Dear Students,

It is our sincere hope that you enjoy this edition of the Geisel School of Medicine Handbook. It contains revised information about resources, general policies, academic regulations and valuable advice about succeeding in medical school. These policies are evaluated and revised on an annual basis and any changes will be noted in the *Updated Policies* section of the Handbook.

As a Geisel student, it is your responsibility to familiarize yourself with the contents of this Handbook. The information contained within is intended to provide you with basic information; please refer to the appropriate policy link for specific information about each topic. As always, utilize your faculty and advising staff as resources for advising assistance. They are the experts and can help to answer questions and support your individual goals.

The Office of Student Affairs has received assistance from many departments regarding the information in this edition and we are grateful for their contributions. Students who would like additional information concerning topics addressed in this Handbook are encouraged to contact the Associate Deans for Student Affairs. Geisel reserves the right to alter, change or amend these policies at any time and without prior notice. This edition of the Handbook supersedes any of the information previously published in print or online and is subject to change.

If you should have comments or contributions to add to future editions, please send an email to Geisel.Student.Affairs@Dartmouth.edu

Best of luck to you and enjoy the Handbook!

Director of Student Affairs
Geisel SOM Student Handbook

Notice of Non-Discrimination, Intimidation, and Sexual Harassment
http://www.dartmouth.edu/sexualrespect/policies/nondiscrimination.html

Our Mission, Vision and Values - https://geiselmed.dartmouth.edu/about/mission/

Our Core Values
Our values define how we live and work together as we create a compelling and sustainable future. We strive for excellence in all our endeavors and we hold in high regard the teamwork, communication and relationships that catalyze this distinctiveness. Diversity and inclusiveness are deeply respected values and are supported throughout the institution, for they greatly enrich our learning, clinical practice and service environments. Integrity is about character and honesty but also about honoring one’s word. We continuously look for innovative ways to improve our research, education, and patient care efforts to best serve our diverse communities. We strive to create a culture of accountability that aligns goals and expectations and links rewards and recognition to high performance.

Geisel School of Medicine Diversity Mission - https://geiselmed.dartmouth.edu/about/diversity/

Hippocratic Oath
We share with you below the Hippocratic Oath that is recited by Geisel graduates at the Class Day Ceremony (graduation). It should serve as a guide throughout your medical school training and professional career as to the personal and professional qualities expected of you.

I do solemnly swear, by whatever I hold most sacred, that I will be loyal to the profession of medicine and just and generous to its members. That I will lead my life and practice my art in uprightness and honor. That into whatsoever house I shall enter, it shall be for the good of the sick to the utmost of my power, holding myself far aloof from wrong, from corruption, from the tempting of others to vice. That I will exercise my art solely for the cure of my patients, and will give no drug, perform no operation, for a criminal purpose, even if solicited, far less suggest it. That whatsoever I shall see or hear of the lives of my patients which is not fitting to be spoken, I will keep inviolably secret. These things do I swear. And now, if I will be true to this, may prosperity and good repute be ever mine; the opposite, if I shall prove myself forsworn.
CONTACTS AND RESOURCES

Office of the Dean - https://geiselmed.dartmouth.edu/dean/

Office of Student Affairs - https://geiselmed.dartmouth.edu/students/about/staff_information/

Office for Diversity, Inclusion and Community Engagement (DICE) – https://geiselmed.dartmouth.edu/students/about/staff_information/

School of Medicine Academic Departments

- Department of Medical Education - https://geiselmed.dartmouth.edu/admin/med_ed/
- Virginia Lyons, Ph.D., Associate Dean, Pre-Clinical Year 1 - http://geiselmed.dartmouth.edu/faculty/facultydb/view.php?uid=3236
- David W. Nierenberg, M.D., Associate Dean for Pre-Clinical Year 2 - https://geiselmed.dartmouth.edu/faculty/facultydb/view.php?uid=154
- Office of Clinical Education - https://geiselmed.dartmouth.edu/admin/clinical_ed/

Office of the Registrar - https://geiselmed.dartmouth.edu/admin/registrar/

Educational Resources

- Learning Services - https://geiselmed.dartmouth.edu/admin/learnserv/
- Education Services - https://geiselmed.dartmouth.edu/ed_programs/ed_services/

Student Financial Aid / Counseling - https://geiselmed.dartmouth.edu/admin/fin_aid/

Advising Program - https://dartmouth.instructure.com/courses/1080/pages/who-is-my-advisor

Wellness Program

- Student Needs and Assistance Program (SNAP) - https://geiselmed.dartmouth.edu/students/programs/snap/
- Connections site - https://dartmouth.instructure.com/courses/1080

Career Advising

- AAMC Careers in Medicine (CiM) - https://www.aamc.org/cim/
- Geisel Career Roadmap - https://dartmouth.instructure.com/courses/1081

Student Health and Personal Counseling - http://www.dartmouth.edu/~health/

Information Technology

- Geisel ITS https://geiselmed.dartmouth.edu/oit/
- Dartmouth ITS http://tech.dartmouth.edu/its

DACA Resources at Dartmouth – http://www.dartmouth.edu/~ovis/daca.html
CONTACTS AND RESOURCES continued

Geisel Facilities - 603-650–1576

Alumni Relations - https://dhmcalumdev.hitchcock.org/

Fiscal Office – 603-650-1227

DHMC Medical Center - http://www.dartmouth-hitchcock.org/
- DHMC Security – 603-650-7896
- DHMC Main Number – 603-650-5000

VA Hospital (WRJ, VT) – https://www.whiteriver.va.gov/

Student Accounts – 603-646-2438

General Contacts and Resources:
- Campus Transportation Services (Parking) – 603-646-2204
- Campus Security – 603-646-4000 (regular business)
- Campus Security - 603-646-3333 (emergency) or dial 911 (for local Police/Ambulance)

Hanover Campus:
Please note that community members can depress any red button on any blue light emergency outdoor telephone on campus and be directly connected to Campus Security for emergency assistance.

The Escort Service (646-4000) is for lone men or women, from dark to dawn, walking within campus. However, there are two blue light telephones in the A-lot and in River lot that can be used for this service (by pressing the red button), as well.
ACADEMIC INFORMATION

The Learning Environment

The Geisel School of Medicine strives to create a climate in which students and faculty work together to maximize each student’s learning through student cooperation and faculty mentoring. The faculty expects that each student will be responsible for his or her own learning, and that cooperation among students (study groups, peer tutoring, etc.) and mentoring by faculty create an atmosphere that fosters learning, understanding, and teamwork. Our goal as a faculty is to help each student become the best physician he or she can be.

The faculty at the Geisel School of Medicine at Dartmouth uses a set of core competencies to define the knowledge, skills, and behaviors a student must demonstrate to qualify for an M.D. degree from Geisel. Medical students fulfill the components of these core competencies by meeting the expectations and goals set by the individual courses and clerkships across the four years of the medical school curriculum.

Core Competencies - https://geiselmed.dartmouth.edu/faculty/pdf/competencies.pdf

Evaluation and Feedback

Feedback from faculty members to students can come during a course/clerkship with the intent to help each student improve (formative feedback), or at the end of a course or clerkship as part of a final evaluation (summative feedback). Such direct feedback to students, either verbally or in writing, is strongly encouraged in all courses and clerkships. Feedback is now required in all clerkships and clinical electives, On Doctoring, and the Problem-Based Learning (PBL) portion of the Scientific Basis of Medicine (SBM) These courses and clerkships all include extensive personal interactions between faculty and students allowing detailed personalized feedback.

Feedback may also take the form of required quizzes in year 1, and more informal quizzes during year 2, which help provide ongoing feedback to students about how they are performing academically. Feedback should be based upon observation and evaluation of specific tasks to help students understand what they are doing well and how they can improve. Students should expect feedback as part of their course work. If students do not receive feedback during a course, they should approach the course directors or one of the education deans.

The Grading System

All courses during the first two years of medical school are graded Pass-Fail. Clerkships and most electives in the final two years are graded Honors, High-Pass, Pass, or Fail with the exception being the required year 4 courses that are Pass-Fail.

These required year 4 courses include Health, Society and the Physician, Clinical Pharmacology and Therapeutics, Advanced Medical Sciences, Advanced Cardiac Life Support and Pediatric Advanced Life Support. Occasionally a course or elective director will decide (with approval by the Medical Education Committee) to offer his/her course or elective on a Pass-Fail basis. Each course director establishes criteria for grading within his or her course or clerkship. Geisel’s Medical Education Committee suggests that each final grade be based on multiple explicit criteria, and not just a single final examination. While each course or clerkship sets its own criteria for grades, there is some course-to-course consistency. For example, within year 2, the criteria for passing are consistent across all courses. For the clerkships that use the NBME subject examinations, a score of 5th percentile or less constitutes a failure.
Your Student Academic Profile

During the first two years, no formal rank list is generated. Student promotion from year to year is based only on the student’s total academic record (courses passed, courses failed, and courses passed but only marginally). At the end of the third year, it becomes necessary to generate a more detailed academic profile of each student that considers overall academic achievements, and helps determine standing within a class. For example, Alpha Omega Alpha (AOA) the national medical honor society, begins to select members at the end of the third year, and students are eligible if they are within the top quarter of the class academically. Other criteria for election to AOA are then applied to students in the top quarter, including citizenship, leadership, character, and community service. While in fourth year internship and residency programs, the AOA insists on seeing:

- Student’s overall academic record as documented on the academic transcript
- How grades are distributed within each clerkship
- How a student stands within his or her own class based on academic performance

At the end of year 4, the top quarter of the class is also eligible to graduate from Geisel with honors.

The relative academic position of each student is based on the number of honors in the six core clerkships in year 3.

The Medical Student Performance Evaluation (MSPE)

In each student’s fourth year, the Assistant Dean for Medical Education will write a Medical Student Performance Evaluation (MSPE), a formal letter from Geisel describing overall academic progress as recorded in transcripts along with comments from the clinical evaluations. Additionally, a paragraph describing unique characteristics of each student such as involvement in extra-curricular activities like community service as well as leadership, research during medical school is included. The MSPE letter also helps to explain gaps in a student’s transcript, including leaves of absence, academic scholar year, etc.

The Association of American Medical Colleges (AAMC) has requested MSPE letters to be standardized to include very detailed information about each student’s academic performance relative to that of his or her classmates. The AAMC MSPE guidelines may be found here: www.AAMC.org

In addition to the information provided on each student’s transcript, Geisel will provide:

- a graph that shows how each student did in all required clerkships, along with the grade distribution within each clerkship; and
- a summary description of each student’s overall academic and personal record as outstanding, excellent, very good, or good.

As suggested by the AAMC, Geisel has avoided reporting the exact rank ordering of individual students, and has similarly avoided arbitrarily assigning each senior to a rigid quartile of the class. The top three categories of students (outstanding, excellent, and very good) comprise more than 85% of the class, which Geisel believes is appropriate given the outstanding students who attend the Geisel School of Medicine.
**Academic Regulations**

1. Each student shall be responsible for completing the entire four-year MD curriculum of the Medical School. Most students complete the curriculum in 4 years, some in 5 years. Geisel reserves the right to alter, change or amend the posted MD curriculum and requirements as deemed appropriate by the Medical Education Committee (MEC). All students must complete the curriculum in seven years or less (not counting time pursuing a joint degree such as MD/PhD). No student who has not passed all required courses shall be promoted to the next higher year of study, except as provided in paragraph 5 below. The decision to promote students from one year to the next will be made by the Committee on Student Performance and Conduct (CSPC).

