



Gender Identity and Expression Policy for Students and Staff

rcsi.com/equality-diversity-and-inclusion

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1. Purpose

The purpose of this policy is to provide information and guidance to students and staff to ensure they feel supported at RCSI and that transphobia¹ is eradicated while ensuring RCSI remains compliant with legislation. RCSI does not discriminate in any way on the basis of sex, gender identity or gender expression.

This policy sets forth guidelines to address the needs of trans and gender diverse students and staff and clarifies how the law should be implemented in situations where questions may arise about how to protect student and staff legal rights and ensure their safety. This policy does not anticipate every situation that might occur, and the needs of each trans or gender diverse person must be considered on a case-by-case basis, but in all cases, the goal is to ensure the safety, comfort and healthy development of a trans or gender diverse person while maximising a positive learning and workplace experience and minimising stigmatisation.

This policy should be read in conjunction with the following RCSI policies along with any other policies applicable to students or employees:

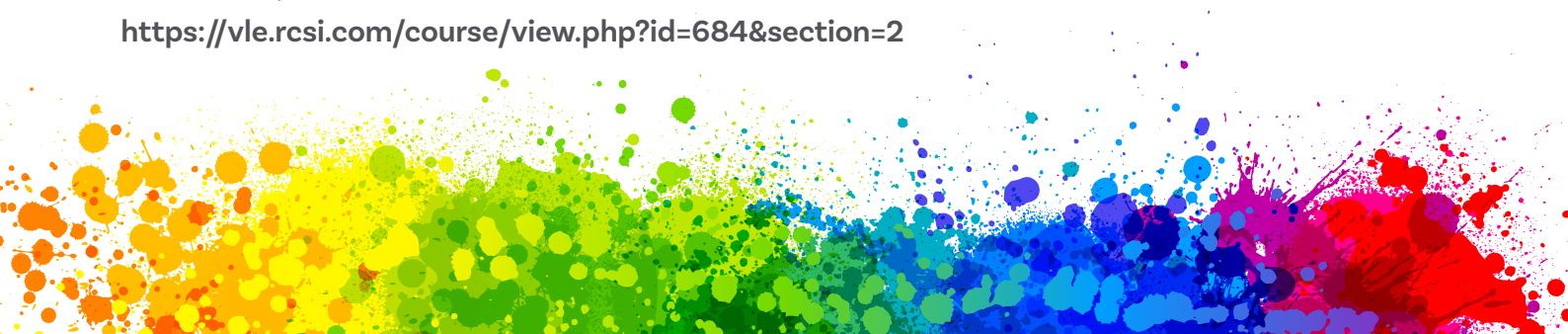
Students²:

- **Code of Conduct for Undergraduate Students**
- **Code of Conduct for Postgraduate Students**
- **Student Dignity and Respect Policy**

¹ For a definition of transphobia, see page 7 Section 2.1 Definitions.

² All student policies are available on Moode here:

<https://vle.rcsi.com/course/view.php?id=684§ion=2>



Staff:

- **Equal Opportunities Policy²**
- **Dignity at Work Policy³**
- **Recruitment and Selection Policy⁴**

This document constitutes the current Gender Expression and Identity Policy of the Royal College of Surgeons in Ireland, University of Medicine and Health Sciences published in conformity with the requirements of the Employment Equality Act, 1998 to 2015 and Equal Status Acts, 2000 to 2015 and the Gender Recognition Act 2015.

² Policy available at: <https://www.rcsi.com/-/media/feature/media/download-document/inc/careers/policies/hr-policies/equal-opportunities-policy.pdf>

³ Policy available at: <https://www.rcsi.com/-/media/feature/media/download-document/inc/careers/policies/hr-policies/dignity-at-work-policy.pdf>

⁴ Policy available at: <https://www.rcsi.com/-/media/feature/media/download-document/inc/careers/policies/hr-policies/recruitment-and-selection-policy.pdf>



2. Scope

This policy applies to:

- All student applicants, current students and alumni
- All applicants for employment, current employees and former employees
- All service users, visitors, customers and clients of the University

Note: Hereafter, ‘service user’ will be used to denote visitors, customers, clients of the University and members of the public.

All members of the RCSI community share the right to protection under this policy and carry a responsibility for ensuring the policy is adhered to. In particular, this policy encompasses conduct that takes place on campus, on University property, at University functions and activities where one is representing the University. This policy also pertains to the usage of electronic technology and electronic communication that occurs in the above location and situations.

2.1 Definitions

The definitions provided here are not intended to label, but rather to assist in understanding this policy and the legal obligations of the University. It is important to clarify the distinctions between sex, gender identity, gender expression and sexual orientation. How a person chooses to describe themselves is completely up to them.

