

# **Northwestern University Feinberg School of Medicine Visiting Student Guide**

**Updated January 11, 2018**



**ALL AREAS COVERED IN THE STUDENT GUIDE 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.**

---

Northwestern University Feinberg School of Medicine  
Visiting Students Program  
Augusta Webster, MD, Office of Medical Education  
303 E. Chicago Avenue, Ward 1-003  
Chicago, IL 60611

---

## Table of Contents

General Information .....	3
Visiting Student Program Overview .....	3
Important Contacts .....	3
The Northwestern University Medical Campus .....	4
Applying.....	5
Visiting Student Application Service (VSAS).....	5
Student Health Requirements .....	6
Health Insurance Policy.....	8
Malpractice Insurance.....	8
Personal Health Insurance.....	8
Anticipated Absences .....	8
Acceptance.....	8
Registration Payment .....	8
Offer Acceptance.....	9
Elective Cancellation .....	9
Planning.....	9
Housing.....	10
Parking.....	10
Transcript Update Policy .....	10
During Your Rotation .....	11
Occupational Safety Policies and Procedures .....	11
Needle Stick Policy .....	11
Bodily Fluid Exposures .....	12
First Day Information .....	13
Attendance .....	13
Inclement Weather.....	14
Duty Hours Policy .....	14
Clerkship Log Policy (Emergency Medicine) .....	16
Policies & Procedures .....	16
Observed Misconduct.....	17
Dress Code Policy .....	17
Scrub Policy.....	18
Pager/Locker Policy.....	20
Library Privileges (Chicago Campus).....	20
HIPAA.....	20
Violations and Offenses .....	20
Information Technology and Data Security .....	22
Northwestern Medicine Computer User Policy .....	22

---

Social Media Policy.....	23
Electronic Medical Records .....	26
After Your Rotation/Evaluations .....	26
Check Out Policy/ID Badge Return .....	26
Evaluations.....	27

# General Information

## Visiting Student Program Overview

Visiting Student rotations at Northwestern University's Feinberg School of Medicine (FSM) are designed specifically for medical students from LCME-accredited schools who have already completed one full year of in-hospital clinical training prior to an anticipated elective. It is required that visitors first complete basic clerkships in Internal Medicine, Obstetrics/Gynecology, Pediatrics, and Surgery before participating in any electives. Certain specialty electives may have additional prerequisites.

Clerkship assignments for visiting students are made after FSM students' schedules have been completed for the upcoming academic year. Northwestern students always have priority on available clerkships. The Visiting Student Application Service (VSAS) opens to visiting students in April of each year.

Students are limited to rotating for a total of eight weeks, and they may not rotate in the same elective more than once.

