**School of Medicine:**

**Other Policies**

**Policies Related to Student Health and Safety**

**Tobacco-Free Policy**

Please visit the university website for the Tobacco-Free Policy (https://wustl.edu/about/compliance-policies/university-space-facilities/tobacco-free-policy).

**Bloodborne Pathogens Policy**

In 1992, the Executive Faculty of the School of Medicine formally adopted a Medical Campus policy on Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) infections. This policy was updated in 2001 to include Hepatitis C Virus (HCV) infections. The purpose of the policy is to provide guidelines to prevent or reduce the transmission of these infectious agents between patients and health care workers (HCWs). It is an ethical and moral obligation for the student/employees to report bloodborne pathogens (BBP) infections.

The policy deals with 1) the university’s responsibilities to infected patients (including obligation to treat, confidentiality and appropriate serologic testing), 2) appropriate health and safety precautions and procedures for faculty, students and staff (including compliance with CDC guidelines, blood and body fluid precautions and handling of needles or sharp instruments), and 3) the university’s responsibilities to faculty, staff or students who are infected with HIV, HBV or HCV infection — including admission to medical school, participation in clinical rotations, serologic testing confidentiality and medical treatment.

The policy makes a distinction between Category I activities — those involving no risk of transmission from infected HCWs to patients, such as routine history/physical examinations, minor surface suturing, elective phlebotomy; and Category II — procedures for which bloodborne virus transmission is theoretically possible but unlikely such as minor local procedures, central venous lines, other specialty procedures; and Category III — procedures for which there is definite risk of bloodborne virus transmission such as general surgery, CT surgery, neurosurgery, etc., and non-elective procedures performed in the Emergency Department.

In 2012 a committee was formed including representation from Administration, Legal – Risk Management, Infectious Disease, Occupational Health, and the director of Student Health Services (SHS). The SHS director meets with the infected student and discusses the need for restricted activities and proper follow-up.

**Needle Stick/Human Blood and Body Fluid Exposure Policy**

All exposures to human blood and body fluids will be reported immediately to the Health Service. The Health Service maintains a 24-hour reporting system. During working hours, 8 a.m.-4 p.m., the office can be reached at 314-362-3523 or 314-362-3528. After hours the Health Service can be contacted through a digital beeper at 314-871-2966.

**Needle Stick Procedure**

Cleanse wound immediately with soap and water. If a mucous membrane has been exposed, rinse with copious amounts of water.

1. Identify the source of exposure.
2. Call the Health Service for further instructions. Source patient will be evaluated for HIV, Hepatitis B and Hepatitis C. The responsibility of acquiring patient consent for testing will be the responsibility of the physician in charge of the case. The employee will notify the physician. All source patient charges will be the responsibility of the Health Service.
4. Employees and students will report to the Health Service for follow-up. Individuals will be evaluated for:
   a. HIV or Serum Sample Save
   b. Hepatitis B Vaccination
   c. HbsAB (+ test in past eliminates further testing)
   d. HCV
   e. Td
   f. PEP Prophylaxis

**Human Blood and Body Fluid Exposures Procedure**

1. Clean area with soap and water.
2. Call Employee Health (314-362-3528) or Student Health (314-362-3523) or after hours call the digital beeper (314-871-2966).
3. Keep source or patient available for HIV, HbsAg, and HCV testing.
4. Follow the instruction given by the Health Service. Complete an incident report.

**Pharmaceutical and Medical Device Industry Policy**

For the Pharmaceutical and Medical Device Industry Policy (https://fpp.wustl.edu/policies/policy-on-conflicts-of-interest-in-clinical-care), please visit the Faculty Practice Plan website.

