The College of Community Health Sciences
The University of Alabama School of Medicine,
Tuscaloosa Campus

Medical Student Handbook
2013-2014
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Department of OB/GYN
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Department of Pediatrics
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Lloyd Williamson, MD Clerkship Director
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Department of Surgery
Joseph Wallace, MD Chair
Andrew Harrell, MD Clerkship Director
Grace Nelson Clerkship Coordinator
Action Card  http://actcard.ua.edu/ your UA student ID; gives you access to after-hours access to the library, computer lab, student lounge, student recreation center etc.

Bodily Fluid Exposure Notify your attending and seek treatment immediately; refer to your emergency card for site specific procedures

Dress Code Professional dress is required. Wearing scrubs outside the surgical suite is discouraged; white coats with name tags must be worn in clinical setting or whenever working with patients.

Email

uab.edu email: official form of UASOM communication

crimson.ua.edu email: must be forwarded to an email that is checked regularly; you will get alerts about campus emergencies, closings, athletic tickets etc.

cchs.ua.edu email: must be forwarded to an email that is checked regularly; you are given a cchs email for access to electronic medical records

Emergency Card Keep this card with your medical student badge at all times

Emergency Number Emergency line: 205 348-1381 or 205 348-1384 (MSA office / business hours)

Employment Concurrent education and employment has great potential to interfere with performance and can be a conflict of interest. Student liability insurance does not cover moonlighting. 
**Prior to beginning any employment, students must consult Medical Student Affairs.**

Health Care You may utilize the UA student health center (SHC) or UMC clinic for routine care. You should not use a faculty member who will grade you for any health care needs that you may consider sensitive. The doctors at the SHC will not grade you, so when in doubt, use the SHC. UA and UAB both have mental health care resources outside of the departments involved in medical education. Medical Student Affairs on either campus will help with resources.

Lockers located on 4th floor of the DCH education tower and in MSA student lounge

Mailboxes Student mailboxes are in the medical student lounge; items placed in mailboxes may be confidential in nature; respect each other's privacy

Anonymously report any concerns or commendations about students, residents, faculty, medical education, or other items you would like brought to the attention of UASOM

Parking  http://bamaparking.ua.edu/ Students may purchase commuter hangtags from UA and park in the faculty/staff lot on the west side of the building; you must give MSA the make/model and tag number

Students on the surgery clerkship will have DCH parking deck access

Pagers UASOM policy states that all 3rd and 4th year students must have pager access

Shelf Exams Student should report to classrooms 1-3 at 8:00 am on the test date

UserIds cchs (first part of email address) for CCHS computer access

myBama UA student portal (parking passes, athletic tickets, registration)
Student absence from clerkships, acting internships and clinical electives

UASOM follows the existing ACGME guidelines for Clinical and Education Work Hours.

- Duty periods must not exceed 16 hours in duration.
- Students should have 10 hours, and must have eight hours, free of duty between scheduled duty periods.
- Students receive an average of 1 day off per week (Sunday – Saturday)
- Weekends are considered work days
- Students receive an average of 4 days off a month

Guidelines for additional student absence days beyond the RRC policy:

Clerkships (8 weeks)

- Students may not miss more than 2 days beyond the provided 4 days/month
- Additional absences require remediation during off days (i.e., if Sunday is an off day; remediation occurs on Sunday) and should occur in the same 4 week period.
- Prior approval for absences is required. Requests must be made as soon as the student knows of the conflict and at least three weeks prior to the start of the clerkship. In an urgent situation, contact the clerkship director.

Acting Internships (4 weeks)

- Students may miss not more than 2 days beyond the provided 4 days/month
- Additional absences require remediation during off days (i.e., if Sunday is an off day; remediation occurs on Sunday) and should occur in the same 4 week period if the student misses more than 2 days in a 4 week period.
- Prior approval for absences is required. Requests must be made as soon as the student knows of the conflict and at least three weeks prior to the start of the AI. In an urgent situation, contact the course director.

Clinical electives (2 or 4 weeks)

- Few require weekend duty
- Students typically have 4 days off on a 2 week elective; 8 days off on a 4 week elective.
- Additional absences require remediation during off days (i.e., if Sunday is an off day; remediation occurs on Sunday) and should occur in the same 2 or 4 week period if the student misses more than 1 day in a 2 week period or 2 days in a 4 week period.
- Prior approval for absences is required. Requests must be requested as soon as the student knows of the conflict and at least two weeks prior to the start of the elective. In an urgent situation, contact the course director.

Caution for interviewing seniors: You will be held accountable to these guidelines and should plan your schedule accordingly.
UASOM Student Code of Professional Conduct

By accepting a position at the University of Alabama School of Medicine, students have donned more than just a white coat—we have accepted a burden of responsibility to ourselves and to our fellow man. This Student Code of Professional Conduct is meant to encourage the healthy development of future physicians and the vigorous preservation of patient welfare and privacy.

