

# Northwestern University Feinberg School of Medicine Student Handbook

Updated July 6, 2017



**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 Medical Center, Faculty, Residents and Fellows

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 and clinical faculty members are 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 more than 1,788 full-time salaried medical school faculty members (with approximately 300 full time research faculty), 152 part-time faculty, and 967 contributed service and health systems clinicians. All faculty members contribute to teaching regardless of employment.

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)
- Ann & Robert H. Lurie Children's Hospital of Chicago (LCH)
- Shirley Ryan Ability Lab
- Jesse Brown VA Hospital

Nearly all medical staff members at these 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. For example, the chair of the

Department of Pediatrics serves as physician-in-chief of LCH. The chair of the Department 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.

The McGaw Medical Center, a consortium representing the major hospital affiliates, coordinates and oversees all residency and fellowship training at Northwestern. All residents and fellows participating in the education of undergraduate medical students receive training as teachers and evaluators and are under the direction of Feinberg academic faculty.

All Northwestern faculty members, residents and fellows have attested that they have read and will abide by the Feinberg Safe and Healthy Learning Environment Policy regarding appropriate conduct between learners and teachers. The full policy is described below on page 10, and is also available on the Current Students page [here](#).

## The Feinberg 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 competence 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](#)

The objectives of each learning activity in the curriculum are linked to the 8 Feinberg competencies and 42 sub competencies.

## Policies & Procedures

### Behavioral Standards

Both Northwestern University and the Feinberg School of Medicine set standards of behavior and maintain independent procedures for their fair and equitable enforcement. Medical students are subject to both. 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 provisions in the School of Medicine standards; the enforcement also differs in certain respects.

Actions by a medical student or students generally fall under the purview of the Feinberg School of Medicine; an incident involving multiple students from different schools may be more appropriately addressed by the University centrally. Alleged violations of the University's Policy on Sexual Misconduct and/or its Policy on Discrimination and Harassment are resolved through the sexual misconduct complaint resolution process and discrimination and harassment complaint resolution guidelines, respectively. However, consideration of a matter by other areas of the University, or law enforcement authority, does not preclude the School of Medicine Student Promotions Committee from imposing additional sanctions or taking other actions it determines to be warranted based on the professionalism standards set forth herein. In cases where it is not clear which procedure should apply, the Dean of the Feinberg School of Medicine

and the University Vice President for Student Affairs decide whether investigation and resolution of an incident of alleged misbehavior will be handled by the Feinberg School of Medicine or Northwestern University centrally, or both.

### **University 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 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.

### **Feinberg Standards and Suitability for the Practice of Medicine**

When there is question about a student's suitability for the practice of medicine, or if there are allegations of irregular behavior or other specific misconduct, 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. Actions can include, but are not limited to: probation, suspension or dismissal from medical school.

The qualities of a good physician that must be demonstrated by Feinberg students include:

- sound judgment
- a sense of responsibility and morality
- personal insight or perception
- motivation
- personal integrity and accountability



- responsibility to patients
- sensitivity and compassion for individual patient needs
- ability to recognize personal limitations
- ability to synthesize and apply knowledge to become safe and effective physicians
- ability to function under pressure

## Code of Conduct

The 1999–2000 Medical Student Senate developed the following Code (revised in 2011) to make clear students' commitment to these principles. The Code of Conduct now serves as a guide for continuing discussion and reflection among students and faculty members regarding the nature of professional integrity and responsibility.

### **Student Professional Code of Conduct**

As members of Northwestern University's Feinberg School of Medicine community we are entrusted with the care of human life. With this great privilege, we have an obligation to uphold the ideals and values of the medical profession. This Code of Conduct articulates the principles by which we will abide. By adopting these principles into our personal and professional lives, we will positively influence our present community at the School of Medicine and our future as professionals. We expect the teachers and learners of the medical school community to have the responsibility to foster a learning environment that promotes these principles and ensures that we can live by this code.

### **Honor and Integrity**

- I will neither give nor receive impermissible assistance on academic examinations and assignments.
- I will abide by the Northwestern University and 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 Northwestern University and Feinberg 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, or otherwise engage in dishonesty.
- 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 race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law or University policy.
- I will collaborate with members of the medical school community to promote an environment that supports teamwork.

## Observed Misconduct

Any incident of cheating, falsifying records, dishonest behavior, 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/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/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.

## Conflict of Interest Policy

In addition to the policies listed in the FSM COI policies document

([http://www.feinberg.northwestern.edu/compliance/documents/2016\\_feinberg\\_disc\\_integ\\_policy.pdf](http://www.feinberg.northwestern.edu/compliance/documents/2016_feinberg_disc_integ_policy.pdf)), students are prohibited from accepting gifts (including meals), making presentations that are controlled by industry, and claiming authorship for ghostwritten publications.

## Clinical Education Center – Peer Physical Examination Policy

The purpose of this policy is to establish a uniform set of expectations for all students utilizing the Clinical Education Center for the practice of physical examination skills with peers.

Mastery of the physical examination is essential to the practice of medicine and repeated exposure to, and practice of the components of the complete physical examination is necessary to master this complex set of skills. One method shown to be helpful in learning physical exam skills is regular hands-on practice of the physical examination with peers. These student practice sessions may be required for a specific course, or they may be voluntarily undertaken outside of the formal classroom setting.

It is recommended that practice sessions within the Clinical Education Center, during class time or outside of normal classroom hours, take place in groups of three to four students. During any practice sessions students should wear a T-shirt or tank top, shorts, and easy to remove shoes. Sweat pants and long-sleeve shirts may be worn at times when the student is not being examined. Students will practice proper draping at all times and make every effort to respect the modesty of classmates. When examining patients, the exam should always be on skin; however, when examining peers, accommodations may be made according to individual student

preference. For example it is acceptable to examine the torso of a student over a layer of clothing. Practice examination of the breasts and genital areas is prohibited at all times. CEC rooms are equipped with cameras, and student activity may be monitored by CEC administrative staff.

Any student who feels uncomfortable with the peer physical examination policy described here should inform the CEC medical director or the PA program director to determine if accommodations may be necessary.

Additionally, each student is reminded to adhere to the **Feinberg Student Professional Code of Conduct** set forth above.

## Policy on Performing Sensitive Physical Exams

Medical students must always have a chaperone present in the exam room when performing sensitive parts of the physical exam. This includes genitourinary tract exams as well as rectal and breast exams. Chaperones should not include family members of the patient but may include a resident physician or other health care provider. Gynecological teaching associates (patient instructors) may serve as their own chaperone.

## 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.

- Dress in routine, morning lecture or in small group activity with no patient or standardized patient interaction in the first two years is informal.

- In any environment where patients are present, students are required to wear a clean, short white coat with an ID badge identifying themselves as medical students. Clinical Attire Guidelines (below) should also be followed.

**Clinical Attire Guidelines** (required to be followed for all settings where real or standardized patients are present, including but not limited to Clerkship's, IP/ECMH sites, CEC skills session, small group patient interviews):

- Hair must be well groomed. 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 bare midriff.
- 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 only when wearing scrubs.
- Do not wear cologne or perfume in any clinical setting.
- 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 select 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.
  
- Two types of scrub suits are used at NMH: surgical (jade green color) and non-surgical (misty blue color).

#### **Surgical Scrubs (jade green)**

- These must not be worn outside hospital buildings (defined as buildings connected to Feinberg by a bridge or tunnel). Surgical scrubs are not to be worn outside on the street.
- A closed, clean cover-up, such as a lab coat, must be worn when outside of the department, while remaining in the hospital (i.e. all public areas, elevators and when moving between different units).

#### **Non-Surgical Scrubs (misty blue)**

- Non-surgical scrubs are not allowed in semi-restricted and restricted areas.
- Misty blue hospital issued non-surgical scrubs may be issued to those not working in restricted and semi-restricted areas, such as Medical Students and Residents.

- ***Misty blue hospital issued scrubs may be worn outside the hospital*** (i.e. transitioning between office and hospital buildings).
- For professional reasons, a clean lab coat should be worn outside the department.

#### **Other Professional Behaviors in Clinical Areas**

- 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, stairwells and elevators.
- Be cautious expressing opinions that reflect negatively on other students, faculty, staff or institutions.
- Do not carry patient charts, medical records or sign-outs with a patient's name exposed.

Do not text or email on rounds or in front of patients.

## Policy on Sexual Misconduct

Please visit the Sexual Misconduct Response and Prevention website at [www.northwestern.edu/sexual-misconduct](http://www.northwestern.edu/sexual-misconduct) to read the most current policy.

## Cell Phone Policy

Students in lecture or lab areas should put their cell phones on silent or vibrate. Students should not use their cell phone in patient care areas.