* This policy applies to fourth-year students as well.
Policies Related to Procedures

Duty Hour Policy

Clerkship directors and directors of other clinical rotations are responsible for monitoring and ensuring that duty hours are adjusted as necessary. Duty hours are defined as all clinical and academic activities related to medical student education including patient care (both inpatient and outpatient), administrative duties (completion of paperwork, dictation of charts, etc.), the provision for transfer of patient care (check-in, check-out, etc.), time spent in-house while on call, and scheduled academic activities (i.e., required academic conferences). Time spent reading, doing write ups, etc., after leaving the hospital (or after having been told you can leave) does not count toward duty hours. Student duty hours are set taking into account the effects of fatigue and sleep deprivation on learning and patient care.

- Students must not be scheduled for more than 80 clinical duty hours during a seven-day week, averaged over a four-week period.
- Students must have a minimum average of four 24-hour periods off over four weeks. Note: Official school breaks and holidays should not be counted toward this minimum time-off requirement.
- Students must not be on overnight call more frequently than every third night.
- Students cannot be on call for more than 24 successive hours, with an added period of up to four hours for continuity, educational debriefing, and didactic activities. No new patients should be assigned to students after the 24-hour call limit.
- All third- and fourth-year students will have all official Washington University holidays off, regardless of whether the student's team is on-call or post-call the day of the holiday. On the work day directly preceding the holiday, students will be dismissed by 5 p.m., and will not be assigned call duties, or regular clinical duties, until the day following the holiday at the time set forth by the clerkship director, chief resident, or fourth-year elective course director.
- All third- and fourth-year students will have all official Washington University holidays off, regardless of whether the student's team is on-call or post-call the day of the holiday. On the work day directly preceding the holiday, students will be dismissed by 5 p.m., and will not be assigned call duties, or regular clinical duties, until the day following the holiday at the time set forth by the clerkship director, chief resident, or fourth-year elective course director.
- Students are strongly encouraged to discuss issues pertaining to days off with the resident at the beginning of the clerkship, or fourth-year elective, and to contact the respective clerkship director, elective course director, or resident, in writing (by letter or email) to obtain permission for any planned absences well in advance of the planned absence.
- Individual clerkship directors and directors of clinical rotations may choose to implement duty hour guidelines that are more restrictive than the above. However, duty hours may not exceed the above regulations.

- If you encounter a duty hour violation, please discuss first with the clerkship director or elective course director. If the issue is not resolved to satisfaction, you may approach deans Michael Awad, Lisa Moscoso, or Alison Whelan.

Policies Related to Student Rights

Students with Disabilities Policy

It is the goal of Washington University to assist students with disabilities in removing the barriers their disabilities may pose and provide support in facing the challenge of pursuing an education at Washington University.

Washington University recognizes and accepts its professional, legal and moral responsibility to avoid discrimination in the acceptance and education of qualified students with disabilities and to provide reasonable accommodations to such students consistent with the principles embodied in the law. These guidelines apply to students seeking admittance as well as to those who become disabled while they are enrolled.

Washington University makes every effort to insure that all qualified applicants and students can participate in and take full advantage of all programs and opportunities offered within the university. Washington University encourages and gives full consideration to all applicants for admission. Washington University does not discriminate in access to its programs and activities on the basis of age, sex, sexual orientation, race, disability, religion, color or national origin.

All students in educational programs at the School of Medicine, those seeking admittance, as well as those who become disabled while they are enrolled, must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty and the profession.

In this regard, we will be guided by the principles outlined below.

A. Responsibilities of the Student

1. Disclosure of disability

   It is the responsibility of a student who has a disability to disclose it and request accommodation from the dean for student affairs or program director. The school encourages students with disabilities to identify themselves as early as possible in order to optimize the mobilization of resources and available accommodations.

2. Diagnosis of disability

   Students who are in academic difficulty that might be a consequence of a disability are encouraged to avail themselves of diagnostic services that may lead to accommodations. Furthermore, such students are encouraged to explore with the administration of their academic unit the possibility of a disability if the inquiry is
relevant to educational performance and there is evidence of educational performance problems.

