Creighton University School of Medicine
Medical Education Program Policies

POLICY: Policy for Assuring a Positive Learning Environment
GOVERNING BODY: Educational Policy Committee
APPROVAL DATE: 7/9/2019
REVISED DATE: N/A
LCME ACCREDITATION STANDARD REFERENCE: Element 3.6 Student Mistreatment

PURPOSE

The mission statement of Creighton University states: “Creighton exists for students and learning.” Thus, it is vital to create a positive learning environment for students (learners) at all levels of education (including undergraduate students, graduate students, medical students, hospital residents, and fellows). Mistreatment of students/learners and abuse of power is unprofessional and antithetical to the Creighton mission.

POLICY

The Medical Education Program adheres to the Creighton University Harassment, Discrimination, Sexual and Relationship Misconduct Policy and Procedures. The University’s policy may be accessed at: https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/2.1.25_Harassment_Discrimination_Sexual_Relationship_Misconduct_-_rev_08-14-17.pdf.

Any behaviors, actions, or expressions by faculty or staff toward a learner that a reasonable person would consider mistreatment or demeaning or an abuse of power (the “Unacceptable Behavior”) are unacceptable and will be dealt with appropriately. Some examples of such Unacceptable Behaviors include:

- Public belittling or humiliation [commenting on inadequate preparation of assignments is not Unacceptable Behavior unless done in an inappropriate manner.]
- Mandated performance of personal services (e.g., babysitting, shopping)

Behaviors, actions or expressions by faculty or staff toward a learner that a reasonable person would consider harassment or discrimination will be dealt with under the University Policies.

PROCEDURE

1. **Procedure for Reporting Unacceptable Behaviors**

   A. Students/learners are encouraged to report Unacceptable behavior as soon as possible following the incident(s). Observers are also encouraged to report witnessed incidents of Unacceptable behavior.

   B. As noted in the University's Policy, a member of the University community who believes himself or herself to be the victim or harassment and/or discrimination, or any individual who has witnessed or has knowledge of such conduct is encouraged to report the information to the University to enable it to investigate and to take corrective action where appropriate.

   C. Reports of incidents should be made to either the Associate Dean for Student Affairs
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(402-280-2905) or the Associate Dean for Graduate Medical Education (402-280-4677) on the
Omaha campus or the Assistant Dean for Student Affairs at the Phoenix Regional Campus
(602-406-5056). Reports of harassment or discrimination should be made in accordance with
the University Harassment, Discrimination, Sexual and Relationship Misconduct Policy and
Procedures. The Assistant and Associate Deans shall follow university policy when handling all
complaints, including reporting such complaints to the Office of Equity and Inclusion.

D. The Office of Student Affairs or the Office of Graduate Medical Education will make all
reasonable attempts to maintain confidentiality and to protect students from harm or
retaliation. Any form of retaliation following the reporting of alleged Unacceptable Behavior is
forbidden, and complaints of retaliation will be dealt with by the Dean of the School of Medicine
and in accordance with applicable university policies. The University Policies also forbid
retaliation.

2. Investigations of reports of Unacceptable Behavior

A. Within ten (10) days of receiving the report of Unacceptable Behavior, the Associate Dean for
Student Affairs or the Associate Dean for Graduate Medical Education will discuss the incident(s)
with the Chair (or designee) of the involved department or the Director (or designee) of the
Hospital division or clinic and require an immediate investigation of the incident(s).

B. Within two (2) weeks of receiving the report of incident(s) of alleged Unacceptable Behavior, the
Chair (or designee) of the involved department or the Director (or designee) of the Hospital
division or clinic will institute an investigation and develop an action plan for resolution of the
problem and/or discipline of the responsible individual(s), if the allegations are substantiated.

C. The Chair (or designee) of the involved department or the Director (or designee) of the Hospital
division or clinic will prepare a written report of the action plan and/or disciplinary actions; this
report will be given within one (1) month to the Associate Dean for Student Affairs or the
Associate Dean for Graduate Medical Education.

D. Upon receipt of the written report of the action plan and/or disciplinary actions, the Associate
Dean for Student Affairs or the Associate Dean for Graduate Medical Education will schedule a
meeting with the student(s)/learner(s) initiating the original complaint to discuss the actions
taken.

If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the
student may contact the state licensing authority, the University’s accredits or state attorney
general.
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E. Reporting by the Associate Dean for Student Affairs and the Associate Dean for Graduate Medical Education:
   At the end of each academic year, the Associate Dean for Student Affairs and the Associate Dean for Graduate Medical Education shall each prepare a written report to be provided to the Dean of the Medical School and the Executive Director for the Office of Equity and Inclusion concerning all reported incidents of Unacceptable Behavior investigated, and dealt with, during that academic year.

3. **Tell Someone** Reporting Option

In addition to the above reporting options, Creighton University provides students with an online form that allows all members of the Creighton community to report harassment, discrimination, or mistreatment. Users must log-in with a NetID and Blue password to use this form. The information users provide will be private and Creighton staff member who receive this form have signed a nondisclosure agreement committing them to the highest level of privacy. Information will be forwarded to the Associate Dean for Student Affairs for the School of Medicine. **Tell Someone** website: https://www.creighton.edu/safety/tell-someone.

**SCOPE**

Faculty, students, and staff within the medical education program.

**ADMINISTRATION AND INTERPRETATION**

The Creighton University Office of Equity and Inclusion is responsible for administration of this policy. Please forward questions to Executive Director for the Office of Equity and Inclusion, 402-280-4120.

**AMENDMENT**

This policy may be amended by majority vote of the School of Medicine Medical Education Program Educational Policy Committee.