

CHARGE, STRUCTURE, AND ACTION OF THE SEC

Charge

As written in the COM Bylaws, the charge of the Medical Student Evaluation Committee (SEC) is to: (1) Determine policies and procedures regarding the evaluation of medical student academic progress within the medical school curriculum; and (2) Review student performance, professionalism, and academic progress and make decisions regarding student advancement, probation, dismissal, graduation, and bestowing of honors.

The COM has a shared responsibility with each individual student to produce excellent physicians. To that end, the COM is committed to helping students achieve the knowledge, skills, and professional attributes to be successful physicians.

The criteria set forth in this document are guidelines for determining a student's fitness to earn an M.D. degree. Each individual student case reviewed by the SEC will be considered on its own merits.

Committee Responsibilities

The SEC reviews the academic and professional record of all students in the COM curriculum in accordance with COM policies. The SEC is responsible for determining satisfactory progression of all curricular and graduation requirements. If deemed necessary, the SEC communicates informal notice of concern; as well as imposing formal probation or dismissal from the COM.

In evaluating satisfactory progress in the COM curriculum, the SEC reviews a student's cumulative academic and professional behavior record. The SEC's considerations include, but are not limited to, fundamental knowledge, ability to organize and logically present information, understanding and judgment, clinical skills, problem solving, and professional behavior.

Student Responsibilities

All COM students are expected to take responsibility for successfully fulfilling the COM educational program objectives.

All COM students must adhere to COM student policies (<https://catalog.unmc.edu/medicine/student-policies/>), the UNMC policies listed in the Student Policies and Procedures (<https://catalog.unmc.edu/general-information/student-policies-procedures/>) section of the UNMC Catalog, policies found in the Student Policies section of the UNMC Policy Wiki (https://wiki.unmc.edu/index.php/Student_Policies/), and other policies listed in the Policy and Procedures section of UNMC Policy Wiki (https://wiki.unmc.edu/index.php/Policies_and_Procedures/) that apply to students.

All COM students must meet the technical standards (<https://catalog.unmc.edu/medicine/student-policies/technical-standards/>) set by the COM, meet the curricular and graduation requirements set by COM policies, and be professional according to UNMC and COM policies.

Academic Policies and Requirements

Refer to UNMC COM policies linked below.

- Phase 1 Grading & Remediation Policy (<https://catalog.unmc.edu/medicine/student-policies/grading/#phase1text>)

- USMLE Step 1 Procedural Policy (<https://catalog.unmc.edu/medicine/student-policies/usmle-step-one/>)
- Phase 2 Grading Policy (<https://catalog.unmc.edu/medicine/student-policies/grading/#phase2gradingpolicytext>)
- Phase 3 Grading Policy (<https://catalog.unmc.edu/medicine/student-policies/grading/#phase3gradingpolicytext>)
- COM Graduation Requirements (<https://catalog.unmc.edu/medicine/md-program/graduation-requirements/>)

Professionalism

The COM curriculum requires each student to demonstrate, and be assessed on, professionalism behaviors and skills. Professionalism expectations include, but are not limited to, attendance at regularly scheduled instruction, appropriate clinician patient relationships, effective professional communications and interactions with faculty, peers, and other members of the health care team.

Students will also demonstrate, and be assessed on, honesty, courtesy, and integrity in all phases of the curriculum, including the responsible use of social media and all forms of technology (view the UNMC Social Media Guidelines (<https://catalog.unmc.edu/general-information/student-policies-procedures/social-media-guidelines/>)). As integral members of a medical team, students are expected to be punctual, dependable, and receptive to instruction by faculty and staff, while exhibiting grooming, dress, and hygiene commensurate with these responsibilities. Students will demonstrate and be assessed for aptitude related to medical ethics and private health information, and confidentiality knowledge, all behaviors expected of a health care professional.

HIPAA and Patient Confidentiality

All COM students must adhere to the Use and Disclosure of Protected Health Information Policy (https://wiki.unmc.edu/index.php/Use_and_Disclosure_of_Protected_Health_Information/).

When concerns of a breach of HIPAA/patient confidentiality arise, the medical school, through the OASA, will initiate a process to assess the validity of the claims. The matter will also be forwarded to the University Compliance Office for a separate and parallel investigation. If no violation of patient confidentiality is found by the OASA, no further action will be taken by the SEC.

If patient confidentiality has been violated, the OASA will refer the case to the SEC. The SEC will request that the student meet with a subcommittee of the SEC to review the student's actions and intent, and the significance of the confidentiality breach. Subsequently, communication will be sent to the student outlining expectations and available resources.

Structure

Committee Composition

The voting members of the SEC consist of a Chair and Vice-chair, nine elected representative faculty members from the COM, and a student member from the M3 or M4 cohort.

The Associate Dean for Admissions and Student Affairs, the Assistant Dean for Admissions and Student Affairs, the Assistant Dean for Student Affairs, and the Associate Dean of Medical Education are ex officio, non-voting members. The Associate Dean for Admissions and Student Affairs may invite administrative leadership or other members of the campus community to participate in committee meetings as needed.

SEC members are to adhere to the UNMC COM Conflict of Interest Policy (https://wiki.unmc.edu/?title=Conflict_of_Interest) and if

necessary should recuse themselves from formal decisions that require a committee vote.

Committee Charter

View the SEC Committee Charter (https://www.unmc.edu/com/_documents/governance/charters/medical-student-evaluation-charter.pdf).

Action

The SEC will schedule monthly meetings. The committee may meet more frequently as needed and may be conducted electronically, virtually, or in person.

Reporting Procedure

Students may be referred to the SEC by the Office of Admissions and Student Affairs (OASA) or the Office of Medical Education (OME) for review. While reviewing a student's academic and professional progress, the SEC may conduct an internal investigation, in coordination with the OASA, to clarify circumstances and information that lead to a student's referral.

All actions of the SEC (e.g., graduation and bestowing of honors, notice of concern, probation, or dismissal) will be forwarded to the Associate Dean for Admissions and Student Affairs and the Dean of the College of Medicine.