

**CLASS OF 2008**

**MEDICAL STUDENT HANDBOOK**

**OFFICE FOR STUDENT AFFAIRS  
2004-2005**

# Class of 2008 Medical Student Handbook

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The Office for Student Affairs has published this handbook to inform first-year medical students of policies, procedures, and services specific to medical students at Rosalind Franklin University of Medicine and Science (RFUMS). (For policies pertaining universally to all RFUMS students, please see the Student Policies Handbook.) In order to ensure a quality educational experience, students should become familiar with the contents of this handbook and be able to use it as a resource. If you have questions or concerns regarding any material contained in this handbook, please contact the Office for Student Affairs. Please note that policies and other information in this handbook are subject to change over time as appropriate.

**Sherrie Wheeler**  
Coordinator for Special Programs

**Roy Golden, MEd**  
Assistant Dean

**Lynda Zalewski**  
Coordinator for ERAS and  
Senior Electives

**Jean Marques**  
Administrative Assistant

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### **EQUAL OPPORTUNITY STATEMENT**

It is the policy of Rosalind Franklin University of Medicine and Science not to discriminate on the basis of race, sex, sexual orientation, color, creed, religion, national origin, disability or age in admissions or employment or in any programs or activities. It is the University's intent to comply with applicable statutes and regulations, including Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 both prohibit discrimination against individuals with disabilities by mandating a provision of reasonable accommodations to make programs and activities accessible to qualified disabled individuals. There are natural and legal limitations to what services can be provided. It is the University's goal to assist students in developing their potential in light of what is feasible and reasonable under the law. Inquiries may be directed to the Affirmative Action Office, 3333 Green Bay Road, North Chicago, Illinois 60064, Telephone (847) 578-3262.



# **Student Services**



## **The Office for Student Affairs**

The Office for Student Affairs (OSA) serves in a variety of capacities for RFUMS:

- **Academic advising**
- **Academic scheduling**
- **Administrative functions**
- **Career planning**
- **Counseling**
- **Disability accommodations**
- **Information resource**
- **Ombudsperson**
- **Policy interpretation**
- **Student organization liaison**

Our overall goal is to provide you, the student, with essential services and resources that will help you prosper academically, professionally, and personally during your time at RFUMS -- and beyond. From New Student Orientation through Commencement, we're here to help you succeed every step of the way. Please stop by and get to know our helpful, friendly staff -- you'll be glad you did. We're here to make a difference for you!

For additional details about our services and resources, please visit our web site at [www.rosalindfranklin.edu/osa](http://www.rosalindfranklin.edu/osa).

### **STUDENT AFFAIRS**

**Sherrie Wheeler**, Coordinator for Special Programs  
(847) 578-3296/sherrie.wheeler@rosalindfranklin.edu

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**Jean Marques**, Administrative Assistant  
(847) 578-3295/jean.marques@rosalindfranklin.edu

### **STUDENT HOUSING**

**Rebecca Durkin, M.Ed.**, Director  
(847) 578-8350/rebecca.durkin@rosalindfranklin.edu

**Lori Wiegel**, Administrative Assistant  
(847) 578-8350/lori.wiegel@rosalindfranklin.edu

### **FINANCIAL AID**

**Maryann DeCaire**, Director  
(847) 578-3216/maryann.decaire@rosalindfranklin.edu

**Stephanie Hall**, Assistant Director  
(847) 578-8779/stephanie.hall@rosalindfranklin.edu

**Cindy Frieson**, Financial Aid Counselor/Work Study Coordinator  
(847) 578-3217/cynthia.frieson@rosalindfranklin.edu

**Jennifer Sanders**, Financial Aid Coordinator  
(847) 578-8810/jennifer.sanders@rosalindfranklin.edu

### **IMMUNIZATIONS**

**Annette Boban, PAC**, Student Immunization Coordinator  
(847) 578-8502/annette.boban@rosalindfranklin.edu

## **University Bookstore**

Text books, school supplies, apparel, and postage stamps may be purchased at the University Bookstore, which is located on the first floor of the Health Sciences Building. The manager of the Bookstore is Steve Yezo. Hours of operation are Monday - Friday, 8:30 a.m. - 5:00 p.m. The Bookstore phone number is (847) 578-3407.

## **Business Office**

### **Business Office Services**

The University Business Office located in Room L.300, is open from 8:30 a.m. to 4:30 p.m. The cashier is open between 11:30 a.m. and 1:30 p.m. for the following services:

- Purchase discounted movie theatre tickets:
  - Marcus Theatres: \$5.50\*
  - Cineplex/Sony/Loews Theatres: \$5.00\*
- Obtain notary public services at no charge\*

\* Prices subject to change

### **Copy Card Dispenser, Stamp Machine, and Automatic Teller Machine**

- A 24-hour copy card dispenser for student library use is located at the lower level north entrance by the security desk. The copy card dispenser provides the following:
  - New reusable copy card at the cost of \$1 which includes the first 8 copies.
  - Adds cash value to the reusable card in the following denominations:
    - \$ 1 = 17 copies
    - \$ 5 = 85 copies
    - \$ 10 = 170 copies
    - \$ 20 = 400 copies

The dispenser does not accept coins or give change. Instructions for use of this unit are located on the dispenser.

- A stamp machine is located next to the copy card dispenser. Only books of 20 stamps are available. The machine takes \$5 and \$1 bills only and gives change.
- An automatic teller machine is located in the same area and is also available on a 24-hour basis. This machine does not accept deposits.

## **Careers in Medicine: An Overview of Programs and Resources**

Careers in Medicine (Ci M) is an AAMC-sponsored, web-based presentation that we at CMS incorporate into our four-year career planning program (see below.) Please visit their website at [www.aamc.org/students/cim/about.htm](http://www.aamc.org/students/cim/about.htm). You will be required to use the Student Access Code (11STU110) the first time you enter. After the initial registration, users will no longer need the school-provided Access Code. On subsequent visits, users will enter the site with an ID and password that they create when they register. On this website, you will be introduced to Personal Career Assessment, Career Exploration, Decision Making, and Implementation.

## **CMS FOUR-YEAR CAREER PLANNING PROGRAM**

### **Freshman Year**

#### Orientation

Small group discussions with fourth-year medical students to discuss opportunities for exploring career choices while in medical school.

#### Community Outreach Programs

ASAP (Adolescent Substance Abuse Prevention): teach local area junior high school students about the effects of drug use on various organs.

CMS CARES (Community AIDS Resources and Education Service): teach AIDS awareness to junior and senior high school students with physician advisors.

CMS Healthcare Project: a student-run clinic serving an indigent patient population.

Playground Medicine: teach local elementary school children about safety and basic first aid.

Prenatal Care Outreach Program: lend support to and observe the medical care of a pregnant teen.

Health Reach Clinic: assist at a local-area clinic focusing on pediatric immunizations.

#### Clinical Exposure Program

Physician/Student Mentor Program which pairs a first-year medical student with a primary care physician in surrounding communities. Program is for one unit of credit and involves weekly visits in physicians' offices as well as a final paper.

#### Career Specialty Panel

Selected CMS alumni are invited to spend an evening with first- and second-year students discussing specifics of the specialty in which they practice and the projected future of that particular specialty.

#### Financial Aid

Counseling on debt management in the context of considered specialties.

#### Resources

Summer Opportunities: summer research fellowships, internships, and additional training opportunity information is maintained in the OSA.

The SCOPE: an OSA monthly newsletter that provides students with updates about resources and programs for evaluating career choices and specialty options.

Careers in Medicine web site: a collection of exercises and information geared toward self-discovery and selecting a medical specialty.

### **Sophomore Year**

#### Specialty Interest Groups

All receive support from Student Council and are recognized student organizations. Officers coordinate meeting schedules, plan programs, and provide feedback to the OSA. Membership is open to all medical students.

- Emergency Medicine Interest Group (EMED)
- Family Medicine Interest Group
- Geriatric/ Gerontology Interest Group
- Internal Medicine Interest Group
- Neurology Interest Group (SIGN)
- Pediatric Interest Group
- Rehabilitation Medicine Interest Group
- Surgery Interest Group

### Special Programs

Participation in programs on leadership and multiculturalism/diversity, as well as in special interest programs are encouraged to promote better self-awareness and afford opportunities for students to develop insight about their values, strengths, and weaknesses.

The Bayer Institute program on “Improving Physician/Patient Communication” is implemented in the first-, second-, and third-year curriculums.

### Preceptors

M2 students continue to work with Clinical Exposure Preceptor, if time and interest allow.

### Transition to the Clerkships

A program for M2 students to advise and assist them with plans for moving into third-year clerkships. Clinical faculty and upperclass students participate in this half-day program.

### Resources

Transition to the Clerkships Handbook.

Bibliography for career options.

## **Junior Year**

### Career Workshops

Winter	Career Day I	Clinical faculty discuss specialty choice
Spring	Career Day II	M4's discuss the residency search process
Summer	Career Day III	Planning the senior year: NRMP and applying for residency
Winter	Specialty Decision-Making Program	
Winter	Faculty/Student Advisor Program	

### Resources

Career Planning Handbook: details and guidelines for scheduling senior year, applying for residency programs, and participating in the NRMP.

