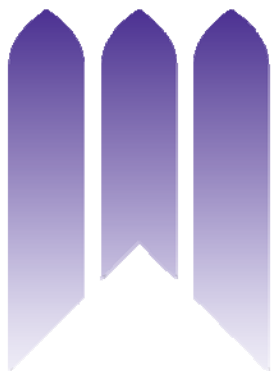


Northwestern University
Feinberg School of Medicine
Student Handbook
2011 - 2012

NORTHWESTERN UNIVERSITY



FEINBERG
SCHOOL OF MEDICINE

ALL AREAS COVERED IN THE STUDENT HANDBOOK ARE SUBJECT TO CHANGE. POLICIES IN PLACE AT THE TIME OF ENTRY INTO THE PROGRAM MAY CHANGE THROUGHOUT THE FOUR YEARS OF MEDICAL SCHOOL. MAJOR POLICY REVISIONS ARE GENERALLY MADE AT THE BEGINNING OF THE ACADEMIC YEAR. ON OCCASION PERIODIC UPDATES ARE NECESSARY.

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The Curriculum: A Commitment to Learning

Northwestern University has a long tradition of curricular innovation. Nathan Smith Davis, MD, one of the founders of the school (and of the American Medical Association) was an early proponent of reform in medical education. At its inception in 1859, the school became the first to offer a “graded” curriculum—that is, a distinct and progressively advanced series of lectures for each of the two years of instruction. The prevailing model at the time required students to attend the same series of lectures in the second year as in the first, whereupon they received a diploma. A few years later, Northwestern added a required third year of hospital-based study, creating a three-year, graded course of instruction—a general model that, with the later addition of a fourth year, has remained the norm in North America.

A second notable period of curricular innovation occurred in the 1960s, with the creation of two new programs that have become common features at many schools. The Honors Program in Medical Education, founded in 1961, was one of the first two combined baccalaureate-medical degree programs in the country. In 1963 Northwestern became one of the first three medical schools to receive a grant from the National Institutes of Health establishing a combined MD/PhD program. Leadership in both these new initiatives was provided by John A.D. Cooper, MD, then associate dean of the medical school and later president of the Association of American Medical Colleges.

The school continues to be active in educational innovation. Its most recent major curriculum change was the inauguration of a new first- and second-year curriculum in 1993. The current curriculum is designed to promote active, collaborative learning and provides at least two half-days per week for independent study. These courses comprehensively address the entire spectrum of the biomedical and psychosocial foundations of medicine. This approach emphasizes the development of broadly educated, responsible physicians equipped with the skills necessary for continuous professional growth and adaptation to societal changes

throughout their careers. The basic medical science courses are interdisciplinary and utilize a variety of learning strategies. A comprehensive introduction to the social roles and responsibilities of physicians, an innovative curriculum in interpersonal and clinical skills, an emphasis on the process of clinical decision-making, and consistent attention to health promotion/disease prevention are prominent features of the curriculum.

In the 2001–02 academic year improvements and innovations in the third and fourth years were implemented after an 18-month study and planning process. Other improvements were implemented in 2002–03 and in 2004–05. The curricular changes include extension of the formal emphasis on professional growth and development issues into the third and fourth years, renewed attention to the provision of appropriate educational opportunities in intensive care and emergency medicine settings, and new opportunities to learn effective habits for continuing self-education. In addition, students are provided opportunities to teach other medical students, thus addressing the need to be prepared for their future roles as educators of students, colleagues, and patients.

Currently, Feinberg is in the process of a curriculum renewal of the entire undergraduate program, which is scheduled to be implemented during the 2012-2013 academic year. Following a **retreat** last September, committees comprised of faculty members and students have been working to reassess and re-conceptualize a new framework for our FSM curriculum. Under the new curricular framework, our core **competencies** will guide the education programs. The new curriculum will adapt to individual learners at each stage of their development and challenge them to meet their potential by fostering an active, inquiry-driven learning environment. The new curriculum will enable students to spend more time in the clinical setting, have more flexibility in designing a course of study, and have the opportunity to explore scholarly areas of interest in greater depth.

The Medical Center & Faculty

Academic medical centers are complex institutions with a tripartite mission of patient care, education, and research. The faculty members are committed to their educational responsibilities and make themselves readily available as teachers and mentors.

During the first two years, each course is organized by the central administration of the school, and each involves faculty members from a number of departments. Faculty members from the School of Medicine's five basic science departments play an essential role in the two "basic science" courses, Structure-Function (M1) and the Scientific Basis of Medicine (M2). Clinical faculty members are also actively involved in the first two years' curriculum as lecturers, tutors in small-group settings, and in clinical skills instruction. The clinical faculty is composed of 1,509 full-time salaried medical school faculty members (full time research faculty = 256) and 1,128 "contributed service" faculty members. These latter physicians practice medicine in the school's affiliated hospitals and teach students and residents as a condition of their faculty appointment. They do not receive payment for these contributed services.

Clinical education for medical students is mainly conducted through four major affiliated hospitals and their respective outpatient practices. These hospitals are:

- Northwestern Memorial Hospital (NMH)
- Children's Memorial Hospital (CMH)
- Rehabilitation Institute of Chicago (RIC)
- Jesse Brown VA Hospital

These institutions comprise the McGaw Medical Center which coordinates the residency and fellowship training at Northwestern. The residents and fellows participating in the education of undergraduate medical students are under the direction of the Feinberg academic faculty. Nearly all medical staff members at the McGaw Medical Center hospitals have faculty appointments at the Feinberg School of Medicine. Department chairs and section or division chiefs at the School of Medicine hold the same appointments in their corresponding hospital

units. Similarly, the chair of pediatrics serves as physician-in-chief of CMH. The chair of physical medicine and rehabilitation serves as the medical director of RIC.

Many of the full-time faculty members in clinical departments are active investigators in basic science laboratories as well as practicing physicians. A number of interdisciplinary centers (such as the Robert H. Lurie Comprehensive Cancer Center of Northwestern University) bring together faculty members in the biomedical and social sciences with students from both the Evanston and Chicago campuses. Approximately 65% of students tap these resources and participate in significant research activity while in medical school.

The Competencies

The goal of the medical curriculum is to prepare broadly educated, responsible physicians capable of pursuing postgraduate medical education in any clinical discipline and/or pursuing a career in medically related research. This requires each student to attain facility in each of eight areas:

- Medical Knowledge and Scholarship
- Effective Communication and Interpersonal Skills
- Professional Behavior and Moral Reasoning
- Patient-Centered Medical Care
- System Awareness and Team Based Care
- Continuous Learning and Quality Improvement
- Community Engagement and Service
- Personal Awareness and Self-Care

[View the FSM Competencies Web site](#)

Policies & Procedures

Both the University and Feinberg School of Medicine set and maintain independent policies and procedures. Although these standards are similar, the unique responsibility of medical students for the care of patients in school-affiliated institutions necessitates the inclusion of additional standards for FSM students.

Access to Student Records

Congress enacted FERPA in 1974 to specify what information in a student's educational record can be disclosed to whom and by what means. The educational record includes all paper or electronic information directly related to a student and maintained by the Feinberg School of Medicine or the University. This includes, but is not limited to, information in the Office of the Registrar and offices of individual course directors and faculty members including the clerkship performance evaluations submitted by residents and faculty members to assist the clerkship director in compiling an evaluation and grade. FERPA excludes private notes made by a faculty member about a student that have not been shared with anyone else. A student may examine his or her educational file by requesting access from the Registrar. [The University's FERPA policy is available from the Registrar or on the University's Website.](#)

Policy on Additional University Courses

Registered medical students may enroll in courses offered by other Northwestern schools. Generally there is no additional tuition. Additional fees may be charged for evening courses taught by outside individuals, laboratory courses, and foreign language courses.

The School of Continuing Studies offers evening courses on the Evanston and Chicago campuses. A catalog of course offerings is available at the [School of Continuing Studies](#). The Medical School Registrar receives a list each quarter from Kellogg of classes still open after their school registration period has ended. Medical students are allowed to dual register for up to two Kellogg classes during their medical student career.

To register for a class offered by another Northwestern University school, you must follow a process based on your home school and the school offering the class. To read more about Cross-School Registrations on the Chicago Campus please visit this

page: http://www.registrar.northwestern.edu/registration/Cross-School_Registration.html

Cell Phone Policy

Students in lecture or lab areas should put their cell phones on vibrate. In designated patient care areas students may be asked to turn their cell phone off.

Clerkship Grading Policy

The current grading system in the clerkships is a Honors/High Pass/Pass/Fail system.

- All students who meet the criteria for consistent, excellent performance as specified in a clerkship, earn the grade of "**Honors**". Approximately 25-37% of students have earned the grade of "**Honors**" in the required M3 & M4 clerkships.
- A grade of "**High Pass**" identifies students who have distinguished themselves with excellent performance, but have not met the standards for the grade of Honors. Approximately 19-40% of students have earned the grade of "**High Pass**" in the required M3 & M4 clerkships.

