

MEDICAL STUDENT HANDBOOK

2018-2019

Charles E. Schmidt College of Medicine

Boca Raton, FL



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STUDENT HANDBOOK

FLORIDA ATLANTIC UNIVERSITY CHARLES E. SCHMIDT COLLEGE OF MEDICINE

Introduction

Welcome to Florida Atlantic University!

State universities in Florida have been charged with the responsibility of providing students with an educational experience which prepares them to participate in a rapidly changing world and to do so with a commitment to the highest moral and ethical standards. One of the many goals of this Student Handbook is to make the "Policy on Academic, Professional and Behavioral Requirements and Standards Governing the Florida Atlantic University Charles E. Schmidt College of Medicine" available for the medical students. Honesty and integrity in academic achievement, personal growth, and development are encouraged through the publication of these standards and statements of desired values and attitudes. All students are encouraged to read these statements and integrate them into their daily lives.

Being part of the University community provides many opportunities to exercise individual rights, but it also requires the assumption of responsibilities. Students should take responsibility to serve as leaders in promoting compassion for others and challenging prejudice against all individuals and groups, whether due to race, gender, age, marital status, religion, nationality, political persuasion, sexual orientation, handicap, or disease.

Enjoy your University and medical school experience and maintain it at a level of personal integrity and caring, which will reflect well upon you and Florida Atlantic University. We wish you the very best of success.

—*The Faculty and Staff of the Florida Atlantic University Charles E. Schmidt College of Medicine*

The Charles E. Schmidt College of Medicine Student Handbook is developed and maintained by the College of Medicine Office of Student Affairs with input from faculty, administrators, and staff from the College of Medicine and Florida Atlantic University. The information contained in the Handbook should serve as a guide for students throughout their academic, clinical, and extracurricular life as members of the FAU community and specifically as medical students. All medical students must abide by the Student Handbook policies and guidelines whenever on University property and at College-sponsored programs, either on campus or at off campus sites. Certain policies and procedures in the Handbook also apply to faculty and staff members who are employed or provide volunteer services to FAU and the College of Medicine.

The basic premise for these student guidelines is the understanding that individual rights are also accompanied by responsibilities. By becoming enrolled medical students in the College of Medicine, students also become members of the larger FAU community and thus, acquire rights in, as well as responsibilities to, the entire University community. Medical students are required to abide by all University regulations and policies (<http://www.fau.edu/regulations/>) as well as the FAU Student Handbook, published annually by the FAU Office of Student Affairs.

All policies and procedures described in this College of Medicine Student Handbook and the FAU Student Handbook are subject to revision at any time and without notice. Such revisions are applicable to all medical students. The most recent version of the Handbook will appear on the College of Medicine website at <http://med.fau.edu/medicine/>. Questions regarding the policies in this Handbook should be directed to the College of Medicine Office of Student Affairs at (561) 297-2219.

Mission Statement of the Charles E. Schmidt College of Medicine

The college's mission is to advance the health and well-being of our community by training future generations of humanistic clinicians and scientists and translating discovery to patient-centered care.

The Charles E. Schmidt College of Medicine is an integrated learning organization that fosters high-quality, humanistic, and patient-centered care. Our mission is to deliver high-touch, high-tech education to our students and residents, and to collaborate on high impact, interdisciplinary research with leading experts in the field. The College of Medicine is dedicated to integrating discovery with health care and education in order to contribute to the vitality of our immediate communities, to improve the health and well-being of people and populations, and to transform community-based health care.

Values

As an integrated learning-organization, our values encompass collaboration, innovation, respect, compassion, lifelong learning and engagement. Through collaboration, we share knowledge and build trust and consensus. Through innovation, we embrace creativity and flexibility. By respecting one another, we strive to acknowledge and express our appreciation for the unique and diverse contributions of others. Through compassion, we empathize with our patients, students, and peers. Through lifelong learning, we value intellectual curiosity and the drive toward continuous knowledge acquisition and human development. Through engagement, we foster teamwork within our organization and within our community.

Guiding Principles of the Charles E. Schmidt College of Medicine

We are committed to providing a medical education program, in partnership with our hospital affiliates, that:

- enables our students to become active, self-directed, life-long learners
- equips our graduates to effectively treat the patients that they are most likely to encounter in their practices
- demonstrates FAU's commitment to inclusiveness through the recruitment of a diverse body of students, faculty and staff
- produces physicians with the knowledge, skills, attitudes and self-awareness required to practice effective, humanistic, patient-centered, evidence-based medicine in an increasingly diverse healthcare environment
- emphasizes the centrality of collaborative relationships in the provision of the highest quality comprehensive health care
- fosters and values collaboration between basic and clinical scientists, among medical specialties and between academic medicine and community health care professionals

We are committed to providing graduate programs in the biomedical sciences that:

- produce scientists at the forefront of biomedical research and scholarship
- promote collaborative, inter-disciplinary and innovative approaches to research and inculcate our students with the ability to think creatively
- are responsive to business and industry needs for individuals with scientific training and expertise

Definitions

Below is a list of definitions that are used in the College of Medicine Student Handbook.

AAMC Association of American Medical Colleges, a non-profit organization that includes U.S. and Canadian medical schools, teaching hospitals, health systems, and academic and scientific societies; represents faculty, medical students and residents

ACGME	Accreditation Council for Graduate Medical Education, the organization that accredits residency programs and institutions such as hospitals and medical schools that sponsor residency programs
AMCAS	American Medical College Application Service
BMS	Biomedical Science Department
CAPS	Counseling and Psychological Services at Florida Atlantic University
CDC	Centers for Disease Control and Prevention
CIPEC	Curriculum Integration and Program Evaluation Committee
CLG	Clinical Learning Group: a component of the Foundations of Medicine (FOM) course for year 1 and 2 students. These small group sessions provide a time for reflection and discussion of recent clinical experiences in their preceptors offices and with standardized patients; focus is oral case presentations, note writing, clinical reasoning, evidence based and patient centered practice, as well as integrating issues of ethics, cultural competency, geriatrics, and community advocacy.
COM	College of Medicine, refers to Florida Atlantic University Charles E. Schmidt College of Medicine
COMCC	College of Medicine Curriculum Committee
ERAS	Electronic Residency Application Service
Faculty	Refers to members of the faculty of the COM
FAFSA	Free Application for Federal Student Aid
FAU	Florida Atlantic University
FBS	Fundamentals of Biomedical Science: The course name for the integrated basic science courses in Fall semester of year 1 which includes anatomy along with other core basic science disciplines such as biochemistry, immunology, histology, etc.
FCHS	Family and Community Health Sciences: One of two six-month longitudinal integrated clerkships in year three that integrates clerkships in psychiatry, obstetrics, gynecology, and pediatrics.
FERPA	Family Education Rights and Privacy Act, as amended from time to time
FOM	Foundations of Medicine: A three part, integrated patient-focused course that teaches students clinical skills longitudinally across years one and two.
GME	Graduate Medical Education, refers to residency programs that follow medical school
HIV	Human Immunodeficiency Virus
ICA	Institutional competency assessment: Clinical assessment of students to measure acquired proficiency in clinical skills used during competency weeks.
IPFC	Integrated patient-focused curriculum
IMSD	Integrated Medical Science Department
PBL,IQ, SLIQ	Problem-based learning/Inquiry cases; small, student-directed, case-based learning groups in basic science courses in years one (PBL) and two (IQ)
LCA	Learning Community Advisor: A faculty member whose primary role is to monitor and support learning for students in their academic and professional performance.
LIC	Longitudinal Integrated Clerkship; refers to either of the two integrated clerkships in Year 3 – Medical and Surgical Sciences (MSS) or Family and Community Health Sciences (FCHS))
LCME	Liaison Committee on Medical Education, the organization that accredits medical schools in the US and Canada
Medical Student	Refers to any person who is enrolled in or seeking an MD degree from the College of Medicine
Member of the University Community	Refers to Trustees, students, faculty, staff and all visitors, contractors and guests to the University or any of its campuses, facilities or events
MSPE	Medical Student Performance Evaluation or “Dean’s Letter”
MSPPSC	COM Medical Student Promotions and Professional Standards Committee
MSS	Medical and Surgical Sciences: One of two six-month longitudinal integrated clerkships in year three that contains inpatient and outpatient experiences in Medicine, Critical Care, Surgery, Anesthesiology, Emergency Medicine, Pathology, Radiology, Geriatrics, and Palliative care
Notice	Used in the context of delivering a notification to someone. Official correspondence will be sent to the student’s physical address on file with the registrar, or to the FAU email address if the student

is a current student. The COM uses electronic mail to provide official information to students. Students are responsible for the content of University and COM communications sent to their FAU email account and are required to activate that account and check it regularly.

NSB	Neuroscience and Behavior: Year 1 course using an integrated approach by combining lectures, problem-based learning, and anatomy laboratory.
OME	Office of Medical Education at the College of Medicine
OSCE	Objective Structured Clinical Examination, A structured clinical standardized patient exam used to test clinical skills performance and competence
OSA	Office of Student Affairs at the College of Medicine
OSHA	Occupational Health and Safety Administration
PBL	Problem Based Learning; refers to the format of problem-based small group cases used in the COM during Year 1 basic science courses
PEF	Physicianship Evaluation Form; a report submitted to the Senior Dean of Student Affairs; generated when a situation raises major concerns about a medical student's character and professionalism; policy described in the student handbook
PER	Physicianship Incident Report; a report submitted to the Senior Dean for Student Affairs; generated when a student's behavior raises some concern regarding his/her professional and ethical conduct; generally not as serious as those reported as a PEF
PT1-4	Pathophysiology and Therapeutics Courses in years 1 and 2: GI and Human Nutrition (PT1), Cardiovascular, Pulmonary, Related Hematology (PT2), Renal, Endocrine, and Reproductive Systems (PT3), Immunologic, Hematologic, Infectious Disease (PT4).
S & T	Synthesis and Transition: A two-week course at the beginning of year 3 that focuses on differential diagnosis, treatment decisions, and integrated simulation sessions as students prepare for their clerkships.
SADSAA	Senior Associate Dean for Student Affairs and Admissions
SCP	Science of Clinical Practice: a component of the Foundations of Medicine (FOM) course for year 1 and 2 students. These small group sessions provide a time for reflection and discussion of physicianship and doctoring topics including difficult conversations, ethics, cultural competency, geriatrics, and public health, as well as time to practice humanistic communication skills.
SCRC	Student Competency Review Committee
SHS	Student Health Services at Florida Atlantic University
SP	Standardized patient: professional patient used during OSCEs, ICAs, and clinical teaching sessions
TTR	Transition to Residency: a two-week capstone course at the end of year four.
University	Florida Atlantic University
UME	Undergraduate Medical Education
USMLE	United States Medical Licensing Examination, a series of national exams administered by the National Board of Medical Examiners

College of Medicine Facilities

Most on-campus teaching for medical students occurs in the Charles E. Schmidt Biomedical Science Center (BC-71). In addition to lecture halls, small group rooms, the anatomy lab, and clinical skills rooms, the Biomedical Science Center has offices that support medical students:

- The Office of Medical Education and Student Affairs (Suite 145 the first floor), which includes the Office of Student Affairs and the Offices of the Assistant Dean for Academic Affairs and the Senior Associate Dean for Medical Education.
- The Office of Medical Student Financial Aid and offices of the Director of Student Success and Learning Excellence, the Medical Librarian, and staff in the Office for Medical Education who support the educational program, also on the first floor.

The Office of the Dean and other administrative leaders, offices of the Chairs of the College of Medicine's three academic departments, and offices and/or research labs for some of the full-time faculty are in the Biomedical Science Center. Offices of other full-time faculty are in one of three other buildings on the FAU campus. Faculty office locations, phone numbers, and email addresses are published in course and clerkship syllabi and can be found on the COM faculty website (<http://med.fau.edu/faculty/index.php>).

There are two Student Lounges that are solely for the use of medical students. The use of television, microwave, furniture, games, videos, books, journals, and other COM amenities in the Student Lounges should be mutually decided on a first-come, first-served basis. Refrigerators in these lounges are provided for short-term storage of perishable foods. Students should only store enough food for a two day period of time; this includes frozen food. Non-perishable foods should not be stored in the refrigerators. All food must be removed on a weekly basis; any food remaining in the refrigerators after 6:00 PM on Fridays will be discarded by students who are assigned by the Student Council.

Students are assigned a mailbox and are required to periodically check and clear their mailboxes to ensure timely receipt of COM and University-related mail. Any items left in mailboxes after the last day of classes in each semester will be discarded. Students may mail personal letters by affixing proper postage and placing them in the "Outgoing Mail" bins. Students should use the U.S. Postal Service for packages and any other mail.

Medical students have access to printers and copying machines in the CoM facility, which they can use on a 24/7 basis at a specific cost per page. FAU has launched a new printing solution that will allow students to print from anywhere from almost any device. Students can add funds to their Owl Card Printing Account and use these funds on both copiers and printers that are part of the solution. Users queue print jobs to a virtual queue, and then release them for printing on any printer. The "release stations" requires user authentication, by swiping card or entering your FAU NET ID to release and collect sensitive documents. For more information about how the systems works go to FAU's Printing Services website. <https://www.fau.edu/print/instructions.php>

Medical Library

The FAU Medical Library is located in the S.E. Wimberly Library on the Boca Raton campus and offers study spaces, computer workstations, wireless connection and a wide variety of library services. The latter includes copying, printing, interlibrary loans, reference service, and individual assistance in using databases and other virtual resources. The Medical Library is a member of the National Network of Libraries of Medicine. Hours of operation can be found at http://libguides.fau.edu/lib_hours.

Office of Student Affairs

This office is dedicated to Medical Student Advocacy. Our goal is to create a compassionate and caring atmosphere in which each of our students feels comfortable. We make an effort to get to know all of our medical students. We pride ourselves on striving to provide resources for your personal health and wellness, as well as academic achievement and excellence.

We are your point of contact for assistance in many areas, including academic and personal counseling. We represent the institution and the medical profession to our medical students and implement institutional policies and procedures. We also are involved with medical student communications, special programs, and letters of recommendation, residency application and the match, and other important aspects of the medical student experience at the College of Medicine. We are responsible for administering Orientation for new and returning students. In addition, we serve as a liaison to College of Medicine Student Government, medical student interest groups, and alumni relations.

You may schedule an appointment at any time by calling (561) 297-2219 or by stopping at the Office of Medical Education and Student Affairs (Suite 145). See Sharon Realini, or email her at srealini@health.fau.edu for an appointment with Dr. Markowitz. See Annie Thomas or email her at athomas@health.fau.edu for an appointment with Dr. Caceres. Please explore our Web site to find out more about us. We invite your suggestions and opinions; contact Dr. Stuart Markowitz, Senior Associate Dean for Student Affairs and Admissions, at stuartm@health.fau.edu or Dr. Jennifer Caceres, Assistant Dean for Student Affairs, Director of Medical Student Career Advising, at jcacere3@health.fau.edu. To schedule an appointment with Michelle Lizotte-Waniewski, Ph.D., Director of Student Success and Learning Excellence email mlizotte@health.fau.edu.

Office of Student Affairs Overview

Mission

The Office of Student Affairs at the FAU COM strives to educate, counsel, advise, and professionally transform a diverse group of students into culturally competent, empathic, and ethical physicians. The OSA works in concert with the academic mission of the College by fostering medical students' intellectual, physical, emotional, spiritual, and social growth. We promote student-centered educational and leadership opportunities to enhance communication, critical thinking, ethical judgment, problem-solving, and professional skills. The OSA facilitates altruism, mentoring, volunteerism, and community service outreach while providing developmental programs and counseling services designed to promote optimal learning. In addition to academic support, the OSA strives to enhance students' personal awareness and wellness while preparing them to become outstanding medical professionals who provide patient-centered health care that is responsive to the medical, social, and cultural needs of the community we serve.

Vision

The Office of Student Affairs at the FAU COM will become the leader in promoting high quality, professional support services and fostering innovative, state-of-the art, and culturally competent medical student learning from admission to graduation.

Office of Student Affairs Organization and Activities

The OSA features experienced faculty and staff who are dedicated to the overall well-being of medical students and provides programs and services for all medical students at FAU from the time of admission to the time of graduation and beyond. Activities include supporting the Office of Admissions in the admissions process; mentorship of students; personal, academic, and financial counseling; support of educational and extracurricular activities including student research; and support of student organizations and leadership opportunities. The OSA provides learning opportunities outside of the formal classroom and clinical settings that are designed to complement and enhance the overall educational experience.

Regular Hours: 8:30 A.M. to 5:00 P.M. Monday through Friday except on University holidays.

The Senior Associate Dean for Student Affairs and Admissions or the Assistant Dean for Student Affairs, Director of Medical Student Career Advising and Society Dean are also available for urgent student issues or situations. Contact information for urgent matters is provided to medical students during Orientation. Most activities in the OSA function in an "open-door" manner so students may visit the office for help and support by the faculty and staff without making appointments. However, because the OSA is committed to medical student support and exercises confidentiality, it is strongly recommended that students make appointments in advance to ensure the availability of the specific professional and time to discuss the issue to the student's satisfaction.

OSA Professional Staff

Senior Associate Dean for Student Affairs and Admissions, Society Dean, Drew Society (Stuart Markowitz, M.D., Room 145, (561) 297-2219, stuartm@health.fau.edu)

Responsible for overall direction of the OSA and student support including orientations, personal counseling, financial counseling, academic counseling, and policies and procedures referred to in "The Policy on Academic, Professional and Behavioral Requirements and Standards Governing the Florida Atlantic University College of Medicine." Provides oversight of medical student organizations and interest groups. Serves as the student affairs dean for the Charles R. Drew Academic Society. Provides oversight of the student learning communities in his Society. Responsible for general oversight of the Learning Community Advising program.

Assistant Dean for Student Affairs and Director of Medical Student Career Advising, Society Dean, Blackwell Society (Jennifer Caceres, M.D., Room 145, (561) 297-2219, jcacere3@health.fau.edu)

Responsible for leadership of COM career advising programs (including preparation for residency and oversight of the ERAS and NRMP processes), academic counseling, personal counseling, financial counseling and oversight of student compliance with requirements set by the COM, FAU, and other organizations, academic events, and opportunities for medical student research. Serves as the student affairs dean for the Elizabeth Blackwell Academic Society. Provides oversight of the student learning communities in her Society.

Director for Student Success and Wellness (Michelle Lizotte-Waniewski, PhD, BC-71, Room 118, 561-297-4250, mlizotte@health.fau.edu)

Responsible for the development and implementation of processes and programs to support student success in the medical education program, including support for students at-risk as identified by course and clerkship directors and the Office of Student Affairs, as well as students who self-refer. Serves as liaison with FAU's **\Student Accessibility Services**.

Director of Admissions (Monica Lopez, M.S., Office Building 1 - ME104, Room 236, monicalopez@health.fau.edu)

Responsible for the direction and oversight of medical student enrollment including recruitment, the application process, interviews, and admissions.

Director of Student Affairs (Joanna Duran, BC71, Room 140A, (561) 297-2097, duranj@health.fau.edu)

Responsible for daily operations and general administrative oversight of the Office of Student Affairs (OSA) including scheduling, staff, use of facilities, budgets, and strategic planning. Coordinates and executes all major events that benefit the medical students.

Director, Medical Student Financial Aid (Ellen Gomes, Room 228C, (561) 297-2591, gomese@health.fau.edu)

Responsible for the administration and coordination of all financial aid programs, including financial aid and debt management counseling and student assistance in obtaining financial aid resources.

Assistant Director, Medical Student Financial Aid (Mark Vigorito, Room 228D, (561) 297-4964, mvigorito@fau.edu)

Responsible for the administration and coordination of all financial aid programs, including financial aid and debt management counseling and student assistance in obtaining financial aid resources.

Registrar (Sharon Realini, Room 145, (561) 297-1010, srealini@health.fau.edu)

Responsible for serving as custodian for all medical student records and maintaining the security of all such records. Other responsibilities include registering students in courses, transcript generation, grade processing, diploma requests, degree certification and enrollment verification. VSAS and ERAS processing. Provides administrative support to Dr. Stuart L. Markowitz.

Admissions Specialist (Agnes Santore, Office Building 1 - ME104, Room 235, (561) 297-2202, asantore@health.fau.edu)

Responsible for collaborating with the Director for Admissions and Enrollment to coordinate the medical student recruitment, interview, and admissions process.

Medical Student Affairs and Compliance Coordinator (Jessica Gray, Room 122, 561-297-1043, jlgray@health.fau.edu)

Responsible for managing and tracking student compliance with requirements set by the CM, FAU, and other organizations. Manages Medical Student Promotions and Professional Standards Committee & Student Competency Review Committee Administration. Manages the absence request process.

Student Affairs Administrative Specialist (Annie Thomas, Room 145, (561) 297-2219, athomas@health.fau.edu)

Responsible for clerical support for students, including student interest groups, student councils, triage of individual students to appropriate staff for their questions, and student travel reimbursements. Provides administrative support to Dr. Caceres.

Medical Student Wellness

The University provides services to help medical students succeed academically and professionally. All students are encouraged to take care of themselves physically, emotionally, mentally, socially, and spiritually. Physical wellness is achieved by eating properly, exercising regularly, not smoking, avoiding excessive alcohol and the use of recreational substances, and adopting healthy sleep habits.

- Visit the campus Recreation Center to exercise with free weights, machines, or aerobics classes.
- Visit the FAU Student Health Service for minor illnesses, injuries, and regular preventive care (physical exams, screening tests, and immunizations).
- Visit the Office of Health and Wellness Education for a variety of health educational programs, personal consultations, computerized fitness testing, massage, and acupuncture, as well as workshops on wellness topics important for all young adults.

Emotional wellness can be maintained by becoming better organized, managing time well, keeping in touch with family and friends, managing stress well, knowing yourself, and developing meaningful personal relationships as well as collegial relationships with other students and faculty who could serve as tutors and mentors. Keeping well spiritually is not limited to your specific place of worship but can be defined as keeping in touch with your own inner source of strength, often through meditation, prayer, contemplation, and visualization. Finally, while it is recognized that time for extracurricular activities will often be limited, medical students are encouraged to continue their interests, hobbies, and personal relationships while in medical school.

Counseling Services for Medical Students

The FAU College of Medicine provides all medical students with professional and comprehensive counseling services. Counselors are dedicated to providing professional and confidential personal, psychological, financial, and academic counseling. Students may self-refer or be referred by family, friends, professors, staff, colleagues, or other individuals. The OSA provides counseling in three key areas that are critical to a student's academic and professional success:

- Personal Counseling
- Academic Counseling
- Financial Counseling

Personal Counseling

Personal counseling services are provided by FAU Counseling and Psychological Services (CAPS) (<http://www.fau.edu/counseling/>). ***The Counseling Center's records and information are considered confidential and are set apart from all other records at the University.*** Together with the Office of Health and Wellness Education (<http://www.fau.edu/wellness/>), CAPS provides confidential psychological evaluations and consultations for students in individual and group sessions; psycho-educational and wellness programs on a variety of mental health topics, including stress management, time management, depression, personality profiles, identifying cognitive strengths, anger management, relationships, maintaining academic and social balance, study skills, test-taking skills, enhancing self-esteem, and leadership; seminars alerting the University community to the early-warning signs, recognition and follow-up of disruptive or troubled students; and neuropsychological evaluations designed to enhance academic performance and retention.

Student counseling services offered by CAPS include:

- Individual, group and relationship counseling provided by psychologists, clinical social workers, mental health counselors, marriage and family therapists, and supervised graduate student trainees
- Psychiatric medication services
- Alcohol and drug assessment and counseling
- Counseling in life skills and life choices
- Workshops and seminars in interpersonal and wellness areas

As described on the CAPS website, good reasons for seeking counseling include "sad or nervous a lot; difficulty with alcohol or drugs; thinking about harming yourself or others; trouble adjusting to college life or studies; relationship problems; a recent trauma you can't resolve; questions about career or identity; feeling lonely or homesick; roommate or friendship problems; body image or weight problems; feeling too much stress; difficulty with sex or intimacy; wanting assistance solving personal questions or life problems."

You can visit or call CAPS and request a half-hour intake session with one of the counselors. At the first appointment, the counselor and student make decisions about what kind of help is needed and will be most beneficial. Students requiring immediate help can be seen on an emergency basis the same day. CAPS is located on the 2nd floor above the Breezeway Cafeteria, about a 5-minute walk from the Charles E. Schmidt Biomedical Science Center building. The contact information for CAPS is:

PHONE: (561) 297-3540

OFFICE HOURS: Mon and Thurs, 8:00 am - 6:00 pm; Tues, Wed and Fri, 8:00 am - 5:00 pm.

LOCATION: Student Services Building (SSB #8) Room 229

Medical students seeking personal counseling should call CAPS during normal business hours to make an appointment. Whenever possible, special appointments will be made to accommodate students' schedules. Urgent or crisis matters will be triaged immediately with on-campus psychological services or referral to services in the community.

Support is also available on evening and weekends. **In an immediate emergency, call 911.** Otherwise, choose the option that best suits your needs:

- **CAPS Crisis Line 561-297-3540**
If you (or a friend) are experiencing distress and need someone to talk with in the middle of the night or on the weekend, call the CAPS main number, follow the prompts and you will be immediately connected to a licensed therapist.
- **2-1-1 United Way of Broward and Palm Beach Counties** - A local 24hr hotline that assists in suicide prevention as well as information and referrals to health, social, and human services. Dial 2-1-1
- **ULifeline**- A nationwide 24hr service that forwards your call to the nearest crisis hotline. 1-800-273-TALK (8255)
- **FAU Victim Services** - A 24hr resource and support service for anyone in the University community who has been a victim of actual or threatened violence. (561) 297-0500

Faculty, course directors, mentors, and deans may also provide counseling for students' personal issues that do not require the services of a psychologist. The COM recognizes that many physical and psychological health issues confronting medical students may be of a sensitive nature and that a doctor-patient relationship between FAU faculty members and students is inconsistent with an appropriate teacher-student relationship. FAU faculty members who provide health care services of a sensitive nature to any medical student may have no involvement in the academic evaluation or promotion of that student. **See *Policy on Recusal from Academic Evaluation of Students by Faculty in this Handbook***.

