



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

Paul L. Foster School of Medicine

Common Clerkship Policies

Office of Medical Education

AY 2017-2018

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Disability Support Services

TTUHSC El Paso is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). To ensure access to the educational opportunities in the clinical setting, please contact Dr. Tammy Salazar with Disability Support Services to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings. For more information email disabilitysupport.elp@ttuhsc.edu or visit elpaso.ttuhsc.edu/studentservices/dss.

Attendance Policy

Attendance at clinical duties and didactics is mandatory. Unexcused absences will not be tolerated and may result in disciplinary action, potentially including a requirement to repeat a clinical block or rotation. Students have allotted institutional holidays as stated in the student handbook and on each academic calendar.

Students assigned to WBAMC will be excused from duty on institutional holidays. Students will be expected to work on Military Training Days that do not coincide with institutional holidays. If the clinic the student is assigned to is closed, the student will be assigned duties on campus for the day.

Students are required to attend both the first and last days of the rotation. The only excused absences will be for interviews, illnesses (with doctor's note), or documented family emergency. Students will not be excused in order to depart for an away or international rotation.

Absences are only excused at the discretion of the Clerkship/Course Director. Commonly excused absences include:

- Illness/health care appointment
- Family Emergency
- Death in the Family
- Religious Holidays (please see the Religious Holy Days Policy in the Student Affairs Handbook)
- Presenting at a National Conference
- Interviews for Residency (MS4 only)

Absences in the Third Year

During the third year, a student is expected to attend all clinical and didactic activities. If a student will be absent for any activity, they must obtain approval from the Clerkship Director. If the Clerkship Director determines that a student's absence(s) compromises the student's ability to attain the necessary competencies, they may require the student to make up days or complete alternate assignments. If a student is required to make up time, this must be completed during unscheduled time and the hours worked must be in compliance with the duty hour policy.

If a student is absent more than 4 days per block or 12 days during third year, it will be reviewed by the Associate Dean for Student Affairs. Excessive absences could be a violation of the Student Code of Conduct and may be forwarded to the Grading and Promotions Committee.

In the event of an emergency that results in an absence from clerkship duties, the student must notify the Clerkship Coordinator AND the Office of Student Affairs as noted above as soon as possible.

Absences in the Fourth Year

In the fourth year, a student may have no more than **three** excused absences in a 4 week block without having to make up that time. **However**, if the Clerkship/Course Director determines that a student's absence(s) compromised the student's ability to attain the necessary competencies, they may require the student to make up days or assignments, regardless of the number of days missed. It is also at the discretion of the Clerkship/Course Director to give the student an alternate assignment to satisfy all or part of the make-up time. If a student is required to make up time, this must be completed during unscheduled time and the hours worked must be in compliance with the duty hour policy.

If a student is absent more than 6 days in a semester during fourth year, it will be reviewed by the Associate Dean for Student Affairs. Excessive absences could be a violation of the Student Code of Conduct and may be forwarded to the Grading and Promotions Committee.

Notification of Absence (Third and Fourth Year)

When a student is going to be absent, they are required to notify: 1) the Clerkship Coordinator BEFORE their shift begins. Acceptable forms of notification are: email (preferred), phone call, or text message. **Please see individual Clerkship Syllabus for Clerkship-specific contact requirements;** 2) The Office of Student Affairs by emailing plfabsence@ttuhsc.edu.

Documentation of Absence (Third and Fourth Year)

If a student is absent:

- **Orientation Day** (MS3 and MS4) is a **Graded Activity**. Therefore a doctor's note on the healthcare provider's letterhead or prescription paper is required if Orientation is missed. The absence is subject to the institution's Missed Graded Activities Policy. Please see the [Student Affairs Handbook](#) for more information.
- **More than two consecutive days due to illness:** a doctor's note on the healthcare provider's letterhead or prescription paper is required.
- **When presenting at a national conference:** a copy of the invitation to present and travel itinerary is required.

- **When interviewing for residency** (MS4 only): a copy of the invitation to interview and travel itinerary is required.

Remediation and/or Make Up of NBME Exams (Third and Fourth Year)

Students who miss an NBME exam **must make arrangements with the Office of Medical Education** to make up the exam on the next scheduled exam date.

Third Year students who must **remediate** an NBME exam will need to complete the exam before their Fourth Year coursework begins. The schedule for the remediation exam must be approved by the Associate Dean for Student Affairs.