- A grade of "**Pass**" signifies that a student has completed the objectives of a clerkship and is competent and ready to move on to the next stage of clinical training. Approximately 35-49% of students have earned the grade of "**Pass**" in the required M3 & M4 clerkships.
- If, at the end of a clerkship, a student's performance is marginally deficient such that he or she needs additional time for instruction or educational activity, the clerkship director may assign "**Pass Pending Remediation**". A grade of "**Pass After Remediation**" is posted after successful completion of the assigned remediation. "**Pass After Remediation**" and the actual number of weeks it took the student to successfully complete the clerkship will appear on the transcript.
- A grade of "**Fail**" identifies those students who have not adequately met the objectives of the clerkship. These students are required to repeat either a portion or all of the rotation. Successful completion of the repeated clerkship will result in the final grade of "**Pass Repeated Course**".

Each clerkship uses a specific combination of evaluation criteria to determine student grades. Please refer to specific clerkship materials to identify the components and corresponding percentages used to assess the students and derive clerkship grades. In elective clerkships, only the grades of Honors, Pass and Fail can be assigned. In some electives, the clerkship director will assign the final grade of Pass or Fail. Failure of multiple clerkships will be reviewed by the Student Promotions Committee and considered grounds for dismissal from medical school.

Computer User Policy

The use of technology within Northwestern University is governed by the policies of Northwestern University Information Technology. The complete listing of these policies can be found at <http://www.it.northwestern.edu/policies/index.html>. The rights and responsibilities for the use of network and computing resources at Northwestern University are summarized at <http://www.it.northwestern.edu/policies/responsibilities.html> In part that document states:

“Northwestern University Information Technology (NUIT) is the University organization that provides access to the network for Northwestern students, as well as for many Northwestern faculty and staff. The Northwestern computer network consists of a campus-wide backbone network, local area networks, and many shared computers as well as personal desktop computers. NUIT works to insure that network rights and responsibilities are not violated.

Rights

Members of the Northwestern community can expect certain rights as they use the network and its services.

- **Intellectual Freedom:** The University is a free and open forum for the expression of ideas, including viewpoints that are strange, unorthodox, or unpopular. The University network is the same. Network administrators place no official sanctions upon the expression of personal opinion on the network. However, such opinions may not be represented as the views of Northwestern University.
- **Safety from Threats:** While unwanted or unsolicited contact cannot be controlled on the network, network users who receive threatening communications should bring them to the attention of University Police. Electronic threats are taken as seriously as voiced or written threats, consistent with University policy.
- **Privacy:** Data files and messages traversing the University network are not private communications. The University reserves its right, as owner of the network and the computers in question, to examine, log, capture, archive, and otherwise preserve or inspect any messages transmitted over NUNet and any data files stored on University-owned computers. All members of the community must recognize that electronic communications are by no means secure, and that during the course of ordinary management of computing and networking services, network administrators may inadvertently view user files or messages. In addition, if a user is suspected of violations of the responsibilities as stated in this document, that user's privacy is superseded by the University's requirement to maintain the network's integrity, protect the rights of all network users, and promote respect for applicable laws and applicable license provisions. Should the security of a computer be threatened, user files and

messages may be examined under the direction of the vice president for information technology, the associate vice president for information technology, or a director of information technology.

Responsibilities

There are also responsibilities that must be met as part of the privilege of network access.

Network users are expected to live up to these responsibilities. If you knowingly violate a network responsibility, your network access will be suspended. Depending on the seriousness of the violation, you could be referred to the Student Promotions Committee. Violations that also violate federal or state laws can also result in referral to the appropriate legal authority.

- You are responsible for the use of your network ID (NetID) and all computer accounts that are assigned to you. You may not give anyone else access to your NetID or computer accounts. You must not use a NetID or a Northwestern University computer account that was not assigned to you. You may not try in any way to obtain a password for another user's NetID or computer account. The NetID and its associated password are the property of Northwestern University Information Technology. Applications and services that require their use must be approved by the Office of the Vice President for Information Technology or by a director within NUIT.
- You may not misrepresent yourself or your data on the network.
- You are responsible for the security of your passwords. This includes changing passwords on a regular basis and making sure no one else knows them.
- You must not use NU's network resources to gain or attempt to gain unauthorized access to remote computers.
- You must not deliberately perform an act that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.

- You must not run or install on any of NU's computer systems, or give to another, a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
- You must not attempt to circumvent data protection schemes or exploit security loopholes or interfere with standard technical measures that identify and protect the rights of copyright owners.
- You must abide by the terms of all software licensing agreements and copyright laws. You must not make copies of or make available on the network copyrighted material, including without limitation, software programs, music files, video files, still and digital images, radio and television broadcasts, and written text works, unless permitted by a license, by the consent of the copyright owner, by a fair use limitation under copyright law, or by permitted copying under the Digital Millennium Copyright Act (DMCA) when made by a library or archive for preservation purposes or when incidental to computer maintenance and repair. Please see the more complete discussion of **software copyright protections** (<http://www.it.northwestern.edu/policies/software.html>) available on NUInfo, and the discussion of copyright law available on the **NU Office of General Counsel Web site** (<http://www.northwestern.edu/general-counsel/>).
- You must not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of other users. Any person operating a network-intensive application or a defective computer that overloads University networks will be notified and steps will be taken to protect the overall University network. This may include disconnecting the offending computer system from the University network until the problem is resolved. If the condition is an imminent hazard to the University network or disrupts the activities of others or violates applicable law, then the offending computer system or the subnet to which it is attached may be disconnected without prior notice.
- You may not place on any University-owned computer system information or software that infringes on the rights of another person or gives unauthorized access to another computer account or system.

- You must not attempt to monitor another user's data communications, nor may you read, copy, change, or delete another user's files or software, without permission of the owner.
- Computing and networking resources are provided to support the mission of the University. These resources may not be used for commercial purposes.
- Any network traffic exiting the University is subject to the acceptable use policies of the network through which it flows, as well as to the policies listed here.
- All University computing and networking facilities are provided for use by faculty, staff, and students for relevant academic, research, or administrative pursuits. Like all other University facilities, private use must be approved in advance in keeping with policies expressed in the Northwestern University Employee Handbook and the Northwestern University Student Handbook.
- Information servers - responsibility for content. The content of any information made available to others via the University's network is the sole responsibility of the person who created that information. It is that person's responsibility to become educated and aware of all applicable Federal laws, State laws and University policies (<http://www.it.northwestern.edu/policies/index.html>). See also discussion of copyright law on the [NU Office of General Counsel Web site](http://www.northwestern.edu/general-counsel/) (<http://www.northwestern.edu/general-counsel/>). That person will be liable for any violations of Federal laws, State laws, or University policies.
- Continued violations of system and network policies will be referred to the appropriate office for discipline. Sanctions may include fines, restitution of funds, termination of computer or network access, probation, suspension, separation, or exclusion from the University.

The NUIT Security Officer should be notified about violations of copyright laws and these NUIT policies, as well as about potential loopholes in the security of any computer systems and networks at Northwestern. Contact the NUIT Security Officer at security@northwestern.edu.”

Disability Insurance Policy

All Feinberg School of Medicine students are required to participate in the student disability insurance group program. This program has been negotiated by the consortium of Chicago-area medical school deans and has been in place since 1995. The current policy is managed by RX Financial Resources Insurance Brokers and underwritten by the Unum Provident Corporation.

The implementation of the student group plan was prompted by concerns of the Association of American Medical Colleges (AAMC) about the lack of financial protection for students who may become disabled during their medical training. Therefore LCME accreditation standards now require disability insurance be made available to medical students.

A matriculated student who for reason of any physical or mental disability is unable to continue in school can receive a benefit of \$1,500 per month (for a first- or second-year student) or \$2,000 per month (for a student who has progressed beyond the second year) until age 65. No exclusions for pre-existing conditions exist.

Each student is provided an individual policy that explains in detail all benefits two months after matriculating into the medical school. They are also notified of how their premium amount is configured, and how to obtain answers to questions about their policy and/or filing a claim. At the request of a graduating or terminating student, the insurance may be continued on an individual basis into residency or other activity. The premium billing schedule is determined by class year and enrollment status for details, please review the premium billing schedule below:

Class Year	Billing Period
Incoming M1 New Transfer Student (any class year) Student returning from personal leave of	Fall Quarter (to cover M1 10-month premium or annual premium for current year not paid prior to personal leave or entry to Feinberg)

absence that was not billed for proceeding school year prior to leave	<p style="text-align: center;">AND</p> <p>Winter Quarter (to cover upcoming year premium)</p>
M2 & M3 students	Winter Quarter (to cover upcoming M3 or M4 school year)
MSTP, Other Graduate or Research Program Study students	<p>Winter Quarter (student will remain in regular billing cycle unless attending an institution outside of Northwestern and student requests to discontinue coverage during that period.)</p>

Questions regarding the student group disability insurance plan should be directed to, Linda Daniels, Coordinator for Student Support Services at: l-daniels2@northwestern.edu or (312)503-0434

Student Disability Insurance

http://www.feinberg.northwestern.edu/AWOME/Current_Students/Student_Health_Resources/Student_Disability/index.html

E-mail Policy

E-mail is a valid mechanism for official communication with students at Northwestern University. The University has the right to send official communications to students by e-mail. The University has the right to expect that students will receive e-mail and will read e-mail in a timely fashion.