The College of Medicine has adopted the AAMC *COMPACT BETWEEN TEACHERS AND LEARNERS OF MEDICINE* to serve as a guide for appropriate relationships between faculty members and learners (students and residents). **See *Article III of the CoM Student Mistreatment Policy in the COM Policies section of this Handbook and website link***. (<http://med.fau.edu/students/reporting.php>). Incidents that violate appropriate teacher-learner relationships can be reported to the OSA or the University Ombudsman (Angie Gifford, (561) 297-3693, or ombudsman@fau.edu). Information will be treated as confidentially as possible and will be dealt with accordingly by the Dean or designee.

The Office of the Ombuds (<http://www.fau.edu/ombuds/index.php>) is an additional resource available to medical students. The Ombuds functions independently and serves as a neutral problem-solver, has access to all University offices, records and personnel. The Ombuds provides information on processes, refers to appropriate offices, investigates, recommends and mediates.

Professionals Resource Network (PRN)

PRN is a program designated as the State of Florida's Impaired Practitioners Program. The mission of PRN is to protect the health and safety of the citizens of Florida through early identification, referral for evaluation/appropriate treatment, and accurate monitoring techniques of impaired healthcare professionals. PRN's services are available to all licensed practitioners, those in the process of applying for a license, temporary license holders, residents, medical students and requests from other state Physician Health Programs. By enrolling at FAU CM, students consent to referral to PRN if deemed appropriate by FAU College of Medicine authorities. For more information about PRN, please visit their website (<http://www.flprn.org/>).

Academic Counseling

The Academic Societies and Learning Communities

The Academic Societies are the main mechanism for student advising and mentoring. There are two Academic Societies at the College of Medicine, each led by a Society Dean (SD) from the Office of Student Affairs. Dr. Stuart Markowitz, Senior Associate Dean for Student Affairs and Admissions, leads the Charles R. Drew Society. Dr. Jennifer Caceres, Assistant Dean for Student Affairs, Director of Medical Student Career Advising, leads the Elizabeth Blackwell Society. Each entering class is divided randomly and evenly between the two Societies and each Society is further divided into three Learning Communities led by Learning Community Advisors (LCAs). This structure results in each medical student having two dedicated faculty guides throughout medical school, who focus on the intellectual and professional growth and development of the student over time. The Societies also provide a peer mentoring program for first year students.

Roles and responsibilities of the Society Dean (SD): The *primary* roles of the SD are to: (1) assist the students in career planning and development utilizing the AAMC Careers in Medicine program, (2) serve as a resource with regards to all COM policies and procedures, and (3) serve as a resource to the Learning Community Advisors. Responsibilities of the SD include:

- Serve as a resource with regard to the College of Medicine curriculum, including purpose, sequence and assessment methods
- Serve as a resource with regard to the policies and procedures of the College of Medicine and FAU (including the MSPPSC)
- Act as a resource for the student during student interactions with the MSPPSC or FAU Division of Student Affairs regarding promotion and/or disciplinary actions or sanctions
- Serve as a resource with regard to professional enrichment opportunities, i.e. summer research opportunities; year-long research fellowships; pursuing additional FAU degrees during medical school; international and other service learning opportunities
- Serve as a resource for career advising tools available through the AAMC Careers in Medicine program
- Serve as a resource to the LCAs to identify students with academic difficulties, allowing for early intervention, support and referral if necessary, including arranging for personal counseling and/or academic tutoring
- Assist and prepare the student for post-graduate activities (residency via the National Residency Matching Program, PhD or other graduate studies, etc.)
- Participate in key medical student events (Orientation, White Coat Ceremony, Match Day, Commencement)

Characteristics and responsibilities of the Learning Community Advisor (LCA): LCAs are physician faculty members who are familiar and involved with the Integrated Patient Focused Curriculum (e.g., lecturer, small group facilitator, clinical skills teacher, course/clerkship/thread director). The *primary* role of the LCA is to monitor and support learning (the student's academic and professional performance within the scope of the curriculum). Responsibilities of the LCA include:

- Meet with students regularly during the initial transition to medical school to facilitate the identification of potentially "at risk" students and to provide support and/or referrals as necessary, including a mandatory meeting during Orientation and frequent group lunches and 1:1 meetings during fall semester of year 1. Group and individual meetings continue throughout medical school, aligned with curricular demands.
- Track and monitor individual student's academic and professional performance
 - Advising and support for students referred to the SCRC and MSPPSC for academic and professionalism issues
 - Assist with development and implementation of remediation plans

- Serve as first contact for faculty who have academic and/or professional concerns about a student
- Serve as a resource, in addition to the Society Dean, with regard to specialty-specific career planning
 - Help with decisions on course and clerkship schedules, including approving Year 4 schedules
 - Assist with preparation for the residency match
- Be available to students via office hours and email; provide back-up to other advisors as needed
- Participate in key medical student events (Orientation, White Coat Ceremony, Match Day, Commencement)

Medical Student Peer Mentoring: Within each Society, second year medical students are paired with incoming first year students. Responsibilities of the peer mentors include:

- Help the incoming student acclimate and adjust to the new physical and academic environment at the College of Medicine.
- Provide support and guidance from the medical student perspective
- Provide tutoring services as needed
- Engage in and foster a collegial environment for all students

Tutoring, Study Skills, and Monitoring of Student Performance

FAU COM faculty members (course directors and other course faculty) provide tutoring for first and second year students who request or need academic assistance and support. In addition, the OSA supports tutorial services from upperclassmen. Tutoring sessions are free for all medical students and may be provided on an individual or group basis. Assistance with developing effective study skills is provided by Dr. Michelle Lizotte-Waniewski, the Director of Student Success and Learning Excellence, who provides 1) group sessions open to all students early in Year 1 (“Study for Success”) and as needed in other years, and 2) one-on-one meetings. Students may access tutoring services or assistance from Dr. Lizotte-Waniewski or through any of the following means: self-referral; suggestion from course directors, faculty, advisors, and mentors; referral by the OSA; or recommendation or mandate of the SCRC or MSPPSC.

Course and clerkship directors monitor student performance regularly. In Years 1 and 2, course directors review scores on all exams and faculty feedback on small group performance to identify students who are at risk academically, professionally, or with any of the required competencies, and provide assistance, which may include tutoring they arrange and/or referral to the OSA. In Year 3, clerkship directors monitor all written assessments and patient/procedure logs and meet with each of 4-5 students assigned to them every two months throughout the year. Each LCA tracks performance of students in his/her Learning Community, including monitoring course and clerkship evaluations. Course and clerkship directors and LCAs discuss academic difficulties with their students and arrange referrals to the OSA as needed.

Students who are identified as at risk of failing a course or clerkship are encouraged to self-refer by making an appointment with their Society Dean. This is an opportunity for a student to express his/her academic and personal concerns and for the OSA to recommend strategies or services to help, including tutoring. Students are encouraged to have ongoing communication with course faculty to answer questions and obtain additional academic assistance.

In addition to COM tutoring services, FAU Academic Advising Services (<https://www.fau.edu/uas/>) offers the following individual and group programs: tutoring, study skill strategies, time management, improving organizational skills, and other special techniques designed to assist students meet the rigorous demands of the curriculum.

Financial Counseling

Office of Medical Student Financial Aid

The Office of Medical Student Financial Aid is located in Room 151. The Director of Medical Student Financial Aid is available to assist students with the financial aid application process and provides one-on-one counseling regarding the availability of federal, private, and institutional funds. Students can meet with the Director Monday through Friday during regular office hours. Appointments and extended office hours are available upon request.

Types of aid

There are several financial aid and scholarship options available to medical students, such as the FAU Graduate Grant, institutional and private scholarships, and federal and private student loans. Financial aid includes:

- FAU Graduate Grant: These awards are based on financial need and are not repaid.
- College of Medicine Scholarships: These awards may be based on merit, financial need, and/or other considerations, and are not repaid
- External Grants and/or Scholarships: These are grants and scholarships awarded to students by outside agencies, and must be reported to the Medical Student Financial Aid Office.
- Federal Student Loans: These loans offer the option to defer repayment until after graduation or withdrawal from school. They are available to help meet students' cost of attendance after grant and scholarship options have been exhausted. Federal Student Loans are considered a form of financial aid,
 - Unsubsidized Federal Direct Student Loan: Students do not have to demonstrate financial need to receive this loan and interest payments are not subsidized by the government. Because these loans are federally guaranteed, they do not require a credit check. All students are eligible provided they are not in default or own a repayment on a Federal Grant or existing Federal Student Loan, and/or have not exceeded the federal aggregate loan limit. Students may either pay the accrued interest while in school or allow it to be added to the principal balance upon entering repayment. The Free Application for Federal Student Aid (FAFSA) must be filed to borrow through this program.
 - Federal Graduate PLUS Loan: This loan is available to students enrolled in graduate programs. The FAFSA must be filed to first determine eligibility through the lower cost Federal Direct Loan program. The student borrower must be credit-worthy, as determined by a mandatory credit check. Students may also apply or reapply with a credit worthy co-borrower.
- Alternative (Private) Student Loans: Alternative student loans are credit based and available through multiple lending institutions. The terms of these loans can differ significantly from those of the Federal Loan Programs. Look at items such as deferment, forbearance and repayment provisions, to include what happens to the loan balance in the event of death or permanent disability.

FAU College of Medicine Scholarships

There are several College of Medicine Scholarships for which students may apply. Satisfactory academic progress standards must be maintained as a condition of receiving these scholarships. Students who take an approved leave of absence may continue to apply for and receive scholarships upon their return to the College, provided the leave was not granted due to an academic or professional deficiency. Students who fail to maintain satisfactory academic standing will lose their eligibility for new or renewable scholarships.

Debt Management and Loan Exit Counseling

Debt management counseling is provided to College of Medicine students throughout all four years of the curriculum. Counseling is also available for students seeking additional information about financial aid, personal budgeting, debt

management, or other financial issues. Every first year medical student who receives financial aid is required to schedule an appointment with the Office of Medical Student Financial Aid to discuss Cost of Attendance, Budgeting, and Student Loan Provisions, before the second disbursement of funds in January. In addition, all students are required to participate in financial aid presentations and/or complete online modules covering a broad range of financial literacy topics regarding debt and money management, found on the AAMC's FIRST website.

Graduating seniors will attend exit interviews conducted by the Office of Medical Student Financial Aid. Individual loan summary sheets for student borrowers indicating types of loans, total loan debt and the name(s) and contact information of the loan servicer(s) will be provided. Loan repayment strategies including loan consolidation, loan forgiveness, as well as loan deferment and forbearance options will also be discussed. Students will be encouraged to address any other issues or concerns they may have regarding their student loan debt.

Visit the Office of Medical Student Financial Aid website at <http://med.fau.edu/students/financialaid/> for more detailed information about Financial Aid at the College of Medicine. Please feel free to contact the FAU Office of Medical Student Financial Aid at mdfinancialaid@fau.edu for additional information.

Tuition Refund Policy

The COM adheres to the FAU policy on tuition refunds. Withdrawal or dismissal will result in a graded refund of tuition and fees as indicated below, consistent with Florida Atlantic University Regulations 8.002, "Fee Assessment and Remittance", 8.003, "Special Fees, Fines and Penalties", 8.004, "Deferred Payment of Fees", 8.005, "Limitation on Non-Resident Student Enrollment", and 8.006, "Waiver of Tuition and Other Fees". The date of withdrawal is determined by the date that a written application for withdrawal is received by the Senior Associate Dean for Student Affairs and Admissions for that semester. See <http://www.fau.edu/regulations/chapter8/index.php>).

1. Students who withdraw from the University before the end of the first week of classes will receive a full refund, less nonrefundable fees.
2. Students who withdraw from the University during the second through fourth weeks of the current semester for purposes other than exceptional circumstances will receive a 25 percent refund, less nonrefundable fees.
3. Students who withdraw after the fourth week of classes will not receive a refund, unless the withdrawal takes place due to exceptional circumstances, such as illness, military conscription, or death of an immediate family member (see http://www.fau.edu/regulations/chapter4/4.013_Exceptional_Circumstances_Withdrawal.pdf). Situations such as employment changes, relocation of home, transportation problems, dislike for the instructor/course, etc. are not considered "exceptional circumstances." For more information, see <http://www.fau.edu/regulations/chapter8/Reg%208.002%208-12.pdf>

Matriculation Policies

Prior to matriculating as medical students in the FAU College of Medicine, all admitted applicants must meet the contingencies listed in the Conditions of Acceptance document that they receive with their written offer of admission. In addition, students will be required to complete pre-matriculation preparatory material prior to beginning medical school. Details of matriculation policies and all forms that must be filled out and returned are posted at <https://www.castlebranch.com/sign-in> . For more information, see Orientation website http://med.fau.edu/students/m1_orientation/Orientation%20.php

FAU Student Health Services

Preventive and Therapeutic Health Services

The Student Health Services (SHS) at FAU provides registered medical students with confidential, professional, culturally sensitive primary medical care and health education for the prevention, diagnosis, and treatment of routine illness and injuries. All students are required to pay a student health fee per academic year, which entitles them to unlimited office visits at no additional charge to see a licensed primary care physician, nurse practitioner, or registered nurse, as well as access to receive immunizations, lab tests, and office procedures. There is a nominal charge for ancillary services, such as vaccines, lab tests, medications, and office procedures, which is considerably lower than that charged by local urgent care centers and emergency rooms. The health fee is paid at the time of registration prior to the first day of class.

Students requesting clinical care services are expected to schedule an appointment whenever possible. Students without appointments are first triaged by a Registered Nurse and then referred to see a nurse practitioner or physician based on the type and severity of symptoms and/or urgency of the medical complaint. Appointments are required to access Office of Health and Wellness Education services and personal consultations. The following is an outline of services offered to registered, health-fee paying students through the SHS.

Clinical Care Services

- General Medical Clinic – primary care services, including physical examinations and screenings; diagnosis and treatment of acute and chronic illness and injuries
- Women’s Health Services – prevention and treatment, including pap and pelvic exams; colposcopy performed by a gynecologist
- Laboratory – CLIA-waived testing done on site. SHS has entered into an agreement with local community laboratories to provide services for a discount to FAU students. Typical tests include blood, urine, cultures, STD checks, pregnancy, mono, Strep, and others.

Office Procedures

- EKG, TB screenings, respiratory therapy, vision screening, audiology, pap smears, suturing, allergy injections (with allergist prescription), and IV hydration
- Immunizations: MMR (measles, mumps, rubella), hepatitis A and B, influenza, tetanus/diphtheria, varicella, meningitis, HPV, and others

Office of Health and Wellness Education

- Services: one-on-one consultations; Micro-Fit computerized fitness assessment; anonymous HIV testing and counseling;
- Special events: health screenings; theme weeks; health fairs
- Alternative therapies: massage therapy, aromatherapy, acupuncture
- Prescription medications
- Over-the-counter products, including vitamin and herbal supplements, first aid products, cold and flu products, aromatherapy, and more

Services Not Provided

- X rays and other sophisticated diagnostic testing
- Specialty physician care (i.e., obstetrics, surgery, orthopedics, ophthalmology, cardiology, gastroenterology, etc.) and dental care
- Emergency care after clinic hours
- Overnight infirmary services

For the above services, referrals are made to several local hospitals, pharmacies and physicians. The student must assume financial responsibility, as the Student Health Fee only covers services that are performed at campus clinics.

For Emergency Situations

On campus: Call the FAU Police Department at (561) 297-3500. Off campus: Call 911 or (561) 297-3500 or go to the nearest hospital ER. A list of nearby hospitals is located on the Student Health Services web site: <http://www.fau.edu/shs/>

For urgent, not life-threatening, situations, you may go to the FAU SHS during the hours of operation Monday through Friday. If healthcare services are required outside SHS Clinic hours, you may contact one of the nearby facilities listed below or your private physician. Please note that costs of all services provided outside the Student Health Center are the student's responsibility and are NOT covered by the health fee.

Boca Raton Regional Hospital 800 Meadows Road, Boca Raton 561-395-7100	CVS Minute Clinic 520 S. Federal Highway, Boca Raton 561-362-3240	MD Now Medical Center 7035 Beracasa Way, Ste. 105, Boca Raton 561-361-1515
West Boca Medical Center 21644 State Road 7, Boca Raton 561-488-8000	US Healthworks 1786 NW 2nd Ave., Boca Raton 561-368-6920	Boca Regional Urgent Care 20665 Lyons Road #A3, Boca Raton 561-883-6677

FAU Crisis Action and Victim Advocacy Center

The FAU **Crisis Action Guide** <http://www.fau.edu/emergency/crisisactionguide.php> was developed by the University's safety committee to provide pertinent information for the FAU community in the event of an emergency or crisis.

The FAU **Victim Advocacy Center** provides free and confidential services to assist students, faculty, staff, and university visitors who have experienced actual or threatened violence. The Center is dedicated to providing advocacy and assisting students in overcoming traumatic events. Victim advocates provide comprehensive supportive services to aid in recovery from assault, battery, relationship abuse (physical, verbal or emotional), sexual and/or attempted sexual battery (acquaintance rape, date rape, stranger rape, molestation), stalking (repeated following or harassment), hate and/or property crimes. Clients are provided with information and options and are free to decide which, if any, course of action they will pursue.

Victims Services

The victim advocate can help you with information about your options in cases of rape, sexual harassment, stalking, cyber stalking, relationship violence, assault, battery and other crimes. **You DO NOT have to make a police report to utilize the services of a victim advocate.** The advocate can provide crisis intervention, emotional support, evaluation of options, and an explanation of the legal process.

- Crime victims have certain rights in the State of Florida such as possible restitution and/or compensation, to be present, informed and heard protection from intimidation, to submit an impact statement and the right to have an advocate present at depositions. It is the job of Victim Services to assure that victims obtain their rights.

- Other services include assistance filing Victim Compensation forms, assistance with the injunction process, referral to on-campus and local social service agencies, liaison with police departments, safety planning, accompaniment through the criminal and judicial system and documentation of victimization to employers or professors.
 - The Victim Advocacy Program is for all students, faculty, and staff who may become victims of crime either **off or on any FAU campus**. Victim Services is located in within the FAU Police/Traffic and Parking Department in Building CO 69. Contact victim services at (561) 297-0500 or visit www.fau.edu/police/victim.

FAU Police and Public Safety Department

The FAU Police Department (<http://www.fau.edu/police/>) is a full service police department with a twenty-four dispatch. It is staffed with state certified police officers and a variety of civilian positions. It provides a variety of services including a full-time victim's advocate, crime prevention education, four certified Rape Aggression Defense (a women's self-defense course) instructors, three certified crime prevention practitioners, criminal investigations, and parking services. The department also has a Community Service Officer program staffed by FAU students. Other services provided to the FAU community include fingerprinting, providing extra police for special events, lost and found, and card access to buildings using OWL cards. The OWL CARD is swiped at the card reader and if the cardholder is authorized, access is granted and a log maintained of the transaction. **For problems or questions related to card access to the Charles E. Schmidt College of Medicine (BC-71), contact Debbie Bradley (561) 297-2503 or Sandy Albrecht (561) 297-0706.** Only these authorized staff add or remove people, clearances, or times.

Emergency Number: 24 hours a day – 7 days a week (561) 297-3500

- **Students on campus who need emergency assistance should call the FAU Police Department at (561)-297-3500.**
- **Students who need emergency services and are not currently on campus should call 911 or (561)-297-3500.**
- **Students can also contact the Victim Advocacy Center for free and confidential services if the student experiences actual or threatened violence.** The Victim Advocacy Program is for all students, faculty, and staff who may become victims of crime either **off or on any FAU campus**. Victim Services is located in within the FAU Police/Traffic and Parking Department in Building CO 69. Contact victim services at (561) 297-0500 or victimservices@fau.edu or visit at <http://www.fau.edu/police/victimservices/>.

Parking and Transportation

Medical students are encouraged to review the University's Parking Rules and Regulations. Students will be provided a copy of the University's Parking Rules and Regulations when their decal is mailed. The regulations are also posted on the Parking and Transportation website at <http://www.fau.edu/parking/>. It is the responsibility of each student to become familiar and comply with the University's Parking and Transportation Rules and Regulations. All questions may be answered by reviewing the website or calling Parking and Transportation at (561) 297-2771.

Contact Information for Accrediting and Governing Agencies

Students who wish to file a complaint with FAU's accrediting agencies or the Florida State University System Board of Governors may contact:

- Southern Association for Colleges and Schools Commission on Colleges - <http://sacscoc.org>

- Liaison Committee for Medical Education. Any person concerned about the quality of an undergraduate medical education program accredited by the LCME may contact the [Secretariat](#) to discuss lodging a complaint. Only those complaints will be investigated that, if substantiated, may constitute noncompliance with accreditation standards. The LCME will not intervene on behalf of an individual complainant regarding, for example, matters of admission, appointment, promotion, or dismissal of faculty or students.
- Board of Governors - <http://www.flbog.edu/contact/>

College of Medicine Technical Standards

The medical degree awarded by the College of Medicine at the completion of the undergraduate medical education process certifies that the graduate has acquired a broad base of knowledge, skills, and attitudes requisite to the practice of medicine. To achieve this end, all courses in the curriculum must be completed successfully. The technical (non-academic) standards listed here are required for matriculation, promotion, and graduation and are intended to insure that candidates, with or without reasonable accommodation, can fully participate in all parts of the curriculum. In order to acquire the skills, knowledge, and attitudes engendered by the curriculum and to render a wide spectrum of patient care, candidates for the MD degree must have skills and abilities in six areas:

- Observation/Perception
- Communication
- Motor/Tactile function
- Cognition (conceptual-Integrative ability)
- Professionalism
- Ethical and legal standards

A. Observation/Perception

Sensory skills necessary to perform a physical examination are required. These include functional vision, hearing, smell, and tactile sensation. All senses must be adequate to observe a patient's condition at a distance and close at hand, and to elicit information through procedures regularly required in a physical examination such as inspection, auscultation, palpation, and percussion. Students must be able to perceive by the use of their senses and mental abilities all information presented or conveyed in one-on-one interactions (including patient encounters), diagnostic values and findings, laboratory demonstrations, large group lectures, small group sessions and team-oriented exercises, and in written, audiovisual, and computer-based formats.

B. Communication

Candidates must be able to speak and hear clearly. They must be able to use observational skills to describe changes in mood, activity and posture, and perceive non-verbal communications. They must be able to effectively and sensitively communicate in English in both written and oral modalities in order to interact with faculty members, classmates, other members of the healthcare team, patients, families, and others in order to elicit, convey, and clarify information, to work collaboratively, and to develop therapeutic relationships.

C. Motor/Tactile Function

Candidates must have motor function adequate to elicit information from patients using inspection, palpation, auscultation and percussion, and to carry out diagnostic maneuvers. Such skills require coordination of gross and fine muscular movements, equilibrium, and sensation. Candidates must have sufficient postural control, neuromuscular control, control of the extremities, and eye-hand coordination to examine patients, provide appropriate patient care, and to attend and participate in all classes, small group sessions and team activities that are part of the curriculum.

D. Cognition (conceptual-integrative function)

Candidates must have sufficient cognitive abilities and effective learning techniques to assimilate the increasingly complex information presented in the medical school curriculum. They must be able to formulate and test hypotheses that enable effective and timely problem-solving in research and diagnostic algorithms, and the treatment of patients in a variety of clinical settings. Required cognitive abilities include rational thought, the ability to make analyses, including measurements and calculations, to reach rational conclusions, comprehension of visual-spatial and three-dimensional relationships, as well as ethical and clinical reasoning.

E. Professionalism

Candidates must exercise good judgment, communicate in a clear and timely way with others, and promptly complete all responsibilities attendant to the study of medicine and to the care of patients. They must understand the legal and ethical aspects of the practice of medicine and function within the law and adhere to the ethical standards of the medical profession. Candidates must be able to tolerate physically taxing workloads, to function effectively under stress, and to display flexibility and adaptability to changing environments. They must have the emotional health to fully use their intellectual ability, exercise good judgment, and to carry out all responsibilities related to patient care. Candidates must possess sufficient emotional health to withstand stress, the uncertainties inherent in patient care, and the rigors intrinsic to the study and practice of medicine. They must be capable of regular, reliable and punctual attendance at classes and perform their clinical responsibilities in an equally dependable fashion. Candidates must be able to contribute to collaborative learning environments, accept and process constructive feedback from others, and take personal responsibility for making appropriate positive changes. Core attributes of professionalism defined by the faculty of the FAU College of Medicine include altruism, honesty and integrity, respect for others, empathy and compassion, responsibility and dependability.

Ethical and Legal Standards

Candidates must meet the legal standards to be licensed to practice medicine in the State of Florida. As such, candidates for admission must acknowledge and provide written explanation of any felony or misdemeanor offense or any legal action pending against them, as well as any institutional disciplinary action taken against them prior to matriculation. In addition, any student charged with or convicted of any felony offense while in medical school agrees to immediately notify the senior associate dean for student affairs as to the nature of the offense or conviction. Failure to disclose prior charges or convictions or any new charges or convictions can lead to disciplinary action that may include dismissal.

Students with Disabilities

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act individuals must be able to meet the College of Medicine's academic and technical standards, with or without reasonable accommodation. Accommodation is a means of assisting students with disabilities to meet essential standards by providing them with an equal opportunity to participate in all aspects of each required course or clinical experience without altering the essential requirements of the curriculum. . Reasonable accommodation is not intended to guarantee that students will be successful in meeting the curricular requirements.