Patient Privacy and Confidentiality
• Understand and follow all HIPAA regulations.
• Be especially mindful not to share information orally, in writing, via the internet, or by any other means that could potentially be used to identify a patient.

Societal Responsibilities
• Eliminate biases, prejudices, and stereotypes that could compromise the quality of patient care.
• Pursue altruism by being selflessly devoted to the welfare of others.
• Advocate for those who cannot speak for themselves.
• Recognizing that learning is life-long, strive for excellence, and keep abreast of advancing knowledge in all aspects of your medical education and practice.
• Desire accountability and seek to hold yourself and colleagues accountable to patients, society, and to the ethical principles of the medical profession.
• Be of a clear mind during professional interactions with patients and colleagues.
• Be familiar with and adhere to all local, state, and federal regulations as applicable to the study and practice of medicine.

Honesty and Integrity
• Be truthful at all times.
• Strive for consistent ethical behavior in all aspects of life.
• Adhere to the UASOM Student Honor Code.

Respect for Persons
• Regard all persons with equal dignity and respect, and treat them as you would like to be treated.
• Present yourself in a manner that is respectful of your position, your institution, the medical profession, and your patients.
• Demonstrate self-respect through appropriate self-care.

See Also
UAB School of Medicine Best Practices for Student Professional Conduct
UASOM Student Honor Code
UAB Enterprise Code of Conduct
HIPAA Policies
Medical Student Non-Academic Conduct Policy

BACKGROUND: We recognize that students have a variety of life experiences prior to matriculation into medical school and varying levels of understanding about the expectations of professional students. The School of Medicine provides learning opportunities throughout medical school to help students develop the high level of professional conduct expected of physicians.

POLICY: All medical students are expected to comply with regulations and policies established by the University of Alabama at Birmingham and the School of Medicine (SOM). Students are also expected to conduct themselves according to acceptable professional standards of behavior inside and outside the classroom.

Approved 11/3/98 by Dean William B. Deal, MD. Amended on July 2, 2009 by Robert R. Rich, MD, Dean, School of Medicine.

PROCEDURE:

1. Concerns about medical student behavior should be directed to the Associate Dean for Students (ADS). Students, faculty, staff, or external sources may report non-academic conduct or behavior concerns.

2. The ADS and Medical Student Services (MSS) staff will communicate closely with faculty and medical education staff so that concerns about conduct can be appropriately documented and students can be monitored for progress in the development of high professional standards.

3. When behavior(s) or event(s) are brought to the attention of the ADS, the student may be asked to come in for an assessment with a senior faculty or staff member. The purpose of this session is to gather information from the student about the reported behavior and their perceptions about it, and to provide coaching feedback when appropriate.

4. Depending upon the outcome of this meeting, the student may be referred for further evaluation, such as to the Physician Resource Office.

5. Based upon the seriousness of the concern and the student's response to the concern, the student may be given sanctions including, but not limited to, a fine for lateness of compliance with SOM requirements, suspension of university services, or a confidential letter kept on file in the Associate Dean's office. A letter may be referenced and/or placed in the student record if further concerns arise about the student's conduct.

6. Conduct or actions deemed to be a serious breach of SOM standards or a pattern of behavior which persists in spite of coaching and counseling will be deemed "Non-Academic Misconduct," and will be reported to the Senior Associate Dean for Medical Education (SADME).

7. When allegations of Non-Academic Misconduct are reported, the SADME will initiate a review of the allegations and supporting facts. If the allegations are found to be lacking in merit, the complaint is dismissed and no further action is taken.

8. If the allegations are found to have merit, the SADME may attempt to resolve the matter in consultation with the student. If the SADME and student reach an agreement to resolve the situation, the agreement will be implemented and no further action will be taken.

9. Based upon the judgment of the SADME, s/he may draft a formal written charge of Non-Academic Misconduct and constitute a faculty committee of 3 to 5 experienced SOM faculty members to review the case. The committee will choose a chair from among its members to conduct the meeting. The SADME will be present at the meeting as a resource for questions about institutional and school policy. The ADS will also be present to answer questions concerning specific student and institutional actions.

10. Written notice of the charge of Non-Academic Misconduct will be sent to the student. The notice will include a brief summary of the allegation(s) and supporting facts, a copy of this policy and procedure, notice of the student's right to a hearing and the right to be accompanied by an advisor of the student's choosing, and notice of the hearing date(s).

11. If the student declines the opportunity for a hearing, s/he may submit a written response to the allegation(s) for consideration by the committee. If the student does not choose to participate in a hearing, the committee may receive written documentation for and in opposition to the allegation(s), and may interview any witnesses it believes may have information related to the charge(s).