At the University all students will be assigned an official University e-mail address. All official University communications will be sent to this official University e-mail address. This address will be maintained in the official University e-mail directory for each student.

The University will provide a convenient mechanism so that a student may have e-mail forwarded from the official University e-mail address to another e-mail address of the student's choice. Students who choose to have e-mail forwarded to another e-mail address do so at their own risk. The University is not responsible for e-mail forwarded to any other e-mail address. A student's failure to receive or read in a timely manner official University communications sent to the student's official e-mail address does not absolve the student from knowing and complying with the content of the official communication.

Faculty may assume that a student's official University e-mail is a valid mechanism for communicating with a student, and faculty may use e-mail for communicating with students registered in their classes. This policy will ensure that all students will be able to comply with course requirements communicated to them by e-mail from their course instructors.

Examination Procedures

Students are expected and honor-bound to take examinations honestly and eschew any opportunity to obtain an unfair advantage during an examination.

- Proctors should be present during every examination. Proctors may be graduate students or staff and faculty members. In addition, students are expected to police themselves regarding inappropriate behavior.
- All personal effects, including without limitation books, newspapers, magazines, jackets, hats, book bags, audio devices, PDAs, cell phones, and other electronic devices are to be removed from desk tops during examinations. If calculators are required, they will be provided.

- Personal breaks are allowed but discouraged. If a break is necessary, the student must flip or cover his/her answer sheet while absent from the room. The length of time during which the examinee is out of the room should not exceed 10 minutes. Examination time will not be extended for a student who has taken a break.
- No examination questions will be changed, corrected, or interpreted during the exam. Students are not allowed to ask faculty members questions once the examination has begun. If the examinee feels a question is wrong or ambiguous, an explanation can be made on the cover sheet of the examination booklet. However, obvious typographical errors discovered by the course director that compromise the value of an examination question may be rectified by a general announcement.
- The examination beginning and ending times should be announced at the beginning of the course and on the front page of the examination booklet. They will be strictly adhered to. Answer sheets not turned in by the appointed end of the examination will result in the assessment of a penalty to the grade. Should a student arrive late for an exam, the ending time will not change (that is, the student will not receive additional time).
- In the event that a fire alarm sounds during an examination, all students must place both answer and question sheets face down at the work area and exit the building immediately. Upon return to the examination the course director will announce the revised ending time.
- In the rare emergency situation where illness or other unexpected occurrence prevents a student from sitting for an examination at the scheduled time, the Associate Dean for Student Programs and Career Development and the course director must be notified immediately and before the examination. Together they will consider the situation and decide an appropriate course of action regarding postponement of the exam.
- In the nonemergency need to reschedule an examination, the student must petition the Associate Dean for Student Programs and Career Development in writing at least two weeks in advance of the exam, stating the need for the requested rescheduling and a proposed alternate time for the exam. The associate dean and course or clerkship director will respond in writing within three business days, taking into consideration the

reason for the proposed rescheduling, any history of prior requests, and the feasibility of rescheduling. Rescheduled exams will usually precede the regular exam.

- Unexcused missed examinations will result in failure of the exam.

Requirements for Graduation

FSM expects students to complete the medical school curriculum within 6 years of matriculation. Approved joint degree programs that enhance a student's medical education are encouraged and will not count towards the 6-year limit. Appeals for exceptions to the 6-year rule must be made to the Student Promotions Committee.

The MD degree will be conferred by Northwestern University's Feinberg School of Medicine to persons who have met the following requirements as determined by faculty.

1. Satisfactorily completed all competency and coursework requirements.
2. Achieved passing scores on the National Board of Medical Examiners USMLE Step 1 and Step 2 (CK and CS).
3. Paid all fees in full.
4. Returned all materials/school property.
5. Attended the mandatory Exit Interview for medical school borrowers.

HIPAA

The first federal privacy standards to protect patients' medical records and other health information provided to insurance plans, doctors, hospitals, and other health care providers took effect in April 2003. The *Standards for Privacy of Individually Identifiable Health Information*

("Privacy Rule"), developed by the Department of Health and Human Services as part of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), set national standards for the protection of certain health information and provided patients with access to and more control over their personal health information. The Privacy Rule requires health plans, pharmacies, doctors, hospitals, and other health providers to establish policies and procedures to protect the confidentiality of protected health information about their patients. Materials regarding the HIPAA responsibilities and requirements are distributed to students during their first year of medical school at a mandatory HIPAA training session.

HIV/HBV Policy

The Centers for Disease Control and Prevention has developed guidelines on measures to be taken by the health care community to avoid the transmission of human immunodeficiency virus (HIV) or hepatitis B virus (HBV) from infected health care workers to patients. Although the guidelines suggest that infected health care workers not engage in "exposure-prone invasive procedures," those procedures have not been specified. Rather, many health care institutions, including hospitals and clinics associated with the medical school, have adopted policies to specify that health care workers who perform surgical or obstetrical procedures that involve entry into tissues, cavities, or organs—or dental procedures involving manipulation, cutting, or removal of oral or perioral tissues, including teeth structure—know their HIV (and HBV) status and, if positive, seek counsel from an expert review panel before performing these procedures. Technique, skill, experience and infection control compliance are among the factors to be considered when evaluating the worker. Although these measures were developed primarily to protect patients from the transmission of the HBV virus, the greater transmissibility of HIV suggests their application to HIV-infected health care workers as well.

Section I: Admission. HIV or HBV serostatus will not be a consideration in the determination of acceptance for the Honors Program, MD program, or transfer admission to the School of Medicine, provided that the adoption of state or federal legislation or the establishment of policies by the McGaw Medical Center institutions does not restrict the clinical activities of an infected student to the extent that completion of medical degree requirements is not possible.

Potential visiting students must submit evidence when applying to the School of Medicine that 1) they have completed the three-stage HBV immunization series, 2) they are determined to be immune or chronic carriers of HBV, and 3) they have undergone training in the universal precautions for avoiding exposure to blood and other body fluids.

Section II: Testing. Neither applicants, entrants, re-entrants, current students, nor visiting students will be required to undergo HIV testing. The individual medical student who suspects that he or she may be at risk for HIV or HBV infection is responsible for ascertaining his or her serostatus.

Section III: Infected Students and Continuation in School. A medical student found to be infected with HIV or HBV may continue in the MD program as long as he or she is able to carry out the physical and intellectual activities expected of all students.

Unless directly notified by the student, those involved in his or her education will have no knowledge of his or her serostatus. However, the HIV+ or HBV+ student is urged to notify his or her physician and thereby obtain appropriate medical and emotional support. He or she also is urged to notify the director of the Chicago Campus Student Health Service or the chief of the Division of Infectious Diseases of the Department of Medicine, who will, among other actions:

- ascertain whether the student is receiving medical and emotional support to that student's satisfaction, and, if not, suggest alternative sources by which such care could be obtained;
- ensure that the student is aware of any particular precautions to be taken in patient care activities, career specialty selection, and lifestyle to avoid the transmission of the infection to any other person;

- ensure that the student is aware of possible signs of disease progression that would suggest interference with his or her physical or emotional ability to fulfill patient care or other educational requirements of the MD program;
- discuss with the student whether he or she may already have participated in patient care activity in which an injury to that student by a sharp instrument would have led to contamination of the patient with the student's blood;
- if the circumstances in the immediately preceding point indeed have occurred, notify the student of the legal obligation by the State of Illinois and moral obligation of the school to notify the patient involved; ensure that this information, including the identity of the student, is made known to the hospital or clinic in which the incident occurred; and offer the assistance of the School of Medicine in making these notifications;
- report to the Medical Student HIV/HBV Review Panel (Section IV) that these communications have been made to a student and the nature of any follow-up actions that have taken place, without in any way suggesting the student's identity to the panel; and
- seek from the Medical Student HIV/HBV Review Panel advice or assistance in further counseling or assisting the student with particular needs.

An HIV- or HBV-infected student may consult the Associate Dean for Student Programs and Career Development, anonymously if desired, for further interpretation of any part of this policy, referral to an appropriate member of the School of Medicine HIV/HBV Review Panel, or other support with related educational or personal concerns.

Section IV: Medical Student HIV/HBV Review Panel. The Medical Student HIV/HBV Review Panel shall consist of the Director of the Chicago Campus Student Health Service, the Chief of the Division of Infectious Diseases in the Department of Medicine, the Surgery Clerkship Director and the Obstetrics and Gynecology Clerkship Director.

The panel will serve as a resource for students infected with HIV or HBV, either directly, if the student so wishes, or indirectly via individual members who will counsel an infected student confidentially. The panel will not have access to an infected student's identity unless notified

directly by the student. When notified of the existence of an HIV+ or HBV+ student, the panel will ensure that the student receives the counsel and support described in Section III. Its discussions and other activities will be confidential, although the panel will notify the Dean of the Feinberg School of Medicine and the Chair of the University AIDS Advisory Committee of the existence of each HIV+ medical student (in the case of an HBV+ student, only the Dean of the School of Medicine) and that it has determined that the provisions of Section III (above) have been fulfilled.

