

## Student Ethics Code

The proper practice of medicine requires the physician to maintain an unwavering standard of professional ethics and personal integrity. The medical student, by accepting the invitation to join the medical profession, acknowledges his or her responsibility to uphold these high standards. The University of New England College of Osteopathic Medicine, in order to preserve an environment where professional integrity is expected and dishonest behavior not tolerated, has adopted the following ethics code:

**MEDICAL STUDENTS SHOULD ACT HONORABLY AND ETHICALLY AT ALL TIMES AND SHOULD NOT TOLERATE DISHONEST OR UNETHICAL ACTIONS. IT IS THE DUTY OF A MEDICAL STUDENT TO CONFRONT OR REPORT ANY UNETHICAL BEHAVIOR OBSERVED BY THAT STUDENT, AND TO PARTICIPATE IN DELIBERATIONS OF THE ETHICS BOARD IF REQUESTED. FAILURE TO DO SO WILL ITSELF BE CONSIDERED UNETHICAL BEHAVIOR.**

This ethics code specifically applies to all areas of the student's educational experience and is designed to be a standard of behavior expected of all physicians. Dishonorable and unethical actions, as defined by this code include, but are **not limited** to the following:

- 1) Plagiarizing is defined as the representation of someone else's ideas, inventions, or writings, as one's own. Students are required to utilize proper English quotation and documentation practices.
- 2) Cheating, which includes but is **not limited** to the following actions:
  - i) Use of materials other than those expressly approved for an exam (i.e. notes, books, calculators, cell phones, mp3 players).
  - ii) Looking at someone else's test materials, or assisting someone else in looking at one's own or another's test materials during an exam.
  - iii) Speaking aloud to one's self or anyone other than the proctor during the exam.
  - iv) Tampering with material presented at a laboratory exam station in a way that may give one or more students an advantage or disadvantage (e.g., moving a pin on an anatomy exam or changing objectives on a microscope during an exam unless expressly authorized to do so).
- 3) Knowingly giving to or receiving any assistance in the completion of graded assignments or examinations, beyond that which is authorized by the faculty. This includes but is not limited to selling, giving, lending, or otherwise furnishing by any means any information concerning the questions or answers to any current or future examination (i.e. discussion in the hallways concerning an ongoing exam).
- 4) Acquiring or attempting to acquire any unauthorized material relating to the conduct of a course. These materials include, but are not limited to, laboratory materials, examination materials, evaluations, or

attendance records (i.e. accessing examinations outside of the authorized setting whether tangible or electronic copies).

- 4) Unauthorized possession of, whether temporarily or permanently, the property of any member of the UNE staff, faculty, or student body. (i.e. acquiring Noteservice without a subscription)
- 5) Furnishing false, altered, misleading, or materially incomplete information to University officials, or on official medical records.
- 6) Violating a published or defined professional standard of ethics or discipline to which the student is bound. The student is specifically directed to the A.O.A. Code of Ethics as found in the AOA Yearbook and Directory, the UNECOM Standards for Professional Behavior and Conduct, as found in the UNECOM Medical Student Handbook and the University Conduct Code, as found in the UNECOM Medical Student Handbook.
- 7) Signing yourself, or others, into a mandatory class (i.e. OPP, DOctoring without fully attending the class).

## **PROCEDURES**

### **I. COMMITTEES/BOARDS**

- 1) The Student Government Association Ethics Committee is comprised of at least eight members of the SGA, with the first and second year classes each having at least three members. The Chairperson shall be chosen according to the SGA Constitution. The SGA President and current Chairperson shall educate each new committee member in the UNECOM Ethics Code and related judicial procedures prior to assuming Ethics Committee duties.
- 2) The Dean's Council is comprised of: four Associate Deans, the Curriculum Director, one Basic Science Faculty Representative, and one Clinical Faculty Representative. This committee serves as an advisory committee to the Dean of The College of Osteopathic Medicine.
- 3) The Ethics Board is comprised of three students and two faculty members or administrators. The Board shall be formed on a case-by-case basis to review formal allegations. Formal allegations include, but are not limited to, violations of paragraphs 1 through 8 above. The Dean of The College of Osteopathic Medicine shall appoint faculty/administration members from the Dean's Council. Student members shall be selected first from the elected members of the SGA Ethics Committee and, if needed, from the Student Government Association via the Ethics Board Interview Questionnaire (see Appendix II). Student members shall be selected by the SGA Ethics Committee Chairperson and approved by the SGA President, neither of whom can serve on an Ethics Board. Each Board shall elect one of the three students to serve as the Ethics Board Chairperson.
  - i) Should an Ethics Committee member be accused of an ethical violation, the selection of Ethics Board members should be as follows:

- (a) First, selection should be from Ethics Committee members
  - (b) Second, selection should be from the COM SGA
  - (c) Third, selection should be from the COM Fellows
  - (d) Fourth, selection should be from the COM student body at large
- ii) Should the Ethics Committee Chairperson be accused of an ethical violation, the Ethics Committee Vice-chairperson will assume the duties of the Chairperson.
- 4) The College of Osteopathic Medicine Student Affairs Committee is comprised of three basic science representatives and three clinical representatives. This committee advises the Dean on matters concerning students, including but not limited to matters pertaining to a student's academic standing and performance. Disciplinary issues which affect a student's academic standing may be referred by the Dean of the College of Osteopathic Medicine to the Student Affairs Committee rather than to the Student Ethics Board.
- 5) The College of Osteopathic Medicine Disciplinary Appeals Committee is comprised of five (5) basic science and/or clinical representatives and two (2) members of the COM Ethics Committee. Student representatives will be selected by the Ethics Committee Chairperson, via the Disciplinary Appeals Interview Questionnaire (see Appendix III).
- 6) A principal party shall be defined as either the original filer of an ethical complaint or the student accused of an alleged ethical violation.

## II. GUIDELINES AND PROCEDURAL SAFEGUARDS

- 1) Any student, faculty member, administrator, staff member, or clinician who witnesses any violation of the Ethics Code has the responsibility to insure resolution by taking **one or more** of the following actions within 48 hours of obtaining knowledge of the infraction:
- i) Confront the individual(s) regarding the incident.
  - ii) Confidentially discuss this incident with one or more of the following individuals. Only these members of the community can offer an "official" opinion on the matter, either as individuals or as a group. No disciplinary action shall result unless a formal written complaint is filed. Opinions offered by any other individuals are not to be considered "official."
    - (a) The System/Course Chairperson
    - (b) The SGA Ethics Committee Chairperson
    - (c) The Associate Dean of Student Affairs
  - iii) File a complaint, in writing/electronically, describing the basis of the complaint and the alleged offenses, to both the College of Osteopathic Medicine SGA Ethics Committee Chairperson and the Associate Dean of Student Affairs. The filing of a complaint will result in a hearing by an Ethics Board,

unless the complaint is withdrawn, or unless the facts on which the complaint is based are not significantly in dispute, in which event the Dean of the College of Osteopathic Medicine, or his/her designee, may act unilaterally. Only the person filing the complaint may withdraw it. If more than one complaint concerning the same issue(s) is filed by separate individuals, the Ethics Board may consider the complaints as one by having a single hearing. Any complaint for disciplinary action against a student based in whole or in part on a claim of sexual misconduct or sexual harassment shall be referred by the Dean to the Student Affairs Committee and not the Student Ethics Board, unless the facts are not significantly in dispute, in which event the Dean, or his/her designee, may act unilaterally.

**The right of an accuser to file a complaint, as outlined in Section iii above, is maintained regardless of the options in Sections i and ii.**

- 2) Pending action on the charge, the student's status, and/or right to be present on campus and to attend classes **will not** be suspended, unless the Dean of the College of Osteopathic Medicine, or his/her designee, determines that an immediate suspension is warranted under the circumstances for reasons related to his/her physical or emotional safety or the well being of others, or to safeguard University property.
- 3) No one shall be authorized to serve as a member of the Ethics Board if he/she is a principal party, a person presenting information at the hearing or has been involved in any capacity in the preliminary investigation or in any other judicial procedures dealing with the same incident.
- 4) Within five school days of the filing of the formal complaint, the SGA Ethics Committee Chairperson shall inform the accused student, in writing, of the charge(s), the regulation(s) allegedly violated, and the date of the alleged occurrence(s), the maximum possible sanction which may be imposed, the date, place, and time of the hearing and the student's right to appeal.
- 5) The hearing will begin within ten school days of notification of the accused student, as in Section 4, above. Should additional time be required by the accused to prepare for the hearing, requests for a delay in the commencement of the hearing may be granted at the discretion of the SGA Ethics Committee Chairperson. The Ethics Board shall have discretion to alter the hearing date for good cause.
- 6) Both principal parties shall inform the SGA Ethics Committee Chairperson of all participants scheduled to appear before the Ethics Board within two days of the commencement of the hearing. Each person who is to appear before the Ethics Board as a participant or as the accused shall be informed, in writing, of the reasons for the proposed hearings with sufficient particularity, and in sufficient time to insure opportunity to prepare for the hearing. Late participants shall be allowed to appear and provide information at the discretion of the Ethics Board.
- 7) Each principal party to a disciplinary hearing before the Ethics Board may select an advisor of his/her choice from within the University, and not legal counsel, to assist before the Ethics Board in all hearings to which he/she is party. The Ethics Board Chairperson may also select an advisor who may be present during the proceedings. The advisor shall be selected from within the University and not legal counsel, and may not be