## Safe and Healthy Learning Environment

The Northwestern University Feinberg School of Medicine is committed to the principle that educational relationships should be one of mutual respect between teacher and learner.

Because the school trains individuals who are entrusted with the lives and well-being of others, we have unique responsibilities to assure that students learn as members of a community of scholars in an environment that is conducive to learning.

Feinberg wants to encourage students to bring attention to any breach or perceived breach of the Safe and Healthy Learning Environment, and wishes to be open about the process the university has in place should such a claim be made. The process flow document illustrated in **Appendix A** offers a snapshot of our reporting, escalation, and resolution procedures related to a student claim of alleged mistreatment by a faculty member or instructor / supervisor. The school also offers an **ombudsperson** for student support.

### INTRODUCTION

Maintaining such an environment requires that the faculty, administration, residents, fellows, healthcare professionals, staff, and students treat each other with the respect due colleagues. All teachers should realize that students depend on them for evaluations and references, which can advance or impede their career development. Teachers must take care to judiciously exercise this power and to maintain fairness of treatment, avoiding exploitation or the perception of mistreatment and exploitation. The quality and worth of a Feinberg School of Medicine education rest not only in the excellence of the content and the skills that are taught, but also in the example provided to students of humane physicians and scientists who respect their professional colleagues at all career levels, their patients, and one another.

### RESPONSIBILITIES OF TEACHERS AND LEARNERS



The teacher-learner relationship confers rights and responsibilities upon both parties. Behaving in a way that embodies the ideal teacher-learner relationship fosters mutual respect, minimizes the likelihood of learner mistreatment, and optimizes the educational experience.

#### 1. Responsibilities of Teachers

- Treat learners fairly, respectfully, and without bias related to their race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law or University policy.
- Distinguish between the Socratic method, where insightful questions are a stimulus to learning and discovery, and overly aggressive questioning, where detailed queries are repeatedly presented with the endpoint of belittlement or humiliation of the learner.
- Give learners timely, constructive, and accurate feedback and opportunities for remediation.
- Provide written evaluations on time.
- Be prepared and on time for all activities.
- Provide learners with current material and information and appropriate educational activities.

#### 2. Responsibilities of Learners

- Be courteous and respectful of others, regardless of their race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law or University policy.
- A medical student should act in accordance with this Feinberg School of Medicine Student Handbook and the Northwestern University Student Handbook.
- Be prepared and on time for all activities.
- Be aware of the medical condition and current therapy of patients.
- Put patients' welfare ahead of educational needs.

- Know limitations and ask for help when needed.
- Maintain patient confidentiality.
- View feedback as an opportunity to improve knowledge and performance skills.

#### DESCRIPTION OF INAPPROPRIATE BEHAVIOR

Inappropriate behaviors are those that are not respectful or professional in a teacher-learner relationship. Examples of inappropriate behaviors which compromise the integrity of the educational process include, but are not limited to:

- Unwanted physical contact (such as touching, hitting, slapping, kicking, pushing) or the threat of the same;
- Sexual harassment and other forms of sexual misconduct (see the **Northwestern University Policy on Sexual Misconduct**);
- Discrimination based on race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law or University policy (see the **Northwestern University Policy on Discrimination and Harassment**);
- Requiring learners to perform personal chores (e.g., running errands or babysitting);
- Verbal harassment, including humiliation or belittlement in public or privately (see the **Northwestern University Policy on Civility and Mutual Respect**).
- Use of grading and other forms of assessment in a punitive or self-serving manner;
- Romantic or sexual relationships between a teacher and student (see the Northwestern University Policy on Consensual Romantic or Sexual Relationships Between Faculty, Staff, and Students).

The list above identifies a few specific situations. Other behaviors may qualify as student mistreatment and, if the student is unsure, s/he should consult with the appropriate faculty or university officials as detailed below.

#### RETALIATION

Northwestern University strictly prohibits retaliation against any member of its community for reporting a violation of University policy or for participating, in any manner, in a University disciplinary process. The University considers such actions to be protected activities in which all members of the Northwestern community may freely engage. Retaliation is materially adverse action taken against an individual because they engaged in protected activities, when the adverse action is sufficiently severe or pervasive that it could deter a reasonable person from engaging in the protected activities. Members of the community are prohibited from engaging in actions directly or through others that reasonably could deter a party or a witness from reporting misconduct or participating in an investigation or hearing. Examples of retaliation could include, but are not limited to: removing someone from an organization; direct or indirect intimidation, threats, or coercion; harassment, terminating someone's employment; reducing a grade; or other forms of discrimination. Retaliation is considered a violation of the Student Code of Conduct and allegations of retaliation will be resolved through the applicable Feinberg or University process. Students are strongly encouraged to report any alleged incident of retaliation to the Vice Dean for Education, the faculty ombudsperson (see below), the Title IX Coordinator (for cases of alleged sexual misconduct), or to [EthicsPoint](#), a phone- and web-based resource available 24 hours a day, 365 days a year. All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

#### WHAT TO DO IF YOU BELIEVE INAPPROPRIATE BEHAVIOR OR MISTREATMENT HAS OCCURRED

While we believe that professional behavior is generally practiced and respected by the members of our diverse community of scholars throughout Feinberg, we recognize there may be occasions when real or perceived incidents of unprofessional behavior directed toward learners occur. In these circumstances, Feinberg is committed to establishing the facts through a fair process, which respects, to the extent possible, the privacy of the involved parties.

A complaint should be reported in a timely fashion, typically within 30 days of the end of an academic quarter or the clinical rotation in which the alleged incident occurred (although claims of discrimination can be reported at any time). Depending upon the nature of the complaint,

different avenues of reporting are available. Our approach and process for addressing complaints are illustrated in **Appendix A**, and described in more detail below.

To provide medical students with an impartial initial point of contact, a **faculty ombudsperson** is available for students to contact ([FSMombuds@northwestern.edu](mailto:FSMombuds@northwestern.edu)). The faculty ombudsperson is a confidential point of contact, not obligated to report disclosures or information about sexual misconduct to the Title IX Coordinator, and will only disclose information with the student's consent or without the student's consent if there is a risk of harm to the student or others. Alternative contacts are the student's college mentor or another faculty member with whom the student feels comfortable discussing the incident. These individuals can either help address the concern directly or help with referral to an appropriate office or individual who is best suited to address the problem.

If after discussion of the incident, the student and faculty point of contact agree that particular events could constitute student mistreatment, the incident can be addressed as described below. If the incident involves sexual misconduct, the student will be referred to the University Sexual Harassment Prevention Office for further discussion and investigation. If the incident involves other types of discrimination or discriminatory harassment, the student will be referred to the University Office of Equal Opportunity and Access for further discussion and investigation.

If the incident does not fall into either of these categories, a first choice, where appropriate, is to seek informal resolution. This may be achieved through direct communication between the student and/or faculty point of contact and the respondent (individual being reported by the student) or, potentially, other avenues of communication. If an informal approach is either not appropriate or unsuccessful, then the student should make a formal complaint with the Vice Dean for Education.

If the incident does not involve sexual misconduct or other types of discrimination or discriminatory harassment, and the student and faculty point of contact disagree that the incident was mistreatment, the student may pursue the matter directly with the Vice Dean for

Education. As a first step, the Vice Dean, where appropriate, will seek an informal resolution. If that approach is unsuccessful or not appropriate, the Vice Dean will ask the student to submit a formal complaint.

Students may always directly contact an office empowered to address specific policies. In cases of possible sexual misconduct, the University's Title IX Coordinator should be contacted at [TitleIXCoordinator@northwestern.edu](mailto:TitleIXCoordinator@northwestern.edu) or (847) 491-3745. For concerns related to discrimination and harassment, the Office of Equal Opportunity and Access may be contacted at [www.northwestern.edu/hr/equopp-access](http://www.northwestern.edu/hr/equopp-access), [eeo@northwestern.edu](mailto:eeo@northwestern.edu), or (847) 491-7458.

An alternative approach for reporting concerns of any nature is to use EthicsPoint. EthicsPoint is intended to provide students and University employees with a simple way to report activities that may involve misconduct or violations of University policy, including academic or research misconduct, conflicts of interest, criminal activity, health or safety issues, fraud, financial improprieties, or acts of discrimination, harassment, sexual harassment, or retaliation, as well as workplace violence or threats. Reports may be filed online at [www.northwestern.edu/ethics](http://www.northwestern.edu/ethics) or by calling (866) 294-3545. EthicsPoint provides reporters with options to protect their identity. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with current University procedures, including those described in the *Faculty Handbook*, *Staff Handbook*, and *Student Handbook*.