Section V: Immunization. All Northwestern University medical students must undergo HBV immunization as a condition of entrance to the School of Medicine, except those who present evidence of current HBV+ status. HBV- students who have never undergone HBV immunization must complete the three-stage immunization series and undergo follow-up determination of antibody titer as a condition of promotion to the second-year curriculum. These students also will be encouraged to obtain a “booster” vaccination if titer is below 10 IU/L. The Feinberg School of Medicine will subsidize the cost of the third-stage immunization and follow-up antibody titers. Potential visiting students from other institutions who cannot show evidence of HBV immunization when applying will be denied acceptance.

Section VI: Infected Patients. Before engaging in any clinical care activities, medical school and visiting students first must have received training in the universal precautions for the handling of sharp instruments and body fluids to minimize the risk of infection from their clinical interaction with HIV+ and HBV+ patients. In addition, all medical school students will be provided instruction on psychological aspects of interacting with HIV+ and HBV+ patients as a component of their preclinical education. All students are expected to participate in the care of all patients to whom they are assigned, regardless of the infectious status of the patient.

A student who is apprehensive about providing care to any patient should discuss this apprehension in advance with the clerkship director and/or Associate Dean for Student Programs and Career Development. A student who suspects that he or she is being subjected to patient care or laboratory conditions in which not all universal precautions are being enforced should immediately consult the Infection Control Officer of that institution and/or the Associate Dean for Student Programs and Career Development.

Section VII: Possible Contamination. A student subjected to possible contamination from the tissue or body fluids of any patient, regardless of suspected HIV or HBV status, through needlestick, cut, or other injury that breaks the skin or splashes fluids onto open sores or mucosal surfaces (mouth, eyes), should follow the instructions outlined in the *Needlestick Section*. Any testing or treatment will be performed only at the student's request, and any test result will be confidential to the student.

Section VIII: Treatment Cost. The cost of testing and treatment requested by a Northwestern student who has been exposed to possible HIV or HBV contamination during assigned medical educational activities will be borne by the University. Although these services also will be offered to visiting students, the costs will be the responsibility of the student or his or her home school.

Section IX: Compatibility with Related University Policy. The Northwestern University "Policies and Procedures—AIDS" was adopted in 1986. Essential items of that policy that relate to medical students and the medical school authority responsible for fulfilling requirements therein are as follows:

- Northwestern University shall follow the guidelines recommended by the Centers for Disease Control and Prevention and the American College Health Association.
- Students with AIDS-related complex (ARC)/AIDS may continue their studies at the University so long as they are able to meet the requirements of their academic programs.
- Students who test HIV+ are expected to arrange periodic follow-up examinations.
- Known cases of ARC or AIDS shall be reviewed by a University AIDS Advisory Committee. (The activities of the Medical Student HIV/HBV Review Panel will be equivalent to those of the University AIDS Advisory Committee).
- The University shall conduct educational programs on AIDS awareness (School of Medicine oversight responsibility: Curriculum Committee).
- Medical students are required to learn "universal precautions" as taught by the School of Medicine (School of Medicine oversight responsibility: Curriculum Committee and the Introduction to the Clinical Clerkships Committee).

- Universal precautions must be carried out in all research and educational laboratories of the University (School of Medicine oversight responsibility: School of Medicine Safety Committee).

Section X: Conclusion. The School of Medicine recognizes that it is possible for an otherwise healthy HIV+ physician to practice medicine and for an HBV+ physician to practice many specialties, unimpeded by disease-specific restrictions. Therefore, the school will assist students infected with these diseases to complete their medical degree requirements, subject to considerations that it feels, in its best judgment, are appropriate to the circumstances of each individual case.

Leave of Absence/Independent Study Policy

Leave of absence (LOA) and independent study may be granted for several general reasons, including, but not limited to, the following:

- academic performance
- personal issues (health or family difficulties)
- financial hardship
- pursuit of other academic activities (such as earning an advanced degree, conducting non-degree-related research, or studying abroad).

Any student considering a leave of absence/independent study should meet with the Associate Dean for Student Programs and Career Development. The Associate Dean for Student Programs' role is to explain the policy, offer support and help the student with any questions or concerns regarding the leave. The student will be provided with the Leave of Absence/Independent Study request form and will be directed to write a short explanation as to why a leave is being requested.

If a leave is being requested due to health reasons, a written request to drop for reason of illness must be made to the Associate Dean for Student Programs and Career Development and be accompanied by documentation from the treating physician stating that continuation by the student under the prevailing circumstances is not practical. In addition, the physician should project when the student might be able to resume his or her studies. It may be necessary, depending on circumstances, that a fitness for duty examination be performed on the student by appropriate professionals before reentry to FSM is granted.

In an emergency situation, the FSM Administration has the right to put a student on a leave.

A written request to drop for reasons of personal or family crisis must explain the nature of the crisis, such as death, disability, or serious illness of a family member; collapse of financial support; or impending legal issue. The request must also explain how the student expects to cope with his or her particular situation before returning and the anticipated return date.

A student may make a written request that the remainder of a clerkship be dropped. Such a request must be made prior to the completion of the first half of the clerkship and include a plan for identifying and correcting the deficiency or distraction and an estimate of when the student will be ready to continue their clinical education. Whether a student must repeat the entire clerkship or complete the remainder of the clerkship will be left to the discretion of the clerkship director.

Leave of absences and independent studies are granted on an academic year basis. They are generally limited to one year but may, under some circumstances, be renewed upon re-application and provision of justification. Students requesting additional leave time must speak directly to the Associate Dean of Student Programs.

Before returning to academics, students on leave must meet with an SPC subcommittee. The subcommittee will be interested in hearing how the student spent their time away from academics, and how they have addressed their personal or academic issues. Pending the recommendation of the subcommittee, the SPC will determine if a return to academics is in the best interest of the student at that time. Return to academics is subject to the availability of

space in the appropriate medical school class. A student who has been on a LOA for three or more years may be required to repeat some or all of the coursework completed prior to taking leave.

A formal response regarding a student's return will be sent to the student on behalf of the committee.

Listserv Services Policy

The Feinberg School of Medicine operates an electronic mailing list service ("listserv") for each class of students, each college, and the entire student body. Listservs were established to transmit official announcements regarding classes, professional events, student organization activities, and other related information. Students and faculty members may post brief, relevant messages. The distribution of large files or graphics will not be accepted by the listserv and should be distributed either through Course Management (blackboard) or posted on the Infoplex Web site at www.infoplex.northwestern.edu. Announcements of student-centered social events, items for sale, and other similar messages should be done through the student-run list service found on Infoplex and not sent via the listserv.

While at the time of matriculation new students are automatically assigned to the listserv for their class, a leave of absence or other interruption in academic progress may necessitate subscription to the listserv of a new class. This may be accomplished by sending an e-mail message to listserv@listserv.it.northwestern.edu. The message should have a blank subject line and the body of the message should state "**subscribe med**-announce firstname lastname.**" (** indicates the last two numbers of the new expected year of graduation).

NBME Exam Policy

USMLE NBME Step 1 Examination Policy

1. Passing the USMLE Step 1 is a requirement for promotion into the clinical curriculum. M2 students will take the Step 1 examination during the month of June (prior to the start of ICC).
2. Students who fail their first attempt at Step 1 may complete the M3 clerkship block they are currently on. Under no circumstance will a student be allowed to begin a second clerkship before the Step 1 examination has been retaken.
3. Students who fail the Step 1 examination on their first attempt must submit a specific study plan and timeline to the Educational Support Committee (ESC) for consideration and permission to retake the Step 1 examination. The ESC will provide feedback on a student's study plan. Once the study plan has been approved, permission will be granted for the retake.
4. A student who has failed USMLE Step 1 on the first attempt, must retake the examination no later than October 31 of that same year. If a student does not meet this deadline, they must appear before the SPC.
5. If a student does not pass the Step 1 examination on the second attempt, they will be placed on a leave of absence. The student must appear before the SPC and request permission to retake the examination. The student will need to make a presentation to the committee including a modified study plan and timeline. The SPC has the prerogative to accept or deny the request for retake.
6. If granted permission to take the exam a third time, the student must sit for the exam no later than May 15 of the following year. Failure to do so will result in an automatic recommendation for dismissal.
7. Any student failing the Step 1 examination a third time will appear before the SPC for review and likely dismissal based on academic grounds.

USMLE NBME Step 2 Examination Policy

- All students are required to take and record a passing score on the USMLE Step 2 – CK (clinical knowledge) examination.
- All students are required to take and record a passing score on the USMLE Step 2 – CS (clinical skills) examination.

Needle Stick Policy

If stuck with a contaminated needle, or otherwise subjected to contamination by bodily fluids from a patient, there is a small but very real risk of acquiring a serious infection from the host. It is to your benefit to report all incidents because, if necessary, you will need to prove that you were infected during your training in order to claim the disability insurance offered through the medical school. **If such an incident does occur, you are automatically excused from whatever you are doing.** Remember that your health comes first.