otherwise involved or implicated in the hearings. The advisors for the principal parties shall not address the Ethics Board during the hearings without the permission of the Chair of the Ethics Board.

- 8) Each principal party in a disciplinary hearing shall be given an opportunity to present information related to the charges, both personally and through others. Efforts will be made to obtain the most reliable information available. Only information pertinent to the charges should be presented. The Ethics Board reserves the right to limit the presentations.
- 9) All matters upon which the decision may be based must be presented at the hearing before the Ethics Board. The final decision of the Board shall be based solely upon such matters. The Ethics Board will not consider unethically acquired information.
- 10) All principal parties and their advisors shall have the right to be present during all questioning and presentation of information. Hearings shall not be open to other persons and the proceedings shall not be disclosed unless it is determined by the Ethics Board that there be substantial reason to be opened. **ALL INFORMATION PRESENTED AT THE HEARING IS TO BE KEPT STRICTLY CONFIDENTIAL BY ALL PERSONS.**
- 11) There shall be no contact pertaining to the hearing between either principal party and the members of the Ethics Board, with the exception of the Chair of the Ethics Board, outside of the hearing itself.
- 12) The Ethics Board shall deliberate privately on the information and arguments presented before it during the hearing, including what relates to questions of fact, procedure, and interpretation of rules and regulations.
- 13) All the hearings shall be recorded verbatim by whatever means is most appropriate. The Ethics Board is responsible for this record. The record is the property of the University of New England College of Osteopathic Medicine and shall be kept in a confidential manner by the Associate Dean of Students' Office. No other record shall be made by any other person. The Ethics Board, in its own discretion, is not bound to record the details of its review and discussion of any matter of a confidential nature.
- 14) If, after having been notified of a hearing before an Ethics Board, the accused agrees in writing not to contest the case, and, also in writing, waives a hearing, action remains within the purview of the Ethics Board.
- 15) The Ethics Board will dispose of a case in a manner it believes is just when
  - i) A student elects not to appear for a hearing.
  - ii) If he/she does not waive a hearing, in writing, but still fails, without good cause, to appear personally, or through his/her representative.
- 16) The Ethics Board is one of Original Jurisdiction; as described herein it has the power to receive complaints, hold hearings on complaints, and forward its recommendations on these complaints to the Dean of the College of Osteopathic Medicine.

- 17) The Ethics Hearings will be held on an individual basis; there will be no group hearings. If, however, group sanctions are imposed as the result of the individual hearings, they must be appealed individually.
- 18) When charges are brought by the University Administration, the charges and information shall be presented by the Associate Dean of Students or his/her designated representative.
- 19) At the hearing, the Ethics Board may address questions to any and all parties present. Each principal party may question any person presenting information, but those questions shall be directed via the Chair of the Ethics Board. All persons should be recognized by the Chairperson before speaking. The Ethics Board may also request the production of records or other exhibits.
- 20) The Ethics Board shall make a written report to the Dean of The College of Osteopathic Medicine within ten school days from the end of the hearing. The Ethics Board shall concurrently notify both principle parties in writing that its written report has been filed and forwarded to the Dean of the College of Osteopathic Medicine. In the event of a recommendation of disciplinary action, a copy of the report shall be forwarded by the Dean of the College of Osteopathic Medicine to the Associate Dean of Students and the College of Osteopathic Medicine Student Affairs Committee. Upon request, a copy of the report will be shared with principle parties directly involved. The report shall be in the form of a recommendation to the Dean of The College of Osteopathic Medicine and shall consist of:
  - i) A summary of the hearing, including a statement of charges and information presented.
  - ii) The decision of the Board and reasons therefore.
    - (a) The decision may be a form of accountability determined by the Board.
    - (b) The decision may be in the form of one or more sanctions, i.e. work, fines, warning, probation, suspension, dismissal, or other actions defined by the Board.
    - (c) When there is no unanimous decision, there shall be both a majority and minority report. There shall be no abstentions.
- 21) The Dean of the College of Osteopathic Medicine shall have the final say in all disciplinary actions.

