

# WAYNE STATE UNIVERSITY

SCHOOL OF MEDICINE

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## YEAR IV CURRICULUM GUIDE WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE

**2009-2010**

Curriculum Guides are subject to revision. Updates will be posted to the electronic version of this Curriculum Guide that can be found on the School of Medicine website.

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Dear Students,

Congratulations and welcome to Year IV at the School of Medicine! We hope that you will use this year to increase the knowledge and hone the skills you have worked so hard to develop during the first three years of your medical education. This primarily elective-focused year will give you the opportunity to explore different areas of medicine and continue to prepare you for residency and your career as a physician. While sometimes stressful with the demands of deciding on a career path and pursuing a residency position, many students have described Year 4 as the most enjoyable period of their professional training. We hope that you will find the year both valuable and rewarding.

This curriculum guide contains important information about policies and procedures for Year IV. Among these are a list of the requirements that must be fulfilled in order for you to graduate. Additionally, there is critical information about the structure of Year IV, elective policies, and information about the NBME Step 2 CK and 2 CS examinations. Please take the time now to read over this information carefully and keep the guide available for reference throughout the year. You will also be receiving information regularly from the Office of Student Affairs regarding the residency application process including important information about ERAS and the NRMP program. As always, it is very important for you to check you email frequently since this is the School of Medicine's official means of communicating with you about these topics that are of vital importance to your future.

Like all curriculum guides, this Curriculum Guide is subject to revision. Updates will be posted to the electronic version of this Curriculum Guide that will be found on the School of Medicine website. Once these revisions are made to the on-line version, any policies they contain will take effect at the time of posting. Please refer to this updated information frequently and don't hesitate to contact me or any other member of the School of Medicine administration with any questions you might have. Again our goal is to provide you with the best medical education possible and we hope that you will have an enjoyable and enriching Year IV experience.

Sincerely,

*Thomas F. Roe, M.D.*

Thomas F. Roe, MD  
Assistant Dean for Clinical Education  
Wayne State University School of Medicine

## I. INTRODUCTION

This Curriculum Guide details general policies and procedures which apply to you as a medical student during Year IV regardless of which clerkship or elective you are on. Included are policies regarding how you are graded, the appeals process, elective requirements in Year IV, needle-stick and other exposure policies, special requests for time off due to religious holidays, and absences. Also included is information about duty hours and the work environment on the clerkships and student dress and grooming standards in the clinical setting.

### A. Graduation Requirements

In order to graduate from WSUSOM, each Year 4 student must:

- Achieve a satisfactory or honors grade for all prescribed clerkships and electives.
- Complete all required assignments.
- Complete any OSCE remediation.
- Meet all attendance requirements and satisfactorily complete all make-up provisions.
- Resolve all holds (paid tuition and fees, returned books and beepers, etc.).
- Act professionally toward patients, fellow students, faculty, and staff.
- Pass USMLE Step 2CK
- Take USMLE Step 2CS

**May 1<sup>st</sup> of each year is the deadline for completion of all Year 4 requirements.**

Explicit permission must be given for any exceptions to the graduation requirement deadline. It is the student's responsibility to know the requirements for completion of the senior program and the requirements for the awarding of the medical degree/graduation. Failure to complete all requirements by the May 1st deadline may delay a student's application for a temporary license, which may mean that the student is unable to begin a residency on July 1.

### B. Overview of the Year 4 Clinical Curriculum

Upon satisfactory completion of all YR III requirements, students are promoted to YR IV. In the Senior Year of the medical school curriculum, students are required to complete at least eight (8) months of study, assuming that an elective was done as part of your Year III program. There are three (3) required clerkships of one month duration each: Ambulatory Medicine, an inpatient Sub-Internship, and Emergency Medicine. The other five (5) months include elective courses, with the requirement that you plan a balanced program of study to complete your medical school education. If you deferred your junior elective into the senior year to take a month off in YR III, you must complete six (6) elective months (9 months total) in YR IV.

### C. Clinical Competencies and the School of Medicine Educational Objectives

The Wayne State University School of Medicine has established a comprehensive set of competencies and institutional objectives to prepare students for practicing medicine in the 21st century. The following table summarizes the general competencies and institutional learning objectives. The first row defines the general competency. The

second row refers to the specific learning objective associated with each competency and the cognitive domain (knowledge, skill, attitude/behavior) being evaluated for each objective.

The six general clinical competencies for medical students (identical to the general competences of residency training) include

- Integration of the Basic Sciences in Medicine
- Integration of Clinical Knowledge and Skills to Patient Care
- Interpersonal and Communication Skills
- Professionalism
- Organization and Systems-Based Approach to Medicine
- Life Long Learning and Self-Improvement

As you progress through the clinical curriculum of medical school, periodically review these competencies and educational objectives. They provide valuable guides to the organization of the knowledge, skills and attitudes you will learn during this phase of your professional growth.

<i>Competency:</i> <b>Integration of the Basic Sciences in Medicine</b>	
<b>Cognitive Domain:</b> <small>K=Knowledge S=Skill AB=Attitude/Behavior</small>	<b>Institutional Learning Objectives:</b>
K1	Knowledge of the normal structure of the human body (cell tissues and organs).
K2	Knowledge of the normal function of the human body (cell tissues and organs).
K3	Knowledge of the nature of agents and mechanisms that produce alterations in structure and function of the body.
K4	Knowledge of the nature and course of alterations in function produced by etiological agents and mechanisms (Pathophysiology) of the body.
K5	Knowledge of the nature and course of alterations in structure produced by etiological agents and mechanisms (Pathological Anatomy) of the body.
K6	Knowledge of the appropriate use of laboratory techniques in identifying diseases or health problems.
K7	Knowledge of the action, metabolism, and toxic effects of drugs.
K8	Knowledge of the therapeutic use of drugs.
K9	Knowledge of normal growth and development.
K10	Knowledge of the principles and concepts underlying normal behavior and mental illness.

K11	Knowledge of the aging process.
<b>Competency: Integration of Clinical Knowledge and Skills to Patient Care</b>	
<b>Cognitive Domain:</b> K=Knowledge S=Skill AB=Attitude/Behavior	<b>Institutional Learning Objectives:</b>
S1	The ability to perform a satisfactory physical exam.
S2	The ability to take a satisfactory medical history including psychosocial, nutritional, occupational and sexual dimensions.
S3	The ability to utilize data from the history, physical exam and laboratory evaluations to identify the health problem.
S4	The ability to formulate an appropriate differential diagnosis.
S5	The ability to formulate effective management plans (diagnostic, treatment, and prevention strategies) for diseases and other health problems.
S6	The ability to monitor the course of illnesses and to appropriately revise the management plan.
S7	The ability to perform routine technical procedures specific to the medical specialty.
S8	The ability to document the clinical encounter.
S9	The ability to apply the principles and concepts underlying normal behavior and mental illness.
S10	The ability to diagnose and participate in the management of mental illnesses.
S11	The ability to apply the therapeutic use of drugs in patient care.
S12	The ability to recognize normal growth and development.
S13	The ability to recognize the relationship between health and illness, the patient and the patient's environment.
S14	The ability to apply psychosocial principles and concepts in the delivery of health care.
S15	The ability to apply preventive and health maintenance principles and techniques in the delivery of health care.
S16	The ability to apply the appropriate use of laboratory methods in identifying diseases or health problems.
S17	The ability to recognize patients with immediately life threatening conditions.
K12	Knowledge about relieving pain and ameliorating the suffering of

	patients.
S18	The ability to apply Evidence Based Medicine principles to clinical decision making.
<b>Competency: Interpersonal and Communication Skills</b>	
<b>Cognitive Domain:</b> K=Knowledge S=Skill AB=Attitude/Behavior	<b>Institutional Learning Objectives:</b>
S19	The ability to demonstrate effective physician-patient interaction skills.
S20	The ability to utilize appropriate communication skills to obtain a history, diagnosis, and deliver an effective treatment plan to patients.
S21	The ability to effectively communicate with peers and members of the healthcare team in the care of patients and their families.
<b>Competency: Professionalism</b>	
<b>Cognitive Domain:</b> K=Knowledge S=Skill AB=Attitude/Behavior	<b>Institutional Learning Objectives:</b>
AB1	The ability to apply humanistic values in the delivery of health care.
AB2	The ability to work cooperatively with other health care workers in the delivery of health care.
AB3	The ability to respect the patients' dignity, privacy, and confidentiality in the delivery of health care.
AB4	The ability to effectively interact with patients, peers and other healthcare workers from diverse cultural backgrounds.
<b>Competency: Organization and Systems-Based Approach to Medicine</b>	
<b>Cognitive Domain:</b> K=Knowledge S=Skill AB=Attitude/Behavior	<b>Institutional Learning Objectives:</b>

