

Student Handbook

2019 – 2020

Sidney Kimmel Medical College
at Thomas Jefferson University



Mission Statement, Professionalism, and Shared Code of Values

Mission Statement

Sidney Kimmel Medical College is committed to: educating physicians who will form and lead the integrated healthcare delivery and research teams of tomorrow; discovering new knowledge that will define the future of clinical care through investigation from the laboratory to the bedside, and into the community; and setting the standard for quality, compassionate and efficient patient care for our community and for the nation. Jefferson recognizes that a diverse community is imperative to achieving excellence in patient care, education, and research. As we carry out our mission, we are committed to the highest standards of professionalism and aspire to be a community of discovery, learning, and inclusion.

Notice of Equal Opportunity

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability or veteran's status. The consideration of factors unrelated to a person's ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University's compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution's efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University's compliance with the equal opportunity laws.

The Jefferson community is deeply committed to upholding the ethical standards and professional values of Medicine. The sections that follow, which have been adopted by the students, the Executive Council and the Professorial Faculty, are our expression of this commitment.

Professionalism and the Shared Code of Values

The Core Values of Sidney Kimmel Medical College

At Jefferson, we are committed to the highest principles of professionalism. We aspire to be a community that is not only academically and fiscally successful, but also a community of discovery, learning, caring, and sharing. The core values of professionalism guide our actions. At Jefferson:

- ≈ Our word is our bond (Integrity).
- ≈ We respect each other and all with whom we come into contact (Respect).
- ≈ We contribute to society's intellectual, cultural, and spiritual well-being to the highest possible extent (Social Responsibility).

- ≈ We recognize that diversity and excellence go hand-in-hand, enhancing our education and patient care and welcome our ability to interact with other people (Diversity).
- ≈ We care about and attempt to ameliorate the suffering and pain of illness; we care about and attempt to ameliorate the trials and tribulations of the Jefferson family (Compassion).
- ≈ We are committed to excellence and the life-long pursuit of new knowledge and personal and professional growth (Excellence).
- ≈ We aspire to do the right thing, for the right reason, even if it involves pain or sacrifice (Altruism).
- ≈ We are committed to each other and to those we serve. We work together to achieve our mission and goals (Collaboration).
- ≈ We are committed to the prudent use of the resources made available to us by the hard work of the faculty, the tuition of our learners, the support of the public, and the philanthropic giving that sustains us and helps us grow (Stewardship).

Professionalism: Faculty Commitment

At this time when the medical profession is beset by an explosion of technology, changes in market forces, serious problems in health care delivery, conflicts of interest, and the threat of bioterrorism, the Faculty of Sidney Kimmel Medical College reaffirms its commitment to professionalism. Understanding that at its core the medical profession places the welfare of the patient above self-interest, we accept our responsibility to educate future physicians in the values and ethical standards of medical professionalism. We acknowledge that we can best achieve this by serving as role models and advocates while maintaining professional relationships based on mutual respect and concern. We must promote an atmosphere of cooperation and learning, of intellectual openness, honesty, and sincerity in order to constantly protect and redefine and make meaningful our core values and covenant of trust with society.

Professionalism: The Teacher-Student Relationship

The faculty of Sidney Kimmel Medical College is committed to principles of mutual respect and trust between teachers and students. Training future physicians who are entrusted with the lives of others must be based on faculty embodying the values of professionalism. A critical part of the values of professionalism in the teacher-student relationship is that faculty should not use their professional position to engage in romantic or sexual relationships with students. Faculty should be role models and mentors in their interaction with each other, students, nursing staff and other health professionals, as well as patients. In all of these relationships, the faculty acts to enhance the learning experience based on shared professional values.

Professionalism: Self-Regulation

As part of its contract with society, Medicine is given the privilege of self-regulation. As part of self-regulation, faculty and students must contribute to the spirit and principles of the Sidney Kimmel Medical College Honor Code. The faculty and students have individual responsibility and community responsibility, to uphold the Honor Code.

The Sidney Kimmel Medical College Honor Code

As Jefferson students and faculty we seek to establish a community based on honor, integrity and awareness of others. Our commitment to this community begins with our first day of professional or educational association with Sidney Kimmel Medical College when we sign a pledge to uphold the values and rules of the Honor Code that follows:

As faculty, residents, fellows, and medical students, we pledge to embrace the academic and social integrity on which Jefferson was founded, pursuing honesty, equality and fairness in all aspects of

our lives. This includes not seeking an unfair advantage over our peers, teachers, students, residents, fellows or any other member of the Thomas Jefferson University community. These goals are dependent on our personal concern for ourselves and one another, as well as our collective concern for the maintenance of the community standards that are reflected in the Code.

The Honor Code assumes that all faculty, residents, fellows, and students conduct themselves in an ethical and professional manner. Altruism, accountability, commitment to excellence, duty to serve, honor, integrity and respect for others are essential characteristics of a physician. In addition, the code is dependent on the collective desire of all members of the academic community to prevent and deter violations, rather than on proceedings to impose penalties after violations have occurred. If violations do occur within this system, each member of the community is expected to support and uphold all aspects of the code.

Community — A goal of each member of the college is to foster an environment of trust and cooperation with respect for the work and efforts of others. When we speak of community we imply the student body, the faculty, the staff, and the administration, each of which contributes to the combined concept of community.

Academic Integrity — We seek to enhance our knowledge of medicine and achieve excellence in our time spent at Jefferson but not at the cost of honesty, integrity and trust, all integral aspects to the development of a physician.

Social Integrity — Jefferson is dependent on equality among all its members, regardless of race, culture, religion, gender, or sexual orientation. Each individual should be treated with equal respect by his or her peers, faculty and staff.

Responsibility — All members of the college must be willing and encouraged to discuss with their peers and all members of the community any action or issue that appears to be unacceptable and take the necessary actions in a timely manner to address the situation. The failure to deal with the breach in professional conduct not only jeopardizes the strength of the code but also puts the observer in direct violation of the code.

Mediation — Resources exist for students, faculty and staff to meet with other people within the Jefferson community to work out any differences and disagreements with the help of a third party. If these efforts fail to reach a resolution, further resources through official college channels can be used to review any disagreement and determine the appropriate course of action.

Shared Professional Values of Sidney Kimmel Medical College

As a physician or future physician, I recognize the implicit trust placed in me by patients and society. Therefore, I commit to embodying the highest standards of civility, honesty, and integrity in all aspects of my personal and professional life. These standards include my interpersonal relationships, my academic pursuits, and my medical practice. I will strive to communicate sincerely and effectively with my patients and their families. I will treat everyone compassionately, providing respect and protection of privacy, dignity, and individuality. As part of the trust that society has placed in me, I will advocate for outstanding patient care. I will endeavor to work effectively with other members of the health care team to provide the safest and highest quality patient care. Because I recognize limitations in my knowledge and skills, I will commit to lifelong learning to improve my ability to care for my patients.

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Sidney Kimmel Medical College

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Howard Weitz, MD, *Senior Associate Dean, Education*

Academic Calendars

Class of 2023

Monday July 22, 2019	Registration 8:00 a.m. – 12:00 p.m.
Monday July 22, 2019	First Payment comprehensive fee due at registration
Monday – Friday July 22-26, 2019	Orientation Week
Friday July 26, 2019	White Coat Ceremony

Fall Semester: Foundations of Medicine I, Scholarly Inquiry, Clinical Experience & Humanities Selectives

Block 1 (Intro to the Study of Medicine)

Monday July 29, 2019	Classes begin 8:00 a.m.
Monday – Friday, August 26-30, 2019	Block 1 Assessment Week
Friday, August 30, 2019	Block 1 Ends 5:00 p.m.

Block 2 (Host Defense/Blood)

Monday September 2, 2019	Labor Day Holiday
Tuesday, September 3, 2019	Classes begin 8:00 a.m.
Monday – Friday, October 21-25, 2019	Block 2 Assessment Week
Friday, October 25, 2019	Block 2 Ends 5:00 p.m.

Wellness Week

October 28-November 1, 2019	Mandatory sessions; attendance and participation required
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Block 3A (Cardio/Pulmonary)

Monday, November 4, 2019	Classes begin 8:00 a.m.
Wednesday November 27, 2019	Thanksgiving Holiday begins 12:00 p.m.
Monday, December 2, 2019	Classes resume 8:00 a.m.
Monday – Friday, December 16-20, 2019	Block 3A Assessment Week
Friday, December 20, 201	Block 3A Ends 5:00 p.m./Winter Recess Begins

Spring Semester: Foundations of Medicine II, Scholarly Inquiry, Clinical Experience & Humanities Selectives

Block 3B (Cardio/Pulmonary continues)

Monday January 6, 2020	Classes resume 8:00 a.m./Second Payment and Fees Due
Monday January 20, 2020	Dr. Martin Luther King, Jr. Holiday
Monday – Friday, February 17-21, 2020	Block 3B Assessment Week
Friday, February 21, 2020	Block 3B Ends 5:00 p.m.

Block 4A (Renal/Liver/GI)

Monday, February 24, 2020	Classes begin 8:00 a.m.
March 9 – 13, 2020	Spring Break
Monday March 16, 2020	Classes resume 8:00 a.m.
Monday – Friday, March 30-April 3, 2020	Block 4A Assessment Week
Friday, April 3, 2020	Block 4A Ends 5:00 p.m.

Block 4B (Renal/Liver/GI continues)

Monday, April 6, 2020

Monday – Friday, May 11-15, 2020

Friday, May 15, 2020

Monday July 27, 2020

Classes begin 8:00 a.m.

Block 4B Assessment Week

Block 4B Ends 5:00 p.m./Summer Recess begins

Summer Recess ends 8:00 a.m.

Class of 2022

Fall Semester: Foundations of Medicine III, Foundations of Medicine IV begins, Scholarly Inquiry, Clinical Experience & Humanities Selectives

Block 5 (Endocrine/Reproductive/Urology)

Monday, July 29, 2019

Monday, September 2, 2019

Monday – Friday, September 16-20, 2019

Friday, September 20, 2019

Classes begin 8:00 a.m. First payment/fees due

Labor Day Holiday, No class

Block 5 Assessment Week

Block 5 ends 5:00 p.m.

Block 6 (Musculoskeletal/Integumentary)

Monday, September 23, 2019

Monday – Friday, November 4-8, 2019

Friday, November 8, 2019

Classes begin 8:00 a.m.

Block 6 Assessment Week

Block 6 ends 5:00 p.m.

Block 7 (Neuroscience/Psychiatry)

Monday, November 11, 2019

Wednesday November 27, 2019

Monday, December 2, 2019

Friday, December 23, 2019

Classes begin 8:00 a.m.

Thanksgiving Holiday begins 12:00 p.m.

Classes resume 8:00 a.m.

Winter Break begins 5:00 p.m.

Spring Semester: (Foundations of Medicine IV, Scholarly Inquiry, Clinical Experience & Humanities Selectives)

Block 7 (Neuroscience/Psychiatry continues)

Monday, January 6, 2020

Monday – Friday, January 20-24, 2020

Friday, January 24, 2020

Classes resume 8:00 a.m., Second payment/fees due

Block 7 Assessment Week

Block 7 ends 5:00 p.m.

*Block 8 (Complex Cases)**

Monday, January 27, 2020

Friday, February 14, 2020

Classes begin 8:00 a.m.

Block 8 ends 5:00 p.m.

*Block 8 does not have an Assessment Week; End of Phase 1 OSCE takes place throughout Block 8

February 17 – April 10, 2020

Friday, April 10, 2020

April 13 – 17, 2020

USMLE Step 1 Examination and Review Period

End of Phase 1

Transition to Clerkships Course (Phase 2)

Phase 2 Core Clinical Clerkships

Monday, April 20, 2020

Friday, July 10, 2020

Friday, July 10, 2020

Begin Block 1

Last date of Block 1 (Phase 2)

End of 2019 - 2020 Academic year

Class of 2021

Fall Semester: Phase 2 Core Clinical Rotations, 12 week Blocks 2 & 3

July 15 – October 14, 2019

Monday, July 15, 2019

Monday, August 26, 2019

Monday, September 2, 2019

Monday, October 4, 2019

Monday, October 7, 2019

Block 2 (12 weeks) begins**

Interclerkship Day

Interclerkship Day

Labor Day Holiday

Block 2 ends

Block 3 (12 weeks) begins**

Monday, October 7, 2019	Interclerkship Day
Monday, November 18, 2019	Interclerkship Day
Thursday, November 28, 2019	Thanksgiving Holiday***
Friday, December 23, 2019	Winter Recess begins at end of Clinical Duties
Friday, January 3, 2020	Winter Recess ends
Friday, January 10, 2020	Block 3 ends

Spring Semester: Phase 2 Core Clinical Rotations, 12 week Block 4

Monday, January 13, 2020	Block 4 (12 weeks) begins**
Monday, January 13, 2020	Interclerkship Day
Monday, January 20, 2020	Dr. Martin Luther King, Jr. Holiday
Monday, February 24, 2020	Interclerkship Day
April 8-17, 2020	Vacation

Phase 3

Monday, February 20, 2020	Phase 3 begins
February 20-25, 2020	Gateway 1
April 27 – May 23, 2020	Block MU (4 weeks)
May 25 – June 20, 2020	Block MV
June 22 – July 3, 2020	Gateway 2

**Each 12 week block is divided into clinical rotations of 3, 4, or 6 weeks. Students will complete a total of 4, 12-week blocks and 9 rotations in Phase 2. Electives are groups into blocks: Internal Medicine (2 4-week rotations) & Neurology (4); General Surgery (6), Surgical Sub-specialty (3) & Emergency Medicine (3); Family Medicine (6) & Psychiatry (6); Obstetrics/Gynecology (6) & Pediatrics (6)

***There is no official Thanksgiving vacation during clinical rotations. Thanksgiving will be treated as a Sunday. Students are expected to report to their clerkship for this period. (Students will be informed by each department as to their obligations for Thanksgiving Day itself). Students enrolled in clinical courses in the third-year have a 7-day commitment for all weeks in the course except the last week of the course, which ends on Friday.

Class of 2020

Fall Semester: Legacy Curriculum 4th Year[^]

July 8 – August 2, 2019	Block MJ (Legacy Block 10)
August 5 – 20, 2019	Block MK (Legacy Block 11)
September 2 – 27, 2019	Block ML (Legacy Block 12)
Monday, September 2, 2019	Labor Day Holiday
September 30 – October 25, 2019	Block MM (Legacy Block 13)
October 28 – November 22, 2019	Block MN (Legacy Block 14)
November 25 – December 20, 2019	Block MP (Legacy Block 15)
Thursday, November 28, 2019	Thanksgiving Holiday
December 23, 2019	Winter Recess Begins at end of Clinical Duties
January 3, 2020	Winter Recess Ends

Spring Semester: Legacy Curriculum 4th Year[^]

January 6 – 31, 2020	Block MQ (Legacy Block 16)
Monday, January 20, 2020	Dr. Martin Luther King, Jr. Holiday
February 2 – 28, 2020	Block MR (Legacy Block 17)
March 2 – 27, 2020	Gateway to Internship Course
Friday, March 20, 2020	Match Day 2020
March 30 – April 24, 2020	Block MT (Legacy Block 19)
April 27 – May 22, 2020	Block MU (Legacy Block 20)
TBA	Commencement 2020

[^]Legacy fourth-year students may use a total of 8-weeks vacation, taken as two 4-week blocks during their fourth-year year. All students must complete the Gateway to Internship course in Block MS (Legacy Block 18) and 10 rotations which may include requirements, electives, away-rotations, and research.

