


Health Services for Medical Students Policy ADMIN 0619-7

 <p>QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY</p>	Policy/Procedure/Process Name:	Health Services for Medical Students Policy
	MSEC/ADMIN Number:	ADMIN 0619-7
	Approving Officer:	William Block, MD, College of Medicine Dean
	Agent(s) Responsible for Implementation:	College of Medicine Administrative Staff, Faculty, and Students
Original Approval Date: June 11, 2019	Originator Name/Committee:	Associate Dean for Student Affairs
<input checked="" type="checkbox"/> New Policy/Procedure/Process		<input checked="" type="checkbox"/> Relation to Existing Policy/Procedure/Process Student Assignment/Alternative Assignment/Conflict of Interest MSEC-1018-22
Revision Date(s):	LCME Required Policy/Procedure/Process: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> LCME Element(s) Number and Description: 1.2 Conflict of Interest Policies A medical school has in place and follows effective policies and procedures applicable to board members, faculty members, and any other individuals who participate in decision-making affecting the medical education program to avoid the impact of conflicts of interest in the operation of the medical education program, its associated clinical facilities, and any related enterprises. 10.9 Student Assignment A medical school assumes ultimate responsibility for the selection and assignment of medical students to each location and/or parallel curriculum (i.e., track) and identifies the administrative office that fulfills this responsibility. A process exists whereby a medical student with an appropriate rationale can request an alternative assignment when circumstances allow for it. 12.5 Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Record The health professionals who provide health services, including psychiatric/psychological counseling, to a medical student have no involvement in the academic assessment or promotion of the medical student receiving those services, excluding exceptional circumstances. A medical school ensures that medical student health records are maintained in accordance with legal requirements for security, privacy, confidentiality, and accessibility. [Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].	
<i>All policies/procedures/processes will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		
Administrative Review Date(s): 7/16/2020		

(A.) Policy/Procedure/Process Statement:

Medical students requiring health care are directed to the East Tennessee State University Student Health Services on the ETSU main campus (Suite 160 Roy S. Nicks Hall, Phone: 1-423-439-4225, After-Hours: 1-888-915-7299).

(B.) Purpose of Policy/Procedure/Process:

This policy relates to avoiding conflicts of interest resulting from the provision of health services to medical students

(C.) Scope of Policy/Procedure/Process (applies to):

This policy applies to all enrolled medical students at the ETSU Quillen College of Medicine. This policy complies with the requirements in LCME Elements 1.2-Conflict of Interest Policies, 10.9-Student Assignment, and 12.5-Non-Involvement of Providers of Student Health Services in Student Assessment/Location of Student Health Record

(D.) Activities of Policy/Procedure/Process (start to finish):

- Medical students requiring health care are directed to the East Tennessee State University Student Health Services on the ETSU main campus (Suite 160 Roy S. Nicks Hall, Phone: 1-423-439-4225). Hours of operation are Monday through Friday from 8:00 am until 4:30 pm. (After-Hours: 1-888-915-7299). The clinic is part of the College of Nursing Faculty Practice Network. The professional staff includes nurse practitioners, physicians, registered nurses, and a health educator. Services include management of acute, episodic illnesses, and injuries; referrals for assistance in managing chronic disorders; immunizations; women's health program and assistance with family planning; men's health; allergy clinic for those receiving allergy injections; and patient education programs on a variety of topics. Nominal fees for laboratory services, medicines, and supplies may be charged.
- If a student needs to establish a provider relationship with a faculty member or resident because of a referral by ETSU Student Health Services, or the services required are not easily available elsewhere in the community, that health care provider is precluded from any evaluation role for that student (irrespective of the wishes of the medical student) because of dual-relationship, conflict of interest, and potential HIPAA issues. Faculty members and resident physicians who provide such services to students will not participate in performing academic assessments for grading purposes nor in decisions regarding promotions for such students.
- Students seeking mental health or other sensitive health services will be encouraged to make use of Professional and Academic Resources Center (PARC) House resources (423-232-0275 office, 423-854-0342 pager). Services provided in this setting are at no charge to the student and are provided by health professionals who are not involved in student education or assessment. Counseling services for medical students are also available through the University Counseling Center located in the D. P. Culp Student Center on the ETSU campus at 423-439-3333, as well as the Community Counseling Clinic at 423-439-7679. There are no charges for these services. The Community Counseling Clinic also provides services to dependents.

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- Students are encouraged to make health care appointments at times when they are not scheduled to be involved with learning activities in the classroom or clinic. In situations where this is not possible, a student scheduled to receive health care services (including mental health services) during normal course or clerkship times needs to make arrangements with the appropriate course or clerkship director(s) as soon as possible after the appointment is made. Course/clerkship directors are required to allow the student time away from the learning environment to meet the scheduled appointment.
- In instances of pre-existing doctor–patient/student relationships, the physician must discuss with the student the potential for a dual relationship and inform the student that he/she will recuse him or herself from any situation in which an evaluation is required.
- While the focus of this policy relates to conflicts of interest resulting from the provision of health services to medical students, other types of conflicts of interest may exist. In such situations, faculty members will also recuse themselves from participating in performing academic assessments for grading purposes and in decisions regarding promotions for such students.
- All medical school evaluation forms will include an attestation in the form of a required check box that the evaluator has not provided health services and that no other conflicts of interest exist. Student Promotion Committee meetings will call for declaration of such conflicts of interest and recusal from decision making at the onset of each meeting.

Approved by: Name: William Block, MD, College of Medicine Dean	Policy/Procedure/Process Superseded by this Policy/Procedure/Process (insert policy/procedure/process name and number):
Signature:	
Title: William Block, MD, College of Medicine Dean	
Date: June 11, 2019	
Review/Revision Completed by:	Date
<input checked="" type="checkbox"/> Office of the Dean	June 11, 2019
<input checked="" type="checkbox"/> Academic Affairs	June 11, 2019
<input checked="" type="checkbox"/> Student Affairs	June 11, 2019
<input type="checkbox"/> Medical Student Education Committee	
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input type="checkbox"/> M3/M4 Clerkship/Course Directors	
<input type="checkbox"/> M1/M2 Course Directors	
<input type="checkbox"/> Student Groups/Organizations (describe):	