Fourth Year students who must **make up** an NBME exam will take the exam on the next scheduled exam date, even if it falls on vacation time. Students who are required to make up days will take the exam on the next available date following the make-up days. Students may delay the exam if the next exam date falls during another clerkship with a required NBME. Exceptions will also be made for approved away rotations.

During fourth year, all **remediation** must be completed in time for certification for graduation.

No special arrangements (additional exam dates/times) will be made.

AY 2017-2018 NBME's will be administered on the following dates:

- Friday, June 9, 2017
- Friday, June 16, 2017
- Friday, June 23, 2017
- Friday, June 30, 2017
- Friday, July 7, 2017
- Friday, August 11, 2017
- Tuesday, August 29, 2017
- Friday, September 1, 2017
- Friday, September 29, 2017
- Friday, October 27, 2017
- Friday, November 3, 2017
- Friday, November 22, 2017
- Friday, December 1, 2017
- Tuesday, December 19, 2017
- Friday, December 22, 2017
- Friday, January 5, 2018
- Friday, January 26, 2018
- Friday, February 2, 2018
- Friday, February 23, 2018
- Friday, March 23, 2018
- Friday, April 20, 2018
- Tuesday, April 24, 2018
- Friday, April 27, 2018

- Thursday, May 18, 2018
- Friday, May 25, 2018
- Friday, June 1, 2018

Clinical Grading Policy

Student clerkship performance is based on the clerkship director's judgment as to whether the student honors, passes, or needs improvement on each of 8 competencies described by the PLFSOM discipline performance rubric. The final clerkship performance assessment is conducted at the end of the rotation based on the student's level of performance at that point in time. Students are not penalized for lower levels of performance early in their rotation. It is expected that over the course of the block, student performance will have improved in many or all categories, based on constructive feedback and growing familiarity with the clinical discipline and patient care. In other words, the final assessment is not an average of the student's performance over the entire rotation, but represents their final level of achievement.

Possible Final Grades are Honors, Pass, Fails, and Incomplete. There is no cap or quota on the number of students eligible for Honors designation. The overall grade is based on the 8 competency scores as described below. No student who "needs improvement" in any competency on the final clerkship evaluation is eligible for honors.

A student who fails Professionalism may receive a Pass or a Fail overall at the discretion of the course director, regardless of the scores on all other items.

Third Year

Overall grade is based on the assessment in each of the 8 competencies, NBME score (See Table 1 for clerkship designated thresholds for pass and honors), OSCE performance, and professionalism

- **Honors**, if all of the following are true:
 - Passes NBME exam, if applicable, at or above the clerkship designated score for honors on first attempt
 - Passes OSCE, if applicable, on first attempt
 - Minimum of 4 of the 8 individual competencies rated as "Honors" on the final clerkship evaluation
 - No individual competency rated as "needs improvement" on the final assessment.
- **Pass** if all of the following are true:
 - Passes NBME exam, if applicable, at or above the clerkship designated score for pass on the first or second attempt
 - Passes OSCE, if applicable, on first or second attempt
 - Minimum of 6 of the 8 individual competencies rated as pass or better on the final clerkship evaluation
 - No more than 2 individual competencies rated as "needs improvement" on the final clerkship assessment
 - Professionalism concerns are, in the judgment of the course director, not significant enough to warrant a Fail on the final clerkship evaluation.

- A **failing** clinical assessment is assigned if **any** of the following are true.
 - 3 or more individual competencies rated as “needs improvement” on the final clerkship assessment
 - NBME Exam, if applicable, below the designated clerkship score for pass after 2 attempts
 - Failure on final exam (other than NBME), if applicable, after 2 attempts
 - Fail on OSCE, if applicable, after 2 attempts
 - Professionalism concern deemed by the course director significant enough to warrant a Fail on the final evaluation.
- If a student receives a final grade of “needs improvement” in the same competency in 3 or more clerkships, they will be referred to the Grading and Promotions Committee (GPC).
- If a student fails 3 NBME’s or 3 OSCE’s within the third year, they will be referred to the Grading and Promotion Committee and a notation will be made on the MSPE (Medical Student Performance Evaluation)

An **incomplete** grade will be assigned any student who has not completed required assignments or examinations or who has not fulfilled all clinical experience obligations, pending completion of the required work.

