University of South Florida

Morsani College of Medicine

M.D. Program

STUDENT HANDBOOK

Academic Year 2016-2017

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

MORSANI COLLEGE OF MEDICINE

MEDICAL STUDENT HANDBOOK

Academic Year 2016-2017

I. INTRODUCTION

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

This handbook has been developed by the Office of Student Affairs and the students of the Morsani College of Medicine to assist you. It contains Guidance statements and Procedures of the Morsani 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. 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. **ACKNOWLEDGEMENT OF RECEIPT, UNDERSTANDING OF THE 2016-2017 MD STUDENT HANDBOOK, COMPUTER CERTIFCATION STATEMENT**

Read the *Acknowledgement of Receipt and Understanding of the 2016-2017 MD Student Handbook* form and *Computer Account Certification Statement,* which are found on page 9. Submit the signed and dated form to Student Affairs, MDC 1002.

Acknowledgement of Receipt and Understanding of the 2016-2017 MD Student Handbook

I acknowledge receipt of the University of South Florida Morsani College of Medicine 2016-2017 MD Student Handbook.

By signing this statement, I agree to abide by all guidelines contained herein. I understand the Morsani College of Medicine has the right to periodically review and update its procedures and guidelines in order to serve the needs of the University of South Florida and the Morsani College of Medicine, and to respond to mandates of the Florida State Legislature, Florida Board of Governors, University of South Florida System Board of Trustees, federal government, and other regulatory and accrediting agencies.

The 2016-2017 MD Student Handbook is not all inclusive of all University of South Florida and Morsani College of Medicine guidelines, policies, procedures, and regulations. The Morsani College of Medicine reserves the right to change, rescind, or include additional procedures and guidelines in the University of South Florida Morsani College of Medicine 2016-2017 MD Student Handbook. I understand that such changes may occur without notice. I agree it is my responsibility to check online for the latest version of the University of South Florida Morsani College of Medicine 2016-2017 MD Student Handbook. I also understand this page will be kept in my student file in the Morsani College of Medicine MD Office of Student Affairs until graduation. A copy can be made available for my records, upon request.

COMPUTER 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 Morsani College of Medicine, 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.

Signature:

Print Name:

Date:

B. STATEMENT ON STUDENT AFFAIRS

The Office of Student Affairs has an open-door service mindset and is available 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 your growth process. The Associate Dean for Student Affairs, Dr. Kira Zwygart, is available in her office during school hours (phone number 813-974-2068), and by cell phone at 813-624-8803 for emergency issues.

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

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 Morsani 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 Morsani 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 fundamental knowledge of the basic sciences in a meaningful relation to medicine career goals 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. 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.

Approved by Committee on Professional Student Affairs 05/17/2010
Approved by the Dean, Morsani College of Medicine 05/24/2010
Approved by the Dean, Morsani College of Medicine 05/20/2014

C. OBJECTIVES OF THE MORSANI COLLEGE OF MEDICINE

1. **Mission**
The mission of the University of South Florida Morsani 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 Morsani 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 Morsani 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

D. 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 Morsani College of Medicine students, is a modification of the original.

E. MORSANI COLLEGE OF MEDICINE PROGRAM OBJECTIVES

New AAMC Competency Domains	SELECT Competency Domains	MCOM Program Objectives
Patient Care		pc1: Demonstrate evidence based history and physical diagnosis skills
		pc2: Demonstrate evidence-based test ordering skills
		pc3: Demonstrate logical differential diagnosis, critical and clinical reasoning skills
		pc4: Demonstrate essential technical skills
		pc5: Demonstrate evidence-based selection of appropriate therapies
		pc6: Demonstrate patient-centered, empathetic, holistic diagnosis and care of patients
	Values-Centered Care	Spc1: Demonstrate advanced ability to perform values-based, patient-centered comprehensive assessment, diagnosis and shared decision making in the care of patients
Medical Knowledge		*Demonstrate appropriate knowledge of the below domains relevant to general medical practice:*
		mk1: Core biomedical sciences relevant to general medical practice, including: • Molecular/Cellular Biology, Immunology, Biochemistry and Genetics • Anatomy, Histology, and Embryology • Normal Cellular, Organ, and Systems Physiology • Pathophysiology of Common Diseases • Pharmacology • Microbiology
		mk2: Social-Behavioral Science
		mk3: Informatics and evidence based medicine
		mk4: Epidemiology and Public Health
		mk5: Basics of Health Systems and Finance
	Health Systems	Smk1: Advanced knowledge of US and international health systems, policy, and finance
Practice-based Learning and Improvement		pbl1: Self-assess knowledge gaps, set improvement goals , perform activities to accomplish these
	Leader-ship	Spbl1: Demonstrate advanced competency in self-assessing knowledge gaps and setting improvement goals, then perform activities to accomplish these
		pbl2: Use information technology and medical literature to inform clinical decisions
		pbl3: Demonstrate teaching skills (e.g. of patients, peers, junior students) using principles of adult education.
	Health Systems	Spbl2: Demonstrate ability to analyze a health care environment/system and recommend changes to improve patient outcomes.
Interpersonal and Communication Skills		ipc1: Communicate effectively with health science colleagues.
		ipc2: Communicate effectively and sensitively with patients, adjusting language and style in order to incorporate their knowledge, values, and culture
		ipc3: Keep accurate and appropriate medical records
		ipc4: Work collaboratively as a member of a medical team with understanding of principles of handoffs and appropriate consultations.
	Leader-ship	Sipc1: Demonstrate advanced team leadership skills that enhance team functioning, the learning environment, and/or the health care system

		Values-Centered Care	Sipc2: Demonstrate advanced ability to communicate effectively and sensitively with patients, adjusting language and style in order to incorporate their knowledge, values, and culture
Professionalism			p1: Demonstrate responsibility and accountability in practice
			p2: Respond appropriately and effectively to feedback
			p3: Demonstrate ethical behavior
			p4: Engage in appropriate communications with others
			p5: Demonstrate patient-centered, sensitive, compassionate patient care
		Leader-ship	Sp1: Demonstrate advanced ability in all of the above, and the ability to inspire and instruct peers in these areas.
Systems-Based Practice			sbp1: Effectively participate in and coordinate care within a variety of clinical settings
			sbp2: Participate in investigating systems errors and implementing potential solutions
			sbp3: Incorporate knowledge of health systems and cost of care into medical decisions
		Health Systems	Ssbp1: Show advanced ability to incorporate knowledge of health systems and cost of care into medical decisions
		Health Systems	Ssbp2: Strategize and advocate for quality improvement in patient care and health care systems
Interprofessional Collaboration			ic1: Work with other health professionals with respect and collaboration
			ic2: Engage in self-improvement by learning from other health professionals
			ic3: Share information with other health professionals effectively, so as to optimize team performance and patient outcomes
			ic4: Work with other health professionals to develop effective teams in order to optimize patient outcomes
		Leader-ship	Sic1: Demonstrate advanced team competencies in assessment and coaching in order to achieve a common patient-centered end.
Personal and Professional Development			ppd1: Demonstrate altruism by demonstrating service-based learning in a community setting
			ppd2: Demonstrate self-awareness and the ability to seek help appropriately
			ppd3: Demonstrate healthy coping mechanisms in response to stress
			ppd4: Demonstrate flexibility in response to change
			ppd5: Effectively manage conflicts between personal and professional responsibilities
			ppd6: Demonstrate trustworthiness that makes colleagues feel secure in patient care venues
			ppd7: Demonstrate an appropriate level of self-confidence that puts colleagues and patients at ease.
			ppd8: Recognize that ambiguity and uncertainty are normal parts of health care and respond by using appropriate resources in dealing with it.
			ppd9: Show leadership skills that enhance team functioning, the learning environment, and/or the health care system
		Leader-ship	Sppd1: Demonstrate emotional intelligence by showing awareness of strengths, weaknesses, and idiosyncrasies of self, team, and systems, and then show the ability to modulate one's behavior to positively affect each of these.

F. DIRECTORY

1. Building Codes
CMS – Children's Medical Services (USF Health Administration), 13101 Bruce B. Downs Blvd.
HMT – Harbourside Medical Tower, 5 Tampa General Circle
MDA – Medical Center Ambulatory Clinic
MDC – Medical Center
MDH – Morsani Center for Advanced Health Care, 13330 USF Laurel Drive
MDL – Medical Center Laboratories
MDT – School of Physical Therapy & Rehabilitation Sciences, 3515 E. Fletcher Avenue
MCC – Moffitt Cancer Center, USF Magnolia Drive
STC – USF Health South Tampa Center for Advanced Healthcare, 2 Tampa General Circle
TGH – Tampa General Hospital, 1 Tampa General Circle
UPC – USF Health University Psychiatry Center, 3515 E. Fletcher Avenue

2. Leadership of the Morsani College of Medicine

Judy Genshaft, PhD — CGS 401; 813-974-2791
President, University of South Florida

Charles Lockwood, MD, MHCM — CMS 3030; 813-974-0533
Senior Vice President, USF Health
Dean, Morsani College of Medicine

Edmund Funai, MD — CMS 3030; 813-974-4531
Chief Operating Officer
USF Health

Joann Strobbe, MsEd — CMS 3030; 813-974-2196
Chief Financial Officer, MCOM
Vice Dean, Administration, Finance & Technology

Bryan Bognar, MD, MPH, FACP — MDC 1100; 813-974-7131
Vice Dean, Education

Charles Paidas, MD, MBA — MDC 41; 813-974-4478
Vice Dean, Clinical Affairs and Graduate Medical Education

Valerie Parisi, MD, MPH, MBA — MDC 49; 813-974-4950
Senior Executive VP Academic Affairs, Vice Dean of Faculty Affairs

Kira Zwygart, MD, FAAFP — MDC 1002; 813-974-2068
Associate Dean for Student Affairs — Cell: 813-624-8803

Deborah DeWaay, MD, FACP — MDC 1100; 813-974-7201
Associate Dean for Undergraduate Medical Education

Robert Barraco, MD — 1247 DOE, Cedar Crest Hospital
Associate Dean for Educational Affairs, Lehigh Valley campus — 610-402-2494

William S. Quillen, PT, DPT, PhD, FACSM — MDT 1055; 813-974-9863
Associate Dean, Director, USF School of Physical Therapy and Rehabilitation Sciences

3. Academic Department Chairs

a. **Foundations**

Molecular Medicine

Robert Deschenes, PhD
MDC 3535; 813-974-6393

Molecular Pharmacology & Physiology

Sarah Yuan, MD, PhD
MDC 2538; 813-974-5104

Pathology & Cell Biology

Phillip Marty, PhD (Interim Chair)
CMS 3017; 813-974-5200

b. **Clinical**

Cardiology

Arthur J. Labovitz, MD
STC, 5th Floor; 813-259-0664

Dermatology & Cutaneous Surgery

Neil Fenske, MD
MDC 1174; 813-974-4270

Family Medicine

Richard Roetzheim, MD
(Interim Chair)
MDC 4136; 813-974-2445

Internal Medicine

John T. Sinnott, MD
MDC 4127; 813-974-2271

Neurology

Clifton L. Gooch, MD
MDC 4106; 813-974-3541

Neurosurgery and Brain Repair

Harry R. van Loveren, MD
HMT 730; 813-259-0904

Obstetrics & Gynecology

Jerome Yankowitz, MD
HMT 529; 813-259-8514

Oncologic Sciences

Lynn Moscinski, MD
MCC, Ste. 1008 ; 813-724-2939

Ophthalmology

P. Reed Pavan, MD
USF Eye Institute; 813-974-1530

Orthopaedics & Sports Medicine

Roy W. Sanders, MD
MDC 106; 813-974-2351

Otolaryngology – Head & Neck Surgery

Thomas V. McCaffrey, MD, PhD
MDC 73; 813-974-2406

Pediatrics

Patricia Emmanuel, MD
17 Davis, 2nd FL.; 813-272-2960

Psychiatry & Behavioral Neurosciences

Glenn Currier, MD, MPH
UPC 220; 813-974-3648

Radiology

Todd Hazelton, MD
MDC 3157A; 813-974-6311

	Surgery	David J. Smith, Jr, MD
		HMT 430; 813-259-0964

	Urology	Jorge L. Lockhart, MD
		2 Tampa General CIR; 813-250-2213

4. **School of Physical Therapy and Rehabilitation Sciences**
   William S. Quillen, PT, DPT, PhD, FACSM   MDT 1055; 813-974-9863
   Associate Dean, Director, School of Physical Therapy and Rehabilitation Sciences

5. **Student Affairs, Financial Aid, and Registrar**
   a. **Student Affairs**

Kira Zwygart	MDC 1002; 974-2068
Associate Dean for Student Affairs	Cell: 813-624-8803
Student Affairs, MDC Box 4	

Danielle Schutz, MA, MABMH	MDC 1002; 813-974-2068
Director	

Chad Whistle, M.Ed.	MDC 1002; 813-974-2068
Assistant Director, Student Life and Programs	

Phyllis Ridgeway	MDC 1002; 813-974-2068
Office Manager	

Meghan Connery, M.Ed.	MDC 1002; 813-974-2068
Coordinator, Student Life and Programs	

David Anderson	MDC 1002; 813-974-2068
Administrative Specialist	

   b. **Financial Aid**

Michelle Williamson	MDA 1040; 813-974-6343
Director, MDC Box 4	

Barbara Muffly, M.Ed.	MDA 1039; 813-974-5581
Financial Aid Advisor	

Jenny Cun	MDA 1041; 813-974-5581
Financial Aid Advisor	

   c. **Registrar**

Marrissa Cook, MA	MDA 1040B; 813-974-1199
Registrar, MDC Box 4	

Wendy Steiger	MDA 1040B; 813-974-4089
Assistant Registrar	

Ysna Duclos	MDA 1040B; 813-974-0828
Records Specialist	

6. **Admissions**

Mariann Suarez, PhD Chair, Medical Student Selection Committee	MDC 1116; 813-974-5488
Edwing (Ed) Daniel, PhD Assistant Dean	MDC 1116; 813-974-7092
Anh-Kay Pizano Assistant Director	MDC 1116; 813-974-5297

7. Office of Student Diversity and Enrichment (OSDE)

Shirley Smith, MA Director	MDA 1032; 813-974-2562
Kevin Casey Program Coordinator	MDA 1032; 813-974-7592

8. Academic Support Center

Pamela O'Callaghan, PhD Director	MDC 1012; 813-974-5815
Steven Specter, PhD	MDC 1012; 813-974-5566
James Mayer, MD Co-Directors, Career Advising	MDC 1012; 813-974-5322
Shaterra White Career Advising and Learning Skills Coordinator	MDC 1012; 813-974-5322

9. Office of Research, Innovation & Scholarly Endeavors (RISE)

Susan Pross, PhD	MDC 4125; 813-974-2065
Ingrid Bahner, PhD Co-Directors	MDC 4005; 813-974-3454
Roberta (Bobby) Collins Assistant Director	MDC 1114; 813-974-5793
Erin Pierce SCP/RISE Coordinator	MDC 1114; 813-974-8452

10. Undergraduate Medical Education

Deborah DeWaay, MD, FACP Associate Dean for Undergraduate Medical Education	MDC 1100; 813-974-7201
Dionne Ferguson, JD, PhD Director of Academic Program Development & Strategic Initiatives	MDC 1100; 813-974-7828
Kelly McCarthy Executive Chief Proctor-NBME	MDC 1012; 813-974-2544
Jennifer Parker Medical Education Program Specialist – UME DCE & CCM Coordinator	MDC 1100; 813-974-8364

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 Morsani 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 Morsani 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 student for the M.D. degree must have aptitude, abilities, and skills in five (5) areas: observation; communication; motor; conceptual, integrative and quantitative; and behavioral and social, and must continue to meet these Technical Standards throughout their enrollment. Technological compensation can be made for some handicaps in these areas, but a medical student should be able to perform in a reasonably independent manner. The use of a trained intermediary would mean that a medical student'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 (5) skill areas specified above. Reasonable accommodation can be made as appropriate, for disabilities.

1. **Observation**
   The medical student must be able to observe demonstrations and participate in experiments in the basic sciences, including, but not limited to, physiologic and pharmacologic demonstrations in computer-aided simulation, imaging, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A student 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**
   The medical student must 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. Students must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The students must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team. Students 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**
   Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Students should be able to do basic laboratory tests (urinalysis,

CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.) and read EKGs and X-rays. Students 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**
   Students 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 students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. **Behavioral and Social Attributes**
   Students 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. Students 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.

   Students of the M.D. degree must have somatic sensation and the functional use of the senses of vision and hearing. Students' 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 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 Morsani 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 shall 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 students 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 tactile 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 must 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.

1. 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** the Office of Student Affairs by e-mail or telephone (or 813-974-2068) 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 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 the Course Director and Student Affairs (or 813-974-2068) 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 Office of Student Affairs.

Students who miss an examination for any reason are required to contact the Pre-clerkship Curriculum Director 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, except for exams on the last day of the academic period, which are generally made up on the first day after the break. 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 Office of Student Affairs by the Course Director.

d. **Medical Student Hours in Year 1 and Year 2**
Students are limited to a maximum of 35 required curricular contact hours for any given week. Students must be given two days free (typically Saturday and Sunday) from all required curricular contact time for any given week, and at least one half day free of scheduled class in required courses per week, except for weeks shortened by vacation.

All absences are at the discretion of the Course Director. The Course Director will use the following guidelines when determining if the absence is excused or unexcused.

Preclerkship Guidelines for Excused and Unexcused Absences

All 'Events' (see below) require submission of the appropriate Request Form.

Events indicated below by an asterisk (*) are to be submitted at least 2 weeks in advance.

All Absence Requests (Excused and Unexcused) are logged and tracked by the Office of Student Affairs.

EVENT	Mandatory Classes (where attendance is required) Absence Excused? (Yes / No)	Course Exams (attendance is required) Absence Excused? (Yes / No)
Student health issues, illnesses, including infections that could put others at risk.	**Yes** Make-up assignment coordinated with Course Director and/or Instructor.	**Course Tests (i.e. Examsoft) – Yes** Make-up test scheduled 2 days after originally scheduled test if health permits. For extended health issues, to be scheduled at the end of the course. **OSCE or NBME Final Exams – Yes** Make-up arrangements coordinated with Course Director when health permits.
Death or serious illness of a close family member.	**Yes** Make-up assignment coordinated with Course Director and/or Instructor.	**Course Tests (i.e. Examsoft) – Yes** Make-up test scheduled 2 days after originally scheduled test if circumstances permit. **OSCE or NBME Final Exams – Yes** Make-up arrangements coordinated with Course Director.
*Birth of a child (student is the mother or father).	**Yes** Make-up assignment coordinated with Course Director and/or Instructor.	**Course Tests (i.e. Examsoft) – Yes** Make-up arrangements coordinated with Course Director when circumstances permit. **OSCE or NBME Final Exams – Yes** Make-up arrangements coordinated with Course Director when circumstances permit.
*Religious holidays	**Yes** Make-up assignment coordinated with Course Director and/or Instructor.	**Course Tests (i.e. Examsoft) – Yes** Make-up test scheduled 2 days after originally scheduled test if circumstances permit. **OSCE or NBME Final Exams – Yes** Make-up arrangements coordinated with Course Director.
*Wedding, student is the bride or groom, or attending the wedding of a close family member.	**Yes** Make-up assignment coordinated with Course Director and/or Instructor.	**Course Tests (i.e. Examsoft) – Yes** Make-up arrangements coordinated with Course Director when circumstances permit. **OSCE or NBME Final Exams – No**
*Presenting at, or attending a medical conference.	**Yes** Make-up assignment coordinated with Course Director and/or Instructor.	**Course Tests (i.e. Examsoft) - Yes** Make-up arrangements 2 days after the scheduled test. **OSCE or NBME Final Exams - No**
Personal events including birthdays, reunions, trips, etc.	**No, Absence may affect final grade.** Make-up assignment coordinated with Course Director and/or Instructor.	**Course Tests (i.e. Examsoft) - No** **OSCE or NBME Final Exams - No**
Significant personal event otherwise unspecified that is approved by the Associate Dean of Student Affairs.	**Yes** Make-up assignment coordinated with Course Director and/or Instructor.	**Course Tests (i.e. Examsoft) - Yes** Make-up arrangements coordinated with Course Director when circumstances permit. **OSCE or NBME Final Exams – Yes**

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.

   All absences are at the discretion of the Clerkship Director. The Clerkship Director will use the following guidelines when determining if the absence is excused or unexcused.