Educational Program

The Legacy Curriculum (Class of 2020)

The curriculum at Sidney Kimmel Medical College has been developed to provide learning opportunities that enable medical students to acquire fundamental knowledge, develop professional attitudes and basic skills, and appreciate principles relevant to healthcare in the context of the community. We strive to foster in each student the lifelong desire and expertise to seek and evaluate new information both in pursuit of solutions to medical problems, and to educate our patients and colleagues. Our aim is to enable each student, as part of a larger healthcare team, to practice with clinical competence and effectively utilize healthcare resources. As we welcome our students into the profession of medicine our goal throughout the four years of education and training is to facilitate each individual's professional growth and development. We commit to embodying the highest standards of civility, honesty, and integrity in all aspects of our personal and professional lives.

The primary goals of the curriculum at Sidney Kimmel Medical College are to: (1) provide a core curriculum that contains the sine qua non for all physicians; (2) provide advanced curriculum opportunities to explore in greater depth areas of basic and clinical medical sciences; and (3) enable the future physician to develop a humanistic, collaborative and scientific approach toward prevention and the care of people with medical problems.

Additional goals are to: (1) teach students the tentative nature of scientific conclusions; (2) encourage students to assume responsibility for their own education; (3) encourage students to think critically and independently within the framework of social responsibility; and (4) encourage students to develop a logical approach to the analysis and management of clinical problems; and (5) prepare students to function effectively in our complex health care system.

The Class of 2020 will be immersed in clinical medicine, and primary and specialty care in outpatient and inpatient settings. Emphasis is placed on core medical specialties with many opportunities for electives. Students revisit the biomedical sciences in clinical rotations, during advanced basic science courses and by choosing to conduct independent research.

College within the College ("CwiC") (Class of 2020)

The College within the College Scholarly Concentrations Program at Jefferson provides highly motivated students with academic opportunities outside of the traditional medical curriculum. This program offers four choices: Population Health, Clinical Translational Research (CTR), Humanities, and Design.

These 3.5 year co-curricular programs place emphasis on longitudinal mentored relationships, group seminars/courses/workshops and independent scholarly work. Students attend didactic sessions, seminars, and experiential programs. Students in the CTR Program complete clinical rotations and electives related to their concentration and continue their independent scholarly activity. Additionally, each student must produce a "scholarly product" prior to program completion. Scholarly products may take the form of published papers, conference presentations, curriculum modules, policy analysis, design

projects and/or other scholarly work. Students may have the opportunity to publish their work and/or present at regional and/ or national conferences.

In addition to the longitudinal mentorship and enhanced curriculum, benefits to students include annotation of the transcript, discussion of the Scholarly Concentration in students' Dean's Letters and a certificate upon completion of the program.

JeffMD Curriculum (Classes of 2021, 2022, & 2023)

JeffMD is a three- phase curriculum that emphasizes inquiry-based learning integrating basic science, clinical science and health systems science as well as the promotion of professional development. The curriculum balances the acquisition of a "core" of scientific information with the development of demonstrable communication and interpersonal skills and medical problem solving. An exposure to medical humanities early in the curriculum acknowledges the importance of keen observation skills, cultural competence and emotional intelligence. Longitudinal scholarly inquiry is a core requirement of JeffMD. For full course descriptions, see the course catalog at ([link](#)).

Phase 1 (pre-clerkship phase) focuses on small group case-based learning, enhanced by other forms of active learning with less time in the lecture hall. Foundations of Medicine is an integrated course sequence encompassing basic, clinical, and health systems sciences. Core concepts are introduced in blocks organized by organ systems. Lectures, labs and clinical skills sessions support the case of the week, giving the student clinical context for basic science content. Foundations of Medicine expects from students rigorous independent study and critical thinking to prepare them for the clinical problems they will encounter.

The Humanities Selectives provide opportunities to strengthen key skills of doctoring through engagement in the arts and humanities. These skills include close observation; listening; emotional awareness and empathy; self-care; comfort with ambiguity and making mistakes; team and interpersonal communication; appreciating the perspectives of patients and colleagues; and understanding social contexts of health.

All students choose an area of concentration for Scholarly Inquiry. Students are assigned a mentor and complete independent projects appropriate for that track throughout their four years. For 2019-20, the tracks are: Population Health Research, Design, Clinical and Translational Research, Humanities, Health Policy, Medical Education, Digital Health and Healthcare Systems.

During Clinical Experience, students learn about the broader context of health, including interprofessional teamwork and community-based resources. Students are assigned to a clinical setting and work with patients to address underlying social and environmental factors that impact health as well as employ systems-thinking to optimize health.

Phase 2 (Core Clerkship Phase) shifts to core clinical rotations while incorporating basic science and health systems concepts. After a week-long Transitions to Clerkship course, students begin their core clerkship rotations. This phase has four sets of paired core clerkships, each 12 weeks long. These pairings are intentionally designed to create a deeper well of knowledge for students, illuminating similarities in processes and care of patients throughout the core clerkships. Pairings include: Internal Medicine and Neurology; Surgery, Surgery Sub-Specialty, and Emergency Medicine; Family Medicine and Psychiatry; and Ob/Gyn and Pediatrics. Dimensions in Clinical Medicine brings students together at 6 week intervals for academic advising, skills observation and reflection in small groups. Scholarly inquiry continues during this phase. A longitudinal integrated clerkship (LIC) option is also available for a subset of students. For more information on the LIC, please see page 8 of the Third Year Rotation Information and Affiliates Guide (<https://www.jefferson.edu/content/dam/university/skmc/student-resources/AffiliationGuide2019.pdf>).

Phase 3 (Specialty Interest) allows flexibility and specialization opportunities depending on the residency pathway. All students complete core rotations including Sub-internship, Outpatient Experience, Gate-

way, Critical Care and Advanced Basic Science. In addition, students complete electives of their choice and scholarly inquiry requirements. In order to graduate, they must fulfill all SKMC competencies as listed below.

Medical school is the first formal step in the lifelong process of medical education. The skills developed in meeting the challenges of adjusting to medical school will be honed as each individual progresses through residency training and into a career in medicine. There is no one formula for success. Each individual must take responsibility for his or her own mastery of the curriculum and professional development. The faculty, administration, staff, and fellow students are here to guide you through this challenging and rewarding experience.

Sidney Kimmel Medical College Graduation Competencies*

(revised February 2016)

Competency #1 – Patient Care

Physicians should provide patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health. Educational Program Objectives-Graduates will:

PC 1. Perform essential basic procedures.

PC 2. Gather essential and accurate information about patients and their condition through history-taking, physical examination, and the use of laboratory data, imaging, and other tests.

PC 3. Organize and prioritize responsibilities to provide care that is safe, effective, and efficient including in urgent and emergent situations.

PC 4. Interpret laboratory data, imaging studies, and other tests required for the area of practice.

PC 5. Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.

PC 6. Develop and carry out patient management plans including provision of palliative and end-of-life care.

PC 7. Counsel and educate patients and their families to empower them to participate in their care and enable shared decision making.

PC 8. Provide appropriate referral of patients including ensuring continuity of care throughout transitions between providers or settings and following up on patient progress and outcomes.

PC 9. Provide health care services to patients, families, and communities aimed at preventing health problems or maintaining health.

Competency #2 – Knowledge for Practice

Physicians should demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care. Educational Program Objectives-Graduates will:

KP 1. Demonstrate an investigatory and analytic approach to clinical situations.

KP 2. Apply established and emerging biomedical scientific principles fundamental to health care for patients and population.

KP 3. Apply established and emerging principles of clinical sciences to diagnostic and therapeutic decision making, clinical problem solving, and other aspects of evidence-based health care.

KP 4. Apply principles of epidemiological sciences to the identification of health problems, risk factors, treatment strategies, resources, and disease prevention/health promotion efforts for patients and populations.

KP 5. Apply principles of social-behavioral sciences to provision of patient care, including assessment of the impact of psychosocial-cultural influences on health, disease, care-seeking, care-compliance, and barriers to and attitudes toward care.

KP 6. Contribute to the creation, dissemination, application, and translation of new health care knowledge and practices.

Competency #3 – Practice Based Learning and Improvement

Physicians demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences, as well as the application of this knowledge to patient care. Educational Program Objectives-Graduates will:

PBLI 1. Identify strengths, deficiencies, and limits in one's knowledge and expertise.

PBLI 2. Set learning and improvement goals.

PBLI 3. Identify and perform learning activities that address one's gaps in knowledge, skills, or attitudes.

PBLI 4. Systematically analyze practice using quality-improvement methods and implement changes with the goal of practice improvement.

PBLI 5. Incorporate regular feedback into practice.

PBLI 6. Locate, appraise, assimilate and apply evidence from timely scientific studies related to patients' health problems.

PBLI 7. Participate in the education of patients, families, students, trainees, peers, and other health professionals.

PBLI 8. Obtain and utilize information about individual patients, populations of patients, or communities from which patients are drawn to improve care.

Competency #4 – Interpersonal and communication skills

Communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals. Educational Program Objectives-Graduates will:

ICS 1. The ability to communicate effectively, both orally and in writing, with patients, patients' families, colleagues, and others with whom physicians interact in the professional setting.

ICS 2. The ability to maintain comprehensive, timely, and legible medical records

ICS 3. The ability to work within a patient care team to provide safe and effective care by striving for a common understanding of information, treatment, and care decisions.

ICS 4. The ability to use understanding of the patient-doctor relationship in a therapeutic, supportive and culturally sensitive way for patients and their families.

ICS 5. The ability to critically evaluate the medical literature and to seek opportunities to expand understanding and appreciation of scientific discoveries and their applications.

Competency #5 – Professionalism

Physicians should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. Educational Program Objectives-Graduates will:

P 1. Demonstrate compassion, integrity, and respect for others.

P 2. Demonstrate accountability to patients, society and the profession .

P 3. Demonstrate respect for patient privacy and autonomy.

P 4. Demonstrate sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, abilities, and sexual orientation.

P 5. Demonstrate a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent, and conflicts of interest.

Competency #6-System – Based Practice

Physicians should demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care. Educational Program Objectives-Graduates will:

SBP 1. Work effectively in various health care delivery settings.

SBP 2. Coordinate patient care within the health care system.

SBP 3. Incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population based care.

SBP 4. Advocate for access, quality patient care and safety.

SBP 5. Participate in identifying system errors and implementing potential systems solutions.

SBP 6. Demonstrate understanding of various approaches to the organization, financing and delivery of health care at the regional, national and global levels.

Competency #7 – Interprofessional Collaboration

Physicians should demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient and population-centered care. Educational Program Objectives-Graduates will:

IPC 1. Work with other health professionals to establish and maintain a climate of mutual respect.

IPC 2. Recognize the roles and responsibilities of other health/healthcare providers and how the team works together to provide care.

IPC 3. Work to ensure common understanding of information, treatment, and health/healthcare decisions by listening actively, communicating effectively, encouraging ideas and opinions of other team members and expressing one's knowledge and opinions with confidence, clarity and respect.

IPC 4. Reflect on the attributes of highly functioning teams and demonstrate the responsibilities and practices of effective team members.

Competency #8 – Personal and professional development

Physicians should demonstrate the qualities required to sustain lifelong personal and professional growth. Educational Program Objectives-Graduates will:

PPD 1. Develop the ability to use self-awareness of knowledge, skills, and emotional limitations to engage in appropriate help-seeking behaviors.

PPD 2. Develop healthy coping strategies.

PPD 3. Manage competing needs of personal and professional responsibility, and recognize that patient needs may supersede self-interest.

PPD 4. Demonstrate trustworthiness to one's colleagues regarding the care of patients.

PPD 5. Provide leadership skills that enhance team functioning, the learning environment, and/or the health care delivery system.

PPD 6. Recognize that ambiguity is part of clinical health care and respond by using appropriate resources in dealing with uncertainty.

Summary of Required Courses and Credits

2019 – 2020 Academic Year

For the class of 2023, credit summary

Phase 1, Year 1

Foundations of Medicine I	24 credits
Foundations of Medicine II	22 credits
Scholarly Inquiry	3 credits
Clinical Experience	2 credits
Humanities Selective(s)	1 or 2 credits
TOTAL	52 or 53 credits

For the class of 2022, credit summary

Phase 1, Year 2

Foundations of Medicine III	17 credits
Foundations of Medicine IV	15 credits
Scholarly Inquiry	3 credits
Clinical Experience	2 credits
Humanities Selective	0 or 1 credit (0 credits if 2 credits completed in Year 1)
TOTAL	37 or 38 credits

Phase 2

Transitions to Clerkships	1 credit
First Block Rotation	12 credits
TOTAL	13 credits

For the Class of 2021, credit summary*

Family Medicine	9 credits
Internal Medicine	12 credits
Neurology	6 credits
Pediatrics	9 credits
Psychiatry & Human Behavior	9 credits
Obstetrics/Gynecology	9 credits
Emergency Medicine	4.5 credits
Surgical Selective	4.5 credits
Scholarly Inquiry	1 credit
TOTAL	74 credits

For the Class of 2021, credit summary*

Internal Medicine	6 credits
Gateway to Internship	6 credits
Inpatient Subinternship	6 credits
Outpatient Subinternship	6 credits
Emergency Medicine/Advanced Clinical Skills	6 credits
Electives: Four 4-week Blocks	24 credits
TOTAL	54 credits

* The Class of 2021 will begin Phase 3 in April, 2020. An addendum to the Student Handbook regarding Phase 3 is due to be published in October, 2019.

Class Location

Courses in the curriculum are offered on the Jefferson campus and at all hospitals affiliated with Sidney Kimmel Medical College. Affiliated hospitals are listed on the following pages. Students are responsible for arranging their own transportation and covering the expenses involved when they are assigned to a course at an affiliated hospital. A complete guide to rotation information and affiliates can be found at this link: <https://www.jefferson.edu/content/dam/university/skmc/student-resources/Affiliation-Guide2019.pdf>

ABINGTON MEMORIAL HOSPITAL — Jefferson Health (AH) is a 660-bed, regional referral center and teaching hospital, which has been providing tertiary care services for people in Montgomery, Bucks and Philadelphia counties for more than 100 years. The hospital's medical staff consists of over 1,100 physicians, including primary care, medical and surgical specialists.

ALFRED I. DUPONT HOSPITAL FOR CHILDREN — This children's hospital of 150 beds became affiliated with the Medical College in 1989 and is now the primary location of Jefferson's Department of Pediatrics. Clinical courses are offered in Pediatrics and Pediatric subspecialties.

ALBERT EINSTEIN MEDICAL CENTER — Based in Philadelphia, this teaching hospital became a Jefferson affiliate in 1998. Clinical instruction is offered in Internal Medicine, Pediatrics, Psychiatry, Surgery, Obstetrics and Gynecology, Orthopaedics, Emergency Medicine, and Neurology/ Rehabilitation.