S22	The ability to apply the concepts and principles of primary care and Family Medicine in the delivery of health care.
S23	The ability to apply cost containment principles and techniques in the delivery of health care.
K13	Knowledge of the health care delivery systems including social, economic and political dimensions.
K14	An understanding of the need and value of consultations and referrals in the delivery of health care.
<b>Competency: Life Long Learning and Self-Improvement</b>	
<b>Cognitive Domain:</b> K=Knowledge S=Skill AB=Attitude/Behavior	<b>Institutional Learning Objectives:</b>
AB5	Recognize the need to engage in lifelong learning to stay abreast of relevant scientific advances.
AB6	The ability to recognize personal educational needs and to select and utilize appropriate learning resources.
S24	The ability to critically appraise the medical literature.

#### **D. Promotion of YR III Students to YR IV (Senior) Status**

At the end of Year III, students are promoted to YR IV upon the recommendation of the Clerkship Committee to the School of Medicine Promotions Committee. It is important to note that students are not promoted to Year IV status until all requirements of Year III are met. This includes remediation of any and all Year III courses and examinations, including Incomplete grades. This is an extremely important issue, since senior electives taken without clearing all Year III deficiencies means that those electives will not be credited toward graduation. It is the student's responsibility to make sure that this rule is followed and that all deficiencies and requirements are met. **All Year III Incomplete grades must be cleared before any Year IV work is begun.**

The Promotions Committee meets to review the recommendations of the Clerkship Committee. The prime function of this review is to ascertain that the rules of the school and the rights of the individuals involved have been fairly met and that students have either satisfactorily passed the YR III requirements or that a remediation plan to complete these requirements is in place before the student can be promoted.

If a student is denied promotion to YR IV status, that student has the right to appeal such decisions by direct petition to the Promotions Committee, as specified elsewhere. In the event of such an appeal, the committee shall gather evidence and

hear witnesses. The student involved has the right to be heard by the Promotions Committee if such an action is taken and appeal initiated.

## II. YEAR IV POLICIES AND PROCEDURES

### A. General Policies, Senior Course Requirements and Senior Program Scheduling

1. Year IV begins on July 1 of the academic year, and ends on May 31 of the following calendar year. In contrast to the Year III rotations, each senior year course follows the calendar month, beginning on the first of the month and ending on the last day of the month.
2. Each HOME elective is one (calendar) month in length. AWAY (including International) electives may start on a different day than the first of the month, but they **must be at least four (4) weeks long**.
3. Students are required to take a minimum of eight (8) months of course work during this academic year, counting the earned credit for the month of Co-Curricular program if appropriate.
4. If a student elects a clerkship of more than four but less than eight weeks duration, he or she will be awarded only one month of academic credit. Thus, completion of two 6-week electives earns only 2 months of elective credit, not 3 months of credit.
5. The eight months of course work must include at a minimum:
  - A. Three required senior clerkships (see below)
  - B. Five elective courses
6. These courses must constitute a BALANCED PROGRAM of study. Generally, **no more than three elective courses (counting your Year III elective) can be taken in any specialty or subspecialty**. The goal of the School of Medicine--and your goal as well--is for you to graduate from medical school as a competent but broadly educated physician, ready to begin postgraduate training in any discipline. Irrespective of the advice of faculty members who may be advising you regarding residency application, you will not be allowed to complete an unbalanced senior program that has you concentrating only on your intended career choice.
7. All Year IV schedules will be reviewed for balance. Balance in your unbalanced Senior Program will be restored by taking at least three courses outside of a concentration area.
8. All of the clerkships and elective courses are five to seven full days of work each week. No vacations or other travel (e.g., travel to/from other sites, etc.) are allowed during electives or required YR IV clerkships unless prior

arrangements in writing are made with the course director and approved by the Assistant Dean of Clinical Education. Exceptions to this policy, allowing limited number of days away from electives for Residency Interviews, is discussed below.

9. Each student should work with his/her senior program advisor to develop his/her senior curriculum. Of course, students are free to consult other faculty members for advice as well. The roster of senior program advisors is available at:

[http://www.med.wayne.edu/student\\_affairs/records\\_registration/electives/advisors.asp](http://www.med.wayne.edu/student_affairs/records_registration/electives/advisors.asp)

## **B. Student-Initiated Changes in the Senior Program**

1. After the scheduling lottery is completed in the late spring of your junior year, the senior required and elective programs are disseminated to students, hospitals, departments, etc.
2. Because the timing of scheduling in spring would make it impossible to propose changes to senior programs with at least 45 days notice, no changes will be allowed for other than extenuating circumstances to senior programs during the months of July and August.
3. There will be changes in *required course* schedules only under extenuating circumstances at any time in the academic year.
4. Changes to elective courses beginning after September 1<sup>st</sup> will be allowed with at least 45 day written notice as detailed elsewhere in this Curriculum Guide.
5. After all assignments are made, senior student's programs are reviewed for content and balance by the Year IV Committee. Final approval of each proposed student program will be determined by the Year IV Committee. Unapproved senior programs must be modified by students at the designated time and place to be announced elsewhere.
6. Students who will not complete all required Year IV courses and requirements by May 31st of each academic year must have their Year IV proposed programs reviewed by the Office of Student Affairs prior to submitting their proposed program into the lottery request system.
7. Students are advised to allow for time off for residency interviews during the months of November, December or January. Therefore, it is strongly suggested that one of these months should be taken as a vacation period designated for residency interviewing. The policy regarding taking time off from electives for residency interviews are detailed later in this guide.

8. No clerkship can be dropped once it has begun. Any clerkship approved for a student's senior program **MUST** be taken, and students cannot shorten their programs at a later date. Thus, if a student signs up for 9, 10, or 11 months of coursework he or she **WILL BE REQUIRED** to satisfactorily complete that number of clerkships.
9. No more than three (3) months can be designated as **AWAY** electives.
10. Up to two months may be taken in research clerkships listed in the School of Medicine on-line Elective Catalog or arranged with a research mentor as Independent Study Electives. However, these two research clerkship months count towards the balance requirement.
11. It is the student's responsibility to contact the coordinator of the clerkship regarding the date, time and location to report to on the first day of the course.
12. Each student is required to pay the full per-credit-hour tuition for all Year IV courses/clerkships, including those required for remediation. In addition, each student is to pay any fees required by other institutions for courses taken at their facilities .

### **C. Required Senior Clerkships**

There are three required senior courses:

1. An Inpatient Subinternship clerkship—Can be taken in the departments of Internal Medicine, Family Medicine, Surgery, or Pediatrics at hospitals designated by each respective department. No other inpatient medicine course will be accepted for this Subinternship requirement.
2. Ambulatory Medicine
3. Emergency Medicine

These requirements must be fulfilled from the list of courses detailed in an annual senior course scheduling document. No other courses can be substituted for these three required courses. These courses complete the sequence of required courses begun in YR III.

Once assignments of these required courses have been made, this schedule cannot be changed except in the case of emergency and/or extenuating circumstances as judged by the Dean's office.

### **D. The Year IV Scheduling Process**

1. The dates for entering your requests for senior courses into the scheduling system will be disseminated by e-mail. A class meeting will be announced and held prior to the start of senior elective scheduling to discuss the senior program scheduling process and the lottery system.