M3 – GUIDELINES FOR EXCUSED AND UNEXCUSED ABSENCES

EVENT	ABSENCE EXCUSED?	MAKE UP TIME NEEDED?
Student illness, including infections that could put patients or other staff at risk	Yes	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.
Illness or death of a close family member or close friend	Yes	Yes, if > 2 days missed. Student responsible to reschedule missed experiences.
Religious holidays	Yes, if notification is made 2 months prior to clerkship schedule completion. Reasonable accommodation will be made to schedule around requested observed holidays during rotation.	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.
Presentation at a medical conference	Yes, if notification is made 2 months prior to clerkship schedule completion. Attempts will be made to schedule the student so that the absence is minimally disruptive.	Yes, if > 1 day missed. Student responsible to reschedule all missed experiences.
Attending a medical conference	Yes, if notification is made 2 months prior to clerkship schedule completion. Student may only miss one day per clerkship before vacation time must be used to make-up absences.	Yes, if > 1 day missed student responsible to reschedule all missed experiences.
Wedding (student is bride or groom). Birth of a child (student is mother or father).	Yes, if notification is made 2 months prior to clerkship schedule completion. Attempts will be made to schedule the missed days during outpatient blocks.	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.
Attending the wedding of a family member or extremely close friend	Yes, if notification is made 2 months prior to clerkship schedule completion. Student may only miss one day per clerkship before vacation time must be used to make-up absences.	Yes, if > 1 day missed. Student responsible to reschedule all missed experiences.
Significant personal event otherwise unspecified that is cleared with Doctoring 3 Director, Clerkship Director, and Associate Dean of Student Affairs	Yes, if notification is made 2 months prior to clerkship schedule completion. Student may only miss one day of clerkship before vacation time must be used to make-up absences.	Yes, if > 1 day missed. Student responsible to reschedule all missed experiences.
Birthdays, Trips, Reunions, and other personal activities	No, absence will impact final grade!	Yes, for all days missed. Student responsible to reschedule all missed experiences.

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 shall 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 must be notified of all absences by telephone (813-974-2068) or via e-mail. It shall 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 shall be completed by the student and forwarded to the Clerkship Director and clerkship coordinator and copied to the Office of Student Affairs.

    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 shall 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 director and 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 shall 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.

    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.

c. **Medical Student Hours in Clinical Years**
    Morsani College of Medicine students are held to the same work hour guidelines as are residents, per ACGME guidelines:

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- 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 28 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 or the Associate Dean for Undergraduate Medical Education.
- Students, residents, and faculty are not permitted to allow/require deviation from the above rules. Violations should also be discussed with Clerkship Directors, either directly or via clerkship liaison, and then with one of the deans if not satisfactorily resolved.

C. ACADEMIC GUIDELINES

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

2. 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.

For the MD Class of 2020 and MD Class of 2019, students' performance in Medical Science courses 1-7, course work in Years 1 and 2, will be evaluated by assignment of grades of Honors (H), Pass with Commendation (PC), Pass (P), Fail (F), R (Remediation Required), T (Temporary, Remediation Required), or Incomplete (I). Passing grades are H, PC, and P in order of excellence. Doctoring courses 1-2, course work in Year 1 and Year 2, will be evaluated by assignment of grades of Honors (H), Pass (P), or Fail (F). 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 grade of I signifies non-completion of required coursework that must be completed to receive academic credit. The grade of T in Years 1 and 2 signifies a provisional failure caused by an identified narrow area of deficiency and must be remediated by the start of the next course.

For the MD Class of 2018 academic coursework in Years 3 and 4 will be H/PC/P/F/S/U. For the MD Class of 2017 academic coursework in Year 4 will be H/ P/F/S/U. Deficient grades will be reported to the Academic Performance Review Committee (APRC). Deficient grades are defined as R, I, U or F. The 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 grade of I signifies non-completion of required coursework that must be completed to receive academic credit. The R grade is issued in required Years 3 and 4 clerkships for failure of a single course component (often an exam) during the clerkship. Upon remediation of the component, 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 or Associate Dean for Undergraduate Medical Education as appropriate 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.

The transcript is an unabridged record of a student's coursework, therefore, current and final course grades, including failures, will be noted thereon.

A deficiency can be a T which will not be reported outside the University of South Florida, or an R which will eventually be replaced. Current and final is meant to cover F or U grades as well as Incompletes and R's that are printed on the transcript until coursework is made up or remediated. T, R, and I grades do not remain on the student transcript.

3. **Grade Determination**

   The grades are described as follows; however, see course syllabi for specific grade determination.

   H = Honors
   PC = Pass with Commendations
   P = Pass
   F = Fail
   S = Satisfactory
   U = Unsatisfactory
   I = Incomplete (may change in transcript to one of the above grades upon completion of missing requirements)
   R = Remediation Required
   T = Temporary, Remediation Required

   W = Withdraw without penalty
   WP = Withdraw Passing
   WF = Withdraw Failing

   Any alteration to this policy will be listed in a course syllabus available to students no later than the 1st day of class.

4. **Timing of Remediation**
   a. **Courses with a succeeding Course starting less than 3 weeks later (C1a, 1b, 1c, 2, 3, 5, 6, SELECT Summer Immersion)**
      i.   Students who receive a T grade in one of these courses must take their remediation test no later than the first day of their next course. Failure to do so without a compelling reason will result in a grade of U sent to the Registrar.
      ii. Students who convert a T to an S in this fashion will be reported to the APRC for informational purposes only.
      iii. Students who convert a T to a U in this fashion will be reported to the APRC for action. Such students must remediate the U prior to taking either the Year 1 Comprehensive Exam (CE) or the Year 2 Comprehensive Basic Science Exam (CBSE).
   b. **Courses with a succeeding Course starting 3 or more weeks later (C4, C7, EBCR 1 & 2, Doctoring 1 & 2, SELECT Doctoring, SELECT Professional Development 1 & 2)**
      i.   Students who receive a T grade in one of these courses must take their remediation test no later than the tenth calendar day after the last test in the course. Failure to do so without a compelling reason will result in a grade of U sent to the Registrar.
      ii. Students who convert a T to an S in this fashion will be reported to the APRC for informational purposes only. Such students may delay taking either the Year 1 CE or the Year 2 CBSE without penalty.

      iii.   Students who convert a T to a U in this fashion will be reported to the APRC for action. Such students must remediate the U prior to taking either the Year 1 CE or the Year 2 CBSE. Year 2 students may need to delay the beginning of the Year 3 clerkships.

      iv.   Students who receive a U or F in one of these courses must remediate the course prior to taking either the Year 1 CE or the Year 2 CBSE. Year 2 students may need to delay the beginning of the Year 3 clerkships.

      v.   SELECT students may take the test to remediate a T at a remote site with the same time stipulations. The Associate Dean for Undergraduate Medical Education must approve the proctoring and other security arrangements for all remote administrations. Year 1 SELECT students who need to remediate a U will need to meet with the Pre-clerkship SELECT Director and the UME Associate Dean to discuss the timing of the remediation, after it is designed by the course director. There may be a delay or modification of the Year 1 SELECT summer immersion.

5. **Requirements for Graduation**
    a. For a student to be recommended for graduation, he or she must have satisfied the Morsani 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.
    b. 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 Morsani College of Medicine.
    c. 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 5, 2016 and Step 2CK by November 25, 2016.
    d. The student must have successfully completed a summative Year 4 Clinical Practice Examination (CPX).
    e. The student must have achieved all Program Objectives for graduation, including the Service learning and Teaching requirements with appropriate signoff of the student logbook.
    f. The student must have satisfactorily demonstrated the professional attitudes and values expected of physicians.
    g. 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.
    h. 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.

6. **Unsatisfactory Performance**
    Unsatisfactory academic performance (one or more deficient grades) or failure to achieve a graduation program objective by a student will lead to review by the Academic Performance Review Committee (APRC). See Section IV, E, 1, 2, 3 and 4.

7. **Standards of Progress for Veterans Affairs Students**
    a. **Unsatisfactory Performance**
        As defined in Section IV, E, 3, b, i, unsatisfactory performance will be subject to dismissal from the Morsani College of Medicine. VA benefits will be terminated for VA students for unsatisfactory progress.

    b. **Academic Warning and Probation**
        As defined in Section IV, E, 3, b, iii, students are subject to dismissal from the Morsani 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.

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

8. **Academic Honesty Guidelines**

Students attending the USF Morsani College of Medicine are awarded academic degrees in recognition of successful completion of coursework in the study of medicine and demonstrated integration of the academic standards for honesty and integrity expected of all graduates. Broadly defined "academic honesty" is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts.

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 Regulation 3.027. Violations of academic honesty guidelines will be subject to review by the Academic Performance Review Committee (APRC) pursuant to the process set forth in Section IV, E, 1, 3, iii, d.

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 Morsani College of Medicine.

b. **Reconsideration or Appeal**
   Students have the right to petition the Academic Performance Review Committee (APRC) for reconsideration and pursue further appeal pursuant to the process set forth in Section IV, E, 5.

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 fifteen (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 grounded in the fundamental values of honesty, integrity and fairness and is an essential part of the practice of medicine. Students are expected to display and will be examined by these exemplary behaviors. Students are expected to appreciate their responsibility to their profession.

In addition to behavioral standards related to the medical profession, students are expected to uphold the principles of honor set forth by the University of South Florida in The Commitment to Honor.

Anyone seeking impartial assistance to identify and navigate professionalism concerns affecting faculty-student relations, academic achievement and/or institutional effectiveness may contact Olga Skalkos, PhD, Office of Student and Resident Professional Development (OSSR) (813-974-8509).

Anyone seeking to report lapses in professionalism may contact respectively:
Kira Zwygart, MD, Associate Dean for Student Affairs (813-974-2068);
Bryan Bognar, MD, Vice Dean for Educational Affairs (813-974-7131);
Charles Paidas, MD, Vice Dean, Clinical Affairs and Graduate Medical Education (813-974-4478);
Robert Barraco, MD, Associate Dean of Educational Affairs USF-Lehigh Valley (610-402-2563);
Michael La Rock, MD, Assistant Dean for Student Affairs, USF-Lehigh Valley (610-402-2563).

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.

1. **Social Media Participation Guidelines**
   The USF Health Office of Communications and Marketing provides guidelines as to how the Morsani College of Medicine supports institutional communication goals through social media platforms (e.g. Facebook, Twitter, YouTube, LinkedIn, Pinterest, and Instagram). Institutional representation via online social media platforms must only be initiated and authorized through the USF Health Office of Communications and Marketing and the University of South Florida Information Technology (IT). Any sites or pages existing without prior authorization are subject to review when discovered and may be removed.

   University of South Florida Morsani College of Medicine email addresses should not be used in conjunction with unofficial or personal social media accounts and profiles. Remember, everything you do online can and will live forever. Think before you post. A closed network is not necessarily private. It can and will be shared, stored and spread globally. Do not post anything online you would not feel comfortable seeing on the front page of a newspaper, or on national television. Balance your professional and personal social media presences.

   Patient information is protected by the Health Insurance Portability and Accountability Act (HIPAA). Students must be familiar with the provisions of this act and respect its intent at all times. Students must comply with HIPAA Notice of Privacy Practices.

   Social media responsibility is an important aspect of professionalism. All Morsani College of Medicine colleagues – including students – must adhere to the following:
   - Always protect patient privacy. Never reveal any patient health information that would identify the patient. Always abide by all University of South Florida Morsani College of Medicine HIPAA requirements.
   - Know and follow University guidelines from the Office of Rights and Responsibilities and Responsible Computing.
   - When discussing Morsani College of Medicine, or matters related to Morsani College of Medicine, you must make it clear that you are speaking for yourself and not on behalf of the Morsani College of Medicine. If you publish content to any website outside of the University of South Florida Morsani College of Medicine and it involves work you do or subjects associated with the University of South Florida Morsani College of Medicine, use a disclaimer such as: "The views expressed on this blog; website are my own and do not reflect the views of the University of South Florida Morsani College of Medicine."
   - You are personally responsible for content you publish. Be aware that what you publish on blogs, wikis, social networks or any other form of user-generated media will be public and often cannot be edited or removed.
   - Use a personal e-mail address. Do not use your XXXX@health.usf.edu address as your means of identification for social media participation.
   - Respect copyright and fair use laws. This includes not publishing material owned by the University of South Florida or the University of South Florida Morsani College of Medicine.
   - Do not disclose confidential or proprietary information. Do not disclose information related to the Morsani College of Medicine that is not public. Perception is reality. If you identify yourself as a Morsani College of Medicine student, ensure your profile and related content is consistent with expected behaviors. In social media, the lines between public and private, personal and professional are blurred. By identifying yourself as associated with the Morsani College of Medicine, you are creating perceptions about the Morsani College of Medicine and yourself with your colleagues and managers. If you choose to identify your association with

Morsani College of Medicine, be sure that all content is consistent with Morsani College of Medicine's values and professional standards.

- Contact USF-Morsani College of Medicine Office of Student Affairs, or USF Health Office of Communications and Marketing if you have questions or are unsure about the application of these guidelines to your social media activities.
- Additionally, do not ask faculty or staff who have a scheduling or evaluation relationship with you to join your social media site(s).
- Be aware that you must maintain a professional behavior at all times, even when you are off duty.

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 and make recommendations to the Dean regarding graduation, advancement, dismissal and readmission. It also acts directly to place students on probation and design remediation for academic deficiencies.

             The APRC shall be chaired by the Chief Academic Officer, or his or her designee, and shall be composed of all Years 1 and 2 Core and SELECT course directors for required Courses 1-7, all Year 3 Core and SELECT clerkship directors for required clerkships, and seven (7) faculty members who are not course or clerkship directors and who hold the rank of Associate Professor or Professor – five (5) of these shall be from the USF-Tampa campus and two (2) from the USF-Lehigh Valley campus. Non-course or clerkship director faculty members serve two-year terms and shall be appointed by the Faculty Council.
    b. **Composition**
        i.   The APRC shall be chaired by the Chief Academic Officer, or his or her designee.
        ii. Thirteen voting members will be selected for one-year terms. All members should have a voting role during any two- to three-year cycle.
        iii. Voting member composition
             One (1) Year 1 Course Director
             One (1) Year 2 Course Director
             Pre-clerkship Faculty Curriculum Director
             Two (2) Year 3 Clerkship Directors from USF-Tampa
             One (1) Year 3 Clerkship Director from USF-Lehigh Valley
             Chair of the Committee of Clerkship Directors from USF-Tampa
             Chair of the Clerkship Council from USF-Lehigh Valley
             One (1) SELECT program Course Director
             Three (3) non-course/clerkship director faculty members from USF-Tampa
             One (1) non-course/clerkship director faculty member from USF-Lehigh Valley

             When a voting member is not present, an alternate from the same year of the curriculum, or campus site for faculty, shall vote as designated. The Associate Dean for Undergraduate Medical Education and the Associate Dean for Student Affairs will serve as ex-officio, non-voting members. All members, voting and non-voting, are expected to attend all APRC meetings in order to contribute to discussion, present information about students with a deficiency in their course/clerkship, and maintain familiarity with all Committee proceedings.
    c. **Confidentiality**
        i.   Proceedings of the APRC 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**

<ol type="i" start="1">
The [Vice Dean for Educational Affairs](#), or designee, will serve as Chair of the APRC for regular and called meetings.
A quorum for any regular or called meetings of the APRC shall be defined as more than half of the voting members.
All actions of the APRC will require a simple majority of those in attendance.

e. Roles and Responsibilities of the Academic Performance Review Committee

<ol type="i" start="1">
Each student will be considered individually with emphasis upon quality of performance. The APRC may recommend continued pursuit of medical studies for any student who is capable of completing the M.D. degree requirements within the time limits established in Section IV, E, 3, a.
The APRC will review the progress of all students at least once yearly.
The APRC recommends to the Vice Dean for Educational Affairs:
<ol type="a">
The promotion of a student from one year's study to the next, including whether a student should repeat all or part of a year's work, or longer.
The certification of a student as qualified to graduate.
The placement of a student, when necessary, on a leave of absence due to academic performance issues.
The conduct determinations and academic sanctions for unethical and/or unprofessional behavior or other misconduct when required.
Other remediation as may be required during the course of the educational program.
The dismissal of a student from the Morsani College of Medicine for academic reasons and/or readmission.
Reviewing all petitions for readmission following an APRC 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.

The APRC has the authority to take action in the following areas:
<ol type="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 APRC).
These programs may include, but are not limited to:
<ol type="i">
Requiring a student to be re-examined or re-evaluated in a course, with or without a period of tutorial study.
Requiring a student to receive academic tutoring.
Requiring a student to repeat all or part of a year's work or longer if necessary.

Placing a student on academic warning and probation as detailed in Section IV, E, 1, a, i.
Reviewing and making recommendations concerning a suitable course of study following an APRC recommended leave of absence.
Other actions referred to the APRC for an individual student and not falling under responsibilities in Section IV, E, 1, e, iii and iv.

If the action recommended by the Committee is that a student takes leave of absence, the matter shall be referred to the Leave of Absence Committee as more fully set forth in Section IV, F, 1. The student may request an appeal of the decision as detailed to follow in Section IV, E, 5, b.
Written notification of APRC action(s) shall be sent to the affected student from the Chair. In addition, verbal notification of pertinent APRC action(s) with the individual student to whom such actions apply shall be communicated by the [Associate Dean for Student Affairs](#) or the [Chair of the APRC](#).
All deliberations of the APRC are strictly confidential. Actions of the APRC are announced confidentially by the office of the [Vice Dean for Educational Affairs](#). Faculty shall be apprised of the confidential nature of the information.

2. Advancement of Students with Satisfactory Performance and Graduation

a. Requirements for Advancement

<ol type="i" start="1">
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, the year 1 comprehensive exam, and displayed appropriate professionalism.

ii.   Year 2 to Year 3: A student must take USMLE Step 1 by 2 weeks prior to the start of Introduction to Clerkships, unless allowed to delay by the Associate Dean for Student Affairs and Associate Dean for Undergraduate Medical Education. A student may start their third year if they have taken USMLE Step 1 but do not have their score back. However, for promotion, a student must have obtained a passing grade in all required courses which comprise the year 2 curriculum of the medical school, successfully passed the USMLE Step 1, and displayed appropriate professionalism. If the student receives a failing score on USMLE Step 1, he or she will have to stop their Clinical course work until the exam is passed.

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 displayed appropriate professionalism.

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 on a case by case basis by the APRC for students on an approved leave of absence. 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 Morsani College of Medicine, during the sixth year following initial registration. The same exception to this standard shall be in effect as is indicated 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 shall 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 a U/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 Morsani 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 shall 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 Morsani College of Medicine shall 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 U or F grade during the years in the M.D. Program will be subject to dismissal from enrollment in the Morsani College of Medicine or other academic action as deemed appropriate by the APRC.

      ii.   Referrals for Academic or Health Care Support Services
            The APRC may recommend a student receive a referral for evaluation. Students are responsible for initiating and engaging referral services. Verification that the student has utilized these referral services may be required, including a written summary and/or recommendation from the referral provider to the APRC Chair specific to the student's referral circumstances and the objectives of 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 shall automatically receive an Academic Warning notice. Status of Academic Warning shall remain in place until the deficiency is corrected. Once a student has been placed in Academic Warning status, any further academic deficiency shall immediately 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 shall automatically be placed on Academic Probation.
   c. The requirement to repeat a year shall be accompanied by a student immediately being placed on Academic Probation.
   d. A student who Withdraws Failing from the academic year, leading to a Leave of Absence, shall immediately be placed on Academic Probation.
   e. A student who has been placed on Academic Probation shall remain in probationary status for a period of one calendar year or **until** deficiencies are successfully remediated. During this period the APRC shall review the student's performance. If any new deficiencies are recorded during this time, the APRC may take further action. Transfer from Academic Probation to that of Academic Good Standing shall occur only when all deficiencies are removed. If Academic Good Standing is not achieved after one year, the student shall be subject to dismissal from the Morsani College of Medicine.

iv. Dismissal
   a. A student shall 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.
   b. A student whose performance, though passing, is demonstrated marginal or poor in several courses shall be subject to dismissal if the APRC determines that the student does not meet the competency standards of the Morsani College of Medicine. Similarly, a student whose performance, though passing, consistently demonstrates multiple deficiencies or failures with subsequent remediation shall be subject to APRC review and dismissal.
   c. A student in good standing shall be sponsored by USF Morsani College of Medicine for USMLE Step 1 and 2 exams for a maximum of three (3) attempts. An unsuccessful third attempt shall be cause for dismissal.
   d. A student is subject to dismissal when in violation of established ethics and professionalism standards or when the student's presence in the medical school is considered detrimental to the student in question, members of the Morsani College of Medicine learning‑communities (including affiliate clinical settings) and patient populations.
   e. If there is a recommendation that the student be dismissed, the student may request in writing an appeal hearing before the APRC in writing, directed to the Dean, within ten (10) school days of the from date of notification.

