
University of South Florida



College of Medicine

M.D. Program

STUDENT HANDBOOK

August 2011

We enhance student life and learning

**Our commitment is to enhance student
life and learning by providing counseling,
resources, and encouragement to assist
our students in the pursuit of their
educational and professional goals**

UNIVERSITY OF SOUTH FLORIDA

COLLEGE OF MEDICINE

MEDICAL STUDENT HANDBOOK

August 2011

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I. INTRODUCTION

On behalf of the faculty, administration, staff and student body, we are delighted to welcome you to the University of South Florida College of Medicine.

This handbook has been developed by the Office of Student Affairs and the students of the College of Medicine to assist you. It contains Guidance statements and Procedures of the College of Medicine, as approved by the Professional Student Affairs Committee and the Dean of the College. The procedures relate to student activities as well as helpful hints and advice on facilitating your experiences in medical school. We hope that you find it useful. If you have questions or need clarification, please contact the Office of Student Affairs, MDC 1002, phone 813-974-2068. **This Handbook is not a contract between the University and you.** Rather it is intended to provide up-to-date information which may be helpful to you.

*Policies and programs presented in this handbook are subject to change at any time. As changes occur in institutional policies that affect students, they will be notified via e-mail.

A. STATEMENT ON STUDENT AFFAIRS

The Office of Student Affairs has an open-door service attitude and is available on an ongoing basis to provide assistance in any matter of concern to the student. We serve as advisors to students with personal or adjustment problems, and problems of an academic or financial nature. We also provide assistance and guidance to you concerning issues pertaining to student mistreatment or abuse. At the first sign of any of these problems you should come to see us. Our office also serves as a sounding board, referral service and student advocate. We, in the Office of Student Affairs, are dedicated to assisting you in the successful completion of this growth process. The Associate Dean for Student Affairs, Dr. Steven Specter, is available in his office during school hours, by cell phone at 813-508-4250, or at home at 813-962-2288.

You are entering into a challenging, rewarding and sometimes stressful experience. You will undergo an almost unique personal growth process as you develop the skills, confidence, and compassion necessary to assume responsibility for the care of other human beings.

As individuals vary, so do their study habits. Studying is time consuming, but a planned regimen will enable you to set aside the time required to relax and to do some of the things you are used to doing. Breaks in the routine of studying are a necessary part of your education. Budget your time!

II. THE COLLEGE

A. PHILOSOPHY OF MEDICAL EDUCATION

Medicine, as a profession for the 21st century must be responsive to social needs and demands, as well as keeping pace with changing technology. In response to this challenge the faculty of the College of Medicine emphasizes ongoing review and adaptation of educational programs to meet the needs of society for today and tomorrow.

The curriculum of the College of Medicine is designed to instill in the medical student the attitude of a caring, competent physician. Principles stressed to achieve this goal include development of a strong foundation in the basic sciences relevant to the practice of clinical medicine, early exposure to patients in a clinical setting, an emphasis on active student centered learning, and leveraging technology in both classroom and clinical settings. Through these principles students learn to take on progressive responsibility for patient care commensurate with their level of training. Using a competency based curriculum, student progress is tracked to ensure that graduates are ready for residency training.

Student progress toward these competencies is carefully monitored to determine that the fundamental knowledge of the basic sciences in a meaningful relation to career goals in medicine is achieved. Although during the first and second years the emphasis is on the sciences basic to medicine, clinical medicine is an integral part of training beginning in the first year. The latter two years emphasize clinical training with repeated reinforcement of theme throughout the educational process. Active learning is practiced through small group discussions, laboratory exercises, clinical performance examinations, self-directed web based instruction, and extensive interaction with patients and physician mentors in inpatient and outpatient settings. Through this training program students will attain established competencies related to the knowledge, skills, attitudes and values of a physician.

B. OBJECTIVES OF THE COLLEGE OF MEDICINE

1. Mission

The mission of the University of South Florida College of Medicine is to provide for the education of students and professionals of the health and biomedical sciences through the creation of a scholarly environment that fosters excellence in the life-long goals of education, research activity, and compassionate patient care.

2. Vision

The USF College of Medicine will be recognized as:

- A national leader in educating health professionals by creating a caring, student centered, empowered learning environment;
- A medical school community where students embrace life-long learning and self-fulfillment preparing for satisfying and challenging careers;
- A community of researchers dedicated to advancing knowledge through biomedical research valuing interdisciplinary and specialty specific efforts;
- An environment where faculty, staff and students are passionate about their work and education;
- The keystone of a network of institutions, programs and individuals that creates innovative and collaborative community health care systems.

3. Values

The faculty and staff at the University of South Florida College of Medicine commit to these values as guides for our decisions and behaviors:

High Standards

In upholding the highest standards, we will:

- Demonstrate ethical leadership by example
- Conduct ourselves with integrity, avoiding conflicts of interest
- Hold our work to the highest academic standards

Respect for Individuals

In valuing respect for individuals, we pledge to:

- Treat others with respect and dignity, honoring individual differences
- Promote open communication and listen proactively
- Create collegial environment based on loyalty to our co-workers

Advancing Knowledge

In expressing our passion for learning, we encourage:

- Exploration of new ideas in our teaching and research
- Risk-taking and acceptance of the inevitable mistakes
- Diverse learning opportunities where creativity thrives
- Interdisciplinary teamwork

Personal Development and Leadership

Recognizing that exceptional quality begins with people, we create:

- A culture of personal development and professional fulfillment
- A workplace where expectations are matched by our reward system
- An atmosphere where people value the balance between work and family
- A mentor-rich culture where faculty, staff and students can enhance their leadership skills

Commitment to Health

Supporting our fundamental belief in the doctor/patient relations, we are committed to:

- The highest quality medical care to our patients
- Training the next generation of physicians and health care professionals to be capable and compassionate
- Promoting good health and well-being in response to the needs of our community
- Our community partners who help us achieve excellence in all that we do.

C. THE HIPPOCRATIC OATH*

I do solemnly swear, in the tradition of Hippocrates, by whatever I hold most sacred, to bring the following oath and written covenant to fulfillment, in accordance with my power and my judgment:

That I will dedicate myself to the Profession of Medicine.

That I will lead my life and practice this Art with uprightness, honor, and compassion.

That I will be just and generous towards others in this profession, and will aid them in need. In respect for those who have led me into the Paths of Medicine, I will lead those who follow me. With eagerness, I will learn from my fellow physicians and, with humility, I will share my knowledge with them.

That I will dedicate my career to improving the quality of life for those who seek my assistance. I will ensure that my patients are completely informed about their medical care, and will respect their dignity and autonomy, in living and in dying. I will earn their trust and confidence and make certain to hold their best interest in highest regard. I will keep inviolably secret whatsoever I shall see or hear in the lives of my patients which is not fit to be spoken.

That I will recognize the limits of my abilities and seek assistance of others when these limits are exceeded. I will be responsible to continuously improve my skills and endeavor to advance my Profession by seeking new knowledge and by reexamining the ideas and practices of the past.

That I will promote the health and welfare of my community and actively strive to improve the quality and access to health care for all.

In the presence of my teachers, my colleagues, my family, and my friends, I make these promises solemnly, fully, and upon my honor. Should I be true to this oath, may prosperity and good repute be ever mine; the opposite, should I prove myself forsworn.

*This oath, written by USF College of Medicine students, is a modification of the original.

D. CORE COMPETENCIES FOR THE M.D. EDUCATIONAL PROGRAM

General Competency	USF College Of Medicine Educational Program Objective(s)
Understanding needs and uniqueness of patients. Utilization of empathy, honesty, and integrity in providing care.	Works with patients, families and colleagues demonstrating empathy, cultural competency and scrupulous personal ethical standards. <ul style="list-style-type: none"> • A commitment to honesty, integrity, and sensitivity in all interactions with patients' families, colleagues and other health care providers. • A commitment to work with patients and their families in making shared treatment and health care decisions.
Scientific approach to medical management and decision-making.	Demonstrates a sound fund of knowledge and the ability to apply within a biopsychosocial model. <ul style="list-style-type: none"> • Knowledge of the structure and function of the body, the molecular, genetic, biochemical and cellular mechanisms that are important in maintaining the body's homeostasis, and the pathogenesis and epidemiology of disease states and conditions. • Knowledge of the complex interaction of physical, psychological, social, economic, cultural, and developmental factors that contribute to illness and disease.
Formulation of effective diagnostic, therapeutic and preventive care plans.	Demonstrates ability to assess acuity of illness and formulate comprehensive plans of care based on best evidence. <ul style="list-style-type: none"> • Knowledge of the appropriate use of methods and procedures for detection, diagnosis, and treatment of disease states. • Knowledge of the appropriate methods for prevention of disease and promotion of health. • The ability to identify the indications for and interpret the results of commonly used diagnostic procedures including an understanding of the role of false positive and negative results and the predictive value of tests. • The ability to critically review and utilize biomedical and psychosocial information. • The ability to develop an appropriate plan of management and prevention and institute therapy across health care settings. • The ability to assess level of acuity (life threatening or critical) and initiate appropriate therapy.
Collaboration with others on the health care team and an understanding of system based practice.	Demonstrates the ability to work effectively in teams, respectful of other team members in the health delivery system, and demonstrate recognition of issues of cost, practice and delivery systems, access to care, and the larger health care system. <ul style="list-style-type: none"> • Knowledge of the components of health care that influence the organization, financing and delivery of health care. • The ability to implement risk management strategies for prevention of disease or injury and assure safety of the patient and public. • A commitment to incorporate the relationships of cost, risk, and benefit in patient evaluation and management. • A commitment to collaborate in a team approach for the care of patients.
Attitudes and values: exemplifying professionalism and patient advocacy.	Demonstrates understanding of the impact of illness on the patient, family and community; advocating for the patient, and a commitment to professionalism. <ul style="list-style-type: none"> • Knowledge of the impact that illness has on the patient, the patient's family, the community, the physician and other health care professionals. • A commitment to advocate, be compassionate, and to ameliorate suffering of the patient. • A commitment to respect the patient's privacy, dignity, and cultural values. • A commitment to provision of care to all patients including the underserved and to promote the health of the public.
Reflection and renewal: commitment to self analysis, lifelong learning and the teaching of others.	Demonstrates the ability to self-evaluate, educate self and others. <ul style="list-style-type: none"> • Knowledge of the methods necessary to engage in lifelong learning to stay abreast of relevant scientific and societal advances. • A commitment to lifelong learning. • A commitment to involvement in the local and professional community and service as a resource to the local and professional community.
Ethics: utilization of principles governing ethical medical practice.	Demonstrates knowledge of principles of medical ethics and consistently applies these principles in the care of patients. <ul style="list-style-type: none"> • Knowledge of the theories and principles that govern ethical decision-making and the major ethical dilemmas in health care. • A commitment to the ethical practice of medicine.
Skills: competent performance of skills and tasks.	Demonstrates the ability to perform a history and physical examination, basic medical procedures, ability to communicate effectively with patients, families, and colleagues in oral and written form. <ul style="list-style-type: none"> • The ability to obtain and effectively document an accurate and thorough medical history and perform a complete physical and mental status examination on patients of all ages and develop a differential diagnosis that includes an understanding of the probability of disease. • The ability to perform routine medical procedures. • The ability to document pertinent treatment, assessments, and interactions with patients using current legal, ethical, and communication standards. • The ability to communicate effectively, both orally and in writing, with patients, patients' families, colleagues and others involved in the care of the patient.

E. REQUIRED KNOWLEDGE, SKILLS AND ATTITUDES/VALUES

Objectives for the Program of Study Leading to the M.D. Degree (Adopted March 11, 2003)

Upon the successful completion of all of the requirements for the program of study leading to the M.D. degree, the student will demonstrate the following knowledge, skills, attitudes and values across the life span and in multiple settings.

1. Medical Knowledge

The student will demonstrate knowledge of:

- a. The structure and function of the body, the molecular, genetic, biochemical and cellular mechanisms that are important in maintaining the body's homeostasis, and the pathogenesis and epidemiology of disease states and conditions.
- b. The appropriate use of methods and procedures for detection, diagnosis, and treatment of disease states.
- c. The complex interaction of physical, psychological, social, economic, cultural, and developmental factors that contribute to illness and disease.
- d. The appropriate methods for prevention of disease and promotion of health.
- e. The impact that illness has on the patient, the patient's family, the community, the physician and other health care professionals.
- f. The theories and principles that govern ethical decision-making and the major ethical dilemmas in health care.
- g. The components of health care that influence the organization, financing and delivery of health care.
- h. The methods necessary to engage in lifelong learning to stay abreast of relevant scientific and societal advances.

2. Skills

The student will demonstrate the ability to:

- a. Obtain and effectively document an accurate and thorough medical history and perform a complete physical and mental status examination on patients of all ages and develop a differential diagnosis that includes an understanding of the probability of disease.
- b. Identify the indications for and interpret the results of commonly used diagnostic procedures including an understanding of the role of false positive and negative results and the predictive value of tests.
- c. Perform routine medical procedures.
- d. Document pertinent treatment, assessments, and interactions with patients using current legal, ethical, and communication standards.
- e. Critically review and utilize biomedical and psychosocial information.
- f. Develop an appropriate plan of management and prevention and institute therapy across health care settings.
- g. Communicate effectively, both orally and in writing, with patients, patients' families, colleagues and others involved in the care of the patient.
- h. Implement risk management strategies for prevention of disease or injury and assure patient safety.
- i. Assess level of acuity (life threatening or critical) and initiate appropriate therapy.

3. Attitudes / Values

The student will demonstrate a commitment to:

- a. Advocate, be compassionate, and to ameliorate suffering of the patient.
- b. Respect the patient's privacy, dignity, and cultural values.
- c. Honesty, integrity, and sensitivity in all interactions with patients' families, colleagues and other health care providers.
- d. Incorporate the relationships of cost, risk, and benefit in patient evaluation and management.
- e. The ethical practice of medicine.
- f. Collaborate in a team approach for the care of patients.
- g. Provision of care to all patients including the underserved and to promote the health of the public.
- h. Lifelong learning.
- i. Involvement in the local and professional community and service as a resource to the local and professional community.
- j. Work with patients and their families in making shared treatment and health care decisions.

F. DIRECTORY

1. Building Codes

Tampa General Hospital – 1 Tampa General Circle, Tampa, FL 33606
USF Health South Tampa Center for Advanced Healthcare – 2 Tampa General Circle
Moffitt Cancer Center – USF Magnolia Drive and 3 Tampa General Circle
Harbourside Medical Tower – 5 Tampa General Circle
MDC – USF Medical Center
UPC – University Psychiatry Center
MDT – USF School of Physical Therapy & Rehabilitation Sciences
CMS – Children's Medical Services Building (USF Health Administration)

2. Leadership of the College of Medicine

Stephen K. Klasko, MD, MBA Chief Executive Office, USF Health Dean, College of Medicine	CMS 3023; 974-2196
Alicia D.H. Monroe, MD Vice Dean for Educational Affairs	MDC 1100; 974-7131
John S. Curran, MD Associate Vice President for Faculty & Academic Affairs Senior Executive Associate Dean, USF College of Medicine	MDC 0906; 974-4950
Robert Belsole, MD Vice Dean, Clinical Affairs	CMS 3000; 974-2196
Joann Strobbe, MS Associate Vice President & Chief Financial Officer, USF Health Associate Dean for Business Affairs & Technology	CMS 3030; 97402196
Steven Specter, PhD Associate Dean for Student Affairs	MDC 1002; 974-2068 Cell: 813-508-4250

Frazier Stevenson, MD Associate Dean for Undergraduate Medical Education	MDC 1100; 974-7201
Charles Paidas, MD, MBA Associate Dean for Graduate Medical Education	TGH – Room G-441; 844-7315
Michael J. Barber, DPhil Associate Dean for Graduate & Post-doctoral Affairs	MDC 2535; 974-4181
William S. Quillen, PT, DPT, PhD, FACSM Associate Dean Director, USF School of Physical Therapy & Rehabilitation Sciences	MDT 1055; 974-9863
Marvin T. Williams, PhD Associate Vice President for Diversity & Equal Opportunity	MDC 1418; 974-3609

3. Academic Department Chairs

a. Foundations

Molecular Medicine	Robert Deschenes, PhD MDC 3535; 974-6393
Molecular Pharmacology & Physiology	Jay Dean, PhD MDL 1020; 416-8061
Pathology & Cell Biology	Santo V. Nicosia, MD MDC 2151; 974-0529

b. Clinical

Dermatology & Cutaneous Surgery	Neil Fenske, MD MDC 1174; 974-4270
Family Medicine	H. James Brownlee, MD MDC 2141; 974-4197
Oncologic Sciences	Lynn Moscinski, MD Moffitt Cancer Center; Suite 1008 724-2939
Internal Medicine	Allan L. Goldman, MD MDC 4127; 974-2271
Neurology	Clifton L. Gooch, MD MDC 4106; 974-3541
Neurosurgery	Harry van Loveran, MD HMT 730; 259-0904

Obstetrics/Gynecology	Jerome Yankowitz, MD HMT 529; 259-8514
Ophthalmology	P. Reed Pavan, MD USF Eye Institute; 974-1530
Orthopaedic Surgery & Sports Medicine	David Leffers, MD MDC 106; 974-2351
Pediatrics	Robert M. Nelson, MD 17 Davis, 2 nd Floor; 272-2960
Psychiatry & Behavioral Medicine	Francisco Fernandez, MD UPC 220; 974-3648
Radiology	Todd Hazelton, MD MDC 3157A; 974-6311
Surgery	David Smith, MD HMT 430; 259-0964

4. School of Physical Therapy & Rehabilitation Sciences

William S. Quillen, PT, DPT, PhD, FACSM Associate Dean Director, USF School of Physical Therapy & Rehabilitation Sciences	MDT 1055; 974-9863
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5. Student Affairs, Financial Aid, and Registrar

a. Student Affairs

Steven Specter, PhD Associate Dean for Student Affairs Student Affairs, MDC Box 4	MDC 1002; 974-2068 Cell: 813-508-4250
Danielle Schutz, MA Director for Student Affairs	MDC 1002; 974-2068
Phyllis Ridgeway Office Manager	MDC 1002; 974-2068
Linda Krausman Administrative Specialist	MDC 1002; 974-2068
Willie Mitchell Staff Assistant	MDC 1002; 974-2068

b. Financial Aid

Michelle Williamson Assistant Director	MDC 1012; 974-2068
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Financial Aid, MDC Box 4

Thomas “Matt” Smith
Financial Aid Specialist

MDC 1012; 974-2068

c. Registrar

Marrissa Cook, MA
Registrar
MDC Box 32

MDC 1007; 974-0828

Macaulay Heldreth
Enrollment Management Specialist

MDC 1007; 974-0828

6. Admissions

Alicia D.H. Monroe, MD
Vice Dean for Educational Affairs

MDC 1100; 974-7131

Jonathan “Jonnie” Perez
Director of Admissions

MDC 1116; 974-7092

Alexandria Quinones
Admissions Counselor & Recruiter

MDC 1116; 974-5488

William “Billy” Houser
Admissions Counselor & Recruiter

MDC 1116; 974-8257

Adrienne Kinsella
Academic Program Specialist

MDC 1116; 974-2266

Meghan Connery
Admissions Associate

MDC 1116; 974-3396

Shirley Smith, MA
Director, Student Diversity & Enrichment

MDC 1114; 974-2562

7. Undergraduate Medical Education

Roberta Collins
Project Manager

MDC 1100; 974-5793

Vicki Barr
UME Coordinator

MDC 1100; 974-0259

Tanisha Battle
UME Coordinator

MDC 1100; 974-8364

Jamie Burris
UME Coordinator

MDC 1100; 974-0257

Stefanie Molitor
UME Coordinator

MDC 1100; 974-9322

Ruth Oswald, MA
Medical Education Assessment Specialist

MDC 1100; 974-3107

Gail Carter
Medical Education Specialist

MDC 1100; 974-2435

III. ACADEMIC CALENDAR

Can be accessed online at [Academic Calendar](#).

Please be aware that all dates are subject to change so the calendar is only available electronically.

Holidays may be waived for students serving in the Clinical Clerkships at the discretion of the individual Chiefs of Service.

IV. GUIDELINES AND PROCEDURES

Students are expected to follow all policies of the university as delineated on the University of South Florida [Student Handbook](#) webpage. Students are also expected to follow the guidelines set out below.

A. TECHNICAL STANDARDS FOR MEDICAL SCHOOL ADMISSION, ACADEMIC PROGRESSION AND GRADUATION

Medical education requires that the accumulation of scientific knowledge be accompanied by the simultaneous acquisition of skills, professional attitudes and behavior. Medical school faculties have a responsibility to society to matriculate and graduate the best possible physicians. Thus, admission to medical school has been offered to those who present the highest qualifications for the study and practice of medicine. Technical standards presented in this document are prerequisite for admission, progression and graduation from the College of Medicine of the University of South Florida. All courses in the curriculum are required in order to develop essential skills required to become a competent physician.

Graduates of medical school must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The College of Medicine of the University of South Florida acknowledges Section 504 of the 1973 Vocational Rehabilitation Act and PL 101-336, the Americans with Disabilities Act (ADA), and also ascertains that certain minimum technical standards must be present in the prospective candidates.

A candidate for the M.D. degree must have aptitude, abilities, and skills in five areas: observation; communication; motor; conceptual, integrative and quantitative; and behavioral and social. Technological compensation can be made for some handicaps in these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary would mean that a candidate's judgment must be mediated by someone else's power of selection and observation. Therefore, third parties cannot be used to assist students in accomplishing curricular requirements in the five skill areas specified above. Reasonable accommodation can be made as appropriate, for disabilities.

1. Observation

The candidate must be able to observe demonstrations and participate in experiments in the basic sciences, including, but not limited to, physiologic and pharmacologic demonstrations in animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic

states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and other sensory modalities. It is enhanced by the functional use of the sense of smell.

2. Communication

A candidate should be able to speak, to hear and to observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team. A candidate must possess reading skills at a level to be able to independently accomplish curricular requirements and provide clinical care for patients.

3. Motor Coordination and Function

Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A candidate should be able to do basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.) and read EKGs and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

4. Intellectual, Conceptual, Integrative and Quantitative Abilities

Candidates should exhibit abilities including measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. Behavioral and Social Attributes

Candidates must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively when stressed. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Empathy, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that should be assessed during the admission and educational processes.

Candidates for the M.D. degree must have somatic sensation and the functional use of the senses of vision and hearing. Candidates' diagnostic skills will also be lessened without the functional use of the senses of equilibrium, smell and taste. Additionally, they must have sufficient exteroceptive sense (touch, pain and temperature), sufficient proprioceptive sense (position, pressure, movement, stereognosis and vibratory) and sufficient motor function to permit them to carry out the activities described in the section above. They must be able to consistently, quickly, and accurately integrate all information

received by whatever sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze and synthesize data.

The College of Medicine of the University of South Florida will consider for admission to medical school any applicant who demonstrates the ability to perform or to learn to perform the skills listed in this document. Students will be judged not only on their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the school's curriculum, and to graduate as skilled and effective practitioners of medicine.

6. Technical Requirements

The candidate must, within reason, be able to do or perform each of the following:

- a. Observe demonstrations and participate in experiments in the basic sciences.
- b. Analyze, synthesize, extrapolate, solve problems, and reach diagnostic and therapeutic judgments.
- c. Sufficiently use the senses of vision and hearing and the somatic sensation necessary to perform a physical examination. The candidate must be able to perform palpation, auscultation, and percussion.
- d. Relate to patients and establish sensitive, professional relationships with patients.
- e. Communicate the results of the examination to the patient and to his/her colleagues with accuracy, clarity and efficiency.
- f. Learn and perform routine laboratory tests and diagnostic procedures.
- g. Perform routine invasive procedures as a part of training using universal precautions without substantial risk of infection to patients.
- h. Perform with precision, quick and appropriate actions in emergency situations.
- i. Display good judgment in the assessment and treatment of patients.
- j. Possess the perseverance, diligence, and consistency to complete the medical school curriculum and enter the independent practice of medicine.
- k. Accept criticism and respond by appropriate modification of behavior.

B. ATTENDANCE GUIDELINES

Students are encouraged to attend all scheduled hours of instruction. Mandatory sessions and participation requirements in basic science and clinical science courses are determined by Course or Clerkship Directors. Recognizing that situations arise which require students to miss time from their course/clinical responsibilities, the procedures presented below will be followed when absence is necessary.

1. Holidays and Religious Observances

a. Holidays

Students are expected to report to their scheduled clinical duties during secular holidays unless otherwise specified by their Clerkship Director.

b. Religious Observances

All students, faculty and staff at the University of South Florida have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs. Students are expected to attend classes and take examinations as determined by the University. The University will attempt, at the beginning of each academic term, to provide written notice of the class schedule and formal examination periods. The University, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the University's constituency.

Any student who believes that he/she has been treated unfairly with regard to the above should contact the Office of Student Affairs.

2. Basic Science Courses – Year 1 and Year 2

a. Emergencies for Personal Illness, Family Illness, etc.

The student must contact both the Course Director by e-mail or telephone (see specific course syllabus) **and** Student Affairs by e-mail or telephone (sspecter@health.usf.edu or 974-2068) to report his/her absenteeism on the first day of being absent. He/she should indicate the nature of the emergency or unexpected illness. The student must also complete and submit the [Absence Report](#) form. Specifics on planned and unplanned absences, as well as unexcused absences, are listed below.

b. Exam Attendance Procedures for Year 1 and Year 2

Students are encouraged to attend all scheduled hours of instruction. However, attendance at all examinations is mandatory, and all students should take the examinations on the day and time scheduled.

Planned Absence

Absence for attendance at a professional meeting or other educational or research related activity should be submitted for approval to the Course Director at least 6 weeks prior to the event. Each request for absence will be considered on a case-by-case basis. Personal travel plans should not be considered valid excuses for missing an exam.

To receive an excused planned absence, the student must submit a completed [Exam Absence Request](#) form to the Course Director. A copy of the written request must also be submitted to the Office of Student Affairs (sspecter@health.usf.edu) as soon as possible before the exam occurs. The Course Director or designee will make the final determination to grant or deny the request and will inform the Office of Student Affairs of the decision. The Office of Student Affairs will subsequently notify the student and the Office of Educational Affairs.