It is the student's responsibility to submit the necessary forms to the FAU Student Accessibility Services (SAS) in a timely manner for each course and clerkship in the MD program in order to receive the appropriate accommodations (accommodations cannot be granted retroactively). The forms may be downloaded directly from the SAS website at <http://www.fau.edu/sas/Forms.php>.

The Use of Auxiliary Aids and Intermediaries

Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. Qualified students with documented disabilities are provided with reasonable accommodations that may include involvement of an intermediary or an auxiliary aid, but no disability can be reasonably accommodated with an aid or intermediary that provides cognitive interpretation, or substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations cannot eliminate essential program elements or fundamentally change the curriculum of the College of Medicine.

Request for Accommodation

Accepted applicants with a documented disability and enrolled students who believe they have a disability, who request accommodations, have the responsibility for documenting the disability and the need for accommodations, following the procedures of the FAU Office of Student Accessibility Services (SAS). The SAS provides students with disabilities the services and accommodations needed within the framework of these Technical Standards to successfully participate in the full academic program of the FAU College of Medicine. If requested, the SAS will assist the accepted applicants and enrolled students in identifying professional resources available to make an assessment and a recommendation for accommodations. The cost of that assessment is the responsibility of the applicant/student. Documentation of the disability should be submitted to the SAS. Students must register with the SAS to receive authorized academic Support Services, provide documentation of the disability and undergo an intake interview. A SAS representative will collaborate with the Senior Associate Dean for Student Affairs and Admissions and the Director for Student Success and Learning Excellence (or designee) to confirm that the requested accommodations are reasonable within the structure and goals of the curriculum.

To be eligible for services at the SAS, a student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Both the ADA and Section 504 define a disability as a physical or mental impairment that substantially limits one or more major life activities. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more **major** life activities.

In applying for support services, the student with a disability must provide the SAS with appropriate written documentation from a licensed professional in the field concerning the specific diagnosis and expected academic limitations. The submission of appropriate documentation is just one step in the process of registering for support services with the SAS. For a full description on how to submit the necessary appropriate written documentation to request accommodations, go to <http://www.fau.edu/sas/Forms>.

Note: Professors will be notified of the student's approved accommodations in a SAS Letter of Notification presented by the student. Such notification will not include any underlying diagnosis or condition.

Academic Affairs

Academic Calendar, University Holidays, and Medical Student Schedule Commitments

The academic calendar is posted on the College of Medicine website (<http://med.fau.edu/ume/index.php>) and students should familiarize themselves with the required activities for the medical educational program. Please note that the academic calendar for the College of Medicine differs from that of the rest of the University. Medical students are governed by the College of Medicine academic calendar and **dates are subject to change**. Students must check the course syllabus, OwlMed, and the College's web site for the latest academic schedule.

Students are expected to participate in ALL scheduled orientations as well as classes and exams from the first through the last date in each semester that appears on the academic calendar, excluding mid-semester breaks. Please note that a **matriculating student who is not physically present at the beginning of Year 1 (which will generally be at 8:00 a.m. on the Monday of Orientation Week for Year 1) without an excused**

absence will forfeit his/her position in the class. All fees and tuition that have been paid by that student will be refunded and the position will be offered to a student on the alternate list.

Courses and clerkships listed in the academic calendar vary in number of credits, intensity of scheduled time, and duration. They are organized to begin and end on common dates in each year or semester and generally have a uniform weekly schedule. During the first two years of medical school required activities include educational activities and assessments in courses, assessments that are required for promotion from Year 1 to Year 2, Year 2 to Year 3, and activities required by the Office of Student Affairs. During a typical week, course activities (lectures, labs, small groups, clinical experiences, and examinations) will be scheduled during no more than seven half days, with on average three half days kept free for independent study. Course directors are required to adhere to approved College of Medicine academic calendars when scheduling their courses. Course examination dates and times are coordinated and timed to attempt to ensure a reasonable work load for students. During the third and fourth years of medical school students will actively participate in a lottery process to create their clerkship and rotation schedules within the overall framework of the College of Medicine academic calendar and the curriculum requirements. Activities related to assessments outside of courses that are required for promotion (e.g. Institutional Competency Assessments, Portfolio/Thread assignments, formative/summative National Board Examinations) and Office of Student Affairs activities may be scheduled during open time in the course schedules, lunch periods, or Independent Study Time. Every effort will be made to notify students of such activities well in advance.

FAU is officially closed on a number of national holidays, including Labor Day, Veteran's Day, Thanksgiving Day and the following Friday, a winter holiday on varying days during the period that includes Christmas Day and New Year's Day, Martin Luther King, Jr. Day, Memorial Day, and Independence Day. The dates of the University Holidays for each year can be found at <http://www.fau.edu/hr/EmpDevelopment/Holidays.php>. The College of Medicine is closed and does not hold classes on University Holidays; however, during clerkships and year 4 rotations students may be expected to work and take call on these days depending on the patient care activities at their assigned clinical sites, or to attend other scheduled activities.

Academic Evaluation and the College of Medicine's Competency Based Grading System

The College of Medicine curriculum is organized by year of study (1, 2, 3, and 4). Years 1 and 2 are divided into a fall semester and a spring semester each year. Each year or semester includes a series of independent courses and clerkships, with several courses or clerkships occurring concurrently. Student performance is assessed in each course or clerkship. Students must pass each course and clerkship in the curriculum, as well as complete integrated competency assessments (ICAs), thread/portfolio assignments, and USMLE/NBME examinations, to demonstrate satisfactory academic progress.

The competency based grading process at the College of Medicine ensures that teaching, assessment, and remediation of all competencies are equally prioritized. All College of Medicine courses and clerkships are mapped to the FAU Competencies and the AAMC Physician Competency Reference Set (PCRS) listed below. This grading system is in place to facilitate early identification of at risk students in all competencies, and to provide a supportive formative remediation process to improve student performance without permanently marking their transcript or MSPE. Should students have unsatisfactory performance in a course or have ongoing repeated concern in competency performance and/or failed remediation, they will be referred to the Medical Student Promotions and Professional Standards Committee (MSPPSC) for formal adjudications, which will be noted in their transcript and Medical Student Performance Evaluation (MSPE) / Dean's Letter.

Each medical school course or clerkship clearly defines in its course syllabus the goals and objectives for the course or clerkship, the competencies that will be taught, assessed, and graded within that course or clerkship, the schedule of activities, learning objectives for specific sessions or activities, the faculty involved, a listing of course materials, as well as details of all course specific policies and procedures.

Medical Knowledge & Research Skills
Patient Centered Care
Ethics & Law
Professionalism
Interpersonal and Communication Skills
Cultural Competency
Health Promotion & Disease Prevention for Patients & Populations
Life-Long Learning and Self-Improvement
Systems of Health Care Practices

PCRS competency list

Patient Care: Provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health

Knowledge for Practice: Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care

Practice-Based Learning and Improvement: Demonstrate the ability to investigate and evaluate one's care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning

Interpersonal and Communication Skills: Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals

Professionalism: Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles

Systems-Based Practice: Demonstrate an awareness of, and responsiveness to, the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care

Interprofessional Collaboration: Demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient- and population-centered care

Personal and Professional Development: Demonstrate the qualities required to sustain lifelong personal and professional growth

College of Medicine Grade Designations and Transcript

The official College of Medicine transcript is organized by academic year, listing all courses and clerkships in the academic year, with the credit hours for each course or clerkship, followed by the final grade earned grade for each course or clerkship. The transcript will also record that the student passed the Institutional Competency Assessments and the USMLE licensing examinations.

Final Grades on College of Medicine **Transcript** for Years 1, 2, and 4

Satisfactory

Unsatisfactory

Incomplete

Withdrawal

Withdrawal Exceptional Circumstances

Final Grades on College of Medicine **Transcript** for Year 3

Honors

High Satisfactory

Satisfactory

Unsatisfactory

Incomplete

Withdrawal

Withdrawal Exceptional Circumstances

Final Grades on College of Medicine Final Year 1 and 2 **Course Grade Reports**

Satisfactory

Satisfactory with Concern

Unsatisfactory

Incomplete

Withdrawal

Withdrawal Exceptional Circumstances

Grades on College of Medicine Final Year 3 **Clerkship Grade Reports**

Honors

High Satisfactory

Satisfactory

Satisfactory with Concern

Unsatisfactory

Incomplete

Withdrawal

Withdrawal Exceptional Circumstances

Grades on College of Medicine Final Year 4 **Course/Rotation Grade Reports**

Satisfactory

Satisfactory with Concern

Unsatisfactory

Incomplete

Withdrawal

Withdrawal Exceptional Circumstances

Below you will find a detailed description of the grade designations at the College of Medicine. For further details of the grading within the Year 3 longitudinal integrated clerkships please see the Year 3 LIC Syllabus and for details of the grading on Year 4 rotations please see the Year 4 Syllabus.

Unsatisfactory

Students who receive an “Unsatisfactory” grade in one or more competencies or clerkship components will receive an “Unsatisfactory” grade for the medical school course or clerkship and will be referred to the MSPPSC for review of the student’s overall academic progress. The MSPPSC will then make a determination by vote for the students to either remediate a specific competency to the satisfaction of the competency director or require the student to repeat the course/clerkship, repeat the year, be placed on probation, suspension, and/ or be dismissed from the College of Medicine, in its determination. All “Unsatisfactory” final grades will be listed on the student’s permanent transcript and a notation of the failed competency and any remediation plan will be described in the Medical Student Performance Evaluation (MSPE/Dean’s Letter). If remediation is required the student will meet with the course, clerkship, and/or competency director and his/her Learning Community Adviser (LCA) to develop a formal remediation plan (“Plan for Remediating Unsatisfactory Performance”). This plan will include expectations for the work to be performed, method of student re-assessment, and time period for the remediation, and will be submitted to the Senior Associate Dean for Student Affairs and Admissions (SADSAA) who will submit it to the Medical Student Promotions and Professional Standards Committee (MSPPSC). Upon satisfactory remediation, the competency, course or clerkship director will report the satisfactory achievement for the course to the SADSAA, who will inform the MSPPSC and the registrar, who will record the new final grade. The transcript will reflect both the initial grade of Unsatisfactory (U) and the final grade earned in the course or clerkship. Failure to complete the plan for remediation (i.e., work not completed or performed at an unsatisfactory level) will be reported by SADSAA to the MSPPSC for action, which can include requiring that the student will be required to repeat the course/clerkship, repeat the year, be placed on probation, suspension, and/ or be dismissed from the College of Medicine.

Satisfactory with Concern

Students who receive a “Satisfactory with Concern” grade in any competency will be given a “Satisfactory with Concern” grade on their final course grade report, be placed on “At Risk” status and be referred to the Student Competency Review Committee (SCRC) for a formative support plan. Neither the grade of “Satisfactory with Concern” nor “At Risk” status will be entered into the student’s permanent transcript or the MSPE. The grade will be listed as “Satisfactory” on the student’s transcript and MSPE. However, a pattern of receiving “Satisfactory with Concern” final grades or failure to improve in any competencies of concern may result in a recommendation to the Senior Associate Dean for Student Affairs and Admissions and/or Assistant Dean for Student Affairs to review for potential referral to the MSPPSC, with possible consequences including further remediation, repeating the course/clerkship, repeating the year, being placed on probation, suspension, and/ or being dismissed from the College of Medicine.

Incomplete

Students will receive an “Incomplete” grade if they are unable to complete required work in a course or clerkship, but receive permission to continue study with an Incomplete (I) status for the course. A student may also be assigned an Incomplete (I) grade in a Year 3 clerkship because of failure to pass the NBME Subject Examination (see details in Year 3 LIC Handbook). A formal plan (“Plan for Completing Course Requirements”), including the expectations for

work to be performed, method of student assessment, and time period to make up incomplete course work, will be established by the course, clerkship, or competency director, the student, and his/her LCA. When completed, the course, clerkship, or competency director will report the grade earned to the SADSAA. A grade of Incomplete (I) will be removed and replaced with the final grade earned. The transcript will reflect **only the final grade** earned in the course or clerkship. Students with grades of "U" or "I" may continue in the course of study in a current year of study, pending action by the MSPPSC. Progression to a subsequent year of study with a grade of "U" or "I" will require specific approval of the MSPPSC.

Withdrawal

First and Second Year

Students will receive a withdrawal grade ("W") if they withdraw from a course after 3 weeks. The course name and grade appears on the transcript, but no credit is awarded and the course is not included in any cumulative numeric grade calculations. However, students who receive a withdrawal grade will not be eligible for Year 1 and 2 Honors or AOA.

Students will receive a withdrawal with exceptional circumstance grade ("WM") if they withdraw from a course after 3 weeks and meet the criteria for an exceptional circumstance grade. The course name and grade appears on the transcript, but no credit is awarded and the course is not included in any cumulative numeric grade calculations. Please refer to the "University Regulation 4.013" for the complete policy on Withdrawals for Exceptional Circumstances.

Third and Fourth Year

Students will receive a withdrawal grade ("W") if they withdraw from a course, clerkship, or rotation after 1 week. The course, clerkship, or rotation name and grade appears on the transcript, but no credit is awarded and the course, clerkship, or rotation is not included in any cumulative numeric grade calculations. However, students who receive a withdrawal grade will not be eligible for AOA.

Students will receive a withdrawal with exceptional circumstance grade ("WM") if they withdraw from a course, clerkship, or rotation after 1 week and meet the criteria for an exceptional circumstance grade. The course, clerkship, or rotation name and grade appears on the transcript, but no credit is awarded and the course, clerkship, or rotation is not included in any cumulative numeric grade calculations. Please refer to the "University Regulation 4.013" for the complete policy on Withdrawals for Exceptional Circumstances.

College of Medicine Assessments

Narrative Assessment of Student Performance

In the majority of College of Medicine courses and clerkships a narrative description of student performance is required as a component of assessment whenever the teacher-student interaction permits this form of assessment. Narrative comments will be provided to students for their review in a timely manner and will be a part of the students' permanent file. Clerkship grading narratives are included verbatim in the MSPE/Dean's Letter.

Examinations

The majority of written in-class exams at the College of Medicine are conducted as web-based objective examinations, using secure questions; this means that the exam questions will not be available for study before or after exams. Exams are timed and proctored and students take them in a classroom set specifically for secure exams that includes wired connections for laptop computers linked only to servers hosting the exams at either the College of

Medicine or the National Board of Medical Examiners. Some courses use essay exams which are also timed and proctored; students may review essay questions and their answers after essay exams.

To the degree possible, exams for concurrent courses will be scheduled so that exams do not compete with other learning activities.

Students have opportunities to raise concerns about exams or ask specific questions by contacting the course or clerkship director. The course director will email exam result statistics to the class and individual exam results will be picked up by students in the OME.

Exam Policy and Protocol

Students must be at the door of the testing room ready to enter 15 minutes prior to the start of the exam. After entering the testing room, students will proceed directly to their workstation and wait quietly until the exam begins. If a student needs to leave the testing room prior to the start of the exam they must be escorted, one at a time, by a proctor.

Students must be in their assigned seats in the testing room in time for the instructions given prior to the start of the exam. Students arriving more than 10 minutes after the start of an exam will not be permitted to enter the examination room or take the exam.

Students taking exams must leave all personal items in their locker, including cell phones and backpacks. Students will not be allowed to sit for an exam if they bring personal items (see list) into the testing room.

Students must be escorted, one at a time, by a proctor on all personal breaks taken during exams. Extra test time for personal breaks will not be granted.

Students who fail to show for an exam due to an emergency or to extenuating circumstances must notify the Office of Student Affairs as soon as possible to explain their situation.

Personal Items Not Allowed in the Examination Room

Electronic devices, including: cell phones, cameras, recording devices, PDAs, calculators, and paging devices
Study materials (books, notes, papers)
Pens, pencils, highlighters and other writing instruments
Suitcases, briefcases, backpacks
Beverages or food of any type
Coats
Brimmed hats

Reminder: Failing to comply with examination regulations or failing to obey the instructions of an examination proctor is considered a form of academic dishonesty, a professionalism violation and a violation of the Code of Academic Integrity ([FAU Regulation 4.001](#)).

Institutional Competency Assessments (ICAs)

Competency in clinical skills, critical thinking, general medical knowledge as well as other core competencies, will be evaluated independently from course work three times during the course of study:

1. At the end of the first academic year, during the week immediately following the end of course work before the summer break
2. At the end of the second academic year, during the final week before the period of study for USMLE Step 1
3. After completion of both Longitudinal Integrated Clerkships at the end of Year 3

Evaluations will include 1) test stations in the Objective Structured Clinical Exam (OSCE) format, involving medical cases that may be virtual, standardized patients, or simulations, and 2) assessments of written notes, oral

presentations, or other activities linked to the test stations. In Year 1, students must pass the OSCE stations and related assessments to pass the Foundations for Medicine 2 course. In Year 2, students must pass the OSCE stations and related assessments to pass the Foundations for Medicine 3 course. Each ICA also includes mandatory formative assessments. Students are expected to complete all aspects of each ICA to be promoted to the next year of study.

Required Formative Assessments

Throughout the courses and clerkships in all four years of medical school, students are provided with regular, formative feedback on their performance. This feedback takes the form of narrative feedback by faculty and peers and a range of other assessments, such as non-graded quizzes on course content. Course and clerkship directors are expected to ensure structured formative feedback on their performance early enough to allow sufficient time for remediation. For short courses or clerkships (less than 4 weeks), formal feedback is not required but some method of assisting students to assess their learning is expected.

Comprehensive Knowledge Assessment: The NBME Comprehensive Basic Science Examination (http://www.nbme.org/Schools/Subject-Exams/Subjects/comp_basicsci.html) is administered during the ICA in Year 1 and the ICA in Year 2. It is a required exam but the results do not impact student grades. The purpose of this exam is for students to self-assess their preparation for the USMLE Step 1 exam.

United States Medical Licensing Exams (USMLE) Policy

In order to become fully licensed to practice medicine in the United States, individuals must pass all four (4) USMLE Step exams. The *United States Medical Licensing Exams (USMLE) Policy* describes the required components of the USMLE during medical school and the implications for the residency match and graduation.

All students must take and pass the USMLE Step 1 before being promoted to Year 3. Students must take and pass the USMLE Step 2 CK (Clinical Knowledge) and USMLE Step 2 CS (Clinical Skills) exams prior to graduation. Students are expected to take and pass each examination by the deadlines for that examination set forth in the policy below.

Students must be enrolled in the College of Medicine to be able to register for and take the USMLE Step 1, Step 2 CK, and Step 2 CS examinations. Students are required to complete applications for the USMLE examinations in sufficient time to request test dates to meet the required deadlines. Students with circumstances that prevent them from taking or retaking the USMLE Step 1, Step 2 CK, or Step 2 CS according to the dates in this policy must, as soon as possible, petition in writing to the Senior Associate Dean for Student Affairs and Admissions, who will review the request and make a determination.

Students who request accommodations from the USMLE must adhere to the same deadlines. It is the student's sole responsibility to obtain any necessary accommodations in a timely fashion and to meet the deadlines for each examination set forth in the policy below.

Failure to pass either Step 1, Step 2 CK, or Step 2 CS after the third attempt will result in automatic dismissal from the College of Medicine.

USMLE-Step 1 Examination

Scheduling of Step 1

Students are required to take Step 1 of the USMLE at least 10 days prior to the start of the Synthesis and Transition course at the beginning of Year 3. Students who delay taking Step 1 until after this time period may not begin the Year 3 clerkships until May of the following year. Such students will be required to take a leave of absence (LOA) for one year and complete the Step 1 exam by July 15th of their LOA. If a second or third attempt to take the Step 1 exam becomes necessary, such students must comply with the "Failure and Retaking of Step 1" policy described below.

Failure and Retaking of Step 1

Students who fail USMLE Step 1 on their initial attempt will be removed from the Year 3 curriculum and will be required to take a leave of absence (LOA) for one year to prepare for and retake Step 1. Students must retake Step 1 by September 30th of their LOA. Students who fail their second attempt must complete their third attempt to pass Step 1 by December 31st of their LOA. Students who pass the USMLE Step 1 on their second or third attempt may start the Year 3 curriculum when it begins again the following May.

USMLE- Step 2 Examinations

Students must take and pass Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) prior to graduation. Initial attempts to pass both Step 2 exams (CK and CS) must be completed by **September 1st** of the year preceding graduation.

Student who do not obtain a passing score on USMLE Step 2 CK and/or Step 2 CS before the final date for submission of the NRMP rank order list may be withdrawn from the residency match by the Office for Student Affairs. At the discretion of the Senior Associate Deans for Student Affairs, such students will be allowed to walk with their class at commencement and will receive a diploma with a later date, if it is anticipated that they will have met all graduation requirements within a reasonable time after commencement. Passing scores must be documented no later than April 15th of the same academic year if the student expects to graduate on time. Failure to document a passing score for either Step 2 exam by this deadline will result in a delay in graduation.

Promotion

The grades, narrative evaluations, USMLE scores and other academic or performance measures of each student are routinely reviewed by the MSPPSC in order to assess a student's academic progress. The MSPPSC also conducts ad hoc reviews when necessary to address unsatisfactory academic performance or professional or behavioral misconduct. In those cases, students will be provided with notice and an opportunity to be heard (as described in The Policy on Academic, Professional, and Behavioral Requirements and Standards), and may appeal MSPPSC decisions as described in Sections IV, VII and VIII of the policy.

Promotion will be determined for each successive year of study by the Medical Student Promotions and Professional Standards Committee (MSPPSC), which will make a formal determination of promotion based on whether the student has satisfied the following requirements:

- Passed all required courses or clerkships in the year under review with a grade of at least Satisfactory (S) in all competencies.
- Passed the end of year Institutional Competency Assessment
- Completed the required formative Comprehensive Knowledge Assessment
- Demonstrated acceptable professional behavior

For promotion to Year 3, the student must also receive a passing score on the USMLE Step 1 examination. A student will be permitted to start the first clerkship module if the USMLE Step 1 score is pending but will be withdrawn if a passing score is not received.

College of Medicine Repeated Courses Policy

Upon completion of a Year 1 or Year 2 course at the College of Medicine, each student will obtain a final grade of Satisfactory (S) or Unsatisfactory (U) which will be listed on the student's transcript. When a medical student repeats a Year 1 or Year 2 course at the College of Medicine, his/her transcript will reflect both the initial grade received of Satisfactory (S) or Unsatisfactory (U) as well as the subsequent grade received in the repeated course. In addition,

when a medical student repeats a Year 1 or Year 2 course, the final numeric score associated with the medical knowledge component for the repeated course will be averaged together with the numeric score associated with the initial attempt of the repeated course to determine eligibility for honors, awards, and AOA. This averaged score does not appear on the student's transcript or in the Dean's Letter/Medical Student Performance Evaluation (MSPE).

Honors in Years 1 & 2 and AOA

Students who demonstrate consistently outstanding academic performance throughout the first two years of medical school may be eligible for an Honors commendation that will be included in their permanent records and their Medical Student Performance Evaluations (MSPE) for residency applications.

Total points on exams and assessments in each Year 1 or 2 course will be used to determine whether a student has passed the medical knowledge competency component for a course. The benchmark used for passing the medical knowledge competency is greater than or equal to 75% rounded according to standard rounding conventions. Details for how each numeric grade is determined in each course will be described in the course syllabi. The final cumulative numeric score will be listed in the student's final Course Grade Report for medical knowledge and will be used in calculations for determination of eligibility for Honors in Years 1 and 2 and Alpha Omega Alpha (AOA) along with the student's performance in all the other competencies. No students with an Unsatisfactory grade or professionalism violations will be eligible for Year 1 and 2 Honors or AOA.

Students will be eligible for consideration for "Honors for Years 1 and 2" if they meet the following criteria:

- Total points earned in all courses in the first two years in the top 25% of the class. Points earned in each course will be weighted based on course credits (which reflect contact time in the course),
- No grades of "Unsatisfactory" (U) or Withdrawal (W) in any course.
- Certification by the Senior Associate Dean for Student Affairs and Admissions or designee that the student had no significant professionalism concerns documented by the Office of Student Affairs, the MSPPSC, or the Physicianship and Professionalism Advocacy Program (PPAP).

Students will be notified of their selection for Year 1 and 2 Honors Commendation by the Senior Associate Dean for Student Affairs and Admissions or designee; the letter of notification will become part of the student's permanent file and the commendation and criteria will be included in the student's MSPE.

The process for selection for Alpha Omega Alpha (AOA) is outlined below:

- Students must be in the top quartile of the class, as measured by academic performance.
- The AOA selection committee will then elect up to one-sixth of the projected number of students, from the top quartile of students that will graduate.
- Students selected from the top quartile for election are picked not only for their high academic standing in all competencies, but also for leadership among their peers, professionalism and a firm sense of ethics, promise of future success in medicine, and a commitment to service in the school and community. GPA alone does not determine eligibility.
- Students with a pattern of receiving "Satisfactory with Concern" final grades or with any professionalism violations documented by the Office of Student Affairs, the MSPPSC, or the Physicianship and Professionalism Advocacy Program (PPAP) may not be eligible for AOA.

Students will be notified of their selection by the AOA Councilor or designee; The AOA designation will be included in the student's MSPE.

Student Academic Files

The College of Medicine will adhere to the University practice and regulations regarding the maintenance of student academic files. ([e.g. FAU Regulation 4.008](#))

Policy on Medical Student Records

The College will adhere to The Florida Atlantic University Board of Trustees regulation 4.008 (Access to Student Education Records) <https://www.fau.edu/regulations/chapter4/Reg%204.008%203-2014.pdf>

Fees for Obtaining Copies of Records

The University or COM will charge the following fees for furnishing copies of student records and reports, or any material included therein:

- Copies of official transcripts.
- Copies of all other educational records – Fifteen cents (\$.15) per page for copying, plus any administrative costs incurred for search, retrieval and mailing.

University Policies

The following University policies are of particular significance to the College of Medicine; students are expected to be aware of these policies and adhere to them.

