

# STUDENT POLICIES

## Technical Standards

Because the M.D. degree signifies that the holder is a physician prepared for entry into the practice of medicine within postgraduate training programs, it follows that candidates for graduation must have the knowledge, skills, attitudes and judgment to function in a broad variety of clinical situations and to render a wide spectrum of patient care. Therefore, the following abilities and expectations must be met by all students admitted to the School of Medicine. Students/applicants who may have questions regarding these technical standards are encouraged to contact the Education & Student Affairs Office.

1. Candidates must be able to observe demonstrations and experiments in the basic sciences.
2. Candidates must have sufficient use of the sensory, vision, hearing, motor and somatic sensation necessary to perform a physical examination. Candidates must be able to perform activities such as palpation; auscultation; percussion; the administration of intravenous medication; the application of pressure to stop bleeding; the opening of obstructed airways; and the movements, equilibrium and functional use of the sense of touch and vision.
3. Candidates must be able to learn to respond with precise, quick and appropriate action in emergency situations.
4. Candidates must be able to communicate with accuracy, clarity, efficiency and sensitivity.
5. Candidates must have the skills to analyze and synthesize information, solve problems and reach diagnostic and therapeutic judgements.
6. Candidates must be able to acknowledge evaluation and respond appropriately.
7. Candidates must possess the interpersonal skills to develop rapport and positive relationships with patients.
8. Candidates are expected to possess the perseverance, diligence and consistency to complete the medical school curriculum. Candidates, therefore, must be able to tolerate physically taxing workloads, to function effectively under stress, to adapt to changing environments, to display flexibility and to function in the face of uncertainties inherent in the clinical problems of many patients.

## Equal Opportunity

If you think you have been discriminated against and you want to file a complaint, the Office of Education and Student Affairs recommends that you first consult with the OHSU Office of Affirmative Action/Equal Opportunity. The AA/EO Office will confidentially review the complaint

and will contact the Associate Dean for Medical Education if the student and the AA/EO agree the complaint is justified that a grievance should be filed. See Grievance Policy for procedures.

## Students with Disabilities

Our program is committed to all students achieving their potential. If you have a disability or think you may have a disability (physical, learning disability, hearing, vision, psychological) which may need a reasonable accommodation please contact **Sue Orchard, Coordinator for Student Access, at (503) 494-0082** or email at [orchards@ohsu.edu](mailto:orchards@ohsu.edu) to discuss your needs. You can also find more information at <http://www.ohsu.edu/academic/acad/osahome.html> . Because accommodations can take time to implement, it is important to have this discussion as soon as possible. All information regarding a student's disability is kept in accordance with relevant state and federal laws.

## Criminal Background Checks

All students are expected to comply with OHSU and Veteran's Administration Medical Center policy for a criminal background checks and fingerprinting. If criminal activity is reported to the SOM, the Associate Dean for Medical Education and the Medical Student Progress Board are responsible for reviewing the issue and determining the outcome.

## HIPAA & Respect Compliance

All students are required to complete the OHSU Respect at the University and HIPAA Compliance computerized training programs. Students must be in compliance at all times.

## Surveys Distributed to Medical Students

Any survey that is to be administered to medical students must be reviewed and approved by the SOM Curriculum Committee prior to distribution.

## Code of Conduct

At the beginning of medical school, each student will be provided with an OHSU Code of Conduct. This Code is a core component of the OHSU Compliance Program and expresses OHSU's commitment to excellence and the highest ethical standards. Each student will be asked to sign a statement indicating they have received the Code of Conduct and are responsible for reading this document and seeking clarification if they do not understand the contents.

## Standards of Conduct in the Teacher/Learner Relationship/Misconduct

Physicians are held to the highest standards of professionalism. It is expected that the learning environment for student physicians will facilitate and reinforce behaviors and attitudes of mutual respect between medical school teachers (faculty, residents, and staff) and medical student learners. It is the policy in the Oregon Health & Science University School of Medicine that all student-resident and student-faculty relationships be held to the highest professional standards, and in specific, be free of abuse, discrimination, mistreatment and harassment. Students

subjected to abuse, discrimination and harassment have a right to file a grievance with the School of Medicine.

**Definitions:**

**Verbal abuse** may include, but is not limited to shouting, hostility, belittlement, intimidation, humiliation or profanity directed at the student.