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 with the faculty member's resolution of the matter to the student within ten (10) school days of the student's request for review.

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 Associate Dean for UME (all required courses and interdisciplinary electives) or the Chairperson of the department in which the course was taught (single department electives). 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 UME Associate Dean or Chairperson shall review with the faculty member the substance of the student's appeal and seek to determine its validity.

ii. If the Associate Dean/Chairperson 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 Associate Dean/Chairperson 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 student will prepare an appeal in writing, which should be reviewed by the Associate Dean for Student Affairs of the Morsani College of Medicine as to form/sufficiency (satisfactory structure). 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 Morsani College of Medicine who had not previously been involved in issuing the grade or the appeal process and three medical students, 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.

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 Morsani 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 by 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 counsel to the student. The person(s) may not act as the student's attorney in the hearing. Immediately following the hearing, the APRC will decide upon a specific recommendation. The recommendations will be forwarded to the Dean of the Morsani 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.

c. **Petition for Reconsideration of APRC Actions**
Once an action is taken by the APRC, a letter is written to the student by the APRC Chair. This letter is reviewed with the student by the Associate Dean for Student Affairs within ten (10) school days of APRC action. The student has ten (10) working days after receipt of the letter to accept or request reconsideration of the decision of the APRC. Student requests for reconsideration will be formally presented by the student at the APRC's next scheduled session. This is the only venue for modification of a remediation or reversal of a requirement to repeat a year. If the contested decision is a dismissal of the student, the student has an additional level of appeal to the Dean of the Morsani College of Medicine. In such cases, the Dean may appoints a committee of senior faculty members and medical students to hear the appeal and make a recommendation to the Dean, who makes the final decision. If a student is dismissed from the Morsani College of Medicine, he or she may after a one-year or longer hiatus petition the Morsani College of Medicine for readmission. The complete process for school adverse actions is detailed in the Student Handbook, Section IV, E, 1-5.

6. **Petition for Readmission Following Dismissal**
a. A student who has been dismissed from the Morsani College of Medicine and who is no longer enrolled may re-apply for admission to the Morsani College of Medicine. In such cases the action of the APRC will be available to the Medical Student Selection Committee.

F. **LEAVE OF ABSENCE**
A Leave of Absence is defined as a temporary break in a student's attendance of ten (10) days or longer.

1. **Mechanism**
A Leave of Absence Committee for each campus, consisting of the Associate Dean for Student Affairs, Associate Dean for Undergraduate Medical Education, and Pre-clerkship Curriculum Director shall approve all leaves of absence and any related extensions.

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 due to personal circumstances that prevent concentration on the academic program.

    b. Involuntary
       i.   The APRC may recommend to the Leave of Absence Committee 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 evidenced non-academic concerns affecting academic performance expectations and/or the academic or clinical learning environments.

Involuntary Leave of Absence

1. In order to create a safe and health learning environment and to ensure the well-being of all its students and employees, the University of South Florida System (USF System Regulation 6.0163, Involuntary Health-Related Withdrawal) requires the Morsani College of Medicine to initiate formal proceedings and evaluations when a student's behavior presents a direct threat of harm to self or others, or if a student's behavior presents a significant and persistent disruption to the University community and affiliated learning environments.
    a. This process is not a routine substitute for APRC regulated academic disciplinary action when there is a violation of the Student Code of Conduct nor will it supplant the USF System's policy for addressing violations of substance abuse and alcohol policies.

2. If a student's expressed behavior is reported (by self or others) or appears to be the result of a physical or psychological health-related issue, the Morsani College of Medicine Associate Dean for Student Affairs or APRC will refer the matter to the Leave of Absence Committee which will refer the matter to designated health and wellness professionals as to determine if the student's behaviors or physical circumstances meet criteria for:
    a. Recommending a voluntary health-related withdrawal or leave of absence as needed or recommended by a qualified independent health care provider;
    b. Requiring involuntary withdrawal with mandatory assessment and brief monitored intervention;
    c. Invoking immediate temporary suspension if the student refuses to comply with policy and/or treatment recommendations or is determined to be an immediate direct threat to self or others.
3. The student will be notified by the Associate Dean, Office of Student Affairs, of any administrative considerations for involuntary withdrawal and afforded opportunity to engage in the decision-making process before final determination.
    a. The Office of Student Affairs advises the student of the right to contact the USF Office of Disability Services to initiate a request for reasonable and appropriate accommodations to enable a student to maintain hi/her enrollment status.
    b. Regardless of the circumstances for withdrawal, the USF System Tuition and Feeds Regulations (USF 4.0102 and 4.0107). Policy 30-013 will apply with regard to tuition, fees and refunds.
4. Any student subject to involuntary withdrawal may appeal in writing to the Associate Dean of Student Affairs within three (3) days of the date of the notice to the student of the involuntary withdrawal. The Associate Dean will consult with the Vice Dean and designated others to render a final decision within ten (10) days to consider the appeal. After due consideration, the Vice Dean shall issue a written decision. The Vice Dean's decision is ~~a~~ final.
5. Any student withdrawing under this Regulation, whether voluntary or involuntary, may submit a request to the Office of Student Affairs Associate Dean at any time to return to the USF Morsani College of Medicine during the subsequent semester. Students return from leave will be required to submit summary documentation* from a pre-approved, qualified medical or psychological provider.
    *The documentation must indicate that the student is fit to return to school, able to meet academic standards and professional activities. In exceptional circumstances, the USF System and the Morsani College of Medicine may elect to request a second, independent opinion paid for by USF.
      ii.   Involuntary dismissal decisions shall be communicated to the student in writing, along with any conditions for readmission.

b. **Medical**

    i. For certain exposures, students may request in writing an excused absence or be placed on "Leave of Absence" if a longer absence is required. In the case of a communicable disease the student would be removed from direct patient care activities. In the latter case, the student would need clearance from the Morsani College of Medicine Medical Health Administration (MHA) to be permitted to return to patient care activities.

    Students are excused from clinical rotations for their initial evaluation of an exposure. If subsequent visits and/or treatments are required that are related to the exposure, those are also excused. The student on a clinical rotation must fill out an Absence Request form that is sent to both the clinical clerkship director and the Associate Dean of Student Affairs. The form is signed for approval and excused by the clinical clerkship director. The student receives written confirmation of approval of the excused absence. Using this protocol, students are informed of whatever remediation that is required to make up for lost time and clinical training. Students who may require more time, one week or longer, because of extraordinary circumstances related to the exposure are required to submit a Leave of Absence request to the Associate Dean of Student Affairs. The students are notified in writing of the approval of leave. Upon return the clerkship director determines what work needs to be done to complete the clerkship competency requirements.

2. **Petition for Readmission Following Extended (2 months or longer) Leave of Absence**
   a. The student must notify the Associate Dean of Student Affairs and the Registrar of intent to resume enrollment in writing at least one month prior to return to medical studies.
          i. If a student finds that he/she needs to extend the leave of absence, this must be requested in writing to the same parties at least two (2) weeks prior to the initially designated date of return.
   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 by the APRC 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 APRC 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. GRIEVANCE PROCESSES

INFORMAL NON-ACADEMIC GRIEVANCE OR COMPLAINT is a non-written claim by a student alleging improper, unfair or arbitrary treatment by a USF System staff, faculty, administrator or an attempt to seek guidance on how to find the appropriate office of person to assist in informally resolving a complaint. Grievances should be directed to the Office of Student Affairs, Associate Dean. However, it is recommended that the student first attempt to address their complaint by discussing it with the person most directly involved with their complaint such as the Clerkship Director or other supervising faculty member. If the student chooses to contact the Office of Student Affairs, the student may be immediately directed to the appropriate USF System office for intake and further review (e.g. USF Systems Office of Student Rights and Responsibilities – SRRS, USF Systems Office of Diversity, Inclusion and Equal Opportunity – DIEO).

If the informal complaint is not resolved, the student may initiate a formal non-academic grievance as set forth below.

FORMAL NON-ACADEMIC GRIEVANCE OR COMPLAINT is a written claim raised by a student alleging improper, unfair, or arbitrary action by a USF System department, administrator, and/or faculty or staff member involving the

application of a specific provision of a USF System regulation, policy or procedure. The Process below outlines this Formal Non-Academic Grievance Process.

FORMAL NON-ACADEMIC GRIEVANCE PROCESS:

    a. The student must first attempt to informally address his/her complaint by discussing it with the person most directly involved with their complaint. If the complaint is not resolved, the student is encouraged to report his/her concern to the supervising Clerkship Director or faculty supervisor most closely associated with the concern. If this is not a viable option or the issue is not resolved, the student shall report the complaint to the Office of Student Affairs, Associate Dean, who may, depending on the type of grievance, immediately refer the student to the appropriate USF System office for intake. The student has the option to directly file a written report or grievance with the appropriate USF System office, the Office of Student Rights & Responsibilities.

    b. If the student does not consider the actions of the individual identified in his/her complaint in violation of published policies and/or the Office of Student Affairs or other USF System office receiving the complaint determines that the submitted materials does not constitute a grievance, the Associate Dean will render no formal action and will facilitate student contact with informal referral resources that may provide further student assistance.

H. 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) that serves as a neutral party providing students with impartial guidance and referral assistance as appropriate, the Associate Dean for Student Affairs, the Office of Student Affairs, the Senior Executive Associate Dean for Academic Affairs & Vice Dean of Faculty Affairs, and Associate Dean for Undergraduate Medical Education. In addition, the student may directly contact the USF Center for Victim Advocacy & Violence Prevention.

2. Sexual Harassment/Sexual Misconduct

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.

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 Morsani 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 and in USF Policy 0-004, Sexual Misconduct/Sexual Harassment.

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 Morsani 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 (Section IV, E).

Morsani 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 56). 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.

5. **Discrimination and Harassment Processes**
   Student complaints or grievances related to discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, genetic information, sexual orientation, gender identity and expression or veteran status are governed by the USF System Discrimination and Harassment Policy 0-007.

   Resources
   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 813-974-2628
   USF Center for Victim Advocacy & Violence Prevention
             Office Location   SVC 0067
             Telephone   813-974-5756
             Crime Victim Hotline   974-5757
   Hillsborough County Crisis Lines
             Crisis Line   813-234-1234
             Sexual Abuse Line   813-238-7273

   USF Health Links
             Office of Student and Resident Professional Development
             Office of Student Affairs
             Office of Diversity Initiatives
             Professional Integrity Office
             HELPS/RAPS
             USFPG Human Resources

   USF Links
             Compliance and Ethics Program
             Diversity, Inclusion and Equal Opportunity Office

Division of Environmental Health, Safety and Risk Management
Human Resources
Counseling Center
Center for Victim Advocacy & Violence Prevention
Crisis Information & Resources
Employee Assistance Program
General Counsel

6. **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 and Resident Professional Development (Olga Skalkos, PhD, 813-974-8509) that serves as a neutral party to guide students in appropriate matters. Alternate sites of reporting are through the Associate Dean for Student Affairs, 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 & 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.

7. **Bullying**

The University of South Florida Morsani College of Medicine does not tolerate bullying of any nature. Bullying is defined by the American Medical Association (AMA) as a pattern of repeated aggression with deliberate intent to harm or disturb a victim despite apparent victim distress and a real or perceived imbalance of power (e.g. due to age, strength, size, social status).

If a student is or becomes subject to bullying, the student should contact the Office of Student Rights and Responsibilities (813-974-9443), or the Office of Student and Resident Professional Development (Olga Skalkos, PhD, 813-974-8509).

I. **GENERAL PROCEDURES**

1. **Transfer Policies**
   a. **SELECT Program**
   No admission with advanced standing into the SELECT program will be permitted.

   b. **Core Program**

A student may seek a transfer to the Morsani College of Medicine Core Program from a United States or Canadian medical school accredited by the Liaison Committee for Medical Education (LCME). The application will be considered by a committee consisting of the Associate Dean for Student Affairs, the Associate Dean for Educational Affairs, Lehigh Valley, and the Associate Dean for Undergraduate Medical Education. After an initial review, the three committee members will make a recommendation to the Vice Dean for Educational Affairs (or the Dean of the Morsani College of Medicine), who will make the final decision.

A person may be admitted to the Morsani College of Medicine with advanced standing only if all of the following criteria are met:

   i. A vacancy in the Morsani College of Medicine exists for the admission of a student to advanced standing status.
   ii. The student is between Year 2 and Year 3 and has passed the USMLE Step 1 Exam. (Year 3 begins in early May for USF Morsani College of Medicine.)
   iii. The student has an unusual circumstance or hardship that justifies the transfer.
   iv. Previous education is judged adequate in quantity, quality, and time frame to have been competitive for admission as a first-year student at Morsani College of Medicine, and prior professional education is adequate to permit entry to Morsani College of Medicine as a third year student.

c. **Transfer from SELECT to Core**

A student in good academic standing may request a transfer from the SELECT Program to the Core Program. The application will be considered by a committee consisting of the Associate Dean for Student Affairs, the Associate Dean for Educational Affairs, Lehigh Valley, and the Associate Dean for Undergraduate Medical Education. After an initial review, the three committee members will make a recommendation to the Vice Dean for Educational Affairs (or the Dean of the Morsani College of Medicine), who will make the final decision. The transfer will be considered only if only if all of the following criteria are met:

i. A vacancy in the Morsani College of Medicine Core Program exists for the admission of a student to advanced standing status.
ii. The student has successfully completed all elements of the Morsani College of Medicine pre-clerkship curriculum as of the time of the request, and has not yet begun the year 3 curriculum.
iii. The student is in good academic standing at the Morsani College of Medicine.
iv. The student has an unusual circumstances or hardship that justifies the transfer. Financial hardship will not be considered, since students enter the SELECT program with an understanding of its costs.

d. **Policy Flexibility**
Requests made that do not meet all of the requirements stated above may be considered on a case by case basis related to extraordinary circumstance.

2. **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 Morsani 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 National Board of Medical Examiners (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 Morsani College of Medicine identifies a disability that may impact his/her ability to meet the Technical Standards for Admission, Progression and Graduation from the Morsani 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.

3. **Professional Dress Guidelines**
   As representatives of the medical profession, all medical students at the Morsani College of Medicine are expected to maintain an image that inspires credibility, trust, respect, and confidence in one's colleagues and patients. Appropriate dress is also essential to enhance patient safety in the clinical setting.

   When students are assigned to clinical activities in any of the Morsani College of Medicine's participating institutions, they should consider themselves as representatives of the USF Morsani College of Medicine. Attire and behavior should promote a positive impression for the individual student, the specific course, and the institution. In addition to the guidelines outlined below, certain departments and some affiliate clinical institutions may require alternate dress guidelines, which must be followed. These requirements typically will be included in written course materials, but if any doubt exists, it is the responsibility of the student to inquire. The following are expectations concerning appropriate dress and personal appearance.

   1. General Standards
      a. All clothing must be clean, neat, professionally styled, and in good repair. Dress appropriately professional for the situation.
      b. Good personal hygiene and grooming should be maintained at all times.
      c. Excessive use of fragrances should be avoided as some people may be sensitive to scented chemicals.
      d. Hair should be neat and clean. Hairstyle and/or color should not interfere with assigned duties, or present a physical hazard to the patient, the student, or another person.
      e. Fingernails should be clean and of short to medium length. Students may not have acrylic nails while providing patient care services.
   2. Standards in the classroom setting
      a. Dress appropriately professional for the situation.
      b. Students are permitted to wear casual slacks, jeans, shorts and T-shirts, provided they are clean, in good repair, and do not contain any offensive language, or pictures.
   3. Standards in the laboratory setting
      a. Students should follow the guidelines as established for the classroom setting.
      b. Occupational Safety and Health Administration (OSHA) regulations prohibit open-toe shoes.
   4. Standards in the clinical care setting
      a. Professional attire and physician-identifying clothing. Dress appropriately professional for the situation (e.g. dress shirt, tie, long pants, socks, and hard-soled shoes; dresses, or skirts of medium length, or professional style slacks).
         i. A white coat with the USF Morsani College of Medicine embroidered logo and a name badge are required.
         ii. Shoes must be comfortable, clean, in good repair, and appropriate to the job and duties. Beach-type shoes (such as thongs or flip-flops) and bedroom slippers are not appropriate.

   Note: While wearing a white coat in the clinical setting, medical students are expected to identify themselves as students at all times and must assume responsibility to clarify their role to patients.

   5. Standards for home visits
      a. The same as the guidelines for the clinical care setting, except students are not required to wear white coats, or badges when making home visits.
      b. In general, the dress should be casual professional attire that fits in with community standards and does not draw attention to the student.
   6. Additional guidelines

a. Jewelry (e.g. necklaces, rings, earrings, bracelets, etc.) and other fashion accessories should be appropriate and not interfere with assigned duties. Jewelry represents a potential for infection and loose jewelry can be grabbed, causing a potential physical hazard to the student, or the patient.

b. Tattoos and body art with wording or images that may be perceived as offensive should be covered during the time of professional contact with patients and families. Some examples of such offensive art, or images include racial slurs, swear words, symbols of death, or inappropriate revealing of body parts in a way that a reasonable person could perceive as inappropriate.

7. Hospital attire (scrubs)

a. In general, medical students should wear their own clothes (rather than scrubs) for patient care assignments in clinics and when performing inpatient services.

b. Scrubs must be worn in compliance with the policies of the institution in which the medical student is assigned for patient care rotations. They should never be worn in public places outside of the clinical care facility.

c. Scrubs may be worn in specific patient care areas only. If scrubs must be worn outside of the designated clinical area, they should be covered with a white coat.

d. Hair covers, masks, shoe covers, and gowns should be removed before leaving the designated clinical areas and should not be worn while in the outpatient clinics, or when making rounds on the inpatient services.

8. Examples of inappropriate attire in the clinical setting include, but are not limited to the following

a. Shorts

b. Blue denim jean pants of any length

c. Pants, or slacks that are not in good condition (e.g. have holes, ragged hems, or patches)

d. Exercise, or workout clothing, including sweatpants, spandex, or leggings

e. Sandals, or bedroom slippers

f. Caps, or hats unless worn for medical, or religious reasons, or for nature of specific duties

g. Shirts, or other apparel with images, wording, or logos that may be perceived as offensive to patients, families, or others

h. Tank tops, halter tops, translucent tops, tops with plunging necklines, or tops that leave the midriff, or back exposed

i. Clothing that exposes undergarments

j. Sunglasses when indoors

k. Any attire that could be perceived as sexually provocative to a reasonable person

4. **Background Investigation and Drug Screening**

In order to complete the MD educational program, students are expected to train at numerous clinical affiliate sites. Drug screens and updated background investigations may be required by certain clinical affiliates in order to train at that site. Further, drug screening policies at each affiliate may require random drug testing or drug testing in the event of suspicion of drug use. Affiliate sites may prohibit individuals with adverse findings from training in their facilities. Students enrolled in the Morsani College of Medicine (MCOM) must comply with the drug screening requirements of the clinical affiliate sites or student will be ineligible to participate in clinical experiences required by the MCOM educational program. The decision regarding student ability to observe or train at a site will be made by the respective site. Failure to comply with drug screening requirements may prevent the student from completing their educational program.

The student is responsible for obtaining a drug screen and for authorizing release of the results directly to the requestor at the affiliate site. The MCOM Office of Student Affairs has made arrangements for students to obtain background checks and/or Panel-10 drug screening through Certiphi Screening. Instructions for obtaining such testing are as follows:

STEP 1: What to do if you need a Background Investigation

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a background investigation.

1. Click the following link or paste it into your browser: http://www.applicationstation.com

2. Enter the Code: **USFMCOMCBC** in the Application Station Code field.

3. Click the "SIGN UP NOW" button to create an account.

4. Follow the instructions on the Application Station web site.

Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your background investigation report.

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Certiphi Screening's Help Desk at 888-276-8518, ext. 2006 or itsupport@certiphi.com.

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, you will receive an email from Certiphi Screening, studentedition@certiphi.com. Follow the link in the email to access Application Station: Student Edition to view the report. To access the site use the same username and password created at the time you submitted your background check. Application Station includes instructions for disputing information included in the background check should you feel anything is incorrect.

