Dartmouth
GEISEL SCHOOL OF MEDICINE

Clinical Housing Policy

Summary of Purpose

The Geisel School of Medicine at Dartmouth provides an on-call facility at the Dartmouth-Hitchcock Medical Center (DHMC). Additionally, the Office of Clinical Education maintains apartments where students may stay while doing clerkships away from the local area. Students may sometimes also stay in bed and breakfast facilities, private homes, or hotel/motels while completing clerkships. The policy was written to establish the use of these facilities.

Scope and Applicability

This policy applies to all Geisel medical students on clinical rotations.

Definitions

None.

Policy Statement

- Clinical Education will make apartment and room assignments for Geisel sponsored housing, as well as alternative accommodations when necessary.
    - MOVE IN: Students may move into Geisel sponsored housing on the Sunday between Clerkship Orientation and the beginning of the Clinical experience.
    - MOVE OUT: Students must move out of Geisel sponsored housing on the Saturday between the end of the Clinical experience and the Clerkship final exam. Exceptions are made for students with back-to-back clerkships on the West Coast to preclude additional travel; any other requests for exception need to be made to Clinical.Education.Office@dartmouth.edu

- Geisel apartments may not be used by students during vacations or other times that Geisel is not in session, or during times when students are not specifically assigned to be in the apartment.

- Apartments are assigned to maximize the spaces we can use, keeping extra costs as low as possible, therefore students must stay in the apartment and room where they are assigned.

If a student wishes to move to a different Geisel apartment, they must first discuss it with the Office of Clinical Education.

- If students elect not to use Geisel-sponsored housing, they will need to arrange and pay for the alternative housing.
- Guests are not permitted to stay in Geisel-sponsored housing.
- Apartments must be left clean and in good repair, as a matter of professionalism and to avoid excessive cleaning costs being passed on to the most recent occupants. Specific ground rules regarding upkeep are posted at the apartments and a checklist to assess apartment condition upon move-in is provided. Cleaning fees above and beyond normal rates will be levied to all students assigned to the space at the time of the infraction.
- No smoking is allowed in Geisel housing.
- No pets are allowed in housing facilities. Documentation for service animals is required.
- A fee is charged for lost keys.
- Some housing locations require parking placards be displayed on cars while on site; Clinical Education will supply the placards, but students are responsible for placing the placard on the dashboard at each arrival at the site. Any towing fees associated with not using parking placards properly are the responsibility of the student.

Call Rooms at DHMC

- Only students who are taking call on a specific night can use the on-call facility at DHMC, which is located on level 5. Students must sign up for rooms on the day they are on-call and must vacate the next morning. Guests are not allowed to sleep in the DHMC on-call facility and are not allowed access to this area. Access to the area is granted by a keypad using your DHMC ID.

Procedure

None.

LCME Standard

None.

Related Information: Documents, Policies, Links, Etc.

None.

Policy Administration

Policy Number	UME-CURR.CE-0010		
Reviewed By	Phase 2 Subcommittee	**Effective Date**	June 1, 2012
Approved By	Associate Dean for Medical Education	**Date Approved**	April 7, 2022

Policy Contact Information

Office of Clinical Education
Clinical.Education.Office@dartmouth.edu

History

Date	History
June 1, 2012	Policy was put into effect.
July 6, 2017	Policy was reviewed and revised.
June 15, 2018	Policy was reviewed.
June 22, 2020	Policy was reviewed and revised.
April 7, 2022	Policy was reviewed and revised.
May 23, 2025	Updated to new policy template.

Background

None.