

CanMEDS Professional  
Assessment tool A2  
Direct Observation

**Professionalism Incident Report[[1]](#endnote-1)**

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RESIDENT Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postgraduate year (PGY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Type:**  🞎 Critical event 🞎 Concerning event/situation 🞎 Clinic

2. **About reporter/evaluator:**

🞎 Health professional team member (i.e. incl co-resident) that has worked closely with this resident

🞎 Health professional (i.e. incl co-resident) that has had some interactions with this resident

🞎 Resident supervisor that has worked closely with this resident

🞎 Resident supervisor that has had some interactions with this resident

🞎 Other, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. **Contact name, follow up phone and email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. SETTING: *Workplace***

🞎 Patient Present 🞎 Patient Not Present

🞎 Ward 🞎 Clinic

🞎 OR 🞎 ER 🞎 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Non Workplace*** 🞎 Structured Teaching 🞎 Informal/unstructured Teaching 🞎 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Brief overview of incident or concern:**

**6. Type of incident or concern:**

*A. Professional Ethics*

🞎 Behaved in a dishonest manner

🞎 Used illicit substances OR alcohol, non-prescription drugs or prescription drugs in a manner

that compromises ability to contribute to patient care

🞎 Misrepresented self, others, or members of the team to others

🞎 Breached patient confidentiality

🞎 Acted in disregard for patient welfare (e.g. wilfully reports incomplete or inaccurate patient information)

🞎 Took credit for the work of others

🞎 Misused equipment, bio hazardous materials or other scientific specimens

*B. Reliability and Responsibility*

🞎 Consistently arrives late to scheduled events or assignments

🞎 Has unexcused/unexplained absences

🞎 Fails to notify appropriate staff in a timely manner of absences

🞎 Does not respond to communications (e-mail, pages, phone calls, etc.) in a timely or professional manner. Please specify frequency and duration(s) of delay(s):

🞎 Fails to complete required or assigned tasks

🞎 Requires constant, repeated reminders from staff/faculty to complete required or assigned tasks

*C. Professional Relationships & Responsibilities*

🞎 Has inappropriate demeanour or disruptive behaviour (raises voice, disrespects authority, rude, condescending etc.)

🞎 Inappropriate appearance (dirty white coat, wrinkled clothes, un-bathed, etc.) in the classroom or in the health care setting

🞎 Fails to accept responsibility for own errors

🞎 Fails to recognize limitations and seeking help

🞎 Does not accept constructive feedback

🞎 Does not incorporate feedback to modify behaviour

🞎 Engages in relationships with patients or any other member of the health care team which are disruptive to learning and patient care

🞎 Acts disrespectfully toward others

🞎 Engages in disruptive behaviour in class or with health care team (situational dependent)

*D. Patient, Faculty, Resident, Administrative Staff, and Other Team Member Interactions*

🞎 Is unable to establish rapport

🞎 Is not sensitive to patient needs

🞎 Is disrespectful of the diversity or race, gender, religion, sexual orientation, age, disability or socio-economic status

🞎 Struggles with establishing and maintaining appropriate boundaries in work and learning situations

🞎 Contributes to an atmosphere that is not conductive to learning

🞎 Relating poorly to other learners in a learning environment

🞎 Relating poorly to staff in a learning environment

🞎 Relating poorly to faculty in a learning environment

*E. OTHER*

🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Immediate Action Taken**

🞎 Spoke to patient(s)

🞎 Spoke to learner(s)

🞎 Spoke to supervisor(s)

🞎 Contacted supervisor via email

🞎 Called police or hospital security

🞎 Documented in patient record

🞎 OTHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief summary of action taken:

**8. Next Steps**

🞎 Yes, please contact me for further discussion

🞎 Contact me at your discretion

🞎 OTHER:

1. Additional sample see https://www.umassmed.edu/uploadedfiles/profincidentreport.pdf [↑](#endnote-ref-1)