2. The web-based scheduling system will be used by students to input their proposed senior program for their required and elective senior courses. Details of how the scheduling assignment process functions will be provided well in advance of the scheduling period.
3. Results of the computerized scheduling system are final.
4. Students who fail to submit their course requests by the announced date for the closing of the scheduling process system will not be allowed to enter requests into the system at a later date. These students will meet with the Assistant Dean of Clinical Curriculum or their designee to schedule their rotations from whatever choices remain after scheduling for all other students is completed.

### **E. Special or Restricted Year IV Programs**

The Clerkship Committee, Year IV Committee, Promotions Committee and the Office of the Associate Dean for Academic and Student Programs (including the Assistant Dean for Clinical Education) are empowered to alter senior programs to guarantee the highest possible academic achievement and knowledge of the graduates of the Wayne State University School of Medicine. This includes, but is not limited to, alterations to help remediate academic difficulties and clinical weakness. No student can receive Year IV credit for Year III make-up work. Year IV clerkships cannot be substituted for Year III clinical core clerkships.

Students who have not completed Year III by June 30 of each academic year or who have an unresolved unsatisfactory grade in any Year III clerkship or whose performance on the end-of-year Objective Structured Clinical Examination (OSCE) indicates a need for remedial work or who have had other significant academic difficulties may be required to do one or more of the following:

1. Make up the deficiency by November 1 of his or her senior academic year. This includes OSCE remediation.
2. Revise their previously approved Year IV program to make up a deficiency.
3. Take a prescribed program during their senior year.
4. Not be allowed to take AWAY electives.
5. Take all senior clerkships (required or elective) at locations determined by School of Medicine Administration and/ or Clerkship Directors.

### **F. Step 2 United States Medical Licensing Examination (USMLE) Policies**

1. YR III (Junior) students are not allowed to take time off to take the USMLE Step 2 examination.

2. Year IV students are allowed one day off from Senior coursework to take USMLE Step 2 CK (Clinical Knowledge, the written exam) and three days off for the USMLE Step 2 CS (Clinical Skills, see below). No additional time off from Year IV electives or required courses will be allowed to study for the USMLE, or to travel to or from distant testing sites or review courses. There will be no exceptions to this policy.
3. Because you are not allowed to take time away from a senior course to study for the USMLE, many students elect to take a month off during their senior year to complete their pre-USMLE review. However, there is no requirement that you do so.
4. Once you have a date for either of these exams, please inform your counselor and the involved clerkship director/elective coordinator in writing at least 2 weeks before the anticipated days off for the exam.
5. The USMLE Step 2 examination consists of two parts, i.e., the clinical knowledge (CK) component, a written test of content important for the undifferentiated intern, and the clinical skills (CS) component, a performance-based assessment via objective structured clinical examination (OSCE) of clinical skills and medical communication.

#### **A. USMLE Step 2CK (Clinical Knowledge)**

**All senior students must post the first attempt score for Step 2CK by the end of January in the year they expect to graduate, and post a passing score by May 1.** Students without a passing score will be removed from the list of students receiving a diploma at graduation, although they may be allowed to participate in commencement activities. If a student has obtained a residency position, the residency program will be alerted to the fact that the student may be unable to begin the residency on July 1.

Students who do not post a passing score by the date of graduation will be placed on administrative leave.

Students have until May 1 of the following academic year to the academic year of their first attempt to post a passing score or they will face academic dismissal.

#### **B. USMLE Step 2CS (Clinical Skills)**

**All senior students must take Step 2CS no later than May 1 of the year they plan to graduate (i.e., walk at commencement).** Students without proof of completion of the examination will not receive a diploma at graduation, although they may be allowed to participate in commencement activities. If a student has obtained a residency position, the residency program will be

alerted to the fact that the student may be unable to begin the residency on July 1. Students who take the examination after March 31 will need to bring proof to the Records and Registration Office that they have taken the examination by providing the test completion receipt given to them by the testing site.

The School of Medicine requires you to **pass Step 2 CK to graduate**. The School of Medicine also requires you to **post a Step 2 CS score to graduate**, i.e., you must *take* the exam. A table summarizing the School of Medicine's requirements with respect to the Step 2 CK and Step 2 CS examinations is provided below:

<u>Activity</u>	<u>Deadline</u>
Deadline to post a first attempt score for the USMLE Step 2 CK examination	<u>January 31 of senior year</u>
Deadline to post a <u>passing</u> score for the USMLE Step 2 CK examination	May 1 of senior year – approximately 1 month before graduation
Deadline to sit for the USMLE Step 2 CS examination	May 1 of senior year – approximately 1 month before graduation

6. The Administration of the School of Medicine strongly recommends that you attempt to post a score for Step 2 CK of the USMLE relatively early in your senior year since many program directors are now requiring a passing score on Step 2 CK before offering interviews for residency positions. Since program directors begin reviewing applications in mid-fall and start to consider who to invite for interviews, it is important to try to have a score as early as possible. Furthermore, if a student doesn't pass the examination on his or her first attempt, he or she will have sufficient time to repeat the exam and still have a passing score for their residencies of choice before the ERAS match closes. Students who have not passed Step 2 CK before match certification may have difficulty securing their top choices. If the May 1 deadline for posting a passing score for Step 2 CK is not met, it is likely that the student's ability to obtain a temporary license to practice medicine will be delayed and they will not be able to begin their residency on time (July 1).
7. The USMLE Step 2 CS and CK exams can be taken in either order.
8. Additional information regarding the USMLE examination process, including registration for the Step 2 examinations, can be obtained from their website

<http://www.usmle.org>

## G. Senior Program Balance

The Year IV Committee will review senior programs for balance, and require changes for those programs which are not adequately diversified. If the Assistant Dean for Clinical Education or Year IV Committee determines that the program is unbalanced, changes to that program must be made. The Assistant Dean for Clinical Education and/or your Counselor in the Office of Student Affairs will assist you in complying with the requirements of the Year IV Committee.

As stated in the general policy section above, it is your responsibility to plan a balanced senior year program, since you are graduating as an "undifferentiated physician" from medical school. Take this into consideration when planning your senior elective program so that you will not be required to make changes at the end of the scheduling process or later in the academic year to correct an imbalance. Changes to your senior program will also be reviewed to maintain a balanced program, and program changes may be denied if in the judgment of the School of Medicine the change will result in an imbalanced program.

## H. Time off for Residency Interviews

Limited travel during senior courses is now permitted for residency interviews under the following policy:

1. You must obtain permission from the course director or his/her designee after written request for time off is submitted **at least two weeks** before the start of the course.
2. You are allowed to take up to **two days off from the Subinternship, Emergency Medicine, or the required Ambulatory Clerkship**. Up to **five days may be taken off from electives**. No more than 5 days may be taken off in any month for residency interview travel; if this much time is requested, the course should be rescheduled.
3. At the course director's discretion, all time off from the elective or required course must be made up.

## I. Travel To and From AWAY Electives

1. If travel time conflicts with the completion of one elective period and the beginning of another, permission must be obtained from the faculty member in charge of the elective from which time will be lost for travel prior to beginning the course that will cause the conflict.
2. Paid clerkships or externships are not acceptable as official electives for credit towards graduation. If you get paid for an elective, you cannot also receive course credit for that elective.

## **J. Grades in Senior Courses**

1. Students will be evaluated in their respective senior required clerkships and electives, using grading policies and procedures established and disseminated for each course.
2. Students must receive a grade of Satisfactory and/or Honors in all senior required and elective courses, even if the student elects to take more than five (5) elective courses. In other words, you must satisfactorily pass every course you sign up for in the senior year.
3. When a student receives a grade of Unsatisfactory or Incomplete in a senior elective, it is reported to the Assistant Dean for Clinical Education for disciplinary or remedial action. The student must meet with appropriate administrative officials such as the Assistant Dean of Student Affairs or the Assistant Dean for Clinical Education before the course is repeated.
4. A grade of Unsatisfactory received in an AWAY clerkship must be made up in the corresponding department at the WSU School of Medicine. All makeup work for unsatisfactory senior courses will be completed at HOME; no remedial course work may be done as an AWAY elective.
5. An Unsatisfactory grade received in any senior elective or required clerkship may lead to the Year IV Committee recommending to the Promotions Committee that the student's program be modified to correct the deficiency. Any unsatisfactory clerkship must be repeated successfully before graduation.
6. A grade of Unsatisfactory in a clerkship could result in a delay of graduation, withdrawal from the National Residency Matching Program (NRMP), dismissal from medical school or other disciplinary action as determined by the Promotions Committee of the Medical School

Note: Students will be scheduled and assessed fees for any repeated course work required for remediation.