JEFFERSON HEALTH NORTHEAST (ARIA) — Aria Jefferson Health is the largest healthcare provider in Northeast Philadelphia and Lower Bucks County. With three leading-edge community teaching hospitals and a strong network of outpatient centers and primary care physicians, Aria Jefferson Health upholds a longstanding tradition of bringing advanced medicine and personal care to the many communities it serves.

BRYN MAWR HOSPITAL — Established in 1893, Bryn Mawr Hospital is a not-for-profit, full service, community acute care teaching hospital. It is known for a high level of personalized care by exceptional physicians, surgeons and nursing staff in both inpatient and outpatient settings

CHRISTIANA CARE HEALTH SYSTEM — A 906-bed, 1.3-million-square-foot, modern facility in Newark, Delaware, Christiana Hospital provides a level of care only available in large-scale teaching hospitals. Christiana Hospital includes Delaware's only Level I trauma center. In fact, it is the only Level I trauma center on the East Coast corridor between Baltimore and Philadelphia.

CROZER-KEYSTONE HEALTH SYSTEM — The Crozer-Keystone Family Medicine Residency Program has a national reputation for innovation, leadership, and teaching methods. It is a full-service, family medicine teaching center offering prenatal to geriatric care. Students are exposed to the dynamic specialty of family medicine, working closely with resident and faculty in various environments that include outpatient office, inpatient hospital, sports medicine, home visits, and sports physical exams. Students will attend weekly didactic sessions, and upon availability get to experience our specialty clinics such as OB/Gyn, dermatology, and sports medicine.

EXCELA HEALTH LATROBE HOSPITAL — Founded in 1907, Excelsa Health Latrobe Hospital offers a special blend of concern and compassion, creating a unique experience for patients and serving the eastern portion of Westmoreland County and southern Indiana County. Compassionate, expert and high quality care are the traits most profoundly embodied by our physicians, nurses, and health care professionals, inspiring trust and confidence in a lifelong relationship with our 172-licensed bed hospital

INSPIRA MEDICAL CENTER — Inspira Medical Center Woodbury is a 305-licensed bed, acute-care, nonprofit hospital serving Gloucester County and parts of Salem and Camden counties. Inspira Medical Center Woodbury provides a comprehensive array of diagnostic, therapeutic and rehabilitative services in the comfort, convenience and security of a community hospital setting.

LANKENAU MEDICAL CENTER — Lankenau Medical Center is one of the Philadelphia region's most honored and respected teaching hospitals. Conveniently located in suburban Philadelphia, the 353-bed medical center boasts world-class physicians, a wide variety of diagnostic and treatment options, the latest technology and access to cutting-edge research. Lankenau Institute for Medical Research is one of the few freestanding, hospital-associated research centers in the nation. Through Lankenau's nationally ranked residency and fellowship programs, supported through the Annenberg Center for Medical Education, their physician faculty are educating the next generation of physicians.

METHODIST HOSPITAL — The Methodist Division of Thomas Jefferson University Hospital since 1996, as a community hospital with 204 beds, is dedicated to excellence in patient care in a neighborhood setting. Methodist Hospital is now the sole provider of acute care services and houses the only Emergency Department in South Philadelphia. Clinical instruction is offered in Internal Medicine, Surgery and Emergency Medicine

MORRISTOWN MEDICAL CENTER (ATLANTIC HEALTH) — Morristown Medical Center is a non-profit 687-licensed bed hospital in Morristown. Morristown Medical Center's specialties include cardiology and cardiac surgery, adult and pediatric oncology, orthopedics, critical and emergency care and inpatient rehabilitation and neonatal intensive care services. Morristown Medical Center is also a Level II Regional Trauma Center and a Level III Regional Perinatal Center.

OVERLOOK MEDICAL CENTER (ATLANTIC HEALTH) — Overlook Hospital is a 504-bed non-profit teaching hospital located in Summit, NJ.

READING HOSPITAL — This is a 711-bed nationally recognized institution which has served the local community since 1867, and in its current location since 1926. With a tradition of clinical excellence and a commitment to low patient costs, we perform nearly 19,000 surgical procedures a year.

VIRTUA HEALTH — This 277-bed hospital became affiliated with Sidney Kimmel Medical College in 1991. Clinical instruction is offered in Obstetrics and Gynecology, and Family Medicine.

WILMINGTON VETERANS AFFAIRS MEDICAL CENTER — This 100-bed general hospital became affiliated with Sidney Kimmel Medical College in 1979. Instruction is offered in Medicine, Neurology, Surgery and Urology.

WELLSPAN YORK HOSPITAL — This is a 558-bed community teaching hospital that serves a population of 520,000 in south central Pennsylvania. There are clerkships in Family Medicine, Internal Medicine, Obstetrics and Gynecology and Surgery at this affiliate.

Main Line Health – Jefferson Core Clinical Campus

Students who are interested in establishing a relationship with Main Line Health (MLH) may elect to participate in this program starting as early as their first year through a customized summer internship in basic science research, patient safety and quality, or educational outreach. Students who elect to participate in this program during their third year will be given priority in scheduling and must do at least three (but may do all five) of their third-year core clinical clerkships offered through Main Line Health at one of the hospitals in the system (Lankenau, Bryn Mawr or Paoli). Students in this program will be assigned a faculty and resident mentor and will have the opportunity to participate in academic enrichment sessions and talks offered by the Main Line Health System. Students in this program will also be given priority in scheduling at MLH during their fourth year.

Student Evaluation, Attendance and Promotion

Preamble

Sidney Kimmel Medical College recognizes that it has obligations not only to its students, but also to the faculty of the institution, to the medical profession, and most important, to society. The function of the Committee on Student Promotion is to help ensure that each graduate of Sidney Kimmel Medical College meets essential requirements of medical knowledge, skills, and attitudes. The Committee on Student Promotion must also ensure that each student demonstrates the appropriate professional behavior, ethical conduct and personal attributes that are crucial to the practice of medicine. As students progress through the College curriculum, the Committee on Student Promotion must ensure that students meet those overall requirements to move from one level of instruction to the next. Through the Committee on Student Promotion, Sidney Kimmel Medical College seeks to ensure that each student fulfills all requirements for every course included within their program of medical education, as well as all non-cognitive requisites for pursuing a medical career. The purview of the Committee on Student Promotion extends to all aspects of the student's ability to perform as a physician inclusive of professional behavior. It is also recognized that through its faculty and through the Committee on Student Promotion, Sidney Kimmel Medical College has an obligation to help each student to recognize and, where possible, to correct any identified deficiencies. When this cannot be reasonably accomplished, the institution, through the Committee on Student Promotion, has the further obligation to withhold a medical degree.

A candidate for the Doctor of Medicine degree must demonstrate abilities and skills in a number of areas including: observational, communicative, motor, conceptual, integrative and quantitative, and behavioral and social. Candidates for the degree of Doctor of Medicine must be certified by the faculty to exhibit the requisite knowledge, skills and attitudes to complete the prescribed course of study. Students must also possess personal qualifications and attributes deemed necessary to perform the duties of the medical profession. All candidates must be free of any judgment-impairing condition, attitude, habit or addiction. The Board of Trustees reserves the right to withhold the degree from any candidate who has not been certified for graduation by the Committee on Student Promotion.

The Committee on Student Promotion of the Sidney Kimmel Medical College faculty is vested with the responsibility of evaluating the academic performance, the professional and ethical conduct, and the personal attributes of all students and rendering decisions regarding promotion, dismissal, leaves of absence, or any other appropriate actions. The following guidelines highlight specific policies and procedures of the Committee on Student Promotion with respect to promotion of qualified and competent students. These guidelines are implemented at the sole discretion of the Committee on Student Promotion. In such situations, the Committee will carefully examine all relevant facts and assess any extenuating circumstances.

Student Evaluation in the Core Curriculum

Students are evaluated by an appropriate departmental or interdepartmental faculty. Criteria for evaluation are established using general guidelines formulated and approved by the Committee on Student Promotions. These guidelines reflect and recognize differences in methods of evaluation unique to each course. Specific course requirements, such as format, date and logistics of examinations, requirements for satisfactory course completion, textbook suggestions, etc., are made available during the first week of each course. It is the student's responsibility to become familiar with all course requirements.

1. Grading in Phase 1

a. Grading in Foundations of Medicine Courses (Years 1 and 2)

Foundation of Medicine Courses	Blocks
JeffMD 101	Blocks 1-3A
JeffMD 102	Blocks 3B-4B
JeffMD 201	Blocks 5 and 6
JeffMD 202	Blocks 7 and 8

There are four components to assessment in the Foundations of Medicine courses. Course grades are derived from the assessment components of multiple Blocks. A student must pass all assessment components to pass a single course.

1. Weekly Quizzes – Quizzes derive their content from the Learning Objectives delivered in the case of the week. For Weekly Quizzes, an average is calculated from the weekly quiz assessment components across all Blocks within a course. A student must pass the quiz component in a given semester with an average grade equal to or greater than 65.

2. Block Exams – Exams derive their content primarily from the Learning Objectives delivered in all content across the Block. Exam content is integrated across all the threads. In Blocks with a dissection component, the Block Exam will include a timed practicum. This practical component will be worth approximately 20% of the overall Block exam grade. The Block exam component average will be a weighted average of the end-of-Block exam score, midterm exam score, and an anatomy practicum score. A student must pass the Block exam component in a given semester with an average grade equal to or greater than 70.

3. Case-based learning – Student performance is assessed by CBL (case-based learning) faculty and CBL group peer evaluations. Faculty will evaluate students using a scored rubric and narrative feedback. Peer evaluators will also provide formative feedback for each student in the group; however, peer feedback does not count toward CBL grades. A student must meet expectations across all Blocks within a course.

4. Clinical Skills – Assessed content is derived primarily from the Learning Objectives delivered for the Clinical Skills sessions across the Block. These assessments include clinical exercises known as Objective Structured Clinical Examinations (OSCEs) as well as narrative feedback from Clinical Skills Small Group faculty. For Clinical Skills, an average is calculated from the Clinical Skills assessment components across all Blocks within a course. A student must pass the Clinical Skills component in a given semester with an average grade equal to or greater than 70.

Passing Standards Per Component

Assessment Component	Passing Standard	
Weekly quizzes	Pass \geq 65%	Average is calculated from all quiz grades in a Block with lowest quiz score of each block dropped. Any quiz not taken will be awarded a score of zero.
Block exam	Pass \geq 70%	In Blocks that include an anatomy practicum, the Block exam score will include both MCQ items (~80%) and practicum items (~20%).
CBL	Pass/Fail	Based on the scoring of the CBL facilitator rubric.
Clinical Skills Assessment	Pass \geq 70%	Based on the scoring of the Clinical Skills assessment (see below).

Passing Standards Per Clinical Skills Component

Assessment Component	Passing Standard	
Block Clinical Skills Assessment	Pass \geq 70%	Average is calculated from all Block Clinical Skills Assessments within the course.
End of Year One OSCE	Pass \geq 70%	End of Year 1 OSCE is averaged with the Block 3B and Block 4A Clinical Skill Assessments to determine the Clinical Skill Component score of JMD 102.
End of Phase One OSCE	Pass \geq 70%	End of Phase 1 OSCE must be passed in order to Pass JMD 202. This OSCE score is also averaged with the Block 7 Clinical Skill Assessments to determine the Clinical Skills Component score of JMD 202.
Clinical Skills Small Group	Pass	Based on the scoring of course requirements; includes Health Mentors requirements.

Clinical Skills Component Assessments and Grading

Grading for the individual Clinical Skills Assessments, and for the overall Clinical Skills Component, is Pass or Fail.

1. Calculation of Block Grades for Clinical Skills Assessments:

- To achieve a Pass, students must achieve a grade of 70% or greater on every end of Block Clinical Skills Assessment. If a student does not achieve 70% or greater, they are required to attend additional coaching sessions.

2. Calculation of Course Grade for Clinical Skills Component:

- To achieve a Pass, the average of the Block Clinical Skills Assessment Scores must be 70% or greater.
- If a student's average is below 70%, they will receive a grade of Incomplete for the course. To convert an Incomplete to a Pass, they must successfully pass a reassessment exam.

Clinical Skills Small Groups

Grading for the Clinical Skills Small Groups is Pass or Fail and is based on course requirements. Students must receive a passing grade in the Clinical Skills Small Groups in order to receive a grade of Pass in the Clinical Skills component.

Health Mentors

The Health Mentors Program (HMP) consists of individual and team assignments. All HMP assignments must be passed in order to receive a grade of Pass in the Clinical Skills component.

End of Year 1 OSCE

Within JMD 102, there is an end of year, two-station OSCE. To receive a Pass, students must achieve a 70% or greater. If a student does not achieve 70% or greater, they are required to attend additional coaching sessions. For JMD 102, the End of Year 1 OSCE is averaged with the Block 3B and Block 4A Clinical Skill Assessments to determine the Clinical Skill Component score.

Clinical Skills Preceptorship Program ("Affiliates")

The Clinical Skills Preceptorship Program consists of individual assignments. All assignments must be passed in order to receive a grade of Pass in the Clinical Skills component.

End of Phase 1 OSCE

Within JMD 202, there is a four-station OSCE. The content is representative of all skills obtained in Phase 1. To receive a Pass, a student must achieve a 70% or greater. Note: If a student's score in this OSCE is below 70%, they will receive a grade of Incomplete for JMD 202.

For JMD 202, the End of Phase OSCE is averaged with the Block 7 Clinical Skill Assessment to determine the Clinical Skill Component score. If their average is below 70%, the student will receive a grade of Incomplete for the course.

Calculation of Course Grades

Overall grades for each Course will be recorded on the transcripts as Pass/Fail.

Course grades are derived from the assessment components of multiple blocks. Students must pass ALL assessment components to pass a single course.

Students will be assessed for continuation in the program at the end of each Foundations of Medicine course:

1. Foundations of Medicine I (JMD 101) (end of Block 3A)
2. Foundations of Medicine II (JMD 102) (end of Block 4B)
3. Foundations of Medicine III (JMD 201) (end of Block 6)
4. Foundations of Medicine IV (JMD 202) (end of Block 8)

Comprehensive Basic Science Self-Assessment (CBSSA)

In addition to successfully passing all components of each Foundations of Medicine course, students are required to take the Comprehensive Basic Science Self-Assessment (CBSSA) three times during Phase 1.

The CBSSA is administered as an online take-home assessment, with each testing window open for several weeks during each JMD 102, JMD 201, and JMD 202. Additional information on the CBSSA will be made available from the Student Assessment Office and Student Affairs in advance of each administration.

b. Grading in Scholarly Inquiry, Clinical Experience, and Humanities Selectives

In addition to the Foundations of Medicine courses I-IV, students are assessed on a Pass/Fail basis in Scholarly Inquiry, Clinical Experience, and the Humanities Selectives courses. These courses will be separately evaluated as outlined in their course websites on Blackboard.

2. Grading in Phase 2

Transition to Clerkships (JMD 300) and Dimensions of Clinical Medicine (JMD 301) are graded as Pass/Fail courses. Attendance of all curricular sessions and completion of all required assignments is required to pass each course. Grading specifics for each course will be discussed during the course orientation and posted on the course BlackBoard Page.

