Table of Contents

Important Notes ................................................................. 3
Professionalism ................................................................. 3
Statement of Principles for Teacher and Learner Conduct in the Educational Setting ............................................. 3
Student Mistreatment ......................................................... 7
Policy for Delegation of Responsibility in Clinical Assignments ................................................................. 7
Requirements for Beginning Third Year .................................... 7
Dress Code ........................................................................ 7
Compliance Training .............................................................. 8
Drug Testing ....................................................................... 8
Respiratory Mask Fit Testing ..................................................... 8
EPIC Training ...................................................................... 9
Student Computer Requirements and Recommendations ................................................................. 9
Immunizations ...................................................................... 9
Clerkship Contact Information .................................................. 10
Student Assignments .............................................................. 11
Community Site Rotations ........................................................ 12
Housing ................................................................................ 12
Relationship of Clerkship Site Directors to Galveston Clerkship Directors .......................................................... 13
Counseling and Mental Health Services ........................................ 14
Absence Policy ...................................................................... 14
Holiday Guidelines ................................................................ 17
Weather Emergencies ................................................................ 17
Public Transportation – Texas Medical Center ........................................ 18
Occupational Exposure to Blood Borne Diseases and Infectious Pathogens ......................................................... 18
Grading Policy ...................................................................... 19
Grade Appeals Process ............................................................ 21
NBME Subject Exams ............................................................... 21
USMLE Performance Requirements ............................................. 21
Duty Hours ........................................................................... 21
Mid-point Feedback ................................................................ 22
Case Logging ........................................................................ 22
Clinical Reasoning Instrument (CRI) ................................................ 23
End of Clerkship Evaluations ..................................................... 23
Theft of OR Scrubs .................................................................. 23
Required and Recommended Clerkship Textbooks .................................................. 24
IMPORTANT NOTES

- No changes are allowed to your track schedule once it is finalized.
- You must take at least one elective during the 3rd year.
- All students will provide cell numbers to each clerkship coordinator in order to receive text pages or calls for urgent or mandatory issues.

PROFESSIONALISM – UTMB SOM STUDENT HONOR PLEDGE

On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

A course/clerkship director or coordinator who either directly experiences, or receives a report of potentially unprofessional behavior is encouraged to discuss the concerns directly with the student, and has the options of
- Including professionalism concerns in the student’s formal course/clerkship evaluation; or
- Submitting an Early Concern Note; or
- Including professionalism concerns in the student’s evaluation and submitting an Early Concern Note; or determining that no action is indicated.

STATEMENT OF PRINCIPLES FOR TEACHER AND LEARNER CONDUCT IN THE EDUCATIONAL SETTING

INTRODUCTION

UTMB’s institutional values of respect and integrity place an obligation on both teachers and learners to conduct themselves appropriately in the educational setting. Accrediting agencies expect the same of us. The UTMB Academic Affairs Council (AAC) has been discussing such expectations, and the need for them to be (a) clear, (b) reasonable, and (c) distributed to and acknowledged by teachers and learners. Many of these principles are not unique to education, and are established by institutional policies. Therefore, terminology used in this document is similar to that used in the institutional policies that pertain to these matters.

- IHOP 8.1.4 Workplace Violence
- IHOP 3.2.4 Sexual Harassment and Sexual Misconduct
- IHOP 3.2.5 Consensual Relationships
- IHOP 3.2.1 Nondiscrimination, Equal Employment Opportunity and Affirmative Action
- IHOP 7.1.3 Student Conduct and Discipline Policy
- IHOP 3.2.9 Non-retaliation Policy

Other appropriate expectations go beyond the Institutional Handbook of Operating Procedures (IHOP), such as attention to fulfilling teaching and learning responsibilities, and interactions respectful of the power differential inherent in a teacher-learner environment. This Statement focuses on behaviors at the teacher-learner interface and is not inclusive of all issues impacting the educational environment, such as treatment of patients, the Health Insurance Portability and
Accountability Act (HIPAA), free speech, classroom disruptions or use of social media. These are typically covered by other IHOP, Medical Staff, UT System or school-based rules or policies.

PHILOSOPHY

The University of Texas Medical Branch is committed to fostering an environment that promotes academic and professional success in learners and teachers at all levels and in all settings. The achievement of such success is dependent on an environment free of behaviors which can undermine the important missions of our institution. An atmosphere of integrity, transparency, mutual respect, collegiality, fairness, and trust is essential. Although both teachers and learners bear significant responsibility in creating and maintaining this atmosphere, teachers also bear particular responsibility with respect to their evaluative roles relative to student work and with respect to modeling appropriate professional behaviors. Teachers must be ever mindful of this responsibility in their interactions with their colleagues, their patients, and those whose education has been entrusted to them. These principles extend to learners enrolled as students in each of the schools and postdoctoral trainees in medicine and the biomedical sciences. Faculty and trainees in the biomedical sciences may be further guided by national frameworks, such as the Compact between Biomedical Graduate Students and Their Research Advisors, and the Compact between Postdoctoral Appointees and Their Mentors (see Section VIII).

RESPONSIBILITIES OF TEACHERS AND LEARNERS

A. Responsibilities of Teachers
   1. Treat learners and fellow teachers/colleagues with respect and fairness.
   2. Treat learners and fellow teachers/colleagues equally regardless of age, sex (including pregnancy), race, color, national origin, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.
   3. Be on time for educational activities and submit evaluations/grades on time.
   4. Provide timely feedback to learners about their performance in a respectful manner with constructive suggestions for improvement.
   5. Provide current educational materials in an effective format for learning, equally available to all.
   6. Grade or evaluate learners based on demonstrated ability, according to the objectives and standards of the course.
   7. Solicit evaluations of educational experiences by learners, accept positive and negative feedback in a professional manner and review evaluations for educational improvement.

B. Responsibilities of Learners
   1. Treat teachers and fellow learners with respect and fairness.
   2. Treat teachers and fellow learners equally regardless of age, sex (including pregnancy), race, color, national origin, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status.
   3. Be on time for educational activities and submit assignments and evaluations on time.
   4. Provide timely feedback regarding educational experiences in a respectful manner with constructive suggestions for enhanced learning.
   5. Accept constructive feedback in a professional manner.
   6. Commit the time and energy necessary to achieve the goals and objectives of each educational activity.
TEACHER AND LEARNER BEHAVIORS INAPPROPRIATE TO THE EDUCATIONAL SETTING

The behaviors below demonstrate disrespect for others or lack of professionalism in interpersonal conduct. Although there is inevitably a subjective element in witnessing or experiencing some behaviors, certain actions are clearly inappropriate and will not be tolerated by the institution. These include, but are not limited to, the following:

1. Unwanted physical contact (e.g. hitting, slapping, kicking, pushing) or the threat of the same, loss of personal civility including shouting, personal attacks or insults, or displays of temper (such as throwing objects), as defined by the Workplace Violence Policy (IHOP 8.1.4), and the Student Conduct and Discipline Policy (IHOP 7.1.3). Any individual who experiences, is aware of, or witnesses Workplace Violence, or who has reason to suspect that Workplace Violence is occurring or poses danger should immediately report this behavior to the University Police Department.

