

Policy Title: Anonymous Incident Reporting Policy	Policy Number: SOMGME-023
Original Date: 05-21-2025	Next Review Date: 05-21-2028

I. Purpose of the Policy

The Lebanese American University Gilbert and Rose-Marie Chagoury School of Medicine is committed to identifying and addressing issues that may affect trainee well-being, patient safety, or the overall educational experience. Trainees are encouraged to report concerns directly to their Program Directors, Department Chairs, or the GME Office as a first step—each of whom will maintain the confidentiality of the reporting individual. For those who still wish to remain anonymous, reporting incidents securely is also possible through the MyAnonymousReporting (MAR) platform. This policy outlines the procedures and expectations for using MAR.

II. Policy Scope

The policy applies to all postgraduate trainees in all GME programs who wish to report incidents anonymously related to any of the following:

- Disruptive Behavior (e.g., misuse of authority, inappropriate language, threatening, etc.)
- Environmental and Patient Safety (e.g., no available safe exit, negative airflow, etc.)
- Ethical Concerns (e.g., false reporting, inappropriate consults, kickbacks, etc.)
- Harassments
- Regulatory violations (e.g., breaching policies, non-compliance with standards, etc.)
- Retaliation

III. Policy Statement

The LAU Gilbert and Rose-Marie Chagoury School of Medicine is committed to fostering a supportive environment where everyone feels safe to share feedback or concerns. The MyAnonymousReporting (MAR) platform provides trainees with a secure and anonymous way to report incidents. All reports are treated confidentially and addressed in a timely manner.

IV. Reporting Mechanism

- The MAR platform is accessible online at www.myanonymousreporting.com. Trainees can login using the access code provided by LAUSOM.

- The MAR platform is also accessible via the mobile App for all trainees.
- Reports can be submitted anytime, 24/7/365.
- No identifying information is required; the platform does not collect names or login data.
- There is a 2-way anonymous communication between the reporter and the designated administrator via messaging feature on the platform.
- All trainees can anonymously report incidents associated with photos and videos.

V. Review and Response Process

When a new incident is submitted, the system automatically sends an email alert to the designated administrator. Once the administrator receives the alert, he/she can log in to review the details of the report—such as its status, type, and location. Based on this information, the administrator then forwards the incident to the DIO for review and management. Subsequently, the status of the incident is adjusted based on one of the actions taken as mentioned below.

Based on the incident, the DIO may either forward the complaint to the concerned parties, PD or convene an ad hoc committee that may include a designee from the CMO office, the quality office, chairperson, program director (s) and trainee (s). The committee will report to the DIO the outcome of the deliberation and suggest one of the following actions:

- Disciplinary Action
- Further investigation
- No Further Action

VI. Confidentiality

All reported incidents will be treated with utmost confidentiality.

VII. Education and Awareness

Trainees and faculty will be informed of the MAR platform during orientation and via periodic reminders.

Approved by	Date
GMEC	05-21-2025
Interim Review	N/A