Core Clerkship Grading System

During each core clerkship, students will be assessed using the standard SKMC Clinical Evaluation Form. This form is distributed electronically to faculty and housestaff who worked with the student during the course of the clerkship. This may be done by the clerkship coordinator based on the student schedule or faculty/housestaff requests, or by the student themselves.

Final grade for each core clerkship will be determined based on clinical performance, NBME Subject Examination score, OSCE score (if applicable) and performance in various projects students participate in during the course of each clerkship. How the grade is determined, including the weight of each component towards the final grade, is established by each clerkship. Students will be informed of the grading policy for each clerkship during the clerkship orientation. Grading policy will be posted on each clerkship's BlackBoard page.

- Grading system for Core Clinical Clerkships will have 4 tiers – Honors, High Pass, Pass, Fail.
 - Conditions to receive grades of Honors, High Pass, and Pass will be defined by each clerkship.
- “Conditional Pass” is a temporary grade assigned to students who do not successfully complete the requirements of the clerkship.
 - Examples of reasons why students do not successfully complete the requirements of a clerkship may include but is not limited to
 - students with weak clinical performance
 - students who fail the shelf exam once
 - students who were able but chose not to submit mandatory projects that contribute to the clerkship grade
 - students with unprofessional behavior during clerkship.
- Conditional Pass will trigger a mandatory Individualized Learning Plan (ILP) process and remediation.
 - An ILP team will be assembled, including at least the Student, Clerkship Director, Director of Clinical Proficiency Remediation, and the Student Affairs Dean. Additional team members may include Clinical Skills Center staff, Dean of Professionalism, other clerkship directors, etc.
 - Contents and conditions of the remediation will be determined by the ILP team. Examples of remediation include but are not limited to more clinical time (duration to be determined by the ILP team), retake of the shelf exam, submission of a missing project, etc.
 - An ILP team will convene and provide, in writing, a remediation plan to the student. Copy of the plan will be provided to each ILP team member.
 - Students who fail to meet with the ILP team upon receipt of the grade of Conditional Pass, or fail to fulfill the plan outlined by the ILP team, will receive a grade of Failure for the Clerkship.
 - Clerkship director will supervise the remediation process and determine by the end of the remediation process whether the student met the clerkship goals and objectives to receive a passing grade.
- Conditional Pass will be a temporary grade only and is considered neither a passing nor a failing grade. It will not grant the student graduation credit for a given clerkship. A student will not be allowed to graduate with a grade of Conditional Pass on the transcript.
- Student may only receive a grade of conditional pass once per each clerkship – i.e. he/she must either successfully pass the clerkship or fail the clerkship at the end of the remediation period.
- A grade of conditional pass will be replaced on the transcript by the grade the student ultimately earns, whether passing or failing.
 - Any student with a grade of Conditional Pass will be presented to the Committee on Student Promotion as a potential actionable item.

- A grade of “Incomplete” will be assigned in the following circumstances:
 - Students who are not able to complete the entire length of a given clerkship due to a personal or medical leave of absence, with the understanding that they will make up the missing portion of the clerkship upon their return. At that time, the grade of “Incomplete” will be replaced by the actual grade and sent to COSP as an informational item.
- A grade of “Failure” will be assigned to:
 - Students who fail to meet goals and objectives of the clerkship and are deemed by the clerkship director to benefit from repeating the entire clerkship;
 - Students who received a Conditional Pass but failed to meet goals and objectives of the clerkship at the end of the remediation period that was determined by the ILP team;
 - Students who received a Conditional Pass but fail to fulfill the remediation plan as determined by the ILP team;
 - Students who fail the Clerkship NBME subject exam twice;
 - Students who display unprofessional behavior during the clerkship that is determined by the clerkship director to be too egregious to be remediated via the ILP process.

Process of Remediating a Grade of Failure

- All grades of Failure will be presented to the Committee on Student Promotion as an action item.
- Committee on Student Promotion will determine if student will be allowed to remediate the failure by repeating the clerkship.
- If remediation by repeating the clerkship is permitted by the Committee on Student Promotion, the ILP process will be invoked:
 - An ILP team will be assembled, including at least the Student, Clerkship Director, Director of Clinical Proficiency Remediation and the Student Affairs Dean. Additional team members may include Clinical Skills Center staff, Dean of Professionalism, other clerkship directors, etc.
 - The ILP team will convene and determine what additional resources and processes student will require to increase the chances for successful remediation.
 - An ILP team will provide, in writing, a remediation plan to the student. Copy of the plan will be provided to each ILP team member.
 - Students who fail to meet with the ILP team or fail to fulfill the plan outlined by the ILP team, will receive a grade of Failure for the repeat clerkship.
 - Clerkship director will supervise the remediation process and determine by the end of the repeat clerkship whether the student met the clerkship goals and objectives to receive a passing grade.

Process of Grade Reporting and Grade Change Approvals

- Grades of Honors, High Pass, and Pass will be reported on the transcript.
- All grade changes must be presented to the Committee on Student Promotion for approval.
- Conditional Pass
 - Once student successfully passes the clerkship, “Conditional Pass” will be replaced on the transcript by the actual grade attained by the student. No transcript annotation will accompany this grade.
 - Conditional pass, its conditions, and resolution will be outlined on the MSPE.
- Incomplete
 - A grade of “Incomplete” will be reported on the transcript until the student successfully completes the clerkship. At that time, the actual clerkship grade will replace “Incomplete.”

- o No permanent annotation on the transcript or mention in MSPE will be made.
- Failure
 - o If the student is allowed to repeat the clerkship by the Committee on Student Promotion, and does so with a passing grade, this grade will replace the grade of Failure with a permanent annotation on the transcript.
 - o MSPE will mention the failure, as well as description of remediation.

3. Assessment Policies (Phase 1)

The Student Code of Conduct (Honor Code) mandates honesty before, during, and after all examinations. Students are expected to comply with all tenets of the Code of Conduct as a matter of professional integrity. Any attempt to subvert the assessment process by obtaining exam materials early, bringing unauthorized materials or equipment to a test space, copying or reconstructing test questions, or sharing test materials will result in disciplinary action.

a. Examination Policies for Multiple Choice Question Assessments

Student Responsibilities

Quizzes are scheduled for 9 AM every Friday (except during assessment week). Block exams are scheduled for 9 AM the Friday of an assessment week.

Students must download the assessment file by 5:00 PM the day before any quiz or exam.

When a computer-based examination is scheduled, students are expected to make all reasonable efforts to use their iPad provided by SKMC.

Students must install ExamSoft's Examplify application on the iPad that will be used during proctored exams. Students may download Examplify via the App Store on their device.

Students should be familiar with their iPad and Examplify software and instructions prior to downloading an examination. Students are expected to arrive at the test room with a fully charged iPad. Students should submit the exam on completion and display the green confirmation screen to a proctor before leaving the room.

Students experiencing technology problems with their iPad must make arrangements with the IS&T Service Desk (Scott Library, 2nd Floor) to inspect their iPad prior to the scheduled examination. If necessary, students can obtain an iPad from the Scott Library Circulation Desk. This ensures a diagnosis of the technical issue and that appropriate support measures can be taken to allow a student to take an exam as scheduled. iPad equipment/software problems should also be reported via email to the Student Assessment Office (skmc.assessment@jefferson.edu), as far in advance of the exam as possible.

Examination Day Policies and Procedures

Examinations are administered electronically using ExamSoft. The details of registering, downloading, opening, and uploading the exams have been outlined in the above section.

Students are responsible for bringing an ExamSoft-registered iPad with Examplify installed, the downloaded exam file, a **fully charged iPad**, and an appropriate power adapter with them to the examination room. Loaner iPads and power cords ARE NOT available during an examination.

Students should notify a proctor immediately if they encounter technical problems with an iPad at the start of or during an examination. Every effort will be made to resolve the issue in a reasonable time frame. If the proctor determines that the issue cannot be resolved in a reasonable time frame, the student will be issued a paper exam form on which to complete the examination. In the event of technical failure that results in loss of data, students will be provided an opportunity for retesting.

Students **MUST** arrive at least 10 minutes before the official start time of an examination. Plan travel accordingly.

Students who arrive **late but within the first 15 minutes** of any MCQ examination time will be permitted to sit for the examination but the student will not be granted extra time to complete the examination.

Students who arrive late but within the first 15 minutes of a quiz will be allowed to take the quiz but the student will not be granted extra time to complete the quiz. Quizzes will close at **9:30 AM**.

Students who arrive more than 15 minutes late for an End of Block exam will not be permitted to take the exam and will need to take the make-up exam. **Exams will close at 12:00 PM.**

Please note: Students who start an examination late will not be granted additional time to complete the examination.

The examination will begin when the proctor instructs the students to begin. The examination will end when the proctor instructs the students to stop. There are no exceptions. The proctors are present to facilitate completion of the examination within the rules of the examination. They are not course faculty, and will not provide interpretations or explanations of assessment items.

Unprofessional behavior of any kind, including harsh or inappropriate remarks, or failure to adhere to examination rules or directions provided by proctors, will be reported to the Assistant Dean of Assessment immediately and may result in a Physicianship form.

All personal belongings and electronic devices **MUST** be turned off and stored for the duration of the assessment and the review period. Any student found to have such an electronic device on their person during the examination or any review of exam material will be referred to the Student Professional Conduct Committee (PCC). Electronic devices include, but are not restricted to; all phones, tablets, laptops, and Internet-capable watches.

Students are **ALLOWED**: a jacket/sweater, beverage container, a food item, and a device to charge their iPad at their test station. These items must be at their space 5 minutes prior to the official start of the exam. Once the exam begins, students are not permitted to retrieve these items from their belongings.

Students are allowed to wear earplugs during exams. Students are not allowed to wear headphones during exams. This includes noise-canceling headphones, earbuds/in-ear headphones, and wired/wireless variations.

Bathroom breaks are permitted if necessary. Students must sign out and sign back in with the exam proctor, noting the times. The ExamSoft timer does not stop during a break. Students must leave their iPad at their desk and utilize the "Hide Exam" feature in Exemplify. Only one student is allowed in each restroom at any given time. Any student abusing this privilege will be referred to the PCC.

When the examination time ends, students must close the exam program immediately, and show the exam submission confirmation screen to the proctor before leaving the exam room. This is to ensure that the student's exam results are received properly.

Student Examinations Results

Examination data captured during the End of Block examinations will be transmitted to the Student Assessment Office. Key analysis will be conducted immediately after the exam is completed to identify individual item performance that falls outside expected ranges. Aberrant items will undergo individual review by the Student Assessment Office. After Key Validation is complete, percent correct scores and three-digit standard scores will be calculated. Following final quality assurance procedures, score reports will be posted.

Automated analytic programs may be used as quality control and security measures. Candidates whose item response patterns are aberrant may be asked to provide an explanation of their scores. Please note that automated answer pattern analysis is routinely employed to ensure the integrity and security of the exam process.

Examination Review Policies

1. Weekly Quiz and Exam Review

Secure reviews are administered using the Exemplify product after the completion of weekly quizzes and end of Block exams. During the review period, the students will see their assessment questions, their responses, and the rationale for each item. The rationale will include the learning objective being assessed and a statement to help guide the students if there is a learning gap. If students have additional questions after the quiz and review, they should direct their questions to the Block and Thread Directors

via email. Contact information for all Block and Thread Directors is available under the “Contacts” link on each Foundations of Medicine Blackboard site.

2. Policy on Weekly Quiz Reviews

For quiz reviews, students should be back in their seats at the start of the review period with their devices ready to begin the secure review, and they are expected to enter the review promptly. Once the passwords for the review are provided to students, exam conditions will be in place for the remainder of the review period: students should not take out other electronic devices (phones, laptops, tablets) or paper notes, and they should not leave the room with their device still in review mode. Talking during the review should be in the spirit of peer teaching. Once students have finished reviewing their results, they should exit the review and leave their iPad out to confirm with staff or a proctor.

For quiz reviews, the end time will be strictly enforced and students will be asked to exit the review at that time, even if Exemplify still shows time remaining.

3. Policy on Exam Reviews

For exam reviews, students should be in their seats before the start time with their devices ready to begin the secure review, and they are expected to enter the review promptly. Once the passwords for the review are provided to students, exam conditions will be in place for the remainder of the review period: students should not take out other electronic devices (phones, laptops, tablets) or paper notes, and they should not leave the room with their device still in review mode. Talking during the review should be in the spirit of peer teaching. Once students have finished reviewing their results, they should exit the review and leave their iPad out to confirm with staff or a proctor. If students choose to stay in the room during the exam review, they will not be allowed to use their other devices or review paper notes while other students are reviewing.

For exam reviews, the end time will be strictly enforced and students will be asked to exit the review at that time, even if Exemplify still shows time remaining. Students who leave the review early will not be allowed back into the room.

b. Examination Policies for Anatomy Practicums

Practical examinations derive content from the Anatomy thread Learning Objectives in a given Block. Examinations are delivered as MCQs in a timed format and may be administered using an Examsoft-registered iPad via Exemplify, or using Scantron sheets on which students record their answers. Stations may include tagged dissections, tagged bones, and computer projections using diagnostic images, microscopic anatomy samples, and planar anatomical sections.

Students will be assigned a practical examination time approximately one week prior to assessment week. On examination day, students must arrive at their appointed time in clothing suitable for the dissection facility. Students who arrive late will be bumped to a later examination time.

Each student will be assigned a starting station before moving into the examination rooms. No electronic equipment, other than the device used to complete the exam, may be brought into the examination room. Students will move through the stations in one-minute intervals; exam durations will be between 30-45 minutes. Once the examination begins, there are no bathroom breaks and students will not be permitted to return to any station once they have passed it.

Following the completion of the examination, students will turn in their Scantron sheets or show proof of their successful Exemplify upload to examination proctors. Results will not be posted until the exams are reviewed for student performance and item performance to ensure exam quality.

Attendance and Absence Policies

1. Phase 1

a. Policy on Unscheduled Time for Phase 1 (JeffMD)

The Committee on Curriculum is committed to assuring that there is sufficient time available for independent study and other non-curricular activities. On this basis, the Phase 1 courses must provide the students with on average, two free half days per week. This time must not be converted to any mandatory curricular activity, including, but not limited to lecture, directed small group sessions, laboratory

activities or clinical skills training. Adherence to this policy will be reviewed by the Committee on Curriculum at least annually, or as needed.

b. Phase 1 Attendance Requirements

- Case-Based Learning sessions – Mandatory
- Clinical Skills sessions – Mandatory
- Team-Based Learning sessions – not mandatory but quizzes may be given
- Patient present sessions – Mandatory
- Labs – not mandatory
- Lectures – not mandatory except for when designated, e.g. patient panels

c. Recording of Sessions

Lectures will continue to be recorded as follows:

- Block directors, however, have the discretion to determine that a lecture will not be recorded if they feel it is too interactive to capture well; in this case, it will be indicated on the calendar that it will not be recorded.
- Student expectations will be explained at orientation.
 - o Delivery – many lectures are interactive, which may not record well.
 - o Professionalism – students are responsible for obtaining the content in the best manner for them, and should be prepared that electronic delivery may not translate the same as it would by attending a live lecture; respectful behavior is expected.