### III. APPEALS

- 1) A decision of the Dean of the College of Osteopathic Medicine based upon a recommendation of the Student Ethics Board may be appealed by one or both principal parties to the Dean of the College of Osteopathic Medicine within five (5) school days of the decision. Such appeals shall be in writing, shall be delivered to the Dean, and shall include a description of the grounds for appeal sufficiently detailed for the Dean to decide whether a review would appropriately serve the student and UNECOM. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive.

- 2) The Dean of the College of Osteopathic Medicine will make a determination whether grounds are present in the petition to warrant a review. This decision is generally based on the merit(s) of the cause outlined in the petition as described below, and/or the weight of the consequences on the student and the University. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student. The Dean will inform the student in writing of the decision within ten (10) school days of the receipt of the appeal.
- 3) The Grounds for Appeal are:
  - a. A reasonable claim of substantive miscarriage of justice  
To determine whether the decision reached was based on substantial information, that is, whether the facts in the case were sufficient to establish that a violation of the University Conduct Code occurred.
  - b. Relevant new evidence  
To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original review, because the person appealing did not know, or did not have access to, such information and/or facts at the time of the original review. Information is not considered new evidence if the student did not attend the original hearing or voluntarily withheld information during the original review.
  - c. Material procedural irregularities  
To determine whether the original review was conducted fairly in light of the complaint and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present information that the Student Ethics Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - d. Imposition of an improper or excessive penalty  
To determine whether the sanctions imposed were appropriate given such factors as the student's prior record or the usual sanction for the violation.
- 4) If the Dean of the College of Osteopathic Medicine concludes that there are sufficient grounds as stated in the petition to warrant an appeal, the Dean shall refer the matter to the College of Osteopathic Medicine Disciplinary Appeals Committee.
- 5) Appeal Review Protocol
  - a. In advance of the review, the Dean of the College of Osteopathic Medicine will supply each member of the Appeals Committee with copies of the written appeal plus relevant documentation, and material requested by members of the Committee. The Dean will also forward copies to the principal parties. The Committee will hold a preliminary meeting to review the materials and to determine the date and time of the hearing, and the persons in addition to the principal parties whom the Committee would like to be present at the hearing.

- b. The Dean will notify the appealing student, in writing, of the time and place of the Review. The student has the option of being present throughout the Review. The student may have an Advisor present from the University community, but not legal counsel or parent(s)/guardian(s). Neither the student nor Advisor may be present for Committee deliberations or preliminary meetings. All meetings will be conducted in private.
- c. The Committee will focus on information relevant to the appeal and not review the original case. All information upon which a decision will be based must be presented at the proceedings before the Committee; the decision will be based solely upon such information. The Committee may on its own invite individuals to present information and will consider information presented by the appealing student and by other principal parties involved. The Chair may limit the number of presentations to be heard, and may require written statements in advance. The Committee may also require the Dean to produce University, student, or other records as permitted by law.
- d. Unless deadlines have been extended by the Dean of the College of Osteopathic Medicine, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) school days after the Committee's first meeting. The report will consist of a summary of the reviews, information presented, and recommendations of the Committee.
- e. The Dean of the College of Osteopathic Medicine will make a decision and report it to all principal parties within ten (10) school days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
- 6) If Dean of the College of Osteopathic Medicine grants an appeal based upon the recommendation of the Disciplinary Appeals Committee, the Dean may act as follows:
- a. In the case of an appeal granted because of an improper or excessive sanction, the Dean, in the exercise of his discretion, shall impose a new sanction. The Dean's decision shall be final and is not subject to further appeal.
- b. In the case of an appeal granted on other grounds, the Dean shall refer the matter to a newly constituted Student Ethics Board, which Board will re-hear the matter in its entirety. No member of the Student Ethics Board that originally heard the matter shall be a member of the newly constituted Board.

## AOA Code of Ethics

<http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>

This document was last updated July 24, 2016.