## **K. Grade Appeals**

When a student is dissatisfied with his or her grade in a Year IV Clerkship or Elective, he or she has the right to appeal that grade. The steps in the appeal process are discussed below.

### **1. Initial Grade Appeals**

The initial process by which students appeal Year IV Clerkship or Elective grades is as follows:

- a. The student must appeal in writing to the clerkship director if appealing a grade in one of the required Year IV Clerkships (Emergency Medicine, Ambulatory Medicine, or the Subinternship) or to the Assistant Dean for Clinical Education if appealing a grade in a Year IV Elective. Appeals must be submitted in writing (letter or email) within 4 weeks after the grade is available to the student through the Student Affairs Office. Note that appeals will be returned without action if they are submitted outside this four (4) week eligibility period.
- b. **IMPORTANT: Students are strictly prohibited from contacting anyone (including site directors, attending physicians, “rounders”, residents, preceptors, or other faculty) other than the clerkship director or the Assistant Dean for Clinical Education with questions, concerns or grade appeals related to the evaluation of their performance in the clerkship. A student who contacts any of the individuals listed above other than the clerkship director or Assistant Dean for Clinical Education regarding their evaluation/grade automatically voids their appeal.**
- c. The clerkship director or Assistant Dean for Clinical Education will review the appeal request and if necessary, communicate with those who have evaluated the student’s performance on the clerkship. The clerkship director or Assistant Dean will communicate to the student in writing within six weeks of the appeal regarding the decision of the departmental medical education (clerkship) committee or, in the case of an elective, the Elective Coordinator related to that appeal.
- d. If still dissatisfied with the decision related to an appeal at the clerkship/elective level, the student may request a review of his/her appeal by the School of Medicine Clerkship Committee.

## **2. Appeals to the School of Medicine Clerkship Committee**

- a. An appeal to the School of Medicine Clerkship Committee is accomplished by written request to the Assistant Dean for Clinical Education with a copy sent to the Assistant Dean of Student Affairs. This request must state the specific nature of the appeal. It should be noted that appeal to the School of Medicine Clerkship Committee can be made on issues of fact and/or due process, and students must clearly state in their letter to the committee the facts or issues they are raising in their appeal. At its discretion, the School of Medicine Clerkship Committee could request a hearing with the student. The committee members will vote on the request and the student will receive notification of the committee’s decision by letter.
- b. If still dissatisfied, the student may request a review of his/her appeal by the Promotions Committee of the School of Medicine as explained below.

### **3. The Promotions Committee Appeal Process**

- a. In order to appeal a Clerkship Committee decision, students must present a written statement to the Chairman of the Promotions Committee, clearly stating the specific nature of the appeal, within 48 hours of receipt of the action of the Clerkship Committee.
- b. Appeals to the Promotions Committee will be heard at either a regularly scheduled or special meeting of the Committee at the discretion of the Chairman.
- b. The student will be advised of the date of the appeal and of the right to bring advocates on his/her behalf.
- c. A quorum will be required to hear and act on the appeal, per Promotions Committee rules and policies.
- d. The Office of Records and Registration will provide a complete updated academic summary of the student's entire tenure at the School of Medicine for each appealing student.
- e. At the appeal session the Promotions Committee will review the student's record, and then may or may not call in the student for a hearing. The procedures for a hearing at the Promotions Committee are detailed elsewhere, and are incorporated into this Curriculum Guide in this abbreviated form for informational purpose.
- f. Following the presentation of the appeal, the Promotions Committee will discuss the merits of the appeal, question staff for pertinent information, review extenuating circumstances presented, etc. If sufficient pertinent information is available to make a judgment, the Promotions Committee will arrive at a decision. If the Promotions Committee feels that insufficient pertinent information is available, it can table action to request further information, call new witnesses, etc., and consider the case at a future session of the Promotions Committee.
- g. The Chairperson of the Promotions Committee will transmit actions of the Promotions Committee to the student in writing.
- h. If an appeal is denied, the student will be informed of the right to re-appeal only if and when new information or evidence becomes available to him or her. Such a request for re-appeal, in written form, must be presented to the Chairperson of the Promotions Committee who will transmit the information to the other members of the Promotions Committee. The Promotions Committee will consider the request and will decide whether to hear the re-appeal. If such re-appeal is granted, the process for re-appeal will in all respects be identical to the primary appeal process.

- i. The student may appeal the actions of the Promotions Committee to the Provost of the University, as detailed below.

#### **4. Appeal To The University Provost**

- a. In matters where the student's review and appeal process available to him or her within the School of Medicine have been exhausted, the student may ask the Provost of the University to review that decision. A written Request for Provostial Review must be made by the student, with a copy sent to the Dean of the School, Associate Dean for Academic and Student Programs, and Assistant Deans for Clinical Education and Student Affairs, postmarked within thirty calendar days of the postmark of the School's final decision which was sent to the address provided by the student in the School's appeal and review procedures.
- b. Provostial review of the School's decision will proceed as soon as possible after notification by the student of his or her wish to seek review.
- c. The student may also file with the Provost a Request for a Postponement of the effect of the School's final decision. Such a Request must be postmarked within seven calendar days of the postmark of the School's final decision, and a copy must be sent to the Dean of the School and others as noted above. Upon receiving a Request for Postponement, the Provost will immediately contact the Dean of the School of Medicine. Unless the School demonstrates clearly and convincingly that an injury to the School or to third persons that would result from such a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the School will be postponed until the date that the Provost issues a decision regarding the underlying Request for Provostial Review. The Provost will inform the student and the Dean of his or her decision regarding the Request for Postponement within three school days after receiving the request.
- d. Exceptions to this procedure may be granted by the Provost upon a showing of good and sufficient cause.

#### **DISMISSAL**

The Promotions Committee of the WSU SOM reserves the right to recommend the dismissal of any student whose conduct or academic performance would be judged to render the student unfit for the practice of medicine. Recommendation for dismissal may be for academic reasons or reasons pertaining to disruptive or unprofessional behavior.

Once dismissed, a student has the right to appeal the Committee's decision within 48 hours of receipt of the dismissal letter. The student should write a letter to the Chair of the Committee, indicating a desire to appear before it to show cause why he/she should not be dismissed from school. If this appeal is rejected, the student has the

right to further appeal in writing to the Provost of Wayne State University for review of the Promotions Committee's decision. This request for re-consideration must be received in the Provost's office within 48 hours after the Promotions Committee has upheld its dismissal decision. The Provost will then postpone implementation of the dismissal until he/she has ruled on the appropriateness of the Committee's decision.

### **III. ELECTIVES**

#### **A. AWAY and HOME Electives – Policies for both YR III and YR IV**

Home Electives are defined as those electives within the Elective Catalog of the School of Medicine and Independent Study Electives at our affiliated institutions within the Detroit Metropolitan area. An AWAY Elective is an elective at another medical school, clinical institution, other institution or office outside the network of our affiliated institutions.

The School of Medicine Administration has designated several affiliated institutions other than the Detroit Medical Center within the Detroit Area as offering HOME ELECTIVES. These courses are not treated as AWAY electives, and additional School of Medicine approval to take these clerkships is therefore not required. The distinction between HOME and AWAY electives is important because only three (3) AWAY electives may be done for credit toward graduation, counting the elective taken in the student's junior year (YR III). All International Electives are obviously AWAY electives, and they count toward that number of allowed AWAY electives as well. If you elect to do more than the minimum number of electives required for graduation, you may take more than three (3) AWAY electives—For example, taking a total of 7 electives would allow you to take a fourth away elective.