## Important Contacts

### General Visiting Student Program Questions

Visiting Student Programs

Augusta Webster MD Office of Medical Education

303 East Chicago Avenue, Ward 1-003

Chicago, IL 60611

visitingstudents@northwestern.edu

312-503-1392

### **Visiting Student Emergencies While on Campus**

Judith Asuzu

312-503-1392

Stephanie Alain Miller

312-503-0974

### **Northwestern Memorial Hospital ID Badge Questions**

Amber Drust

Security I.D. Processing Tech

Northwestern Memorial HealthCare

251 E Huron St, Mezzanine Level

Chicago, IL 60611

Amber.Drust@nm.org

312-926-4011

### **Scrub Access Questions**

Frank Marasso

Manager, Supply Chain Distribution and Logistics

Northwestern Memorial Hospital

251 E Huron, Suite L-814

Chicago, Illinois 60611

fmarasso@nm.org

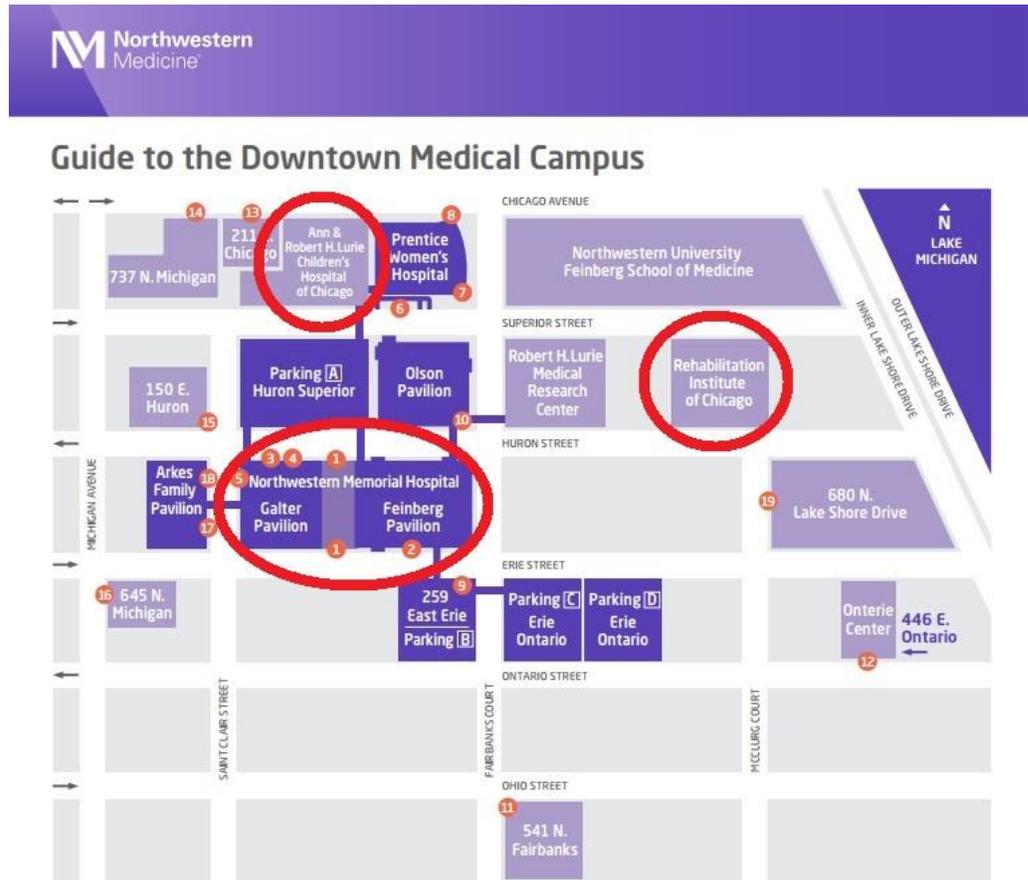
312-926-3053

### **The Northwestern University Medical Campus**

- **Northwestern Memorial Hospital (NMH)** – 251 E Huron Street, Chicago, IL
- **Lurie Children's Hospital of Chicago (LCH)** – 225 E Chicago Avenue, Chicago, IL

- **Rehabilitation Institute of Chicago (RIC)** – 345 E Superior St, Chicago, IL

A map indicating the location of these three facilities is located below:



## Applying

### Visiting Student Application Service (VSAS)

The Northwestern University Feinberg School of Medicine has adopted the VSAS (Visiting Student Application Service) system for receiving and processing visiting student applications from LCME-accredited medical schools located in the United States and any AOA-accredited Osteopathic medical school.

Medical students enrolled in Global Partner institutions are to contact his/her International Student Affairs Coordinator for more information on how to apply to complete an elective rotation at Northwestern.

### **Student Health Requirements**

The Northwestern University Immunization Form must be completed by a personal physician or Health Office of each student's home institution in order for an application to be processed. The AAMC form is also acceptable. Requested laboratory reports (Hepatitis B Serology, flu vaccine, etc.) must be attached.

Students rotating from December through May are also required to show proof they have been administered a flu shot.

Incoming visiting medical students must attach laboratory reports confirming immunity for the following diseases to their health forms before uploading them to VSAS:

- 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.

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

#### TUBERCULOSIS TESTING REQUIREMENTS

- **PPD Skin Testing (Domestic Students)** – 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. Visiting medical students are 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.
- **QuantiFERON® TB Gold blood test (Global Partners ONLY)** – 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 enters 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.