Unplanned Absence

If the student has an unanticipated unplanned absence on the day of an exam, he/she must contact Student Affairs (sspecter@health.usf.edu or 974-2068) by 8:30 a.m. on the day of the exam. When the student returns to school he/she must fill out and sign the [Absence Report](#) form. Documentation for the absence to be excused (e.g. physician's note, accident report, etc.) will be at the discretion of the OSA.

Students who miss an examination for any reason are required to contact the Office of Educational Affairs (974-2435) prior to returning to class to determine the date and time of the make-up examination. Dates and times of make-up examinations are determined by the Associate Dean for Undergraduate Medical Education in consultation with Course Directors.

In general, make-up examinations for Year 1 and Year 2 courses must be taken within 48 hours of the original examination date. If a student's absence from an examination is unexcused, the grade recorded for the exam will be the student's actual score or 69, whichever is lower, and will not include a group score. A second unexcused absence will result in a grade of "0" and action taken by the Academic Performance Review Committee (APRC) regarding professionalism.

c. Mandatory Course-Specific Events

In addition to examinations, each course in Year 1 and Year 2 may have course-specific mandatory events, such as laboratories, small group sessions, etc. These are identified in the syllabus distributed at the beginning of each course, and students are required to attend these mandatory events.

Planned Absence

In general, in order to be excused from one of these events, the same procedure for examinations is followed. The student must first directly contact the Course Director and Student Affairs. Upon returning to campus, the [Absence Report](#) form should be completed and given to the Course Director. The Course Director will make the determination to grant or deny the request in addition to any required remediation.

Unplanned Absence

An unanticipated absence on the day of an event requires notification of the Course Director and Student Affairs. Upon returning to campus, the [Absence Report](#) form should be completed and given to the Course Director. The Course Director will make the determination to grant or deny the request in addition to any required remediation.

Students who miss course-specific mandatory events are expected to acquire the same level of competency as other students involved in the course. Therefore, students with an excused absence may be assigned work to complete by the Course Director in order to remediate. In the case of an unexcused absence the Course Director may assign a "0" or no credit for the missed work and/or require other remediation at his/her discretion. Multiple absences, or a prolonged absence, could result in failure of the course or a grade of "Incomplete", at the discretion of the Course Director. In any event all absences for course-specific mandatory events and the outcome should be reported to the OSA by the Course Director.

3. Clerkships – Year 3 and Year 4

During the clinical years the student's responsibilities lie within the individual clerkship. **Attendance within a given clerkship is a demonstration of attitude and professional behavior. This behavior impacts all members of the healthcare team including fellow students and patients.** Any absence from the clerkship may have a direct impact on student performance, the broad-spectrum clinical experience, evaluation of professionalism, overall grade and the successful completion of the clerkship.

Consideration will be given for activities such as elected student representation to various committees and/or organizations. The Clerkship Director will respond to the student's request in writing with a copy to the Office of Student Affairs. The student must provide any supporting documentation requested to the Office of Student Affairs addressing absenteeism. **Students who miss scheduled hours are expected to acquire the same level of competency as other students involved in the clerkship. Lectures, reading assignments and work load will not be re-created or offset to accommodate any absences.**

Consequences of absences will be indicated in each clerkship syllabus.

Students are expected to attend all scheduled clerkship didactic conferences, lectures, workshops and daily patient rounds. **Mandatory sessions and participation requirements in the clinical years are determined for individual clerkships.** Recognizing that situations arise that require students to miss time from their lectures/clinical responsibilities, the procedures presented below will be followed when an unplanned absence is necessary.

a. Emergencies for Personal Illness, Family Illness, etc.

The student will contact the direct supervising preceptor and resident/intern/rotation or section head and the Clerkship Director in charge to report his/her absenteeism on the first day of being absent. He/she should indicate the nature of the unexpected illness or emergency. The Office of Student Affairs (OSA) must be notified of all absences by telephone (974-2068) or via e-mail (sspecter@health.usf.edu). It will be the prerogative of the Clerkship Director, following consultation with the student, to excuse the absence or request additional information about the absence. This may include requesting a physician's note or an explanation of the absence in detail. The [Absence Report Form](#) will be completed by the student and forwarded to Student Affairs and copied to the Clerkship Director and clerkship coordinator.

In order to be excused from a mandatory clerkship event the student must first contact the Clerkship Director directly and send a copy of the request to the Office of Student Affairs and the clerkship coordinator. The Clerkship Director will make the determination to grant or deny a request in addition to any required remediation.

At the full discretion of the Clerkship Director excused absences may require remediation of missed clerkship work, additional days and/or additional material and may proportionally affect the final grade of the clerkship.

b. Scheduled Time Off for Interviews, Out of Town Meetings, etc.

The student will submit a written request to the Clerkship Director for permission to miss any clinic or ward experience, scheduled exams, clerkship projects, or mandatory sessions for interviews or out of town meetings. The forms are called [Absence Request Form](#) and [Exam Absence Request Form](#).

A copy of the written request must be sent to the Office of Student Affairs and the clerkship coordinator. The request should be submitted 6 weeks in advance or as soon as the student

knows of the scheduled event **PRIOR** to the start of the clerkship. Last minute requests (received after the start of the clerkship) will require supporting documentation. **The decision to grant or deny the request and determine subsequent action will be at the full discretion of the Clerkship Director. As such any excused absences may require additional days and/or additional material and may proportionally affect the final grade.**

Opportunities for remediation of missed clinical time, mandatory clerkship components and/or additional material (deemed necessary by the individual Clerkship Director) will be scheduled so as to not impact the clinical experience of the other students in the clerkships or detract from the required components of the current clerkship or other clerkships in which they are enrolled. Written permission from the current Clerkship Director is required for absences for any instances of remediation.

If a student must use time in Year 4 to fulfill missing components from a required clerkship, their plan must be approved in writing by the Associate Deans for Student Affairs and Undergraduate Medical Education.

Excused absences may proportionally affect final grade and/or may require remediation of missing course work, additional days and/or additional material at the discretion of the Clerkship Director.

Students are expected to fulfill all time commitments for the clerkship. All missed time must be made up. The appropriate timing or the remediation will be subject to the Clerkship Director's discretion and should be fulfilled within a 2-month period.

Mandatory components from all required clerkships must be completed prior to graduation.

c. Medical Student Hours in Clinical Years

- Students are limited to a maximum of 80 duty hours per week including in-house call, averaged over four weeks.
- Students must be given one day out of seven free from all clinical and educational responsibilities, averaged over four weeks.
- Students cannot be scheduled for in-house call more than once every three nights, averaged over four weeks.
- Students may not work more than 24 consecutive hours.
- Students should be given at least ten hours for rest and personal activities between daily duty periods and after in-house call. Violations should be reported to the Associate Dean for Student Affairs.
- Students, residents and faculty are not permitted to allow/require deviation. Violations should also be discussed with Clerkship Directors, either directly or via clerkship liaison.

C. ACADEMIC GUIDELINES

1. Communication

E-mail is the official method of communication between the University of South Florida's College of Medicine faculty and all medical students. Therefore, it is your responsibility to check your USF Health e-mail account correspondence daily. You will be held accountable for a timely response to all e-mail transmission requests.

2. Faculty Medical Learner Compact

Adapted Directly from the AAMC

Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

GUIDING PRINCIPLES

- **DUTY** Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.
- **INTEGRITY** The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.
- **RESPECT** Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

COMMITMENTS OF FACULTY

- We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality. As mentors for our students and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.
- We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for "call" on clinical rotations, to ensure students' and residents' well-being.
- In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students or residents.
- We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

COMMITMENTS OF STUDENTS AND RESIDENTS

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We will honor the accomplishments and sacrifices of the faculty who help direct our learning, and respect the effort of the faculty as they help us become physicians and colleagues.
- We pledge to respect all faculty members and all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.

- In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

a. Violations of Faculty Learner Compact

Student reporting of faculty or resident violations of conduct as it relates to students shall be to the Office of Student Affairs through the Associate Dean for Student Affairs. An alternate site of reporting is through the Associate Dean for UME or the Vice Dean for Educational Affairs. Violations of the standards of conduct by faculty as enumerated in the Faculty Medical Learner Compact or of University Policies shall be relayed to the Faculty Affairs dean (currently Senior Executive Associate Dean for Academic and Faculty Affairs) for appropriate action. Violations by residents will be forwarded to the Associate Dean for Graduate Medical Education for action.

Approved by Committee on Professional Student Affairs 05/17/2010

Approved by the Dean, College of Medicine 05/24/2010

3. Performance Standards

The faculty and director of each course/clerkship (for simplicity the term course will be inclusive of courses and clerkships) define the criteria for acceptable academic performance in that course. Evaluation of academic performance may include (but is not necessarily limited to) measuring the student's knowledge, measuring how the student applies such knowledge to specific problems, evaluating the judgment a student employs in solving problems and assessing the quality of the student's psychomotor skills, professional conduct, ethical behavior and interpersonal relationships with medical colleagues, patients and patients' families.

Academic coursework in Year 1 and Year 2 will be S/U. Academic coursework in Year 3 and Year 4 will be Honors/S/U. Deficient grades will be reported to the Academic Performance Review Committee (APRC). Deficient grades are defined as T, R, I, U or F. The T, R, I, U or F grade may be given to a student who fails to complete course requirements, who fails to demonstrate appropriate professional behaviors, or who fails to attend or participate in required course activities. The I grade signifies non-completion of required coursework that must be completed to receive academic credit. The T grade in Year 1 and Year 2 only signifies a provisional failure of the student and must be remediated by the start of the next course. The R grade is issued in required Year 3 and Year 4 clerkships for failure of an exam during the clerkship. Upon passage of an exam the R grade can convert only to a P grade.

Students must receive a passing grade in every course to be recommended for promotion and graduation. Any student with a deficient grade, who is granted approval by the Academic Performance Review Committee (APRC) to remediate the deficiency, must complete the required remedial coursework with a passing grade. Remediation requirements (Section IV, E, 3, b) will be determined by the appropriate Course Director and approved by the chairperson of the respective department and the APRC. Remediation must be completed prior to progression to the next academic year unless the plan for remediation submitted by the Course Director and approved by the APRC allows continuation into the first months of the next academic year. Any incomplete coursework must be completed within a prescribed period or the grade will be converted to an F.

4. Requirements for Graduation

- a.** For a student to be recommended for graduation, he or she must have satisfied the College of Medicine faculty in terms of ability and professional behavior by obtaining a passing grade in all courses of the established curriculum leading to the M.D. degree. Transfer students admitted with advanced standing from an approved medical school must complete, at the minimum, the

3rd and 4th years of the curriculum at the University of South Florida College of Medicine. For graduation the students must have passed Step 1, Step 2 Clinical Knowledge Examination (2CK) and Step 2 Clinical Skills Examination (2CS) of the United States Medical Licensing Examination. Students must take Step 2CS by November 6, 2011 and Step 2CK by November 30, 2011. The student must have successfully completed a summative Year 4 Clinical Practice Examination (CPX). The student must have satisfactorily demonstrated the professional attitudes and values expected of physicians. In addition the student must have made the appropriate arrangements to discharge all financial obligations to the university. The only exception is the repayment of loans that have a specified maturity date. Unless prior arrangements have been approved by the Vice Dean for Educational Affairs or their designate the student must have accepted an approved residency for graduate medical education.

5. Unsatisfactory Performance

A student who has unsatisfactory academic performance (one or more deficient grades) will be reviewed by the Academic Performance Review Committee (APRC). See Section IV, 1, 2, 3 and 4 below.

6. Academic Honesty Guidelines

Students attending the USF College of Medicine are awarded academic degrees in recognition of successful completion of coursework in the study of medicine. Each individual is expected to earn his or her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. Unprofessional behaviors cannot be tolerated in the university community and will be punishable, according to the seriousness of the offense, in conformity with established rules and procedures.

All students are required to abide by the USF Academic Dishonesty and Disruption of Academic Process Guidelines that have been accepted by the university and are displayed in detail in the [USF Student Handbook](#).

a. Consequences

Punishment for the violation of any of the academic honesty guidelines will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from the College of Medicine.

b. Appeal

Students have the right to appeal disciplinary actions to the appropriate committee through the College of Medicine Office of Student Affairs. Such appeals must be submitted in writing within ten (10) business days of notification of the decision.

c. Requirement to Report Criminal Incident

Students are required to report any interaction with the police resulting in an arrest or that results in being brought before the criminal justice system within 15 days of the incident. This requirement is independent of whether or not there is a conviction involved. Failure to report any incident will result in action by the APRC for unprofessional behavior. APRC action may result in disciplinary action up to and including dismissal from the M.D. Program.

D. PROFESSIONALISM VALUES

Professionalism is an essential part of the practice of medicine, and the College of Medicine has a responsibility in assisting the development of professional attitudes and values in all our students. There are numerous components to professionalism, including reliability, adherence to ethical principles and effective collaboration with others (including peers, supervisors, patients, families and other members of the health care delivery team). To facilitate development in these crucial areas, the following are a set of core Professionalism Anchors and measurable professional behaviors to which all students at the College of Medicine should adhere.

Value Anchor	Behavior	Example
Responsibility and Accountability	Comes on time and is prepared	
	Informs others that he/she will be unable to attend	Informs faculty of intended absence from a mandatory meeting/class or clinical assignment well in advance so that consequences of absence can be addressed. Emergency absences are reported the same day
	Assures continuity of patient care when absent	Arranges for coverage and discusses patients prior to leaving clinic/floor at the end of shift or rotation or for vacation
	Completes assignments, documentation and responsibilities on time	Submits all assignments when due. Completes charting on patients in a timely manner
	Complies with rules/procedures	Follows directions, rules and procedures; asks for clarification when needed
	Shares workload appropriately and takes on additional responsibilities when appropriate to help the team	Does equal share of work In a group project. Accepts or volunteers for reasonable share of absent member's duties/work when a team/group member is absent
	Responds to communications in a timely manner	Answers emails, pages, and returns phone calls promptly
	Acknowledges and accepts consequences of action	Acknowledges mistakes and accepts correction or action taken to remediate
Self Assessment/Improvement	Accepts and modifies behavior in response to constructive feedback in an appropriate manner	Listens to feedback without being defensive, asks questions to clarify expectations, seeks examples of how to modify performance and constructs an action plan to address areas needing improvement.
	Acknowledges limitations of knowledge, authority and ability	Does procedures only under direct supervision
	Shows the appropriate level of self-confidence	Presents in class or rounds with clarity and consistency. Acknowledges gaps in knowledge. Asks questions to help consolidate knowledge and skills. Is not arrogant or withdrawn
	Asks appropriate questions	Asks questions relevant to the learning activity or case. Inquires about appropriate reference sources for furthering learning.
	Consistently goes beyond the minimum in seeking knowledge and professional expertise	Demonstrates reading about topics or cases beyond the assigned tasks. Demonstrates curiosity about clinical topics and identifies topics for further learning.
	Balances availability to others with care for one's self	Attends to own needs for nutrition, sleep and exercise without compromising care of patients. Acknowledges level of personal stress and acknowledges when help is needed. Asks appropriate people for assistance
	Provides leadership or participates in outreach to the community	Volunteers to help run and staff community and international health programs. Organizes others and helps teach wellness in the community.
Ethical Behavior	Attributes ideas appropriately	Avoids plagiarism; acknowledges and attributes ideas

		of peers and others
	Demonstrates honesty and integrity	Does not seek answers to exam questions during testing administration; does not communicate exam answers to subsequent examinees; documents authentically when providing patient care; does not copy previous work.
	Recognizes potential ethical dilemmas	Demonstrates awareness of potential sources of conflict between patients, providers and team members. Demonstrates awareness of conflicts of interest in the practice of medicine
Appropriate Interactions with Others	Demonstrates courtesy, politeness and patience	Listens actively and attentively to patients, families, co-workers and responds appropriately
	Maintains appropriate boundaries	Does not become too familiar in speech or action with patients, families, or faculty. Does not ask faculty for special favors,
	Maintains appropriate appearance and demeanor	Good grooming/hygiene; appropriate and clean dress.
	Respects diversity	Asks about cultural background and acknowledges how these may impact health care.
	Considers other's point of view	Listens to others, asks questions to clarify differences of opinion; is not dogmatic, insistent or rude.
	Demonstrates insight into the impact of their communication & behavior on others	Acknowledges own non-verbal and verbal comments that may signal boredom or disrespect to patients, families or other team members.
Patient-Centered Care	Develops rapport with patients	Uses open ended questions, obtains patient's "story" of the illness, establishes trust with patient
	Incorporates patient's views on health and illness into care	Collaborates with patient and inquires as to patient preference for care
	Demonstrates compassion toward patients	
	Advocates for the patient	Gets appropriate individuals involved in patient's care, makes efforts to have team work together for patient's best interests and follows patient's progress.

E. MEDICAL STUDENT ADVANCEMENT PROCEDURES AND DUE PROCESS

1. Academic Performance Review Committee (APRC)

The following defines the composition, purpose, and the rules and guidelines under which the APRC carries its responsibilities.

a. Purpose

- i. The APRC shall review the academic and clinical performance of each Medical Student at least once during each academic year. This Committee shall recommend to the Dean appropriate action to be taken for each student, including advancement to the next year, graduation, remediation, dismissal or readmission. Specific students to be discussed are those who have failed a course(s), those who are performing at less than satisfactory levels after an interim evaluation, and those who have received a T, R, I, U or F grade. Any other student will be discussed at the request of a Course Director or Course Faculty member. An

attempt will be made to identify students in minor as well as major difficulty (academic or professional) in concert with the goal of providing help for those in need.

b. Composition

- i. The Committee shall be chaired by the Vice Dean for Educational Affairs or their designee and consist of all Course Directors of required courses or their designees (i.e. co-director) and the senior administrative officer responsible for Student Affairs (ex-officio, non-voting).

c. Confidentiality

- i. Proceedings of the APCR or any appointed committees are confidential. Except as specified in this Handbook, the meetings will be closed to persons other than University representatives authorized by the Vice Dean for Educational Affairs.

d. Committee Process

- i. The Chair for the APCR for regular and called meetings.
- ii. A quorum for any regular or called meetings of the Committee shall be defined as more than half of the voting members.
- iii. All actions of the Committee will require a simple majority of those in attendance.

e. Roles and Responsibilities of the Academic Performance Review Committee

- i. Each student will be considered individually with emphasis upon quality of performance. The Committee may recommend continued pursuit of medical studies for any student who is justifiably assumed capable of completing the M.D. degree requirements within the time limits established in Section IV, E, 3, a.
- ii. This Committee will review the progress of all students at least once yearly.
- iii. This Committee recommends to the Vice Dean for Educational Affairs:
 - a. The promotion of a student from one year's study to the next.
 - b. The certification of a student as qualified to graduate.
 - c. The placement of a student, when necessary, on a leave of absence for academic reasons, diagnostic evaluation, medical intervention or personal reasons.
 - d. The disciplinary action for unethical and/or non-professional behavior or other misconduct when required.
 - e. Other remediation as might arise during the course of the educational program.
 - f. The dismissal of a student from the College of Medicine for academic reasons and/or readmission.
- iv. The Committee has the authority to take action in the following areas:
 - a. The formulation of a remedial program (the recommendations of the respective Course Director concerning remediation will be the primary consideration for requirements, subject to review by the Committee).
These programs may include, but are not limited to:

- i. Requiring a student to be re-examined or re-evaluated in a course, with or without a period of tutorial study.
 - ii. Requiring a student to receive academic tutoring.
 - iii. Requiring a student to repeat all or part of a year's work or longer if necessary.
- b. Placing a student on academic warning and probation as detailed in Section IV, E, 3, b, iii.
- c. Reviewing all petitions for readmission following a Committee recommended leave of absence, and recommending whether or not the student may resume medical studies. This must be documented in a letter to the student from the Chair of the APRC.
- d. Reviewing and making recommendations concerning a suitable course of study following a Committee recommended leave of absence.
- e. Other actions referred to the Committee for an individual student and not falling under responsibilities in Section IV, E, 1, e, iii and iv.
- v. If the action recommended by the Committee is that a student takes leave of absence, the student may request an appeal of the decision as detailed to follow in Section IV, E, 5, b.
- vi. Written notification of Committee action(s) will be sent to the affected student from the Chair. Verbal notification of pertinent Committee action(s) with the individual student to whom such actions apply will be done by the Associate Dean for Student Affairs or the Chair of the APRC.
- vii. All deliberations of the Committee are strictly confidential. Actions of the Committee are announced confidentially by the office of the Vice Dean for Educational Affairs. Faculty should be apprised of the confidential nature of the information.

2. Advancement of Students with Satisfactory Performance and Graduation

a. Requirements for Advancement

- i. Year 1 to Year 2: For promotion, a student must have obtained a passing grade in all required courses that comprise the Year 1 curriculum of the medical school.
- ii. Year 2 to Year 3: For promotion, a student must have obtained a passing grade in all required courses which comprise the Year 2 curriculum of the medical school and successfully passed the USMLE Step 1.
- iii. Year 3 to Year 4: For promotion, a student must have obtained a passing grade in all required courses that comprise the Year 3 curriculum and completed the Clinical Performance Examination (CPX).

3. Students with Unsatisfactory Performance

a. Time Limitations for Completing Portions of the Curriculum

- i. A student must be eligible for promotion to Year 3 of the curriculum within four academic years from the date of first registration. An exception to this standard may be made by the APRC for illness or when a student is involved in other programs of academic study (such as study leading to a PhD). In these circumstances, a student must pass all academic work being taken.

- ii. A student must be academically eligible to receive the M.D. degree at the regular spring commencement exercises of the College of Medicine, during the sixth year following initial registration. The same exception to this standard shall be in effect as in Section IV, E, 3, a.

b. Academic Failure, Academic Warning and Probation, and Dismissal

i. Academic Failure

a. One Deficiency

A student who has one deficiency (T, U or F) per year will be required to remediate the grade successfully prior to promotion to the next year. When reporting a deficient grade, the faculty responsible for that course will also submit a recommendation as to how the student will remove this deficiency. The plan may include, but is not limited to, additional study time and taking a make-up exam, repeating all or part of the course, or repeating the academic year. The recommendation is submitted to the APRC for action. **If the student fails to prove competency or successfully remediate, the student will receive an F in the course and further remediation, if allowed, must be by repetition of the course. Students are allowed to repeat a course only once. A second failure in the same course may result in a student being recommended to the Dean for dismissal from the College of Medicine.**

b. Two or More Deficiencies **in an Academic Year**

A student who has more than one deficiency (T, R, U or F) in an academic year may be dropped from enrollment and be required to repeat the entire year or a part of the year. The determination of a plan to resolve the deficiencies will be developed by the APRC.

c. Multiple Deficiencies **During the M.D. Program**

A student who has more than one deficiency (T, R, U or F) during enrollment will be assessed for the severity of the overall problem and a recommended course of action for the individual will be made by the APRC. Consistency of performance is also evaluated. Any student who records two or more deficiencies (T, R, U or F) throughout enrollment in the College of Medicine will be reviewed continually by the APRC and may be subject to further APRC action.

d. **Two or More Failing Grades During the M.D. Program**

A student who has more than one F or U grade during the years in the M.D. Program will be subject to dismissal from enrollment in the College of Medicine or other academic action as deemed appropriate by the APRC.

ii. Referrals to Counseling, Tutorial, and Study Skills Service

The APRC may recommend a student receive tutoring, advising or professional referral for a variety of problems (e.g. emotional, addictive or psychiatric disorders). If a student is directed to arrange for such services, but does not do so the APRC may evaluate the student's **professional attitudes**. If a student is directed to seek these referral services, the student has a choice of choosing intra- or extramural resources. Verification that the student has utilized these referral services may be required. In addition, the Committee may require that the student have his/her counselor/physician submit information and/or recommendation to the Committee Chair relating to the student's academic program.

iii. Academic Warning and Probation

- a. A student who has **one** deficient grade (T, R, U or F) at any given time will automatically receive an Academic Warning notice. Status of Academic Warning will remain in place until the deficiency is corrected. Once a student has been placed in Academic Warning

- status, any further academic deficiency will result in the student being placed on Academic Probation. Other action may be taken by the APRC as is deemed appropriate.
- b. A student who has **more than one** deficient grade (T, R, U or F) at any given time will automatically be placed on Academic Probation.
 - c. The requirement to repeat a year will be accompanied by a student being placed on Academic Probation.
 - d. A student who Withdraws Failing from the academic year, leading to a Leave of Absence, shall be placed on Academic Probation.
 - e. A student who has been placed on Academic Probation will remain in probationary status for a period of one calendar year or **until** deficiencies are removed. During this period, the APRC will review the student's performance. If any new deficiencies are recorded during this time, the Committee will take whatever action is deemed appropriate for the individual student. Transfer from Academic Probation to that of Academic Good Standing will occur only when all deficiencies are removed. If Academic Good Standing is not achieved after one year, the student will be subject to dismissal from the College of Medicine.
- iv. Dismissal
- a. If, in the opinion of the APRC, a student's academic performance does not meet the institutional requirements for continuing enrollment, the Committee may recommend that the student be dismissed from enrollment in the College of Medicine. The student will be notified as soon as possible once this decision has been made.
 - b. A student will be subject to dismissal if he/she has more than one F grade at any time, fails a course while on Academic Probation, receives a deficient grade for a course for a second time, fails to meet the requirements of remediation, or upon any other evidence of poor academic performance or deficient professional behavior as determined by the APRC.
 - c. A student whose performance, though passing, is borderline or marginal in several courses will be subject to dismissal if the APRC determines that the student does not meet the competency standards of the College of Medicine. Similarly, a student whose performance, though passing, consists of a record of multiple deficiencies or failures with subsequent remediation will be subject to dismissal.
 - d. A student will be sponsored by USF College of Medicine for USMLE Step 1 and 2 exams for a maximum of 3 times each under ordinary circumstances. Following a third failure on any one of these exams the student will be subject to dismissal.
 - e. A student may be dismissed from the College of Medicine if his/her professional behavior and ethics are not in keeping with the standards of the College. Graduation is predicated on the determination by the faculty, as recommended by the APRC, that a student is suitable for the practice of medicine in terms of professional attitudes and values. The APRC may recommend to the Dean of the College of Medicine, the dismissal of any student whose behavior is not consistent with the standards of the medical profession, or when the student's presence in the medical school is considered detrimental to the student in question, others in the College of Medicine community or patients. The APRC will evaluate, when requested, cases of students whose professional behavior and/or ethics have been questioned by the Student Honor Council and, if deemed appropriate, may make a recommendation for dismissal from the College.
 - f. If there is a recommendation that the student be dismissed, the student may request in writing an appeal hearing before the APRC within ten (10) school days of the time the original decision was made.

