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School of Medicine Professionalism Honor Board Charter

Mission Statement/Purpose

The Professionalism Honor Board will represent the interests of the institution, the profession of medicine, and the students in reviewing student conduct that may fall below the accepted professional standards for the practice of medicine. The Board is responsible for ensuring advancement towards meeting standards of the profession and when needed make recommendations regarding student course of study modification, professional remediation, and dismissal.

The Board shall receive reports from faculty, course directors, interview students, review details in executive session, and develop remediation plans and corrective or disciplinary actions. The Board Chair will share reports of deliberations and recommendations with the Dean, or his or her representative as well as the School of Medicine Executive Committee at their request.

Membership

Voting members of the Professionalism Honor Board are appointed by the Nomination and Election Committee as outlined in the School of Medicine Bylaws of the Faculty.

There shall be nine voting members. Five faculty members, with a minimum of three clinical faculty, none of whom is a departmental chair. Members shall serve for a term of three years and may be appointed for a second consecutive term, after which time they must cycle off for at least one year. Faculty appointees and candidates for Chair must have SLU SOM medical student teaching responsibilities as part of a course, clerkship, or elective. Three voting student members (one from each phase pre-clerkship, clerkship, and post-clerkship) will be appointed by the Chair in consultation with the Office of Student Affairs and will serve for the duration of their eligible time in medical school.

Ex-Officio members (non-voting) shall include the Deans of Student Affairs, a member of the Office of

Curricular Affairs, a Member of the Office of Diversity Equity and Inclusion, a Member of the Admissions Office, and a member of the Office of Professional Oversight.

Chair

The Chair shall be appointed by the Dean and must be a clinical faculty member. A Vice Chair will be chosen from the appointed faculty members by the Chair.

Responsibilities

The Professionalism Honor Board is charged by the SOM to uphold and apply the Professionalism Probation Policy and the Ethical Code of Conduct. The PHB recommends and approves remediation plans for lapses in Professionalism and Professional responsibilities. Additionally, for recurrent or egregious violations of Professionalism, the PHB is responsible for recommending dismissal per the terms of the Professionalism Probation Policy to the Dean of the School of Medicine.

Professionalism Probation Policy: <https://slu.policystat.com/policy/10346913/latest>

Ethical Code of Conduct: <https://slu.policystat.com/policy/8546497/latest>

Meetings/Procedures

The Board will routinely meet monthly and on an *ad hoc* basis as deemed appropriate by the Chair.

Ex officio members are expected to only provide material support to the Committee. In case a physical meeting is not possible, the Chair may call for an electronic vote. When there is a call for a vote, there must be at least 5 voting members present. The Chair states the motion clearly, which is seconded by a voting member and it is passed with a simple majority of voting committee members.

A quorum for in-person or electronic meetings shall consist of five voting members.

Special meetings may be called by the Chair or a Dean of Student Affairs.

The Office of Student Affairs shall maintain records, reports, and minutes of the Committee meetings.

The Committee Chair will share reports of deliberations and recommendations with the Dean as well as the School of Medicine Executive Committee at their request.

Professionalism Honor Board members will be excluded from reviewing cases of students with whom they otherwise have a conflict of interest (COI), which includes (not limited to) having directly evaluated or provided healthcare to the student referred to the PHB. If the COI involves the chair, the co-chair should assume the role of chair. If both the chair and co-chair have a COI, they must appoint a representative from Professionalism Honor Board without a COI to manage the activity of the Professionalism Honor Board related to the matter with which a COI exists. Any COI should be resolved by the individual with the COI and the Professionalism Honor Board.

History

Approved by the Curriculum Committee on February 21, 2024. Revision approved by Curriculum

Committee on June 10, 2024.

Approval Signatures

Step Description	Approver	Date
VP Medical Affairs	Christine Jacobs: None	6/11/2024
SOM of Policy and Procedure Review Committee	Chad Miller: None	6/11/2024
SOM of Policy and Procedure Review Committee	Stephanie Decker	6/11/2024

Applicability

SLUCare, Saint Louis University

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