2. Each course and clerkship has requirements for completion established by the faculty teaching that course. If these requirements are not met by the end of the course or clerkship, the result will be a grade of Fail. All failures will be referred to the CSPC. If coursework has not been completed by the end of the course or clerkship due to an unavoidable situation or absence (such as an acute illness or acute absence due to a family crisis or illness) that has been excused by the course director, then a temporary grade of Incomplete may be awarded by the course director for a few days, to give the student time to complete the pending assignments or tasks. Grades of Incomplete are not permanent grades, and must be converted to a grade of Fail, Pass, High Pass, or Honors (when applicable) within a specified period, as approved by the course director.

3. Students with known or suspected disabilities must identify themselves to the Director in Student Accessibility Services if accommodations are needed or are being sought.

4. In evaluating students with current academic deficiencies or for promotion, the CSPC will review and consider their entire academic records, weighing marginal performances, and previous failures that were subsequently made up by reexamination, as well as current failures.

5. The authorization for taking a re-examination (or other means for making up a course failure) must come from the CSPC, which will consider the recommendations of the course director and faculty. If the course director and faculty believe that the student will likely fail a re-examination without taking a makeup course, the student and the CSPC will be informed. Students who are likely to be asked to take a summer makeup course will be notified as soon as possible.

6. Students receiving an incomplete grade in a clinical clerkship may be allowed to remedy this deficiency during a vacation period most immediately following the failure upon the approval of the course director. A failing grade in a clerkship results in discussion by the CSPC, with input from the course director, to determine the appropriate remedy. Depending on the circumstances, the remedy may include a dedicated study period and retake of the final exam, additional clinical weeks, or a repeat of the entire clerkship.

**Graduation Requirements for the Medical Degree**

**Eligibility for Graduation Policy**

**Student Attendance & Assessment**

**Assessment Attendance Policy** - This policy applies to all four years of students.

**Geisel Transportation Policy** - This policy applies to all four years of students.

**Student Attendance & Assessment Policies for Years 1 & 2**

**Pre-Clinical Attendance Policy**

**Year 1 Assessment Results Release Policy**

**Policy on Weather and School Closing**

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Clerkship Policies and Expectations

Attendance Policy – Clinical
Medical Student Clinical Transportation Policy
Scrub Attire Policy
End of Clerkship Policy

Policy on Patient-Related Inquiries

All patient-related inquiries from lawyers who are not affiliated with DHMC must be forwarded to the Risk Management Department for evaluation and response. In addition, if a Geisel student or DHMC employee is subpoenaed to testify in a case concerning patient care, the individual must notify the Risk Management Department so that counsel may be provided as necessary.

Communications

Timely communication between the student and clerkship director is essential to any episode of student absence from clerkship activities. For events that can be planned well in advance, such as a wedding, the advanced planning should ideally begin prior to the lottery where clerkships are chosen. This allows the student the opportunity to pick a clerkship or elective block that does not have night or weekend call at the time of the event. This will avoid missing any clerkship time. The Family Medicine clerkship, GAM, Neurology and most electives do not have night or weekend call.

For events that become known after the clerkship schedule is set, students should make a request to the clerkship director regarding the proposed absence as soon as the dates of the event are known. Call schedules can sometimes be adjusted to free up a given weekend day or night. For unforeseen events, such as an illness or family emergency, students are expected to notify their preceptor / ward team and the clerkship office of any missed time and its duration as soon as possible.

Clerkship Director contact list

Special Requests for Clinical Rotation Placement Policy

Invasive Procedure Policy

Clinical Diversity Policy

Geisel Housing Policy

Clerkship Grading Policy

NBME Subject Exam Grading Policy

Grade Appeal Policy

Medical Student Work Hour Policy - Clinical

Policy on NBME Subject Matter Exam Disruptions

A student will have a means by which to petition for an exam retake if he or she experiences a significant disruption (that is not under his/her control) after the test has begun. Examples include computer or software
malfunction after the start of the test, acute onset illness during the test, fire alarms, disruptive external or internal noise.

**Protocol:**

If a disruption occurs during an examination that the student feels is substantial enough to significantly affect his/her performance, the student should notify the test proctor or computer support person immediately. The test proctors will be responsible for documenting the disruption.

In such a circumstance, the student may decide whether he/she would like to request a repeat examination. The request shall be made of the test proctor in person and an email request shall be sent immediately after the test to include the clerkship director. The clerkship director is responsible for assessing the disruption and request and giving final approval for a retake.

Students will not be permitted to request a repeat test after they have received their initial test score. The school will bear the cost of the re-examination. The score on the re-exam will be the only score considered in determining the student’s grade. The repeat exam should be scheduled for the next earliest time feasible for the student, proctor and technical support person so as not to unfairly provide excessive additional study time in comparison to other students in that clerkship.

**Academic Records**

**Student Education Records and Personally Identifiable Information Policy**

**Name Change Policy**

**Student Statuses**

**Full-Time Status / Good Standing Policy**

**Academic Scholar Year Policy**

**Split Year 1 + 2 Policy**

**Split Year 3 + 4 Policy**

**Other Student Statuses**

**Leave of Absence Policy**

**Withdrawal Policy**

**Separation from the Medical School:**

From time to time, it may become necessary for the CSPC to separate (expel) a student from the medical school. This is done rarely, and only for very serious lapses in academic performance, misconduct, or both. Separation means that the student no longer has a formal relationship with the medical school; that student is no longer enrolled at the medical school. The CSPC will take this serious step only after the student has been offered an opportunity for a hearing before this committee. A student is then separated the day immediately following the CSPC decision. A separated student may only be enrolled again at the medical school after going through a new, formal application process with the Admissions Committee. Admissions decisions on any such new applications will be made in accordance with established procedures; students submitting new applications are not guaranteed the opportunity to return to Geisel.

This change in status has several immediate and important effects.

- In the Registrar’s Office, the official transcript records that the student was separated by
the CSPC as of the day after the CSPC decision. No classes or exams may be taken, and no new grades recorded, after that date. On rare occasions when the student has submitted an appeal, the CSPC may allow the student to have provisional standing and to continue some classes or exams. Provisional students in an appeal process are not allowed to have any patient contact. Provisional standing may only be granted after a formal letter of appeal has been received by both the Registrar and the Chair of the CSPC and must be submitted within 1 week of the CSPC meeting in which separation had occurred. No new grades will be recorded during the appeal process. If the CSPC decision of separation is appealed and reversed, grades from exams that may have been taken during the appeal process will be recorded. If the CSPC decision is upheld, the student record will show that the student withdrew from or failed the course(s).

- In the Financial Aid Office, the final bill will be adjusted to cover all charges incurred up to that date, but no additional charges (e.g. new tuition costs, etc.) will be levied after that date. If a formal appeal has been submitted and received, appropriate actions will be decided on a case by case basis.

- In the Financial Aid Office, no new loans or grants can be given out; as of that date, some loans already given may become due. If a formal appeal has been submitted and received, appropriate actions will be decided on a case by case basis.

- Regarding other offices and student privileges, the student will no longer have access to libraries, computers, buildings, or other services offered to students who are enrolled in the medical school. Also, since that individual is no longer an enrolled student, he or she may not obtain health services provided through the Health Service at Dick’s House. The Dartmouth ID card will be inactivated. If a formal appeal has been submitted and received, appropriate actions will be decided on a case by case basis.

- Regarding the Dartmouth Student Group Health Plan (DSGHP), the student may continue to benefit from whatever plan enrollment is already in place and paid for. The coverage will continue through the end of that plan year, August 31, if the student maintains a payment schedule approved by the Plan Office. Since the individual is no longer an enrolled student, that individual would no longer be eligible to renew student or student dependent plan coverage for the next plan year beginning the following September 1. However, you may elect to purchase an Extension of Eligibility (EOE) for up to the six months of additional coverage. This EOE is designed to facilitate the transition to other insurance coverage. Students should not rely on the DSGHP for their sole source of health insurance protection under the EOE. The application and payment for the EOE must be received within (31) thirty-one days prior to the termination date.

- Regarding school e-mail, the student’s e-mail account will remain active for 30 days or until all appeals have been completed. A formal letter of appeal from the student must be received by the Registrar and the Chair of the CSPC within one week of the CSPC decision for separation. If the decision to separate is upheld after the appeal, the student’s email will remain active for approximately 30 days, after which it will be inactivated. The CSPC reserves the right to request the email account inactivated earlier than 30 days if the circumstances warrant it.

- While a student is separated, that individual has the right to a prompt appeal process. When a separated individual follows the appeal process and has been granted provisional standing, he/she will maintain active student status. If an appeal finds in favor of the separated individual, then the transcript will reflect the timing of the original decision to separate and the subsequent decision to grant the student’s appeal. That individual will continue as an enrolled student as specified by the CSPC.

Suspension from the Medical School:
Similar to the separation process, with the exception that suspension from the school is for a specified, finite period of time. The transcript will record the period of suspension, as set by the CSPC. Near the end of that period, the suspended student may apply to the CSPC for consideration to be re-enrolled as a student. The CSPC would then need to decide whether to re-enroll the student, continue the suspension, or separate the student. If the student fails to contact the Chair of the Committee to request re-enrollment by two months prior to the end of the period of suspension, then the student’s status will be converted from suspended to separated. In other ways, the status of the suspended student is similar to the separated student outlined above.
Policy on Transfer

It is generally agreed among all U.S. medical schools that transfer during the four-year curriculum should be discouraged. Because of variations in the sequencing of academic experiences it is difficult to ensure that a student’s education will be continuous if a student transfers between schools. Additionally, because a student’s final evaluation is, indeed, a composite of all four years in medical school, the transfer student may be placed at a distinct disadvantage. In very unusual circumstances a student may wish to consider transfer. In all circumstances a student must be eligible for promotion into the next year at the Geisel School of Medicine at the time of transfer. If a student is accepted for transfer to another medical school, the student will be expected to complete all academic obligations required for promotion into the next year of the Geisel School of Medicine.

USMLE Related Policies

United States Medical Licensing Exam (USMLE)

USMLE Step 1 Policy

USMLE Step 2 Policy
ACADEMIC RESOURCES

Registrar’s Office

Registration Policy

Electives & Sub-Internships Late Fee Policy

Student Identification Cards

All students will receive a Dartmouth College student identification card upon initial registration at the medical school.

Dartmouth ID Card Information

Policy on Academic Uses of Evaluation Data

Ongoing evaluation of our educational program is essential at Geisel School of Medicine (Geisel). We use course evaluations, student evaluations, and faculty evaluations to continuously improve our educational programs. Sometimes our evaluation findings contribute important generalizable knowledge in medical education through manuscripts for publication or presentation at regional, national or international meetings. As a medical student or faculty member at Geisel School of Medicine, you should know that data from anonymous evaluations you complete or that are completed about you may be included, in aggregate form only, in such papers or presentations. The purpose of this policy is to notify students and faculty of the possibility of this occurrence and to identify sources of additional information regarding this policy.

Standard Programs and Evaluations

Our educational program includes the four-year curriculum leading to an MD degree, which has been approved by the Medical Education Committee. We collect information on a regular basis that includes course evaluations, to assess satisfaction with the program; evaluations completed by faculty about students’ clinical skill development; and knowledge and clinical performance exams, which are paper-based, clinical or computer simulations designed to evaluate learning or improve a course. Additionally, a course director may introduce evaluation tools on an occasional basis to elicit specific information to discover how to enhance student learning or improve a course.