#### CONFLICTS AND DOCUMENTATION

1. If the Vice Dean for Education is part of the complaint, or in any other way has a conflict of interest or the appearance of a conflict of interest, s/he is obligated to remove him or herself from the case during the investigation, and the Dean of the School of Medicine shall appoint someone else to assume responsibility for the complaint.
2. The School of Medicine may act under these procedures, irrespective of possible civil or criminal claims arising out of the same or other events. The Vice Dean for Education, with the concurrence of the Dean of the School of Medicine, after consulting with the Office of the General Counsel, shall determine whether the University shall, in fact, proceed against a respondent who also faces related charges in a civil or criminal complaint. If the University

defers proceedings, it may subsequently proceed, irrespective of the time provisions set forth in these procedures.

3. The Vice Dean for Education shall have the authority to take any actions on behalf of the School of Medicine that s/he deems necessary to protect the complainant and/or the respondent, or to address other needs or deliberations related to the situation, pending the investigation and resolution of the complaint.

#### PROCESS FOR COMPLAINTS

As described in Section V above, students with concerns related to mistreatment can use the faculty ombudsperson that is designated specifically for this purpose, college mentors, student deans, or a trusted faculty member as an initial point of contact. Together with this individual, the student can decide whether to seek an informal resolution to the problem and/or whether to move forward with a formal complaint.

If the complaint alleges discrimination or sexual misconduct, the complaint must be referred to the University Office of Equal Opportunity and Access or the Sexual Harassment Prevention Office, respectively. Complaints brought to the Sexual Harassment Prevention Office or the University Office of Equal Opportunity and Access will be handled using the processes and procedures of these offices, per University protocol and policy. Otherwise, if the student decides to proceed with a formal complaint of mistreatment, it will be addressed according to the process described below.

The process for addressing formal student complaints of mistreatment by faculty members or instructors / supervisors is as follows:

1. Inquiry into a violation of the standards of conduct committed by any individual, whether or not affiliated with the University, should be initiated by written complaint and filed with the Vice Dean for Education as soon as possible, typically within 30 days of the end of an academic quarter or the clinical rotation in which the alleged incident occurred. A delay in filing may be grounds for rejection of a complaint.

2. The complaint must be detailed and specific, and accompanied by appropriate documentation, if available.
3. After receipt of a properly documented complaint, which has been made in good faith, the Vice Dean will conduct an initial review of the allegations to determine the appropriate path of resolution. Available options include: (a) dismissing the case when insufficient information exists to move forward or when the alleged misconduct – even if substantiated – would not be a violation of this policy; (b) resolving the case through any other ongoing, related disciplinary matters (i.e., an ongoing faculty or student misconduct matter involving related facts); or (c) investigating and resolving as detailed below.
4. If the complaint is not dismissed or resolved through another ongoing matter, the Vice Dean shall inform the respondent of the nature of the charges. The Vice Dean will also remind the respondent about the non-retaliation policy of the University described above.
5. Typically, the Vice Dean, or his/her designee, will investigate the complaint of mistreatment him/herself, but in cases of allegations that may result in separation of the respondent from the University, the Vice Dean shall appoint an investigation committee of not less than three individuals, all of whom shall be faculty members of the School of Medicine but not members of the same department as, or collaborators with, the complainant or respondent. The investigation will typically be initiated within two weeks of receiving the complaint, and the complainant and respondent will be notified that the investigation has been initiated. The Vice Dean shall also make every effort to protect the identities of both complainant and respondent, with respect to the larger community.
6. The Vice Dean / investigation committee shall undertake a thorough examination of the charges. Whenever possible, interviews should be conducted with the complainant and respondent. Interviews may also be conducted with others having information regarding the allegations, if the Vice Dean / committee deems it necessary. In cases that may result in separation of the respondent from the University, summaries of any such interviews should be prepared, provided to the interviewed party for comment or revision, and included as part of the file. When appearing before the Vice Dean / committee, the respondent and the complainant may each be accompanied by a non-attorney adviser who is not a family member. The student's adviser shall be a School of Medicine faculty member and the

respondent's adviser must be a Northwestern University employee. Except in unusual cases, the respondent and the complainant will not appear before the Vice Dean / committee at the same time.

7. Following the completion of the investigation, the Vice Dean / committee shall submit a report of findings to the Dean. This report shall describe the policies and procedures under which the investigation was conducted, how and from whom information was obtained, the findings, and the basis of the findings, and texts or summaries of the interviews conducted. This report shall ordinarily be submitted to the Dean within 60 days of the receipt of the complaint. The complainant and respondent shall be permitted to make a written reply to the Dean within 15 calendar days of receipt of the report. Such replies shall be incorporated as appendices to the report. The entire investigation process shall typically be completed within 90 calendar days of its initiation, unless circumstances warrant a delay. In such cases, the reasons for a delay shall be documented.

#### RESOLUTION OF COMPLAINTS

1. If the Dean finds the charges to be unfounded, the matter shall be dropped and the concerned parties shall be informed.
2. If the Dean finds the charges against a respondent to be substantiated, he/she will notify the following offices:
  - For a non-faculty employee of the Feinberg School of Medicine or one of its affiliated clinical entities (including but not limited to nursing, housestaff, and fellows), the Dean shall inform the Office of Human Resources of the appropriate institution (e.g., Northwestern University, Northwestern Memorial Hospital, Northwestern Medical Faculty Foundation, etc.) or, for a resident or fellow of the McGaw Medical Center of Northwestern University, the Associate Dean for Graduate Medical Education.
  - If charges against a faculty member are substantiated, the Dean will proceed to take whatever actions are appropriate to the seriousness of the offense, in consultation with the Provost and in accordance with University procedures, and which consider the previous record of the respondent. For major offenses by any faculty members, the Dean of the School of Medicine shall determine with the Provost whether there is



substantial reason to believe that just cause exists for imposition of a major sanction, e.g., termination of appointment or suspension. Such action will be executed in accordance with the policies and procedures in the **Faculty Handbook**. For less serious offenses, the Dean of the School of Medicine may impose minor sanctions, as described in the Faculty Handbook. These may include, but are not limited to, removal from a particular project, a letter of reprimand, special monitoring of future work, or probation.

3. The respondent shall have access to all established University grievance and appeal procedures, as described in the Faculty Handbook.

## Information Technology and Data Security

### Northwestern University 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 & chief information officer, the associate vice president for cyber infrastructure, or a director of an IT division.

### **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](#) available on NUInfo, and the discussion of copyright law available on the [NU Office of General Counsel Web site](#).

- 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](#). 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](mailto:security@northwestern.edu).

## FSM IT Guidelines

### **M1-M4 Students**

At Feinberg, additional precautions are required in the use of electronic communication because of the nature of clinical care and biomedical research. Because Feinberg students are likely to collect, use, manage and be exposed to Protected Health Information (PHI), the School of Medicine provides you with an additional e-mail account. At no time should PHI be downloaded to a personal computer, tablet, smartphones or other mobile devices, or portable mass storage devices (Hard disks, USB Flash Drives, etc.). Doing so is a violation of FSM policies and is grounds for disciplinary action up to and including dismissal from FSM.

This policy can be seen at: <http://www.feinberg.northwestern.edu/it/standards-policies/information-security/fsm-policy-security.html>

Secure storage for students for data involving human subjects is through FSMFILES.

Here's how students can access FSMFILES:

Connect to the internet if you are not already connected.

Log onto the VPN (<http://www.it.northwestern.edu/oncampus/vpn/>)

Map your FSMFiles share: \\fsmfiles.fsm.northwestern.edu

Use your netID credentials for authentication

Username = FSM\netID

All files must be kept on the share, no files should be stored locally on your personal computer or mobile device (flash drive).

If you have any issues or questions please contact Feinberg IT at [fsmhelp@northwestern.edu](mailto:fsmhelp@northwestern.edu)

Students' primary NU e-mail address ends with the following domain: @northwestern.edu. The use of this account is mandated for communication with faculty, residents, and the professional staff of the academic medical center. All official information and announcements will be delivered to this account. It is expected that Feinberg students will read and respond to emails sent from the school and keep this email address active.

Messages sent to students' primary NU e-mail addresses will deliver mail to their Microsoft Exchange mailbox, which can be viewed at <https://collaborate.northwestern.edu>.

A variety of resources are available to assist in setting up computers and mobile devices. Please see: <http://www.it.northwestern.edu/collaborate/index.html>.

Feinberg students are required to continue to use the Exchange account as the primary e-mail location. **The @northwestern.edu email is *not* to be forwarded to any Google account or third party email system.**

## 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 shared via Feinberg Google Apps for Education such as Google Docs or Google Sites. Announcements of student-centered social events, items for sale, and other similar messages can be made through the student oriented groups in the Feinberg Google Apps.