**Physical abuse or threats of physical abuse** may include, but is not limited to hitting, slapping, kicking or intentionally placing a student at risk of physical harm.

**Discrimination** may include, but is not limited to those behaviors, actions, interactions, and policies that adversely affect one's work because of a disparate treatment, disparate impact, or the creation of a hostile, intimidating or offensive work or learning environment. Common forms of discrimination include those based on gender, age, religion, ethnicity, race, disability, and sexual orientation.

**Harassment** may include, but not limited to verbal or physical conduct that creates an intimidating, hostile or offensive work or learning environment or verbal or physical abuse or mistreatment when submission to such a conduct is a term or condition of one's professional training.

**Sexual harassment is defined by the Oregon Health & Science University as:**

Sexual harassment involves unwelcome and unwanted talk, pictures, posters, touching, or other actions that have to do with sexual activity. It is a violation of OHSU policy when:

- Accepting or rejecting these behaviors affects someone's assignment, job, pay, hours, grades, rotation, treatment, or any other terms and conditions of employment, education, training, or receiving services; or
- The harassment is severe or pervasive enough to create a hostile, threatening, intimidating, or offensive environment.

**Mistreatment** - other forms of mistreatment may include such things as requiring a student to perform personal services such as shopping or babysitting or requiring a student to perform tasks which would likely cause a reasonable student to be humiliated.

## M.D. Student Grievance Policy

### *For Non Discrimination Issues*

#### Introduction

Students have the right to grieve matters related but not restricted to the following areas: student-mentor or student-faculty conflicts, discrimination, grading policies, curriculum issues, school policies, rights of authorship of scientific publications, laboratory safety concerns. Students may not grieve assigned grades, or disciplinary actions. These issues are addressed through the School of Medicine grade dispute process. A grievance involving discrimination, is referred to the Office of Affirmative Action/Equal Opportunity.

#### Informal Procedure

Students who wish to grieve a matter are encouraged to initially discuss the problem with an Ombudsperson or either the Associate Dean for Student Affairs or Associate Dean for Medical Education. These individuals may be able to provide you guidance regarding a potential

## MEDICAL STUDENT HANDBOOK

grievance. Students who do not feel comfortable doing so, or otherwise choose not to, can also choose to discuss the potential grievance with the Department Chair, Course Director, Faculty Member, etc. If the student feels that the situation is such that the Department Chair, Program Director, faculty member, Associate Dean of Student Affairs, Associate Dean for Medical Education, Ombudsperson, etc. cannot be approached, the student should communicate with the Chairperson of the School of Medicine Grievance Committee. The individual who is initially approached will meet with the grievant and/or the person or persons complained against in an attempt to reach an informal resolution of the matter.

### Formal Procedure

If the parties are unable to resolve the issue to their mutual satisfaction through the informal process, the grievant may file a written formal grievance with Associate Dean for Student Affairs or the Associate Dean for Medical Education within 20 days after the termination of the informal grievance procedure. The document should describe the nature of the grievance, the circumstances under which the grievance took place, previous efforts to resolve the problem and the nature of the redress the grievant is seeking. The Associate Dean for Student Affairs or the Associate Dean for Medical Education will ask the chair of the Grievance Committee to convene within 20 weekdays. The Committee consists of three elected fourth year medical students. These students would be: one student from the Dean's Advisory, one Curriculum Committee elected member, and the senior Class President, two basic science faculty members, two clinical faculty members, and a non voting faculty committee chair. The faculty chair and faculty committee members are appointed by the Committee on Committees and serve 3 year terms which can be renewed. The Committee will meet within 10 workdays after receipt of a grievance, if feasible. The Committee subsequently sets a time and place for the grievance hearing and sends written notification to the parties involved. The hearing may consist of a series of meetings between the Committee and individuals involved in the grievance or a single meeting with all parties present. At any stage of the proceeding, each party to the grievance may be accompanied by an advisor of that party's choice. The advisor will not be permitted to speak on behalf of the party or participate in any other manner not approved of by the Committee. The Committee members may, at any time, request additional information or documentation from the grievant and/or others, and may request that individuals appear before it during the hearing process to provide information. All Committee sessions, except for the Committee's deliberations, will be tape recorded.