Table 1: Clerkship Designated Scores for Pass and Honors

Clerkship	PLFSOM Equated Percent Correct Score required for PASS (>designated score)	PLFSOM Equated Percent Correct Score required for HONORS (>designated score)
Family Medicine	61	78
Surgery	60	79
Psychiatry	65	83
Internal Medicine	59	79
Pediatrics	62	82
OB/GYN	64	82

Fourth Year

Overall grade is based on the assessment in each of the 8 competencies:

- **Honors**, if all of the following are true:
 - Passes NBME exam, if applicable, at the 60th percentile or above on first attempt
 - Passes OSCE, if applicable, on first attempt
 - Minimum of 4 of the 8 individual competencies rated as “Honors” on the final clerkship evaluation
 - No individual competency rated as “needs improvement” on the final assessment.
- **Pass** if all of the following are true:
 - Passes NBME exam, if applicable, at the 6th percentile or above on the first or second attempt

- Passes OSCE, if applicable, on first or second attempt
- Minimum of 6 of the 8 individual competencies rated as pass or better on the final clerkship evaluation
- No more than 2 individual competencies rated as “needs improvement” on the final clerkship assessment
- Professionalism concerns are, in the judgment of the course director, not significant enough to warrant a Fail on the final clerkship evaluation.
- A **failing** clinical assessment is assigned if **any** of the following are true.
 - 3 or more individual competencies rated as “needs improvement” on the final clerkship assessment
 - NBME Exam, if applicable, below the 6th percentile after 2 attempts
 - Failure on final exam (other than NBME), if applicable, after 2 attempts
 - Fail on OSCE, if applicable, after 2 attempts
 - Professionalism concern deemed by the course director significant enough to warrant a Fail on the final evaluation.
- If a student receives a final grade of “needs improvement” in the same competency in 3 or more clerkships, they will be referred to the Grading and Promotions Committee (GPC).
- If a student fails 3 NBME’s or 3 OSCE’s within the third year, they will be referred to the Grading and Promotion Committee and a notation will be made on the MSPE (Medical Student Performance Evaluation)

An **incomplete** grade will be assigned any student who has not completed required assignments or examinations or who has not fulfilled all clinical experience obligations, pending completion of the required work.

Please note: Each Fourth Year Elective has its own specific grading assessment forms. Final grades possible are Honors, Pass, and Fail. Please refer to the syllabus for each elective for more information on the specific grading policy.

Referral to Grading and Promotion

A student will be referred to the GPC if they receive “Needs Improvement” in the same competency on three or more Clerkship final assessments or if they fail a Clerkship.

Progress of all students will be reviewed by the GPC twice per year in the context of all course work, student’s professionalism, evidence of progressive improvement and personal circumstances. Performance in other blocks or clerkships will be taken into consideration by the GPC.

For the Third Year:

If	Then
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<p>Failure of one clerkship:</p> <ul style="list-style-type: none"> a. Fail clinical component OR b. Fail Professional component OR c. Fail 2 attempts at the NBME OR d. Fail 2 attempts at the OSCE 	<ul style="list-style-type: none"> a. One month remediation in the fourth year in that discipline without receiving elective credit OR b. Repeat of third year OR c. Dismissal
<p>Failure of two clerkships (same definition as above)</p>	<ul style="list-style-type: none"> a. Remediation* OR b. Repeat of year OR c. Dismissal
<p>Failure of the NBME in three different clerkships (on first attempt)</p>	<ul style="list-style-type: none"> a. Remediation* OR b. Repeat of the third year OR c. Dismissal
<p>Failure of three clerkships</p>	<ul style="list-style-type: none"> a. Repeat of third year OR b. Dismissal
<p>Rating of “Needs Improvement” in the same competency on three or more Clerkship final assessments</p>	<ul style="list-style-type: none"> a. Remediation* OR b. Repeat of the third year OR c. Dismissal

* The remedial work will not be counted as elective time in satisfying the conditions for graduation.

Grading and Promotion Committee Review for Year 4

- i. Failure of a required or elective experience in the fourth year – review by GPC for remediation, repeat of year or dismissal.
- ii. Failure of more than one block in year 4 – review for remediation, repeat of the year or dismissal.
- iii. Failure of Step 2 CK or CS on first attempt – no review required by GPC but student must log a pass of CK and CS by May 1 in order to graduate in May.
- iv. Failure of Step 2 CK or CS on the second attempt – discussion by GPC of remediation and delay of graduation.
- v. Failure of Step 2 CK or CS on the third attempt - Dismissal.