FAU Policy on Consensual Relations:

<http://www.fau.edu/policies/files/1.10%20Consensual%20Relations.pdf>

FAU Policy on Drug-Free Environment:

<http://www.fau.edu/policies/files/1.6%20Drug-Free%20Environment.pdf>

FAU No Smoking Policy:

<http://www.fau.edu/policies/files/4.1.7%20Smoking%20and%20Tobacco%20Use%20on%20University%20Property.pdf>

FAU Regulation 4.007 (Code of Conduct):

<http://www.fau.edu/artsandletters/new-pdfs/4.007.Student%20Code%20of%20Conduct.pdf>

FAU Emergency Policies:

<http://www.fau.edu/policies/files/1.14%20Emergency%20Management.pdf>

FAU Regulation 5.010 (Anti-Harassment/Anti-Discrimination):

https://www.fau.edu/eic/files/5.010_Anti-Discrimination_and_Anti-Harassment.pdf

FAU Regulation 5.013: (Executive Service)

<https://www.fau.edu/regulations/chapter5/Reg%205.013%208-12.pdf>

FAU Regulation 5.014 (University Support Personnel System Employee Performance Evaluations)

http://www.fau.edu/regulations/chapter5/5.014_USPS_Employee_Performance_Evaluations.pdf

FAU Regulations and Policies: <http://www.fau.edu/regulations/>

College of Medicine Policies

Standards of Conduct for Medical Students

Medical students must adhere to the principles of conduct and ethics as established by the Policy on Academic, Professional, and Behavioral Standards of the COM and are expected to adhere to the following principles from the

American Medical Association's Principles of Medical Ethics, 1988, which are described as “standards of conduct that define the essentials of honorable behavior for the physician.”

AMA PRINCIPLES OF CONDUCT

A medical student:

- 1. Shall be dedicated to providing competent, compassionate, and respectful medical service to all patients, considering each as an individual, regardless of characteristics such as race, national origin, color, religion, gender, sexual orientation, age, disease, or disability*
- 2. Shall deal honestly with patients and colleagues, and strive to expose or otherwise respond in a professional manner to those persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception*
- 3. Shall abide by the law*
- 4. Shall respect the rights of patients including the right to confidentiality, and shall safeguard patient confidences within the constraints of the law*
- 5. Shall continue to study, apply, and advance scientific knowledge; make relevant information available to patients, colleagues, and the public; suggest consultation when appropriate; and use the talents of other health professionals when indicated*
- 6. Shall recognize a responsibility to participate in activities contributing to an improved society*

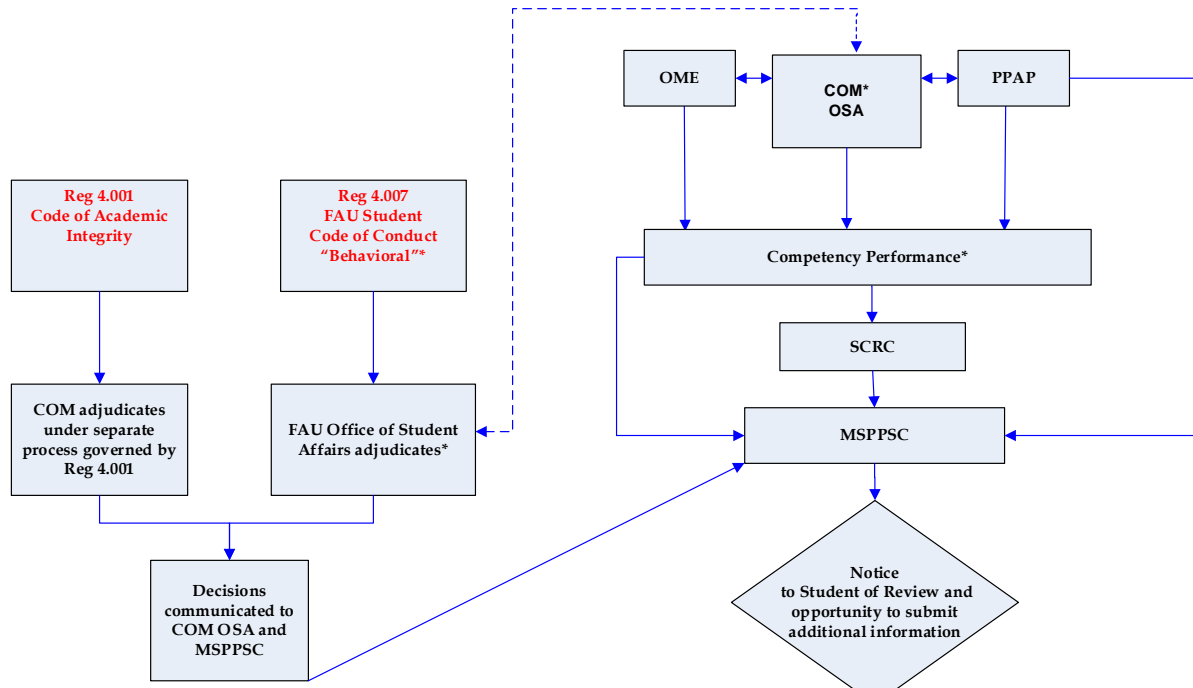
Policy on Academic, Professional and Behavioral Requirements and Standards

Exhibit A Policy Flowchart

- Section I: Oath of Academic and Professional Conduct for Students in the College of Medicine**
- Section II: The Medical Student Promotions and Professional Standards Committee and the Student Competency Review Committee (SCRC)**
- Section III: Academic and Professional Standards Required for the Doctorate of Medicine Degree**
- Section IV: Behavioral Standards Governing Student Conduct and Appeal of Sanctions**
- Section V: Consequences of Failure to Meet Academic, Professional, and Behavioral Requirements and Standards**
- Section VI: Appeal of Grades, Narrative Evaluations, and Exclusions from Courses**
- Section VII: Formal Appeal of other Academic/Professional-Based Penalties**
- Section VIII: Physicianship and Professionalism Advocacy Program (PPAP)**

Exhibit A

College of Medicine: The Policy on Academic, Professional and Behavioral Requirements and Standards



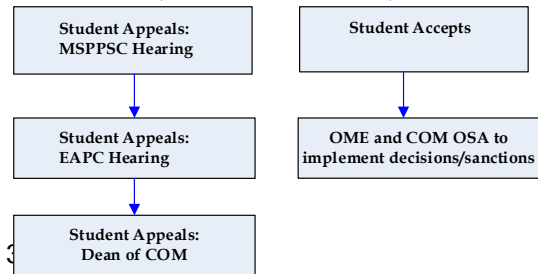
- COM = College of Medicine
- EAPC = Executive Academic and Professionalism Committee
- MSPSPSC = Medical Student Promotions and Professional Standards Committee
- OME = Office of Medical Education
- OSA = COM Office of Student Affairs
- PPAP = Physicianship and Professionalism Advocacy Program
- SCRC = Student Competency Review Committee

-- Mutual communication between FAU Office of Student Affairs & COM Office of Student Affairs

* Emergency/interim measures, against a student who poses a threat/danger to him/herself and/or the community, may be issued by the FAU Office of Student Affairs and/or by the COM Dean or Senior Associate Dean for Student Affairs.

- *Competencies Include:
- Patient Care
 - Knowledge for Practice
 - Practice - Based Learning and Improvement
 - Interpersonal and Communication Skills
 - Professionalism
 - Systems - Based Practice
 - Interprofessional Collaboration
 - Personal and Professional Development

Most recent update 9/18/18



Preamble

The Florida Atlantic University College of Medicine has an obligation to evaluate students pursuing the M.D. degree as thoroughly as possible for their cognitive and non-cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for the practice of medicine.

This Policy on Academic, Professional and Behavioral Requirements and Standards is limited to students pursuing the M.D. degree at Florida Atlantic University. Where applicable, Florida Atlantic University Regulations 4.001 (*Code of Academic Integrity*), 4.002 (*Student Academic Grievance Procedures for Grade Reviews*) and 4.007 (*Student Code of Conduct*) are incorporated by reference and shall apply to students in the College of Medicine. Definitions and examples of conduct and behavior relating to and/or affecting the professional practice of medicine may be found in some or all of the following documents: this policy, the College of Medicine website, University and College of Medicine regulations and policies, admission materials, the student handbook, course syllabi, course materials, and lectures. This policy addresses conduct and performance that is academic or professional in nature, as well as conduct that is subject to University Regulation 4.007.

All references in this policy to the Dean of the College of Medicine, the Director for Student Success and Learning Excellence, Senior Associate Dean for Student Affairs and Admissions (referred to throughout as the "SADSA"), the Director of Program Evaluation and Assessment, and the Associate Dean for Diversity and Inclusion shall refer to those individuals within the College of Medicine and shall be deemed to include their designees.

Section I: Oath of Academic and Professional Conduct for Students in the College of Medicine

The practice of the art and science of medicine must be based on reverence for life, compassion and respect for the patient, competence, and integrity. Hence, the College of Medicine expects its students to exhibit compassion; to be considerate and respectful towards patients, their families, instructors, staff, and each other; to grow in knowledge and clinical skill; and to act honorably at all times.

Each matriculating class of students in the Florida Atlantic University College of Medicine shall recite their Class Oath at the White Coat Ceremony during Orientation, before they begin their first courses of study for the M.D. degree. This Oath will be written by the students themselves, based on small group exercises and discussions of appropriate academic and professional conduct for students of medicine. The exercise and discussions will be facilitated by College of Medicine faculty. The Oath for each class will be posted in classrooms, used in reflective exercises in various courses, and serve as a guide for student behavior throughout their studies in the College of Medicine. By writing and reciting their own Oath, students will pledge to adhere to the tenets of their Oath throughout medical school, in all settings that reflect upon the integrity and suitability of the student to practice medicine. Successful progression through the curriculum and graduation with the M.D. degree are contingent upon the student's adherence to the Oath of his/her class and to the AMA Principles of Conduct for medical students.

Section II: The Medical Student Promotions and Professional Standards Committee (MSPPSC) and the Student Competency Review Committee (SCRC)

The Medical Student Promotions and Professional Standards Committee (referred to as the "MSPPSC") is a standing faculty committee composed of a variety of course directors and faculty from the College of Medicine. Senior Associate Dean for Student Affairs and Admissions, the Assistant Dean for Student Affairs, the Director for Student Success and Learning Excellence and other officials from the College of Medicine may serve on the MSPPSC as non-voting ex officio members. Any voting members of the MSPPSC who have had extensive direct involvement in a matter under review by the MSPPSC, which involvement could constitute a conflict for such member, shall recuse him/herself from voting on such a manner. The MSPPSC is charged with the responsibility of making decisions in regards to the standards and procedures relating to student evaluation, advancement, graduation, and disciplinary

action including dismissal and applying such standards and procedures to students. Academic and professional performance will be evaluated by a variety of methods approved by faculty committees governing the curriculum, described in each course or clerkship syllabus, and will include not only formal examinations but also assessments based on observation of student performance in lectures, examinations, laboratories, and all other clinical and academic settings of the University or clerkships.

Student Competency Review Committee

The Student Competency Review Committee (referred to as the “SCRC”) is a committee composed of all the competency directors, curriculum directors, as well as the representatives of OSA and OME, assistant dean for academic affairs, and the director of program evaluation and assessment.

Relevant course or clerkship directors, the student’s LCA, and/or the student may be invited as needed, and in the discretion of the SCRC, to present information to the SCRC. The role of the committee is to evaluate the student’s competency-based performance and provide formative support plan which will be coordinated by, and in some cases delivered by, the competency director(s) in conjunction with course or clerkship director(s). The student and student’s LCA will be notified if and when a formative support plan is recommended. The SCRC will meet monthly and be responsible for monitoring all active formative support plans and the status of off- cycle students. Because the SCRC provides formative guidance to students to help them improve performance in all competencies, rather than summative adjudications which are performed by the MSPPSC, students are not entitled to appear before, or submit information or appeals to, the SCRC. Should the SCRC determine that a student has a repeated pattern of “satisfactory with concern” final grades or has failed to improve in any competencies of concern then a recommendation will be made to the Senior Associate Dean for Student Affairs and Admissions and/or Assistant Dean for Student Affairs to review for potential referral to the MSPPSC.

Coordination between the MSPPSC and the Florida Atlantic University Office of Student Affairs

In addition to the activities described below, the MSPPSC will review situations involving medical students who have been adjudicated through the University procedure for violations of University Regulations 4.001 (*Code of Academic Integrity*) and 4.007 (*Student Code of Conduct*).

University officials in the Florida Atlantic University Office of Student Affairs (or other University officials, as applicable) and the members of the MSPPSC will coordinate and keep one another informed of pertinent violations by medical students under this policy, under [Regulations 4.001](#) and [4.007](#) and any other violations of University regulation, rule or policy. Specifically, any University officials adjudicating a medical student violation under Regulations 4.001 or 4.007 will promptly inform the Senior Associate Dean for Student Affairs of the College of Medicine of such outcome so that the case may then go to the MSPPSC as part of its student review. The MSPPSC may impose additional disciplinary or academic sanctions on such student, in accordance with the policies and practices of the College of Medicine as well as customary practices among medical schools. Similarly, officials from the College of Medicine will keep the Florida Atlantic University Office of Student Affairs informed of occurrences involving medical students that potentially violate [University Regulation 4.007](#).

The Florida Atlantic University Office of Student Affairs will recruit members of the MSPPSC, whenever possible, to staff the hearing boards and/or councils involved in adjudicating medical student violations under University Regulation 4.007.

In circumstances where it is unclear whether student conduct is subject to Regulation 4.007 or is more appropriately subject to this policy, the University Office of Student Affairs and the College of Medicine Senior Associate Dean for Student Affairs will discuss the situation in order to determine the appropriate process to apply in reaching an appropriate resolution.

(a) Review of Academic and Professional Performance and Sanctioning of Behavioral Misconduct by the MSPPSC

The MSPPSC of the Florida Atlantic University College of Medicine reviews the academic and professional performance of every student enrolled in the College of Medicine, as described in Section III below. The MSPPSC also reviews findings of behavioral misconduct under University Regulation 4.007 by the Florida Atlantic University Office of Student Affairs, as described in Section IV below, for purposes of imposing additional sanctions when appropriate. In its review, the MSPPSC must be fair to the student and is obliged to uphold the integrity of the M.D. degree.

The MSPPSC conducts 1) routine reviews of all medical students at least once every semester, and 2) ad hoc reviews, which shall be conducted as necessary to address unsatisfactory academic performance or professional or behavioral misconduct.

Every student subject to any review of concern by the MSPPSC will be informed in advance of the time and place of the review and will have the opportunity appear before the MSPPSC and/or to submit additional information to the MSPPSC in writing for its consideration. This constitutes notice to the student, and the student's opportunity to be heard shall be in his/her appearance and/or written submission to the MSPPSC.

For its reviews, the MSPPSC will have access to each student's file including, but not limited to, (1) grades as recorded on the grade transcript; (2) written narrative evaluations submitted by the faculty, which may include overall assessments of performance; (3) reports about academic performance and professional behavior; (4) findings and conclusions by the Florida Atlantic University Office of Student Affairs and College of Medicine officials adjudicating medical student violations of University Regulations, policies or procedures; (5) scores from United States Medical Licensing Examinations (USMLE); (6) reports for other requirements including Competency Assessments, Portfolio and Thread assignments, and formative assessments; and (7) interim reports from course directors solicited by the Director for Student Success and Learning Excellence and the Director of Program Evaluation and Assessment.

MSPPSC decisions about continued enrollment and promotion to the next year of the curriculum, graduation, remedial changes in a student's curriculum, probation, suspension or dismissal from the College of Medicine and other consequences as described in Section V of this policy, are based on a comprehensive review of a student's academic performance and professional behavior, as well as any behavioral misconduct.

Findings of fact and conclusions resulting from the procedures described in University Regulations 4.001 and 4.007 or in this policy will be submitted in a written report to the MSPPSC. The MSPPSC may review such report, as well as other pertinent information relating to the student, and make and impose appropriate determinations and sanctions. The MSPPSC will inform the Senior Associate Dean for Student Affairs and the Director for Student Success and Learning Excellence of its decisions so that they may be effectively implemented. This does not preclude the review and imposition of penalties for other failures to meet academic and professional standards while a matter is pending.

Section III: Academic and Professional Standards Required for the Doctorate of Medicine Degree

This Section describes the academic and professional conduct and performance standards expected of medical students in lectures, examinations, laboratories, clinical rotations, and all other academic settings. The academic and professional conduct and performance of medical students will be subject to review by the MSPPSC as described in Section II above. Behavioral misconduct of medical students that is subject to University Regulation 4.007 (Student Code of Conduct) is addressed in Section IV below.

Requirements for Academic and Professional Conduct

The Florida Atlantic University College of Medicine requires of all enrolled students that they:

- (1) Work to achieve an integrative mastery of the discipline of medicine, maintain the motivation to gain such mastery, develop the professional skills required for the M.D. degree, and demonstrate professional responsibility in the practice of medicine;
- (2) Be considerate and respectful towards patients, instructors, staff, and each other;
- (3) Comply with the rules of procedure, conduct, and appearance required by the administration of the Florida Atlantic University College of Medicine for all academic settings and by the faculty for any course or clerkship;
- (4) Comply with all the rules of procedure, conduct, and appearance required by offices and institutions in which students work, fulfilling a requirement or elective of the medical curriculum;

Requirements for the Doctorate of Medicine Degree

Students must complete all course requirements within a six (6) year period from the time of matriculation in order to receive the Doctorate of Medicine (M.D.) degree. The foregoing requirement shall not apply to joint (1) MD/PhD students, who will have a separate timetable as determined by the College of Medicine and the Scripps Research Institute, Scripps Florida or (2) circumstances approved in writing by the MSPPSC.

Prior to graduation and the receipt of the M.D. degree from the Florida Atlantic University College of Medicine, students must demonstrate proficiency and compliance in, and satisfy the requirements of, each of the following six areas:

1. Courses and Clerkships:
 - Students must complete the required core courses and clerkships and the designated minimum number of elective and selective courses with Satisfactory (passing level) performance.
2. Licensing Exams:
 - Students must pass the USMLE Step 1 examination before beginning the third academic year.
 - Students must pass the USMLE Step 2 Clinical Knowledge and Clinical Skills examinations by the deadlines listed in the USMLE policy in this handbook.
3. Competency Assessments:
 - Students must pass all FAU College of Medicine Institutional Competency Assessments.
 - Students must earn certification for Advanced Cardiac Life Support (ACLS) and Basic Life Support (BLS).
4. Professional Performance:
 - Students must demonstrate consistent evidence of professionalism as assessed by the MSPPSC per the competency based grading system and the Physicianship and Professionalism Advocacy Program (PPAP).
5. Review and approval of academic and professional record by the Medical Student Promotions and Professional Standards Committee prior to graduation:

- Students must receive the MSPPSC's recommendation for graduation and receipt of the Doctorate of Medicine degree.

6. Follow the standards set forth in University Regulation 4.001, 4.007 and other applicable University and College of Medicine Regulations, policies and procedures.

Failure to meet all the foregoing requirements will jeopardize a student's status as a student "in good standing" with the College of Medicine.

The Medical Students Promotions and Professional Standards Committee's recommendation for graduation and receipt of the M.D. degree must be approved by the Dean of the FAU College of Medicine.

Section IV: Behavioral Standards and Appeal of Sanctions

(a) University Regulation 4.007

Students are expected (1) to abide by federal, state, and local statutes and ordinances, both on and off campus; (2) to refrain from behavior incompatible with the responsibilities of the medical profession; and (3) to follow the Student Code of Conduct established by Florida Atlantic University Regulation 4.007 (*Student Code of Conduct*) <http://www.fau.edu/artsandletters/new-pdfs/4.007.Student%20Code%20of%20Conduct.pdf>

By enrolling in the Florida Atlantic University College of Medicine, a student accepts these behavioral standards and requirements as a prerequisite for continued enrollment in the medical curriculum and graduation. It is the student's responsibility to know and meet these standards and requirements. Failure to meet these standards and requirements may subject the student to expulsion, disciplinary dismissal, disciplinary suspension, disciplinary probation, or other sanctions, in addition to those sanctions imposed by the Florida Atlantic University Office of Student Affairs. The determination of whether a student is "responsible" or "not responsible" for a violation of University Regulation 4.007 shall be governed by the process described in University Regulation 4.007 and administered by the Florida Atlantic University Office of Student Affairs. The MSPPSC may, however, impose additional sanctions on the student, according to the severity of the violation. The student may appeal any such sanctions as described below.

Additionally, because of the serious responsibilities of the medical profession and the necessity to maintain public trust in the profession, students face disciplinary action by the Florida Atlantic University College of Medicine if they abuse alcohol or drugs, consume illegal drugs, or possess, distribute or sell drugs illegally.

(b) Appeal of Sanctions Imposed for Behavioral Misconduct under University Regulation 4.007

The student may appeal the severity of any sanctions imposed by the MSPPSC for behavioral misconduct in violation of University Regulation 4.007, as described above, by submitting an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) business days of receiving notice of the MSPPSC sanctions.

The first step to be taken by the student in the appeal is to appear before the MSPPSC or to inform it in writing of evidence or mitigating facts which might persuade the MSPPSC to rescind or alter the sanctions imposed. The MSPPSC will conduct a hearing to review the appeal on the sanctions and will notify the student of its decision within five (5) business days of the hearing.

If the student remains dissatisfied with the outcome of the MSPPSC hearing, the student may appeal the severity of the sanctions imposed by the MSPPSC by submitting an appeal in writing to the Senior Associate Dean for Student Affairs or designee within five (5) days of receiving notice of the MSPPSC's final decision on the sanction. The student must provide a justification for the appeal, which basis will be limited to the severity of the sanction. This appeal will go to the Executive Academic & Professionalism Committee (referred to as the "EAPC"). The EAPC is an ad hoc committee that is constituted to hear student appeals of grades, evaluations, and penalties or sanctions. The EAPC is chaired by a faculty member within the College of Medicine chosen by the Dean. Its membership includes the Director for Student Success and Learning Excellence; the Senior Associate Dean for Student Affairs and Admissions; the Assistant Dean for Student Affairs, Director of Medical Student Career Advising and Society Dean; the Senior Associate Dean for Medical Education, the Director of Program Evaluation and Assessment, the Assistant Dean for Academic Affairs; and the Department Chairs within the College of Medicine. The EAPC will conduct a hearing in order to determine whether the sanctions were imposed in a manner consistent with the requirements and standards of the Florida Atlantic University College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty. The EAPC may accept, reject or modify the sanctions imposed by the MSPPSC. The EAPC will notify the student of its decision within five (5) business days of the hearing.

If unsatisfied with the outcome of the EAPC hearing, the student may appeal the severity of the sanction by submitting an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) days of receiving notice of the EAPC decision. The student must provide a justification for the appeal, which basis will be limited to the severity of the sanction. This appeal will go to the Dean of the College of Medicine. The decision of the Dean of the College of Medicine is final. The student has a right to appeal the Dean's final decision to an external judicial forum.

(c) Hearing Procedures

This paragraph describes the procedures for all appeal hearings described above. The primary purpose of the appeal hearings described above is to ascertain whether the sanction under appeal was imposed in a manner consistent with the requirements and standards of the Florida Atlantic University College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty.

All hearings are closed to the public and the press. The appeal hearings are not adversarial in nature, and the formal rules of evidence do not apply. The student and all other interested parties will be invited to attend and participate in the hearings. The student may choose to have an advisor present. The advisor may consult with the student but may not participate in the hearing directly unless given permission to do so by those conducting the hearing. If the student's advisor is an attorney, the University will have an attorney present as well. Either party to the appeal may call witnesses. Summary minutes of the appeal and relevant attachments shall be provided to either party upon request.

Section V: Consequences of Failure to Meet Academic, Professional and Behavioral Requirements and Standards

This section describes the consequences for medical students who fail to meet the academic, professional and behavioral requirements and standards described above and are subject to a review of concern by the MSPPSC. Medical students may be subject to one or more of the following consequences imposed by the MSPPSC, in addition to those consequences imposed under University Regulations, policies or procedures, including, but not limited to, Regulations 4.001 and 4.007.

(a) Emergency Measures

The Dean of the College of Medicine or the Senior Associate Dean for Student Affairs and Admissions (or their designees) has the authority to take appropriate immediate action when a student poses a danger of imminent or

serious physical harm to others at the College of Medicine or the University or in an affiliated clinical site, or where the Dean or Senior Associate Dean for Student Affairs and Admissions (or their designees) determines that an emergency exists which affects the health, safety or welfare of a student, the University community or a patient.

Emergency Measures include but are not limited to, one or more of the following:

- (1) Interim Suspension. A student under interim suspension may not attend classes, may not be on or come onto University property or an affiliated clinical site (where such student may be participating in a clerkship), may not participate in any University activities or organizations, and may not use University facilities, equipment or resources.
- (2) Interim Removal from University Housing. A student under interim removal from University Housing may not reside in University Housing and may not come into University Housing facilities and/or adjacent areas of University Housing.
- (3) If the Dean of the College of Medicine or the Senior Associate Dean for Student Affairs and Admissions (or their designees) determines that other interim measures are appropriate to protect the health, safety or welfare of a student, the University community, or a patient, the Dean or Senior Associate Dean for Student Affairs and Admissions (or their designees) may:
 - A. Restrict or bar attendance of any or all classes or participation in clinical education;
 - B. Restrict or bar access or contact with individuals in the University community or affiliated clinical sites or patients;
 - C. Restrict or bar access to University property, places, facilities or equipment or affiliated clerkship sites;
 - D. Restrict or ban participation in University activities or organizations or clinical education; or
 - E. otherwise restrict conduct or ban access to University resources.
- (4) If a student's privileges are temporarily revoked as described herein, but the student is subsequently found not responsible for the violation, the University will:
 - A. Correct any record of the change in enrollment status in the student's permanent records and reports in a manner compliant with state and federal laws; and
 - B. Refund to the student, a pro-rated portion of any charges for tuition and out-of-state fees, as appropriate, if the temporary revocation or suspension of the student's ability to attend classes or participate in clinical education lasts for more than 10 school days.
- (5) A hold on registration may immediately be placed on all students who have Emergency Measures taken against them, which prevents the student from accessing, changing or altering his/her course registration and/or admission status.