The American Osteopathic Association (AOA) Code of Ethics is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through post graduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend the economic, political, and religious biases, when dealing with patients, fellow physicians, and society. It is flexible in nature in order to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

**Section 1.** The physician shall keep in confidence whatever she/he may learn about a patient in the discharge of professional duties. Information shall be divulged by the physician when required by law or when authorized by the patient.

**Section 2.** The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

**Section 3.** A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients for reasons of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity, or disability. In emergencies, a physician should make her/his services available.

**Section 4.** A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when she/he withdraws from the case so that another physician may be engaged.

**Section 5.** A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

**Section 6.** The osteopathic medical profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

**Section 7.** Under the law a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities which are false or misleading.

**Section 8.** A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state or other jurisdiction in which she/he practices. A physician shall designate her/his professional degree in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

**Section 9.** A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.

**Section 10.** In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

**Section 11.** In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable hospital rules or regulations.

**Section 12.** Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

**Section 13.** A physician shall respect the law. When necessary a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

**Section 14.** In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

**Section 15.** It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.

**Section 16.** Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile or offensive workplace or academic setting.

**Section 17.** From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.

**SECTION 18.** A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

**SECTION 19.** When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

### **AOA Interprets Sections of Code of Ethics (1996 - PRESENT)**

<http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethic-interpretation.aspx>

This document was last updated July 24, 2016.

#### **Interpretation of Section 3**

This section notes that a physician-patient relationship must be founded on mutual trust, cooperation and respect—a patient must have complete freedom to choose his or her physician, and a physician must have complete freedom to choose patients whom he or she will serve.

Section 3 does not address a patient's discriminating against a physician based on the physician's race, creed, color, sex, national origin, sexual orientation, gender identity or disability; and a patient may express a desire to not be treated by a particular physician or by a physician with certain characteristics.

Therefore, the AOA interprets section 3 of its code of ethics to permit but not require an osteopathic physician to treat a patient when the physician reasonably believes the patient is experiencing a life- or limb-threatening event, even though the patient may have previously expressed a desire to not be treated by a physician based on the physician's race, creed, color, sex, national origin, sexual orientation, gender identity or disability. (July 2014)

### **Interpretation of Section 7**

This section is designed to discourage practices, which would lead to false, misleading or deceptive information being promulgated.

Section 7 does not prohibit advertising, so long as advertising is designed as making proper factual information available to the public. People seeking health care are entitled to know the names of osteopathic physicians, the types of practices in which they engage, their office hours, place of their offices, and other pertinent factual information. On the other hand, the public should be protected from subjective advertising material designed to solicit patients, which is essentially misleading. Such material would include attempts to obtain patients by influence or persuasion, employing statements that are self-laudatory and deceptive; the result of which is likely to lead a patient to a misinformed choice and unjustified expectations. (July 1985)

### **Guide to Section 8**

This guide applies to AOA members' professional (as opposed to organizational) stationery, office signs, telephone directories, and to other listings referred to by the general public. (July 2016)

### **Part I - Indications of Specialty Practice**

Osteopathic physicians who are certified by the AOA or who devote themselves exclusively to a specialty may designate such specialty in one of the following ways:

- Practice Limited to Internal Medicine (or other practice area)
- Internal Medicine

The listing of terms in each of the two categories is illustrative and should act as a guideline.

### **Part II - Membership in Professional Organizations**

The public has little or no knowledge of what membership in various professional organizations entails. Accordingly, use of the names or initials of such organizations tends to indicate unusual professional competence, which is usually not justified. Professional stationery should contain no

indication whatever of membership in professional organizations or of any present or past office held in any professional organization.

Designation of membership in various professional organizations is permissible on organizational stationery (AOA, divisional and district society, practice organizations, etc.) provided the organizational stationery is not used in practice correspondence.

The above guidelines apply with respect to written signatures of physicians. For example, a physician should not use FACOI or other appropriate fellowship designation in signing a letter or other communications that will go to a patient. The physician may use such designation in correspondence with other physicians or third parties.

### **Part III - Osteopathic Identification**

The following, in order of preference, are considered proper on practice stationery and office signs:

- John Doe, DO
- John Doe, Osteopathic Physician & Surgeon
- John Doe, Doctor of Osteopathy

The following are not considered proper on practice stationery or office signs:

- Dr. John Doe (this is considered improper even if the doctor signs his name John Doe, DO). The osteopathic identification should be printed.
- Dr. John Doe, Specialist in Osteopathic Medicine. The term specialist should be avoided in this circumstance.