The background investigation consists of the search components listed below. All records are searched by primary name and all AKAs, a student's primary address, and all addresses lived within the past three years.

- Social Security Number Validation and Verification
- Florida Statewide Criminal Search
- County Criminal Records Search
- National Criminal Database Search
- National Sexual Offender Registry Search
- SanctionsBase Search
- OIG/EPLS Search

The cost of the Background Investigation is $56.25. Certiphi Screening accepts credit cards and PayPal. Payment is collected within Application Station: Student Edition.

STEP 2: What to do if you need a Drug Screen

Below are step-by-step instructions for accessing Application Station: Student Edition to authorize and pay for a drug screen, as well as locate a specimen collection site. Drug screen collection facilities are listed on the final page of Application Station: Student Edition.

1. Click the link below or paste it into your browser: http://www.applicationstation.com
2. Enter the Code: **USFMCOMDRUGSCREEN** in the Application Station Code field.
3. Click the "SIGN UP NOW" button to create an account.
4. Follow the instructions on the Application Station web site.

Note – please store the username and password created for Application Station in a secure location. This information is needed to enter Application Station in the future which includes obtaining a copy of your drug screen report.

If you encounter issues with the Application Station: Student Edition or have questions regarding the site, please contact Certiphi Screening's Help Desk at 888-260-1370, ext. 2006 or itsupport@certiphi.com.

If none of the collection sites listed are convenient (within 30 minute drive), please contact Certiphi Screening's Occupational Health Screening Department (i.e. TriTrack and Scheduling Hotline) for assistance with locating an alternate location; phone number 800-803-7859.

If the initial drug screen is reported as non-negative/positive, you will receive a call from Certiphi Screening's Medical Review Officer (MRO). The MRO will obtain medical proof as to why you tested positive. If you are taking any form of prescription medicine, it is wise to proactively obtain proof from your physician to be provided to the MRO when contacted. This will speed up the process of reporting drug test results.

All drug screens conducted for University of South Florida Morsani College of Medicine are 10-panel tests for:

- Amphetamines
- Cocaine Metabolites
- Marijuana Metabolites
- Opiates
- Phencyclidine
- Barbiturates
- Benzodiazepines
- Methadone
- Propoxyphene
- MDMA/Ecstasy

You will receive an email from Certiphi Screening, studentedition@certiphi.com, once drug test results are available. Follow the link in the email to access Application Station: Student Edition to view the report.

The cost of the Drug Screen is $29.00. Certiphi Screening accepts credit cards and PayPal. Payment is collected within Application Station: Student Edition.

To ensure an appropriate specimen provision and avoid re-testing for dilute specimens, Certiphi makes the following recommendations:

- Report for testing earlier in the morning
- Avoid coffee prior to testing
- Minimize water intake prior to testing

If a confirmed non-negative drug screen (as confirmed by the Medical Review Officer of the testing entity in conformity with the policies of the testing entity) is reported to the clinical site, the Associate Dean of Student Affairs will be informed of the test result, as the result may prohibit training at the site. The Associate Dean shall be responsible for facilitating an evaluation of the student, implementation of recommendations and shall monitor progress. Any results released to the Dean are confidential and subject to the Family Educational Rights and Privacy Act (FERPA). Adverse or positive findings may constitute a potential violation of due process rights under the Student Code of Conduct and may subject the student to expulsion, dismissal, suspension, probation or other disciplinary sanctions.

All students with a confirmed non-negative drug screen will be referred to the HELPS program for consultation and screening. HELPS will determine any further evaluation and treatment. The student may be referred to the Florida Professional Resources Network (PRN). Successful entry into and treatment via this program will result in no additional action against student. Should a student be dismissed by PRN for non-compliance, action will be referred to the APRC and may result in dismissal from the MD program. The Vice Dean for Educational Affairs shall review all referred students with the Associate Dean of Student Affairs or designee to identify appropriate course of action to serve the best interest of the student while protecting the integrity of the Morsani College of Medicine.

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

6. **Enrollment in Other Programs**
   Other than enrollment in a dual degree program, no student may be enrolled in any other school of the University or in any other institution of learning without the prior approval of the Associate Dean for Undergraduate Medical Education of the Morsani 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.

   The Associate Dean for Undergraduate Medical Education will notify the Office of the Registrar for the Morsani College of Medicine of any approval for a student enrolled in any other school of the University or in any other institution of learning.

7. **Financial Aid**

All financial aid for medical students is processed through the Morsani 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 Morsani 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 Morsani 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.

8. **Student Health**

As in all institutions, student health is the ultimate responsibility of the individual student. The Professional Student Affairs Committee of the Morsani 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. Core or MD SELECT programs. The disability insurance policy must be purchased through the group policy made available by the Morsani College of Medicine.

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
- Documentation (in English) of the following
    1. Evidence of immunity to the following communicable diseases:
        - Rubella (German Measles)
        - Rubeola
        - Mumps
        - Varicella
        - Hepatitis B
    2. Evidence of Immunization:
        - Adult Tetanus, Diphtheria and Acellular pertussis (Tdap) Booster
        - Meningitis (may submit signed Declination Form if not living in USF housing)
    3. Evidence 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. Results of a NEGATIVE Interferon Gamma Release Assay (IGRA) blood test (QFT or T-Spot) may be submitted in lieu of the "Two-Step" TST.

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. Students are advised to avoid going to the latter group because of potential conflict of interest (due to course evaluations). The Associate Dean for Student Affairs annually notifies faculty via email to avoid treating a student they might evaluate in the future, to not evaluate a student they had treated in

the past, and if they are asked to evaluate a student they have treated, to immediately inform the Associate Dean for Student Affairs and the clerkship or course director, and ask to reassign the student. The Associate Dean for Student Affairs annually notifies students via email not to seek medical care by a faculty member who might evaluate them in the future, not to be evaluated by a faculty member from whom treatment had been received in the past, and if a faculty member had previously treated the student is then being asked to evaluate the student, the student is to immediately inform the Associate Dean for Student Affairs and the clerkship or course director, and ask to be reassigned. No faculty or administrators at the Morsani College of Medicine shall have access to student medical records without signed release from the student.

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 <u>and</u> to the employee health nurse (regular hours) or information about "What to do – Who to call – Where to go" is available at www.usfmha-idexposure.com.

Information is also available on the orange exposure cards distributed during orientation.

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. The Student Health Fee covers primary care; third party insurance information is collected and is used to cover the cost of any additional charges such as procedures, treatments, medications or labs that take place during the course of the visit. Subspecialty services such as dermatology, nutrition, physical therapy, etc. are associated with small charges for students with no insurance and those with insurance will have their insurance processed for these services. Subscription to a student health insurance plan requires a separate fee. 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 family planning clinic, and psychiatric consultation.

i. USF Physicians Group

Medical students may be seen by our staff at the USF Health Morsani Center for Advanced Healthcare or the South Tampa Center; however, they are encouraged to seek care at the Student Health Center instead to avoid potential conflicts with grading of coursework by the professors. Physician fees incurred at the Centers 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 Center, 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 Center appointment desk (813-974-2201). 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 (813-974-2831) or the HELPS Program (813-870-0184). You can also obtain assistance for referral by contacting the Student Affairs Office (813-974-2068).

c. **Health Requirements for Patient Contact**

The Morsani 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 Morsani 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 enrollment at USF Morsani College of Medicine. The policy will be purchased for approximately $70 by incoming first-year students at orientation on August 5, 2016, and is to be renewed annually by other M.D. students.
3. Students must undergo a physical examination prior to starting school. Complete the Physical Exam Verification Form (open hyperlink and go to the last page of the Communicable Disease Prevention Certification and Physical Examination Verification Form) and return it to the Medical Health Administration Office as soon as possible, but no later than July 1, 2016.
4. Students must complete and return the Communicable Disease Prevention Certification Form (see hyperlink in #3 above) to the Medical Health Administration Office along with all required documentation as specified in each of the blocks on the Certification Form. All documentation must be in English.

All Morsani College of Medicine 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. A "Negative" Interferon Gamma Release Assay (IGRA) blood test (QFT or T-Spot) may be submitted in lieu of the "Two-Step" TST. Individuals with a history of a "Positive" TST/PPD skin test or IGRA 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 (German Measles):** 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 (10 Day Measles):** 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 separated by 28 days or more.
❖ **VARICELLA (Chicken Pox):** 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. A history of chicken pox disease does NOT satisfy this requirement.
❖ **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 Health 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 Mandatory Immunization History Form declining receipt of the meningitis vaccine. Vaccination is required ONLY if living in USF housing.

d. **Medical Health Administration Timeline**
   Annual Requirements provided through Medical Health Administration (MHA) – MD students
   - TB Screening
     - First year MD students submit immunization documentation to MHA prior to orientation
     - Done at the beginning of the academic year for second–fourth year MD students
   - N-95 Fit Testing
     - First-year MD students undergo Fit Testing during the first week of school by MHA and Environmental Health & Safety. Students are provided an orange exposure card with TB Exposure Information that includes the N-95 Respirator Manufacturer and Size that they were fit-tested to wear.
     - Done at the beginning of the academic year for second–fourth year MD students
   - Bloodborne Pathogen Education/Training
     - First-year MD students are required to attend a lecture on BBP exposure prevention and management during the first week of school. Students are provided an orange exposure card that outlines "What to do – Who to call – Where to go" if they experience a BBP exposure during their training.
     - Done at the beginning of the academic year for second–fourth year MD students via online modules
   - Influenza Immunization
     - All MD students will be annually vaccinated during training beginning in October by MHA or USF MCOM clinical affiliates

e. **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 must seek Medical evaluation immediately to determine if post-exposure treatment is indicated. The affiliate Clinical training sites' policies and procedures will determine the specific process that will be followed for the reporting, evaluation and treatment of exposures that occur in the facility. A cost may be incurred at sites that require evaluation through the facility's Emergency Room.
   iii. The USF Medical Health Administration office must also be notified of the exposure and the student will be required to complete the appropriate USF Health exposure reporting forms.
   iv. The student reports to Employee Health during regular business hours 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 that includes HIV, HCV and Hepatitis B antibody testing is required within 72 hours of the exposure. A cost may be incurred for the baseline lab testing at sites that require evaluation through the facility's Emergency Room.
   iv. Follow-up tests at 3 months, 6 months and 12 months will be offered as appropriate through the USF Health MHA office. There will be no charge for the required lab testing ordered through the MHA office. Employee Health will provide the appropriate prophylaxis. A cost may be incurred for the initial

post-exposure prophylaxis (PEP) at sites that require evaluation through the facility's Emergency Room. Continued PEP will be provided through the MHA office without cost.

f. 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. Draining or infected skin lesions.
  v.   Oral herpes with draining lesions.

g. Chemical Dependency
Students who are identified as having a chemical dependency are referred to the HELPS Program (see page 56) 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.

h. Confidentiality of Records and Conflict of Interest for Medical Care Providers
Students who are seen in the University Student Health Services have a special, raised security level on their files to prevent faculty, residents, and students who are not involved in treatment of the student from viewing student medical records.

Course directors who issue grades should never provide medical care to students. Students should not seek health care from faculty members who might teach you. In the rare instance when the student's practitioner is assigned to him/her later as an evaluator, he/she should immediately inform the course director so the evaluation is performed by a different faculty member.

9. 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	or	USF Agency Clerk
SVC 1034		Office of General Counsel/ADM 254
4202 Fowler Avenue		4202 Fowler Avenue
Tampa, FL 33620		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 Morsani 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 Registrar's Office 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.

10. **Damaged/Duplicate Diplomas**

The Morsani 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 Morsani College of Medicine also will supply a replacement copy upon written request and receipt of the original copy and a completed legal name change form.

11. **Tuition and Fees**

2016-17 In-state Core MD Program students	$33,726.00 (estimated)
2016-17 Out-of-state Core MD Program students	$54,916.00 (estimated)
2016-17 SELECT MD Program students	$54,916.00 (estimated)

The amount of tuition and fees for all medical 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 Morsani 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 Morsani 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 120 days, or who are dismissed from the Morsani College of Medicine before completion of 80% of the academic year may be granted a prorated refund of tuition paid. Refunds will not be given to students who are enrolled for more than 80% of the academic year. A written request for a refund of tuition must be submitted to the Morsani 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 Morsani College of Medicine 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,
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.

12. **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 subject 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. CAREER ADVISEMENT, ACADEMIC ASSISTANCE, AND PERSONAL COUNSELING

A. CAREER ADVISING

1. **Advising Collegia**

Students entering the Morsani College of Medicine are assigned to one of nine Collegia, which are led by one or more faculty members (Collegium Directors). These faculty serve as longitudinal career advisors and work with students throughout their matriculation. Collegium Directors will ultimately write the summary portion of the Medical Student Performance Evaluation (MSPE), and will meet with students to review it. The MSPE describes a student's performance in the first- through third-years of medical school and part of the fourth-year. The MSPE is then transmitted to residency programs to which a student applies during the senior year. Students are introduced to their Collegium Director in the first year of school and are expected to meet at least twice annually throughout medical school. SELECT students are assigned a second Collegium Director based on the USF-Lehigh Valley campus, who will advise the student on elective and career decisions while resident at USF-Lehigh Valley, and will write the SELECT student's MSPE.

A clinical Specialty Advisor is selected by the student during the junior year for assistance in career counseling within a specific medical specialty. Specialty Advisors provide specific help on requirements for residency and program selection for application to the residency match in specific disciplines. This additional Specialty Advisor may or may not be the same faculty member originally assigned in the student's collegium. Specialty Advisors have no responsibility towards the MSPE, unless they are also the Collegium Director.

B. ACADEMIC ASSISTANCE

1. **Reading, Study Skills and Test Taking Assistance**
    Any student seeking to improve his/her study, exam taking, or overall academic performance may request assistance through the Morsani College of Medicine Academic Support Center (ASC), directed by Pamela O'Callaghan, PhD (813-974-5815). Services include tutoring, learning skills consultation, and exam skills coaching. Another option is the Academic Coaching at the Academic Success Center in the main campus Library, led by Patricia Maher, PhD (813-974-2713). 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.

2. **Peer and Faculty Tutoring**
    Students who are experiencing academic difficulties and are in need of tutoring may seek assistance through the Academic Support Center. There is no cost to the student for this assistance. Faculty and student tutors are selected by the ASC Director based on academic and personal qualities.

C. STRESS PREVENTION AND PERSONAL COUNSELING

Three sources of professional assistance for issues related to stress and personal counseling are available to students at the Morsani 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 is directed to Olga Skalkos, Ph.D., in the Office of Student and Resident Professional Development (813-974-8509). 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. **Wood & Associates – 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 concerns: psychological, legal, substance abuse, financial, academic, career, professional development, etc. The services are also extended to spouses, children and significant others. HELPS includes no USF faculty, in order to maintain strict student confidentiality.

    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 students, any dependent eligible for insurance benefits, and the student's significant other whether or not they are currently covered under the student's health care insurance policy.

c. **Costs**

The first three (3) visits by students and/or each of their dependents and significant other to HELPS are at no charge to the students, their family member, or significant other. Additional contacts may be covered by the student's 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 the student's behavioral health insurance.

There probably will be charges for most of the professional resources to which the students, family member, or significant other may be referred by the 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, the HELPS representative may suggest clinics, as opposed to private practitioners as a further step toward the lowest possible costs.

d. **Conflict of Interest and Confidentiality**

The Morsani College of Medicine has a strict policy that students shall not be evaluated academically by anyone who has a role in health, psychiatric, or psychological care and counseling.

The student's contact with the Office of Resident and Professional Development and HELPS is confidential as provided within the parameters of professional ethics, the USF Morsani 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 or drug misuse or abuse of a personal or family nature. When students present with a substance abuse problem, the student will be provided with appropriate referrals.
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:

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Care for aged/infirm
Local social services
Domestic violence
Immigration
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 813-974-2831. Contact with the Counseling Center is confidential as provided within the parameters of professional ethics, and applicable federal and state statute. Students should not work with any of the counselors that have had contact with them as a teacher, advisor, or other formal contact. There is always an available counselor who has had no Morsani College of Medicine affiliation.

4. **Wellness Council**

   In addition to more formal service, the Morsani College of Medicine Wellness Council is a collaborative effort among students, faculty, the Office of Student Diversity and Enrichment, and the Office of Student Affairs at the College of Medicine that encourages students to take control of our own wellness. The purpose of the Wellness Council is to promote academic, financial, mental/spiritual, nutritional, and physical wellness among the students and faculty at the USF Morsani College of Medicine. Students are invited to attend events periodically organized by the Wellness Council.

VI. MISCELLANEOUS

A. BICYCLES

Bicycle racks have been provided for students in several locations around USF Health. Bikes must be parked in these racks and may not be chained to trees, pillars, etc. Bikes are <u>not</u> to be brought into any campus or hospital building. Check out USF Borrow Our Bikes (BOB) for short-term bike share program.

B. BOOKSTORE

The USF Health Bookstore (813-974-4984) is located adjacent to the south courtyard. The store carries all required and recommended books for the Morsani 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 (813-974-2068).

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. 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.

3. **Tampa Veteran's Administration Hospital Medical Library**

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

F. **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 Morsani 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. All who use the fitness center must bring a towel and wipe off equipment after use. Damaged or broken equipment should be reported to Student Affairs (813-974-2068).

The Fitness Center will not be professionally staffed. Thus, with safety as the primary concern, fitness center users must sign the Morsani College of Medicine Fitness Center Acknowledgement of Risk and Waiver of Liability form, and be in the presence of another member of the USF Morsani College of Medicine community – staff, faculty, or student – whenever using the facility. Prior to using the Fitness Center, The Acknowledgement of Risk and Waiver of Liability form must be brought to the MDC Office of Student Affairs (MDC 1002).

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

All other rules are posted within the Fitness Center.

G. **FOOD SERVICE**
Snack bar services are available in the USF Health Bookstore, Monday – Friday, 8:00 a.m. – 5:00 p.m.

H. **LOCKERS**
Lockers are currently provided free of charge for first and second year medical students. Students will be assigned a locker and students must supply their 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. The Office of Student Affairs has purchased an additional 60 lockers for third- and fourth-year medical students to share. Students must contact Student Affairs for any concerns about lockers.

I. **CHILDCARE**
Class members with children will find many nearby daycare centers. Checkout Childcare at USF.

J. **MEDICAL CENTER POST OFFICE**
A branch office of the Unites States Postal Service is located in room MDC 1415. Stamped mail may be dropped off between the hours of 8:30 a.m. – 4:00 pm. A full-service Post Office is located on USF Holly Drive.

K. **PARKING**
1. **On Campus**
Parking is available at USF Health in student lots, a USF parking permit is required. Permits will be sold for the 2016-2017 academic year beginning July 15, 2016 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 students must make certain to allow sufficient time to find parking to ensure that arrival at classes is prior to the time they begin.
2. **At Tampa General Hospital**
Students are required to park off-site at the Hyde Park lot located at the corner of South Hyde Park Avenue and Brorein Street. TGH vehicle 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. – 9:00 p.m., Monday – Friday. A shuttle bus will run between the parking lot and TGH every 15 minutes. Security will be stationed at the lot during operating hours. Please contact the parking office at 813-844-2277 for parking information on hours after 9:00 p.m.

There are four (4) 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 visitor's garage, the student must present their TGH student ID and Hyde Park hangtag at the exit booth.

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

L. **PERSONAL SAFETY**
The Campus Security office is located in **MDC 1023**. Their telephone number is **813-974-2417**. If no one is present the phone reverts automatically to the University Police at **813-974-2628**. The safety of students is a primary concern of the Morsani 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 (813-974-2417) 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 (**813-974-7233**) 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 students must carry their student I.D. card when after regular hours.

Students should call 911 in case of a true emergency.
However, if students are calling from a cell phone, it will be directed to the Tampa Police Department. Students must tell them this is an emergency on USF property and that the call is being made from a cell phone. Students should be prepared to give their name and precise location. Student should also state if they feel threatened.

M. **ALCOHOL USE / CONSUMPTION at STUDENT-RUN EVENTS on CAMPUS**
The University of South Florida Morsani College of Medicine has a primary concern for the health, safety, and welfare of the university community, including students, faculty, staff, and the general public. The University of South Florida complies fully with local, state, and federal regulations regarding the sale, possession, and consumption of alcohol. The unlawful manufacture, possession, use, or distribution of illicit drugs, controlled substances, or alcohol on university property, or as part of university activities is strictly prohibited. All members of the university community are responsible for their behavior and respecting the rights of others.