Op-Log Policy

1. Students are required to complete Op-Log entries on **all** patients with whom they have direct, “hands-on” clinical contact—e.g., take all, or significant part of the patient’s history, conduct a physical examination, perform or assist in diagnostic or treatment procedure, write orders, participate in treatment decisions, etc. A student will also be expected to complete Op-Log entries on patients seen with an attending or resident where clinical teaching and learning through observation is an explicit goal of the encounter.
2. Students will document each problem/diagnosis addressed by the student at the time of the encounter e.g., if a patient has the following diagnoses listed on his/her record—DM type 2, Hypertension, and Osteoarthritis, but the student only addresses the OA during the encounter, OA is the only problem that would be recorded in Op-Log for that encounter.
3. **Students are expected to record their encounters in OP-Log on at least a weekly basis.** Regardless of where the assessment falls in a week, students must have their Op-Log recordings up-to-date at least 24 hours prior to scheduled mid-block of clerkship formative

assessment and by 5:00 pm the Monday of NBME week. For hospitalized patients, a student will complete an entry at the time of patient discharge OR when the student's responsibility for caring for a patient ends.

4. **Timely, complete, and accurate clinical encounter Op-Log entries will be a component of the clerkship assessment. Students who do not meet expectations in the documentation of their clinical experiences will not be eligible for "Honors" designation.**
5. Students will not document "incidental" patient-encounters. Each clerkship will operationally define "incidental encounters for its purposes. Routine follow-up visits with hospitalized patients do not need to be documented in Op-Log (see #3 above).
6. We expect that students will document a minimum number of encounters per clerkship. Please note that these are minimum expectations, and as such a student may not qualify for Honors if they only meet the minimum expectation (Honors designation indicates a student went above and beyond).
7. Deliberate falsification of Op-Log entries is an honor code violation.

COMMON REQUIREMENTS

Year 3:

1. Intersessions

- a. There will be two one week intersessions in the third year – one following Block 2 and one following Block 3. The entire class will participate in the activities. Content will integrate the experiences in the clinical rotations during Year 3 with concepts from the Year 1 & 2 coursework.
- b. This is a 2 credit course required for graduation.
- c. Dates for Class of 2019
 - i. January 8 to 12, 2018
 - ii. May 7 to 11, 2018
- d. Attendance and participation in the intersession activities is **mandatory**.
- e. Overall Objectives:
 - i. Explore clinical overlap across specialties of medicine
 - ii. Apply basic science principles/concepts in the clinical context
 - iii. Document clinical encounters accurately in the medical record.
 - iv. Demonstrate the ability to write appropriate prescriptions and inpatient orders in low to moderate complexity cases
 - v. Demonstrate competency in the general procedures of a physician – IV line placement, venipuncture, NG tube placement, bladder catheterization (male and female), and airway management

- vi. Analyze and solve system-level problems using quality improvement and patient safety principles and tools
 - vii. Understand new and emerging basic science concepts and how these discoveries may impact health care in the future
 - viii. Apply knowledge of biostatistics and epidemiology in diagnostic and therapeutic decision-making
 - ix. Identify social determinants of health in clinical cases and reflect on how this affected patient care
 - x. Demonstrate the ability to obtain proper informed consent, including special situations such as children and patients who do not speak English
 - xi. Demonstrate professionalism and adherence to ethical principles in all activities
- f. Grading
- i. Students will receive a grade of Pass or Fail based on the following:
 - 1. Attendance
 - 2. Participation
 - 3. Satisfactory completion of the procedure workshop with demonstration of competent performance in the simulation lab.
 - 4. EOY 3 OSCE –must pass on the first or second attempt
- g. Remediation
- i. Remediation for missed activities due to unexcused absences will be required.
 - 1. Remediation will be assigned by the course director based on the specific activities missed.
 - ii. EOY 3 OSCE remediation
 - 1. Students who do not receive a passing grade (as outlined below in the EOY 3 OSCE section) on the first attempt will retake the examination a second time.
 - iii. Failure to complete remediation assignments in a timely matter and/or failure of the EOY 3 OSCE on the second attempt will result in a fail and referral to Grading and Promotions Committee.
- h. Please note that a syllabus for the intersession will be published on or before 9/30/17.