2. Sexual harassment or sexual misconduct, including inappropriate or unwelcome touching, as defined by the Sexual Harassment and Sexual Misconduct Policy (IHOP 3.2.4). Note that
   a. If a Responsible Employee does not report incidents of alleged sexual harassment within three (3) business days to the Title IX Coordinator, he or she could be subject to disciplinary action, up to and including termination.
   b. A Responsible Employee must immediately report alleged acts of sexual violence to the Title IX Coordinator; any delay beyond 24 hours could result in disciplinary action, up to and including termination.

3. Consensual romantic relationships between teachers and learners, as defined by the Consensual Relationships Policy (IHOP 3.2.5).

4. Harassment or discrimination in teaching or assessment based on race, color, national origin, sex (including pregnancy), age, religion, disability, sexual orientation, gender identity and expression, genetic information, or veteran status, as defined by the Nondiscrimination, Equal Employment Opportunity and Affirmative Action Policy (IHOP 3.2.1).

5. Requests for others to perform inappropriate errands or duties unrelated to the learning environment.

6. Grading/evaluation on (a) factors unrelated to performance or level of achievement; or (b) level of career interest in the teacher’s specialty.

7. Vulgar, demeaning or disrespectful acts or language toward or in the presence of a teacher or learner.

8. Retaliation of any kind (including intimidation, threats, coercion, discrimination or false reports/evaluations) toward any individual who makes a good faith report of violation of these or other UTMB policies, as defined by the Non-retaliation Policy (IHOP 3.2.9).

AVENUES FOR ADDRESSING INAPPROPRIATE TEACHER AND LEARNER BEHAVIOR IN THE EDUCATIONAL SETTING

When a learner has a grievance about a teacher or other learner’s behavior, the learner’s options are 1, 2, or 3:
- Include in an evaluation of the course or other educational experience
- Address directly with the person who is the subject of the learner’s concerns
- Contact the Student Ombudsperson, http://www.utmb.edu/ombudsman or 409-747-9055
- Submit a report to the Professionalism webpage. Reports can be made anonymously, http://www.utmb.edu/professionalism
- Contact the person’s supervisor, Chair or Director
- Contact the relevant course, clerkship or program director or an Assistant/Associate Dean
- When a teacher has a grievance about a learner’s behavior, the teacher’s options are 1, 2, 3
- Address directly with the learner who is the subject of the teacher’s concerns
- Contact the relevant course, clerkship or clinical program director or coordinator, an Assistant or Associate Dean, or the Dean or his or her designee
- Include as part of the learner’s grade or evaluation relevant to professional behavior
- Submit an Early Concern Note (see school-specific links below)
1. If the grievance is related to sexual misconduct or sexual harassment, the complainant should contact the Title IX officer (http://www.utmb.edu/studentervices/titleix.asp or 409-772-2112) and consult the UTMB Sexual Harassment and Sexual Misconduct Policy. UTMB employees and faculty members who are designated as Responsible Employees under the law, including administrators, supervisory staff, advisors, graduate teaching assistants, and faculty with teaching, advising, coaching, mentoring or clinical supervision responsibilities have mandatory reporting and response obligations and may not be able to honor a complainant’s request for confidentiality.

2. If the grievance is related to discrimination, the complainant should contact the Office of Internal Investigations at 409-747-5742 and consult the UTMB Nondiscrimination, Equal Employment Opportunity, and Affirmative Action Policy.

3. If the grievance is related to violence or a threat of violence, it should be reported to the complainant’s supervisor, or as needed to University Police, in accordance with the UTMB Workplace Violence Policy (IHOP 8.1.4) and the Student Conduct and Discipline Policy (IHOP 7.1.3).

**POLICY REFERENCES**

IHOP 8.1.4 Workplace Violence, IHOP - 08.01.04 - Workplace Violence
IHOP 3.2.4 Sexual Harassment and Sexual Misconduct, IHOP - 07.01.11 - Student Sexual Misconduct, Sexual Harassment and Sexual Assault Policy-2
IHOP 3.2.5 Consensual Relationships, IHOP - 03.02.05 - Consensual Relationships Policy
IHOP 3.2.1 Nondiscrimination, Equal Employment Opportunity and Affirmative Action, IHOP - 03.02.01 - Nondiscrimination, Equal Employment Opportunity and Affirmative Action
IHOP 7.1.3 Student Conduct and Discipline Policy, IHOP - 07.01.03 - Student Conduct and Discipline
IHOP 3.2.9 Non-retaliation Policy, IHOP - 03.02.09 - Non-Retaliation Policy

**EARLY CONCERN NOTES**

School of Medicine
https://www.utmb.edu/meded/edaffairs/ecn/userLogin.asp
School of Nursing
https://sandbox.utmb.edu/sonnet/student-resources/SON%20Early%20Concern%20Note%2007022015.pdf
https://sandbox.utmb.edu/sonnet/student-resources/Early%20Concern%20Guidelines.pdf
School of Health Professions
https://shp.utmb.edu/ASA/resources.asp
Graduate School of Biomedical Sciences
http://gsbs.utmb.edu/forms/#faculty

**ADDITIONAL REFERENCE DOCUMENTS**

Compact Between Biomedical Graduate Students and Their Research Advisors
https://www.aamc.org/initiatives/research/gradcompact/
Compact Between Postdoctoral Appointees and Their Mentors
https://www.aamc.org/initiatives/research/postdoccompact/
HOW TO REPORT STUDENT MISTREATMENT

- To your course or clerkship director
- To an Education or Student Affairs Assistant or Associate Dean
- To the Student Ombudsman, http://www.utmb.edu/ombudsman, 409-747-9055 in the Jamail Center
- Online http://www.utmb.edu/professionalism (can be anonymous)
- Sexual/gender discrimination, assault or harassment – Title IX office, 2.126 Jamail, TitleIX@utmb.edu or www.utmb.edu/studentservices/titleix.asp
- Include in the evaluation of your course/faculty with as much detail as you can comfortably provide. If we don’t know about it, we can’t fix it

POLICY FOR DELEGATION OF RESPONSIBILITY IN CLINICAL ASSIGNMENTS

UTMB School of Medicine students are authorized to participate in a wide range of clinical activities at the direction of their supervising physician. Authorized activities include, but are not limited to:

1. Observation of patient care activities in inpatient, outpatient, emergency room and/or operating room locations.
2. Participation in provision of direct patient care, including medical interviewing, physical examination, and patient education activities.
3. Interactions and discussions with patients regarding diagnoses and plans of management.
4. Assisting a physician in the performance of procedures, based on the skill, experience, and comfort level of the student and at the discretion of the supervising physician.
5. Recording notes in paper or electronic medical records.
6. Other activities under the direction, and at the discretion of the supervising physician.

Ultimate responsibility for the patients with whom UTMB School of Medicine students interact remains with the supervising physician. The supervising physician must be readily accessible to the student whenever the student interacts with patients; sufficient support in the form of personnel and equipment must be available to the student in case of a medical emergency. Where clinically and educationally appropriate, physicians who are supervising medical students may delegate responsibility for some elements of teaching and supervision to housestaff or non-physician care providers, e.g. allied health professionals, nurses, etc. within the institution. It will be the responsibility of each supervising physician to determine which learning experiences are appropriately delegated in this manner and to ensure that personnel providing such supervision are working within their scope of practice.