Medical attention will include *cleansing and treating any wound, obtaining both your blood and the host blood for testing, and the provision of counsel on follow-up treatment and testing.* At the time of any potential contamination, you should excuse yourself from the activity under way and immediately call or go to the site specified below:

NMH - Notify the unit manager or charge nurse immediately and call NMH Corporate Health 312-926-8282 (If this is after hours or on a weekend, the office will be closed, but an answering service will take your call and will page the nurse on call.)

RIC Corporate Health 312-926-8282 (If this is after hours or on a weekend, the office will be closed, but an answering service will take your call and will page the nurse on call.)

CMH Employee Health 3-2273 (needle stick pager NAB 103)

VAW - Student should report immediately to VA Employee Health (7 North Damen) during regular work hours (Mon-Fri 8 AM - 4PM) and to the Emergency Department at all

other times.

MacNeal - report the incident to your chief resident or Dr. Zawacki. Proceed to Employee Health ext. 3427 (before 4 PM) or to the Emergency Department ext. 6000 (after 4 PM).

If at a physician's office or other site, you would still contact Corporate Health at NMH.

You should not receive any bills for treatment, but if you do, send them to:

Christopher Johnson
Director, Office of Risk Management
Northwestern University
2020 Ridge Avenue #240
Evanston, IL 60208-4335
Phone: 847-491-8518
Fax: 847-467-7475
E-mail: cljohnson@northwestern.edu

While the exact reporting procedure varies from hospital to hospital, the first step is to contact the appropriate person immediately. This individual deals with such incidents on a routine basis. He or she can order testing of the patient and you, provide counseling regarding the need and desirability of further testing or treatment, and answer any questions you may have.

For your own information and for patients who ask, it is important to differentiate between confidential and anonymous testing. Confidential testing is done at a medical institution, and the results become part of the medical record, which is available to insurance companies and may affect future insurability. Anonymous testing is done by "neutral" organizations like Family Planning and state/county health agencies, and only the patient will know the result. Consider this issue before being tested.

In order to minimize your risk of exposure, follow the universal precautions. Wear gloves, eye protection, and facemask during procedures. Treat all patients and bodily fluids as if they are infected. Wash your hands frequently. Don't recap needles, and dispose of all sharp objects immediately after use. If you follow them consistently, they will become second nature.

Observed Misconduct

Any incident of cheating, falsifying records, or other breach of academic integrity, either confirmed or suspected, should be reported promptly by the observer to the course director or to one of the academic deans. The observer must identify himself or herself to one of these individuals for even a cursory investigation to proceed and/or for any discussion to be held with the alleged offender. At the observer's request, his or her identity will be kept confidential; in such a case, however, no further action can proceed beyond a private discussion. Only if the identity of the observer and the nature of any evidence can be made known to the alleged offender can others be brought into the investigation and the matter referred to the Student Promotions Committee for a hearing and possible disciplinary action.

Alternatively, an observer may report an incident of cheating to a Student Senate officer, who, with the other officers, will confront the student with a private discussion and, if warranted, refer the matter to the Associate Dean for Student Programs and Career Development or the Senior Associate Dean for Medical Education.

Parking Policy

Street parking near the Chicago campus is limited and parking rules are strictly enforced. Off-street parking is offered by some apartment buildings for a monthly fee. A limited number of monthly parking spaces may be available in public lots around the Chicago campus at an average monthly cost of \$200–300.

Access to the subsidized weekday parking program on the Chicago campus of Northwestern University is restricted to those students of the University who commute to the Chicago campus

from residences outside the boundary of North Avenue, Halsted Street and Congress Parkway, or to those medical students with extenuating medical or personal situations deemed worthy of special approval by the Medical Student Parking Committee.

Students with temporary or permanent medical or other extenuating circumstances may request a waiver of the residence location provision by describing that situation in the "Extenuating Circumstances" text area on the parking application form. The Medical Student Parking Committee will render a decision on this appeal.

The Commuter Permit gives full-time students unlimited parking access to their assigned garage; however, storage of vehicles for more than 24 hours is not permitted. Parking spaces for those that qualify are allotted based on availability. Applicants will be notified by e-mail of tentative approval or rejection, along with what next to do to obtain the permit from the Parking Office. All parking financial obligations will be handled at the Chicago Parking Office. Please be prepared to provide automobile make and model, proof of driver's license and insurance. You will receive your parking sticker and parking garage location from the parking office.

Parking Prices

Parking Lots

Evening/weekend parking is available on a quarterly basis for Feinberg medical students regardless of location of residence. The vehicle must be removed from campus parking between 8:00 a.m. and 4:00 p.m., Monday thru Friday. Arrangements for evening/weekend parking are made at the parking office in Abbott Hall.

Campus parking permits are not available to non-Northwestern visiting students.

To request a campus parking permit, please complete and submit the parking application form ([link above](#)).

Applications for fall parking may begin to be submitted to Student Programs and Professional Development in mid-August (returning students) or in mid-September (first-year students).

Carpools are highly encouraged. All students interested in parking must bring a valid driver's

license, insurance card, and registration card for each vehicle they wish to register.

The Evening/Weekend Parking Permit allows students access to a garage from 4 p.m.–8 a.m. (weekdays) and 24-hour access on the weekends and holidays. Students who live within a two-mile radius of the Chicago campus are eligible to purchase the Evening/Weekend Permit without departmental/school approval. Permits can be purchased annually, quarterly, or for the academic year.

Parking Office

University Services Office

Abbott Hall (710 North Lake Shore Drive) Room 100

Phone: 312/ 503-1103

Hours 8:30 AM - 5 PM (weekdays)

Peer to Peer File Sharing Policy

The use of file-sharing networks and software to download and share copyrighted works such as software, music, movies, television programs, video games and books can violate copyright laws. Both the person who makes an illegal copy of a copyrighted work available and the person who receives or downloads an illegal copy have violated the law. Many file-sharing programs have default settings that share copyrighted files, such as music and movies, through the Internet. Before enabling any of these programs students must read the fine print, make sure to understand the program itself, and only use such programs lawfully. Copyright owners are entitled to notify Internet service providers, such as Northwestern University, that IP addresses linked to their network are sharing copyrighted materials without authorization. The law requires the University to respond to such complaints by eliminating access to the infringing materials. Northwestern will disconnect IP addresses for those violating this law from the NU server. In

addition, Feinberg medical students violating this law will need to appear before the Student Promotions Committee.

NU BAYU

<http://www.it.northwestern.edu/security/nubayu/>

Pre-Clinical Grading Policy

Pass-Fail System

During the first two years, courses consist of a variety of lecture, laboratory, and small-group learning formats. Performance is evaluated periodically based on written examinations, papers, practical laboratory examinations, and group activity participation. The details for the grading of each course are published in the course syllabus by the course director(s).

In the M1 & M2 academic years, the only grades assigned are “pass” and “fail”. These are the only grades that appear on the student’s official transcript. While individual test scores within a course are recorded and maintained internally (for program evaluation, monitoring student progress and consideration for AOA), these test scores do not appear in the students’ official record.

Remediation

A student who fails to master a course component must remediate it satisfactorily before advancing to the next year of the curriculum. The course director(s) will determine the remediation requirements for the specific course component before the final course grade is submitted.

In the event of a course failure, the Student Promotions Committee in cooperation with the course director(s) determines if and how a remediation will occur. Timing, content, and method of remediation are course- and year- specific.

The basic science courses of the first two years (Structure-Function and Scientific Basis of Medicine), have “block exams” for each course section. For the Structure-Function course, four of the block exams consist of written and practical exams. The Scientific Basis of Medicine has only written exams. To pass each course, a student must pass every block exam. If a student fails one or two block exams, the student will have the opportunity to make up the exam(s). Structure-Function remediation exams occur at least two weeks after the initial exam and prior to a set date in the summer between M1 & M2 year. Scientific Basis of Medicine remediation exams must take place at least two weeks after the initial exam and one week prior to the Introduction to Clinical Clerkship (ICC). If remediation of one or two failed unit exams is satisfactorily completed, the final course grade is recorded as Pass. A student will fail Structure-Function or Scientific Basis of Medicine under either of the following two circumstances.

- If the student fails a makeup exam, a grade of Fail may be recorded for the entire course; or
- If a student has a cumulative grade less than -2 standard deviations.

Similarly, failing Medical Decision Making, Problem-Based Learning, and units of Patient, Physician & Society must be remediated satisfactorily in order to pass the course. Remediation requirements are determined by the course director(s) in coordination with the Student Promotions Committee.

Failure

If a student fails a course, generally the entire course must be repeated for credit. Associated problem-based learning sessions and units initially passed may have to be repeated. A repeated course is graded on its own merit.

At the end of the second year, students participate in a clinical skills assessment with a trained standardized patient to determine their readiness to begin the required clerkship rotations. Students who do not pass all sections of this exam will be required to remediate failed sections before beginning the third year. The remediation will be determined by the course faculty.

Performance in the third- and fourth-year clerkships is based on written and/or oral exams, the faculty's subjective impression of a student's clinical knowledge, skills and attitude; and—in select clerkships—an objective structured clinical examination ("OSCE"). The OSCE requires the student to interact with scripted patient "actors" to perform clinical procedural tasks under faculty supervision.

