

**Community Site – Queen’s University School of Medicine  
Student Affairs Representative  
Dr. \_\_\_\_\_ – effective January 1, 20\_\_**

**Roles of the Students Affairs Representative at community sites (sites without volume to justify a Regional Learner Advocate)**

1. Act as the local, identifiable representative for the Offices of Student and Resident Affairs of Queen’s University.
2. Act as a resource for community faculty and discipline specific leads regarding all Queen’s policies regarding patient safety and student safety in addition to policies relating to the maintenance of an appropriate learning environment and procedures for reporting mistreatment or unprofessional behaviour.
3. Ensure that learners have access to the internet and adequate lounge area, study space and adequate secure lockers or other storage space at the regional facility and know how to report deficiencies with facilities.
4. Ensure that learners are informed of
  - a. Site specific safety and security protocols addressing emergency codes, security and disaster preparedness.
  - b. What they should do in the event of an occupational injury or exposure to an infectious or environmental hazard.
  - c. How they can obtain medical treatment or personal counselling on site.
  - d. Their right to an appropriate learning environment and any site specific procedure for reporting mistreatment or unprofessional behaviour.
5. Communicate directly with the Learner Wellness Centre and Resident Health and Wellness Office regarding any learner whenever there are significant concerns of:
  - I. Illnesses or concerns that may impact on the learner’s performance or education.
  - II. Unprofessional behaviour.
  - III. Academic difficulty.
  - IV. Mistreatment.

Issues regarding items II and III above should also be communicated to the appropriate Clerkship Director or Residency Program Director as appropriate.

6. Provide or arrange support for Undergraduate and Postgraduate learners in aspects of their learning experience, including personal health, career, financial and academic matters.
7. Ensure that any support provided will be provided in a discrete and confidential manner. The learner will be encouraged to discuss academic issues with his/her Program Director or Clerkship Director as appropriate.
8. Facilitate referral for learners who seek personal health care and counselling. The student affairs representative will develop linkages and facilitate access to local resources for assessment, support, and treatment wherever possible.
9. Act as a local advocate for learners in situations of:
  - I. Conflict between learners and staff (teaching, hospital).
  - II. Concern of professional behaviour that have been raised by/about learners.

## **Contacts**

### **Learner Wellness Centre**

#### **Dr. Renee Fitzpatrick**

Assistant Dean Student Affairs

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Email: [learnerwellness@queensu.ca](mailto:learnerwellness@queensu.ca)

<https://meds.queensu.ca/academics/undergraduate/student-affairs>

### **Resident Health and Wellness Office**

#### **Dr. Melissa Andrew**

Director of Resident Affairs

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### **Regional Education Office**

#### **Dr. Ruzica Jokic**

Assistant Dean, Distributed Medical Education

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### **Undergraduate Medical Education Office**

#### **Dr. Anthony Sanfilippo**

Associate Dean, Undergraduate Medical Education

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### **Postgraduate Medical Education Office**

#### **Dr. Ross Walker**

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