#### **B. Applying for AWAY Electives**

1. Requests to do more than three AWAY electives (e.g., when the student wishes to relocate for a significant portion of the senior year because a spouse is located outside the Detroit Metropolitan area) must be directed in writing to School of Medicine Administration. At no time will a student be allowed to complete his or her three required senior clerkships (Subinternship, Emergency Medicine, Ambulatory Medicine) outside the usual course offerings. Consideration will be given to students doing more than three (3) AWAY electives when documented circumstances (e.g., marriage) can be verified before the 4th AWAY elective would be started.
2. AWAY electives are available from many medical schools and a variety of clinical facilities. The Office of Student Affairs has information regarding various available electives which prior students have taken. Counselors also have information regarding AWAY electives which students have found beneficial, as do various faculty members in the departments who act as advisors to junior and senior students.
3. For the 2009-2010 academic year 64 host medical schools will use the AAMC's

Visiting Student Application Service (VSAS) to receive applications from students wishing to do 4<sup>th</sup> year clinical AWAY electives at their institutions. This service includes a searchable database of electives, a short application, the ability to pay application fees online, and tracking of offers and schedules. Detailed helpful information for students about VSAS and a list of participating host schools is available at:

<http://www.aamc.org/programs/vsas/students/start.htm>

The WSU School of Medicine Records and Registration office will issue you authorizations to log into VSAS. This office as well as the Office of Student Affairs will assist you in the VSAS application process.

3. The application process for AWAY electives at host schools not yet participating in the VSAS process includes first making contact with the medical school or institution in question. In conjunction with your counselor in the Office of Student Affairs, the School of Medicine's AWAY Elective form is then completed. This includes obtaining approval of the WSU SOM Chair or his/her designee of the department in which you plan to do your away elective along with the Assistant Dean for Clinical Education (both approvals are required). The Office of Student Affairs will also help you complete other application materials required by host institutions such as proof of vaccination or other health matters, verification of 'good standing' status, malpractice insurance, etc. It is the student's responsibility to complete all required forms and requests (health forms, transcript requests, proof of health insurance, HIPAA training, respirator fit testing, USMLE scores, photo ID) and submit the completed packet to the Office of Student Affairs. Be certain to read host school requirements carefully and comply with the policies in addition to all WSU School of Medicine policies. The Office of Student Affairs will review and mail all of this information to the host institution to complete your application for an away elective. Please note that no applications will be processed or mailed by the Office of Student Affairs without submission of all of the required application materials.
4. Only one AWAY clerkship request form will be processed for a given month. Students may not try to get several different AWAY electives for a particular month as "backup electives". Applying to and being accepted at two different institutions for the same month necessitates that the student will have to cancel one of the electives he or she requested after the request was approved by the institution; this is never interpreted favorably by the institution, and could have an impact on future student learning there. You are advised to list alternate courses in the same department when making your requests. By doing so you will avoid having to secure multiple chairs' signatures for a given month and maximize your choices at a given institution.
5. The Office of Student Affairs will maintain a file of all completed requests and provide the student with a copy of the application materials.

6. The AAMC Extramural Electives Compendium (usually released in March or April of each academic year) contains information of electives offered to visiting students from a variety of institutions. It can be found on the web at:

<http://www.aamc.org/students/medstudents/electives/start.htm>

The compendium contains detailed information regarding the application, approval processes, deadline dates, etc. for taking guest electives at all accredited US and Canadian schools. Copies will be available in the Office of Records & Registration, the Office of Student Affairs, Student Organizations Office and the Shiffman Library. Most medical schools also post their senior year curriculum guide and elective offerings on their institutional web-site.

7. WSU AWAY elective forms are available in the Office of Records & Registration and the Office of Student Affairs.
8. The Office of Records & Registration must receive written confirmation of your acceptance as a guest student from the institution at least four weeks prior to the scheduled starting date for the clerkship. Please be sure to monitor this requirement carefully. If you do not obtain written confirmation by one month before the start of the elective, contact the Office of Student Affairs or the Office of the Assistant Dean of Clinical Education for assistance.
9. As with all other clerkships and electives, failure to attend an approved clerkship will result in an unsatisfactory grade. That unsatisfactory grade will be made up in a HOME clerkship.
10. Students will be given credit only for those AWAY courses for which they have registered and which appear on their approved Senior program. If changes are made by the student or imposed by the host institution, the Office of Records & Registration must be notified immediately.

### **C. Independent Study Electives**

An Independent Study Elective is defined as any elective taken during the clinical curriculum of medical school (whether during YR III or YR IV) that does not have a previously defined and published syllabus which describes the objectives, work hours and environment, resources, and evaluation methods of the course. In essence, the course is established by and for the particular student. This definition applies to proposed electives at Wayne State University School of Medicine or one of its affiliated HOME clinical institutions (HOME Independent Study Electives) as well as courses at other institutions (AWAY Independent Study Electives).

Except in unusual circumstances approved in writing after written petition by the student, students will not be allowed to complete more than three independent study electives during Years III and IV of medical school. This includes research electives. As discussed elsewhere, YR III Independent Study Electives can only be done here at the School of Medicine or its affiliated hospitals. YR IV Independent Study

Electives can be done here, elsewhere in the USA, or at international sites (see below).

## 1. HOME Independent Study Electives

Requests to establish a HOME Independent Study course for your elective will be considered by the Assistant Dean for Clinical Education in conjunction with the relevant Department of the School of Medicine. The request to establish an Independent Study Course is initiated at the Office of the Assistant Dean for Clinical Education or the Office of Student Affairs with the student's counselor. The School of Medicine Independent Study Elective form must be completed in order to process the request. Several criteria are used in considering approval of the Independent Study request, including but not limited to, the student's academic record, departmental resources, the student's planned career, the presence of a compelling reason to establish such a course (for example the absence of an identical elective course at the School of Medicine), etc. The student contacts the department and/or individual with whom he or she intends to work. Together the plan of study is developed and written on the Independent Study form. When completed and signed, this is then submitted to the Assistant Dean for Clinical Education for formal approval. Please note that a request to establish a Home Independent Study Elective during YR III is looked at more closely, since at that phase of a student's training it is less likely to be educationally beneficial. Thus, while Home Independent Study electives may be allowed during junior year, established electives are preferred. After approval by the Assistant Dean, the proposed Independent Study Course is then submitted for approval by the relevant Department Chair or his/her designee in the School of Medicine.

## 2. AWAY Independent Study Electives

AWAY Independent Study Electives are developed and approved in a very similar fashion, except that the approval from the Assistant Dean and Department Chair of the relevant department of the School of Medicine should be sought before attempting to establish the elective. The process is altered in this way to make sure that everyone at the School of Medicine *will approve* the elective before the student contacts the other institution. During YR IV, AWAY Independent Study Electives can be arranged when proper documentation of the educational value of the elective can be obtained.

b. AWAY International Electives, which by their very nature are an Independent Study Elective because the experience is unique, are discussed below.

Additional important points to consider regarding Away electives include the following:

1. If you plan to do an AWAY Independent Study Elective, it is your responsibility to make all arrangements regarding the elective, including

approval by WSU School of Medicine. No credit will be given retroactively for courses taken but not approved before the start of the course.

2. Monitor the situation with regard to your AWAY Independent Study Elective requests carefully. If you determine that you will not get a requested AWAY Independent Study Elective, you must propose a substitute for that course which is then added to your program using the mechanism for courses changes specified in this program guide.

#### **D. Elective Grades**

You will be eligible for the usual clinical grades of Honors, Satisfactory, or Unsatisfactory for electives. The elective taken during Year III is not counted towards the number of Honors course evaluations needed to achieve YR III Honors.

#### **E. Changing Your YR IV Elective**

The following policy refers only to changes involving electives.

