

UNDERGRADUATE MEDICAL EDUCATION PROGRAM
INFORMAL DISCUSSION FORM

Minor Incident: This form may record a minor incident as reported by any person ("the reporter") in contact with a medical student in any official capacity. The reporter would typically be a lecturer, Module/Clerkship Core Rotation/Course Director/Course Chair or Year 1 - 5 Chair/Site Coordinator, or another medical student or medical resident. The purpose of reporting a minor incident is to initiate a meeting between a medical student and the reporter.

Student Name: _____

Year: _____

Date incident occurred: _____

A medical student of University of Saskatchewan College of Medicine is expected to demonstrate in her/his behaviours as a medical student: a) Respect for others; b) Honesty and integrity; c) Compassion and empathy; d) Duty and responsibility.

In my opinion, the student named above has demonstrated behaviour(s) that fall below the expected standards of professionalism of our College of Medicine. Following is a brief description of the incident, the response/action taken, and any further comments:

Description of the incident:

This incident was discussed with the student (check one):

YES

NO

Student response:

The Student chose not to respond

A copy of this form is to be provided to the student by the UGME Office

This form should be sent in confidence to:

Year Chair, UGME Office

B526, 107 Wiggins Road Saskatoon, SK S7N 5E5 Fax: (306) 966-2601

Form completed by: _____

Signature: _____

Date: _____

This section for use by Year Chair:

First Minor Incident

Third Minor Incident: If third minor incident, Year Chair completes a Professionalism Concern Form

Second Minor Incident

Signature of Year Chair: _____

Date submitted: _____