

Professionalism and Attendance in the MD Program

How is professionalism assessed?

Being a professional is one of the key attributes of being a physician.

- Assessment of student professionalism is organized according to six professionalism domains, including criteria that reflect specific behaviours that characterize the respective domain. You are asked to assess students in each domain based on the *criteria applicable to the learning activity*.
- You may indicate that you were **not able to assess** one or more of the professionalism domains.
- You may provide comments regarding a student's **strengths and areas for improvement**.
- You are required to provide **comments regarding any scores of 1 or 2 (including any critical incident)** to support student development.
- Further reading: [Student Professionalism Guidelines](#) | [Assessing Student Professionalism](#)

I have a concern about a student's professionalism

- If you have a co-tutor, discuss this with them to see if they have noticed the same behaviour.
- If you are uncertain how to handle the issue, discuss further with the course or component director before approaching the student.
- The key step is a conversation about the behaviour with the student to decide if it truly is a professionalism issue or something more that needs to be referred (e.g., personal or health-related issues that the tutor should not manage).
- If you still believe that it is a professionalism issue, indicate in the **Professionalism Assessment Form**. We use these forms for **documentation** and ongoing **competency-based assessment**, not *lapses*. Assessment must be documented appropriately even if you and the student has come up with a

solution to resolve the issues (e.g., a late submission).



[VIEW FORM](#)

Faculty tutors will receive an email notifying them to complete the online Professionalism Assessment Form at the end of the course or another pre-designated time.

I barely know the student

If you are asked to complete a form and have not interacted with the student, **please enter N/A**. If you have some interaction and did not observe any professionalism issues, you can indicate a “3”, which means “no deficiencies” observed.

I have a concern about an issue related to plagiarism

Suspected breaches of **academic integrity** (e.g., cheating, plagiarism, etc.) are to be investigated and reported in accordance with the MD Program's academic integrity guidelines. Please discuss with the relevant course or component director.

Late assignment submission

If there is a pattern of not submitting assignments on time, you can discuss with the student, and/or inform the relevant course or component director. You can address this formally using the Professionalism Assessment form. **Documentation is important for the development and monitoring of the student's professional behaviours.**

Which tutor-led learning activities are mandatory in Foundations?

All of them—including CBL, FMLE, HSR, ICE, Portfolio, seminars, and workshops. The Academy Coordinator will provide you with

more information about your role in attendance tracking.

The student did not notify me of their absence

Students are responsible for notifying the relevant tutors, preceptors, site leads, and other relevant educational staff of their absence from all scheduled small group learning activities and/or clinical rotations. Please **notify the Academy Coordinator** at your site if a student was absent and indicate if they have or have not notified you of their absence. Please ensure that you note the date and time of the session that the student missed. These will be reported back centrally to manage. For sessions that are not academy based (i.e., FMLE), please contact the relevant central administrative coordinator.

Arriving late, leaving early

Students who need to arrive late or leave early due to an urgent/emergent issue must notify their tutor in a timely manner. Please inform the Academy Coordinator for tracking. If this is a recurring issue, please notify the Foundations or Clerkship Director. **They cannot use mandatory class time to shadow.**

WHAT HAPPENS TO A STUDENT WHO RECEIVES A LOW PROFESSIONALISM SCORE?

A graduated response to students who have received low professionalism scores begins with a student check-in by the course or component director. If the matter is serious or persistent, the student may be asked to meet with the Foundations or Clerkship Director, or the Faculty Lead, Ethics and Professionalism. The student may be asked to complete a **Focused Professionalism Learning Plan**. In the most serious cases, the matter may be presented to the Board of Examiners, which may require the complete to complete a professionalism remediation.

Can I deny an administratively approved absence?

No. The Regulations for Student Attendance and Guidelines for Absences from Mandatory Activities support absences from mandatory learning activities for valid reasons (e.g., health care appointments) and ensure students are empowered to succeed in their progress through the program. All absence requests are reviewed in a consistent and equitable decision-making manner. If you have any concerns about pre-approved absences, please contact the Foundations or Clerkship Director.

Am I responsible for providing make-up sessions?

No. Students are responsible for covering material and knowing the content from any

session that they have missed. If a student misses a session where an assessment is involved, then a make-up session or assignment may be organized. For FMLE, we expect that the student will inform the preceptor directly of the absence and make up that clinic at a time agreed upon between the student and preceptor.

Are absence patterns being monitored?

We are committed to monitor absences to help ensure that the program provides an accurate assessment of a student's progress and that they are supported. Students who have recurrent absences are flagged to the Foundations or Clerkship Director through our tracking mechanism for further investigation and support.

STUDENT WELLNESS IN THE MD PROGRAM

It is not the role of the faculty tutor to provide counselling or engage in a therapeutic relationship with a student in distress. The Office of Health Professions Student Affairs (OHPSA) is an *essential* resource for students who are struggling or need further personal support.

1

STUDENT TO BOOK AN OHPSA APPOINTMENT

by email or phone with OHPSA through their website. This would help you to navigate potential challenging situations, maintain appropriate boundaries, and provide meaningful support to students.

2

TUTOR TO SUBMIT OHPSA REFERRAL FORM

if you are concerned that the student is unlikely to initiate contact with OHPSA. It will allow OHPSA to reach out to the student, which will add an extra layer of outreach and engagement especially with more reluctant students. It also ensures more transparency and that students are involved in the process.