

University of Toronto Medical student procedure to report incidents of concern

You experience or witness a faculty member, other student, resident, other learner, health professional, or administrative staff member do something that disturbed you.

First: Attend to your immediate health and safety, and that of anyone else who was affected. For contacts and advice, review the **Student Assistance** section of the MD Program website. In an emergency, activate Emergency Services at your location or call 911.

Next: We encourage you to follow-up on the incident as suggested below.
Is your predominant concern that...

... you or another student has been **harmed** (physically, sexually, emotionally)?

This is an Incident of student mistreatment

Please make a report to the **Associate Dean Office of Health Professions Student Affairs (OHPSA)** using the online Incident Report Form or e-mail (links below).

... you believe that the learning climate has been harmed or compromised (possibly including harm to someone other than a student)

This is an Incident of unprofessional behaviour

Do you believe that the incident was...

Of major concern

Please make a report using the **Incident Report Form** or **e-mail** (links below) to ONE of the following MD Program leaders:

- Academy Director (especially if the incident occurred at an Academy site)
- Course director (especially if the incident occurred at a non-Academy site)
- Foundations, Preclerkship or Clerkship Director (if the incident involves a Course Director or unresolved pattern)

Or, for all situations:

- Associate Dean, Equity & Professionalism
- Associate Dean, OHPSA
- Faculty Lead, Ethics & Professionalism
- OHPSA Counsellors

Of minor concern

You are encouraged to discuss the incident directly with the individual and/or describe it on the teacher's evaluation form.

If you are uncomfortable approaching the individual directly, consider consulting the course site director...

OR

If after discussion, you still consider the matter to be unresolved...

If required by law or University/Hospital policy, and/or to address the situation you encountered, your report may be shared, on a strict need-to-know basis.

Your privacy will be respected.