A final grade of Honors, high pass or pass will be achieved if a student meets the criteria for the particular grade as outlined by the clerkship director.

If based on the subjective impression of faculty, a student's clinical performance is deemed to be inadequate, regardless of accompanying examination score, the clerkship final grade becomes fail. The Student Promotions Committee will work with the clerkship director to establish an appropriate remediation. If only the examination is failed and is passed upon the second attempt, the final grade becomes pass. A second failure of the written exam will result in a final grade of fail.

Incomplete

A grade of Incomplete is assigned when an illness or personal crisis precludes completion of a course or clerkship during the scheduled timeframe. A student is granted an extension period determined by the course/clerkship director(s) in coordination with the Student Promotions Committee. If the necessary requirements are completed within the extension period, the grade of Incomplete will be replaced by a grade of Honors, High Pass, Pass, or Fail. If requirements are not completed within the allocated extension period, a grade of Fail will be recorded. This result would necessitate repeating the entire course or clerkship rotation.

Students can obtain their grades online for Structure-Function, Scientific Basis of Medicine, and the required clerkships soon after completing the course exam or clerkship. Official transcripts may be requested in person or in writing from the Office of Registration and Records (Ward 3-130).

Students who pass a course but whose performance is weak will be so notified of this when

grades are distributed. Marginal performance is not recorded on the transcript but is reported to the Student Promotions Committee. A student's progress may become of particular concern to the Student Promotions Committee if weak performance is reported in two or more courses or clerkships.

Academic Status of "Good Standing"

The academic status of "good standing" indicates that a student is not on probation (enrollment permitted), is not on suspension (enrollment not permitted), and has not failed an initial attempt to remediate an academic deficiency.

[Leave of Absence Policy](#)

Religious Observation Policy

Students who choose not to attend classes or take exams on certain days because of their religious beliefs will be given an equivalent opportunity to make up the work requirements or exams they miss, without penalties. If the requested accommodations in effect result in students not participating in required educational experiences, the Associate Dean of Student Programs and Career Development and the course/clerkship director will assess the situation and determine if granting such will substantially alter the depth and integrity of the educational requirements for the medical students.

First and Second Year students who anticipate absences from scheduled educational activities due to religious observances, are required to provide written notification to the Associate Dean of Student Programs and Career Development of the anticipated days they will be absent. **This request must be made no later than the first two weeks of the academic year.**

Rising Third and Fourth Year students should provide written notification to the Associate Dean of Student Programs and Career Development and their affected clerkship directors **at least four weeks in advance of the anticipated absence.**

TB Testing Policy

All students who will have clinical exposure to patients need to be in compliance with TB testing.

Pre-Placement (students who will begin in the clinical environments)

All students need to fill out the TB symptom questionnaire.

- Students who are asymptomatic AND have had no hx of positive PPD or BCG vaccination should receive either:

2 step PPD testing

This consists of one PPD placed and if negative, a second PPD placed within 28 days.

Students will only require one additional PPD test (considered the second test) if they have had a PPD for any reason within 90 days of beginning in the clinical setting, with the exception of repeat testing required for foreign travel or other post-exposure testing (see below). Documentation of the actual test result must be provided.

Blood Assay for Mycobacterium tuberculosis (BAMT, e.g., Quantiferon Gold)

Students will not require repeat testing if they have had a BAMT for any reason within 90 days of beginning in the clinical setting, with the exception of repeat testing required for foreign travel or other post-exposure testing (see below). Documentation of the actual test result must be provided.

Students who test positive on either the PPD or the BAMT will need a chest xray and follow up in student health for discussion of treatment.

- Students who are asymptomatic AND have a hx of prior positive PPD or BCG vaccination should receive:

BAMT

Students who have had a BAMT for any reason prior to beginning in the clinical setting must show documentation of the result and the test must have been performed within 90 days of beginning in the clinical setting.

Chest X Ray (CXR)

Students who have had a CXR within 6 months of beginning clinical rotations will not need to have any further pre-placement testing.

Symptomatic students should be given a surgical or procedure mask and sent to Student Health for CXR with further management dependent on CXR findings and clinical evaluation.

Annual Testing

All students need to fill out the TB symptom questionnaire

Asymptomatic Students will need either

- a. Annual PPD testing
- b. Annual BAMT

Students whose PPD or BAMT are positive are considered converters and will need a CXR and follow up in student health for discussion of treatment.

Symptomatic students should be given a respiratory mask and sent to Student health for CXR with further management dependent on CXR findings and clinical evaluation

Exposure Surveillance

All students involved in an exposure will require a baseline test as soon as possible after the exposure and then a repeat test 10 weeks later. Converters will need a CXR and evaluation in Infectious Disease clinic for discussion of treatment

Foreign Travel

All students who have traveled to countries other than the US, Canada, or Western Europe must have TB testing 8 to 10 weeks after return to the US.

Symptomatic students should be given a surgical or procedure mask and sent to Student Health for CXR with further management dependent on CXR findings and clinical evaluation.

Respiratory Surveillance and Fit Testing

All students must have annual respiratory surveillance and fit testing at NMH Corporate Health Department

Clerkship Transportation Policy

Please see the [Clerkship/Preceptor Reimbursement Page](#) for current information.

Sexual Harassment Policy

Please visit the [University Sexual Harassment Prevention Office](#) to read the most current policy.

Social Media Policy

Students accepted to Feinberg and current Feinberg medical students should be cautious in using social networking such as Facebook, Twitter, blogging etc. The profession of medicine is founded on the highest standards of conduct because of the great level of trust patients place in medical professionals. After you are admitted to Feinberg, enrollment remains contingent on your demonstration of this high standard of conduct, through sound judgment, personal perception, integrity and accountability. Posting items that represent unprofessional behavior, release patient health information, violate [HIPAA](#) standards or Northwestern University policies on social networking sites will result in disciplinary action by the medical school.

Tips on Social Networking

- **Always represent yourself professionally**

As a Feinberg medical student, you are entrusted with a wealth of confidential patient information. Sharing patient information verbally or electronically is illegal and unethical. As a medical professional in training, it is your responsibility to uphold a professional, discreet demeanor in all of your correspondences and posts.

- **Protect your online profile and identity**

It is important to scrutinize all materials you post on personal pages. It is equally important to speak to family and friends and request that no embarrassing or unprofessional materials be posted and “tagged” to you. Be selective about who you accept as a friend on a social network.

- **Assume that everything posted is permanent**

Be mindful of what you post. Even if you remove embarrassing or inappropriate materials from a site, or delete your account all together, those materials will remain in cyberspace forever. Anyone on the internet can easily print photos or save text, images and videos to a computer. Once material is posted, it is out of your control forever.

- **Privacy Settings**

Take the time to establish privacy settings on all social networking sites you use. These settings will help to protect your identity and personal information.

- **Search Yourself**

On a regular basis, search yourself online to audit what is posted about you.

Inclement Weather Policy

The FSM medical campus will not close because of inclement weather. Students will need to make their own decisions regarding hazardous traveling conditions; however, student responsibilities are not obviated by weather conditions. If a student believes traveling in such weather is hazardous, the student is expected to make up missed class work.

Duty Hours Policy

Background

- During the clinical years, Feinberg medical students should assume an increasing level of professional responsibility, learning to care for patients with dedication, integrity, and compassion. One of the challenges of becoming a physician is learning to fulfill one's clinical responsibilities without sacrificing one's own physical and mental health. The clinical years should provide an environment in which students can attend both to their education and to their personal well-being as they develop into physicians.

Policy

- Medical students must not be required to work more than resident physicians, whose duty hours are regulated by the ACGME (Accreditation Council for Graduate Medical Education).
- Duty hours are defined as any clinical work or required educational experiences (e.g. conference, lectures, exams); they do not include time at home to study or travel time to and from clinical sites.

- Medical students must not work more than 80 hours per week.
- Medical students must not work more than 24 consecutive hours caring for patients. After 24 hours, they may continue to work for up to 6 hours for continuity of care or classroom experiences, but may not assume care for new patients during this time.
- Medical students must not be scheduled for call the night before an exam.
- Medical students must not be scheduled for overnight call the night before IDM.
- At minimum, medical students must receive an average of one day off per week over a four week rotation.
- University holidays (including Independence Day, Labor Day, Memorial Day, and Martin Luther King Day) shall be treated like weekend days, on which students may be on call. For all rotations except sub-internships, the Thanksgiving Holiday shall be observed beginning at 6pm on the Wednesday before Thanksgiving and ending on Sunday evening. During sub-internship rotations, medical students may be required to work during the Thanksgiving holiday.

Monitoring

- Within the limitations above, the clerkship directors are responsible for setting medical student schedules on each individual rotation. All scheduling shall be done with the students' best educational interests in mind.
- Any concerns about duty hours should be discussed with the clerkship director. Students should report any violations of this duty-hours policy to Dr. John X. Thomas; student grades shall not be affected by such reporting.

