

# Professional Variance Form

1. Complete Form
2. Meet with Student
3. Sign Form
4. Copies to Student, Faculty & Office of Education

<b>Student Name/ID# (print):</b>	<b>Date</b>
----------------------------------	-------------

This student has engaged in behaviors considered unprofessional. This form provides documentation and provides feedback. Faculty/staff complete this form and meet with the student to discuss the incident and alternative behaviors. Some behaviors are beyond the scope of this form and should be brought to the SPEC. Questions? Contact the Office of Education.

<b>Variances in Professional Behavior (circle)</b>	
<b>Attendance / Preparedness</b>	<b>Accountability / Dress Code</b>
<b>Integrity / Comprehensive Approach to Care</b>	<b>Courtesy &amp; Communication</b>
<b>Regard for Facilities</b>	<b>Other</b>
<b>Records Management</b>	[See other side for explanations of above]
<b>Faculty/Staff Description of Incident (time, date, location, parties involved, etc.):</b>	
<b>Faculty/Staff Describe Result of Meeting with Student:</b>	
<b>Student Response:</b>	
<b>Faculty Name (print) &amp; Signature:</b>	<b>Student Signature:</b>

## Explanations of Possible Variances

- **Attendance / Preparedness**
  - Fails to attend all mandatory scheduled activities, including but not limited to class, lab, small-groups, exams, huddles;
  - Fails to prepare adequately for clinic, class & lab experiences
  - Patient not seated/finished on time; patient record not signed
  - Fails to contact Office of Education or Clinic Administration to report absences in advance of event
  - Operatory Setup – Necessary materials not present; operatory area unorganized
  - Patient Care – Unprepared or not knowledgeable about treatment to be rendered
- **Integrity / Comprehensive Approach to Patient Care**
  - Is disrespectful towards faculty, staff, patients and/or other students
  - Fails to behave honestly, follow the student conduct code or show fairness in interactions with others
  - Fails to understand needs of each patient, treat patients with appropriate thoroughness or timeliness, properly sequence patient treatment, properly manage specialty referrals or properly manage patient emergencies
  - Fails to apply ethical standards to professional practice
- **Regard for Facilities**
  - Fails to demonstrate responsible use of the school's equipment & supplies
  - Fails to return leased equipment in a timely fashion; returns sharps to Sterilization
  - Fails to leave assigned workstations clean & orderly
  - Fails to follow infection control protocols;
- **Records Management**
  - Fails to complete charts or obtain proper signatures
  - Diagnoses & treatment plans incomplete or out-of-date
  - Fails to document every appointment
- **Courtesy & Communication**
  - Communicates with peers, staff or faculty in an unprofessional manner
  - Fails to work collaboratively with others; inappropriately disrupts class, lab or clinical patient care
  - Is insensitive to noise levels in shared spaces (i.e. classrooms, MDL & Testing Center)
- **Accountability / Dress Code**
  - Fails to demonstrate responsibility for personal actions and behavior
  - Fails to read & respond to emails & other forms of formal communication
  - Fails to strive for excellence & continual improvement in performance & conduct
  - Fails to participate in group activities or assist others on Team when needed
  - Fails to adhere to the dress code or maintain personal cleanliness & professional appearance
- **Other**
  - Improper use of Parking Vouchers (for example)