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](mailto: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).

## 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.

# 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.

- **Patient Contact:**

If you are contacted on social media by a patient, you should not respond. If that patient expresses any issues of concern regarding recent care that was provided by your team, you should inform the clerkship or course director, who will notify risk management.

## 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.

# Student Promotions Committee

## Standards

The Student Promotions Committee (SPC) may be asked by the Senior Associate Dean for Medical Education to consider allegations of student misconduct for appropriate action. 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. In addition to meeting the expectations set forth in the University Student Handbook, Feinberg Code of Conduct and Feinberg standards and Suitability for Medicine, these vital qualities include, but are not limited to:

- sound judgment
- a sense of responsibility and morality
- personal insight or perception
- motivation
- personal integrity and accountability
- responsibility to patients
- sensitivity and compassion for individual patient needs
- ability to recognize personal limitations
- ability to synthesize and apply knowledge to become safe and effective physicians
- ability to function under pressure

The Student Promotions Committee (SPC) is charged with the responsibility of reviewing student performance and enforcing academic and behavioral standards. The SPC meets monthly to review any academic or behavioral grievances, or LOA issues that have arisen since the last meeting.

The SPC has the following specific responsibilities:

- To review and recommend to the Vice Dean of Education policies on academic and non-academic student performance standards.

- To recommend to the Vice 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 Code of Conduct, Observed Misconduct, and Feinberg standards and Suitability for Medicine for more information)
  - Alleged violations of Northwestern University's Student Code of Conduct occur (see NU Handbook for more information)
  - Students have academic grievance issues
  - Requests for a leave of absence (LOA) and for readmission after a LOA are made

### **Membership**

The SPC is composed of faculty members and medical students. The Senior Associate Dean for Medical Education, Associate Dean for Student Affairs, Associate Dean for Diversity, Inclusion and Student Support 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. At the beginning of each meeting, all members of the SPC are asked to declare any conflicts with the students who will appear before the SPC at that meeting. Members with conflicts are asked to step out of the meeting prior to any discussion of the student and not return until committee actions are final. 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 and approved by the Senior Associate Dean for Medical Education and the Faculty Chair of the SPC. Second year 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 Affairs acts as an advocate for students brought before the SPC. Student appeals are managed by the Vice Dean for Education and are ultimately decided by the Dean of the medical school.

## Appealing SPC Decisions

### **Appeal Procedure**

A student has the right to appeal to the School of Medicine Dean any decision of the SPC on the following bases: (a) errors of procedure that reasonably could have affected the outcome of the SPC decision, or (b) an SPC decision or sanction that is manifestly unreasonable and unsupported by the great weight of information. 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, setting forth all the reasons for requesting an appeal, within 14 days of the date 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 it 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 support person who is a faculty member or other trusted mentor), but not a family member or 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, which may include a recommendation to either increase or decrease a proposed sanction.

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. The Dean's decision is final and not subject to any further appeals.

## SPC Committee Actions

Committee actions cannot be expunged from a student's record. Committee actions may include remediation, probation, reprimand, dismissal, medical or psychological evaluation if fitness for duty must be evaluated for significant health and safety reasons, 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 student or 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 Dean or a designee will make a reasonable attempt to speak with the student and give the student an initial opportunity to respond to the concerns before issuing an immediate suspension. The imposition of such suspension shall be communicated in writing by e-mail or in person. Delivery of such a letter or personal notification will be followed generally 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 failures, marginal academic work, egregious professional behavioral issues or a pattern of professional behavioral problems 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 responsible for violating one or more of the foregoing University or School of Medicine standards, the SPC may stipulate a period of disciplinary probation or suspension; if health and safety are a significant concern or if the student otherwise agrees, a course of professional counseling with periodic reports to the SPC; restitution; termination of

participation in school committees or activities; reprimand; 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 leave of absence (LOA) issues that have arisen since the last meeting. They 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 support person if desired.

That support person must be a faculty member or trusted mentor, but may not be an attorney or family member. In the case of a student grievance, faculty members may be interviewed. The SPC recommends appropriate action. SPC actions cannot be expunged from a student's record. SPC actions may include remediation, probation, reprimand, dismissal, medical or psychological evaluations if fitness for duty must be evaluated for significant health and safety reasons, 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, or can be appointed in the case of undergraduate HPME students who have been dismissed for academic reasons and appeal for reinstatement. All subcommittees provide reports of their proceedings and recommendations of action to the full SPC.

### **Hearing Procedure**

A student suspected of breaching the foregoing University or the FSM standards, independent of periodic assessment in the school's courses and clerkships, will need to appear before the full SPC based upon the judgment of the Senior Associate Dean for Medical Education. A written request will be provided to the student identifying the specific grounds 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. The 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; the SPC determines in its sole discretion whether to call a particular witness. A student also may request the presence of a support person, who must be a trusted mentor or faculty



member, but not a family member or 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. A written decision letter will be sent to the student via e-mail and/or 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 Senior Associate Dean for Medical Education. Students who receive a form will need to meet with the Senior Associate Dean for Medical Education. 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 based on the judgment of the Senior Associate Dean for Medical Education, 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, including oneself;
- 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, including the Northwestern University Student Handbook.

## **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
- Any alleged violations of law
- 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 or other HIPAA violations
- 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

## Attendance and Absences

### Attendance Policy

**Phase 1 Attendance Policy** (see page 73 for Phase 2/3 Attendance and Duty Hours Policy)

The Feinberg curriculum is predicated upon the active participation and engagement of students and faculty members who have a shared interest in cultivating a respectful and productive learning climate. Professionalism dictates punctuality, preparedness and respectful participation in learning as well as patient care environments. We want to be respectful of individual learning styles and so do not require (but do encourage) attendance at all educational offerings; however, when sessions are based upon student interaction and/or involve patients and guest speakers, attendance will be required and randomly monitored. These sessions will be identified on your module schedule and will include:

- Clinical Placements (IP/ECMH)
- Small group sessions (all) & college-sized sessions
- Clinical Correlations
- Introductory Plenaries and Synthesis and Application Sessions
- CEC sessions
- TBL sessions or Flipped Lectures
- SAM sessions
- Lab sessions (anatomy and computer-based)
- Sessions which are discussion-based or precede discussion groups
- Sessions which include a patient or guest speaker

Video and audio recordings will be made of lectures and plenaries which are generally not required events. However, video-recordings are meant to augment, not replace, participation in lectures. Learning is inherently social. Everyone benefits by participating in a community of learners who share a common purpose to elevate the level of discourse. Lecture attendance affords the opportunity to engage in active learning (posing questions of and interacting with faculty members; answering ARS questions; interacting with peers).

For required sessions: In the event of an acute illness or other emergency, please contact Allison Matricaria (allison.matricaria@northwestern.edu) prior to the session(s) you will be missing. If your absence is an emergent issue, please contact her as soon as it is feasible to do so. Unreported absences or absence notifications after the learning activity will not be excused, unless there were urgent circumstances. In some instances the coordinator may be able to make alternative arrangements.

If an absence is anticipated due to an important life event of family and friends (standing up in weddings, illness, death of a loved one, etc.) or due to a personal issue, please also contact Allison Matricaria to set up a meeting to discuss requested time off prior to the session(s).

If you have an unexcused absence, you will be asked to meet with one of the deans to discuss the circumstances. Two unexcused absences will result in a physicianship form. Students who intentionally misrepresent their attendance will receive a physicianship form and be referred to the Student Promotions Committee for appropriate action.

Please recognize that you are training for a profession that has high expectations, where accountability to your patients, colleagues, and peers is critical. Lapses in professionalism may impact all three groups and may negatively impact your career. Please understand, respect and abide by these expectations.

## Inclement Weather Policy

In severe weather the University and medical school may be closed and classes will not be held. In cases of inclement weather when the medical school is open, classes will occur. If a student believes traveling in such weather is hazardous, the student should contact the above course organizers to discuss a plan for coursework and how to make up missed class work. Clerkship students should discuss this situation with their supervisors and/or clerkship director and may also contact the Associate Dean for Student Affairs at any time for advice.

## 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 result in students not participating in required educational experiences, the Associate Dean of Student Affairs and the course/clerkship director will assess the situation and determine if granting such accommodations 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 Affairs 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 Affairs and their affected clerkship directors at least four weeks in advance of the anticipated absence.

## 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 Affairs. The Associate Dean for Student Affairs 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 the student receives financial aid, he/she should notify the Senior Assistant Director of Financial Aid so that the financial implications of the leave of absence can be discussed.

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 Affairs and in some cases 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/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 Feinberg is granted.

