



## UCF /HCA GME Consortium Policy Regarding Resident Forum and Trainee Complaints, Concerns, Harassment



**Purpose/Intent:** The UCF/HCA GME consortium is committed to having a positive learning and working environment for trainees. All individuals have the right to enjoy an environment free from all conduct that can be considered abusive, intimidating, or harassment (IV.H.3). Trainees will have a trainee forum to communicate information, raise and resolve complaints regarding residency/fellowship programs, training, and working environments (II.C.)

**Policy summary:** The consortium is committed to providing options for trainees to raise concerns or issues related to patient care, safety, educational program, work environment, faculty, and staff in an atmosphere of mutual respect without fear of intimidation or retaliation. The sponsor also supports the right of trainees to lodge complaints, file grievances and make appeals related to above concerns in a safe environment free of fear, retaliation, or other adverse consequence. Trainees will have a trainee forum to raise and resolve complaints regarding residency/fellowship programs, training, and working environments (II.C.)

**Procedures:** The consortium has a number of mechanisms and policies in place to handle complaints and concerns, including confidential mechanisms.

1. The concerned trainee will first contact the person or office most directly connected to the issue, unless there are compelling reasons not to do so. If the concerned individual does not want to contact that individual (faculty, staff member, or another trainee) directly, he or she should next go to the Chief Trainee, the Program Director, the Department Chair (if applicable), or the Designated Institutional Official (DIO).
2. For issues in which there is no urgency but feedback for specific faculty or the educational program is desired of the GME office the trainee can complete anonymous faculty evaluations and program evaluations that are available through the electronic evaluation system.
3. Concern notes and suggestions can also be submitted anonymously through the electronic evaluation system.
4. Any trainee may bring concerns to the Resident Forum, which has the option to meet without the presence of any faculty, administrators or the DIO. Issues which are discussed at the forum or other trainee meetings may be brought to the DIO and/or the GMEC. The GMEC includes a trainee report as a regular agenda item.
5. The sponsor values diversity and complies with UCF Office of Institutional Equity policies and guidelines available online at <http://www.eeo.ucf.edu/>. Any reports or complaints of harassment and discrimination must be reported as follows:
  - a. Program staff (director, coordinator, faculty, others) shall inform both the Assistant DIO/GME Director of any complaints voiced by residents and fellows concerning discrimination and/or harassment of any type in a timely manner. The GME Director shall notify both the UCF GME office and UCF COM Human Resources (HR) office.
  - b. When there is a complaint concerning an attending physician, the Assistant DIOs/GME Directors contact the Hospital Chief Medical Officer and they contact Hospital Human Resources Officer concerning employee complaints. The hospital will address issues of

discrimination and/or harassment involving their employees and medical staff following their respective procedures.

- c. The UCF COM HR office shall work with the Title IX coordinator in the Office of Institutional Equity as appropriate to represent the resident/fellow and investigate the concern.
6. The trainee has the option to go through the written grievance and appeal process (see Grievance policy) when the concern is not resolved to the trainee's satisfaction under section 1 above or when there are formal disciplinary actions against the trainee.
  7. This policy will be discussed during trainee orientation and is available on the website.