

Emory University
Professional Conduct Evaluation
Cover Sheet

Please complete this professional conduct evaluation form if you have a student for review/discussion and return it via email to Kimberly Hemingway, Registrar, (kimberly.m.hemingway@emory.edu). Ms. Hemingway will forward the completed form to the appropriate individual(s) for review. Your comments will be discussed with the Progress and Promotions Committee regarding the student professionalism. You may receive a call from a Dean or a member of the Progress and Promotions Committee to obtain further details about your concerns.

Professional Conduct Evaluation

Date:

Student Name:

Course/Clerkship:

Course/Clerkship Director Name:

The above-named student has exhibited one or more of the following attitudes and/or behaviors and requires further education and/or assistance to meet expected standards of professional conduct. The following areas of concern may help you formulate the narrative requested below.

1. Work Ethic and Responsibility to Team: Attendance, Reliability, Level of Commitment, Preparedness
2. Professional Maturity, Response to Feedback, Self-Improvement, Flexibility/Adapting to new situations, recognizing limitations and seeking help
3. Respects Patient Confidentiality
4. Duty to Care
5. Ethical Standards: Honesty, Integrity, Responsibility, Behaviors or Attitudes
6. Other areas of Professionalism: Contribution to learning atmosphere, Respect for diversity (i.e. race, gender, religion, culture, sexual orientation, age, disability, or socio-economic status), Conflict resolution, Language/communication, Attire, Records management

Please describe your concern(s) in detail

Date(s) of meeting with the student to discuss this issue: _____

Student was given an opportunity to provide an optional statement for P&P Committee consideration:

Yes _____ **No** _____

If you attempted to contact the student to address this issue and did not receive a response, please provide the date(s) and method of contact: _____