1. ALL requests to change electives must be initiated through the Office of the Assistant Dean for Student Affairs. The current program, requested change (the new course and alternatives, if indicated), and reason for the change will be listed on the Add/Drop Change form available in Student Affairs, Records and Registration, and Academic Affairs offices.
2. This documentation is to be submitted to the Assistant Dean for Student Affairs for approval of the curricular modification.
3. No changes will be made without the required signed Add/Drop form; if you have previously communicated with administration regarding the change by email, please submit a copy of the relevant discussion along with the change request so that all documentation is together that needs to be reviewed. To reiterate, any explanations, descriptions of extenuating circumstances, etc. including copies of email correspondence must be submitted with the Add/Drop form, as a decision will be made on the program change only with materials available at that time; no attempt will be made by School of Medicine Administration to correlate an Add/Drop form with past submitted information or verbal discussions.
4. **All requests to change electives must be submitted at least 45 days before the start of the elective.** Note that ***all*** paperwork to effect a change must be submitted at least 45 days before the start of the elective in question. This will allow completion of the change request within the Office of Records and Registration at least 30 days before the start of the elective. Affiliated hospitals and other clinical facilities have agreed to reserve their spots for WSU SOM students in exchange for the School's adherence to the policy that last minute changes (i.e., those elective changes within 30 days of the start of the elective) will be significantly limited. Since those individuals in the Offices of Student Affairs and/or Clinical Education who can approve your request could be busy, out of the office, etc., you should plan to initiate your request early. There will

generally be no exceptions to the 45 day limit for changing electives, and in the case where the 45 day limit is waived it is only for extenuating circumstances beyond the control of the student.

5. If requested by administration, or at the student's request, the student will meet with the Assistant Dean for discussion of his or her modified program. Once approved, the documents will be forwarded to the Office of Records and Registration for modification of the student's official record. Course directors impacted by the change will be notified by the Office of Records and Registration.
6. It is to your advantage to submit the request as soon as you know you want to change your program, since the elective you wish to change into may not be available at a later time.
7. To request consideration for a program change with less than 45 days before the start of the course because of extenuating circumstances, you must personally meet with the Assistant Dean for Student Affairs or their designee.
8. While you are free to contact an elective coordinator, department, hospital, etc. to discuss your desire to change your senior program and take their elective, the availability of space in their elective does not necessarily mean that your elective change will be approved by the School of Medicine. Similarly, a program change suggested by your advisor or another faculty member is not automatically approved without review by School of Medicine administration via the procedures detailed above.
9. Decisions regarding the approval or disapproval of a senior elective change are final, irrespective of the availability of space to accommodate the student's request.
10. All program changes must follow the policies in force at the School of Medicine, and be approved by School of Medicine administration. There are several reasons for possibly denying approval even though it appears to you that the course is available, including possible obligations by the School of Medicine to fill spots once students have indicated their desire to take them; other changes that have been recorded but not communicated to the coordinator or department or hospital that takes up the free spot; academic concerns after review of a student's prior performance; program balance, etc. Any program change made by a student that does not have prior School of Medicine approval may not be recognized by the School of Medicine, resulting in denial of credit towards graduation for that elective.

## **F. International Electives**

A one-month elective within a foreign country may be taken for credit by senior students only if the educational value of the elective can be verified. Establishing and approving the elective follows the guidelines as discussed below. Even more than with an AWAY domestic elective, it is important that the student confirm that both the Dean's office (Assistant Dean for Clinical Education) and the relevant

Clinical Department will approve the elective before contacting the international institution; to make contact with someone in a foreign country and be accepted for the elective and then learn that the School of Medicine will not approve this elective would place the student in a very difficult position. To emphasize again, *students who have not obtained senior status may not take International Electives for credit.*

Irrespective of your assigned counselor for all other matters, one of the members of the Student Affairs office maintains oversight of students on international electives. Check with the Student Affairs Office to determine who that is, and then be sure that you have spoken to that individual and provided copies of all relevant paperwork to him or her as part of the application and approval process.

Only one international away elective (of one month duration) is allowed per student. This elective counts, of course, as one of the allowed three AWAY electives, and its discipline is considered in the evaluation of program balance. Requests for special consideration for international electives, including requests to complete more than one international elective, should be discussed with your counselor and addressed in writing to the Assistant Dean for Clinical Education.

The procedure for approval of international electives for senior students at the School of Medicine involves two parallel processes – the academic approval of the School of Medicine (the ‘educational value’, its role in your YR IV program, etc.) and approval of the Student Affairs Office by completion of all required AWAY elective requirements. Both of these approvals must be obtained before final approval of the elective is granted for the elective.

- A. It is prudent to initially discuss your plans to do an International Independent Study elective either with your counselor or the Assistant Dean for Clinical Curriculum. At the conclusion of that discussion you would know that the planned elective should theoretically be approved for inclusion in your Senior Program.
- B. Contact the relevant Department at the School of Medicine for approval of the elective on the AWAY elective form, as is discussed in the relevant section of this curriculum guide above. If you plan to do an elective involving issues of public health, health policy, etc., the relevant Departments could be either Family Medicine or Community Medicine, so check with the departments to see which is most appropriate for approval.
- C. At the same time, initiate contact with the designated counselor in the Student Affairs office who maintains oversight of international electives.
- D. When departmental approval is obtained, Student Affairs procedures are completed, and the acceptance of the host institution is secured, submit all of the documentation to the Assistant Dean for Clinical Curriculum for final approval of your international elective.

#### **IV. STUDENT RESPONSIBILITY AND CLERKSHIP/ELECTIVE EVALUATIONS**

- A. It is the student’s responsibility to know the requirements for completion of the senior program, the requirements for awarding the medical degree, the requirements for graduation, and the rules regarding away electives. Do not

procrastinate and put off completion of these requirements until the end of the year when you have insufficient time to complete them before graduation.

- B. In addition, you are required to complete an evaluation of each clerkship and elective course you complete during your clinical years. This requirement applies to both junior and senior elective courses as well as all required junior and senior clerkships. The School of Medicine Administration monitors the educational process with the hope of continually improving it. To that end, The School of Medicine has recently begun a program to utilize personal digital assistants (PDAs) to assist the Administration in gathering information regarding case exposure, procedures and assessment of educational programs by students. The policies and procedures for evaluating elective courses will be modified as new online evaluation systems become available.
- C. No grade will be recorded by the Office of Records and Registration until the student has completed the evaluation for each clerkship or elective.
- D. The School of Medicine may at times require students to complete surveys for ongoing educational research, online educational activities for regulatory compliance (e.g., HIPAA, Universal Precautions, etc.) or other activities not listed or announced previously. Once these are announced via email or other means, students will do everything possible to complete the requirement in a timely fashion.

## **V. NEEDLESTICKS AND OTHER EXPOSURE TO BODY FLUIDS**

During the course of a medical student's education, he or she will come into contact with occupational hazards as a natural consequence to caring for sick patients. Medical students are at particular risk for needlestick injuries and other sharp injuries, since because they are in training they may not be skilled in specific procedures being performed. At all times, if a student is uncomfortable performing an assigned procedure because of the perception that his or her skills are inadequate or that supervision will not be adequate, then that student **MUST** refrain from doing the procedure. Never do a procedure you are uncomfortable performing.

It is the obligation of the School of Medicine to formally educate its students regarding the prevention of occupational injuries. In addition, the school has developed programs by which students who are injured or exposed in the course of their training have the knowledge to properly seek care. Such programs have been formally presented to students in the first, second and third years of the medical school curriculum, most recently at your Year III Orientation.

In the event that a student is stuck with a needle or other sharp instrument, or sustains exposure to a body fluid on mucous membranes or non-intact skin, the student must report this to the senior resident or attending physician immediately. A written report must be completed detailing the circumstances of the exposure. The student should also notify his or her counselor of the reported incident.

The medical school has an established relationship with all DMC and all other facilities (hospitals and ambulatory sites) through affiliation agreements, and specific policies must be followed when an exposure or potential exposure has occurred.