A student subject to Emergency Measures shall be furnished:

- A. Written notice of the Emergency Measure and the reason(s) for the action.
- B. The opportunity to participate in student conduct proceedings or MSPPSC proceedings or to present relevant information for consideration of his/her case.

Emergency Measures may be taken at any time prior to the conclusion of the University student conduct proceedings or MSPPSC proceedings, including during the appeal process.

(b) Academic Deficiencies

The MSPPSC expects every student to meet the requirements and standards stated in this policy. For the purposes of this policy, academic deficiencies refer to either an Unsatisfactory (U), Withdrawal (W), or Incomplete (I) grade for a course or a clerkship. Consequences of academic deficiencies are described below. However, even without an academic deficiency, a student with poor academic performance may incur consequences as severe as a recommendation for dismissal for failure to meet these requirements and standards. Decisions by the MSPPSC for promotion to the next academic year or for graduation from the College of Medicine are contingent upon the successful remediation of all academic deficiencies and completion of all academic requirements.

(1) One Deficiency in an Academic Year

A student who has one deficiency (U, W, or I grade) per year will be required to remediate or complete the course or clerkship successfully prior to promotion to the next year. If the final grade earned in a course or clerkship is Unsatisfactory (U), Withdrawal (W), or Incomplete (I), a formal plan ("Plan for Remediating Unsatisfactory Performance" for a grade of U, if appropriate, a plan for repeating the course for a grade of W, or "Plan for Completing Course Requirements" for a grade of I), including expectations for work to be performed, student assessment, and time period for the remediation, will be established by the course, clerkship, and /or competency director, the student, and his/her Learning Community Adviser and submitted to the Senior Associate Dean for Student Affairs and Admissions (SADSAA), who will submit such plan to the Medical Students Promotions and Professional Standards Committee (MSPPSC) for its review and determination. The plan may include, but is not limited to, additional study time and taking a make-up exam, repeating all or part of a course or clinical clerkship, or repeating the academic year. The recommendation is submitted to the MSPPSC for action. All Unsatisfactory (U) grades in Years 1 and 2 will include a designation of which competency was deficient in the final grade report and in a written explanation included in the MSPE, but not on the student's transcript.

If the student fails to successfully remediate, the student will receive a U in the course or clerkship and further remediation, if allowed, must be by repetition of the course or clerkship. A second grade of Unsatisfactory in the same repeated course in years 1 and 2 may result in dismissal of the student from the College of Medicine M.D. program. A student who has one deficiency (U, W, or I grade) in a semester-long course per academic year may be dismissed from the program, or be required to repeat the entire year or a part of the year. A second grade of Unsatisfactory or Withdrawal in the same repeated clerkship in years 3 and 4 may result in dismissal of the student from the College of Medicine M.D. program.

The MSPPSC will determine a plan to resolve the deficiencies merited by the situation and will place the student on formal remediation status (see below).

(2) Two or More Deficiencies in an Academic Year

A student who has more than one deficiency (U, W, or I grades) per academic year may be dismissed from the program, or be required to repeat the entire year or a part of the year. The MSPPSC will determine a plan to resolve the deficiencies merited by the situation and will place the student on formal remediation status (see below).

(3) Multiple Deficiencies Across Academic Years

A student who has had multiple deficiencies across academic years will be reviewed for the severity of the overall problem and a recommended course of action for the individual will be made by the MSPPSC. Consistency of performance is also evaluated. Any student who receives multiple deficiencies across academic years (U, W, or I grades) throughout enrolment in the College of Medicine M.D. program will be reviewed on an on-going basis by the

MSPPSC, will be placed on “Probation” status, and may be subject to further MSPPSC action, up to and including dismissal from the College of Medicine.

(4) Referrals to Counseling (Tutorial) and Study Skills Service

Students are encouraged to take responsibility for their own learning and will be provided with formative assessment results throughout the M.D. program. All students are encouraged to avail themselves of tutorial and study skills services without referral. However, when students are presented as having difficulty at an SCRC or MSPPSC meeting, they are strongly encouraged to avail themselves of these services, and in some instances, will be directed to do so in writing. If a student is repeatedly urged to arrange tutoring, counselling or study skills help, but does not do so and subsequently fails a course or clerkship, this will be made known to, and taken into consideration by, the MSPPSC to assist in evaluation of the student’s overall performance and professional attitudes.

If a student is directed to seek these referral services, the student has a choice of utilizing FAU services or private resources. In addition to the COM Office of Student Affairs, course/clerkship representatives to the MSPPSC are responsible for providing the committee with reports of referrals made by course/clerkship faculty as well as the student’s utilization of referral services. Verification that the student has utilized these referral services may be required. In addition, the MSPPSC may require that the student have his/her tutor submit information and/or a recommendation to the MSPPSC relating to the student’s academic program.

(c) Other Consequences

Other consequences of failing to meet the academic, professional and behavioral requirements and standards described above include, but are not limited to, the following:

(1) Remediation Status

Remediation status indicates that the MSPPSC recognizes that the student has had academic deficiencies and is at risk of failure to successfully remediate those deficiencies and complete the educational program. If the student is able to successfully improve their academic and professional performance and remediate deficiencies, the fact that the student was placed on Remediation status will not be included in the student’s MSPE or other information transmitted to outside entities (e.g., certifications of training) but will remain in the student’s permanent records in the College of Medicine.

(2) Probation

Probationary status (probation) may be imposed by the MSPPSC under various circumstances including, but not limited to, when it has significant concerns that failure to remediate deficiencies will result in dismissal of the student from the College of Medicine M.D. program. The notification to the student of probationary status will be accompanied by a plan for remedial action and specific performance requirements specified by the MSPPSC. A successful conclusion of the remedial work normally ends the probationary status following the recommendation to do so by the MSPPSC. However, the fact that the student was placed on probation will be included in the student’s MSPE or other information transmitted to outside entities (e.g., certifications of training) and will remain in the student’s permanent records in the College of Medicine.

Remedial interventions in a student’s curriculum by the MSPPSC are designed to fit particular academic deficiencies and may include, but not be limited to, the following: a specific study or reading program, remedial work and re-examination, changes in the student’s curriculum, additional training in a set of clinical skills, assignment to clinical sub-internships, repetition of all or part of the curriculum, reorganization of the student’s curriculum (especially during the fourth year), and supervision by an advisor from the MSPPSC.

(3) Suspension

The MSPPSC may conclude that the student should be suspended from the Florida Atlantic University College of Medicine for a period of time to be determined in its reasonable discretion.

Reinstatement to the FAU College of Medicine is contingent upon completion of all requirements stipulated under the suspension. The Dean of the College of Medicine will either determine that these requirements have been met or seek a recommendation from the MSPPSC on the matter. If a recommendation from the MSPPSC is sought, the MSPPSC shall review the circumstances surrounding the suspension and potential reinstatement, make a determination as to whether the terms and conditions of the suspension have been met, make a determination as to whether the student possesses the potential to pursue the MD degree successfully, and recommend whether the student should be reinstated.

(4) Dismissal

The MSPPSC may determine that a student be dismissed in the following cases: (1) failure to remediate deficiencies as described above; (2) an accumulation of narrative evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum; (3) a specific academic deficiency in a required competency (e.g., an important clinical skill has not been mastered); (4) a failing performance on either Step 1 or Step 2 of the USMLE examinations as listed in the USMLE policy; (5) failure to assume appropriate professional responsibility; (6) failure to meet professional standards, including those of demeanor and conduct; and (7) a violation of University Regulations, policies or procedures (including, but not limited to, Regulations 4.001 and 4.007) or College of Medicine policies or procedures.

In general, prior to dismissal, students shall be placed on probationary status and given a plan for remedial action and specific performance requirements by the MSPPSC. However, in extraordinary circumstances, the MSPPSC may dismiss a student without prior probation.

Failure to pass, after the third attempt, either Step 1 or Step 2 of the USMLE licensing examination leads to automatic dismissal from the College of Medicine.

Inability to complete all College of Medicine requirements within a 6-year period from the time of matriculation leads to automatic dismissal from the College of Medicine. Students must complete all course requirements within a six (6) year period from the time of matriculation in order to receive the Doctorate of Medicine (M.D.) degree. The foregoing requirement shall not apply to joint (1) MD/PhD students, who will have a separate timetable as determined by the College of Medicine and the Scripps Research Institute, Scripps Florida or (2) circumstances approved in writing by the MSPPSC.

After academic dismissal, a student may apply for readmission to the Florida Atlantic University College of Medicine through the standard admissions process.

Section VI: Grade Appeal Procedure

Students who wish to contest or review a final course or clerkship grade are subject to FAU Regulation 4.002 (Student Academic Grievance Procedures for Grade Reviews).

http://www.fau.edu/regulations/chapter4/4.002_Student_Academic_Grievance_Procedures_for_Grade_Reviews.pdf

This procedure is intended to provide additional detail, specific to the medical program, to assist students in following FAU Regulation 4.002.

Students at the College of Medicine are strongly encouraged to raise any concerns or complaints about a grade within 5 business days after the receipt of such grade, since final grades are typically officially submitted to the registrar one week after the grade is released to the student. If a timely complaint is not filed by the student, any ramifications related to transcript generation, determination of AOA status or academic awards, and residency/away rotation applications will be the responsibility of the student and may be irreversibly or negatively impacted. For purposes of implementing FAU Regulation 4.002, references to the “instructor” shall be replaced with (i) the Course or Rotation Director for years 1, 2 and 4, and (ii) the Clerkship Director for year 3.

For purposes of implementing FAU Regulation 4.002, references to the “chair/director” shall be replaced with (i) the Senior Associate Dean for Medical Education for years 1 and 2, (ii) the Clerkship Grading Committee for year 3, (the student should submit the written request to the Clerkship Director or the Year 3 Director who will coordinate a conference with all members of that discipline’s Grading Committee) and (iii) the Year 4 Co-Directors for year 4.

Any questions about the grade appeal procedure at the College of Medicine can be directed to the Office of Medical Education, the Office of Student Affairs, the Year 1, 2, 3, or 4 Curriculum Directors, or the Senior Associate Dean for Medical Education.

Section VII: Formal Appeal of other Academic/Professional-Based Penalties

(a) Appeal of Academic or Professional-Based Penalties

The student may appeal all other penalties (except for grades, narrative evaluations and exclusions from courses, which are addressed above) imposed by the MSPPSC based on the student’s failure to meet academic or professional standards, by submitting an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) business days of receiving notice of the decision from the MSPPSC. The appeal process for sanctions imposed as a result of behavioral misconduct under University Regulation 4.007 is described in Section IV above.

The first step to be taken by the student in the appeal is to appear before the MSPPSC or to inform it in writing of evidence or mitigating facts which might persuade the MSPPSC to rescind or alter its decision. Such a request for reconsideration, however, reopens the case and may lead to a new decision by the MSPPSC. The MSPPSC will conduct a hearing to review the appeal and will notify the student of its decision within five (5) business days of the hearing.

If the student remains dissatisfied with the outcome of the MSPPSC hearing, the student may submit an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) business days of receiving notice of the final decision by the MSPPSC. The student must provide a justification for the appeal, which basis will be limited to the following: 1) failure to receive the minimum requirements of process, as described in this Handbook; 2) severity of the penalty; or 3) new material or information that could not be discovered at the time of the MSPPSC hearing. This appeal will go to the EAPC. The EAPC will conduct a hearing in order to determine whether the decision was made in a manner consistent with the requirements and standards of the Florida Atlantic University College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty. The EAPC may accept, reject or modify the decision of the MSPPSC. The EAPC will notify the student of its decision within five (5) business days of the hearing.

If unsatisfied with the outcome of the EAPC hearing, the student may appeal the decision by the EAPC by submitting an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) days of receiving notice of the EAPC decision. The student must provide a justification for the appeal, which basis will be limited to the following: 1) failure to receive the minimum requirements of process, as described in this Handbook; 2) severity of the penalty; or 3) new material or information that could not be discovered at the time of the EAPC

hearing. This appeal will go to the Dean of the College of Medicine. The decision of the Dean of the College of Medicine is final. The student has a right to appeal the Dean's final decision to an external judicial forum.

(b) Hearing Procedures

This paragraph describes the procedures for all appeal hearings described above. The primary purpose of the appeal hearing is to ascertain whether the penalty under appeal was imposed in a manner consistent with the requirements and standards of the Florida Atlantic University College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty.

All hearings are closed to the public and the press. The appeal hearing is not adversarial in nature, and the formal rules of evidence do not apply. The student and all other interested parties will be invited to attend and participate in the hearings. The student may choose to have an advisor present. The advisor may consult with the student but may not participate in the hearing directly unless given permission to do so by those conducting the hearing. If the student's advisor is an attorney, the University will have an attorney present as well. Either party to the appeal may call witnesses. Summary minutes of the appeal and relevant attachments shall be provided to either party upon request.

Section VIII: Physicianship and Professionalism Advocacy Program (PPAP)

Professionalism is an attribute and competency demanded of all physicians and an important component of the College of Medicine at Florida Atlantic University. Medical schools have a responsibility for the initial professional education of their students and for assisting in the development of professional attitudes and attributes among these students. The basic components of professional behavior can be clearly defined and monitored during the medical education experience. Forms and procedures initially developed at the University of California San Francisco (Academic Medicine 2004 79: 244-249) have been validated and adopted by an increasing number of medical schools, residency programs and professional organizations (AAMC, ACGME, ABIM, ABMS, AMA).

The Physicianship and Professionalism Advocacy Program (referred to as "PPAP") establishes a process used to monitor, evaluate, improve, and promote the professional behavior of medical students at the College of Medicine. It outlines the process for reporting concerns about medical student professionalism and sets forth the outcomes that may result from that process. It also provides the opportunity to commend students that demonstrate exemplary professionalism. The forms used to document the concerns and commendations to students about their professional behavior are posted on the FAU College of Medicine website.

The PPAP program shall not apply to student violations being adjudicated under University Regulation 4.007 (as described in Section IV of this policy).

The foundation underlying the prescription of student standards at the College of Medicine is the conviction that the exercise of individual rights must be accompanied by related responsibilities. By accepting membership in the University community, a student acquires rights in, as well as responsibilities to, the whole University community. These rights and responsibilities are defined within this policy. All students are subject to the policies and procedures described herein.

(a) Reporting Process

There are two levels of reporting on student behavior concerns: a Physicianship Incident Report (referred to as a "PIR") and a Physicianship Evaluation Form (referred to as a "PEF"). A PIR can be generated anytime a student's behavior raises concerns regarding the medical student's professional and ethical conduct. If the situation raises major concerns about a medical student's character and professionalism, a PEF should be completed. PIRs and PEFs are submitted to the Senior Associate Dean for Student Affairs who will follow up as described below.

PIRs and PEFs can be generated by anyone, including but not limited to, course coordinators, the College of Medicine administration, faculty, staff and other students. All PIRs and PEFs must be submitted via the College of Medicine's Office of Student Affairs' secure web-based PPAP Reporting System. These incident reports must include the name of the student, the name of the concerned observer, the date of the incident being reported, the location of the incident, and a narrative description of the student's behavior. Anyone submitting a PIR or a PEF may also provide suggestions for corrective actions. Note that the name of the concerned observer may be withheld for purposes of anonymity at the discretion of the Senior Associate Dean for Student Affairs and Admissions and/or the Assistant Dean for Student Affairs.

A Physicianship Commendation Report (referred to as a "PCR") is the mechanism for reporting a student professionalism commendation. A PCR can be generated anytime a student demonstrates such exemplary professional behavior that formal recognition seems warranted. PCRs can be generated by anyone, including but not limited to, course coordinators, the College of Medicine administration, faculty, staff and other students. PCRs must be submitted via the College of Medicine's Office of Student Affairs' secure web-based PPAP Reporting System.

Student commendations through a PCR submission will be brought by the Office of Student Affairs to the Student Competency Review Committee (SCRC) for discussion. Should the student commendation rise to an exceptional level the SCRC will request that a written reflection of the commendation be included in the student's Medical Student Performance Evaluation (MSPE). Any inclusion of such commendation on the MSPE is at the discretion of the Senior Associate Dean for Medical Education.

All (PIRs), (PEFs), and (PCRs) will be entered into the PPAP database (referred to as the "Database"). The Database can be used: 1) to generate quarterly reports, without student names, of the types of professionalism issues that have arisen that will be distributed to all students and faculty; 2) to generate a report, with student names, to be reported to both the SCRC and the MSPPSC; and reviewed by the MSPPSC, 3) to keep the Director of Student Success and Wellness and the Office of Student Affairs fully informed about students who are experiencing difficulties; and 4) to inform the Senior Associate Dean for Medical Education for potential inclusion in the MSPE, which inclusion will be at his/her discretion.

(b) Consequences under PPAP

Students may be the subject of disciplinary actions taken because of professional concerns. Any misconduct that is addressed under University Regulations 4.001 or 4.007 will be governed by the procedures described in such Regulations.

(1) Physicianship Incident Reports (PIR)

If a PIR raises a significant concern about an individual student, that student will be notified in writing by the Senior Associate Dean for Student Affairs and Admissions or Assistant Dean for Student Affairs. The Senior Associate Dean for Student Affairs and Admissions and/or Assistant Dean for Student Affairs will then meet with the student, and the student will be offered the opportunity to write a response. The Senior Associate Dean for Students Affairs and/or the Assistant Dean for Student Affairs will investigate the incident and review all documentation. If the report is found invalid, the issue will not proceed to the MSPPSC. If the report is found to be valid, the incident will be referred to the MSPPSC for review and actions, as appropriate.

(2) Physicianship Evaluation Forms (PEF)

(i) Physicianship Evaluation of 1st and 2nd Year Medical Students

Professionalism is a core competency for all medical students and is fundamental to the practice of medicine. The PEF indicates that a student needs help developing physicianship skills and appropriate attitudes and attributes. A course director and any faculty member who are concerned about a student's behavior will give feedback to the student and make suggestions for improvement. If the behavior is repeated or is initially serious enough, a PEF will be submitted. The Senior Associate Dean for Student Affairs and Admissions and/or Assistant Dean for Student Affairs will meet with the student, and the student will be offered the opportunity to write a response. The Senior Associate Dean for Student Affairs and Admissions and/or the Assistant Dean for Student Affairs will investigate the incident and review all documentation. If the evaluation is found invalid, the issue will not proceed to the MSPPSC. If the report is found to be valid, the incident will be referred to the MSPPSC for review and action, as appropriate.

The following example describes the kind of behavior that would warrant a PEF: a student repeatedly does not show up for a patient-related activity, such as a preceptorship, without appropriate communication with the preceptor and the course coordinator. Attempts to give the student feedback about this issue have been unsuccessful.

(ii) Physicianship Evaluation of 3rd and 4th Year Medical Students

Professionalism is a core competency for all medical students and is fundamental to the practice of medicine. Students who do not demonstrate adequate professional and personal attributes will be evaluated further by the clerkship director or other appropriate faculty member who will complete a PEF to document the areas in which improvement is needed. This PEF evaluation covers several areas: ability to meet professional responsibilities; ability to improve and adapt; and ability to establish adequate relationships with patients, families, and members of the health-care team. Rapid turnaround of feedback to students whenever information becomes available is a goal of this evaluation process. The clerkship or site director or other appropriate faculty member is encouraged to meet with a student who does not meet physicianship standards as soon as concerns are raised prior to the end of the rotation. The purpose of this meeting is to discuss ways in which performance can be improved, thus allowing the student adequate opportunity to make appropriate changes. Such feedback meetings during the clerkship, though strongly encouraged, are not required in order to submit a PEF. A PEF can be filed up to eight weeks after the student's start of the subsequent rotation. The Senior Associate Dean for Student Affairs and Admissions and/or the Assistant Dean for Student Affairs will meet with the student and the student will be offered the opportunity to write a response. The Senior Associate Dean for Student Affairs and Admissions and/or the Assistant Dean for Admissions will investigate the incident and review all documentation. If the report is found invalid, the issue will not proceed to the MSPPSC. If the report is found to be valid, the incident will be referred to the MSPPSC for review and actions, as appropriate.

(iii) Physicianship Evaluation of all Students by Administration

Professionalism is a core competency for all medical students and is fundamental to the practice of medicine. Students are expected to demonstrate adequate professional and personal attributes both within and outside the boundaries of a course or clerkship. If inadequate professional behaviors are noted outside of course work or clinical experiences, students will be subject to receiving a PEF from the administration.

The following examples describe the kinds of behavior that would warrant a PEF from the administration: a student's behavior violates the law or the norms of moral decency, a student falsifies financial information in order to procure student loans; a student does not respond in a reasonable manner to multiple communications from the Offices of Medical Education or Student Affairs; a student does not meet the requirements that are in place to progress to clinical responsibility, including but not limited to receiving required immunizations, scheduling and completing USMLE Step 1 and Step 2 by the required dates.

Rapid feedback to students is a goal of this evaluation process and will be prioritized whenever information becomes available. The Senior Associate Dean for Student Affairs and Admissions and/or the Assistant Dean for Student Affairs will meet with the student and the student will be offered the opportunity to write a response. The Senior

Associate Dean for Student Affairs and Admissions and/or the Assistant Dean for Admissions will investigate the incident and review all documentation. If the report is found invalid, the issue will not proceed to the MSPPSC. If the report is found to be valid, the incident will be referred to the MSPPSC for review and actions, as appropriate. The student will meet and discuss the evaluation with the Senior Associate Dean for Student Affairs and Admissions or the Assistant Dean for Student Affairs, and the student will be offered an opportunity to write a response. The Senior Associate Dean for Student Affairs and Admissions and/or the Assistant Dean for Student Affairs will investigate the incident and review all documentation. If the evaluation is found invalid, the issue will not proceed to the MSPPSC. If the report is found to be valid, the incident will be referred to the MSPPSC for review and actions, as appropriate.

(b) Appeals Process

Students may appeal any individual PIR or PEF or any resulting sanctions imposed by the MSPPSC by submitting an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) business days of receiving notice of the decision from the MSPPSC.

The first step to be taken by the student in the appeal is to appear before the MSPPSC or to inform it in writing of evidence or mitigating facts, which, might persuade the MSPPSC to rescind or alter its decision. Such a request for reconsideration, however, reopens the case and may lead to a new decision by the MSPPSC. The MSPPSC will conduct a hearing to review the appeal and will notify the student of its decision within five (5) business days of the hearing.

If the student remains dissatisfied with the outcome of the MSPPSC hearing, the student may submit an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) business days of receiving notice of the final decision by the MSPPSC. The student must provide a justification for the appeal, which basis will be limited to the following: 1) failure to receive the minimum requirements of process, as described in this Handbook; 2) severity of the penalty; or 3) new material or information that could not be discovered at the time of the MSPPSC hearing. This appeal will go to the EAPC. The EAPC will conduct a hearing in order to determine whether the decision was made in a manner consistent with the requirements and standards of the Florida Atlantic University College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty. The EAPC may accept, reject or modify the decision of the MSPPSC. The EAPC will notify the student of its decision within five (5) business days of the hearing.

If unsatisfied with the outcome of the EAPC hearing, the student may appeal the decision by the EAPC by submitting an appeal in writing to the Senior Associate Dean for Student Affairs and Admissions or designee within five (5) days of receiving notice of the EAPC decision. The student must provide a justification for the appeal, which basis will be limited to the following: 1) failure to receive the minimum requirements of process, as described in this Handbook; 2) severity of the penalty; or 3) new material or information that could not be discovered at the time of the EAPC hearing. This appeal will go to the Dean of the College of Medicine. The decision of the Dean of the College of Medicine is final. The student has a right to appeal the Dean's final decision to an external judicial forum.

(c) Hearing Procedures

This paragraph describes the procedures for all appeal hearings described above. The primary purpose of the appeal hearing is to ascertain whether the penalty under appeal was imposed in a manner consistent with the requirements and standards of the Florida Atlantic University College of Medicine, the rights and obligations of the student, and the rights and obligations of the faculty.

All hearings are closed to the public and the press. The appeal hearing is not adversarial in nature, and the formal rules of evidence do not apply. The student and all other interested parties will be invited to attend and participate in the hearings. The student may choose to have an advisor present. The advisor may consult with the student but may not participate in the hearing directly unless given permission to do so by those conducting the hearing. If the

student's advisor is an attorney, the University will have an attorney present as well. Either party to the appeal may call witnesses. Summary minutes of the appeal and relevant attachments shall be provided to either party upon request.

Professional Dress Guidelines

As representatives of the medical profession, all medical students at the COM 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 COM's participating institutions, they should consider themselves as representatives of the FAU 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.
 - o Men: Slacks and shirt, preferably with collar. Tie is optional.
 - o Women: Dresses or skirts of medium length, or professional style slacks.
- 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, to the student, or to 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. For men, a shirt with a collar is preferred.
- b. For women, shirts and blouses must extend to the waistband of the skirt or pants.
- c. Students are permitted to wear casual slacks, jeans, and T-shirts, provided they are clean, in good repair, and do not contain any offensive language or pictures. Shorts are not permitted.

3. Standards in the laboratory setting

- a. Students should follow the guidelines as established for the classroom setting.
- b. OSHA regulations prohibit open-toed shoes.