REQUIREMENTS FOR BEGINNING THIRD YEAR

DRESS CODE

Students are expected to dress professionally during the clerkship. Your white coat should be clean, pressed and worn at all times, along with your badge when you are involved in patient care. Closed toe shoes must be worn. Your nails must be short and artificial nails are not permitted. Your hair must be contained. Scrubs may be worn only as directed by your clerkship, they may not be worn as a replacement for clean clothes unless warranted.
COMPLIANCE TRAINING

To complete the training, please click on the following link, https://learn.utmb.edu/. Once on this site, please complete the training module entitled "Annual Student Required Training". If further assistance is needed, please call the following numbers: IS Help Desk at 409-772-5200 or the HR Training and Organizational Development Office at 409-747-6700. The "Annual Student Required Training" is a course that combines the following subjects into one course required annually for all students: General Compliance, HIPAA, Information Protection, Sexual Harassment, Fire Safety, Isolation Precautions and Standard Precautions. Many of our volunteer ambulatory sites will not let you enter their locations without proof of this training.

DRUG TESTING

1. It is the policy of UTMB to provide a safe workplace for all employees, students, and patients. The SOM requires that all Year 3 and Year 4 students have a negative urine drug screen prior to enrolling in any course or clerkship.
2. The substances tested for will be amphetamines, cocaine, marijuana, opiates, and phencyclidine (PCP).
3. Students may not begin or continue coursework (clinical or non-clinical) until a negative (“clear”) test report is received.
4. A student’s test is not considered positive until a Medical Review Officer determines that the results are not due to legally prescribed prescription medications and the student has been offered the opportunity to have the original sample retested at the student’s expense.
5. A positive test will result in a report to the Associate Dean for Student Affairs for intervention and/or possible disciplinary action as authorized by The University of Texas System Regent’s Rules and Regulations and/or UTMB policy.
6. Drug test results will remain separate from the academic record.

RESPIRATORY MASK FIT TESTING

Healthcare workers who may care for patients with airborne infectious diseases are required to be fit-tested annually. The goal of this program is to improve personnel safety in the healthcare environment through appropriate use of Personal Protective Equipment.

Anyone that wears a respirator must be medically evaluated through Employee Health (x-79172). After medical approval is received you can move forward to schedule the (N95 – PAPR) training and fit-testing. A fit-test is required for every model of tight-fitting respirator worn. The medical evaluation and fit-test must be repeated annually. Students will be notified of available dates for registration. Below is a description of the process for fit testing.

A. The first step in fit-testing is filling out a health evaluation form
   1. Health evaluation forms will be sent to HCWs on the list for fit-testing.
   2. The completed form must be returned to the Student Wellness Office.
   3. The forms will be reviewed by Student Wellness Service staff. If there are no medical contraindications to using an N-95 respirator, the healthcare worker’s name and contact information will be sent to Environmental Health and Safety (EHS) and will be given an appointment to be fit-tested.
   4. If the staff reviewing the medical history form has one or more concerns about the fit-testing candidate’s health relative to wearing an N-95 respirator, he/she may request that the person come in for an assessment by a physician. The physician will determine whether or not fit testing will be offered to the healthcare worker.
B. When a healthcare worker receives an appointment for fit-testing, they must present themselves at the place and time to which they have been appointed on time. HCWs who fail to appear for their appointment will be reported to their supervisor.
Fit-testing Site
A. Fit-testing will take place at UTMB.
B. Fit-testing will be performed by EHS staff.

Fit-testing Procedure
A. Healthcare workers and students.
B. EHS staff conducting fit-testing will choose a respirator for each person fit-tested based on shape and size of their face. Fit-testing will continue until fit-testing is successful with a particular mask.
C. After the person has been fitted to an N-95 respirator, they will be instructed on how to fit check the N-95 respirator every time they don the respirator.
D. Healthcare workers who cannot be fit-tested to one of the 5 respirators will be provided by EHS with a half- or full-face respirator with HEPA filters or a powered air purifying respirator (PAPR).
E. Each person successfully fitted to an N-95 respirator will be issued a card containing the following information.
   1. Name
   2. Date fit-tested and date for next fit-test
   3. Data on the respirator to which they were fit-tested
      a) Manufacturer
      b) Model Number
      c) Size
   4. Result of Fit-test (pass, initials of the staff member who performed fit-test)
   5. Test method and instrument used

EPIC Training
All third year rising students must complete the EPIC Training for Medical Students prior to the start of the Clinical Skills Experience in June. Students will be notified of the available dates and will be allowed to select from those dates.

Student Computer Requirements and Recommendations
The SOM curriculum consists of many types of collaborative and engaged methods of learning and these methods may have varied technological needs. Each student should ensure that their computing device(s) meets the standards for the appropriate learning session. Please review the requirements and recommendations on the following link for further information: https://som.utmb.edu/som-educational-affairs/instructional-management-office/student-resources-(technology-quick-contacts).

Immunizations
Some away locations will require immunizations that are not required by UTMB. Those can be dealt with on a case by case basis. For information on what immunization records are required by UTMB and most other healthcare organizations, please visit: http://www.utmb.edu/studenthealth/immunization.asp. Make sure your immunizations are up-to-date prior to the start of third year.
   a. Log into MyStar
   b. Click on the 'Student Center' tab on the left.
   c. Scroll down to the 'Personal Information' section and click on the 'Immunization Information' link.
   d. A link to your immunization records can be found on this page.
   e. If you can't access your immunization records, please visit UTMB's Student Wellness office for a hard copy of your records.
## Clerkship Contact Information

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Galveston Directors</th>
<th>Galveston Coordinators</th>
<th>Tyler Directors</th>
<th>Tyler Coordinator</th>
<th>Houston Directors</th>
<th>Houston Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>Victor Sierpina, MD</td>
<td>Layne Dearman</td>
<td></td>
<td>For all Tyler Clerkships: Megan McLaughlin, Medical Ed Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jennifer Raley, MD</td>
<td><a href="mailto:Imdearman@utmb.edu">Imdearman@utmb.edu</a>;</td>
<td></td>
<td>UTHSC-Tyler</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>409-772-1395; Fax: 409-772-4296</td>
<td></td>
<td><a href="mailto:megan.mclaughlin@uthct.edu">megan.mclaughlin@uthct.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Office: 903-877-8169</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Medicine</td>
<td>Bernard Kamath, MD</td>
<td>Christina Ross</td>
<td>Ifeanyi Elueze, MD</td>
<td>J. Marietta Clewing, MD, Houston Methodist</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Karen Szauter, MD</td>
<td>Johnson <a href="mailto:cnross@utmb.edu">cnross@utmb.edu</a>;</td>
<td><a href="mailto:Ifeanyi.Elueze@uthct.edu">Ifeanyi.Elueze@uthct.edu</a></td>
<td><a href="mailto:jmclewing@houstonmethodist.org">jmclewing@houstonmethodist.org</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>409-772-3108; Fax: 409-747-1901</td>
<td>903-877-5620</td>
<td>713-441-6722</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obstetrics/Gynecology</td>
<td>Sangeeta Jain, MD</td>
<td>Brandie Denton</td>
<td></td>
<td>Lary Kupor, MD, St. Joseph’s Med Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sarah Baxley, MD</td>
<td><a href="mailto:bldenton@utmb.edu">bldenton@utmb.edu</a></td>
<td></td>
<td><a href="mailto:laryk@gmail.com">laryk@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>409-772-2897; Fax: 409-747-6633</td>
<td></td>
<td>713-951-0421</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Gayani Silva, MD</td>
<td>Tiffany Swain</td>
<td>Monique Mills, MD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Melissa Smith-Phillips, MD</td>
<td><a href="mailto:tswaain@utmb.edu">tswaain@utmb.edu</a></td>
<td><a href="mailto:Monique.mills@uthct.edu">Monique.mills@uthct.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>409-772-5286; Fax: 409-747-0721</td>
<td>903-877-5941</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychiatry</td>
<td>Dawnelle Schatte, MD</td>
<td>Courtney Silberisen</td>
<td>Robert Wieck, MD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:csilber@utmb.edu">csilber@utmb.edu</a></td>
<td><a href="mailto:robert.wieck@uthct.edu">robert.wieck@uthct.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>409-747-9675; Fax: 409-747-9788</td>
<td>903-877-7243</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgery</td>
<td>William Mileski, MD</td>
<td>Tekeema Franklin</td>
<td>Hishaam Ismael, MD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lance Griffin, MD</td>
<td><a href="mailto:tefranki@utmb.edu">tefranki@utmb.edu</a></td>
<td><a href="mailto:Hishaam.ismael@uthct.edu">Hishaam.ismael@uthct.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>409-772-9066; Fax: 409-747-7301</td>
<td>903-877-8019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For all Tyler Clerkships: Megan McLaughlin, Medical Ed Coordinator
UTHSC-Tyler
megan.mclaughlin@uthct.edu
Office: 903-877-8169

