



MANAGEMENT OF A CRITICAL MEDICAL STUDENT EVENT

- 1) Immediate communication with:
 - a. Dean of Medicine
 - b. Senior Associate Dean, Education
 - c. Associate Dean, Undergraduate Medical Education (UME)
 - d. Presidents, CMSA
 - e. Director, Student Advising and Wellness (SAW)

- 2) Form ad hoc group to coordinate our actions and communications:
 - a. SAW Director and one other member of SAW team
 - b. UME Associate Dean and one UME Assistant Dean
 - c. Communications Director for the Cumming School of Medicine

- 3) Assign one leader of the process.

- 4) Assign one person to communicate with the family for all the communications from and to the university. No communication is to go out without explicit permission from the student (if possible), family, or other appropriate decision-maker. This includes clarifying wishes to set up donations/trust funds, and wishes for the content of the messages to :
 - a. Students, residents, faculty who may have been involved in the student's care
 - b. Student in the same class
 - c. Other MD Students
 - d. Faculty members and residents who may have been directly involved in student's teaching
 - e. Faculty/Staff
 - f. Media

- 5) Prepare a team for support, including:
 - a. UME Office
 - b. SAW
 - c. AMA Physician Health Program
 - d. Resident Wellness Office

NOTE: This procedure was developed by Student Advising and Wellness Office (SAW), with input from faculty and students. We would like to thank UBC, McMaster and Laval Universities for their help with this document.

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UME Management