4. Standards in the clinical care setting

- a. Professional attire and physician-identifying clothing:
 - o Men should wear a shirt, tie, long pants, socks, and hard-soled shoes.
 - o Women should wear dresses or skirts of medium length, or professional style slacks.
 - o A white coat with the FAU College of Medicine embroidered logo and a name badge are required.
 - o Shoes must be comfortable, clean, in good repair and appropriate to the job and duties. In addition, specific footwear requirements, such as steel-toed shoes, may be defined in areas with special safety concerns. Beach-type shoes (such as thongs or flip-flops) and bedroom slippers are not appropriate.
 - o Students should not chew gum.

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 should not 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.
 - c. The dress guidelines for the home visits will be reviewed in more detail as a part of the coursework in preparation for the first home visits.
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

The College of Medicine Attendance Policy

Medical students, as future physicians, are considered professionals and should conduct themselves in a manner consistent with that role in all activities, including but not limited to classroom work, laboratory work, and clinical experiences. Professionalism related to attendance includes arriving to all educational and clinical activities on time, for all scheduled days and for all mandatory sessions, as specified by the course or clerkship director. Specific attendance and punctuality requirements for courses and clerkships will be included in the course syllabus or may be communicated by alternate written means, such as email or notice in OwlMed. Students are expected to be present for all mandatory activities including all orientations and any sessions added to the academic calendar over the course of the year, excluding designated vacation time.

Each student's primary objective should be to fully participate, engage in, and complete their undergraduate medical education in four years. Timely communication between the student and the course, clerkship or curriculum director is essential to any episode of student absence or tardiness from mandatory medical school activities. The faculty is well aware that personal issues can arise throughout the academic year but professionalism standards require that students always communicate in a timely, honest, respectful, and professional way. An unexcused, uncommunicated absence at any time during medical school is a serious matter. It will be viewed as a breach of professionalism. Failure to comply with attendance requirements will impact the student's final course or clerkship grade and affect eligibility for school-based or national awards. Additionally, a pattern of unexcused absences may result in failure of a course or clerkship and possible disciplinary action through the MSPPSC, up to and including dismissal from the College of Medicine. Any student filing a false or fraudulent application for absence or having a recurrent pattern of unexcused absences will automatically be referred to the MSPPSC for an infraction of the Code of Academic Integrity (FAU Regulation 4.001).

ABSENCES AND TARDINESS

Absences and tardiness from any educational, classroom or clinical activity must be handled in a professional manner and whenever possible requires prior notification and compliance with the procedures outlined below. Students must realize that their absence or tardiness negatively impacts many other people including faculty, preceptors, attending physicians, fellow students, and ultimately patients who are expecting them to be timely with their delivery of care. Absences fall into two types, unanticipated and anticipated. The primary difference between an "unanticipated" and "anticipated" absence is the realistic ability/inability to foresee the absence prior to the event. Absences then fall into one of two categories, excused or unexcused. This policy covers both types and categories of absence and tardiness.

DEFINITIONS

Tardiness occurs when the student arrives after the scheduled and expected start time for the educational and/or clinical activity. Tardiness at the College of Medicine is defined as a single episode of being late by 15 minutes or more or 3 or more instances of arriving after the scheduled and expected start time for the educational and/or clinical activity (even if only by 5 minutes or less) within a course or clerkship.

Unanticipated absences occur when the student's ability to participate in a required educational and/or clinical activity changes suddenly shortly prior to the event. Examples include but are not limited to: sudden onset of illness, a car accident, a family emergency, or death of a close family member, etc.

Anticipated absences are those absences that can realistically be foreseen and planned for in advance. Examples include but are not limited to: a religious holiday, wedding, elective surgery, jury duty, representing the College as a member of a committee or task force, or presenting research at a national meeting/conference, etc.

Excused absence or tardiness is when the absence or tardiness is deemed to be within the parameters of the attendance policy and professional behavior expected of a medical professional and future physician. An excused absence or tardiness will not negatively impact a student's final grade and/or eligibility for school-based or national awards.

Unexcused absence or tardiness is when the absence or tardiness is deemed to have violated the acceptable parameters of the attendance policy and professional behavior expected of a medical professional and future physician. Patterns of unexcused absences and tardiness are of particular concern, but any unexcused absence or tardiness may impact a student's final grade, affect eligibility for school-based or national awards, and may result in referral to the Student Competency Review Committee (SCRC) for remediation and support and/or referral to the MSPPSC for disciplinary action.

Communication about ANTICIPATED Absences & Tardiness

Because personal issues can arise throughout the academic year, a student may request an excused anticipated absence or tardiness for a critical personal event that cannot be arranged during independent study time, free time on evenings/weekends, regularly scheduled vacation time, and/or white space/ discretionary time in years 3 and 4. As future medical professionals, students are expected to use their free time and vacations to meet the majority of their personal needs. An excused anticipated absence or tardiness will be granted at the discretion of the course or clerkship directors but only for events deemed significant and appropriate for a typical medical professional. Students are not entitled to these days off and they will only be granted for critical events that do not require missing more than 1- 3 days per academic year. Students will also be responsible for making up all missed work based on the recommendations of the course/clerkship directors. Please see charts below for more details related to specific absence scenarios for M1/M2 and M3/M4.

Students who wish to submit a request for an excused anticipated absence for any course work at the College of Medicine should complete the “Special Request for Absence from an Educational or Clinical Responsibility” form available on the website and list all course/clerkship directors affected by the absence no less than 4 weeks prior to the event. All requests filed with less than 4 weeks will automatically be denied unless there are extenuating circumstances outside of the student’s control. All impacted course directors will have 5 business days from the receipt of the completed form to render a joint decision on whether the request will be approved and excused as well as if any make-up time/work are required and submit the approval to the Office of Student Affairs. Students will be notified by email from the Office of Student Affairs, M3 Coordinator or M4 Coordinator of the decision.

Patterns of absence and tardiness from all educational, classroom and/or clinical activities throughout the College of Medicine curriculum will be tracked by course and clerkship faculty and administrators and the Office of Student Affairs.

Communication about UNANTICIPATED Absences & Tardiness

If a student has an emergency that prevents him/her from attending a mandatory scheduled educational or clinical activity, or from being on time, he/she is expected to notify the course or clerkship director and/or the direct supervisor for the session (small group leader, preceptor, attending, etc.) for that required activity as soon as possible, preferably before the start of the scheduled activity/shift. It is important that students directly notify the person that is expecting them for the session in as timely a manner as possible. Students should also notify the Office of Student Affairs by email (COMStudentAffairs@health.fau.edu) or telephone (561-297-2219). Course and clerkship directors will let the student know by phone or email if the unanticipated absence or tardiness will be excused or unexcused as well as if any make-up time/work are required. Unexcused unanticipated absences and tardiness will be tracked by course and clerkship faculty and administrators, and may impact a student’s final grade, affect eligibility for school-based or national awards, and may result in referral to the Student Competency Review Committee (SCRC) for remediation and support and/or referral to the MSPPSC for disciplinary action.

M1 and M2 Specific Information

Advance planning is critical in years 1 and 2 when students are involved in integrated courses with hands on small group activities as well as clinical experiences, standardized patient exercises, simulation center and laboratory activities. All personal events should be scheduled during vacation time, nights, weekends, and independent study time, however, for events that can be planned well in advance and may not fit within the free time/vacation time of the academic calendar, such as a wedding, the advance planning should ideally begin prior to the beginning of the academic year or with as much lead time as possible. This will avoid missing any crucial course activities or clinical sessions. Please see chart below for guidance. Please remember that all students must submit a request for an excused anticipated absence for any course work at the College of Medicine via the “Special Request for Absence from an Educational or Clinical Responsibility” form on the website and list all course/clerkship directors affected by the absence no less than 4 weeks prior to the event.

Guidelines for Absence and Tardiness for M1/M2 Students

EVENT	ABSENCE EXCUSED?	MAKE-UP WORK/TIME NEEDED?
Student illnesses/ accidents, including infections that could put others at risk	Yes, however documentation could be required and OSA may be involved to assist the student should a LOA be required.	At the discretion of the course director(s)
Illness or death of a close family member or close friend	Yes, however documentation could be required and OSA may be involved to assist the student should a LOA be required.	At the discretion of the course director(s)
Family emergency (unspecified)	Yes, however documentation could be required and OSA may be involved to assist the student should a LOA be required.	At the discretion of the course director(s)
Religious holidays	Yes, please see religious observance policy.	At the discretion of the course director(s)
Presentation or representing FAU as an officer at a Medical/ Scientific conference	Typically, yes, but depends on the timing of the conference and what critical course events will be missed. The request must be made no less than 4 weeks prior to the absence. Typically no more than 2 days missed including travel.	At the discretion of the course director(s)
Attending a medical conference	Rarely to never. The request must be made no less than 4 weeks prior to the absence. No more than 2 days missed including travel.	At the discretion of the course director(s)
Wedding (student is bride or groom)	Yes, if request is made no less than 4 weeks prior to the absence, and OSA should be involved to assist the student should family leave be required.	At the discretion of the course director(s)
Birth/adoption of a child (student is the mother or father)	Yes, OSA should be involved to assist the student should family leave be required.	Work will be made up upon return from Family Leave.
In the wedding party of a family member or extremely close friend	Typically, yes, but depends on the timing of and what critical course events will be missed. The request must be made no less than 4 weeks prior to the absence. Typically no more than 1 day missed including travel.	At the discretion of the course director(s)
Significant personal event otherwise unspecified	Depends on the significance and timing of the event what critical course events will be missed. Also depends if event could be scheduled during vacation, independent study or free time. The request must be made no less than 4 weeks prior to the absence. Typically no more than 1-2 days missed.	At the discretion of the course director(s)
Birthdays, Trip/Vacation, Reunions, Oversleeping, Traffic, and other personal activities.	Rarely to never. Students should make use of their free time and vacation time as well as plan appropriately to meet professional requirements.	At the discretion of the course director(s)

M3 and M4 Specific Information

Advance planning is critical in years 3 and 4 when students are involved in developing their own clerkship and rotation schedules. Most personal events should be scheduled during vacation time and year 4 discretionary time, however, for events that can be planned well in advance and may not fit within the free time/vacation time of the academic calendar, such as a wedding, the advance planning should ideally begin prior to the time when clerkships and year 4 rotations are chosen in order to pick a clerkship or elective block that does not have night or weekend call at the time of the event. This will avoid missing any crucial inpatient clerkship or acting internship/rotation time. Year 3 and 4 students will have the opportunity to make special requests prior to the completion of the schedules. Close communication well in advance of schedule completion with the year 3 and 4 directors and administrators is essential. Please see the chart below for guidance and remember that for personal events that can be planned in advance, but become known after the year 3 clerkship or year 4 schedule is set, students should complete the "Special Request for Absence from an Educational or Clinical Responsibility" form on the website and list all course/clerkship directors affected by the absence no less than 4 weeks prior to the event.

Year 3 - The outpatient blocks in the longitudinal integrated clerkships (LICs), for the most part, do not have night or weekend call, so efforts will be made to schedule students on those blocks in anticipation of approved absences. If necessary on-call schedules may be adjusted if possible to free up a given weekend day or night with advance notice. Year 3 students may miss one day during each LIC before make-up time is required. Students should make every effort to reschedule missed clinical experiences and preceptor sessions when they are missed. Unexcused absences will always require make-up time. Students should be aware that missing greater than 2 days may put them at risk for failing the clerkship or rotation and may result in a referral to OSA and the MSPSPSC for disciplinary action. It is the student's responsibility to work with his/her attending, preceptors, clerkship directors, as well as the year 3 director and coordinators to plan any necessary make-up time. Therefore, the responsibility and any consequence(s) for missing a required clinical experience/activity (e.g., lowered grade, course failure, repeating an academic year, leave of absence, probation, suspension, or dismissal etc.) regardless of the circumstance lies with the student.

Year 4 - Given the importance of residency interviews and the Step 2 Exams, the year 4 team works closely with students to be flexible with scheduling. With that said, students are expected to be consistently proactive and responsible communicators with the year 4 leadership and administrators as well as the supervising attendings on their rotations. Arrangements for medical student absences must not negatively impact patient care. When a medical student is to be absent from assigned duties, for any reason, it is the responsibility of the individual student to notify the supervising faculty physician or rotation coordinator of his/her absence with as much prior notice as possible. Please see M4 Absence Policies Specific Considerations in the M4 Handbook for more details.

Guidelines for Absences and Tardiness for M3/M4 Students

EVENT	ABSENCE EXCUSED?	MAKE UP TIME NEEDED?	
		Outpatient Block	Inpatient Block
Student illnesses/ accidents, including infections that could put patients or other staff at risk	Yes, however documentation could be required and OSA may be involved to assist the student should a LOA be required.	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block.
Illness or death of a close family member or close friend	Yes, however documentation could be required and OSA may be involved to assist the student should a LOA be required.	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block.

Family emergency (unspecified)	Yes, however documentation could be required and OSA may be involved to assist the student should a LOA be required.	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block.
Religious holidays	Yes, please see religious observance policy. Reasonable accommodation will be made to schedule around all requested observed holidays during outpatient blocks. Ideally students should let the year 3 and 4 director know when schedules are being made.	Student responsible to reschedule missed experiences	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block.
Presentation or representing FAU as an officer at a Medical/ Scientific conference	Typically, yes, if notification is made 2 months prior to LIC/M4 schedule completion. Attempts will be made to schedule the missed days during outpatient blocks, but depends on the timing of the conference and what critical course events will be missed.	Student responsible to reschedule missed experiences.	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block
Attending a medical conference	Rarely to never. The request must be made prior to completion of LIC/M4 schedule. Student may only miss one day per LIC before vacation time must be used to make-up absences.	Student responsible to reschedule missed experiences	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block
Wedding (student is bride or groom)	Yes, if notification is made 2 months prior to LIC/M4 schedule completion. Attempts will be made to schedule the missed days during outpatient blocks.	Student responsible to reschedule missed experiences.	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block
Birth/adoption of a child (student is the mother or father)	Yes, OSA should be involved to assist the student should family leave be required.	Work will be made upon return from Family Leave.	
In the wedding party of a family member or extremely close friend	Yes, if notification is made 2 months prior to LIC/M4 schedule completion. Student may only miss one day per LIC before vacation time must be used to make-up absences.	Student responsible to reschedule missed experiences.	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block
Residency Interviews and Step 2 Exams	Yes, if year 4 team and rotation attendings are notified in advance, and year 4 policies are followed	Follow Year 4 Absence Policy	
Significant personal event otherwise unspecified event	Depends on the significance and timing of the event what critical clerkship events will be missed and if notification is made 2 months prior to LIC/M4 schedule completion. Student may only miss one day per LIC before vacation time must be used to make-up absences	Student responsible to reschedule missed experiences.	Yes, if > 1 day missed. Student must make up a full continuity week during vacation time if 2 days are missed during an inpatient block
Birthdays, Trip/Vacation, Reunions, Oversleeping, Traffic, and other personal activities.	No. Absence will impact final grade.	Yes – for all days missed. Student responsible to reschedule all missed experiences.	Yes. Student must make up to a full continuity week during vacation time if any days are missed during an inpatient block.

Medical Student Policy Regarding Accessing Health Services

Medical students may be excused from classes or clinical rotations in order to access health services as described in the College of Medicine Attendance Policy. Students should make every effort to schedule elective healthcare appointments during Independent Study Time or White Space Time. If this is not possible and students must miss mandatory activities, the course or clerkship director may require make-up coursework. In the event of urgent or emergent medical issues that require an absence from class or clinical activities, students should contact the Office of Student Affairs, course and clerkship directors as soon as possible. Students are expected to follow all relevant College of Medicine policies governing communicable diseases and percutaneous exposure and should be excused from classes or clinical activities in a timely manner in order to adhere to these policies.

Religious Observance Policy

The College of Medicine recognizes that students, faculty and staff observe a variety of religious faiths and practices. The College will follow FAU Regulation 2.007 regarding absences due to personal observances of religious holidays. A student who must be absent from an academic or educational requirement due to religious beliefs or practices will not be penalized. The procedure for requesting religious accommodations at the College of Medicine (see below) is intended to provide additional detail, specific to the medical program, to assist students in following FAU Regulation 2.007.

FAU Regulation 2.007 Religious Observances

- (1) The University recognizes and values students' rights to observe and practice their religious beliefs. This regulation provides a procedure in which students may seek reasonable accommodation of their religious observances, practices, and beliefs in regard to admission, class attendance, the scheduling of examinations, major class events, major University activities, and work assignments.
- (2) The University will reasonably accommodate a student's religious observances, practices, and beliefs as they pertain to the following:
 - a. Admissions: The University will not deny admission to any student because of the religious observance, practice, or belief of the student.
 - b. Class Attendance: Any student, upon notifying his or her instructor, will be excused from class or other scheduled academic or educational activity to observe a religious holy day of his or her personal faith. Such notification shall be made no later than the end of the second week of the applicable academic term. Students shall not be penalized due to absence from class or other scheduled academic or educational activity because of religious observances, practices or beliefs. Students should review course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from successfully completing the academic requirements of a course.
 - c. Work Assignments: Students who are excused from class or a specific work assignment or other academic or educational activity for the purpose of observing a religious holy day will be responsible for the material covered in their absence, but shall be permitted a reasonable amount of time to make up any missed work. Missed work shall be made up in accordance with a timetable set by the student's instructor or as prescribed by the instructor at the beginning of the academic term.
 - d. Examinations, Major Class Events, Major University Activities: The University, by and through itself and its instructors, shall use reasonable efforts not to schedule major examination, major class events, or

major University activities on a recognized religious holy day. A recognized religious holy day is a significant day of religious observance as recognized by the highest governing body of that particular religious faith. Evidence of such recognition shall be provided by the student unless the holy day has been previously recognized by the University on its University Calendar as a day of observance in which the University is closed in observance of the holiday.

- (3) Any student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress of the decision by filing a complaint for failure to provide a religious accommodation with the Office of Equal Opportunity Programs. Any such complaint will be processed and investigated in accordance with the University's established procedure regarding alleged discrimination and harassment.

Procedure for requesting religious accommodation at FAU College of Medicine

Year 1 and year 2 students are encouraged to notify the course directors and/or the direct supervisor of any sessions they will be missing as soon as possible in order to avoid scheduling conflicts. Students are also encouraged to notify the Office of Student Affairs by email (COMStudentAffairs@health.fau.edu) or telephone (561-297-2219). For year 3, students work closely with the curriculum/clerkship directors to create the year 3 schedule and complete a year 3 schedule survey that is distributed in the winter of year 2 as the LIC schedules are being made. It is recommended that students alert the curriculum/clerkship directors at that time of any religious accommodations necessary so that scheduling conflicts can be avoided. We also encourage third year students to notify the Office of Student Affairs by email (COMStudentAffairs@health.fau.edu) or telephone (561-297-2219) and the supervising attending physician as soon as possible in order to avoid scheduling conflicts. For Year 4, it is recommended that students alert the curriculum/rotation directors of any religious accommodations necessary prior to the completion of the rotation schedules. Students are encouraged to notify the curriculum/rotation directors and the Office of Student Affairs by email (COMStudentAffairs@health.fau.edu) or telephone (561-297-2219) as soon as possible in order to avoid scheduling conflicts.

Severe Weather Policy

Cancellation of required clinical activities due to severe weather or disaster will follow FAU Severe Weather Policy. Toll free hotline: 1-888-8FAUOWL (832-8695) <http://www.fau.edu/advisory/>.

Students are responsible for checking e-mails, and university or hospital websites for updated procedures and protocols. In the case of a loss of all methods of communication, students should follow general recommendations from the FAU Severe Weather Policy and exercise their own judgment in considering personal and public safety.

In the event of severe weather or a natural disaster that interrupts or has the potential to interrupt normal operations, students will be contacted by the Office of Student Affairs and/or the Office of Medical Education with instructions pertaining to class and clinical rotation attendance. If there are any questions, concerns, or doubts regarding travel to school or to a clinical rotation, students should always err on the side of caution and seek and remain in safe shelter.

Students will be notified as soon as possible if specific clinical sites are closed, or activities are cancelled with postings and updates on Blackboard or FAU e-mail account.

Evaluation Completion Policy

All students of the Florida Atlantic University Charles E. Schmidt College of Medicine play a vital and essential role in contributing to the continual improvement of the medical education program and all aspects of the College of Medicine. The responsibility to provide feedback is critical to the medical profession, and reflects the mutual obligation that teachers and learners have to provide constructive commentary to each other as they seek to improve and enhance their performance. Consequently, all students are expected to actively participate in the College's comprehensive evaluation program. The Office of Program Evaluation and Assessment (OPEA) collects and compiles all evaluation data, and then provides anonymized reports and analysis to the appropriate curriculum

committees. These committees, in conjunction with the Office of Medical Education (OME), utilize the data to formulate and implement curriculum improvement and faculty development strategies. In order to attain valuable participation of every student in the evaluation process, the Office of Medical Education has established the following guidelines.

All program and teaching evaluations are mandatory; students are required to complete 100% of these curriculum evaluations as part of their professional responsibilities at the College of Medicine. Failure to do so may result in a professionalism violation and other disciplinary action by the College of Medicine. The evaluations include, but are not limited to, the following:

- Final Course and Clerkship evaluations
- Small Group Peer Assessment and Self-assessment
- Evaluations of Assigned Small Group Facilitators and Preceptors
- Faculty Lecture Evaluations

Evaluations that students must complete will be assigned at appropriate times throughout the curriculum, with a clearly designated timeframe for required completion. Whenever possible class time will be allotted for completion of evaluations. Faculty and staff of the College of Medicine commit to assigning as few evaluations as possible to achieve the goal of ongoing curricular improvements and faculty development/evaluation. Should a student receive an evaluation for a non-mandatory session that they did not attend, students will still be required to complete a few questions on why they chose not to attend and what alternative resources they used to master the material covered in the session.

Confidentiality of all Student Responses

Confidentiality of student responses on all evaluations is guaranteed. The responses to evaluations are always compiled and anonymized prior to being reported. Should a one-on-one relationship with a faculty member, such as a clinical preceptor, preclude anonymity then evaluation data will not be shared until the grading process is complete. Should a student have any concerns or questions about the anonymity of an evaluation, he/she may speak to the course or clerkship director and/or the OPEA.

Quality of Student Responses

Students are expected to complete all evaluations in a highly professional manner. All comments submitted in evaluations are shared verbatim with faculty, so we expect them to be high quality, meaningful, constructive, and free of personal slurs.

Failure to Complete Assigned Evaluations

Student completion rates and timeliness of completion on all evaluations will be tracked by the OPEA. If a student does not complete an evaluation by the due date, he or she will receive an initial notification

from the OPEA, then a second one from Course/Clerkship Directors with a reminder to complete the assigned evaluation(s). In the event that a student has still not completed the evaluation(s) after receiving the reminders, his or her assigned Learning Community Advisors (LCAs) and Course/Clerkship Directors will be informed of this professionalism concern. If the student does not complete the pending evaluations after receiving the LCA's notification, he or she will be referred to the Office of Student Affairs for further disciplinary actions and professionalism violations, and the student's final course/clerkship grade may be negatively impacted.

Policy on Recusal from Academic Evaluation of Students by Faculty

Conflicts of Interest Related to Student as a Patient

Faculty members and residents or fellows with academic assessment/evaluation responsibilities for students are precluded from evaluating any students who are also their patients, because of dual-relationship and conflict of interest issues. The conflict created by this dual role could affect both the quality of medical care and the content of such evaluations in the following way:

- A student-patient might be less likely to report a sensitive medical issue (e.g., drug abuse) to his/her physician if that physician will be providing an evaluation or grade for the student; and
- A faculty member's evaluation or grade (which could include some subjective elements) could potentially be, despite the evaluator's commitment to neutrality, positively or negatively affected as a result of the therapeutic relationship.

In instances of pre-existing doctor-patient/student relationships, the physician must discuss with the student the potential for a dual relationship and inform the student that he/she will recuse him/herself from any situation in which a formal evaluation is required.

In emergent situations or other instances in which an appropriate referral is not available, a student can seek the care of any faculty member or resident. In this circumstance as well, the physician must discuss with the student the potential for a dual relationship and recuse him/ herself from any situation in which a formal evaluation is required.

Conflicts of Interest Related to Student with a Close or Personal Relationship with Evaluating Faculty

In addition to conflicts due to a pre-existing doctor-patient/student relationship (as described above), other conflicts might exist as a result of familial relationships, close personal relationships, or other circumstances which might create a conflict of interest, or the perception of a conflict within the evaluation process of a student. It is a professional obligation of the student to choose objective learning environments that are free of bias or perceived bias, so that they can be evaluated fairly. When the potential for nepotism, or any other bias or perception of bias exists, it is required that the students and faculty notify the course and curriculum directors so that changes in assignments can be made.

Notification and Scheduling

At the beginning of each course, rotation, or clerkship at the College of Medicine, the Office for Medical Education provides students and faculty with small group facilitator, preceptor, attending, and/or clinical site assignments as a routine part of the scheduling process. Students and faculty must report any potential and/or actual conflicts of interest with one another that might necessitate a change in assignments.

Regarding the psychiatry clerkship, information about potential teacher/physician dual relationship will be provided to the medical students on the first day. Students are told that if they have seen a clinician at the facility as a patient, they should notify the curriculum coordinator who will modify the schedule to avoid activities with the clinician in question, without alerting the site director as to the purpose of the schedule change.

If a change in assignment needs to be made as a result of any of the conflicts mentioned above, the type of conflict will generally not be disclosed to the individuals involved, in the interest of privacy. The course administrator(s) will be instructed to facilitate such requests without inquiring as to the nature of the conflict of interest. Students have the obligation to avoid small groups, preceptor assignments, clinical sites, as well as specific clerkship and elective rotations where evaluating faculty have a close or personal relationship with the student. Final schedules and assignments remain at the discretion of the College of Medicine.

Leave of Absence Policy

A leave of absence is a temporary period of non-enrollment and may be either voluntary or involuntary. The MSPSC will be informed about all leaves of absence as expeditiously as possible.