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

### **Health Insurance Policy**

#### **Malpractice Insurance**

All students must be covered by malpractice insurance in the amount of \$1 million per incident and \$3 million aggregate from his/her home institution. Those who do not meet the minimum requirement at the time the application is submitted must purchase supplemental insurance and provide proof no later than 4 weeks prior to the start of the rotation(s).

#### **Personal Health Insurance**

All students must be covered by health insurance from their school or personal coverage. A scan of the front and back of the insurance card is required.

### **Anticipated Absences**

Visiting medical students who anticipate absences from their rotation (due to religious holiday observances, conferences, or residency interviews) are highly encouraged to consider the timing of their desired rotation block carefully. Visiting students with anticipated absences are required to provide written notification to the visiting student program coordinator of the anticipated days they will be absent. This request must be made no later than four weeks before the start of his or her rotation. Acceptance of the anticipated absence request will be left to the discretion of the specific department to which the student's request is made. The department may recommend that the rotation be taken during a different block.

## **Acceptance**

### **Registration Payment**

In addition to accepting the elective offer on VSAS, accepted visiting students are required to pay a registration fee of \$150 per elective in order to secure his or her elective. This payment must be received within 7 days of an offer. The Registration fee for visiting students is non-refundable. Failure to submit this fee will result in the withdrawal of the offer. Use of the Acceptance & Registration Payment Form (found on the Visiting Student Program website) is required to submit this fee and formally secure an elective.

### **Offer Acceptance**

If the offer is withdrawn due to lack of response and payment within the 7 day time frame, visiting students are not permitted to re-apply for the same elective at the same time. Visiting students may apply for the same elective during a different time frame or for a different elective; however, if the visiting student is again accepted and fails to respond and submit payment by the deadline, the visiting student will no longer be eligible to apply for any future electives at Northwestern University.

### **Elective Cancellation**

If an accepted visiting student can no longer attend an elective to which he or she has been accepted and wishes to cancel enrollment, the visiting student must notify the Visiting Student Coordinator via email of the cancellation and drop the elective on VSAS no later than 30 days prior to the scheduled start date. The Visiting Student Coordinator will then notify the department that the visiting student can no longer attend his or her elective rotation. No re-scheduling of electives is permitted. If a visiting student fails to notify the Visiting Student Coordinator at least 30 days prior to his or her start date, the visiting student will be dropped from any future scheduled elective at Northwestern University and the home school of the visiting student will be notified in writing.

## **Planning**

## **Housing**

The Visiting Student Program cannot assist students with housing. Accepted students are expected to secure housing on their own. For local housing options, please refer to the Housing page on the Visiting Students Program website housing page, located [here](#).

For additional housing options, please visit:

<http://www.feinberg.northwestern.edu/education/current-students/campus-services/housing/short-term-housing.html>

## **Parking**

Discounted parking is not available for visiting medical students. Accepted visiting medical students are expected to secure parking on their own. The use of public transportation is highly encouraged; however, discounted passes are not available for visiting medical students.

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.

Please contact the garages below directly to ask about rates:

Lot C – 222 E. Huron St., between Huron & Superior at St. Clair Street (312) 787-0551

Lot D – 321 E. Erie St., between Erie & Ontario at Fairbanks Ave. (312) 642-6062

Lot E – 275 E. Chestnut (312) 337-2520

Although we are unaffiliated and do not specifically endorse this option, there is early bird discount parking available at 321 E. Erie for \$16.00/day (enter between 5-9:30AM and leave by 7:30PM). They also offer monthly parking for \$275 per month plus \$25 processing fee. Prices are subject to change without notice.

## **Transcript Update Policy**

Before arrival on campus, visiting students are required to upload the most up-to-date version of his/her transcript to VSAS. This updated transcript must contain the core clerkship grades for

Internal Medicine, OB/GYN, Pediatrics, and Surgery, and must be uploaded to VSAS by the home institution only.