Non-Lectures will not be recorded, specifically for the following situations:

- Team Based Learning sessions (TBLs)
- Any session when a patient is present Case-Based Learning sessions (CBLs)
- Clinical Skills sessions
- Lab sessions
- Interactive Review sessions

d. Missed Time in Phase I

Attendance is required for case-based sessions, clinical skills sessions, clinical experience, patient sessions, quizzes, and all other sessions labeled mandatory. Excused absences may be granted in the case of illness, personal/family emergency, or religious holidays.

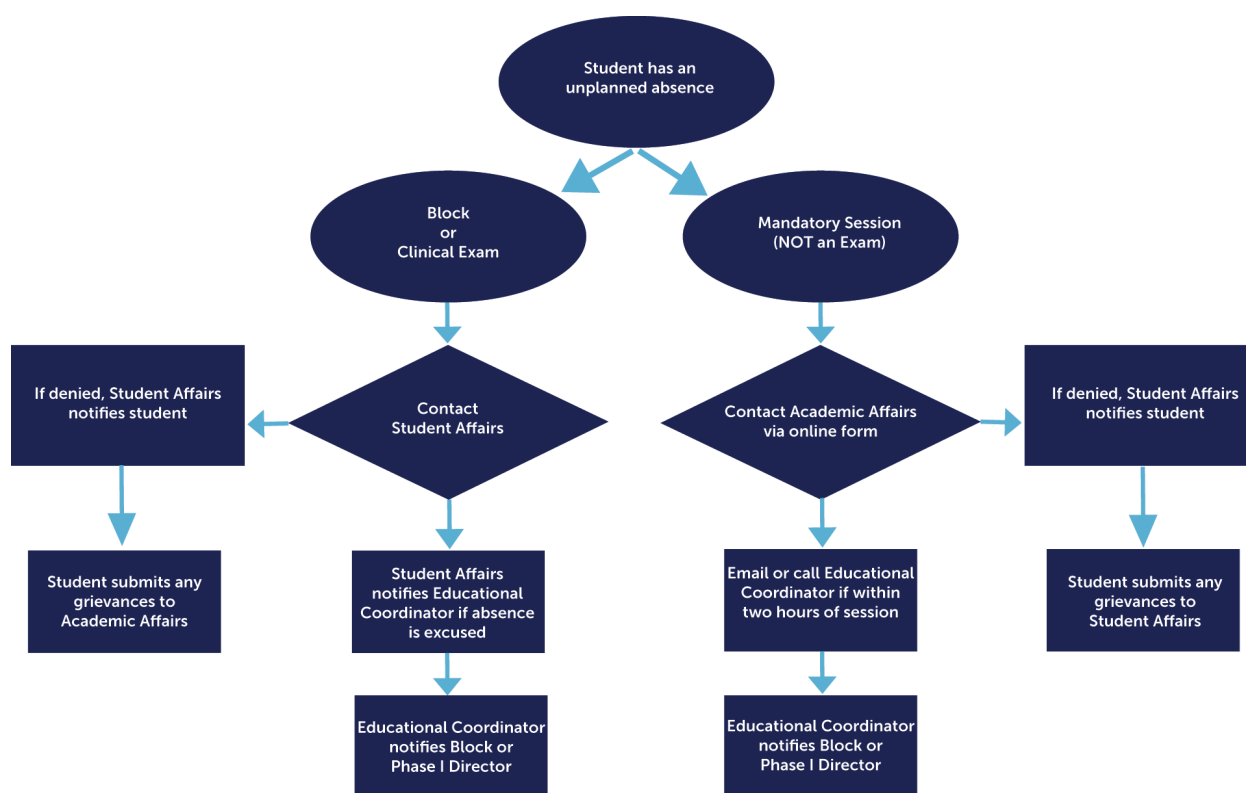
1. Acute Illness or Emergency

Block and Clinical Examinations: A student must contact the Dean for Student Affairs to be excused. The student must contact the Dean at 215-503-6988 if during business hours or via pager (877-656-4337) at all other times. All health-related excuses for missing examinations must also have documented approval of the Director of University Health Services or his/her designee. Make-up for the missed examination will take place on designated exam make-up dates and times, published on the university calendar.

If the Student Affairs office approves the absence from the examination as excused, they will notify the appropriate educational coordinator. The educational coordinator will communicate this information to the Block Director as well as to the Phase 1 Director for informational purposes.

Students with grievance of decision should contact the Vice Dean of UME/Academic Affairs.

Other Mandatory Sessions (such as case-based sessions, clinical skills sessions, quizzes, etc.): A student must notify the Office of UME/Academic Affairs, in writing via electronic submission, to be excused. If it



is within two hours of a mandatory session, the student must contact the Academic Affairs office, Jef-fMD@jefferson.edu or 215-955-9714; a student must leave a voicemail for all unanswered calls.) Students are responsible for contacting the Block Director regarding make-up arrangements for all missed work.

Students with grievance of decision should contact the Dean of Student Affairs.

2. Requests for Absence Due to Religious Holidays

Students must notify the Office of UME/Academic Affairs, in writing via electronic submission, of any days they will miss class because of religious holidays within three business days of the start of classes on a semester by semester basis. Students will not be excused from class for days intended for travel for religious observance.

(For more information refer to <http://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/religious-accommodation-policy.html>)

Students with grievance of decision should contact the Office of the Provost.

3. Requests for Absence Due to Special Circumstances

Examples of special circumstances where absences from mandatory sessions may be approved include family member weddings or student presentation at a conference. Since dates for these special circumstances are known in advance, requests must be made in writing via electronic submission to the Office of UME/Academic Affairs as early as possible but at least four weeks prior to the event.

The more advance notice that is given, the more likely the request will be able to be accommodated. Students with grievance of decision should contact the Dean of Student Affairs.

e. Policy on Quiz Absences and Quiz Make-up Dates

1. Lowest Quiz Grade Dropped

Weekly quizzes are scheduled each Friday morning except at the time of End of Block examinations. The lowest quiz in each Block will be dropped and the average grade of the remaining quizzes will be calculated. An average score of 65% correct or greater is necessary to pass the Quiz component as outlined in the assessment policies. Students may elect not to take one quiz per Block for personal reasons. If a student elects not to take one quiz, this will constitute the "dropped quiz."

We have established this policy of dropping the lowest quiz grade for several reasons. We believe this policy encourages students to see a broader view of their growing knowledge base, and that poor performance in one week of a Block would not define the overall outcome of that Block. In addition, we believe that offering the flexibility to miss one Friday quiz per Block without academic repercussion will allow students to continue their non-academic growth and balance personal demands, such as missing a Friday quiz to attend a personal event or to take an opportunity for necessary self-care.

2. Make-up Opportunities for Quizzes

JeffMD offers make-up opportunities for the weekly quizzes in ONLY the following circumstances:

- Religious observances;
- Serious illness with documentation from a physician, urgent care clinic, or emergency room;
- Extraordinary circumstances (such as family illness or attending a funeral).

Absences for any other reason will result in a grade of zero. As noted above, the lowest quiz grade in each Block will be dropped. All other scores, including zeros resulting from unexcused absences, will be averaged with the scores of completed quizzes.

Students who believe an extraordinary circumstance would make them eligible for a make-up quiz should contact the Phase 1 Director, Urvashi Vaid, at Urvashi.Vaid@jefferson.edu.

3. Make-up Quizzes

Students who are allowed to make up a Friday quiz will have their make-up quiz scheduled for 12:00 p.m. the Monday after the original quiz date. The location of the make-up quiz will be provided to them in advance via email by the Student Assessment Office.

Students who are scheduled for a make-up quiz are advised that the SKMC Honor Code applies to these make-up quizzes. They should not seek unfair advantage from classmates who have already taken the quiz; they should not compromise in any way the integrity of the make-up test conditions. Students who witness attempts at dishonesty and violation of the Honor Code are obligated to contact the Faculty or Student PCC.

2. Phase 2

a. Policy on Clinical Duty Hours

Medical students must learn to balance the long hours that patient care and learning demand while at the same time getting adequate rest to ensure that they function at the highest level while caring for their patients. Sidney Kimmel Medical College is committed to providing a safe and supportive learning environment for our students.

“Duty Hours” are defined as all clinical and academic activities undertaken by students while at a duty site. These activities include patient care, time spent on call at a duty site, and scheduled academic activities, such as conferences. Duty hours do not include reading and preparation time spent away from duty site.

Each student must have no more than 80 hours per week of duty hours, averaged over a 4-week period.

One day in 7 must be free from required clinical and educational experiences, averaged over a 4-week period. A day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities. Eight hours duty-free time must separate work periods.

Continuous on-site duty hours must not exceed 28 hours.

Compliance is monitored by the clerkship directors who receive the data from student questionnaires administered at the end of each clerkship rotation.

Any violations of the regulations should be reported by the students to the clerkship coordinator, site director, or the clerkship director. The faculty member or resident who is responsible for the violation will be contacted to make sure that the policy is understood and future violations don’t occur. If repeat-

ed violations occur the clerkship director will be notified and will report the problem to the curriculum committee.

The policy is discussed yearly with each affiliate site. The policy is in the student handbook. Each clerkship director reviews the policy with the students at the beginning of each rotation.

b. Supervision Policy

During clinical rotations, students are valuable members of the healthcare team, participating in the evaluation and management of patients. It is imperative that students receive appropriate supervision during patient care at all times. This will ensure safety in the delivery of care and also serves to maximize the learning the students gain from any clinical situation.

Students may collect the history and perform a physical examination independently, but must review the history and physical exam findings with either a member of the housestaff or a faculty member immediately after such an encounter.

Students are expected to document clinical encounters in the Electronic Health Record (EHR). Students must review every documented encounter with either a member of the housestaff or a faculty member who will cosign the documentation. In certain clerkships, separate documentation applications are used to record encounters and receive feedback on documentation. Students will be informed if they will be using an application instead of EHR for documentation during their clerkship orientation.

Students may perform discharge counselling of a patient only under direct supervision of the housestaff or a faculty member. All other counselling can be performed independently as long as the content of such counselling is discussed in advance with a housestaff or faculty member.

Students may obtain informed consent for procedures they will perform only under direct supervision of the housestaff or a faculty member. Students may not obtain informed consent for procedures they will not perform.

Students may perform basic procedures, including but not limited to, Foley catheter placement, venous cannulation, phlebotomy, arterial blood sampling, and nasogastric tube placement, only once they received education about such a procedure, and only under direct supervision by a member of the housestaff, nursing (if appropriate), or a faculty member. This includes students who may possess knowledge of such procedures due to prior clinical experiences. Students must not perform any procedure, even under supervision, that they do not feel comfortable performing.

c. Phase 2 Absence Policy

Active participation in the clerkship activities indicates the student's understanding and mastery of professional responsibilities. When it is necessary for students to be absent from a required MD program activity, students must approach such absences with the same standard of professional responsibility required of practicing physicians; professional responsibility extends to one's patients and members of one's team. Extracurricular activities at this point in medical school should not interfere with clinical obligations, if there are obligations they should be discussed with the Clerkship Director four weeks before any conflict. Students at all times should prioritize attending clinical rotations.

A central tenet of the attendance policy is that students provide the faculty with timely and valid requests. The faculty relies on a student's honesty in presenting a compelling reason for an absence from a required activity to be the core principle underlying professional communication regarding such absences; integrity is a core value for doctors. Faculty will likewise apply the attendance policy without preconceived judgment or assumptions in a way that is both fair and consistent, but which also considers a student's individual situation. When a student does not attend a required session and has not provided, in advance, an appropriate request for permission the student is in violation of the standards of conduct.

Planned absences for religious observance, presentations at scientific conferences, or required legal activity (e.g., jury duty) should be discussed in advance with the Student Affairs Dean and Clerkship Director. Only the Clerkship Director may excuse a student from a course, not a site director or a Clerkship Coordinator. The Student Affairs Dean must be informed of all absences, including cases of acute illness

for tracking purposes. An explanation of the criteria for consideration of absences from courses and clerkships is outlined below.

Category 1 Absence – Unexpected and excused

These absences include personal medical and family emergencies. These will be considered excused absences; it is the student's responsibility to notify the appropriate people as soon as possible. Failure to notify faculty will make these absences considered a Category 4 absence. The student shall use their judgment about whether they are too sick to work safely.

Category 2 Absence – Planned in Advance

This category is designated for special events such as weddings, graduations, family events. It also includes scientific meetings where the student is the first author or presenting an oral abstract or poster for the day of their presentation and associated travel time. These requests need to be submitted at a minimum of four weeks in advance and will be issued at the Clerkship Director's discretion. All of these absences will be tracked centrally, and no student should have more than four in an academic year unless approved by the SKMC Dean's office. If any student has reason to request more than 4 days in a year they should meet with their Student Affairs Dean to discuss their needs and formulate a plan. Specific dates in every rotation such as orientation, OSCE, NBME exam are not candidates for these types of absences.

Category 3 Absence – Religious Exemption Planned in Advance

Any religious holiday that a medical student feels impacts their ability to work or provide clinical care falls under Category 3. Students must notify the Office of UME/Academic Affairs, in writing, of any days that they are requesting off within 3 business days of the start of clinical clerkships on a semester by semester basis. Recurrent religious obligations should be addressed with the Student Affairs Dean and a plan should be made that reflects the nature of clinical medicine and educational opportunities along with respecting the importance of religious obligations. A uniform plan will be made and applied to clinical rotations.

Category 4 Absence – Unexcused

Any absence not falling into the above categories is considered a Category 4 absence. Any of the above, without appropriate discussion and documentation, is a Category 4 absence. Category 4 absences are unexcused and not allowed. If any occur, it is a violation of professionalism and may result in the student being presented before the committee on promotions. Repeated tardiness is also considered unprofessional and an unexcused absence.

If more than 2 days are missed per 4-week time period for any reason the medical student should be prepared to make them up with additional shifts at the Clerkship Director's discretion for timing and location. The student will carry a grade of incomplete until shifts are made up. For extended absences the entire rotation may need to be repeated.

All absences will be tracked by clerkship directors and reported to the Dean's office for central tracking. Student health is important, but every effort should be made to reduce absences whenever possible.

Physician appointments, physical therapy, or dental appointments should be scheduled in the least disruptive way possible.

All students will continue to use the Absence form for all planned absences.

If Thomas Jefferson University announces a closure due to inclement weather or an event, clerkship students will be excused from clinical duties, regardless of the site of current clinical rotation. Absences from clinical duties during university-wide closures are considered excused and do not need to be made up.

3. Absences in Year 4 (Class of 2020)

Students in fourth year who plan to take extended leaves to visit postgraduate programs are urged to use their vacation time for this purpose. If additional time is needed for residency interviews, a student may request additional days of excused absence during the fourth-year clerkships, but in no instance shall such absences exceed two days per four-week clerkship period. All such excused absences must have approval of the department course director or his or her designee (at TJUH or affiliate) for the clerkship or basic science course in which the student is enrolled. The course/clerkship director may re-

quire a student to make up missed time. Absences greater than this will result in the student being given an Incomplete (I). Any exceptions to the above policy must be approved by the Office of Student Affairs and Career Counseling, in consultation with the Office of Academic Affairs.