4. Grade Appeal Process

a. Basis for Appeal

- i. A student may appeal a course grade if the student has evidence that the grade was assigned in an erroneous manner. This is not a process for appeal of established departmental grading policies. The following procedure provides guidelines for the appeal process. All persons concerned with this process should make every attempt to adhere to the approximate time schedule outlined in the following description of the appeal process.

b. Appeal to the Faculty Member for Review of the Assigned Grade

- i. Within ten (10) school days* after the receipt of the grade, the student may appeal in writing to the responsible faculty member any assigned grade that they dispute. The faculty member will review the course grading guidelines with the student to ensure that the process is understood and has been followed. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he/she will initiate the appropriate change. If the change is made at this point, the matter is concluded. The faculty member will respond in writing to the student within ten (10) school days of the student's request for review.

*All actions related to the appeals process are expected to be taken within two (2) weeks of receipt; however, in instances where holidays or vacation intervene, action must be taken within ten (10) weekdays on which classes are held.

- ii. If the faculty member is no longer with the University, the student shall confer with the departmental chairperson who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described below and the departmental chairperson will represent the interests of the faculty member who issued the grade.

c. Appeal to the Department Chairperson/Associate Dean for UME

- i. If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the chairperson of the department in which the course was taught or for interdisciplinary courses to the Associate Dean for UME. This appeal must be made within ten (10) school days following the initial faculty member review. The student shall include all relevant information relating to the appeal with the written appeal. After receiving such an appeal in writing from the student, the chairperson shall review with the faculty member the substance of the student's appeal and seek to determine its validity.
- ii. If the chairperson/Associate Dean determines that the assigned grade is, in his/her judgment, inappropriate, the chairperson should recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the chairperson's/Associate Dean's recommendation.
- iii. The chairperson/Associate Dean will notify the student in writing, within ten (10) school days of receipt of the appeal, whether or not the assigned grade will be changed by the faculty member. If the grade is changed to the student's satisfaction, the matter is concluded. If the grade is not changed, the chairperson/Associate Dean will advise the student of the right of appeal to the Vice Dean for Educational Affairs.

- iv. If the student elects to appeal, copies of all written communication mentioned above shall be sent by the chairperson/Associate Dean to the Vice Dean for Educational Affairs as described below.

d. Appeal to the Vice Dean for Educational Affairs

- i. If the grade is not changed to the satisfaction of the student at the departmental level, the student may appeal the assigned grade, in writing, to the Vice Dean for Educational Affairs. This appeal must occur within ten (10) school days of receipt of the decision of the chairperson/Associate Dean. The appeal shall be prepared in writing by the student in consultation with the Associate Dean for Student Affairs of the College of Medicine. The Vice Dean for Educational Affairs may discuss the case with the student, the faculty member, the chairperson of the department in which the course was taught or the Associate Dean for UME, the Associate Dean for Student Affairs and the Chair of the APRC. Following these discussions, the Vice Dean for Educational Affairs may make a recommendation to the faculty member, the student, and the department chairperson/Associate Dean. If this results in an acceptable solution to all parties, the matter is concluded. If not, then a Hearing Committee will be appointed. The Vice Dean for Educational Affairs may, if he/she chooses, appoint a Hearing Committee upon receiving the initial appeal. The appeal will be handled as expeditiously as possible by the Vice Dean for Educational Affairs.
- ii. When the decision is made to establish a hearing to investigate an appeal, the Vice Dean for Educational Affairs shall convene an ad hoc committee comprised of three senior members of the faculty of the College of Medicine who had not previously been involved in issuing the grade or the appeal process and three medical students, preferably members of the Student Honor Council, all of whom shall have voting privileges. This Committee shall elect a chairperson and hold a hearing concerning the appeal at a time acceptable to all participants. At this hearing all material relevant to the appeal shall be presented by the student, the Associate Dean for Student Affairs, the Chair of the APRC, the faculty member issuing the grade or raising the concern, or the department chairperson/Associate Dean for UME. Others may be requested to assist the Committee. The student may request to have another individual present for support.
- iii. The Hearing Committee will submit to the Vice Dean for Educational Affairs a written report containing a recommendation for a specific course of action regarding the student's grade appeal. If the Committee cannot reach a conclusion, the written report will be submitted to the Vice Dean for Educational Affairs who will consider the reason(s) why the committee failed to reach a decision.
- iv. The Vice Dean for Educational Affairs will then recommend a solution, which may or may not contain some or all of the recommendations of the Hearing Committee. As delegated authority of the Dean, the decision of the Vice Dean for Educational Affairs is final.

5. Appeal Mechanism for Disciplinary Action or Dismissal

A disciplinary action of the APRC may be appealed by the student for reconsideration of the action taken. If the disciplinary action of the APRC is to dismiss the student from the College of Medicine, the student must appear before the APRC.

a. Request for Hearing

The request must be received in writing within ten (10) school days following the date the student was informed of the decision. Requests to appear before the Committee should be submitted to the Associate Dean for Student Affairs and the chairperson of the APRC.

b. Appeal of APRC Hearing Decision

The hearing will address evidence of the student's performance or professional behavior. The student has the right to be present for the appeal and may be accompanied by a person or persons of the student's choice to provide support and council to the student. The person(s) may not act as the student's attorney. The Associate Dean for Student Affairs also may serve as an advocate for the student in the appeal before the Committee if requested by the student. Alternatively the student may request that another faculty member, who is not a member of the APRC, serve as their advocate. That individual will be present at the Committee meeting only while the student is present. Immediately following the hearing, the APRC will decide upon a specific recommendation. Recommendations of the appeal Committee are final in all decisions except cases where dismissal has been recommended. If the decision is to uphold a previous dismissal decision, the recommendation will be forwarded to the Dean of the College of Medicine. The Committee shall inform the Dean (or a designee) of the vote and present a report of discussions leading to the decision at the earliest time possible and no more than ten (10) school days after the decision has been made.

6. Petition for Readmission Following Dismissal

- a. A student who has been dismissed from the College of Medicine and who is no longer enrolled may seek readmission by written request to the Dean of the College of Medicine. Such requests require compelling data to support an argument for reinstatement and may be made no sooner than one year after the date of dismissal.
- b. Consideration of such a request, if accepted by the Dean, will be reviewed by a Committee of five members of the faculty of the College of Medicine to be appointed by the Dean ad hoc. That Committee will make a recommendation to the Dean for his/her consideration and action. The decision of the Dean is not subject to appeal.

F. LEAVE OF ABSENCE

A Leave of Absence is defined as a temporary break in a student's attendance of five (5) days or longer.

1. Mechanism

a. Voluntary

- i. Voluntary Leaves of Absence must be for a specified period of time with an expected date of re-enrollment.
- ii. A student in Good Academic Standing, without deficiencies, may request and be approved for a Leave of Absence for a fixed period of time to conduct research.
- iii. A student in Good Academic Standing, without deficiencies, may request and be approved for a Leave of Absence for a fixed period of time as a result of a health problem or other personal circumstances that prevent concentration on the academic program.

b. Involuntary

- i. The Associate Dean for Student Affairs of the College of Medicine, or in his/her absence, the Vice Dean for Educational Affairs, may place a student on a Leave of Absence for good reason at his/her discretion. If a student disagrees with such action, he/she may ask the APRC for a review which shall be conducted with a hearing as established in Section IV, E, 5, b. Committee recommendations will be forwarded to the Vice Dean for Educational Affairs for a final decision.
- ii. The APRC may recommend that a student be placed on a Leave of Absence if the student is judged to be capable of completing the M.D. degree within the allotted time limits of the M.D. degree, but has current academic or non-academic problems that make ongoing enrollment detrimental to the student's best interest. If the student disagrees with the recommendation the same procedure for an appeal as outlined in Appeal of APRC Hearing Decision, Section IV, E, 5, b, will be followed.

2. Petition for Readmission Following Leave of Absence

- a. The student must notify the Office of Student Affairs of intent to resume enrollment in writing at least one month prior to return to medical studies.
- b. Students who are on a Leave of Absence specified by the APRC must fulfill all requirements specified in their letter from the APRC prior to return to medical studies.
- c. Students placed on Leave of Absence may maintain such status for a maximum of two (2) years. In order to return to enrollment the student must petition the APRC within the time period allowed. The APRC will consider petitions for readmission regardless of the reason enrollment was discontinued. When petitioning to the Committee the student must submit information that will support that return to enrollment is justified. This is required regardless of the reason for leave.
- d. Petitions for readmission may be considered at any regular or called meeting of the APRC. The time of readmission will be based upon that which is deemed most appropriate to the student's status and schedule by the APRC. Students may be required to repeat parts of the curriculum that have previously been successfully completed.
- e. Readmission may be denied if all available positions are filled even if a student meets all other qualifications for admission.

G. STUDENT MISTREATMENT OR ABUSE

1. Student Mistreatment or Abuse

Students are encouraged to discuss any and all issues of physical, emotional, psychological or sexual abuse without fear of retribution. The student may contact any faculty or staff member with whom he/she feels comfortable; including the Office of Student and Resident Professional Development (Olga Skalkos, PhD, 813-974-8509 or oskalkos@health.usf.edu) that serves as a neutral party to guide students in appropriate matters, the Associate Dean for Student Affairs, the Office of Student Affairs, the Senior Executive Associate Dean for Faculty & Academic Affairs, and the Associate Dean for Undergraduate

Medical Education. In addition, the student may directly contact the USF Center for Victim Advocacy & Violence Prevention (see below).

2. Sexual Harassment

In conformance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Florida Educational Equity Act, and the USF policy on the topic, it is the goal of the USF College of Medicine to create and maintain a work and study environment that is positive and free of discrimination. In order to help provide such an environment, faculty, staff and students must be aware that sexual harassment is sex discrimination, and is unacceptable conduct that will not be tolerated at the university as defined in USF policy 0-008, [Diversity and Equal Opportunity: Sexual Harassment](#).

Sexual harassment is defined as conduct of a sexual nature or with sexual implications, which interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. This conduct may include, but is not limited to the following:

Inappropriate touching; the display of sexually explicit or suggestive materials; use of sexually explicit or suggestive language or gestures; and subtle pressure for sexual activity, as well as demands for sexual favors or physical assault. Sexual harassment is a serious form of abuse.

The student is encouraged to directly contact the USF Center for Victim Advocacy & Violence Prevention with any concerns.

3. Sexual Battery

Sexual battery is a crime under the laws of the State of Florida and will not be tolerated at the USF College of Medicine as defined in USF Policy 0-014, [Sexual Battery](#). As an integral part of academic performance, medical students are expected to maintain the high standards of professional and personal conduct traditionally associated with the practice of medicine. Any act such as sexual battery is a violation of University Policy, which in the case of medical students, is viewed as professional misconduct and is a violation of academic standards. As such, any professional misconduct is subject to disciplinary action under the Medical Student Advancement Policies, Procedures and Due Process.

College of Medicine students who are victims of actual or threatened violence can obtain assistance from the Health Enhancement for Lifelong Professional Students (HELPS) Program (see page 49). Additionally, medical students should refer to the USF Policy concerning [Sexual Battery](#).

4. Center for Victim Advocacy & Violence Prevention

The USF [Center for Victim Advocacy & Violence Prevention](#) is available to assist all USF students or employees who are victims of actual or threatened violence, including but not limited to battery, assault, sexual battery (date rape, acquaintance rape, stranger rape) and attempted sexual battery.

Police reports are strongly encouraged; however, reports are not required for information and referral assistance.

Services

The USF Center for Victim Advocacy & Violence Prevention will assist by providing information, support and guidance in the following ways:

1. Crisis intervention
2. Emergency shelter, medical help and counseling referrals

3. Assistance as needed
4. Services available on-call 24 hours a day, seven days a week

Important Numbers

Police Emergency _____ 911 or 974-2628
USF Center for Victim Advocacy & Violence Prevention
Office Location _____ SVC 1138
Telephone _____ 974-5756
Crime Victim Hotline _____ 974-5757
Hillsborough County Crisis Lines
Crisis Line _____ 234-1234
Sexual Abuse Line _____ 238-7273

5. Mistreatment or Abuse Violations

Student reporting of alleged faculty or resident abuse violations as it relates to students shall be to the Office of Student Affairs through the Associate Dean for Student Affairs. An alternate site of reporting is through the Associate Dean for UME or the Vice Dean for Educational Affairs. Alleged abuse violations by faculty shall be relayed to the Faculty Affairs Dean (currently Senior Executive Associate Dean for Academic and Faculty Affairs) for action based on University Policy. Alleged violations by residents will be forwarded to the Associate Dean for Graduate Medical Education for action.

H. GENERAL PROCEDURES

1. Students with Disabilities

a. The Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) was enacted in July of 1990, with its provisions becoming effective at various dates thereafter. The ADA expands the rights of the disabled and augments existing anti-discrimination laws. Title III of the Act relates to anti-discrimination by entities engaged in public services and applies to the relationship between students and colleges and universities. The USF College of Medicine complies with provisions specified in the ADA.

b. Applicants with Disabilities

Applicants with documented disabilities may receive increased time to complete institutional examinations. The approval must be coordinated by the Office of Educational Affairs based upon Students with Disability Services (SDS [Deborah McCarthy, Director, SVC 1133, 813-974-4309]) recommendations.

For students to receive additional time for completing USMLE Parts 1 and 2, approval must be granted by the NBME. Requests to the NBME must be accompanied by appropriate documentation from the MD/PhD counselor with their recommendation and the diagnostic procedures used to make their determination. A letter from the Associate Dean for Student Affairs must accompany the student's request.

- i. Operating Procedure for Applicants with Disabilities

On occasion an applicant to the College of Medicine identifies a disability that may impact his/her ability to meet the Technical Standards for Admission, Progression and Graduation from the College of Medicine. When this occurs the following procedure will be adhered to:

- a. Upon learning of an applicant with disabilities the Director of Admissions will bring the applicant to the attention of the Associate Dean for Student Affairs. The Director of Admissions will also inform the Chairperson of the Medical Student Selection Committee.

c. Enrolled Students with Disabilities

- i. All students with documented disabilities will be afforded appropriate accommodations as determined by the USF Students with Disability Services (see above).
- ii. Accepted students who have disabilities will be expected to achieve a comparable level of competency to that required of other students for progression and graduation.

It is the responsibility of the applicant to provide appropriate professional documentation showing the nature of their disability and request accommodations. Upon request, the Office of Student Affairs or SDS will provide recommendations to applicants concerning professionals who are skilled in conducting evaluations for individuals who believe they may have a disability.

2. Computer Use

The computing facilities in the various colleges are a vital component of the academic environment. Each person using these computers must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and illegal. The State of Florida has laws which hold that unauthorized use (including accessing another user's account) leading to offenses against intellectual property and/or computer users, is a felony. Besides civil penalties that can include imprisonment of up to fifteen years and fines, the College and/or University may impose administrative penalties and sanctions against those found to have violated the law. The University of South Florida wishes to provide open access to students and faculty with as few restrictions as possible. Courteous and thoughtful computing will minimize the need for regulations and annoying security procedures.

a. Computer Use / Misuse

University policies are explicit ([Student Code of Conduct](#)) and any violation of these policies, including sending hate mail, is totally unacceptable and will be dealt with accordingly.

ACCOUNT CERTIFICATION STATEMENT

I understand that the following activity is forbidden and may subject me to loss of my computer account, administrative sanctions and penalties by the University and/or College, as well as imprisonment and fine by civil authorities. I will not:

1. Use another account.
2. Allow another person to access my account or share my password.

3. Use computing resources for private profit or for promoting a religious or political group.
4. Intentionally impede the legitimate use of computing facilities by other people.
5. Use facilities, including printers, for junk mail, mass mailing, or non-course related work.
6. Use computers to access pornographic material.

Individuals using this system without authority or in excess of their authority are subject to having all of their activities on this system monitored and recorded by system personnel.

While monitoring individuals improperly using this system or during system maintenance the activities of authorized users may be examined. Anyone using this system agrees to such examination and is advised that if it reveals possible evidence of criminal activity, system personnel may provide this evidence to law enforcement officials.

3. Dress Code

College of Medicine students, at all levels of education and training, are expected to maintain a proper professional image in their behavior and personal appearance at all times. During the pre-clinical years medical students are expected to wear clean, appropriate apparel (shirts, pants, shorts, dresses, skirts, etc.) and shoes to all academic functions and on the premises of USF Health.

All students must wear white lab jackets with names on coats, ID badges and the USF College of Medicine logo patch during the clinical training years, and any time students have contact with patients, or are in the patient care areas. Shorts are not to be worn. Men should wear shirt and tie and women should wear appropriate dresses or slacks and blouses, and closed toe shoes.

4. Outside Employment

No student may be employed without prior approval of the Associate Dean for Student Affairs.

5. Enrollment in Other Programs

Students enrolled in the College of Medicine are only permitted to enroll in any other school of the University or in any other institution of learning with the consent of the Associate Dean for Undergraduate Medical Education of the College of Medicine. Enrollment in dual degree programs is permitted with approval of the committee overseeing each program involved. Maintenance in that program related to academic performance may be reviewed as appropriate by the APRC.

6. Financial Aid

All financial aid for medical students is processed through the College of Medicine [Office of Financial Aid](#).

a. Short Term Loans

An interest-free loan may be obtained to assist in short-term financial emergencies. The loan takes about ten (10) days to process and must be repaid within 90 days.

b. Impact of a Leave of Absence or Withdrawal on Repayment of Student Loans

For the purposes of financial aid, a Leave of Absence (LOA) is considered a temporary break in a student's attendance that cannot exceed 180 days within a 12-month period. The College of Medicine must report to the lender(s) a student as "no longer enrolled" when the LOA exceeds 180 days. The student may be obligated to begin loan repayment. The student is required to meet with a staff member from the Office of Financial Aid prior to beginning the LOA to discuss student loan obligations during their LOA.

If a student withdraws from the College of Medicine and received financial aid during their enrollment they are required to attend a financial aid exit interview. During the exit interview a staff member from the Office of Financial Aid will advise the student about their rights, responsibilities, and loan repayment obligations for the financial aid they received.

7. Student Health

As in all institutions, student health is the ultimate responsibility of the individual student. The Professional Student Affairs Committee of the College of Medicine facilitates student health by providing programs to assist students in meeting their physical and mental health needs. Specifically, the Committee sets guidelines, formulates and reviews policies and programs, and assesses implementation and compliance with institutional and State of Florida requirements and guidelines. All students are required to have health and disability insurance throughout their enrollment in the M.D. program. The disability insurance policy must be purchased through the group policy made available by the College.

Prior to matriculation all students are required to provide the following to the Medical Health Administration Office for review:

- A personal health history and physical examination conducted by the student's personal physician. The personal physician must complete the [Physical Exam Verification Form](#).
- Documents – all documentation must be in English – evidence of immunity to the following communicable diseases
 - Rubella (German Measles)
 - Rubeola
 - Mumps
 - Varicella
 - Hepatitis B
 - Influenza
 - Tetanus, Diphtheria and Acellular pertussis (Tdap)
 - Meningitis
- Documentation of an initial "2-Step" Tuberculin Skin Test (TST/PPD). The 2nd Test must be at least 1 week and no longer than 12 months from the initial testing. A current "Negative" TST within 6 months of visit to USF is also required. This current test result can serve as the 2nd Step if administered within 12 months of the previous test date.

Prior to matriculation all students are required to provide proof of current health insurance to the Office of Student Affairs. Certification of current health insurance is required for each year of enrollment.

During the orientation process students are counseled about appropriate avenues for receiving medical care. Available options include continued care by the student's personal physician, the University Student Health Center, or the USF Physicians Group.

a. Blood-borne Pathogen Exposures and Exposures to Communicable Diseases

Policies and procedures concerning blood-borne pathogen exposures and exposures to communicable diseases (e.g. tuberculosis, chicken pox) are in place at each of the major clinical teaching facilities. During orientation programs an overview of procedures is presented. Familiarize yourself with the policies and procedures of each clinical facility and carefully comply with all requirements in case you are injured or exposed to communicable disease.

All needlesticks and other exposures to blood or other potentially infectious body fluids should be immediately reported to your supervisor and to the employee health nurse at the facility where the incident occurs.

The employee health nurses at the primary HSC-affiliated hospitals are listed below. Information is also available on the orange exposure cards distributed during orientation.

All Children’s Hospital	Susan Stauber, RN	727-767-8827
Bayfront Medical Center	Marie Nell, RN	727-893-6189
James A. Haley Veterans’ Hospital	Occupational Health Dept.	972-2000 extension 7046
Moffitt Cancer Center & Research Institute	Employee Health Services	745-4276 or 745-4673
Shriner’s Hospital	Sheryl Chewning, RN	975-7141
Tampa General Hospital	Lina Carter, RN	844-4525
USF Health	Linda Lennerth, RN, MSN	974-3163

b. Student Health Services

All students at USF are required to pay a USF Health Fee every year as part of the total tuition. The Health Fee is not an insurance premium. Subscription to a student health insurance plan requires a separate fee. Information on available policies is available from the Student Affairs Office. The Health Fee is mandatory and entitles you to care at the Student Health Center located on the main campus. The services provided on a fee-for-service basis include outpatient care, a fourteen bed infirmary for limited inpatient care, a family planning clinic, and psychiatric consultation.

i. USF Physicians Group

Medical students may be seen by our staff at the USF Medical Clinic. Physician fees incurred at the Medical Clinic by medical students that are not covered by insurance payment will be billed to the student. Students will be billed for the cost of supplies, lab work sent outside of the USF Medical Clinic, and for elective procedures. If the student’s private insurance company does not cover the cost the student is responsible for payment. This practice also applies to the student’s spouse and children.

An appointment with a faculty physician can be arranged by calling the Clinic appointment desk at 974-2201. Students should identify themselves as medical students and request an appointment with the first available physician in Family Medicine or General Internal Medicine. An appointment will be scheduled as soon as possible. If students have an emergent medical problem, follow the emergency procedures in your health insurance policy.

Confidential psychiatric consultation and counseling is readily available by directly accessing the USF Counseling Center (974-2831) or the HELPS Program (870-0184). You can also obtain assistance by contacting the Student Affairs Office (974-2068).

c. Health Requirements for Patient Contact

The College of Medicine has four health related requirements that must be met prior to matriculation.

1. Students must have health insurance in effect at all times during enrollment at USF College of Medicine. Policy information on basic health insurance policies will be available at orientation for students who do not have current health insurance.
2. Students must have disability insurance in effect at all times during your enrollment at USF College of Medicine. The [policy](#) will be purchased at registration on August 1, 2011 for approximately \$70 and is to be renewed annually.
3. Students must undergo a physical examination prior to starting school. Complete the [Physical Exam Verification Form](#) and return it to the Medical Health Administration Office as soon as possible, but no later than July 15, 2011.
4. Students must provide documented evidence of immunity to specified communicable diseases listed on the [Communicable Disease Prevention Certification Form](#). All documentation must be in English.

All students (including visiting students) must complete the following requirements prior to matriculation:

- ❖ TUBERCULOSIS: Documentation of an initial “2-Step” Tuberculin Skin Test (TST/PPD). The 2nd Test must be at least 1 week and no longer than 12 months from the initial testing. A current “Negative” TST within **6 months** of visit to USF is also required. This current test result can serve as the 2nd Step if administered within 12 months of the previous test date. Individuals with a history of a “Positive” TST/PPD skin test must submit documentation of a negative chest x-ray within 12 months of visit to USF and a current [Screening Questionnaire](#) for signs/symptoms of TB.
- ❖ RUBELLA: Serologic documentation of a positive Rubella immune titer **OR** immunization with at least **one dose of live** Rubella or MMR vaccine after 12 months of age.
- ❖ RUBEOLA: Serologic documentation of a positive Rubeola immune titer **OR** immunization with **two doses of live** Rubeola or MMR vaccine administered after 12 months of age separated by 28 days or more.
- ❖ MUMPS: Serologic documentation of a positive Mumps immune titer **OR** immunization with at least **two doses of live** Mumps or MMR vaccine after 12 months of age.
- ❖ VARICELLA: Serologic documentation of a positive Varicella titer **OR** two Varicella immunizations (given 4 to 8 weeks apart). This requirement is satisfied only by a positive titer or the vaccine series.
- ❖ HEPATITIS B: Serologic documentation of a positive **(QUANTITATIVE) Hepatitis B surface antibody titer** following completion of the Hepatitis B vaccination series of 3 injections. You must provide documentation of the Vaccine series **AND** the Positive Antibody Titer to meet this requirement.
- ❖ INFLUENZA VACCINATION: Flu vaccination will be required each year. This vaccine will be provided for you at no cost beginning in October of each year through the USF Medical Clinic/Medical Health Administration office or from our clinical affiliates.
- ❖ Adacel™ or BOOSTRIX® Vaccine Booster: *Documentation of an Adult TETANUS/diphtheria/acellular pertussis (Tdap)* vaccine booster is required. Tdap was licensed in June 2005 for use as a single dose booster vaccination (*i.e. not for subsequent booster doses*). The current CDC recommendation states “Healthcare personnel, regardless of age, should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap and regardless of the time since last Td dose”. After receiving Tdap, personnel

should receive routine booster shots against tetanus and diphtheria by existing guidelines (every 10 years).

- ❖ MENINGITIS: Documentation of immunization with one dose of Meningitis vaccine **OR** a completed and signed USF Student Health Services [Medical History Form](#) (Block B #4, checkbox, signature) declining receipt of the meningitis vaccine.

d. Student Exposures at the USF Affiliated Practice Sites

The Employee Health Departments at the affiliated practice sites will evaluate students who report significant exposures to blood/body fluids and communicable diseases while on rotation. Significant exposures include needlesticks, sharp injuries, non-intact skin and mucous membrane exposures to blood, body fluids or exposures to airborne communicable diseases.

Exposures should be handled as follows:

- i. The student should report the exposure to his/her instructor immediately.
- ii. The student fills out the employee section of the affiliated site's Employee Incident Report.
- iii. The instructor fills out the supervisor section of the Employee Incident Report.
- iv. The student takes the completed incident report to Employee Health as soon as possible after the exposure. The student should bring the following information on the source patient: name, medical record number, diagnosis and room number.
- v. Student reporting a needlestick/sharp injury from a patient must be evaluated within one to two hours for appropriate prophylaxis. In these cases, if Employee Health is closed, the student should contact the site's nursing supervisor.