12. If the student chooses to have a hearing, s/he may be present during the proceeding and may direct questions to witnesses through the chair of the committee. An advisor may accompany the accused student but may not
participate in the hearing. S/he may consult with the student during the hearing in a way that is not disruptive. The student may offer testimony and/or other evidence to rebut the charge(s) and will be afforded an opportunity to make brief opening and closing statements to the committee.

13. The committee will meet to deliberate in a timely fashion, preferably immediately after the hearing. A written report will be produced, to include findings, conclusions, and recommendations of disciplinary action if appropriate.

14. The SADME may accept the findings and recommendations in whole or in part, or may return the case to the committee with instructions for further consideration. Once s/he has made a decision, written notification will be given to the student in a timely fashion.

15. If the decision is for sanctions other than suspension or dismissal, the decision of the Senior Associate Dean for Medical Education is final.

16. If the decision is for suspension or dismissal from the School of Medicine, the student will be informed about the option to appeal to the Dean of the School of Medicine. The student will be advised that he/she must notify the SADME in writing within 10 days of receipt of the decision. If written notification is not received by the designated time, the decision will become final and no further action will be taken by the School of Medicine.

17. If a timely appeal is made, any disciplinary action imposed by the SADME will be stayed while the appeal is under review by the Dean. The Dean and/or his/her delegate(s) will review the process followed in the case and any new facts the student wishes to offer for consideration. The Dean may schedule an interview with the student if it is believed to be of assistance in the appeal process. The Dean will notify the student of his/her decision in writing as soon as possible following conclusion of the review. The decision of the Dean of the School of Medicine is final.

18. The SADME will notify the UAB Assistant Vice President for Student Life of medical student Non-Academic Misconduct findings.
Technical Standards for UAB School of Medicine

Technical Standards Policy 2011

Medical education requires the acquisition of academic knowledge, clinical and specialized communication skills as well as professional attitudes and behaviors. The doctor of medicine degree certifies that the student has acquired the broad base of knowledge and skills required for the practice of medicine and for entry into specialized postgraduate training programs. Graduates must have the knowledge and skills to function in a broad variety of educational and clinical situations and to render a wide spectrum of patient care. Since the treatment of patients is an essential part of the educational program, the University of Alabama School of Medicine (UASOM) must, at all costs, act to protect the health and safety of patients.

Candidates for the MD degree must have abilities and skills in five areas: observation, communication, motor coordination, intellectual, and behavioral/social. These five areas include, but are not limited to, the following skills and abilities:

1. **Observation:** Medical students must be able to observe demonstrations, experiments, and personal encounters in the classroom, small group, and clinical settings. Independently, a student must be able to observe a patient accurately at a distance and close at hand. In addition, medical students must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

2. **Communication:** Medical students must be able to speak, hear and observe people in a variety of settings. In particular, students must be able to interact with patients in order to elicit information, describe changes in mood, activity and posture and perceive nonverbal communications. Medical students must be able to communicate effectively, sensitively, and rapidly with peers, faculty, staff, members of the health care team, and patients. They must be able to give and receive constructive feedback. Medical students must demonstrate the ability to process feedback and utilize it to conform their behavior to expected professional standards.

3. **Motor Coordination:** Students must be able to independently elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers. A student must be able to execute safely motor movements reasonably required to provide general care and emergency treatment to patients.

4. **Intellectual:** Medical students must be able to integrate information received by whatever sense(s) employed. They must be able to problem-solve rapidly. This critical skill demanded of physicians requires the ability to learn, reason, integrate, analyze and synthesize data concurrently in a multi-task setting where there may be a high level of stress and distraction.

5. **Behavioral and Social Attributes:** Medical students must possess the emotional health required for appropriate utilization of their intellectual abilities, the exercise of good judgment, and the timely completion of all responsibilities attendant to their academic work, team work, and patient care. They must demonstrate the ability to develop mature, sensitive and effective professional relationships with peers, faculty, staff, members of the healthcare team, and patients. Medical students must demonstrate empathy, and concern for others while respecting appropriate personal and professional boundaries. Medical students must demonstrate integrity as manifested by truthfulness, acceptance of responsibility for one's actions, accountability for mistakes, and the ability to place the well being of the patient above their own when necessary. They must be able to tolerate demanding workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the medical education and clinical practice settings.

**Accommodations:** Reasonable accommodations will be made for qualified individuals with limitations due to a documented disability. Accommodations must be requested through the UAB Disability Support Office and recommendations for accommodations must come from this office. Accommodations that prevent the student from demonstrating the technical standards or essential functions of a course or requirement may be denied.

The UASOM provides equal opportunity to all students and will attempt to reasonably accommodate qualified persons with disabilities. Applicants for admission and matriculated students, with or without reasonable accommodations, must be able to satisfy the technical standards for acceptance into, progression through and graduation from the UASOM, as described in this policy.

**Technical Standards Advisory Committee**
**Accommodation Application Process**