Medical Student Dress Code

Appropriate deportment and dress are expected of students as they engage with patients and clinical colleagues. Students may need to curtail some aspects of their individual expression to

reflect appropriate respect and establish a rapport with patients, families and health care members.

First and Second Year

- Dress in routine, morning lecture in the first two years is informal.
- In the small group environment with patients present, students are required to wear a clean, short white coat with a name tag identifying themselves as medical students. Clerkship Attire Guidelines (below) should also be followed.
- Students are expected to dress professionally in the Patient, Physician & Society classes except for preceptor visits. Please follow the clerkship attire guidelines unless preceptor indicates a different style.

Clerkship Attire Guidelines

- Hair must be well groomed. Men's beards are acceptable when neatly trimmed.
- No hats (with the exception of religious or cultural head coverings).
- No facial piercings or dangling earrings. A minimum of jewelry should be worn.
- Button-down shirts should not be open below the second button. No T-shirts or sweatshirts.
- No jeans, cargo pants, cut-offs or shorts.
- Shoes must be closed toes. Clogs are acceptable, sandals are not. Shoes must be clean.
- Clean sneakers are acceptable when wearing scrubs.
- Do not wear cologne or perfume in any clinical setting.
- Women should wear blouses or sweaters. No bare midriff.
- Skirts must be a conservative length (no miniskirts). No jeans, cargo pants or leggings without skirts.
- Bright or dark nail polish should be avoided. Minimize makeup.
- Cuts and abrasions should be covered with tegaderm or similar water impervious material.

- Protective glasses and masks should be worn even when Faculty and house officers do not.

Scrub Suit Guidelines

- Scrub suits are permitted only in direct patient care areas.
- When outside patient care areas, students must wear their white coats as well.
- Scrub suits are to be changed daily and immediately when soiled.
- T-shirts should not extend below the scrub top.
- NEVER wear the same scrub suit back into the Operating Room after circulating in the hospital.
- Scrub suits should not be worn outside the patient care area and never outside the hospital buildings.
- Scrubs should be changed in appropriate changing location.
- Double glove in the Operating Room with gloves that are one half size larger on the inside and the real size on the outside.
- Jewelry must come off before scrubbing. Earrings are unacceptable in the Operating Room.

Other

- Do not chew gum.
- No eating or drinking in front of patients or in patient care areas.
- Speak softly in the hospital.
- Never discuss patient care issues in public areas, such as cafeterias and elevators.
- Be cautious expressing opinions that reflect negatively on other students, faculty, staff or institutions.
- Do not carry patient charts or X-ray folders with the name exposed.

Policy on Suitability for Medicine

Students must demonstrate good judgment, a sense of responsibility and morality, sensitivity and compassion for individual patient needs, and the ability to synthesize and apply knowledge to become safe and effective physicians. When there is question about a student's suitability for the practice of medicine, the Student Promotions Committee (SPC), may be asked to review the student's academic and professional performance. The student shall have the right to appear before the committee in order to defend his or her suitability. The SPC will forward its determination as to the student's suitability to the Dean for final action. Actions can include, but are not limited to: probation, suspension or dismissal from medical school.

Student Conduct Code

The 1999–2000 Medical Student Senate developed the following “Code of Conduct” (revised in 2011) to emphasize students’ commitment to certain principles. The Code of Conduct now serves as a guide for continuing discussion and reflection among students and faculty members regarding the nature of honor and integrity, professional responsibility, and respect.

Honor and Integrity

- I will neither give nor receive impermissible assistance on academic examinations and assignments.
- I will abide by the Feinberg School of Medicine’s policies and procedures, including those regarding plagiarism, use and distribution of controlled substances, and downloading copyrighted material, as outlined in the Student Handbook.

Professional Responsibility

- I will commit myself to life-long learning, and pledge to contribute to the advancement of medicine.
- I will be a patient advocate and speak up on behalf of my patients.
- I will keep all identifying information that I receive about patients in confidence from anyone outside of the medical team.
- I will not engage in inappropriate relationships with patients or members of my medical team.
- I will not give a false impression of my medical knowledge and skill, and will not falsify medical records.
- I will ask for academic and personal support from my peers and superiors when necessary, and offer similar help as needed.

Respect

- I will treat all people equitably without regard to age, race, gender, religion, ethnicity, disability, socioeconomic status, sexual orientation, disease status, or political ideology.
- I will collaborate with members of the medical school community to promote an environment that supports teamwork.

"By signing this Code of Conduct, I pledge to abide by the Code and to uphold and promote the values it represents. I pledge to report any infractions and understand that failure to do so is itself a violation of the Code of Conduct."

Alpha Omega Alpha (AOA)

AOA is a national medical honor society organized in 1902. The Northwestern chapter was founded in 1903. It is composed of undergraduate, graduate, and honorary members selected on the basis of scholastic achievement and significant contributions in medicine. AOA by charter allows each Chapter to consider for nomination up to 25% of the medical school class. That group is defined by academic performance in the first two years (top 25% of Structure – Function and Scientific Basis of Medicine test scores, nominations from PPS1 & 2) and the required third year clerkships completed up until August 31 of the final year. Students receive weighted points for Honors or High Pass grades received in the required clerkships. These are also weighted by the duration of the clerkship. Credit is given to students whose USMLE Step 1 score is in the top 25% of the class. Once all of the possible points for each student have been determined, then the top 25% is identified. This is the group of students that the Selection Committee nominates and considers for membership. The nomination and selection process occurs in time for the information to be included in the student's MSPE for residency applications.

The Selection Committee, a group of faculty, who are AOA members, and have considerable experience in our educational programs, considers all students in the top 25% of the class. The nominees are contacted and asked to submit their curriculum vitae to complete the application. Nominees are evaluated in 5 categories: **Awards** received in medical school, **Research** performed in medical school, **Publications** accomplished during medical school, **Community Service** performed while in medical school, and evidence of **Leadership** in the medical school. Each student's application package is evaluated by at least 2 reviewers and if there is a discrepancy between the two then a third evaluator is called upon. Letters of recommendation are not necessary and will not be considered by the Committee. Considerable discussion by the Committee occurs on selection day as each candidate is given thorough consideration. Each of

the candidates are ranked numerically based on the criteria above. The top 16% of the class is selected and notified.

Student Promotions Committee

The SPC is composed of faculty members and medical students. The Senior Associate Dean for Medical Education, Associate Dean for Student Programs and Career Development, Associate Dean for Medical Education and Competency Achievement, Associate Dean for Minority and Cultural Affairs, and the Associate Dean for Admissions are ex officio members of the committee without voting privileges. All committee members sign confidentiality agreements that comply with the Family Educational Rights and Privacy Act ("FERPA") regulations. All discussions of student records and actions of the SPC regarding individual students are strictly confidential. Faculty members are appointed to the SPC by the Senior Associate Dean for Medical Education. Student members are appointed from nominees advanced by the Medical Student Senate. Students are appointed for a three-year term. The students selected must show evidence of a strong academic record and high personal behavior standards.

The SPC reports to the Senior Associate Dean for Medical Education. The Associate Dean for Student Programs and Career Development acts as an advocate for the student. Student appeals are managed by the Dean for Education and are ultimately decided by the Dean of the medical school.

The SPC has the following specific responsibilities:

- To review and recommend to the Dean of Education policies on academic and non-academic student performance standards.
- To recommend to the Dean of Education the promotion and graduation of those students who have met the requirements defined by the medical faculty and documented in this official Medical Student Handbook.
- To review student records and make determinations when:
 - course or clerkship failures occur
 - student performance is of marginal caliber

recurring academic difficulties occur
unprofessional behaviors or qualities are demonstrated
alleged violations of the Behavioral and Academic Integrity Standards of the
Feinberg School occur (see Behavioral Standards and Observed Misconduct
for more information)
alleged violations of Northwestern University's Academic and Behavioral
Standards occur (see NU Handbook for the Academic and Behavioral
Standards)
students have academic grievance issues
requests for a leave of absence and for readmission after a LOA are made

Appealing SPC Decisions

Appeal Procedure

A student has the right to appeal to the School of Medicine Dean any decision of the SPC that would delay his or her academic progress by one quarter or more and that the student feels to have been arbitrary or unfair. The protocol for appeal of a SPC decision rendered for violation of behavioral or School of Medicine standards is the same as that for inadequate academic performance.

A request for appeal must be made to the vice dean for education within two weeks of notification of the committee's decision and must indicate the basis for the appeal. The vice dean for education may disallow the appeal if these conditions are not met.

The vice dean for education will arrange for an *ad hoc* Student Appeals Committee to review the student's written appeal, meet with the student, and recommend action to the Dean. The Student Appeals Committee will review earlier actions and recommendations of the SPC to ensure that deliberations were conducted fairly and equitably, conclusions reached were justified, and any remediation requirements or other actions imposed were appropriate.

The Student Appeals Committee

Each Student Appeals Committee is composed of three faculty members appointed by the vice dean for education. Members are not simultaneously members of the SPC. The full membership of the Student Appeals Committee must be present for official business to be conducted, and recommendations are made by majority vote. The Student Appeals Committee may hear other people of its choosing who may provide information related to the issue at hand and may investigate written reports, committee minutes, examination papers, or related documents.

