Northwestern University
Feinberg School of Medicine
Visiting Student Guide

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Northwestern Medicine®
Feinberg School of Medicine

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.

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Preparing for your Rotation

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.

Parking on Campus

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.

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.

First Day

In the two weeks prior to your start date, you will be sent an email from the visiting student coordinator with registration details, general information and details on where and when to report to your department. If you have not received this email by the Wednesday prior to your start date, please contact the visiting student office immediately.

Visiting Student Rights & Responsibilities

As a visiting student, you are not enrolled at Northwestern University and are not considered a matriculated student. You do, however, have the same duties and responsibilities as a medical student and are expected to be treated as an active participant on a rotation, the same as a Northwestern final-year medical student would be treated.

White Coat

You will need to bring a waist-length white coat from your home institution. These may also be purchased from Water Tower Place Uniforms Inc., located a few blocks from the hospital campus.

Email

Email is our main form of communication. You will receive important emails from both your department and our staff. Please check your inbox regularly before arriving and during your rotation.

Electronic Medical Record System

In the week before your rotation begins, you will receive your login information and instructions to access training modules that must be completed prior to your first day.

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. Students who do not have adequate personal coverage must purchase Northwestern's Visiting Scholar Insurance.

Health Requirements

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

Visiting students must meet the same health requirements as Northwestern students. Those requirements are posted on our website: https://www.feinberg.northwestern.edu/md-education/current-students/policies-services/policies/prematriculation-health-requirements.html.
Students rotating from December through May are also required to show proof they have been administered a flu shot.

Once Student Health has reviewed your health records, you will be notified by email only if they determine that your records are incomplete. It is then your responsibility to submit the missing immunization forms immediately to the Student Health office (not the visiting student coordinator or VSLO) in order to gain Student Health clearance. You will not be permitted to begin your rotation until you have been cleared by Student Health.

Northwestern Medicine ID Photo and Badge pickup

Once you have been notified of your Student Health clearance, report to the ID Processing Office to take a photo and obtain your ID. The office is located on the mezzanine level between the 1st and 2nd floors of the Feinberg Pavilion. Please make sure to identify yourself as a visiting student. The office hours are:

Feinberg Pavilion, 251 E. Huron, Mezzanine Level, M540
Monday – Friday 8:00am – 12:00pm; 1:30 – 4:00 pm

Your ID also serves as a stairwell access card and scrub card at NMH.

During your Rotation

Dress Code

Students are considered part of the patient care team and are therefore expected to dress and act in a manner suitable to a professional medical environment. 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.

Please refer to the FSM Dress Code and Scrub Suit Policy for additional guidelines.

Clerkship Attire Guidelines

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

Scrub Suit Guidelines

- Do not wear jade green surgical scrubs outside of any hospital buildings at any time.
- All borrowed scrubs must be returned by the end of the last day of your rotation (must be deposited in the drop off machines at NMH).
- Dirty scrubs cannot be returned to the Visiting Student office.
- Scrub suits are permitted only in direct patient care areas.
- Scrub suits should not be worn outside the patient care area and never outside the hospital buildings.
- 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.

- 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.

Library Privileges on the Chicago Campus

As a visiting student, you may reference books and use the computer stations and study tables. You may not check books out of the library. The library is located at in the Searle building at 320 E. Superior St. on the first floor.

Pagers & Lockers

We do not issue pagers or lockers to visiting students. Some departments have extras, and some don't. If any are available, you will be informed by your department.

Paging Residents at NMH

Dial the pager number, and then wait for the prompt to enter your callback number. If you are using an in-hospital phone, you only need to dial the last 5 numbers, (ex: 312/695-1234, just dial 5-1234).

Time Off

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

If a visiting student has an unexcused absence, it will be reported to their 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.

Please refer to the FSM Phases 2 and 3 Attendance Policy for more details.

Inclement Weather

In the event of a severe weather or public safety emergency, the university and medical school may be closed, and students are excused from all course and clerkship activities. In the case of such emergencies, medical students participating in patient care activities are considered non-essential workers. If the medical school is open but a student believes traveling to campus or a clinical site is unsafe, they should contact the course/clerkship director and coordinator to inform them if they will be late or unable to report. Students may be expected to make up any missed course or clerkship time.

Duty Hours

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. Please refer to the FSM Duty Hours Policy, which also applies to visiting students.

Letters of Recommendation

Visiting students sometimes ask a Northwestern faculty member to write a letter of recommendation usually in support of residency applications. This is separate from your assessment for the visiting rotation which is described above. If you ask a faculty member for a letter to support your residency application (or for another purpose) you must provide the information directly to the letter writer. Northwestern University is not responsible for handling these requests.

Assistance

During your rotation, we understand that life events may occur, and we are here to support you. In case of personal crisis or emergency, please contact us immediately. Someone who can assist can be reached regardless of time:

- During business hours:
    - AJ Schwartz, Visiting Students' Program Coordinator
      aj@northwestern.edu or 312-503-3659
    - Jessica Voth, Director, Registration and Records
      jav@northwestern.edu or 312-503-0974
- After hours:
    - Susan L. Goldsmith, MD, Associate Dean of Student Affairs
      312-695-5580 (leave call back number)

Safety

As some rotations finish late at night, please be aware of your surroundings when leaving the hospital. Review the University Police Department site for campus safety information, safety escorts and contact information.

