

**UNDERGRADUATE MEDICAL EDUCATION
PROGRAM PROFESSIONALISM CONCERN
FORM**

Minor Incident: This form records >3 minor incidents 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 reporting a minor incident is to initiate a meeting between a medical student and the reporter.

Major or Critical Incident: This form may record a major incident or critical incident. Such an incident would typically be reported by the Year 1-5 Chair/Site Coordinator or Associate Dean, Undergraduate Education. The purpose of reporting a major or critical incident is to document more serious concerns of unprofessional behaviour that requires documentation on the student's Professionalism File or submission to the Professionalism Panel.

Student involved in (check one):

- Multiple Minor Incidents (submit to Associate Dean, UGME)
- Major Incident (submit to Year Chair)
- Critical Incident (submit to Associate Dean, UGME)

Student Name: _____

Year: _____

Date incident occurred: _____

Form completed by (please print): _____

Signature: _____

Date: _____

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 incident:

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

YES

NO

Student response:

The student chose not to respond

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

**This form should be sent in confidence to:
Year Chair, UGME Office, or Associate Dean UGME
3A20, 107 Wiggins Road Saskatoon, SK S7N 5E5 Fax: (306) 966-2601**

This section for use by Year Chair:

- Third Minor Incident
- Previous Professionalism Concern Form
- Major Incident

Signature of Year Chair: _____ Date: _____

This section for use by Associate Dean, UGME:

- Forwarded to Professionalism Panel/University Secretary for review:

Signature: _____ Date: _____

- For Professionalism File For Academic File For MSPR

Signature: _____ Date: _____

- Student notification of Appeal Process

Signature: _____ Date: _____