The University of South Florida Morsani College of Medicine discourages alcohol use/consumption at medical student-run events on campus or at group events, including in public or semi-private common areas.

If a student organization chooses to serve alcohol at an event on campus, the group must follow the appropriate approval and organizational process:

1. Without exception, and at least four (4) weeks prior to an event, the medical student organization's chairperson must arrange a personal meeting with Dr. Kira Zwygart, MCOM Associate Dean for Student Affairs and Meghan Connery, Coordinator of Student Life and Programs.
2. Ms. Connery will help the student complete a request for approval to serve alcohol and submit it to Dr. Donna Petersen, Dean, College of Public Health, as required by USF Health.
3. Notification of the event will be sent to USF Campus Police once the event has been approved.
4. The student organization(s) must abide by the existing USF Alcohol Service Guidelines, including, but not limited to:

a. Kegs and other mass service containers are not permitted at USF events.
b. All alcoholic beverages must be served by a DSO (Direct Support Organization), Aramark, or other approved catering company.
c. Ideally, when alcohol is being served, it should be in a room, or contained area, to ensure that underage individuals do not have free access to alcohol.
d. In larger events at which alcohol is being sold, it is strongly encouraged that anyone providing alcohol has completed Responsible Beverage Server training.

The USF Health Morsani College of Medicine is committed to providing education regarding the negative impacts of illicit drug use, misuse of prescription drugs, and the excessive, or illegal consumption of alcohol. The University of South Florida and the Morsani College of Medicine provide programs, support, and resources to promote health and wellness enhancing experiences. Additionally, the University of South Florida Morsani College of Medicine seeks to encourage responsible bystander behavior and timely reporting of unprofessional behavior.

Please refer to the University of South Florida alcohol policy for further information.

Remember, regional campuses and separately accredited institutions may have different facilities and policies. Students, faculty and staff must check with the officers at these campuses and follow any specific guidelines they may have along with the USF regulations.

N. **PHOTOCOPY MACHINES**
Students have access to copy machines located in the USF Shimberg Health Sciences Library. There is a ten-cent per page charge when using the library. If students have a great deal of material to copy, consider using 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, and some areas have card swipe access after-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.

The USF ID card will have a magnetic strip allowing door access to certain areas in USF Health. It is also used as the student's hospital identification tag. It must be worn on the white lab coat any time students 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.

The USF ID card offers access to 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, Morsani College of Medicine, and local and national organizations are available for student participation.

**USF-Lehigh Valley
SELECT Program Manual**

This document addresses information pertinent to SELECT Program students at the
University of South Florida (USF)-Lehigh Valley campus.

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

All policies in the USF-Tampa Student Handbook apply except as follows herein.

While at USF-Lehigh Valley, SELECT Program students should comply with all applicable
USF-Lehigh Valley policies.

2016 – 2017

Table of Contents

I. WELCOME!

On behalf of our faculty, administration, and staff, we are delighted to welcome our SELECT Program students to University of South Florida (USF)-Lehigh Valley! We are committed to the success of our students. This document was created to provide you with helpful information pertinent to your time at USF-Lehigh Valley.

While at USF, SELECT Program students should reference the USF Morsani College of Medicine M.D. Program Student Handbook. Students at the USF-Lehigh Valley campus are subject to all of the policies and procedures of the University of South Florida (USF) and the Morsani College of Medicine (MCOM) detailed in the M.D. Program Student Handbook. All policies in the USF Student Handbook apply except as follows herein. Additional resources, policies, and procedures governing time spent on the USF-Lehigh Valley campus are described herein.

USF's Associate Dean for Student Affairs, Dr. Kira Zwygart, is available in her office during school hours (8:00a.m.-5:00p.m.) at 813-974-2068, by cell phone at 813-624-8803, or at home at 813-963-6227 for emergency issues. In addition, the Associate Dean for Educational Affairs, Dr. Robert Barraco, and the Assistant Dean for Student Affairs, Dr. Michael La Rock, at the USF-Lehigh Valley campus, are also available at the numbers listed below.

Additional helpful information can be found online on the USF Health Morsani College of Medicine website. Please note that any updates to this manual will be posted online.

II. LEHIGH VALLEY HEALTH NETWORK

LEADERSHIP OF USF-LEHIGH VALLEY

Brian Nester, D.O.   LVH-Cedar Crest (CC)
President & Chief Executive Officer   610-402-7505

Thomas Whalen, M.D.   LVH-Cedar Crest
Executive Vice President & Chief Medical Officer   610-402-7502

Robert Barraco, M.D.   1247 DOE; 610-402-2563
Associate Dean of Educational Affairs USF-Lehigh Valley
Chief Academic Officer
Robert_D.Barraco@lvhn.org

USF-Lehigh Valley Student Affairs

Michael La Rock, M.D.
Assistant Dean for Student Affairs USF-Lehigh Valley   1247 DOE; 610-402-2563
Michael_J.LaRock@lvhn.org

Maggie Hadinger, Ed.D., M.S.   1247 DOE; 610-402-2475
Director, Medical Education
Margaret_A.Hadinger@lvhn.org

Kelli Herman, MBA   1247 DOE; 610-402-2786
Senior Specialist – Student Affairs
Kelliann.Herman@lvhn.org

USF-Lehigh Valley Educational Affairs

Maggie Hadinger, Ed.D., M.S.   1247 DOE; 610-402-2475
Director, Medical Education
Margaret_A.Hadinger@lvhn.org

Brian Bennett, M.Ed.   1247 DOE; 610-402-2316
SELECT Curriculum Specialist
Brian.Bennett@lvhn.org

Brian Fisher, MSIT   1247 DOE; 610-402-2596
UME Assistant Assessment Administrator
Brian.Fisher@lvhn.org

USF-MCOM Admissions

Edwing Daniel, Ph.D.   MDC 3; 813-974-7092
Assistant Dean, Office of MD Admissions (USF MCOM)
edaniel2@health.usf.edu

Emilie Croft   1247 DOE; 610-402-2807
SELECT Admissions Specialist
Emilie_B.Croft@lvhn.org

USF-MCOM Registrar

Marrissa Cook, M.A.   MDC 1007; 813-974-0828
Registrar (USF MCOM)
mcook@health.usf.edu

USF-MCOM Financial Aid

Michelle Williamson   MDC 1012; 813-974-6343
Director, Financial Aid (USF MCOM)
miwillia@health.usf.edu

HOSPITAL CONTACTS

Department	Reason for Calling	Phone#
Employee/Student Health	Communicable Illness/ Exposures	610-402-8869
Information Services (Help desk)	Computer access/problems	610-402-8303
Security	Non-Emergency situations	610-402-8220
Main Hospital Number	All campuses	610-402-8000

OFFICE OF STUDENT AFFAIRS

USF-Lehigh Valley's Office of Student Affairs is here to serve students. For the convenience of our students, we offer walk-in office hours Monday-Friday 8:00am-4:00pm at the Office of Student Affairs located conveniently at 1247 S Cedar Crest Blvd, second floor. Utilize the self-serve digital kiosk to contact staff and gain entrance into the office. Additionally, we are also available by appointment. Additional contact information is as follows:

Michael La Rock, M.D.
Assistant Dean for Student Affairs USF-Lehigh Valley   1247 DOE; 610-402-2563
Michael_J.LaRock@lvhn.org

Maggie Hadinger, Ed.D, M.S.   1247 DOE; 610-402-2475
Director, Medical Education
Margaret_A.Hadinger@lvhn.org

Kelli Herman, MBA   1247 DOE; 610-402-2786
Senior Specialist – Student Affairs
Kelliann.Herman@lvhn.org

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 – 17th & Chew Sts.   LVH-17th St.
17th Street School of Nursing   17SON

Lehigh Valley Hospital – Muhlenberg   LVH-Muhlenberg
Lehigh Valley Hospital – Hazelton   LVH-Hazelton

One City Center   OCC

Department of Education, 2nd Floor,   1247 or DOE
1247 S. Cedar Crest Blvd., Allentown, PA 18103

BUILDING PROBLEMS

Please report any problems (broken desks, malfunctioning equipment, lost keys, etc.) to USF-Lehigh Valley's Office of Student Affairs, 610-402-2569.

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, 884 or 862) then the four-digit extension.

CALLING BETWEEN CAMPUSES

To Cedar Crest   98-402-xxxx
17th To LVH-M   98-884-xxxx
To 17th   98-969-xxxx
To OCC   98-862-xxxx

PARKING

LVHN offers many different parking areas at each location. Parking areas are clearly marked and each location has designated lots. Parking is available free of charge in the assigned lots. However, students are responsible for any penalty incurred if parked illegally at any campus. Illegal parking may result in fines or towing. Students visiting other LVHN campuses or locations must follow the parking rules as assigned.

Questions regarding where to park or parking tickets should be referred to the parking hotline at 610-402-7700.

LVH-Cedar Crest Campus
Students are assigned and required to park in lots J and K by the green water tower. Shuttle service is available between these lots and to the hospital.

LVH-17th & Chew Sts. Campus
Students are assigned and required to park in lot 7 at the lower entrance to the fairgrounds on Liberty Street. Students are also permitted to park in the patient/visitor lot 2 next to the 17th SON building after hours Monday through Friday (5:00 PM to 7:00AM) and on weekends. A USF-Lehigh Valley ID badge is required to access these lots. Note: The city of Allentown hosts the Allentown Fair in this area during late August into September. Student Affairs will notify students of alternative parking available during this time.

LVH-Muhlenberg Campus
Students are assigned and required to park in lot J of the 1770 Bathgate Drive building. If this lot is full, students may park in lot F at the event pad on the top of the hill at the main hospital entrance.

COMMUTING

Students receiving financial aid are allotted funds to assist with commuting expenses. Students with questions about this funding should contact Michelle Williamson, Director, Financial Aid (USF MCOM) at miwillia@health.usf.edu.

LIBRARY SERVICES

Library Services at LVHN will provide articles and books, assist with searches or offer any medical reference services you might need. All resources loaned from the library should be returned on or before the due date. Failure to return resources in a timely fashion will result in restriction of future loan privileges and will be reported to the Office of Student Affairs. All library materials must be returned prior to graduation or your diploma will not be released.

When connected to the LVHN network, visit our homepage to see all resources or find additional information about Library Services. Call us at 610-402-8410 or email us at LibraryServices@lvhn.org.

Digital Library Website
http://lvhwebcontent.lvh.com/?id=137&sid=1 (must be connected to LVHN network to utilize this link)

From the LVHN Intranet – use FIND FAST – choose Library Services. When you access the Digital Library Web Site from the LVHN Intranet, our EMR or remotely, you can:

- Use over 3,000 medical e-books, 3,500 print books, 15,000 full text e-journals, and 1,100 multimedia resources
- Access library subscribed resources and over 160 medical databases available on the Internet.
- Request a research consultation, an article, book or book chapter, help with a literature search, or other library services.

Find writing & citing resources, , mobile apps/resources, and current awareness

Mobile Library Website

The mobile library website is available at http://intranet.lvh.com/library. Log in using your normal network login.

Reading Lists, Subject Guides, Journal Clubs

From the Digital Library homepage, use the left menu to get to special pages created for Journal Clubs or Subject Guides/Reading Lists, which have been curated by LVHN librarians or physicians.

Library Training Sessions

Library Services offer various opportunities for training:

- Instructor led courses on Extreme Googling, Evidence Based Practice Literature Searching, and Orientation to the Digital Library.
- Links to online tutorials for various subscribed databases/resources

For class descriptions and schedules: On the Digital Library homepage, click "Training and Classes" on the left menu. Registration is available through The Learning Curve.

Library Policies

When the libraries are locked, 24 hour access is obtained using your hospital ID badge.

Under no circumstances are individuals permitted to:
- Allow after-hours entry to anyone else including family members and friends
- Use someone else's card to gain entry to the library
- Request anyone to allow them to enter the library except a security guard
- Make excessive copies (over 100 pages per day)

Be advised that a video surveillance system monitors after-hour library use and violations of library policies may result in forfeit of library privileges.

Locations and Contacts

Some unique library materials are available at each site.

The Body Family Medical Library, located at LVHN-CC, is the main location for Library Services and is staffed Monday through Friday, 8:30 AM to 5:00 PM (Tel 610-402-8410).

The library at LVHN-Muhlenberg is located near the South Entrance of the hospital.

The library at LVHN-Hazelton is staffed Monday through Wednesday 7:30 AM to 4:00 PM (Tel 570-501-4847).

PLACES TO STUDY

Student study space is available on a 24- hour basis at all three hospital sites: LVH-CC in the Student Lounge on the third floor of the Anderson Wing, the Student Lounge on the first floor Kasych Pavilion, the Body Family Medical Library, 17th Street SON in the Student Study and Lounge Space located on the second floor in the School of Nursing, and at LVH-Muhlenberg in the Medical Library. Additional study space is available in the Student Lounge in the Department of Education in the 1247 building.

LACTATION ROOMS

Lactation rooms are available at the following locations:

LVH-Muhlenberg - Left of the old chapel space on the 3rd floor of the south entrance. See
signage: Staff Lactation Room
LVH-Cedar Crest - Pool Pavilion, 6th floor directly located off the staff elevator. See signage upon completion:
Staff Lactation Room
LVH-17th & Chew – From yellow elevator across hall thru unlocked door and 2nd room on right. See signage:
Staff Lactation Room
Mack Building - North 4th floor off women's room. See signage: Staff Lactation Room
1247-DOE – 2nd Floor; Conference Room E

CHAPELS/MEDITATION ROOMS

Chapels and/or Meditation Rooms are available for student use at LVHN hospital sites.

LVH-CC   Chapel: first floor of the Pool Pavilion
                Meditation Room: first floor in the Cancer Center lobby
LVH-17   Meditation Room: third floor (just off the blue elevator)
LVH-M   Chapel: first floor tower (behind the main staircase)
                Meditation Room: third floor South tower

Please contact the Office of Student Affairs for a list of other local areas of worship.

CAFETERIAS

LVH-17th St.
- Food Court - Lobby Level   Daily   6:30am – 6:15pm

LVH-CC
- Food Court   Daily   6:00am – 8:00pm
                                          M-F   1:00am - 4:00am
- Starbucks Coffee Cart (Jaindl Pavilion) M-F   7:30am – 3:00pm
- Coffee Shop Café (Jaindl Pavilion)   M-F   7:00am – 2:00pm

LVH-Muhlenberg
- Food Court - Lobby Level   Daily   6:30am – 7:00pm

FITNESS CENTERS

Membership at the following fitness centers is available to students free of charge. Membership includes: use of all fitness facilities; comprehensive cardiovascular, free weight and resistance training centers; group fitness classes; fitness assessment and personalized exercise program; and locker room amenities including towels. Memberships are also available to students' families, for a fee. When registering to join, please bring appropriate identification. Paperwork can be completed online or at the Fitness Center at the registration desk. Please contact USF-Lehigh Valley's Office of Student Affairs for a listing of other fitness centers in the area.

LVHN Fitness—Cedar Crest
1243 S. Cedar Crest Blvd., Lower Level
Allentown, PA 18103
610-402-3699
Hours: M-F 5:00am – 9:00pm; Saturday and Sunday 7:00am – 3:30pm

LVHN Fitness—Muhlenberg
1770 Bathgate Road, 3rd Floor
Bethlehem, PA 18017
484-884-2851
Hours: M-F 5:00am – 9:00pm; Saturday and Sunday 7:00am – 3:30pm

LVHN Fitness – One City Center
707 Hamilton Street, 3rd Floor
Allentown, PA 18101
484-862-3001
Hours: M-F 5:00am – 9:00pm; Saturday and Sunday 7:00am – 3:30pm

LVHN Fitness – Mack
2100 Mack Blvd.
Allentown, PA 18103
484-884-0780
Hours: M-F 5:00am – 8:00am, 11:00am – 2:00pm, 3:00pm – 7:00pm

Please call 610-402-CARE or visit LVHN Fitness for more information.

STUDENT PROGRAMS AND ORGANIZATIONS

We encourage students to continue participation in USF student organizations and student government, and support the use of video-teleconferencing to facilitate participation in these groups. A wide variety of student interest groups and organizations are available for participation, however, these activities should not interfere with clinical responsibilities. There are formal mechanisms for registering as a student club. Please contact the Assistant Dean for Student Affairs USF-Lehigh Valley with questions related to student programs and organizations.

Video-teleconferencing (VTC) to support participation in student organizations and government can be facilitated using students' personal Movi technology, or by reserving a room with VTC technology.

STUDENT ACTIVITIES

Any student activities planned to be on campus that **do not** go through the formal student organization process must be pre-approved at least 30 days prior to the activity. Contact Dr. Maggie Hadinger at 610-402-2475 with any questions.

COMMITTEES

SELECT students have opportunity to participate in certain USF-Tampa and USF-Lehigh Valley committees. Contact Kelli Herman at Kelliann.Herman@lvhn.org or (610) 402-2786 for more information.

LVHN COMPUTERS

As part of the SELECT program, students will learn in a collaborative environment using the latest health care technology, including mobile thin-client devices. While on the USF- Lehigh Valley campus, these devices allow constant network access to USF-Lehigh Valley educational content and systems, as well as the ability to document within medical records. In addition, the wireless capabilities of these devices allows for quick access to medical resources such as DynaMed and PEPID, e-journals and various electronic texts.

During Orientation Week, each student will be assigned, and become responsible for, a thin-client device and battery(ies). At the completion of the 4th year, students will be responsible for returning this device and accessories to the USF-Lehigh Valley Office of Student Affairs to become eligible for graduation. Should a device or accessory be lost or damaged, the USF-Lehigh Valley's Office of Student Affairs and LVHN's Security Department should be notified immediately. If a USF-Lehigh Valley device is lost or damaged, the student assigned that device is accountable for 25% of the replacement costs ($225.00 for thin-client device, $30.50 for battery, $10.00 for power cord).

Students are not permitted to conduct personal business on network owned computers and laptops, as per LVHN policies located on www.lvh.com.

SELECT STUDENT WIRELESS NETWORK

Dedicated wireless internet access for use on personal computers and devices is available for SELECT students. The SELECT wireless network is intended for use by SELECT medical students (only) who have valid and active LVHN and USF user accounts. This service is available at all LVHN hospital locations and other network facilities and promotes wireless personal computing for education and research. Accounts will be pre-established for you by Information Services with I/S representatives being on-site at 1247 S Cedar Crest at various dates/times to configure this network connection for you on your laptop or tablet device. Accounts created for students are active for a designated time, after which students will receive a prompt to update their password.

Connecting with Windows 7

Step #01 – Open the available network dialog by selecting the wireless icon from the system tray.
Step #02 – Select the "Open Network and Sharing Center" link at the bottom of the connection dialog.

Step #03 – Select the "Manage wireless networks" link in the upper left hand corner of the Network and Sharing Center.
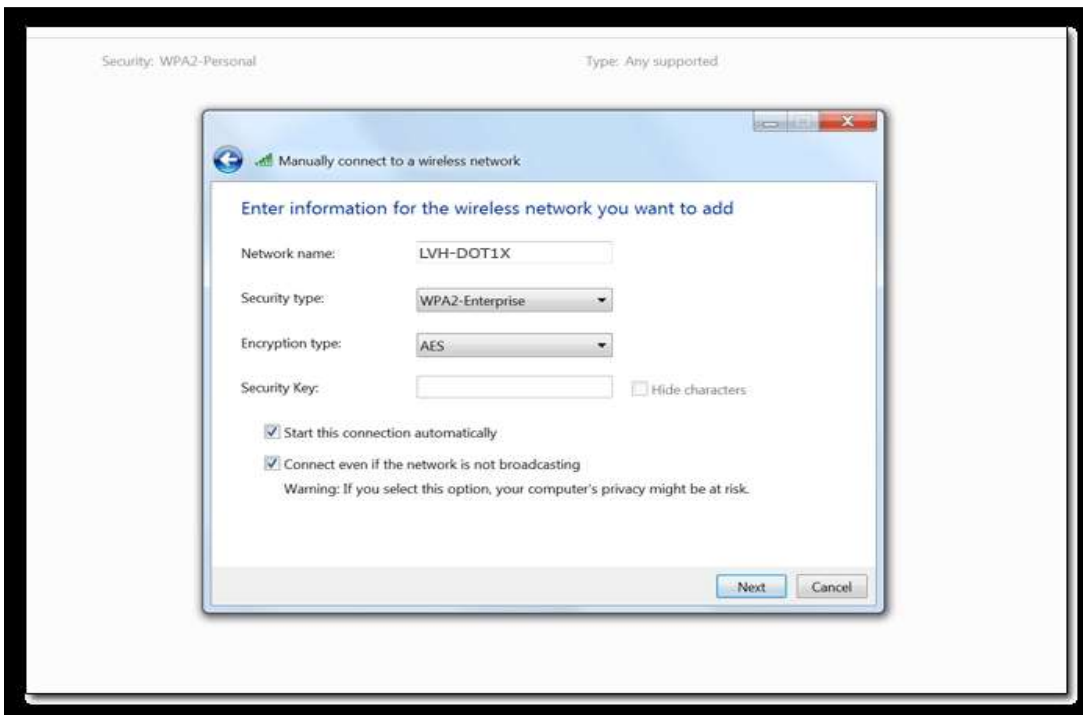

Step #04 – Select "Add" from the horizontal menu.

