

Reporting & Response Flowchart for UI COM Medical Student Mistreatment

You have experienced or witnessed STUDENT MISTREATMENT.

First, attend to your immediate health and safety, and that of anyone who was affected.

- In an emergency, contact Emergency Services at your location or call 911.
- For COM student support and services, go to the resource pages for [Chicago](#), [Rockford](#), [Peoria](#) and/or [Urbana](#). Please also find additional UIC support services for all [Current Students](#).

Next, please follow up on the incident as suggested below

Matters not involving risk to health or safety, or possible sexual misconduct (e.g., public humiliation, verbal abuse, unwarranted exclusion from learning opportunities, etc.)

You are encouraged to discuss the incident directly with the individual or, as appropriate, with the person who oversees/supervises the individual at issue (e.g., course/block director, clerkship director, site director, etc.).
If, after discussion, you still consider the matter to be unresolved, you may report the matter to:

The Director of Medical Student Learning Environment (DMSLE) via the online [Student Mistreatment Report Form](#), email (timlacy@uic.edu) or phone (312-413-9632).
AND

Matters involving risk to health or safety or possible sexual misconduct, (e.g., sexual or gender-based harassment or discrimination, physical assault, threats of physical or sexual violence, etc.)...
Please report to:

The [UIC Title IX Coordinator](#)
For incidents involving possible Sexual/Sex/Gender-based Harassment, Discrimination and/or Misconduct.

****PRIVACY:** If required by law or University/Medical Center policy, your report or information from your report may be shared, on a strict need-to-know basis (e.g., reports involving sexual harassment/discrimination/misconduct must be shared with the UIC Title IX Coordinator). However, all reasonable efforts will be made to respect your privacy.

What will the DMSLE do after receiving my report?

Within 2 business days of receiving the report, the DMSLE will contact the person who reported the incident (if contact info is provided) to discuss options and avenues for resolution, both formal and informal. Whether or not the report is made anonymously, the DMSLE may informally gather additional information, consult with others, facilitate conversations, and/or identify resources for purposes of addressing a legitimate mistreatment or other learning environment concern. The DMSLE will also log information from reports for purposes of tracking trends/patterns.

Should I report the incident to anyone else?

If the matter involves **Patient safety concern, YES:** A report should be made to the human resources department of the clinical training site where the incident occurred and/or via any other method the site has designated for said reporting.

Unlawful discrimination: Claims of unlawful discrimination should be reported to the [UIC Office for Access & Equity](#) for investigation.

Can I speak to someone other than those suggested herein?

Yes, you can report an incident to anyone at UI COM with whom you feel comfortable. The recipients of those reports, however, are encouraged to notify the DMSLE of the report.

The DMSLE has received a report of STUDENT MISTREATMENT

What can you expect?

Review & Consultation

The DMSLE will review the details of the report and contact the person who submitted the report (“reporter”), if contact information is provided, to gather additional information. The DMSLE will discuss the possible options and avenues to address the reported concerns, both formal and informal. The DMSLE will also explain applicable college and University policies and procedures.

Initial Advice & Inquiry

To the extent it is reasonable, the DMSLE will encourage the reporter to first attempt to directly address the issue with those involved, or with the person(s) who oversees/supervises that individual. If the issue remains unresolved or the reporter is unable to directly address the issue, the DMSLE may become more directly involved. This may include seeking information from others who may have relevant information.

Referral

The DMSLE may refer students or others reporting concerns to other offices or individuals for assistance and follow-up. For students who wish to challenge an academic assessment (e.g., grade or comments), the DMSLE will direct them to the informal grade appeal and formal grade grievance processes. The DMSLE does not have the authority to modify an academic assessment.

Collaboration

If, after inquiry, consultation, and review, there appears to be a legitimate mistreatment or learning environment concern that the student was unable to resolve directly, the DMSLE will **collaborate with** relevant faculty, staff, and administration, up to and including the Regional and Executive Deans, to attempt to resolve the concern.

Advisory Panel

The Regional/Executive Dean and DMSLE may seek the assistance of a Learning Environment Advisory Panel (LEAP) to recommend pathways for resolution. In the event the Dean and DMSLE disagree on appropriate resolution of a concern, a LEAP must be consulted.

Does the DMSLE have authority to issue a sanction or other disciplinary action against me?

No. The goal is to identify credible problems and work toward resolving them. In the process of doing that, however, the DMSLE may involve others who do have the authority to take additional action.

Can I consult with others if I am notified by the DMSLE about a report involving me?

Yes. To the extent you want assistance in responding to or addressing a concern that has been brought to your attention, you can certainly seek the assistance of others (e.g., advisor, supervisor, faculty affairs, GME, etc.). You may not, however, take actions to retaliate against a person who has made a report. As such, your notification to others should not lead to retaliatory action against that person.

Does the fact that I am the subject of a report mean that I cannot assess a student or take action to address existing concerns about a student’s behavior?

No. You may choose to consult with your supervisor to determine the best course of action now that you have been notified of a report. Further, if you have valid concerns about a student’s behavior, the fact that the student has submitted a report should not prevent you from addressing/reporting that behavior.