A written request to take a leave for reasons of personal or family crisis must explain the nature of the situation, 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.

If, in the opinion of the faculty or deans' administration, a student may pose a direct threat to the safety of themselves, patients, or others, the student may be removed from curricular assignments and be required to obtain a fitness for duty evaluation prior to returning to coursework or clinical assignments. Prior to such a removal, the Associate Dean for Student Affairs will make every attempt to discuss with the student the reasons for the University's concern and give the student an opportunity to respond to the concerns.

As part of a required fitness for duty evaluation, the evaluator will determine whether, and what, reasonable modifications can be made that would be effective to allow such student to continue to attend classes and otherwise participate in the University's educational programs while seeking treatment for, or recovering from, any related medical or mental health conditions. If a student is determined to be unfit for duty or if the student does not cooperate with a required fitness for duty evaluation and any recommendations that come from it, they may be subject to Immediate Suspension, as detailed above.

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 Affairs.

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

**Policy on Independent Study:**

Students may be placed on Independent Study for the following reasons:

- Remediation of an academic deficiency in the curriculum:
  - Step 1 or Step 2 CK failure



- Students in this category may be involved in structured Step 1 or Step 2 CK preparation.
- Academic failure
  - Students in this category may be engaged in our educational support program.
- Students may only be in these categories for a period of 3 months before a determination will be made whether or not it is appropriate to extend the period of Independent Study. A committee (Senior Associate Dean for Medical Education, Associate Dean for Student Affairs, Feinberg Medical School Registrar, and the Assistant Director of Feinberg School of Medicine Financial Aid) will be convened at 2 1/2 month time point to review the student's progress and determine if the period of Independent Study should be extended.
- If a student is having personal or academic difficulties during a clerkship, he or she 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.
- Research: Students engaged in an approved research project may be placed on Independent Study for a period of up to one year. A committee (same as above) will be convened at 11 months to review the student's progress and determine if the period of Independent Study should be extended.

Notice of students going on independent study or a LOA will continue to be given to the Office of Student Accounts, and Chicago Financial Aid by the Feinberg School of Medicine Registrar. In addition, the University Registrar will be notified as well.

## Assessment

### Assessment Policy

#### Feinberg Assessment System

**1. Mission:** The Feinberg School of Medicine will provide an assessment system that presents information qualitatively and quantitatively in each of the competency domains to foster continual learning and improvement.

**2. Goals:**

- a. To provide a longitudinal perspective of competency achievement.
- b. To develop students' skills for self- reflection and learning

**3. Assessments:** Feinberg assessments are competency based and aligned with learning objectives within each module and clerkship. Methods of assessment may include multiple choice exams, oral exams, OSCEs, practical exams and multi-source performance evaluations.

An official transcript will be kept for each student and maintained by the registrar. This will include block and course grades as described below. The Medical Student Performance Evaluation (MSPE) is a document prepared for each senior medical student entering the residency match. This document is completed according to national standards and includes block and course grades, clerkship grades, clerkship narratives and a summary of other achievements.

#### The Portfolio

**1. Description and Aims:** An electronic portfolio is maintained centrally for each Feinberg student throughout their enrollment. This portfolio is accessible at all times to the student and college mentor. The portfolio is an electronic repository of assessments linked to the eight Feinberg competencies. The aim of the portfolio is to:

- Provide an accessible record of student assessment through which the student and faculty can monitor competency achievement.
- Record achievement in competencies that traditionally are difficult to measure (Professional Behavior and Moral Reasoning, Continuous Learning and Quality Improvement, Effective Communication and Interpersonal Skills, Systems Awareness and Team Based Care, and Patient Centered Medical Care).
- Allow students to reflect on learning experiences, create learning plans with mentored guidance, and improve self-assessment and self-directed learning capacity.

**2. Formative portfolio review:** Each student will meet with his or her college mentor regularly during the M1/M2/M3 years for a formative portfolio review. Prior to the meeting, each student receives guidance on how to complete a reflective summary of achievement in the competencies and is expected to create two personalized learning plans. At each formative portfolio review, the student and mentor will review all assessment data collected in the portfolio and the student's reflective summary and learning plans. The mentor will help develop the student's reflective capacity and help identify resources for self-directed learning. The goal of this process is to use the mentor's regular engagement with each student to allow for early identification of deficiencies that might benefit from additional educational support.

**3. Phase 1/Phase 2 portfolio review:** A formal review of each student's portfolio occurs prior to beginning clerkships (mid-M2 year) and at the end of the M3 required clerkships. A portfolio review committee made up of trained faculty reviews each student's portfolio including the student's reflection. The committee uses a mixture of qualitative and quantitative data to assess each student's readiness to begin clerkships and to move on to M4 clerkships (Phase 3). The

committee then provides a detailed report of each student's competency achievement to the student and mentor.

The Phase 1/Phase 2 portfolio review report includes a determination of longitudinal achievement in the following competencies: Professional Behavior and Moral Reasoning, Continuous Learning and Quality Improvement, Effective Communication and Interpersonal Skills, Systems Awareness and Team Based Care, and Patient Centered Medical Care. Deficiencies found in the portfolio review are considered in the same way as failing an individual module examination or clerkship, and therefore can be addressed by remediation. If a student is unsuccessful in the remediation of the deficiency, the student will be referred to the Student Promotions Committee.

**4. Portfolio and Student Transcripts:** Results of portfolio reviews do not appear on the official transcript or the Medical Student Performance Evaluation (MSPE) letter.

## Phase 1 (1a and 1b) Grading Policy

**1. Assessment Scoring:** Summative assessments evaluate student learning at the end of an instructional unit by comparing it against a standard or benchmark. Students are expected to achieve passing scores on all summative assessments including written examinations, oral examinations and performance assessments (OSCEs and practical exams). Faculty will determine the passing scores for these assessments, which will vary by module and type. Students who do not pass must remediate summative assessments. A failing score on a remediated assessment is grounds for failing the block and for an appearance before the Student Promotions Committee (SPC). Failure of three summative assessments over Phase 1 will require an appearance before the SPC. If permitted to continue at Feinberg, the student must successfully remediate the material.

**2. Block Grading:** Grades, which will be recorded on the official transcript, will be determined at the conclusion of each academic block (each block is comprised of 2-4 organ-based modules). A composite score will be calculated from the various assessments administered within each module, according to the relative contribution of each Element/Thread as indicated

in the block assessment blueprint. The block faculty and faculty from the assessment committee will conduct a standard setting exercise to set the pass/fail cut point for the block.

**3. Grades Earned:** Possible grades for Phase 1 are pass, fail, and “pass after remediation.” Students whose composite block scores are greater than the pass/fail cut point will earn a grade of pass for the block. Students whose composite block scores are marginally above the pass/fail cut point, as determined by the standard setting exercise, will be awarded a pass on the transcript; however, they will be notified of their suboptimal performance in writing with the designation of “pass with notification.” He/she will be expected to create and implement a learning improvement plan with guidance from his/her college mentor. Students whose composite block scores fall below the pass/fail cut point must remediate assessments and academic work as directed by the faculty. Once remediation is successfully completed, a grade of “pass after remediation” will be recorded on the transcript. A grade of “fail” would only appear on the transcript for academic reasons if the student was not able to complete required remediation of Phase 1 coursework.

Academic reasons for appearing before the Student Promotions Committee in Phase 1 include:

- Two block grades of “pass after remediation”
- Patterns of low achievement, such as failure of three summative assessments
- Two designations in a block of “pass with notification”

Possible actions by the Student Promotions Committee may include, but are not limited to:

- Continuation of studies following successful remediation of the assessment(s)
- Repetition of the academic year
- Suspension
- Dismissal

Students who have not achieved the minimum passing score are allowed to continue studies but must successfully remediate all material. If successful, the student will earn a grade of “pass after remediation.” If the student is unable to remediate the assessment, he/she will reappear before the SPC.

**4. Examination Process:** All students are expected to attend examinations at the scheduled time. In the event of an acute illness, death of a family member, or other crisis, students should call the Associate Dean for Student Affairs ((312) 503-0345) or the Assessment Coordinator ((312) 503-4567) prior to the start of the examination.

## Grading Policy for Clerkships & Electives (Phases 2 and 3)

**1. Grades earned:** This grading policy applies to the following required clerkships: Medicine, Surgery, Obstetrics-Gynecology, Pediatrics, Neurology, Primary Care (or an Education Centered Medical Home), Psychiatry; and the following required advanced clerkships: Sub-internship (Medicine, Pediatrics, Surgery or Ob-Gyn), Emergency Medicine, Intensive Care (or Pediatrics ICU), and Physical Medicine & Rehabilitation. These clerkships are graded using honors, high-pass, pass, and fail. Specific criteria for these grades have been established by each clerkship. Grades in the clerkships are based on written and/or oral exams; faculty assessments of a student's clinical knowledge, skills and attitudes; and, in select clerkships, an objective structured clinical examination (OSCE), and/or a multi-source evaluation. Grading for each clerkship will be reviewed during orientation and is posted online.

