

Critical Incident Report Form

Overview: Critical Incident Reports

Critical incident reports are intended to address situations where a student has put a patient or someone else at significant risk because of their behaviour, or situations in which a student has engaged in conduct unbecoming of a physician in training. Critical incidents of unprofessional behaviour include the following:

- Failure to keep proper medical records
- Falsification of medical records
- Breach of confidentiality
- Failure to acknowledge and manage appropriately a conflict of interest
- Being disrespectful to patients and others
- Failure to be available while responsible for contributing to patient care
- Failure to provide transfer of responsibility for patient care
- Providing treatment without appropriate supervision or authorization
- Referring to oneself as, or holding oneself to be, more professionally qualified than one is
- Being under the influence of alcohol or recreational drugs while participating in patient care
- Failure to respect the rights of patients and others, including contravention of the Ontario Human Rights Code
- Assaulting a patient or others, including any act that could be construed as mental or physical abuse
- Sexual abuse of a patient, as defined by the Province of Ontario *Regulated Health Professions Act*
- Stealing or misappropriating or misusing drugs, equipment, or other property
- Violation of the Criminal Code
- Any other conduct unbecoming of a physician in training

Please note that “patients and others” includes patients, families, staff, peers and others.

Critical incidents can be reported as part of a competency-based assessment, or by any teacher, University staff member, or hospital staff member using the MD Program’s **Critical Incident Report Form**, which is provided below. The person reporting a critical incident will be required to identify the area(s) of concern, the source(s) of information, provide details of the incident, and provide any relevant documentation.

Completed critical incident report forms should be forwarded to the Foundations Director or Clerkship Director, as appropriate. Receipt of a critical incident report will trigger the student in professionalism difficulty review process, in accordance with the MD Program’s [Guidelines for the Assessment of Student Professionalism](#).

A substantiated critical incident report may lead to a program of remediation, which the student would be required to report to the College of Physicians and Surgeons of Ontario (CPSO) and/or other provincial/territorial physician regulating bodies, as appropriate. A substantiated critical incident can also lead to failure to achieve credit in one or more courses, failure of a year, suspension, or dismissal from the program.

Suspected breaches of academic integrity (e.g. cheating, plagiarism, etc.) are to be investigated and reported in accordance with the MD Program’s [academic integrity guidelines](#).

The MD Program’s [Protocol for MD students to report mistreatment and other kinds of unprofessional behaviour](#) describes the principles and procedures for peer-to-peer critical incident reports.

Critical Incident Report Form

Section 1. Critical Incident Report Submission

To be completed by the individual(s) submitting the incident report.

A. Student identification:

Student Name:	
Date of Incident:	
Course/Component/Rotation/Other: (at time of incident)	

B. Area(s) of concern (check all that apply):

Please note that "patients or others" includes patients, families, staff, peers and others.

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C. Source(s) of Information:

Direct observation	Observer Role	Observer Name and Role
Yes	Faculty/Teaching Staff	
	Administrative Staff	
	Other:	
No	Were the details regarding the incident verified: Yes No	
	If yes, by whom:	
	If yes, please describe how they were verified:	

D. Provide details of incident and attach any relevant documentation (mandatory):

E. Submitted by:

Name:	
Role:	
Date submitted:	
Signature:	

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Section 2. Critical Incident Report Review

To be completed/coordinated by the Foundations Director or Clerkship Director, or designate, as appropriate.

A. Student meeting:

Reviewer Name:	
Role:	
Date of meeting with student:	
Signature:	

B. Outcome of review:

Incident not substantiated; no further action required

Incident substantiated; proceed to BOE

C. Student Comments:

No comment

Date:	Signature:
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