



QUILLEN COLLEGE *of* MEDICINE

EAST TENNESSEE STATE UNIVERSITY

Policy Name: **Health Services for Medical Students Policy**

Policy Replaces a Previous Policy (this includes change in policy name): Yes/ No

If so, list name of previous policy (include policy number if different):

Policy Number (issued by the Office of Academic Affairs upon final approval): **ADMIN-0619-7**

Policy Owner (Individual, Department, or Committee/Chair): **Tom Kwasigroch, PhD / Associate Dean for Student Affairs**

Committees, Departments, or Individuals Responsible for Implementation: **QCOM Administrative Staff, Faculty, and Students**

Original Approval Date and Who Approved by: **6/11/2019 – William A. Block, Jr., MD, MBA / Vice President for Clinical Affairs and Dean of Quillen College of Medicine**

Effective Date(s): **6/11/2019; 9/14/2023**

Revision Date(s) (include a brief description) and Who Approved by (made by Policy Owner and/or Policy Advisory Committee):

Administrative Edits (briefly describe) by Staff and/or the Policy Advisory Committee (PAC) and Date (these revisions do not require voting/approval by the policy owner):

Exemption(s) to Policy (date, by what committee or individual, and brief description):

LCME Required Policy: Yes/ No

If yes, please list the Element(s) Affiliated with this Policy (include Element number/name/statement):

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.

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All policies will be reviewed by the Policy Advisory Committee every three years unless an earlier review is identified.

Date of Review: 9/14/2023

Revisions Made: Yes/ No

If yes, list revisions made: Revisions Require Approval by Policy Owner: Yes/ No

1. Updated contact information for available services.

Policy Statement:

Medical students requiring health care are directed to the East Tennessee State University (ETSU) University Health Center on the main campus (Suite 160 Roy S. Nicks Hall, Phone: 1-423-439-4225, After-Hours: 1-888-915-7299) or ETSU Health Family Medicine (423-952-6518).

Purpose of Policy:

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

Scope of Policy (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.

Policy Activities:

- Medical students requiring health care are directed to the ETSU University Health Center on the main campus. 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 physicals; management of acute, episodic illnesses, and injuries; behavioral health; counseling services; TB screening/testing; titers; STI screening; 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 the ETSU University Health Center, 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). 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 ETSU Counseling Center Services located in the D. P. Culp Student Center (3rd Floor, Suite 326) on the ETSU campus at 423-439-3333, as well as the Community Counseling Clinic at 423-439-7679 housed in 327 Warf-Pickel Hall. 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.

Administrative Reviews/Approvals	Date Approved
<i>University Compliance (if applicable)</i>	
<i>Policy Advisory Committee (includes three-year reviews)</i>	9/14/2023
<i>Associate Dean for Accreditation Compliance (if applicable)</i>	
<i>Vice Dean for Academic Affairs</i>	9/14/2023

Policy Review and/or Revision Completed By (if applicable)	Date Policy Reviewed and/or Approved (if applies to that department, committee, or group)
<i>Office of the Dean</i>	6/11/2019
<i>Office of Academic Affairs</i>	6/11/2019; 8/16/2023; 9/14/2023; 10/5/2023
<i>Office of Student Affairs</i>	6/11/2019
<i>Department of Medical Education</i>	
<i>Medical Student Education Committee</i>	
<i>Student Promotions Committee</i>	
<i>Faculty Advisory Council</i>	
<i>Administrative Council</i>	
<i>M1/M2 Course Directors</i>	
<i>M3/M4 Clerkship/Course Directors</i>	
<i>Student Groups/Organizations (describe):</i>	
<i>Other (describe):</i>	

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Final Policy Emailed to:	Date of Email Notifications
<i>Medical Education Director for Posting on Educational Policies Website</i>	10/5/2023; 5/1/2024
<i>Policy Owner</i>	5/1/2024
<i>Admissions Office for Catalog</i>	10/5/2023; 5/1/2024