

Creighton

UNIVERSITY

School of Medicine

Student Handbook

July 2011

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1. MISSION AND GOALS

I. CREIGHTON UNIVERSITY MISSION AND GOALS

Creighton University is a Catholic and Jesuit University that embraces several colleges and professional schools and is directed toward the intellectual, social, spiritual, physical, and recreational aspects of students' lives and to the promotion of justice. Creighton exists for students and learning. Members of the Creighton community are challenged to reflect on transcendent values, including their relationship with God, in an atmosphere of freedom of inquiry, belief, and religious worship. Service to others, the importance of family life, the inalienable worth of each individual, and appreciation of ethnic and cultural diversity are core values of Creighton. Creighton faculty members conduct research to enhance teaching, to contribute to the betterment of society, and to discover new knowledge. Faculty and staff stimulate critical and creative thinking and provide ethical perspectives for dealing with an increasingly complex world.

II. SCHOOL OF MEDICINE MISSION AND GOALS

Mission Statement

In the Jesuit, Catholic tradition of Creighton University, the mission of the School of Medicine is to improve the human condition with a diverse body of students, faculty, and staff who provide excellence in educating students, physicians, and the public, advancing knowledge, and providing comprehensive patient care.

Vision Statement

We are a School of Medicine respected nationally for our values-centered excellence in teaching, research, clinical care, and leadership. We are distinguished for preparing graduates who promote justice and achieve excellence in their chosen fields while demonstrating an extraordinary compassion and commitment to the service of others.

III. CURRICULUM GOALS AND OBJECTIVES

The goal of the curriculum is to develop competent, caring physicians during graduate training and practice. Our students will acquire a strong foundation in the basic and clinical sciences. In addition, they will acquire a strong foundation in the humanities, social and behavioral sciences that are relevant to the well-being of both the physician and the patient.

Objectives

To attain the Doctor of Medicine degree, the Creighton graduate must fulfill the following in the Six Competencies of Medical Education:

PATIENT CARE

- Conduct an organized medical interview and obtain a pertinent medical history.
- Identify biopsychosocial needs of the patient.
- Perform an appropriate comprehensive physical examination.
- Present information verbally in a concise, complete and organized manner.

- Record information in a concise, complete and organized manner.
- Develop a differential diagnosis for each patient seen.
- Demonstrate effective clinical reasoning and judgment to determine an accurate diagnosis.
- Develop an appropriate treatment plan for each patient seen.
- Perform health maintenance exams.

MEDICAL KNOWLEDGE

- Describe the normal structure and function of the human body at the whole body, organ, cellular, and molecular levels.
- Describe the pathophysiology, signs, symptoms, risk factors, diagnostic tests, and treatment of common illnesses.
- Describe the current evidence-based clinical practice guidelines for treatment of common illnesses.
- Describe the current evidence based preventive health care strategies and recommendations.

PRACTICE-BASED LEARNING AND IMPROVEMENT

- Demonstrate the ability to critically assess the medical literature and the research methods used to investigate the management of health problems.

INTERPERSONAL AND COMMUNICATION SKILLS

- Counsel and educate patients regarding their illness and treatment plans in an effective, concise and understandable manner.
- Communicate effectively with all members of the healthcare team.

PROFESSIONALISM

- Actively participate on rounds, clinic sessions, small group sessions and labs.
- Demonstrate punctuality and availability for all duties and professional obligations.
- Demonstrate honesty and integrity with all student responsibilities.
- Demonstrate compassion and empathy in the care of patients.
- Demonstrate respect, sensitivity, and responsiveness to diversity of culture, age, gender, sexual orientation and disability.
- Identify and propose solutions to moral, ethical and legal problems in medical practice.

SYSTEM-BASED KNOWLEDGE

- Use a team approach to provide comprehensive care.
- Organize patient care plans that incorporate referrals to other healthcare providers and/or community agencies and resources.

- Demonstrate an awareness of the relative cost benefit of different therapeutic options.

The School of Medicine requires successful completion of all components of each of four years of study before the Doctor of Medicine is awarded.

IV. EQUALITY OF OPPORTUNITY

It is the policy of the University to provide equal employment and educational opportunities to faculty, employees, students and applicants without regard to race, color, religion, sex, national origin, age, handicap or disability, marital status, citizenship, sexual orientation, maternity and lactation status, status as a Vietnam-era, special, disabled, or other veteran who served on active duty during a war, campaign, or exhibition for which a campaign badge has been authorized in accordance with applicable federal law. In addition, it is the policy of the University to comply with applicable state statutes and local ordinances governing nondiscrimination in employment and educational activities.

Creighton admits qualified students without regard to race, color, national or ethnic origin, handicap, sex, religion, or status as a disabled veteran or veteran of the Vietnam era. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without any such discrimination. The University Affirmative Action Director has been delegated the responsibility for coordination of the University's Equal Rights efforts. For more information, please contact the Office of the Director of Affirmative Action, Room 232, Administration Building or by telephone (402) 280-3084.

2. MANAGEMENT

I. OFFICIAL COMMUNICATIONS

Email is the **official** form of communication between administration/faculty and students. Therefore, it is the responsibility of students to check their Creighton University issued email account for announcements on a daily basis. Students must maintain their email accounts and ensure that their electronic mailbox is emptied regularly.

II. DEAN'S OFFICE

The Dean's Office is responsible for the administrative functioning of the School of Medicine. It consists of the Dean, Senior Associate Dean for Academic and Clinical Affairs, Associate Dean for Administration, Associate Dean for Graduate Medical Education, Associate Dean for Medical Education, Associate Dean for Research, Associate Dean for Student Affairs, Associate Dean for Translational Research, Assistant Dean for Admissions, Associate Dean for the Regional Medical Campus in Phoenix, Assistant Dean for Faculty Affairs, and Assistant Dean for Medical Education.

A. Dean

The Dean of the School of Medicine exercises general executive responsibility for the educational policies, programs, and procedures of the School of Medicine. The Dean presides at faculty meetings of the School and is empowered to appoint standing or temporary faculty committees. The Dean recommends to the President all faculty promotions, non-reappointments, terminations, and dismissals. Among other duties, the Dean also prepares the annual budget and any other special reports. In addition, the Dean acts on recommendations from various committees including the Advancement Committee and the Executive Committee.

III. Office of Medical Education

The Office of Medical Education, directed by the Associate Dean for Medical Education, is responsible for the central management of the curriculum. In addition to the Associate Dean for Medical Education, the Office of Medical Education includes the Assistant Dean for Medical Education and Director of Medical Education Development and Assessment, the Assistant Dean for Medical Education for the Regional Medical Campus in Phoenix, the Director of Simulation Education of the Clinical Assessment Center, the Education Director of the Clinical Assessment Center, a senior evaluation manager, a component director for each year of the curriculum, two curriculum coordinators (one each for Component I and II), a senior instructional designer, a web content manager, two technology systems administrators, a program manager, and two administrative support personnel. In addition, each clinical department has a curriculum coordinator who manages medical student education.

A. Component Director

The Component Director monitors the implementation of the curriculum in the component for which he/she is responsible to ensure that policies adopted by the Educational Policy Committee and the Component Committees are applied. The Component Director keeps the Educational Policy Committee, the Component Committee, and the Medical Education Management Team informed on the implementation of the curriculum in his/her component. The Component director is the liaison between the course/clerkship directors and the centralized Medical Education Management Team.

B. Course/Clerkship Director

The Course or Clerkship Director is responsible for the planning, implementation, assessment, and continuous improvement of his/her course or clerkship. A Course or Clerkship Director collaborates with course faculty, the relevant department chairs, and the Component Director to assure that the course or clerkship fulfills the goals and objectives assigned to it by the Educational Policy Committee.

C. Curriculum Coordinator

The curriculum coordinator is responsible for the day-to-day operation of the curriculum and is often the easiest person for a student to contact to obtain information, schedule or reschedule an activity, or resolve problems. There is one curriculum coordinator for each of Components I

and II. In addition, each clinical department has a curriculum coordinator who manages clerkships and electives in that department.

D. Assistant Dean for Medical Education and Director of Medical Education Development and Assessment

The Assistant Dean for Medical Education and Director of Medical Education Development and Assessment is responsible for assisting the Associate Dean with the medical education program, evaluation of all courses and clerkships, and serves as the Chair of the Evaluation Committee. The Director of Medical Education Development and Assessment provides faculty development for the improvement of teaching and learning and serves as a resource for faculty who engage in scholarly activity in medical education.

IV. OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs, directed by the Associate Dean for Student Affairs, is responsible for overseeing student services within the School of Medicine. In addition to the Associate Dean, the Office of Student Affairs includes the Assistant Dean for Admissions, the Assistant Dean for Student Affairs for the Regional Medical Campus in Phoenix, the Director of Admissions and support staff, an office manager, a senior administrative assistant to the Associate Dean, the clinical curriculum coordinator, the financial aid coordinator, the programs and events coordinator, and two academic success consultants.

A. Assistant Dean for Admissions

The Assistant Dean for Admissions is responsible for the establishment and implementation of policies to select students for entrance to the School of Medicine. The Assistant Dean serves as Chair of the Admissions Committee, coordinates recruitment activities, directs the Office of Admissions, and serves as the School liaison with the AAMC for admissions.

B. Office Manager

The office manager is responsible for scheduling appointments and handling correspondence for the Associate Dean and assists with the general administrative functions within the Office of Student Affairs.

C. Senior Administrative Assistant

The senior administrative assistant is responsible for scheduling appointments and handling correspondence for the Academic Success Consultants, maintaining the AAMC Student Record System, verifying current and past medical school graduates, maintaining informational lists such as class rosters and advisors, assisting with the revisions to the School of Medicine Bulletin, and overseeing the Wellness Center.

D. Clinical Curriculum Coordinator

The clinical curriculum coordinator is responsible for scheduling all M3 clerkships and M4 electives. The coordinator maintains the student database and is responsible for registrar

activities and thus serves as the School of Medicine's liaison with the University Registrar, and is also responsible for administrating the NBME examinations.

E. Financial Aid Coordinator

The financial aid coordinator is responsible for assisting students with financial aid applications, loan processing, and scholarship information. The coordinator provides debt management counseling, provides financial aid exit interviews for all students, and is responsible for maintaining the financial records for Student Affairs. This person is also responsible for updating content on the Student Affairs website.

F. Program and Events Coordinator

The program and events coordinator is responsible for organizing all major class and School of Medicine functions including orientation, class meetings, and hooding. The coordinator is also responsible for providing major assistance with the Medical Student Performance Evaluation (MSPE), and tracking student immunization status.

G. Academic Success Consultants

The academic success consultants are responsible for assessing students' academic problems and assisting students with study and test-taking skills. The academic success consultants also oversee the student tutoring, preview/review sessions, supplemental instruction program, and Careers in Medicine and mentoring programs. In addition, the consultants provide group and individual assistance for USMLE Step 1 and Step 2.

V. COMMITTEES

a. Executive Committee

The Executive Committee advises the Dean of the School of Medicine concerning all matters that relate to internal academic affairs of the School of Medicine. These matters include faculty appointments, admission policies and procedures, all curricular matters affecting the School of Medicine, and budgetary matters. The M2 and M4 class presidents are student members of this committee.

b. Advancement Committee

The Advancement Committee meets monthly throughout the academic year to review the academic records and professional conduct of all students. The Advancement Committee:

- determines eligibility of all medical students for promotion and graduation.
- reviews and determines adherence to academic and professional conduct standards.
- prescribes remedial actions or change of student status, including dismissal from the School of Medicine, for students who fail to meet the Academic and Professional Standards of the School of Medicine.

