REPORTING MISTREATMENT*

End of course/clerkship evaluation

If not reported to course/clerkship director, confidential e-mail to student from Assistant Director for Student Affairs requesting information about incident

Report completed by Assistant Director of Student Affairs; sent to student for review and approval; shared with Associate Deans*

Associate Dean AA meets with Chair (faculty) or Program Director (housestaff)

Chair/ PD investigates; considers involving HR Business partner; provides written response/ action plan to Associate Deans

Associate Deans notify student of response/ action plan

Direct report to Academic Affairs or Student Affairs

Associate Deans meet with student and complete report; copy sent to student for review and approval

Associate Dean AA meets with Chair (faculty) or Program Director (housestaff)

Chair/ PD investigates; considers involving HR Business partner; provides written response/ action plan to Associate Deans

Associate Deans notify student of response/ action plan

Direct report to Course/Clerkship Director

Course/clerkship director meets with student to discuss concerns; if warranted completes report and sends to Associate Dean of Academic Affairs or Student Affairs, with copy to Assistant Director for Student Affairs

Associate Deans meet with student to discuss

Associate Dean AA meets with Chair (faculty) or PD (housestaff)

Chair/ PD investigates; considers involving HR Business partner; provides written response/ action plan to Associate Deans

Associate Deans notify student of response/ action plan

Formative Feedback

AAMC Year 2 Questionnaire, Graduate Questionnaire, & Student Affairs Professionalism Survey

Anonymous, aggregate data reviewed annually by School of Medicine Deans and administration

Areas of opportunity assigned to Academic Affairs, Student Affairs, and/or the Learning Environment Enrichment Group (LEEG) for action plans

Positive formative feedback is highlighted through recognition; negative formative feedback is addressed through institutional educational opportunities

* Student may agree/ decline to be identified