Journal articles.

## **Senior Year**

### **Residency Interview Workshops**

Interviewing workshops provide information about the dos and don'ts for successful interviewing.

### **Individual Senior Appointments**

Interviews with OSA personnel provide one-on-one counseling and assistance with senior year schedules and career decisions.

### **ERAS Workshops**

Explanation/demonstration of how to use the Electronic Residency Application Service (ERAS).

### **Exit Interview with Financial Aid**

Counseling on debt management in the context of chosen specialty.

### **Resources**

Residency Program File maintained in the Learning Resource Center.

"A Guide to Successful Interviewing" (OSA).

Elective Files: information on electives at other medical schools maintained in the Learning Resource Center.

Elective Evaluation Files: student evaluations of senior clinical experiences in extramural and intramural rotations maintained in the Curriculum Office.

Senior Survey: results of in-depth survey from the previous senior class maintained in OSA.

Range of scores for USMLE Step 1 and Step 2 of former graduates (past 3 years) and the specific residencies they entered.

Statistical data explaining Match results for CMS students entering various specialties as well as information on trends in our students' specialty choices.

Addresses of Specialty Societies.

List of CMS alumni presently on U.S. Medical School faculties.

## **Office of the Senior Associate Dean of Educational Affairs**

*([www.finchcms.edu/cms/educationalaffairs](http://www.finchcms.edu/cms/educationalaffairs))*

The Office of Educational Affairs (OEA) includes several offices of the Chicago Medical School and the School of Graduate and Postdoctoral Studies.

The OEA directs the **Applied Physiology Program** of the School of Graduate and Postdoctoral Studies and the Department of Physiology and Biophysics. This program offers a one-year, non-research sequence of study leading successful students to the Master of Science degree in Applied Physiology. Gordon L. Pullen, Ph.D., Assistant Professor of Physiology and Biophysics and Medicine is the Applied Physiology Program Director. Ernest J. Sukowski, Ph.D., Associate Professor of Physiology and Biophysics, serves as co-director. Ms. Tamera Kavouras, is the Administrative Assistant for the Applied Physiology Program.

### **The Medical School Curriculum Office**

The Medical School Curriculum Office designs, schedules, and evaluates the CMS curriculum. Working with the Educational Affairs Committee of faculty and students, this office implements the CMS curriculum by scheduling classes, gathering student and faculty evaluations, and analyzing student performance against national standards. The Curriculum Office places major value on the coordination and integration of all the curricular elements. Timothy R. Hansen, Ph.D., Professor of Physiology and Biophysics, (Vice President for Faculty and Educational Affairs) serves as Senior Associate Dean for Educational Affairs of the medical school. Gordon L. Pullen, Ph.D., Assistant Professor of Physiology and Biophysics and Medicine is the Assistant Dean for Educational Affairs. Ms. Sally Venus is Administrative Assistant for the Curriculum Office

In addition, the Curriculum Office directly manages several interdisciplinary courses in the CMS curriculum. Ms. Sally Venus serves as Administrative Assistant for each of the following:

- **Epidemiology:** Steven Whitman, Ph.D., Director, Institute for Urban Health, Sinai Health System, is the course director for this M1 course.
- **Medical Ethics:** This course is offered by the Park Ridge Center in collaboration with CMS.
- A sophomore elective, **Medical Spanish**, is managed by the OEA on behalf of its course director. Ms. Venus also assists with coordination of all other sophomore electives with faculty and students.
- **First Year Clinical Exposure** is a mentoring program for M1 students offered in collaboration with the Office for Clinical Education.

### **The Office for Clinical Education**

Lori B. Siegel, M.D., Professor of Medicine, is the Assistant Dean for Clinical Education. Dr. Siegel oversees and coordinates equivalency across clerkship sites through direct interaction with clerkship department chairs and directors as well as third year students. Dr. Siegel's staff includes Ms. Paula Taylor, Administrative Assistant and Ms. Carolyn Wasion, Secretary. The Office for Clinical Education also manages the following:

- **Introduction to Clinical Medicine:** This two-year course extends over the first two years of the CMS curriculum (M1 & M2). It is directed by Lori B. Siegel, M.D. and Kurt Kurowski, M.D., Associate Professor of Family Medicine. The staff of the ICM course includes Ms. Paula Taylor, Administrative Assistant and Ms. Carolyn Wasion, Secretary.
- **Education and Evaluation Center:** This is a state of the art facility for observed and standardized clinical performance under the direction of Lori B. Siegel, M.D. This facility is used by the entire University. If you are scheduled in the Center and need to discuss anything, please contact the department requiring the examination first and not the EEC. Professional patients are trained and used for objective structured clinical examinations under the supervision of faculty and staff.

### **The Office for Multicultural Affairs**

**The Office for Multicultural Affairs** is responsible for organizing and coordinating recruitment and retention of minority students, support services for underrepresented minorities, and enhancing the education of students, faculty, and staff in the cultural impact on the practice of healthcare. Responsibilities include representing the interests of minority students and various ethnic groups through participation in University and/or college committees. The Director of OMA, Monica Miles, M.D., will collaborate with Mr. John Bradley of the Chicago Health and Medical Careers Program in the recruitment and retention of underrepresented minorities seeking careers in medicine and other health professions.

### **The Office for Academic Programs Support**

Under the direction of Gordon L. Pullen, Ph.D., Assistant Professor of Physiology and Biophysics and Medicine, and Assistant Dean for Educational Affairs, the OEA provides academic support through review programs and personal academic assistance to students. The office organizes student-run evening review sessions and coordinates private tutoring services for the basic science courses. Karen DiMario, MS, offers academic support for the various programs provided by the Office of Educational Affairs. Ms. Sally Venus is Administrative Assistant for the Office of Academic Programs Support.

Academic support programs include recognized **review programs for the United States Medical Licensure Examination (USMLE) Step 1 & 2**. Dr. Pullen directs these successful review programs, offered in collaboration with staff from the University of Wisconsin School of Medicine. Attendance in these programs includes medical students from across the country, in addition to CMS and Wisconsin. Karen DiMario is the Assistant Director for these review courses.

The OEA touches the lives of students at many points along their academic career. We are eager to know and help you. You can find us through the Office of Educational Affairs (Room 1.330.)

	<u>CMS</u> <u>Extension</u>
Timothy R. Hansen, Ph.D., Senior Associate Dean, Educational Affairs . . . . .	3314
Gordon L. Pullen, Ph.D., Assistant Dean, Educational Affairs . . . . .	8603
Lori B. Siegel, M.D., Assistant Dean, Clinical Education . . . . .	3297
Karen DiMario, M.S., Academic Programs Specialist . . . . .	8556
Tamera Kavouras, Administrative Assistant, Educational Affairs . . . . .	8604
Paula Taylor, Administrative Assistant, ICM . . . . .	3214
Sally Venus, Administrative Assistant, Curriculum . . . . .	3215
Carolyn Wasion, Secretary, ICM . . . . .	8324
Steven Fedourak (contact for EEC) . . . . .	8463

### **Office of Financial Aid** ([www.rosalindfranklin.edu/osa/financialaid](http://www.rosalindfranklin.edu/osa/financialaid))

The Office of Financial Aid is responsible for securing loans for students to help with educational and living expenses while enrolled in school. The student is ultimately responsible for obtaining funds, but the Office of Financial Aid will help along the way. Look for signs of deadlines and information availability around the school or in the Office of Financial Aid. It is important that you turn in the requested documentation on time to ensure timely receipt of financial aid funds.

Availability of some financial aid is based on the student's credit. It is the responsibility of the student to make sure s/he is credit-worthy before coming to school. If the student doubts his/her credit worthiness, s/he should make an appointment with the Office of Financial Aid even before acceptance if possible. The student should bring his/her credit report to this appointment for analysis.

Financial aid is more than just obtaining loans. The office staff is adept in budget management and planning. Ask them if you need help balancing your budget. Remember, the financial aid budget allows approximately \$1300/month for living expenses; budget accordingly.

The Financial Aid Office is located in HSB L.680 and the staff is available from 8:30 a.m. to 4:30 p.m. Maryann DeCaire is the Director of Financial Aid, Stephanie Hall is the Assistant Director, Cindy Frieson is a Financial Aid Counselor/Work Study Coordinator, and Jennifer Sanders is a Financial Aid Coordinator. They can be reached at (847) 578-3217 if you have any questions while you are away from school.

## **Learning Resource Center (LRC)**

### **Boxer University Library**

The RFUMS Boxer University Library Collection consists of 105,000 volumes and 1000 print journals, and over 1000 electronic journals, as well as a leisure reading collection of popular magazines and area newspapers. Some titles that may help acquaint you with the Chicagoland area are:

- **Newspapers**
  - Chicago Tribune* (daily)
  - Chicago Sun Times* (daily)
  - Crain's Chicago Business* (weekly)
  - The Reader* (weekly featuring entertainment & housing for Chicago)
  - Lake Forester* (weekly listing of housing for the northern suburbs)
- **Magazines**
  - Chicago* (monthly of events, entertainment, and places to eat in Chicago vicinity)
  - North Shore* (monthly events in Chicago's northern suburbs)
  - Chicago Medicine* (semi-monthly journal of the Chicago Medical Society and the Cook County Medical Society)

The most current issues of these titles are available for your use in the Library, which is open 103 hours each week, with extended hours during exam times.