For all Houston Clerkships: Fran Dawe
findawe@utmb.edu
713-747-1750
### STUDENT ASSIGNMENTS

**Clerkship Assignments**
An annual meeting is held that provides the opportunity for students to learn about the clerkship options. Annually Dr. Levine, Assistant Dean for Educational Affairs, provides this information “Preparing for Year 3” which is available on Tegrity on the OCE website. Clerkship coordinators are the main source for obtaining information and schedules. Scheduling information is also located on the Office of Educational Affairs, Office of Clinical Affairs website [https://som.utmb.edu/som-educational-affairs/office-of-clinical-education-(oce)/student-information](https://som.utmb.edu/som-educational-affairs/office-of-clinical-education-(oce)/student-information).

<table>
<thead>
<tr>
<th>Emergency Medicine Selective</th>
<th>Tekeema Franklin <a href="mailto:tetfranki@utmb.edu">tetfranki@utmb.edu</a> 409-772-9066 Fax: 409-747-7301</th>
<th>EM Not Available in Tyler</th>
<th>Anish Rawat, MD St. Joseph's Med Center <a href="mailto:rawat.anish@yahoo.com">rawat.anish@yahoo.com</a> 713-757-7557 (ED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neurology Clerkship</td>
<td>Elena Shanina, MD <a href="mailto:elshanin@utmb.edu">elshanin@utmb.edu</a> Ahmad Shawagleh, MD <a href="mailto:aashawag@utmb.edu">aashawag@utmb.edu</a></td>
<td>Neurology Not Available in Tyler</td>
<td></td>
</tr>
<tr>
<td>Educational Affairs</td>
<td>Majka Woods, PhD Interim Associate Dean <a href="mailto:majwoods@utmb.edu">majwoods@utmb.edu</a> Alma Block <a href="mailto:adblock@utmb.edu">adblock@utmb.edu</a> Catherine Hale <a href="mailto:cahale@utmb.edu">cahale@utmb.edu</a> Peggy E. Pazos Executive Director, Graduate Medical Education <a href="mailto:peggy.pazos@uthct.edu">peggy.pazos@uthct.edu</a></td>
<td></td>
<td>Marivel Lozano Graduate Medical Education St. Joseph's Med Center <a href="mailto:marivel.lozano@steward.org">marivel.lozano@steward.org</a> 713-756-8217</td>
</tr>
<tr>
<td>Office of Clinical Education</td>
<td>Ruth Levine, MD Assistant Dean <a href="mailto:rlevine@utmb.edu">rlevine@utmb.edu</a> Crystal Carpenter <a href="mailto:cdcarpen@utmb.edu">cdcarpen@utmb.edu</a> Frances Davie fnداء@utmb.edu Lori Ellis <a href="mailto:laellis@utmb.edu">laellis@utmb.edu</a> Shaine LeGrand <a href="mailto:islegran@utmb.edu">islegran@utmb.edu</a> Brian Sullivan <a href="mailto:bmsulliv@utmb.edu">bmsulliv@utmb.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The deadline for clerkship preferences in Internal Medicine, Pediatrics and Family Medicine is in April, site preference selection is in March annually. Students may choose the option of attending a clerkship in Houston, Galveston or Tyler.

There is a Site Preference Ranking link on the Office of Clinical Affairs webpage that allow the students to rank their rotation and ambulatory site preferences for the 3rd year Family Medicine, Pediatric and Internal Medicine Clerkships and the 4th year Ambulatory Community Selective (ACS), [https://som.utmb.edu/som-educational-affairs/office-of-clinical-education-(oce)/site-preference-ranking](https://som.utmb.edu/som-educational-affairs/office-of-clinical-education-(oce)/site-preference-ranking).

The Important dates regarding assignment selection and site selection are also found on the Educational Affairs website.

**Requesting alternative assignments**
A formal request for an alternative assignment can be made to the coordinator or course director. It is based on capacity and need. A student can discuss or negotiate switching with the coordinator at any time. If a student has a particular problem such as a health problem, the problem must be certified, for example, such as a note from a physician. The lack of a car or participating in research is not an excuse for requesting an alternative site. Students must provide the necessary credentialing paper work before rotating in community based clinics and hospitals. Information on this process is provided to the medical students via the website.

**Supporting Documentation Required**
All students are allowed to request an assignment and site of choice. Students are given equal opportunity to obtain a desired assignment. If they request an alternative site, the request is given consideration. There is an Institutional Policy which states that if a student has a disability, the student can go through the ADA office to get certified. Students with small children, dependents, and documented physical and mental health problems are given preferential commutable sites. Students must provide a doctor’s note to document a physical or mental condition warranting preferential site placement, disability documentation must go through Leyla Lockett-Ware in the ADA office.

**COMMUNITY SITE ROTATIONS**
Use the following website [https://som.utmb.edu/som-educational-affairs/office-of-clinical-education-(oce)/site-preference-ranking](https://som.utmb.edu/som-educational-affairs/office-of-clinical-education-(oce)/site-preference-ranking) to rank your rotation and ambulatory site preferences for the 3rd year Family Medicine, Pediatric and Internal Medicine Clerkships and the 4th year Ambulatory Community Selective (ACS). If no site preferences were indicated, you may be assigned wherever we have space. We will not send you someplace without housing unless you request such a location, e.g. you ask to be placed in your hometown and plan to stay with your family.

**HOUSING**
For information on available housing, contact Lori Ellis in the Office of Clinical Education, [læellis@utmb.edu](mailto:læellis@utmb.edu), 409-747-1850. Housing is solely for the use of the student assigned - significant others and pets are not allowed to join the student.
The MS3 and MS4 clerkship director’s committee oversees policies of all core clerkships. Core clerkship directors and clerkship committees are located at the Galveston campus. These directors oversee and communicate policies to campus and community site directors.
COUNSELING AND MENTAL HEALTH SERVICES

GALVESTON
A variety of counseling services are available to help students adjust to an academic health science center’s life, cope with personal challenges, gain self-awareness, and address psychological concerns. Students may meet with a counselor for an initial screening and evaluation to determine how the student’s biopsychosocial needs can best be met. Concerns frequently addressed in brief counseling at CAPS include academic, career, stress, depression, anxiety, self-esteem, body image, concerns related to cultural background or identity, concerns about family, romantic, or interpersonal relationships. Students with presenting issues that are best addressed at CAPS can participate in brief individual or couples counseling. If it is determined that the student’s needs will best be met by adjunctive providers, the counselor will provide the student with appropriate referrals or resources. Counseling appointments begin on the hour and last 30-60 minutes. You can help us provide the best possible service by arriving on time for your appointments and by canceling or rescheduling appointments as early as possible when an appointment must be missed. Call (409) 747-9508 to make an appointment. Students experiencing an emergency should contact the Campus Police at extension (409) 772-1111 immediately or call 911.