The student will be provided with the following evaluation:

- i. First aid treatment as necessary.
- ii. Investigation of the source patient and HIV and hepatitis tests as necessary.
- iii. Baseline lab work. Follow-up tests at 3 months, 6 months and 12 months will be offered. There will be no charge for the required lab tests.
- iv. Employee Health will provide the appropriate prophylaxis.

e. Communicable Illness

Students (interns, externs, visiting) with an illness or medical condition that may be communicable to patients or staff should not be allowed patient contact.

If the student is unsure whether he/she should be in patient contact areas, please refer the student to Employee Health Services. If necessary, the Employee Health nurse practitioner will evaluate the student for work status.

Persons with the following medical conditions should not be allowed patient contact without a medical clearance:

- i. Active chicken pox, measles, German measles, herpes zoster (shingles), hepatitis A, hepatitis B, hepatitis C, tuberculosis.
- ii. Diarrhea lasting over three days or accompanied by fever or bloody stools.
- iii. Conjunctivitis.
- iv. Group A streptococcal disease (e.g. strep throat) until 24 hours of treatment received.
- v. Draining or infected skin lesions.
- vi. Oral herpes with draining lesions.

f. Chemical Dependency

Students who are identified as having a chemical dependency are referred to the HELPS Program (see page 49) for consultation and then referral to the Florida Professional Resources Network (PRN). Successful entry into and treatment via this program will result in no additional action against the student. Should a student be dismissed by the PRN for non-compliance, action will be referred to the APRC and may result in dismissal from the M.D. Program.

8. Student Records Policy at USF

a. Student Access to Information

Pursuant to the provisions of the Family Educational Rights and Privacy Act (“FERPA”, 20 USC Par. 1232g), 34 CRF Par. 99.1 et seq, Florida Statutes Sub. Par, 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

- i. Inspect and review their education records.
- ii. Privacy in their education records.
- iii. Challenge the accuracy of their education records.
- iv. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of Rule 6C4-2.001, Florida Administrative Code.

Copies of the University’s student records policy, USF Rule 6C4-2.0021, may be obtained from

University Registrar
SVC 1034
4202 Fowler Avenue
Tampa, FL 33620

or

USF Agency Clerk
Office of General Counsel/ADM 254
4202 Fowler Avenue
Tampa, FL 33620

b. Student Confidentiality

The Office of Student Affairs adheres to strict policies regarding the release of student information. Students are encouraged not to release class lists, addresses or phone numbers to individuals outside of the College of Medicine.

c. Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as “directory information”, may be released via official media of USF (according to USF policy):

Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, the most recent previous educational agency or institution attended, and other similar information.

The *University Directory*, published annually by the University, contains only the following information: Student name, local and permanent address, telephone listings, classification and major field of study. The *Directory* and other listings of “directory information” are circulated in the course of University business and therefore, are accessible to the public, as well as to students, faculty, and staff.

Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received by September 1 and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms.

Notification to the University of refusal to permit release of “directory information” via the *University Directory* must be received no later than the end of the first week of classes in the Fall Semester.

9. Damaged/Duplicate Diplomas

The College of Medicine does not provide duplicate copies of your diploma. Under circumstances where a diploma has been lost, stolen or damaged we will supply a replacement diploma for a \$10 fee [Florida Statute Sec. 1009.24(12) (r)] to cover costs of production and mailing after receiving a written, signed, notarized letter stating the reason for the request (faxing to 813-974-8181 is acceptable). In the case of a name change, the College also will supply a replacement copy upon written request and receipt of the original copy and a completed legal name change form.

10. Tuition and Fees

2011-12 In-state Core MD Program students	\$31,500.00 (estimated)
2011-12 Out-of-state Core MD Program students	\$55,000.00 (estimated)
2011-12 SELECT MD Program students	\$55,000.00 (estimated)
2011-12 In-state DPT students	\$20,300.00 (estimated)
2011-12 Out-of-state DPT students	\$26,200.00 (estimated)

The amount of tuition and fees for all medical and DPT students is subject to change from year to year as established by the Florida State legislature and the USF Board of Trustees. Specific fee information can be obtained after July 1st each year by contacting the College of Medicine Registrar’s Office.

The Florida State Legislature established procedures for charging tuition and fees to medical and professional students attending Florida State schools on a flat yearly rate basis, regardless of length of time enrolled. Students are billed at the beginning of each academic year by the Office of Student Affairs. Each of the four academic years is divided into two for payment of the yearly tuition. The assessed amount is due no later than the end of the first week of classes each term.

Students who pay tuition after the due date will be assessed a late fee of \$100 unless they have made proper arrangements for a late payment. Applications for a “Waiver of Late Fee” may be obtained from the Office of Student Affairs or the Office of Financial Aid and must be filed prior to the payment deadline.

Students pay tuition directly to the USF Health Payment Center. The Fall amount is an estimate pending the final decision between the State Legislature and the USF Board of Trustees. The total, yearly increase in tuition will be reflected in the Spring bill. Checks must be made payable to: USF College of Medicine. Checks must be mailed to: USF Health Payment Center, P.O. Box 864300, Orlando, FL, 32886-4300. You must include the four-digit zip code extension in the address, and your “U” number must be on the check. If you do not include your “U” number it is likely that your tuition payment will not be applied to your account and will cause you to incur late fees.

a. Refunds

Students who withdraw, transfer, take a Leave of Absence exceeding 60 days, or who are dismissed from the College of Medicine before completion of 60% of the academic year may be granted a prorated refund of tuition paid less building and capital improvement fees. Refunds will not be given to students who are enrolled for more than 60% of the academic year. A written request for a refund of tuition must be submitted to the College of Medicine Registrar’s office to initiate the refund.

For students who receive financial aid, a share of the institutional refund will be returned to the financial aid programs from which the student received assistance in accordance with the College’s Financial Aid Standard on Refunds and Repayments.

A student may be granted a refund of 100% tuition paid if he/she withdraws due to circumstances determined by the College to be exceptional and beyond the control of the student. These circumstances include:

- i. Illness of the student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the courses;
- ii. Death of the student or death in the immediate family (parent, spouse, child or sibling);
- iii. Involuntary call to active military duty;
- iv. A situation in which the university is in error as confirmed in writing by an appropriate university official, or
- v. Other documented exceptional circumstances beyond the control of the student which preclude completion of the courses, accompanied by a letter of explanation and appropriate documentation.

11. Medical Students as Human Subjects in Research

From time to time, medical students may be asked to participate as human subjects in research. Investigators must obtain prior written approval from the Associate Dean for Student Affairs in order to allow students to participate as subjects. Likewise, the Associate Dean may restrict the participation as experimental subjects if it is determined that this might compromise academic progress.

It is USF Policy that all human subjects research conducted at the University, whether medical, behavioral, social or other, be governed by the University's Institutional Assurance on file with the U.S. Department of Health and Human Services (HHS), as amended from time to time, and applicable federal regulations. A copy of the Assurance can be obtained from the Division of Research Grants (DRG).

V. ADVISEMENT, MEDICAL CAREER COUNSELING, ACADEMIC ASSISTANCE, AND PERSONAL COUNSELING

A. ADVISORS

1. Advisor Assignments (Faculty)

Students entering the College of Medicine are provided a mentor/advisor through one of several mechanisms. You may select an advisor via the Scholarly Concentration Program or you may use your Career Counselor as an advisor. This counselor will be selected in the Fall of the first year in school.

A clinical specialty advisor is selected by the student during the junior year for assistance in elective scheduling and career counseling within a specific medical specialty. This advisor is called the Senior Elective Advisor and may be the same faculty member originally assigned as the academic advisor or a different faculty member selected by the student.

B. ACADEMIC ASSISTANCE

1. Peer Tutoring

Students who are experiencing academic difficulties and are in need of tutoring may seek assistance through the Office of Student Affairs. There is no cost to the student for this assistance.

2. Reading, Study Skills and Test Taking Assistance

Students who are experiencing difficulties with examinations may seek assistance through Student Learning Services. The program is directed by Dr. Patricia Maher. Contact Dr. Maher at 974-2713. Through an arrangement with the Office of Student Affairs these services are available to medical students without charge. Assessments of reading skills, study skills and test taking abilities are performed and a plan is devised to improve student examination performance.

C. STRESS PREVENTION AND PERSONAL COUNSELING

Four sources of professional assistance for issues related to stress and personal counseling are available to students at the College of Medicine.

1. Office of Student and Resident Professional Development

Should a student express any concern requiring assistance, as an alternative to Student Affairs, the student should be directed to Olga Skalkos, Ph.D. in the Office of Student and Resident Professional Development (813-974-8509 or oskalkos@health.usf.edu). Dr. Skalkos is a licensed psychologist and serves in a capacity much like an ombudsperson for students and residents. All interactions with her are confidential and independent of instructors and USF administration. Students may also be referred to

the Office of Student and Resident Professional Development by other concerned students, residents or faculty.

2. Health Enhancement for Lifelong Professional Students (HELPS)

The HELPS program is available to students for off-campus stress prevention and personal counseling related to a variety of personal issues including psychological, legal, financial and other personal issues. The services are also extended to spouses, children and significant others.

a. Contact Information

Wood & Associates
4700 N. Habana Avenue, Suite 300
Tampa, FL 33614

HELPS: (813) 870-0184
Out-of-area: 800-343-4670
Website: www.woodassociates.net

b. Who May Use the Program

The services of HELPS are available to you, any dependent eligible for insurance benefits and your significant other whether or not they are currently covered under your health care insurance policy.

c. Costs

The first three (3) visits by you and/or each of your dependents and significant other to HELPS are at no charge to you, your family member or significant other. Additional contacts may be covered by your behavioral health insurance plan. If any testing is recommended, the costs will be the expense of the student, family member or significant other or may be covered by your behavioral health insurance.

There probably will be charges for most of the professional resources to which you, your family member, or significant other may be referred by your HELPS representative.

Through experience, Wood & Associates has found that many people contacting similar programs want assessment and support from a program representative for personal, learning, relationship or other concerns. Behavioral health insurance benefits may provide coverage for concerns requiring treatment. In some cases, your HELPS representative may suggest clinics, as opposed to private practitioners as a further step toward the lowest possible costs.

d. Confidentiality

Your contact with HELPS is confidential as provided within the parameters of professional ethics, the USF College of Medicine contract, and applicable federal and state statute.

e. Services Offered

HELPS is not a treatment program; rather, it is an assessment, support, and referral program. The following services are offered:

- i. Problems that can be resolved by counseling or therapy:
 - a. Academic concerns
 - b. Learning disabilities
 - c. Vocational/aptitude testing
 - d. Career decisions
 - e. Interpersonal difficulties
 - f. Relationship problems
 - g. Troubled children/adolescents
 - h. Distress, anxiety, depression, other emotional concerns
- ii. Alcohol/drug use/abuse/dependency of personal or family nature. When students present with a substance abuse problem, the student will be provided with referral information to the Professionals Resource Network (PRN).
- iii. Problems that are typically resolved by the courts:
 - a. Divorce, child support
 - b. Property/lease suits
 - c. Court orders
 - d. Imprisonment
- iv. Money or credit problems
- v. Other problem areas of concern:
 - a. Care for aged/inform
 - b. Local social services
 - c. Battered spouse
 - d. Immigration
 - e. Sex counseling
- vi. Individual or family crisis situations such as rape, assault, robbery, suicide or other life-threatening trauma

3. USF Counseling Center

Students are encouraged to contact the [USF Counseling Center](#) when facing concerns associated with academic, social, and emotional issues. To request consultation services at no charge, please call 974-2831. Faculty from the College of Medicine are not providers of care at the Counseling Center. Your contact with the Counseling Center is confidential as provided within the parameters of professional ethics and applicable federal and state statute.

VI. MISCELLANEOUS

A. BICYCLES

Bicycle racks have been provided for your convenience in several locations around the Medical Center. Bikes must be parked in these racks and may not be chained to trees, pillars, etc. Bikes are not to be brought into any campus or hospital building.

B. BOOKSTORE

The USF Health Bookstore (974-4984) is located adjacent to the south courtyard. The store carries all required and recommended books for the College of Medicine. In addition, numerous reference books, medical instruments, dissecting supplies and lab coats are available.

C. BUILDING PROBLEMS

Please report any problems (e.g. broken desks, malfunctioning equipment, etc.) to the Office of Student Affairs, MDC 1002 (974-2068).

D. CAMPUS RELIGIOUS CENTERS

Campus fellowship buildings for the Baptist Student Center, Catholic Student Center, Episcopal Student Center, Hillel Center and the University Fellowship Chapel are located near the east border of the main campus on USF Sycamore Drive and 50th Street.

E. DISABILITY INSURANCE

Medical students are required to purchase disability insurance. Disability insurance is available to all medical students and must be paid for through the Office of Student Affairs.

F. EDUCATIONAL RESOURCES

The libraries are open to faculty, students, staff and other qualified health-related personnel.

1. USF Shimberg Health Sciences Library

HOURS:	Monday – Friday	7:30 a.m. – 11:00 p.m.
	Saturday	10:00 a.m. – 6:00 p.m.
	Sunday	Noon – 11:00 p.m.

2. Tampa General Hospital Library

HOURS:	Monday – Friday	8:00 a.m. – 5:30 p.m.
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3. Tampa Veteran’s Administration Hospital Medical Library

HOURS:	Monday – Friday	8:00 a.m. – 4:30 p.m.
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G. FITNESS CENTER

The Fitness Center and adjoining lounge (MDC 1028 and 1029) are for the exclusive use of all students, faculty and staff in the College of Medicine (includes MD, DPT, graduate and Athletic Training Program). No guests are permitted to use these rooms.

It is the responsibility of everyone to keep these areas clean. You must bring a towel with you and wipe off equipment after use. Report any damaged or broken equipment to Student Affairs (974-2068).

The Fitness Center will not be professionally staffed. Thus, with safety as the primary concern, you must be in the presence of another member of the USF College of Medicine community – staff, faculty or student – whenever you use the facility. Prior to using the Fitness Center you must watch a safety video and then notify, via e-mail the Associate Dean for Student Affairs (sspecter@health.usf.edu) that you have viewed the video.

Violation of this standard will result in the loss of privileges in the Fitness Center for six (6) months. A repeat offense will be referred to the APRC.

All other rules are posted within the Fitness Center.

H. FOOD SERVICE

Snack bar services are available in the USF Health Bookstore. The hours are Monday – Friday, 8:00 a.m. – 2:00 p.m.

I. LOCKERS

Lockers are provided free of charge for first and second year medical students. You will be assigned a locker and you must supply your own lock. The Office of Student Affairs will notify all students via e-mail when to remove all articles from their lockers at the end of the academic year.

J. CHILDCARE

Class members with children will find many nearby daycare centers. Checkout [Childcare at USF](#).

K. MEDICAL CENTER POST OFFICE

A branch office of the United States Postal Service is located in room MDC 1415. Stamped mail may be dropped off between the hours of 8:30 a.m. to 4:00 pm. A full-service Post Office is located on US Holly Drive.

L. PARKING

1. On Campus

There is parking in student lots at the Medical Center. If you have a car in Tampa and will be parking on campus, you are required to purchase a USF parking permit. Permits will be sold for the 2011-2012 academic year beginning July 18, 2011 and must be renewed annually. This rule applies to all USF students, even medical students during the clinical years of training when they are seldom actually on the USF campus. Lots are often crowded so make certain to allow sufficient time to find parking to ensure that you arrive at your classes prior to the time they begin.

2. At Tampa General Hospital

Students park off-site at the Hyde Park lot located at the corner of South Hyde Park Avenue and Brorein Street. TGH hangtags are required on the lot and can be picked up for free in the Parking Office located on the first floor of the parking garage. Note: In order to get the hangtag, students must show a TGH ID, which is issued through the Resident Physician Services Office (GME) on the 4th floor of the West Pavilion. Office hours are Monday – Friday, 7:30 a.m. – 2:30 p.m.

The Hyde Park lot will be open from 5:00 a.m. – 12:00 a.m. (midnight) Monday – Friday and a shuttle bus will run between the parking lot and TGH every 15 minutes. Security will be stationed at the lot during operating hours.

There are four shuttle drop-off/pick-up locations across TGH campus: At the garage high top; at the sea wall behind the energy center; at the Rehabilitation building, and at the bottom of the Emergency

Department ramp. After 9:00 p.m. the shuttle will begin using the West Pavilion (main entrance) for all pick-ups.

Students arriving/departing TGH outside the Hyde Park hours of operation are allowed to park in the visitors section of the parking garage. To exit the visitors garage, present your TGH student ID and Hyde Park hangtag at the exit booth. All students parking in the visitors section during Hyde Park operating hours will be charged full price.

Students may park in the visitors section of the garage on weekends for free; however, to exit, you must present your TGH student ID and Hyde Park hangtag at the exit booth.

M. PERSONAL SAFETY

The Campus Security office is located in **MDC 1023**. Their telephone number is **974-2417**. If no one is present the phone reverts automatically to the University Police at **974-2628**. The safety of students is a primary concern of the College of Medicine. The educational process involves long hours, many spent alone studying or working in the laboratory. Students must take extra precautions on and off campus. USF police suggest the following preventive measures: Avoid isolated sites; have access to other people or a phone; call the police department (974-2417) when working or studying on campus after hours so the area can be patrolled; secure doors behind you, and do not walk to the parking lot alone at night, call the SAFE (**974-7233**) on campus for a SAFE Team Escort.

A Security Officer is on duty at the USF Health Center on a 24-hour basis. Officers frequently check I.D.s so be sure to carry your student I.D. card with you when after regular hours.

If you have a true emergency, you should call 911.

However, if you are calling from a cell phone you will get the Tampa Police Department. You must tell them this is an emergency on USF property and that you are calling from a cell phone. You should be prepared to give your name and precise location. You should also state if you feel threatened.

N. PHOTOCOPY MACHINES

Students have access to copy machines located in Nickels Student Computer Lounge and the USF Shimberg Health Sciences Library. Students must provide their own paper when using Nickels Lounge. There is a ten-cent per page charge when using the library. If you have a great deal of material to copy, you may want to use Pro-Copy located at 5219 E. Fowler Avenue, which generally discounts medical student copying with a USF Gold Card.

O. PLACES TO STUDY

Study space is available for students in the USF Shimberg Health Sciences Library, assigned small group space, and the student lounges. Students have access to the small group learning space on a 24-hour basis, but must vacate on demand for any scheduled class activities. The study areas in the library are available during normal library hours.

P. USF STUDENT ID AND ACTIVITIES

Prior to freshman orientation, students should obtain their USF Student ID card from the USF ID Card Center (Marshall Student Center, Room 1505). The cost for a new card is \$10 and the cost for a replacement card is \$15.

Your official USF ID card will have a magnetic strip allowing door access to certain areas in USF Health. Your USF ID card is also used as your hospital identification tag. It must be worn on your white lab coat any time you are in a clinical setting. Please go to the USF ID Card Center if a problem occurs with your card or to replace a lost card.

You will need your USF ID card to take advantage of many University services and facilities. Pick up a Student Activities Calendar at the University Center Information Desk to see the schedule of University events for the current term. University activities include low-priced weekend movies, art films, jam sessions, concerts, plays, lectures and sports events. Use the campus newspaper, *The Oracle*, to keep up with current events.

Q. STUDENT LOUNGES

Student lounges are located in the Fitness Center (MDC 1030), Nickels Student Computer Lounge (MDC 1050A, located adjacent to the bookstore), USF Shimberg Health Sciences Library, and the student kitchen (MDL 1001 – in the south courtyard on the opposite side from the USF Health Bookstore). MDC 1030, 1050A, and MDL 1001 are open 24/7, and are accessible with a USF ID card.

R. STUDENT PROGRAMS AND ORGANIZATIONS

Check out current information for Student Organizations and Student Government online. A wide variety of student interest groups, College of Medicine, and local and national organizations are available for your participation.

S. FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS

Before beginning clinical rotations or clerkships, select facilities and both the James A. Haley Veterans Hospital and the Bay Pines VA Healthcare System require fingerprinting of medical students. The fingerprinting activity is coordinated through the Office of Educational Affairs and the College of Medicine Police Department during the Doctoring course for Year 1 students and during the Introduction to Clerkships Course for Year 3 students. Occasionally, externship programs require Year 4 students to provide documentation for fingerprinting and a criminal background check analysis. Costs of background checks are the responsibility of the student.

T. HONOR CODE

Honor and integrity should embody all that we, as medical professionals, undertake. How we act as students is highly indicative of what our character will be like in both the professional and personal realms of our lives. Practicing integrity now makes integrity in the work place so much more attainable.

The Honor Code is a system that was developed and adopted by the charter class of the USF College of Medicine. The individuals who developed and approved the document believed strongly that the USF College of Medicine represented a community of professionals. The men and women who make up this community are at the beginning of their careers in medicine, and as such, should conduct themselves in a professional manner in the classroom as well as in the clinical setting. Therefore, all students of the College of Medicine are asked to sign a copy of the Student Pledge of Honor at the beginning of the four years. Additionally, students are asked to sign an Honor Pledge after each examination as a reminder and reaffirmation of our responsibilities as members of the professional community. As professionals, we have accepted a great deal of responsibility. The Honor Code represents a model by which we may begin to frame our professional behaviors. I hope you will take the time to read and understand the Honor Code and professional community. Essentially, it represents a description of the standards we, as students, aspire to have as physicians and researchers. A student whose actions are inconsistent with the spirit of the Honor Code may be identified by another student for violating the community of trust.

STUDENT PLEDGE OF HONOR
University of South Florida
College of Medicine Student Honor Code

PREAMBLE

In the tradition of the high standards of professional and personal conduct established over two thousand years ago by our ancestral physicians and scientists, the students of the USF College of Medicine create this Honor Code.

It is our intentions that these standards should guide us not only during our medical training, but also during our lives as physicians, researchers, and community leaders. In these roles, we hope to pursue actively the respect of our patients, peers, and fellow men and women, rather than to accept passively any respect that may be given our title.

We recognize that the practice of medicine is a great privilege and carries with it the responsibility to uphold certain expectations of character and behavior. These principles have long been held as the foundation of ethical medicine, and we must recognize that fact as we now enter the medical community. The central elements of the oaths and creeds repeated over history by those entering medicine comprise the ideals of Self-discipline, Judgment, Conscience, and Personal Responsibility.

SELF-DISCIPLINE: We will strive to master the information presented to us in the classroom, laboratory, and clinic, and will conduct ourselves in a manner befitting our role as healers, scientists, and leaders.

JUDGMENT: We will adopt only the highest standards and ideals to shape our actions and decisions concerning academic, professional, and personal affairs.

CONSCIENCE: We will hold life in the highest regard, whether human or animal, and will strive to uphold human dignity.

PERSONAL RESPONSIBILITY: We will deal honestly with our patients and colleagues, and will encourage such behavior in others by example. We recognize that personal accountability can be delegated to no higher authority than oneself.

STUDENT PLEDGE OF HONOR

I have read and understand the statement of the Honor Code in the Preamble and understand the procedures outlined in this document, and hereby agree to abide by them.

Name (Please Print)

Signature

Date

U. STUDENT COUNCIL

1. STUDENT COUNCIL CONSTITUTION

I. Name: Medical Student Council

II. Purpose, Goals, and Association / Affiliation

A. This document is the official constitution of the Medical Student Council. The purpose/goals of the Medical Student Council is to:

1. Provide effective student leadership for the students and organizations of the medical student population.
2. Serve as a liaison between students and administration.
3. Promote effective medical education.
4. Represent the medical school.
5. To govern budgetary allocations acquired from the Student Government of the University of South Florida (USF) and the College of Medicine Office of Student Affairs.
6. To provide representation for the College of Medicine on a national basis.

B. Affiliation – There is no affiliation or association with any other group or national organization.

III. Membership Qualifications:

A. Requirement for Membership

1. 100% of active membership must be USF students. Associate membership may be granted to non-USF-students under special circumstances; these associate members shall not be given the rights and privileges of active USF students including, but not limited to voting rights, use of facilities or equipment, and/or benefits from student funded resources.

B. Length of Term for Membership

1. The term of office for all members of the Student Council shall be one year.

C. Requirements for Continued Membership

1. Active membership is restricted to currently enrolled USF students. Non-students are not considered part of the active membership.
2. Voting members are expected to attend every meeting. Three (3) unexplained absences could result in impeachment proceedings.
 - a. Unexcused absences include:
 - i. Failure to notify a member of the executive board prior to or within 24 hours after the absence
 - ii. Disapproval of the absence by the executive board

D. Specifications for the Removal of Members from the Group

1. Any member can be removed from the group for the following:
 - a. Honor Code violations
 - b. Academic difficulty
 - c. Dereliction of duty
 - d. Misappropriation of funds

IV. Dues/Fees:

There are no fees or dues associated with membership.

V. Quorum:

- A. A quorum shall be defined as 50% + 1 of the voting members of the medical student council.
- B. Voting membership
 - 1. Executive officers of the medical student council shall be voting members.
 - 2. Each MD class will have four (4) votes. The class president or one (1) of the class co-presidents is required to hold one of the votes. The remaining three (3) votes can be distributed amongst the remaining elected class officers as determined by the class presidents.
 - 3. No individual may permanently or temporarily hold two (2) voting positions on the Medical Student Council. Should any member of the Medical Student Council be filling a temporary vacancy, he/she shall only be permitted the one vote of his/her permanent position.
 - 4. Voting members is restricted to currently enrolled USF students. Non-students are not considered part of the active membership.

VI. Officer Descriptions:

In regards to the Executive Board/Officers of the Medical Student Council: The Executive Board shall consist of the President, Administrative Vice President, Vice President of Information Technology, Administrative Secretary, Executive Secretary, Treasurer, Organizations Chair, and Honor Committee Chair of the Student Council.