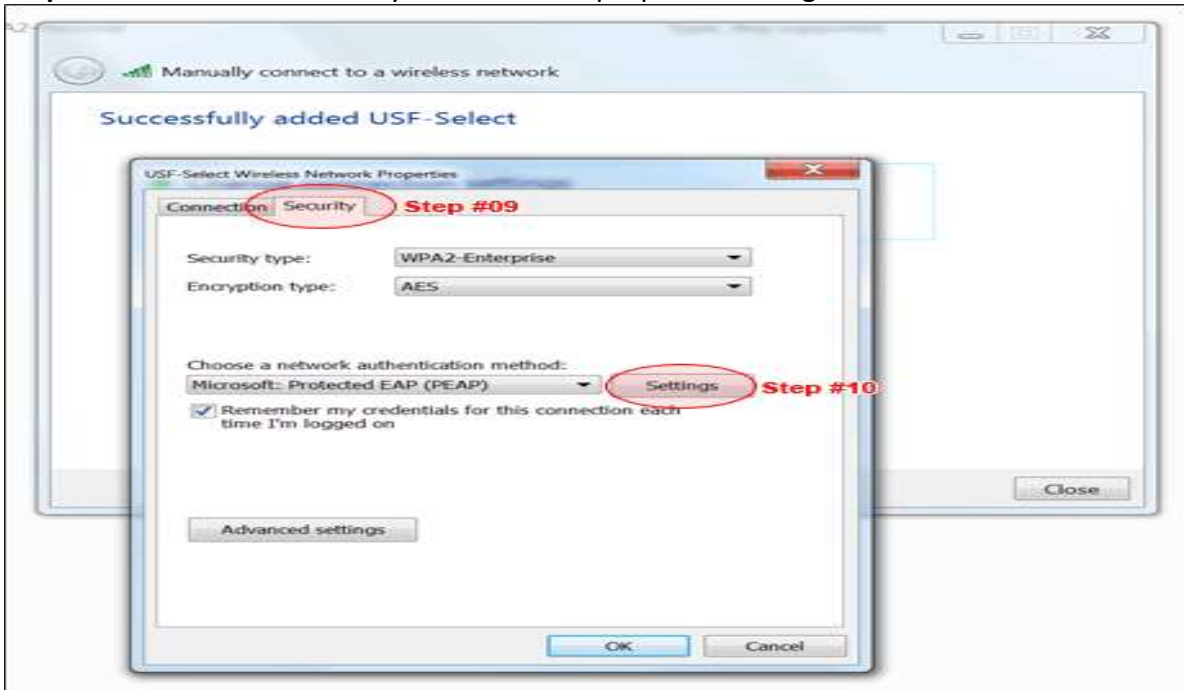**Step #05** – Select "Manually create a network profile"
Step #06 – Enter the Wi-Fi information as follows. The Network Name is case sensitive. 5 | P a g e

Step #07 – Select "Next" to create the connection.
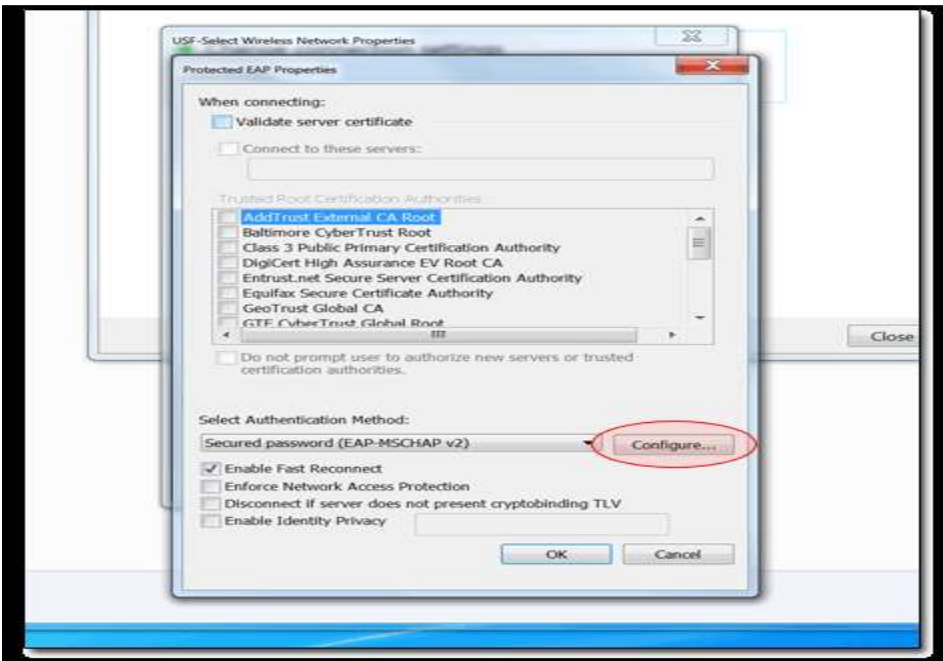**Step #08** – Select "Change connection settings".
Step #09 – Select the "Security" tab from the properties dialog.

Step #10 – Select the "Settings" button for the network authentication method.
Step #11 – Uncheck "Validate server certificate" if checked.
Step #12 – Select the "Configure…" button for the Authentication Method.

Step #13 – Uncheck the box for "When Connecting: Automatically use my Windows logon name and password (and domain if any)."

Hit "Apply" or "OK" on all open dialogs; now look for "LVH-DOT1X" in your available wireless networks. When you try to connect you will be prompted for your LVHN domain credentials (this is typically a letter followed by 4 numbers).

Connecting with Mac OS X

Step #01 – Open the Wi-Fi selection menu from the taskbar.

Step #02 – Select the "Join Other Network…" menu item.

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Step #03 – Enter the network details as follows. The "Network Name" is case sensitive and should be entered exactly as shown. Your username and password is referring to your LVHN credentials, which for example you would also use to log in to your WYSE device.

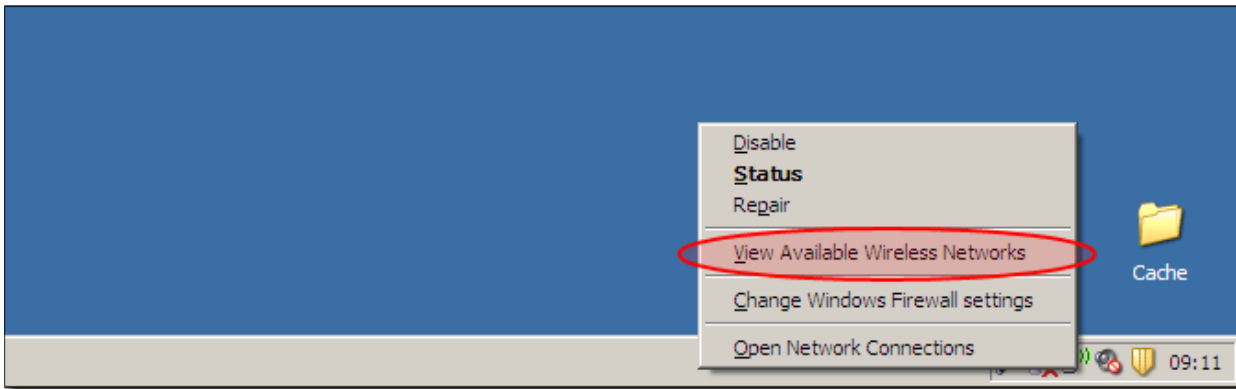**Step #04** – Select "Join" to connect. If you are prompted with any certificate notifications please accept them.

Connecting with Windows XP

Step #01 – Access the networking menu by right-clicking the wireless icon in the system tray.

Step #02 – Select "View Available Wireless Networks" from the menu.

Step #03 – Select the "Change advanced settings" link from the right hand menu.
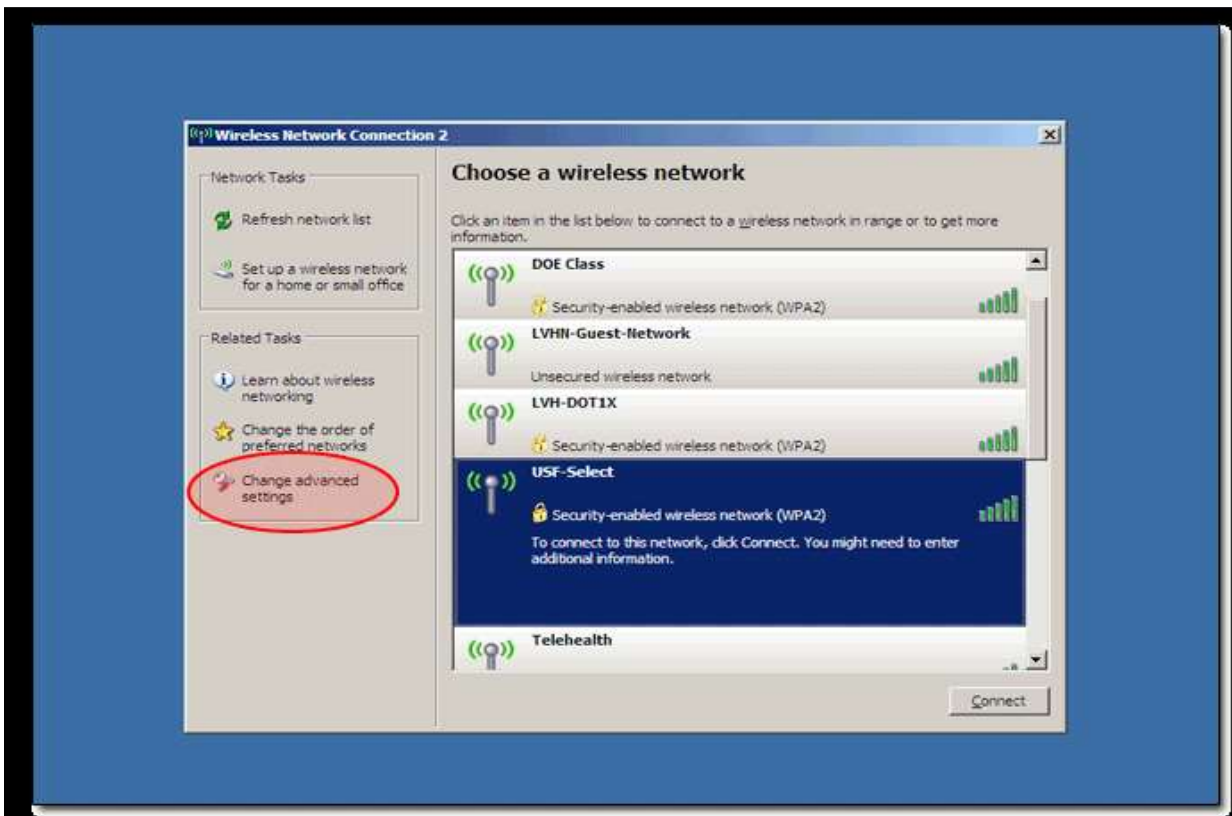
Step #04 – Select the "Wireless Networks" tab.

Step #05 – Click the "Add" button under the "preferred networks" area of the.

Make sure to enter the "Network name (SSID)" exactly as shown because it is case sensitive.

Step #06 – Select the "Authentication" tab at the top of the window.

Step #7 – Change the "EAP type" to "Protected EAP (PEAP)".

Step #8 – Click the "Properties" button just below the "EAP type" dropdown.
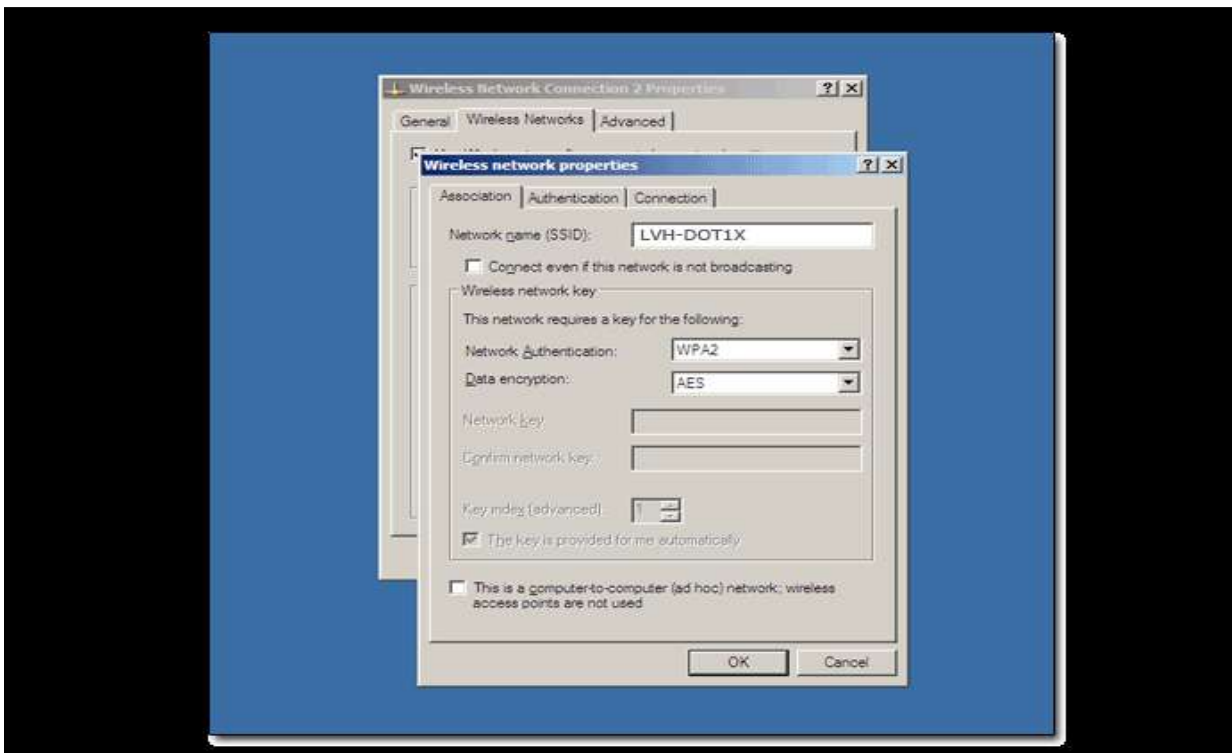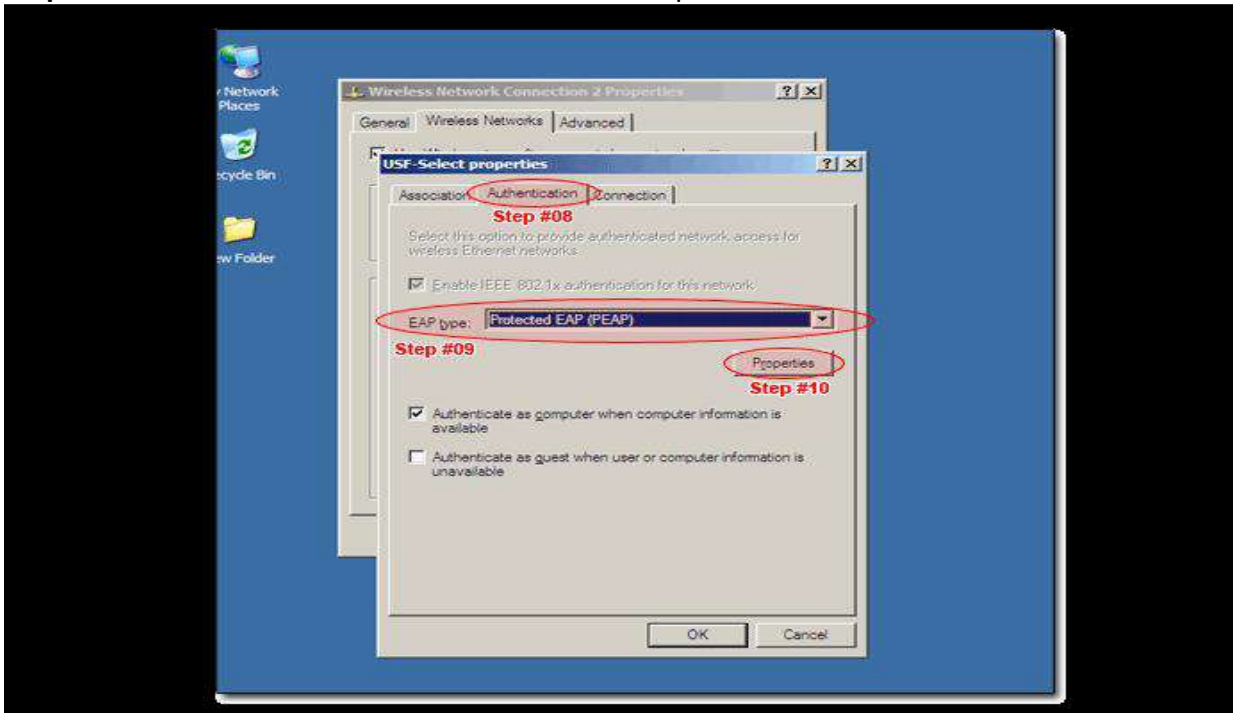
Step #9 – Uncheck the "Validate server certificate" checkbox.

Step #10 – Select the "Configure…" button next to the "Select Authentication Mode" drop down.

Step #11 – Uncheck the "Automatically use my Windows logon name and password (and domain if any)." Checkbox and then hit "OK".

Hit "Apply" or "OK" on all open dialogs; you should eventually see a message saying "Click here to select a certificate or other credentials for connecting to the network LVH-DOT1X". Click this box and enter your LVHN domain credentials when prompted. This is the same username and password you would use to log into your WYSE device. Enter LVHHN for the domain.

Troubleshooting

If you have any issues please contact;

Brian David

1247 Department of Education, 2ND Floor

brian.david@lvhn.org

(610) 402-2816

SOCIAL MEDIA PARTICIPATION POLICY

Social media responsibility is an important aspect of professionalism. All LVHN colleagues – including students – must adhere to LVHN's Social Media Policy. LVHN's Social Media Policy outlines the following. The full policy can be found on www.lvh.com:

- Always protect patient privacy. Never reveal any patient health information that would identify the patient. Always abide by all HIPAA regulations.
- Follow all applicable LVHN policies. Know and follow LVHN Code of Conduct and PRIDE Behaviors as it relates to interactions where you are identified as being associated with LVHN. (Refer to LVHN policies)

- When discussing LVHN or LVHN-related matters, you must make it clear that you are speaking for yourself and not on behalf of LVHN. If you publish content to any website outside of LVHN and it involves work you do or subjects associated with LVHN, use a disclaimer such as: "The views expressed on this blog; website are my own and do not reflect the views of Lehigh Valley Health Network."
- You are personally responsible for the content you publish. Be aware that what you publish on blogs, wikis, social networks or any other form of user-generated media will be public and often cannot be edited or removed.
- Use a personal e-mail address. Do not use your lvh.com or lvhn.org address as your means of identification for social media participation.
- Respect copyright and fair use laws. This includes not publishing material owned by LVHN.
- Do not disclose confidential or proprietary information. Do not disclose information related to LVHN that is not public. Perception is reality. If you identify yourself as a USF-Lehigh Valley SELECT program student, ensure your profile and related content is consistent with expected behaviors. In social media, the lines between public and private, personal and professional are blurred. By identifying yourself as associated with LVHN, you are creating perceptions about LVHN and yourself with your colleagues and managers. If you choose to identify your association with LVHN, be sure that all content is consistent with LVHN's values and professional standards.
- Contact USF-Lehigh Valley's Office of Student Affairs or Marketing and Public Affairs Web Communications if you have questions or if you are unsure about the application of this policy to your Social Media activities.
- Use of hand held cellular phones is prohibited when operating vehicles on LVH campuses and while driving on LVHN business.

