



Terms of Reference Code of Ethics



University of Toronto
Faculty of Medicine



I PREAMBLE

PASS is a system whereby designated advisors offer advice, support and appropriate referrals for students, independent from the Offices of the Dean. PASS is intended to be informal in the sense that no professional psychiatric or psychological counselling is directly offered and physician-patient relationships are not created between students and advisors. The advisors and members of the PASS office are required to keep in confidence information given by a student and divulge specific information only with the permission of the student, except when required by law.

II OBJECTIVES

- a. Provide an informal support mechanism for medical, physiotherapy and occupational therapy students.
- b. Advise students with academic and/or other personal concerns in a supportive, non-judgemental environment, independent from the offices of the Dean.
- c. Refer students to appropriate agencies or professionals for specialized assistance, with the approval of the student.

III ORGANIZATION

PASS will be led by a faculty director and a student director, the group of PASS advisors and student representatives. There will be regular communication between the Directors and the advisors and student representatives to ensure that the objectives of the program are being satisfactorily met.

The Director

- a. The director shall be appointed for a five year term by the Dean following an appropriate search procedure.
- b. The director is responsible to the Dean and should submit an annual report of PASS business.
- c. The director may not be a member of any committee which could be a potential conflict regarding student confidentiality (e.g. Appeals Committee).



- d. The director and advisors should have access to medical, psychiatric and other professional services quickly and easily.
- e. The director must frequently check the PASS phone line for messages and respond to any student inquiries.
- f. The director must keep documentation forms secure and review them to ensure appropriate functioning of the PASS program. (Appendix II)
- g. The director should make every effort to be accessible to the students whenever possible.
- h. Advisors shall be selected for a five year term by the Director and the Student Director, and approved by the Dean from those nominated by the student body, Faculty and the Academy Directors.

The Student Director

- i. The student director shall be nominated by the student representatives and approved by the Director.
- j. The student director is responsible for working with the director on all PASS business.
- k. The student director should guide and assist PASS student representatives in raising the profile of PASS within the student body.
- l. The student director is NOT an advisor and shall not advise students on behalf of PASS.
- m. The student director should aim to maintain their appointment for at least two years.
- n. Advisors shall be selected for a five year term by the Director and the Student Director, and approved by the Dean from those nominated by the student body, Faculty and Academy Directors.

The Advisors

- a. Advisors must be appointed from both pre-clinical and clinical settings.



- b. Advisors must meet the objectives of the PASS program.
- c. Advisors shall be selected by the Director and the Student Director, and approved by the Dean from those nominated by the student body, Faculty and Academy Directors.
- d. The advisors will document communication between themselves and students. The documentation forms will be kept secure and only shared with the Director.
Appendix II
- e. The advisors are responsible to the Director. Documentation forms must be submitted to the Director on a regular basis and any relevant issues raised with the Director in a timely manner.
- f. Advisors should make every effort to be available to the students whenever possible.
- g. Advisors are required to attend PASS meetings, two to three per year, whenever possible to ensure that the objectives of the program are being satisfactorily met and to review the performance of all elements of the program.
- h. Advisors are to recommend new Directors to the Dean.

IV CONFIDENTIALITY

Confidentiality is maintained as outlined in the PASS Code of Ethics (Appendix I)

V PUBLICITY AND COMMUNICATION

- a. Students will be introduced to PASS at the beginning of first year.
- b. Regular communication from PASS will be conveyed to the students and faculty throughout the year. The medical school Peer Support representative and PASS student representatives will assist with this task for the medical students.
- c. The PASS office phone messages will be regularly checked and messages promptly replied.

APPENDIX 1

Code of Ethics

- i.** Advice and support will be provided to students regardless of race, religion, political belief or sexual orientation.
- ii.** Advice and support will be provided by volunteer advisors having regard for the University of Toronto 'Code of Behaviour on Academic Matters.' Advisors will not charge a fee.
- iii.** In situations where a potential conflict of interest exists between an advisor and a student, the advisor will inform the student of the nature of the conflict and, where appropriate, will refer the student to another advisor.
- iv.** An advisor is obligated to recognize their limitations and, when indicated, recommend to the student that additional opinions and services be obtained.
- v.** A student has the right to reject any advice and support given.
- vi.** An advisor will, if absent, ensure the availability of advice and support to the students.
- vii.** Information regarding a student, will be kept in confidence and divulged only without names to the Director in a Documentation form (Appendix II) or with the permission of the student. The only exception is when disclosure is required by law or, in the opinion of the advisor, when revealing the information would prevent likely harm to one or more individuals or to property.



APPENDIX 2 Documentation Form

Name of Advisor:

Date when student was seen:

Visit Number:

Faculty of Student _____

Year of Study _____

Nature of Student's Concern: Please Circle → Personal Academic Other

Please Describe Briefly:

Synopsis of Advice or Support Given:

Was a Referral Given? If so, to what service?

Has a follow-up appointment been made with the Advisor?

Please submit this form to Anne Agur, PASS Director- MSB Room 1158 416-978-8855