Policies Concerning Promotion and Graduation

There are areas of competency that must be met for students to be promoted and graduated from Sidney Kimmel Medical College. These are medical knowledge, psychomotor skills, communication skills, interpersonal skills, attitudes, professional and ethical conduct, and personal attributes. If a student fails to meet any of these requirements, he or she may not be promoted or graduated. It is the responsibility of the Committee on Student Promotion to evaluate each individual in light of each of these requirements and to make determinations based upon the circumstances of each individual case.

1. Committee on Student Promotion Procedures

The Committee on Student Promotion is charged with determining that the institutional requirements for each of the General Requirements for Promotion/Graduation are met by all Sidney Kimmel Medical College students.

a. Committee Membership

The Committee on Student Promotion is composed of at least 12 members of the Professorial Faculty including six basic science and six clinical science faculty and a representative from the Office of the Dean.

b. Meetings

The Committee on Student Promotion meets monthly. At least one-half of the members must be present to constitute a quorum; however, the Executive Council of Sidney Kimmel Medical College may, at its sole discretion, provide for a different quorum requirement. Written minutes of each committee meeting shall be prepared and retained in the Office of the Dean.

The Bylaws of the Medical College require that the Committee on Student Promotion recommend to the Professorial Faculty evaluation procedures, requirements, and general policies for satisfactory scholarship. The Professorial Faculty shall apply such policies as the Committee may adopt from time to time. The Committee's decisions with respect to particular students may not be reversed by another faculty body or individual at Sidney Kimmel Medical College, except as expressly provided herein.

c. Receiving Reports, Nature of Reports Received

All course grade reports and evaluations in any course shall be properly signed by the Phase 1 Director or course director, or otherwise electronically approved, and transmitted to the University Office of the Registrar from the Office of Student Assessment or the department chairman's designee.

The Registrar, in turn, submits unsatisfactory and remediated grades and evaluations to the Office of Academic Affairs/Undergraduate Medical Education, which then submits them to the Committee on Student Promotion. Unsatisfactory and remediated grades and evaluations shall also be reported to the Office of Student Affairs.

After review, the Committee on Student Promotion may accept the grades or evaluations submitted or may return them for departmental clarification or reconsideration if a discrepancy or inconsistency appears, or if other questions arise relating to the academic, professional/ethical status, or personal attributes. The Committee on Student Promotion may not, however, change any course grade or evaluation. Only the responsible faculty member is vested with the power to modify a specific grade or evaluation. Any student who challenges a grade should direct his/her question to the appropriate Course Director or for the Foundations of Medicine courses to the Phase 1 Director. The Committee on Student Promotion will notify each student in writing about any actions it has taken regarding his/her student status, except for the routine acceptance of grades.

The ultimate decision regarding any action to be taken on unsatisfactory grades or changes of evaluations is the responsibility of the Committee on Student Promotion. Students who receive grades below the expected level of competence will have their entire record reviewed for appropriate action, which may include counseling, academic probation or other actions as described below. The Committee on Student Promotion may review at any time the entire academic history and record of any student for consideration of cognitive and noncognitive behavior, including professional, social, moral, and personal attributes.

2. General Requirements for Promotion/Graduation

a. Overview

The student must meet all of the requirements of the curriculum in terms of specific courses taken as defined by the Curriculum Committee. The student must meet all of the requirements specified by each contributing department for each course taken.

1. Demonstration of adequate knowledge.
2. Demonstration of appropriate skills, attitudes, professional and ethical conduct, and personal attributes.
3. Attendance, punctuality and respect for property of the College and its affiliated training sites.

b. USMLE

The student must receive passing scores in Step 1 and Step 2 CK (Clinical Knowledge) and Step 2 CS (Clinical Skills) of the United States Medical Licensing Examinations (USMLE) of the National Board of Medical Examiners. These examinations are recognized by the College as Comprehensive Examinations for the preclinical and clinical years of study, respectively. Second-year students must pass Step 1 to be officially promoted to the core clerkships. Fourth-year students must pass Step 2 CK and Step 2 CS to satisfy graduation requirements.

The second-year Comprehensive Examination (USMLE Step 1) is taken following the successful completion of Phase 1. This exam must be taken prior to the first day of core clerkships.

No student with a failing grade in any course during the second year will be permitted to take the USMLE Step 1 until that failure has been remediated. If approved to do so by the Committee on Student Promotion, the student may remediate the failure by passing a makeup examination(s). If the reexamination(s) is passed, the student will be allowed to sit for Step 1, but may be advised to take the first teaching block as vacation to prepare for the Step 1 Examination. If the course reexamination(s) is not passed, the student will not be permitted to take the Comprehensive Examination. Possible actions include repeat of Year 2 of Phase 1 or academic dismissal.

The student who passes the re-examination and passes the Comprehensive Examination will continue with his/her classmates in the core clerkships.

1. Step 1

A student who fails the Comprehensive Examination Step 1 at the first sitting will be expected to repeat the Comprehensive Examination before continuation in clerkships and promotion to the core clerkships. The student is expected to seek guidance from the Office of Academic Affairs/Undergraduate Medical Education to assist the student in completion of the USMLE.

The student who fails the Comprehensive Examination Step 1 at the first sitting will be removed from his/her clerkships and placed on a vacation block until he/she sits again for the examination. Special consideration may be given if the student requests permission to finish the clerkship currently in process. Such a student may be allowed to complete this clerkship only.

The student who satisfactorily passes the Comprehensive Examination at the second sitting will be returned to accredited core clerkship status. Credit may be given for clerkships passed to date if the student returns during the current academic year. If the student does not return in the current academic year, no credit will be given for clerkships completed before the academic leave of absence.

The student who fails the repeat Comprehensive Examination may either be academically dismissed or sponsored for a 3rd and final sitting. Sponsorship for a third sitting of the USMLE Step 1 will be decided on an individual basis by the Committee on Student Promotion and is impacted by relevant factors, including the student's previous academic history. A student sponsored for a 3rd sitting will be placed on a mandatory academic leave of absence. Due to the mandatory leave of absence for such students, and the extended time away from the core clerkship curriculum, students requiring 3 attempts to pass the USMLE Step 1 exam will be expected to complete the core clerkship curriculum in its entirety upon their return to SKMC; i.e., no credit will be given for core clerkships taken and passed prior to passing Step 1. Upon receipt of a passing USMLE Step 1 score, the student should submit a letter requesting termination of the leave of absence by October 1 for the next academic year. It is expected that the student will progress through the Phase 2 curriculum, uninterrupted, within one calendar year.

Failure of the Comprehensive Examination Step 1 at the third sitting will result in academic dismissal.

2. Step 2 CK

The Comprehensive Examination (USMLE Step 2 CK) is taken following successful completion of the Phase 2 clerkships. No student with a failing grade in any course/clerkship will be permitted to take the Comprehensive Examination Step 2 CK until that failure has been resolved. It is strongly recommended that Step 2 CK be taken between May and October of Phase 3, and is required to be taken by December 31 of the fourth year. If circumstances arise that make it a hardship to comply with this deadline, the student must request permission for an extension through the Office of Student Affairs and the Office of Academic Affairs/Undergraduate Medical Education.

If the student fails this examination at the first sitting, he/she will be placed on academic probation and will be allowed to remain in clerkships until the results of the second USMLE Step 2 CK sitting are reported. If a student has not obtained a passing grade on the USMLE Step 2 CK exam by April, the residency program to which the student has matched will be notified. Students who fail the Comprehensive Examination Step 2 CK at the second sitting will be considered on an individual basis by the Committee on Student Promotion; such a student may be allowed to continue on academic probation or may be academically dismissed. A student's previous academic history impacts this decision.

3. Step 2 CS

This test of clinical skills is a requirement for medical licensure in the United States. All students are required to pass the examination before graduation. It is strongly recommended that this be completed by November 1 of the fourth year. Students should be aware that some residency programs may not rank a student for the Match if he/she does not have a passing score reported on this exam.

The student who receives passing scores on USMLE Step 2 CK and USMLE Step 2 CS in the fourth year, with results reported by mid-April, will have satisfactorily complied with the requirements of the Comprehensive Examinations at SKMC. Receipt of passing scores on Step 2 CK and Step 2 CS is required for a student to participate in graduation ceremonies and to receive his or her M.D. degree with the class. Students requesting an exception to this policy, and with expected completion of requirements by July 1st, must submit a written request to the Committee on Student Promotion no later than April 20th. Factors to be considered include compelling exigencies that may have precluded timely completion of these testing requirements. Students who are permitted to participate in graduation, but who have not met all graduation requirements, will be noted as such with an asterisk in the graduation program.

c. End-of-Clerkship NBME Subject Examinations

All core clinical clerkships use NBME Subject Examination, also known as the "shelf exam," as one of the required assessments. NBME Subject Exam is a secure, standardized exam administered in a monitored setting with a proctor.

NBME Subject Examination must be taken at the end of the corresponding clerkship at the time scheduled by and for that clerkship. Exams may not be moved or rescheduled unless the timing of the exam will pose significant hardship for the student. Each such instance must be approved by the Office of Student Affairs as well as the clerkship director at least 4 weeks in advance of the scheduled exam date.

Students requiring special academic exam day accommodations must be approved by the Office of Student Affairs to do so, and must notify the clerkship director and coordinator at least 4 weeks in advance of the scheduled exam date.

Students must pass the NBME Subject Examination in order to pass the clerkship. First failure on the NBME Subject Examination will result in a grade of "Conditional Pass" for the entire clerkship. Committee on Student Promotion will review each such instance, and grant, if appropriate, a permission to retake the examination, notifying the student of their decision in writing. Students must contact the Clerkship Director and Coordinator to schedule the "make-up" exam, which is administered during a predetermined date and time several times throughout the year.

Second failure on the NBME Subject Examination will result in a failing grade for the entire clerkship.

d. End-of-Third Year OSCE (Class of 2020 and 2019)

All students are also required to take and pass the Sidney Kimmel Medical College End-of-Third Year Objective Structured Clinical Examination (OSCE). Students who do not pass this exam on the first try will be required to complete a remedial elective and re-sit for an OSCE. It is very strongly advised that students sit for the USMLE Step 2 CS exam only after passing this OSCE.

End of Phase 2 OSCE (Class of 2021 and beyond)

End of Phase 2 OSCE is a part of the JMD301 Dimensions of Clinical Medicine Course. All students are required to pass the End-of-Phase 2 OSCE in order to receive a passing grade for JMD301. It is very strongly advised that students sit for the USMLE Step 2 CS exam only after passing this OSCE.

e. Additional Requirements for Promotion

Each student must demonstrate appropriate standards of professional and ethical conduct, attitudes, moral, and personal attributes deemed necessary for the practice of medicine. These behavioral traits include, but are not limited to: honesty, integrity, willingness to assume responsibility, good interpersonal skills, compassion, logical thinking, good judgment, the absence of chemical dependency, and appropriate professional, social, moral, and personal behavior. The Committee on Student Promotion may dismiss a student for failure to meet these standards. If a student poses a threat to the health, welfare, or safety of patients, staff, or colleagues, the Committee on Student Promotion will remove such a student from the classroom or clinical setting immediately and, if warranted, dismiss him/her from the College. The Committee on Student Promotion may require a psychiatric evaluation and report from a psychiatrist selected by Sidney Kimmel Medical College for any student whose conduct during a course is deemed to warrant such an evaluation.

There must be no legal or other impediments to the student's being promoted or graduated. Legal impediments to the student's promotion or graduation will be resolved by the joint action of the Judicial Board and the Committee on Student Promotion, in consultation as necessary with college administration and legal counsel.

3. Specific Academic/Promotion Guidelines

a. Academic/Promotion Guidelines for Foundations of Medicine Course

First year and second year students with cumulative Block exam scores falling below 70% or subthreshold competencies in any other block component are reported to COSP as an information item. For students on Academic Probation, failing Block exam scores will be reported as an actionable item.

Failing course grades in any Foundations of Medicine course (JMD 101, 102, 201, and 202) will be reported to COSP for potential action. Any student with a failing grade will be placed on Academic Probation. All Year One competencies must be met in order to progress to Year Two. All year one and two competencies must be met in order to progress to phase 2. For any course failures, COSP actions may include continuation in the curriculum with a remediation plan, repeat of year or academic dismissal. Failure of

JMD 102 after failing JMD 101 will result in repeat of the year or academic dismissal. Failure of JMD 202 after failing JMD 201 may result in repeat of the year or academic dismissal.

Students receiving a failure for any component of Foundations of Medicine should meet with their Student Affairs dean for counseling.

Failure of the Block Exam component

Remediation of failure may be by reassessment exam if the student is determined to be eligible for reassessment. This will take the form of a comprehensive exam covering the materials from all blocks within a course and will include a practicum component. The reassessment examination date will be determined based on the course failed. Failure of the Block reexamination(s) will be reviewed by COSP for action. Possible actions include repeat of year or academic dismissal.

Failure of the Quiz component

Remediation of failure may be by reassessment exam if the student is determined to be eligible.

The reassessment exam date will be determined based on the course failed. Failure of the quiz reexamination(s) will be reviewed by COSP for action. Possible actions include a customized remediation, repeat of year or academic dismissal.

Failure of the Clinical Skills component

Students must receive a cumulative average of 70% of all Clinical Skills examinations to receive a Pass. Students who fall below threshold for the Clinical Skills component will receive an incomplete.

Students must receive a score of 70% on the End of Phase 1 OSCE to receive a Pass. Students who fall below threshold will receive a grade of Incomplete.

Students must receive a passing grade in the Clinical Skills Small Groups to receive a Pass in the Clinical Skills component. Students who fall below threshold for the Clinical Skills component will receive an incomplete.

Remediation of an incomplete may be by a reassessment exam if the student is determined to be eligible for reassessment by COSP. The reassessment examination date will be determined based on the course in which the incomplete is received.

Clinical Skills assessment component will be converted to Pass if the remediation is successfully completed. Students who do not successfully remediate will receive a Fail for this component, a Fail for the relevant course, and be reported to COSP for action. Possible actions include a customized remediation, repeat of year or academic dismissal.

Failure of the CBL component

Students who fail the Case Based Learning component will receive a Failure" for the course. Remediation of a failure of this component may occur during the following semester if the student is deemed eligible. Failure of the CBL remediation may result in a repeat of the year or academic dismissal.

b. Academic/Promotion Guidelines for Scholarly Inquiry

The Scholarly Inquiry Director and Track Director(s) will monitor student progress and may intervene with remediation action before the end of the academic year. Such intervention may require that the student complete additional work or requirements to strengthen the areas in which they are deemed to be deficient. Any student deemed at high risk of failing will meet with their Student Affairs Dean for counseling.

Failing course grades will be reported to the Committee on Student Promotions (COSP) for appropriate action. Any student with a failing grade will be placed on academic probation. For course failure, COSP actions may include continuation in the curriculum with a remediation plan, repeat of year, or academic dismissal. Remediation may occur during the summer. The remediation plan will be developed by the student's Scholarly Inquiry Track Director(s), in consultation with the student's advisor and mentor, and

will typically involve supervised work on the required component(s) on which the student showed serious deficiencies.

c. Academic/Promotion Guidelines for Clinical Experience

Clinical Experience is graded pass/fail. Students who fail the Clinical Experience will receive a failure for JMD 151/251 and will be reported to COSP for potential action.