The Advancement Committee is composed of the Associate Dean for Student Affairs (non-voting member; student advocate), the Associate Dean for Medical Education (non-voting member), the Associate Vice-President for Multicultural and Community Affairs (non-voting member), the

Assistant Dean for Student Affairs at the Regional Medical Campus in Phoenix (non-voting member), the Assistant Dean for Medical Education at the Regional Medical Campus in Phoenix (non-voting member), the Component Directors for each academic year (voting members), five elected faculty members from the Omaha campus (two from the basic science faculty, two from the clinical faculty, and one faculty member elected at large; voting members), one appointed faculty member from the Phoenix campus (voting member), and an elected student from each academic year (voting members; except the student member may not vote to advance his/her own class). The Dean of the School of Medicine appoints the chair of the committee from the group of five elected faculty members. The chair appointment is for one-year and may be renewed by the Dean. Faculty appointments are for three years and student appointments are for one year. A quorum, which consists of a minimum of 50% of voting members, is required for official action. **Members are reminded that all matters discussed MUST remain confidential. Any breach of confidentiality by administrative, faculty, or student members for any purpose will result in disciplinary action.**

c. *Background Standards Committee*

The Background Standards Committee is responsible for reviewing criminal background check information on incoming and current students and making recommendations to the Admissions Committee and the Advancement Committee regarding the status of students. The Background Standards Committee is composed of the Associate Dean for Student Affairs (ex-officio and non-voting; student advocate), the Associate Vice-President of Health Sciences – Multicultural and Community Affairs (ex-officio and non-voting), four faculty appointed by the Dean, one faculty member appointed by the Associate Dean of the Regional Medical Campus in Phoenix, a representative from the Office of the General Counsel (non-voting), and one M3 student appointed by the Dean. The chair is elected by the faculty on the committee. A quorum, which consists of a minimum of 50% of voting members, is required for official action.

d. *Educational Policy Committee*

The Educational Policy Committee defines the goals and objectives of the curriculum, monitors the delivery of the curriculum, and approves all changes to the curriculum. The Educational Policy Committee is composed of the Associate Dean for Medical Education (Chair), the Associate Dean for Student Affairs, the Assistant Dean and Director of Medical Education Development and Assessment, the Associate Dean for the Regional Medical Campus in Phoenix, the Assistant Dean for Medical Education for the Regional Medical Campus in Phoenix, the Assistant Dean for Student Affairs for the Regional Medical Campus in Phoenix, the Component Directors, seven faculty appointed by the Dean, and five elected students, one from each Component and one from the cadre of regional medical campus students. The Dean of the School of Medicine, the director of the Health Science Library, and are non-voting members.

e. *Evaluation Committee*

The Evaluation Committee is responsible for evaluating all curricular programs, courses, and clerkships. The Evaluation Committee reports to the Educational Policy Committee (EPC). The Evaluation Committee is composed of the Assistant Dean and Director of Medical Education

Development and Assessment, five additional faculty, and two students (one from the M3 year and one from the M4 year) appointed by the Educational Policy Committee.

F. Medical Education Management Team

The Medical Education Management Team (MEMT) is responsible for the implementation of the curriculum. The MEMT meets twice per month to monitor overall compliance with educational goals and objectives, and provides guidance to the administration regarding policies and procedures. The MEMT also considers student requests for accommodations related to the Americans with Disabilities Act. The MEMT is chaired by the Associate Dean for Medical Education and also includes the Assistant Dean for Medical Education and Director of Medical Education Development and Assessment, the Associate Dean for Student Affairs, the Associate Dean for the Regional Medical Campus in Phoenix, the Assistant Dean for Medical Education for the Regional Medical Campus in Phoenix, the Assistant Dean for Student Affairs of the Regional Medical Campus in Phoenix, and the four component directors.

G. Component Committees

Component Committees are responsible for monitoring content, teaching, and assessment within the Component. The Component I and II Committees are chaired by the respective Component Director and include the course directors for that component and two students. The Component III/IV Committee is chaired by the Component III Director and is composed of Clerkship Directors for the six M3 clerkships (Ambulatory Primary Care, Internal Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry, and Surgery), two students each from the M3 and M4 classes, the Assistant Deans for Medical Education (Omaha and Phoenix), and the Curriculum Coordinators of the clinical departments. A component committee regularly reviews course/clerkship content and grading practices, develops component-wide evaluation and grading policies, and corrects content omissions and redundancies.

3. TECHNICAL STANDARDS

Creighton University is committed to admitting “qualified students...without regard to race, color, age, national or ethnic origin, disability, sex, marital status, or religion.” A qualified applicant is a person who demonstrates superior intelligence and other skills to complete a very rigorous curriculum and to meet certain technical standards for physicians and medical students. The M.D. degree attests to the mastery of general knowledge in all fields requisite for the practice of medicine. The awarding of the M.D. degree signifies that the holder is a person who is prepared for the practice of medicine through entry into postgraduate training programs. Thus, the graduate of Creighton University School of Medicine must possess the knowledge and skills to function in a wide variety of clinical settings and to render a wide spectrum of patient care.

In order to acquire the necessary knowledge and skills, medical students must possess certain sensory and motor functions to permit them to carry out activities described below. Medical students must be able to integrate all information received by whatever sensory function is

employed, and to do so consistently, rapidly, and accurately. Furthermore, medical students must be able to learn, integrate, analyze, and synthesize data.

Medical students must demonstrate the ability to tolerate physically challenging workloads and to function effectively under stress. Attending to the needs of patients is at the heart of becoming a physician. Academic and clinical responsibilities of medical students may require their presence during daytime and nighttime hours, any day of the year.

Candidates for the M.D. degree must have a variety of abilities and skills including: observation, communication, motor, intellectual-conceptual, integrative, and quantitative abilities, and attitudinal, behavioral, interpersonal, and emotional skills.

Technological accommodation is available to assist in certain cases of disability and may be permitted in certain areas. However, under all circumstances, a candidate for the M.D. degree should be able to perform in a reasonably independent manner. For example, the use of a third party means that a candidate's judgment must be mediated by another person's (the third party) powers of selection and observation. Therefore the use of a third party to assist a candidate or student in meeting the technical standards for admission or graduation is not permitted.

I. Observation

Candidates and students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at a distance and close at hand. Medical students must be capable of viewing and interpreting diagnostic modalities and to detect and interpret non-verbal communication from the patient.

II. Communication

Candidates and students must be able to communicate verbally with patients and colleagues. They should be able to hear the history of a patient and respond to the patient verbally. Candidates and students must be able to read and write in standard format and must be able to interact with computers in rendering patient care. Candidates and students must be proficient in English in order to be able to prepare a legible patient workup and present the workup orally in a focused manner to other health care professionals. Candidates and students must be able to communicate effectively with patients and family members and elicit a clinical history.

III. Motor

Candidates and students must have sufficient motor function so that they are able to execute movements reasonably required to take a history and to perform a physical examination, including the ability to inspect various physical signs and recognize normal versus abnormal findings. They must be able to elicit information from patients using the techniques of palpation, auscultation, percussion, and other diagnostic maneuvers. They must be able to execute motor movements reasonably required to provide general care and emergency treatment to patients in accordance with currently acceptable medical practice. Candidates and

students must be able to utilize gross and fine manual palpation, touch, vibratory sensation, and temperature sensation in describing and evaluating various body parts.

IV. Intellectual-Conceptual, Integrative and Quantitative Abilities

Candidates and students must possess a range of skills that allows mastery of the complex body of knowledge that comprises a medical education. Candidates and students must be able to recall large amounts of information, perform scientific measurements and calculations, and understand and cognitively manipulate three-dimensional models. Candidates and students must be able to learn effectively through a variety of modalities including but not limited to: classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports, and use of computer-based technology. Candidates and students must exhibit reasoning abilities sufficient to analyze and synthesize information from a wide variety of sources. The ultimate goal of the student will be to render patient care by solving difficult problems and making diagnostic and therapeutic decisions in a timely fashion.

V. Attitudinal, Behavioral, Interpersonal, and Emotional Attributes

Because the medical profession is governed by generally accepted ethical principles and by state and federal laws, candidates and students must have the capacity to learn and understand these values and laws and to perform within their guidelines. Medical students must be able to relate to patients as well as staff and colleagues with honesty, integrity, non-discrimination, self-sacrifice, and dedication. Medical students must be able to develop mature, sensitive, and effective relationships with patients. Medical students must be able to identify personal reactions and responses, recognize multiple points of view, and integrate these appropriately into clinical decision-making. Medical students must be able to communicate and care for, in a non-judgmental way, persons whose culture, sexual orientation, or spiritual beliefs are different from their own. Candidates and students must be able to examine the entire patient, male or female, regardless of the social, cultural, or religious beliefs of the candidate or student.

Candidates and students must be of sufficient emotional and mental health to utilize fully their intellectual abilities, to exercise good judgment, to complete patient care responsibilities promptly, and to relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect. Candidates and students must be able to modify their behavior in response to constructive criticism. They must be capable of being non-judgmental when caring for a patient and not let their own personal attitudes, perceptions, and stereotypes compromise care of the patient.

In evaluating applicants for admission and in preparing candidates for the M.D. degree, it is essential that the integrity of the curriculum be maintained, that those elements deemed necessary for the education of a physician be preserved, and that the health and safety of patients be maintained. While reasonable accommodation can be made for certain disabilities on the part of the student or candidate, those candidates and students who are disabled will be held to the same fundamental standards as their non-disabled peers.

The Creighton University School of Medicine will consider for admission any candidate who demonstrates the ability to perform the skills and abilities specified in these technical standards with or without reasonable accommodation consistent with the Americans with Disabilities Act. Candidates for the M.D. degree will be assessed on a regular basis according to the Academic Standards and the Technical Standards of the School of Medicine on their abilities to meet the requirements of the curriculum. Students interested in requesting accommodation(s) are encouraged to follow the procedures outlined in Part 4 (Americans with Disabilities Act: Information for Students) of the Student Handbook.

4. AMERICANS WITH DISABILITIES ACT

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 address the provision of services and accommodations for qualified individuals with disabilities. Services for students with disabilities are provided to qualified students to ensure equal access to educational opportunities, programs, and activities in the most integrated setting possible. Students requesting accommodations must take the following steps:

- I. Submit to the School of Medicine Office of Student Affairs a request for accommodation and supporting current documentation from a licensed physician, psychiatrist, or psychologist.
- II. Submit this documentation at least 5 weeks in advance of a course, workshop, program or activity. The student may be required by the School of Medicine to provide additional evaluation materials.
- III. Requests for accommodations are then reviewed by the Medical Education Management Team. The Coordinator of Student Support Services for Creighton University may be consulted by the MEMT.

Any student requesting accommodations must submit medical or other diagnostic documentation of the disability and any limitations, and may be required to participate in such additional evaluation of limitations as may appropriately be required by Creighton University or other agencies prior to receiving requested accommodations. The University reserves the right to provide services only to students who complete and provide written results of evaluations and service recommendations to appropriate University personnel. For more information, contact the Associate Dean for Student Affairs at 402-280-2905 or the Coordinator of Services for Student Support Services at 402-280-2749.

5. STUDENT RECORDS

I. Confidentiality of Student Records

Creighton's policy relating to the confidentiality of student records is in keeping with the "Family Educational Rights and Privacy Act" (FERPA). Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. During registration, all students are expected to sign a Consent and Waiver form that allows the School of Medicine to release academic and patient care information for credentialing and placement purposes. FERPA affords students certain rights with respect to their educational records. They are:

A. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

B. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including Public Safety personnel and Student Health staff), a person or company with whom the University has contracted (such as an attorney, auditor, collection agency, the National Student Loan Clearinghouse or the Voice FX Corporation); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which the student seeks or intends to enroll. FERPA also allows the University to disclose directory information without the written consent of the student. Directory information is information contained in an education record of a student which generally would not be considered harmful or an invasion of privacy if

disclosed. Directory information includes the student's full name, the fact that the student is or has been enrolled, local and permanent address(es), telephone number(s), date and place of birth, dates of attendance, division (school or college), class, major field(s) of study and/or curriculum, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and previous educational agency or institution attended by the student. A currently enrolled student may request any or all directory information not be released by completing and filing with the Registrar's Office a statement entitled "Student Request To Restrict Directory Information." Such filing of this request shall be honored for the remainder of the term in which the request is filed, except that such restriction shall not apply to directory information already published or in the process of being published.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Creighton University to comply with requirements of FERPA.

E. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

II. Student Academic Records

A. A student's academic record includes:

- Application materials including the AMCAS application, undergraduate transcripts and supplemental application materials
- Criminal background check results
- Written evaluations from all four years, including evaluations that are accessible in the New Innovations database
- NBME Step 1, Step 2 CK and CS examination scores
- Information on volunteer work participation submitted by the student or others
- Advancement Committee documentation and other correspondence
- Documentation of acknowledgements of receipt of the Student Handbook, participation in OSHA training, FIT testing, and other similar items
- Absence Request Forms

B. A student has electronic access to his or her academic record and may review all aspects of his or her record at any time by accessing *Documentum* or by contacting the Office of Student Affairs during normal business hours

C. A student may challenge the accuracy of a course or clerkship grade at the time the grade is received by following the Grade Grievance policy of the School of Medicine (Section 7.III of the Student Handbook). A student may challenge the accuracy of other parts of his or her academic record by contacting the Associate Dean for Student Affairs in writing. The Associate Dean for Student Affairs consults with individuals who have information relevant to the record and will determine whether a revision of the record is justified. The student will be notified in writing of the decision.

6. ENROLLMENT AND ATTENDANCE

I. ENROLLMENT

All students must be enrolled full time unless the Associate Dean for Student Affairs has approved other arrangements. Registration for each session must be completed on the days designated by the Associate Dean for Student Affairs.

II. THE ACADEMIC YEAR

The academic calendar is published in the School of Medicine Bulletin and on the website of the Office of Student Affairs. The organization of the academic year changes as students progress through the curriculum from Component I (first year) to Component IV (fourth year).

Components I and II

In Components I and II, the academic year consists of Fall and Spring semesters of approximately 18 weeks each. The fall semester begins in August and ends with the Christmas-New Year holiday. The Spring semester begins in early January and ends in May. There is a one-day *Fall Break* in October and a one-week *Spring Break* in March. No classes are held on Labor Day, Thanksgiving and the day after, and Good Friday.

