a non-threatening, supportive environment where students may express their questions, concerns, and perspectives regarding any incidents of unprofessional behavior. Any incidents may be discussed, and the perspective and thoughts of the student involved will be elicited. The goal of these meetings is not to be punitive, but rather instructive and informational. The intention is to prevent future acts of unprofessional behavior through open, friendly discussion.

5. At the conclusion of the meeting, the Chancellor or Clerk will submit a letter to the consulting body documenting that the student met with the CHPC for consultation, and outlining the outcome of the meeting.

E. Student Government Elections

1. In the spring of each academic year, the CHPC will oversee the elections of the student representatives of each class. This includes receiving applications, reviewing and posting student-designed advertisements, managing speeches, overseeing the voting process, and announcing winners.

2. The CHPC may disqualify any applicant if unprofessional behavior occurs during the process, or if proper procedures are not followed. At the discretion of the CHPC, advertisements deemed unprofessional may not be posted or replacements may be requested.
F. Contributing to Medical Ethics

1. Members of the CHPC shall consistently serve on the Hospital Ethics Committees of the Jackson Memorial Hospital, the University of Miami Hospitals and Clinics, the University of Miami Hospital, and the Pediatrics/Holtz Children’s Hospital.

2. Members of the CHPC will act as liaisons for students interested in Hospital Ethics Committees or other matters of ethics.

VI. AMENDMENTS TO THE CODE OF HONORABLE AND PROFESSIONAL CONDUCT

Review of the Code shall be conducted annually. Input may come from the following sources, among others.

1. Periodic questionnaire to students.
2. Examination of the CHPC records.

A majority vote of the Council is required to ratify any proposed changes. Proposed changes to the Code must be made available to the student body, faculty members, and the Executive Promotions Committee at least one week prior to the vote for review and comment. Changes approved by the CHPC shall be submitted to the Student Council for final ratification, subject to modification and approval by the Dean of the School of Medicine.

- This code was approved by a majority vote of the Student Council of the UMMSM on 16 July 2001, with revisions approved on 10 January 2002.
- The body of this code was further amended by a vote of the Student Council of the UMMSM in May 2004.
- Major Revisions:
  - 4/04 Section VI.A.2 Regarding official records to be forwarded to the EPC at the conclusion of a Full Hearing of the CHPC.
  - A major revision also occurred with significant changes in the duties of the CHPC and other aspect of the code too numerous to detail.