The student has the right to appear before the Student Appeals Committee to present his or her case and may be accompanied by a close friend, family member, or faculty adviser, but not a practicing attorney. This person may be present for support at the hearing but cannot directly address the appeals committee.

Following its review, the Student Appeals Committee will recommend either that the Dean sustain the original decision of the SPC or modify the SPC's decision.

The Dean may accept, reject, or modify the recommendation of the Student Appeals Committee. In considering the recommendation of the Student Appeals Committee, the Dean also may wish to examine related documents and meet with the student and/or others. The Dean then will notify the student of the appeal decision directly.

Student Standards

All Northwestern students are temporary residents of the state of Illinois and, as such, are subject to the laws of the state and to the ordinances of the cities of Evanston, Chicago, or all other cities they are in. In addition, every student is required to comply with all rules and regulations enacted and published by the University or under the delegated authority of the University. For further information, refer to the [Northwestern University Student Handbook](#), a

copy of which is provided to each student by the School of Medicine's Office of Student Programs and Professional Development.

A medical student or student organization found to have violated any one of the University's rules or regulations shall be subject to appropriate disciplinary action as provided by the Student Promotions Committee.

A medical student or student organization found to have violated any one of the University's rules or regulations shall be subject to appropriate disciplinary action as provided by the Student Promotions Committee. SPC actions may include reprimand, suspension, or dismissal of a student whose actions are found to be inconsistent with the qualities of a good physician. These vital qualities include:

- sound judgment
- personal insight or perception
- motivation
- personal integrity and accountability
- responsibility to patients
- ability to recognize personal limitations
- ability to function under pressure

Committee Actions

The committee recommends appropriate action based on approved guidelines. Committee actions cannot be expunged from a student's record. Committee actions may include remediation, probation, reprimand, dismissal, medical or psychological evaluation, or revised curricular assignments. A quorum, defined as one-half of the voting membership of the Committee, plus one, must be present for the Committee to conduct official business. Decisions of the committee are made by a majority vote of the members present at an official meeting. The

Chair casts a vote in the case of a tie. Student members may participate in all proceedings of the Committee.

Immediate Suspension

If, in the opinion of the dean, the alleged violation continues to jeopardize patient safety or disrupt the orderly academic processes of the University, School of Medicine, affiliated hospitals, or site assignments, he or she may suspend the student's enrollment immediately. The imposition of such suspension shall be communicated in writing by registered letter or in person. Delivery of such a letter or personal notification must be followed within 24 hours by notification in writing of charges as specified under hearing procedures. A student so suspended may request an expedited hearing before the Student Promotions Committee. A hearing will be scheduled within three business days of the request, or as soon thereafter as possible, to consider the matter and take appropriate action.

Dismissal

Repeated failure and marginal academic work indicate serious difficulty. Continued failing or marginal performances in multiple or repeated courses or clerkships in one or more years will lead the committee to consider dismissal. A dismissal decision will be based upon the number and nature of failed or marginally passed courses and clerkships and the existence of extenuating circumstances.

Sanctions

Upon finding a student guilty of violating one or more of the foregoing behavioral or School of Medicine standards, the SPC may stipulate a period of disciplinary probation or suspension; a course of professional counseling with periodic reports to the SPC; restitution; termination of participation in school committees or activities; dismissal; or any combination of the above.

While on disciplinary probation, a student may continue registration in credit-bearing programs of the school. Further problems during probation typically lead to a much stronger action by the SPC. Suspended students may neither register for nor attend classes; they also may not participate in programs or activities of the school.

Please note: The school in good conscience cannot conceal from residency program directors or others to whom the student requests that evaluations or recommendations be sent, any infraction of the behavioral standards that the SPC has found a student to have committed or any remedial action taken by the SPC.

Hearing Procedures

The SPC meets monthly to review any academic, behavioral, grievance or LOA issues that have arisen since the last meeting may review written documentation of student performance or request verbal reporting from concerned faculty. Students may be interviewed at the discretion of the SPC and may have the right to appear for a hearing. In such cases, the student may be accompanied by a personally selected advocate or support person if desired. That advocate may be selected from the faculty, the student body, or other groups within or outside the University, but may not be a practicing attorney. In the case of a student grievance, faculty members may be interviewed. The SPC recommends appropriate action based on approved guidelines. SPC actions cannot be expunged from a student's record. SPC actions may include remediation, probation, reprimand, dismissal, medical or psychological evaluations, or revised curricular assignments.

There are two standing subcommittees within the SPC:

- **The Academic Integrity Subcommittee** reviews incidents of academic dishonesty and other unprofessional behavior by an FSM student. This subcommittee also addresses issues of unprofessional behavior that may occur during an HPME student's undergraduate phase.
- **The Leave of Absence Subcommittee** reviews the readmission to the Feinberg School of a student following a leave of absence. In addition to the two standing subcommittees, the Committee Chair may appoint *ad hoc* subcommittees as necessary. *Ad Hoc* Advisory subcommittees are convened to review marginal student

performance as necessary. All subcommittees provide reports of their proceedings and recommendations of action to the full SPC.

Hearing Procedure

A student suspected of breaching the foregoing behavior or the FSM standards, independent of periodic assessment in the school's courses and clerkships, will need to appear before the full SPC. A written request will be provided to the student identifying the specific grounds and the nature of evidence pertaining to the appearance. The time and place of the related hearing will be identified in this letter. The notification letter is delivered to the student in person, by e-mail, or by registered mail. This hearing generally occurs within two weeks of this written notification, except in extraordinary circumstances.

The purpose of a disciplinary hearing is to determine whether a student has acted in a manner inconsistent with the aforementioned standards and, if so, to determine what action is to be taken. These hearings are closed, attended only by the SPC members, SPC staff person, and the student(s) in question. The testimony of one or more witnesses may be requested by either the SPC or student; a witness is present only for testimony and any subsequent questioning by the SPC. A student also may request the presence of a close friend, family member, or faculty adviser but not a practicing attorney. This person may be present for support at the hearing but cannot directly address the SPC.

During the hearing, the student is given the opportunity to present their position, explanation, and evidence. Upon completion, the SPC members are given the opportunity to question the student regarding the situation, the student's educational experience and any other issues that may factor into an educated decision.

Following the SPC meeting, the student will be contacted by the SPC chair and made aware of the committee's decision. This will usually be conveyed by phone. A written decision letter will be sent to the student via e-mail and registered mail within the following week.

Physicianship Forms

Students who demonstrate unprofessional behavior may receive a physicianship form from a course or clerkship director and in some instances a dean. These forms will be sent to the Associate Dean for Medical Education and Competency Achievement. Students who receive a form will need to meet with the Associate Dean for Medical Education and Competency Achievement. If a student receives three forms for unprofessional behavior while a medical student, he or she will need to appear before the Student Promotions Committee. In circumstances when extremely inappropriate behavior is exhibited, a student may be required to come before the Student Promotions Committee on the grounds of a single physicianship form.

Violations and Offenses

University Offenses

Students may be subject to disciplinary proceedings for any of the following:

- physical abuse of any person or any action that threatens or endangers the health or safety of any person on University premises or at University functions;
- physical abuse of any person or any action that threatens or endangers the health or safety of any person who is properly fulfilling his or her duties as a University employee or agent of the University, whether or not such abuse or action takes place on University premises;
- theft of or damage to property on University premises or facilities or at University functions;
- unauthorized entry to or use of University facilities;
- obstruction or disruption of teaching, research, administration, hearing procedures, or other authorized activities on University premises;

- forgery, alteration, or misuse of University documents, records, or identification or knowingly furnishing false information to the University;
- failure or refusal to appear upon request or cooperate in the investigation or hearing of cases of alleged offenses (provided that no students shall be required to furnish information that would be self-incriminating); or
- violation of rules and regulations set forth or otherwise enacted and published by the University or other delegated authority of the University.

Feinberg Offenses

In addition to violation of the University Standards, grounds for referral to the Student Promotions Committee include, but are not limited to, the following:

- harassment, harm, abuse, or theft to, of, or from any person or property on University grounds, at University-sponsored events, or on property owned by any hospital, affiliated institution, or individual to which or whom the student may be assigned
- giving, receiving, or utilizing unauthorized aid on examinations or assignments
- plagiarism, misrepresenting the source of academic work, or falsifying attendance records
- knowingly and intentionally falsifying or manufacturing scientific, educational, or clinical data and representing them as the result of scholarly research or patient examination
- entering or using University or hospital facilities without authorization or disrupting teaching, research, administrative, or student functions of the University
- misusing institutional documents or instruments of identification in an attempt to defraud
- identifying oneself as someone other than a medical student
- misusing the computing and network resources of the University or its affiliated hospitals
- being arrested

- being convicted of a felony
- participating in academic or clinical endeavors of the University or its affiliated institutions while under the influence of alcohol or a controlled substance
- placing a patient in needless jeopardy
- disclosing privileged information about a patient
- having behavior, language, attire, or hygiene that provokes a lack of respect and confidence on the behalf of patients, faculty members, and colleagues
- refusing to provide care for a patient