Safe and Healthy Learning Environment

Northwestern University Feinberg School of Medicine is committed to the principle that educational relationships should be one of mutual respect. Because the school trains individuals who are entrusted with the lives and well-being of others, we have unique responsibilities to assure that students, residents and fellows learn as members of a community of scholars in an environment that is conducive to learning. The Safe and Healthy Learning Environment Policy describes Feinberg's expectations regarding the learning environment and applies to learners (students and residents), faculty and staff at Feinberg and our clinical affiliates.

Feinberg wants to encourage students, residents and fellows 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 school also offers an ombudsperson, Dr. Lisa Rone (fsmombuds@northwestern.edu) for student, resident and fellow support.

More information about our Safe and Healthy Learning Environment policy is available at: https://www.feinberg.northwestern.edu/md-education/current-students/policies-services/policies/safe-healthy-learning-environment.html

Needlestick Policy & Protocol for Body Fluid Exposures Involving Visiting Students

All visiting students are required to have personal medical insurance. You have either provided your own insurance policy for your rotation or you have purchased the NU Visiting Scholar Insurance and have been issued your insurance card. You will need to provide your insurance information should you experience a body fluid exposure. Based on your insurance policy details, you 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 you after your visit.

If you experience an exposure to bodily fluids during your clinical rotation with the Visiting Student Program, please follow the following procedures:

1) **Seek medical attention immediately**. In the case of a needle stick with a contaminated needle or any exposure to body fluids, students are immediately excused from all clinical and educational responsibilities. Medical attention may include: cleansing and treating any wound, flushing splashes to the nose, mouth or skin, irrigation of eyes with saline, obtaining student blood and the patient's blood for testing, and receiving advice regarding follow-up treatment and testing.
2) **Report the incident** as soon as possible so there is an official record of the time, date and location. Obtain the source patient name and medical record number. Notify your supervisor and appropriate staff at each facility as noted below.
3) **Follow site-specific instructions**:

   NMH/NMG/Shirley Ryan AbilityLab/Lurie Children's: Notify the unit manager or charge nurse immediately and report to the Northwestern Emergency Department (251 E. Huron) or Immediate Care Center (635 N. Fairbanks) for treatment.

   Jesse Brown VA: 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.
4) You may need to have a follow up appointment with the Student Health office. You must bring your health insurance card or membership information (group and ID numbers). Treatment will be billed to this insurance and the office/billing department will handle getting all necessary information to the insurance company.

Electronic Medical Record Use

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 at visiting student's home institution. 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.

Behavior and Conduct Policies

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: https://www.feinberg.northwestern.edu/md-education/docs/current-students/policies/Student-Code-Conduct.pdf
- Sexual Misconduct: http://policies.northwestern.edu/docs/Consensual_Relations_011314.pdf
- Safe and Healthy Learning Environment: http://www.feinberg.northwestern.edu/md-education/current-students/policies-services/policies/safe-healthy-environment/index.html

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.

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 themself 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, their 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.

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.

1. 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@nm.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.
2. 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:

1. 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:
    a. Refrain from profanity and lewd or offensive remarks, postings and podcasts.
    b. Photography, videos, and imagery with sexual content and nudity of any kind are strictly prohibited.
2. Postings, remarks and/or photographs with patients under your care are strictly prohibited unless approved as part of a work-related initiative.
3. 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."*
4. Know your privacy settings and monitor them regularly.
5. Employees are legally responsible for their individual postings and may be held liable for misuses.

6. Employees 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.
7. Disclosure of confidential or proprietary information of NMHC or NMHC subsidiaries or branded programs is strictly prohibited.
8. Employees 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.
9. Employees 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.

After your rotation

Check-out

At the end of your rotation, you must return your NMH ID to the Visiting Students Program Office in order to finalize your clerkship. For security purposes, this is a hospital requirement – you cannot keep your ID. If you do not return your hospital ID, you will not receive your final evaluation and your home school will be notified. Please return your hospital ID to:

Visiting Students Program Office of Medical Education
303 E. Chicago Avenue Ward Building 1st Floor, Suite 1-003

If you cannot arrive during business hours (M-F, 8:30am-5:00 pm), then you may drop your IDs in the slot in the door directly to the right of the 303 E. Chicago Avenue entrance after you enter the building. There will be a sign on the door. Do not place your ID in any mail slot where there is not a sign mentioning Visiting Students.

Please also:

- Do not give your NMH-issued ID directly to the hospital, department, attendings or faculty as this may delay your evaluation.
- Do not return Lurie or SRAL issued items (ID's etc.) to the Visiting Student Office. If you were also issued an ID and/or scrub card for Lurie Children's Hospital or SRAL, please return these items to the Lurie security office on the 9th floor or the SRAL coordinator.
- Your ID and scrub card are due before you leave campus and/or the city of Chicago. rotation end date.

Assessment and Grading

Effective May 1, 2019, all visiting students at Northwestern University Feinberg School of Medicine will be graded using our assessment form. Your school representative will have to agree to this requirement at the time of your application. Forms will be completed and copies will be returned to your school.

While we hope most institutions will accept this form for their students who rotate at Northwestern, we know that some schools require their own forms and can accommodate this for you if necessary. Those arrangements must be made prior to you accepting a rotation at Northwestern, and the form must be submitted to the Visiting Students Office before you begin your rotation.

Evaluations will not be completed by the time you finish your rotation. Grades are requested from departments, sent to the visiting student coordinator for recording and processing and then sent to your school's registrar office. This process can take two to three months.