PROFESSIONALISM STATEMENT (draft): The Rady Faculty of Health Sciences community promotes the highest standards of professional conduct and ethical behaviour. We treat each other with courtesy, respect and dignity, and we recognize and value our differences. We demonstrate professionalism through our shared set of values including community & collaboration; anti-racism and respect for Indigenous rights; equity, diversity & inclusion; scholarship & innovation; integrity; and social accountability.

AVENUES TO ADDRESS PROFESSIONALISM ISSUES

### Learners - Professionalism Issues
- Professional Unsuitability Bylaw (College/Program)
- Essential/Requisite Skills Policy / BFARs (College/Program)
- Prevention of Learner Misconduct Policy (Professionalism Office, CoM, potential expansion to RFHS)
- Respectful Work and Learning Environment Policy (OHRCM, UofM)
- Sexual Assault Policy (OHRCM, UofM)
- Violent or Threatening Behaviour Policy (UofM)
- Referral to Regulatory Body, if learner is a member

### Faculty or Staff - Professionalism Issues
- Collective Agreement process, if applicable (Labour Relations/Human Resources, UofM)
- Human Resources policy / Employment Standards (Human Resources, UofM)
- Responsibilities of Academic Staff with Regard to Students Policy (UofM)
- Prevention of Learner Misconduct Policy (Professionalism Office, CoM, potential expansion to RFHS)
- Respectful Work and Learning Environment Policy (OHRCM, UofM)
- Sexual Assault Policy (OHRCM, UofM)
- Violent or Threatening Behaviour Policy (UofM)
- Referral to Regulatory Body, if faculty/staff is a member

### Individuals outside University Jurisdiction - Professionalism Issues
- Prevention of Learner Misconduct Policy (Professionalism Office, CoM, possible expansion to RFHS)
- Agreements with Individuals/Sites (e.g. Learner Placement Agreement; Independent Contractor Agreement; GFT Agreement) (Clinical sites/Outside individuals)
- Shared Health Joint Council / College Subcommittees (Shared Health and its sites)
LEARNERS – PROFESSIONALISM ISSUES

Professional Unsuitability Bylaw (Program/College)
Jurisdiction: A program’s Professional Unsuitability Committee reviews and makes recommendations regarding the suitability of a learner for the program, and may require the learner to withdraw from the program. Please note: Not all programs have professional unsuitability bylaws, and therefore this avenue is not open to all programs.

Application: The following programs within the RFHS have a Professional Unsuitability Bylaw/Committee:
- Bachelor of Nursing Program (in revision – approved for release in 2021)
- Undergraduate Programs of the Dr. Gerald Niznick College of Dentistry and School of Dental Hygiene (under review to address graduate programs)
- Doctor of Pharmacy Program (not posted online - available in word format)
- Bachelor of Midwifery Program (in development - approval stages)
- Masters of Occupational Therapy Program (in development - approval stages)

Responsibility: The Program/College, through the Program’s Professional Unsuitability Committee.

Appeal: To the University of Manitoba’s Senate Appeals Committee.

Essential/Requisite Skills Policy / Bona Fide Academic Requirements (Program/College)
Jurisdiction: The document sets out the requisite skills and abilities for learners in the program, and may require a learner to withdraw from the program, if not meeting the requirements. Often, the requisite skills and abilities document has a requirement to conduct oneself in a professional manner and/or other professionalism requirements.

Application: The following programs have an Essentials/Requisite Skills policy/document or BFARs:
- Applied Health Sciences (BFAR)
- Bachelor of Nursing Program
- Bachelor of Midwifery Program
- Biochemistry and Medical Genetics (BFAR)
- Community Health Sciences (BFAR)
- Dental Hygiene Diploma Program (does not include professionalism issues – referred to professional unsuitability bylaw)
- Doctor of Dental Medicine Program (does not include professionalism issues – referred to professional unsuitability bylaw)
- Doctor of Pharmacy Program
- Human Anatomy and Cell Science (BFAR)
- Immunology (BFAR)
- Masters in Oral and Maxillofacial Surgery (BFAR)
- Masters of Nursing, Nurse Practitioner Program, PhD in Nursing (BFAR)
- Masters of Occupational Therapy Program (BFAR)
- Masters of Physical Therapy Program (BFAR)
- Masters of Physician Assistants Program
- Masters of Science Genetic Counselling (BFAR)
- Masters of Science Pharmacy (BFAR)
- Masters of Science Prosthodontic Program (BFAR)
- Masters of Science Rehabilitation Sciences Program (BFAR)
- Medical Microbiology and Infectious Diseases (BFAR)
- Oral Biology Program (BFAR)
- Pathology Program (BFAR)
- Pharmacology and Therapeutics (BFAR)
- PhD Pharmacy (BFAR)
- Physiology and Pathophysiology (BFAR)
- Postgraduate Medical Education Program
- Preventative Dental Sciences (BFAR)
- Prosthodontics (BFAR)
- Surgery (BFAR)
- Undergraduate Medical Education Program
- Bachelor of Respiratory Therapy Program (in approval stages)

Responsibility: The Program is responsible to address any issues with requisite skills and abilities; this usually proceeds through the program to the Associate Dean, Director or Department Head responsible for the Program.