3. Documentation of disability and request for accommodation

The disability, its functional impact and requested accommodation(s) must be documented. If the student discloses a disability and requests accommodation, the school requires documentation of the disability from a qualified professional. The student is financially responsible, unless there are extraordinary and compelling circumstances, for the costs related to the documentation by an appropriately educated and trained professional. The information provided by the professional must be factual, objective and technically valid, and must establish clearly that the disability substantially limits one or more of the student's major life activities. The professional(s) who evaluate the student should identify options for management of the disability. Based on this information, the affected student then should request in writing the accommodations which they request be made. The dean for student affairs or program director and the student should work together to arrive at reasonable accommodations. The school may also require a second expert opinion for which the school may be financially responsible under extraordinary and compelling circumstances. The school reserves the right to request as much detailed information from the student and/or the professional(s) as is necessary to assess the scope of the disability and/or the reasonable accommodations.

B. Responsibilities of the School

1. Review of requests for accommodation

Requests for accommodations will usually be reviewed by the dean for student affairs or program director. An ad hoc assessment team may be convened which may include the dean for student affairs, the educational program director (or curriculum supervisor), selected members of the Disabilities Oversight Committee (refer to Section B.5 below) and other consultants as appropriate to the individual circumstances. The assessment team usually should include: (1) individuals who understand the curriculum in question; (2) a person who is knowledgeable about the Americans with Disabilities Act; (3) a person with authority to authorize accommodations and cause them to be implemented.

2. Responsibilities for accommodation

The School of Medicine is responsible for the costs incurred in making accommodations which are not unduly burdensome or unreasonable. Accommodations may include but may not be limited to academic modifications which do not fundamentally alter the nature of the program, auxiliary services, modifications of the circumstances and methods of qualification examinations, classroom modifications and others. The school's responsibility to accommodate ends when a student with a disability: (1) refuses reasonable accommodations; (2) is unable, with reasonable accommodations, to fulfill the essential requirements of the program; (3) fulfills the essential requirements and graduates; or (4) transfers to another institution. The school is not required to provide an accommodation which fundamentally alters the nature of the program, is unduly burdensome or is unreasonable.

3. Confidentiality

Information pertaining to a student's disability and accommodations will be maintained in a file that is kept confidential and separate from the student's academic record. Appropriate faculty, staff and administrators may be informed regarding the disability, limitations, restrictions and accommodations when they have a need to know such information.

4. Application of the Committee on the Academic and Professional Evaluation of Students (CAPES) policies

The policies and procedures of the school regarding promotion and retention are documented for each academic unit. These policies and procedures govern the relationship between the school and all students, including those with disabilities. The school is not obligated to retain a student with a disability who poses a significant threat to the health or safety of others when there is no reasonable accommodation that either eliminates or sufficiently reduces that risk.

5. Disabilities Oversight Committee

There shall exist a standing Disabilities Oversight Committee composed of members designated by the dean of the School of Medicine. The committee shall have the following responsibilities: periodic review of requests for accommodations and accommodations granted, provide recommendations regarding accommodations for disabilities, and serve as requested on disability appeals committee. This group serves as a resource regarding issues of significance to the institution and to students with disabilities.

C. Appeals

A student with a disability who believes that a request for accommodation has been improperly denied or who perceives that they have been discriminated against on the basis of a disability should direct their appeal to the dean of the School of Medicine. As needed, the dean of the School of Medicine may assemble an advisory group to review appeals and make recommendations. This group may include, but may not be limited to, the following: the chair of the committee that oversees academic evaluation and advancement of students for the particular academic unit, students, and/or representatives of the Disabilities Oversight Committee.
Policy on Student Rights Under Family Educational Rights and Privacy Act (FERPA)

For more information, please visit the Office of the University Registrar (https://registrar.wustl.edu/student-records/ferpa-privacy) website.

Student Academic Records and Transcripts

For more information, please visit the Office of the Medical School Registrar (https://registrar.med.wustl.edu) website.

Liability Insurance

For more information, please visit the Risk Management (http://bulletin.wustl.edu/medicine/departments/risk-management) page in this Bulletin.