

**TITLE:**

**Student Mistreatment Policy**

**SUMMARY AND PURPOSE:**

Chicago Medical School at Rosalind Franklin University (RFU) is dedicated to preventing the mistreatment of students by preclinical and clinical teachers, staff, and administrators in the academic learning environment. The policy supports an educational environment for students in which teaching, learning, evaluation, and feedback occur in a sincere, appropriate, and constructive manner. The purpose of this policy is to provide definitions and procedures for students to report mistreatment against them or that they observe against other students by preclinical and clinical teachers, staff, and administrators. This policy also informs students what happens to their reports of mistreatment.

**APPROVED BY:** Dean's Executive Council (formerly known as Faculty Executive Council)

**APPROVAL DATE:** November 13, 2023 (revised)

**EFFECTIVE DATE:** November 13, 2023

**APPLIES TO:** All medical students at Chicago Medical School

**RESPONSIBLE PARTY:** Office of Student Affairs

**RESPONSIBLE PARTY CONTACT:** Associate Dean for Student Affairs

**LAST REVIEWED:** November 13, 2023

**SUPERSEDES:** N/A

**POLICY STATEMENTS:**

Students have a right to learn in an environment free from harassment. As part of Rosalind Franklin University, CMS will not tolerate student mistreatment. A core principle of Rosalind Franklin University is the education of students who will meet the healthcare needs of society in a caring, competent, and professional manner. A profession based on the ideals of service to others should be sensitive to the humanity of its practitioners, especially during training.

Insensitivity during training runs counter to the fundamental tenets of health care and impairs the ability of many students to maintain their idealism, caring and compassion past training into their careers. This affects the quality of patient care as well as collegial relationships. No person will be subjected to retaliation, retribution, or reprisal for making a good faith report of, seeking guidance regarding or participating in the investigation or resolution of a potential, known or suspected violation of any provision in this policy.

## **DEFINITIONS:**

CMS defines mistreatment as follows: “Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process.” It includes physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, physical disability, age, gender identity or sexual orientation.

Specific examples of mistreatment include (but are not limited to): spoken to in a sarcastic or insulting manner; belittled or humiliated; required to perform personal services (e.g. babysitting, shopping); denied opportunities for training or awards based on race, religion, ethnicity, sex, physical ability, age, gender identity or sexual orientation; subjected to offensive remarks or names; physically harmed or threatened with physical harm.

## **PROCEDURES, FORMS, AND RESOURCES:**

### 1. Procedure for Reporting Learner Mistreatment Based on Discrimination

All discrimination complaints involving students are processed through RFU’s Division of Diversity, Equity and Inclusion in compliance with the University’s Policies for Title IX Policy Against Sex Discrimination and Equal Opportunity/Affirmative Action (non-discrimination).

Filing a Title IX Report: Call (847) 578- 3205 or online at (<https://s3.amazonaws.com/rfums-bigtree/files/resources/title-ix-incident-report-form.pdf>)

Filing an Equal Opportunity/Affirmative Action Report: Call 800-254-0460 or file online at <http://rosalindfranklin.ethicspoint.com>

Any person experiencing suspected mistreatment based on discrimination, investigation and resolution of a filed report must contact the Division of Diversity, Equity and Inclusion at 847-578-3205.

### 2. Procedure for Reporting Non-Discrimination Based Learner Mistreatment Complaints

There are four ways a CMS learner can report mistreatment.

- i. Students with complaints of mistreatment are encouraged to complete and submit the online Medical Mistreatment Complaint Reporting Form at [https://rosalindfranklin.co1.qualtrics.com/SE/?SID=SV\\_1laMzekWuyKYQ61](https://rosalindfranklin.co1.qualtrics.com/SE/?SID=SV_1laMzekWuyKYQ61). This form provides privacy and a uniform approach to collecting mistreatment data from students. Submissions of the form may not be anonymous.
- ii. Students may report mistreatment in their learning environment to any of their faculty, learning community mentors, course/clerkship directors, and any of the assistant and associate deans. All reports of mistreatment will be forwarded to the Associate Dean for Student Affairs for additional investigation.
- iii. Students evaluate teachers with whom they have worked through the University online evaluation platforms, D2L for first- and second-year surveys, and Qualtrics for third and fourth year surveys. Students can use these surveys to provide feedback regarding mistreatment by teachers.

- iv. As an alternative, reports may be made to the Office of Compliance directly or through Ethics Point, Inc. at <http://rosalindfranklin.ethicspoint.com> or 800-254-0460.

### 3. Procedure for Investigating Non-Discrimination Based Student Mistreatment Complaints

After preliminary investigation of a complaint of mistreatment, the Associate Dean for Student Affairs may refer a non-discrimination-based student mistreatment complaint against faculty to the CMS Vice Dean for Faculty Affairs and Equity. The procedures for investigating non-discrimination-based student mistreatment against faculty is stated in the CMS Faculty Professionalism policy.

### 4. Protection from Retaliation: Retaliation in any form is a violation of the RFU Code of Conduct.

Appropriate action will be taken to protect the student from harm or any type of retaliation. Faculty, residents, staff, and administrators accused of mistreatment will be informed that retaliation is regarded as a violation of University Policy and will be managed as a form of mistreatment.

### 5. Rights of the Accuser and Accused

The accuser and accused will have rights to the following: a) due process, b) confidentiality c) a fair, thorough, and timely investigation, and d) communication regarding the outcome of the complaint in keeping with privacy policies.

### HISTORY (IF APPLICABLE):

- November 13, 2023 – Title, language, and terms revised to clarify the policy’s intent of pertaining to medical students.
- November 19, 2021 – Policy revised to update medical school/university administrative titles.
- March 3, 2020 – Policy revised to updated medical school/university administrative titles, and investigative procedures in the reporting of non-discrimination-based learner mistreatment complaints.
- July 9, 2018 – Original policy created to align with in-place procedures.