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SECTION V: STUDENT POLICIES AND PROCEDURES

5.1 CLINICAL

5.1.1 Professional Conduct

Students must conduct themselves in a professional manner at all times. The college's expectations include, but are not limited to:

- adherence to all policies and procedures, professional behavior, and attitude;
- exemplary interpersonal relationships with peers, faculty, staff, and the general public; and
- the ability to work effectively as part of the academic community and/or health care team.

Personal character traits such as honesty and integrity are facets of professional behavior which will be evaluated by preceptors and the college administration. Professional standards required of a member of the osteopathic profession are a requirement for passing all courses in Year 3 and 4. Violation of the college's "Committee on Student Progress (CSP) Guidelines" may result in:

- 1) being reviewed by the CSP; and /or
- 2) receiving a failing grade regardless of other academic performance.

You may access or obtain a copy of the most recent guidelines in the Student Handbook maintained on the Internet at:

<http://www.oucom.ohiou.edu/sservices/manual/csppolicies.htm>.

You must know that confidentiality is imperative. *All information regarding patient care is completely confidential.* Review of a patient case must be done discreetly and appropriately without personally identifying the patient being discussed. If you have questions of a sensitive nature during a patient exam, they should wait to discuss the case in private with the preceptor.

5.1.2 Dress

You will maintain at all times a critical awareness of personal hygiene. You are expected to dress in a neat, clean, and professional manner. Unless specifically required by the hospital or service, you must wear clean white clinical jackets. To ensure that you are in compliance with an affiliated hospital's dress code, verify the appropriate length of the clinical jacket with the CORE administrator. Scrub suits which are required on some services (surgery or ob/gyn) will be provided by the hospital.

Because you are representing the college, the hospital, the preceptor, and the osteopathic profession, **you are required to dress appropriately for all clinical experiences and didactic activities** in Year 3 and 4. Inappropriate dress includes, but is not limited to:

- unclean or un-pressed clothing,
- blue jeans,
- sweats,
- shorts,

- tee shirts, and
- other casual attire.

Individual preceptors may impose additional dress requirements.

5.1.3 I.D. Badges and College Patches

The OU-COM color-coded (maroon) photo I.D. badge issued to you at the beginning of Year 3 in summer quarter must be worn at all times through May 2006 when in the hospital and other clinical settings to identify you as a *3rd-year student physician*. In June of 2006, you will be issued an OU-COM color-coded (purple) photo I.D. badge identifying you as a *4th-year student physician* whereby the same stipulations must be followed until graduation. Make certain that the expiration date on the fourth year badge coincides with your projected year of graduation.

You must wear the appropriate OU-COM color-coded student identification badge when in any clinical setting and during all patient contacts so as not to misrepresent yourself as an intern, a resident, or licensed physician.

5.1.4 Title

It is expected that you will be treated as a professional by hospital and office personnel at all times. In the clinical setting, when being paged or introduced to patients and their family members, you should be referred to as "Student Doctor" followed by your last name so you are not misrepresented as a licensed physician.

You are to be courteous to hospital and office personnel at all times and address them by their appropriate names and titles.

5.1.5 Hours of Duty and Attendance

Assigned Services

Your typical day will begin at 7:00 a.m. and end at 7:00 p.m. Adherence to these stated times is not, however, mandatory. Deviation from these hours is at the discretion of the CORE assistant dean or attending physician serving as preceptor. Only in emergency situations or when in the middle of a procedure, surgical case, or other activity that cannot be interrupted shall you be required to be on service more than 12 hours per day. You may also work more than 12 hours if night duty is assigned or you are considered on-call for a service (see point 3 below). Assignment of hours, including night and/or weekend duty, must adhere to the following guidelines.

1. The minimum number of on-duty hours per week is 40 hours. However, approximately 60 hours (for example, five 12-hour days) is customary. Usual practice at the base hospital will prevail. Students, preceptors, and CORE administrative staff shall exercise good judgment in this matter.
2. A work or duty week is to be limited to a maximum of 84 hours (for example, seven 12-hour days.) Any additional hours spent in the clinical setting by the student shall be on a voluntary basis only. Students, preceptors, and CORE administrative staff shall exercise good judgment in this matter.
3. The maximum duration of any work or duty period will be 24 hours (for example, when a student takes night call) and MUST be followed by a minimum of 12 consecutive hours off duty.
4. A minimum of two weekends per four-week rotation will be scheduled off. These can be the first two weekends, the last two weekends, or every other weekend during the four-week period as contracted by the student with the preceptor or clinical course coordinator. However, students are encouraged and advised not to work more than 12 consecutive days without a break.
5. A weekend off must be 48 consecutive hours and may be defined as either Friday and Saturday, or Saturday and Sunday. This decision will be made by the preceptor or clinical course coordinator.
6. If night service is assigned in two consecutive weeks, the interposing weekend should be scheduled off and will be done so at the discretion of the CORE assistant dean.
7. When on a day service (for example, internal medicine or emergency medicine), no night duty shall be assigned more than once a week except at the discretion of the CORE assistant dean in selected instances.

Student-Scheduled Clerkships

You must make a full-time commitment while on Clinical Electives. You are expected to participate in the preceptor's professional activities, including hospital rounds, as well as emergency room and hospital coverage when the preceptor is on call. You are expected to attend appropriate functions such as hospital staff and committee meetings when these events do not interfere with the required Professional Development Seminar(s), Academic Programming, Clinical Case Conferences, Medical Ethics Component, and other didactic requirements.

Didactic Presentations

You must attend all required academic programming including lectures, Professional Development Seminar(s), Clinical Case Conferences, Medical Ethics Component, and other meetings as indicated at the CORE hospital nearest to the clinical training site. Without active participation in all didactic curricular requirements, you cannot satisfactorily complete Year 3 and 4 and graduate. The CORE assistant dean will take into consideration your participation and performance in didactic activities when completing your quarterly progress report.

5.1.6 Student/Preceptor Conflicts

At any time during a clinical rotation, if you feel you have a personality or other conflict with a preceptor, you should report it immediately to the CORE assistant dean for resolution. You are encouraged to discuss such difficulties with the CORE assistant dean or the CORE administrator as soon as possible to prevent serious problems at a later date. If a conflict is such that the CORE assistant dean feels that the situation necessitates a change of preceptors, he or she must notify the associate dean for pre-doctoral education.

5.1.7 Histories and Physicals/Discharge Summaries

Histories and physicals (H&P's) and discharge summaries are to be performed as an integral part of an educationally sound clinical program. Therefore, the college expects that each affiliated hospital will have established a realistic policy regarding students performing histories and physicals and discharge summaries in the hospital setting. Each hospital's policy regarding H&P's and discharge summaries for pre-doctoral students is to be based on educational objectives, not on service.

All H&P's and discharge summaries should be supervised and critiqued by a physician (i.e., attending, resident, or intern) who gives feedback to make these activities a positive learning experience. Students doing unsupervised H&P's and discharge summaries are not covered by malpractice insurance. You should have sufficient time and opportunity for actual patient follow-up after completing any H&P and scholarly discussion with the attending after writing any discharge

summary. **Remuneration is not acceptable under any circumstances.**

5.1.8 Universal Precautions

The term "universal precautions" refers to a system of infection control which assumes that every direct contact with body fluids is potentially infectious. The Occupational Safety and Health Administration (OSHA) has adopted complete implementation of universal precautions as a major part of its current regulations for health care professionals who are considered to be at risk of occupational exposure to blood-borne diseases (e.g., HBV and/or HIV). Within the framework of universal precautions there are three major components emphasized by OSHA. They consist of:

- 1) barrier precautions,
- 2) handwashing, and
- 3) sharps (e.g., needles, lancets, etc.) precautions.

If you are exposed accidentally to blood-borne pathogens (for example, direct contact with blood or non-intact skin, needle sticks, or scalpel cuts) while on a rotation, you must contact the CORE assistant dean or CORE administrator immediately. It is essential that you inform the preceptor, the appropriate hospital personnel, and CORE administrative staff so that established standards of care can be implemented within an acceptable time frame following the incident.

OSHA requires the institution where you are completing the rotation to have a written exposure control plan. You should have been informed about what precautionary measures to take and procedures to follow during a training and education program as part of the Year 3 and 4 orientation at the CORE site. This training is repeated annually throughout the students' medical education.

You are responsible for obtaining a copy of the incident report from the appropriate hospital or clinic personnel and giving a copy to the CORE administrator. Once the incident report is received by the CORE administrator, he or she will follow up to assure that a copy of an incident report is placed in your permanent file located in Student Affairs on main campus.

5.1.9 Immunization

Because medical students are considered to be at risk for exposure to certain diseases, OU-COM adheres to the guidelines published by the Centers for Disease Control and Prevention relative to immunizations.

At the time of matriculation, students must provide the college with official immunizations documentation. Students who do not comply with OU-COM's immunization policy are not permitted to participate in clinical activities.

Annual Screening for Second, Third and Fourth year Students

Students who have no prior history of a positive skin test should be screened annually with a PPD.

Students who have history of a positive tuberculin skin test and who have a documented negative chest radiograph as an entering student *do not* need repeat skin tests or chest radiographs. These students should be screened annually using a questionnaire (Attachment A) about TB symptoms. If information obtained in the questionnaire reveals symptoms suggestive of TB, the student should undergo a medical evaluation including a chest radiograph and follow-up treatment as indicated.

Other Considerations

A student who is under treatment for active TB disease may continue in a course of study after clearance with appropriate medical consultants and the associate dean of pre-doctoral education or their CORE assistant dean. The student must present annual documentation of continued compliance and ultimate completion of appropriate treatment with satisfactory resolution of disease.

Students who have participated in a trip abroad in a high-risk area are responsible for getting a tuberculin skin test ten weeks following the trip.

No student will be permitted early clinical contact assignments or clinical rotations until screening requirements have been met. A student from another school or department of Ohio University shall be advised of and required to have screening prior to any clinical experience at OU-COM.

5.2 ABSENCES

5.2.1 Illness

When becoming acutely ill, you are required to notify the following individuals of an intended absence:

- 1) your preceptor;
- 2) the hospital telephone operator, office manager, receptionist, or answering service; and
- 3) the CORE assistant dean and/or CORE administrator.

You should personally make these notifications when possible. If you have a chronic illness that will impact care of patients or other health care professionals that you will be working with, it is your responsibility to make the CORE assistant dean aware of the condition and potential ramifications.

You should not, for any reason, hesitate to report illness. The welfare of both you and your contacts in the clinical setting is the main consideration. If you are absent and fail to follow proper procedure, this will be considered unprofessional conduct. This behavior will be addressed with you by the CORE assistant dean (see Section 5.1.1).

Students do not receive the benefit of sick days; absences due to illness must be made up. Although the CORE assistant dean, in conjunction with the preceptor, may allow you to make up the time during the course of the rotation when you have been ill for one day or two days, this is not possible for a prolonged illness (see Section 5.2.3) when a significant number of weeks of clinical experience may be lost. Therefore, you may choose to forego vacation time in order to meet Year 3 and 4 curricular requirements prior to graduation or to delay graduation and receipt of their diploma (see Section 3.2.3).

If absenteeism occurs on a regular basis, your case may be reviewed by or the student may be asked to appear before the Committee on Student Progress regardless of clinical performance.

5.2.2 Temporary Absence

Temporary absence is defined as short periods (usually a couple of hours but not more than one work day) away from rotation activities that occasionally occur so that you can:

- 1) keep appointments with a doctor, dentist, or attorney;
- 2) take care of personal business;
- 3) attend a funeral;
- 4) deal with a family matter/emergency; or
- 5) interview for internship.

Temporary absences during a two-week rotation should be limited to an emergency. Temporary absence is not to be used to take time off to study for Comprehensive Osteopathic Medical Licensing Examinations (COMLEX); vacation should be requested instead. No duration or frequency restrictions are defined; however, it is intended that you and the preceptor employ good judgment pertaining to this matter. When a temporary absence becomes necessary, you **MUST** request permission from both the preceptor and the CORE administrator. The CORE assistant dean's office must be notified at all

times when you are away from any assigned service or student-scheduled clerkship. Failure to comply will be considered unprofessional conduct and addressed accordingly by the CORE assistant dean. If you are consistently away from a rotation for personal business, your case could be reviewed by or you could be asked to appear before the Committee on Student Progress.

5.2.3 Leave of Absence

Leave of absence (LOA) is defined as extended periods away from clinical course activities that may become necessary due to:

- 1) prolonged illness,
- 2) pregnancy, or
- 3) personal matters.

You must request approval from the CORE assistant dean and the Committee on Student Progress for a leave of absence. Established protocol in the college's "Committee on Student Progress (CSP) Guidelines" shall govern approval for leave of absence. (For details of the policy, visit http://www.oucom.ohiou.edu/saffairs/survival_manual/policies_spp.htm and read Section 9).

You must also notify Student Affairs of your intent to return from LOA so that your case can be reviewed by the CSP. The CSP determines how you will complete rotations that were started or "make up" scheduled rotations that were missed. If you are receiving financial aid, you can only return to rotations at the start of a university academic quarter and will need to plan the schedule accordingly with the CORE administrator.

5.2.4 Absence Due To Special Event

Students wanting to be excused from clinical course activities to attend a professional conference, other than the AOA or OOA (see Point 8 Section 2.1.2.1), seminar, or other activity (even if it is with the preceptor) must submit a request in writing to the CORE assistant dean at least 30 days in advance to obtain approval. The request must specify the date(s) you wish to be excused and for what purpose. The name of the conference, seminar or special event you will be attending must be indicated. The CORE assistant dean will consult with the associate dean for pre-doctoral education as necessary to approve or disapprove requests. If the request is approved, you will be expected to abide by certain conditions as specified by and at the discretion of the CORE assistant dean.

5.2.5 Good Standing

Good standing status for Year 3 and 4 students is defined as:

1. payment of all University tuition and fees, college loans, and other fees and/or costs owed to the base CORE hospital office;
2. completion and submission of all scheduling paperwork by the deadlines imposed by the CORE, Regional Education Programs, and the University Registrar;
3. properly canceling student-scheduled clerkships that have been previously arranged before committing to another rotation;
4. receipt by the base CORE hospital office of all appropriate

- evaluation forms within each quarter's grading period;
5. satisfactory or higher grade on all evaluations and all required activities (see CORE syllabi);
 6. satisfactory attendance on rotations and at required lectures, Clinical Case Conferences, Professional Development Seminar(s), Medical Ethics Sessions, plus other curricular requirements unless previously excused by the CORE assistant dean; and
 7. satisfactory exhibition of professional attitude and conduct as described in the college's "Committee on Student Progress Guidelines."

Any student not in good standing is subject to being:

- 1) removed from a clinical service at the discretion of the CORE assistant dean;
- 2) addressed by the associate dean for pre-doctoral education; and
- 3) reviewed by the Committee on Student Progress.

5.2.6 Ohio University Academic Holds

The Ohio University Registrar's Office will place a student on academic hold if he or she does not pay University fees by the appropriate deadlines.

For more information on Ohio University Academic Holds, refer to http://www.oucom.ohiou.edu/saffairs/survival_manual/ou_hold_policy.htm

5.2.7 Awards and Criteria

Students:

Each year graduating seniors are selected to be honored at the Commencement Ceremony by receiving awards in various areas. In the fall prior to graduation, a list of the awards and criteria for nomination and selection is distributed by Student Affairs to the CORE offices. Nominations are to be submitted by a specified deadline from appropriate faculty, staff, or students depending on the type of award. Final approval of recipients is given by the Awards Committee on main campus.

The awards presented to students may vary from year to year. In most cases, one student is selected for each award. The following awards have been presented in the past:

- Basic Science Award
- Dean's Award
- Family Practice Award
- Medical Humanities Award
- Obstetrics and Gynecology Award
- Ohio Department of Aging Award
- Osteopathic Heritage Award
- Pediatrics Award
- Specialty Medicine Award
- OU-COM Student DO of the Year Award

For more information about student awards, please contact Ann Brieck in Student Affairs at (800) 444-2156 or (740) 593-2156 or click on <http://www.oucom.ohiou.edu/sservices/awards/index.htm>.

In addition to these awards, one student from each CORE hospital is selected in the spring prior to graduation to receive the Center for Osteopathic Research and Education Award for Outstanding Student. The CORE assistant dean's selection is based on established criteria and considered in conjunction with preceptor ratings and comments about a student's clinical performance as well as input from the CORE administrator. These students have completed, with the highest level of distinction, the Year 3 and 4 hospital-based clinical courses and ambulatory medicine experiences at their respective CORE.

For more information about the CORE Outstanding Student Award, please contact Judith Edinger, director of pre-doctoral education at (740) 593-0157.

Clinical Teaching Faculty:

You will have the opportunity to nominate a clinical faculty member from each base CORE hospital for the Outstanding Clinical Faculty Award. This award is to recognize exceptional clinical teaching faculty members - one in Family Medicine and one in Specialty Medicine - at each CORE hospital based on criteria specified on the nomination form. These clinical faculty members from each CORE hospital are honored by receiving an Outstanding Clinical Faculty Award at an appropriate function at their respective hospital such as intern graduation or medical staff meeting.

For more information about the CORE Outstanding Student Award, please contact Judith Edinger, director of pre-doctoral education at (740) 593-0157.

5.2.8 CORE Residency Programs Educational Days

Educational Days are held once a month (except for July and December) for each Residency Programs Advisory Committee (RPAC) (family medicine, internal medicine, orthopedics, obstetrics/gynecology, pediatrics, emergency medicine, EENT, and general surgery).

If you wish to attend a CORE Residency Programs Education Day, you must be on service of the particular discipline at the time of the request and have the permission of their preceptor, the specific RPAC, CORE assistant dean, and CORE administrator. You must complete a formal request to attend Residency Programs Education Days for approval and to be excused from rotation obligations. It is at the discretion of the CORE assistant dean in conjunction with the preceptor whether or not you will be required to make up the time or missed activities.

5.3 ADMINISTRATIVE

5.3.1 Student Medical Insurance

You are required to have some form of health insurance coverage - either through the University or a private insurance carrier. It is your responsibility to provide proof of private insurance to the Bursar's Office.

If you do not decline the University insurance on the bill in the fall, you will be billed for the Ohio University Medical Insurance. You will be billed each quarter (fall, winter, and spring). If you pay for this insurance each quarter, this policy covers you

through August 31. Please note that you must fill out a separate form to add dependents.

The most up-to-date information about the Ohio University Student Medical Insurance is available at the following websites:

2005-2006 Student Insurance Plan Brochure

http://www.studentinsurance.net/Public/ClientBrochures/2005_1103_1_Brochure_v4_web.pdf

2005-2006 Enrollment Form for Dependents -

http://www.studentinsurance.net/Public/EnrollmentCards/2005_1103_2_enrollment_v3.pdf

Ohio University Insurance Letter -

http://www.studentinsurance.net/Public/OtherDocuments/2005_1103_2_Letter.pdf

Vision Plan Information -

http://www.studentinsurance.net/Public/OtherDocuments/2005_1103_1_flyer.pdf

For more information, please visit the Student Resources Website

<http://www.StudentResources.com> or Ohio University's Student Health Services Website at <http://www.ohiou.edu/hudson/billing.htm>

Claim forms and a copy of a student insurance card can be obtained through this website.

The University student insurance policy indicates that one needs to have a written referral from Hudson Health Center for the insurance company to recognize a medical claim. This does not apply to students on a clinical rotation outside of Athens. You must indicate on the claim form that he or she is on a clinical rotation in a particular city. If you on vacation, then he or she should indicate that on the form. If you have questions regarding what this insurance covers as well as contact information, visit the website listed above.

5.3.2 Meals and Housing

Ohio University College of Osteopathic Medicine does not request that meals or housing be provided for our students by participating hospitals in the CORE system. A hospital or clinical training site that has the resources to provide meals or housing may do so, but this is strictly optional. OU-COM does not accept any responsibility for the administration or management of housing arrangements for students.

5.3.3 Comprehensive Osteopathic Medical Licensing Examination (COMLEX)

OU-COM Class of 2007 students must *PASS* both COMLEX Level 1 & 2 written exams in order to graduate. OU-COM Class of 2007 students also must *TAKE* the COMLEX-USA-PE no later than May 18, 2007 (and provide documentation of having taken it to the Office of Student Affairs no later than May 18) in order to graduate.

For the most up-to-date information about COMLEX, please visit the NBOME website at <http://www.nbome.org>.

5.3.4 Request for COMLEX Scores

Student Affairs handles all requests for COMLEX scores. For information on how to obtain COMLEX scores, visit their website at http://www.oucom.ohiou.edu/saffairs/survival_manual/requests.htm

5.3.5 United States Medical Licensing Examination (USMLE)

The computerization of the USMLE has made it possible for students interested in taking this exam to schedule a time to take it without interfering with other academic priorities. It is not the intention of the Office of Academic Affairs to prevent any student from sitting for the USMLE. However, to avoid compromising the integrity and quality of the Year 3 Family Medicine Clerkship, no excused absences will be issued to accommodate taking this exam. Students choosing to take the USMLE are encouraged to make use of flexible, open times in the academic schedule to arrange to do so.

Please remember that if you are going to miss more than one day of any week in a rotation, you must schedule that week as vacation.

For the most up-to-date information regarding the USMLE, visit their website located at <http://www.usmle.org>.

5.3.6 Request For A Dean's Letter of Recommendation

Requests for a Dean's Letter of Recommendation for internship, residency, and medical staff appointments must be submitted in writing to the Office of Student Affairs before a letter can be sent. Information regarding a request for a Dean's Letters of Recommendation is available on web at: http://www.oucom.ohiou.edu/saffairs/survival_manual/requests.htm

Be sure to submit the request at least one month before a letter is needed so personnel in Student Affairs are able to respond to the request in a timely manner.

If you want information about special achievements included in letters of recommendation that the college may not readily know or already have documented in his or her permanent file, you are encouraged to attach a resume/CV to the request for a Dean's Letter of Recommendation form. Inclusion of this is voluntary. However, once you provide this information, it will be easily accessible so that more personalized letters of recommendation can be written.

According to federal legislation, The Family Education Rights and Privacy Act of 1974 (FERPA), information may not be released without written permission from you. So, if a director or vice president of medical education requires copies of blue Clinical Rotation Feedback forms in conjunction with the internship or residency application, you must make a formal request in writing through Student Affairs stating that you wish to comply with the hospital's request. Then, and only then, copies of all "blue form in your permanent file will be sent to the individual specified in the request. Please indicate the proper address for forwarding of these clinical evaluations and allow time for processing the request.

The dean's letter will serve as documentation and become part of your permanent record in Student Affairs. The associate dean for pre-doctoral education signs all letters of recommendation; the college dean signs the letters in the absence of the associate dean. Student Affairs maintains a log of the receipt of all requests. If a student has questions about the requests, please contact Student Affairs at (740) 593-2152 or (800) 444-2156. Student Affairs also maintains all copies of letters sent to the hospitals.

REMEMBER: Letters of recommendation reflect the information provided:

- 1) on the blue Clinical Rotation Feedback forms from Year 3 and 4 rotations;
- 2) by the CORE assistant dean; and
- 3) on the biographical data sheets.

Please make sure that all evaluation forms are completed and returned quickly, bio-sheets are completed thoroughly and updated as needed, and information that you may want included in a letter of recommendation is provided to Student Affairs.

5.3.7 Request For Transcript(s)

All transcript requests must be handled through the Office of the Ohio University Registrar. Although the Office of Student Affairs maintains all academic records, it is NOT the Registrar for Ohio University. Only the Registrar in Chubb Hall is permitted to process requests for academic transcripts.

You should check your transcript for accuracy before it is sent to the hospital(s) for any graduate medical education (GME) program application(s). For more information, see <http://www.ohio.edu/registrar/> and click on "Order Transcripts."

5.3.8 Confidentiality Status/Family Education Rights and Privacy (FERPA)

Student Public Information:

For the most up-to-date information on confidentiality status and FERPA, please go to <http://comserv/sservices/manual/nondisclosure.htm>

For information about how to file a request for confidentiality status, go to <http://www.ohiou.edu/registrar/privacy/>

5.3.9 AOA Internship Match Process

It is in the best interest of every graduate of an osteopathic medical school to complete an American Osteopathic Association (AOA) approved, one-year osteopathic traditional rotating internship, specialty track internship or special emphasis intern curricula, for the continuation of postdoctoral training and future credentialing. To obtain an AOA-approved internship, a student must participate in the Intern Registration Program, (also known as "the Match").

For the most up-to-date information about this process, please visit the Student Affairs ERAS website at <http://www.oucom.ohiou.edu/saffairs/ERAS.htm>

5.3.10 Electronic Residency Application Service

Most allopathic residency programs require students to apply using ERAS (Electronic Residency Application Service). These applications must be filed through the Office of Student Affairs. The ERAS program changes from year to year, so if a student is interested in a residency program that requires ERAS applications, call the Office of Student Affairs to obtain more information regarding this process.

For more general information about ERAS, visit their website at <http://www.aamc.org/students/eras/start.htm>.

5.4 GENERAL

5.4.1 Holidays

The following major holidays are recognized by each CORE: New Year's Day, Christmas Day, Thanksgiving, Labor Day, Memorial Day, and Independence Day. Students will be notified by the CORE office in advance if regularly scheduled activities will NOT be required for a given holiday. You may plan legitimately to have these days off, but are not precluded from working if the opportunity is offered by the rotation. If the preceptor takes off additional time around a holiday, (the Friday after Thanksgiving, Christmas Eve day, or others) you may take the same time off. You may negotiate in good faith with the individual preceptor for additional worthy-purpose time off (for example, the Friday after Thanksgiving to be out of town with family).

You may petition the CORE assistant dean for other days off that are desired for religious or equivalent holidays. Major religious holidays include, but are not limited to Easter, Rosh Hashanah, Yom Kippur, and Hanukkah. Requests must be made in writing at least 30 days in advance. You will receive written confirmation from their CORE assistant dean regarding approval or disapproval of the request. Forms are available in each CORE office.

The CORE assistant dean is the arbitrator for any questions, concerns, or disputes related to this policy at his/her respective CORE hospital(s). The associate dean for pre-doctoral education will intervene with problems or difficulties resulting from noncompliance with the established protocol.

5.4.2 Weather Emergency

University policy 40.051 states, "Only the President of Ohio University (or his/her designated representative) has the authority to declare an emergency and close school for the main campus, regional campuses, or CORE offices of Ohio University. Such authority may be delegated to deans of regional campuses." The decision of each CORE assistant dean to close his or her office(s) due to inclement weather would be based soundly on regional weather conditions. If the CORE office is closed because of a weather emergency, the CORE assistant dean is expected to notify the students based at that CORE hospital and the office of the associate dean for pre-doctoral education.

This delegation of responsibility for closing CORE offices and canceling didactic curricular activities because of a weather emergency does not, however, extend to students on clinical assignments or rotations. You must follow the policies established by the director or vice president of medical education at the CORE hospital where you

are based or at the hospital where they are completing a clinical assignment or rotation.

5.4.3 Malpractice Insurance Coverage

OU-COM students are covered by malpractice insurance as required by CORE hospitals. Students are not listed individually on the policy, but are referred to as "students," so individuals are NOT covered when not enrolled or after graduation. **For malpractice coverage to be in effect, the college must be informed of student's clinical location at all times by adhering to the registration policy and procedures stated in Section III of this manual.**

If contacted by an attorney concerning pending litigation relating to a patient in whose care you have participated, you should under NO circumstance discuss the case or correspond with the plaintiff or the plaintiff's attorney. In such a circumstance, please immediately notify:

Judith Edinger, Director of Pre-Doctoral Education
OU-COM
222 Grosvenor Hall
Athens, OH 45701
Phone: (740)-593-0157
e-mail: edinger@ohio.edu

5.4.4 CORE Hospital Student Representatives

One student representative for every CORE hospital is elected in the summer of Year 3 by their class peers. For a description of the responsibilities and the names of the representatives for each class at each CORE hospital, visit http://www.oucom.ohiou.edu/StudentGov/core_reps.htm

5.4.5 Use Of OU-COM's Toll Free (800) Numbers

The Office of Academic Affairs has an automated toll free number (1-800-841-6626) that is available to students, CORE clinical faculty, and the CORE staff to call individuals at the college on main campus. You can use this number if you have questions regarding structured exams, registration, or if you need to talk with staff in the Office of Academic Affairs or other staff associated with the CORE System.

The Office of Student Affairs has a toll free number (1-800-444-2156) available to students for any calls pertaining to student affairs issues (such as financial aid, transcripts, letters of recommendation, board scores, or fees).

These numbers are to be used ONLY for college business. Calls received via the automated academic affairs line are menu driven and cannot be transferred to extensions not listed. Calls to Student Affairs may be screened by the person answering the 800 line.