- A. A student who sustains an exposure to blood and/or body fluids in the course of a clinical assignment at the DMC should go to the Occupational Health Services Section at UHC-4K if the injury occurs between 8:00 am and 4:00 pm. If the injury occurs after hours, the student should go to the DRH emergency room. The student will be promptly evaluated and treated.
- B. The DMC Bloodborne Pathogen (BBP) protocol will be followed including source patient testing. The protocol is available for your review with your counselor in the Office of Student Affairs.
- C. If antiviral prophylaxis is recommended, the students' medical insurance co-payments or deductibles will be waived for the first dose and a supply of antiviral prophylaxis medications will be made available until the time of the first follow-up appointment with his or her private physician.
- D. If the student is potentially exposed at a non-DMC site, the student must report the incident as above and be medically evaluated as directed by the hospital.
- E. All Junior students were provided at Orientation with contact names and phone numbers for each of the hospitals at which medical students could complete their required YR III clerkships. You should keep this list for your potential use during Year IV as well.

Once a student receives care at one of our partner institutions, the student's health insurance plan will be billed for the full amount of the hospital or clinic charges. The institution agrees to accept as payment in full the amount paid by the student's insurance for that service. This policy applies only to care of the initial event, and does not implicate any hospital or clinic for ongoing or long-term care regarding an injury, accident or exposure which might occur on any institution's premises.

## **VI. PARKING AT ASSIGNED HOSPITALS**

Parking is at a premium at many of the hospitals to which you will be assigned or electively rotate. However, some of the hospitals provide contiguous parking in employee lots or structures; check the information at the end of this document and contact the departments to which you are assigned for more information.

Because of a supply-demand mismatch at the Detroit Medical Center Central Campus, contiguous parking in well-lit, safe lots or structures is not always provided by the hospital or department to which you are assigned. Students should understand that WSU does not control the lots and structures owned by the DMC and its member Hospitals. This year the DMC has indicated that they will only be able to provide afternoon and overnight parking for students assigned to the DMC for clerkships and electives. No parking will be available for students in DMC lots or structures during the day. Student vehicles that are found to be in DMC lots or structures during the day may be subjected to ticketing/towing. In light of this situation, the School of Medicine Administration has arranged to provide free parking cards and hang-tags only for Year III and IV students rotating through DMC Central Campus facilities allowing them to park only while on these rotations in the SOM parking lot on

Canfield across the street from Scott Hall (the “Flat Lot”). Students may park in this WSU lot for as long as necessary while on these rotations with the ability to enter and leave the lot on an unlimited basis. While not optimal, this is a much safer alternative than parking on the street. **The School of Medicine STRONGLY advises all students to avoid parking on public streets at any time.**

The WSU parking cards and tags will be distributed either by the WSU department to which students are assigned or for most electives, through the WSU Records and Registration Department. Failure to return parking cards and tags immediately upon completion of a rotation or elective may lead to the imposition of late fees and/or administrative sanctions being applied to the student.

## **VII. REQUESTS FOR EXCUSED ABSENCES FOR RELIGIOUS HOLIDAYS AND OTHER ABSENCES**

The School of Medicine recognizes and appreciates the diverse cultural and religious backgrounds of its students. However, *there are no official days off during your junior and senior electives. For students on electives, all days off are determined by the clinical service to which you are assigned for each month.*

Requests for time away from clerkships and electives for religious holidays must be submitted in writing to the clerkship or elective director on the first day of the clerkship, with a copy of the request also forwarded by the student to his or her counselor in the Office of Student Affairs. Leaves may not be granted by the Clerkship Director or Elective Coordinator if this policy is not followed.

Your attendance is expected and required at all other times by the faculty and the Clerkship Director or Elective Coordinator for satisfactory completion of each clinical clerkship or elective. Not appearing for clinical responsibilities and assignments is unprofessional as well. Indeed, unexcused absences could severely effect your grade; as detailed elsewhere in the policies and procedures for each clerkship, a clerkship or elective may fail you if you do not show up for an assigned activity, miss call, etc.

If for any reason you miss clinical time for illness, family emergency, weather delays, etc., you should immediately notify your supervising resident/faculty member or site coordinator and the Clerkship Director or his/her designee. Having notified these individuals, it is still the student's responsibility to obtain an approved/excused absence from the Office of Student Affairs. To do so you must contact the Assistant Dean of Student Affairs or your counselor. When you return even from an excused absence, it is always a good idea to discuss making up the missed clinical time with the Clerkship.

## **VIII. CHANGES TO THESE CURRICULUM GUIDELINES**

Changes may be made to these guidelines for the junior and senior clinical curriculum at any time. The administration will notify you by e-mail when a change has been made. You should periodically check your e-mail and the web page for possible changes to these policies and procedures. It is your responsibility to keep up with the policies as they may change through the academic year.

## **IX. OTHER IMPORTANT INFORMATION**

The following pages detail the School of Medicine policies on Duty Hours and Working Environment, Student Mistreatment, Sexual Harassment, and the Clinical Student Dress and Grooming Standards. Please review these documents carefully.

## **Duty Hours and Working Environment Policy ayne State University School of Medicine**

**Adapted from the WSU/DMC Graduate Medical Education Graduate Trainee  
Duty Hours and Working Environment Policy, May 2003, and ACGME)**

### ***DUTY HOURS***

1. Duty hours are defined as all educational activities in clerkships and electives during the third and fourth years of the medical school curriculum, including inpatient and outpatient care, administrative activities related to patient care (charting, discharge planning, transfer planning, etc.), and scheduled educational activities such as conferences, rounds, etc. Duty hours do not include reading and preparation time spent away from the duty site.
2. Both students and their supervising attending faculty and residents are reminded that medical students are here in an educational capacity. They are not on the floors, clinics, etc. to provide indispensable patient care. Consequently, there may be times when the educational requirements of the program dictate that patient care time be curtailed, in order to allow students to attend scheduled conferences, lectures and other required educational activities. An example of this would be to provide students the opportunity to sleep at night to allow them to attend scheduled required lectures the next day. It is also emphasized that the 24 hour continuous duty rule (see below 'On-Call Activities') allows for up to 30 continuous hours of duty as long as 24 are limited to patient care, with the other 6 hours only for educational activities.
3. Duty hours must be limited to 80 hours per week, averaged over a four week (one month) clerkship or elective. These 80 hours include in-house call activities.
  - a. For example, a student may work 90 hours in one week, 60 hours in the next week, and two 75 hour work weeks during a 4 week (one month) clerkship. The average of 75 hours per week satisfies the above rule.
  - b. Two 90 hour work weeks and two 70 hour work weeks also satisfy the above rule.
4. Students must be provided with 1 day off in 7, free from all educational and clinical responsibilities, averaged over a four week (one month) clerkship or elective, inclusive of call.
  - a. For the purposes of this Policy, four week periods of a clerkship are treated the same as a one month elective.
  - b. For two month clerkships, the rules stated herein apply to each of the four-week (one month) portions of the clerkship.
  - c. One day is defined as one continuous 24-hour period free from all clinical, educational and administrative activities.
  - d. For example, a student is required to work from Monday through the following Friday 12 days and then gets the entire following weekend is off. The two days off that weekend satisfies the requirement that the student has one day off in 7.

5. Adequate time for rest and personal activities must be provided. This should consist of a 10 hour time period provided between all daily duty periods and after in-house call.

## **ON-CALL ACTIVITIES**

The objective of on-call activities is to provide medical students with continuity of care experiences and additional patient care experience that would not be available during a regular work day. On-Call activities that do not meaningfully provide for this objective should be critically evaluated.

1. In-house call is defined as those duty hours beyond the normal work day when students are required to be immediately available in their assigned institution.
2. In-house call must occur not more than every third night, averaged over a four-week (one month) clerkship or elective.
3. Continuous on site duty, including in-house call, must not exceed 24 consecutive hours. Students may remain on duty for up to six (6) additional hours after this 24 hour period to participate in didactic or other educational activities.
  - a. No *new* patients may be assigned after 24 hours of continuous duty.
4. If students' educational programs demand that they be available later in the day (eg., lectures that begin in the afternoon), they must have at least four hours of uninterrupted sleep during their call shift. The four hour sleep 'resets' the 24 hour clock and allows students to stay through the conclusion of these late afternoon didactic or other educational sessions.