HOUSTON
Student have access to counseling and mental health services through the UT Health Science Center and MD Anderson Cancer Center. To serve students they have a licensed Psychiatrist (Dr. Sudhakar Selvaraj) who carries out assessments and prescribes medications. Dr. Selvaraj is available at Student Health on Mondays and Thursdays from 9:00 am to 4:30 pm. An on call Psychiatrist is available after hours if needed at 713-500-5173 after 5:00 pm. Also available is a Psychologist (Dr. Mary Robinson) who performs psychological testing and counsels on various topics including, but not limited to stress management, personal conflicts and family related problems. She is available Monday – Friday from 9:00 am to 4:30 pm. All visits are confidential and not shared with Student Affairs or faculty unless you dictate so. To schedule with Dr. Selvaraj or Dr. Robinson, please call Student Health at 713-500-5171. Please do not hesitate to call, urgent appointments are available upon request.

TYLER
Students have access to counseling and mental health services through the UT Health Clinic Student Counseling Center, phone 903-565-5746.

ABSENCE POLICY

ABSENCE DEFINITIONS
Students are expected to attend all required activities. Each course and clerkship (“course”) publishes its required activities. An absence is any instance in which a student is not physically present at an activity. Students should not assume they are allowed any absences at their discretion or for their personal convenience. Absences are considered acceptable only when unavoidable, which include two types of circumstances:

1. When unavoidable and anticipated, for example to attend a residency interview or presentation at a professional meeting. Students are strongly encouraged to schedule interviews during vacation periods to avoid conflict with scheduled courses. Any such planned absences must be requested and approved in writing by Course or Clerkship Director.

2. When unanticipated, as in personal illness, unavoidable family obligation, or unanticipated delay in transportation.
**Actions Required by the Student**

1. For an **anticipated** absence, students must request permission in writing from the course director in advance as soon as the conflict is identified and, if approved, inform their supervising faculty. Students should avoid making travel arrangements until/unless the course director has approved their request.

2. For an **unanticipated** absence, a student must notify in writing the course director, course coordinator, and supervising faculty. Except in extraordinary circumstances, notification is expected before the activity begins.

**Consequences of Absences**

1. Absences are considered **unacceptable** (refer to Section 6.1 for acceptable circumstances). The failure to request or report an absence as described above is considered unprofessional behavior, will result in an Early Concern Note, may be reflected in the student’s evaluation, and may be grounds for failure of the course.

2. Absences (as identified above) that total no more than three days in a single course of >28 calendar days duration or two days in a course of less than or equal to 28 calendar days duration, are a matter between the student and the course. For Practice of Medicine courses, this is defined as three days of absences for the entire academic year. **In all cases of absence, the student is responsible for the material missed while absent.** At the discretion of the course director, the student may be required to provide documentation of the reason for the absence as well as complete supplementary assignments to make up for missed activities, but the course is not required to provide repeat or make-up opportunities for missed assignments.

3. Absences in any course that exceed the maximum days in Section 6.3.2 require consultation with the Associate Dean for Student Affairs (ADSA). In the event of excess absences, the ADSA will either:

   a. determine that a student must withdraw from the course, which will result in the course assigning a permanent transcript grade of “Withdraw”, “Withdraw Passing” or “Withdraw Failing” (any of which requires the student to repeat the course in its entirety); or

   b. defer action to the course director who will then:

      i. require the student to make-up the missed time prior to the end of the course, if feasible;
      ii. assign a temporary grade of “Incomplete” (which requires the student to complete remaining course requirements);
      iii. assign a grade of PC and require completion of a Professionalism Remediation Program (PRP); once the PRP is completed, the grade will be changed to PC/P.
      iv. assign a grade of “F” (Fail) for the course (note: a course failure based on excessive absences results in a requirement that the student complete a Professionalism Remediation Program in addition to repeating the course); or
      v. for Year 3 and Year 4 clerkships, may recommend to the Assistant Dean for Educational Affairs that the student receive credit for a single four-week elective in the same field as the interrupted clerkship if the student has completed at least four weeks of coursework in a satisfactory manner. The transcript will reflect a Withdrawal grade for the clerkship. The student will then repeat the clerkship in its entirety after returning to the curriculum. This option is reserved for students who develop an illness or personal circumstance during the clerkship that will require a prolonged absence. This option is not available for students who could potentially make up missed time within the clerkship period, or for students whose absences warrant a failing grade.
4 Student absences will be tracked longitudinally. The name of any student demonstrating a pattern of multiple absences per course will be forwarded to the Office of the Associate Dean for Student Affairs, who will contact the student and schedule an appointment to discuss the nature of the recurring absences.

**SPECIAL CIRCUMSTANCES**

**Examinations:** Because of the difficulty in rescheduling examinations, permission to be excused from "high-stakes" (e.g., mid-term, final, clinical skills) examinations must be obtained in advance from the Associate Dean for Student Affairs, or designee, and is limited to reasons of health, personal tragedy, presentation at a professional meeting, or for Religious Holy Days or Military Service (see Sections 6.4.3 and 6.4.4 below). Although requests for exceptions will be considered on a case-by-case basis, residency interviews, family events and personal travel generally are not considered reasons for missing an examination. A student with an unapproved absence from any examination will receive an Early Concern Note, and may, at the discretion of the Associate Dean for Student Affairs or designee, be given an opportunity to take the examination at an alternate time and day. The examination score earned by a student for such an examination will be adjusted downward by 20%. The course grade and course score average will be based on the adjusted examination score.

**Other Curricular Requirements:** It may occasionally be necessary for students to complete curricular requirements while enrolled in another course. Participation in the Year 4 Integrated Curriculum Evaluation Exercise (ICEE) and any other school-based required activities will not be considered a course absence. Other absences, including those for USMLE licensing examinations will count toward the limits specified above.

**Religious Holy Days:** Texas Education Code Section 51.911 provides that students may be absent from class for the observation of a religious holy day. Absences for religious holy days must be excused in advance by the Associate Dean for Student Affairs. The student will be allowed to take a make-up examination or complete assignments from which the student is excused within a reasonable time after the absence as determined by the course director. Such absences will not count toward the limits specified above.

**Military Service:** Texas Education Code Section 51.9111 provides that leave must be granted to a student to participate in active military service to which the student is called, including travel associated with the service. Absences for military service must be excused in advance by the Associate Dean for Student Affairs. The student will be allowed to take a make-up examination or complete assignments from which the student is excused within a reasonable time after the absence as determined by the course director. Such absences will not count toward the limits specified above.

**Summary of Expectations Regarding Absence from Required Activities**

<table>
<thead>
<tr>
<th>Category of Absence</th>
<th>Acceptable Examples</th>
<th>Student Action Required</th>
<th>Student Consequences*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned education-related event</td>
<td>Presentation at a professional meeting</td>
<td>Student must (a) request permission for the absence in advance as soon as the conflict is identified; and (b) if approved, inform their supervising faculty</td>
<td>If requested in advance as soon as conflict identified, approval received, and faculty informed: None Otherwise: Early Concern Note **</td>
</tr>
<tr>
<td></td>
<td>Residency interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circumstances outside the student’s control</td>
<td>Personal illness or injury</td>
<td>Student must notify the course</td>
<td>If notification given BEFORE the required activity begins: None Otherwise: Early Concern Note **</td>
</tr>
<tr>
<td></td>
<td>Unavoidable family obligation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Unanticipated delays in transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other Absences</td>
<td>None</td>
<td>N/A</td>
<td>Early Concern Note **</td>
</tr>
</tbody>
</table>
Definitions
REQUEST PERMISSION means the student has submitted a written request for approval to the course director outlining the reason for the absence.

APPROVED means the student has received written approval from the course director giving the student permission to be absent.

INFORM means the student has provided his/her faculty supervisor a copy of the course director’s written approval for the absence.

NOTIFY means the student has notified in writing (a) the course director, (b) course coordinator, and (c) faculty supervisor that he/she will be unexpectedly absent, and the reason for the absence. Unless precluded by illness/injury, this notification should occur prior to the activity missed.

Notes
*Students are responsible for all material/activities missed. At course director discretion, make-up work or activities may be required. A pattern of absences within or across courses may be grounds for an Early Concern Note.

**At course director discretion, the absence(s) may also be reflected in the student’s evaluation and may be grounds for failure of the course.

HOLIDAY GUIDELINES
The UTMB Student Holidays for 2018-19 are listed in the Academic Calendar. As patient care activities continue during the holiday periods, medical students with clinical responsibilities are expected to maintain their clinical activity during holiday periods. For Monday holidays, students will be guaranteed at least one full day off during the 3 day weekend. For the thanksgiving holiday, students will be given Thursday through Sunday off. Thanksgiving is the only guaranteed holiday for medical students. If the Fourth of July is on a weekday, students will be given that day off. Students choosing to complete electives during Period 13 (over the winter holiday) should be prepared to work through the holidays; generally schedules can be arranged to permit 3 days off over either Christmas or the New Year, or other holiday period as desired. If students are assigned to an outpatient clinical rotation during the holiday period, they will follow the clinic holiday schedule.

WEATHER EMERGENCIES
Disaster/Weather Emergencies: Galveston Students
In the event of a disaster or emergency weather conditions, please refer to the following lines of communication for more information:
Call the UTMB hotline at (409) 77-ALERT (772-5378) or toll free at (888) 772-5449; or Call the UTMB main operator at (409) 772-1011.

- Information is also available via the web at www.utmb.edu/alert. Should the UTMB web server go down, a second server is in place as a backup and will be available via UTMB’s normal URL: www.utmb.edu. Additionally, an informational site will be activated at www.utmbinfo.com.
- Monitor local television and radio stations including KPRC/950 AM, KTRH/740 AM and KIKK/96 FM in Houston.

Disaster/Weather Emergencies: Houston Students
UTMB students will follow delays and closure times posted by UT Health Science Center Houston. Refer to policies of UT Health Emergency Communications: https://med.uth.edu/harrishealth/useful-links/
 Stay informed of local weather conditions, watches and warnings from the National Weather Service, view area evacuation maps and current Houston traffic conditions. In a serious weather emergency, students may find out whether the institution is officially open by the following means:

- Tune in to local radio and television stations.
- Students may call 713-500-9996.
  - Closings and other emergency conditions will be posted on this Web site: https://www.uthealthemergency.org/
- If Houston phone numbers listed above are out-of-order, please call toll-free, 1-866-237-0107 for university closure information.

For more information see University Closure in Severe Weather in the Handbook of Operating Procedures (HOOP) or the Emergency Management Plan.

Disaster/Weather Emergencies: Tyler Students

UTMB students in Tyler will follow delays and closures announced by the main UTHCT campus. In the event of an emergency on the UT Tyler campus, university officials will attempt to notify students, faculty and staff as soon as possible using a multilayered approach, as appropriate. Persons receiving notifications should follow the university's instructions and guidelines, or those of local, state and/or federal authorities. Students may contact the University Police Department at 903-877-5297 to additional information.

In all instances, students should use their best judgment, exercise caution and stay in communication with their coordinators and attendings if they have any questions about whether or not to travel to their sites in the event of inclement weather. Students should not put themselves in danger, but should also not make assumptions about whether or not they are excused from service. They should follow local news sources and assess when it is safe to travel, coming late if necessary rather than risking driving in dangerous conditions.

PUBLIC TRANSPORTATION TO THE TEXAS MEDICAL CENTER

- METRO - Visit METRO Responds for continuing information regarding service status.
- TREKEXPRESS/Fort Bend County Transit - For status on service, call 281-633-7433 or 713-965-1711.
- Woodlands Express
- Research Forest Park & Ride 936-273-6100
- Sawdust Park & Ride 281-363-0882

OCCUPATIONAL EXPOSURE TO BLOOD BORNE DISEASES AND INFECTIOUS PATHOGENS

1. Students who are off campus and 2 hours or LESS away from UTMB
   A. Notify your faculty immediately
   B. Between 8:00 am-5:00 pm, come directly to campus and UTMB Student Health or call Student Health at 409-747-9508 for guidance. Try to seek treatment within 2 hours.
   C. After hours, weekends, or holidays call the UTMB Access Center at 409-772-2222 or go directly to the UTMB Emergency Room for initial evaluation and then follow up with Student Health the next day. Try to seek treatment within 2 hours of the exposure. Follow up with Student Health the next business day. Student baseline labs to be drawn are HIV, HCV, and HBsAntibody.
   D. Have the clinical facility draw and run the source labs for HIV, HCV, and HBsAg. Follow the clinical facility’s protocol for source lab and find out the contact person at the facility for the source lab results. Have your faculty assist in this process.
E. School of Medicine student’s in the Houston and Austin based programs, follow the prearranged protocol with specific facilities.

2. Students who are off campus and MORE than 2 hours away from the UTMB

A. Notify your faculty immediately

B. Between 8:00 am-5:00 pm, call Student Health at 409-747-9508 for guidance as soon as incident occurs or follow the clinical facility’s protocol for initial evaluation. Try to seek treatment within 2 hours of the exposure. Always follow up with Student Health. Student’s insurance should be billed if necessary for treatment.

C. If after hours, weekends, or holidays, call the UTMB Access Center at 409-772-2222 for guidance, follow the clinical facility’s protocol for initial evaluation or go to the nearest Emergency room. Try to seek treatment within 2 hours of the exposure. Follow up with Student Health the next business day. Student’s insurance should be billed if treatment is necessary. Student baseline labs to be drawn are HIV, HCV, and HBsAntibody.

D. Have the clinical facility draw and run the source labs for HIV, HCV, and HBsAg. Follow the clinical facility’s protocol for source lab and find out the contact person at the facility for the source lab results. Have your faculty assist in this process.

E. School of Medicine student’s in the Houston and Austin based programs, follow the prearranged protocol with specific facilities for evaluation.

3. If the student’s insurance is billed for an occupational exposure in scenario 2, and a bill is received for the balance, students should contact Student Health at 409-747-9508 immediately after receiving the bill.

Billing instruction for Student Off-Campus Exposure: Student’s Insurance should be billed, balance after insurance brought to Student Health by the student or contact Student Health at 409-747-9508.

**Grading Policy**

Grades are based on an overall evaluation of student performance, and thus reflect more than just examination averages. Courses frequently include formal examinations of knowledge and clinical skills as well as faculty judgments of student ability based on daily interactions. **Satisfactory performance in each component is required to receive a passing grade.** The grade in each course will be entered on the permanent academic record of the student. No USMLE results are included on the UTMB transcript. Except for the symbol “I”, no grade is ever removed from the academic record. When a student with a failing (F) grade in a course repeats that course in its entirety, the new course grade will be entered on the transcript in addition to the student’s initial grade. Under specific conditions described further in Section 4.1.2 below, a student with a failing (F) grade in a course may be allowed to complete re-examination(s), as opposed to repeating the course in its entirety. In such cases, successful completion of the re-examination(s) will result in the original grade entry of “F” being changed to “F/P”, with a notation to indicate that the course was subsequently passed through successful completion of additional work. Failure to successfully complete the re-examination(s) will result in the original grade entry of “F” being changed to “F/F”, with a notation to indicate that additional work was not successfully completed.

**Fair and Timely Summative Assessment:** According to the LCME (Element 9.8), a medical school must provide fair and timely assessment. All grades should generally be available within 4 weeks of the end of a rotation and no later than 6 weeks.

All required clerkships utilize the following grading scale:

**Honors (H):** Refers to consistent mastery of the course objectives where the student performs at a distinguished level. Year 3 and Year 4 required courses may award a grade of Honors (H) to a maximum of 15-20% of the students enrolled in the course during the academic year.

**High Pass (HP):** Refers to frequent command of course objectives where a student performs above the level expected for the level of training.
Pass (P): Refers to an acceptable or expected level of performance.

Partial Competency (PC): Assigned if a student has not satisfactorily completed a component of a course that allows remediation before a final grade is determined.

Fail (F): Refers to failure to achieve an acceptable level of performance on two components or on any clinical evaluation, or has not exhibited expected professional behavior.

All other courses, such as electives, Clinical Skills Experience, selectives and minimesters (including electives designated as Acting Internships, Ambulatory Community, Basic Science/Humanities and other selectives), and the Integrated Curriculum Evaluation Exercise (ICEE), use the following grading scale:

Satisfactory (S): Refers to an acceptable level of performance.

Fail (F): Refers to failure to achieve an acceptable level of performance, or has not exhibited expected professional behavior.

No grade point average is calculated for the purpose of routine rankings. However, the Curriculum Committee has developed a mechanism for identification of relative student performance for selected academic recognition and scholarship purposes only. Other grades and symbols appearing on the academic record are:

“W” Withdrawal: Assigned if a student withdraws prior to an evaluation.

“WP” Withdrawal: Assigned if a student withdraws prior to the completion of a course, while his or her work is of a passing quality. If a student receives a WP after completing 4 or more weeks of a clerkship the student may be granted credit for a single four-week elective in the same field as the interrupted clerkship. The student will then repeat the clerkship in its entirety after returning to the curriculum.

“WF” Withdrawal: Assigned if a student withdraws prior to the completion of a course, while his or her work is not of a passing quality.

“I” Incomplete: Temporarily assigned if a student, for reasons beyond his or her control, has not completed all required work for a course by the end of the course. A grade of “I” that has not been resolved within 30 days automatically reverts to a grade of “F” (Fail) unless a specific plan and date for its resolution have been approved by the course director and submitted to the Office of Enrollment Services.

“PC/P”: Assigned following successful completion of a course in which an initial grade of “PC” was assigned.

“PC/F”: Assigned following failure to satisfactorily complete all components of all remaining courses in a curriculum year OR unsuccessful reexamination in the course in which an initial grade of “PC” was assigned. This denotes failure to achieve an acceptable level of performance, and is equivalent to a grade of Fail (F) in all respects, including criteria for dismissal (see Section 4.1 below).

“PC/W”: Assigned following receipt of a single PC grade in Years 1 or 2, if the student is placed on leave of absence and thus is ineligible to remediate the course through re-examination (see Section 4.1.2(3) below). The student must repeat the course in its entirety after returning from his or her leave of absence.
Grade Appeals Process

SOM policy states you must notify the Course Director of your intent to appeal within five (5) working days of the posting of the course grade by the Registrar. If the decision is unchanged after review by the Clerkship Education Committee, the student also has the right to contest the decision to the Academic Review Committee as described in the Academic Policies. The Academic Review Committee of the SOM meets to consider student appeals of (a) an examination, evaluation or final course grade, or (b) an Academic Progress Committee decision pertaining to dismissal. No other decisions of a course committee or the Academic Progress Committee are subject to appeal. The Academic Review Committee will have access to the student’s academic record, as well as the deliberations of the Academic Progress Committee. In general, for a successful appeal, the student will need to demonstrate that a decision of a course committee or the Academic Progress Committee was (a) arbitrary or capricious, (b) made in bad faith, or (c) in violation of the SOM’s Academic Policies. Except for decisions to dismiss a student, all decisions of the Academic Review Committee are final.

NBME Subject Exams

All clerkships require that students score at the 5th percentile of the previous academic year norm on the NBME subject exam in order to pass the course. Failure of the subject exam will result in a grade of PC.

Re-examination will occur at the end of a 4-week study period at the next regular course examination date after completing all other courses of the year. If a second PC is received in another clerkship, both PC’s will revert to PC/F and both courses must be repeated in their entirety.

USMLE Performance Requirements

A. Step 1 of the United States Medical Licensing Examination (USMLE) must be taken prior to the first day of Clinical Skills Experience. Students who have successfully completed Year 2 are conditionally promoted to Year 3 pending results of the examination.

B. Students who receive a failing grade on their first effort on USMLE Step 1 are required to withdraw from the curriculum no later than the conclusion of the specific course they are taking at the time the failing grade is received. They are then placed on leave of absence or academic reassignment for a period not to exceed one year, upon consultation with the Associate Dean for Student Affairs. After a period of preparation, the student may retake the USMLE Step 1, followed by conditional resumption of the Year 3 curriculum. A student who chooses to withdraw immediately from the curriculum after receipt of a failing USMLE grade, before completion of the specific course they are taking at the time they receive their failing grade, has the following options:

1. Course withdrawal (grade of W, WP, or WF, as appropriate). In such cases, the student receives no credit for work completed, and will repeat the clerkship in its entirety after returning to the curriculum.
2. Grade of Incomplete, which can only be granted in consultation with the course director, who retains the right to determine if an Incomplete is appropriate given the work completed to date. The student will then complete the remaining clerkship requirements after returning to the curriculum.
3. Credit for a single four-week elective in the same field as the interrupted clerkship, if the student has completed at least four weeks of coursework in a satisfactory manner. The transcript will reflect a Withdrawal grade for the clerkship. The student will then repeat the clerkship in its entirely after returning to the curriculum.

C. Students who receive a failing grade on their second effort on USMLE Step 1 are required to withdraw from the curriculum no later than the conclusion of the specific course they are taking at the time the failing grade is received. They are then placed on leave of absence or academic reassignment for a period not to exceed
one year, upon consultation with the Associate Dean for Student Affairs. After a period of preparation, the student may retake the USMLE Step 1. The student may not resume coursework until a passing USMLE Step 1 score is received in the Office of Enrollment Services.