Component III

Component III is organized into six 8-week clerkships. The *Dimensions in Clinical Medicine* course for all students occurs at the midpoint of each 8-week clerkship. The first clerkship begins early in July (usually July 1) and is preceded by a mandatory two-day orientation. The Christmas-New Year holiday follows the third clerkship with the fourth clerkship beginning early in January. The last clerkship ends in mid June.

Component III students are required to complete all their clerkships at Creighton University Medical Center or at other sites affiliated with the School of Medicine.

Component IV

Component IV runs from mid-June to early May, and comprises 44 weeks in total. Students must take at least 12 weeks of selectives including:

- A. One surgical selective (4 weeks)
- B. One critical care selective (4 weeks)
- C. One primary care selective or a second critical care selective (4 weeks)

Students must take an additional 24 weeks of electives with no more than 8 weeks of these being nonclinical electives. There are no electives during the two-week Christmas-New Year holiday. Students may use those weeks during which they are not registered for coursework to interview for residency programs and to prepare for the USMLE Step 2 CK and CS examinations.

In completing the 36 weeks of Component IV coursework, students may choose up to three extramural elective blocks at approved LCME-accredited medical schools, ACGME-accredited residency programs, and/or military hospitals/clinics. A fourth extramural elective is allowed, but will not be counted toward the required 36 weeks. No more than three essentially identical electives may be taken during the Component IV academic year.

III. ATTENDANCE

A. *Mandatory Activities*

Regular attendance at all curricular activities is expected. Attendance at certain designated activities is **MANDATORY**. These include:

- orientation and general class meetings organized by the Office of Student Affairs, Office of Medical Education, or Departments.
- examinations and quizzes
- small group sessions.
- clinically related activities, including, but not limited to, Interviewing and Physical Exam sessions and Neuroscience Grand Rounds in Component I, longitudinal clinic in Component II, and clinical rotations in Components III and IV.
- sessions of the Dimensions of Clinical Medicine course in Component III
- activities at the Clinical Assessment Center.
- any other activity designated as mandatory.

B. *Absence from a Mandatory Activity*

A student who will be unavoidably absent from a mandatory activity must receive written permission in advance.

1. Components I and II: The student must first complete an Absence/Exception Request Form, which is available from the M1 and M2 Bulletin Boards on Blueline, from the M1 and M2 Curriculum Coordinators, or from the Office of Student Affairs web site. The completed request form should first be submitted to the Component Director who will determine whether the absence can be excused and, if appropriate, the alternative learning experience that will be offered to the student. The Component Director may request that the student also get the approval of the Course Director. After the Component Director informs the student of the decision, the Request Form is submitted to the Associate Dean for Student Affairs for placement in the student's academic file.
2. Component III: Attendance at certain designated activities in clinical rotations and sessions of the Dimensions of Clinical Medicine course in Component III are expected. M3 students will be allowed **two** days off from their academic activities each academic year. However, **before** the requested absence can be taken, the student must first complete an Absence Request Form, which is available from the Office of Student Affairs website or on Blueline, and submit it to the Clerkship Director at least three business days **before** the requested leave date. Upon initial approval by the Clerkship Director, the student must submit the request to the Component Director for approval. The Component Director will notify the student of the request's approval and will submit the Absence Request Form to the Associate Dean for Student Affairs for placement in the student's academic file. The M3 student **cannot be absent** for:
 - M3 Orientation
 - Clinical Skills Day
 - Clerkship Orientation

- NBME Subject Examinations (Shelf Exams)
- Clerkship OSCE
- JCS OSCE

There will be no additional time off during the M3 year **except** for the following:

- Illness with a medical provider's excuse
- Funeral for an immediate family member (immediate family members are defined as father, mother, spouse, son, daughter, brother, sister, grandparents, grandchildren, or in-laws of the same degree)
- Election duty/jury duty
- Military leave

Clinical time off because of the above exceptions will need to be made up in a manner acceptable to the component director.

Students are responsible for ALL missed work regardless of the reason for the absence. Absence without permission may result in failure of the clerkship as well as referral to the Advancement Committee for unprofessional behavior.

3. Component IV: The student must first complete the Absence Request Form, which is available from the Office of Student Affairs web site, and submit it to the Elective Course Director for approval. The Elective Course Director will determine whether the absence will be excused and, if appropriate, the manner in which the absence will be made up by the student. The form will then be submitted to the Associate Dean for Student Affairs for placement in the student's academic file.

Rescheduling of an examination requires prior arrangements with the Component Director or the Associate Dean for Student Affairs. Excessive requests will be denied.

Students are responsible for ALL missed work, regardless of the reason for the absence. Absence without permission may result in failure of the course or clerkship as well as referral to the Advancement Committee for unprofessional behavior.

C. Absence from a Mandatory Activity Due to Illness

In the case of acute illness, trauma, or an emergency in which advance completion of a Student Absence Request Form is not practical, a student must phone or email the Curriculum Coordinator or Component Director as soon as practical. In components III and IV, the student must also ensure that the attending physician is aware of the illness.

A student who misses an activity due to an illness must complete a Student Absence Request Form upon his/her return, and present a doctor's note that explains the absence. Failure to verify the illness may result in course failure, disciplinary action for unprofessional behavior, and/or failure of advancement.

The student is responsible for ALL missed work, regardless of the reason for the absence. The course director or attending physician will determine the arrangements (assignment or alternative activity) that the student must complete to make up the missed activity. If an

examination has been missed, the student will be expected to take a make-up exam at the earliest possible time following his/her return.

D. Absence Associated with USMLE Step 2 CS Administration

A student is allowed two days off from an M4 elective in order to complete the USMLE Step 2 CS examination. Prior to any absence for this examination, the student must complete a Student Absence Request Form, available from the curriculum coordinator or from the Office of Student Affairs website. Students are discouraged from taking time off from two-week clinical electives.

E. Inclement Weather

In inclement weather, cancellation of Component I and II classes follows the Creighton University policy. The Creighton University Weather Hotline at 402-280-5800 will announce any University closing. Cancellation of activities for Component III and IV students, and Component II students scheduled for Longitudinal Clinic, is decided by the Clinical Site. As professionals, students are expected to fulfill their clinical responsibilities - if inclement weather delays or prohibits their attendance at clinical activities, they must contact both their physician preceptor and departmental curriculum coordinator immediately. If an exam is postponed by a University closing, students will be notified by email regarding the new date/time for the exam.

F. Medical Student Duty Hours During Clerkships and Electives

1. Principles

- a. The School of Medicine must be committed to and be responsible for promoting patient safety and student well-being and to providing a supportive educational environment.
- b. The learning objectives of the clerkship and rotation must not be compromised by excessive reliance on medical students to fulfill service obligations.
- c. Didactic and clinical education must have priority in the allotment of students' time and energy.
- d. Duty hour assignments must recognize that faculty and residents have the primary responsibility for the safety and welfare of patients.

2. Supervision of Medical Students

The School of Medicine must ensure that qualified faculty provide appropriate supervision of medical students in patient care activities.

3. Fatigue

Medical Students must be educated to recognize the signs of fatigue and sleep deprivation and must adopt and apply policies to prevent and counteract its potential negative effects on patient care and learning.

4. Duty Hours

Duty hours are defined as all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as conferences. Duty hours do *not* include reading and preparation time spent away from the duty site.

- a. Duty periods of M3 and M4 students may be scheduled to a maximum of 24 hours of continuous duty in the hospital. It is essential for patient safety and medical student education that effective transitions in care occur. Students may be allowed to remain on-site in order to accomplish these tasks; however, this period of time must be no longer than an additional four hours.
- b. Medical students must have 14 hours free of duty after 24 hours of in-house call.
- c. Medical students must not exceed 80 hours per week, averaged over a four week period.
- d. Medical students must have one day free of duty in seven, averaged over a four week period.

5. Violations of Duty Hours

If a student feels that he or she has violated the duty hour policy, or if a fellow student observes another student violating duty hour policy, he or she is to report the proposed or completed violation to the Associate Dean for Medical Education as soon as possible (402-280-3600).

The Associate Dean for Medical Education will initiate an investigation into the duty hour policy by first meeting with the student who violated the policy to determine why the violation occurred. If there was pressure by a faculty member or resident to violate the duty hour policy the Associate Dean for Medical Education will meet with the Chairman to discuss the violation of the duty hour policy without naming the student. The Chair will be asked to respond to the violation with an action plan in writing to prevent further violations. Random students on that rotation will then be contacted regularly for a period of three months to ensure that there are no further violations.

If the violation was due to an oversight by the student, the student will be reminded of the duty hour policy and will be asked to provide his/her duty hours in writing for the duration of the clerkship or rotation.

If there is a pattern of violation of duty hours by a particular department, the Dean, Associate Dean of Medical Education, Associate Dean for Student Affairs, and Chair will meet to discuss the pattern and need to take corrective action against any faculty or resident who is pressuring a student to violate the duty hour policy.

IV. LEAVES OF ABSENCE

A student is granted a leave of absence when a temporary interruption of his/her academic schedule is in the best interest of the student or the School of Medicine. A student may request a leave of absence in writing from the Associate Dean for Student Affairs, who in consultation with the Advancement Committee, determines whether a leave will be granted. The School of Medicine alone decides whether to grant or deny a request, for a leave of absence, and may impose a leave of absence on a student when it decides it is in the best interest of the student or the School of Medicine. Return from a leave of absence must be approved by the Associate Dean for Student Affairs and/or the Advancement Committee. Notwithstanding a leave of absence, students in Components I and II are expected to progress through the curriculum in the normal sequence. Students in Components III and IV may return from a leave of absence only at the beginning of a clerkship or elective period. A leave of absence is not granted for longer than two years. Students taking a leave of absence must graduate in the time specified in Part 7, section VIII.B of this handbook.

A. Leave of Absence - Academic

The Advancement Committee may place a student on an academic leave of absence due to academic difficulties. A student on academic leave of absence is expected to address the causes of his/her academic deficiencies during this period.

B. Leave of Absence – Administrative

An M3 or M4 student who has been dismissed by the Advancement Committee is placed on an administrative leave of absence while his/her case is reviewed. Following a decision of the Dean, the student will either be reinstated or dismissed from the School of Medicine.

C. Leave of Absence - Educational

The School of Medicine may grant an educational leave of absence to a student to pursue graduate-level course work or research within or outside the School of Medicine.

D. Leave of Absence – Medical

A medical leave of absence may be granted by the School of Medicine for documented medical/psychological reasons or if a student's medical/psychological status is seriously impairing his/her academic or clinical performance. The student may return from a medical leave only with appropriate documentation from a physician or licensed psychologist that his/her condition will not impede academic progress or clinical performance and that the student can adhere to the Technical Standards of the School. Any documentation must be approved by the Associate Dean for Student Affairs and/or the Advancement Committee.

E. Leave of Absence – Personal

The School of Medicine may grant a personal leave of absence when personal circumstances (e.g., family illness) seriously impair a student's academic progress. The student may return from a personal leave of absence only after consultation with and approval from the Associate Dean for Student Affairs and/or the Advancement Committee.

V. SUSPENSION

The School of Medicine and Creighton University reserve the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend or expel, or request the withdrawal of, a student at any time, with or without specific charge or hearing. The student may request review of academic-related disciplinary matters by the University President or review of nonacademic disciplinary matters by the School of Medicine and the Vice President for Student Services.

The Associate Dean for Student Affairs may also temporarily suspend a student who has significant physical or mental illness or whose behavior arouses serious concern. In these special circumstances, the student may be required to submit to appropriate medical, psychological, psychiatric, and/or laboratory testing/evaluation and to authorize release of the results to the Advancement Committee. The Advancement Committee will confidentially review relevant evaluation results and determine the nature and length of any suspension or whether further disciplinary action is necessary. Refusal to undergo or authorize release of requested evaluations will result in continued suspension and action by the Advancement Committee.

VI. WITHDRAWAL

A student may withdraw from the School of Medicine by submitting to the Associate Dean for Student Affairs a written statement of the reason for withdrawal as well as his/her understanding that the withdrawal is voluntary and final. A student may not avoid disciplinary action or formal dismissal by voluntary withdrawal. If a student chooses to withdraw in the course of disciplinary action or dismissal proceedings, the proceedings will continue and the results will become part of the student's permanent record.

VII. DISMISSAL

Students are expected to maintain a high standard of excellence in their academic and clinical work. If a student fails to maintain acceptable ethical, professional, academic, or clinical standards, the Advancement Committee may dismiss the student from the School of Medicine. The following will result in a referral of a student to the Advancement Committee for a recommendation for dismissal:

A. Unsatisfactory Academic Performance

Failure to meet the academic standards of the School of Medicine, as described in Part 7 of this Handbook.

B. Repeated USMLE Step 1 Failure

Failure to pass the USMLE Step 1 after three attempts.

C. Unprofessional Behavior

Failure to maintain the professional standards of the School of Medicine, as described in Part 8 of this Handbook. Any pattern of behavior that indicates insufficient aptitude, emotional stability, or moral character to successfully practice medicine may be reviewed by the Advancement Committee as described in Part 9 of this Handbook.