The following provisions apply to any leave of absence:

- a) A "Leave of Absence" petition must be filed at least 30 days prior to the commencement of the leave of absence. The form is available in the Office of Medical Student Financial Aid. Special circumstances will be considered on an individual basis by the Office of Student Affairs.
- b) Students must keep their health and disability insurance policies current.
- c) Students should be aware that taking a leave of absence might affect student loan deferment/repayment status, housing, health and disability insurance coverage, or financial aid eligibility. Prior to applying for a leave of absence, students must meet with the Associate Director of Financial Aid.
- d) Students should be aware that they must complete all course requirements within a six (6) year period from the time of matriculation in order to receive the M.D. degree, and that unless specifically excluded by the College of Medicine in writing, time spent on a Leave of Absence will be counted within that six-year period (i.e., the clock will not stop for the Leave of Absence).
- e) If conditions have been set for a student's eligibility to return from a leave, particularly if returning from an Involuntary Withdrawal (http://www.fau.edu/regulations/chapter4/4.014_Involuntary_Withdrawal.pdf) or a leave mandated by the MSPSC, the student must demonstrate satisfaction of the conditions prior to return date.
- f) Any leave of absence and return from a leave must be approved in writing by the Senior Associate Dean for Student Affairs and Admissions or designee.
- g) While on a leave of absence, students should be aware that they will not be covered by the College of Medicine Self Insurance Program, and therefore, it is their responsibility to ensure appropriate coverage for professional and general liability for any clinical or other activities they pursue during their leave of absence.

Educational/Research Leave of Absence

An educational/research leave of absence may be granted to allow students opportunities to enhance their medical school experience by participating in educational and/or research activities at other institutions. The student requesting such a leave must submit a letter from his/her mentor or an appropriate College faculty member recommending the leave to the Senior Associate Dean for Student Affairs, who is responsible for 1) granting (with or without restrictions) or denying the request, 2) monitoring the student's time spent in the educational/research activities, and 3) notifying the Office of Student Affairs when the student will return to registered student status with the College. Students should be aware that they must complete all course requirements within a six (6) year period from the time of matriculation in order to receive the M.D. degree, and that unless specifically excluded by the College of Medicine in writing, time spent on an educational/research Leave of Absence will be counted within that six-year period (i.e., the clock will not stop for the Leave of Absence).

Policy on Substance Abuse

Prevention, Treatment, and Assistance Resources for Medical Students

- COM Office of Student Affairs **Phone: 561-297-2219**
- FAU Counseling and Psychological Services Location SSB #8, Room 229 **Phone: 561-297-3540**
- FAU Student Accessibility Services, Location SU 133 **Phone: 561-297-3880**

The COM adheres to the FAU Policy on a Drug Free Environment. Medical students who have a known or suspected abuse problem will be referred to seek professional care at Counseling and Psychological Services (CAPS). This will include mandatory education and possible referral to agencies that specialize in substance abuse and alcohol treatment and rehabilitation. If a medical student fails to attend an evaluation consultation at CAPS, or if abuse interferes with the student's academic work or performance in the clinical setting, a mandatory referral may be made

to the Physician's Recovery Network for evaluation and treatment, prior to return to the classroom or clinical setting. The matter will also be referred to the MSPSC. Students who refuse professional treatment and/or violate the provisions of the FAU Policy on a Drug Free Environment may be subject to dismissal from the FAU COM in accordance with the procedures in this Handbook.

Information Technology (IT) Policies

All College of Medicine students who are granted access to FAU-issued computing and technology resources (desktops, laptops, tablets, mobile phones, printers, etc.), application systems or access to the FAU network must adhere to the requirements described in the *Information and Data Security Policies* manual. The manual details the mandatory standards and policies enforced by FAU and the COM IT Office to protect information systems and assets from internal and external threats. For more information, see <http://www.fau.edu/security/>

The privilege of using the computing and technology resources provided by FAU is not transferable or extendible by students to people or groups outside of the school and terminates when a student is no longer enrolled in the College of Medicine.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the terms and conditions named in this policy; privileges may be terminated, access to FAU technology resources may be denied, and appropriate disciplinary action may be applicable. Accordingly, this policy establishes the expectations for students regarding the utilization of technology devices provided by FAU for educational purposes.

iPads and Laptop Computers

All students must take personal responsibility for the security of the equipment, software and data in their care. iPads and laptop computers provided to students are the property of FAU and, as such, will be subject to inspection or log monitoring at any time. COM IT may also choose to remotely disable a student's iPad if the device or data has been compromised, is lost or stolen, or if a student is in non-compliance with established policy and/or directives.

All iPads and laptops are loaned for academic purposes and students should understand that there is no reasonable expectation of privacy concerning data or software on these devices.

Theft or damage to any device is the sole responsibility of the student who will bear all costs for replacing the parts or purchasing a new device. The student will provide payment for the replacement or repair of the device, which will be processed between the student, COM IT Office and COM Office of Student Affairs.

All students will coordinate the return their devices to the COM IT Office at the end of their medical education. Failure to return the devices will result in a delay of receipt of their graduate diploma.

Additional standards related to FAU-issued computing devices are as follows:

- Unauthorized or unlicensed software must not be installed or loaded on laptops. Students may choose to install Apps on the iPads if they are either educational-based, part of classroom exercises, or are of benefit to the learning process. No gaming software is permitted unless approved by the curriculum and CoM IT.
- Students must ensure that their device is not used by unauthorized persons.
- Students must take all reasonable steps to ensure that the device is not damaged through misuse.
- COM IT will maintain temporary "loaner" iPads and laptops in the event that the unit requires repair or maintenance. Theft or damage to any device is the sole responsibility of the student who will bear all costs for replacing the parts or purchasing a new device.
- All students are encouraged to regularly save all data to the network drives and a central cloud location, i.e., OneDrive, Blackboard, iCloud, etc. The COM will not be responsible for any loss of data on the devices.

- Devices should never be left unattended in public places (e.g., car, library, restaurant, restroom, etc.).
- Students must immediately report any possible security breaches to COM IT.
- Students must abide by all of the IT policies of FAU in addition to those specifically for the COM. This includes all HIPAA and FERPA regulations pertaining to security and privacy.

Bring Your Own Device (BYOD)

Students may choose to bring their own mobile, tablet or laptop device and connect to the FAU network for official business, educational or research purposes. COM IT is not responsible for either the physical or data security of the device or its contents and will not provide software installations, troubleshooting, service or maintenance for any personal device. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications, software installations and other support needed to use the device at school.

Violations of any school policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. Additionally, FAU and the College of Medicine reserve the right to contact the University Police Department or other law enforcement if there is any reason to believe that the student has used their personal device to violate federal, state or local laws, engaged in any criminal or unlawful behavior, or is involved in other misconduct while using their personal device while connected to the FAU network. FAU's Office of Information Technology (OIT) and COM IT will provide all relevant information to law enforcement on the log activity of the personal device(s) connected to the FAU network.

The student may not use personal devices to record, transmit or post photos or videos of any information pertaining to HIPAA, confidential or sensitive information, or of any academic activities without the explicit permission of faculty during their coursework. The student, while connected to the secured FAU network, should only use their device to access relevant files and educational content on an as-needed basis.

Receiving and Returning Your Devices

Student iPads and laptops are and will remain property of FAU and all users shall adhere to this policy and acceptable use policy for technology. iPads will be distributed at M1 orientation upon signature of the COM iPad Agreement document and the Acceptable Use Policy.

Students who withdraw from FAU for any reason must return their individual school iPad or laptop on or before the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment in the College of Medicine, the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report filed with appropriate law enforcement. Random inspections of student iPads, which can be done in person or remotely, will be conducted to ensure compliance with provisions of this policy.

Lost or Stolen Devices

iPads or laptops that are stolen or lost must be reported immediately to the COM IT Office. iPads issued by the COM include internal tracking and security software. In the event the iPad is reported lost or stolen, this internal tracking security software will be used to locate the device and/or remotely disable the device.

Damaged or Malfunctioning Devices

There is a need/responsibility to protect the FAU-issued devices by the University and the student.

- Students are responsible for the general care of the iPad or laptop issued to them by FAU.

- Repair needs must be taken to the COM IT Office for an evaluation of the equipment.
- Devices that malfunction or are damaged must be reported to the office within 24 hours or sooner.

In the event there are repeated incidents of accidental damages to the iPad or laptop, the COM and student will develop an action plan to identify appropriate strategies to ensure the device is maintained and utilized in a safe manner.

Devices that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. In the event that a student's iPad or laptop needs repair, a loaner device will be provided as soon as possible while the device is being repaired.

Upkeep and Care of the Device

Students are responsible for:

- Keeping their device battery charged for school each day.
- Using a clean, soft or anti-static cloth to clean the screen, no cleansers of any type.
- Keeping their device in a secure location and never left in an unlocked locker, unlocked car or in any unsupervised or unsecure location.
- Not leaving the device in a place that is experiencing hot or cold conditions. (i.e. car in summer or winter). Extreme heat will damage the unit and extreme cold will cause severe screen damage.
- Not removing the protective case provided
- Not changing device settings
- Using their device in a responsible and ethical manner.
- Obeying all applicable rules and laws concerning behavior and communication that apply to iPad/computer use.

Originally Installed Software and/or Apps

The apps and operating system originally installed by FAU must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add additional apps and Operating System upgrades. The licenses for this software may require that the software be deleted at the end of the course. Upgrade versions of licensed software/apps are available from time to time.

FAU reserves the right to restrict content to be installed on the device. Students will be provided with purchase codes (at no charge) to download some basic apps. Throughout the school year, additional apps may be added by the school or the student.

In the event that significant or irreparable technical difficulties occur, the iPad will be restored from a backup or will be reset to factory settings in the event a home computer is not available. FAU does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a re-format and/or re-image.

Students may install appropriate personal apps on their iPad via their personal iTunes account. FAU will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however, limit what can be downloaded to the student's individual account or other personal device when they are not on the school's network.

Students will be expected to delete student music, photos, and apps in the event storage space becomes an issue. Students who have an Apple id should save work to the digital storage provided by iCloud or email documents to

themselves. FAU reserves the right to inspect a student's iPad. This includes but is not limited to email, documents, pictures, music, or other components associated with all FAU technology and computing resources. The end user has no expectation of privacy.

E-mail Policy

Only the College's faculty, staff, students, and other persons who have received permission under the appropriate authority are authorized users of the FAU e-mail systems and resources. Use of e-mail is encouraged where such use supports the University's academic goals and facilitates communication between faculty and students. However, if a student uses email in an unacceptable manner, he/she is subject to sanctions, including but not limited to, having his/her campus e-mail account deactivated. The student will receive an initial warning and reports of any subsequent violations will be sent to the MSPPSC for final recommendations and action.

Social Media Policy

The administration of the College of Medicine (recognizes that social media websites and applications, including but not limited to Facebook, Instagram, Snapchat, Tumblr, Twitter, Pinterest, LinkedIn and YouTube are an important and timely means of communication. However, faculty, staff, employees, residents, fellows, volunteers, and students should be aware that posting certain information may be illegal or unprofessional. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse employment actions, disciplinary sanctions and/or academic actions that may include, but not be limited to, a verbal or written reprimand, probation, suspension or dismissal from employment, school and/or resident training. All faculty, staff, employees, residents, fellows, volunteers and students in the College are also subject to University policies and/or regulations on social media, (ie. <http://www.fau.edu/policies/files/9.2%20Social%20Media.pdf>) as well as all other applicable University policies and regulations.

The following actions are strictly forbidden:

- Any violation of University Office of Information Technology and/or College of Medicine IT policies.
- In your professional role as a caregiver, you may not disclose the personal health information of other individuals. Removal of an individual's name does not necessarily constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual, and therefore is prohibited.
- You may not disclose private (protected) academic information of another student or trainee. Such information might include, but is not limited to: course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
- For students, sharing PBL/IQ information within a class is acceptable, but sharing material between classes or outside Florida Atlantic University is not. Many of our cases have been generously provided to us by other medical schools with the stipulation that they would be used only by our students. In addition, it would defeat the purpose of problem-based learning if the learning objectives, study materials, etc. were available to students encountering cases for the first time. Therefore, the use of Facebook or other social media sites by students for any PBL or IQ materials is strictly prohibited. All postings for PBL and IQ are limited to established practices and tools set by course directors, the Office of Medical Education and College of Medicine IT.
- In posting information on social media sites, you may not present yourself as an official representative or spokesperson for FAU or its College of Medicine, unless authorized to do so by the President or Dean of the College of Medicine, respectively.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the provisions of this policy.

- You must respect limited personal use permissions, when applicable, and may not utilize websites and/or applications in a manner that interferes with your official work and/or academic commitments. That is, do not consume university, hospital or clinic technology resources with personal use when others need access for patient or business-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social media activities.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for employment and/or academic disciplinary action.

Specifically, students who fail to adhere to the standards of professionalism regarding social media will be subject to the Policy on Academic, Professional and Behavioral Requirements and Standards Governing the Florida Atlantic University College of Medicine and/or other applicable University policies and regulations. Those students may be referred to the Senior Associate Dean for Student Affairs and Admissions, and a Professionalism Incident Report (or other appropriate academic disciplinary action) may be made and presented to the Medical Student Promotions and Professional Standards Committee.

Residents and fellows who fail to adhere to the standards of professionalism regarding social media will be subject to the Graduate Medical Education Policy & Procedure Policy Statement “Disciplinary, Appeal and Dismissal Process”. Residents and fellows may be referred to the residency program director or the Designated Institutional Official for sanctions, depending on the severity of the action. Engaging in the following activities (or similar conduct) by faculty, staff, employees, residents, fellows, students, and volunteers in the College may result in employment and/or academic disciplinary action:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation or other legally protected status.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual’s website or “tagging” another individual in an inflammatory or unflattering demeanor using a blog, social media or other web service.
- Fraternalization between faculty (including affiliate faculty), staff, employees, residents, fellows, students, and volunteers in an inappropriate manner of a personal nature, in violation of the Florida Atlantic University policy and/or College policy on Consensual Relations.

When using social media websites/applications, faculty (including affiliate faculty), staff, employees, residents, fellows,), and students are strongly encouraged to use a personal e-mail address, rather than their fau.edu address, as their primary means of identification (see <http://www.fau.edu/policies/files/12.2%20Acceptable%20Use%20of%20Technology%20Resources.pdf>). Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should be civil and respectful.

Please be aware that no privatization measure is perfect and that undesigned persons may still gain access to your social media sites. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these social media sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social media site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website or social media service and continue to circulate in other venues. Therefore, think carefully before you post any information which

may negatively impact your standing with the University or future employers. Always be respectful, and professional in your actions.

Student Mistreatment Policy

I. GOALS OF POLICY

1. To define standards of conduct among all members of the Charles E. Schmidt College of Medicine community generally, and specifically within the teacher/learner relationship.
2. To specify a procedure for reporting potential student mistreatment or abuse.
3. To create an administrative mechanism for handling alleged incidents of mistreatment or abuse.
4. To develop a monitoring system to identify individuals or departments whose abusive behavior persists despite intervention.
5. This policy shall supplement existing University policies or regulations which otherwise might apply to situations addressed herein.

II. PREAMBLE

The Charles E. Schmidt College of Medicine is committed to providing and maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance, and can pursue their educational and professional activities in an atmosphere that is humane, respectful and safe.

Our students are exceptionally talented individuals, dedicated to becoming outstanding physicians, who have selected this medical school for their training. Effective learning is possible only in an environment where students can trust their teachers to treat them fairly and with respect. The teacher may be a faculty member, resident, student, or other member of the health care team. One manner in which the teacher/learner relationship is unique is that students are vulnerable, depending on many of their teachers for evaluations and recommendations. In addition, medical education includes mastering not just pathophysiology but also the essentials of professional behavior. Students learn professional behavior primarily by observing the actions of their teacher role models. Unprofessional, disrespectful or abusive behavior by teachers is antithetical to standards of professional conduct that medical students are expected to master. These behaviors by teachers may also be self-perpetuating, as students come to believe that such behavior is appropriate when they assume the role of teacher.

III. RESPONSIBILITIES OF TEACHERS AND LEARNERS

The College has adopted the AAMC Compact between Teachers and Learners of Medicine. 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’ well-being.
- In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students or residents.
- We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

COMMITMENTS OF STUDENTS AND RESIDENTS

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We 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.
- 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.

IV. UNPROFESSIONAL AND ABUSIVE BEHAVIORS

The responsibilities of teachers and students listed above constitute examples of respectful and professional behaviors. These are our standards. Mistreatment of students can occur in a variety of forms and may seriously

impair learning. Types of abuse include verbal, power, ethnic, physical, and sexual harassment. Examples of mistreatment of students include, but are not limited to repeated instances or single egregious instances of:

- Yelling or shouting at a student in public or private
- Criticism or other actions that reasonably can be interpreted as demeaning or humiliating
- Assigning duties as punishment rather than education
- Unwarranted exclusion from reasonable learning opportunities
- Threats to fail, give lower grades, or give a poor evaluation for inappropriate reasons
- Asking students to carry out personal chores
- Unwelcome repeated sexual comments, jokes, innuendos, or taunting remarks about one's body, attire, age, gender, ethnicity, sexual orientation, or marital status
- Comments about stereotypical behavior or ethnic jokes
- Intentional physical contact such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or aggressive violation of personal space

V. WHAT TO DO IF YOU BELIEVE THAT YOU HAVE BEEN ABUSED OR MISTREATED

First, carefully examine the circumstances of the incident or incidents which occurred. Discuss the event with someone else who witnessed it, or with another student or individual whose judgment you trust. Do they come under the behaviors listed in Section IV above? If so there are three processes available for addressing the incident – informal resolution, consultation, and formal complaint. Often, concerns can be resolved informally or through consultation. If the matter is not satisfactorily resolved through the informal resolution or consultation process, then the person who made the allegation of mistreatment (whether a medical student or otherwise) or the person against whom the allegation was made may initiate a formal complaint. The goal of these processes is to foster your educational experience by minimizing behaviors which detract from it.

INFORMAL RESOLUTION - You may do this by directly approaching the person whom you feel mistreated you and expressing your concern.

CONSULTATION - Meet with your course/clerkship director and describe what happened. If the course/clerkship director takes action to settle the complaint, he/she will submit a written report of these actions to the Senior Associate Dean for Student Affairs. If you are not satisfied with your interaction with the course/clerkship director, or do not feel comfortable approaching him/her, meet with the Senior Associate Dean for Student Affairs.

FORMAL COMPLAINT - You can make a formal complaint in writing to the Senior Associate Dean for Student Affairs and Admissions. You can also make a formal complaint in writing to a Learning Community Advisor, University ombudsperson or any other staff or faculty member at the College of Medicine. However, it is important that the Senior Associate Dean for Student Affairs and Admissions be made aware so that the complaint can be properly addressed and remediated according to the procedures below. To make an anonymous report, see <http://med.fau.edu/students/reporting.php>.

VI. PROCEDURE FOR HANDLING COMPLAINTS OF STUDENT ABUSE

The Senior Associate Dean for Student Affairs and Admissions will be responsible for hearing complaints of student abuse or mistreatment which are not settled through the informal resolution or consultation process. He/she will be responsible for reviewing the complaint and obtaining additional information. If the initial review discloses that the complaint warrants further review, he/she will convene an ad hoc committee to hold a hearing. The person against whom the complaint is made will be notified in writing of the complaint and the policy for handling such complaints,

and both parties will be invited to attend and participate in the hearing. A copy of the notification will be sent to such person's department chair (for faculty), supervisor (for employees), or training program director (for residents).

If, however, the initial review discloses that the complaint has no merit, the Senior Associate Dean for Student Affairs will dismiss it. The student will be notified and may appeal to the Associate Dean for Student Success and Assessment.

The ad hoc committee will meet to review the facts of the complaint, and may receive written or oral testimony from both parties. All materials will be held confidential by the committee. The person against whom the complaint is made may attend the hearing, and will be provided the opportunity to rebut the complaint. The chair of the ad hoc committee will submit a written report of the committee's findings to the Senior Associate Dean for Student Affairs and Admissions. The Senior Associate Dean will notify the person against whom the complaint is made and the student in writing of the findings. The department chair, supervisor or program director will also be notified (see above), and will be responsible for determining disciplinary actions. The Senior Associate Dean for Student Affairs and Admissions will be notified in writing of any disciplinary action taken. Record of the proceedings will be kept by the Senior Associate Dean for Student Affairs and Admissions. All complaints of student abuse or mistreatment brought to the Senior Associate Dean will be cross-checked to determine if the person against whom the complaint is made has been cited previously.

In the event that an allegation of abuse or mistreatment is made against an individual at an affiliated clinical site, the Senior Associate Dean for Student Affairs and Admissions will meet directly with the student and officials at such site to address and remediate the situation. In the interim, provisions will be made to reassign or remove the student from interaction with the person against whom the complaint is made.

VII. APPEALS PROCESS

If either the student or the person against whom the complaint is made wants to appeal the decision of the Committee or the Senior Associate Dean for Student Affairs and Admissions, a written appeal must be submitted to the Dean of the College of Medicine within 5 days of notification of the decision. The Dean or his designee will conduct an appeal review by examining the facts gathered during the process as well as any new facts offered by either party for consideration. The Dean or designee will notify the parties in writing of his/her final decision.

Policy on Resident Orientation to the MD Program

All residents and fellows who teach, supervise, or assess medical students in required clerkships and rotations in the third- and fourth-year are expected to participate in orientation to the MD program, including objectives and assessment methods. The residency program administration is expected to provide documentation of their participation to the Office of Medical Education.

Research Compliance Policy

All medical students planning to participate in research must complete the Research Compliance Form and submit it to Annie Thomas at athomas@health.fau.edu prior to any activity that involves human or animal subjects, intellectual property issues, or environmental health and safety training. This form must include original signatures of both the research supervisor and the student. To access a Research Compliance Form please email COMStudentAffairs@health.fau.edu. Please fill out a separate form for each research project.

FAU College of Medicine Self-Insurance Program (FAU SIP): Required Reporting

Employees of the FAU Board of Trustees, students, residents and healthcare providers have an individual responsibility to report to the FAU SIP any *event* that you reasonably believe may have caused or resulted in an *injury to a patient*.

A reportable event is:

- Any occurrence that has produced an actual, potential, or perceived injury.
- A practice, situation, premise, or product defect that may produce an injury if left uncorrected.
- Any other unexpected or untoward outcome or event where established policy or procedure was not followed.
- Any other conditions you feel may give rise to a malpractice claim.

Medical students must notify their supervisors (clinical preceptor/course director, clerkship attending/clerkship director and the COM Office of Student Affairs) of any reportable event. Residents must also notify their attending and department residency program director of any reportable event.

How To Report: Immediately upon the occurrence of a reportable event, call the FAU SIP representatives at (352) 273-7006. When in doubt regarding an event – **ALWAYS REPORT**.

For more detailed information and examples of reportable events, go to the SIP website located at <http://www.myfilsip.org/>, and under “Participant Resources” click on “Incident Reporting Guide.”

Medical Student Roles and Supervision Policy

It is the policy of Florida Atlantic University Charles E. Schmidt College of Medicine that medical students must have appropriate clinical supervision while participating in all required and elective clerkships and rotations. In keeping with the statutes of the State of Florida and the requirements and standards of the Liaison Committee on Medical Education [LCME], all medical student trainees will function under the supervision of a faculty member or designee, with such designees including resident physicians (e.g. interns, residents, and fellows) and licensed independent practitioners (e.g., nurse, nurse practitioner, physician assistant, nurse midwife, nurse anesthetists), who are ultimately responsible for that patient’s care.

LCME Standard 9.3 (Clinical Supervision of Medical Students)

“A medical school ensures that medical students in clinical learning situations involving patient care are appropriately supervised at all times in order to ensure patient and student safety, that the level of responsibility delegated to the student is appropriate to his or her level of training, and that the activities supervised are within the scope of practice of the supervising health professional.” [LCME Functions and Structure of a Medical School: Standards for Accreditation of Medical Education Programs Leading to the MD Degree, Effective July 1, 2018]

PURPOSE:

To provide guidelines and procedures for the supervision of medical students participating in clinical rotations and clerkships with members of the medical staff who hold approved clinical privileges at the College of Medicine and/or its affiliated clinical sites.

SUPERVISION:

Qualified physicians in good standing on the medical staff of the College of Medicine or an FAU approved clinical site and holding an FAU College of Medicine Faculty appointment may serve as clinical supervisors and engage in the teaching, clinical supervision, and evaluation of students.

Medical students are defined as students actively enrolled in the FAU College of Medicine as candidates for the MD degree who are participating in approved clinical rotations and clerkships, as well as students accepted through the Visiting Student Application Service (VSAS) or other approved FAU College of Medicine medical student exchange programs. Medical students participating in away rotations shall be subject to, and must adhere to, the supervision policy of the host institution.

All medical students will be directly responsible to and supervised by designated faculty supervisor(s) with College of Medicine Faculty appointments during each clerkship/rotation. Supervising faculty members may, when they deem appropriate, delegate teaching and supervisory responsibilities to designees, including residents, fellows, or licensed independent practitioners who serve as healthcare extenders and are capable of providing the appropriate level of medical student supervision for patient care within the scope of their licensed practice. FAU approved clinical sites are responsible, consistent with applicable regulations and industry standards, for assuring that the healthcare providers employed at their site are appropriately trained, certified, and credentialed.

