

**UPSOM Professionalism Accolade and Incident Reporting (PAIR) System:
Incident Reporting Procedure
2.9.20**

When reporting an incident of unprofessional behavior or mistreatment through the PAIR system, you can choose to file **confidentially or anonymously**. Either method stores your report in a secure database, monitored by Dr. Evelyn Reis, Assistant Dean of the Learning Environment at Pitt Med. Each reporting method confers different extents of reporter agency, outlined below. Please choose the option that best meets your needs and sense of safety. If you have any questions or concerns about this process or past reports you have made, do not hesitate to reach out to Dr. Reis at reise@pitt.edu.

Confidential Reporting:

We encourage confidential reporting as it provides students with 3 main benefits:

- 1) You can control how and when your report is addressed.
 - 2) Dr. Reis can contact you to obtain additional information, if needed. Insufficient detail about an incident limits the actions which can be taken.
 - 3) You can learn the outcome of your report.
- If you choose to report confidentially, you will be asked to provide your name and email address with your report.
 - Your report will be sent to Dr. Reis, Assistant Dean of the Learning Environment, who will maintain your confidentiality. Dr. Reis will respond to your report within 24 hours.
 - No other faculty or administrators will access the report, except for Katie Maietta, Assistant Director of OMED, who automatically receives the report from the website, enters the report into the secure database, and distributes reports solely and directly to Dr. Reis.
 - **Your confidentiality is always maintained, unless you explicitly request otherwise, with the exception of reports of Title IX violations (see below.)**
 - **You will be de-identified from any response or action taken on your behalf.**
 - **Exception:** Reports that describe a **Title IX violation** (sexual harassment/assault or gender discrimination) **are required by federal regulations to be forwarded** to the University of Pittsburgh Title IX office. [Click here for more information on Title IX.](#)
 - Your confidentiality within the medical school and university will be maintained, but please understand that this report will be reviewed by Title IX officers so that supportive services can be offered to affected students.
 - Some reporters may wish to be identified in order to seek resolution with the reported person of interest or for other reasons.
 - **You can decide what happens:**
 - **For Title IX violations, you still get to decide how you want this case to proceed** with the Title IX office (e.g., proceed no further, file informal complaint, file formal complaint; see [Title IX reporting flowchart](#)).
 - **If you need action to be taken immediately:**
 - Call local police (911) or Pitt Police (412-624-2121) if there is an emergency (e.g., physical or sexual assault)
 - If you need a course small group reassignment, contact Dr. Lance-Jones.
 - If you need a clerkship reassignment, contact the Clerkship Director or Coordinator immediately. If no response, email Dr. Reis (reise@pitt.edu).

- **You can keep a report on file and ask that no action be taken.**
 - This allows Dr. Reis to monitor for a pattern of unprofessional behavior. Repeat offenders will face escalating consequences, up to and including loss of teaching privileges.
- **You can meet with Dr. Reis to discuss your report and possible interventions**
 - Meeting with Dr. Reis is the best way to ensure that she can advocate for you in the manner you wish. What you say in the meeting is kept confidential.
 - If you select this option, we ask you to provide your availability for the next week and Dr. Reis will respond with a mutually convenient date and time.
- **You can ask Dr. Reis to investigate on your behalf**
 - Whether you want to meet with Dr. Reis or not, you can give your permission to begin investigation and intervention.
- **You can wait to take an action until you are ready**
 - Indicate when you would like an action to be taken (i.e., after a specific date, such as the completion of a course or clerkship or after your grade has been submitted).
- **You get to find out what happens:** Dean Reis will keep you informed about what actions are taken in this process. She can directly contact you to close the loop on your report.

Anonymous Reporting:

Filing a report anonymously has the following limitations:

- 1) You have limited control over how your report is addressed.
 - 2) Dr. Reis cannot contact you to obtain additional information, if needed. Insufficient detail about a mistreatment incident limits the actions which can be taken.
 - 3) You cannot learn the outcome of your report.
- No identifying information will be requested or discoverable with the report; only the details you submit will be recorded.
 - Your report will be sent to Dr. Reis (Assistant Dean of the Learning Environment.)
 - No other faculty or administrators will access the report, except for Katie Maietta, Assistant Director of OMED, who automatically receives the report from the website, enters the report into the secure database, and distributes reports solely and directly to Dr. Reis.
 - **You cannot be contacted to provide additional information or to learn the outcome of your report.**
 - There is no way to identify or contact students who report anonymously.
 - Insufficient detail about a mistreatment incident limits the actions which can be taken.
 - You will not be notified of the outcome of your report.
 - Should you later wish to connect your name to your report, you can resubmit confidentially with your name and email address and re-enter some of the details of your anonymous report. Indicate that you previously submitted anonymously.
 - **You have limited influence over what actions are taken in response to your report.**
 - Your report will be stored securely in the OMED reporting database regardless of subsequent action.
 - For all anonymous reports, Dr. Reis will investigate/intervene based on standard procedure, which typically involves promptly forwarding the report to the supervisor of the person named, and the limited student preferences with the report.

- **Reports that describe a Title IX violation are required to be forwarded to the Title IX office.** [Click here for more information on Title IX.](#) The Pitt Title IX office will proceed to investigate and save the report per their procedure without being able to contact you to offer supportive services.
- **You can decide when action is taken.**
 - Indicate the date after which you'd like something to occur. Dr. Reis will not perform her investigation and intervention until after that date, with the exception of Title IX violations which must be forwarded immediately to the Pitt Title IX office.
- Descriptions of events that occurred may inadvertently reveal one's identity. Because students submitting anonymous reports cannot be contacted for their consent, please carefully consider what details you include in your report.