Remediation of failure may be performed by additional activities deemed appropriate by the director of Clinical Experience, if the student is deemed eligible by COSP.

Remediation of a failure in Clinical Experience may occur during the following semester, or summer following the academic year of failure.

d. Academic/Promotion Guidelines for Humanities Selectives

Failing course grades will be reported to COSP for potential action. Any student with a failing grade will be placed on academic probation. For course failure, COSP actions may include continuation in the curriculum with a remediation plan, repeat of year, or academic dismissal. Remediation of failure for JMD 152/252 may occur during the following semester, or summer following the academic year of failure, if the student is deemed eligible by COSP. Failure of JMD 252 after failing JMD 152 may result in repeat of year or academic dismissal, as recommended by COSP. Students receiving a failing grade for any component of JMD 152/252 should meet with their Student Affairs dean for counseling.

e. Phase 2 and Phase 3

Because these two years provide the most important opportunity to assess a student's ultimate ability to function successfully in a patient care setting, it is imperative that the Committee on Student Promotion exercise even greater flexibility and latitude in determining academic status.

A student who fails one or more clinical rotations will be required either to retake the rotation(s) or to repeat the entire Phase of the Curriculum, or he/she may be dismissed from the College, depending on an evaluation by the Committee on Student Promotion of all relevant factors in the student's entire record. The timing of the repeat clerkship/rotation will be determined by the Committee on Student Promotion and the Office of the Registrar in collaboration with the clerkship director. This time will be taken from the 10 weeks allotted vacation or may result in delayed graduation.

f. Academic Deficiencies

Successful completion of the requirements for each course in each Phase is a necessary precondition for advancement to the next Phase of the curriculum. All academic deficiencies and grades of Conditional Pass and Incomplete must be resolved before a student may be promoted into the next Phase of the curriculum. The mode of removing such deficiencies will be determined by the Committee on Student Promotion and transmitted to the student by the Office of Student Affairs. Such recommendations are carefully made on an individual basis and must be followed closely. The Committee may permit a student to begin Phase 2 on a conditional basis while awaiting the reporting of Step 1 scores, but the student will not be officially promoted until all work of the previous academic year has been satisfactorily completed.

g. Clerkship OSCE

Several core clinical clerkships use the Objective Structured Clinical Examination (OSCE) as one of the required assessments.

OSCE must be taken at the end of the corresponding clerkship at the time scheduled by and for that clerkship. OSCE may not be moved or rescheduled unless the timing of the exam will pose significant hardship for the student. Each such instance must be approved by the Office of Student Affairs as well as the clerkship director at least 4 weeks in advance of the scheduled exam date.

Students requiring special accommodations must be approved by the Office of Student Affairs to do so, and must notify the clerkship director and coordinator at least 4 weeks in advance of the scheduled exam date.

By direction of the Clerkship Director, a student may be required to review the video of his clerkship OSCE. When the need for such a session is made known to the student by the clerkship director, the student must contact designated faculty in the University Clinical Skills and Simulation Center in a timely fashion to arrange a time to review the OSCE video. The designated faculty will collect pertinent information from the clerkship director.

After this OSCE review, a report will be sent to the clerkship director. Failure to review the OSCE will result in the student receiving an Incomplete grade until this requirement is completed.

h. Reexaminations

Course and clerkship reexaminations are given only with approval by the Committee on Student Promotion. A course passed by reexamination will be noted on the transcript with a pound sign (#).

It is a Committee directive that course reexaminations in first- and second-year courses are to be given only during officially scheduled reexamination periods. Any request by a student for reexamination at a time other than the official reexamination period must be submitted in advance to the Committee on

Student Promotion and must be supported by the course director. Prior Academic Probation status may preclude reexamination option.

i. Repeat of year

When students are directed by the Committee on Student Promotion to repeat the entire academic year, they are required to retake each course/clerkship and all examinations. A grade will have to be resubmitted for each course/clerkship. A student will only be permitted to repeat one academic year during their progress at Sidney Kimmel Medical College. Students who afford themselves of the opportunity to repeat a year of curriculum must pass all courses. Matriculation may be terminated if any student fails to achieve satisfactory scholarship, or pass any course in its timely sequence, during a second attempt at a year of the curriculum.

j. Maximum time frame

A student is expected to complete the medical curriculum, as a full-time student, in a maximum of six (6) years, inclusive of approved leaves of absence. Rare exceptions will be considered by the Committee on Student Promotion in the event of extenuating circumstances. Students who are enrolled in the MD/ PhD program are expected to complete the combined curriculum in twelve (12) years, inclusive of approved leaves of absence, unless extenuating circumstances are presented to and approved by the Committee on Student Promotion.

4. Academic Status

a. Academic Probation

Academic Probation is an administrative warning for any student who does not achieve a grade of Pass in a course, Step 1 or 2 CK or 2 CS of the USMLE, or receives a grade of Incomplete (for reason of NBME subsection examination failure, if the student is already on Academic Probation), Marginal or Fail in a clinical clerkship.

Academic Probation is not recorded on a student's permanent academic record. It is used as an internal early academic warning to the student, and will be considered should the student's subsequent performance warrant review by the Committee on Student Promotion.

A student who is on Academic Probation will remain in such status for at least the equivalent of 12 months. The student who is required to repeat a year for academic reasons or has received an Academic Dismissal and subsequent reinstatement, will be on Academic Probation as long as he/she remains a stu-

dent at Sidney Kimmel Medical College. Students on Academic Probation for the repeat of a year and/or reinstatement are expected to achieve passing grades in all subsequent courses. Failure to achieve passing grades while on Academic Probation may result in Academic Dismissal.

Each student's continuing probationary status in medical school will be dependent on the individual student's entire record as evaluated by the Committee on Student Promotion. A student who is on Academic Probation who receives Marginal or Fail on clinical clerkship evaluations, fails any course, or manifests unprofessional behavior, may be subject to any of the following actions: reexamination, repeat of the course or clerkship, repeat of the year, or Academic Dismissal.

b. Fourth Year Flexible Curriculum

Under certain circumstances, a voluntary extension of a student's medical education via a flexible fourth-year may be approved by the Sidney Kimmel Medical College's Committee on Student Promotion. Approval is contingent upon the criteria described below.

1. Unless otherwise approved by the Committee on Student Promotions (COSP), a student must fall within the maximum time frame for graduation to be eligible for this one-year special program. That is, "A student is expected to complete the medical curriculum in a maximum of six (6) years, inclusive of approved leaves of absences. Students who are enrolled in the MD/PhD program are expected to complete the combined curriculum in twelve (12) years, inclusive of approved leaves of absence..." (SKMC Student Handbook).
2. Both the student and his/her OSACC Dean believe that such an extension is needed to enhance a student's experience/competitiveness/progress toward a particular specialty. The flexible curriculum is not available to students who wish to do a year of research at an outside institution. This academic work is considered a Leave of Absence.
3. The student has not yet completed all SKMC graduation requirements.
4. The student will work with his/her assigned student affairs dean and a faculty advisor to design a flexible/extended schedule. This schedule may consist of research experiences, required clerkships and electives. Electives may be performed either on-campus or may be extra-mural electives. In addition, student must:
 - Fulfill specific academic requirements deemed necessary by their faculty advisor or OSACC dean.
 - Be limited to one sub-internship at TJUH or affiliates, if available, unless approved by a Dean for Student Affairs.
 - Be committed to at least 12 credits per semester of academic work during his/her additional year.
 - Work with the Office of the Registrar to finalize his/her schedule after the regularly scheduled fourth-year students have completed registration for fourth year courses.
 - Provide a letter of support from a research mentor if assisting in a research project for a period exceeding four weeks. This letter must detail the research experience, including goals and objectives.
5. The student must notify his/her assigned OSACC Dean, the Office of the Registrar and Office of Financial Aid by March 31st of their scheduled graduation year of their request to participate in the program.
6. Meet quarterly with an OSACC Dean and faculty advisor during the extended fourth year.
7. Provide an administrative fee in order to maintain his/her matriculation.

8. Provide documentation of a meeting with the Director of Financial Aid to the OSACC. Full tuition must be paid for the first year of the two year flexible fourth year curriculum. An administrative fee of will be charged during the second year of this academic program.

All such students on a Flexible Curriculum will be presented to the Committee on Student Promotion as an action item. A student who has been initially unsuccessful in the Match and intends to flex the fourth-year curriculum to improve his/her application, is still eligible to accept a residency position outside of the Match, should a vacancy arise. However, such student may only accept this residency position, and receive a diploma from SKMC, contingent upon completing all SKMC graduation requirements. Such student will have a graduation date which is consistent with their acceptance of such a vacant residency position. In all other cases, the extension of a student's academic program will result in a graduation date of either August 31st or December 31st of a given academic year or the regularly scheduled graduation date at the end of a given academic year. An acknowledgement of the above will be signed by both the student and their OSACC dean.

c. Academic Dismissal

Academic Dismissal is the separation of a student from the medical college because the student has not met the academic requirements of Sidney Kimmel Medical College. Academic Dismissal is invoked only after a most careful review of the entire academic history and record of a student by the Committee on Student Promotion and only in situations in which the Committee feels the student has demonstrated a consistent inability to achieve a satisfactory academic record in the medical curriculum of Sidney Kimmel Medical College. In most, but not all, situations, students whose academic records are unsatisfactory will be warned by being placed on Academic Probation prior to Academic Dismissal.

d. Appeal Procedures for Academic Dismissal

1. Following receipt of notification of Academic Dismissal by the Committee on Student Promotion, a student may appeal a decision about his/her student status by submitting within 10 days a written request to both the Dean of the Medical College and the Office of Academic Affairs/Undergraduate Medical Education. This request must contain the grounds being asserted by the student for the appeal. This written request must state the basis for the appeal and may include new information that would warrant a reconsideration of the decision to dismiss.
2. Upon review of the student's request, the Dean may either deny the appeal or refer the matter to the Appeals Committee on Student Promotion for reconsideration. A denial of appeal rendered by the Dean is final and binding.
3. The student will be notified in writing of the Dean's decision within 14 days after receipt of his/her written request.
4. If the Dean refers the matter, the Appeals Committee on Student Promotion will convene within 30 days of the Dean's decision and review and evaluate the appeal. The student will have the right to appear at this meeting to give a brief summary of information presented to the Dean and to respond to questions. At this meeting, the Appeals Committee on Student Promotion may decide either to rescind or maintain the dismissal. A final decision may be postponed for up to 10 days if additional investigation is required. The decision rendered by the Appeals Committee on Student Promotion is final and binding.
5. The Appeals Committee on Student Promotion shall be a subcommittee of the Committee on Student Promotion. It shall be composed of 5 members of the Committee on Student Promotion drawn from the Professorial Faculty, including one designee appointed by the Dean. Members of the Appeals Committee on Student Promotion will not attend regular monthly meetings of the Committee on Student Promotion and will not have deliberated or voted on original dismissal actions.

e. Reinstatement of Students after Academic Dismissal

Any student dismissed from Sidney Kimmel Medical College wishing to continue his/her medical studies within two years after Academic Dismissal may apply once (in writing) for reinstatement to the Committee on Student Promotion.

A student whose dismissal includes failure of a USMLE will have to obtain the support of the Committee on Student Promotion to retake that examination. In evaluating a request for reinstatement, the Committee on Student Promotion will consider all factors related to the student's performance and potential to succeed, including, but not limited to, results of repeat USMLE, remedial work during time away from school, motivational and other behavioral factors, and attitude.

In making its decision, the Committee on Student Promotion may request additional information and/or personal interview(s) with the student. The procedure to be used will be determined at the discretion of the Committee on a case-by-case basis.

f. Withdrawals

Withdrawals from the medical college may be permitted under special circumstances. The Office of Student Affairs shall be consulted before any steps are taken. A letter of withdrawal shall then be submitted to the Committee on Student Promotion. For a student in good academic standing, the withdrawal will be noted on the transcript as "withdrawal in good academic standing." Any student who withdraws from the medical college and wishes to subsequently return within two calendar years must submit a letter with this request to the Committee on Student Promotion. The Committee will rule on any and all such requests for readmission on a case-by-case basis. Inactive status after two calendar years will result in an administrative withdrawal.

g. Voluntary Leaves of Absence

Under certain circumstances, leaves of absence may be granted to students upon request to the Committee on Student Promotion.

1. Medical Leave of Absence

A student who wishes to take a medical leave of absence must meet with the Medical Director of University Health Services, prior to the start of the leave, to discuss the reasons for the leave and to provide information from the treating clinician. The student must also provide a letter to the

Committee on Student Promotion requesting a medical leave of absence. The Medical Director will evaluate the student and will communicate in writing to the Committee on Student Promotion if a leave is warranted. In the event of an urgent medical condition, the Medical Director may opt to forego a personal visit and may gather the necessary information from the treating clinician with the student's consent. If the Medical Director is the treating provider of the student, an alternate, independent physician will be selected to evaluate the need for a leave of absence. All medical reasons for a leave of absence will be evaluated in this manner. In the event of a medical leave for a psychiatric diagnosis, the Medical Director may consult an independent psychiatrist for assistance. The Committee on Student Promotion will consider both the letter from the student and the letter from University Health Services. Approval for a medical leave of absence will be provided to the student, outlining the process for a future return from the leave.

Students requesting a return from a medical leave of absence must advise, in writing, the Medical Director of University Health Services and the Committee on Student Promotion of their intent. Appropriate medical screening will be arranged by the Medical Director that includes information from the treating clinician. Reentry after a leave for psychological/psychiatric reasons will include an interview by the psychiatrist designated by the Committee on Student Promotion. Information from the treating psychiatrist will be considered in the evaluation. Either the Medical Director or the designated psychiatrist will provide a written opinion regarding the return of the student. This may include recommendations for continued enrollment. The Committee on Student Promotion will consider the information provided and will notify the student in writing of their approval and any conditions of continued enrollment.

Students in good academic standing requesting a leave of absence prior to the completion of JMD101, JMD102, JMD201, or JMD202 will be required to return to the curriculum at the beginning of the course from which they departed.

2. Academic Enrichment/Personal/Non-Medical

Leaves of absence for academic enrichment and personal, non-medical reasons, may be entertained by the Committee on Student Promotion upon receipt of a written request from a student in good academic standing in the medical college. The student must supply to the Committee the reasons for a personal or academic leave. As a corollary, should such a leave be granted, the Committee, at the time that the leave is granted, will establish clear stipulations that the student must follow in order to gain reinstatement. Generally, such leaves will be for no more than one (1) year in duration. Leaves of absence for PhD work either at Thomas Jefferson University or another institution will be granted for up to 4 years. Non-medical leaves do not involve or require action or endorsement by the Director of University Health Services. Failure to submit a written request to return to SKMC within two calendar years may result in an administrative withdrawal.

h. Mandatory Medical Leaves of Absence

Sidney Kimmel Medical College has an obligation to protect patients, students, faculty and employees from harm caused by the actions of any student.