Sex

- **Sex:** The designation of a person at birth as male or female based on their anatomy (genitalia and/or reproductive organs) or biology (chromosomes and/or hormones). The phrase “sex assigned at birth” is more accurate and respectful than the phrase “biological sex” as it acknowledges the reliance on external anatomy. Additionally, in the case of intersex individuals it is not always possible to assign this at birth. Assigned sex may differ from gender identity.
- **Intersex:** term for a combination of chromosomes, gonads, hormones, internal sex organs, and genitals that differs from the two expected patterns of male or female. Formerly known as hermaphrodite (or hermaphroditic), but these terms are now outdated and derogatory.



Gender Identity

- **Gender Identity:** Your deeply felt sense of your own gender – for example, the knowledge that you are a man, a woman, or some other gender. A person's gender may or may not correspond to the sex they were assigned at birth. Unlike gender expression, gender identity is not visible to others.

Examples of Gender Identities:

- **Cisgender:** a person whose sex assigned at birth and gender identity align (e.g., someone who was assigned male at birth and identifies as a man).
- **Non-Binary:** An umbrella term for gender identities that fall outside the gender binary of man or woman. This includes individuals whose gender identity is neither exclusively male nor female, a combination of male and female or between or beyond genders.
- **Transgender:** An umbrella term that can be used to describe people whose gender identity and/or expression is different from their assigned sex at birth.
 - A person whose sex assigned at birth was female, but who identifies as a man is a trans man or trans masc.
 - A person whose sex assigned at birth was male, but who identifies as a woman is a trans woman or transfem.
 - Some people described by this definition do not consider themselves trans, they may use other words, or may identify simply as a man or woman. A person does not need to identify as trans in order for RCSI's non-discrimination policies to apply to them.

Gender Expression

- **Gender Expression:** The external manifestation of a person's gender identity. Gender can be expressed through mannerisms, grooming, physical characteristics, social interactions and speech patterns. Society identifies these cues as masculine or feminine, although what is considered masculine or feminine changes over time and varies by culture.



Sexual Orientation

- **Sexual orientation:** Refers to a person's physical, emotional and/or romantic attraction to another person. Sexual orientation is distinct from sex, gender identity and gender expression. Transgender people may identify as lesbian, gay, heterosexual, bisexual, pansexual, asexual or queer.

Concepts related to Gender Identity and Expression

- **Ally:** typically, a straight and/or cisgender person who supports and respects members of the LGBTI+ community.
- **Heteronormativity:** the assumption, in individuals and/or in institutions, that everyone is heterosexual and that heterosexuality is superior to all other sexualities. This can lead to invisibility and stigmatizing of other sexualities: e.g. when learning a woman is married, asking her what her husband's name is. Heteronormativity also leads us to assume that only masculine men and feminine women are straight.
- **LGBTI+:** An abbreviation that refers to the lesbian, gay, bisexual, transgender, intersect and gender diverse community. RCSI has adopted this acronym to align with Irish legislation.
- **Transphobia:** Transphobia is a range of negative attitudes, feelings or actions toward trans people or people perceived to be trans. Transphobia can be emotional disgust, fear, violence, anger or discomfort felt or expressed towards people who do not conform to society's gender expectations.
- **Transition:** A process through which some trans people begin to live as the gender with which they identify, rather than the one assigned at birth. Transition might include social, physical or legal changes such as coming out to family, friends, co-workers and others; changing one's appearance; changing one's name, pronoun and sex designation on legal documents (e.g. driving license or passport); and medical intervention (e.g. through hormones or surgery).



EVERYONE HAS A...

- **Sex assigned at birth**
- **Gender identity**
- **Gender expression**
- **Sexual orientation**

For further definitions see, for example, the Glossary of Terms provided by Transgender Equality Network Ireland (TENI), <https://teni.ie/resources/trans-terms/>.



3. Context and Legislation

3.1 Students

1. This policy is developed in the context of Equal Status Act 2000-2015 which prohibit direct and indirect discrimination, sexual harassment, harassment and victimisation in relation to nine equality grounds including gender. The gender ground protects transgender people from sex discrimination, that is, discrimination arising from gender identity and gender expression. Such an approach was approved by the European Courts of Justice in P v S and Cornwall County Council (Case C-13/9) and reaffirmed by the Equality Tribunal in Hannon V First Direct Logistics Limited (DEC-S2011-066).

2. The Equal Status Acts makes it unlawful for education establishments to discriminate in relation to admissions; access to any course, facility or benefit they provide; any other term or condition of participation; and the expulsion of a student, or any other sanction against a student.