At any stage of the proceeding, the Committee may attempt to resolve the grievance. If an acceptable resolution is reached, the Committee will prepare a Statement of Understanding for all parties to sign. A copy of the statement will be provided to the parties and the Associate Dean for Student Affairs and Associate Dean for Medical Education.

If a resolution is not reached before the conclusion of the hearings process, the Committee will deliberate privately and reach a decision with respect to the grievance. A decision should be reached within 20 workdays of the conclusion of the hearings process. The Committee will prepare a report summarizing the Committee's factual findings, the Committee's conclusions based on the evidence presented at the hearing and the Committee's recommended solution or determination of the grievance. The Committee should also record the vote for and against the recommendation. Member(s) of the Committee may file a minority report with the Dean. A copy of the report will be forwarded to the Associate Dean for Students, Associate Dean for Medical Education and the Dean of the School of Medicine and to the parties to the grievance. The Dean shall reach a final decision on the grievance within 10 days of receipt of the report. A copy of the decision will be sent to the parties and to members of the grievance Committee.

The Dean's decision may be appealed to the Provost in accordance with OHSU policy on appeals.

Approved Curriculum Committee 2/10/2000

## University Policy - Student's Right of Appeal

A student may appeal a final disciplinary decision by their school or applicable program to the Provost as provided in OHSU Policy 02-30-050. Appeals to the Provost may be filed in the OHSU Office of Student Affairs and may only be made upon the following grounds:

- a) The school or program failed to follow established procedures with respect to the decision appealed from; and the error resulted in prejudice to the student;
- b) New material information is available that would not have been presented at the time of the proceedings at the school; or
- c) The decision is in conflict with applicable laws, rules or OHSU policies.

Appeals to the Provost must be in writing and the appeal must be submitted within thirty days of the student's notification of the decision.

The decision of the Provost is final.

(University - 02-30-010)

## Students as Investigative Subjects

As investigative subjects, students and (in wider sense) hospital, laboratory, and other school personnel constitute a special population group. Their relationship to the institution demands increased responsibility for safeguarding their rights and welfare when they are used as investigative subjects. The responsibility rests with investigators, project directors and instructors who use students and similar persons as subjects. Also, the OHSU, as an institution, has the overall responsibility to see that the rights and welfare of its students and personnel are not impaired when they participate as subjects in activities conducted under the auspices of or in affiliation with the school.

Rights and welfare mean a person's right to physical and spiritual integrity variously described as his or her civil, personal, human or natural rights. The risk of violation of these rights exists whenever a person is exposed as a subject to activities and procedures that, by their nature or intent, go beyond the application of those established and accepted methods necessary to meet his or her needs. Besides research activities and formal scientific investigations, such situations also exist when students are being used as subjects in teaching laboratory exercises, instructional procedures, demonstrations, and any other activity that is not designed to provide care to the subject.

The principal reasons for the need of special consideration for student-subjects are:

## MEDICAL STUDENT HANDBOOK

1. Students function as healthy volunteers who, in contrast to the usual patient-subject, derive no direct personal benefit from serving as subjects. The absence of such benefit diminishes the ethical justifiability of the risks to which subjects may be exposed.
2. The student-teacher relationship implies a dependence of students on their teachers. It creates the possibility of coercion, which detracts from the validity of a student's consent as being truly free. Coercion may be subtle and not realized; it may be indirect, in the form of unique influence on grades or academic standing; or it may be merely imagined by the student. Also, for this reason, using students as investigative subjects carries the risk that investigators and the institution may be vulnerable to outside criticism and public reprimands.
3. Students, because of their age, belong to a population group that is generally believed to be particularly susceptible to drug misuse. Taking into account the special position of student subjects, the following guidelines are formulated for the use of students as subjects in research projects and scientific investigations. They also may be applied to the use as subjects of other persons employed by or associated with the OHSU. Slightly modified guidelines are issued separately for the participation of students in class laboratory exercises and other non-research activities conducted for teaching purposes.
  - A. Informed Consent: It must be obtained in writing from every subject. The information provided the subject in the consent form must be specific and directly related to the particular circumstances of the research project or other activity. Therefore, no single standard consent form is applicable to every research or other activity. But, in any case, the subject must be given "a full and frank disclosure of all the facts, probabilities, and opinions which a reasonable person might be expected to consider before giving consent." The consent form must give a fair and, to the subject, comprehensible explanation of the project or activity, of its possible benefits, and of its attendant hazards, discomforts and other impositions on the subject.