All internally or externally funded special medical education programs that are reviewed and approved by our Medical Education Committee, which can include significant program enhancements and their associated evaluations, are considered standard programs/evaluation.

Non-Standard Programs and Evaluations / “Studies” Including Students

Any special medical education programs or evaluations (internally or externally funded) being conducted to test a hypothesis using a scientific study design that is not needed for the purposes of course improvement (e.g. when randomization occurs, or where multiple school comparisons are to be made) or for purposes other than internal program improvement are considered non-standard programs/evaluations. Requests to introduce non-standard programs/evaluations must be reviewed by the Medical Education Institutional Review Committee (MEIRC) for methodological rigor and to assure the appropriateness for participation by Geisel students and/or
faculty. In any case when such programs are proposed to and approved by the MEIRC, medical students and faculty will be invited formally to participate, and informed consent will be requested. Decisions to take part in any such program or evaluation will be entirely voluntary and will not influence grades in any course, clerkship or elective or student or faculty standing at Geisel School of Medicine. MEIRC collaborates and coordinates with the Committee for the Protection of Human Subjects at Dartmouth College.

Any student considering research on students/others is required to work with a faculty investigator. Research involving medical student researchers who are studying other medical students have the same requirement of review by the MEIRC through the CPHS at Dartmouth College. Medical students are considered a vulnerable population.

For questions please contact the Senior Associate Dean for Medical Education in the Office of Medical Education.
STUDENT CONDUCT AND RESPONSIBILITIES

Equal Opportunity and Affirmative Action

Association with the Geisel School of Medicine involves participation in a free and open community where all students are recognized and rewarded based on individual performance, rather than on any personal convictions or preferences.

Notice of Nondiscrimination

Note: Any reference to Nondiscrimination must be directed to http://www.dartmouth.edu/sexualrespect/policies/nondiscrimination.html

Or visit the Bias Incident Reporting page.

Title VI of the Civil Rights Acts of 1964 Policy

Policy on Standards of Conduct Teacher - Learner Relationship

Geisel also endorses the Dartmouth-Hitchcock Medical Center (DHMC) Code of Ethical Conduct. This Code of Conduct applies to all individuals who work at, study at, or are affiliated with DHMC (including its volunteers, agents, consultants, and vendors), medical students, and nursing and other allied health students who work or study at DHMC.

Academic and Personal Conduct Policy

Policy and Procedures for Reporting

Inappropriate treatment of students by faculty members
(See separate policies for resident or non-faculty mistreatment reports and for reports regarding poor role modeling in sections B, C and D below.) Any student who feels he/she has witnessed or has been subjected to conduct outside of a respectful faculty/learner relationship including discrimination, harassment, or abuse is encouraged to discuss or report the alleged violation with one of the following:

Geisel Ombudsperson

Senior Associate Dean for Medical Education

Associate Dean(s) of Student Affairs

Professor and Vice Chair for Quality

Director of Multicultural Affairs
Associate Dean for Clinical Education

**SNAP Class Representatives** or **Geisel Clerkship Directors**

These individuals serve as important first-line resources to our learners, are aware of the procedure for addressing an individual’s concern and will be able to provide guidance. Please note that students may choose to discuss or report an interaction or event to a SNAP student representative (Student Needs and Assistance Program). The student representative will, in these situations, seek guidance from the SNAP faculty advisor(s).

Although the individuals listed above are first line resources and reporting should normally be made through standard channels, Dartmouth has also contracted with EthicsPoint, an independent third party to serve as a web based point of contact for concerns. This service supplements existing offices on campus that typically help register such concerns. These concerns may include issues such as sexual assault or abuse, academic and research misconduct, child abuse, financial misconduct, or confidentiality concerns.

**Information regarding reports to the above listed individuals for the Geisel Teacher-Learner Policy**

Although incidents may be reported at any time and there is no expiration time to report or discuss an incident, learners are encouraged to report a situation promptly. If the learner determines, after conversation with an individual listed above, that the reported behavior constitutes a possible violation of the Dartmouth College non-discrimination policy, the faculty member receiving the report will work in consultation with the Geisel Dean’s Office and the Director for Equal Opportunity and Affirmative Action in the Office of Institutional Diversity and Equity to determine the appropriate process.

If the reported incident involves a mandatory report to legal authorities, such as hate crimes, sexual assault, or incidents involving weapons, the above faculty will work with the Dean’s Office to meet all legal obligations. If the individuals listed in Section A are concerned that there may be a violation of the non-discrimination policy of Dartmouth College, then they should consult with IDE (see the college non-discrimination policy).

In situations where there is an alleged lack of respect in a teacher-learner or staff-learner relationship, or an incident has occurred but the reporter does not believe it rises to the level of discrimination or a crime, possible options/actions to address the issue will be discussed with the student. **Students will be strongly encouraged by the individuals listed above to either speak to the ombudsperson or to give permission to the faculty member above to relay the incident to the ombudsperson.** Any information shared will be done without identifying information that could implicate the specific student involved in the complaint. This procedure of reporting incidents to the ombudsperson allows Geisel to have one repository of reports so that the ombudsperson can identify faculty who are reported on multiple occasions.

**What does the ombudsperson do with a report?**

If the ombudsperson receives a report that he/she judges to be mistreatment or that demonstrates a disrespectful faculty/learner relationship and the student would like the implicated faculty/staff member approached, the ombudsperson will contact a faculty liaison from the Dean’s office. These faculty liaisons are respected faculty members from various basic science and clinical departments appointed by the Dean. The faculty liaison from the Dean’s Office will discuss the report with the faculty member in a nonjudgmental, non-punitive manner. It is a non-confrontational conversation; it does not assign blame or judge who is right or wrong and can be thought of as a friendly “heads-up”. It is recognized that the student report may represent anything from a misperception, an isolated one-time incident that is out of character for a faculty member, or, rarely, a first report of a pattern of behavior that is misaligned with the institutional values. For example, the conversation between the Dean’s liaison and the implicated faculty might be, “A student felt that you were disrespectful and belittled him in front of patients. This may or may not have happened, but please reflect upon your interactions with students.” This type of intervention procedure has been successful in other medical settings.

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If, after the initial intervention, the implicated faculty member is named again by another student and the report is judged to represent mistreatment by the ombudsperson, the Dean’s liaison, ombudsperson, or the Associate Dean of Student Affairs (who serves as the ombudsperson’s advisor) will notify the department chair and Geisel’s Dean and name the implicated individual.

In a situation where a faculty member reports an incident he/she witnessed without a student complaint, these reports will be forwarded confidentially to the Senior Associate Dean for Faculty Affairs.

**Regarding learners who discuss or report an incident outside of a respectful faculty/staff-learner relationship.**

1. Confidentiality will be protected to the extent possible under law. Certain incidents may require notification of the [Department of Safety and Security (DOSS)](https://www.dartmouth.edu) or the [Hanover Police Department](https://www.dartmouthpolice.com) (e.g., hate crimes, sexual assault, or if a gun or another lethal weapon is involved).
2. Complaints will be addressed in a timely manner and options shared. Safety will be the initial priority.
3. Learners will be assured that complaints can be reported and investigated without fear of retaliation. Reporting is always an option available to the learner.

**Reports of resident/fellow or staff conduct that is outside of a respectful teacher-learner relationship with the student**

The student has the same two options detailed in Section C, “Inappropriate treatment of patients”, below.

1. Report the incident to the ombudsperson who will relay it to the appropriate institutional department or program.
2. For incidents that occurred at DHMC, call the anonymous Compliance Helpline: (888) 422-2084.

**Inappropriate treatment of patients**

Clearly, behavior that is disrespectful of patients is unacceptable and does not maintain the integrity of the standards of the medical profession. These and other disruptive behaviors also foster medical errors and contribute to preventable adverse patient outcomes. The Geisel community is encouraged to report behaviors that appear to mistreat or be disrespectful of patients or that are disruptive; these are counter to our core values.

Students have two options to report these incidents:

1. Students may utilize the ombudsperson, who will relay the information to the appropriate institutional department or program. (For example, if the report involves DHMC house staff or employees, this would be the DHMC compliance program that addresses disruptive behavior of DHMC employees.) The student would let the ombudsperson know his/her choice regarding the timing of the report. The relayed information may be de-identified and timed per the request of the student.
2. If the incident occurred at DHMC the student may choose to report the incident directly by calling the DHMC toll-free Compliance Helpline at (888) 422-2084. This number is staffed 24 hours a day, seven days a week. Information regarding the Compliance Helpline is available on the website.

**Inappropriate role modeling by faculty, staff, administrators or other employees**

1. The student is encouraged to report incidents of inappropriate role modeling to any of the individuals identified in Section A, “Inappropriate treatment of students by faculty members” at the beginning of this section, and the procedures included in that section will be followed.
2. Students may utilize the ombudsperson, who will relay the information to the appropriate institutional department or program. For example, if the report involves a DHMC employee, this would be reported to the DHMC office that addresses disruptive behavior of DHMC employees. The student would let the ombudsperson know his/her level of choice regarding the timing of the report. The relayed information may be de-identified and timed per the request of the student.
3. If the incident occurred at DHMC, the student may choose to report the incident directly by calling the DHMC toll-free Compliance Helpline at (888) 422-2084. This number is staffed 24 hours a day, seven days a week.

The Student Honor Code

The Student Honor Code, a code encompassing professional conduct & academic integrity, is an individual and collective responsibility of students and faculty working together to maintain honorable conduct and professional behavior. The students of Geisel feel strongly that professionalism and academic integrity are cornerstones of the continuous development of successful and responsible physicians.

The honor code outlined below is central to the culture of the Geisel School of Medicine at Dartmouth.

Student Responsibilities

A student will act in a manner that encourages a respectful and collaborative environment of mutual trust. Students are expected to demonstrate professional behavior both inside and outside the classroom and in the clinical environment. This includes the following expectations identified by the student Honor Code Committee:

- Actively uphold the spirit and letter of the Honor Code and be familiar with its policies.
- Participate in the enforcement of this code when appropriate to do so.
- Take appropriate action if he/she believes a breach of the Student Honor Code has occurred as outlined in this policy.
- Conduct themselves online as they would in person. The responsibility to maintain a professional image online lies with the student.

A student should not:

- Violate the principles of this Honor Code.
- Give or receive prohibited aid in tests or assignments.
- Plagiarize.
- Falsify any clinical report or experimental results.
- Infringe upon the rights of other students’ access to College facilities.
- Violate the code of ethics for use of the Dartmouth computing system, the Dartmouth-Hitchcock Medical Center electronic medical record (EMR) information systems (i.e., “eDH”), or any other EMR system at any clinical site.

Procedures for Reporting Suspected Infractions of the Code

1. If a student witnesses an action that appears to be in violation of any component of the Code, he/she should confront the individual(s) to determine whether a breach of the Honor Code has occurred. If he/she is satisfied that no act of dishonesty occurred, the matter can be laid to rest.

   If the student chooses not to confront the individual(s) or is not satisfied with the result, he or she must contact the Student Honor Code Committee (SHCC) Chairperson/s or the Committee on Student Performance and Conduct (CSPC) Chairperson. Failure to make a report, when indicated, to the SHCC or CSPC represents a breach of the Student Honor Code. If a student has a question about whether an infraction has occurred, he or she may consult the SHCC or CSPC Chairperson(s). The SHCC Chairperson/s shall inform the accused student(s) that the issue is being brought to the Committee. The accused student(s) has the right to know his/her accuser.

