

Early Concern Note

Reporting Concerns about a Student's Professional Behavior

Professional behavior is considered to be a set of attitudes and behaviors believed to be appropriate to a particular occupation. This definition implies a demeanor that is created through a combination of behaviors including courtesy and politeness when dealing with patients, peers, and other health care professionals.¹

Concerns about a student's professional behavior may be either

- a) directly observed or otherwise noted by a SHP faculty or course instructor; or
- b) directly observed or otherwise noted by other faculty or staff with whom the student interacts

Academic performance is managed under different department and University processes and is not a part of this policy.

A faculty member who either directly experiences or receives a report of potentially unprofessional behavior should discuss the concerns directly with the student, and has the options of:

- a) Determining that no action is indicated; or
- b) Generating an Early Concern Note.

Early Concern Notes are not anonymous. For this reason, those who submit an Early Concern Note should review their concerns personally with the student at the time the letter is generated.

A copy of all Early Concern Notes will be forwarded to the ASA office (shp.academicaffairs@utmb.edu) from the departments. The Associate Dean will report the utilization of the ECN to Chair's Council at least bi-annually.

Consequences of Letters of Concern

1. **The first Early Concern Note** received by a student during his or her enrollment will result in a discussion between the student and the students' academic advisor, with the potential for voluntary referral and counseling. The department Chair will be notified.
2. **A second Early Concern Note** received by a student during enrollment will result in a report of both Letters of Concern (and any student written responses) to the student's department Chair, who will meet with the student to discuss the Early Concern Note. This meeting calls the student's attention to potential consequences of continuing the behavior and may include development of a professionalism remediation program.
3. **A third or subsequent Early Concern Note** received by a student during enrollment will result in:
 - a) a report of all Early Concern Notes (and any student written responses) by a Department Chair to the office of the Dean of Student Affairs.
 - b) the student appearing before the Student Affairs Dean to discuss the Early Concern Notes; and
 - c) action as determined by the Department and Dean of Student Affairs including but not limited to counseling, a professionalism remediation program, and/or dismissal; and
 - d) if applicable, reporting to the student's professional licensing board.

Reference:

1. Jungnickel PW, Kelley KW, Hammer DP, Haines ST, Marlowe KF. Addressing Competencies for the Future in the Professional Curriculum. *American Journal of Pharmaceutical Education*. 2009;73(8):156.