D. Inadequate Academic Progress

The Advancement Committee may make the determination that it is impossible for the student to complete the requirements for the M.D. degree as specified in Part 7, Section VIII.B of this Handbook.

At any time, the Advancement Committee can review the overall academic performance and professional behavior of a student and recommend appropriate action, up to and including dismissal.

7. ACADEMIC STANDARDS

I. EXAMINATIONS

Examinations vary in frequency and format. Students are expected to take examinations at the scheduled time. It is mandatory that all students arrive by the advertised time to the assigned room and be prepared to sit for the given course or NBME Subject Examination. Students taking NBME Subject Examinations must also sign in. Students who arrive late for an exam must still complete the exam within the predetermined time period (i.e., no additional time will be added to the original starting time). Any student who is unable to take an examination at the scheduled time must request special arrangements in advance as explained in Part 6, Section III-B/C of this Handbook.

At the end of each clerkship in Component III, students must pass a National Board of Medical Examiners (NBME) Subject Examination. A student who does not pass an NBME Subject Examination and is eligible to retake the examination must retake it at the next scheduled sitting unless the Associate Dean for Student Affairs agrees to an alternative date.

II. GRADING

Course Directors (including Preceptors) of courses, clerkships, and electives in the School of Medicine are the instructors of record and assign grades at the end of each course or clerkship/elective. Instructors evaluate students in a manner that is fair, unbiased, and consistent with the criteria and mechanisms announced at the beginning of the course or clerkship. Final course grades are Honors (SH), Satisfactory (SA), or Unsatisfactory (UN):

A. Honors (SH)

The student performs exceptionally well as defined by the criteria for honors in the course syllabus.

B. Satisfactory (SA)

The student completes all course requirements in a satisfactory manner as defined by the course syllabus.

C. Unsatisfactory (UN)

The student fails to meet the minimum requirements for a course, clerkship, or elective as defined in the syllabus or

1. attains an overall course average less than 65%, or
2. fails an NBME Subject Examination from a Component III clerkship twice, or
3. fails the clinical component of a clerkship or elective, or
4. fails to complete the requirements of a course within one year, or
5. attains an overall course average below 70% **AND** has previously received a grade of UN and/or a temporary grade of I (i.e., the student had a final course average between 65-70%) in two or more courses in that Component.

D. Incomplete (I)

A student may temporarily receive grade of Incomplete (I) if he/she:

1. has a final course average between 65-70% and is eligible to take a make-up examination before receiving a final course grade. A student is eligible to take make-up examinations in a maximum of two courses per academic year. The Advancement Committee determines if a student is eligible to take a make-up exam.
2. has failed a Component III NBME Subject Examination once and is eligible to take a second NBME Subject examination before receiving a final course grade.
3. has been granted an extension to complete course requirements (e.g., OSCE, H&Ps, written assignments, etc.)

The grade of Incomplete (I) is changed to Satisfactory (SA) when the student satisfactorily completes all required work for the course, clerkship, or elective within the time granted for the extension. If the student has not completed the required work in a satisfactory manner within the time granted (in no case later than one year after the completion of the original course), the Incomplete (I) is changed to Unsatisfactory (UN).

E. Withdrawal (W)

A grade of Withdrawal (W) will be recorded and no credit received when a student officially withdraws from a course while in good standing following consultation with the Associate Dean for Student Affairs.

III. GRADE GRIEVANCES

A. Review of Exam Items

In Components I and II, students are offered an opportunity to review the answer key to major internally prepared course examinations and to submit comments about poorly written questions that they believe have resulted in erroneous conclusions about students' competency. The Component Director schedules the comment session after last student completes the exam. The scheduled comment session is the only opportunity for student review of an exam answer key. The answer keys to extramural examinations, such as NBME shelf exams, are not subject to review.

Student comments on exam items are reviewed by two students elected annually by the class. The elected class officers, called the Unit Chairs, then meet with the Course Director and the Component Director to present any objections to the exam items or the answer key. The Component Curriculum Coordinator schedules the meeting at a time convenient to both the Unit Chairs and the course director, allowing the unit chairs sufficient time to review the student comments. The course director may invite other members of the course faculty to supply expertise at the meeting. After considering the comments presented by the unit chairs, the course director and the component director respond to the unit chairs with a decision to leave the items discussed unchanged, remove the item from the exam, or accept two or more answers that are judged equally valid. **All** challenges to any exam question must be presented by the unit chairs at this meeting – there is no other process for requesting a change to an exam answer key.

B. Review of a final Course Grade

Students may dispute final course grades that they believe have been assigned in an arbitrary or capricious manner. The student must attempt to informally resolve grade disputes with the course director. If the course director elects to alter the grade as a result of this informal request, the same consideration is applied to the grades of all students enrolled in the course or clerkship. If the issue is not resolved by conferring with the course director, the student and the course director may confer with the component director. If the course director and component director elect to alter the grade, the same consideration is applied to the grades of all students enrolled in the course or clerkship.

If the grade dispute is not resolved informally, the student may formally dispute the grade assignment to the Associate Dean for Medical Education. To initiate the grade grievance process, the student must explain in writing why he/she believes the grade was assigned in an arbitrary or capricious manner. The student must submit the grade grievance, along with any supporting written documentation, to the Associate Dean for Medical Education within 10 working days of the release of the course grade. If, prior to the official release of the course grade, the course director informs the student in writing that the final calculation of course grades indicates that he/she will receive a grade of Unsatisfactory, the 10 day time period will begin with the written notification. Following receipt of a grade grievance, the Associate Dean for Medical Education will chair and appoint an ad hoc Committee composed of three faculty members who are course directors and two students. The Component Director responsible for the course in question serves as an additional non-voting member of the committee. The chair

is a non-voting member, except in the case of a tie. A quorum consists of four voting members. The Assistant Dean for Medical Education may substitute for the Associate Dean as chair of the committee.

The Component Director will provide the committee with the course syllabus, any additional information on grading policy, and all written documents evaluating the student's performance that have previously been shared with the student. This information will also be provided to the student making the grade grievance. Within 10 working days of being convened, the Grievance Committee will review the student's grade grievance. If the committee finds that the assignment of the grade resulted from consistent and fair application of the mechanisms of evaluation, the Associate Dean for Medical Education informs the student, in writing, that the grade grievance is denied and the process is terminated. Otherwise, the committee identifies any mechanisms that were applied arbitrarily and capriciously and formulates a plan to address the deficiencies. The Associate Dean for Medical Education will present the decision to the Course Director, who will apply the plan and recalculate the grade. The same adjustment process must also be applied to the grades of all students enrolled in the course or clerkship. The Associate Dean for Medical Education will then inform the student, in writing, of the decision, and the process is terminated.

IV. UNSATISFACTORY ACADEMIC PERFORMANCE

Satisfactory academic performance requires that a student record a grade of at least Satisfactory (SA) in all courses. A student who receives an Unsatisfactory (UN) grade in any course, clerkship, or elective is referred to the Advancement Committee. A student who receives an Unsatisfactory (UN) grade in two or more courses, clerkships, or electives or who receives an Unsatisfactory (UN) grade in the same course, clerkship, or elective twice has not met the Academic Standards of the School of Medicine and is referred to the Advancement Committee for Review of Academic Status (*Part 9 of this Handbook*).

V. BASIC AND ADVANCED CARDIAC LIFE SUPPORT

All students are required to become certified in Basic Cardiac Life Support (BCLS) during the Component I year and Advanced Cardiac Life Support (ACLS) during the Component III/IV years.

VI. USMLE STEP 1 AND STEPS 2 CK AND CS

A. USMLE STEP 1

1. All students are required to take the USMLE Step 1 examination immediately following the completion of Component I and II course work, generally in May or June of the Component II year.
2. A student must receive a passing score on Step 1 of the USMLE before advancing to Component III. However, students may begin Component III in July unless notification regarding their failure of USMLE Step 1 is received by the School of Medicine prior to this date.

3. A student who fails Step 1 on the first attempt will be removed from his/her current clerkship at the completion of the four-week clerkship block in which the student receives the USMLE result. The student will receive credit for any clerkship work completed in a satisfactory manner. The student must re-take the USMLE Step 1 at a date chosen in consultation with the Associate Dean for Student Affairs. Students are encouraged to take their second attempt at USMLE Step 1 examination within four weeks of being removed from their clerkship schedule, however, students are allowed up to eight weeks to take their USMLE Step 1 examination for a second time. Following the second examination attempt, the student may resume the Component III curriculum at the beginning of the next clerkship block. A student who fails USMLE Step 1 a second time is removed immediately from the current clerkship and must then meet with the Associate Dean for Student Affairs regarding a course of study and scheduling of the third USMLE Step 1 attempt. This must be taken no later than one year after the first USMLE Step 1 test date. Students will be subject to dismissal if they do not take their third attempt at USMLE Step 1 within the prescribed time. Upon notification of a passing grade, the student may resume the Component III curriculum at the beginning of the next clerkship month. A third failure on the USMLE Step 1 will result in a recommendation of dismissal from the School of Medicine.
4. Only three attempts will be allowed to pass the USMLE Step 1. Therefore, a third failure will result in a recommendation of dismissal from the School of Medicine.

B. USMLE STEP 2 CK and Step 2 CS

1. Students are required to take the USMLE Step 2 CK and Step 2 CS and the school must receive confirmation of this prior to the student's anticipated date of graduation.
2. Students are allowed to take the USMLE Step 2 CK examination only after passing the USMLE Step 1 and completing all Component III course work.
3. Students are allowed to take the USMLE Step 2 CS examination only after passing the USMLE Step 1 and completing all Component III coursework. Student must also take the Junior Clinical Competency Examination prior to taking USMLE Step 2 CS. Those students who do not pass the Junior Clinical Competency Examination must take and pass Advanced Physical Diagnosis (IDC 480) to satisfy this requirement and to be eligible to take the USMLE Step 2 CS.

Passing the USMLE Step 2 examinations is not required for graduation. However, residency programs or the military may require passing these examinations by a specified date. In addition, these examinations are prerequisites for taking USMLE Step 3 and subsequent licensure.

VII. ADVANCEMENT

Students are approved to advance to the next Component and to graduate only if they meet all academic degree requirements and professional standards of the School of Medicine.

VIII. GRADUATION REQUIREMENTS

A. Degree Requirements

To receive the degree of Doctor of Medicine (M.D.), a student must have demonstrated the knowledge, skills, maturity, integrity, and professional behaviors necessary to undertake the responsibilities of a physician. The student must have passed all courses, clerkships, and electives in a course of study that meets the requirements of the School of Medicine, pass Step 1 of the United States Medical Licensing Examination, pass the Junior Clinical Competency Examination, take Step 2 CK and CS of the United States Medical Licensing Examination and post a score on each, and pass Advanced Cardiac Life Support.

B. Time Limitations

1. M.D. Students

All requirements for the M.D. degree must be completed within six years of their first matriculation date.

2. M.D./M.S. Health Care Ethics, M.D./M.B.A, and M.S. in Clinical and Translational Science
For students enrolled in the M.D./ M.S. Health Care Ethics, M.D./M.B.A, and M.D./M.S. in Clinical and Translational Science dual-degree programs, all requirements for both degrees must be completed within seven years of their first matriculation date.

3. M.D./Ph.D. Students

For students enrolled in the M.D./Ph.D. program, all requirements for both degrees must be completed within 10 years of their first matriculation date.

C. Graduation with Honors

Students graduating from the School of Medicine with outstanding performance may be eligible for summa cum laude, magna cum laude, or cum laude status.

1. Summa Cum Laude

Students graduating with greater than or equal to 87.5% of course work, clerkship, and electives with Honors (SH).

2. Magna Cum Laude

Students graduating with greater than or equal to 75% of course work, clerkship, and electives with Honors (SH).

3. Cum Laude

Students graduating with greater than or equal to 50% of course work, clerkship, and electives with Honors (SH).

This calculation is based solely on those courses in which Honors grades are offered within the curriculum.

8. PROFESSIONAL STANDARDS

Students are expected at all times to (a) act with professionalism, and with academic and personal integrity; (b) respect and promote the dignity of all persons; (c) respect the policies of

the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members; and (d) support the personal, professional, academic, and vocational development of the members of the Creighton University Community.

I. ACADEMIC HONESTY

In keeping with its mission, Creighton University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the university community. Academic honesty includes adherence to guidelines established by the university, its colleges and schools and their faculties, its libraries, and the computer center. Academic or academic-related misconduct includes, but is not limited to, unauthorized collaboration or use of external information during examinations; plagiarizing or representing another's ideas as one's own; furnishing false academic information to the university; falsely obtaining, distributing, using or receiving test materials; developing or using study guides for course examinations or National Board of Medical Examiners' examinations that are known to be based on memorized examination questions; altering or falsifying academic records; falsifying clinical reports or otherwise endangering the well-being of patients involved in the teaching process; misusing academic resources; defacing or tampering with library materials; obtaining or gaining unauthorized access to examinations or academic research material; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to improperly alter any academic record; or engaging in any conduct that is intended or reasonably likely to confer upon one's self or another an unfair advantage or unfair benefit respecting an academic matter. Students alleged to have engaged in the above behaviors will be subject to reporting to the Associate Dean for Student Affairs and will be subject to the policies and procedures designated for allegations of unprofessional behavior (see Part 9, Section III).

II. PROFESSIONAL ETHICS

Consistent with the Accreditation Council for Graduate Medical Education guidelines, students are expected to demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population. Therefore, students are expected to demonstrate respect, compassion and integrity; a responsiveness to the needs of patients and society that supersedes self-interest; accountability to patients, society, and the profession; and a commitment to excellence and on-going professional development. They are also to demonstrate a commitment to the ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices. Students are also to demonstrate sensitivity and responsiveness to patients' culture, age, gender, and disabilities.

III. TIMELINESS AND RELIABILITY

Students must be present and ready to carry out assigned responsibilities at the expected time, and must remain until their responsibilities are discharged. Fulfillment of clinical responsibilities

and attendance at required activities must be a high priority. For example, if mechanical problems disable a student's car, the student is expected to use a taxi or other form of public transportation to arrive on time. Arrangements for travel out of town must not interfere with clinical responsibilities or attendance at required activities – for example, a student may not ask to be excused from such activities in order to get a lower airfare or on an earlier flight.

IV. DRESS CODE

Creighton Medical Associates (CMA) has set developed a dress code policy that includes a list of appropriate dress/appearance guidelines for the workplace during normal working hours and when representing CMA at outside activities. Medical students must also adhere to these policies.

When providing direct patient care, students must adhere to the following:

Clean coordinated scrubs/clinical uniform (purchased by the employee), or professional attire; lab coats are optional. Professional and scrub/clinical uniform attire should be coordinated.

- A. Women: Dress slacks or skirt with dress shirt, top, polo shirt, blouse, or sweater. Acceptable variations include:
 - 1. Denim skirts, jumpers, and dresses
 - 2. Denim shirts with Creighton University Medical Center (CUMC) or CU approved logos
 - 3. Capri length slacks
 - 4. One or two-piece dress or suit

- B. Men: Dress slacks with collared shirt, polo, or sweater. Acceptable variations include:
 - 1. Jacket and/or tie
 - 2. Sweater
 - 3. Denim shirts with CUMC or CU approved logos
 - 4. Business suit

- C. Both men and women must wear closed-toed shoes with non-slip sole such as rubber and personal protective equipment as applicable.

The following applies to all employees including students:

- A. Photo identification badges or monogram lab coats (providers) are required to be worn at all times. Identification badges should be visible at all times and worn above the waist.
- B. Lab coats must be clean, mended, and pressed
 - 1. Lab coats contaminated with blood/body fluid are considered infectious and cannot be taken home for laundering. (See I-07 Contaminated Clothing).
- C. Hair (including facial hair) should be clean, combed, and neatly trimmed or arranged. Length may be individualized; however it must be worn in a manner

that keeps it from contact with the patient. Any accessories worn in the hair should be minimal and complimentary to the outfit.

- D. Fingernails should be clean, neat, moderate in length and well maintained. Artificial fingernails will not be worn by employees providing direct care due to the risk of transmission of healthcare-acquired pathogens.
- E. Aftershave, cologne, scented lotion, and perfume should not be worn as customers may have sensitivities.
- F. Body piercing/adornments (other than in the ears) should be discrete. Tattoos should be discrete.
- G. Socks and hosiery are recommended but not mandatory.
- H. Lab coats and/or surgical “booties” should be removed when leaving CMA property and entering a non-health care setting.
- I. Exceptions:
 - 1. Clothing with holiday specific motifs may be worn during holiday seasons (turtlenecks, ties, sweatshirts, lab coats, sweaters, or shirts).
 - 2. Jeans maybe worn on days specified for fund-raising or other incentive purposes. CMA approved signage (supplied by CMA Administration) should be posted in public areas to notify patients and visitors of the purpose of the casual dress. Casual dress days for employees may be designated at the Department’s discretion while remaining cognizant of patient care areas affected by OSHA regulations.
 - a. Casual Day example: CUMC, CU, or CMA t-shirts or sweatshirts on Fridays.
 - 3. Uniforms may be required or specific positions.
 - 4. Some departments, involving specialized direct patient contact or other specific office environment areas, may have additional dress code requirements
 - 5. See “Exceptions” section below for procedure to request an exception to this policy.

ADMINISTRATION AND INTERPRETATIONS: This policy shall be administered by the CMA Clinical Affairs and Practice Management Committee. Questions regarding this policy should be directed to the Executive Director Ambulatory Clinic Operations at 280-1139 or via email to ambulatoryclinicoperations@creighton.edu.

AMENDMENT/TERMINATION OF THIS POLICY: Creighton Medical Associates (CMA) reserves the right to modify, amend or terminate this policy at any time. This policy does not constitute a contract between the CMA and its employees.

EXCEPTIONS: An Employee who wishes to request an exception to any of the requirements in the policy for health, religious or other reasons, should submit a written request (see attachment 1) for an exception to his or her direct supervisor, who will confer with CMA Administration (Human Resources, General Counsel, and/or Program Director will be consulted as needed) and advise the employee if the request will be granted.

V. VIOLATIONS OF LAW OR CODES OF CONDUCT

Students are accountable to both civil and University authorities for acts that constitute violations of law and the Codes of Conduct specified in the University and School of Medicine Handbooks. When a student has been apprehended for violations of local, state, or federal law, the University will not request or agree to special consideration for the individual because of his or status as a student. The University will cooperate with law enforcement agencies and other agencies responsible for rehabilitation. On the other hand, because of the severely disruptive nature of many violations of this code, the University and the School of Medicine will normally not defer its disciplinary proceedings while civil or criminal proceedings are in process. In addition, the University will not necessarily accept or be bound by the findings of civil or criminal proceedings in its proceedings.

VI. RESPECT FOR PATIENT CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) requires that health care professionals and students respect the confidentiality of patient health information. HIPAA privacy rules allow students qualified access to patient information while on rotation. Copies of patient health information are allowed for educational purposes. However, CUMC and other Hospitals have grave concerns about student's handling of records, once accessed. The concerns include duplicate copies, excessive copies, and how students handle confidential information once obtained.

Students must adhere to the following rules regarding patient records on ANY course, clerkship, and elective at ANY facility:

- A. Regardless of the format (paper, electronic, verbal) and no matter how socially benign, patient information is protected under federal law. It is the duty of the student to protect the confidentiality of patient information by keeping that information reasonably secure;
- B. Patient information may never be accessed for inappropriate use;
- C. Students may not grant access to or divulge patient information to anyone who is otherwise not authorized to have it;
- D. Reasonable security for paper includes keeping it in a reasonably secure location, whether at home or in the hospital or other site. It is NOT reasonable to leave papers unattended at a nurse's station or anywhere else;
- E. Reasonable security for electronic items includes encryption of files or machines and controlling the physical custody of those files and machines (e.g., do not leave your PDA unattended);
- F. Reasonable security for verbal items includes having conversations only with the care team and others in the academic program or class. It also includes having those conversations in a relatively secure location (e.g., not in elevators);
- G. Reasonable security also includes shredding for paper and "cleaning" for electronic records when your program need for that information ends.

H. If a student is found violating patient confidentiality, the student may face discipline through the School of Medicine. If a student fails to follow A-G, the hospital or other site may deny that student and other students the right to make copies or to participate in rotations at that site.

VII. HARASSMENT AND ABUSE

A. Sexual Harassment

In accordance with its history, mission, and credo, Creighton University believes that each individual should be treated with respect and dignity. It is obvious that any form of sexual harassment is a violation of human dignity, and the University strongly condemns any such harassment. Whether verbal or physical, conduct of this sort violates another person's rights and can create an intimidating, hostile, or offensive working or learning environment. Such conduct, when it is genuinely discerned, is subject to prompt and effective remedial action.

1. Types of Sexual Harassment

Sexual harassment can fall into one or both of two categories: *quid pro quo* and hostile environment. *Quid pro quo* (one thing in exchange for another) sexual harassment occurs when a supervisor or other employee or student attempts to use his or her position or authority to obtain sexual favors from an employee or student in expressed or implied exchange for the granting of job or academic benefits or other favorable treatment. "Hostile environment" sexual harassment occurs when an employee or student is subjected to an intimidating, hostile, or offensive work or learning environment because of offensive sexually based or sexually oriented physical, verbal, or other conduct. Such conduct shall be subject to prompt and effective action. Any harassment or other unequal treatment of a student, or group of students, that would not occur but for the sex of the student(s), if sufficiently patterned or pervasive, may be prohibited sexual harassment.

2. Assistance for Persons with Sexual Harassment Concerns

The University has developed policies on harassment and discrimination (please see policy at: http://puffin.creighton.edu/grievance/harassment_and_discrimination.htm) for full details. Individuals who believe themselves to be victims of sexual harassment and who desire University assistance in dealing with the situation should immediately report the details to any of the following persons:

- Associate Dean for Student Affairs, 402-280-2905
- Associate Vice President for Student Services and Dean of Women, Brandeis 111, 402-280-2775
- Chairperson of the Sexual Harassment Committee, Criss I, Room 131, 402-280-2360

B. Policy for Assuring a Positive Learning Environment

Purpose

The mission statement of Creighton University states: “Creighton exists for students and learning.” Thus, it is vital to create a positive learning environment for students (learners) at all levels of education (including undergraduate students, graduate students, medical students, hospital residents, and fellows). Mistreatment of students/learners and abuse of power is unprofessional and antithetical to the Creighton mission.

Harassment and discrimination, as defined in the Creighton University Student Handbook, Harassment and Discrimination, and the University’s Harassment and Discrimination Policy 2.2.3, will not be tolerated. The University’s policy provisions may be accessed at: http://puffin.creighton.edu/grievance/harassment_and_discrimination.htm and are incorporated herein by this reference (the “University Policies”).

Policy

- Any behaviors, actions, or expressions by faculty or staff toward a learner that a reasonable person would consider mistreatment or demeaning or an abuse of power (the “Unacceptable Behavior”) are unacceptable and will be dealt with appropriately. Some examples of such Unacceptable Behaviors include:
 - Public belittling or humiliation [commenting on inadequate preparation of assignments is not Unacceptable Behavior unless done in an inappropriate manner.]
 - Mandated performance of personal services (e.g., babysitting, shopping)

Behaviors, actions or expressions by faculty or staff toward a learner that a reasonable person would consider harassment or discrimination will be dealt with under the University Policies.

Procedures

A. Reporting of Unacceptable Behaviors::

1. Students/learners are encouraged to report Unacceptable behavior as soon as possible following the incident(s). Observers are also encouraged to report witnessed incidents of Unacceptable behavior.
2. As noted in the University's Policies, a member of the University community who believes himself or herself to be the victim or harassment and/or discrimination, or any individual who has witnessed or has knowledge of such conduct is encouraged to report the information to the University to enable it to investigate and to take corrective action where appropriate.
3. Reports of incidents should be made to either the Associate Dean for Student Affairs (402-280-2905) or the Associate Dean for Graduate Medical Education (402-280-4677). Reports of harassment or discrimination should be made in accordance with the University Policies.

4. The Office of Student Affairs or the Office of Graduate Medical Education will make all reasonable attempts to maintain confidentiality and to protect students from harm or retaliation; any form of retaliation following the reporting of alleged Unacceptable Behavior is forbidden, and complaints of retaliation will be dealt with by the Dean of the School of Medicine. The University Policies also forbid retaliation.

B. Investigations of reports of Unacceptable Behavior:

1. Within ten (10) days of receiving the report of Unacceptable Behavior, the Associate Dean for Student Affairs or the Associate Dean for Graduate Medical Education will discuss the incident(s) with the Chair (or designee) of the involved department or the Director (or designee) of the Hospital division or clinic and require an immediate investigation of the incident(s).
2. Within two (2) weeks of receiving the report of incident(s) of alleged Unacceptable Behavior, the Chair (or designee) of the involved department or the Director (or designee) of the Hospital division or clinic will institute an investigation and develop an action plan for resolution of the problem and/or discipline of the responsible individual(s), if the allegations are substantiated.
3. The Chair (or designee) of the involved department or the Director (or designee) of the Hospital division or clinic will prepare a written report of the action plan and/or disciplinary actions; this report will be given within one (1) month to the Associate Dean for Student Affairs or the Associate Dean for Graduate Medical Education.
4. Upon receipt of the written report of the action plan and/or disciplinary actions, the Associate Dean for Student Affairs or the Associate Dean for Graduate Medical Education will schedule a meeting with the student(s)/learner(s) initiating the original complaint to discuss the actions taken.

C. Reporting by the Associate Dean for Student Affairs and the Associate Dean for Graduate Medical Education

At the end of each academic year, the Associate Dean for Student Affairs and the Associate Dean for Graduate Medical Education shall each prepare a written report to be provided to the Dean of the Medical School, the Chair of the Harassment and Discrimination Committee and the Affirmative Action Director concerning all reported incidents of Unacceptable Behavior investigated, and dealt with, during that academic year.

VIII. STUDENT RELATIONSHIPS WITH OTHERS

Creighton University desires to foster relationships among its members and with others that are based on dignity and respect, and are free from discrimination. By selecting and utilizing the educational programs of Creighton University, students have demonstrated confidence in the University. In their personal dealings with students, University employees are representatives of the University and are expected to exemplify its Christian and educational values. It is incumbent upon all those who are in positions of authority over students not to abuse, or seem to abuse, the power with which they are entrusted.

Inappropriate personal relationships between employees and students may have the effect of undermining the atmosphere of trust and mutual respect upon which the educational process depends. Particularly troublesome are romantic relationships. Even when both parties have consented to such a relationship, it is the employee who holds a position of special responsibility within the University. It is the employee, therefore, who will be held accountable for unprofessional behavior.

Employees should be aware that a romantic relationship with a student may render them liable for disciplinary action if the relationship creates, reasonably has the potential to create, or reasonably appears to create a conflict between the employee's personal interest and the employee's obligations to the University and its students.

Because residents, fellows, tutors, and teaching assistants may be less accustomed than other employees to thinking of themselves as possessing professional responsibilities, they should be particularly sensitive and exercise special care in their relationships with students whom they instruct or evaluate.

IX. COMPUTER USE

Creighton University and the Creighton University Medical Center have adopted standards of user conduct that promote the security of the computer systems against unauthorized access, while facilitating legitimate use.

Students in the School of Medicine are required to adhere to the **Creighton University Policy on Electronic Resources** (www.creighton.edu/aup.shtml).

Students can find information on how to properly setup and use their active directory account with the School of Medicine computer resources at <http://medicine.creighton.edu/help/>

Additionally, students must understand and adhere to the following School of Medicine guidelines when accessing or using School of Medicine resources with their Active Directory (Blue) accounts:

- A. Students must use their own account or the designated Medical Student guest account to access School of Medicine computer resources.
- B. Choose passwords that are unique, at least 8 characters long, contain letters, numbers, and special characters, and are not easily guessed. Passwords must be changed every 180 days or the account will be locked out.

- C. When using a workstation, a student must login with his or her own Blue account and must check to see they are fully logged out before leaving the workstation.
- D. Students may not use the account of another student (with or without permission) to access any computer resource.
- E. Students should not
- copy, alter, or destroy anyone else's files or output unless they ask you to.
 - copy any digital material unless you have the legal right to do so.
 - forge e-mail messages.
 - disrupt the educational opportunities of anyone, including the viewing of material that might be objectionable in a public environment.
 - damage the computer facilities or harass other users.
 - install unauthorized software.
 - move or remove any computer equipment.

Confidentiality of Patient Management System. Special care must be taken when accessing information contained in the Hospital's patient management system, as explained above (see *Respect For Patient Confidentiality*). Students must also adhere to any policies or procedures for accessing information via the Creighton University Medical Center network JoeNet.

X. ALCOHOL AND SUBSTANCE USE/ABUSE

A. Alcohol Use

Alcohol use by medical students is forbidden on the premises of the School of Medicine and in the Hospital setting unless an appropriate officer of the School of Medicine or the hospital specifically approves it. Any alcohol use by students must be done in a responsible and legal manner. Students are referred to and are responsible for adhering to all policies as set forth on alcohol and substance use and abuse in the *Creighton University Student Handbook*.

B. Events Providing Alcohol

Prior approval must be obtained from the Dean's Office of the School of Medicine for any activity where alcohol is served within medical school facilities. Any alcohol use by students must be done in a responsible and legal manner. During all events in which alcohol is served, nonalcoholic beverages as well as food/snacks must be available to the students. Drinking of alcohol during approved events must be done in a responsible manner. Students must be free from any effects of alcohol prior to seeing any patients.

C. Alcohol Abuse

Creighton University defines the abuse of alcohol as: "Any alcohol-related behavior that adversely affects a person's life in regard to physical health, feelings of self-esteem, personal or family relationships, educational and occupational goals, or one's standing in regard to local, state, or federal laws." Students suspected of alcohol abuse problems will be counseled by the Associate Dean for Student Affairs and may be referred for mandatory evaluation and

treatment. Students who fail to follow through or experience continuing problems will be subject to a hearing before the Advancement Committee. Possible recommendations include, but are not limited to, referral for further evaluation and counseling, leave of absence - medical, and/or dismissal.

D. Substance Use/Abuse

As an academic institution, Creighton University's goal is to alleviate the problem of illegal drug use, preferably in a manner that educates rather than one that punishes. However, Creighton community members are subject to the same local, state, and federal laws that govern all citizens, including those laws that concern the use, sale, and possession of drugs. Therefore, persons engaging in such illegal actions will be subject to disciplinary action up to and including suspension and expulsion. Individuals cannot be protected by the University from the possible additional legal consequences of their acts.

The Creighton University policy concerning illegal drugs is as follows:

1. Creighton University considers the use, possession, cultivation, sale, distribution, or transfer of any unlawful drug, including marijuana, unacceptable behavior that is incompatible with the educational goals of the University.
2. Students are considered to be adult citizens, and as such, are subject to civil law. In accordance with federal as well as state and local laws, the illegal use, possession, cultivation, sale, distribution, or transfer of any drug, narcotic, or hallucinogenic substance including marijuana is strictly prohibited on University property.
3. Knowledgeable association in an environment where illegal substances are being used constitutes grounds for disciplinary action.
4. Misconduct resulting from the illegal possession, consumption, sale, or transfer of drugs or narcotics renders the person subject to action ranging from rehabilitation, probation, dismissal from residence halls, and up to and including suspension or dismissal from the University.
5. The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws. Due process guaranteeing fundamental fairness, as determined by the University community, shall be adhered to in the treatment of these matters.

XI. CRIMINAL BACKGROUND CHECKS

Creighton University School of Medicine requires a background check on all of its students in order to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments, to adhere to applicable healthcare regulations, and to attest to affiliated clinical facilities and licensure entities a student's background and eligibility status. The background check will determine whether there are incidents in an applicant's or student's history that would pose a risk to patients or others, or would prohibit the individual from being licensed in the future.

All students accepted and enrolled in the Creighton University School of Medicine must meet admission and technical standards. As part of the AMCAS application process for medical school, all students accepted into a medical school must submit to a background check conducted by Certiphi Screening, Inc. Once a student is accepted to Creighton University School of Medicine the results of the background check are forwarded to the School of Medicine's Office of Student Affairs. Additional checks may be performed when required by law or by affiliated clinical facilities or if criminal behavior is suspected of a student.

In cases where a criminal record appears in the results of the background check, a copy of the report will be given to the prospective or current student and he/she will be allowed to respond to the information contained within the report. The background check and any student response will be forwarded to the Backgrounds Standards Committee of the School of Medicine for consideration and action.

Confidentiality: The handling of all records and subject information will be strictly confidential and will adhere to the Family Educational Rights and Privacy Act (FERPA). Adverse findings that result in action taken by the Advancement Committee will become part of the student's academic record. Absent adverse findings, background investigation records will be stored for three years after the student leaves Creighton University and will then be shredded.

"Background checks" is defined as, but not being limited to, a combination of the following screenings for every state and county of residence:

- Social Security Report (name/address search)
- County Criminal Record History
- National Criminal Database
- Federal Criminal Record History
- Nebraska Child Abuse/Neglect Central Register
- Nebraska Adult Protective Services Central Registry
- FACIS® Level 1 includes, but not limited to:
 - (OIG) Office of Inspector General List of Excluded Individuals/Entities
 - (GSA) General Services Administration Excluded Parties Listing
- National Sex Offender Registry

PROCEDURES:

A. Admission Application Procedures

1. All students applying to medical school through AMCAS permit a background check conducted by Certiphi Screening, Inc. The background check commences upon acceptance into Creighton University School of Medicine or any other LCME-accredited medical school.

2. Certiphi Screening, Inc. will then forward the completed background check to Creighton University School of Medicine Office of Student Affairs.

3. In cases where no criminal records appear, the accepted student's record will reflect that the investigation was completed and satisfactory.

4. In cases where a criminal record appears in the results of the background check, the student will be contacted by email.

a. The accepted student must submit a written response to the Background Standards Committee within 10 business days of this notification. Such written response should be sent to the School of Medicine Background Standards Committee, in care of the Associate Dean for Student Affairs. Any student who fails to provide a response that may be reviewed by the Background Standards Committee prior to matriculation may have their acceptance rescinded by the School of Medicine.

b. The accepted student may contest the results directly with Certiphi Screening, Inc., but this must be completed within 10 business days of receipt of their Notification.

c. The Associate Dean for Student Affairs shall submit the Student's AMCAS and Creighton University SOM Secondary applications, background report, the submitted written student response and any vendor response to the Background Standards Committee for action.

d. The Background Standards Committee will review the information and will then make a recommendation to the Admissions Committee to allow matriculation or rescind admission to any student based on the timing, severity, number, and nature of any findings.

The Committee shall make this decision based on:

- Number of convictions;
- Nature, seriousness and date(s) of occurrence of the violation(s);
- Rehabilitation;
- Relevance of the crime committed relative to medical profession standards;
- State or federal requirements relative to the medical profession;
- All known information regarding the accepted student, including the written explanation;
- Any other evidence demonstrating an ability to perform academic and clinical expectations competently and free from posing a threat to the health and safety of others.

NOTE: Any identified misrepresentation, falsification, or material omission of information from the application discovered during the criminal background review process may result in a recommendation to rescind the admission of the student.

e. The Admissions Committee will notify the student in writing of its decision within 10 days of its decision.

5. No student will be allowed to matriculate until a background check is completed and approved by the School of Medicine.

B. Frequency of Background Checks

Background checks will be conducted once following acceptance and prior to matriculation. Once a student matriculates within the School of Medicine, the student is responsible for notifying the Advancement Committee, through the Associate Dean for Student Affairs, of any misdemeanor or felony arrests/indictments. Failure to do so will result in action by the Advancement Committee. The Associate Dean for Student Affairs may request a background check on any student at any time based on reasonable suspicion.

The Background Check will be maintained in the student file for future reference. Also, as determined by the Advancement Committee, any official action taken by the Advancement Committee is subject for inclusion within the student's file and the Medical Student Performance Evaluation (MSPE).

XII. DRUG TESTING

All students within the School of Medicine must submit to a drug screen prior to their participation at Creighton University Medical Center sites. Students may be subject to additional testing if due cause is noted or if additional testing is required by clinical sites. Students with positive results will have their case forwarded to the Advancement Committee for action.

The Office of Health Sciences has approved the following policy for all students within the Health Sciences:

- A. Students in the Health Sciences Schools (Medicine, Dentistry, Nursing, and Pharmacy and Health Professions) may be required to take a drug test if mandated by the clinical training site. Any student who is required to take a drug test in this instance will sign a release authorizing that the results of the drug test be shared with the Health Science School in which he or she is enrolled.
- B. In addition to being required to take a drug test prior to participating in clinical training, students in the Health Sciences Schools may be asked to take a drug or alcohol test under school specific guidelines set forth in the school's handbook or policies, or if there is a reasonable suspicion that the student is impaired. The school may designate specific testing for certain drugs or alcohol. Any student who is required to take a drug or alcohol test in this instance will sign a release authorizing that the results of the test be shared with the Health Science School in which he or she is enrolled.
- C. In any case where a drug or alcohol test is performed, if the test has positive results:

1. The student will be immediately removed from all patient care.
 2. If the student is able to present satisfactory evidence of the reason for the positive result to the course instructor, the clinical education coordinator, or other designated member of the School's administration, the course instructor or other designated School official may permit the student to continue to have patient care responsibilities while the matter is being considered by the committee. (In cases where the test is performed before a student is permitted to begin an off-site clinical training activity, the clinical site, not the School, will make the decision as to whether the student may participate in the clinical training).
 3. If the test was performed prior to the student's participation in clinical training, then the student may request that the same sample be retested at a certified lab of their choice. If the student chooses to seek retesting, he or she must authorize the certified lab to send the results of the retesting directly to the school. The costs for any retesting will be the student's responsibility. The student must make any request for retesting within three business days of being notified of the positive test result.
 4. If the test was performed pursuant to paragraph 2 above, or if the student does not request that the results be re-tested, or if the results remain positive after the specimen is retested, the issue will be referred to an internal committee within the Health Sciences School in which the student is enrolled (i.e., Advancement Committee.) The internal committee will be charged with the responsibility to assess and recommend action in cases involving students and drug or alcohol usage. The recommendations may include assistance and/or sanctions, up to and including dismissal from the school.
 5. The committee will present its recommendation and findings to the Dean of the School for final approval and action. The Dean's decision is final.
- D. It is the intent of the Health Sciences Schools that this policy, which applies to all of the Health Sciences Schools, and any policy adopted by the school in which the student is enrolled, should both apply to any situation involving a student and a drug or alcohol test. However, if in any case, the application of the two policies gives rise to a conflict, the policy adopted by the school in which the student is enrolled will take precedence.
- E. A student may be dismissed from the School for failure to submit to testing if he/she is requested to submit to a test for any reason. In the event a student refuses to submit to testing, the matter will be referred to the internal committee within the Health Sciences School in which the student is enrolled, which will assess the situation and recommend action to the Dean of the School. The Dean's decision is final.
- F. The Health Sciences Schools reserve the right to modify, amend or terminate this policy at any time.

9. REVIEW OF ACADEMIC AND PROFESSIONAL PERFORMANCE

I. ADVANCEMENT

Students are advanced to the next component if they achieve satisfactory performance as measured by both Academic and Professional Standards. Promotion to the next component or

graduation requires a record of at least Satisfactory academic performance, with no failure outstanding in any course, clerkship or elective, completion of all requirements for graduation as noted in Part 7, section VIII A, and a record of professional conduct that indicates suitability to assume the responsibilities of the medical profession. Advancement to Component III also requires a passing score on the USMLE Step 1 examination.

II. ONGOING REVIEW OF ACADEMIC STATUS

- A. If a student receives an Unsatisfactory (UN) grade in any course, clerkship, or elective, the Advancement Committee determines the conditions under which the student can remediate (or retake) the course.
- B. If a student does not meet the academic standards of the School of Medicine, the Associate Dean for Student Affairs officially notifies the student by email that his/her academic status will be reviewed by the Advancement Committee. The Associate Dean for Student Affairs acts in the capacity of student advocate during these proceedings in order to educate the student about the proceedings and to assure that due process occurs. Within 10 calendar days of this notification, the student must submit any documentation relevant to his or her academic performance (e.g., personal, family, or medical hardship) for consideration by the Advancement Committee. At the next meeting of the Advancement Committee, faculty members are reminded by the chair that anyone who has provided sensitive health, psychiatric, or psychological services to a medical student before the committee must recuse him/herself from taking part in decisions regarding his/her advancement and/or graduation. The student may make a presentation to the members, who review all relevant information and determine what, if any, remedial action or change of student status (up to and including dismissal from the School of Medicine) is appropriate. Remedial action may include:
 - 1. *Under Review* – A student who is placed “under review” will be required to follow all recommendations of the Advancement Committee. The student’s academic performance will be monitored by the Advancement Committee for one year. “Under review” status will not be reported in the student’s Medical Student Performance Evaluation as an Adverse Action.
 - 2. *Probation* – A student who is placed on probation, which may occur without having previously been “under review,” will be required to follow all recommendations of the Advancement Committee. The student’s academic performance will be monitored by the Advancement Committee for a period as designated by the Committee. “Probation Status” will be reported in the student’s Medical Student Performance Evaluation as an Adverse Action.
- C. The Chair of the Advancement Committee notifies the student of the decision by email. The student may accept the recommendations of the Advancement Committee or may request, in writing, a review of the decision by a Review Committee based on the guidelines, described in section IV below. The student must submit the request for review, including any new evidence and letters of support, to the Associate Dean for Student Affairs within ten (10) calendar days of notification of the Advancement Committee’s decision. If the student

fails to request a review by the Review Committee within the 10-day period, his/her right to request a review is forfeited and the Advancement Committee's decision is final. Any M3 or M4 student recommended for dismissal by the Advancement Committee shall be placed on a leave of absence until a final decision has been rendered.

III. REVIEW OF PROFESSIONAL CONDUCT

- A. Any faculty member, staff, or student within the University may forward allegations of unprofessional conduct to the Associate Dean for Student Affairs. Acts of unprofessional conduct include, but are not limited to those defined in Part 8 of this Handbook.
- B. Upon receipt of an allegation of unprofessional conduct on the part of a student, the Associate Dean for Student Affairs examines the allegations and relevant documentation. At that time, the Associate Dean for Student Affairs may resolve the case informally with the student and other parties, without right of review by the student, or may recommend that the Advancement Committee consider the case.
- C. The Associate Dean for Student Affairs notifies the student by email if he/she recommends that the allegation be reviewed by the Advancement Committee. The Associate Dean for Student Affairs acts in the capacity of student advocate during these proceedings in order to educate the student about the proceedings and to assure that due process occurs. Within 10 calendar days of this notification, the student may submit any documentation relevant to the allegation of unprofessional conduct for consideration by the Advancement Committee. At the next meeting of the Advancement Committee, faculty members are reminded by the chair that anyone who has provided sensitive health, psychiatric, or psychological services to a medical student before the committee must recuse him/herself from taking part in decisions regarding his/her advancement and/or graduation. The student may make a presentation to the members, who review all relevant information and determine what, if any, action or penalty (up to and including dismissal from the School of Medicine) is appropriate. Action may include:
 1. *Under Review* – A student who is placed “under review” will be required to follow all recommendations of the Advancement Committee. The student’s professional conduct will be monitored by the Advancement Committee for one year. “Under review” status will not be reported in the student’s Medical Student Performance Evaluation as an Adverse Action.
 2. *Probation* – A student who is placed on probation, which may occur without having previously been “under review,” will be required to follow all recommendations of the Advancement Committee. The student’s professional conduct will be monitored by the Advancement Committee for a period as designated by the Committee. “Probation Status” will be reported in the student’s Medical Student Performance Evaluation as an Adverse Action.
- D. The Chair of the Advancement Committee then notifies the student of this decision by email. The student may accept the recommendations of the Advancement Committee *or* may request, in writing, a review of the decision by a Review Committee based on the guidelines described in section IV below. The student must submit the request for review, including any new evidence and letters of support to the Associate Dean for Student Affairs,

within 10 calendar days of notification of the Advancement Committee's decision. If the student fails to submit this information within the 10-day period, his/her right to request a review is forfeited and the Advancement Committee's decision is final. It should be noted that any M3 or M4 student recommended for dismissal by the Advancement Committee shall be placed on a leave of absence until a final decision has been rendered.

IV. REVIEW OF ADVANCEMENT COMMITTEE DECISION

A. Review Committee

A Review Committee may be appointed *ad hoc* to review decisions of the Advancement Committee to determine

1. whether the Advancement Committee adhered to the Policies and Procedures of the School of Medicine.
2. if evidence unavailable to the Advancement Committee warrants a modification of a decision of the Advancement Committee.

A Review Committee is composed of the Associate Dean for Student Affairs (non-voting), the Associate Dean for Medical Education (non-voting), three faculty members (one of whom will be appointed chair by the Dean), and two students. The faculty and students are appointed *ad hoc* by the Dean of the School of Medicine. The Assistant Dean for Medical Education may substitute for the Associate Dean for Medical Education. Eighty percent of members must be present for official action.

Recommendations of the Review Committee are forwarded to the Dean of the School of Medicine.

B. Review of Advancement Committee Decisions

1. A request for a review of a decision of the Advancement Committee must occur within 10 calendar days of the Advancement Committee decision and will be accepted **only** if the proposed action is serious (i.e., dismissal, suspension, or a request for withdrawal). If accepted for review, the Review Committee may only consider information presented by the student that specifically pertains to the following: (1) failure of the Advancement Committee to follow procedural due process, and/or (2) new evidence that indicates that the academic performance or the conduct of the student was unduly impaired by a significant and previously undiagnosed medical condition or personal or family hardship. In the latter case, the evidence should indicate how the impairment can be removed by accommodation or other means consistent with the Technical Standards of the School of Medicine.

2. The Associate Dean for Student Affairs notifies the student of the date, time, and location of the Review Committee meeting. The student must submit any new evidence relevant to the review prior to the meeting. The student may make a presentation to the Review Committee and may be accompanied by a School of Medicine student or faculty member; however, legal council may not be present. The Review Committee reviews all pertinent facts and may request additional information before deciding, by majority vote, on a decision. The student may accept the decision or may request that the decision be reviewed

by the Dean of the School of Medicine. If the student requests a review by the Dean, he/she must request, in writing to the Dean with a copy to the Associate Dean for Student Affairs, that the Dean review his/her case. The Dean will have the option to accept or deny a review. If the Dean decides to review the case, the Dean will review the case and notify the student by email of the findings, which are final. The filing of any further review does not confer the right to continue a course of study that has been suspended by a decision of the Advancement Committee or Dean. For serious penalties, the student may have the right to appeal to the University President subject to the provisions in the Creighton University Student Handbook.

10. STUDENT HEALTH

I. HEALTH CARE PROVIDED BY CREIGHTON FACULTY

- A. Students who are uncomfortable being treated by a faculty health care provider who may be responsible for evaluation of the student or who may participate in Advancement Committee decisions regarding the student may request a referral to another health care provider.
- B. A student who has been treated by a faculty health care provider for a sensitive medical condition or a psychiatric/psychological problem may request assignment to another faculty preceptor or small group facilitator.
- C. A faculty health care provider who has treated a student for a sensitive medical condition or psychiatric/psychological problem must recuse him/herself from taking part in decisions regarding the advancement and/or graduation of that student.

II. BLOOD AND BODY FLUID EXPOSURE

In case of suspected exposure to potentially infectious blood or body fluids, the student must stop any current activity since evaluation and treatment should begin immediately, but no later than one hour post incident. Students should then cleanse the wound with soap and water and flush eyes with water after any splash. Students are then to report the incident to their supervisor/faculty preceptor and the appropriate facility supervisor. Appropriate institutional contact is made so informed consent may be obtained and appropriate blood testing of source the source patient and the student may occur. These tests should include HIV, Hepatitis B, and Hepatitis C.

The student must complete an incident report. The completed incident report must be submitted to the institution with a copy faxed to the Center for Health and Counseling (402-280-1859). The incident report should include:

- Name of student
- Time, date, and place of incident
- Name and medical record number of source patient
- Name of clinical supervisor/faculty
- Description of incident

- A. Procedure to Follow at Creighton University Medical Center
 - 1. Monday – Friday (7:30 a.m. – 4:00 p.m.) – student shall go directly to Employee Health Services (Room 2231), 402-449-4467.
 - 2. All evening and night shifts – student shall page the house nursing supervisor (22-0422)
 - 3. Weekends and holidays (7:00 a.m. – 3:00 p.m.) – student shall go directly to the Emergency Department.
 - 4. All students must notify the Center for Health and Counseling (402-280-2735) within 24-48 hours to coordinate follow-up procedures.
- B. Procedure to Follow at Other Hospitals in Omaha
 - 1. Contact the nursing supervisor at that hospital and follow their procedure for exposure.
 - 2. All students must notify the Center for Health and Counseling (402-280-2735) within 24-48 hours to coordinate follow-up procedures.
- C. Procedure to Follow at Clinical Sites Outside of Omaha
 - 1. Contact the nursing supervisor at that hospital or clinic and follow their procedure for exposure.
 - 2. All students must notify the Center for Health and Counseling (402-280-2735) within 24-48 hours to coordinate follow-up procedures.

Creighton Health Sciences students are required to have both inpatient and outpatient health insurance which covers accidents and illnesses. All charges for evaluation and treatment shall be submitted to the student's health insurance company for payment. Prescribed initial diagnostic testing and initial prophylactic treatment, which is not paid by the student's insurer, will be paid for by the School until the source test results are received, but for no longer than five business days. This includes payment for any student co-pays and deductibles incurred during the first five days after initial diagnostic testing and initiation of prophylactic treatment. All other evaluation and treatment services and/or prophylactic treatments ordered are the responsibility of the student or his/her insurer. The student is responsible for submitting supporting documentation to the Dean's Office within 30 days of their receipt in order to be eligible for reimbursement.

III. HEALTH INSURANCE AND HEALTH RECORDS

Creighton University requires that all students carry a comprehensive health insurance policy. The University offers sickness and accident insurance to regular full-time students, their spouses, and family members. Health insurance is required as part of a total health care plan at the University. If a student does not have health insurance, the cost of the student insurance will be added to the student's tuition and fees. Those students who have comparable health insurance must submit a waiver to the Student Health Service prior to September 19 of the year of matriculation. Waiver cards, explanatory folders with details of the student insurance coverage, and rates for spouses and family coverage are available at the Mutual of Omaha Center for Health and Counseling at the Mike and Josie Harper Center for Student Life & Learning, 402-280-2735.

Prior to matriculation, a complete health history must be provided along with verification of the following:

- Two doses of Measles [also known as Rubeola], Mumps, Rubella (MMR) vaccine with the first given at 12 months of age or older and the second given at least one month after the first dose or documentation of a positive antibody titer proving immunity is acceptable for each disease.
- Varicella (Chicken Pox) immunity – defined as either a positive antibody titer or a series of two doses of Varicella vaccine.
- Diphtheria, Pertussis, and Tetanus immunity – defined as completion of a three-dose series with one being within the last 10 years.
- Polio vaccine series – defined as completion of a three-dose series of either OPV or IPV.
- Hepatitis B immunity – defined by documentation of a vaccine series and a positive antibody titer.
- One dose of Tdap vaccine.
- The following are required annually:
 - Annual Tuberculin skin test (PPD) – documentation is necessary of two PPDs (i.e., two step) within a one-year period of time from when the student begins the annual testing cycle. Students with a positive PPD will be required to undergo an annual provider review and may be required to include a chest X-ray and accompanying radiology report from a U.S. provider.
 - Seasonal influenza/Influenza A H1N1 vaccine.

Vaccinations not required, but highly recommended include (consult with your physician):

- Hepatitis A immunity
- Meningococcal conjugate vaccine
- Influenza vaccination
- Pneumococcal
- Human Papilloma Virus vaccine series

No student is allowed to matriculate into medical school or advance to the next academic year unless the student provides evidence to the Office of Student Affairs or Creighton University Center for Health and Counseling that he/she has the necessary health insurance and immunizations as required by the University and the School of Medicine. If it is determined that a student does not have the appropriate health insurance and/or immunizations at any time, the student will be withdrawn from all courses, clerkships, or electives until he/she provides evidence that the deficiency is corrected.

IV. PUBLIC HEALTH

A. Health and Safety Training

All medical students are required to participate in the following workshops. Completion of these is a requirement for advancement to the next component:

1. M1 Students

- Safety and Occupational Safety Issues. The Director of Environmental Health and Safety, a faculty member/course director, and hospital personnel provide presentations on blood-borne pathogens, infectious control measures, hospital emergency procedures, safety and infection control, and basic safety training.
- Health Maintenance. A Department of Family Medicine faculty member provides information on disease prevention issues, health maintenance, and clinical prevention.
- Drug Testing. All students must undergo mandatory drug screening during the first year of medical school.
- FIT Testing. This test is to fit and measure for a respiratory mask, which is a hospital and OSHA requirement.
- Infection Control Measures and Policies. Hospital personnel from the infection control program present a workshop on the early identification of persons with tuberculosis infection, body substance isolation, and related issues.
- HIPAA – confidentiality of patient records.

2. M2 Students

- Overview of hospital requirements including regulatory entities (e.g., JCAHO, CMS), patient rights, risk management, patient safety, standards of conduct, dress code, and reporting of injuries.
- Fire safety, OSHA, and security issues.
- Infection control and needle stick precautions and procedures.
- Communication and documentation.
- HIPAA – confidentiality of patient records.

3. M3 Students

- Overview of hospital requirements including regulatory entities (e.g., JCAHO, CMS), patient rights, risk management, patient safety, standards of conduct, dress code, and reporting of injuries.
- Fire safety, OSHA, and security issues.
- Infection control and needle stick precautions and procedures.
- Communication and documentation.
- HIPAA – confidentiality of patient records.

B. Infectious Diseases

1. Persons afflicted with an infectious disease are required to disclose their medical condition to other members of the community with whom they have had or are to have contact which could pose a risk of transmission of disease.
2. For additional information, please refer to the University's policy entitled Control of Infectious Diseases, 2.2.16.

C. Hepatitis B Virus:

1. In the event a student tests positive for hepatitis B surface antigen, the following procedures are followed:

Step 1: Student receives positive results from Hepatitis B screening at the Creighton University Center for Health and Counseling (CHC). CHC will schedule a provider visit for the student. During the provider visit the student receives a copy of CU Policies and Procedures 4.3.4, “Preventing Transmission of Blood borne Pathogens from Student to Patients” and the “Notice to Student of University Policy to Self-Report;” the latter form must be signed and then kept in CHC’s file. This form advises that the student must self report to the Associate Dean for Student Affairs. The student is also advised to schedule rechecks with a specialist every 6 months to monitor the status of their illness. CHC will give any necessary referrals to the student for an appropriate specialist.

Step 2: The student contacts the Associate Dean for Student Affairs. In this initial conversation, the Associate Dean for Student Affairs asks the student to follow up with his or her provider and to provide results of their circulating viral burden to the Expert Review Panel (ERP), which consists of the Creighton University School of Medicine Medical Education Management Team and Dr. Gary Gorby (CUSOM), Dr. Karin Priefert (CUCHC), and Ann Lorenzen (CUMC).

Results from the test will guide the ERP’s recommendations for any precautions or limitations for this student’s clinic activities based on the SHEA guidelines.

Step 3: The Associate Dean for Student Affairs calls a meeting of the ERP to discuss the specific situation of the student and to review and recommend any “precautions and/or limitations if any that should be implemented” for this student.

Step 4: The Associate Dean for Student Affairs meets one-on-one with the student to discuss the ERP’s guidelines and expectations:

- a. The expectation that the student self-report to all clerkship directors to receive information on restrictions, precautions and career advice.
- b. The student will be referred to a physician familiar with the management of HBV infection and the recommended treatments.
- c. The student is expected to have his or her viral load checked every 6 months and provide those results to the ERP for review (see Step 5).
- d. The student will receive career counseling (to avoid specialties such as surgery and Ob/Gyn).
- e. The student will be expected to sign a contract/letter from the ERP that characterizes his or her responsibilities regarding self reporting, clinical precautions, and limitations

Step 5: After a 6 month period, the student should again visit his or her specialist and provide circulating viral load information to the Associate Dean for Student Affairs and the ERP. If there has been any change in the student’s viral load the ERP may need to meet and discuss any changes in the recommended precautions and/or limitations for this student.

2. Composition of the Expert Review Panel:

The review panel should include, but not necessarily be limited to, members of the Medical Education Management Team, the Clinical Director of the Center for Health and Counseling, a representative from the School of Medicine Infectious Disease Department, a representative from the CUMC Infectious Disease Department, and the Program Coordinator for the School of Medicine.

3. Functions of the Expert Review Panel:

- a. Evaluation of the infected student's clinical status
- b. Assessment of the student's viral burden data
- c. Assessment of the student's experience and expertise
- d. Assessment of the procedures performed by the student and the specific techniques used to perform these procedures
- e. Determination of the extent to which the student adheres to accepted infection control precautions
- f. Provisions of recommendations about the use of specific barriers, work practice controls, and infection prevention strategies for the conduct of specific procedures and assess the student's willingness to adhere to these recommendations
- g. Provisions of counseling to the student about her or his ethical obligation to report a patient exposure, should one occur, and about the appropriate procedures to follow, should an exposure occur
- h. Develop and execute a contract between the infected student and the ERP and/or institution
- i. Notify Risk Management should a breach in procedure or patient exposure occur

4. Responsibilities of HBV Infected Students:

- a. Students who know they are positive for Hepatitis B Surface antigen shall consult the Expert Review Panel as to procedures to be followed.
- b. All HBV infected students in the School of Medicine who engage in patient care must self report their medical condition to the Associate Dean for Student Affairs.
- c. The Associate Dean for Student Affairs will by way of the Expert Review Panel (ERP) assist HBV infected students in managing occupational risks and obtaining education and career counseling.
- d. Students who in retrospect learn they have performed invasive procedures while HBV infected shall notify the Associate Dean for Student Affairs who shall consult the ERP to ascertain if a "look-back" program and patient notification are appropriate.
- e. Refusal by HBV infected students in the School of Medicine to adhere to this policy constitutes grounds for disciplinary action, up to dismissal, in accordance with CU policy.

5. Responsibilities of Creighton University School of Medicine to HBV Infected Students:

- a. The School of Medicine has a commitment to confidentiality, protection against unlawful discrimination, and reasonable accommodation for its students in accordance to applicable state and federal law.
- b. The Associate Dean for Student Affairs shall appoint an Expert Review Panel to make recommendations concerning “look-back” programs and patient notification.

V. STUDENT DISABILITY INSURANCE

A long-term disability plan is provided to all medical students free of charge. Benefits begin 90 days following the date of total disability and last until the student’s normal social security retirement age so long as he/she remains disabled. Benefits will be paid for 24 months if the student is diagnosed with a mental, nervous, or substance abuse disorder. The benefit is \$1,000 per month for M1/M2 students and \$1,500 for M3/M4 students. For information on other benefits associated with this policy, students should contact the Associate Dean for Student Affairs.

11. STUDENT LIFE

I. WELLNESS

A. Wellness Council

The School of Medicine supports a Wellness Council comprised of two elected students from each class. The Council is responsible for organizing wellness events and contributing to the *Wellness Chronicle*, which is a quarterly publication on medical student wellness.

B. Counseling and Psychological Services

The Center for Health and Counseling services are intended to help students in their normal adjustments to medical school life and to the academic rigors of medical school. Specific resources available include individual counseling, educational and psychological testing, special programs in study skills, test taking, career choices, weight control, assertiveness training, relaxation training, and marital and relationship counseling.

Hours are 8:00 a.m. – noon and 1:00 p.m. – 4:30 p.m. each weekday. Late afternoon appointments can be arranged for professional students. Appointments can be made in person (Mutual of Omaha Center for Health and Counseling, Mike and Josie Harper Center for Student Life & Learning) or by phone (402-402-280-2733). Confidential information is not shared with parties outside the Center without express written consent, unless there is clear and imminent danger to the student or society.

The School of Medicine recommends that students in need of psychiatric services see a professional that is not involved in the evaluation and/or promotion of our students. Creighton University School of Medicine students may be referred to a consulting psychiatrist at Creighton University Center for Health and Counseling who is not a faculty member or they may set up an appointment with a psychiatrist at Jones, Sedlacek, Nitcher, McGivern and McKee Psychiatric

Services, P.C. who have also agreed to see psychiatric referrals generated by our school. Appointments may be made at the Center for Health and Counseling by telephoning (402) 280-2735 or with Jones et al. Psychiatric Services by telephoning (402) 399-9305 and mentioning that you are a Creighton University School of Medicine student. All psychiatrists and psychologists are currently on the Midlands Choice or First Health panels, therefore, students with Creighton University student health insurance are eligible to see them.

Additional health and wellness information is also available on the Student Health Services website: <http://www2.creighton.edu/studentservices/healthservices/index.php>

C. Chaplain

The School of Medicine and Campus Ministry employ a chaplain for the School of Medicine. The chaplain is available to discuss and advise students on spiritual concerns. The chaplain may be contacted at 402-280-4755.

D. School of Medicine Wellness Center

The School of Medicine Wellness Center is open 24 hours per day, 7 days per week for student use only. It includes a lounge, kitchen, and fitness center. Students are responsible for returning all equipment to its original place and for cleaning up after themselves in the lounge and kitchen areas. Wellness Chairs will be responsible for coordinating weekly cleanings of the area.

E. Kiewit Physical Fitness Center

The Kiewit Physical Fitness Center is open to all full-time students and contains a complete line of aerobic, circuit and free weight equipment, five multipurpose courts, four racquetball courts, a jogging track, swimming pool, locker rooms, sauna, and whirlpool. The KFC number is 402-280-2848.

II. STUDENT GOVERNMENT AND ORGANIZATIONS

A. Student Government

The Creighton Medical School Government (CMSG) is an organization that represents the School of Medicine student body to the School of Medicine administration, Creighton Students Union, and Creighton University. CMSG is responsible for communicating with the School of Medicine's faculty and administration issues that directly affect the students. CMSG is active in evaluating faculty for the rank and tenure process, interviewing candidates for key administrative positions, and for coordinating student involvement in the LCME accreditation process. They also organize activities such as the Golden Apple awards banquet and the Orientation Picnic.

B. Student Organizations

The Creighton Medical School Government (CMSG) oversees the funding and operation of several student organizations and clubs. In addition to CMSG, the following organizations are currently approved by the Creighton Students Union:

1. Alpha Omega Alpha
2. American Medical Association – Medical Student Section

3. American Medical Student Association
4. American Medical Women's Association
5. Anesthesiology Interest Group
6. Asian Pacific American Medical Student Association
7. Body Basics
8. Christian Medical and Dental Association
9. Creighton Medical School Swing Club
10. Dermatology Interest Group
11. Emergency Medicine Interest Group
12. Family Medicine Interest Group
13. Magis Clinic
14. Married to Medicine Club
15. Medical Spanish Club
16. Military Medical Student Association
17. Orthopedics Club
18. Otolaryngology Club (ENT Interest Group)
19. Pediatrics Interest Group
20. Project CURA
21. Perinatal Experience
22. Phi Rho Sigma Medical Society
23. Project CURA (Creighton United in Relief Assistance)
24. Project T.A.N.
25. Society for the Humanities in Medicine
26. Student National Medical Association
27. Student Physicians for Social Responsibility
28. Surgery Interest Group
29. Wilderness Medical Club

C. Service Opportunities

Students are encouraged to participate in a variety of community service opportunities that include the student run Magis Clinic, Project CURA, Habitat for Humanity, Siena-Francis House, Make-a-Wish run, Girls, Inc., Boys and Girls Club, and others. Leaders of each activity are responsible for submitting a list of student participants to the Associate Dean for Student Affairs for inclusion in student files.

III. EMPLOYMENT

The curriculum of the School of Medicine requires the full time and energy of all medical students. Since it is believed that outside work interferes greatly with medical education, such work is not allowed. Any exception must be approved by the Associate Dean for Student Affairs. Summer employment is permitted following the M1 year.

IV. PARKING

Students must confine their on-campus parking to areas reserved for student parking. Parking permits are required to park in University lots. Students will automatically be assessed a parking fee at registration. If a student does not want a parking permit, he/she must notify Creighton Public Safety in order to remove the charge.