

General Learning Environment and Mistreatment Policy

Owner Department: Office of Student Affairs

Owner: Associate Dean of Student Affairs

Affected Department(s) or Parties: All Carle Illinois College of Medicine Community

Effective Date: 06-07-17

Revision Date: 10-13-22

Next Review Date: 10-13-25

Policy Number: APS-2

Purpose: Carle Illinois College of Medicine (Carle Illinois) is committed to assuring a safe, supportive, and effective learning environment for students, residents, fellows, faculty and staff. All members of Carle Illinois community will uphold an academic environment that is conducive to learning through a commitment to professionalism, respect, appreciation of diversity, and integrity. Carle Illinois defines the learning environment to include any external circumstances influencing a person's learning. This may include physical, cultural, psychological, and social factors, among others

Processes/Procedures/Guidelines:

Responsibility for the Learning Environment:

Carle Illinois considers the learning environment to be the responsibility of every member of the college's community, including students, residents, fellows, faculty, staff, and any members of an affiliated institution.

Monitoring the Learning Environment:

Responsibility for monitoring the learning environment is shared between every member of Carle Illinois community and those of any affiliated institution.

Within the undergraduate medical education program, the Carle Illinois Curriculum Committee is charged with ensuring that such monitoring is being completed and that the results are satisfactory. The learning environment will be monitored regularly in all phases of the curriculum and at all sites where students complete required courses or clerkships.

Positive Influences on the Learning Environment:

Carle Illinois is committed to encouraging positive influences on the learning environment at all levels. Promoting a positive learning environment is the responsibility of all members of

Carle Illinois community and those of affiliated institutions.

Specific behaviors that are encouraged to promote a positive learning environment include, but are not limited to:

- Identifying and resolving conflicts in a professional manner
- Modeling behaviors that protect patient safety and privacy
- Disclosing medical errors if/when they occur
- Providing timely and behavior-specific feedback in a constructive manner
- Soliciting feedback on knowledge, behaviors, and skills
- Adhering to all professional behavior expectations appropriate to the individual's role

Avoiding Mistreatment:

Mistreatment of students, faculty, staff, residents or any member of Carle Illinois community is disruptive to the learning environment and as such is not tolerated.

Mistreatment includes but is not restricted to:

- Discrimination against students, faculty, staff or residents, on any basis, including legally protected classes and the use of microaggressions
- Harassment against students, faculty, staff, or residents, including physical or verbal abuse, sexual harassment, threats, or public humiliation
- Exclusion of students from educational activities for non-educational reasons, including not involving students in patient care
- Requests of personal services from students
- Failure to disclose a conflict of interest while acting as a supervisor or assessor.
- Retaliation for making an allegation of mistreatment or professionalism

Students, faculty, staff, residents or any member of Carle Illinois community may report mistreatment through a direct report to any senior administrator, Student Affairs and Academic Affairs, via end of course or clerkship evaluations, or online at go.illinois.edu/med-mistreatment (which may be anonymous). For reports related to sexual/gender discrimination, assault or harassment, you may also contact the Illinois Title IX & Disability Office, at titleixcoordinator@illinois.edu or 844.616.7978 or report online at <https://wecare.illinois.edu/report/>. Any reports of mistreatment will be investigated as soon as possible.

Conflicts of Interest

A conflict of interest (COI) is defined as a relationship in which an individual has competing interests or loyalties that have the potential to undermine their ability to act in an impartial manner. These conflicts may include a romantic or familial relationship, individual financial impact, professional advantage, private gain, or undue bias. Undue bias can include a faculty member providing health care for a student and later evaluating the student (see SWH-8 for more information), a faculty member assigning a failing grade for a student and later voting on the student's promotion, or if a faculty member is made aware of an allegation of mistreatment against them and then subsequently submits an evaluation of the student.

Faculty are required to disclose a COI prior to the start of a course/clerkship/elective/committee participation, or as soon as it has become aware. Faculty are expected to formally report the COI to the course/clerkship director, the Assistant Dean of Curriculum, the Associate Dean of

Academic Affairs, or to the chair of the relevant committee (i.e., the Student Progress and Promotions Chair, the Awards Committee Chair).

Students are expected to report COIs immediately to the Associate Dean of Student Affairs or the Associate Dean of Academic Affairs. If the COI is not resolved, the student should complete a mistreatment report. The ombudsperson is also available to support a student through the COI process.

Avoiding Other Negative Influences on the Learning Environment:

Carle Illinois is also committed to avoiding negative influences on the learning environment not limited to student mistreatment.

Carle Illinois wants to encourage students, residents, fellows, faculty, and staff to bring attention to any breach or perceived breach of the Learning Environment, including but not restricted to:

- Academic Integrity
- Professionalism
- Discrimination
- Harassment

Additional information and resources are available through the [Office of Diversity, Equity, and Access](#) as well as the [Student Code](#).

Governing Body: Student Progress and Promotions Committee

History:

Created: June 7, 2017

Revised: January 30, 2018, February 12, 2018, October 8, 2018, September 12, 2019, October 13, 2022

Approved By/Date:

Student Progress and Promotions Committee, October 13, 2022