2. Although reporting should normally be done through the standard channels such as those described above, Dartmouth has also contracted with EthicsPoint an independent third party as an additional option for concerns. This web-based service supplements existing offices on campus that help register concerns, including such issues as academic and research misconduct, child abuse, financial misconduct, sexual
assault or abuse, or confidentiality concerns. Students may find it helpful to discuss standard options for reporting with the Honor Code chair before considering utilizing this supplemental option.

3. If a student accused by a fellow student refuses to participate in the SHCC investigation, the chairperson shall submit all known information to the chair of the CSPC.

_Honor Code Chair responsibilities:_

1. Maintain the utmost confidentiality of any persons or issues brought to his/her attention.
2. Inform the President of Student Government if the Student Honor Code Committee (SHCC) is to be convened.
3. There may be years when two students are elected as co-chairs and will share the responsibilities of the Chair.
4. Maintain a SHCC folder that will include, at minimum:
   a) Current Honor Code policies and procedures
   b) Current rosters of each Geisel class enrolled
   c) A record of past proceedings
   d) A record of findings and disposition of minutes in past proceeding
   e) Actual minutes to be kept on file with clear disposition, dates, and instructions for future Honor Committee Chair/s

_Note: file contents regarding proceedings will be destroyed upon each implicated student’s graduation._

5. Prior to a SHCC meeting being convened, the SHCC Chairperson(s) will discuss the matter under consideration in a de-identified manner, (i.e., no names of students or faculty are included in this discussion) with the chair of the CSPC to ensure that the matter is within jurisdiction of the SHCC and does not need to be turned over to the CSPC. Matters outside the jurisdiction of the SHCC would include, but are not limited to, hate crimes, illegal activities including sexual abuse and use of weapons, or matters potentially placing fellow students or patients at risk. If the matter is within the jurisdiction of the SHCC the following will occur:

   a) The accuracy of student rosters will be verified with the Registrar.
   b) A total of six students will be assembled to form the SHCC. Of these six student body members, three will be selected at random by the SHCC Chairperson(s) and three by the implicated student. The chairperson(s) will attempt, if possible, to select no more than one student from each Geisel class. The implicated student can exclude any individuals on the selected student panel to avoid any personal or professional conflicts by contacting the chairperson/s. In this circumstance, the chairperson(s) will randomly select another student as a replacement. The implicated student may waive his/her right to select student members in the assembly of the SHCC, in which case all members will be selected by the SHCC Chairperson(s).
   c) The implicated student will be invited to the proceedings. Other students and faculty members may not be present for the SHCC proceedings, unless their presence is specifically requested by the implicated student or SHCC Chairperson(s).
   d) All involved will be notified, in person, in writing, or by phone or secure email, of their participation and details of the proceedings (i.e., date, location, time frame); the implicated student(s) name should not be included in this notification.
e) All involved will be informed of the strict confidentiality of the proceedings.

f) A private location for the proceedings will be determined.

6. Student Honor Code Committee Chairperson Responsibilities in the proceedings are to:

a) Convene and facilitate the hearing and deliberations

b) Ensure that minutes are taken and verify accuracy upon completion of deliberations

c) Ensure that minutes are handled as described in item 4

d) Ensure that minutes are collected and secured in the SHCC folder for pending action by the CSPC for determination of an actual infraction;

e) Cast the deciding vote when a majority decision cannot be reached by the six-member SHCC regarding if an infraction may have occurred.

f) Contact the CSPC chair as described in section D, “General Procedures”, below.

g) Annotate in writing to the Student Government President the final decision (with no identification of the student in this document) and post this document in the SHCC folder which is maintained and accessed only by the SHCC Chairperson(s).

7. The incumbent SHCC Chairperson(s) is responsible for briefing the incoming Chairperson(s) at the end of the school year and for turning over an updated and accurate Student Honor Code folder.

**General Procedures**

1. Student allegations of infractions of the Student Honor Code will be investigated by the SHCC, which is comprised of six students. After all allegations are thoroughly investigated, the Committee may decide that:
   a. No infraction has occurred.
   b. An infraction may have occurred.

2. When the SHCC decides that no infraction has occurred, the SHCC Chair(s) will submit a short de-identified summary to the Chair of the CSPC (no names of students or faculty are included in this report) for a final approval of dismissal and discuss if requested the de-identified situation with the CSPC chair. In rare, complex situations the CSPC Chair may ask the SHCC Chairperson(s) to present their de-identified conclusion to the CSPC, or a subcommittee of the CSPC, to aid in the decision. The CSPC chair may also request input regarding whether the case should be dismissed or reviewed by the CSPC from a subcommittee of the CSPC or the full CSPC based solely on the de-identified information provided by the SHCC chairperson/s.

   a. If the CSPC chair or subcommittee or full committee agrees the case should be dismissed, then the SHCC chair will follow the SHCC chair responsibilities as described above.
   b. If the chair of the CSPC/CSPC subcommittee/CSPC does not agree that the case should be dismissed and then the case must be referred to the full CSPC and the names of the involved student/s will then be shared with the CSPC for their review.

3. When the SHCC concludes that a possible infraction has occurred, the case will be referred to the CSPC Chairperson for CSPC review.
Procedures for Selection of the SHCC Chairperson(s)

At the end of each academic year, the Student Government shall select from among its members a SHCC Chairperson or Chairpersons. This person shall select and convene all SHCC meetings over the summer and throughout the academic year. In the case that a SHCC chairperson is unavailable, the Student Government President will act in his/her place (or the Student Government Vice President if the President is unavailable).

Personal Conduct

Professionalism is one of Geisel’s core competencies required of all medical students and physicians. Students are expected to display the highest level of professional conduct at all times, following the personal conduct guidelines described below (in addition to the DHMC Code of Professional Conduct that covers everyone at DHMC). Sanctions include, but are not limited to counseling, letters of concern, and suspension or separation, and may result from violation of any of the following regulations:

- Each student is expected to exercise honesty and integrity in the performance of academic assignments, both in and outside the classroom. This Honor Code depends on the willingness of the student individually and collectively, to maintain and perpetuate standards of academic honesty. Each student accepts the responsibility not only to be honorable in his/her own academic affairs, but also to support the code as it applies to others. No student shall cheat, plagiarize or otherwise act dishonestly in the performance of academic work (This includes material used in patient work-ups or admission notes.). Any student witnessing a student violation of this kind is obligated to report this violation to either the CSPC or the Student Honor Committee.
- No student shall furnish false information to the medical school with intent to deceive.
- No student shall forge, alter or misuse any medical school documents and records.
- No student shall conduct himself or herself in a manner which fails to meet the standards of the medical profession or which interferes with the educational process.
- All clinical facilities associated with the Geisel School of Medicine are primarily locations for the delivery of patient care services. Medical students are expected to conduct themselves in a courteous and professional manner always.
- All medical students entering a patient care area of a clinical facility are expected to wear an identification tag showing the name of the student and the Geisel School of Medicine (Geisel). Students should be introduced to patients and staff as medical students. The only exception is when a student is visiting a patient as a visitor during regular visiting hours.
- Medical students are permitted in patient care areas only under the supervision of a faculty member of the Geisel School of Medicine and/or as part of a required or approved elective academic experience.
- Medical students are permitted access to a patient’s record only on a need-to-know basis and under the supervision of a physician or staff preceptor in clinical facility or as part of an approved special assignment.
- No medical student should participate in discussions about specific patients in public areas such as elevators, waiting areas, lobbies, gift shops, etc. Such discussions are to be considered privileged information.

In addition, students are expected to avoid situations that may result in unintentional breaches of confidentiality. Examples of unintentional breaches of confidentiality are:

- Discussing patients with their spouse or companion;
- Discussing patients by name (or in a way in which the patient can be identified) in elevators, halls, the cafeterias, or at social events where others may overhear;
- Discussing patients in an identifiable way with persons, including medical center personnel, who do not have a need to know about the case;
- Telling people outside the medical center about a patient in an identifiable way, even if you don’t think the person may be able to identify the patient;
- Being careless about schedules or lists, such as provider schedules and conference lists, containing names or patient-identifiable information. Such documents should be disposed of properly;
- Removing patient-identifiable information, whether recorded on paper or electronically, from patient care areas.

- Medical students on clinical clerkships and electives have access to patient care areas and other areas defined for interns and residents. This includes on-call rooms in which students on-call overnight may sleep.

- On-Call Room Guidelines: On-call rooms are for medical students who are on-call. Improper use of on-call rooms is not acceptable. Students who violate these rules will be subject to disciplinary action. The guidelines are as follows:
  
  ▪ Only Geisel medical students are allowed in the on-call rooms. No more than one person per room.
  ▪ Sign your name on the white board in hallway indicating what room you plan to occupy.
  ▪ Do not leave medical refuse (alcohol wipes, syringes, etc.) in rooms.
  ▪ No food or drink in the rooms.
  ▪ Be considerate and respectful of others.
  ▪ Students who are post-call may use an on-call room for a nap prior to driving home if they feel too tired to drive safely.

- Daily On-Call Schedule at DHMC
  
  ▪ 1:00 p.m. On-Call Sign-Up Begins
    Sign-up for a room on the board in the On-Call area hallway.
  ▪ 1:00 p.m. - 3:00 p.m. Daily room check and cleaning; you must vacate your room, with your belongings, at that time. You may place your belongings in your Student Lounge locker until the room check is complete.
  ▪ 3:00 p.m. - 12:45 p.m. next day
    On-Call Room is available. You may occupy your room during this time.

  *Rooms that are vacant (not signed for on the board) will be locked by Housekeeping.*

- While on clinical clerkships and electives medical students must be dressed in a neat, professional manner when in any patient care areas or performing their official duties. Specific expectations regarding dress will be set by individual clerkships and courses.
- Students are expected to treat patients with the utmost dignity, courtesy, and respect always.
- While on clinical clerkships and electives, medical students may be permitted to write medical orders for specific patients. All such orders must be reviewed, approved, and countersigned by a resident or staff physician before the orders are acted upon.
- Medical students are permitted in clinical laboratories as part of regular academic experiences.
- Medical students must keep their hospital computer system passwords confidential.
- No student shall misappropriate or maliciously destroy, damage, or misuse personal property of institutions providing facilities for medical students.
- No student shall misuse or abuse the institutional electronic mail system privileges.
- No student shall commit acts that would constitute a violation of the laws of the jurisdiction in which the acts were committed, or a violation of a Dartmouth College policy or regulation.

**Guiding Growth in Professionalism at Geisel School of Medicine**

2018-2019 pg. 22
Our students are held to the highest standards of professional conduct. Behavior that is not professional will not be tolerated. To guide growth in professional behavior in our students at the Geisel School of Medicine we have instituted the following process:

1. **Concerns about lapses in professional student conduct:** If a faculty member or administrator observes a student behaving in an unprofessional manner, that faculty member or administrator has an obligation to discuss the situation with the student in a timely fashion and to counsel that student on proper behavior. For important, but relatively minor issues (such as speaking about a patient in a public elevator, or making disparaging remarks about a patient during rounds), a simple conversation is usually enough to change such behavior.

2. **Concerns about more severe, or repeated, lapses in professional student conduct:** Sometimes unprofessional conduct is repeated, or is more severe in nature, such as providing false information about an elective to the Registrar or verbally abusing a nurse. In such a situation, counseling by a faculty member or administrator is still recommended, yet this situation may need to be supplemented with a written Professionalism Lapse Form / Letter of Concern about the student’s conduct. Such a letter would serve as a warning to the student that further episodes of similar or other unprofessional behavior are not acceptable at our medical school. One copy of the Professionalism Lapse Form / Letter of Concern would remain on file in the student’s permanent academic file in the Registrar’s Office, and another copy would remain on file with the Chair of the Committee on Student Performance and Conduct (CSPC). These first letters of concern would not lead to any specific follow-up action unless a pattern of unprofessional conduct was to become evident. Should such a pattern develop with the accumulation of multiple Professionalism Lapse Forms /Letters of Concern in a student’s folder, then three related actions must occur.