Additionally, do not ask faculty or staff who have a scheduling or evaluation relationship with you to join your social media site(s).

USF HEALTH IT SUPPORT

The USF Health Information Systems Service Desk provides students, faculty, and staff at USF Health with a centralized point of contact for technology support, questions concerning IS services offered, Digital Media and Classroom technology, and assistance with mobile devices. The Service Desk is happy to assist with any other technology related issues or questions that may in be used at USF Health, and we have provided several ways to get in contact with a technician.

USF Health's IS Service Desk can be contacted at:
      Email: support@health.usf.edu
      Phone: 813-974-6288, Option #2
      Support Portal: https://footprints.health.usf.edu/footprints/support.html
      Live Chat Portal: https://livechat.health.usf.edu/

USF Health's IS Service Desk Hours for Phone, Chat, and Email Support:
      Monday – Friday, 8:00am – 5:00pm
      Saturday and Sunday, Closed

EMAIL

Email is the official form of communication. Students are required to check both USF-Tampa and USF-Lehigh Valley email <u>DAILY</u> and will be held accountable for all transmissions.

Although email is our primary means of communication with students, we may also send mailings via the U.S. mail system. U.S. postal mail address changes must be communicated to USF-Tampa's Office of Student Affairs and they must also be updated on the AMCAS website.

PAGERS/PAGING

Pagers are issued to the students by the USF-Lehigh Valley Office of Student Affairs. Students are expected to have their pagers on and in working order during normal business and call hours. Please check with your individual clerkship course director regarding any other additional communication expectations.

Please note: students will be charged the standard $99.95 replacement fee if their pager is lost, damaged, or stolen. Pagers must be returned to the Office of Student Affairs prior to graduation. The paging instruction manual is available at http://www.lvh.com/pdf/Alpha_Elegant_Manual.pdf

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

IDENTIFICATION BADGE

Each student will be issued a LVHN badge. ID badges are to be worn above the waist on your white lab coat during work hours. Badges should be free of stickers and pins. Students should have an emergency code card, as well as a Joint Commission card, attached behind their ID badge for quick reference.

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.

Please call USF-Lehigh Valley's Office of Student Affairs should you have any problems with your ID badge or if you need a replacement ID badge. There is a $25 fee for replacing lost ID badges. ID badges must be returned to the Office of Student Affairs prior to graduation. For other questions or card access requests call 610-969-1978.

HIPAA EDUCATION AND COMPLIANCE

Students will review the rules and regulations booklet of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) prior to and during the Introduction to Clerkships orientation. Students will be asked to sign that they understand and agree to these rules and regulations.

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 is a dismissible action, subject to the due process available to students. This includes acceptable usage of LVHN computers. Refer to the applicable policies

posted on www.lvh.com. Students will sign an Acknowledgement of Confidentiality form prior to beginning at USF-Lehigh Valley and annually thereafter.

Additionally, USF-Lehigh Valley 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 USF MCOM. Primary rights afforded to students under the Family Educational Rights and Privacy Act (FERPA) include the right to inspect and review educational records, seek to have records amended, and to control the disclosure of information from records. Information from student educational records may only be released to University officials and agencies that have a legitimate educational interest or have been granted legal authorized access.

POSTERS AND PRESENTATIONS

In our digital world where presentations and posters are posted to the internet through conference websites and the LVHN Scholarly Works repository, it is important that these works are prepared within legal guidelines. These works reflect the reputation of the SELECT Program, USF, and LVHN.

- <u>For posters and presentations you may be preparing for projects outside your required coursework (ie. for conferences)</u>, to begin the poster production process, go to the LVHN intranet (link provided below) and complete the LVHN Poster Request Form, the completed form will be emailed directly to Carol Varma for scheduling.

  https://lvhn.co1.qualtrics.com/SE/?SID=SV_cJjumHzMJTAJRgV

  Contact Person: Carol Varma, Sr. Multimedia Producer, Marketing and Public Affairs.   (484-884-8039), email address carol.varma@lvhn.org

  <u>For posters and presentations required for a particular USF/SELECT course or clerkship</u>, follow the instructions provided by the course or clerkship director.

All posters and presentations must be reviewed for both HIPAA-protected information and copyrighted material prior to presentation. The presenter is responsible for any violations.

HIPAA/HITECH: Unauthorized disclosure of protected health information (PHI) is prohibited at any time during or after employment or affiliation with LVHN. Statutory fines can range from $100-$50,000 per instance of release of HIPAA information. Employees, medical staff members, allied health professionals, and students who violate this policy will be disciplined in accordance with applicable procedures. In addition, LVHN could seek legal remedies which could include suspension, termination, fines or criminal penalties. (LVHN HIPAA-Confidentiality policy).

HIPAA information is often overlooked in presentations in the form of images of radiologic studies, or test results such as EKGs, EEGs, etc. All images must be scrutinized carefully and identifiable information removed entirely from the image – not just covered. Identifiable patient info may include but is not limited to:
- Patient name
- Address
- Dates that refer to a patient: date of birth, admission date, discharge date, date of death
- Phone number
- Email address
- Social Security number
- Medical record number

- Health insurance number
- Patient account number
- Full face photographs

COPYRIGHT: Copyright covers any original expression of ideas whether print or digital – books, articles, figures, tables, images, cartoons, photos, web content, sound files, etc. A copyright symbol is not required to indicate that a work copyrighted.

Any material used in your presentation that you did not create is most likely copyrighted. Images taken from the Internet are usually copyrighted and may not be used without written permission unless there is an explicit statement that it is in the public domain or freely available for use. Any single graphical work that you incorporate into your presentation in its entirety (for example, a picture, image, table, chart, cartoon, illustration, etc.) from another source whether print or digital must have written permission from the copyright owner to be used and it must be cited or attributed in the presentation. Statutory fines can range from $750-$150,000 per instance of infringement.

FERPA: FERPA is the Family Educational Rights and Privacy Act. It governs confidentiality of protected student information. Students have the right to control the disclosure of their Education Records to others. An Education Record includes all records maintained by the educational institution in any format directly related (personally identifiable) to a current or past student. A record is "personally identifiable" if it identifies the student by name, address, ID number, or other such common identifier or if it includes "other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty". Education Records include all records, transcripts, papers, exams, non-academic student information database systems, class schedules, financial aid records, financial account records, disability accommodation records, disciplinary records, "unofficial" files, photographs, and e-mail messages.

All images must be scrutinized carefully and identifiable information removed entirely from the image – not just covered. Identifiable student info may include but is not limited to:
- Name
- Address
- Age, Date/place of birth
- Phone number
- Email address
- Social Security number
- Major field of study, level of education, dates of attendance, grade level, enrollment status
- Degrees/honor/awards received
- Photograph
- Participation in activities and sports, weight and height of athletes
- Most recent education institution(s) attended

For educational studies or research, FERPA requires a written agreement for protecting identifiable student information specifying the purpose, scope, and duration of the study, limit of the use of the information to the purpose of the study and require that identifiable information be protected from disclosure as well as returned or destroyed upon completion of the study. Penalties for Violation of FERPA may include forfeiting federal funding to the institution.

CRIMINAL ISSUES

Students are required to report to the Associate Dean for Student Affairs of the MCOM, USF-Lehigh Valley's Assistant Dean for Student Affairs, or the Director , Medical Education Services 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.

SAFETY/SECURITY/EMERGENCY PREPAREDNESS

We are committed to providing a safe and secure learning environment.

Personal Safety

For an emergency situation, dial 555 from a network phone to contact the dispatcher on a dedicated emergency line with no wait. Call 610-402-5555 if on-campus and calling from a cell phone. If you are off-campus and not calling from a network number, please call 911 directly.

To contact Security regarding a non-urgent matter, call 610-402-8220.

To promote campus safety, security officers make rounds both inside and outside the hospital campuses.

All parking lots have emergency call boxes which connect directly to the emergency dispatcher. During shift change, a security officer in a patrol vehicle monitors activity for employee and student safety. A shuttle is also provided as both a measure of convenience and safety to all colleagues and students.

The Security Services Department takes extra steps to ensure that our officers are able to handle all situations with professionalism.

Traffic Services

At USF-Lehigh Valley your safety and well-being is a primary concern. To ensure that employees, students and visitors are able to enter our facilities in a safe manner, we have a security officer in a patrol vehicle monitor the parking lots and roads of our four main campuses.

The security officer assigned outside patrol provides a number of services:
- Jump dead car batteries
- Gain entry to cars that owners are locked out of
- Escorts to your vehicle as requested
- Assists local police with traffic flow during incidents

The security officer assigned outside patrol also monitors where employees and students park to ensure they are in the appropriate area. It is important that colleagues and students park in the designated area, since visitors and patients coming in for treatment should be able to park as close as possible. When a colleague or student does not park in the correct area at our LVH-Cedar Crest and LVH-Muhlenberg campuses, the security officers are sworn in by the city to write parking tickets. Tickets are also issued for parking in a handicap spot without having a placard and for parking in a no parking zone. Vehicles will be towed at the owner's expense for causing serious safety concerns and for repeat offenses.

Questions regarding where to park or parking tickets should be referred to the parking hotline at 610-402-7700.

Emergency Management

USF-Lehigh Valley's Emergency Management Department is prepared to respond to natural and man-made disasters, suspected cases of bioterrorism and other emergencies in a manner that protects the health and safety of patients, visitors, and staff, and that is coordinated with a community-wide response to a large-scale disaster. The Department of Public Safety and Security Services works closely with the Northeast PA emergency response group, Lehigh and Northampton county emergency management agency, local emergency officials and health care providers to ensure a well-coordinated response to disasters.

Our Public Safety Department maintains a positive and professional relationship with outside law enforcement agencies by assisting these agencies when needed to the highest extent possible. Local police have been supplied with access cards to our facilities to accelerate response time. Salisbury police also monitor the Cedar Crest campus radio frequency and often respond without being called.

Emergency Notification

All medical students are assigned a pager and their pagers belong to a paging group. This paging group can be used to send emergency pages to the entire class within moments.

Additionally, students are strongly encouraged to sign up for the Serv PA notification service, which updates users on all state, local, and LVHN-specific emergencies. Notifications can be sent to a student's LVHN or personal: pager, home, cell, or office phone via automated phone voice messaging, email, or burst text message to your cell phone. Each individual registered will have the ability to select what type of messaging they prefer (more than one can be chosen) to ensure you receive critical communications quickly and efficiently.
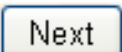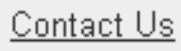
To register for Serv PA:

1. Go to www.serv.pa.gov.
2. Left click on **Not Registered?** link directly below the username and password login.

3. Left click on the arrow to the right of the drop-down box and choose "Hospitals" as your Organization.

   Organization   Hospitals ▼

4. You will note that two additional steps appear directly underneath.

5. Left click on the arrow to the right of the new drop-down box and choose "Lehigh Valley Health Network" as your Unit.

6. Left click on the appropriate radio button for the Options step.

   ✱ Options   ◯ I am a member   ◯ I would like to join

7. If you would like to add another Unit affiliation for yourself, left click on

   Add Additional Unit Affiliation
   button and repeat Steps 3 through 6 above.

8. If you are finished picking Unit affiliation(s), left click the [Next] button in bottom right corner to be directed to the first screen necessary for completion to set up your user account in SERVPA.

9. As you complete each screen, left click the [Next] button in bottom right corner to be directed to the next page/screen for your completion.

10. If you have any problems with your registration, please email your System Coordinator by left clicking on the [Contact Us] link at the bottom of any screen within SERVPA.

Security Services Leadership

The Director of Security Services has set up a management system to ensure that all security officers are able to get direction to a problem, and to better serve LVHN's colleagues, students.

- Operations Manager **-** Responsible for the oversight and management of the daily network security operations. Coordinates the activities of program development, implementation, monitoring and evaluation for all Security Service operations.
- Captains - There are three security captains that generally work Monday through Friday; one for each shift. Captains handle any unexpected circumstances and manage the officers on duty to ensure that the daily activities are completed with professionalism.
- Lieutenants - There are two lieutenants per shift who act as team leads and help guide officers through day to day activities, providing answers to general questions. Lieutenants also ensure that all procedures are done with consistency.

Emergency Codes

NAME OF CODE	DEFINITION
Code BLUE	Cardio-Pulmonary Arrest
Code YELLOW	Fire Emergency
Code GREEN	Medical Gas/Vacuum System Failure
Code ORANGE	Behavioral Health Emergency (Need Security)
Code PINK	Missing Child (Need Security)
Code WHITE	Bomb Threat (Need Security)
Chemical Spill	Notification of a chemical Spill
Code RED	Trauma arrival Code Red OR (ED-CC)
Code 45	Hazardous Situation STAY CLEAR, evacuate and avoid the area noted.

DIAL 555 TO REPORT ALL EMERGENCY CONDITIONS

Hospital Safety

During their 1st and 2nd years at USF MCOM, 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 USF-Lehigh Valley. Students will complete safety training as part of the TLC orientation modules which must be completed prior to arrival at USF-Lehigh Valley.

HEALTH INSURANCE

USF MCOM students are required to have health insurance. Each year, students must provide proof of current health insurance. 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. Information about health insurance options, including an option that is comparable to the option offered by USF MCOM, can be obtained by contacting USF-Lehigh Valley's Office of Student Affairs.

LOCKERS

Assigned:
Lockers are provided free of charge for SELECT Program students in the Student Study and/or Lounge Space at the LVHN-Cedar Crest. Students will be assigned a locker at LVH-Cedar Crest in either the Kasych or 3rd floor Anderson student lounges. You must supply your own lock. Students are responsible to keep the locker clean and free of perishable items. USF-Lehigh Valley's Office of Student Affairs will notify all students via e-mail when to remove all articles from their hospital lockers. LVHN reserves the right to cut off any lock and inspect a locker at any time.

Temporary:
Lockers are also available in the Outpatient Simulation lobby and the Hospital Simulation area of the Interdisciplinary Simulation Center in the Department of Education at 1247 S Cedar Crest Blvd. When visiting the SIM Center, students can use any locker, take the coordinating key/lanyard during simulation and return them to the lockers when finished.

Lockers are also available at the 17th Street School of Nursing student lounge. Students will need to provide their own lock. LVHN reserves the right to cut off any lock and inspect a locker at any time.

DAYCARE RESOURCES

Please contact USF-Lehigh Valley's Office of Student Affair for a list of local daycare services.

HOUSING

USF-Lehigh Valley's Office of Student Affairs is committed to helping students with their transition to the Lehigh Valley. Third and fourth year SELECT Program students learning at USF-Lehigh Valley will be provided housing information and resources. A list of housing options can be obtained by contacting USF-Lehigh Valley's Office of Student Affairs. Housing is each student's responsibility. Students with emergency or interim housing needs should discuss these needs as early as possible with the Director, Medical Education or the Assistant Dean of Student Affairs at USF-Lehigh Valley. For third year students, dorm housing may be available on a short term, emergency basis only at the Associate or Assistant Deans' discretion. If granted, a fee of $50/week may be applied, again up to the Deans' discretion given the nature of the emergency situation. For fourth year students,

dorm housing may be available on a temporary basis only, with a limit of three consecutive months for any student. A fee of $50/week will be applied.

DRESS CODE/LAB COATS

In addition to the dress code outlined in the USF-Tampa Student Handbook, SELECT Program students are expected to follow applicable USF-Lehigh Valley dress code policies. LVHN requires all personnel while on duty and/or while representing or performing network business to maintain standards of dress and grooming that are appropriate for a professional health care environment and adhere to safety and infection control requirements. All employees and students are expected to maintain an image of professionalism through appearance, grooming and conservative dress. The dress code policy is located on the LVH.com intranet in the Administrative Policy Manual.

Students will be provided with one lab coat. Routine care, maintenance and replacement of lab coats are the responsibility of the student. Questions about the care of lab coats should be directed to USF-Lehigh Valley's Office of Student Affairs.

MAPS

Updated maps of LVHN sites are available online at LVHN.org/facilities_directions.

III. SELECT PROGRAM SPECIFICS

SELECT PROGRAM 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-Tampa and USF-Lehigh Valley SELECT Program.

SELECT Domain	SELECT Terminal Program Objectives
Leadership Development: Building capacity for appreciative, transformative and holistic leadership and follower-ship	• Demonstrate emotional intelligence by showing awareness of strengths, weaknesses, and idiosyncrasies of self, team, and systems, and then show the ability to modulate one's behavior to positively affect each of these. • Describe the basic competencies necessary for effectiveness as a potential future physician and leader. • Demonstrate the ability to implement and participate in the professional and personal development process through individual and group coaching. • Demonstrate advanced competency in self- assessing gaps and setting improvement goals, them perform activities to accomplish these. • Demonstrate advanced team leadership skills that enhance team functioning, the learning environment, and/or the health care system. • Demonstrate advanced team competencies in assessment and coaching in order to achieve a common patient-centered end.
Values-Based Patient-Centered Care: Delivering Patient-Centered Care	• Demonstrate advanced ability to perform values-based, patient-centered comprehensive assessment, diagnosis and shared decision making the care of patients. • Communicate effectively and sensitively with patients, adjusting language and style in order to incorporate their knowledge, values, and culture.

Health Systems: Enhancing Patient Outcomes	• Demonstrate appropriate knowledge of the below domains relevant to general medical practice: Advanced knowledge of US and international health systems, policy, and finance. • Analyze a health care environment or system and recommend changes to improve patient outcomes. • Show advanced ability to incorporate knowledge of health systems and cost of care into medical decisions. • Demonstrate the ability to strategize, practice, and advocate for quality improvement in patient care and health care systems. Demonstrate the ability to integrate knowledge of healthcare systems into individual patient care. • Demonstrate advanced team leadership skills that enhance team functioning, the learning environment, and/or the health care system.

SELECT PROGRAM 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 faculty from the Tampa and LVHN regional campuses.

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

Required Year 3 clerkships and courses will be completed at USF-Lehigh Valley.   Year 4 SELECT program requirements for graduation are located at MD SELECT Graduation Requirements.

CLERKSHIP ELECTRONIC LOGBOOK

EValue will be used for logging patient encounters.

Technical support for EValue is available by contacting Sean Phillips via e-mail at sphilli6@health.usf.edu or Brian Fisher at Brian.Fisher@lvhn.org

COURSE EVALUATIONS

Morsani COM students are required to participate in course evaluations for each clerkship they complete. Course evaluations provide student feedback about the quality and consistency of the clerkship rotations. During the last week of each clerkship students will receive an e-mail notice from the Office of Educational Affairs (OEA) with a hyperlink connecting to the course evaluation web site. Students are then expected to fill out and submit the appropriate form.

COMPREHENSIVE CLINICAL PERFORMANCE EXAM (CCPX)

The Comprehensive Clinical Performance Exam (CCPX) consists of at least six Standardized Patient (SP) stations simulating focused patient encounters in an office or emergency room setting. The CCPX will be administered immediately following the end of the clerkship year. The examination is designed to evaluate your knowledge,

skills and attitudes in the clinical setting. It is also designed to help you prepare for the national USMLE Clinical Skills Step 2 examination, required for licensure.

During this examination, you will be assigned specific focused task(s) at each station. All encounters will include a rating of your interpersonal skills by a Standardized Patient (SP). Each of the encounters will require a focused history and physical examination, based upon the chief complaint. You will then document the history and physical exam findings, followed by the development of a differential diagnosis. You will be asked to defend these differential diagnoses with findings from the history and physical exam that support the diagnoses. Additionally, you will be asked to list specific diagnostic tests that will aid in your patient management. Some encounters may require patient counseling.

All of our cases have been developed by the Center Directors, the Clerkship Directors, and other pertinent clerkship faculty and are based on common complaints you have or will encounter or discuss during your clinical rotations. The skills and behaviors we will be evaluating include: 1) your interaction with the patient; 2) the quality and appropriateness of your history taking and/or physical exam skills; 3) your ability to counsel and educate your patients regarding their condition and/or risks for disease; 4) your ability to develop a differential diagnosis and treatment plan based on patient specific information.

IV. USF-TAMPA/USF-LEHIGH VALLEY-SPECIFIC POLICIES AND PROCEDURES

ATTENDANCE

Attendance is expected and will be monitored. The required calendar for student attendance on clinical rotations will be consistent with the MCOM academic calendar.

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.

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 the individual clerkship.** 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.

ILLNESS/EMERGENCY PROCEDURES
Emergencies for Personal Illness, Family Illness, etc.

In the event that a student needs to request emergency time for a personal or family illness, the student must follow the steps outlined below:

1. Make contact with the supervising preceptor or team. Contact can be via telephone, page, or email. However, it is the student's responsibility to make sure that the message regarding the absence is not only sent but also received.