Appeal: Although not usually stated within the document, an appeal related to BFARs or Essential Skills would usually be considered an academic matter, and would go the Student Appeals Committee of the College or the Faculty of Graduate Studies. In some cases, the BFARs or Essential Skills of the program are referenced in matters that proceed through the “non-academic misconduct” route (see the Student Discipline Bylaw process below).
**Student Discipline Bylaw (UofM)**

Jurisdiction: To address academic misconduct and non-academic misconduct of learners. Inappropriate or disruptive behaviour includes unprofessional conduct.

Application: To all learners at the University of Manitoba.

Responsibility: The responsibility for discipline depends on the misconduct, and ranges from academic staff responsibility to the President. Tables 1 and 2 of the Bylaw set out the jurisdiction of the disciplinary authority.

Appeal: Appeals proceed in accordance with the Bylaw Appeal Procedure. Final decisions of a College/Program would proceed to the RFHS Local Disciplinary Committee and then to the University Discipline Committee, which is the final level of appeal within the University.

**Prevention of Learner Mistreatment Policy (Professionalism Office, Max Rady College of Medicine, possible expansion to RFHS)**

Jurisdiction: To consider any intentional or unintentional, disrespectful treatment of a learner, trainee, or colleague that has or may have the effect of creating an intimidating, humiliating, hostile or offensive work or learning environment for learners in that circumstance. In addition to addressing the processes under the Prevention of Learner Mistreatment Policy (complaints via the Speak Up button/process and compliments via the Keep It Up Button), the Associate Dean, Professionalism/Professionalism Office also reviews and addresses learner mistreatment student surveys and end of rotation evaluations, all which feed into the same system (Entrada) for tracking. This allows a centralized system to track all information relating to learner mistreatment, and provides for a denominator in tracking all incidents of learner mistreatment and capturing the data where no mistreatment is reported (i.e. answering “no” to the question). Referrals are made to the OHRCM if the matters falls under the RWLE Policy. Consultations occur with affiliated clinical placement sites, on an as-needed basis.

Application: It currently applies across the Max Rady College of Medicine, however, the Director, Equity, Diversity and Inclusion is leading a Faculty-wide Learner Mistreatment working group to review Faculty-wide application.

Responsibility: The Associate Dean, Professionalism, Max Rady College of Medicine. Should Faculty-wide application of the policy occur, the query is whether this position/office should be made Faculty-wide to address matters under the policy, and, as well, whether the office would also be responsible for collecting/reviewing end-of-rotation evaluations and mistreatment surveys for all professional programs across the Faculty, captured through Entrada or another online system.

Appeal: The avenue of appeal is dependent on the action taken under the policy.


Jurisdiction: To address complaints respecting discrimination, human-rights based harassment, personal harassment and sexual harassment.

Application: It applies to the University community, meaning all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.


Appeal: If the respondent is a learner, the appeal proceeds in accordance with the Student Discipline Bylaw and the Student Discipline Appeal Procedure.
Sexual Assault Policy (Office of Human Rights & Conflict Management, UofM)
Jurisdiction: To address complaints respecting sexual assault/sexual violence.

Application: It applies to the University community, meaning all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.


Appeal: If the respondent is a learner, the appeal proceeds in accordance with the Student Discipline Bylaw and the Student Discipline Appeal Procedure.

Violent or Threatening Behaviour Policy (UofM)
Jurisdiction: To establish a protocol for reporting and responding to issues of violence that occur with respect to University matters.

Application: It applies to the University community, meaning all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.

Responsibility: University Security Services and Student/Staff Threat Assessment Triage Intervention Support team (STATIS), with review from the Vice-President (Administration).

Appeal: Where the individual is a student, the discipline will be implemented in accordance with the Student Discipline Bylaw and the Student Non-Academic Misconduct and Concerning Behaviour Procedure. Appeals proceed in accordance with the Bylaw Appeal Procedure. Final decisions of a College/Program would proceed to the RFHS Local Disciplinary Committee and then to the University Discipline Committee, which is the final level of appeal within the University.

Referral to Regulatory Body (if Learner is a Member)
Although not within University of Manitoba jurisdiction, a referral to the professional regulatory authority may be advisable or required, depending on the status of learners as members of the regulatory authority, and the particular reporting obligations of the regulatory authority.
FACULTY OR STAFF – PROFESSIONALISM ISSUES

Collective Agreement Process (Labour Relations/Human Resources)
Jurisdiction: Faculty or staff that are part of a bargaining unit if there is a breach of their collective agreement. A breach is dependent on the specific wording in the collective agreement.

Application: To faculty or staff part of the collective agreement.

Responsibility: Labour Relations/Human Resources, University of Manitoba.