**2. Transcripts for Phases 2 and 3:** Possible grades that appear on transcripts for required clerkships are honors, high pass, pass, fail, pass repeated course, and pass after remediation.

During clerkships, if a student's clinical performance is deemed inadequate by faculty assessment, regardless of examination scores, the final clerkship grade is fail. If clinical performance is adequate and only the NBME subject examination is failed, the student will retake the examination. If it is passed on a second attempt, the clerkship grade is pass. If a student requires remediation (such as extra time to complete the requirements of the clerkship), a "pass after remediation" will appear on the transcript. If a student is unable to remediate the deficiency, he/she will receive the grade of fail for the clerkship. If a student receives a grade of fail, he/she may be required to repeat the clerkship in its entirety. If he/she successfully passes the clerkship on the second attempt, a "pass repeated course" will appear on the transcript, below the previous grade of fail.

Four-week electives are graded using honors, pass, and fail.

Two-week electives, which have no prerequisites, will not be graded, but are recorded as credit or no-credit. No more than two of these can receive credit towards graduation.

Research elective credit can be granted, but will not be graded, for research lasting at least two weeks and up to twelve weeks, if the research is approved in advance and deemed meritorious by the Student Research Committee.

3. Reasons to appear before the Student Promotions Committee in Phases 2 and 3:

- Failure of the same clerkship (or elective) twice
- Failure of two clerkships or electives
- Professionalism concerns as described above

4. Actions of the Student Promotions Committee in Phase 2 and 3 are described above and include but are not limited to:

- Continuation of studies following successful remediation of the clerkship deficiency
- Suspension
- Dismissal

## NBME Subject Examination Policy

**Passing Score:  $\geq 10^{\text{th}}$  percentile nationally using Quarter 1 of current Academic Year**

If the student fails the NBME Subject Examination, then the final clerkship grade is an Incomplete (presuming the student passed all other required components of the clerkship). The student will be referred to AWOME to create a learning plan and will be provided resources for study skills as indicated.

The student must retake the examination within six months of completing the clerkship, unless otherwise approved by the Associate Dean for Student Affairs. The student must provide their desired retake date to the clerkship coordinator, the clerkship director, and to AWOME no less than two weeks in advance.

Once a retake date is chosen by the student, it may not be cancelled or rescheduled without a minimum of two weeks' notice and is subject to the approval of the clerkship director. Exceptions may be made at the discretion of the Associate Dean for Student Affairs.

The final clerkship grade for a student who has failed their first attempt at the NBME Subject Examination and passes on their second attempt can only be a Pass- they will not be eligible for High Pass or Honors.

If the student fails the examination a second time, then the student:

- Meets with the clerkship director
- Meets with the Associate Dean for Student Affairs or their designee in AWOME
- Has their grade changed from Incomplete to Pass Pending Remediation
- Will make plans to remediate the clerkship (minimum of 2 weeks, up to or including, a complete retake of the clerkship at the clerkship director's discretion)

If the student successfully remediates the clerkship and passes the NBME Subject Examination on the third attempt, the final grade will be Pass after Remediation.

If the student fails the NBME Subject Examination a third time, their grade will be a Fail and they will be referred to the Student Promotions Committee.

## Process for Appealing a Final Grade Assigned on a Block, Clerkship, or Portfolio

Phase 1 students should contact the Phase 1 director to contest a block grade. Phases 2 and 3 students should contact the appropriate clerkship director to contest a clerkship grade within 30 days after receiving the grade. A student with concerns about their portfolio comments should speak with the Director of Assessment and Program Evaluation.

In the event that a student feels dissatisfied with the proposed resolution, all students have the right to pursue unresolved grading disputes with the Student Promotions Committee.



# 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, staff or faculty members. In addition, students are expected to police themselves regarding inappropriate behavior.
- All personal effects, including 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 hand his/her exam materials to a proctor before leaving the room. Only one male and one female are allowed to leave the room at a time. The length of time during which the student 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 student feels a question is wrong or ambiguous, a note can be made on the back of the cover sheet of the examination packet. 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 packet. 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. Students

who arrive late for an examination will not receive additional time to complete the exam.

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

## 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 April (prior to the start of Introduction to Phase 2).

2. Students who fail their first attempt at Step 1 may complete the M3 clerkship they are currently on. Students will not be allowed to begin a second clerkship until the Step 1

examination has been retaken. If the retake is unsuccessful, they can complete the M3 clerkship they are enrolled in and will then be placed on leave of absence (see #5 below).

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 Student Promotions Committee (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.

## Assessment and Health Providers

Feinberg's accreditation standards require that any health professional who provides health services of any kind to a Feinberg School of Medicine medical student must have NO involvement in the current or subsequent academic assessment or promotion decisions of the medical student who received or is receiving those services. When a student is assigned to a facilitator, preceptor or clinical service or appears before a committee where such a conflict exists, it is the shared responsibility of the student, FSM physician and all concerned to bring the conflict to the attention of the course or clerkship director and to the Senior Associate Dean for Medical Education, in order that an alternative assignment may be made, or action taken that ensures the health care provider concerned is not involved in the assessment or promotion decisions of the student with whom a care relationship has been established. There will be no adverse consequences for any student reporting a conflict. Faculty, residents, students, or other health professionals who have questions about this policy are requested to contact the Senior Associate Dean by calling 312-503-0573 or 312-503-1057, in order to answer questions and clarify situations that may appear ambiguous. All students sign an attestation that they understand and will abide by the conflict of interest with student health providers policy. They are reminded of this policy at the beginning of every required clerkship during orientation.

## Student Health Requirements

### PRE-MATRICULATION HEALTH REQUIREMENTS

Incoming medical students must provide proof of positive immunity for the following diseases prior to matriculation to the university.

MEASLES (Rubeola), MUMPS, RUBELLA - Positive lab reports confirming immunity must be submitted to meet this requirement. Also vaccination dates if known should be provided.

VARICELLA (Chicken Pox) TITER - A positive lab report confirming immunity must be submitted to meet this requirement. Also list dates of vaccinations or date of illness if known.

HEPATITIS B TITER (Surface Antibodies) - A positive lab report confirming immunity must be submitted to meet this requirement. Also list vaccination dates if known. If your titer did not prove immunity (negative or equivocal) or you just started the vaccination series, list dates of all vaccinations completed to date. Students that receive an abnormal result for Hepatitis B must receive Hepatitis consultation at student health services prior to participating in clinical activities.

All medical students are required to complete Tetanus/Diphtheria/Pertussis vaccination every ten years. Requirements for Tdap vary for domestic and international students.

TETANUS/DIPHTHERIA/PERTUSSIS (Tdap) for Domestic Students- Last vaccination must be within 10 years prior to entrance into University.

TETANUS/DIPHTHERIA SERIES for International Students – (Td, DT, DTP, DTaP or Tdap) meet the requirement for International students attending Northwestern on Student VISA.

Vaccination must be done at least 6 months after last primary series vaccination.

MUST list at least 2 dates from primary series (usually done in childhood).

Doses MUST be at least 28 days apart.

#### TUBERCULOSIS TESTING REQUIREMENTS for Incoming Students

- QuantiFERON® TB Gold blood test: Must be completed in the USA on or after June 1st of the year student enters the program. A copy of the lab report must be submitted. If the QuantiFERON® TB Gold blood test result is positive, a chest x-ray must also be completed and attached to the result; student will also be required to meet with a Health Service physician after you are on campus.

**OR**

- History of positive Tuberculosis test: Submit Chest X-ray performed in the USA on or after March 1st of the year student enter the program. If available, also include historical positive Tuberculosis test result and if applicable, treatment records.

Due to the limited timeframe of the Tuberculosis testing requirement, student should submit all other requirements prior to June 1st and submit the TB testing result, separately, at a later date. *STUDENTS ARRIVING FROM OTHER COUNTRIES* in need of a TB test and/or Chest X-Ray have until 30 days after the start of classes to complete without incurring penalty. TB Tests and x-rays from other countries will not be accepted and will be repeated at the student's expense. Student should contact the Evanston Campus Health Service at 847-491-2204 or Chicago Campus at 312-695-8134 to schedule an appointment after arriving on campus.

**INFLUENZA VACCINATION** - All students are required to receive the Influenza Vaccine annually prior to participating in any clinical activities. Information about when and where to receive the influenza vaccine will be provided to students during the fall of each academic year.

#### CURRENT STUDENT ANNUAL HEALTH MAINTENANCE

##### Annual Tuberculosis Screening Requirement

All current medical students must complete Annual Tuberculosis Screening and a Northwestern Medicine TB Questionnaire prior to participation in clinical activities. Students with positive history of tuberculosis or BCG vaccination must contact the Office of Medical Education to make arrangements for alternative testing.

ONE OF THE FOLLOWING TB SCREENING METHODS SATISFIES THE ANNUAL REQUIREMENT:

**PPD Skin Testing** – Rising M2 and M3 students and M4 students returning from a leave of absence from Feinberg, must complete a 2-Step PPD Skin Test no more than 30 days prior to first clinical contact with patients.

The 2-Step PPD Skin Test consists of two skin test placements and two skin test results.

The second skin test can be placed as early as seven days after the first test, but no later than 28-days after the first skin test. Medical students that participated in medical clerkships during the previous academic year without taking a break from Feinberg are only required to complete a 1-Step PPD Skin Test "maintenance PPD" - one skin test/one result prior to the start of the new academic year unless student is scheduled to rotate at a clinical site which requires a 2-Step PPD test.

**OR**

**QuantIFERON® TB Gold blood test:** Must be completed in the USA and completed less than 90 days prior to first clinical contact with patients.

**AND**

ALL current medical students are required to complete and submit the NM Tuberculosis Questionnaire annually along with a copy of their Tuberculosis Screening result to the Office of Medical Education.

***If student has a history of positive Tuberculosis test:*** Student must submit a TB Chest X-ray not older than five years, and receive (one-time) TB consultation at Student Health Services.

The TB Chest X-Ray must be completed in the USA.

Student does not need to repeat TB Chest X-ray prior to five years as long as they remain asymptomatic of tuberculosis.

**Tuberculosis Mask-Fit Testing Requirement**

All rising M3 and M4 students are required to complete annual TB Mask Fit Testing at NM Corporate Health prior to participating in required clerkship activities. The time, date and location will be announced by the Office of Medical Education.

**INFLUENZA VACCINATION** - All students are required by Feinberg clinical partners to receive the Influenza Vaccine annually prior to participating in any clinical activities. Information about

when and where to receive the influenza vaccine will be provided to students during the fall of each academic year.

## Stroger Drug Testing Policy

The Obstetrics and Gynecology clerkship utilizes John H. Stroger, Jr. Hospital of Cook County as a teaching site for students. Some students are primarily based at Prentice Women's Hospital and some students are primarily based at Stroger Hospital. Students have found the experience at Stroger to be educationally valuable and the faculty receive excellent evaluations. Effective June 1, 2015, Stroger Hospital requires that all students, residents and faculty complete a urine drug screening prior to rotating at their site. Students may decline to pursue the drug screen process described below. However, students who have not had the drug screen will not be permitted to rotate at Stroger as this site requires a drug screen. Students who decline a drug screen will be based at NMH and can identify a preference for NMH when contacted by the clerkship director. Because the drug screen is currently not a Feinberg school requirement, we are not tracking who gets screened; thus, students who decline the drug screen will remain in good standing at the school and not face any action as a result of declining.

For students who wish to rotate at Stroger, FSM has contracted with Northwestern Medicine Corporate Health to provide a 10-panel drug screen in the same manner as is done for all the Northwestern/McGaw residents. Students who wish to rotate at Stroger must complete the drug screen a minimum of 2 weeks prior to the start of the Obstetrics and Gynecology rotation. If a positive result occurs, the result is referred to the NM Corporate Health Director. The director will perform a confidential review to determine if any prescribed medications account for the result. If prescribed medications caused a positive result, this is not considered a positive drug screen and this information will not be communicated to Stroger or FSM. Students with a negative drug screen (including persons with medical indications) will be cleared to rotate at Stroger. These negative results are sent directly to Stroger by NM Corporate Health. In the case of a positive drug screen without a medical explanation, the NM Corporate Health Director will report the results to Dr. Roopal Kundu, ex officio member of the



SPC, who will meet with the student privately and decide if further action (including referral to the SPC) is required.

To complete a drug screen students must visit NM Corporate Health located at 676 N. St. Clair, Suite 900. The office is open Monday-Friday from 7:00 am to 3:00 pm for drug screening. No appointment is needed. You are asked not to eat foods containing poppy seeds for 24 hours prior to testing. There is no cost to students for this test.

## 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.)

- **Lurie Children's:** Lurie Children's Portal: The Point  
Policies and Procedures/Occupational Health  
Blood/Body Fluid Exposure Management Site

**Jesse Brown VA:** The 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.

If at a physician's office or other site, contact Corporate Health at NMH.(see above)

- **Stroger Hospital:** All Cook County Health & Hospitals System (CCHHS) Feinberg Medical students exposed to blood and/or body fluids in the course of their job duties shall have appropriate post exposure evaluation and follow up by the staff of CCHHS Employee Health Service (EHS). If a medical student sustains exposure to blood and/or body fluids in the course of their job duties, they should follow the following procedures:

1. First Aid

- Wash needle sticks and cuts with soap and water;
- Flush splashes to the nose, mouth, or skin with water;
- Irrigate eyes with clean water, saline, or sterile irritants.

2. Notification of Exposure

- Inform supervisor of exposure immediately;
- Request assistance from other staff members as needed;
- Obtain Source Patient name and medical record number, if known, to report to EHS for purpose of exposure management.

3. Report to CCHHS Employee Health Services (CCHHS EHS) or, if CCHHS EHS is not open, to the Emergency Department. CCHHS EHS is located at:

Stroger Hospital Administration Building  
3rd Floor, West Wing, Suite 3001900  
West Polk Street, Chicago, Illinois 60612

Phone: (312) 864-1970 Fax: 312-864-9566

Hours: Monday – Friday 8:00AM until 3:30PM

All students injured during hours that CCHHS EHS is closed shall have initial evaluation and intervention in the Emergency Department. These personnel shall be instructed to report to CCHHS EHS on the next occasion that CCHHS EHS is in session. Students may be referred from CCHHS EHS/ED to their personal physician for further follow up. Contractors, rotators and volunteers will receive initial evaluation and treatment through CCHHS EHS and will be referred for follow-up to their personal or institutional health care provider.

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

Director, Office of Risk Management

Northwestern University

2020 Ridge Avenue #240

Evanston, IL 60208-4335

Phone: 847-491-5610

Fax: 847-467-7475

E-mail: [risk@northwestern.edu](mailto:risk@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.

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.

# 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.

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:

<b>Class Year</b>	<b>Billing Period</b>
<b>Incoming M1</b>  <b>New Transfer Student</b> (any class year)  Student returning from personal leave of absence that was not billed for proceeding school year prior to leave	<b>Fall Quarter</b> (to cover M1 10-month premium or annual premium for current year not paid prior to personal leave or entry to Feinberg)  AND  <b>Winter Quarter</b> (to cover upcoming year premium)
<b>M2 &amp; M3 students</b>	<b>Winter Quarter (to cover upcoming M3 or M4 school year)</b>

**MSTP, Other Graduate or  
Research Program Study  
students**

**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.)

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

**Student Disability Insurance**

Please see: <http://www.feinberg.northwestern.edu/education/current-students/campus-services/health/student-disability-insurance.html>.

## 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 Northwestern 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 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.](#)

## Additional University Courses

Registered medical students may enroll in one course each quarter 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. The Registrar will forward this list and enrollment forms to current medical students via the listserv on a quarterly basis. Turnaround time is very quick, so students should be prepared to return registration materials quickly. 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 webpage:

[http://www.registrar.northwestern.edu/registration/Cross-School\\_Registration.html](http://www.registrar.northwestern.edu/registration/Cross-School_Registration.html)

## Global Health Policy

Elective rotations, research and public health projects, and any other international education programs will generally not be approved in countries with U.S. State Department Travel Warnings for FSM students due to safety concerns. In the case of specific partner institutions located in countries with travel warnings with whom Northwestern University has an established relationship and a signed memorandum of understanding, an exception may be granted by appeal to the Feinberg Study Abroad Risk Assessment Committee. This committee, jointly run by FSM and the Center for Global Health, considers proposals, reviews safety and security

issues, and assesses the academic merit of the program(s). This committee will make final decisions regarding international rotations for all FSM students, residents and fellows. Independent student proposals in any country with a U.S. State Department Travel Warnings will not be considered. For more information, please visit the Global Health webpage: <http://globalhealth.northwestern.edu/education/policies/TravelPolicies.html>

## 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.

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 Associate Dean for Student Affairs.

Students with temporary or permanent medical or other extenuating circumstances may request a waiver of the residence location provision by describing the reason for the request in the "Extenuating Circumstances" text area on the parking application form. The Associate Dean for Student Affairs 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.

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 AM and 4:00 PM, Monday thru Friday. Arrangements for evening/weekend parking are made at the parking office in Abbott Hall.

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

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

### **Parking Prices**

Parking prices are subject to change. For current pricing, please visit the Augusta Webster, MD Office of Medical Education (AWOME) student parking page.

(<http://www.feinberg.northwestern.edu/education/current-students/campus-services/transportation/parking.html>)

### **Parking Lots**

Northwestern's Chicago campus has two parking lots that students may utilize.

- **Erie Ontario** (Formerly D Lot) Parking C & D, 321 E. Erie Street

### **Applying for Medical Student Parking**

To request a campus parking permit, please complete and submit the parking application form on the AWOME website.

Applications for fall parking may begin to be submitted to AWOME 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. Proof of local residency may be requested.



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 Office**

University Services Office

Abbott Hall (710 North Lake Shore Drive) Room 100

Phone: 312/ 503-1103

Hours 8 AM - 5 PM (weekdays)

For further parking information, please visit:

<http://www.feinberg.northwestern.edu/education/current-students/campus-services/transportation/parking.html>

## Policies for Clerkships

### Clerkship Log Policy

The purpose of the clerkship logs that you fill out on your clinical rotations is to ensure that each of you have had the opportunity to address the objectives of the clerkship. The precise language of the accreditation standard is “The system must ensure that all medical students have the required experiences. For example, if a medical student does not encounter patients with a particular clinical condition (e.g., because it is seasonal), the medical student should be able to remedy the gap by a simulated experience (e.g., a standardized patient experience, an online or paper case)....” In order for the clerkship faculty to be able to do this, it is imperative that you fill

out the clerkship logs chronicling your experiences, confirming that you have had the appropriate educational opportunities to meet the objectives. Therefore it is necessary for you to complete your clerkship log by the Wednesday of the last week in the clerkship. Any student who has not completed the clerkship log for the required clerkships will not be allowed to take the subject examination and receive an incomplete for the clerkship. Rescheduling the written examination will require the purchase of a separate examination and will be at the student's expense. In some cases, the clerkship director may require you to schedule extra time to complete the clerkship. Individual clerkships may choose to lower your final grade.

## Policy on the Electronic Medical Record for Students

It is never appropriate for a student to copy and paste elements of another person's H&P or patient care note into their own note and portray it as their work. All information, other than structured data elements contained within the medical record (vital signs, lab results, medication records, etc.) should reflect the student's ability to gather and present patient data. If a student copies and pastes their own note from a previous day, it should reflect all relevant changes in the patient's condition and progression in their understanding/analysis of the patient's underlying disease process. Inappropriate copying and pasting of another person's work will be considered a transgression of the student code of conduct and a professionalism form may be submitted to the Dean's office. **This is considered grounds for failing the clerkship regardless of performance in other areas.**

## Clerkship Transportation Policy

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

# 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.

## Attendance and Duty Hours Policy

- Medical students must not be required to work more than resident physicians, whose duty hours are regulated by the ACGME.
- 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 16 consecutive hours caring for patients. After 16 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 are dismissed from ward duties by 11pm at the latest before IC2. Students on call the same day/night of IC2 are to report immediately after IC2 has concluded to their medical teams. Students not on call are dismissed after IC2.
- At minimum, medical students must receive an average of one day off per week over a four week rotation.
- With the exception of Thanksgiving, University holidays (e.g. Independence Day, Labor Day, Memorial Day, 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; these count as days off. 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 the Senior Associate Dean for Medical Education; student grades shall not be affected by such reporting.

### **Professionalism**

- At times, it might seem like a good idea to attend that extra meeting the morning before IC2 or to show up early in order to carry that extra patient. However, respecting the medical student hour policy also shows respect towards your fellow colleagues and classmates.
- Intentionally disregarding the medical student hour policy has a tendency to backfire—attending and residents can tell if you're trying to look better than the other students on your team. It can also negatively impact the working relationship you have with your fellow teammates.
- On the other hand, if you're carrying more patients than you can handle, or are finding that you have to come in far earlier than other students to write notes, you might want to think about talking with your team. You can ask how to become more efficient with your time, or simply let them know that you feel overwhelmed. Your team will generally appreciate your honesty. Your mentor and the Associate Dean for Student Affairs are other resources.

## Requirements for Graduation

Feinberg students are expected 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:

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

The Feinberg School Commencement is held each year in mid- to late May. Students who anticipate graduation must file a petition for graduation in December of the previous calendar year. That petition will be acted upon by the Feinberg Student Promotions Committee, and the list of eligible students sent to the Executive Committee of the Faculty for final school approval, then to the Board of Trustees of Northwestern University for conferral of the degree.

Under special circumstances, the Feinberg School will grant the MD degree in December, effective upon the last day of fall quarter registration. These circumstances include:

- Students in the Medical Scientist Training Program whose combined periods of enrollment in the medical and graduate school segments of the program can thus be optimized;
- Any other student who, through interruption of the usual curricular course for extramural study or because of academic, personal, or medical leave requires six

months or less enrollment beyond their originally anticipated graduation date to complete degree requirements.

The Associate Dean for Student Affairs will work on a case-by-case basis with students eligible for graduation in December. The petition for degree and approval by the Student Promotions Committee and Executive Committee of the Faculty must be completed in time for approval by the NU Board of Trustees at its fall meeting. A student whose degree is granted in December will be eligible to participate in Feinberg School Commencement ceremonies the following May.

## 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 election, the top 25 percent of the medical school class. The top 25% of the class is determined by a point system (see below). These students are then nominated and invited to submit additional information to the AOA committee for a final selection of the top 16% of the class.

Points for AOA nomination are listed below:

Top 25% of class during Phase 1	2 points**
USMLE Step 1 score in the top 25% of cohort	1 point
Medicine Clerkship	2 points
Surgery Clerkship	2 points
Pediatrics Clerkship	1.5 points
Obstetrics-Gynecology Clerkship	1.5 points
Psychiatry Clerkship	1 point
Neurology Clerkship	1 point
Primary Care Clerkship or ECMH	1 point
Honors in all 7 required Phase 2 clerkships	2 points
<b>TOTAL POSSIBLE POINTS</b>	<b>15 points</b>

\*\* Does not apply to the class of 2020 and future classes. Phase 1 performance will not be part of the academic nomination for AOA.

The top 25% of the class during Phase 1 is based on the student's composite score of all Phase 1 blocks. To determine the students who earn points for the clerkships, clerkship directors are asked to submit students who fell in the top 25% of the cohort for their year.

Once all of the possible points for each student have been determined, then the top 25 percent is identified. This is the group of students that the AOA Selection Committee considers for membership. The nomination and selection process occurs in time for the information to be included in the student's Medical School Performance Evaluation for residency applications.

The Selection Committee is composed of faculty who are AOA members and have considerable experience in our educational programs. Students are asked to submit their curriculum vitae to complete the application. Nominees are evaluated in five categories:

- Awards received while in medical school (0-5 points)
- Research performed while in medical school (0-5 points)
- Publications accomplished during medical school (0-5 points)
- Community service performed while in medical school (0-5 points)
- Leadership while in medical school (0-5 points)

Each student's application package is evaluated by at least two reviewers to achieve consensus and the reviewers' scores are averaged. If consensus is not achieved, the application will be reviewed by the Committee at the selection meeting.

The points for these extracurricular activities are weighed to be 33% of the total points. Points for Phase 1 and Phase 2 (M1, M2, M3) and USMLE are weighed to be 67% of the total points. Following discussion by the Committee, candidates are ranked numerically based on the above criteria. The top 16% are selected and notified of their AOA election.

## Latin Honors

Graduating students will be considered for the following Latin Honors as an additional measure of distinction. These designations will be approved by the Executive Committee and the faculty in the spring, prior to graduation.

- **Magna Cum Laude in Scientia Experimentalis**

For students academically in the top half of the class who complete an additional degree at the time of receiving an MD degree and also publish, or have accepted manuscripts, as part of their thesis before graduation

- **Cum Laude in Scientia Experimentalis**

For students academically in the top half of the class who complete an additional degree at the time of receiving an MD degree or who spend a full intensive fifth year in a research laboratory

- **Summa Cum Laude**

For students academically ranked in the top 5 percent of their graduating class

- **Magna Cum Laude**

For students academically ranked in the top 6-10 percent of their graduating class

- **Cum Laude**

For students academically ranked in the top 11-15 percent of their graduating class