   - The Senior Associate Dean for Medical Education would be notified, and would meet with the student to discuss these reports of unprofessional conduct.
   - The Chairperson of the CSPC would need to decide together with the Senior Associate Dean whether to launch a formal inquiry into that student’s conduct.
   - The Assistant Dean for Clinical Education (Residency Advising) would need to refer to this pattern of conduct in the MSPE if it is found to represent a pattern of recurrent unprofessional behavior. It is our hope that such responses would rarely be needed.

3. **Concerns about Seriously Unprofessional Student Conduct:** For more severe episodes of student misconduct (such as apparent plagiarism, cheating on an exam, filing a false transcript, etc.), the faculty member or administrator who notices such behavior should discuss it directly with the student. A formal complaint should be filed with the Chair of the CSPC (as is current policy), thereby initiating a specific and formal process of inquiry as described in the guidelines for the CSPC itself. Faculty may also request an issue to be heard by the Student Honor Code Committee by discussing the matter with the CSPC Chairperson. This option is covered in the Deans Charge to the CSPC. If the CSPC ultimately decides to suspend or separate a student, these actions are noted on the official school transcript; letters from the Committee to a student become part of the official academic file maintained by the Registrar.

The role of faculty and administrators in this area is to model professional behavior for our students; to praise and support professional conduct by students when it is observed; and to provide immediate and direct constructive feedback to those students whose behavior has lapsed in professionalism.

*It is up to each of us, regardless of our level of training, to remind each other what being a physician represents.*
Dartmouth College Hazing Policy
http://student-affairs.dartmouth.edu/policy/hazing-policy

This policy defines accomplice and group hazing, hazing education and prevention, and outlines how to report hazing. The Dartmouth community's continued commitment to building a culture of mutual respect and individual responsibility will provide students a safe learning environment in which they can reach their full potential.

Dartmouth College Use of Alcohol Policy

All students should be aware of the Dartmouth College student policy on alcohol and of the liquor laws of the State of New Hampshire. The policy may be viewed in detail through the link above.

Dartmouth College Policy on Sexual Abuse
http://www.dartmouth.edu/sexualrespect/definitions.html

Dartmouth College Discussion of Consent
http://www.dartmouth.edu/consent/

New Hampshire Law
New Hampshire RSA 632-A establishes three categories of sexual assault and related offenses.

Unified Disciplinary Procedures for Sexual Assault by Students and Student Organizations

Dartmouth College Title IX

If you or someone you know has experienced sexual misconduct, please know that there are resources at the College that can help. To review available resources, please visit the Sexual Respect website at http://www.dartmouth.edu/sexualrespect/. The website identifies both Confidential and Private Resources. The College is committed to safeguarding the privacy of every reporting and responding person. We understand that privacy concerns are particularly relevant in the medical education context. If an individual seeks full confidentiality, they may choose to contact any of the confidential resources.

Any staff or faculty member who is not a Confidential Resource is required to promptly share a disclosure of sexual assault, sexual or gender-based harassment, dating or domestic violence, or stalking, including all the details known, with the Title IX Coordinator. When a Private Resource contacts the Title IX Coordinator about a disclosure, the Title IX Coordinator responds by reaching out to share resources and support. This contact is intended to connect the reporting person with important information about rights and options.

The Title IX Coordinator’s role is to make sure that all parties in an incident of sexual misconduct are afforded relevant resources and reporting options and to facilitate implementation of accommodations. The fact that sexual misconduct has been reported to a private resource does not necessarily mean that the matter will be
investigated. The Title IX Office will discuss the possibility of/need for an investigation with the reporting person as part of the process.

Committee on Student Performance and Conduct (CSPC)

CSPC Charge and Membership

CSPC Voting Rules

CSPC Policy Guidelines for Pre-Clinical Course or Clerkship Failure

CSPC Policy to Appeal a Decision

CSPC Policy on Separation or Suspension of a Medical Student

Procedures for issues related to student conduct

- All students are expected to conduct themselves in an exemplary fashion, according to standards of conduct outlined in the Geisel student policy handbook, the Code of Professional Conduct of the DHMC, relevant laws and regulations, and usual societal standards of responsible adult behavior.

- The Committee will review the conduct of an individual student when it receives a complaint about possible misconduct by that student. The misconduct may be academic misconduct (e.g. plagiarism, cheating, etc.); professional misconduct (e.g. failure to respect patient confidentiality; misuse of a computer information system; misuse of an on-call room, etc.); or personal misconduct (e.g. assault, harassment, other potentially criminal activity, etc.).

- All concerns about possible student misconduct, raised by any person, should be directed to the CSPC. The exception to this policy occurs when a concern about a student’s conduct as a potential violation of the student honor code is raised only by a fellow student. In such a case, the student alleging this particular type of misconduct may contact either the CSPC, or the Student Honor Committee (the choice is up to the student who is reporting the behavior). The DHMC Advisory Panel for Professional Conduct (in the medical center) will not review cases of medical student misconduct, but will refer such cases to the CSPC. (Note: Reporting potential criminal misconduct to the CSPC does not preclude the witness also reporting the alleged misconduct to the proper legal authorities.)

- Once a concern about a student’s conduct is brought to the Chair of the CSPC, a two-step process will be initiated as quickly as possible. The first step (in all cases) will be a quick review by a small ad hoc committee (described below). When warranted, a second step shall consist of a formal hearing before the full Committee.

- For each allegation of student misconduct, the Chair shall appoint an ad hoc group of three voting members of the Committee to interview all witnesses and the students involved, and review all evidence. At the end of this review, the ad hoc group shall prepare a written summary of the evidence, and a conclusion. The ad hoc group needs to conclude that either no further action is warranted (e.g. evidence is inconclusive, or evidence is solid but the misconduct was minor), or that the case should be referred to the full CSPC for a formal hearing. In either case, the summary letter about the case prepared by the
The ad hoc group may also ask the Chair to send a written warning to the student, but not initiate any other formal disciplinary action on its own. If a formal disciplinary action is indicated (e.g. suspension or separation), then the case must be referred by the ad hoc group to the full Committee. If the student disagrees with the letter prepared by the Chair at the direction of the ad hoc group, then the student may request that the matter move on to the full committee for a formal review.

- When a formal review by the full CSPC is warranted (either at the request of the student, or by referral from the ad hoc group), then a specific set of rules will apply. The formal hearing will include any witnesses and evidence as deemed appropriate by the Chair. The student may also propose to include evidence or witnesses as well, as cleared by the Chair. The Committee and student involved will hear all witnesses approved by the Chair, and review all evidence submitted. All written evidence to be entered must be made available to both the student and the committee at least three days before the hearing. Both the accuser and the accused may be asked to submit written summaries in advance of the meeting, which both can review. Questions by the accuser and the accused shall be directed to the Chair. Members of the Committee can directly question the accuser or the accused student. A tape recorder will be used to record all testimony, but not the deliberations of the Committee. A copy of this tape will be made available to the accuser and the accused, if requested. Minutes will not include the discussion, but only the formal motion made and the vote.

- Each case will be decided on its own merits by the ad hoc group, or in some cases, by the full Committee. No automatic disciplinary action is warranted for any particular case. In the past, actions have included suspension, required leave of absence, separation, or other less severe penalties.

- The CSPC should proceed in such cases first by voting on whether or not misconduct occurred. If the finding is that misconduct did occur, then the committee will move on to consider and vote on possible appropriate actions.

- For the CSPC to conclude that a student is guilty of misconduct, a simple majority of voting members present must vote that they find “clear and convincing proof” that misconduct did occur.

- If a student is found guilty of misconduct, and a subsequent vote is taken to either suspend or separate the student, then that motion must be approved by 2/3 or more of voting members present to pass.

- These procedures may be supplemented or modified, as necessary, to achieve a full and fair resolution of the relevant matter. Revised guidelines for the CSPC will be included in each year’s edition of the Geisel student policy handbook.

Approved by the Dean on 6/27/12
Approved by the Faculty Council on 10/4/12
Financial Aid Office

Student Expense Budget 2018-2019

Financing Medical School Brochure

Student Fees Policy

Student Account Statements and Payment Policy

Tuition Refund Policy

Disability Insurance Policy

Health Professions Scholarship Program and Active Duty Time Policy

Financial Aid Policies

Geisel School of Medicine Financial Aid Policy

Financial Aid Budget Policy

Financial Aid Refund Policy

Financial Aid Counseling

The staff of the Financial Aid Office is available to counsel students on financial issues, how to develop budgets and manage their living expenses. They can also discuss and help plan for loan repayment with the use of the computerized loan profile program. The Financial Aid Office provides the necessary consumer information concerning the terms of the various medical school loans. Additionally, counseling is provided to students regarding debt management. While financing options are complex and rapidly changing, we want to emphasize that currently, no Geisel School of Medicine student has interrupted his/her medical education for financial reasons. Planning and a commitment to researching options provide a sound base for maximizing available resources. Additionally, many loan programs, including federal loan programs, require a credit check to determine the credit worthiness of the applicant for the loan. Therefore, all aid applicants are encouraged to obtain a copy of their credit report. Geisel is not responsible for supporting students who have been denied educational loans for reasons of credit, default or bankruptcy.
Liability Insurance Coverage Policy

General Policies

Student Funding Request Policy

Geisel Mail

The Hinman Mail and Intra-Campus Mail systems serve the programs and offices of Geisel School of Medicine (Geisel). As a component of this system, Geisel operates its own satellite mail service through shared operations with the Dartmouth-Hitchcock Medical Center (DHMC) Mail Center for Geisel at the Hanover campus and at DHMC in Lebanon. Members of the Geisel community use these services in compliance with the rules governing both the DHMC and Dartmouth College mail systems.

Mail for students is handled at the mailroom on the ground floor of the Kellogg Building on the Hanover campus. Each incoming medical student is assigned a mailbox at this location at Registration. The mailbox is provided for the individual use of the student during his/her pursuit of the degree program. It is not provided for the use of any other individual even if associated with the student.

Correspondents should be provided your address in the following format for U.S. Mail and private carriers:
Your Name
Geisel School of Medicine
XXX Kellogg Building (XXX is the number of your assigned mail box)
Hanover, New Hampshire 03755

Delivery of oversized or multiple large packages, especially those provided through private consignment delivery or trucking companies, cannot be accepted at Kellogg due to space constraints. Students need to make separate arrangements for non-standard shipments.

Inter-office mail within the College or Medical Center is to be addressed:
Your Name
Hinman Box 7000

It important to follow these formats explicitly. The U.S. Postal Service cautions members of the College against use of “Hinman Box” or “HB” on any mail they handle. Private carriers generally are unwilling to accept delivery addresses with a box designation. Office staff struggle with improperly addressed mail that they may receive. The Kellogg mailroom provides a service window for your package pick-up, stamp sales, and shipping extending discounted rates offered by FedEx and UPS. The service window’s hours are Monday through Friday from 8:30 a.m. to 12:30 p.m. and 1:00 to 4:15 p.m.

Students should check their mailbox regularly and keep the staff of mailroom informed of circumstances precluding this. Students may request forwarding of their mail to clerkship sites or have it held for a prescribed time frame.