Students must be assured that their decision to serve or not to serve as subjects will not influence, in any way, their grades and academic standing. They must be instructed that they are free to withdraw consent at any time without fear of negative consequences. It should be kept in mind that violation of a subject's rights includes not only physical harm, discomfort, pain, and mental strain, but also invasion of privacy, breach of confidentiality, encroachment of personal dignity and disregard of individual identity.

- B. Institutional Review: Before a research project is enacted, it should be reviewed by the Committee on Human Research. Two copies of the protocol, with a sample of the consent form, should be submitted to the Office of Research Services several weeks before the activity is to begin. The committee will review the proposed investigation by the standards applied to other proposals involving human subjects. Particular scrutiny will be given to the validity of the consent form for assuring truly free and informed consent, the importance of the knowledge to be gained from the investigation, and its promise to yield clearly interpretable and scientifically sound results as judged by the investigational design, procedures, and methods.
    - C. Addicting (Dependence Producing) Drugs: The human use of addictive drugs for purposes other than those of treatment must be handled with particular care and circumspection. For research purposes, such drugs, except psychotogenic drugs, may be used on student subjects, but only in particular circumstances and with adequate precautions. The urgent need for new knowledge about addicting drugs, and its

importance for alleviating a pressing public health problem, may justify such use in research.

Research proposals involving the administration of addicting drugs to student-subjects will be reviewed by the Committee on Human Research, with particular attention to the factors known to affect the likelihood of inducing addiction, such as the kind of drug and its addiction potential, dose, route, frequency of administration and dosing interval. When the committee feels that the verdict on a particular proposal should be based on a broader judgment than the committee can provide, such a proposal may be referred to the Faculty Council.

- D. Students should not be used as subjects in activities where the risk exists that a subject will be incapacitated for periods of time that may interfere with scheduled studies and responsibilities as a student. When indicated, the protocol must provide for adequate care and observation of the subjects after an experiment until they return to the pre-experimental state.
- E. Scrupulous efforts must be made to forestall a lingering belief of coercion. For this reason, instructors should be particularly cognizant of the danger of coercion when they use their students in their own investigation.
- F. The amount of money promised a student-subject should not be so large that unbiased persons might interpret it as constituting an unreasonable incentive or unduly influencing a student's decision; that is, persuading him or her to accept risks as a subject that he/she otherwise would not accept. In other words, the impression must be avoided that the investigator is buying the student subjects.
- G. Guidelines for the Participation of Students as Subjects in Teaching Exercises.  
The guidelines apply to the participation of students as subjects in class experiments, instructional procedures, demonstrations, and other activities that are being conducted for didactic purposes within the context of the School of Medicine's obligation to train future physicians.
  - 1. Statement of Policy: The Faculty Council of the School of Medicine considers the participation of students as subjects in class experiments and other instructional exercises as an essential part of the training of physicians.
  - 2. No experiment should expose student subjects to risks to their health and well-being that could not be justified by the didactical importance of the activity and its contribution to the students' medical education.
  - 3. Psychotomimetic drugs, narcotics, and other drugs with the potential of abuse or addiction represent a class of drugs with particular hazards. Such drugs are not to be used in student experiments without prior review of the Committee on Human Research.
- H. Procedure
  - 1. If students are assigned to serve as subjects in an experiment, they should be informed of their right to withdraw at any time.
  - 2. The students should be informed in advance about the nature of an experiment and of any medical contraindication for their participation as subjects.
  - 3. Department heads should be familiar with the student exercises conducted on behalf of their departments.

4. Before a teaching exercise is implemented, it must be reviewed by the Student Health Service. A protocol of the planned activity should be submitted to the director of the Student Health Service.
5. The instructor or person in charge of the activity should retain copies of the protocol and written instructions that were distributed to the student.
6. The instructor or person in charge should report to the Student Health Service any significant adverse event experienced by a student-subject.

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The purpose of this data collection is to give prospective and current students information to help them make decisions about their potential or continued enrollment at OHSU. The Department of Public Safety is also required to review these data and submit a report to the Federal Department of Higher Education.

Incidents to be reported will include criminal offenses, hate offenses, arrests and disciplinary actions/judicial referrals involving students or staff. Please contact the OHSU Department of Public Safety for more information regarding this policy.