If a core clerkship grade is unavailable four weeks prior to the start date of a visiting student's elective rotation, a supplementary letter from the visiting student's Registrar's office explaining why the grade is not listed must be provided. Clerkships in Medicine, Surgery, Obstetrics/Gynecology, and Pediatrics must be completed before a student may begin an elective at Northwestern.

## During Your Rotation

### Occupational Safety Policies and Procedures

#### 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 each student's benefit to report all incidents because, if necessary, he/she will need to prove that he/she was infected during your training in order to claim the disability insurance offered through the medical school. **If such an incident does occur, each student is automatically excused from whatever he/she was doing.**

**Medical attention** will include *cleansing and treating any wound, obtaining the impacted student's 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, each student should excuse himself/herself 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 calls 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 calls 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

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

Each student should not receive any bills for treatment, but if these are sent, please 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.

### **Bodily Fluid Exposures**

All visiting students are required to have personal medical insurance. Visiting students either provide their own insurance policy or are required to purchase the Northwestern University Visiting Scholar Insurance are issued an insurance card at registration. Each visiting student is required to provide his or her insurance information to Corporate Health should he or she experience a body fluid exposure.

Based on each visiting student's insurance policy details, he or she may be required to pay some out-of-pocket fees, such as balances to meet deductibles and/or copayments. Any out-of-pocket fees will be billed to the visiting student by Corporate Health after the rotation.

Corporate Health is legally obligated to bill each visiting student's insurance carrier for these types of matters. Should a visiting student experience an exposure to bodily fluids during his or her clinical rotation with the Visiting Student Program, the visiting student is required to follow the following procedures:

- As soon as possible after the exposure incident (preferably immediately), the visiting student is required to contact the Corporate Health office by calling 312-926-8282. This number is answered 24 hours a day.
- Each visiting student will be given instructions on what to do (wash/flush the area, have the source patient's blood drawn, etc.).
- Each visiting student will need to have a follow up appointment in the Corporate Health office. He/she must bring his/her health insurance card or membership information (group and ID numbers). Treatment will be billed to this insurance and the Corporate Health office/billing department will handle getting all necessary information to the insurance company.

#### **First Day Information**

Each visiting student will receive an email from the Visiting Student Programs Office with instructions regarding first day information and registration procedures.

#### **Attendance**

If an absence is anticipated due to an unexpected life event (illness, funerals, etc.), each visiting student is required to contact his or her department coordinator AND the visiting student program coordinator immediately.

If a visiting student has an unexcused absence, it will be reported to his or her home school.

Two unexcused absences will result in dismissal from the elective rotation. Students who

intentionally misrepresent their attendance (e.g., asking someone else to sign or swipe in for them) will be reported to their home school for appropriate disciplinary action.

### **Inclement Weather**

In the event of severe/inclement weather (blizzard conditions, sub-0 degrees Fahrenheit temperatures, etc), the hospital and clinics will remain open. If there is concern around traveling to Northwestern, students are to contact both the coordinator of his/her department and the visiting student program coordinator immediately.

### **Duty Hours Policy**

- Visiting 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.
- Visiting medical students must not work more than 80 hours per week.
- Visiting 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.
- 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, visiting medical students may be required to work during the Thanksgiving holiday.

- Within the limitations above, the clerkship directors are responsible for setting visiting 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 visiting student program coordinator; student grades shall not be affected by such reporting.

### **Clerkship Log Policy (Emergency Medicine)**

Clerkship logs on clinical rotations ensures that each visiting student has the opportunity to address the objectives of the clerkship. The precise language of the accreditation standard is “The system must ensure that all visiting medical students have the required experiences. For example, if a visiting medical student does not encounter patients with a particular clinical condition (e.g., because it is seasonal), the visiting 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 visiting students in Emergency Medicine fill out the clerkship logs chronicling his or her experiences, confirming that he or she has had the appropriate educational opportunities to meet the objectives. Therefore, it is necessary for each visiting student to complete his or her clerkship log by the Wednesday of the last week in the clerkship, and turn in by the last day of the clerkship.

Any student who has not completed the clerkship log for the required clerkships will not be allowed to take the subject examination (OSCE) 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. (the students do not take a written exam/ NBME they take the OSCE in the simulation lab). In some cases, the clerkship director may require visiting students to schedule extra time to complete the clerkship. Individual clerkships may choose to lower a visiting student’s final grade.

### **Policies & Procedures**

Both Northwestern University and the Feinberg School of Medicine set standards of behavior and maintain independent procedures for their fair and equitable enforcement. Visiting medical students are subject to both. For more information on Feinberg School of Medicine policies, please refer to the list below:

- **Code of Conduct:** <http://www.feinberg.northwestern.edu/md-education/current-students/policies-services/policies/code-of-conduct.html>

- **Sexual Misconduct:**

[http://policies.northwestern.edu/docs/Consensual\\_Relations\\_011314.pdf](http://policies.northwestern.edu/docs/Consensual_Relations_011314.pdf)

- **Safe and Healthy Learning Environment:** [http://www.feinberg.northwestern.edu/md-](http://www.feinberg.northwestern.edu/md-education/current-students/policies-services/policies/safe-healthy-environment/index.html)

[education/current-students/policies-services/policies/safe-healthy-environment/index.html](http://www.feinberg.northwestern.edu/md-education/current-students/policies-services/policies/safe-healthy-environment/index.html)

### **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 visiting student's home institution for disciplinary action.

### **Dress Code Policy**

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.

In any environment where patients are present, students are required to wear a clean, short white coat with an ID badge identifying themselves as visiting 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):

- 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 Policy**

- 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 visiting 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.

### **Pager/Locker Policy**

The Visiting Student Programs staff does not issue pagers or lockers to visiting medical students. Some departments have extras and some do not for visiting medical students. If any are available, you will be informed by your department.

### **Library Privileges (Chicago Campus)**

Visiting students may reference books and/or use the computer stations and study tables. Visiting students may not check books out of the library. The library is located in the Ward Building, 1st floor (303 E. Chicago Avenue).

### **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.

### **Violations and Offenses**

#### **University Offenses**

Visiting 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 Guide.

### **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 visiting 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

## **Information Technology and Data Security**

### **Northwestern Medicine Computer User Policy**

The use of technology within Northwestern Memorial Hospitals 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>.

### **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.

### **Social Media Policy**

Employees and visitors of NMHC and its subsidiaries and branded programs are considered affected persons of this policy. This policy only applies to social media activities that are inextricably linked to NMHC or a subsidiary.

**Institutional use of Online Social Media/Social Networking Sites** has been established to support institutional goals and to ensure brand representation is consistent across all media channels and our reputation is protected. NMHC recognizes viral platforms as viable means for advancing NMHC's

reputation in positive, meaningful ways. These emerging technologies have fundamentally changed the way we can raise awareness and engage employees, patients and their families, support groups and other health-centered efforts and organizations. The institution believes social computing can help build stronger relationships and has exercised this belief through presences for NMHC subsidiaries on Facebook, Twitter, YouTube and more.

All institutional uses of social media platforms representing NMHC and subsidiaries are subject to evaluation as certain criteria must be met prior to approval. Interested groups and departments must complete the “Social Media Request Form” found on the Media Relations Department page on NMI, by calling 6-7432 or emailing [socialmedia@nmh.org](mailto:socialmedia@nmh.org) to request a form. Approval is not automatic upon completing the form. Requests will be reviewed for viability, purpose, engagement potential and sustainability. Permission will be granted according to institutional discretion, subject to all applicable laws.

Use of the names of NMHC and/or its subsidiaries, their brand logos or other intellectual property without approval is strictly prohibited and may subject an employee to disciplinary actions up to and including termination, as well as other applicable legal sanctions. Individuals using social media platforms must also adhere to the regulations for the Use of Intellectual Property (Images, Logo, Video and Audio).