Appeal: An appeal proceeds in accordance with the appropriate grievance process defined by the applicable collective agreement.

Human Resources Policy/Employment Standards (Human Resources)
Jurisdiction: Faculty or staff excluded from a bargaining unit, if there is a breach an employment agreement, human resources policy or employment standards law. A breach is dependent on the specific wording in the policy/employment law.

Application: To faculty or staff of the University of Manitoba, excluded from a bargaining unit.

Responsibility: Human Resources, University of Manitoba.

Appeal: An appeal mechanism is set out in The Appeals by Academic or Support Staff excluded from Bargaining Units Policy.

Responsibilities of Academic Staff with regard to Students Policy (UofM)
Jurisdiction: To set out the responsibilities, and discharge of responsibilities, of Academic Staff with respect to students, including in their interactions with students.

Application: It applies to Academic Staff and Academic Administrators.

Responsibility: The Vice-Provost (Academic Affairs) is responsible for implementation of the policy.

Appeal: It does not state what process applies should non-compliance occur.
Prevention of Learner Mistreatment Policy (Professionalism Office, Max Rady College of Medicine, possible expansion to RFHS)
Jurisdiction: To consider any intentional or unintentional, disrespectful treatment of a learner, trainee, or colleague that has or may have the effect of creating an intimidating, humiliating, hostile or offensive work or learning environment for learners in that circumstance.

Application: It currently applies across the Max Rady College of Medicine, however, the Director, Equity, Diversity and Inclusion is leading a Faculty-wide Learner Mistreatment working group to review Faculty-wide application.

Responsibility: The Associate Dean, Professionalism, Max Rady College of Medicine. Should Faculty-wide application of the policy occur, the query is whether this position/office should be made Faculty-wide to address matters under the policy.

Appeal: The avenue of appeal is dependent on the action taken under the policy.

Respectful Work and Learning Environment Policy (Office of Human Rights & Conflict Management, UofM)
Jurisdiction: To address complaints respecting discrimination, human-rights based harassment, personal harassment and sexual harassment.

Application: It applies to the University community, meaning all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.


Appeal: If the respondent is a member of a bargaining unit, an appeal proceeds in accordance with the appropriate grievance process defined by any applicable collective agreement. If the respondent is not a member of a bargaining unit, an appeal would proceed in accordance with The Appeals by Academic or Support Staff excluded from Bargaining Units Policy.

Sexual Assault Policy (Office of Human Rights & Conflict Management, UofM)
Jurisdiction: To address complaints respecting sexual assault/violence.

Application: It applies to the University community, meaning all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.

Responsibility: Office of Human Rights & Conflict Management, University of Manitoba. There is a recently-opened Sexual Violence Resource Centre, but this is a resource/support centre.

Appeal: If the respondent is a member of a bargaining unit, an appeal proceeds in accordance with the appropriate grievance process defined by any applicable collective agreement. If the respondent is not a member of a bargaining unit, an appeal would proceed in accordance with The Appeals by Academic or Support Staff excluded from Bargaining Units Policy.
**Violent or Threatening Behaviour Policy (UofM)**
Jurisdiction: To establish a protocol for reporting and responding to issues of violence that occur with respect to University matters.

Application: It applies to the University community, meaning all Board of Governors members, Senate members, Faculty/College/School Councils, employees, anyone holding an appointment with the University, students, volunteers, external parties, contractors and suppliers.

Responsibility: University Security Services and Student/Staff Threat Assessment Triage Intervention Support team (STATIS), with review from the Vice-President (Administration).

Appeal: Where the individual is an employee, the discipline would be implemented pursuant to and in accordance with applicable legislation, common law, collective agreements, and University policies, procedures and bylaws. An appeal would be pursuant to that mechanism.

**Referral to Regulatory Body (if Faculty/Staff is a Member)**
Although not within University of Manitoba jurisdiction, a referral to the applicable professional regulatory authority may be advisable or required, depending on the status of faculty/staff as members of a regulatory authority, and the particular reporting obligations of the regulatory authority.

**INDIVIDUALS OUTSIDE UNIVERSITY JURISDICTION**

**Prevention of Learner Mistreatment Policy (Professionalism Office, Max Rady College of Medicine, possible expansion to RFHS)**
The Professionalism Office may receive a complaint through the policy that involves an individual outside of University jurisdiction (such as at a clinical learning site). The Associate Dean, Professionalism, will work with the CEO or delegate of that site to address the matter. In some cases, joint investigations occur.

**Agreements with Individuals/Sites (e.g. Learner Placement Agreement; Independent Contractor Agreement; GFT Agreement)**
Certain agreements may place professionalism responsibilities on individuals or entities. For example, the template learner placement agreement states that learners will be placed in a professional and safe work and learning environment. It also allows learners to be removed from a site. A professionalism issue could be addressed through this avenue.

**Shared Health Joint Council / College Subcommittees**
The Joint Council and its College Subcommittees are intended to be an avenue to address any professionalism issues against learners. This might involve members of a clinical learning site.