For issues regarding your mail, please contact the Kellogg Mail Center via email at KelloggMailCenter@Hitchcock.org or via telephone at 650-1036. It is your obligation as a member of the Geisel community to assure that mail addressed to you is received in a timely manner.
Dartmouth College Institutional Policies

Dartmouth College International Travel Policy
Dartmouth College Copyright Policy
Dartmouth College Student Organization Fundraising Policy
Dartmouth College Privacy Policy
Dartmouth College Pet Policy
Dartmouth College Driver Policy
Dartmouth College Policy on Sleeping Overnight in Non-Dormitory College Buildings
Facilities

Use of the Student Facilities in the Remsen Building

General information and guidelines regarding the student space at the Geisel Hanover Campus.

Remsen Levels 2 & 3

The designated site on the Hanover campus where all Geisel students can find a welcoming place in which to relax, study, and interact with each other is the Remsen Lounge and associated areas. The intent is to provide all students with a place to call their own and be accessible 24 hours a day. Students may bring issues or concerns regarding these facilities to the attention of the Student Affairs Office by emailing Geisel.Student.Affairs@Dartmouth.edu.

Remsen Level 3

Located on Remsen Level 3 are a kitchen facility and a lounge equipped with a big screen TV and telephone. We ask you to help us conserve energy by turning off lights and ceiling fans when not in use. Also on Remsen Level 3 you will find the Office for Diversity, Inclusion and Community Engagement (DICE) as well as Geisel Financial Aid. Please note staff and their office locations below:

Dr. Matt Duncan, #303     Michelle Chamley, #334
Dr. Pinto-Powell, #303     Shawn O’Leary, #333
Taryn Weinstein #336A     Caitlin Maher, #302A
Tina Hoisington, #301     Margot Gueldenzoph, #302
Minnie Slater, #335

In addition, the Department of Medical Education, On Doctoring, and Learning Services, along with a variety of small group rooms, are on Remsen 3.

Remsen Level 2

On Remsen Level 2, you will find a game room (Room #224) and a bathroom/shower facility (Room #225) as well as several rooms which are used as classrooms, conference rooms or study rooms. These classrooms are reserved through the Event Management System (EMS).

Security / Key Pad Code

Both Remsen Level 2 and Level 3 facilities will be locked after regular working hours and on weekends. You may access the student areas after hours using the key pads on the door entrances. The doors with key pads are:

- Remsen 3 - Mud Room, inner door to lounge 102
- Remsen 2 - exterior stairwell - door, at bottom of stairs

Visitors are welcome providing they are accompanied by a student. For your safety and the security of the equipment located in the lounge area, please do not prop the doors open after hours. Other points you are
reminded of are that the lounge is not space that can be reserved for private functions, smoking is prohibited and pets must be on a leash and directly supervised by their owners always. Additional details on pets may be found under the [Dartmouth College Pet Policy](#).

**Parking**

All students who park at the Hanover campus must register your vehicle with the parking office. Visit the Parking and Transportation Services web page for pertinent information: [http://www.dartmouth.edu/~fom/services/parking/](http://www.dartmouth.edu/~fom/services/parking/)

**Bicycles**

Some students ride bicycles to school as their mode of transportation. Bicycle racks are located near the main (front) entrance of the Medical School for the convenience of these bike riders. Bicycles are not permitted or to be stored in the Remsen Student Lounge or associated areas.

**Mud Room**

Located off the Remsen lounge, you will find coat hooks and storage cubbies have been installed for student use. Absolutely no bikes are allowed in the mudroom. Any bikes found will be confiscated without warning.

**Lockers**

There are lockers available outside of the Chilcott Auditorium in Vail building, level 2. Year 1 students are assigned a general locker. The women’s lockers are located at Vail 200E and Remsen 104. The men’s lockers are in Remsen 103.

For year 2, students must vacate the year 1 assigned locker. The anatomy department will send an e-mail to Year 2 students and ask if they would like a locker, and one will be assigned at that time. The reason for the change between year 1 and 2 is because of the need to change into scrubs for the first-year anatomy lab.

**Lockers Policy - DHMC**

**Kitchen**

The Remsen Level 3 kitchen has microwaves, toaster oven, and coffee machine and student refrigerators. It is a shared space, so staff members have equal access. It is up to students to keep this space clean and neat, including the timely disposal of perishable items from the student refrigerator. Please report any major spills to the Office of Student Affairs. Students have access to all kitchen cabinets. Do not leave perishables in the cabinets.

**Classroom and Meeting Space**

You may reserve rooms in Remsen and Vail by accessing the EMS System: [https://ems.dartmouth.edu](https://ems.dartmouth.edu). All rooms have use schedules posted outside the door. Before using any room for general study, please check the room schedule posted outside the door for potential conflicts.

**Bathroom and Shower Facility**
The bathroom and shower facility on level two, Room 225, is available for the use of all. Please do not use this area as permanent storage of personal items.

**Noise Level on Remsen Level 2**

Be respectful of departmental offices and small group teaching space on Remsen Level 2. Your noise should be kept at a reasonable level.

**Use of Dartmouth-Hitchcock Medical Center Facilities**

The Dartmouth-Hitchcock Medical Center (DHMC) Campus was constructed to provide for medical care, education and research. Below are some important regulations pertaining to the DHMC Lebanon campus.

**Parking**

Geisel year 1 and 2 students must register their vehicles with the Dartmouth College Parking Office and may park in Lots 1, 2, 3, 9, or 20 when on the DHMC campus. Geisel year 3 and 4 students must register their vehicles with the DHMC Security Office and may park in Lots 1, 2, 3, 9 or 20 when on the DHMC campus. All students must comply with the current published DHMC parking rules while on the DHMC campus.

**Photo Identification**

[DHMC Photo ID Policy]

**DHMC Smoking Policy**

**Excessive Noise**

Noise levels must be kept to reasonable levels (e.g., TV volume should be kept to normal tones.) Please remember you are in a health care facility so we expect that you will act appropriately.

**DHMC Pet Policy**

Due to New Hampshire State regulations for health care facilities, personal pets are not permitted in the Dartmouth-Hitchcock Medical Center building. Working dogs, such as seeing-eye dogs or personal assistance dogs, are permitted.

**Study Space**

DHMC has many conference rooms that can be booked through Conference Services for studying. Geisel issues an annual memo delineating the spaces available to Geisel students for studying. Students should not be studying in public hallways, corridors or in the Mall. Geisel students observed studying in inappropriate areas will be asked to relocate.

Rubin Auditorium G and conference rooms 1 East/West, 2 East and 2 West are kept locked and may be reserved. Arrangements to use these rooms must be made in advance. The Zimmermann Student Lounge may be used for
studying. The lobby area outside of the lounge may be used for study purposes if needed. Unless scheduled or properly authorized, students are not allowed on hospital property between the hours of 8:30 p.m. and 5:00 a.m.

**Zimmermann Medical Student Lounge at DHMC**

The Marie and John Zimmermann Student Lounge, Rubin Building, Level 4 at the Dartmouth-Hitchcock Medical Center was made possible by a generous gift of the Marie and John Zimmermann Foundation. The Lounge is in memory of Marie Zimmermann, the late wife of Mr. John C. Zimmermann III, Dartmouth College Class of 1953. The Zimmermann Lounge provides a designated area on the Lebanon campus where all Geisel students can find a welcoming place in which to relax, study, and interact with each other. Its intent is to provide all students with a place to call their own and use 24 hours a day. Students may bring issues or concerns regarding this facility to the attention of the Student Affairs Office by emailing Tina Hoisington at Tina.L.Hoisington@dartmouth.edu.

**Lounge Security / Key Pad Code**

Located at this site is a Wellness Center for year 3 and 4 medical students (hours are posted on the door), kitchen facilities (e.g., microwave and refrigerator), as well as a lounge equipped with a TV, telephone and fax machine. It is up to you to keep this space clean and neat. The phone/fax machine number is 603-650-8635. Please note the telephone and fax machine are supported by the Student Activity Fee, and was implemented primarily for medical student use. The lounge area is accessible 24/7.

There is a key pad located on the right-hand side of the wall outside the main entrance to the lounge. For security purposes, students must gain entrance by using a confidential access code. The confidential access code is available to all Geisel students through the Geisel Student Affairs Office. Once the buttons on the keypad have been depressed, you then have seven (7) seconds to open the door. Visitors are welcome provided they are accompanied by a student.

**Use of Bicycles**

Some students ride bicycles to school as their mode of transportation. DHMC provides bicycle racks near the major entrances for the convenience of these bike riders. Bicycles are not permitted (or to be stored) in the Zimmermann Student Lounge area or in any DHMC buildings.

**Use of Alcohol**

All students should be aware of the Dartmouth College policy on alcohol and the liquor laws of the State of New Hampshire. Violation of these regulations or laws may result in disciplinary action as described in the Geisel Student Handbook. Special exceptions to the policy may be granted by the Associate Deans of Student Affairs in conjunction with appropriate officials at DHMC.

**Computers**

Computers and a printer/scanner have been provided for your use. Please report any technical malfunctions to the Office of Student Affairs. Please let the Clinical Education Office on Rubin Level 4 know when paper supplies or ink cartridges get low.
OOPS Line – DHMC Housekeeping Department

If you spill food/drink in the Zimmermann Student Lounge area please call the OOPS Line at the DHMC immediately. (The internal OOPS phone number is 5-6677.) You will need to provide the room number and the building. The Housekeeping Department OOPS team responds to all reported spills/messes that occur at the medical center in a timely manner. Please don’t be afraid to use it.

Housekeeping requests that if you have a coffee spill on the carpet or furniture please dilute the spill with cold water immediately and then call the OOPS Line.
Health Services

The **Student Affairs Office** located in Remsen is the first line of resources for medical students to bring their question/issues. The staff and faculty work with students on a broad range of topics including general academic questions, administrative issues, career advising, service and student government group support, personal concerns, student life, and adjustments to the rigors of medical school. Referrals are made to Advisors, Deans, and various resources or services/departments as needed. The “**Map of Where to Turn**” lists many of these resources, including support for mental health issues, mistreatment, medical care and spiritual counseling. You can access the map by clicking on the link or by visiting the “**Connections**” page on Canvas. Specific information regarding sexual abuse can be found later in this section. The Student Affairs Office is staffed on a full-time basis, Monday-Friday, 8:00 a.m. - 4:30 p.m.

**Guidelines on Targeted and Restricted Programs**

Programs, activities, facilities, and organizations that fall under the responsibility of the Office of Student Affairs and DICE are open to and accessible by all students, regardless of their sex, race, ethnicity, religion, sexual orientation or nationality.

Nothing in these guidelines prevents appropriate individual employees from meeting on an ad hoc basis in private settings with individual students or with groups of individual students. Also, nothing in these guidelines prevents students from meeting on their own, in their own spaces and through their own activities, with whomever they wish. Rather, these guidelines simply remind us that as a matter of policy and principle, access to our regular programs, organizations, and facilities is available to all qualified students regardless of their sex, race, ethnicity, religion, sexual orientation, or nationality.

**Dartmouth College Health Service**

The Dartmouth College Health Service provides medical care and services to students enrolled in Dartmouth College, Geisel School of Medicine, Thayer, Tuck, and the Arts and Sciences graduate programs. In addition, the Health Service develops and promotes health education information to maintain a healthy lifestyle for students during college and beyond. The Health Service Office, also known as Dick’s House, a memorial to Richard Drew Hall ‘27, is located at 5-7 Rope Ferry Road, an extension of North Main Street.

