

Process for Assessment of Reports of Mistreatment submitted to the Office for Respectful Environments

1. Trainee (medical student, resident/fellow) submits report to the Office for Respectful Environments (ORE).
2. If trainee provided contact information, Coordinator of ORE responds within 72 hours and offers Consultation with an Advisor. With no contact information, the report is filed unless egregious behavior denotes a need for further investigation or action by the UGME/PGME program.
3. Consultation meeting of trainee and ORE Advisor to explore next steps which may take one or more of the following pathways:
 - a. The consultation may provide relevant information for the trainee and lead to guidance, support, referral to other resources, referral to academic head or to UGME/PGME for review of assessments.
 - b. If the report from the trainee refers to sexual harassment, the matter will be referred to the University Office for Sexual Violence Response, Support and Education (OSVRSE), via the Office of Mediation and Reporting.
 - c. If the report from the trainee is considered by the Advisor following consultation with the trainee to be an isolated instance of mistreatment that is likely to be resolved by a process of communication and mediation, with the expressed consent of the trainee, the Advisor will contact the Chair of the Department and proceed to a meeting with the faculty teacher named in the report. Resolution may include mediation by the Advisor and may lead to an apology, specific undertakings by the teacher and/or trainee; and may involve a direct meeting between the teacher and trainee. The identity of the trainee may remain confidential if no direct meeting takes place. Concerns involving other professionals or staff in the clinical setting may require referral to hospital or other administrative personnel.
 - d. Following consultation with the trainee, if the report is considered by the Advisor to involve harassment with serious career threats, repeated instances of harassment of the trainee and mediation has failed to achieve resolution, with the expressed consent of the trainee, the Advisor may direct the report to a Disciplinary Officer.
4. Anonymous reports
 - a. Anonymous reports can help identify patterns but cannot be used for engaged process with a Complainant. If the report is submitted anonymously to the ORE, and a review of the ORE files indicates misconduct by the teacher in multiple previous reports, then the process may move directly to a referral to the Chair and Disciplinary Officer.