### **Part IV - Degrees (other than DO)**

It is strongly recommended that only the degree DO appear on professional stationery. However, the following additional guides are offered: No undergraduate degree (BA, BS, etc.) should be used.

Graduate degrees (MA, MS, PhD, etc.) should not be used unless the degree recognizes work in a scientific field directly related to the healing arts. Therefore, advanced degrees in scientific fields such as public health, physiology, anatomy, and chemistry may be used but their use is not recommended.

Honorary degrees relating to scientific achievement in the healing arts or other achievements within the osteopathic profession (such as administrative excellence or educational achievement) may be used if the honorary nature of the degree is indicated by use after the degree of the abbreviation "Hon."

Law degrees may be used if the physician carries on medical-legal activities.

#### **Part V - Telephone Directory Listings**

1. It is desirable for divisional societies to have an established program to implement these guidelines and, where necessary, to meet with representatives of the telephone companies in furtherance of that objective.
2. In classified directories, it is recommended that DOs be listed under the heading "Physicians and Surgeons-(DO)" and that there be a cross-reference to that heading from the heading "Physicians and Surgeons-Osteopathic." This letter heading is also acceptable as the main listing if it has long been the heading customarily used in the community.
3. In telephone directory listings of doctors, it is recommended that the doctor's name be followed by the abbreviation DO.
4. The abbreviation "Dr" is not recommended because it is misleading. "Dr" can refer to dentists, doctors of medicine, etc. "Phys" is also misleading because it can refer to MDs.
5. In telephone directories, no indication of certification or membership in any osteopathic professional organization should appear by initials or abbreviations, because such would generally be confusing.
6. In classified telephone directories it is not improper to indicate "Practice limited to" or simply to name the field of specialty.

#### **Interpretation of Section 17**

Section 17 relates to the interaction of physicians with pharmaceutical companies.

1. Physicians' responsibility is to provide appropriate care to patients. This includes determining the best pharmaceuticals to treat their condition. This requires that physicians educate themselves as to the available alternatives and their appropriateness so they can determine the most appropriate treatment for an individual patient. Appropriate sources of

information may include journal articles, continuing medical education programs, and interactions with pharmaceutical representatives.

2. It is ethical for osteopathic physicians to meet with pharmaceutical companies and their representatives for the purpose of product education, such as, side effects, clinical effectiveness and ongoing pharmaceutical research.
3. Pharmaceutical companies may offer gifts to physicians from time to time. These gifts should be appropriate to patient care or the practice of medicine. Gifts unrelated to patient care are generally inappropriate. The use of a product or service based solely on the receipt of a gift shall be deemed unethical.
4. When a physician provides services to a pharmaceutical company, it is appropriate to receive compensation. However, it is important that compensation be in proportion to the services rendered. Compensation should not have the appearance of a relationship to the physician's use of the employer's products in patient care.



### Appendix III: Disciplinary Appeal Interview Questionnaire

The UNE Student Handbook specifies that the five faculty members of the COM Disciplinary Review Committee select the two Ethics Committee representatives, but does not specify how to pick these students. In an effort to minimize any potential, personal bias, this Interview Questionnaire was developed to objectify the selection process.

Name \_\_\_\_\_

1. **Do you know (*accused student's name*)? If so, what is your relationship to (*accused student's name*)?**
2. **Why did you choose to serve on the Ethics Committee?**
3. **Why do you want to serve on the Review Committee?**
4. **Do you fully understand what your responsibilities will be should you be appointed to the COM Disciplinary Review Committee?**

THE FOLLOWING INDIVIDUALS ARE RECOGNIZED  
FOR THEIR PARTICIPATION IN REVISING THE ETHICS CODE

**COLLEGE OF OSTEOPATHIC MEDICINE  
ETHICS COMMITTEE 2017-2018**

Class of 2021

Daniel O'Connell, Vice Chairman  
Nicholas Croce  
Matthew DiOrio  
Meghan Jastrzembski  
Jane Suh  
Matthew Heard

Class of 2020

Maansi Malhotras, Chairman  
Robyn Reese  
Matthew McQueeney  
Diana Braver  
Stephanie Czajkowski

Thomas Wickham, Class of 2020  
SGA President 2017-2018

ADMINISTRATION REPRESENTATIVE

Patricia A. Kelley, Associate Dean of Students

Adopted by the UNECOM Student Body  
May 17, 2005

Re-affirmed by the UNECOM SGA May 2006  
Currently under review and revision Academic Year 2017-2018