2. End of Year 3 OSCE

- a. Background
 - i. Cases are designed to elicit a process of history taking and physical examination that demonstrates the examinee’s ability to list and pursue various plausible diagnoses. Diagnostic reasoning will be evaluated in the note portion of the examination
- b. Objective
 - i. Demonstrate competency in history, physical examination skills, and diagnostic reasoning appropriate to the level of the student

- ii. Accurately document a focused history, physical examination, assessment and corresponding clinical reasoning in the record.
 - iii. Make informed decisions about the initial diagnostic work-up for each scenario and document in the record.
 - iv. Demonstrate communication skills in providing patient education and counselling when appropriate to the situation.
 - v. Demonstrate sensitivity, compassion, integrity, and respect for all people.
 - c. Scoring and Grading
 - i. The student will receive two sub-scores
 - 1. **Integrated clinical encounter**- consisting of:
 - a. Standardized Patient Checklist covering key elements of history and physical examination
 - b. SOAP note in the standard USMLE format with a focus on the assessment and plan and organization of the note
 - 2. **Communication and Interpersonal Skills**
 - a. Uniform checklist across all cases with focus on fostering the relationship, gathering the information, providing information, helping the patient make decisions, and supporting emotions
 - d. Must pass each category (Integrated clinical encounter AND Communication Interpersonal Skills) across all 6 cases
 - i. **Minimum passing score 75%**
 - e. **Remediation**
 - i. If a passing score in either category or both is not achieved, the student will be required to repeat all stations of the examination.
 - ii. If a passing score on either category or both is not achieved on the second attempt, the student will be referred to Grading and Promotions.
 - f. Successful completion of remediation is required to begin Year 4 coursework. COMPLETION of YEAR 3 is highly encouraged before taking USMLE STEP 2 CS.
 - i. Please note that missing time to take Step 2 CS during Block 3 will result in an unexcused absence. Please see the attendance policy on page 2. Unexcused absences may result in disciplinary action, potentially requiring a student to repeat a clinical block or rotation.
- 3. Comprehensive Clinical Sciences Examination (CCSE)**
- a. Class of 2018 and beyond: Each student is **required** to take the CCSE at the end of Year 3/ beginning of Year 4 to determine readiness to take USMLE Step 2 CK.
 - b. The Associate Dean for Student Affairs will discuss with the student if the score is of concern and decide on a plan of action.
 - c. COMPLETION OF YEAR 3 is highly encouraged before taking USMLE STEP 2 CK.
 - i. Please note that missing time to take Step 2 CK during Block 3 will result in an unexcused absence. Please see the attendance policy on page 2.

- ii. Unexcused absences may result in disciplinary action, potentially requiring a student to repeat a clinical block or rotation.
4. Q Stream participation
- a. Participation in the assigned Q Stream modules is required.
 - b. Q stream is an electronic platform for spaced learning. Concepts that are important across all clerkships will be covered in a series of Q Stream modules. Examples include infection control and patient safety concepts.
 - c. Reports regarding participation will be forwarded to the clerkships directors at the midpoint of the block and at the end of the block. Failure to participate may affect the student's final grade in the related competency, such as system-based practice, practice-based learning and improvement, and/or professionalism.

Year 4:

1. Procedure Workshop

- d. This is a simulation based curriculum for fourth year medical students in general procedural skills to review and assess competency in the following: Bag-valve-mask ventilation, adult and infant intubation, venipuncture, IV line placement, NG tube placement, and male and female bladder catheterization.
- e. Each fourth year student is required to complete the pre-work and workshop and to achieve a passing score at each station.
- f. Fourth year students will attend the workshop either during their Sub-Internship or Critical Care rotation.
- g. This is required and students must complete prior to graduation.

5. Critical Care Core Curriculum

- a. This is a series of online interactive modules that will address core topics that represent foundational knowledge and apply across critical care settings. Examples of topics addressed include: nutritional support in the critical care setting, assisted ventilation and interpretation of arterial blood gases, hemodynamic monitoring, and physiology and common causes of shock.
- b. Completion of modules and quizzes is required.
- c. If modules are not completed by the end of the rotation, the student will receive a grade of incomplete until all modules are completed in a satisfactory manner. Failure to complete these modules by the assigned deadline could result in a "needs improvement" in the professionalism competency on the final assessment.