With the use of barcodes, assigned when you apply for your RFUMS picture I.D., your I.D. also functions as your library card.

### **LRC Academic Computing Area**

Academic computing services are located at the Learning Resource Center lower level. This area includes computer labs, a dedicated computer classroom, and a computer assistance office. Lower level LRC services include Biomedical Photography, Medical Illustrations, and Duplications. Academic classrooms are also located on this level. There is a 24-hour study room, adjacent to the Library, with computers that have internet connectivity.

### **Room Reservations Study Areas Policy**

There are four group study rooms in the Library; daily sign-ups for these rooms are handled by the Library circulation desk. There are also various rooms in the main building available for quiet/group study. Please keep rooms neat and clean, do not rearrange furniture or equipment, and be considerate of others. Study groups have priority in designated rooms but, if no groups are using them, those rooms can be used by individuals for quiet study. Kathy Linderholm in the Library can assist you with additional information or room availability. Official room reservations will only be done for review groups and tutoring sessions that are sponsored by the Curriculum Office or given by faculty instructors.

### **Registrar's Office**

The Registrar's Office keeps complete academic records of each student while attending Rosalind Franklin University of Medicine and Science. Records are kept permanently and are

held in confidence in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The Buckley Amendment states that no information can be disclosed to individuals without the consent of the student, with the exception of those acting in the student's educational interest. These individuals include personnel in the offices of the Registrar, Comptroller, Financial Aid, Admissions, Student Affairs, Educational Affairs, and academic personnel, within limits. The Amendment also allows students access to their files with the following exceptions as outlined by the Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, or education records containing information about more than one student. A copy of University policy pertaining to such matters can be found in the Student Policies Handbook and will be distributed to each student at the time of initial registration.

In addition to maintaining academic records, the Registrar's Office facilitates the following:

- quarterly registration of all students
- certification of student enrollment (re: loans, scholarships, Veteran's Benefits\*, insurance agencies, etc.)
- verification of students' credentials for state licensure applications
- issuance of official student transcripts
- authorization/validation of immigration forms\*

\* Ms. Kristine Jones is the certifying official for Veteran's Benefits and Foreign Student Advisor. Students qualifying for VA Benefits or who have questions regarding immigration may contact Ms. Jones at (847) 578-3204.

The Registrar's Office is located in room L.666 in the Health Sciences Building. Ms. Kristine Jones is the Director of Admissions and Records. Ms. Holly Pratt (Assistant Registrar), Ms. Wendy Polinski (Registration Officer), and Ms. Denise Hernandez (Registration Officer) will be happy to assist you. The phone number of this office is (847) 578-3228.

### **Office of Student Housing** ([www.rosalindfranklin.edu/housing](http://www.rosalindfranklin.edu/housing))

The RFUMS experience is more than books, classrooms, and laboratories. It is an opportunity to become involved in the campus community, to meet new friends, to network with those who have similar aspirations, and to learn beyond the limits of what a classroom lecture can teach.

The objective of the Office of Student Housing is to support students in their efforts at RFUMS. We understand that becoming a medical professional challenges an individual on many levels and we utilize that understanding to better meet the needs of our students. Likewise, in a community focused on learning, our students are able to put forth their best efforts toward their professional and personal development.

The Office of Student Housing is located in room 1.329 and the staff is available from 8:30 a.m. to 4:30 p.m. Rebecca Durkin is the Director of Student Housing and Lori Wiegel is the Administrative Assistant. They can be contacted at (847) 578-8350/housing@rosalindfranklin.edu.

### **Student Wellness Program**

The Rosalind Franklin University of Medicine and Science Student Wellness Program is an initiative of the Office for Student Affairs. The objectives of the Program consist of expanding and enhancing current services provided to students, developing a rapid response/critical issues team, and coordinating comprehensive, proactive wellness activities for the University community. The Wellness Program is designed to promote a balanced approach to life by focusing on seven components of wellness: physical, emotional, occupational, intellectual, social,

cultural, and spiritual.

The Program functions through the collaborative efforts of a University Wellness Committee, which consists of faculty, staff, students, and a coordinator, who facilitates program activities. The Wellness Committee is responsible for 1) identifying student wellness needs, as well as campus resources (departments, personnel, services) and community resources (professionals, businesses, organizations) and 2) coordinating and supporting wellness program presentations and events. Faculty and staff members of the Wellness Committee represent many departments, including Psychology, Psychiatry, Educational Affairs, Student Affairs, Housing, and Multicultural Affairs. Student members represent the University's four schools: Chicago Medical School, School of Graduate and Postdoctoral Studies, College of Health Professions, and Scholl College of Podiatric Medicine. The Coordinator for the Student Wellness Program can be contacted through the Office for Student Affairs at 847-578-3295/3234.

# **Policies and Procedures**



The policies and procedures in this section apply specifically and exclusively to Chicago Medical School students. For information on policies that apply universally to all RFUMS students, please see the current *Student Policies Handbook*.



## **Ethical Standards**

Medical students are expected to be familiar with the following ethical standards. Breach of these standards may result in an investigation by the Student Evaluation, Promotions and Awards Committee (SEPAC) and in corrective action.

1. Students should be honest and trustworthy in their work. Any behavior that gives a student an unfair advantage is considered unethical. Some examples of unethical behavior are looking at the answers of another examinee; using unauthorized or illicit materials to pass an examination or in preparing for an examination; missing a scheduled examination to gain an advantage; using unauthorized sources of information for take-home examinations; hindering the study and learning of another student; withholding or removing university-owned materials which are needed by other students; and intentionally enabling another student to cheat or allowing another individual to take an examination in one's place.
2. Students should follow the same professional standards of conduct as licensed physicians. Patients are to be treated with respect, compassion, integrity, honesty, sincerity, trust and as equals without regard to race, color, creed, ethnic group, religion, disability, sex, sexual orientation, or socio-economic class. Refusal to assure appropriate treatment for a patient out of concern for oneself is unethical. Patient confidentiality should be maintained, with certain mandated exceptions, e.g., reporting of suspected child abuse. The medical and psychosocial needs of the patient are to be respected regardless of the student's personal needs, beliefs and biases. Truthfulness and integrity should govern interactions with patients and colleagues. Students should be non-coercive in persuading patients to accept treatment.
3. The doctor-patient relationship requires that doctors and medical students be respectful, well-mannered, cordial and (often) friendly in caring for patients. However, it is unethical for a doctor or student to date or equivalently socialize with a patient. Doing so leaves the student and the medical school legally vulnerable. This applies both during and after clerkships or other patient care experiences.
4. Students' written and oral communications should be truthful. They should make their status as medical students known, unambiguously. Entries in the medical record should be complete and accurate. Oral communication with all health care personnel should be truthful, respectful, accurate and complete. Tampering with or falsifying any University records or hospital charts is a breach of ethical standards.
5. Students should present work, such as histories and physical examinations, based on their own performance of these components of patient care. When outside sources of information are used, appropriate attribution, such as directions from supervisors, quotations, references or footnotes should be used.
6. Students should submit each work assignment for credit in only one course. When an assignment is given for which the student has already completed and received credit, the instructor should be so advised.
7. Students should maintain integrity in the conduct of research. Falsification of research data is a violation of ethical standards which impedes the advancement of knowledge and threatens academic integrity.
8. Students should respect the property of another individual and of the University and affiliated institutions.
9. Students should follow all federal, state, and local laws and hospital and university regulations. If any such regulation contradicts a student's own ethical standards, this

must be discussed with the supervisor or the Dean's Office.

10. Students should not use illicit drugs or misuse prescribed or commercially available ones.
11. Students should not use alcohol when on-duty or on-call.
12. Personal relationships with faculty, preceptors, residents or administrators that exceed the boundaries of the professional student/teacher relationship, must be avoided.

### Reporting Alleged Misconduct

Faculty and students should report alleged misconduct to the student's supervisor, the RFUMS Honor Council or the Associate Dean for Student Affairs. The person reporting an alleged misconduct must provide documentation.

The Associate Dean will be circumspect in reviewing allegations and in interacting with faculty and students. Faculty and students should be cognizant of the institution's need to maintain confidentiality and to provide every student with due process.

After consultation with the student and faculty involved, the Associate Dean for Student Affairs may take immediate action if the welfare of other people is in immediate jeopardy or the student's behavior could disrupt the education process. If warranted, a formal investigation by SEPAC will be scheduled as soon as possible following such action. For procedures and policies outlining the course of action for students involved in inappropriate behavior, please refer to the CMS Evaluation and Grading System handbook or the individual school's specific policies.

