

THE MANILA TIMES COLLEGE OF SUBIC SCHOOL OF MEDICINE

Medical Professionalism Policy

PURPOSE

Professionalism is a fundamental competency expected of all medical students and is essential to the ethical practice of medicine. As future physicians, students are expected to demonstrate integrity, accountability, respect, compassion, and ethical conduct in all academic, clinical, research, and community settings.

Professional behavior is expected both within and outside the formal educational environment. This includes, but is not limited to:

- Classroom and laboratory activities (blended environment)
- Clinical clerkships and community rotations
- Simulation and skills training
- Research activities
- Volunteer and outreach programs
- Professional meetings and conferences
- Electronic communications, including email and messaging platforms
- Social media and other public digital platforms

Students are expected to uphold the reputation of the profession, protect patient privacy, and maintain the trust placed in them by patients, colleagues, faculty, and the public.

AUDIENCE

This policy applies to:

- All medical students of The Manila Times College of Subic School of Medicine (TMTCSSOM)
 - Faculty members
 - Clinical preceptors
 - Administrative staff
 - Affiliated training hospitals and partner institutions involved in medical education
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REFERENCE

CHED CMO No. 18, Series of 2016

Doctor of Medicine Program Outcomes and Curriculum

DEFINITION OF PROFESSIONALISM

Professionalism is demonstrated through ethical conduct, responsibility, accountability, respect, and commitment to excellence.

Medical students are expected to:

1. Comply with institutional policies, regulations, and applicable laws.
 2. Fulfill academic and clinical responsibilities as outlined in course syllabi, clerkship manuals, and institutional policies.
 3. Complete assigned academic, administrative, and clinical duties accurately and within required timelines.
 4. Demonstrate accountability by accepting responsibility for personal actions, decisions, and professional conduct.
 5. Seek and respond constructively to feedback to promote continuous learning and professional growth.
 6. Communicate respectfully and professionally with patients, peers, faculty, staff, and members of the healthcare team, regardless of differences in culture, beliefs, opinions, gender, religion, or background.
 7. Maintain patient confidentiality and protect privacy in accordance with applicable laws, institutional policies, and ethical standards.
 8. Demonstrate honesty, integrity, compassion, empathy, and respect in all professional interactions.
 9. Resolve conflicts professionally through respectful communication and appropriate institutional processes.
 10. Use technology, electronic communications, and artificial intelligence responsibly and ethically in accordance with institutional policies.
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Examples of Professionalism Lapses

Professionalism lapses include, but are not limited to, breaches of accountability, integrity, confidentiality, honesty, respect, and compassion.

Examples include:

Academic and Administrative Responsibilities

- Failure to comply with course requirements, clerkship manuals, institutional policies, or onboarding requirements
- Repeated tardiness or absenteeism without appropriate justification
- Repeated failure to respond to official communications
- Failure to complete assigned clinical or administrative responsibilities

Professional Conduct

- Disrespectful, intimidating, discriminatory, harassing, or disruptive behavior toward patients, peers, faculty, staff, or members of the healthcare team
- Failure to demonstrate empathy, professionalism, or appropriate professional boundaries
- Conduct that interferes with teaching, learning, research, patient care, or institutional operations

Academic Integrity

- Cheating during examinations or assessments
- Plagiarism
- Forgery or falsification of records
- Fabrication or falsification of academic, research, or patient documentation
- Unauthorized collaboration
- Misrepresentation of attendance, clinical encounters, procedures, or competencies
- Inappropriate or undisclosed use of artificial intelligence in violation of institutional or course policies

Confidentiality and Privacy

- Unauthorized disclosure of confidential institutional information
- Breach of patient confidentiality
- Unauthorized photography, video recording, audio recording, livestreaming, or posting of patients, faculty, staff, students, or institutional activities without appropriate consent and authorization
- Unauthorized sharing of confidential institutional communications or documents

Digital and Social Media Professionalism

Students are expected to use social media responsibly and professionally.

Examples of inappropriate conduct include:

- Posting confidential patient information
- Posting content that violates privacy laws or institutional policies
- Misrepresenting professional credentials
- Harassing, bullying, threatening, or discriminating against others through electronic media

- Publishing false or defamatory statements that knowingly damage the reputation of individuals or the institution
- Copyright infringement or unauthorized use of intellectual property

Nothing in this policy is intended to restrict lawful reporting of misconduct, protected whistleblowing, or the expression of academic opinions made respectfully and in accordance with institutional policies.

PROCEDURE

Professionalism concerns should be addressed promptly, fairly, confidentially, and proportionately.

Any faculty member, clinical preceptor, or authorized institutional representative who observes a professionalism concern should complete a Professionalism Concern Report and submit it to the appropriate academic authority.

Depending on the severity, frequency, and nature of the concern, the following progressive process may be implemented:

1. Informal Feedback

- Verbal discussion
- Coaching
- Immediate formative feedback

2. Written Professionalism Concern

- Documentation of the incident
- Formal meeting with the student
- Written expectations for improvement

3. Remediation Plan

The student meets with the Course Coordinator and/or Director of Student Success to develop an individualized remediation plan, which may include:

- Professional coaching
- Reflective exercises
- Mentoring
- Counseling referral when appropriate
- Increased monitoring

4. Professionalism Committee Review

Repeated, significant, or serious professionalism concerns may be referred to the TMTCSSOM Professionalism Committee or the equivalent committee of an affiliated institution for review and recommendations.

5. Academic or Disciplinary Action

When warranted, sanctions may include:

- Written warning
- Professional probation
- Failure of a course or clerkship
- Delayed academic progression
- Other disciplinary measures consistent with institutional regulations and applicable CHED policies

6. Dismissal

Persistent, severe, or unremediated professionalism violations may result in recommendation for dismissal in accordance with institutional due process and applicable CHED regulations.

Student Rights

Students have the right to:

- Be informed of professionalism concerns
- Respond to allegations
- Receive fair and impartial review
- Appeal decisions through established institutional grievance procedures

Students who believe they have experienced discrimination, harassment, or unfair treatment may file a complaint through the appropriate institutional grievance process for investigation and resolution.

RESPONSIBILITIES

Faculty Members

- Model professional behavior

- Provide timely feedback
- Document professionalism concerns
- Support student development and remediation

Course Coordinators

- Monitor professionalism within their courses
- Review professionalism reports
- Coordinate remediation plans
- Recommend referrals when appropriate

Director of Student Success

- Coordinate student support and remediation
- Monitor progress
- Facilitate referrals and mentoring
- Report outcomes to the Dean when appropriate

Dean/Founding Dean

- Ensure consistent implementation of this policy
- Oversee due process in professionalism cases
- Approve disciplinary actions consistent with institutional policies