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**PROFESSIONALISM FORM FOR ePARS – SCIENTIST FACULTY**

**Faculty Member’s Name:**

**Date Completed:**

Faculty members in the School of Medicine are expected to abide by the UW Medicine Policy on Professional Conduct. [Link to <https://www.uwmedicine.org/about/policy-on-professional-conduct>]

**How does UW Medicine define professionalism?**

“Professionalism includes demonstrating excellence, integrity, respect, compassion, accountability, and a commitment to altruism in all our work interactions and responsibilities.”

“…conduct themselves in a professional manner in all of their interactions with patients, members of the public and the University community, and each other”

“…assure that all persons are treated with respect, dignity and courtesy; and to promote constructive communication and collaborative teamwork.”

**How does UW Medicine define unprofessional behavior?**

“Unprofessional behavior means behavior that: violates laws or rules regarding discrimination and harassment; violates rules of professional ethics, including professionalism in clinical, educational, research or business practices; or is disrespectful, retaliatory or disruptive.”

|  |  |  |
| --- | --- | --- |
| **1** | **2** | **3** |
| **Below Minimum Standards** | **Room for Improvement** | **Fully Meets Requirements** |
| Performance below minimal acceptable standards; immediate improvement required | Performance sometimes meets requirements, but not consistently; improvement necessary | Performance fully meets job requirements on a consistent basis |

**Professionalism and Citizenship**

|  |  |  |  |
| --- | --- | --- | --- |
| Use the above scale and descriptions to respond to each question below. | | ***Faculty Response*** | ***Laboratory Director***  ***Response***  ***(Required)*** |
| Professionalism | |  |  |
| 1. | Interacts in a professional manner with: |  |  |
| a. | Colleagues in Radiology |  |  |
| b. | Colleagues outside Radiology |  |  |
| c. | School of Medicine and hospital employees |  |  |
| d. | Laboratory director and departmental leadership |  |  |
| e. | Trainees |  |  |
| 2. | Works to achieve and maintain a harmonious work environment by promoting constructive communication and collaborative teamwork |  |  |
| 3. | Fulfills clinical responsibilities |  |  |
| 4. | Fulfills teaching responsibilities |  |  |
| 5. | Makes best effort to fullfill all research and/or scholarly responsibilities |  |  |
| 6. | Communicates concerns and frustrations in a respectful and courteous manner at all times, verbally and/or by email as appropriate |  |  |
| 7. | Answers questions directly and respectfully |  |  |
| 8. | Listens respectfully and responds appropriately |  |  |
| 9. | Complies with UW, state, and federal requirements for animal and human research |  |  |
| 10. | Stays current with required annual laboratory safety training |  |  |
| 11. | Follows best safety practices in laboratory work |  |  |
| 12. | Demonstrates ethical and compassionate behavior towards research participants, if applicable |  |  |
| 13. | Demonstrates awareness of own limitations; seeks and accepts constructive feedback |  |  |
| 14. | Exhibits dependability, competence, and responsibility |  |  |
| 15. | Shows integrity and inspires trust in patients, colleagues, coworkers, trainees, and subordinates |  |  |
| 16. | Serves as a constructive role model for others, especially junior faculty and trainees |  |  |
| Citizenship | | | |
| 1. | Attends departmental faculty meetings on a regular basis |  |  |
| 2. | Considers the needs of colleagues and laboratory when requesting leave |  |  |
| 3. | Stays current with the laboratory’s and department’s initiatives and needs |  |  |
| 4. | Attends and actively participates in laboratory meetings on a regular basis |  |  |
| 5. | Provides timely responses to School of Medicine, Compliance, and other University of Washington requests for information, educational requirements, etc. without requiring persistent reminders from the Laboratory Director or Section or Radiology Administration |  |  |
| 6. | Tactfully offers assistance and support for team members |  |  |
| 7. | Provides timely completion of trainee evaluations, if applicable |  |  |

Were you the focus of any formal or informal investigations at UW? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain the nature and outcome of the investigation(s):

Have you had any professional disciplinary actions against you and/or lawsuits in the last year related to your UW faculty role? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments from faculty member:

For laboratory directors only:

1. Has the faculty member shown a disrespectful, retaliatory, or disruptive behavior? Yes \_\_\_\_\_No \_\_\_\_\_

2. Has the faculty member violated laws or rules regarding discrimination and harassment? Yes \_\_\_No \_\_\_\_

Comments from laboratory director: