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Safeguarding of Trainees Policy

Purpose:

GLTI is committed to creating and maintaining a positive learning environment for learners and trainees that is respectful and appropriately attentive to their learning needs and free from conduct by teachers, faculty, supervising residents, and other trainees that could be interpreted by learners and trainees as mistreatment. Behavior that violates this stated expectation will be investigated, and if found to represent mistreatment, may become the subject of disciplinary action by GLTI.

GLTI Policy Rationale

GLTI in adopting this system has an obligation to convey professional values by demonstrating appropriate standards of behavior. This policy is not intended to shorten the academic freedom of teachers, and will be applied in a manner that protects those freedoms. Trainees could be considered teachers or learners, depending on the role they play in any specific situation.

Policy Standards

Conduct that is expected of those in a teaching role includes:

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1. Taking responsibility for trainees assigned to one's rotation or service, and ensuring a safe, fair, supportive, unbiased learning environment that respects trainees' physical and social boundaries and encourages their development as professionals.
 2. Clearly communicating expectations, and applying consistent evaluation and grading methods which are communicated in advance of trainee performance
 3. Assigning tasks to trainees based on their knowledge, skills and experience.
 4. Providing supervision and appropriate remediation when trainees are not adequately prepared
 6. Providing feedback to trainees in a timely, constructive, personalized and explicit manner.
 7. Abiding by the Duty Hours Policy and other policies of the Training Program.
 8. Adhering to GLTI's policies on Harassment and Consensual Relationships.

Examples of conduct that is considered inappropriate in a teaching role include, but are not limited to:

1. Threatening or intimidating behavior or words (e.g. verbal threat of intent to harm, making a gesture as if to strike, screaming or yelling at a trainee, standing over a trainee or getting "in his/her face")
2. Using obscenities, profanity, or racially/culturally-derived/gender-based terms or names directed at a trainee, OR using such verbal expressions so as to create a negative environment even if not directed at the learner. (e.g. cursing at a trainee or other members of the team, using a gender- or racially-charged epithet to refer to a trainee)
3. Using threatening or obscene gestures, cartoons, or jokes in the presence of a trainee.
4. Degrading a person or group on the basis of a personal or cultural characteristic (e.g. "people like you are all stupid", "your people all expect me to read your minds")
5. Requiring trainees to perform personal services at any time (e.g. get me coffee, pick up my laundry, pet-sit this weekend, pick up something I forgot in my office, listen to my personal problems)
6. Inviting trainees who are being currently supervised, evaluated, or graded to romantic or sexual relationships; sexual assault, or sexual or gender-based discrimination or harassment through words, gestures, and behaviors (e.g. inviting on a date, commenting repeatedly on attractiveness or clothing, making sexually suggestive comments or gestures, inappropriate touching)
7. Taunting, mocking, or humiliating a trainee through acts and words (e.g. mimicking something the student got wrong, giving highly harsh feedback in the presence of others, criticizing specialty or subspecialty as a group)
8. Using aggressive questioning to the point of badgering or humiliation in the appearance of the "Socratic method" (e.g. after questioning the learner to the limits of his/her knowledge, persisting in asking the same or more difficult questions the learner can't answer for the purpose of humiliation).

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9. Endangering the safety of a trainee (e.g. inflicting physical harm, requiring the trainee to go somewhere unsafe or to be exposed to dangerous objects or substances without education and proper protection, asking trainees to perform tasks they are not trained to do, telling a trainee not to report an occupational exposure)
 10. Endangering the trainee's professional development (e.g. telling trainees to ignore institutional or health system policy, inviting trainees to do something unethical or illegal)
 11. Grading based on factors other than performance on previously announced grading criteria; creating disadvantage in learning opportunities, teaching, feedback or grading based on personal characteristics of the trainee (e.g. giving a better grade because someone is going into your specialty or you like him/her best).
 12. Acting in retribution against any trainee who reports perceived inappropriate treatment (e.g. telling others that a learner is a "snitch" or to "watch out for that one", giving the trainee an evaluation less than s/he deserves, calling future training programs or employers to "warn" them about a learner).

Reporting of Inappropriate Treatment in the Teacher-Learner Relationship

Perceived inappropriate treatment of a GLTI trainee, either experienced or witnessed, should be reported by using one or more of the following methods:

- via the GLTI Administration,
- verbally or in writing to the rotation supervisor for the rotation in which the inappropriate treatment occurred.
- verbally or in writing to a faculty advisor or program director.
- in other internal surveys done by the trainee's program.

Reports that are submitted to a department or the Office of Institutional Equity directly will be evaluated by those groups, in accordance with their practices. All reports of inappropriate treatment of GLTI trainees that are submitted to GLTI staff will initially be evaluated by the GLTI for an initial determination of merit. If a report warrants and provides enough information to support further investigation, GLTI will conduct that investigation. If requested by the trainee, the timing of this investigation can be adjusted to protect the trainee, as long as doing so does not violate other institutional or governmental policies. If an investigation reveals that inappropriate treatment has occurred, the matter will be referred to the GLTI Board of directors or faculty supervisor of the individual involved for potential disciplinary action and for a report back to GLTI of what action was taken to ensure that the behavior will stop.

Confidentiality of Reporting Mechanisms

While there are several anonymous and confidential ways to report inappropriate treatment of trainees, full disclosure of the persons involved and the behaviors witnessed can lead to more effective action to correct the problem. Therefore, we encourage full reporting of incidents of inappropriate treatment of trainees and people involved in them. However, anonymous reports will also be investigated to the extent that specific information is provided. The identity of trainees reporting inappropriate treatment can sometimes be protected by delaying action on the report until the trainee is no longer vulnerable based on his/her rotation schedule or by collating reports so that individuals cannot be identified. GLTI will keep confidential all records of complaints and investigations to the extent permitted by law. However, behaviors that violate Ministry of Labour laws, which include discrimination or harassment based on sex or gender, must be reported by any person receiving such complaints so that they can be promptly acted upon in order to be compliant with Oman Governmental Laws.

Behaviors that pose an immediate danger to others (e.g. violence or threats of physical violence, illegal drug use) or are illegal (e.g. stealing narcotics) must also result in immediate reporting so that action can be taken.

Protection of Rights of those Reporting Inappropriate Treatment

The success of this policy and procedures in safe-guarding the learning/training environment depends on the timely reporting of incidents of inappropriate treatment. In all cases, retaliation, or the encouragement of another to retaliate, against the person making such a report or the trainee involved is strictly prohibited and, if found to exist would become the focus of an investigation by GLTI to protect the Rights of the different parties involved.

Intentional false or malicious reports of inappropriate treatment filed by learners/trainers will not be tolerated and will be handled as a disciplinary matter in the trainee's program. All reports of inappropriate treatment will be handled confidentially with the exceptions noted above, and in a manner that affords the accused individual(s) due process.

Communication, Training and CPD:

This policy shall be communicated to all GLTI employees and students. It shall be part of the new employee induction and training.

As a part of continuous improvement process of GLTI business conduct, all GLTI policies are subject for annual revision basis and changes in policies are made part of employees Continuous Professional Development.