



Professionalism Evaluation Report Form

The Professionalism Evaluation (PER) process is initiated when a learner is considered to have not demonstrated the professional and personal attributes as defined in the UCSF School of Dentistry's Student Handbook, Policies and Procedures: Statement of Professional Behavior that are considered essential to being a dentist/dental specialist. Please check one of the following and follow the action instructions provided.

Part I

Type or print all entries.

Learner Name	
Course Name and Course Number	
Quarter and Year	
Course or Clinic Director, Program Director, Faculty Member, or Clinical Coach Name and Title	
Date Discussed with Learner	

Note: All communication regarding a student's progress is confidential and should not be shared with anyone outside of this professionalism process unless otherwise permitted/required by law.



Evaluation Type

Please select one option below.

	Incident Type	Description	Action
	Developmental Opportunity	This is a minor professionalism issue that can be discussed and self-assessed, and identified as an area for future growth and development.	1. Complete Parts I, II, IV of this form and the send to Associate Dean for Education and Student Affairs. 2. Form will be filed in learner's record.
	Moderate Concern	This is a serious professionalism incident or issue, or a pattern of repeated professionalism issues which, once addressed, will require follow-up assessment to ensure that improvements are made.	1. Complete part I, II, III, IV and V of this form. 2. After meeting with the student, have them sign this form, and send a copy to the Associate Dean for Education and Student Affairs. 3. Forms will be filed in learner's record and submitted to relevant Student Status Committee for Global Assessment review.
	Serious Concern, Risk or Safety Issue	This is a serious professionalism incident or issue, or a pattern of repeated professionalism issues that requires immediate attention.	In the event of serious concern (e.g., necessitating immediate removal from the environment, consideration of harm to self or others) the faculty member must immediately notify the Associate Dean for Clinical Affairs, Department Chair, and the Associate Dean for Education and Student Affairs, who will determine the next course of action. Additionally, the Associate Dean for Education and Student Affairs may report the incident to one or more campus partners, including but not limited to: Student Health and Counseling, Risk Management, Student Disability Services, Disability Management, or the Office for the Prevention of Harassment and Discrimination. 1. In addition to the above, complete part I, II, III, IV and V of this form. 2. After meeting with the student, have them sign this form, and send a copy to the Associate Dean for Education and Student Affairs. 3. Forms will be filed in learner's record and reviewed by the relevant Student Status Committee for Global Assessment.



Part II

For all incident types, please provide opportunities for development to discuss with learner.

Description of the professionalism issues or incidents:

Learning, development, growth opportunities and expected outcomes:



Part III

For moderate and serious concern incidents, please complete the table below, as appropriate. Please refer to the [SOD Statement of Professional Behavior](#) when completing this section.

	Comments: Describe the specifics of the event or incident – who, what, when, where
Unmet professional responsibility (inside and outside the University). Professionalism: To be competent, accountable, reliable and responsible, interacting positively and collaboratively with all colleagues, students, patients, visitors and business partners.	
Lack of respect toward others. Respect: To treat all others as you wish to be treated, being courteous and kind, acting with utmost consideration of others.	
Lack of integrity. Integrity: To be honest, trustworthy and ethical, always doing the right thing, without compromising the truth, and being fair and sincere.	
Lack of respect for diversity and inclusion. Diversity: To appreciate and celebrate differences in others, creating an environment of equity and inclusion with opportunities for everyone to reach their potential.	
Failure to promote and display excellence. Excellence: To be dedicated, motivated, innovative and confident, giving your best every day, encouraging and supporting others to excel in everything they do.	



Part IV

Learner Acknowledgement

I have read this evaluation and discussed with the Course Director, Clinic Director, Clinical Coach or Residency Program Director. Learner's signature represents acknowledgment of receipt of the PER.

Learner Signature	
Date	
Course or Clinic Director, Program Director, Faculty Member, or Clinical Coach Signature	
Date	

Once the student has signed this form, please scan and email this form to the [Associate Dean for Education and Student Affairs](#).



Part V - Professionalism Action Plan

The Professionalism Action Plan is designed to be a tool for learners and faculty to develop together to address specific professionalism concerns. The plan is designed to assist in outlining specific action steps and determining a clearly defined timeline for achieving these steps. Working together, the School of Dentistry is confident that learners can improve professional behaviors that may be limiting them from progressing in their academic and clinical studies.

When meeting with students:

1. Review Professionalism Evaluation Report Form and discuss the specific incident(s) or issue(s) which prompted the discussion.
2. Ask the learner if there are outside factors which may be involved in the incident(s) or issue(s).
3. The Course or Clinic Director, Program Director, faculty member, or Clinical Coach should maintain written documentation resulting from meetings with the learner.

Action(s) to be Taken to Improve Professional Incident(s) or Issue(s)

Timeframe for Improvement



Learner Signature	
Date	
Course or Clinic Director, Program Director, Faculty Member, or Clinical Coach Signature	
Date	

Once the student has signed this form, please scan and email this form to the [Associate Dean for Education and Student Affairs](#). This report will be reviewed and monitored by the Student Status Committee as part of the Global Assessment of student progress. A copy will be placed in the learner's file.