The supervising faculty member who is responsible for the care of the patient shall determine the appropriate level of student involvement/participation in patient care and the degree of supervision required, and should do so within the guidelines of this policy. Medical students are expected to assume developmentally appropriate, graduated levels of responsibility during their training all while being directly and/or indirectly supervised (as appropriate). It is the supervising faculty member's responsibility to determine the appropriate level of involvement/participation by the student and level of supervision that each student should have when providing patient care in a clinical learning environment. The degree of involvement/participation of students when providing patient care will be determined by the supervising faculty member based on a number of factors, including but not limited to:

- the developmental level of the student
- the complexity of the care or procedure
- the potential for adverse effects
- the demonstrated competence, maturity and responsibility of each student
- the consent of the patient to have a student involved in their care

Medical students are also always expected to take responsibility for their actions and be accountable for prioritizing the best interest of the patient. Students must recognize their own limitations and request assistance or decline participation in any aspect of patient care that they do not feel comfortable or competent in. Students should always use their best judgement to discern what is safest and best for the patient without fear of any consequences related to their evaluation, assessment, or advancement.

Levels of Supervision:

Direct: The supervising faculty member or designee is physically present with the medical student and the patient. (Required for all procedures)

Indirect Supervision with Direct Supervision Immediately Available: The supervising faculty member or designee is physically present at the clinical site and is immediately available to provide Direct Supervision. The supervisor may not be engaged in activities which would delay his/her response to a student requiring direct supervision. (Faculty supervisor may consider allowing a student to be involved in history taking, physical exam, data gathering, chart review, data analysis, and counseling under indirect supervision. Some 3rd and 4th year students may progress to be allowed to perform venipuncture and IV placement under indirect supervision with direct supervision immediately available.)

Oversight: The supervising faculty member is available to provide review of encounters and provide feedback after care is delivered. (Faculty supervisor would likely consider this only for experienced 4th year medical students performing history and physical exams.)

MEDICAL STUDENT ROLES:

Medical Students in Years One (1) and Two (2) of the MD program:

- Must clearly identify and introduce themselves to the patient and all members of the healthcare team as a medical student.
- Must be under the direct, indirect, or oversight supervision, as outlined in this policy, of a physician at all times who is a member of the clinical site's Medical Staff with an FAU faculty appointment. Student supervision may be delegated to a resident, fellow, or a licensed independent practitioner serving as a healthcare extender.
- May participate in history taking, physical exam, data analysis and have access to medical records with Oversight Supervision from the faculty supervisor and with patient consent that the student may be involved in this level of care.
- May observe in surgery with appropriate consent from the patient and surgeon of record.
- May assist in minor procedures **always under Direct Supervision** when the supervising faculty member agrees that the student has achieved the required level of competence and consent is granted by the patient. (e.g., immunizations, venipuncture and IV placement).
- May not document: progress notes, history and physicals, operative notes, or discharge summaries in the patient's permanent medical record.
- May not write or give verbal orders.

Medical Students Years Three (3) and Four (4) of the MD program:

- Must clearly identify and introduce themselves to the patient and all members of the healthcare team as a medical student.
- Must be under the direct, indirect, or oversight supervision of a physician at all times who is a member of the Facility's Medical Staff with an FAU faculty appointment. Student supervision may be delegated to a resident, fellow, or a licensed independent practitioner serving as a healthcare extender.
- May participate in care and management of the patient under the direct, indirect, or oversight supervision of the supervising physician or designee depending on the situation as defined above.
- May assist in procedures **always under Direct Supervision** when the attending physician agrees that the student has achieved the required level of competence and consent is granted by the patient. (See Procedures section of this policy)
- Third year (M3) students may not call consults to other physicians but may, under the direction of their supervising faculty member, call non-physician consults and schedule appointments.

- Fourth year (M4) students may under direct supervision call consults to other physicians.
- May not write orders or give verbal orders independently. May “scribe” orders only if the supervising faculty member is present and immediately reviews and countersigns the entry.
- May document in the medical record the following: progress notes, history and physicals, operative notes, discharge summaries provided that all student charting in the medical record is clearly indicated as a Medical Student Note. The supervising faculty member will remain directly responsible for the history and physical, progress notes, discharge summary, operative reports and daily visits, as well as compliance with CMS guidelines for student documentation in the medical record.

PROCEDURES:

1. A procedure is defined as any activity that is invasive to the patient, performed in an operating room, requiring a procedure note, or requiring informed consent of the patient.
2. Except as provided in item 3 below, all medical students must be under **Direct Supervision** for all procedures by a faculty supervisor for whom that procedure is within his/her scope of practice. The faculty supervisor must determine the extent to which that student is competent to participate in the procedure, and the patient must provide prior consent to the student’s involvement in the procedure.
3. Medical students are expected to assume developmentally appropriate, graduated levels of involvement/participation in procedures during their training. Procedures that medical students should be proficient in when completing medical school, defined by the Association of American Medical Colleges (AAMC) Entrustable Professional Activities (EPAs) for entering residency, include venipuncture and inserting an intravenous line. Third and fourth year students may develop competency in these technical skills under direct supervision such that their clinical supervisor may decide to allow a student to perform these minor procedures under **Indirect Supervision with Direct Supervision Immediately Available** with the consent of the patient. These are the only procedures that may proceed to indirect supervision at the discretion of the supervising faculty member who is ultimately responsible for the care of the patient.
4. As with all clinical encounters, students must ask for assistance as needed if faced with any circumstance beyond their skill level or comfort. It is the professional expectation that each medical student know the limits of his/her capabilities and request assistance in the interest of patient safety without regard for his/her assessment or fear of reprisal.
5. It is the supervising faculty member and medical student’s responsibility to ensure compliance with this policy. Ultimately, the supervising faculty member shall make the determination of the level of involvement/participation each student should have when providing patient care in a clinical learning environment.
6. Medical student activities may not be billed for except as permitted by CMS regulations. It is the responsibility of the supervising health professional to assure compliance with all local, state and federal guidelines regarding the provision of care, as well as documentation, and billing for services provided by the appropriately licensed and/or credentialed professional.

Duty Hours Policy for Clinical Rotations

Duty hours for FAU medical students while on clinical rotations will conform to the same restrictions mandated by the ACGME for PGY-1 residents:

Maximum Hours of Clinical and Educational Work per Week:

- Clinical and educational work hours for medical students must be limited to no more than 80 hours per week, averaged over a four-week period, and students must have one day off free of clinical work and required education in seven.

Mandatory Time Free of Clinical Work and Education:

- Medical Students should have eight hours off between scheduled clinical work and education periods.
- There may be circumstances when students choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80- hour and the one-day-off-in-seven requirements.
- Medical students must have at least 14 hours free of clinical work and education after 24 hours of in-house call.

Maximum Clinical Work and Education Period Length:

- Clinical and educational work periods for medical students must not exceed 24 hours of continuous scheduled clinical assignments.
- Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or student education.
- Additional patient care responsibilities must not be assigned to a medical student during this time.

Clinical and Educational Work Hour Exceptions

- In rare circumstances, after handing off all other responsibilities, a medical student, on their own initiative, may elect to remain or return to the clinical site in the following circumstances:
 - to continue to provide care to a single severely ill or unstable patient
 - humanistic attention to the needs of a patient or family
 - attend unique educational events.

These additional hours of care or education will be counted toward the 80 hour weekly limit.

If a student encounters a violation of the Duty Hours Policy, the student may report it to his/her attending, the clerkship or rotation director, the Third or Fourth Year Directors, the Office of Student Affairs or any FAU faculty or staff member he/she feels comfortable discussing it with. If a student prefers to report anonymously, he/she can file an anonymous report on the Student Affairs page of the College of Medicine website under the Reporting tab. Click this link for [Anonymous Reporting](#).

Industry Relations Policy

The Charles E. Schmidt College of Medicine (COM) at Florida Atlantic University (FAU) recognizes the possibility of conflict of interest or apparent conflict of interest in interactions with corporations, representatives of corporations and other individuals supported by medically-related industries. At the same time COM recognizes that several medically-related industries provide appropriate and legitimate support for educational and patient care activities. This policy serves to describe an acceptable learning environment where faculty, students and residents are shielded from industry bias. This policy incorporates standards of practice comparable to those adopted by medical schools nationwide. Please refer to the following link for the complete Industry Relations Policy.

http://med.fau.edu/faculty/CES_COM_Administrative_Policies.pdf

<http://www.fau.edu/research/financial-conflict-of-interest.php>

Policy on Communicable Diseases

General Infections

Students, including all visiting students, with communicable diseases or conditions will not be permitted to engage in patient contact until such conditions have resolved as documented by a physician. This restriction is necessary to protect the health and safety of FAU patients and staff. Persons with the following medical conditions will not be allowed patient contact without prior medical clearance: 1) active chickenpox, measles, German measles, herpes zoster (shingles), acute hepatitis, and tuberculosis; 2) oral herpes with draining lesions; 3) group A streptococcal disease (i.e., strep throat) until 24 hours after treatment has been received; 4) draining or infected skin lesions (e.g.

Methicillin-resistant *Staphylococcus aureus* (MRSA); or 5) HIV/AIDS (refer to the HIV/AIDS Information and COM Policy above).

A student who has a communicable disease and is unsure whether he/she should participate in patient care should seek medical care by a private physician or a physician on staff at FAU Student Health Services. All students with a communicable disease must receive written medical clearance by a physician prior to returning to clinical care activities. A case-by-case evaluation of each infected student will be done by his/her physician to determine eligibility to perform the duties required on the clinical rotation. Based on the recommendations of his/her physician, it is the responsibility of each infected medical student to notify the College of Medicine Office of Student Affairs if he/she is unable to perform clinical work. Appropriate documentation is required. All such notifications will be kept strictly confidential.

Prior to the start of clinical experiences, a student who has chronic hepatitis B virus (HBV), chronic hepatitis C virus (HCV) or HIV/AIDS is required to notify the Office of Student Affairs of his/her status. All such notifications will be kept strictly confidential. Prior to the start of any clinical experiences, infected students are required to seek medical consultation by a physician to determine his/her ability to perform the duties required of the clinical rotation. Medical students are not obligated to answer patient questions related to their own HBV/ HCV/HIV/AIDS status, nor shall they answer such questions related to other students, other health care personnel, or patients. Serologic testing of medical students for HBV/HCV/HIV antibody will not be performed routinely unless the person is seropositive. Testing is recommended when there has been a documented needle or sharp instrument puncture or mucous membrane exposure to the blood or body fluids of patients, or when there has been a medical student-to-patient exposure. Refer to the "Exposure at FAU," "Exposure at a College of Medicine Affiliate Site Not Located on the Campus of FAU" and other policies and procedures in this Handbook.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal health care provider. If the health care provider believes that there are certain assignments the individual should not accept for personal health reasons, this should be discussed with the Senior Associate Dean for Student Affairs or designee. Accommodations may be available under the Technical Standards. Students should contact the FAU Office for Students with Disabilities to see whether such accommodations are available. Medical students with HBV/HCV/HIV seropositivity shall have periodic physical examinations by their private physician or a physician on staff at FAU Student Health Services. Written health clearance will be provided to the Senior Associate Dean for Student Affairs or designee, who will notify the student's clerkship director of his/her ability to return to practice direct patient care. All correspondence will be kept confidential and will not be used as a basis for discrimination.

The greatest theoretical risk of medical student-to-patient transmission of HBV, HCV or HIV/AIDS involves invasive or exposure-prone procedures with manipulation of needles or other sharp objects not under direct visualization. Medical students who have HBV/HCV/HIV seropositivity may not perform invasive or exposure-prone procedures unless such activity is approved in writing by: 1) an expert panel duly constituted to guide and review performance of such procedures (see CDC guidelines below for definition of exposure-prone procedures and recommendations for expert panel oversight); 2) the student's personal physician (who may be a physician from FAU Student Health Services); 3) the clinical clerkship director; and 4) and the Senior Associate Dean for Medical Education or designee.

The Centers for Disease Control and Prevention (CDC) guidelines for the Management of Hepatitis B virus-Infected Health-Care Providers and Students (<http://www.cdc.gov/mmwr/PDF/rr/rr6103.pdf>) and the Society for Healthcare Epidemiology of America (Henderson DK et al. *Infection Control and Hospital Epidemiology*, 2010; 31 (3): 203-232.) suggest that medical students with HBV, HCV and HIV seropositivity can continue to attend classes and participate in clinical clerkships and preceptorships. For chronically infected HBV/HCV or HIV health-care providers and students who plan on performing exposure-prone procedures, an expert panel will be duly constituted to guide and review performance of such procedures (see CDC guidelines above for definition of exposure-prone procedures and

recommendations for expert panel oversight). Chronically infected HBV-infected health-care providers and students are NOT required to: 1) repeatedly demonstrate non-detectable HBV viral loads on a greater than semiannual frequency; 2) notify patients of his/her HBV-infection status; or 3) submit to mandatory antiviral therapy. Standard Precautions should be adhered to rigorously in all health care settings for the protection of both patient and provider.

Education and Training

All students initially receive general information pertaining to the prevention and transmission of occupational exposures during the orientation to the College of Medicine. During this time, students will be required to receive immunizations against hepatitis B, meningitis & varicella, and tuberculosis screening if not documented on the history and physical exam form submitted prior to registration. More formal clinical information about the prevention and pathophysiology of all infectious diseases that might potentially be transmitted in a clinical care setting is provided prior to the start of clinical clerkships. This would include education regarding hepatitis A, hepatitis B, hepatitis C, varicella, influenza, meningitis, tuberculosis, and HIV.

Students will be provided with education on universal blood and body fluid precautions during orientation sessions for first year students, and prior to the start of the clinical clerkships. Students will also receive information on infection control and prevention of the spread of communicable disease. During the first day students are assigned to work at a clinical rotation site, the faculty at the affiliate site will provide information regarding the policies and procedures at their respective site that students must follow in the event of exposure, as described below in "Needlestick Injury and Other Potential Blood-borne Pathogen Exposure". **All students are required to complete training in OSHA and HIPAA:**

OSHA <http://med.fau.edu/faculty/training.php>

Students are required to complete two modules: Blood Borne Pathogens and Formaldehyde Use. Successful completion of these modules is monitored via the website by the Office of Student Affairs. No paper documentation is required.

HIPAA

HIPAA training is given during the week of Orientation for first year medical students. Additional HIPAA training is provided during orientation to the third year of medical school.

Standard Precautions

Infection control policies are established for the surveillance, prevention, and control of infection caused by a variety of microorganisms. Blood, semen, and vaginal fluids are the three most potentially infectious body fluids, but other body fluids such as cerebrospinal fluid, synovial fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and unfixed body tissues should be considered potentially infectious, especially if contaminated with blood. Universal precautions should always be followed, even when handling fluids and tissues that are not normally infectious such as saliva, feces, urine, sweat, sputum, vomitus, and tears; it should be noted that these body fluids carry a greater risk of infection if contaminated with visible blood, which can result from an accidental occurrence or complication of patient contact and procedures.

Students are required to follow appropriate infection control procedures, including the use of personal protective equipment, whenever there is a risk of parenteral, cutaneous, or mucous membrane exposure to blood, body fluids, or aerosolized secretions from any patient, irrespective of the perceived risk of a blood borne or airborne pathogen. Regardless of the real or perceived communicable disease status of the patient, all students and staff should follow standard universal precautions when providing patient care. The basic precautions include:

- Always wash hands before and after patient contact, according to the policy of the clinical site, even if gloves are used.
- Always wear gloves when exposure to blood, body fluids, and other body excretions is likely.
- Use gloves appropriately according to aseptic and/or sterile techniques and always change gloves between patients.
- Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
- Wear masks, face shields, and eye protection when aerosolization of blood or body fluids may occur.
- Dispose of sharps in designated rigid sharp containers. Never recap needles by hand.
- Dispose of waste saturated with blood or body fluids in designated red biohazardous waste containers.

Exposures to Blood and Other Potentially Hazardous Biological Fluids (Including Needlestick Injuries)

The FAU Department of Environmental Health and Safety (EHS) handles cases of occupational exposure for students and staff in FAU clinical and laboratory settings. The FAU policies and procedures pertaining to occupational exposure to contaminated body fluids (e.g., a needlestick injury) in both laboratory and clinical care settings owned or operated by FAU or on the FAU campus for both students and staff are described in the FAU Exposure Control Plan (<http://www.fau.edu/facilities/ehs/info/Bloodborne-Exposure-Control-Manual.pdf>). The plan provides for appropriate post-exposure treatment and addresses the key aspects of OSHA Directive 29 CFR Part 1910.1030, Post-exposure Evaluation and Follow-up, located at https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact04.pdf

Students who become exposed to contaminated body fluids while at a clinic or lab site owned or operated by FAU or on the FAU campus will follow the established follow-up protocols at FAU in order to receive diagnostic and therapeutic care post-exposure. Depending on the level of complexity, diagnostic testing and treatment may be provided at FAU Student Health Services during normal business hours; if complex services are required or exposure takes place when FAU Student Health Services is closed, the student will be referred to obtain care at an outpatient facility in the community.

A student who becomes exposed to contaminated body fluids while at a clinic or lab site that is not owned or operated by FAU or located at the FAU Campus is required to contact his/her supervising faculty member at the affiliate site. This physician will ensure that the student follows the appropriate needlestick protocols (and other appropriate protocols and policies) established at the specific affiliate site in order to receive immediate diagnostic and therapeutic care post-exposure incident. All clinical care sites that are affiliated with the COM are required to have established bio-safety protocols to provide follow-up diagnostic, preventive, and therapeutic care for medical students who sustain needlestick injuries and/or other exposures.

Regardless of the Facility at which the exposure occurs, the FAU College of Medicine provides (and requires of all its affiliated clinical care sites) a system in which all medical students, including visiting students, must report all accidental exposures to blood and other potentially hazardous biological fluids that occur including, but not limited to, accidental needlestick injuries. This process is necessary for the following reasons:

- to quickly evaluate the risk of infection
- to inform the exposed student about treatments available to help prevent infection
- to monitor for side effects of treatments
- to determine if infection subsequently occurs

This process initially involves the immediate provision of appropriate first aid, including ample washing of the exposed area that was punctured by the needle, or otherwise exposed, with soap and water. The subsequent steps are determined based on whether the exposure occurred at a FAU laboratory or clinical setting on a FAU campus or if the exposure occurred at a FAU affiliate hospital or clinical setting not located on a FAU campus or owned or operated by

FAU. The below flow-chart below describes the protocol that must be followed by any student who has an exposure to blood and other potentially hazardous biological fluids.

Exposures to Blood & Other Potentially Hazardous Biological Fluids (Includes Needlestick Injuries)

WHERE did the exposure occur?

FAU Laboratory or Clinical Setting on FAU Campus?

Step 1

Immediate provision of appropriate first aid

Step 2

Contact supervisor to report the incident

Step 3

Follow the established Exposure Control Plan per the supervisor in order to receive immediate diagnostic and therapeutic care

Step 4

If unable to follow the Exposure Control Plan, report immediately to the nearest FAU affiliate hospital emergency room for evaluation

Step 5

Contact the FAU Department of Environmental Health & Safety for post-exposure evaluation & follow-up within 24 hours at 561-297-3129

Step 6

Contact the deans of the COM Student Affairs at 561-297-2219 & complete the FAU 'Medical Student Exposure Incident Report Form' online within 24 hours of exposure

FAU Affiliate Hospital or Clinical Setting Not Located on Campus or Owned/Operated by FAU?

Step 1

Immediate provision of appropriate first aid

Step 2

Contact supervising physician to report incident

Step 3

Follow the established hospital or clinical site exposure protocol per the supervising physician in order to receive immediate diagnostic & therapeutic care

Step 4

If unable to follow the hospital or clinical site exposure protocol, report immediately to the nearest FAU affiliate hospital ER for evaluation

Step 5

Contact the deans of the COM Office of Student Affairs at 561-297-2219 and complete the FAU 'Medical Student Exposure Incident Report Form' online within 24 hours of exposure

FAU Affiliate Hospitals

Bethesda
Delray Medical Center
Boca Raton Regional Hospital
Memorial Regional Hospital
Cleveland Clinic Florida
St. Mary's Medical Center

The student will need to contact the Deans of the COM Office of Student Affairs and complete the FAU "[Medical Student Exposure Incident Report Form](http://med.fau.edu/students/resources.php)" available on the Office of Student Affairs webpage (<http://med.fau.edu/students/resources.php>). The Deans of the COM Office of Student Affairs must be notified of the exposure and the form must be submitted **within 24 hours of the exposure incident**. Subsequently, the student may require blood testing to rule out the presence of hepatitis B, hepatitis C, HIV, and/or other infectious agents in both the index patient as well as the student. Any student identified as a candidate for post-exposure HIV prophylaxis as a result of this protocol is to be immediately referred to one of the College of Medicine's hospital affiliates or local ambulatory care centers for initiation of medications as prescribed by the medical staff. It should be noted that locating and testing the source individual is critical for appropriate management, including immediate and follow-up testing of the student and/or source and, if medically indicated (e.g., HIV infection), for the student to receive prophylactic antiretroviral medication as soon as possible, preferably within two hours of exposure. More information is available at the Centers for Disease Control web site: <https://www.cdc.gov/>. ***Upon exposure to blood and/or body fluid, the student assumes the responsibility for all charges associated with diagnosis and treatment that are not covered by his/her health insurance plan.***

Confidentiality and Testing

As with any blood-borne exposure, appropriate documentation is necessary. The affiliated clinical site and the COM require that a formal report of the exposure incident or unusual occurrence be filed. The student will need to complete the FAU "Medical Student Exposure Incident Form" as discussed above. The COM shall respect the confidentiality of individuals with blood-borne or airborne pathogens to the extent permitted by state and federal law. Students and personnel will not be tested for HIV without their knowledge or consent, except that in certain circumstances testing may be a condition of employment or may be required by occupational exposure incident protocols. In cases of non-occupational exposure, confidential testing is available through FAU Student Health Services, the Office of Health and Wellness Education (HIV testing only), the student's private health insurance plan, or the Palm Beach County Health Department.

HIV/AIDS Information and COM Policy

It is the policy of the COM to assess the needs of students and faculty with the human immunodeficiency virus (HIV) infection on a case-by-case basis. If any such infection occurs in a medical student, any recommendations made or actions taken by the COM will respect the confidentiality and welfare of the student, while also recognizing and responding to issues regarding the welfare of patients, the COM and affiliated hospitals/clinical sites. Each student's situation will be evaluated by the COM on a case-by-case basis.

Students of the COM who are or may become infected with the HIV virus will not be excluded from enrollment or employment, or restricted in their access to university services or facilities, unless individual medical evaluation establishes that such exclusion or restrictions are necessary for the welfare of the student, patients and/or other members of the university community.

Students and members of the COM community who may be at risk for HIV infection are encouraged to get tested. Free HIV counseling and testing is available at FAU Student Health Services and the Office of Health and Wellness Education (<http://www.fau.edu/wellness/#>). For more information concerning these services offered by FAU Student Health Services, please visit <http://www.fau.edu/wellness/hivtesting.php>

Students with Blood-Borne and Airborne Infections

Acquisition of infection from patients and staff, particularly due to respiratory pathogens, is an all too frequent and avoidable event. To help protect students from this risk of nosocomial-acquired infection, the COM has implemented an educational program on respiratory pathogens. Students are taught about blood-borne and respiratory pathogens and protection guidelines during their first week of orientation. A second presentation on blood-borne and respiratory pathogens and guidelines for prevention is given preceding the beginning of clinical rotations in the third year. In

addition, all third year medical students undergo N-95 Respirator Fit Testing before the beginning of clinical rotations. Instruction on the technique of using this personal protective equipment is taught.

Participation in Clinical Care Activities

Students infected with blood-borne or other pathogens shall not, solely because of such infection, be excluded from participation in any phase of medical school life, including educational opportunities, employment, and extra-curricular activities, except as otherwise required by applicable federal, state, or local law or unless their health care condition presents a direct threat to the health and safety of themselves or others. Students infected with airborne pathogens may be excluded from participation in such activities during the infectious stage of their disease.

Students who know or who have reasonable basis for believing that they are infected with blood-borne or airborne pathogens are expected to seek expert advice regarding their health circumstances to have a clear understanding of the medical issues presented by these infections. See the "Policy on Communicable Disease" above in this Handbook. Supportive, confidential, and individualized counseling is available at FAU Student Health Services.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal health care provider. If the health care provider believes that there are certain assignments the individual should not accept due to personal health reasons, this should be discussed with his/her faculty supervisor. In some cases, students may be unable to participate fully in medical school life or meet the technical standards of the FAU College of Medicine because of their disease. In these cases, the individual should contact the OSA and the FAU Office for Students with Disabilities to discuss the existence and nature of the disability and whether reasonable accommodations are available. For more information, see the policy on "Students with Disabilities" contained in this Handbook. If a student's exposure results in the contraction of a disease or disability, the student will be allowed to continue in the education program with as little disruption and as safely possible depending on the circumstances. The student's specific medical circumstances will be confidentially evaluated on a case-by-case basis and appropriate recommendations regarding the student's progress through medical school may be submitted to the MSPPSC for appropriate action, if necessary.

Workers' Compensation

Generally, because students are not employees of the FAU College of Medicine or its clinical affiliate sites, they are not eligible for Worker's Compensation coverage. Therefore, any coverage for illness or injuries incurred as a medical student will be the responsibility of the student via his/her private health insurance plan. Students who are employees of FAU may be eligible for Workers Compensation coverage.

Acknowledgement of Receipt of Handbook

I acknowledge receipt of the policies and procedures contained in the Florida Atlantic University Charles E. Schmidt College of Medicine Handbook. By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time.

I understand that the College will periodically review its policies and procedures in order to serve the needs of the University and the College and to respond to mandates of the Legislature, the Florida Board of Governors, the Florida Atlantic University Board of Trustees, the federal government, and other regulatory and accrediting agencies. Florida Atlantic University and the Charles E. Schmidt College of Medicine reserve the right to change, rescind, or include additional regulations, policies and procedures in the College of Medicine's Student Handbook. I understand that such changes may occur without notice and that I agree to periodically check the **online** version of the College of Medicine Student Handbook for the latest version.

Signature: _____

Date: _____

Print Full Name: _____

Class 20 _____

Return this signed form to the Office of Student Affairs. Your Registration will not be complete until this signed form is returned.

Thank you!