



Student Incident Reporting Policy

Applies To: Any CMU Physician Assistant student while active in the program in either the didactic or clinical portion of the curriculum.

Date of Revision: May 16, 2023

BACKGROUND: The policy is to serve as a guide for PA Program faculty and staff in the event of a situation where the health and/or safety of a PA student has been compromised. This policy will provide guidance in the protection and support of our students whether the situation arises on campus or in an assigned clinical site. As faculty as well as licensed health professionals, we are tasked to be mandatory reporters. Per the Michigan individuals in health care service as well as educational services are mandated reporters and as such you may have a legal obligation to report any suspicions regarding vulnerable adults who you believe have been harmed or are at risk of harm from abuse, neglect, or exploitation. This policy is written in agreement with the Central Michigan University Policy 3-39; Sexual and Gender-Based Misconduct Policy.

<https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03039.pdf>

PURPOSE: To ensure obligations to report any suspicions or reports regarding any PA student being harmed, in any way, while on campus or while in a clinical rotation are carried out appropriately. "Harm" for the PA Program is defined as any objectionable incident that may occur including but not limited to racism, sexual misconduct, gender-based misconduct, retaliation, or intimidation. Please note this list is not all-inclusive.

POLICY: In coordination with the Office of Civil Rights and Institutional Equity (OCRIE) and CMU Policy 3-39, we must follow an appropriate procedure to insure the privacy and protection of our students, along with the protection of information sharing.

PROCEDURE: If a student reports an incident that is harmful to them whether verbal, physical, or otherwise it is the responsibility of the faculty as a mandatory reporter to do the following:

1. Notify OCRIE immediately with a short summary of the incident and the student's name
2. Remove the student from the environment, clinical rotation, or instructor as applicable effective immediately.
3. Meet with the student and offer resources and support that are available to them including counseling services at CMU.
4. Document all interaction, and/or correspondence in the Typhon database.
5. Notify the institution involved (Risk Management Office), if applicable, that the student will no longer be attending or returning to their institution. (i.e., clinical site). **Do not provide any details.**
6. Allow OCRIE to take over any actions related to the situation once you have accomplished steps 1-5. OCRIE will schedule a meeting with the student to inform them of their rights pertaining to the situation.
7. Limit all information sharing to only the Program Director and OCRIE. Protect the student's privacy. **Do not give any information to those institutions or those involved with the incident.**



Student Incident Reporting Policy

Approved by Faculty Executive Committee on June 18, 2023

Debra Kimball-Christie

Signature

6/18/23

Date

Debra Kimball-Christie, M.S., PA-C

CMU PA Program Director