- A. President
 - 1. Act as chief individual liaison between the administration and the student body.
 - 2. Initiate and preside over meetings of the Student Council and the executive board.
 - 3. Function as an accountable officer with an authorized signature in discharging budgetary matters.
 - 4. Ensure the execution of the decisions and projects of the medical student council.
 - 5. Has the power to appoint chairmanships and committee memberships as deemed necessary by the Student Council.
- B. Administrative Vice President
 - 1. Shall represent the students on the Curriculum Committee.
 - 2. Assume the duty of President in his/her absence or removal in the interim period.
- C. Vice President of Information Technology
 - 1. Shall chair the Student Information Technology Committee at bi-monthly meetings to discuss problems and concerns related to information technology.
 - 2. Will represent the Student Council on the COM Academic Computing Committee.
 - 3. Will represent all medical students on the Long Range Information Services Committee.
 - 4. Will maintain and update the official Medical Student Council webpage.
 - 5. Assume the duty of the Administrative VP in his/her absence or removal in the interim period.
- D. Treasurer
 - 1. Be responsible for maintaining records of budgetary allocations concerning the Student Council.
 - 2. Inform the Student Council concerning budgetary matters by:
 - a. Monthly verbal reports
 - b. Semi-annual written reports
 - 3. Formulate and present the Student Council's budget to the Student Government of the University of South Florida.
 - 4. Function as an accountable officer with an authorized signature in discharging budgetary matters.
 - 5. Assume the duty of Vice President of Information Technology in his/her absence or removal in the interim period.
- E. Administrative Secretary
 - 1. Act as corresponding secretary for the Medical Student Council.
 - 2. Transcribe the minutes of the Medical Student Council meetings and submit them to the Medical Student Council and Student Government of USF as required.
 - 3. Maintain official files of the Medical Student Council.

4. Function as an accountable officer with an authorized signature in discharging budgetary matters.
 5. Assume the duty of Treasurer in his/her absence or removal in the interim period.
- F. Executive Secretary
1. Be responsible for planning and organizing traditional events which benefit the entire student body. In this regard will oversee student areas and facilities to include but not limited to the volleyball court, student lounge, mailroom and sports equipment.
 2. Aid in the organization and planning of new student orientation.
 3. Assume the duty of Administrative Secretary in his/her absence or removal in the interim period.
- G. Organizations Chair
1. Shall serve as the contact person for all issues regarding student organizations and will ensure student organizations are in compliance with the constitution.
 2. Shall perform other duties as delegated by the executive board of the Student Council.
 3. Shall assume the duties of the executive secretary in his/her absence or removal in the interim period.
- H. Honor Committee Chair
1. The chairman shall be elected in the same manner as the Executive Board of the Student Council (Section IV-A), but this vote shall be overseen by the outgoing Honor Committee Chairman.
 2. Must be a rising fourth year medical student.
 3. The term of office shall be one year.

In regards to the Medical School Class Officer positions: Each Individual College of Medicine class shall have representatives that serve under the supervision of the Medical Student Council. The class officer positions shall consist of President/ Co-Presidents, VP-IT, Secretary, Treasurer, Chair/Co-Chairs of Social activities, Co-Chairs of Community Service, Co-Chairs of Alumni Activities

- A. Presidents / Co-Presidents
1. Serve as a liaison between the class, administration, and the Student Council regarding complaints or suggestions pertaining to respective class rules.
 2. Serve as a voting member of the Student Council
 - a. If the class is represented by Co-Presidents, at least one (1) of the co-presidents is required to be a voting member of the Student Council
 - b. Both of the co-presidents may serve as voting members of the Student Council.
 3. Serve on administrative committees as requested by Student Council or administration.
- B. Vice President of Information Technology
1. Will determine the computer and electronic informational needs of the students of each medical class and report them to the Student Council Vice President of Information Technology.
 2. Will be a part of the Student Information Technology Committee (SITC).
 3. Candidates for this position must have prior knowledge of computer hardware (PC based) and software and networked environments.
 4. Assume the duties of Secretary in his/her absence.
 5. May serve as a voting member of the Student Council if decided by the class leadership.
- C. Secretary
1. Assume responsibility for class correspondence.
 2. Record and distribute minutes of class meetings.
 3. Assume the duties of the class president/co-presidents in his/her/their absence.
 4. May serve as a voting member of the Student Council if decided by the class leadership.
- D. Treasurer
1. Record all financial expenditures of the class and report them to the Class President(s).
 2. Maintain responsibility for the class bank account.
 3. Assume the duties of Vice President of Information Technology in his/her absence.
 4. May serve as a voting member of the Student Council if decided by the class leadership.
- E. Chair of Social Activities / Co-Chairs of Social Activities

1. Shall implement social functions for their respective class.
 2. Assume the duties of Treasurer in his/her absence.
 3. May serve as a voting member of the Student Council if decided by the class leadership.
- F. Co-Chairs of Community Service
1. Shall implement community service functions for their respective class.
 2. May serve as a voting member of the Student Council if decided by the class leadership.
- G. Class Co-Chairs of Alumni activities
1. Shall serve as a liaison for their respective class and the COM Alumni Board.
 2. Shall attend a minimum of 4 COM Alumni Board Meetings.
 3. Shall attend a minimum of 4 COM Alumni Events (e.g., class reunion events).
 4. Shall hold voting rights and privileges on the COM Alumni Board.
 5. The officer/s elected in the 4th year shall serve as the contact person for COM Alumni Office after graduation as well as helping coordinate alumni involvement after graduation.
 6. May serve as a voting member of Student Council if decided by the class as outlined in the By-Laws.

In regards to the Honor Council Members: Each Individual College of Medicine Class shall have Honor Council Co-Chairs that serve to monitor and enforce the Honor Code. These members will report directly to the Honor Council Chair whom is elected as a member of the Student Council.

- A. Definition: That branch of Student Council which shall administer the College of Medicine Honor Code shall be called the Honor Council.
- B. The purpose and composition of the Honor Council are described in the Honor Code which can be found in the USF student handbook.
- C. Duties of the Honor Council members
 1. Chair
 - a. Serve as described in the Honor Code.
 - b. Serve as the principle spokesman for the Honor Council to the Student Council, student body, faculty, and administration.
 - c. Initiate and preside over meetings of the Honor Council.
 - d. Ensure the execution of decisions and projects of the Honor Council.
 - e. Maintain administrative records for the Honor Council.
 - f. Administrative records are to be maintained in College of Medicine for minimum of five years.
 2. Class Honor Council representatives
 - a. Serve as described in the Honor Code.
 - b. Serve as spokesmen for the Honor Council to their constituents.
 - c. Serve as confidential advisors for any student with questions or concerns related to the Honor Code.

VII. Election of Officers:

- A. General election Protocol
 1. The dates of all elections shall be set by the executive council.
 2. The dates, rules, and positions for all upcoming elections shall be provided to the student body via electronic mail prior to the election.
 3. All ballots shall be confidential.
 4. All elections must be won by 50% + 1 of the votes cast.
 5. 2/3 of the voting body, which will consist of the medical student population, must vote for the election to be valid.
 6. All students must receive approval for eligibility for each position as determined by the Dean of Student Affairs at the College of Medicine.

7. Run-offs, if necessary, will be held between the top two candidates within one week of the initial vote.
 8. Campaigning in the form of literature distribution, speeches, signs, or any other form is strictly forbidden with the exception of formal addresses sent to individual classes as overseen by the elections committee.
 9. Violations of campaigning protocol will result in automatic removal from the ballot. Questions of campaign violations will be addressed by the elections committee.
- B. Description of Elections Committee (Supervisors of Elections procedures)
1. The elections committee shall be responsible for the implementation and oversight of the student council's election protocol. Of specific interest will be the oversight of class officer and executive council elections.
 2. The elections committee shall be composed of eight members elected annually by their respective classes. There shall be two representatives from each class with the fourth year representatives acting as co-chairs. All representatives shall be appointed prior to October 1.
 3. Students may either petition for committee position or be nominated by a member of their class.
 4. The election co-chairs are responsible to the student council president directly.
 5. Members of the elections committee may not hold any elected position in the year in which they hold a committee position, nor may they run for office in any elections while they serve on this committee.
 6. Any election committee member holding or seeking any elected position must submit a written resignation prior to announcement of candidacy for the elected position. At such time a new representative will be appointed.
 7. Executive council reserves the right to remove any election committee member from office as deemed necessary for the integrity of an election.
- C. In regards to elections of Medical Student Council Members:
1. Elections
 - a. Announcement of the election date and positions available must be made at least three weeks prior to the scheduled election.
 - b. A written intent to run must be submitted to the election co-chairs at least two weeks prior to the election.
 - c. A slate of candidates must be made to each class one week prior to the election. Each candidate will be given the opportunity to address each class either in writing or verbally as determined by the elections committee.
 - d. The election committee members of each class are responsible for the distribution and counting of ballots for his/her class, unless voting is done electronically.
 - e. Election of the members of the Executive Board shall be held between February 1 and April 1 prior to class elections.
 - i. Newly elected officers will take over on May 1.
 - f. The Executive Board shall be elected from the University of South Florida Student body.
 - g. The elections shall be supervised by the outgoing Student Council President and elections committee following procedures outlined in the bylaws.
 - h. A majority vote of the MD student body shall elect each member of the Executive Board.
 2. Replacement of a member of the Medical Student Council Executive Board
 - a. President: The Administrative Vice President of the Student Council shall act in interim capacity until a new President may be elected as in Section IV-A within a three (3) week period.
 - b. Administrative Vice President: The Vice President of Information Technology of the Student Council shall act in interim capacity until an election occurs within a three (3) week period.
 - c. Vice President of Information Technology: The Treasurer of the Student Council shall act in interim capacity until an election occurs within a three (3) week period.
 - d. Treasurer: The Administrative Secretary of the Student Council shall act in interim capacity until an election occurs within a three (3) week period.
 - e. Administrative Secretary: The Executive Secretary of the Student Council shall act in interim capacity until an election occurs within a three (3) week period.

- f. Executive Secretary: The Organizations Chair of the Student Council shall act in interim capacity until an election occurs within a three (3) week period.
 - g. Organizations Chair: An election will occur within three (3) weeks to replace this position.
- D. In regards to the Medical Student Class Leadership:
- 1. Elections
 - a. MS I Class Officer Elections
 - i. Elections for the fall semester will be held no sooner than the second week of classes and no later than the fourth week of classes. Election for the spring semester will be held in the first two weeks of that semester.
 - ii. A written intent to run for fall elections must be submitted to the election committee co-chairs three days prior to voting. The intent to run for spring semester must be submitted to the Med 1 election committee representatives.
 - iii. Fall elections will be carried out by the MS2 election co-chairs. Spring elections will be carried out by the Med 1 election committee representatives.
 - iv. The slate of candidates must be posted at least four days prior to the election. Any additions, withdrawals, or corrections may be made within 48 hours of the posting.
 - v. All candidates will be given equal time to address their class either in writing or verbally. The length of time shall be determined by the elections committee, and shall not exceed three minutes.
 - vi. Elected officers must win by a 50% + 1 majority vote.
 - vii. New officers take office immediately following the announcement of election results.
 - b. MS II, III, IV, Class Officer Elections
 - i. Announcement of the election date and positions available must be made at least three weeks prior to voting.
 - ii. A written intent to run must be submitted to the class election committee members at least one week prior to voting. The slate will be posted at least 4 days prior to the election. Any withdrawals and corrections may be made within 48 hours of posting the slate. Write in candidates will not be allowed.
 - iii. All candidates will be given equal time to address their class either in writing or verbally at a time designated by the election committee members. The length of time given each candidate will also be determined by the election committee members and shall not exceed three minutes.
 - iv. Class elections must be held between March 1 and May 1 for MSIII and IV classes and between March 1 and the first day of 3rd year clerkships for the MSII class, but not prior to executive council elections.
 - v. A quorum of 50% + 1 of the class must be present for all speeches and must cast votes for the election to be valid.
 - vi. If a quorum does not exist, the election must be rescheduled within one week; with a 50% +1 majority for the run-off.
 - vii. Elected officers must win by a 50% + 1 majority vote.
 - viii. New officers will officially take office at the start of the academic year to which they have been elected.
 - 2. Replacement of Class Officers
 - a. President/Co-Presidents: The Secretary shall act in interim capacity until an election occurs (Section VI-A) within a three (3) week period.
 - b. Vice President of Information Technology: The Treasurer shall act in interim capacity until an election occurs within a three (3) week period.
 - c. Secretary: The Vice President of Information Technology shall act in interim capacity until an election occurs within a three (3) week period.
 - d. Treasurer: The Chair of Social Activities /Co-chair of Social Activities shall act in interim capacity until an election occurs within a three (3) week period.

- e. No person shall hold two (2) seats in Student Council.
- E. In regards to Elections of the Honor Committee:
 - 1. Elections
 - a. Chair
 - i. The chair shall be elected in the same manner as the Executive Board of the Student Council (Section IV-A) but this vote shall be supervised by the outgoing Honor Committee Chair.
 - ii. The term of office shall be one year.
 - b. Honor Representatives
 - i. The rising MS-II, MS-III, MS-IV, DPT-2, DPT-3, and the Graduate student honor representatives shall be elected in the same manner as the class officers (Section VI-A).
 - ii. There will be two (2) representatives from each medical and graduate school class and one (1) representative from each DPT class. The election will be supervised by a member of the Honor Committee.
 - iii. The MS-I and DPT-1 honor representatives shall be elected with the other MS-I and DPT-1 class officers. Elections will occur during the second week of classes in both the fall and spring semesters, but otherwise in the same manner as the other representatives.
 - iv. The term of office shall be one year.
 - 2. Replacement of a member of the Honor Committee
 - a. Chair
 - i. One of the two MS-IV Honor Representatives shall be chosen by a majority vote of the Honor Committee to serve as interim chair until a new chair can be elected as in Section IV-A.
 - ii. The election shall take place within three (3) weeks.
 - b. Honor representatives: an election will be held within three (3) weeks in accordance with Section VI-A.

VIII. Removal of Officers

- A. In regards to Council Officers
 - 1. A member of the Executive board shall be removed from office for:
 - a. Honor Code violations
 - b. Academic difficulty
 - c. Dereliction of duty
 - d. Misappropriation of funds
 - 2. Impeachment proceedings will be followed as outlined below.
 - a. A petition must be signed by 25% of student body to begin proceeding.
 - b. Petition must be presented at regularly scheduled Student Council meeting.
 - c. A copy of the complaint and the date of the hearing must be sent to the entire student body.
 - d. At the next regularly scheduled SC meeting, the first item on the agenda must be the petition. The Honor Committee chairperson will preside during this portion of the meeting.
 - e. A representative for the petition must present their case. A statement from the officer under investigation may follow.
 - f. Open discussion will follow.
 - g. Presiding officer will call for a vote from the council members. A 2/3 vote by the council is required for impeachment.
- B. In regards to Class Officers
 - 1. A member of the Executive board shall be removed from office for:
 - a. Honor Code violations
 - b. Academic difficulty
 - c. Dereliction of duty
 - d. Misappropriation of funds
 - 2. Impeachment proceedings will be followed as outlined below.
 - a. A petition must be signed by 25% of the class to begin proceedings.

- b. Petition must be presented to one of the Honor Representatives in the class who must set up the hearing.
 - c. It is the responsibility of the organizer of the petition to send a copy of it to all class members.
 - d. Hearing must occur within two (2) weeks from the date of the mailing.
 - e. The Honor Code representative in the class will preside over the hearing or will select another Honor Committee member to do so.
 - f. A 2/3 vote of the class must be present at the hearing, otherwise the appeal for impeachment will be dropped.
 - g. A representative for the petition must present the case.
 - h. A statement from the officer under investigation may follow.
 - i. A 2/3 vote of class members present during the hearing is required for impeachment.
- C. In regards to members of the Honor Committee
- 1. A member of the Honor Committee shall be automatically removed from the committee if found guilty of an Honor Code violation.
 - 2. Anyone may submit a written complaint against a member of the Honor Committee
 - a. Such a complaint must be submitted to a different member of the Committee.
 - b. The member against whom the complaint is directed will be questioned by the Committee in a meeting chaired by the Honor Committee Chair or, if the Chair is under investigation, by one of the MS-IV Honor Representatives who is chosen by a majority vote of the remaining members of the committee.
 - c. The member in question shall be removed by a 2/3 vote of the Honor Committee.

IX. Advisor(s)

- A. The faculty advisor of the Medical Student Council shall be the Dean of Student Affairs of the University of South Florida College of Medicine. They shall attend periodic meetings and serve as counsel to the Medical Student Council.

X. Meetings

- A. Officer Transition Meetings
 - 1. In Regards to Council Officers
 - a. A transitional Medical Student Council meeting of all current and newly elected executive officers shall be held within 2 weeks following elections.
 - 2. In Regards to Class Officers
 - a. A transitional Class Officer meeting of all current and newly elected executive officers shall be held within 2 weeks following elections.
- B. Frequency of General Member and Officer Meetings
 - 1. In Regards to Council Officers
 - a. Minimum of monthly meetings during academic year.
 - b. Minimum notice of one week for scheduling of meetings.
 - 2. In Regards to Class Officers
 - a. Meet as needed.
 - 3. In Regards to Honor Council
 - a. Will meet as needed.
- C. Specifications of Calling Special or More Frequent Meetings by Decision of Officers
 - 1. If more frequent meetings are needed, the President can call for additional meetings.

XI. Rules of Order

- A. Meetings shall be conducted according to Robert's Rules of Order (Newly Revised).

XII. Amendments

- A. Amendments to the Medical Student Council Constitution shall be ratified by a 2/3 majority vote of the Medical Student Council or a 50% + 1 vote of the COM student body.
- B. Amendments and revisions to the constitution must be reviewed by the Center for Student Involvement once adopted by the organization.

XIII. Hazing

“This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

“Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person’s willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law.”

XIV. Organization Agreement

- A. Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Center for Student Involvement policies as outlined in the student handbook, to check the organization’s mailbox regularly, to communicate via email upon request, and to update the organization’s records whenever there is a change.

PERSONAL SENSE OF WELL-BEING

Please circle the answer below that best applies to you.

During the past three months:	Not at all	Some	A Great Deal
1. Has your enjoyment of life decreased?	0	1	2
2. Have you had less time for family and friends?	0	1	2
3. Has your sense of self-worth diminished?	0	1	2
4. Have you been more tense and irritable?	0	1	2
5. Have you lost interest in things?	0	1	2
6. Have you become more discouraged and depressed?	0	1	2
7. Have you had difficulty in making decisions?	0	1	2
8. Have you had difficulty in controlling your temper?	0	1	2
9. Have you had trouble coping?	0	1	2
10. Have your religious activities changed?	0	1	2

Are there any other aspects of your personal life that have been troublesome or stressful to you during the past three months?

PERSONAL HEALTH STATUS

Please circle the answer below that best applies to you.

During the past three months:	Not at all	Some	A Great Deal
1. Have you been seriously ill or injured?	0	1	2
2. Have you become concerned about your health?	0	1	2
3. Have health problems prevented you from functioning properly?	0	1	2
4. Have you felt tired and run down?	0	1	2
5. Have you had difficulty sleeping?	0	1	2
6. Has your appetite changed?	0	1	2
7. Has your weight changed?	0	1	2
8. Has your interest in sex changed?	0	1	2
9. Has your amount of exercise changed?	0	1	2
10. Has your use of alcohol or drugs changed?	0	1	2

Are there any other aspects of your health that have been troublesome or stressful to you during the past three months?

HOME AND FAMILY LIFE

Please circle the answer below that best applies to you.

During the past three months:	Not at all	Some	A Great Deal
1. Have you changed your place of residence?	0	1	2
2. Has the composition of your household changed?	0	1	2
3. Has there been any serious illness or injury in your family?	0	1	2
4. Has any family member had major emotional problems?	0	1	2
5. Has any family member been in trouble at work or school?	0	1	2
6. Has any family member been in trouble with alcohol or drugs?	0	1	2
7. Have you had problems with your spouse or partner?	0	1	2
8. Have you had problems with other relatives?	0	1	2
9. Has the quality of your family life decreased?	0	1	2
10. Have there been problems with physical abuse or violence?	0	1	2

Are there any other aspects of your marriage or family life that have been troublesome or stressful to you during the past three months?

SCHOOL AND WORK

Please circle the answer below that best applies to you.

During the past three months:	Not at all	Some	A Great Deal
1. Has the way you work changed significantly?	0	1	2
2. Has your type of schoolwork changed significantly?	0	1	2
3. Have you been unable to do your work?	0	1	2
4. Have you been in trouble at school?	0	1	2
5. Has schoolwork become more stressful?	0	1	2
6. Have you become dissatisfied with school?	0	1	2
7. Have you become less productive than usual?	0	1	2
8. Have you had difficulties getting along?	0	1	2
9. Have you been treated unfairly?	0	1	2
10. Has school or work become less enjoyable?	0	1	2

Are there any other aspects of school or work that have been troublesome or stressful to you during the past three months?

FINANCIAL AND LEGAL STATUS

Please circle the answer below that best applies to you.

During the past three months:	Not at all	Some	A Great Deal
1. Has your standard of living changed?	0	1	2
2. Have you had a difficult time making ends meet?	0	1	2
3. Has your income decreased?	0	1	2
4. Have your expenses increased?	0	1	2
5. Have there been other changes in your financial status?	0	1	2
6. Has your overall sense of economic security changed?	0	1	2
7. Have other members of your family been in financial trouble?	0	1	2
8. Have you been in trouble with the law?	0	1	2
9. Have other members of your family been in trouble with the law?	0	1	2
10. Have you or your family had other legal problems?	0	1	2

Are there any other aspects of your financial and legal situations that have been troublesome or stressful to you during the past three months?

Alcohol and Drug Use Among Medical Students and Physicians

As practicing physicians you will have to be able to drink in moderation or else abstain from alcohol use altogether. Otherwise you will risk losing your license, your profession and all that you have worked so hard for. Not everyone handles or responds to alcohol in the same way. Some 5 to 8 percent of the population is not able to control their use of alcohol and become impaired by it. Alcoholism is an "equal-opportunity" illness that affects everyone -- medical students and physicians included. It is essential that you learn how to drink responsibly while you are in medical school or else learn how to live and participate in society without drinking.

You will also have to find ways of enjoying yourself and managing your day-to-day stresses without resorting to mind-altering chemicals. Physicians are a high-risk group for impairment from drug abuse because of the relative ease of access they have to prescription medications and because of the high degree of stress that is an unavoidable part of the profession. Taking even a small amount of an illicit substance is not a good idea for a physician or a medical student, for that is how the road to increased use begins. Of course, no one thinks it will happen to them. But once it becomes a habit, it becomes increasingly difficult to break or control. Patients need to be able to trust that their doctors have clear minds when they make decisions and judgments that involve their lives and well-being. Accordingly, you will need to regard your brain as too valuable a possession to pollute with adventitious toxic substances.

Using alcohol or other mind altering drugs as a means of self-medication to escape from worry or relieve stress will sooner or later get you into trouble in a medical career. You owe it to yourself to use your time in medical school to develop more long-lasting methods of stress management. And if you are one of those who, in college, had to get drunk or use drugs to have a good time, you will need to develop ways of feeling good without using chemicals if you aim to practice when you graduate. Being a doctor doesn't mean being a saint -- but it does impose real restrictions and responsibilities on you in order that the lives and well-being of your patients will not be jeopardized.

The set of questions on the following page is intended to help assess whether or not you are at risk for becoming impaired as a result of your use of alcohol or drugs. It is adapted from the widely used Michigan Alcoholism Screening (MAST) Questionnaire. Answer the questions by circling the number under "Yes" or "No," add up your total score of circled numbers when you finish and interpret it as indicated. Use a pencil so that you can use the questionnaire again if you wish at a later date.

ALCOHOLISM AND DRUG ABUSE SCREENING QUESTIONNAIRE

Please circle the number under the appropriate answer.

	Yes	No
1. Do you feel you are a normal drinker?	0	2
2. Do you ever use illicit drugs?	2	0
3. Have you ever awakened the morning after drinking and found that you could not remember part of the previous evening?	2	0
4. Do your spouse, parents or close friends ever worry or complain about your drinking or drug use?	1	0
5. Can you stop drinking without a struggle after one or two drinks?	0	2
6. Do you ever feel bad about your drinking or drug use?	1	0
7. Do friends or relatives think you are a normal drinker?	0	2
8. Do you often drink to the point of intoxication?	2	0
9. Are you always able to stop drinking or abstain from drugs when you want to?	0	2
10. Have you gotten into fights when drinking or using drugs?	1	0
11. Have drinking or drugs ever created problems between you and your spouse?	2	0
12. Have your spouse, other family members or close friends ever gone to anyone for help about your drinking or drug use?	2	0
13. Have you ever lost friends because of drinking or drug use?	2	0
14. Have you ever gotten into trouble at work or school because of drinking or drug use?	2	0
15. Have you ever lost a job or failed at school because of drinking or drugs?	2	0
16. Have you ever neglected your obligations, your family or your work because you were drinking or using drugs?	2	0
17. Do you ever drink before noon?	1	0
18. Have you ever had the "shakes", heard voices or seen things that weren't there after heavy drinking or drug use?	2	0
19. Have you ever thought of getting help for your drinking or drug use?	2	0
20. Have you ever sought help for an emotional problem in which drinking or drug use has played a part?	2	0
21. Have you ever been arrested, even for a few hours, because of drunk behavior or drug use?	2	0

A score of five or greater suggests you are at risk for developing alcoholism or drug abuse.

A score of three or less points suggest that you are currently not at risk, provided you have answered all of the questions honestly.

If your score puts you in the “at risk” group, you should take steps immediately to get your drinking under control and refrain from using other mind altering substances.

If you want help in doing either of these, call the MSSPAC Program at 974-6856 for assistance or counseling. It is better to get help than to become a statistic.

B. STANDARDS OF PROGRESS FOR VA STUDENTS IN THE COLLEGE OF MEDICINE

1. Unsatisfactory Performance

As defined in Section IV, E, 3, b, i, unsatisfactory performance will be subject to dismissal from the College of Medicine. VA benefits will be terminated for VA students for unsatisfactory progress.

2. Academic Warning and Probation

As defined in Section IV, E, 3, b, iii, students are subject to dismissal from the College of Medicine if they do not achieve academic good standing under established rules. VA benefits will be terminated for VA students for failure to achieve academic good standing and dismissal after probation.

3. Dismissal

As defined in Section IV, E, 3, b, iv, students are subject to dismissal from the College of Medicine. VA benefits will be terminated for VA students for dismissal from the College of Medicine.

SELECT Scholarly Excellence.
Leadership Experiences.
Collaborative Training.

Experiences for a lifetime. A network for life.™



M.D. Program Student Handbook –

Appendix 1:

SELECT Program

This appendix addresses information pertinent to SELECT students at the LVHN campus.

While at USF, SELECT students should reference the USF College of Medicine M.D. Program Student Handbook. All policies in the USF student handbook apply except as follows herein.

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I. INTRODUCTION

Students who are attending the LVHN campus of USF are subject to all of the policies and procedures of the University of South Florida and the College of Medicine detailed in the M.D. Program Student Handbook.