D. Failure of the USMLE Step 1 on three attempts will result in immediate withdrawal from the curriculum and a determination of dismissal by the Academic Progress Committee, absent extenuating circumstances.

E. Step 2 of the USMLE (which includes both Clinical Knowledge and Clinical Skills examinations) is typically taken upon completion of Year 3 requirements. Both the Step 2 Clinical Knowledge component and Step 2 Clinical Skills component must be taken no later than six calendar months prior to the student’s anticipated graduation date (November 30 for regular May graduation candidates), unless an extension has been requested and approved in advance by the Associate Dean for Student Affairs. Failure to attempt the USMLE Step 2 by this deadline will result in the student being reported to the Associate Dean for Student Affairs, and may result in a delay in the student’s eligible graduation date or other penalty, even if all other graduation requirements are completed. A passing score on USMLE Step 2 is required for graduation. Failure of the USMLE Step 2 on three attempts will result in the Academic Progress Committee making a determination of dismissal, absent extenuating circumstances.

F. Failure to pass the USMLE Step 1 within 24 calendar months from the end of Year 2, or the USMLE Step 2 (both the Clinical Knowledge and Clinical Skills examinations) within 24 calendar months from the end of Year 3, will result in the Academic Progress Committee making a determination of dismissal, absent extenuating circumstances. Time during which a student is on an approved leave of absence for medical reasons following either Year 2 or Year 3 is not included in determining these deadlines.

**DUTY HOURS**

During the clinical curriculum, no week may contain more than 80 hours and the average across the weeks of the clerkship should be no greater than 60 hours per week. Students are guaranteed at least one day off per week. Students are required to log their working hours in New Innovations on a quarterly basis to ensure clerkship compliance.

**MID-POINT FEEDBACK**

All clerkships are required to provide feedback to each student at the mid-point of the clerkship. Tracking of the mid-point feedback will be described at each clerkship orientation.

**CASE LOGGING**

Students are required to record all patient experiences in the New Innovations Case Logger. It is your responsibility to review the case logger table for your particular clerkship. If you are unable to see a specified type of patient, be sure to alert your clerkship director so they can provide alternative means for you to accomplish that objective or reassign you clinically. If you use an alternative (e.g., computer case), please indicate that in New Innovations.

- New Innovations (NI): [www.new-innov.com](http://www.new-innov.com)
- For login: Institution = UTMB, use your UTMB username and email to retrieve your password
- To use the Mobile software, select Mobile Software in the Main section of the menu
CLINICAL REASONING INSTRUMENT (CRI)

All students are required to complete one Clinical Reasoning Instrument approximately weekly during each clerkship. By the end of the third year students will demonstrate the ability to:

- Organize the relevant findings from a patient encounter into a focused oral presentation of the patient
- Generate a differential diagnosis, supported with pertinent positive and negative data
- Describe next steps in the diagnostic and therapeutic management of the patient tool
- The form that is being used for this activity is currently used to guide written patient notes following patient activities in the standardized patient center
- The format mirrors the materials that students use during their USMLE Step 2 Clinical Skills examination
- The expectation is that the student will use the front of the form to record data from the patient encounter. Students should be encouraged to record all relevant information obtained.
- The recording of data should follow a standard format (see below) but can be bullet points or short statements – the form is intended to be a vehicle to guide the student’s thinking and to help the student organize his/her oral presentation and not to be used as a chart note
- The back of the form asks for up to three diagnoses, with the most likely diagnosis listed first
- The students should defend each diagnosis with both positive and negative findings.
- The plan should focus on diagnostic testing “next step” recommendations. Therapeutic management may be discussed but skill at this will vary depending on the student’s level of training

END OF CLERKSHIP EVALUATIONS

At the end of your clerkship you will be asked to evaluate the course. Your candid responses to the questions will contribute to a thorough evaluation of the clerkship. All responses will be processed anonymously and a summary report will be reported to the clerkship director and the Curriculum Committee at the end of the academic year. Completion of this evaluation is required of all clerkship students.

THEFT OF OPERATING ROOM SCRUBS

UTMB Laundry Services notes that an increasing number of students are deceptively obtaining additional pairs of OR scrubs from the dispensing machines without paying for them. As students who utilize this system are aware, you purchase credits in advance for each pair of scrubs, which allows you to obtain that number at any given time, with credits replenished when you return each pair.

Some students have chosen to obtain extra pairs of scrubs from the machine without paying for them. The University considers this to be theft, no different than stealing other University property. The machine’s camera system captures images of transactions, including exactly what is, or is not deposited when students return scrubs, and matches the images to the student whose badge was swiped.

Effective January 1, 2017, situations where a student is recorded deceptively obtaining/returning scrubs:

1. Will result in the student’s scrubs machine access privileges being suspended; and
2. Will be handled as a disciplinary matter under IHOP - 07.01.03 - Student Conduct and Discipline; and
3. Will be subject to Laundry Services filing a police report
Please do not risk the adverse consequences that disciplinary or police reports can have on your career. The most effective strategy to prevent finding yourself without scrubs is to purchase enough credits and ALWAYS leave one credit available for emergencies.

**REQUIRED AND RECOMMENDED CLERKSHIP TEXTBOOKS**

**FAMILY MEDICINE**

**Recommended Texts:**
*Case Files: Family Medicine* (by Toy, Briscoe, Reddy, and Britton: ISBN # 9781259587702, 4th edition, 2016) has been a very popular resource for many students. Access partial book online through the Moody Medical Library (MML) [http://guides.utmb.edu/c.php?g=411424&p=2804150](http://guides.utmb.edu/c.php?g=411424&p=2804150). It is available in the campus bookstore and in a Kindle format. In addition to this book, most students purchase some type of study guide to prepare for the Family Medicine NBME shelf exam.

**Other possible texts include:**


**INTERNAL MEDICINE**

**Required Texts:**

**Recommended Texts:**

*MKSAP for Students 5* (highly recommended), ACP, ISBN # 9781934465547, 1st edition, 2011, $54.95

**NEUROLOGY**

**Recommended Texts:**


*High-Yield Neuroanatomy, 4th Ed.*, Fix, James, 2009 Lippincott Williams & Wilkins ISBN # 9780781779463. $32.99
For those with a greater interest in neurology, suggested supplemental texts are:


*Neurology Secrets 5th Ed.*, Rolak L., 2010 Mosby ISBN # 9780323057127 $60.95

For those with an extensive interest in neurology, suggested supplemental texts are:


**OBSTETRICS & GYNECOLOGY**

**Required Texts:**


**Recommended Texts:**


OR


**PEDIATRICS**

**Recommended Texts:**


*Case Files Pediatrics*, Toy, E C; Yetman, R J; Hormann, M; Lahoti, S; McNeese, M; Sanders, M J; Geltmeyer, A M: ISBN# 9780071839952, 5th edition. 2016, $47.95

**Primary reference used by the faculty:**


*Rudolph’s Pediatrics*, Kline, M W; Blaney, S M; Giardino, A P; Orange, J S; Penny, D J; Schutze, G E; Shekerdemian, L S; Rudolph, A M; Rudolph, C D: ISBN# 978-1259585594, 23rd edition. 2018, $175 McGraw-Hill Education / Medical (release date 8/17/18)


**PSYCHIATRY**

**Required Text:**


**Recommended Texts:**

SURGERY

Recommended Texts:


