

**Coaching and Professionalism Program (CAPP) Referrals
Supplemental Operational and Implementation Procedures (Revised 6/13/2022)**

1. The academic policies regarding referrals to the Coaching and Professionalism Program (CAPP referrals) are available on the John Sealy School of Medicine (JSSOM) website. These Supplemental Operational and Implementation Procedures do not alter the official JSSOM policies.
2. Delinquent end-of-course and end-of clerkship evaluations, as reported through the Office of Educational Development, result in a CAPP referral under the following circumstances:
 - a. A first delinquency results in an email reminding the student they are required to complete these evaluations by the deadline;
 - b. A second delinquency results in an email warning the student that further delinquencies will result in a CAPP referral; and
 - c. A third delinquency results in a CAPP referral
3. All students who receive a CAPP referral are asked to meet with the CAPP program director. They are also asked to provide their views regarding the issue(s) that resulted in the CAPP referral in the comment section of the CAPP referral form. If a student challenges the appropriateness of a CAPP referral, they are informed that CAPP referrals are removed only under these circumstances:
 - a. The referral was sent in error or on the wrong student;
 - b. The behavior was a result of inaccurate or confusing instructions provided by the JSSOM, or that student compliance could not reasonably have been expected; or
 - c. The behavior falls outside of the purview of the CAPP, such as those which subject the student to disciplinary action, or behaviors which fall outside the individual's role as a student
4. If the behavior resulting in a first CAPP referral is minor, isolated, and/or extenuating circumstances are considered compelling, an acceptable approach is to inform the student it will be removed if the student remains free of additional CAPP referrals for a defined period of time, typically several months or until the end of the academic year, at the program director's discretion.