## **RESPONSIBILITY**

The primary responsibility for monitoring and enforcing these regulations rests with the Clerkship Directors and Elective Coordinators/Preceptors. These physicians, in turn, are expected to promulgate these Duty Hours to all faculty and resident physicians who supervise and interact with medical students. At each clinical site, the site coordinators in the clerkship have this responsibility on a day-to-day basis. The Assistant Dean for Clinical Curriculum has ultimate responsibility for all aspects of these regulations.

## **REQUESTS FOR EXCEPTION**

A clerkship or educational program wishing to request an exception to this Policy must submit a written proposal describing the educational rationale for the request to the Assistant Dean for Clinical Education, Wayne State University School of Medicine.

*Final Version, September 16, 2005*

# Clinical Student Dress and Grooming Standards

## Wayne State University School of Medicine

### **OBJECTIVE**

To promote a neat, clean, professional, and business like appearance consistent with preserving and enhancing the image of the Wayne State University School of Medicine, while assuring that attire is not hazardous or offensive to patients and employees.

### **SCOPE**

All Wayne State University School of Medicine students assigned to inpatient or outpatient (including ambulatory sites, private offices, etc.) patient care areas.

### **POLICY**

All students shall maintain personal appearance standards that are consistent with the image of a health care professional, and comply with all infection control, legal, and safety requirements.

### **UNIVERSAL PERSONAL APPEARANCE STANDARDS**

1. Clothing should be of appropriate size and fit permitting freedom of movement. All personal clothing should be clean, neat, and of appropriate length with finished hems. Thighs, breasts and cleavage must be covered. Tucking pant legs into socks is not permitted.
2. Undergarments must be worn at all times, and color and/or design must not be visible through clothing. **Socks or hosiery must be worn. Bare legs and feet are not acceptable.**
3. A short white coat with appropriate School of Medicine identification (embroidery) is to be worn at all times during patient care activities, unless the student's duties require wearing other items such as scrub clothing in the operating or delivery room.
4. Hair is to be neat and clean. Long hair must be so styled and/or restrained so as not to interfere with work performance, safety and infection control. Hair may not obscure vision or come in contact with patient or other surfaces. Head coverings mandated by religious beliefs are acceptable. Mustaches and beards must be clean and neatly trimmed.
5. **Fingernails must be kept short (i.e., not to exceed 1/4 inch past the fingertip) and clean. Chipped nail polish or enhancements such as jewels may not be worn. Nail enhancements of any kind (e.g., wraps, acrylics, gels and stones) may not be worn in the Operating Rooms, Same Day Surgery, Intensive Care**

**Units (for example, ICU, BMT, Burn unit, NICU, PICU, pheresis), step-down ICU units, or other areas where invasive procedures are routinely performed or when procedures require a surgical scrub. (CDC Guideline for Hand Hygiene in Health-Care Settings. MMWR 51(RR16); 1-44: 2002).**

6. Jewelry must not create a hazard to self or others, and should be kept to a minimum. Visible adornment with tattoos or body paint is not acceptable. No visible ornamental piercing except for ears. **No bracelets are to be worn by students while engaged in patient care activities.**
7. **School of Medicine and/or appropriate Hospital Identification (Badges) must be worn at all times, on the upper chest or shoulder area, while on duty. Full name and photo must be visible. Badge holders/lanyards must not interfere with patient care activities and be worn above waist level.**
8. Shoe covers, where required, must be removed when leaving the patient care area.
9. Makeup should be appropriate for office daytime wear. Perfume and scented after-shave lotion must not be worn due to the health risk to others.
10. Personal headphones or personal cell phones are not to be used or worn while on duty in direct care of patients. Personal beepers may be worn, but must be on vibrating (non-audible) mode and must not be visible.
11. Non-Direct Care Activities: Unless otherwise directed, casual business wear may be worn while in orientation, or at other educational offerings. This includes appropriate shoes/hose. However, if a portion of the day is spent in the clinical area, the above guidelines regarding dress and grooming then apply.
12. Off-Site Functions: Wayne State University School of Medicine Clinical Student Dress and Grooming Standards must be adhered to when employees or contract employees represent the DMC at any outside conferences, community outreach functions, and other professional/educational events.
13. The following types of clothing are not permitted:
  - Jeans or clothing of denim-like material
  - T-shirts (without hospital approved design or logos)
  - Sweatshirts, sweatpants, or jogging suits
  - Exception: Staff may wear sweatshirts with hospital approved logo-site specific.*
  - Personal Trainers at RIM wear RIM Logowear warm-up suits.*
  - Shorts or Capris
  - Tank or tube tops
  - Military fatigues
  - Stretch pants, spandex, stir-up pants
  - See-through or revealing clothing
  - Exercise apparel
  - Mini-skirts or mini-dresses (mid-thigh) or slit above mid-thigh
  - Leather
  - Excessive or inappropriate jewelry

Sunglasses  
Open toe shoes or sandals

### ***SPECIALTY AREAS***

1. Approved hospital-provided and laundered scrubs are to be worn in designated areas only. These include, but are not limited to, the Burn Center (DRH), Labor and Delivery, LDRP, Dialysis and Perioperative areas.
2. Refer to site or department policy for students assigned to the Rehabilitation Institute of Michigan, and Psychiatric or Chemical Dependency areas.

### ***RESPONSIBILITY***

1. **Each student is responsible for maintaining an appearance consistent with this policy. It is the responsibility of School of Medicine Administration, in conjunction with resident and attending faculty along with administration of all assigned health care institutions, to assure compliance with these guidelines.**
2. Resident and Faculty, or the student's counselor from the Office of Student Affairs, are expected to counsel students who wear inappropriate or unsafe clothing.
3. Students repeatedly arriving at work in apparel deemed unacceptable or unprofessional will be sent home for more appropriate attire. Students may then be required to make up time missed from clinical activities.
4. If the student does not respond to counseling, he or she will be referred to the Professionalism Committee for further action.
5. Faculty and resident physicians to whom students are assigned may make exceptions to the above policy for specific purposes and events.

## **Student Mistreatment Policy Wayne State University School of Medicine**

The school adheres to the professional standards of behavior established by the Association of American Medical College. These standards of behavior prohibit behavior by faculty, staff and students which results in perceived or real incidents of inappropriate behavior or mistreatment. Examples of mistreatment include sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, sexual orientation, physical handicap or age; humiliation, psychological or physical punishment and the use of grading and other forms of assessment in a punitive manner. When such perceived or real incidents occur, students are to report such incidents to the Office of Student Affairs. The University's Office of Equal Opportunity investigates and responds to all reported incidents.

### **Sexual Harassment Statute and Policy Wayne State University**

It is the policy of Wayne State University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

The law of the State of Michigan prohibits discrimination in employment and in education and provides that discrimination because of sex includes sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- (a) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
- (b) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education, or housing.
- (c) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, educational, or housing environment. (MCLA 37.2103 (h))

In the area of speech, what the law and this policy prohibit is speech as action: that is, sexual communication which is either directly coercive as demanding favors, or indirectly coercive, as rising to that level of offensiveness which interferes substantially with the victim's education or employment. The determination of what level of offensiveness is actually coercive, and therefore unlawful and prohibited by this policy, will in some cases be difficult. A significant element in the determination is provided by the fact that an unequal power relationship underlies sexual harassment. The more unequal the relationship, the greater the risk is of substantial interference with the victim's education or employment.

In the area of physical contact, physical contact which is unwelcome is so gravely offensive that it always has the effect of substantially interfering with the victim's employment or educational environment. Employees and students should not take for granted that they are welcome to touch other employees or students, since if their contact is in fact unwelcome, they will be in violation of the law and of this policy.