Personal and Professional Development Report
University of Sydney Medical Program

Prepared by:
Office of Postgraduate Medical Education (OPME)
Faculty of Medicine
University of Sydney

COMMERCIAL AND IN CONFIDENCE

Contact:
Merrilyn Walton
Assoc/Professor of Medical Education
mwalton@med.usyd.edu.au
Ph: +61 2 9351 3678

1 Adapted from Papadakis et al 2001
Managing student professionalism form

Report Date:

Year:

Student name (type or print legibly): Stage:

Clinical school:

SID:

Name and position of person reporting the student:

Contact details:

Nature of the problem:

Print name of Associate Dean or Sub Dean:

Signature of Associate or Sub Dean:

Date and place of meeting with the student:

Contact details of student support Sub dean provided to student:
The student has demonstrated one or more of the following unacceptable behaviours that need to be addressed so that the student meets standards expected of doctors as described by the NSW Medical Board.

This student needs further education or assistance with the following: (circle)

1. **Reliability and responsibility**
   - a. Complying with attendance requirements of the program.
   - b. Fulfilling responsibilities in a reliable manner.
   - c. Learning how to complete assigned tasks.

   Linked to PPD Aims
   - The ability to work cooperatively as a member of a team accepting and providing leadership as appropriate
   - The ability to recognise his or her personal physical and emotional needs and responses to stress and openness to assistance in times of need
   - Ongoing commitment to the advancement of learning within the medical community

2. **Self improvement and adaptability**
   - a. Accepting constructive feedback.
   - b. Recognising limitations and seeking help.
   - c. Being respectful of colleagues and patients.
   - d. Incorporating feedback in order to make changes in behaviour.
   - e. Adapting to change.

   Linked to PPD Aims
   - Commitment to compassionate, ethical professional behaviour
   - The ability to recognise his or her personal physical and emotional needs and responses to stress and openness to assistance in times of need
   - Commitment to maintaining professional standards and obligations
   - Commitment to improving the quality and safety of health care

3. **Relationships with faculty, students, staff and patients**
   - f. Establishing rapport.
   - g. Being sensitive to the needs of patients.
   - h. Establishing and maintaining appropriate boundaries in relationships with others
   - i. Relating well to fellow students in a learning environment.
   - j. Relating well to staff in a learning environment.
   - k. Relating well to Faculty in a learning environment.

   Linked to PPD Aims
   - Commitment to compassionate, ethical professional behaviour
   - The ability to recognise his or her personal physical and emotional needs and responses to stress and openness to assistance in times of need
   - Commitment to improving the quality and safety of health care
   - The ability to work cooperatively as a member of a team accepting and providing leadership as appropriate
   - Ongoing commitment to the advancement of learning within the medical community
   - Commitment to maintaining professional standards and obligations
4 Upholding the medical program’s goals

I. Maintaining honesty
m. Contributing to an atmosphere conducive to learning
n. Respecting the diversity of race, gender, religion, sexual orientation, age, disability or socioeconomic status.
o. Resolving conflicts in a manner that respects the dignity of every person involved.
p. Using professional language and being mindful of the environment.
q. Protecting patient confidentiality.
r. Dressing in a professional manner.

Linked to PPD Aims
• Commitment to compassionate, ethical professional behaviour
• The ability to work cooperatively as a member of a team accepting and providing leadership as appropriate
• The ability to recognise his or her personal physical and emotional needs and responses to stress and openness to assistance in times of need
• Commitment to maintaining professional standards and obligations
• Commitment to improving the quality and safety of health care

Comments and suggestions for change
This section must be completed by the Sub or Associate dean in consultation with the student.

The signing of this form does not infer that the student agrees with the outcome. The signature confirms that the student has participated in the interview.

________________________________________________
Student signature Date

Students who disagree with the facts can write their own comments below.
My comments are:
Completion at end of remediation
or
‘No Further Action’ required

Associate Dean or Sub Dean’s report about Remediation
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Associate Dean or Sub Dean’s statement as to why No Further Action is required
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

__________________________                                  ___________
Associate or Sub Dean’s signature                               Date

__________________________                                  ___________
Student’s signature                                                       Date

Date of notification to the person reporting the student of the action taken:  _________