While at USF, SELECT students should reference the USF College of Medicine M.D. Program Student Handbook. All policies in the USF student handbook apply except as follows herein. The only exceptions to this are items that are specifically stated in this appendix that conflict with USF Tampa Campus policies and procedures.

This appendix addresses information pertinent to SELECT students specifically.

The Associate Dean for Student Affairs, Dr. Steven Specter, is available in his office during school hours (813-974-2068), by cell phone at 813-508-4250, or at home at 813-962-2288. In addition, the Associate Dean for Educational Affairs, Dr. Alan Otsuki, LVHN Campus, is also available at 610-402-2494.

II. SELECT PROGRAM

SELECT COMPETENCIES

In addition to the competencies listed for the M.D. Program in Section II. D. of the Handbook the following are competencies specific to the USF COM/LVHN SELECT Program.

SELECT Competency	USF COM/LVHN SELECT program Objectives
<p>Leadership Development: Building capacity for appreciative, transformative and holistic leadership and follower-ship</p>	<p>Demonstrates leadership skills and effectiveness in a variety of settings: Demonstrates self awareness and accurate self assessment Demonstrates self-management skills Demonstrates social awareness and relationship management skills Uses tools to identify strengths and specific areas for leadership and professional development (e.g., personal leadership style, dispositions, blind spots, values and sense of purpose) Creates and implements leadership development plan Describes qualities of an effective leader Describes responsibilities and roles of medical students as leaders and change agents in medical education and in the evolving healthcare environment Demonstrates ability to effectively manage ambiguity and uncertainty Describes key barriers and facilitators in personal behavioral change Demonstrates ability to engage emotions of self and others to drive change Demonstrates ability to provide specific behavioral feedback with specific suggestions for improvement Demonstrates skills in mentoring and developing peers Describes roles and contributions of diverse members of the healthcare team identifying complementary and overlapping of skills Compares and contrasts the oath of physicians with oaths of other health professions Lists barriers and facilitators for effective interprofessional team work Able to explore diverse perspectives and expectations to build relationships and identify common ground Works effectively as a leader or follower within teams that foster problem identification, problem-solving and delivery of safe, high quality healthcare</p>

	<p>Explores diverse perspectives and expectations to cultivate relationships and identify common ground</p> <p>Applies skills for managing conflict</p> <p>Demonstrates personal accountability for excellence in leadership and teamwork</p> <p>Builds networks of professional contacts and mentors</p> <p>Demonstrates ability to assess organizational culture (e.g., history, hierarchies, vision, values, mental models, socio-political climate, interpersonal relationships, etc.) and navigate organizational culture</p> <p>Describes key barriers and facilitators in organizational change</p> <p>Effectively engages in crucial conversations (i.e., situations that are emotionally charged, high risk and have opposing opinions), and appropriately asks for help</p> <p>Demonstrates appropriate professional demeanor, behavior and respect in all interactions with supervisors, peers, patients and staff</p> <p>Applies ethical principles to medical decision-making, interpersonal communication and professional conduct</p> <p>Describes how business works in a healthcare system including policy, practices, trends, competition, marketplace, technology and information affecting the organization operations (Business acumen) and the role of leadership in maintaining focus on the patient's needs</p>
<p>Values: Delivering Patient-Centered Care</p>	<p>Demonstrates the ability to synthesize broad based knowledge to drive healthcare decisions and problem-solving:</p> <p>Fosters and demonstrates patient centered care through collaboration with patients and their families</p> <p>Recognizes how personal biases and beliefs impact medical care and demonstrates the ability to modify your interactions with patients based on this recognition</p> <p>Translates and integrates knowledge in medical science, evidence based medicine, public health, healthcare financing, policy and ethics in delivering patient care</p> <p>Facilitates team-oriented treatment strategies to effectively manage multiple patient needs, including prevention, wellness, acute/chronic illness, and end-of-life care</p> <p>Incorporates patients' perceptions of health and illness into medical decision making</p> <p>Identifies socio-economic barriers to effective healthcare and applies strategies to reduce socioeconomic barriers in individual patient care</p> <p>Describes the importance of diversity and cultural competency in the medical workforce and applies cultural competency skills in patient care</p> <p>Incorporates the diverse perspectives, values and beliefs of patient, practitioner, and healthcare leaders in discussing options for healthcare change at individual or system level</p> <p>Values and incorporates strategies for reducing healthcare disparities</p>
<p>Healthcare Systems: Enhancing Patient Outcomes</p>	<p>Enhancing patient outcomes by utilizing strategies for reducing errors, enhancing quality and efficiently using resources:</p> <p>Describes the basic payer models</p> <p>Describes organizations and various organizational structures that deliver healthcare</p> <p>Describes the human resources required to deliver healthcare (e.g., physician and non-physician workforce issues)</p>

	<p>Describes the role of technology in changing both the cost and quality of healthcare</p> <p>Describes basic principles of public health.</p> <p>Identifies factors contributing to racial and ethnic disparities in health and healthcare</p> <p>Demonstrates the use of statistics and epidemiology in monitoring health outcomes</p> <p>Develops skills to identify local gaps in quality healthcare</p> <p>Describes issues in healthcare reform</p> <p>Describes barriers in access to care</p> <p>Uses standard methods to determine and address patient health literacy</p> <p>Identifies patient safety issues of greatest impact in healthcare settings today</p> <p>Describes procedural, cognitive, and systems errors in healthcare</p> <p>Uses quality measurement concepts and tools</p> <p>Analyzes and applies methods and tools for analyzing human and system factors that contribute to patient safety problems</p> <p>Proposes and develops recommendations for solving real patient safety problems</p> <p>Identifies and questions barriers to optimal patient care</p> <p>Lists concepts of health systems engineering and why complex systems succeed or fail</p> <p>Describes and applies lean healthcare systems processes and tools needed to enhance organizational capacity for improvement</p> <p>Applies research methods to gather data, conduct assessments and develop strategies to enhance healthcare quality and reduce disparities in healthcare quality</p> <p>Describes and applies key components of integrated chronic care models.</p> <p>Applies key measurement concepts and tools to the management of selected chronic illnesses</p> <p>Describes the globalization of medical care</p> <p>Describe current issues in global public health</p> <p>Compares and contrasts global healthcare finance and delivery models</p> <p>Describes patterns of disruption, including competition, in changing both healthcare markets and the internal operations of healthcare delivery organizations</p> <p>Describes the dynamics and competing economic factors that influence the cost and delivery of healthcare and the downstream impact on providers and patients</p> <p>Develops scenarios of the future healthcare industry and strategies for transforming patient care settings</p> <p>Describes lean healthcare systems processes and tools needed to enhance organizational capacity for improvement</p>
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SELECT CURRICULUM

The SELECT program content and competencies include: leadership knowledge and skills, values-based patient-centered care, and health systems. The program will build a sense of community between students in the SELECT Program and core SELECT faculty from the Tampa and the LVHN regional campus.

MS1 and MS 2 students in the SELECT will be required to complete all existing COM required Year 1 and Year 2 courses.

Required clerkships will be completed at LVHN. Year 4 will be completed in parity with the curriculum on the Tampa Campus.

III. **SELECT-SPECIFIC POLICIES AND PROCEDURES**

Transfer Policy

No admission with advanced standing into the SELECT program will be permitted.

Absences, Time Off, and Student Duty Hours

Emergencies for Personal Illness, Family Illness, etc.

The student will contact the direct supervising preceptor and resident/intern/rotation or section head and the Clerkship Director in charge to report his/her absenteeism on the first day of being absent. He/she should indicate the nature of the unexpected illness or emergency. LVHN's Office of Student Affairs (OSA) must be notified of all absences by telephone (610-402-2475) or via e-mail (Margaret.A.Hadinger@lvhn.org). It will be the prerogative of the Clerkship Director, following consultation with the student, to excuse the absence or request additional information about the absence. This may include requesting a physician's note or an explanation of the absence in detail. The [Absence Report Form](#) will be completed by the student and forwarded to Student Affairs and copied to the Clerkship Director and clerkship coordinator.

Scheduled Time Off for Interviews, Out of Town Meetings, etc.

The student will submit a written request to the Clerkship Director for permission to miss any clinic or ward experience, scheduled exams, clerkship projects, or mandatory sessions for interviews or out of town meetings. The forms are called [Absence Request Form and Exam Absence Request Form](#).

A copy of the written request must be sent to LVHN's Office of Student Affairs and the appropriate clerkship coordinator. The request should be submitted 6 weeks in advance or as soon as the student knows of the scheduled event PRIOR to the start of the clerkship. Last minute requests (received after the start of the clerkship) will require supporting documentation. The decision to grant or deny the request and determine subsequent action will be at the full discretion of the Clerkship Director. As such any excused absences may require additional days and/or additional material and may proportionally affect the final grade.

Consideration will be given for activities such as elected student representation to various committees and/or organizations. The Clerkship Director will respond to the student's request in writing with a copy to LVHN's Office of Student Affairs. The student must provide any supporting documentation requested to LVHN's Office of Student Affairs addressing absenteeism. Students who miss scheduled hours are expected to acquire the same level of competency as other students involved in the clerkship. Lectures, reading assignments and work load will not be re-created or offset to accommodate any absences.

Opportunities for remediation of missed clinical time, mandatory clerkship components and/or additional material (if deemed necessary by the individual Clerkship Director) will be scheduled so as to not impact the clinical experience of the other students in the clerkships or detract from the required components of the current clerkship or other clerkships in which they are enrolled. Written permission from the current Clerkship Director is required for absences for any instances of remediation.

In the student's elective (4th Year) it is recommended that no time is used from a required clerkship to fulfill any missing components from another required clerkship unless the student receives permission in writing from the affected Clerkship Director and it is copied to LVHN's Manager of Student Affairs, the Associate Dean for Educational Affairs at LVHN and the Vice Dean for Educational Affairs.

Excused absences may proportionally affect final grade and/or may require remediation of missing course work, additional days and/or additional material at the discretion of the Clerkship Director.

Students are expected to fulfill all time commitments for the clerkship. All missed time must be made up. The appropriate timing for the remediation will be subject to the Clerkship Director's discretion and should be fulfilled within a 2-month period.

Medical Student Hours in Clinical Years

Student hours will mirror Graduate Medical Education (GME) resident duty hour requirements.

Holidays

Students are expected to report to their scheduled clinical duties during secular holidays unless otherwise specified by their Clerkship Director.

Any student who believes that he/she has been treated unfairly with regard to the above should contact LVHN's Office of Student Affairs.

Senior Electives – Absence Guidelines

The student will telephone the individual faculty member, or resident responsible for the course, to report his/her absenteeism on the first day of being absent. LVHN's Office of Student Affairs should be notified of all absences by telephone (610-402-2475) or e-mail (Margaret.A.Hadinger@lvhn.org). The faculty member may excuse the absence and forward the completed [Mandatory Class Absence Report Form](#) to LVHN's Office of Student Affairs.

Student Mistreatment

Student Mistreatment / Unprofessional Behavior Reporting

Students who experience any incident that they feel is abuse, mistreatment or unprofessional behavior should communicate this to the Manager of Student Affairs at LVHN as noted in the Student Handbook. If anyone has concerns about confidentiality they can communicate anonymously using the [Professionalism Survey Form](#) or by contacting Dr. Olga Skalkos at USF COM.

Getting Help

Any student having academic or personal problems during the rotation is encouraged to contact the Clerkship Director or the Manager of Student Affairs at LVHN as soon as possible. In this way we can provide the student appropriate counseling during the rotation. If there are academic concerns regarding the student's rotation we can make the appropriate suggestions. Alternatively if there are other problems we can place you in contact with the appropriate services available to our medical students. It is the responsibility of the student to advise the Clerkship Director if he/she requires special accommodations.

Faculty Medical Learner Compact

SELECT students should reference the Faculty Medical Learner Compact in the USF COM Student Handbook.

Violations of Faculty Learner Compact

When students are USF COM, the reporting of violations of the Faculty Learner Compact is as outlined in the USF COM Student Handbook.

When students are at LVHN, student reporting of faculty or resident violations of conduct as it relates to students shall be to the Associate Dean for Educational Affairs or through LVHN's Office of Student Affairs through the Manager of Student Affairs. An alternate site of reporting is through the Associate Dean for UME or the Vice Dean for Educational Affairs at USF COM. Violations of the standards of conduct by faculty as enumerated in the Faculty Medical Learner Compact and in other University Policies shall be relayed to the Faculty Affairs dean for action based on University Policy 6C4-10.112: Faculty Misconduct and Incompetence. Violations by residents will be forwarded to LVHN's Associate Dean for Educational Affairs.

Grade Appeal Process

Following the appeal process to a clerkship director or the Associate Dean of Educational Affairs USF at LVHN a student may appeal to the Vice Dean of Educational Affairs for the College.

Appeal Mechanisms for Disciplinary Action or Dismissal

- i. If the grade is not changed to the satisfaction of the student at the departmental level, the student may appeal the assigned grade, in writing, to the Vice Dean for Educational Affairs. This appeal must occur within ten (10) school days of receipt of the decision of the chairperson/Associate Dean. The appeal shall be prepared in writing by the student in consultation with the Associate Dean for Student Affairs of the COM and LVHN's Manager of Student Affairs. The Vice Dean for Educational Affairs may follow one of two procedures. The Vice Dean for Educational Affairs may discuss the case with the student, the faculty member, the chairperson of the department in which the course was taught or the Associate Dean of Educational Affairs USF at LVHN, the Associate Dean for Student Affairs and the Chair of the APRC. Following these discussions, the Vice Dean for Educational Affairs may make a recommendation to the faculty member, the student, and the department chairperson/Associate Dean. If this results in an acceptable solution to all parties, the matter is concluded. If not, then a Hearing Committee will be appointed. The Vice Dean for Educational Affairs may, if he/she chooses, appoint a hearing committee upon receiving the initial appeal. The appeal will be handled as expeditiously as possible by the Vice Dean for Educational Affairs.
- ii. When the decision is made to establish a hearing to investigate an appeal, the Vice Dean for Educational Affairs shall convene an ad hoc committee comprised of three senior members of the faculty of the COM who had not previously been involved in issuing the grade or the appeal process and three medical students, preferably members of the Student Honor Council, all of whom shall have voting privileges. This committee shall elect a chairperson and hold a hearing concerning the appeal at a time acceptable to all participants. At this hearing all material relevant to the appeal shall be presented by the student, the Associate Dean for Student Affairs, the Chair of the APRC, the faculty member issuing the grade or raising the concern, the department chairperson (department specific courses) or the Associate Dean for UME (interdisciplinary courses). Others may be requested to assist the committee. The student may request to have another individual present for support.
- iii. The Hearing Committee will submit to the Vice Dean for Educational Affairs a written report containing a recommendation for a specific course of action regarding the student's grade appeal. If the Committee cannot reach a conclusion, the written report will be submitted to the Vice Dean for Educational Affairs who will consider the reason(s) why the committee failed to reach a decision.

- iv. The Vice Dean for Educational Affairs will then recommend a solution, which may or may not contain some or all of the recommendations of the Hearing Committee. As delegated authority of the Dean, the decision of the Vice Dean for Educational Affairs is final.

Appeal Mechanism for Disciplinary Action or Dismissal

A disciplinary action of the APRC may be appealed by the student for a reconsideration of the action taken. The student has the right to be present for the appeal and may be accompanied by a person or persons of the student's choice to provide support and council to the student. The person(s) may not act as the student's attorney. The Associate Dean for Student Affairs or LVHN's Manager of Student Affairs also may serve as an advocate for the student in the appeal before the committee if requested by the student. Alternatively the student may request that another faculty member, who is not a member of the APRC, serve as their advocate. That individual will be present at the committee meeting while the student is present. The hearing will be an informal procedure dealing with evidence of a student's performance and/or professional behavior and those factors applying directly to the student's ability to perform. Immediately following the hearing, the APRC will decide upon a specific recommendation. Recommendations of the appeal committee are final in all decisions except cases where dismissal has been recommended. If the decision is to uphold a previous dismissal decision, the recommendation will be forwarded to the Dean of the College Of Medicine. The committee shall inform the Dean (or a designee) of the vote and present a report of discussions leading to the decision at the earliest time possible and no more than ten (10) school days after the decision has been made.

Request for Hearing

The request must be received in writing within ten (10) school days following the date the student was informed of the decision. Requests to appear before the committee should be submitted to the Associate Dean for Student Affairs, the Manager of Student Affairs LVHN, and/or the chairperson of the APRC. If requested by a student who is experiencing academic difficulty or who has been accused of violations of professional or ethical standards, a hearing will be afforded before the APRC at a regularly scheduled meeting prior to deliberation or development of recommendations by the committee. The hearing will be an informal procedure dealing with evidence of a student's performance and/or professional behavior and those factors applying directly to the student's ability to perform.

Academic Performance Review Committee (APRC)

Composition - The Committee shall be chaired by the Vice Dean for Educational Affairs or designee and consist of all Course Directors of required courses or their designees (i.e. co-director) and the senior administrative officer responsible for Student Affairs (ex-officio, non-voting). In 2013 the committee will expand to include all clerkship directors at LVHN.

Advisement, Medical Career Counseling, Academic Assistance, and Personal Counseling

Comparable to and in collaboration with USFCOM's Office of Student Affairs, the LVHN Office of Student Affairs will strive to serve our students to empower them to have a meaningful and enjoyable educational experience and promote the individual and professional growth and development of our students.

Student Health – During the branch campus orientation process, students will be counseled about options for receiving primary care, specialty care and emergency medical services. Among the available options to students and their families are: care by the student's Lehigh Valley personal physician, several clinics, or a Lehigh Valley Physician Group practice located on LVH-CC, LVH-17 and LVH-M campuses. Students will have access to physicians/clinicians who are not involved in their academic evaluations or grading. Students and their families

can receive primary care at Lehigh Valley Family Health Center at the 17th & Chew campus or the LVPG Internal Medicine office at the Cedar Crest campus. Hours of operation are 9am – 5pm Monday through Friday.

LVHN's Employee Health Services will provide students with the following services: medical surveillance programs if exposed to potential hazards, tuberculosis skin testing program, immunizations (Hepatitis B, MMR, Varicella, Tdap), communicable disease exposures, disability management, fitness for duty evaluations, confidential HIV testing, and evaluation of exposures to blood-borne pathogens. If a student is injured or needs immediate medical attention or advice, they will be oriented to tell their supervisor and directed to call or report to an Employee Health Service center located at LVH-Cedar Crest, LVH-17th Street and LVH-Muhlenberg campuses. The LVH-Cedar Crest Employee Health Service center is staffed by 13 physicians, clinicians, and support staff. Hours of operation are Mon/Fri: 7am-4pm and Tue/Wed/Thu 7:30am-4pm. The LVH-Muhlenberg Employee Health Service center is staffed by 5 physicians, clinicians and support staff. Hours of operation are Mon-Fri: 7:30am-4pm. Employee Health Services at LVH-17th street campus is provided by the Lehigh Valley Physician's Practice clinic. Hours of operation are Mon-Fri: 7:30am-5pm. If employee health is closed, and a student needs urgent care, they will be oriented to report to the emergency room at LVH-Cedar Crest, LVH-17th Street or LVH-Muhlenberg campuses. In addition, an Employee Health nurse is on-call 24/7. The Employee Health nurse can be easily paged from the LVHN Intranet. All visits to the employee health service centers are confidential.

Students who require emergency services or are involved in an accident or blood/body fluid exposure, e.g., needle stick, fall, etc., will be directed to the Emergency Room at the respective campus. Students exposed to an infectious disease will receive follow-up counseling from an Employee Health center.

Personal Counseling – The LVHN Office of Student Affairs will offer students resources for stress prevention and personal counseling services. These services will focus on providing students with resources for professional counseling for personal difficulties such as psychological, legal, financial, addictions, marital/family issues and any other personal difficulty. LVHN's Office of Student Affairs will coordinate personal counseling services through LVHN's current Employee Assistance Program (EAP). LVHN's current Employee Assistance Program provides comparable counseling services to USFCOM's HELPS program as described in their student handbook. Like USFCOM's HELPS program, LVHN's current Employee Assistance Program services are staffed by professional counselors with a degrees and background in counseling. Personal counseling sessions will not be part of a student's medical school file. They will be treated as health records in order to ensure student confidentiality.

Tutorial Assistance – A master list of primary MS3 –MS4's, who are vetted and paid, is maintained in the Office of Student Affairs on the Tampa campus. Students on either campus who need assistance are personally assigned one of these tutors. The Associate Dean for Student Affairs on the Tampa campus monitors the tutoring of all students. At the branch campus, academic tutorial and remediation services will be offered and available to students through LVHN's Office of Student Affairs. Medical Educators and academically-trained physician advisors at the branch campus will provide workshops and individual sessions to assist students with study skills, test-taking, and time management skills. These professionals will not have responsibility for academic evaluating or promotion of students. These physician advisors will receive training prior to beginning their academic advisory duties.

Career Advising - All USFCOM students are introduced to a defined career advising program and AAMC's Careers in Medicine (CiM) program in late fall/early winter of their first year at the Tampa Campus. After an initial meeting in year one, all students are given access to the CiM website and all of its resources and select a career counselor. At the branch campus, faculty career advisors will advise them on career exploration, specialty decision, writing letters of recommendation, interviewing, and residency selection.

SELECT Faculty

<u>Name</u>	<u>E-mail</u>	<u>Department</u>
Robert Barraco, MD	robert_d.barraco@lvhn.org	Surgery
Michael Consuelos, MD	michael.consuelos@lvhn.org	Pediatrics
Thomas McLoughlin, MD	thomas.mcloughlin@lvhn.org	Anesthesiology
Thomas Hutchinson, MD	thomas.hutchinson@lvhn.org	OB/GYN
William Bond, MD	william.bond@lvhn.org	Education
Julie Dostal, MD	julie.dostal@lvhn.org	Family Medicine
Michael LaRock, MD	michael_j.larock@lvhn.org	Internal Medicine
Perry Fooskas, MD	perry.fooskas@lvhn.org	Emergency Medicine
Kristin Friel, MD	kristin.friel@lvh.com	OB/GYN
Jody Yozviak, DO	joseph.yozviak@lvhn.org	Internal Medicine
Daniel Bitetto, MD	daniel_p.bitetto@lvhn.org	Internal Medicine
Edward Norris, MD	edward.norris@lvhn.org	Psychiatry
Alan Otsuki, MD	alan.otsuki@lvhn.org	Education - LVHN
JP Orlando, MD	james.orlando@lvhn.org	Education - LVHN
Amy Smith, MD	amy_b.smith@lvh.com	Education - LVHN
Tricia Shimkus	tricia.shimkus@lvhn.org	Organizational Development - LVHN
Erica Mahady	erica_t.mahady@lvhn.org	Organizational Development - LVHN

LVHN Clinical Chairs

<u>Name</u>	<u>E-mail</u>	<u>Department</u>
TBA		Department of Surgery
Charles Andrews, MD	charles.andrews@lvhn.org	Radiation Oncology
Jeff Etchason, MD	jeff.etchason@lvhn.org	Community Health & Health Studies
Peter Fisher, MD	peter.fisher@lvhn.org	Pathology
Thomas Hutchinson, MD	thomas.hutchinson@lvhn.org	OB/GYN
Michael Kaufmann, MD	michael.kaufmann@lvhn.org	Psychiatry
Robert Kricun, MD	robert.kricun@lvhn.org	Radiology
TBA		Emergency Medicine
Thomas McLoughlin, MD	thomas.mcloughlin@lvhn.org	Anesthesiology
William Miller, MD	william.miller@lvhn.org	Family Medicine
Debbie Salas-Lopez, MD	debbie.salas-lopez@lvhn.org	Internal Medicine
John VanBrakle, MD	john.vanbrakle@lvhn.org	Pediatrics

Clerkship Directors

<u>Name</u>	<u>E-mail</u>	<u>Department</u>
Charles WorriLOW, MD	charles.worriLOW@lvhn.org	Emergency Medicine
Drew Keister, MD	drew_m.keister@lvhn.org	Family Medicine
Stacey Smith, MD	stacey_j.smith@lvhn.org	Internal Medicine
Jay Varrato, MD	jay.varrato@lvhn.org	Neurology
Kristin Friel, MD	kristin.friel@lvhn.org	OBGYN
Liborio (Lee) LaRussa, MD	liborio.larussa@lvhn.org	Pediatrics
Edward Norris, MD	edward.norris@lvhn.org	Psychiatry
Dale Dangleben, MD	dale.dangleben@lvhn.org	Surgery
Larry Jacobs, MD	larry.jacobs@lvhn.org	Cardiology
Francis Salerno, MD	francis.salerno@lvhn.org	Geriatrics
Mararet Hoffman-Terry, MD	margaret.terry@lvhn.org	Ambulatory Medicine (HIV)

Medical Student Coordinators by Department – LVHN-CC

<u>Name</u>	<u>Phone</u>	<u>Department</u>
Robin Gregory	610-402-8896	Anesthesiology
Nicole Floran	484-884-3017	Emergency Medicine
Marcia Shaffer	610-969-4962	Family Medicine
Shelly Ketchens	610-402-4412	Medicine
Teresa Benner	610-969-4515	OB/GYN
Kate Adams	610-402-7632	Pediatrics
Natalie Knerr	610-402-5766	Psychiatry
Colleen Spadt	610-402-8088	Radiology
Jean Klein	610-402-1297	Surgery

Medical Student Coordinator - LVHN-Muhlenberg

Dawn Yenser

484-884-2888

All Departments

V. MISCELLANEOUS

HOSPITAL CONTACT INFORMATION

<u>Department</u>	<u>Reason for Calling</u>	<u>Phone#</u>
Employee Health	Blood/Body Fluid Exposures	610-402-8869
Engineering	Dorm Repairs	610-402-8515
General Services-17th	Dorm Cleaning	610-969-2706
General Services-CC	CC-Dorm Cleaning	610-402-8566
Information Service (Help desk)	Computer access/problems	610-402-8303
Linen Services	Replenish Linens/Request Additional	610-969-2466
Security	Non-Emergency situations	610-402-8220
Main Hospital Number	All campuses	610-402-8000

BUILDING AND ROOM CODES

Lehigh Valley Hospital – Cedar Crest	LVH-CC
John and Dorothy Morgan Cancer Center	JDMCC
Kasych Family Pavilion	Kasych
Educational Conference Center	ECC
Video-Conference Room	VTC
Lehigh Valley Hospital – 17 th & Chew Sts.	LVH-17 th St.
Lehigh Valley Hospital – Muhlenberg	LVH-Muhlenberg
Division of Education, 2 nd Floor, 1247 S. Cedar Crest Blvd., Allentown, PA 18103	1247 or DOE

BUILDING PROBLEMS

Please report any problems (broken desks, malfunctioning equipment, lost keys, etc.) to LVHN's Office of Student Affairs, Kasych, 610-402-2475.