2. Email the Clerkship Director and Clerkship Coordinator to report his/her absence. The student should indicate the nature of the emergency (illness, family concern, etc.). The Clerkship Director may request additional information about the absence. The Clerkship Director may request a physician's note or a more detailed explanation of the absence.

3. As an alternative to the above process, if a student is significantly impaired, the student may contact the Student Affairs Office at 610-402-2475 or 610-402-2786 to request an excused absence. The Student Affairs Office will then make contact with the supervising team and clerkship director to advocate on the student's behalf.

If the student needs additional help, please call USF-Lehigh Valley's Office of Student Affairs. A member of the Student Affairs team is available during business hours by calling 610-402-2475 or 610-402-2786 or contact the Assistant Dean of Student Affairs through the LVHN paging service at 610-402-8999.

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.

If a SELECT student misses more than 3 full calendar days due to illness, the student must follow the process as outlined by Employee/Student Health Services (see below) in order to be cleared to return to rotational activities.

Human Resources Policy #3002.6 Sick Leave:

LVHN's regulatory obligation to track employee/student illnesses is accomplished through the return to work process, as outlined in V. Procedure, C. Clearance to return to work must be obtained through employee health services after an absence of more than 3 full calendar days, or any condition that results in restrictions upon return to work. The process is:

1) Individuals cleared for full duty by their treating physician should bring their physician's release to employee/student health services during walk-in hours prior to resuming rotational activities.

2) Individuals cleared to return to work with restrictions should call employee/student health services to schedule an appointment and to be advised of necessary documentation.

Information regarding any communicable illness will be collected at the time of the employee health visit and maintained in the confidential employee health record.

Employee health should be contacted for any concerns about an employee's communicable condition, regardless of length of absence.

The full policy may be accessed via the LVHN Human Resources policies document, policy #3002.60.

Illness Procedure

If a student becomes ill while on a rotation at USF-Lehigh Valley and requires medical attention, they should first call their Primary Care Physician (PCP). If a student does not have a PCP, they can visit http://www.lvhn.org/find_a_doctor/ to help find a doctor.

If the student's PCP is unable to see the student or will not treat them via the phone, the student may visit any of the ExpressCARE providers LVHN offers. Students can access a list of [LVHN ExpressCARE locations](#) or call 610-402-CARE.

In order to facilitate students being seen in the case they are ill, the copay only for a SELECT student's first visit at an LVHN ExpressCARE provider office will be waived, with the exception of the following ExpressCARE locations which are NOT included in this copay discount: LVHN-Tilghman, Hazleton Shopping Center, Health Center at Bangor and Nesquehoning Medical Center. Upon arrival the student should tell the office staff they are a SELECT student. If the Walk-In Center staff collects a copay in error or the student receives a bill from us, the student will need to call LVPG-Patient Relations (484-884-1300) for a refund.

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 will be provided options for care providers who have no involvement in the academic assessment or promotion of medical students receiving services. Students are encouraged not to be treated by faculty members involved in their educational experience.

If the student needs additional help, please call USF-Lehigh Valley's Office of Student Affairs. A member of the Student Affairs team is available during business hours by calling 610-402-2475 or 610-402-2786.

Emergency Care and Incidents

Students who require emergency services or are involved in an accident, e.g., needle stick, fall, etc., while rotating at USF-Lehigh Valley, should report directly to Employee/Student Health or 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/Student Health Services. The incident must be reported to the course director and USF-Lehigh Valley's Office of Student Affairs as soon as possible so long-term follow-up and counseling can be coordinated.

Occupational Injuries and Illness

Students who are involved in a needle stick, blood or body fluid exposure, or communicable disease exposure, while on rotation at USF-Lehigh Valley, should immediately report directly to Employee/Student Health. In the case of a needle stick or blood or body fluid exposure, if Employee/Student Health is closed (after 4 pm, weekends and holidays), the student should immediately report to the emergency room at the respective campus. Students exposed to a bloodborne pathogen will receive counseling and instructions for follow-up from Employee/Student Health services. Students exposed to an infectious disease will receive counseling and prophylaxis (if warranted) from Employee/Student Health. The student must complete an incident report when any occupationally-related accident occurs while on rotation. Incident reports are paper forms (ADM-02) available on any patient area, in Employee/Student Health services or in the Student Affairs office.   The incident must be reported to the course/clerkship director and USF-Lehigh Valley's Office of Student Affairs as soon as possible so long-term follow-up and counseling can be coordinated.

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 LVHN Incident Report and proceed immediately to Employee/Student Health or if after hours to the Emergency Department where your exposure will be evaluated. Reporting for treatment triggers the process to test the source patient for bloodborne pathogen infections consistent with Pennsylvania law. Depending on the circumstances of your exposure and the status of the source patient, post exposure prophylaxis with 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. Report the any incident including blood or body fluid exposure to the USF-Lehigh Valley Office of Student Affairs.

4. If you are prescribed Post-Exposure Prophylaxis (PEP), you will require follow-up monitoring. PEP will be coordinated by USF-Lehigh Valley's Employee/Student Health office.

5. Employee health Services/Student Health Office will provide you with testing results and a medical opinion as required by the OSHA Bloodborne Pathogen Standard.

6. Call 610-402-STIK for detailed instructions if you need more information.

7. Any charges for Emergency Department treatment or follow-up care will be charged to the student's health insurance.

Non-Occupational Incidents

Students who require emergency services due to any other type of accident or illness at USF-Lehigh Valley should report to the emergency room. Any illness or accident must be reported to USF-Lehigh Valley's Office of Student Affairs as soon as possible.

Any charges for Emergency Department treatment or follow-up care will be charged to the student's health insurance and the student is responsible for any copays and deductibles.

STUDENT HEALTH

Comparable to and in collaboration with USF MCOM's Office of Student Affairs, USF-Lehigh Valley's 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.

During the USF-Lehigh Valley orientation process, students will be counseled about options for receiving primary care, specialty care and emergency medical services. Among the available options to students are: care by the student's PCP, LVHN ExpressCARE centers, or any Lehigh Valley Physician Group practice. Students will have access to physicians/clinicians who are not involved in their academic evaluations or grading.

LVHN Employee/Student Health Services

LVHN's Employee/Student Health Services will provide students with the following services: Tuberculosis screening (baseline, annual, at the completion of the rotation), evaluation and treatment of communicable disease exposures, confidential HIV testing, evaluation and testing related to bloodborne pathogen exposures, and fitness for duty exams.

Employee/Student Health Services are located at LVH-Cedar Crest inside the Jaindl Pavilion, and at LVH-Muhlenberg inside the Westgate Drive entrance. Both offices are staffed by a physician, nurses and support staff. Hours of operation:
- LVH-Cedar Crest - Mon/Fri: 7:00am-4:00pm and Tue/Wed/Thu 7:30am-4:00pm.
- LVH-Muhlenberg - Mon/Tues/Wed/Fri: 7:30am-4:00pm and Thu 7:00-4:00pm.

In addition, an Employee/Student Health nurse is on-call 24 hours per day/7 days per week. The Employee/Student Health nurse can be easily paged from the LVHN Intranet. All visits to the Employee/Student Health Service centers are confidential.

Impairment

Students who are suspected of being impaired by drugs or alcohol will be required to comply with Human Resource policy 2001.20 Drug/Alcohol Use and Drug Possession-For-Cause Testing.

ABSENCES, TIME OFF, AND STUDENT DUTY HOURS

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

The student should submit a written request to the Clerkship/Course Director for permission to miss any clinical time, formal teaching session related to the clerkship or SELECT Y3 Course, or clerkship/SELECT related assessment (exams, project deadline, or other required).

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 will be at the full discretion of the Clerkship Director. Excused absences may require additional make-up experiences and time and may affect a student's final grade.

Consideration will be given for activities such as serving as the elected student representative to various national or regional organizations. The Clerkship Director may wish to consult with USF-Lehigh Valley's Office of Student Affairs prior to making a decision on a student request. The student must submit any supporting documentation requested to USF-Lehigh Valley's Office of Student Affairs. 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 may not be re-created or offset to accommodate any absences.

Mandatory components from all required clerkships must be completed prior to advancing to the 4th year. All absences will be tracked by the Office of Student Affairs.

In the student's elective (4th Year) no time/experiences may be used from a required clerkship to fulfill any of the components/experiences from another clerkship. 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 at the Clerkship Director's discretion. Remediation should normally be completed within a 3-month period after the absence.

Fourth years who require additional time for residency interviews should follow the same absence request procedure and will be required to make up all missed time.

Medical Student Hours in Clinical Years

Student hours will not exceed ACGME PGY1 duty hour requirements.

- 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 28 consecutive hours.
- Students should be given at least ten (10) hours for rest and personal activities between daily duty periods and after in-house call. Violations should be reported to the Associate Dean of 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 liaisons.

RELIGIOUS OBSERVATIONS

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.

No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. Students are expected to notify their Clerkship Directors/coordinators if they intend to be absent for an announced examination, in accordance with this policy, prior to the scheduled religious holiday.

Students absent for religious reasons will be given reasonable opportunities to make up any work missed.

In the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade at the discretion of the instructor.

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

INCLEMENT WEATHER

Unless the Associate or Assistant Dean deem otherwise, or unless there is a network-wide issue, weather issues related to clerkships are at the clerkship director discretion. Please check with your clerkship director if you have specific weather-related questions. **As a general rule, you are expected to report for duty unless otherwise instructed.** Please keep current with weather forecasts, prepare accordingly and leave extra travel time. If you are not experienced with driving in winter weather conditions, we advise that you start seeking out someone who feels comfortable with these conditions and coordinate transportation.

Please note: Network-wide notifications regarding severe weather and other emergencies, as well as about LVHN building closures, are sent via the Serv PA system, as well as via LVHN email. Notifications about SELECT-specific emergency issues are sent via the LVHN paging system as well as via LVHN email. Instructions on how to sign up for the Serv PA system can be found in this manual in the Emergency Notification section.

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

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

STUDENT MISTREATMENT/UNPROFESSIONAL BEHAVIOR REPORTING
<u>Harassment</u>

All USF-Lehigh Valley subsidiaries are committed to providing a work environment free from unlawful discrimination and prohibit "unwelcome" or "unwanted" conduct which constitutes harassment. This policy strictly prohibits unlawful discrimination and harassment in the workplace based on medical condition, race, religion, color, national origin, disability, marital status, family status, age, sex, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation. USF-Lehigh Valley affirms that all employees and students have a right to work in an environment free from any type of discrimination and prohibits any conduct which constitutes sexual harassment under Title VII of the Civil Rights Act of 1964. Students who experience any incident that they feel is abuse, mistreatment or unprofessional behavior should communicate this to the Associate Dean for Educational Affairs at USF-Lehigh Valley or his designee at 610-402-2563, the Associate Dean of Student Affairs at USF-Tampa or her designee at 813-974-2068, the Assistant Dean for Student Affairs at USF-Lehigh Valley or his designee at 610-402-2563 or Olga Skalkos, PhD at 813-920-4811.

<u>Unprofessional Behavior Reporting</u>

Students who witness unprofessional behavior may communicate this to their Clerkship Director, the USF-Lehigh Valley Associate Dean for Educational Affairs, his or her designee, or through the Assistant Dean of Student Affairs at USF-Lehigh. 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 USF-Lehigh Valley's Associate Dean for Educational Affairs.

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 student 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' wellbeing.
- 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.

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 Assistant Dean for Student Affairs Lehigh Valley Campus or the Associate Dean for

Education Lehigh Valley Campus. An alternate site of reporting is through the Associate Dean for UME, the Vice Dean for Educational Affairs or the Associate Dean of Student Affairs. Violations of the standards of conduct by faculty as enumerated in the "Faculty Learner Compact" and in other University Policies shall be relayed to the Faculty Affairs dean (currently Senior Executive Associate Dean for Academic and Faculty Affairs) for action based on University Policy 6C4-10.112: Faculty Misconduct and Incompetence. Violations by residents will be forwarded to the appropriate program director, departmental chairperson or the DIO for LVHN

ETHICAL RESPONSIBILITIES OF STUDENTS

A student physician shall be dedicated to providing competent medical service with compassion and respect for human dignity. In all instances the student physician must maintain the dignity of the person including respect for the patient's modesty and privacy.

NONDISCRIMINATION
It is unethical for a student physician to refuse to participate in the care of a person based on race, religion, ethnicity, socioeconomic status, gender, age, or sexual preference of the patient. It is also unethical to refuse to participate in the care of a patient solely because of medical risk, or perceived risk, to the student. It is not, however, unethical for the pregnant female student to refuse to participate in activities that pose a significant risk to her fetus.

CONFIDENTIALITY
The patient's right to the confidentiality of his or her medical records is a fundamental tenet of medical care and of the law. The discussion of problems or diagnoses of an identified patient by professional staff/medical students in public violates patient confidentiality and is unethical. Under no circumstances can any medical record be removed from the institution, nor is photocopying of the record permitted. For presentations or rounds students are permitted to extract information but not copy wholesale parts of the chart.

PROFESSIONAL DEMEANOR
The student physician is expected to be thoughtful and professional when interacting with patients and their families. Inappropriate behavior includes the use of offensive language, gestures, or remarks with sexual overtones.

Students should maintain a neat and clean appearance and dress in attire that is generally accepted as professional by the patient population served.

Under pressure of fatigue, professional stress, or personal problems students should strive to maintain composure. The student should be encouraged to seek supportive services when appropriate.

MISREPRESENTATION
A student physician should accurately represent himself/herself to patients and others on the medical team. A student should never introduce himself/herself as "Doctor" as this is clearly a misrepresentation of the student's position, knowledge and authority.

DISCLOSURE

In general, full disclosure is a fundamental ethical requirement. The patient must be well informed to make health care decisions and work intelligently in partnership with the medical team. Information that the patient needs for decision making should be presented in terms the patient can understand. If the patient is

unable to comprehend, for some reason, there should be full disclosure to the patient's authorized representative.

INFORMED CONSENT

Student physicians are to understand the importance of the obligation to obtain informed consent from patients but are not responsible for obtaining such consent. It is the physician's responsibility to ensure that the patient or his/her surrogate be appropriately informed as to the nature of the patient's medical condition, the objectives of proposed treatments, treatment alternatives, and risks involved. The physician's presentation should be understandable and unbiased. The patient's or surrogate's concurrence must be obtained without coercion.

HONESTY

Student physicians are expected to demonstrate honesty and integrity in all aspects of their interactions with patients and staff, in particular, in assuring accuracy and completeness of their part of the medical record. It is important that the student be willing to admit errors and not knowingly mislead others or promote himself/herself at the patient's expense.

CONSULTATION

Student physicians should seek consultation and supervision whenever their care of a patient may be inadequate because of lack of knowledge and/or experience.

CONFLICT OF INTERESTS

When a conflict of interest arises the moral principle is clear – the welfare of the patient must at all times be paramount. A student physician may challenge or refuse to comply with a directive whose implementation would be antithetical to his or her ethical principles.

Gifts, hospitality, or subsidies offered by medical equipment, pharmaceutical or other manufacturers or distributors should not be accepted if acceptance would influence the objectivity of clinical judgment.

SEXUAL MISCONDUCT

The student physician will not engage in romantic, sexual, or other nonprofessional relationships with a patient, even at the apparent request of a patient, while the student is involved with the patient's care. The student physician is not expected to tolerate inappropriate sexual behavior on the part of a patient or other medical personnel.

IMPAIRMENT

The student physician will not use alcohol or drugs that could compromise patient care. It is the responsibility of every student to protect the public from an impaired colleague and to assist a colleague whose capability is impaired because of ill health. The student is obligated to report persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception.

CRITICISM OF COLLEAGUES

It is unethical and harmful for a student physician to disparage without good evidence the professional competence, knowledge, qualifications, or services of a colleague to a review (judicial) body or patient. It is also unethical to imply by word, gesture, or deed that a patient has been poorly managed or mistreated by a colleague without good evidence.

Professional relations among all members of the medical community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts should be expunged, and each person should recognize and facilitate the contributions of other to the community.

The medical student will deal with professional, staff, and peer members of the health team in a considerate manner and with a spirit of cooperation.

RESEARCH
The basic principle underlying all research is honesty. Scientists have a responsibility to provide research results of high quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Coauthors of research reports must be well enough acquainted with the work of their coworkers that they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself.

Plagiarism is unethical. To consciously incorporate the words of others, either verbatim or through paraphrasing, without appropriate acknowledgement is unacceptable in scientific literature.

EVALUATION
Students should seek feedback and actively participate in the process of evaluating their teachers (faculty as well as housestaff). Students are expected to respond to constructive criticism by appropriate modification of their behavior.

TEACHING
The very title "Doctor" – from the Latin docere, "to teach" – implies a responsibility to share knowledge and information with colleagues and patients. It is incumbent upon those entering this profession to teach what they know of the science, art, and ethics of medicine. It includes communicating clearly with and teaching patients so that they are properly prepared to participate in their own care and in the maintenance of their health.

GETTING HELP

Any student having academic or personal problems during the rotation is encouraged to contact the Clerkship Director, the Assistant Dean for Student Affairs or the Associate Dean at USF-Lehigh Valley as soon as possible. For academic difficulties, the Clerkship Director is usually the point of contact for support. For personal concerns, contacting the Assistant Dean for Student Affairs or the Associate Dean is recommended.   If personal issues are affecting your performance on a clerkship or in a course, it may be wise to inform the clerkship or course director. The Assistant Dean for Student Affairs and the Associate Dean are here to help you with your concerns and to serve as your advocates with the clerkship/course director when needed. It is the responsibility of the student to advise the Clerkship Director if he/she requires special accommodations for testing.

ETHICS CONSULTANCY

USF-Lehigh Valley has an array of resources in medical humanities, ethics, and professionalism accessible to students. The network sponsors an ethics committee, as well as an ethics consultation service that can be called upon by anyone in the network.

If a student would like to talk about issues in ethics at any level, from the professional, clinical, or institutional perspective, please contact Stephen E. Lammers, PhD, LVHN's Ethics Program Consultant at Stephen.Lammer@lvhn.org.

ADVISEMENT, MEDICAL CAREER COUNSELING, ACADEMIC ASSISTANCE, PERSONAL COUNSELING

Personal Counseling

USF-Lehigh Valley's 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.

Students can coordinate personal counseling services through USF-Lehigh Valley's Student Assistance Program (SAP) provided by Preferred EAP. SAP provides comparable counseling services to USF MCOM's HELPS program as described in the student handbook. Like USF MCOM's HELPS program, USF-Lehigh Valley services are staffed by professional counselors with a degrees and background in counseling. Personal counseling sessions will be kept entirely separate from the student's educational file and will be treated as health records in order to ensure student confidentiality.

SAP offers crisis intervention services via telephone and in-person; all other services are available in-person at a site off-campus from USF-Lehigh Valley. The first 5 sessions with a SAP therapist are provided at no cost; additional sessions are charged to the student's health insurance.

SAP also provides psychiatric referrals. Students are advised to request non-USF-Lehigh Valley providers when they request psychiatric referrals. Students can contact the SAP at 610-433-8550 for an appointment or to discuss services.

Tutorial Assistance

Tutoring and learning assistance is available for students at USF-Lehigh Valley. Students who could benefit from assistance should contact Dr. Pamela O'Callaghan, Director, Academic Support Center, at 813-974-5815 to request assistance. Tutoring, learning assistance, and remediation will be offered in conjunction with USF-Tampa resources, including MS3 and MS4 tutors, and professional educational consultant services.

Career Advising

All USF MCOM 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 USF-Lehigh Valley, faculty career advisors will advise them on career exploration, specialty decision, letters of recommendation, interviewing, and residency selection. All career advising at USF-Lehigh Valley is coordinated through the Office of Student Affairs and directed by the Assistant Dean of Student Affairs in conjunction with the office of Steven Specter, PhD in MD Career Advising at USF MCOM.

At USF-Lehigh Valley, students will be assigned a career advisor who will help coordinate 4th year scheduling, residency applications, write the Medical Student Performance Evaluation (MSPE) and review rank order lists. USF-Lehigh Valley will also provide career workshops and a residency application workshop. While not mandatory, students are highly encouraged to attend these workshops. We will also provide the opportunity to have a mock interview in order to prepare for residency interviews. Program Director 4 (PD4) faculty at USF-Lehigh Valley will sign off on electives at the departmental level as well as the Registrar/Dean at USF-Tampa.