### Statement of Policy on Professionalism and Ethics

All students at Rosalind Franklin University of Medicine and Science are expected to exhibit professional, responsible and ethical behavior. Students should display this behavior as students in the University, as health care providers in the clinical setting and as researchers in the laboratory or clinic.

All students should, therefore, possess the highest degree of personal integrity and be able to reason about ethical issues in their professional life. Students are expected to treat patients and research subjects with respect, compassion and sincerity; irrespective of race, color, creed, ethnic origin, religion, disability, gender, sexual orientation, or socio-economic class, and to maintain strict confidentiality. Students are expected to be honest and trustworthy, to respect the property of others, and to follow the code of professional ethics appropriate to their discipline. Any departures from these standards may result in disciplinary action.

### Procedures for Consideration of Violations of Ethical and Professional Standards

A student under suspicion of ethical or professional misconduct shall be afforded due notice and process in the investigation, deliberation, and decision about such allegations and potential penalties. The student shall also be afforded the right to appeal any negative outcomes to the Dean of the School in which the student is enrolled. The procedures described below are designed to assure such rights for the student and the University.

### Investigation and Recommendation

Allegations of ethical or professional misconduct by a student shall be referred to, and investigated by, a faculty committee with student representation. In the medical school this

committee shall be the Student Evaluation, Promotions, and Awards Committee (SEPAC). In the School of Graduate and PostDoctoral Studies and the College of Health Professions, the matter shall be referred to the Chair of the Department in which the student is enrolled. The Department Chair shall appoint an *ad hoc* Investigating Committee of faculty to investigate the charges. Student representation shall be provided on the Investigating Committee. The Department Chair is encouraged to recruit faculty from other departments in situations where availability of disinterested faculty within the department is limited. The Director for Student Affairs of the University, or his or her designee shall be an *ex officio* member of the Investigating Committee and shall serve as the student's advocate in committee deliberations. The committee shall be charged with receiving evidence, hearing the accused student, and making recommendation based upon such information.

A student charged with violations of ethical or professional standards shall be presumed innocent. Such violations shall be established by clear and convincing evidence. The student shall be given written notice of the accusations and the time and place of the Investigating Committee deliberations. Both the student and the Director for Student Affairs (or designee) shall have the right to present evidence before the committee on behalf of the student. Subsequent deliberations of the Investigating Committee shall be attended by committee members only.

The recommendations of SEPAC shall be transmitted by the Committee Chair to the Dean of the Medical School. Recommendations of the Investigating Committees of the other schools shall be made from the Committee Chair to the Department Chair. Upon consideration of the committee recommendation the Department Chair shall make recommendation to the Dean of the School. Upon receipt of such recommendation the Dean shall decide upon appropriate action and so notify the student in writing.

#### Right of Student Appeal

The decision of the Dean shall be final, except that the student shall retain the right to appeal such decision, in writing, to the Dean. At the discretion of the Dean, the issue may be referred to an Appeals Committee. In the Medical School, the Appeals Committee shall be an *ad hoc* committee appointed by the Dean as described in the CMS Evaluation and Grading System handbook. In the School of Graduate and PostDoctoral Studies, the College of Health Professions, and Scholl College of Podiatric Medicine, the matter shall be referred to the standing Academic Standards Committees of the respective schools. The Director for Student Affairs (or designee) shall be an *ex officio* member of the appeals committee. Both the student and the Director for Student Affairs shall be notified of the referral to the Appeals Committee as well as the time and date of such deliberations. Such committee shall hear the student appeal and all new evidence or argument presented by the student or Director for Student Affairs (or designee). The Appeals Committee shall make its recommendation directly to the Dean of the school. The Dean's decision shall be final and shall be transmitted in writing to the student, with notice to the Director for Student Affairs.

### **RFUMS Student Honor Council and Constitution**

Dear RFUMS Students:

The academic year 2004/2005 marks the twenty-first year of the RFUMS Student Honor Constitution and the Student Honor/Peer Review Council.

The guiding principles of the Honor Council are found in the Honor Constitution. First, the Honor Code promotes the attitude that only honest, ethical behavior of students is tolerable. Second, it establishes a protocol by which students may deal with breaches of the Code through the Honor/Peer Review Committee. It is important to note that students on the committee will initially deal with any unethical conduct. As students and future colleagues, we will be

accountable to each other for unethical behavior; consequently, we each share in the role of creating and maintaining an atmosphere of honesty and trust.

It is hoped that, with student support of the Honor code, we will be able to learn in an environment of respect, cooperation and trust. The fundamental demand that the Honor Code makes of a student is that each individual resist less than honorable means to attain a desired end, and act with responsible conscience throughout all academic and school related affairs.

The Student Honor Council also serves as a liaison between students and administration. We hope that the student does not feel at any time that the council is a thing far above him or her, but rather a mutual friend, concerned only with the welfare of each student and their fellow colleagues. Feedback and input are crucial towards the committee's ability to improve student life and students are urged to voice their concerns. It is each student's responsibility to participate in maintaining ethical standards, bearing in mind that the Honor Constitution is not an end in itself, but a framework for behavior. The ultimate goal is that each student realizes his/her responsibility to establish an ethical attitude and a sense of integrity that will continue through his/her life and professional career.

A few changes have been made to the Honor Constitution since its introduction in the 1984/1985 academic year. Those alterations that have been made pertain to the recent name change of the university, the equal representation of the student body at Rosalind Franklin University, and necessitated an enhanced desire for clarity.

We believe that, with the Honor Constitution as a guideline and with the support of individual students, RFUMS will develop and uphold the highest ethical standards necessary for the future practicing physician/health professional.

Respectfully,

RFUMS Honor Council

### **Preamble to the Honor Constitution**

Among the main goals of the Rosalind Franklin University of Medicine and Science is the promotion of a sense of ethics among its future graduates. As future health professionals preparing for a career of service to others, we feel it is vital to nurture the highest standards of ethics from the earliest stage of medical education. The RFUMS Student Council supports and abides by an Honor Constitution in the belief that it will provide guidance for the development of responsible, self-regulation of present and future behavior.

This Honor Constitution promotes community spirit conducive to mutual trust among students, which is absolutely necessary in a profession where the fates of human lives are determined on a regular basis. In the medical community, one earns his/her professed knowledge, one's word is taken as truth, and one's integrity should be beyond question.

To achieve and maintain these goals, students are obliged to support the spirit and letter of the Honor Constitution as embodied in its statement of purpose:

As members of the health care profession, we will not compromise our integrity through any unethical behavior. In addition, the functioning of our Honor Constitution requires that every student acknowledge his/her responsibility by reporting violations of the Honor Code to the Honor Council.

## **ARTICLE I: OFFENSES**

Offenses are those in which the integrity of the student is brought into question. Offenses to the Honor Code are defined as:

### **Section A: Lying**

1. A student will not make any oral or written statements he/she knows to be false.
2. A student will not make an oral statement, initial or sign a written statement that he/she knows to be misleading or fraudulent.

### **Section B: Cheating**

1. A student will not obtain unauthorized assistance from any source in work submitted as one's own individual efforts.

### **Section C: Stealing**

1. A student will not wrongfully obtain or withhold property from the true owner with the intent of permanently or temporarily depriving said owner of the use or possession of the property.
2. A student will not steal or use the ideas or passages of another as one's own without properly acknowledging the source of these ideas.
3. A student will not borrow the personal property of another individual without the owner's expressed or implied permission.

### **Section D: Vandalizing**

1. A student will not maliciously destroy, damage, or deface any public or private property.

### **Section E: Toleration**

1. A student will not tolerate any of the above offenses by one's self or by another student.
2. In the event that the student commits one of the above offenses, he/she will be morally obliged to turn him/herself into the Honor Council.
3. In the event that a violation is in progress, a student may intervene on behalf of the Honor Code to prevent further damage.
4. In the event that the witnessing student is not certain that an offense has been or is being committed, the student should approach the offending student and ascertain whether the Honor Code has been violated.
5. In the event that a student witnesses one of the above offenses but does not choose to approach the student directly, he/she is morally obliged to report the offender to the Honor Committee.
6. Failure of a student to take action is not a punishable event, but it is the responsibility of each student to uphold ethical standards as set forth in the Honor Code.

## ARTICLE II: PLEDGE TO THE HONOR CODE

### Section A:

1. Each matriculating student shall attend a meeting with the Honor Committee during orientation or shortly thereafter. The Honor Committee will see that each student is provided with a copy of the Honor Constitution. At this meeting, the purpose of the Honor Constitution and the responsibility of each student in maintaining ethical standards based on the code will be discussed, as well as the procedures in the event of a violation. An actual signed pledge will be optional.
2. A standard Code of Professionalism shall appear on the front cover/page of all exams during which the Honor Code is in effect. The Code of Professionalism shall read:

*"As a future health care professional, I will uphold the highest ethical standards and will expect the same from my peers." RFUMS Honor Council*

It is the responsibility of the Honor Committee Chairperson to ensure that the code appears on all graded exams.

## ARTICLE III: STRUCTURE OF THE HONOR COMMITTEE

### Section A: Succession

1. The Chairperson, will ensure that the Honor Committee always has eleven elected or appointed members, consisting of three M1's, three M2's, one M3/M4, two graduate students, and two first-year College of Health Professions students.
2. The M1 representatives will be elected following election of class officers, but not later than mid-year.
3. At the end of their first year, one of the three M1 representatives will succeed the current Chairperson as the new Chairperson for the following year. Two M1's will be elected to fill the two remaining M2 seats.
  - a. The new Chairperson shall ideally be chosen internally from among the three current representatives.
  - b. The remaining two M1 representatives may themselves run for re-election as M2 representatives.
  - c. In the event that more than one of the three current M1 representatives desire to be Chairperson of the Honor Committee, and their appointment is approved by a majority vote of the Honor Committee, they may serve as Co-Chairpersons limited to two. If the decision cannot be made internally, a committee election will decide the Chairperson. The remaining two M1 representatives may run for re-election per Article III, Section B, 3b.
  - d. In the event that none of the three M1's desires to remain on the Committee during their M2 year, the class will elect three members

to the committee and the Chairpersonship shall rest with the graduate student representative. See Article III, Section B, 5.

4. From among the three M2 representatives, one will be chosen internally to represent both M3 and M4 classes.
  - a. In the event that more than one M2 desires to represent, the council shall elect a successor.
  - b. In the event that none desire to represent, the class shall elect one representative.
5. Members of the Graduate Student Association shall elect two first or second year graduate students at the beginning of the school year.
6. The CHP Student Council at the beginning of the school year will elect two first year College of Health Professions students.

## **ARTICLE IV: PROCESS OF COUNCIL ACTION**

### **Section A: Report of Violation**

1. A violation of the Honor Code shall be reported to either the:
  - a. Honor Council class representative who will relay the violation to the Chairperson.
  - b. Chairperson directly.

### **Section B: Investigation**

1. The Chairperson will assign members of the Honor Council as an investigative team to:
  - a. Gather all pertinent information regarding the case.
  - b. Interview, in confidentiality, all involved individuals.
  - c. Review all information with the Council to determine whether sufficient evidence exists to warrant Council action.

### **Section C: Report of Investigative Team**

1. In the event that sufficient evidence is not present, or violation proves to be unsubstantiated, the process will terminate and the student accused of having violated the Honor Code will be informed that all actions are being dropped.
2. In the event that sufficient evidence does exist that a violation has occurred, the Honor Council will convene to decide a course of action.

### **Section D: Courses of Action**

1. If the Council concludes that a violation has not occurred, proceedings will be terminated. The accused will be so informed.
2. If the council concludes that a violation has occurred, it may:

- a. Recommend peer counseling by members of the Honor Council
- b. Recommend that damage caused by the violation be corrected at the accused's expense.
- c. Recommend administrative intervention in cases of severe or recurrent violations.

### **Section E: Voting**

1. All Council Members may vote
2. A quorum will exist when five of the nine Council members are present, one of whom must be the Chairperson
3. All votes will be decided by a majority of the members present.
4. All votes will be confidential.

## **ARTICLE V: RECORDS OF PROCEEDINGS**

### **Section A: Confidentiality**

1. All attempts shall be made to ensure confidentiality of all persons involved throughout the proceedings.
2. In the event that a recommendation is forwarded to the administration (Article IV, Section D, 2c) **THE ACCUSING STUDENT MAY BE ASKED TO TESTIFY AS A WITNESS.**

### **Section B: Records**

1. From the point the council convenes to act upon a substantiated violation (Article IV, Section C), a case record will be maintained of all relevant proceedings.
2. The Council Chairperson will maintain the records.
  - a. In the event that the Council decided that no action would be taken against the accused, all name references will be erased from the records immediately.

## **ARTICLE VI: AMENDMENTS TO THE CONSTITUTION**

### **Section A: Amending**

1. Any student may propose an amendment by presenting to the Honor Council, a petition signed by 25% of the student body.
2. Amendments shall be enacted upon a two-thirds vote of both:
  - a. The full Honor Council
  - b. A Student Council quorum

## **Section B: Notification**

1. The Chairperson of the Honor Council will be responsible for notifying all relevant parties of the change.

Submitted for review to the UHS/CMS Student Council, August 1988.

Name of University updated, July 1994.

Name of University updated, July 2004.

## **Proficiency Examination Policy**

Revised 4-15-04

**Students have an option of taking proficiency examinations. All students who take and successfully complete a proficiency examination will have "Passed by Proficiency Examination" noted on their transcript in place of a letter grade. The Proficiency Examination Policy stipulated by the respective departments for the various basic science courses is as follows:**

### **FIRST YEAR COURSES**

#### **ANATOMY**

Student has transcript credit of a medical school\* course of equivalent content in Clinical Anatomy with a grade of "B". Such students are then required to successfully participate as teaching assistants in the course in the Fall.

#### **BIOCHEMISTRY**

Students must pass the comprehensive proficiency exam with a score of 75% or more. Subjects covered are: chemistry and metabolism of amino acids, carbohydrates and lipids, enzyme chemistry, kinetics and regulation, electron transport and oxidative phosphorylation, mechanisms of hormone action and metabolic regulation.

#### **EMBRYOLOGY**

A student who has transcript credit for an equivalent medical school\* course in Embryology with a grade of B or better, must pass a proficiency exam with a score of 80% or better. Subjects covered should be as follows: fertilization, implantation, early layer development, placentation, organ system development.

#### **EPIDEMIOLOGY**

Credit for the course is granted for possession of the MPH degree. Otherwise, no proficiency is allowed nor tested for.

#### **GENETICS**

Students must pass the comprehensive proficiency exam with a passing score of 75%. Subjects covered on the exam are chromosomal genetics, Mendelian pedigrees and calculation of risk factors, gene linkage and mapping, genetic heterogeneity, disease associations, polygenic inheritance, methods of prenatal diagnosis, use of restriction fragment length polymorphisms and genetic counseling, sex chromosomes and sex determination, and genetics in cancer.

#### **HISTOLOGY**

Student has transcript credit of a medical school\* course of equivalent content in Histology with a grade of "B". Such students are then required to successfully participate as teaching assistants in the course in the Fall.

### **MOLECULAR CELL BIOLOGY (MCB)**

Students must pass a written proficiency exam in MCB with a minimum score of 75% to pass the exam. Officially notify Dr. Walters at least two weeks prior to the day of the exam of commitment to take the exam. Subjects covered include: nuclear structure, protein chemistry, DNA, RNA, protein synthesis, regulation of gene expression, plasma membrane, organelles, cytoskeleton, mitosis, growth regulation, connective tissue components, epithelial cells, muscle cells and cells of the nervous system.

### **NEUROSCIENCE**

Student will be excused from taking the course if he/she has transcript evidence of having passed a medical school\* Neuroscience course of equivalent subject content with a grade of "B".

### **PHYSIOLOGY**

Student will be excused from taking the course if he/she has transcript evidence of having passed a medical school\* Physiology course of equivalent subject content with a grade of "B" or passed our proficiency exam in Physiology with a minimum grade of 75%.

## **SECOND YEAR COURSES**

### **CLINICAL NEUROSCIENCE**

Students will be required to take an essay exam consisting of six questions. Topics which may be covered include: 1) functional zones of cerebral cortex; 2) hemisphere dominance and interhemispheric connection; 3) development of the central nervous system; 4) organization of the cerebral cortex for perception, language, complex thought, complex movement and other functions; 5) abnormalities associated with cerebral cortical dysfunction; 6) assessment of central nervous system structure and functioning (history, physical exam, behavioral neurologic component of the physical exam, mental status component of the physical exam, laboratory testing); 7) neuropathology: etiology, histopathology, gross pathology, signs, symptoms, course, laboratory findings, epidemiology and treatment of diseases of the nervous system; 8) psychopathology: psychiatric diagnostic classification; symptoms, signs, laboratory tests, epidemiology, etiology and treatment of psychiatric illness; 9) personality and its development; and, 10) learning and behavior modification.

### **FOUNDATIONS OF MEDICAL PHARMACOLOGY**

Student will be required to pass a departmental proficiency exam with a grade of 80% or present transcript evidence of having passed a medical school\* course of equivalent subject content with a grade of "B".

### **MICROBIOLOGY AND IMMUNOLOGY**

A student may be excused from Medical Microbiology and Immunology (MIC 600, 601 and 602) by: 1) having transcript credit for an equivalent course from an LCME approved medical school and having passed at a level acceptable to this department, **AND** 2) passing the departmental comprehensive proficiency examination with a grade of 80 percent or more. The proficiency examination is offered in July of each year.

### **PATHOLOGY**

Student has transcript credit for a medical school\* Pathology course of equivalent content with a grade of "C" or passed the written proficiency exam. A student passing the proficiency exam will be required to take a 4-week full-time clerkship or equivalent training in the practical aspects of Pathology.

### **PREVENTIVE MEDICINE**

Credit for the course is granted for possession of the MPH degree. Otherwise, no proficiency is allowed nor tested for.

\*Refers to an LCME approved medical school.

In case of proficiency based on transcript evidence, each department reserves the right to determine whether the extramural course is equivalent to its course. Students interested in obtaining credit for a course on the basis of transcript evidence should contact the appropriate department chair for approval of course being submitted for credit.

### **2004 Proficiency Examination Schedule**

	<b><u>9:00 a.m.-12:00 noon</u></b>	<b><u>1:00-4:00 p.m.</u></b>
<b>Monday, July 26</b>	<b>MCB</b>	<b>Embryology</b>
<b>Tuesday, July 27</b>	<b>Histology (Written) Pathology Genetics</b>	<b>Histology (Practical)</b>
<b>Wednesday, July 28</b>		<b>Neuroscience Pharmacology</b>
<b>Thursday, July 29</b>	<b>Physiology (Winter) Microbiology</b>	<b>Physiology (Spring)</b>
<b>Friday, July 30</b>	<b>Biochemistry</b>	<b>Clinical Neuroscience</b>

Student **MUST** notify the appropriate Department Chair or Course Director two weeks in advance if they plan to take one of the above exams, as well as to get information as to site and content of the exam.

Anatomy	Dr. Bruce Manion	847-578-8405
Biochemistry	Dr. Ronald Kaplan	847-578-3220
Clinical Neuroscience	Dr. Nutan Vaidya	847-578-3330
Embryology	Dr. Joseph DiMario	847-578-3211
Epidemiology	Curriculum Office	847-578-3215
Genetics	Dr. Kenneth Neet	847-578-3220
Histology	Dr. Chris Brandon	847-578-3211
Microbiology & Immunology	Dr. Alice Gilman-Sachs	847-578-3230
Molecular Cell Biology	Dr. Eric Walters	847-578-3220
Neuroscience	Dr. Lise Eliot	847-578-3416
Pathology	Dr. Arthur Schneider	847-578-3261
Foundations of Medical Pharmacology	Dr. Gary Oltmans	847-578-8676
Physiology	Dr. Charles McCormack	847-578-3280
Preventive Medicine	Dr. David Rudy	847-578-3338

For more information, please contact Sally Venus in the Curriculum Office at 847-578-3215 or at [Sally.Venus@rosalindfranklin.edu](mailto:Sally.Venus@rosalindfranklin.edu).

## **Technical Standards**

It is the intent of Rosalind Franklin University of Medicine and Science to comply with applicable law concerning students with disabilities, including Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. These acts prohibit discrimination against individuals with disabilities by mandating the provision of reasonable accommodations to make programs and activities accessible to otherwise qualified individuals.

These statutes recognize that there may be technical standards of behavior which must be met in the pursuit of a given profession or training. The Chicago Medical School has determined a set of Technical Standards of behavior that it considers necessary for the candidate for the MD degree. These Technical Standards are listed below. Inquiries about the Medical School policies on disabilities should be directed to the Americans with Disabilities Act (ADA) Coordinator in the Office for Student Affairs.

A candidate for the MD degree must possess abilities and skills which include those that are observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in many clinical situations in that it implies that a candidate's judgment must be mediated by someone else's power of selection and observation.

### **I. Observation:**

The candidate must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic sciences, including but not limited to information conveyed through physiologic and pharmacological demonstrations in animals, microbiological cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to:

- observe a patient accurately, at a distance, and close at hand, with or without standard medical instrumentation, to acquire information from written documents, and to visualize information as presented in images from paper, films, slides or video.
- interpret x-ray and other graphic images, and digital or analog representations of physiologic phenomenon (such as EKGs) with or without the use of assistive devices.

Such observation and information acquisition necessitates the functional use of visual, auditory and somatic sensation while being enhanced by the functional use of other sensory modalities. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternate means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion. If the alternatives are acceptable, it is expected that obtaining and using such alternate means and/or abilities shall be the responsibility of the student. Costs of necessary accommodations should be reasonable and will be properly borne by the University when not the responsibility of the student or otherwise funded.

### **II. Communication:**

A candidate must be able to speak, to hear and to observe patients by sight in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients and their families. Communication includes speech and writing. The candidate

must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

### III. Motor:

It is required that a candidate possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic and therapeutic maneuvers, basic laboratory tests and diagnostic and therapeutic procedures. The candidate must be able to execute motor movements reasonably required to provide general and emergency medical care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, suturing of wounds and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

### IV. Intellectual-Conceptual (Integrative and Quantitative) Abilities:

The candidate must be able to measure, calculate, reason, analyze, integrate and synthesize. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. The candidate must be able to perform these problem-solving skills in a timely fashion.

### V. Behavioral and Social Attributes:

The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. The candidate must be able to tolerate physically taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational process.

## **Requirements for Third-Year Core Clerkships**

As a prerequisite for participating in third-year core rotations, students must:

- Satisfactorily complete all basic sciences courses
- Sit for USMLE Step 1 prior to starting clinical clerkships or MedCore (will need to verify scheduled test date)  
(Note: Students must pass USMLE Step 1 to be permitted to continue with clinical clerkships)

Students will secure hospital sites for these core rotations via a student-run lottery. They must be prepared to serve in clinical clerkships in any of CMS's affiliated hospitals, which may include an out-of-state location (Connecticut.)

## **Transfer of Schools within University**

It is the University's policy that students may not internally transfer from one school to another school until they complete their current program of study.

## **Tuition for Students on Altered Academic Schedules**

Students enrolled after the fourth year in medical school will be billed at the rate of **\$1500 per each of three (3) billing periods (or portion thereof) during the year** (equivalent to \$4500 for an entire year.) This billing rate is subject to change in future years.

## **Universal Precautions Policy**

All students enrolled at Rosalind Franklin University of Medicine and Science who are involved in clinical rotations must complete their school's program on universal precautions. The purpose of this program is to ensure that you have been informed of the appropriate handling of blood, tissues and body fluids during your training. Appropriate review of universal precautions will be provided by clinical departments during the orientation at each clinical site. As part of your professional development, you will be responsible for incorporating these precautions into your routine practice while in patient care situations and for being certain that you understand what is available at each hospital as you rotate from one clerkship to another.

**In the event you have contact with blood, unfixed tissue<sup>1</sup>, or body fluids, these are the steps you should take:**

1. Remove soiled clothing and administer immediate first aid at the worksite (wash skin/flush eyes 10-15 min./etc.). Remove contact lenses if eyes are exposed.
2. Notify resident, site coordinator and/or attending physician.
3. Obtain name, medical record number and location of patient source.
4. Report, in person, immediately to the designated location at the hospital site where you are rotating for follow up treatment (i.e. Employee Health Service, Infectious Disease Service and/or the Emergency Department).
5. **DO NOT DELAY -- GET ASSISTANCE IMMEDIATELY**  
(Anti-viral prophylaxis, if elected, for HIV+ exposures should be initiated within 2 hours of exposure if possible.) If you are not successful seeking immediate assistance, page your supervisor (e.g., resident, attending, clerkship director) **as soon as possible. DO NOT WAIT!**

**DO NOT IGNORE AN EXPOSURE!!**

**Follow up procedures:**

1. Notify the Associate Dean for Student Affairs (847) 578-3406 within 24 hours of the exposure. Confidentiality of this information will be maintained.
2. Continue treatment and counseling at the site for an appropriate amount of time. Follow up with lab studies and assistance for any further treatment.
3. Report any medical costs not covered by your health insurance<sup>2</sup> as shown on your Explanation of Benefits to the RFUMS Business Office at (847) 578-3252. If you are covered by the Destiny insurance policy offered by the University, expenses that are not covered by the plan will be paid by the University. If you elect an insurance plan other than the Destiny insurance plan offered by the University, you will only be reimbursed for non-covered expenses at the lesser of: 1) the actual amount due under your plan, or 2) the amount that would have remained under the Destiny insurance plan offered by the University.

4. The Associate Dean for Student Affairs will follow up with you periodically to provide counseling and assistance as needed.
- 1 Except brain tissue, which can carry slow viruses even after fixation; special precautions have been taken during the teaching of Medical Neuroscience.
- 2 All RFUMS students are required to carry health insurance; a student not in compliance with this policy will not receive financial assistance in the event of an occupational exposure to blood or body fluids.

This policy is developed in accordance with CDC (Center for Disease Control) Guidelines.

Listed below are telephone numbers for the primary departments responsible for handling such emergencies at each major teaching hospital affiliated with RFUMS. If you are rotating in a clinic or hospital not listed below, contact your immediate supervisor for assistance and then follow the guidelines stated above.

**Christ Hospital**

7 am to 4 pm – Report to Occupational Health  
(708) 346-4235  
After 4 pm – Report to ER  
(708) 346-5360

**Elgin Mental Health Hospital**

24 hours a day – Report to First Aid Clinic (Medical Building, 1st Floor)  
(847) 742-1040 Ext. 2842

**Highland Park Hospital**

8 am to 4 pm – Report to Health Works Office  
(847) 480-2685  
After 4 pm and holidays – Report to ER  
(847) 480-3751

**Hines VA Hospital**

*Quickly fill out incident report and then:*  
8 am - 4 pm – Report to Employee Health  
(708) 343-7200 Ext. 2186  
After 4 pm – Report to ER  
(708) 343-7200 Ext. 2187

**Illinois Masonic Medical Center**

Report to ER 24 hours a day  
(773) 296-7087

**John H. Stroger, Jr. Hospital of Cook County**

8 am to 4 pm – Report to Employee Health, Patricia Kallaher, M.D.  
(312) 633-7893  
After 4 pm – Report to ER  
(312) 633-6157

**Lutheran General Hospital**

7 am to 4:30 pm – Report to Employee Health  
If occurrence is not during office hours, DRAW A RED-TOP tube of blood from the source and send to lab with health risk label. Report to Employee Health during the next full business day.  
*If patient is known AIDS carrier or known high risk, then go to ER immediately.*

### **Mount Sinai Hospital Medical Center**

Quickly fill out employee accident/injury report and then:

Report to ER

(773) 257-6438

After initial evaluation call Dawn Laurin from Employee Health within 24 hours, even on weekends or off-hours.

(773) 257-6916

### **North Chicago VA Hospital**

Report to Employee Health, Raeline Roberts

(847) 688-1900 Ext. 84215

After 4 pm report to Acute Evaluation Unit

(847) 688-1900 Ext. 85505

### **Norwalk Hospital**

Report to Employee Health during the following hours:

7:30 am - 3:00 pm Monday, Wednesday and Friday

7:30 am - 4:30 pm Tuesday and Thursday

Report to the Emergency Department at all other times than listed above, including holidays and weekends

Main Switchboard (203) 852-2000

### **Ravenswood Hospital**

Report to ER

(773) 878-4300 Ext. 1280

### **St. Anthony Hospital**

Report to ER

(773) 484-4080

### **St. Therese Hospital**

24 hours a day – Report to ER

(847) 360-2470

### **Swedish Covenant Hospital**

Immediately report the incident to preceptor/supervisor, then:

7:30 am to 4:30 pm – Report to Employee Health Services

(773) 989-1606

ALSO

Report incident to Infection Control

(773) 989-1612

After 4:30 pm – Report to ER

## **USMLE Requirements**

- All CMS students are required to pass both Step 1 and Step 2 of USMLE (United States Medical Licensure Examination) to graduate.
- Students must attempt Step 1 before beginning junior clinical clerkships. Students may begin junior activity after attempting the exam. A student who fails the examination may complete the clerkship in which he/she was enrolled at the time of notification of failure, but must withdraw from further clinical activity until he/she has passed Step 1. The Associate Dean for Student Affairs will advise students who have failed Step 1 on plans for resuming their clinical training.
- CMS students in the M4 year, who are scheduled for graduation, are required to sit for USMLE Step 2 by December 31 of their senior year. This will allow students to post a

score by the Rank Order List process, as well as leave time to retake the examination before starting residency training, should that be necessary. Students who do not sit for USMLE Step 2 by the end of December of their senior year will not be allowed to participate in remaining senior electives until a Step 2 score is posted.

- Effective mid-2004, the National Board of Medical Examiners (NBME) will include a clinical skills examination (CSE) as part of the USMLE Step 2 examination. All CMS students will be required to pass this examination as a condition of graduation and licensure.

The CSE will provide state licensing authorities with assurance that candidates possess the minimum information-gathering and communication skills necessary to enter supervised post-graduate training, just as the multiple choice component of Step 2 assures state boards that candidates possess the minimum level of medical knowledge to enter post-graduate training.

Additional details about the CSE are available at <http://www.usmle.org/news/cse.htm>.

- A student who does not pass Step 2 prior to graduation may remain a student of The Chicago Medical School, subject to approval by the Student Evaluation, Promotions, and Awards Committee, paying applicable tuition and receiving appropriate benefits, such as student health insurance. The student, with approval of the Associate Dean for Student Affairs, will design a curriculum that will include a mixture of time for review for the examination (either in an organized review program or self-study) and clinical activity at the level of sub-internship or student resident equivalent.

*Note: Students who do not pass Step 2 within one year of their original graduation date will be considered for dismissal.*



# **Student Health**



## **CMS Disability Insurance Policy**

All medical students must be covered by the school's disability insurance policy. This policy is provided by Unum Provident Corporation and serviced by our local insurance brokers, RX Financial Resources, Inc. Your policy has been specifically designed for the Consortium of Illinois Medical Schools and provides excellent coverage against disabilities caused by illness or injury. Your personal policy, which you own, is provided with substantial premium discounts. Several of the main benefits are:

<b>Monthly Disability Benefit</b>	1st and 2nd years -- \$1,500 3rd and 4th years -- \$2,000
<b>Elimination Period (days)</b>	180
<b>Benefit Period</b>	Age 65
<b>Guaranteed Issue</b>	No medical or financial questions are asked.
<b>Guaranteed Renewable</b>	Your policy cannot be changed or modified by the insurance company.
<b>Substantial Premium Discounts</b>	Discounted premiums that continue after graduation and as long as you own your policy.
<b>Portability</b>	You can continue your policy through residency and throughout your medical career.
<b>Professional Definition of Disability</b>	Your policy pays benefits due to illness or injury.
<b>Options Available</b>	Upon graduation you can tailor your policy to meet your needs and add several additional benefits.

The cost of this coverage is the responsibility of each student.

Once students are enrolled, their personal policy will be mailed to them along with a summary of benefits. Should students have questions, they can contact RX Financial Resources, Inc.

## **University Clinics/Women's Health Center Patient Care Services**

Hours of operation are 9:00 a.m. to 6:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. Saturday. Each physician group or specialty has different days or hours. Radiology, laboratory services, and mammography are available on site. **Call (847) 473-4357 for more information and to schedule appointments.**

Please note that the University is exploring the establishment of a student health clinic. Details are forthcoming.

### **Cardiology**

Dr. David Campbell  
Dr. Rajinder Singh

### **Endocrinology**

Dr. Charles Barsano  
Dr. Frederick Ellyin

### **Family Practice**

Dr. Max Goldschmidt  
Dr. Manfred Man  
Dr. David Rudy  
Dr. Alison Sennello  
Lisa Norris, NP

**Gynecology**

Dr. Josef Blankstein  
Dr. Theresa Kopic  
Dr. Joanne Kwak-Kim

**Infectious Disease**

Dr. Preston Cannady

**Internal Medicine**

Dr. Preston Cannady  
Dr. Jennifer Ota

**Neurology**

Dr. Nabih Ramadan

**Nutrition**

Virginia Hammarlund, PhD

**Ophthalmology**

Dr. Joseph Kiernan

**Orthopedics**

Dr. Norman Cohen

**Podiatry**

Dr. Robert Zombolo

**Psychiatry**

Dr. Nutan Atre-Vaidya  
Dr. Philip Lebovitz  
Dr. P.S.B. Sarma  
Dr. Michael Schrift

**Psychology**

Dr. John Burns  
Dr. John Calamari

**Reproductive Medicine**

Dr. Joanne Kwak-Kim

**Rheumatology**

Dr. Eric Gall  
Dr. Lori Seigel

**Surgery**

Dr. Lecia Apantaku (breast)  
Dr. Michael Zdon

**Urology**

Dr. Raymond Firfir

# **Student Leadership**



## **Student Council**

As student body President and on behalf of the rest of the Executive Council members, I would like to extend a warm welcome to you from the Rosalind Franklin University of Medicine and Science. There has been a lot of change on our campus the past year and it is an exciting time to be a part of this university. Each of RFUMS's four schools is represented on our Executive Council Board. We are looking forward to a new year and would like you to be a part of it with us. I would now like to let you know how our student government works and how we interact with the Administration.

The Student Council is a group of students that meets monthly throughout the year. These students represent all the schools and classes of the university. Also attending these meetings are the representatives of various student organizations, ranging from social clubs to professional organizations. The purpose is to serve the needs of the students and provide an opportunity for you to get involved with school activities. The opportunities are limitless and exist, in part, because of the sponsorship and guidance of the Student Council.

Our annual Activities Fair, held at the beginning of each academic year, will give you the first look at what our campus has to offer. It will provide you the opportunity to talk to returning students as well as other representatives of the student body and ask them questions. In addition to a wide variety of organizations being represented, the Fair also serves as an avenue to seek advice before your academic year gets into full swing.

The Student Council has a strong voice on our campus. The monthly meetings give students the opportunity to express student concerns, access funding for student activities, and learn more about school events. Anyone is welcome to attend, become a member, and vote on topics relevant to our institution. Student leaders meet regularly with the Deans, Faculty, and Administration. The Administration is extremely receptive to what we have to say and go to great lengths to offer their help and advice. The Student Council will offer a chance to get involved with groups of students that truly enjoy being part of the campus experience at Rosalind Franklin University of Medicine and Science.

We look forward to meeting you!

**Joshua Pniewski**  
*Executive Council President*

# **RFUMS STUDENT LEADERS: 2004 - 05**

## **RFUMS STUDENT COUNCIL**

<b>President:</b>	Joshua Pniewski
<b>Vice President:</b>	Shyrlena Bogard
<b>Treasurer:</b>	Rusty Pendleton
<b>Secretary:</b>	Ahoo Sharif
<b>Parliamentarian:</b>	Chandra Manuelpillai

## **CMS CLASS OFFICERS**

### **CMS Class of 2005**

<b>President:</b>	Dan O'Connor
<b>Vice President:</b>	Seetal Adhikari
<b>Class Reps:</b>	Trisha Eden, Aaron Kabb, Mimi Lu, Joanna Shimberg

### **CMS Class of 2006**

<b>President:</b>	Robert Sitarz
<b>Vice President:</b>	Gayatri Shangari
<b>Class Reps:</b>	Courtney Berman, Sherwin Mina, Scott O'Donnell, Osama Sheth

### **CMS Class of 2007**

<b>President:</b>	Olive Eckstein
<b>Vice President:</b>	Tejal Shah
<b>Class Reps:</b>	Lauren DeWitt, Nur-Ain Nadir, Donna Nikanjam, Majken Textor

## **Student Organizations & Committees**

Listed below are the various student organizations geared toward medical students and RFUMS committees with student representation, all of which eagerly welcome new members. Be sure to attend the Activities Fair in mid-August to learn more about all of the different organizations, clubs, and committees here at RFUMS.

### **Medical Student Organizations at RFUMS**

- AMA (American Medical Association)
- AMSA (American Medical Student Association)
- AMWA (American Medical Women's Association)
- APAMSA (Asian-Pacific American Medical Student Association)
- CMA (Christian Medical Association)
- EMED (Emergency Medicine Interest Group)
- FMIG (Family Medicine Interest Group)
- Geriatric/ Gerontology Interest Group
- Honor Council
- IMIG (Internal Medicine Interest Group)
- International Health Interest Group
- Medical Issues Forum
- Medical Students for Choice
- Medical Students for Life
- Military Medicine Interest Group
- Pediatrics Interest Group
- Rehabilitation Medicine Interest Group
- SAMA (South Asian Medical Association)
- SIGN (Student Interest Group in Neurology)
- SNMA (Student National Medical Association)

### **Social and Service Organizations at RFUMS**

- ALAS (Art & Literature Appreciation Society)
- ASAP (Adolescent Substance Abuse Prevention)
- CMS CARES (CMS Community AIDS Resources and Educational Services)
- CMS Health Care Project
- Epicurean Club
- Hillel
- LGBTPM (Lesbian, Gay, Bisexual, and Transgendered People in Medicine)
- MEMSA (Middle Eastern Medical Student Association)
- Outdoor Club
- SOL (Salud Ofrecida A Latinos)
- Special Friends Program
- Student Family Organization
- Tar Wars

### **Committees at RFUMS**

#### **University:**

- Animal Care and Quarters Committee
- Biohazards Committee
- Board of Trustees
- Computer Committee
- Financial Aid
- Institutional Review Board for Protection of Human Rights Subjects Committee
- Library Committee
- Radiation Safety Committee
- Recombinant DNA Advisory Committee
- Student Academic Achievement Assessment Committee
- University Research Committee

**Medical School:**

- American Association of Medical Colleges Organization of Student Representatives (AAMC OSR)
- Educational Affairs
- Faculty-Student Forum
- Student Admissions
- SEPAC (Student Evaluation, Promotion, and Awards Committee)

# Appendix



## Important Phone Numbers

### **Main Offices:**

**RFUMS (Main Switchboard)** ..... (847) 578-3000

### Extensions (578 prefix)

#### **Dean of the Medical School**

Dr. Arthur Ross III, Dean ..... 3300  
Executive Secretary ..... 3301

#### **Office for Student Affairs**

Sherrie Wheeler, Coordinator for Special Programs ..... 3296  
Roy Golden, MEd, Assistant Dean ..... 3264  
Lynda Zalewski, Coordinator for ERAS and Senior Electives ..... 8605  
Jean Marques, Administrative Assistant ..... 3295

#### **Office of Educational Affairs**

Dr. Timothy Hansen, Senior Associate Dean ..... 8733  
(Vice President for Faculty & Educational Affairs and Chief Academic Officer)  
Dana Frederick, Executive Assistant ..... 8733  
Dr. Lori Siegel, Assistant Dean, Clinical Education ..... 3297  
Dr. Gordon Pullen, Assistant Dean, Educational Affairs ..... 8603  
Karen DiMario, M.S., Academic Programs Specialist ..... 8556  
Sally Venus, Administrative Assistant, Curriculum ..... 3215  
Tamera Kavouras, Administrative Assistant, Educational Affairs ..... 8604  
Paula Taylor, Administrative Assistant, ICM ..... 3214  
Carolyn Wasion, Secretary, ICM ..... 8324

#### **College of Health Professions**

Dr. Wendy Rheault, Dean ..... 3304  
Brenda Barrientos, Administrative Assistant ..... 3402

#### **Scholl College of Podiatric Medicine**

Dr. Terence Albright, Dean ..... 8401  
Jennifer Gross, Executive Secretary ..... 8402

#### **School of Graduate & Postdoctoral Studies**

Dr. Michael Sarras III, Vice President for Research & Dean ..... 3251  
Penny Weis, Executive Secretary ..... 3251

#### **Admissions/Registrar's Office**

Kristine Jones, Director of Admissions and Records ..... 3204  
Holly Pratt, Assistant Registrar ..... 3228  
Denise Hernandez, Registration Officer ..... 3229  
Wendy Polinski, Registration Officer ..... 3229

#### **Financial Aid**

Maryann DeCaire, Director of Financial Aid ..... 3216  
Stephanie Hall, MA, Assistant Director ..... 8779  
Cindy Frieson, Financial Aid Counselor/Work Study Coordinator ..... 3217  
Jennifer Sanders, Financial Aid Coordinator ..... 8810

#### **Student Housing**

Rebecca Durkin, MEd, Director of Student Housing ..... 8350  
Lori Wiegel, Administrative Assistant ..... 8350

#### **Office for Multicultural Affairs**

Monica Miles, MD, Director of Multicultural Affairs ..... 8604

#### **Immunizations**

Annette Boban, PAC, Student Immunization Coordinator ..... 8502

**Basic and Clinical Science Departments:**

Anesthesiology	(773) 257-6850
Biochemistry and Molecular Biology	3220
Cell Biology and Anatomy	3210
Cellular & Molecular Pharmacology	3270
Family Medicine	3338
Medicine	3291
Microbiology & Immunology	3230
Neurology	3333
Neuroscience	3429
Obstetrics/Gynecology	(312) 633-8638
Ophthalmology	(312) 633-6383
Pathology	3260
Pediatrics	(312) 733-1454
Physiology and Biophysics	3280
Psychiatry and Behavioral Sciences	3330
Psychology	3305
Radiology	3345
Rehabilitation Medicine	3745
Surgery	(773) 257-6464

**Others:**

Audiovisual Services	3631
Bookstore	3407
Business Office	3203
Cafeteria (Food for Thought)	3237
Campus Security	3232/3288
Information Technology	3212
Learning Resource Center	3242
Student Mental Health Center	(847) 473-4357
Student Wellness Program	3295/3234
University Clinics	(847) 473-4357
University Counseling Center	8735

## **POPULAR ON-CAMPUS LOCATIONS**

(see building floor plans on following pages)

### **MAIN BUILDING**

#### **First Floor**

	<u>Room #</u>
CMS Dean's Office .....	1.102
Faculty Lounge .....	1.120
Private Dining Room .....	1.121
Student Affairs .....	1.151
Board Room .....	1.165
Cafeteria .....	1.175
Four Seasons Room ... Inside Cafeteria	
President's Office .....	1.225
Alumni Affairs(LRC) .....	1.270
Room Reservations (LRC) .....	1.277
Audiovisual Services .....	1.310
Student Housing .....	1.329
Educational Affairs .....	1.330
West Labs .....	1.354 - 1.358
East Labs .....	1.372 - 1.378

#### **Lower Level**

	<u>Room #</u>
Men's Locker Room .....	L.110
Women's Locker Room .....	L.112
Business Office .....	L.301
Mailroom .....	L.341
Information Technology .....	L.350
West Pod .....	L.360
Auditorium .....	L.361
East Pod .....	L.362
Campus Security .....	L.369
Operations & Maintenance .....	L.378
Computer Lab (LRC) .....	L.506
Classroom A (LRC) .....	L.510
Classroom B (LRC) .....	L.511
Classroom C (LRC) .....	L.512

### **HEALTH SCIENCES BUILDING**

University Counseling Center ...	2.683E
Student Union .....	L level
Game Room .....	L.654
Admissions & Records .....	L.656
Registrar .....	L.666
Financial Aid .....	L.680
Student Mailboxes .....	L.704
Bookstore .....	L.706
EEC (Educ. & Eval. Ctr.) .....	G.669
Exercise Room .....	G.718

