Year 3 and Year 4:

1. MS3-MS4 ICE Case Presentation

- a. This requirement is effective for Class of 2019 and beyond.
- b. Each student is required to create a case presentation based on a case they see by December 31st of their M4 year. Cases should include chief complaint, history of present illness, past medical history, pertinent social and family history, initial exam findings, initial lab and imaging results (including negative results), clinical course, and any available outcomes. Additionally, the case presentation must include 5 questions about the underlying basic science and/or diagnostic process. The presentation should tie the case to the most relevant PLFSOM scheme and explain the sequence of events /findings in relation to the diagnostic process. Faculty assessment and attestation forms are required at time of submission. Further details will be provided as an update to these policies.

CME Requirement

The CME Requirement is a prerequisite to graduation!

Purpose/Goals of Requirement:

- Expose students to the full continuum of medical education including Continuing Medical Education;
- Provide students opportunities to broaden their clinical training by participating in approved Type 1 CME events;
- Reinforce the fact that all physicians are expected to be active, life-long learners and to take responsibility for maintaining and expanding their knowledge base.

Requirement:

- **A minimum of 10 documented Type 1 credits must be completed by March 1 of the MS 4 year;**
- Credits must be earned in at least three (3) different disciplines (e.g., Internal Medicine and IM sub-specialties, Surgery and surgical subspecialties, OB-GYN, Pediatrics and pediatric sub-specialties, Psychiatry, Family Medicine, etc.);
- At least 5 of the credits must involve “live” sessions;
- Clerkship required learning activities that “happen” to carry CME credit (e.g., the Lactation Curriculum in OB-GYN) **will not count** toward meeting the CME requirement **except** for Grand Rounds Sessions that have been approved for Type 1 credit by the CME office that students are required to attend as part of a rotation.

Documentation:

- Student participation in PLFSOM CME approved events will be documented via medical student sign-in sheet;
- Students are required to provide acceptable documentation (e.g., certificates of completion, transcript of credits, and/or photo of sign-in sheet) to Lourdes Davis in the Office of Medical Education;
- Ms. Davis will update students quarterly about their individual status in meeting requirement

Duty Hours Policy

Preamble: The School of Medicine has the responsibility to develop and implement work hour policies for medical students, especially those on clinical clerkship rotations, in accordance with LCME Element 8. These policies should promote student health and education.

1. Students should not be scheduled for on-call time or patient-care activities in excess of 80 hours per week.
2. Students should not be scheduled for more than 16 continuous hours.
3. Students should have 10 hours free of duty between scheduled duty periods.
4. Students should have at least one day off each week averaged over a one month period.
5. Students should not have more than 6 consecutive nights on night float duty.
6. This policy applies to all clerkships/rotations in the third and fourth year at Paul L. Foster School of Medicine.
7. The clinical departments will determine the frequency of overnight call, but it should not be more frequent than every 4th night.
8. It is anticipated that student attendance at clerkship seminars, conferences, and other didactic sessions will be facilitated by this policy and that provisions in this policy are not the basis for missing these sessions. Requests for excused absences from these sessions should be submitted to the clerkship director or his/her designees on an individual basis.
9. Variances from this policy must be approved by the Associate Dean for Student Affairs.

Clerkship Requirements for Reporting Duty Hours

Students must report their duty hours in the online scheduling system within 48 hours of the end of each event. Failure to enter duty hours more than 5 times in a Clerkship will result in a slight concern notation on the student's professionalism evaluation (completed by the Clerkship Coordinator).

Additional Policies

There are a number of policies dictated by the Office of Student Affairs. Students are expected to be familiar with all policies in the Student Affairs Handbook

(<http://el Paso.ttuhs.c.edu/fostersom/studentaffairs/SAHandbook2014Revised.pdf>) with special attention paid to the following:

- Dress Code
- Needle Stick Policy
- Standards of Behavior in the Learning Environment
- Medical Student Code of Professional and Academic Conduct
- Religious Holy Days

Approved by CEPC 5/16/2016

- Missed Graded Activities
- Evaluation Policy

Students are expected to be familiar with policies regarding the Advanced Training and Simulation Center (ATACS) and to abide by these policies when attending sessions in the ATACS Center.