**Medical Services**

Dick’s House offers many medical services to students ranging from preventative care and women’s health to travel health. For medical appointments, call 603-646-9401. If you need assistance to get to the Health Service, call the **Safety and Security Office**.

Students will find many of their health care expenses at the College Health Service are covered by Health Service programs. Examples of expenses not covered by the Health Service are complex lab and x-ray tests, immunizations,
medications, hospital admissions, emergency room visits, and referrals to other Medical Center services and programs. Physical exams are not covered, but may be submitted to your own insurance company.

**Inpatient Services**

The Inpatient Unit is available to students whose illness or injury would normally be cared for at home by family members. The infirmary is open during fall, winter, and spring terms and is staffed by Health Service physicians and registered nurses. Students requiring more extensive hospitalization are referred to the Dartmouth-Hitchcock Medical Center, located approximately 2 miles from campus; in these cases, the student is responsible for hospital expenses assisted by his/her health insurance program.

**Student Health Insurance Coverage Requirement**

All active students are enrolled into the [Dartmouth Student Group Health Plan (DSGHP)](https://www.dartmouth.edu/) each academic year. To opt out of the Plan, they must submit a completed waiver petition providing evidence of comparable health insurance coverage. Approved waiver petitions are only valid for one academic year. The DSGHP was designed specifically for Dartmouth Students (and their dependents) to provide health care that complements the services available through the Dartmouth College Health Service.

The deadline to submit completed waiver petitions for students starting fall term is July 1. For students starting winter, spring, and summer terms, the deadline is the first day of the Term. Students who involuntarily lose their health insurance coverage may enroll again. Enrollment must occur within 31 days of termination.

Questions about the College insurance requirements should be directed to the [DSGHP Office](https://www.dartmouth.edu/soghs/mh/student-health-insurance/).

**Personal Counseling**

Dartmouth Health Service offers active students a variety of confidential services through the [Office of Counseling and Human Development](https://www.dartmouth.edu/). Students present with a wide range of academic, social, personal and emotional issues and are seen for assessment, short-term counseling, crisis intervention, groups or referral for long-term therapy.

The Office of Counseling and Human Development also provides consultation and educational programs on a variety of mental health related topics including a special focus on multicultural services. For more information, consultation or referral, call the [Counseling Office](https://www.dartmouth.edu/).

**Student Health Insurance and Conflict of Interest Policy**

**Pharmacy Services**

**Educational Resources**

The Health Resources Department provides health education and outreach programs to the Dartmouth community. Professionals in this department have expertise in the areas of alcohol and other drugs; nutrition and eating disorders; sexual abuse; and gay, lesbian, and bisexual issues. For more information, contact Health Resources at 603-646-9414.

**General Health and Immunizations Policy**

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Only those medical students who have met the Health Service requirements for immunizations will be allowed to participate in clinical assignments.

Prior to matriculation, students must submit to the Health Service (Dick’s House), paper immunization and tuberculosis forms, in addition to completing a series of online health forms. Specific instructions for completing these requirements should be accessed at:

http://www.dartmouth.edu/~health/about_us/incoming/DMSrequirements.html

NOTE: Dartmouth College does not require serological titers for Measles, Mumps and Rubella. However, they will be required in year 3 for participation in electives. You might consider having these titers drawn now rather than waiting for year 3 when schedules will be unpredictable. The same applies to the Varicella titer. Even if you have two doses of the Varicella vaccine to meet pre-matric requirements you might consider having the titer drawn now. A Hepatitis B Surface Antibody titer is already required. Lab reports must be attached and submitted to the Health Service along with your health care provider completed immunization form.

Geisel School of Medicine Immunization and Health Policies Agreement

All students are required to sign a three-part form pertaining to our immunization and drug screening requirements. Once signed, this form is applicable for a given student during the entirety of their enrollment at Geisel. The form will be completed upon matriculation, or as soon as possible after a leave of absence from the school, should the form be missing from the students’ file.

Influenza Waiver Policy

Students may apply for waivers for influenza vaccinations per the protocol for each separate clinical setting. At Dartmouth Hitchcock Medical Center (DHMC), the Occupational Medicine Office reviews the influenza waiver application and will provide a decision on your application. Students are required to abide by the waiver decisions made by DHMC Occupational Medicine. These waivers are rare and only granted for medical indications and documented religious reasons. Contact their office directly for this form: (603)653-3850. Students denied waivers are required to get the influenza vaccination. For those receiving waivers, the wearing of masks and/or other restrictions noted by the clinical partner would be mandated. A student waiver granted from Dartmouth Hitchcock would only apply to Dartmouth Hitchcock, not to other clinical settings. It is the responsibility of the student to apply for waivers in time for decisions and attendance in their assigned curriculum.

Drug Screening Policy

Students will be required to comply with all drug screening policies. All new students will be screened in the first semester of school. Students submitting to drug screening agree that final positive results will be forwarded to the Associate Dean of Students, the Associate Dean of Clinical Education and the Senior Associate Dean of Medical Education. All final drug screening results will be entered into the student’s Health Service record. Final results indicating a positive drug screen will result in immediate referral to the Committee on Student Performance and Conduct. Students will complete the required drug screening by contacting Occupational Medicine at DHMC by calling and making an appointment: (603) 653-3850. If you are taking prescription medicine, take a CURRENT prescription bottle to Occupational Medicine at the time of your drug screening. This is particularly pertinent to those taking medications that could produce an initial positive screen result (for example, medication to treat ADD or ADHD). Students signing this form are aware that using “un-prescribed” prescription drugs is a violation of the drug policy. Students will be asked to sign an authorization form at Occupational Medicine which may have references to “employee”. While Geisel is not an employer of students, Geisel should be listed as such on this form. Final results will be forwarded to the Health Service at Dick’s House for placement in the student’s health records and are accessible for future required documentation, if appropriate. Students using medical marijuana must comply with all DHMC policies regardless of the site of clinical training during any year. Students may be required to comply with clinical partners’ policies if they are more stringent than the DHMC policy.
Policy on Exposure to Blood Borne Pathogens (BBP) and Other Occupational Exposures or Injuries

Steps to take in case of BBP exposure

1. If an exposure should occur, the exposure site should first be thoroughly washed and/or irrigated. If you think you may have had an exposure but are not sure, you should be evaluated. There is absolutely no such thing as a low risk patient. Contact Occupational Medicine at 653-3850 to discuss your concerns with a clinician.

2. You should then promptly report the incident to your supervising attending or resident, and immediately seek evaluation by the staff / facility designated for your clinical site to provide evaluation and treatment of health care workers who have sustained a BBP exposure. Time may be critical for preventive measures. Have your insurance information available unless accessing it would delay your evaluation.

*At DHMC the designated staff/facility is Occupational Medicine during normal working hours. Occupational Medicine at DHMC is open Monday through Friday from 8:00 a.m. until 5:00 p.m. and is always staffed by a health care provider with training in evaluating potential BBP exposures. The department phone number is 653-3850. At DHMC you can also call the BUZZ Hotline at 650-6000 at any time to expedite your blood borne exposure work-up evaluation. At DHMC when Occupational Medicine is closed, these same services are provided by the House Supervisor (formerly ACOS). Page the House Supervisor and they will instruct you how to proceed. It is important to call the House Supervisor, as they will make all efforts to investigate the "source" of your exposure. You may not need an ED visit once the House Supervisor prior to going to the emergency room to expedite and coordinate your care. If the "source" of your exposure is unknown, please page the House Supervisor to discuss. In this case, an ED evaluation may be warranted.

*Students at the White River VA Hospital and students at clerkship sites near Hanover and Lebanon may also utilize the Occupational Health Services at DHMC for initial evaluations. Effective management of HIV exposure may require the administration of antiviral drugs within hours of exposure. Obviously in cases when there is an emergency, the student would always seek the nearest emergency evaluation to their clerkship site. Students should cooperate with the evaluation, treatment and follow up recommendations made at the time of their exposure assessment. All follow-up visits for students at the White River VA Hospital and at nearby clerkship sites will be done at Occupational Medicine at DHMC.

*For students at sites distal to Lebanon / Hanover: In the very rare circumstance that an attending or resident is unsure of where you should seek evaluation call student services at Geisel during day hours or the Dean on Call at other times (numbers and schedule in the student handbook on line and through Dartmouth Safety and Security 603-646-4000).

3. It is mandatory that exposures be reported to Student Affairs (603-650-1509). All staff members in student services are trained to take this report. They will verbally review the process including payment information, answer questions, and send each student a check list. All students will have received a laminated card which attaches to their nametags at year three orientation which summarizes this process. Even in situations where payment is not requested, students should report ALL such accidental occupational exposures to BBPs to the Student Affairs Office. Any concerns or questions regarding this policy may be addressed by contacting the Associate Dean of Student Services. The office of student affairs tracks all such incidents experienced by all of our students at any of our affiliate teaching institutions or at other nonaffiliated teaching sites (such as during off-site electives). Student services will pay for all costs related to occupational exposures that are not covered by a student’s insurance. Students have several options. The vast majority will find option one to be more desirable: Students should submit
the bill of all costs not covered by insurance to student services and student services will directly pay your care provider. The alternative option is for students to pay out of pocket for services not covered by their insurance provider and request funding from Financial Aid to cover this expense until they receive reimbursement money from Geisel (3-6 weeks). Documentation of insurance billing is required prior to reimbursement from student services.

4. Follow-up appointments for students who are in or near the Hanover/Lebanon area will be done at DHMC Occupational Medicine regardless of where the student sustained the exposure. If a student is due for follow-up and not near Hanover/Lebanon then follow-up will be managed at the distal site. Any questions should be directed to the staff in student services. It is important for students to take their insurance information to all follow-up visits.

**Components of Exposure Evaluation**

Your post exposure evaluation should include a risk assessment of the potential for HIV transmission based on the type of body substance involved, as well as the route and severity of the exposure. In addition, arrangements should be made to evaluate the person whose blood or body fluid was the source of your exposure. This is generally done through established institutional protocols that will be initiated by the health care provider evaluating your exposure, and may include serological assessment of Hepatitis B, Hepatitis C, and HIV infection. In the absence of known source HIV status, clinical information about the source, if known, will be used to suggest or rule out possible HIV infection. Using an algorithm established by the public health service, the risk assessment of both the severity of your exposure and the HIV status of the source will be used to determine whether post exposure prophylaxis (PEP) for HIV is recommended. If indicated, PEP should be initiated as soon as possible after an exposure (i.e., within a few hours), thus emphasizing the importance of prompt post exposure evaluation. If HIV PEP is initiated then medical follow up, further lab studies, and additional counseling should occur.

You might undergo baseline testing for susceptibility to BBPs at the time of your exposure including antibody to HIV. The treating clinician will determine this need based on source information and or lab results. The need for and appropriate interval for follow up testing will depend to some degree on the source patient’s test results as well as your baseline status. It is important to note that there is no recommended post exposure prophylaxis for Hepatitis C which is a more prevalent blood borne pathogen than HIV. Follow up testing after an exposure to a source infected with Hepatitis C is extremely important.

Resources for occupational exposure to blood:
* BUZZ Exposure Hotline 650-6000.
* DHMC Occupational Medicine, 603-653-3850.
* Clinicians Post-Exposure Hotline, 888-448-4911
  http:///www.nccc.ucsf.edu/

**Background information and prevention**

Students may be exposed to blood borne pathogens (BBPs) during their clinical and research duties. These BBPs include the human immunodeficiency virus (HIV), Hepatitis B virus (HBV) and Hepatitis C virus (HVC). An exposure is generally defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object), contact of mucous membrane or non-intact skin with blood, tissue or body fluids that are contaminated with visible blood. Current estimates of average risk of transmission after percutaneous exposure are: HIV 3/1,000 (0.3%), Hepatitis C 1-3%, Hepatitis B 30% (in non-immune).

Observing standard precautions is the single best strategy to reduce the risk of BBP exposure. This includes using adequate barrier protection (gloves, safety glasses, mask) when performing any activities where the potential exists for BBP exposure. Familiarity with and use of safety devices on needles, syringes, and intravenous equipment can also reduce your risk of accidental BBP exposure but will vary between medical institutions. Completion of the Hepatitis B immunization series with documented presence of antibody to Hepatitis B should provide full
protection from transmission of this virus.

Other occupational exposures and injuries Students with other occupational exposures or injuries should access evaluation and care by following the same procedures and policy outlined above for BBP. Examples of other occupational exposures and injuries would include exposure to tuberculosis or an injury sustained while caring for a violent patient.

Obviously if a student sustains acute injuries emergency room access would precede calling Occupational Medicine. All exposures and injuries require that a mandatory report is made to any staff member in Student Services (603-650-1509). This allows individualization of care and follow-up for unusual/unique exposures and injuries. For student injury not requiring occupational medicine involvement at DHMC, the incident will be reported to Occupational Medicine.

In the case of student reporting that an attending physician or resident did not encourage evaluation for an occupational exposure because the patient involved was low risk both the clerkship director and Associate Dean of Clinical education will be notified ASAP.

Hanover Police 911

Headrest - 448-4400
Headrest is a local 24-hour hotline that provides counseling and referral for the entire community for a broad range of issues.

Safety and Security- 646-4000

Women’s Health Program at the Health Service - 646-9401
The Women’s Health Program provides gynecological exams, sexually transmitted infection testing and counseling, contraception counseling, emergency contraception, and other services to women and their partners. Without going into medical specifics, students may ask for a "personal appointment." Be sure to mention that it’s urgent if this is the case, so that you can be seen quickly.

Women’s Information Service (WISE) - 448-5525
WISE provides 24-hour sexual and domestic violence hotline and crisis intervention volunteers to accompany survivors of sexual abuse to area hospitals, police stations, and courts. It is a resource for the entire community.

Contact Us:
Dartmouth College
Student Wellness Center
6 North Main Street
319 Robinson Hall, HB 6144
Hanover, NH
03755
Phone: (603) 646-9414

In addition, although NOT an emergency resource and reporting should normally be made through standard channels, Dartmouth has also contracted with EthicsPoint, an independent third party to serve as a web-based point of contact for concerns. This service supplements existing offices on campus that typically help register such concerns. These concerns may include issues such as sexual assault or abuse, academic and research misconduct, child abuse, financial misconduct, or confidentiality concerns. (http://www.dartmouth.edu/~rmi/)

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Services and Programs

Geisel’s Student Accessibility Services

Geisel’s Student Accessibility Services resides in the medical school’s Central Academic and Learning Services, a part of the Department of Medical Education.

Information about Accessibility services can be accessed at: https://geiselmed.dartmouth.edu/ed_programs/ed_services/sas/

Medical students with disabilities or suspected, undiagnosed disabilities should contact Glenda H. Shoop as the first point of contact for confidential advice and guidance.

If a medical student believes he or she has experienced discrimination due to a disability, that individual is urged to contact Dr. Shoop.

Student Rights and Responsibilities

All students with disabilities should be familiar with the detailed policies and procedures described throughout this section of the Handbook and on the Geisel’s Student Accessibility Services webpage at https://geiselmed.dartmouth.edu/ed_programs/ed_services/sas/ . Some of the most fundamental information, however, is highlighted below.

Qualified students with disabilities have a right to:

- Full consideration in promotion processes.
- Reasonable accommodation, when appropriate, to insure equal access to the Geisel curriculum, programs, and activities.
- Respect for privacy in the dissemination of disability information.
- Support from Geisel Student Accessibility Services.
- Non-discrimination by Geisel faculty and staff.
- An appeal process, if necessary.

Qualified students with disabilities have a responsibility to:

- Meet all Geisel Essential Standards for Matriculation, Promotion, and Graduation as appropriate at each stage of medical education, with or without reasonable accommodation.
- Declare a disability, or suspected disability, in writing (if seeking accommodation).
- Provide professional documentation that meets posted Geisel criteria.
- Request, implement, update, and/or modify any accommodations.
- Request any accommodation in a timely manner from Dr. Shoop, coordinators for exams, clerkship coordinators, faculty, and designated others who may be directly involved in providing the accommodation(s).
- Comply with Geisel policies and procedures regarding students with disabilities, as well as all other policies that apply to Geisel medical students.

Basic Disability Information
The Dartmouth Geisel School of Medicine does not discriminate against students with disabilities. The Americans with Disabilities Act as Amended, building on Section 504 of the Rehabilitation Act, mandates that no qualified person with a disability shall, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. That means otherwise qualified students with documented disabilities are entitled to equal treatment at almost all institutions of higher education in the United States, and to reasonable accommodation if needed to facilitate access.

To better understand the terms “qualified person” and “otherwise qualified students”, students should read the Essential Standards for Matriculation, Promotion, and Graduation, including the Standards for Capacity. This document can be obtained upon request from Dr. Shoop, or viewed on Geisel’s Learning Services website: https://geiselmed.dartmouth.edu/admin/learnserv/

The curriculum, as established by the faculty, represents a core curriculum essential to all physicians. Therefore, the Geisel School of Medicine at Dartmouth expects that each student admitted will complete the full curriculum of required courses, clerkships, and electives under the established policies, and to function in a reasonably independent manner. We believe that we have a responsibility both to our students and to society, and the Essential Standards describe the abilities and competencies that all students must demonstrate with or without accommodation.

Geisel students (and applicants) must have significant capacities in five categories:

- Perception/Observation
- Communication
- Motor/tactile function
- Cognition
- Mature and Ethical Functioning

A candidate for the M.D. degree must demonstrate adequate mastery of core competencies as represented by the required courses and clerkships in the curriculum to progress and graduate.

Geisel Competency Domains for M.D. Students

Qualified students with documented disabilities are readily provided with reasonable accommodations at Geisel, and those accommodations sometime involve an intermediary or an auxiliary aid. However, no disability can be reasonably accommodated at Geisel with an auxiliary aid or intermediary that provides cognitive support or medical knowledge, substitutes for essential skills, or supplements clinical or ethical judgment. Accommodations cannot eliminate essential program elements.

Committee on Students with Disabilities

Accommodations

Disability and Confidentiality

Emergency Evacuation

Summary
For additional information, please go to the webpage
https://geiselmed.dartmouth.edu/ed_programs/ed_services/sas/
Or contact one of the resources below:

Learning Support and Services
Dartmouth’s Academic Skills Center
224 Baker Library
Carl Thum, Ph.D.
Carl.P.Thum@Dartmouth.EDU
603-646-2014

Tutoring
Central Learning and Academic Services
Geisel.Tutoring@Dartmouth.edu

Geisel’s Student
Accessibility Services
Glenda H. Shoop, Ph.D.
Glenda.H.Shoop@Dartmouth.edu
603-650-1214

**Student Needs and Assistance Program (SNAP)**

Medical students are subject to the same illnesses as the general population. They may become impaired due to substance abuse or emotional difficulties, and thus unable to perform their duties as a medical professional. While most individuals who experience personal difficulties seek out solutions or professional help on their own, there are some who will not seek help even when it is in their own best interests and even though they may be endangering themselves and/or their patients. To handle such situations, Geisel School of Medicine has established the Student Needs and Assistance Program (SNAP), made up of a committee of students, faculty and staff. The purpose of this Committee is to handle problematic situations that arise with students and to organize educational programs around issues of impairment.

**Additional Resources**

Contact any of the following resources and they will either provide or direct you to counseling, medical help, and information on how to get confidential treatment and support:
http://www.dartmouth.edu/sexualrespect/help/

Counseling and Human Development
646-9442

Counselor-on-Call
646-9440 (During the fall, winter, and spring terms)
646-4000 (During summer term and breaks)

**Dean On-Call**
For emergencies during normal business hours, please contact the Office of Student Affairs at 603-650-1509. For after-hours emergencies, the Dean On-Call list can be found online. You may also contact Safety and Security or the Health Service at Dick’s House after hours.

**Student Organizations and Information**

**Student Organizations**

The College understands that there may be situations where student organizations have needs that are greater than can be met by the usual on-campus funding sources. In these cases, student organizations are permitted to raise funds under the following guidelines. Remember that you represent Dartmouth College, and should in all ways present yourself and your organization in a professional manner.

**Earning Money**

Organizations are encouraged to earn money, and in sometimes can use the DA$H system to support sales. To learn more about using DA$H see the administrator in charge of DA$H in the department that recognizes your organization. We do not have any system to support credit card sales by student organizations at the present time. Checks should be made payable to Dartmouth College. Remember to deposit all cash and checks immediately by bringing them to Collis 303. COSO organizations must fill out DA$H sheets and to record students’ 9-digit DA$H number, not their student ID number, to complete payment.

- **Sales Locations:** Recognized student organizations may sell from tables in Collis, Novack, or Rocky Overhang. To reserve a place in Collis, please email Collis Reservations. It is prohibited for an organization to represent any non-Dartmouth vendors (i.e. trying to sign up for a credit card in exchange for a payment to the organization).
- **Use of the Dartmouth Name:** Any items with the Dartmouth name or its logo must be approved before they are created. Inquire at the Office of the General Counsel for approval, 63 South Main Street; Suite 301 here in Hanover.

**Asking for Money**

You must bring any gifts received to your recognizing department to ensure that they are properly recorded and that a tax receipt is sent to the donor. Remember to also send a prompt thank-you note.

- **From Alumni/Parents:** This is NOT ALLOWED. The College forbids broad-based solicitation of alumni/ae and/or parents by student organizations, for reasons you will come to appreciate upon graduation. If you know specific individuals, however, that have shown an interest in your organization you are welcome to keep them informed about your organization's activities. If this should prompt an individual to offer you a donation you may accept it. Checks should again be made payable to Dartmouth College. Bring any donations to your recognizing department immediately, and send a timely thank-you note.
- **From Local Businesses:** you are free to ask local merchants for donations in the form of checks or merchandise. Bear in mind, though, that local vendors have been solicited for donations repeatedly – so be professional, ask for a manager, have a written proposal and remember to follow up with a thank-you note within a week.
- **From National Corporations:** offices or stores of national (or international) corporations may be approached at the local level. An example would be asking the store manager of Starbucks for a donation – this is allowed. If you want to ask a national corporation at the corporate level for a donation you must first speak with Director of the Collis Center.

**Geisel Student Government Party Guidelines**

**Policy on Use of Student Images and Interviews**

2018-2019 pg. 44
Throughout your tenure at Geisel, representatives of the school may photograph, film, or interview you or programs in which you participate to assist in teaching, research, service, media relations, and public information functions. This material may be included, with or without identification, in various formats -- including but not limited to print publications, the web, or videos -- and may become part of the Geisel archives for future use. If you do not want to be photographed, filmed, or interviewed or to have such materials distributed, please send an e-mail to Geisel.Publications@Dartmouth.EDU, with a cc to Geisel.Student.Affairs@Dartmouth.EDU.