3. Discrimination includes:

a. **Direct discrimination** is when a student is treated less well than another student in the same situation or circumstances because of their gender identity or gender expression.

b. **Indirect discrimination** happens where a student or group of students or student applicants are treated less favourably as a result of requirements that they might find hard to satisfy.

4. Irish discrimination law also prohibits harassment, which is defined as any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the persons.

5. **Harassment** is legally defined as any act or contact that is unwelcome to you and is offensive, humiliating or intimidating to you and could take the form of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material. For example, an RCSI employee or fellow student engaging in rumour spreading and verbal and psychological put downs and threats.



6. It is considered **victimisation** if a student is suspended, expelled, or otherwise penalised specifically because they have made a discrimination complaint to the university; helped a fellow student to make a claim; been involved in any discrimination proceedings; been penalised as a result of an unfair comparison with a student known as a ‘comparator’; acted as a witness in legal discrimination proceedings; taken a discrimination claim to court under the Acts; or informed RCSI that they intend to do any of the things mentioned in any of these points.

7. Our goal is to uphold the dignity of transgender people and to proactively ensure that offensive language and behaviours is eliminated/not tolerated. Examples of discrimination, harassment or bullying because of a person’s gender identity or gender expression may include, but are not limited to:

- a.** Making offensive comments about a person’s gender identity or gender expression;
- b.** Verbally or physically threatening someone or spreading malicious gossip arising out of a person’s gender identity or gender expression;
- c.** Repeated deliberate refusal to address a person by their preferred gender pronoun or new name;
- d.** Revealing the gender identity of a person to others without that person’s explicit consent in advance, either by disclosing information to individuals or groups.

8. The Gender Recognition Act 2015 provides a process enabling trans men and women to achieve full legal recognition of their preferred gender and allows for the acquisition of a new birth certificate that reflects this change. It allows all individuals over the age of 18 to self-declare their own gender identity; though it does not currently provide for legal recognition of non-binary identities.



3.2 Staff

1. This policy is developed in the context of the Employment Equality Acts 1998-2015 and Equal Status Act 2000-2015 which prohibit direct and indirect discrimination, sexual harassment, harassment and victimisation in relation to nine equality grounds including gender. The gender ground protects Transgender persons from sex discrimination, that is, discrimination arising from gender identity and gender expression. Such an approach was approved by the European Courts of Justice in P v S and Cornwall County Council (Case C-13/9) and reaffirmed by the Equality Tribunal in Hannon V First Direct Logistics Limited (DEC-S2011-066).
2. The Employment Equality Acts prohibits discrimination in employment – including recruitment, promotion, pay and other terms and conditions of employment.
3. Discrimination includes:
 - a. **Direct discrimination** is when an employee is treated less well than another employee in the same situation or circumstances because of their gender identity or gender expression.
 - b. **Indirect discrimination** happens where an employee or group of employees or job applicants are treated less favourably as a result of requirements that they might find hard to satisfy.
4. The Equal Status Act prohibits discrimination in access to and provision of services, accommodation and educational establishments.
5. Irish discrimination law also prohibits harassment, which is defined as any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the persons.
6. **Harassment** is legally defined as any act or contact that is unwelcome to you and is offensive, humiliating or intimidating to you and could take the form of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material. For example, your line manager putting unreasonable demands on you, or engaging in rumour spreading and verbal and psychological put downs and threats.



- 7.** It is considered **victimisation** if an employee is dismissed or penalised specifically because they have: made a discrimination complaint to the employer; been involved in any discrimination proceedings; helped a colleague to make a claim; been penalised as a result of an unfair comparison with a colleague known as a 'comparator'; acted as a witness in legal discrimination proceedings; taken a discrimination claim to court under the Acts; or informed an employer that they intend to do any of the things mentioned in any of these points.
- 8.** Our goal is to uphold the dignity of transgender people and to proactively ensure that offensive language is eliminated/not tolerated. Examples of discrimination, harassment or bullying because of a person's gender identity or gender expression may include, but are not limited to:
- a.** Making offensive comments about a person's gender identity or gender expression;
 - b.** Verbally or physically threatening someone or spreading malicious gossip arising out of a person's gender identity or gender expression;
 - c.** Repeated deliberate refusal to address a person by their preferred gender pronoun or new name;
 - d.** Revealing the gender identity of a person to others without that person's explicit consent in advance, either by disclosing information to individuals or groups.
- 9.** The Gender Recognition Act 2015 provides a process enabling trans men and women to achieve full legal recognition of their preferred gender and allows for the acquisition of a new birth certificate that reflects this change. It allows all individuals over the age of 18 to self-declare their own gender identity; though it does not currently provide for legal recognition of non-binary identities.



4. RCSI Statement of Commitment

RCSI will treat all trans, non-binary and gender diverse students, staff and service users with dignity and respect. RCSI is committed to embedding a culture of equality, diversity, and inclusion by providing a learning and work environment free from discrimination, harassment or victimisation.

RCSI:

- Is committed to non-discrimination (direct or indirect) on the grounds of gender identity and gender expression.
- Supports an inclusive environment of dignity and respect where everyone can develop their full potential. RCSI does not tolerate harassment or bullying of students, staff or other members of the RCSI community on the basis of gender identity and expression. Any such incidents will be dealt with via the procedures outlined in the RCSI Dignity at Work Policy and the Student Dignity and Respect Policy.
- Respects the privacy of all trans and gender diverse individuals and will not reveal information related to their gender identity without their prior agreement.
- Seeks to provide a supportive environment for students and staff.
- Supports an environment in which trans and gender diverse individuals who choose to be open about their gender identity feel respected and safe.
- Supports and is committed to providing reasonable accommodations for students and staff undergoing medical procedures related to transition, in accordance with the RCSI Code of Practice for the Employment of People with Disabilities and other relevant RCSI University Procedures.
- Facilitates students and staff seeking to update their personal records to match their gender identity and expression by providing clear and easily accessible guidelines on processes.
- Encourages and facilitates training and awareness to ensure a supportive environment.
- Is committed to removing unnecessary gender distinctions within the RCSI environment.



5. Roles, Rights and Responsibilities

As a trans person you have a right to:

- Openly be who you are. This means expressing your gender identity without fear of consequences.
- Be treated with fairness, dignity and respect.
- Privacy and appropriate confidentiality of records. Disclosure of information will only happen with your consent.
- Equal access to education, employment, services, activities and facilities throughout RCSI.
- To access facilities which you feel best corresponds to your gender identity.
- Reasonable and appropriate arrangements, academic adjustments, and services if your trans identity or transition is affecting your engagement with education or work.

If you wish to disclose or avail of RCSI supports/change records, as a trans person you have a responsibility to:

- Inform RCSI of any support needs as soon as possible (please see Appendix 2 Changing Records with additional guidance) to allow appropriate arrangements to be put in place in a timely fashion.
- Provide any documentation necessary for changing records in a timely manner.

RCSI has a right to:

- Request information and documentation from an acceptable professional source to establish the nature of reasonable arrangements to be put in place.
- Request documentation from you to support any changes to your records if applicable.



RCSI has a responsibility to:

- Oversee the implementation of the RCSI policy in relation to gender identity and gender expression in a fair, timely and transparent manner.
- Take all reasonable steps to provide appropriate support and arrangements for trans students and staff.
- To develop best practice and policy in line with legislation.
- To raise awareness and to provide advice and training on gender identity and expression to staff and students in RCSI.



6. Training and Awareness Raising in RCSI

- RCSI will provide education for staff in order to ensure the implementation of this policy throughout RCSI.
- Awareness will be incorporated in relevant training programmes for staff including equality and diversity training (e.g. annual mandatory EDI training⁵), and staff support training. This will include online and printed literature as appropriate.
- See Appendix 3 and Appendix 4 for further guidance and information.

⁵ The mandatory EDI training for all staff is accessible via Moodle:

<https://vle.rcsi.com/course/view.php?id=6843>



7. Confidentiality and Privacy

- All persons have a right to privacy, and this includes the right to keep one's trans identity private. Everyone has the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share.
- RCSI is committed to respecting the right to privacy. All information disclosed relating to a person's gender identity and expression will be treated as confidential. Confidential information will only be disclosed with the person's prior consent.
- The principle that no confidential information will be passed on to third parties without the express permission of the individual concerned applies, unless there is a serious concern that there may be a threat to the safety or life of the individual or is otherwise required by operation of law.
- Information held by RCSI complies with the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2014 and relevant RCSI policies. In order to comply with the above principles, RCSI staff must take all necessary precautions to ensure the safekeeping and accuracy of all records containing personal information.
- Where information is recorded or shared, the terminology used must be respectful. You may use the accompanying guidance documents (see Appendices) to understand what is acceptable language.



8. Forms and Records

Everyone has the right to be addressed by their chosen name and pronoun. A legal name or gender change is not required and the individual need not change their official records.

Student Records

RCSI is obliged to maintain records that include an individual's legal name and legal gender. However, to the extent that RCSI is not legally required to use an individual's legal name and gender on records or documents (for example, email address, email signature, internal communications platforms or office signage), it shall use the name and gender preferred by the individual.

RCSI will change a person's official record to reflect a change in name or gender upon receipt of official documentation. In order to facilitate the processing of arrangements for Conferring ceremonies, student's eligible to amend their name should contact **registry@rcsi.ie** as soon as possible and at least six weeks before conferring.

Staff Records

RCSI is obliged to maintain records that include an individual's legal name and legal gender. However, to the extent that RCSI is not legally required to use an individual's legal name and gender on records or documents (for example, email address, email signature, internal communications platforms or office signage), it shall use the name and gender preferred by the individual. RCSI will change an individual's institutional record (e.g. where your name appears on payslips or contracts) to reflect a change in name or gender upon receipt of official documentation.

In situations where RCSI is required by law to use one's legal name or gender, such as for pension purposes, staff shall adopt practices to avoid the inadvertent disclosure of such confidential information.

For more detailed information how to change records and what types of changes can be made, please see Appendix 2: Changing Records.



9. Transitioning

Each person's transition (for a definition of transitioning, see section 2.1 Definitions) is unique to them and there is no set, standard model of transition. The person transitioning will dictate how and when elements of the transition will be shared or implemented.

RCSI supports students and staff considering transition of any kind (e.g. legal, medical, social) and offers a number of support services.

If a student or staff member has decided to transition, they may contact one of the following to arrange a meeting to discuss in confidence how they wish to approach their transition, though there is no obligation to do so (see also Section 10. Internal and External Supports):

- **Staff:** Line Manager, HR Partner, Head of Equality, Diversity and Inclusion
- **Student:** All Undergraduate and Postgraduate students can access support through the Student Welfare Officer (swo@rcsi.ie)

Appendix 1 provides a list of factors to consider as the person transitions and points of consideration when a person is going through this process. This is a key moment in a person's transition and should be managed with care and sensitivity.



10. Internal and External Supports

Internal Supports

The following resources are available for staff and students seeking advice or support.

Student Resources

- Student Welfare Officer
 - Email: swow@rcsi.ie
- Mercer's Medical Centre⁶
 - Phone: 01 402 2300
 - Web: <https://www.mercersmedicalcentre.com/>
 - Email: gpreception@rcsi.com
- Spectrum.Life Student Assistance Programme⁷
 - Freephone: 1800 851 340
 - International: 00353 1 518 0277
 - WhatsApp: Text 'Hi' to 087 369 0010

⁶ <https://www.mercersmedicalcentre.com/rcsi-students/>

⁷ Additional Information available at: <https://www.mercersmedicalcentre.com/assets/CSAP.pdf>



Staff Resources

- Staff Relations (Human Resources⁸)
- Spectrum.Life Employee Assistance Programme⁹
 - Freephone ROI: 1800 903 542
 - WhatsApp: Text 'Hi' to 087 369 0010
- Your Trade Union Representative
- RCSI LGBTI+ Pride Network
 - Email the EDI Unit for an introduction to Network Chair: equality@rcsi.com
 - Staff Network Website: <https://home.rcsi.com/spaces/29778/feed>

External Supports

There are regional and national advocacy and support groups for the LGBTI+ community. TENI provides a support groups for parents, TransparenCI, and for youth, Transformers.

Transgender Equality Network Ireland (TENI)	Belong To	Shout Out
10 Ellis Quay, D7 01 873 3575 www.teni.ie office@teni.ie	LGBTQ+ Youth Services 13 Parliament Street, D2 01 670 6223 www.belongto.org info@belongto.org	LGBT+ Inclusion Through Education Outhouse, 105 Capel St., Dublin 1 www.shoutout.ie

⁸ HR contact information is available on the HR Hub: <https://rcsicampus.sharepoint.com/sites/HRHub?OR=Teams-HL&CT=1706261853732>

⁹ Contact details available here: <http://staff.rcsi.ie/administration-and-support/human-resources/staff-benefits-leave/health-and-wellbeing/employee-assistance-programme>

11. Complaints Procedures

Bullying or harassment and complaints alleging discrimination based on a person's actual or perceived gender identity or expression will be taken seriously and will be dealt with under the following:

- Students: **RCSI Student Dignity and Respect Policy**
- Staff: **RCSI Dignity At Work Policy**

To identify an individual as trans to a third party without the individual's permission (i.e. to 'out' someone) is a form of harassment. The aim of the Student Dignity and Respect Policy and the Staff Dignity at Work Policy is to promote a learning and working environment in which harassment and bullying are unacceptable and where individuals have the confidence to deal with harassment and bullying without fear of victimisation.

For complaints of discrimination under the Equal Status Acts there is a requirement for a written notification to the person against whom the complaint is being made within 2 months of the most recent occurrence of the incident; a six month time-limit for raising a complaint with the Equality Tribunal applies. For more information please see:

- Students: the RCSI **Student Complaints Procedure**¹⁰. Normal student complaint procedures apply.
- Staff: the RCSI **Staff Grievance Procedure**¹¹. Normal staff complaint procedures apply.

¹⁰ Link to Student Complaints Procedure: https://vle.rcsi.com/pluginfile.php/1307951/mod_page/content/6/Student%20Complaints%20Procedure%202024.pdf

¹¹ More information available at: http://staff.rcsi.ie/wp-content/uploads/2016/11/RCSIHR_Grievance-Procedure_FIN.pdf



12. Policy Review Procedures

This policy shall complement existing Human Resources and EDI policies adopted by RCSI.

It shall be subject to continuous assessment and evaluation, and shall be reviewed at least once every three years.

The implementation of this policy entails taking into account the impact of other policies on trans staff and services users.

Guidance on implementation can be sought from the Head of Equality, Diversity and Inclusion.



13. Further Guidance

Guidance documents accompany this policy and covers the following:

- Appropriate Language and Terminology
- Facilities
- Records
- Communication
- Accommodation
- Training and Awareness Raising
- Supporting People who come out
- Supporting the Transition process

List of Appendices

- **Appendix 1:** Supporting a Person with their Transition at RCSI
- **Appendix 2:** Changing Records
- **Appendix 3:** Guidance for Staff and Managers in promoting transgender equality within RCSI: Campus Facilities and Practical Considerations
- **Appendix 4:** Guidance to Students and Staff on Supporting Trans People



Appendix 1:

Supporting a Person with their Transition at RCSI

Transition describes any of the things a person might do to outwardly live as their gender. This process will look different for each individual, and take place on their own timeline, and therefore the transition support plan must be tailored to the needs of the person. The person might be ready to complete some elements of this right away, whereas others might take a little longer. Starting to use a different bathroom, for example, can take a little longer than the decision to change a name.

A PERSON DECIDES TO TRANSITION AT RCSI

The individual approaches a representative from RCSI in confidence and discusses how they would like their transition to take place

Any agreed actions are implemented according to the action plan

RCSI's responsibility:

- If acceptable documentation is provided, replace all official records with the affirmed gender
- Human Resources issues a letter to the staff member confirming the changes
- Update student/staff records
- Issue a new ID card
- Inform other staff and students (in agreement with the individual transitioning)
- Provide supports and reasonable arrangements (if necessary)
- Identify training needs among staff and peer students (request training if necessary)
- Liaise with other Services (e.g. Estates, Human Resources) as necessary

Documents required from the individual:

- Confirmation of legal change of name (if applicable)
- Confirmation of legal change of gender (if applicable)
- (See Notes for official documentation)

Ongoing support for the trans person will be provided as necessary.

Transition Support Plan*

The following Support Plan suggest topics that could be discussed between the person going through transitioning with a Student Welfare Officer/Tutor/HR Partner/Line Manager as they decide what transitioning at RCSI looks like for them.

Names and Pronouns

- Does the person wish to change their name? If so, to what?
- Do they want to change the pronouns people refer to them with? If so, to what?
- Do they want this name changed on their official record or just used socially within the school?
- If they need their records changed, do they know who to contact (e.g. Registry or Human Resources)?
- Is there a time scale envisioned for any changes, for example:
 - Name changes
 - Change of records
 - Use of facilities (toilets, changing rooms)

Informing Others

- Does the individual wish to inform line managers, co-workers/fellow students themselves, or would they prefer this to be done for them?
- In what way does the person want this to be done?
- Who is the best person to share any information, if at all?
- Does the person want to be there for that conversation? If not, do they want to contribute in any other way?

* Adapted from TENI's Transition Support Plan Template



- For students, do any of the following need to be informed:
 - Staff within the individual's school/area?
 - Students within the individual's school/area?
 - Support departments used by the individual (Registry Services, CoMPPAS, etc.)?
 - Clinical placement providers?
 - Committee chairs/secretaries where the individual is a member?
 - Club and society members
- For staff, do students, colleagues or staff members need to be informed?
- Will colleagues or classmates need broader education about what being trans means, or just to be informed that their colleague/classmate is trans?

Training

- Will there be a need to arrange Gender Identity & Expression training? And if so, who is responsible for organizing this?
- Who should be trained, e.g. fellow students or colleagues, staff in student/staff services?
- Who will deliver this training?
- What will the training cover?
- Will the student/staff member be involved to share their experience and expectations?
- Are leaders aware of their role in modelling correct use of name and pronoun?
- Are staff supported to include LGBTI+ materials, history, and examples in the curriculum?
- Who will be available to check in with the person in an ongoing manner?



Bullying & Harassment

- Is awareness raising and education of Dignity at Work (Staff) and Dignity and Respect (students) policies required?
- Who can the person approach to report any bullying, inappropriate questions, misgendering or misnaming?
- How will instances of negative behavior or misconduct be addressed?

Practicalities

- What bathroom options does the University have, and what bathroom feels best for the person right now?
- What do we need to think about to promote the safety of the trans person in using the bathroom?
- Have you identified the nearest universal access changing room and how can RCSI promote their safety and privacy in changing?
- How does RCSI ensure the safety of the person if overnight travel/accommodation is required for work or learning?

Additional considerations

- If the person is involved in an awards ceremony during the transition process what name will be used?
- If the person is involved in a degree ceremony during the transition process what name will be used if the person's name has not been changed legally (on certificate, in ceremony programmes, name read out, etc.)?



Appendix 2: Changing Records

If you decide you'd like to change your name and/or gender at RCSI, students should email registry@rcsi.ie and staff should email their HR Partner or HRqueries@rcsi.ie.

There are two types of record changes you can make: interpersonal and institutional.

- **Interpersonal** records refer to name use in a social context. To make a record change of an interpersonal nature, legal documentation is not required.
- **Institutional** records refer to formal documents such as contacts, payslips or degrees. If you'd like to make an institutional change, legal documentation is required. To change institutional records one of the following documentation is acceptable:
 - Passport
 - Birth Certificate
 - Driver's License
 - Deed Poll (for name change)
 - National Identity Card (country dependent)
 - Other documentation deemed acceptable by Registry Services or Human Resources

To see a list of records that are examples of interpersonal versus institutional, please see the section Record Types on page 31.

For students, relevant forms and further procedures are available from Registry Services.

Note: This applies to your current record.

For Staff, relevant forms and further procedures are available from Human Resources.



Limitations for Change of Name for Students

RCSI will maintain records in the name and gender under which an individual originally applied and was admitted to RCSI. RCSI will change an individual's official record to reflect a change in name or gender upon receipt of documentation. In order to facilitate the processing of arrangements for Conferring ceremonies, student's eligible to amend their name should contact **registry@rcsi.ie** as soon as possible and at least six weeks before conferring.

Changing a Degree Certificate

Alumni who wish to change the name in which they were admitted or conferred with an award may contact the National University of Ireland (NUI) (registrar@nui.ie). You may be asked to provide the following:

- Full name (forename[s] and surname) in which award(s) made
- Date of birth
- Awards obtained from RCSI
- Year(s) in which award(s) made
- Current address
- Previous address (for verification purposes)

Any request for a change or correction to a name or date of birth in the record of a graduate must be supported by official documentation (see section above on changing Institutional Records). For further information¹², please see the NUI document **Policy and Procedures for updating NUI on Graduate Name Changes in the NUI Constituent Universities and Recognised Colleges**¹³.

¹² For further information, please visit <https://www.nui.ie/services/document-services.asp>

¹³ A link to this document is available at: https://www.nui.ie/about/pdf/policy/NUI_Graduate_Name_Changes_Policy_Procedures.pdf



Record Types

Interpersonal Record Change

All

- University Staff / Student ID card (new photograph and names and title)
- All student/staff records systems and databases (e.g. Quercus, CORE)
- Services used (Counselling records, Mercer Medical Centre, Disability Service, Gym etc.)
- Information on RCSI/ service websites (e.g. staff biographies)
- Name plates
- Library records
- Any locally held records with RCSI / staff area e.g. programme and module lists
- Logon / Email address
- Volunteering and mentoring records (e.g. International Citizenship Programme/REACH)
- Committee minutes and records
- Club and society membership records

Students

- Registry Services
- Personal tutor records

Staff

- All HR held records (for staff)

Institutional Record Change

- Awards, Degrees, Certificates, e.g. training attendance, Transcripts / degree certificates
- Employee Benefits, e.g. Pension and Death in Service Benefits, Private
- Corporate Insurance policies
- Payroll (and banking details)



Appendix 3:

Guidance for Staff and Managers in promoting transgender equality within RCSI: Campus Facilities and Practical Considerations

Organisational Strategies for Creating a Trans-Affirming Environment

There are several steps that management at health care organisations can take to support staff in creating an environment of care that allows transgender people to feel safe, included, and welcome. Here are some suggestions:

- Include “gender identity and expression” in your non-discrimination policies. Post those policies.
- Provide single-occupancy bathrooms that are not designated as male or female.
 - If you do not have this option, consider putting full-length doors on your stalls.
 - Have a policy that allows trans staff to use the bathroom that matches their gender identity.
- Provide annual trainings in trans cultural competency for staff.
- Train all new staff within 30 days of hire.
- Have clear lines of referral for complaints and questions from both staff and patients.
- Appoint a staff person responsible for providing guidance, assisting with procedures, offering referrals and fielding complaints.
- Have procedures in place that hold staff accountable for making negative or discriminatory comments or actions against trans people.



Bathroom Facilities

All students and staff have a right to safe and appropriate bathroom facilities, including the right to use a bathroom that best corresponds to the student's/employee's gender identity, regardless of the student's/employee's sex assigned at birth. Any student or employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall restroom. No student or employee, however, shall be required to use such a bathroom.

When a person transitions they will normally use the facilities (e.g. bathroom and changing rooms) appropriate for their identified gender. It is unacceptable and unlawful to restrict a trans person to use disabled toilets or other unisex facilities. Requiring the person to use disabled toilet facilities is unlawful unless the person requires these facilities due to a disability.

Good practice requires the provision of private cubicles within existing changing facilities where they are not currently provided. RCSI commits to continuing to make these changes when the opportunity arises.

Dress Codes (where applicable)

RCSI does not have dress codes that restrict staff clothing or appearance on the basis of gender. Transgender and gender non-conforming employees/students have the right to comply with RCSI dress codes in a manner consistent with their gender identity or gender expression

Forms and questionnaires

When designing forms and questionnaires consider whether it is necessary to request that respondents provide their gender.

If it is necessary to request gender, provide the following answer response options: 'man', 'woman', 'non-binary', 'prefer not to say' and consider a write-in response option.

It should also be made clear on forms requesting this information what the intended use is, as this may affect how some transgender people respond.



Pensions

For pension, life cover and disability cover purposes, all staff can only be regarded as their legal sex.

References

References for current or former students or staff who have transitioned must make no reference to the person's former names or gender and must use the appropriate pronoun. If RCSI receives a reference for someone who has previously transitioned, which refers to them by a previous name, this information should be treated as confidential.

Sport

RCSI expects RCSI student sports clubs and societies to support its Gender Identity and Gender Expression policy.

Sports Clubs should seek to be inclusive in their activities, ensuring a person can participate according to their identified gender.

RCSI is aware there may be restrictions in place regarding some competitive sports and sports clubs should address these external sporting bodies for guidance regarding this. The Equality, Diversity and Inclusion Unit (equality@rcsi.ie) is available to signpost to advice on supporting this policy in sports activities.



Appendix 4: Guidance to Students and Staff on Supporting Trans People¹⁴

Below are tips for maintaining a respectful workplace culture and creating a trans-affirming culture at your workplace.

Avoid asking unnecessary questions

Asking about anyone's personal or medical history, regardless of the circumstances, is not appropriate. It is up to a person to decide how much they share about themselves with their colleagues at work. Respect people's privacy.

Before asking a trans person a personal question, first ask yourself:

- Is my question necessary for their care or am I asking it for my own curiosity?
- If for your own curiosity, it is not appropriate to ask.
- Think instead about: What do I know? What do I need to know? How can I ask for the information I need to know in a sensitive way?

Do not tell others about a person's trans status.

If documents have to be kept that have the person's old name and gender on them, keep them confidential.

¹⁴ The information contained in this Appendix is adapted from:

- Advance HE: **Trans Staff and Students in Higher Education: 2010 and Affirmative Care for Transgender**
- LGBTQUI Health Education: **Gender Non-Conforming People: Best Practices for Front-line Health Care Staff**



Do not gossip or joke about transgender people.

Gossiping about someone's transition, or making fun of a person's efforts to change their gender expression, for example, is not tolerated. In addition, only discuss a patient's transgender identity with those who need to know for providing appropriate and sensitive care.

Use the name and pronoun that the person asks you to.

- If you aren't sure what the right pronoun is, ask.
- If you make a mistake with pronouns, correct yourself and apologise – 'I apologise for using the wrong pronoun. I did not mean to disrespect you.'
- Practice making these language changes with a friend/peer/work colleague.

Continue to use a patient's preferred name and pronoun, even when they are not present.

This will help maintain respect for the patient and help other staff members learn the patient's preferences.

Create an environment of accountability.

Don't be afraid to politely correct your colleagues if they use the wrong names and pronouns, or if they make insensitive comments. Creating an environment of accountability and respect requires everyone to work together.

Think of the person as being the gender that they want you to think of them as.

Listen to the person, and ask how they want to be treated and referred to.

General Information on Transgender Health Care

- World Professional Association for Transgender Health Standards of Care www.wpath.org
- Center of Excellence for Transgender Health Primary Care Protocols www.transhealth.ucsf.edu
- Vancouver Coastal Health: Guidelines for Transgender Care www.transhealth.vch.ca/resources/careguidelines.html
- The Fenway Guide to LGBT Health, American College of Physicians (Available from Amazon.com): <https://www.lgbtqihealtheducation.org/publication/textbook/>





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