CALLING BETWEEN CAMPUSES

17 th to Cedar Crest	98-402-xxxx
17 th to LVH-M	98-884-xxxx
Cedar Crest to 17 th	98-969-xxxx
Cedar Crest to LVH-M	98-884-xxxx
LVH-M to Cedar Crest	98-402-xxxx
LVH-M to 17 th	98-969-xxxx

TELEPHONES

Directions for using the hospital telephone system:

Press 99 to get an outside dial tone.

To call between campuses, – press 98 followed by the campus prefix (402, 969 or 884) then the four-digit extension.

Student sleep room extensions are identified by the prefix 16 at the Cedar Crest campus and 49 at the 17th & Chew campus. In most cases, the last two digits of the extension will coincide with the last 2 digits of the sleep room number. For example:

Cedar Crest	Room 302	(610) 402-1602
17 th & Chew	Room 428	(610) 969-4928

PARKING

CEDAR CREST CAMPUS

Students are required to park in lots J and K by the green water tower. Shuttle service is available between these lots and the main entrance.

17TH AND CHEW CAMPUS

Students are required to park in lot 7 at the lower entrance to the fairgrounds on Liberty Street. An LVHN ID badge is required to access lot 7.

Note: Between the dates of August 18 to September 18, the city of Allentown hosts the Allentown Fair in this area. Students who have selected a rotation during this time must ask Security where to park upon check-in.

MUHLENBERG CAMPUS

Students are required to park in the north lot of the 1770 Bathgate Drive building.

Students are responsible for any penalty incurred if parked illegally at any campus. Illegal parking may result in fines or towing. Students visiting other campuses must follow the parking rules as assigned.

MEALS

Students receive a meal allowance while on rotation at LVHN. The student ID badge is encoded with the entire meal allowance and is available beginning the first day of the rotation and ending on the last day of the rotation.

The student is responsible for monitoring the meal allowance for their rotation period. The cashier will print a receipt stating the balance on the card upon request. Additional funding will not be added to the card if the allowance has been used prior to the end of the rotation.

CAFETERIAS

17 th and Chew Campus Food Court - Lobby Level	Daily - 6:30am – 6:15pm
Cedar Crest Campus Food Court	Daily - 6:30am – 8:00pm; 12:00am-4:00am
Starbucks Coffee Cart (Jaindl Pavilion)	M-F 7:30am – 3:00pm
Coffee Shop (JDMCC)	M-F 7:45am – 2:15pm
Muhlenberg Campus Food Court - Lobby Level	Daily - 7:00am – 7:00pm

FITNESS CENTERS

Membership at the following fitness Centers are available to students at the following locations:

Healthy You Fitness Center—Cedar Crest

1243 S. Cedar Crest Blvd., Lower Level
Allentown, PA 18103
610-402-3699

Healthy You Fitness Center—Muhlenberg

1770 Bathgate Road, 3rd Floor
Bethlehem, PA 18017
484-884-2851

Healthy You Fitness Center—Mack Blvd.

2100 Mack Blvd., 2nd Floor
Allentown, Pa 18105
484-884-0780

Please call 610-402-CARE or visit www.lvhn.org/fitness for more information.

PAGERS/PAGING

Pagers are issued to the students by the department in which the student is rotating. Not all clinical departments issue pagers to medical students. The student must return the pager to the student coordinator, in the department in which they rotated, upon completion of the rotation.

Use of LVHN paging system:

- To use the hospital operator, press 8999 and place your request with the operator.
- If the 4-digit extension is known, press 5100 and follow the directions given by the voice prompt.
- If the area code and pager number are known, press 99 for an outside line and enter the complete number at the dial tone. Follow the paging directions given by the voice prompt.

PLACES TO STUDY

Study space is available for students at all three hospital sites: at LVH-CC, in the Body Family Medical Library, at LVH-17th in the Student Study Space on the first floor, and at LVH-Muh in the Medical Library. Students have access to study space on a 24-hour basis.

IDENTIFICATION BADGE

An LVHN ID badge will be issued to each student. ID badges must be visible and worn by the student at all times while on LVHN property. ID badges are coded with a magnetic strip that allows access to designated hospital and parking areas. Students are granted access to specific clinical areas determined by the department in which they are rotating. Security determines parking lot access. There is a \$15 fee for replacing lost ID badges. ID badges must be returned to LVHN's Office of Student Affairs or Security at the end of the assigned rotation.

Your official LVHN ID card will have a magnetic strip allowing door access to certain areas in LVHN. Your LVHN ID card is also used as your hospital identification tag. It must be worn on your white lab coat any time you are in a clinical setting. Please call LVHN's Office of Student Affairs should you have any problems with your ID card.

COMPUTERS

Computers are available for student use in designated student study areas, as well as on clinical units. Internet access is also available in all student areas for students who prefer to use personal computers.

Computer and printer requirements are listed in the Welcome Letter on the USFCOM Student Affairs website.

EMAIL

Email is the official form of communication. Students are required to check email regularly.

Email is our primary means of communication with students prior to matriculation, but we may also send mailings via the U.S. mail system. Email or U.S. postal mail address changes must be communicated to the appropriate Office of Student Affairs (Linda Krausman lkrausma@health.usf.edu and/or Maggie Hadinger Margaret_A.Hadinger@lvhn.org) and they must also be updated on the AMCAS website.

STUDENT PROGRAMS AND ORGANIZATIONS

Check out current information for [Student Organizations](#) and [Student Government](#) online. A wide variety of student interest groups and College Of Medicine, local and national organizations are available for your participation.

FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS

Prior to arriving at LVHN, all students must complete and submit documentation of completion of the student requirements.

Students are required to report any interaction with the police resulting in an arrest or that results in being brought before the criminal justice system within 15 days of the incident. This requirement is independent of whether or not there is a conviction involved. Failure to report any incident will result in action by the Academic Performance Review Committee (APRC) for unprofessional behavior. APRC action may result in disciplinary action up to and including dismissal from the M.D. Program.

FIRST TIME LOGON INSTRUCTIONS

Students should follow these instructions the first time they log onto an LVHN-network computer:

1. Ctrl/Alt/Delete to have the logon prompt appear
2. Enter user name (Code assigned at orientation)
Example: s2345
3. Enter password. For first time logon, the password is set to default which is the first name initial, last name initial, two digit month and two digit day of birth.
Example: Mary Smith DOB: 12/25/1977
Password: ms1225
4. Enter Domain: LVHN
5. Click on OK or use the Enter key.

The SSO engine will appear and will continue to load the appropriate documents into the computer. When the icons appear, double-click on any icon to open that application.

After logging on, Ctrl/Alt/Delete and use the prompts to change the default password to a new password. Under no circumstances should a password be given to anyone.

For log-on and computer problems, call the I/S Help Desk at extension 8303. Training on any application, within the assigned access, can be scheduled by contacting the Division of Education.

HIPAA EDUCATION AND COMPLIANCE

Students will review the rules and regulations booklet of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) at orientation. A brief quiz will follow the review.

ACKNOWLEDGEMENT OF CONFIDENTIALITY

The release of information or documentation regarding employee, patient or hospital related matters is restricted to authorized personnel only. Medical students must not discuss, under any circumstances, patient information gained by any mechanisms.

Violation of HIPAA and/or Confidentiality regulations will result in immediate dismissal from LVHN. This includes acceptable usage of LVHN computers. Refer to the medical student policies posted on the LVHN Intranet. Students will sign an Acknowledgement of Confidentiality form prior to beginning at LVHN and annually thereafter.

BODY FAMILY MEDICAL LIBRARY

LOCATIONS

Cedar Crest Campus	8:30AM to 5:00PM	(610) 402-8410
17 th and Chew Campus	8:30AM to 5:00PM	(610) 969-2263
LVH-M Campus	ID card access only	(484) 884-2237

The Health Sciences Libraries are open Monday through Friday except for holidays.

Access to all three libraries is available 24/7 via LVHN ID card swipe at the door. Students are expected to abide by the "After Hours Access Guidelines" which will be signed at orientation. Violation of library guidelines may result in forfeit of library privileges.

No food or drink is permitted near computers. There are designated areas for food and drink at the Cedar Crest site.

CIRCULATION OF LIBRARY MATERIALS

An LVHN ID badge is required when borrowing materials from the library. Circulation times vary based upon the type of material requested. Reference books and loose journal issues do not circulate. Students are asked to abide by the library rules and return books promptly upon the due date. If a student is in violation of this policy, they will receive an overdue notice. Subsequent notices will be sent to LVHN's Office of Student Affairs.

DIGITAL LIBRARY RESOURCES

Visit the library's website for access to over 600 ebooks, over 7,000 ejournals, research tools and other digital resources.

(From the intranet homepage, click on Find Fast/Library Services.)

COMPUTING

No personal computer disks or programs are allowed in the library except for flash/jump drives to store documents.

Access to instructional, presentation and word processing software such as Microsoft Office is available at all three libraries.

PHOTOCOPYING

Each library is equipped with a copy machine. Students are required to do their own photocopying.

LITERATURE SEARCHING

The library provides access to a wide variety of literature databases including Medline, CINAHL (Cumulative Index to Nursing and Allied Health), Cochrane Library, Health Business Elite, PsycInfo, DynaMed, and Psychology and Behavioral Sciences. Students are required to do their own searches. Classes in literature searching are regularly scheduled.

INTERLIBRARY LOAN SERVICES (ILLS)

Students are asked to utilize all in-house library resources before requesting ILLs. Fax requests are accepted only in an emergency situation, i.e., the patient is in the hospital or doctor's office. The standard rate for an ILL is approximately \$11.00.

Students must sign the following library form stating that they understand the rules and regulations of the library and agree to abide by them.

**REGULATIONS REGARDING THE USE OF THE LIBRARY DURING
NON-LIBRARY STAFFED HOURS**

1. Eating and drinking is only permitted in designated areas in the library.
2. Borrowing privileges are only available during the hours the library is staffed unless prior arrangements are made with a member of the library staff.
3. Card holders will be responsible for materials taken by anyone utilizing a lost card until Library Services is notified. Report a lost hospital I.D. card to library staff as well as Security.
4. All persons must leave the library when the library staff locks the door. Card holders must use their card to re-enter the library to ensure proper registration by the security system.
5. Each person must run his/her card through the card reader before entering. **UNDER NO CIRCUMSTANCES IS A CARDHOLDER PERMITTED TO OPEN THE DOOR FOR ANYONE ELSE INCLUDING FAMILY MEMBERS AND FRIENDS, USE SOMEONE ELSE'S CARD TO GAIN ACCESS TO THE LIBRARY, OR HAVE ANYONE GRANT THEM ACCESS EXCEPT THE SECURITY GUARD, OR LIBRARY STAFF.**
6. If the security guard grants someone access to the library, the security guard will record the name, date, time, etc. in the Library Security Guard Log Book. The security guard will grant access only to a member of the LVHHN medical staff, a LVHHN employee, or a student with a legitimate affiliation with LVHHN. The security guard will use a card to grant access so that this action is properly registered by the security system. More than two occurrences per year for a card holder is considered excessive.

Violation of one or more of the regulations above may result in suspension or revocation of privileges to access the library during non-staff hours.

I HAVE READ THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THE REGULATIONS AS OUT-LINED THEREIN. FAILURE TO ABIDE BY THESE GUIDELINES COULD RESULT IN LOSS OF PRIVILEGES.

Signature

Name- please print

Date

HOSPITAL SAFETY

During their 1st and 2nd years at USF COM, students will be trained in routine hospital knowledge including back safety, chemical safety, MSDS information sheets, fire safety, universal precautions and safety for infectious disease. This training and education will be furthered when students arrive at LVHN. Students will receive training for specific areas of the hospital from individual departments as necessary.

HEALTH INSURANCE

Students rotating at LVHN are required to have Medical Insurance. Students have certified that adequate Health Care Insurance has been obtained. Students must be aware of their HMO or managed care provider's payment allowance outside their service areas. Any student requiring medical care at LVHN, will be required to provide the name of the insurance carrier / provider for billing purposes. Each student is responsible for their medical bills should the insurance company deny payment. In addition, students will be responsible for all co-payments at the time medical services are rendered.

ILLNESS

If a student becomes ill while doing a rotation at LVHN, they must first call their Primary Care Physician. If the PCP is unable to see the student or will not treat them via the phone, the student may call LVHN's Office of Student Affairs for a referral to either the Lehigh Valley Family Health Center at the 17th & Chew campus or the LVPG Internal Medicine office at the Cedar Crest campus. The student's medical insurance will be billed for all medical treatment and the student will be responsible for all charges not covered by their insurance. Students may not be treated by faculty members within the department they are currently rotating with.

Lehigh Valley Family Health Center
1730 Chew Street
Allentown, PA 18104
(610) 969-3500

LVPG Internal Medicine
1210 South Cedar Crest Boulevard
Suite 3600
Allentown, PA 18103
(610) 402-1150

Students presenting with a routine illness while on rotation at LVHN, or within 48 hours of completing a rotation at LVHN, are required to contact the Employee Sick Line at (610) 402-9717 to report the illness.

EMERGENCY CARE AND INCIDENTS

Students who require emergency services or are involved in an accident, e.g., needle stick, fall, etc., while rotating at LVHN, should report directly to the Emergency Room at the respective campus. The student must take a completed incident report with them when reporting to the emergency room. Students exposed to an infectious disease will receive counseling from Employee Health. The incident must be reported to LVHN's Office of Student Affairs so long-term follow-up and counseling can be coordinated.

All emergencies and incidents must be reported to the Office of Student Affairs as soon as possible.

INSTRUCTIONS FOR BLOOD & BODY FLUID EXPOSURES

1. Wash the wound or area IMMEDIATELY with soap and water. If you were splashed in the eyes, nose or mouth, irrigate the mucous membrane with large amounts of water.
2. Report the exposure to your preceptor, complete a Lehigh Valley Health Network Incident Report and proceed immediately to the Emergency Department where your exposure will be evaluated. Depending

on the circumstances of your exposure and the status of the source patient, post exposure prophylaxis with 2 or 3 drugs may be indicated. If indicated, these drugs must be started within several hours of the exposure; therefore, do not delay in seeking evaluation and treatment.

3. If you are prescribed PEP, you will require follow-up monitoring. This monitoring may be provided by your student health center or is available at LVHN's practices as follows:

Lehigh Valley Family Health Center
1730 Chew Street
Allentown, PA 18104
(610) 969-3500

LVP Internal Medicine
1210 South Cedar Crest Boulevard
Suite 3600
Allentown, PA 18103
(610) 402-1150

4. Report the incident to the appropriate person at your University. They will be responsible for your long-term follow-up and counseling.
5. Call 610-402-STIK for detailed instructions if you need more information.
6. Any charges for Emergency Department treatment or follow-up care will be charged to your health insurance.

LOCKERS

Lockers are provided free of charge for SELECT students in the Student Study and/or Lounge Space at all three hospital sites. You may choose any empty locker and you must supply your own lock. The Office of Student Affairs will notify all students via e-mail when to remove all articles from their lockers at the end of the academic year.

DAYCARE RESOURCES

A list of recommended daycare services can be obtained by contacting LVHN's Office of Student Affairs.

HOUSING

LVHN's Office of Student Affairs is committed to helping students with their transition to the Lehigh Valley. MS 3 and MS 4 SELECT students learning at LVHN will be provided housing information and resources. A list of recommended housing options can be obtained by contacting LVHN's Office of Student Affairs.

EVALUATIONS OF ROTATIONS

All medical students are required to complete on-line evaluations of their clerkship/elective experiences. The purpose of this evaluation is to assess clerkship and elective needs and to continue improving the rotation experience for medical students.

Individual student responses are not accessible to LVHN faculty and will remain anonymous and confidential. Although the on-line evaluation is in no way connected to the grade a student receives for a clerkship/elective rotation, students will be required to provide proof of completion of the on-line evaluation to receive a grade for their clerkship/elective experience.

DRESS CODE/LAB COATS

In addition to the dress code outlined in the USFCOM Student Handbook, SELECT students are expected to follow applicable LVHN dress code policies. The policy is located at www.lvh.com.

MAPS

Updated maps of all LVHN sites are available at www.lvhn.org.

COMMITTEES

SELECT students may have opportunity to participate in certain USFCOM and/or LVHN committees.

M.D. Program Student Handbook –

Appendix 2:

Lehigh Valley Health Network Campus
Visiting Medical Student Instructions

This appendix addresses information pertinent to visiting medical students at LVHN (MS1 SELECT students completing summer experiences at LVHN and non-SELECT students completing 3rd and 4th year rotations at LVHN).

While at USF, students should reference the USF College of Medicine M.D. Program Student Handbook.

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INTRODUCTION

This appendix addresses information pertinent to visiting medical students at LVHN (MS1 SELECT students completing summer experiences at LVHN and non-SELECT students completing 3rd and 4th year rotations at LVHN).

While at USF, students should reference the USF College of Medicine M.D. Program Student Handbook.

WELCOME

Lehigh Valley Health Network welcomes you. We are committed to the success of our students.

EDUCATIONAL LEADERSHIP AT LVHN

Ronald Swinfard, M.D.
President & CEO, LVHN
LVH-CC; 610-402-7505

Educational Affairs

J. Alan Otsuki, M.D., M.B.A.
Associate Dean of Educational Affairs USF at LVHN
Chief, LVHN Division of Education
1247 DOE; 610-402-2494

Student Affairs

J.P. Orlando, Ed.D.
Director, Medical Education & Student Affairs
1247 DOE; 610-402-2602

Maggie Hadinger, M.S.
Manager, Student Affairs & Admissions
Kasych; 610-402-2475

Sherri White
Medical Student Coordinator
Kasych; 610-402-2554

Medical Student Coordinators by Department – LVHN-CC

Anesthesiology	Robin Gregory	610-402-8896
Dental Medicine	Pat Atno	610-969-9636
Emergency Medicine	Nicole Floran	484-884-3017
Family Medicine	Marcia Shaffer	610-969-4962
Medicine	Shelly Ketchens	610-402-4412
OB/GYN	Teresa Benner	610-969-4515
Pediatrics	Kate Adams	610-402-7632
Psychiatry	Natalie Knerr	610-402-5766
Radiology	Colleen Spadt	610-402-8088
Surgery	Jean Klein	610-402-1297

LVHN-Muhlenberg

All Departments	Dawn Yenser	484-884-2888
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HOSPITAL CONTACT INFORMATION

<u>Department</u>	<u>Reason for Calling</u>	<u>Phone#</u>
Employee Health	Blood/Body Fluid Exposures	610-402-8869
Engineering	Dorm Repairs	610-402-8515
General Services-17th	Dorm Cleaning	610-969-2706
General Services-CC	CC-Dorm Cleaning	610-402-8566
Information Service (Help desk)	Computer access/problems	610-402-8303
Linen Services	Replenish Linens/Request Additional	610-969-2466
Security	Non-Emergency situations	610-402-8220
Main Hospital Number	All campuses	610-402-8000

FINGERPRINTING AND CRIMINAL BACKGROUND CHECKS

Prior to arriving at LVHN, all students must complete and submit documentation of completion of the student requirements as listed on www.lvhn.org/newstudent.

CITI TRAINING

CITI training is mandatory for everyone conducting or otherwise involved in research is required by law to complete the program. It takes two to four hours, depending on the applicant's research experience. The test will meet our/your training requirements for two years, after which CITI offers a special refresher module.

The CITI Program website is "<https://www.citiprogram.org>" and directions for using the CITI Program are listed below. Note that you must register first before you can start any of the training modules. This training is free for employees of LVH and CME credits are available for physicians.

Please feel free to call Lisa Gogel at 610-969-2242 or 610-969-2525 if you have any questions.

All students involved in research must complete the CITI course. Students may not begin assisting in any research until they have completed this requirement. Please speak with your mentor/preceptor regarding whether this requirement applies to you. If so, you have the option of completing this training prior to arrival at LVHN.

1. Log on to www.citiprogram.org <<https://www.citiprogram.org>>.
2. Double click on "Register for CITI Course."
3. Go to "All Others" and find "Lehigh Valley Hospital and Health Network" and click on it.
4. Hit the "submit" button.
5. Choose a user name.
6. Type in a password and reconfirm the password.
7. Choose a reminder phrase that will help you remember your password.
8. Click on the "submit" button.
9. Complete the registration form. The fields with a red asterisk are required fields. For the E-mail address, use your hospital E-mail address. Don't forget to confirm the E-mail address.
10. Where it says "Course," go to the drop down menu and choose "Investigators and Staff" or "IRB Members," as appropriate ("RPPO" is for the IRB Office staff).
11. Where it says "Role," go to the drop down menu and make your choice (e.g., "Study Coordinator").
12. Click on the "submit" button.
13. In the "Select Group" screen, click on the appropriate choice and then click on the "submit" button.
14. In the "Learner's Menu" screen, click on "Basic Course (Required - Status Incomplete)" and choose the course that you want to take. If the course has been completed, it will show your score and the total points possible.

The IRB Office can track completed training electronically through CITI, so students do not need to forward a paper completion certificate.

ORIENTATION

All students must complete a live orientation with LVHN's Office of Student Affairs prior to beginning at LVHN.

DRIVING DIRECTIONS TO ASSIGNED HOUSING

To 17th and Chew Street Campus and 343 West Street:

From Philadelphia and South: Take Rt. 476 N (NE extension of the PA turnpike) to the Lehigh Valley Exit. After the toll, bear right onto Rt. 22 East. ☺ Take the first exit which is Rt. 309 South. Next, take the second exit which is Tilghman Street East. Follow Tilghman Street approx. 4 miles. Turn right onto 17th Street. Go approx. 2 blocks. You will see the hospital on the left hand side. Turn left into the Valet Parking area. Come in the main entrance and ask the receptionist to page Security. If a receptionist is not at the desk, use the countertop phone to call Security at Ext. 8220. Security will issue your ID badge, your room access code and instruct you where to park.

From Harrisburg and West: Take Rt. 78E until you pass the Rt. 100 exit. Stay in the right hand lane which becomes Rt. 22E. ☺ Follow remaining directions above.

To Cedar Crest & I-78 Campus:

From Philadelphia and South: Take Rt. 476 N (NE extension of the PA turnpike) to the Lehigh Valley Exit. After the toll, bear right onto Rt. 22 East. Take the first exit which is Rt. 309 South. After you pass the Tilghman Street exits, you will need to stay in the left hand lane (right lane becomes Hamilton Blvd. exit). After you pass Hamilton Blvd., the very next exit is Cedar Crest Boulevard. Exit here and bear to the right. Make another right hand turn into the Cedar Crest campus, staying in the right hand lane. When you approach the front of the hospital, turn left into the parking lot and proceed to the Valet Parking area. Come in the main entrance and to the left is the reception desk. Security is there at all times and will issue your ID badge, your room access code and instruct you where to park.

From Harrisburg and West: Take Rt. 78E until you pass the Rt. 100 exit. Stay in the left lane to follow Rt. 78E/309S. You will eventually merge with Rt. 309 traffic on the right. At this point, move to the right hand lane. Exit at Cedar Crest Boulevard and bear to the right. Make another right hand turn into the Cedar Crest campus, staying in the right hand lane. Come in the main entrance and to the left is the reception desk. Security is there at all times and will issue your ID badge, your room access code and instruct you where to park.

TRAVELING DIRECTIONS BETWEEN HOSPITAL SITES

From Cedar Crest to 17th and Chew Street:

Turn left onto Cedar Crest Blvd (North) and follow to 4th traffic light which is Hamilton Boulevard. Turn right onto Hamilton Boulevard and go approximately 2 miles to 17th Street. Turn left onto 17th Street and follow 4 blocks to Liberty Street. Turn left onto Liberty and Lot 7 entrance is on your right.

From 17th and Chew to Cedar Crest:

From fairgrounds, turn right onto Chew Street and follow to the end, approximately 2 miles. This is Cedar Crest Boulevard. Turn left onto Cedar Crest Blvd and follow approximately 2 miles until you travel under the Rt. 309/I-78 overpass. Hospital will be on your right. Park in Lot J or K at the far end of the hospital campus.

From 17th and Chew to LVHN-Muhlenberg:

From Fairgrounds, turn right onto Chew Street and follow to end. This is Cedar Crest Boulevard. Turn right and follow Cedar Crest through approx. 3 traffic lights. You will immediately approach Rt. 22 entrance. Turn right onto Rt. 22 East. Follow approx. 8 miles to the Schoenersville Road exit. Turn left at the light onto Schoenersville Road and follow signs to the Hospital. Park in the 1770 Bathgate Drive lot (north side). DO NOT PARK BY BEHAVIOR HEALTH OR PATIENT/VISITOR PARKING.

From Cedar Crest to LVHN-Muhlenberg:

Turn left on to Cedar Crest Boulevard (North). Stay in right lane and exit I78 West/Rt. 309 North (Stay in right lanes (309N) as 309 and I78 split. Follow to Rt. 22 East approximately 8 miles to the Schoenersville Road exit. Turn left at the traffic light onto Schoenersville Road and follow signs to the Hospital. Park in the 1770 Bathgate Drive lot (north side). DO NOT PARK BY BEHAVIOR HEALTH OR PATIENT/VISITOR PARKING.

From LVHN-Muhlenberg to Cedar Crest:

Turn left onto Schoenersville Road. Merge onto Rt. 22 West (left lane). Follow approx. 8 miles to Cedar Crest Boulevard. Turn left onto Cedar Crest and follow approx. 4 miles to the hospital. Park in Lot J or K at the far end of the hospital campus.

From LVHN-Muhlenberg to 17th and Chew Street:

Turn left onto Schoenersville Road. Merge onto Rt. 22 West (left lane). Take the 15th Street exit. At the traffic light, turn left onto Mauch Chunk Road. Follow to the 2nd traffic light. Continue straight ahead (not to the left) onto 15th Street. You will see a middle school on left and athletic fields on the right (connected by a bridge). At the 2nd traffic light, turn right onto Tilghman Street. Follow two blocks and turn left onto 17th Street. Follow to Liberty Street, turn left and Lot 7 entrance is on the right.

PARKING

CEDAR CREST CAMPUS

Students are required to park in lots J and K by the green water tower. Shuttle service is available between these lots and the main entrance.

17TH AND CHEW CAMPUS

Students are required to park in lot 7 at the lower entrance to the fairgrounds on Liberty Street. An LVHN ID badge is required to access lot 7.

Note: Between the dates of August 18 to September 18, the city of Allentown hosts the Allentown Fair in this area. Students who have selected a rotation during this time must ask Security where to park upon check-in.

MUHLENBERG CAMPUS

Students are required to park in the north lot of the 1770 Bathgate Drive building.

Students are responsible for any penalty incurred if parked illegally at any campus. Illegal parking may result in fines or towing. Students visiting other campuses must follow the parking rules as assigned.

MAPS

Updated maps of all LVHN sites are available at www.lvhn.org.

VISITING MEDICAL STUDENT CHECK-IN PROCEDURE

LVHN-Cedar Crest Campus and LVHN-17th & Chew Streets Campus

Visiting medical students must report to the Security desk in the main lobby of the hospital at which their sleep room is located. Present a photo ID to the security officer on duty prior to receiving their ID badge. The access code to the sleep room will be given to students at that time. Students must park their vehicles in the lot assigned to them by Security.

Identification Badge

An LVHN ID badge will be issued to properly identified students by Security at check-in. ID badges must be visible and worn by the student at all times while on hospital property. ID badges are coded with a magnetic strip that allows access to designated hospital and parking areas. Students are granted access to specific clinical areas determined by the department in which they are rotating. Security determines parking lot access. There is a \$15 fee for replacing lost ID badges. If this is your last LVHN rotation, ID badges must be returned to the Division of Education or Security at the end of the assigned rotation.

HOUSING

Housing is available for visiting students at the Cedar Crest and 17th and Chew campuses. All rooms are double rooms with three triple rooms at the Cedar Crest campus. Housing assignments are determined by the availability of beds at the time of the scheduled rotation. Students doing Surgery rotations are housed at the Cedar Crest campus.

Student rooms are pre-assigned. Students are not permitted to change their assigned room without the permission of the Division of Education. Failure to abide by this policy may result in the students securing their own housing off hospital premises.

Housing areas at both campuses have a kitchen equipped with a refrigerator and microwave. Students must adhere to the following rules when using these common areas:

- ❖ All items placed in the refrigerator must be identified with a name and date and removed upon departure.
- ❖ Cafeteria trays must be returned to the cafeteria.
- ❖ Students are required to clean up after using the kitchen area.
- ❖ Students are not allowed to rearrange furniture or place furniture in the hallway.
- ❖ Cooking appliances are not permitted in any of the student rooms.
- ❖ The use of extension cords is not allowed.
- ❖ Students are forbidden from installing personal computer equipment into LVHN network ports. Computer usage violations are grounds for immediate dismissal from LVHN.

Policy Violations

- ⇒ Smoking is not permitted in any of the hospital buildings.
- ⇒ Alcoholic beverages are prohibited on hospital property.
- ⇒ Overnight guests are not permitted in LVHN student housing.

Any student found to be in violation of these policies will be asked to leave the premises.

*Refer to Housing Check-In Information for additional details on your specific housing assignment.

Housing is offered as a courtesy by LVHN. Student rooms are pre-assigned. Students are not permitted to change their assigned room without the permission of the Division of Education. Failure to abide by this policy may result in the students securing their own housing off hospital premises.

Students must adhere to the following rules when using these common areas:

- All items placed in the refrigerator must be identified with a name and date and removed upon departure.
- Cafeteria trays must be returned to the cafeteria.
- Students are required to clean up after using the kitchen area.
- Students are not allowed to rearrange furniture or place furniture in the hallway.

- Cooking appliances are not permitted in any of the student rooms.
- The use of extension cords is not allowed.
- Students are forbidden from installing personal computer equipment into LVHN network ports. Computer usage violations are grounds for immediate dismissal from LVHN.
- Smoking is not permitted in any of the hospital buildings.
- Alcoholic beverages are prohibited on hospital property.
- Overnight guests are not permitted in LVHN student housing.

Any student found to be in violation of these policies will be asked to leave the premises.

All dorm/call rooms are shared (double occupancy); single rooms are NOT available. We provide the following amenities to students using the dorms:

- Towels/washcloths (available in the SON, please return once finished)
- Twin Sheets (available in the SON, please return once finished)
- Pillows (available in the SON, please return once finished)
- Refrigerators in kitchen
- Microwave in kitchen
- Phone / land line (in room) for local calls

The following is also provided free of charge to medical students:

- \$35/week meal allowance
- Assigned parking on LVHN campuses
- Wireless internet access (17th Street and 343 West St only)
- Laundry (Cedar Crest housing and 343 West St. only-open to all students)
- Flu Vaccines (in-season)

Items you may want to consider bringing for your dorm room:

- Toiletries
- Tissues
- Shower caddy
- Pillow
- Blankets or comforter
- Mattress bag/cover, one that encases the entire mattress
- Clothes hangers
- Ironing board and iron (to use in common areas)
- Portable radio
- Alarm Clock
- Laptop

Some items that are NOT allowed in the LVHN dorm rooms include (but not limited to):

- Alcohol of any kind
- Cooking appliances, incl. coffee pot, toaster, toaster oven, microwave
- Refrigerators
- Potpourri pots
- Halogen lights
- Extension cords
- Candles

- Incense
- Firearms or weapons
- Fireworks
- Dartboards
- Pets

If you are assigned to 343 West Street, Allentown, PA:

- Your OFF-SITE housing is at 343 N. West Street, a row home, situated directly behind the hospital site at 17th & Chew Streets, Allentown, 18105. You can pick up own bedding, blankets and towels in the adjacent School of Nursing – these items must be returned for laundering and at the conclusion of your experience. The kitchen is stocked with utensils and kitchen appliances, including a microwave oven. Please mark all food and be certain to remove your items when you leave. The townhouse is shared housing – you will have your own bedroom but will share a bathroom and kitchen.
- Your ID badge will give you access to the house.
- There is a washer and dryer for your use in the basement of the house. There is also a laundromat on 17th & Allen.
- You must put your own trash out at the curb; pick-up is Monday and Thursday. Please deposit other trash in the trash can at the corner parking lot before you leave.
- There is no regular housekeeping service at this location, so I ask your complete cooperation in maintaining the facility in consideration of others. There are also cleaning supplies under the kitchen sink and in the bathroom for your use. Please be aware: Cleaning personnel may enter the house once per month for spot cleaning.
- There is wifi available for your use in 343 West St. as well as on the 4th Floor SON in the medical student area.

If you are assigned to School of Nursing Housing (17th & Chew Sts):

- Housing at the 17th and Chew campus is on the 4th floor of the 17SON building. The room access code will be given to the student by Security at check in. Students entering the 17SON between the hours of 6PM to 6AM are required to swipe their ID badge for entry. The 4th floor student housing area, as well as the stairwell/elevator, requires ID card access 24 hours a day.
- There is a washer and dryer for your use in the basement of 343 West St. There is also a laundromat on 17th & Allen.
- Rooms are cleaned prior to the student's arrival. Daily upkeep of the room is the responsibility of the student. Clean linens are available on a daily basis. Trash must be placed in the hallway for pick up. Students have access to use the free laundry facilities located in the kitchen area of the Cedar Crest campus housing.
- The computer room is located at the northwest end of the main hallway in Room 4911.
- There is wifi available for your use in 343 West St. as well as on the 4th Floor SON in the medical student area.

LVHN-17th & Chew Sts Campus Housing

Housing at the 17th and Chew campus is on the 4th floor of the 17SON building. The room access code will be given to the student by Security at check in. Students entering the 17SON between the hours of 6PM to 6AM are required to swipe their ID badge for entry. The 4th floor student housing area, as well as the stairwell/elevator, requires ID card access 24 hours a day.

Rooms are cleaned prior to the student's arrival. Daily upkeep of the room is the responsibility of the student. Clean linens are available on a daily basis. Trash must be placed in the hallway for pick up. Students have access to use the free laundry facilities located in the kitchen area of the Cedar Crest campus housing.

The computer room is located at the northwest end of the main hallway in Room 4911.

Public wireless internet access is available on the 4th floor using the secure key information provided. The wireless access is not supported by LVHN's IS department. Therefore, all students are responsible for ensuring compatibility of their

personal computer equipment when accessing the wireless connection. Report wireless system problems to the Division of Education.

SSID:	PTDISTLINK
Wep Key: (128 Bit Encryption)	0123456789abcdef0123456789
SSID:	PTD MAC
WPA PSK Key:	0123456789abcdef0123456789

LVHN-Cedar Crest Campus Housing

Housing at the Cedar Crest campus is located on the third floor of the Anderson Wing. Students will be given the access code to their room by Security at check in.

The General Services department cleans student rooms daily. Students who wish to have their room cleaned less frequently should post a note on the door addressed to the General Services staff.

Computers are available in the student lounge area. Lockers are also available (padlock must be provided by students). Public wireless internet access is available in limited areas of the CC library and cafeteria. Instructions are posted in these areas.

BUILDING PROBLEMS

Please report any problems (broken desks, malfunctioning equipment, lost keys, etc.) to LVHN's Office of Student Affairs, Kasych, 610-402-2475.

HOUSING FAQs

Q: I don't have transportation. Can I be scheduled to stay at one site?

A: You are required to have transportation for every LVHN rotation. Bus schedule information may be requested at the main entrance of each campus, however, it will be the student's responsibility to obtain the appropriate schedule. LVHN does not provide transportation between campuses.

Q: Will I have a roommate?

A: Rooms at 343 West St. are private. In all other rooms, students will have a roommate. Each month, approximately 85 students are rotating at LVHN. All requests for a specific roommate are considered but are not guaranteed. Only those students who provide school documentation of a medical condition requiring a single room will be considered, but not guaranteed. Male/female sleeping quarters are separate. No exceptions.

Q: Do I have to bring my own sheets, pillow, etc?

A: You may wish to use your own sheets, blankets, pillows, etc. However, there are sheets, light blankets and pillows already on the bed when you arrive. Bath towels and wash cloths are also available. Each housing area has extra linens available for your use. You may want to bring a comforter or heavy blanket during the fall/winter months.

Q: Can I bring my own television?

A: We do not recommend bringing a television since television cable is not available in the dorm rooms. There is a lounge area at each site with a television.

SECURITY

You can reach security by dialing 610-402-8220 on any in-house phone. Dial 555 for emergencies while at LVHN, dial 911 for emergencies in your housing or off-campus.

BUILDING AND ROOM CODES

Lehigh Valley Hospital – Cedar Crest	LVH-CC
John and Dorothy Morgan Cancer Center	JDMCC
Kasych Family Pavilion	Kasych
Educational Conference Center	ECC
Video-Conference Room	VTC
Lehigh Valley Hospital – 17 th & Chew Sts.	LVH-17 th St.
Lehigh Valley Hospital – Muhlenberg	LVH-Muhlenberg
Division of Education, 2 nd Floor, 1247 S. Cedar Crest Blvd., Allentown, PA 18103	1247 or DOE

CALLING BETWEEN CAMPUSES

17 th to Cedar Crest	98-402-xxxx
17 th to LVH-M	98-884-xxxx
Cedar Crest to 17 th	98-969-xxxx
Cedar Crest to LVH-M	98-884-xxxx
LVH-M to Cedar Crest	98-402-xxxx
LVH-M to 17 th	98-969-xxxx

TELEPHONES

Directions for using the hospital telephone system:

- Press 99 to get an outside dial tone.
- To call between campuses, – press 98 followed by the campus prefix (402, 969 or 884) then the four-digit extension.

Student sleep room extensions are identified by the prefix 16 at the Cedar Crest campus and 49 at the 17th & Chew campus. In most cases, the last two digits of the extension will coincide with the last 2 digits of the sleep room number. For example:

Cedar Crest	Room 302	(610) 402-1602
17 th & Chew	Room 428	(610) 969-4928

MEALS

Medical students receive a meal allowance while on rotation at LVHN. The student ID badge is encoded with the entire meal allowance and is available beginning the first day of the rotation and ending on the last day of the rotation. The

student is responsible for monitoring the meal allowance for their rotation period. The cashier will print a receipt stating the balance on the card upon request. Additional funding will not be added to the card if the allowance has been used prior to the end of the rotation.

CAFETERIAS

17th and Chew Campus
Food Court - Lobby Level

Daily - 6:30am – 6:15pm

Cedar Crest Campus
Food Court
Starbucks Coffee Cart (Jaendl Pavilion)
Coffee Shop (JDMCC)

Daily - 6:30am – 8:00pm; 12:00am-4:00am
M-F 7:30am – 3:00pm
M-F 7:45am – 2:15pm

Muhlenberg Campus
Food Court - Lobby Level

Daily - 7:00am – 7:00pm

FITNESS CENTERS

Fitness Centers are available to students at the following locations:

Healthy You Fitness Center—Cedar Crest

1243 S. Cedar Crest Blvd., Lower Level
Allentown, PA 18103
610-402-3699

Healthy You Fitness Center—Muhlenberg

1770 Bathgate Road, 3rd Floor
Bethlehem, PA 18017
484-884-2851

Healthy You Fitness Center—Mack Blvd.

2100 Mack Blvd., 2nd Floor
Allentown, Pa 18105
484-884-0780

All rules are posted within the fitness center. Please call 610-402-CARE or visit www.lvhn.org/fitness for more information.

DRESS CODE/LAB COATS

LVHN's dress code policy can be viewed at www.lvh.com. Additionally, each department has its own dress code. For specifics, please speak with your mentor. Medical students are expected to provide their own lab coats.

PAGERS/PAGING

Pagers are issued to the students by the department in which the student is rotating. Not all clinical departments issue pagers to medical students. The student must return the pager to the student coordinator, in the department in which they rotated, upon completion of the rotation.

Use of LVHN paging system:

- To use the hospital operator, press 8999 and place your request with the operator.
- If the 4-digit extension is known, press 5100 and follow the directions given by the voice prompt.
- If the area code and pager number are known, press 99 for an outside line and enter the complete number at the dial tone. Follow the paging directions given by the voice prompt.

PLACES TO STUDY

Study space is available for students at all three hospital sites: at LVH-CC, in the Body Family Medical Library, at LVH-17th in the Student Study Space on the first floor, and at LVH-Muh in the Medical Library. Students have access to study space on a 24-hour basis.

IDENTIFICATION BADGE

An LVHN ID badge will be issued to each student. ID badges must be visible and worn by the student at all times while on LVHN property. ID badges are coded with a magnetic strip that allows access to designated hospital and parking areas. Students are granted access to specific clinical areas determined by the department in which they are rotating. Security determines parking lot access. There is a \$15 fee for replacing lost ID badges. If this is your last LVHN rotation, ID badges must be returned to the Division of Education or Security at the end of the assigned rotation.

Your official LVHN ID card will have a magnetic strip allowing door access to certain areas in LVHN. Your LVHN ID card is also used as your hospital identification tag. It must be worn on your white lab coat any time you are in a clinical setting. Please call LVHN's Office of Student Affairs should you have any problems with your ID card.

Your ID badge will give you "perimeter" access only. If you need access to any locked unit/department, please ask your preceptor/mentor to request for you directly by emailing Tammy_C.Fullen@lvhn.org. Call Security at 610-402-8220 with questions.

STUDENT LOUNGE SPACE

Student lounge space is available for students at all three hospital sites.

STUDENT MAIL

US Mail, Federal Express, UPS, etc., being sent to a student at the time of their rotation at LVHN should be addressed as follows:

Sherri White
Office of Student Affairs
For: (Student name), Medical Student
Lehigh Valley Health Network- Cedar Crest
Kasych Pavilion, 1st Floor
Allentown, PA 18105-1556
610-402-2554

Students should not forward regular mail to LVHN while completing a rotation. Mail delivered to LVHN after the student leaves will be forwarded to the address supplied by USFCOM.

EMAIL

Email is the official form of communication. Students are required to check email regularly. E-mail or U.S. postal mail address changes must be communicated to LVHN's Office of Student Affairs.

COMPUTERS

Computers are available for student use in designated student study areas, as well as on clinical units. Internet access is also available in all student areas for students who prefer to use personal computers.

Computer and printer requirements are listed in the Welcome Letter on the USFCOM Student Affairs website.

If you will need computer access, please ask your preceptor/mentor/supervisor to request for you directly by submitting a WISAR request online. Call Information Services at 610-402-8303 with questions.

FIRST TIME LOGON INSTRUCTIONS FOR WINDOWS NT

Students should follow these instructions the first time they log onto an LVHN-network computer:

1. Ctrl/Alt/Delete to have the logon prompt appear
2. Enter user name (Code assigned at orientation)
Example: s2345
3. Enter password. For first time logon, the password is set to default which is the first name initial, last name initial, two digit month and two digit day of birth.
Example: Mary Smith DOB: 12/25/1977
Password: ms1225
4. Enter Domain: LVHN
5. Click on OK or use the Enter key.

The SSO engine will appear and will continue to load the appropriate documents into the computer. When the icons appear, double-click on any icon to open that application.

After logging on, Ctrl/Alt/Delete and use the prompts to change the default password to a new password. Under no circumstances should a password be given to anyone.

For log-on and computer problems, call the I/S Help Desk at extension 8303. Training on any application, within the assigned access, can be scheduled by contacting the Division of Education.

HIPAA EDUCATION AND COMPLIANCE

Students will review the rules and regulations booklet of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) at orientation. A brief quiz will follow the review.

ACKNOWLEDGEMENT OF CONFIDENTIALITY

The release of information or documentation regarding employee, patient or hospital related matters is restricted to authorized personnel only. Medical students must not discuss, under any circumstances, patient information gained by any mechanisms.

Violation of HIPAA and/or Confidentiality regulations will result in immediate dismissal from LVHN. This includes acceptable usage of LVHN computers. Refer to the medical student policies posted on the LVHN Intranet. Students will sign an Acknowledgement of Confidentiality form prior to beginning at LVHN and annually thereafter.

BODY FAMILY MEDICAL LIBRARY

LOCATIONS

Cedar Crest Campus	8:30AM to 5:00PM	(610) 402-8410
17 th and Chew Campus	8:30AM to 5:00PM	(610) 969-2263
LVH-M Campus	ID card access only	(484) 884-2237

The Health Sciences Libraries are open Monday through Friday except for holidays.

Access to all three libraries is available 24/7 via LVHN ID card swipe at the door. Students are expected to abide by the "After Hours Access Guidelines" which will be signed at orientation. Violation of library guidelines may result in forfeit of library privileges.

No food or drink is permitted near computers. There are designated areas for food and drink at the Cedar Crest site.

CIRCULATION OF LIBRARY MATERIALS

An LVHN ID badge is required when borrowing materials from the library. Circulation times vary based upon the type of material requested. Reference books and loose journal issues do not circulate. Students are asked to abide by the library rules and return books promptly upon the due date. If a student is in violation of this policy, they will receive an overdue notice. Subsequent notices will be sent to LVHN's Office of Student Affairs.

DIGITAL LIBRARY RESOURCES

Visit the library's website for access to over 600 ebooks, over 7,000 ejournals, research tools and other digital resources.

(From the intranet homepage, click on Find Fast/Library Services.)

COMPUTING

No personal computer disks or programs are allowed in the library except for flash/jump drives to store documents.

Access to instructional, presentation and word processing software such as Microsoft Office is available at all three libraries.

PHOTOCOPYING

Each library is equipped with a copy machine. Students are required to do their own photocopying.

LITERATURE SEARCHING

The library provides access to a wide variety of literature databases including Medline, CINAHL (Cumulative Index to Nursing and Allied Health), Cochrane Library, Health Business Elite, PsycInfo, DynaMed, and Psychology and Behavioral Sciences. Students are required to do their own searches. Classes in literature searching are regularly scheduled.

INTERLIBRARY LOAN SERVICES (ILLS)

Students are asked to utilize all in-house library resources before requesting ILLs. Fax requests are accepted only in an emergency situation, i.e., the patient is in the hospital or doctor's office. The standard rate for an ILL is approximately \$11.00.

Rev. 6/2/2011

Students must sign the following library form stating that they understand the rules and regulations of the library and agree to abide by them.

**REGULATIONS REGARDING THE USE OF THE LIBRARY DURING
NON-LIBRARY STAFFED HOURS**

1. Eating and drinking is only permitted in designated areas in the library.
2. Borrowing privileges are only available during the hours the library is staffed unless prior arrangements are made with a member of the library staff.
3. Card holders will be responsible for materials taken by anyone utilizing a lost card until Library Services is notified. Report a lost hospital I.D. card to library staff as well as Security.
4. All persons must leave the library when the library staff locks the door. Card holders must use their card to re-enter the library to ensure proper registration by the security system.
5. Each person must run his/her card through the card reader before entering. UNDER NO CIRCUMSTANCES IS A CARDHOLDER PERMITTED TO OPEN THE DOOR FOR ANYONE ELSE INCLUDING FAMILY MEMBERS AND FRIENDS, USE SOMEONE ELSE'S CARD TO GAIN ACCESS TO THE LIBRARY, OR HAVE ANYONE GRANT THEM ACCESS EXCEPT THE SECURITY GUARD, OR LIBRARY STAFF.
6. If the security guard grants someone access to the library, the security guard will record the name, date, time, etc. in the Library Security Guard Log Book. The security guard will grant access only to a member of the LVHHN medical staff, a LVHHN employee, or a student with a legitimate affiliation with LVHHN. The security guard will use a card to grant access so that this action is properly registered by the security system. More than two occurrences per year for a card holder is considered excessive.

Violation of one or more of the regulations above may result in suspension or revocation of privileges to access the library during non-staff hours.

I HAVE READ THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THE REGULATIONS AS OUT-LINED THEREIN. FAILURE TO ABIDE BY THESE GUIDELINES COULD RESULT IN LOSS OF PRIVILEGES.

Signature

Name- please print

Date

HOSPITAL SAFETY

During their 1st and 2nd years at USF COM, students will be trained in routine hospital knowledge including back safety, chemical safety, MSDS information sheets, fire safety, universal precautions and safety for infectious disease. This training and education will be furthered when students arrive at LVHN. Students will receive training for specific areas of the hospital from individual departments as necessary.

HEALTH INSURANCE

Students rotating at LVHN are required to have Medical Insurance. Students have certified that adequate Health Care Insurance has been obtained. Students must be aware of their HMO or managed care provider's payment allowance outside their service areas. Any student requiring medical care at LVHN, will be required to provide the name of the insurance carrier / provider for billing purposes. Each student is responsible for their medical bills should the insurance company deny payment. In addition, students will be responsible for all co-payments at the time medical services are rendered.

ILLNESS

If a student becomes ill while doing a rotation at LVHN, they must first call their Primary Care Physician. If the PCP is unable to see the student or will not treat them via the phone, the student may call LVHN's Office of Student Affairs for a referral to either the Lehigh Valley Family Health Center at the 17th & Chew campus or the LVPG Internal Medicine office at the Cedar Crest campus. The student's medical insurance will be billed for all medical treatment and the student will be responsible for all charges not covered by their insurance. Students may not be treated by faculty members within the department they are currently rotating with.

Lehigh Valley Family Health Center
1730 Chew Street
Allentown, PA 18104
(610) 969-3500

LVPG Internal Medicine
1210 South Cedar Crest Boulevard
Suite 3600
Allentown, PA 18103
(610) 402-1150

Students presenting with a routine illness while on rotation at LVHN, or within 48 hours of completing a rotation at LVHN, are required to contact the Employee Sick Line at (610) 402-9717 to report the illness.

EMERGENCY CARE AND INCIDENTS

Students who require emergency services or are involved in an accident, e.g., needle stick, fall, etc., while rotating at LVHN, should report directly to the Emergency Room at the respective campus. The student must take a completed incident report with them when reporting to the emergency room. Students exposed to an infectious disease will receive counseling from Employee Health. The incident must be reported to LVHN's Office of Student Affairs so long-term follow-up and counseling can be coordinated.

All emergencies and incidents must be reported to the Office of Student Affairs as soon as possible.

INSTRUCTIONS FOR BLOOD & BODY FLUID EXPOSURES

1. Wash the wound or area IMMEDIATELY with soap and water. If you were splashed in the eyes, nose or mouth, irrigate the mucous membrane with large amounts of water.
2. Report the exposure to your preceptor, complete a Lehigh Valley Health Network Incident Report and proceed immediately to the Emergency Department where your exposure will be evaluated. Depending on the

circumstances of your exposure and the status of the source patient, post exposure prophylaxis with 2 or 3 drugs may be indicated. If indicated, these drugs must be started within several hours of the exposure; therefore, do not delay in seeking evaluation and treatment.

3. If you are prescribed PEP, you will require follow-up monitoring. This monitoring may be provided by your student health center or is available at LVHN's practices as follows:

Lehigh Valley Family Health Center
1730 Chew Street
Allentown, PA 18104
(610) 969-3500

LVPG Internal Medicine
1210 South Cedar Crest Boulevard
Suite 3600
Allentown, PA 18103
(610) 402-1150

4. Report the incident to LVHN's Office of Student Affairs so that follow-up and counseling can be arranged.
5. Call 610-402-STIK for detailed instructions if you need more information.
6. Any charges for Emergency Department treatment or follow-up care will be charged to your health insurance.

LOCKERS

Lockers are provided free of charge for students in the Student Study and/or Lounge Space at all three hospital sites. You may choose any empty locker and you must supply your own lock. The Office of Student Affairs will notify all students via e-mail when to remove all articles from their lockers at the end of the academic year.

EVALUATIONS OF ROTATIONS

All medical students are required to complete on-line evaluations of their clerkship/elective experiences. The purpose of this evaluation is to assess clerkship and elective needs and to continue improving the rotation experience for medical students.

Individual student responses are not accessible to LVHN faculty and will remain anonymous and confidential. Although the on-line evaluation is in no way connected to the grade a student receives for a clerkship/elective rotation, students will be required to provide proof of completion of the on-line evaluation to receive a grade for their clerkship/elective experience.

INSTRUCTIONS FOR COMPLETION OF NEW INNOVATIONS (NI) EVALUATION

1. Logon to www.new-innov.com
2. Click on **Client Login**
3. Enter the Institution's Login **LVH** (must be all caps) and click **Submit**
4. Enter **Username** and **Password** (both the same and all lower case), i.e. Mary Smith = msmith
5. Under the heading **Notifications**, click on the link to complete the evaluations
6. Complete the entire evaluation