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

Wake Forest® School of Medicine