

- UNECOM will not tolerate dishonest or deceptive actions
- Confront or report any dishonest behavior

Guidelines and Procedural Safeguards

Any student, faculty, or staff member, administrator, or clinician who witnesses any violation of the Code of Ethics has the responsibility to ensure resolution by taking one or more of the following actions within 48 hours of obtaining knowledge of the violation:

- 1. Confront the individual (s) regarding the incident;
- 2. Confidentially discuss the incident with one or more of the following individuals*:
 - a. Course Director;
 - b. Associate Dean of Academic Affairs;
 - c. Associate Dean of Clinical Education;
 - d. Associate Dean of Recruitment, Student, & Alumni Services (RSAS);
 - e. Regional Clinical Assistant Dean
- 3. File a complaint in writing or electronically describing the basis of the complaint and the alleged offences to the Associate Dean of Recruitment, Student, & Alumni Services (RSAS)

n the matter, either as an individual or as a group. No disciplinary action shall result unless a formal written complaint is filed.

UNE COM Professional Student Conduct Policy

Satisfactory completion of the curricular requirements for graduation from the University of New England, College of Osteopathic Medicine (UNE COM) includes the demonstration of acceptable professional behavior and conduct. Students must meet the following standards and uphold the Code of Ethics throughout all years of UNE COM training to maintain eligibility for graduation.

Standards for Professional Behavior

- A. Behave in a respectful, responsible, reliable and dependable manner, e.g., manage time well, respect deadlines for assignments (including peer, faculty, and course evaluations and assessment), respect starting times for meetings and appointments; plan ahead; follow through with commitments; cooperate with person(s) in charge of programs; and take responsibility for absences or missed assignments;
- B. Demonstrate personal integrity, honesty, and self-discipline, e.g., is ethical, respectful, consistently demonstrate truthfulness in documentation, reports and



self-evaluations, show appropriate personal control, and assume responsibility for tasks that he/she can manage;

- C. Demonstrate cultural humility and self-awareness of own privilege in treatment of all others in the community, which encompasses the College, the University, the town and state within which we are located and the world at large;
- D. Project a professional image in manner, dress, grooming, speech, and interpersonal

community standards, e.g., maintain personal hygiene, notify preceptor or other leader in case of emergency absence or call to apologize if unable to notify in advance; demonstrate respect for patients and colleagues when doing patient exams or treatment;

E Recognize own personal limitations and biases, whether they are intellectual, physical, emotional and/or cultural and strives to correct them, e.g., overcome negative behaviors such as procrastination, learns to be a team member, adapts to





and expression, sex and sexual orientation, socioeconomic status and religion, and respects the privacy and individual choice of others;

- J Consistently demonstrate respect for administrators, faculty, staff, and fellow students of the University in all settings on and off campus, and the Clinical Stes;
- K The same behaviors are expected for on-line classes and experiences (see Appendix B);
- L The professional student/future physician adheres to the American Osteopathic Association (AOA) Code of Ethics as published by the AOA as well as any applicable College or University standards for conduct;
- M. Students are expected to follow the University of New England Code of Conduct as outlined in the UNE Student Handbook: <u>https://www.une.edu/studentlife/handbook</u>