**Guidelines for Personal use of Online Social Media/Networking Communications** is not to interfere with work commitments, and NMHC employees have no expectation of privacy when using the IS resources of NMHC or one of its subsidiaries even when personal or password protected Web sites are accessed. Personal use of NMH-provided Internet access may be monitored and must be limited. When participating in social media forums such as blogs, Facebook, Twitter, LinkedIn, etc., the following are required of affected persons:

Listing your job and where you work within your profile is acceptable. However, employees may not claim to be speaking on behalf of NMHC in any of their personal postings and must adhere to the following guidance:

- Refrain from profanity and lewd or offensive remarks, postings and podcasts. Photography, videos, and imagery with sexual content and nudity of any kind are strictly prohibited.

- Postings, remarks and/or photographs with patients under your care are strictly prohibited unless approved as part of a work-related initiative.

Employees who author blogs or extend their views and opinions about health matters and policies in the form of submitted articles and/or extensive commentary must—at the end of the article or blog entry—include a disclaimer similar to the following example: “[Insert name] is solely responsible for the opinions expressed in this posting, which in no way represents his/her employer or my employer’s position, views or strategies.”

Know your privacy settings and monitor them regularly.

Visiting medical students are legally responsible for their individual postings and may be held liable for misuses.

Visiting medical students may not comment about or discuss patients under their care in any postings. Disclosure of patients’ Protected Health Information (PHI) as defined by *NMHC Administrative Policy: Privacy and Confidentiality* or any other information or image that could reasonably be expected to lead to the identification of a patient, as well as other protected information, is strictly prohibited.

Disclosure of confidential or proprietary information of NMHC or NMHC subsidiaries or branded programs is strictly prohibited.

Visiting medical students are prohibited from using NMHC-sanctioned social media sites as means for advancing or broadcasting any personal sales/marketing endeavors. HR Policy: Solicitation and Distribution shall fully apply to use of NMHC-sanctioned social media sites.

Visiting medical students are strongly encouraged to periodically check this policy for updates. The rapid emergence of new social networking tools requires that these guidelines continually evolve. Failure to adhere to the policy could place an employee’s future participation at risk.

Access to NMHC resources through this system is subject to the terms of the **NORTHWESTERN MEMORIAL HEALTHCARE INFORMATION ACCESS AND CONFIDENTIALITY AGREEMENT.**

This system may be accessed and used by authorized personnel only. Authorized users may only perform authorized activities and may not exceed the limits of such authorization. Disclosure of information found in this system for any unauthorized use is strictly prohibited. All activities on this system are subject to monitoring.

Visiting 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.

#### **Electronic Medical Records**

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. As a reminder, patient information should never be emailed in order to protect the confidentiality of patient records.

## **After Your Rotation/Evaluations**

#### **Check Out Policy/ID Badge Return**

On the final day of a visiting student's rotation, he/she is required to return his/her Northwestern Memorial Hospital ID badge to the visiting student coordinator. Students rotating at Lurie Children's Hospital are required to turn in his/her badge to the Lurie badge office on the 1<sup>st</sup> floor of Lurie Children's Hospital. Failure to return his/her ID badge will result in the withholding of the visiting student's evaluation until the ID badge is returned. If a visiting student does not turn his/her ID badge in after 30 days from the last day of his/her rotation, his/her home school will be notified in writing.

## **Evaluations**

Visiting medical students have several options to submit a blank evaluation from their home school to be used for their evaluation. A visiting medical student may upload his or her blank evaluation directly to VSAS. The school's evaluation form may also be submitted to the Visiting Student Coordinator after a rotation has been accepted and the registration fees have been paid. Visiting students may bring a hard copy with to Visiting Student Registration.

Each visiting student's evaluation form will be sent to the appropriate department during the second week of the rotation. Once completed, the original form will be sent back to the Visiting Student Programs staff in the Augusta Webster, MD, Office of Medical Education, copied, and then forwarded to the visiting student's school. Visiting students are not allowed to give their evaluation forms directly to departments. If a visiting student does not submit an evaluation form from his or her home school, the Northwestern University evaluation form will be used.

Evaluations will not be completed by the time visiting students finish their rotation. Grades are requested from departments, sent to the Visiting Student Coordinator for recording and processing, and then sent to each visiting student's Registrar office at their home school. This process can take up to 2-3 months.