If remaining in a course or rotation or in medical school is thought to be detrimental to classmates, faculty or to the delivery of patient care, the Dean of the Medical College or the Dean's designee has the right to temporarily remove a student from SKMC, a course, or a rotation, pending medical and/or psychiatric evaluation. Removal from SKMC, a course, or rotation, are all subject to review by the Committee on Student Promotion or the Judicial Board, as appropriate.

The Committee on Student Promotion will determine the length of the medical leave of absence and will require the student to demonstrate fitness to return to school. The Dean's designee will determine whether restrictions in access to campus, students, email account or other university services are necessary during the leave. The Dean's designee will alert the student, in writing, of any restrictions during his/her leave of absence.

Prior to reentry, appropriate medical screening will be arranged by the Director of University Health Services with consultation, if necessary. Reentry after a leave for psychological/psychiatric reasons will include an interview by the psychiatrist designated by the Committee on Student Promotions.

Should the Committee on Student Promotion direct a mandatory leave of absence, the Committee on Student Promotions will define the conditions of return, which may include restricting the scheduling of clinical or research rotations at away sites or at Thomas Jefferson University Hospitals.

i. Class Assignments Following a Leave of Absence

Following a leave of absence, a student approved to return to active status will be scheduled for clerkships or courses as they are available.

j. Special Policies in Regard to Course Incompletes, Withdrawals, and Repetitions

The Committee on Student Promotion evaluates the academic performance of each student and determines promotion, probation, and academic dismissal. It also determines, on an individual basis, a plan for students with academic deficiencies. Due to the nature of the curriculum, this plan may require a student who has had academic difficulty at a certain point to repeat an entire year.

Students who take a leave subsequent to a failed or incomplete course are strongly encouraged to talk to the relevant course director(s) and to the SKMC Learning Specialist before leaving SKMC. The student should be counseled on acquiring skills that lead to improved learning and academic performance.

Qualifications for License in the Commonwealth of Pennsylvania

The Commonwealth enacted a new Medical Practices Act in 1985 (Act 112 of 1985) that specifies the qualifications for obtaining a license to practice medicine from the Pennsylvania Board of Medical Education and Licensure.

The Board shall not issue a license or certificate to an applicant unless the applicant establishes with evidence, verified by an affidavit or affirmation of the applicant, that the applicant is of legal age, is of good moral character, and is not addicted to the intemperate use of alcohol or the habitual use of narcotics or other habit-forming drugs and that the applicant has completed the educational requirements prescribed by the Board and otherwise satisfies the qualifications for the license or certificate contained in or authorized by this act. The Board shall not issue a license or certificate to an applicant who has been convicted of a felony under the act of April 14, 1972 (P.L.233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or of an offense under the laws of another jurisdiction which, if committed in this Commonwealth, would be a felony under The Controlled Substance, Drug, Device and Cosmetic Act, unless:

- 1) at least ten years have elapsed from the date of conviction;
- 2) the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of his patients or the public or a substantial risk of further criminal violations; and
- 3) the applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this section the term 'convicted' shall include a judgment, an admission of guilt or a plea of "nolo contendere."

Policy and Procedure for Students Promoted to and Enrolled in the Fourth Year (Class of 2020) Who Fail to Meet the Requirements for Graduation by the Scheduled Time of Commencement

1. Official Graduation List Published in the Graduation Program

If the student has not fulfilled the requirements for the degree his/her name may not appear on the graduation list for his/her class. His/her name will be included on the graduation list for the next scheduled Commencement, following the approval to issue the student the degree. The entry on the list will indicate, following the student's name, the date the degree was conferred.

2. Attendance at Commencement

Students who have not fulfilled the requirements of the degree cannot participate in the Commencement program. A degree cannot be conferred until all requirements for the degree have been completed and approved. After a student has the degree conferred during the year, he/she may participate in the following year's Commencement program. Attendance at Commencement is required.

3. Yearbook

At the beginning of the school year, the yearbook editor verifies the members of the class to be included in the yearbook. In the event a student is not able to graduate, he/she should contact the editor and indicate his/her status and preference (1) to be continued in the yearbook or (2) to be included in the next published yearbook. Inclusion in the yearbook is not official confirmation of graduation.

4. Alumni Records

When a student will not graduate with his/her class, it is recommended that he/she contact the Alumni Office and express his/her desire to be included with his/her class of Alumni functions.

5. Procedure for Awarding Degrees to Students not Graduating with their Regular Class

- a. All students who have not completed the requirements for their degree at the scheduled time for Commencement will:
 - i) Be required to meet with their Dean in the Office of Student Affairs to discuss what they

- need to do to fulfill the requirements for graduation;
- ii) Receive a schedule of when each course will be taken and where (if applicable); and
 - iii) Be informed that:
 - He/she must register for each course at the University Office of the Registrar.
 - He/she should inform the University Office of the Registrar of a firm contact address subsequent to the completion of all graduation requirements.
- b. Upon receipt of the grades that will conclude a student's requirements for the degree, the University Office of the Registrar will prepare a copy of the academic record and submit it to the Office of Student Affairs, as well as the Committee on Student Promotion for action at its next scheduled meeting.
- c. In all cases, the student will be asked to receive his/her diploma in person from the Dean or his/her representative after administration of the Oath of Hippocrates by the Dean in the Office of Student Affairs and Career Counseling. If this is not feasible, arrangements will be made to have another physician known to the Office of Student Affairs complete this process.

Sidney Kimmel Medical College – Clinical Student Evaluation

Student Name (Last, First, Initial)		Department	Academic Year	Credits
Course Number/Name	Location	Teaching Block	Start Date	End Date

Grading Scale

No Chance to Observe	1 Failure	2 Marginal Competence	3- 3 3+ Good (At expected level for SKMC student)	4 Excellent	5 High Honors
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Professional Behavior

		1	2	3-	3	3+	4	5
Integrity	No chance to observe	Behavior in professional situations is questionable or deficient		Generally shows good judgment in handling professional situations			Outstanding commitment to honesty and integrity in all professional situations	
		1	2	3-	3	3+	4	5
Compassion	No chance to observe	Unconcerned for patient's needs, disrespectful, lacks sympathy and compassion		Demonstrates high degree of empathy with patients and families, appropriately respectful and thoughtful			Outstanding commitment to compassionate treatment of patients; always respectful and concerned; often member of team patients and families turn to first	
		1	2	3-	3	3+	4	5
Altruism	No chance to observe	Erratic commitment to quality care needs		Conscientious commitment to identified quality care needs			Outstanding commitment to all aspects of quality care for all people, regardless of the impact on oneself, without prompting	
		1	2	3-	3	3+	4	5
Interpersonal Relationships	No chance to observe	Poor team member, disrespectful, insensitive to others		Good team member, cooperative, gets along well with physicians, other health care workers, students			Outstanding team member, exceptionally cooperative, always respects opinion of others and sensitive to their needs	
		1	2	3-	3	3+	4	5
Initiative, Reliability	No chance to observe	Often late, passive and uninterested, requires frequent structuring		Punctual, well-motivated, follows through on assigned tasks, accepts responsibilities			Exceptional initiative, actively seeks additional work and learning experiences works independently, knows limits	
		1	2	3-	3	3+	4	5
Commitment to Learning	No chance to observe	Poor effort in self-directed learning, does not use appropriate resources, resistance to constructive criticism		Appropriate use of resources for self-directed learning, accepts constructive criticism well			Extensive use of resources for self-directed learning; communicates findings and actively teaches; recognizes own strengths and limitations	

Narrative Comments (Specific examples **REQUIRED**):

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Cognitive Skills

		1	2	3-	3	3+	4	5
Fund of Information	No chance to observe	Limited knowledge and understanding of diseases and pathophysiology		Good knowledge and understanding of diseases and pathophysiology; usually current			Outstanding knowledge and understanding of diseases and pathophysiology; always current	
		1	2	3-	3	3+	4	5
Synthesis and Application of Knowledge	No chance to observe	Limited ability to apply knowledge in clinical situations; usually unable to develop differential diagnoses and appropriate treatment plans		Good application of knowledge in clinical situations; differential diagnoses include most common possibilities; can develop a treatment plan with most appropriate measures			Knowledge always applied effectively in clinical situations; outstanding ability to develop a comprehensive differential diagnosis and plan for patient management	

Narrative Comments (Specific examples **REQUIRED**):

[illegible]

Course Number / Name: _____

Clinical Skills								
		1	2	3-	3	3+	4	5
Data Gathering	No chance to observe	Incomplete histories with essential information omitted, frequently disorganized; insensitive to needs of patient	Careful histories with most significant information covered, organization usually logical; sensitivity to patient	Excellent case histories, thorough and organized, frequently picks up hidden agendas and includes impact of illness on family				
		1	2	3-	3	3+	4	5
Physical Examination	No chance to observe	Superficial examinations, often incomplete; frequently misses major findings	Careful examinations, generally thorough, most findings detected	Superb examinations, thorough and accurate; elicits all findings including subtle ones				
		1	2	3-	3	3+	4	5
Communication Skills	No chance to observe	Interview skills poorly developed and inhibit the student-patient interaction. Lack of awareness of cross-cultural and psychosocial issues. Rapport inadequate	Interview skills facilitate the student-patient interaction. Demonstrates awareness of the cross-cultural and psychosocial issues. Good rapport established	Exceptional ability to communicate. Able to modify interviewing style to patient interviewing challenges. Outstanding sensitivity to cross-cultural and psychosocial issues. Excellent rapport				
		1	2	3-	3	3+	4	5
Patient Education	No chance to observe	Rarely includes prevention. Communicates incorrect information to patient. Uses jargon. Inappropriately reassures patient	Communicates facts accurately. Avoids the use of medical jargon. Seeks appropriate supervision for areas beyond the student's expertise	Seeks out additional educational resources for patients and their families. Researches patient questions. Clear accurate communication with no jargon used				
		1	2	3-	3	3+	4	5
Technical/Procedural Skills	No chance to observe	Generally careless, poor regard for patient comfort and risk	Good technical ability, exhibits appropriate care, minimizes patient discomfort	Outstanding technical ability, always attends to patients' concerns				
		1	2	3-	3	3+	4	5
Use and Interpretation of Diagnostic Tests	No chance to observe	Doesn't understand indications for common tests, inability to integrate results meaningfully	Good utilization of tests, generally understands significance of results	Well reasoned, cost effective use of tests excellent ability to integrate test data and understand significance				
		1	2	3-	3	3+	4	5
Oral Presentations	No chance to observe	Poorly organized presentations with pertinent information missing, unable to express thoughts clearly	Clear and well organized presentations with most pertinent information included	Exceptionally clear, succinct, well organized; all pertinent information included; shortened when appropriate				
		1	2	3-	3	3+	4	5
Documentation	No chance to observe	Poorly organized and incomplete, pertinent information omitted. Clarity and legibility lacking	Well organized and thorough, most pertinent information included. Clear and legible	Superb organization, always clear, legible and thorough, all pertinent information included.				

[illegible][illegible]

OVERALL GRADE	0	1	2	3-	3	3+	4	5
	Incomplete	Failure	Marginal Competence	(At expected level for SKMC student)			Excellent (Among top 30% of JMC students)	High Honors (Among top 10 15% of SKMC students)

(please print): _____ Date: _____

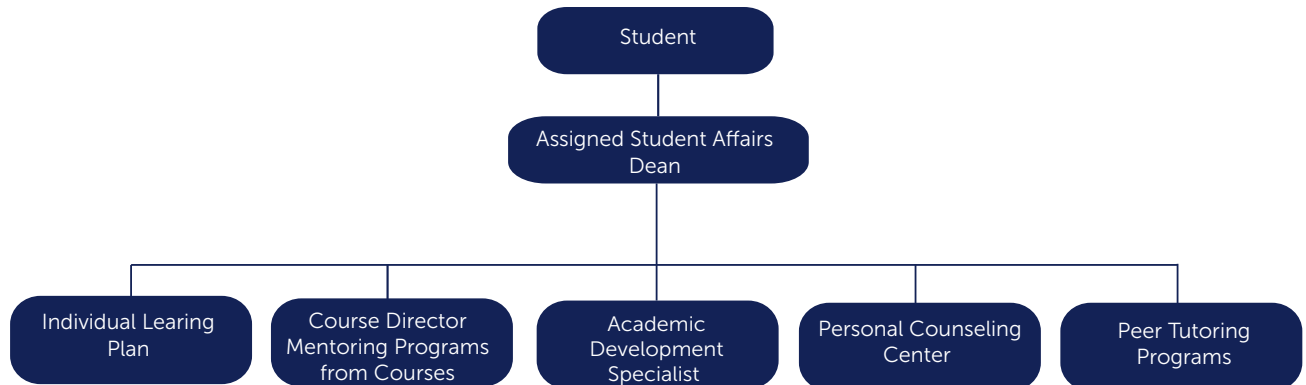
Date: _____

Approved _____
Department Chair/Designee

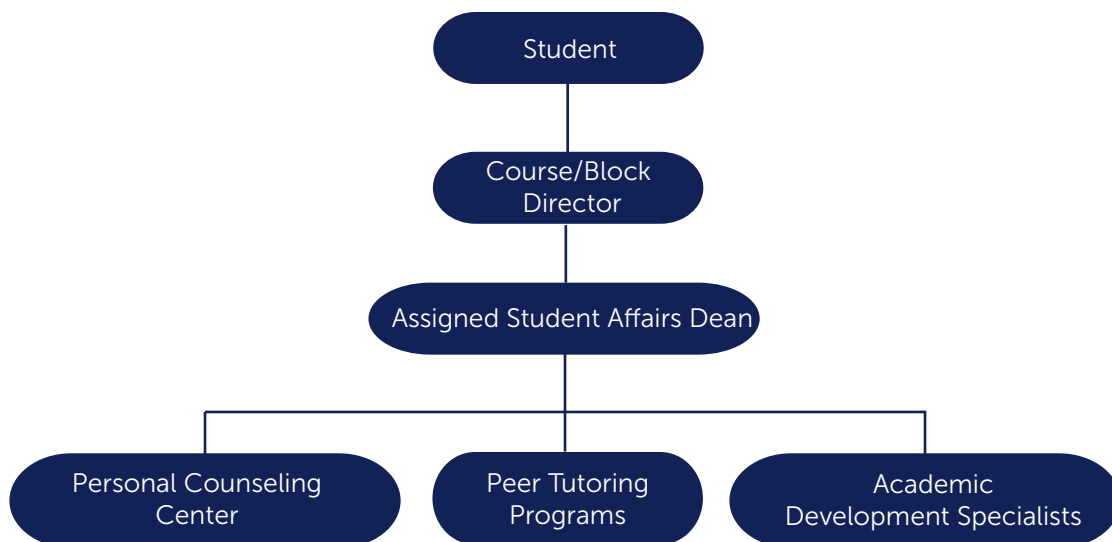
Guidelines for Medical Students with Academic Issues and Concerns

The Dean, the faculty and the administration of Sidney Kimmel Medical College are committed to providing a positive learning environment. The flow charts on the following pages depict the paths to follow when academic concerns are an issue. As you can see, there are many opportunities to get help.

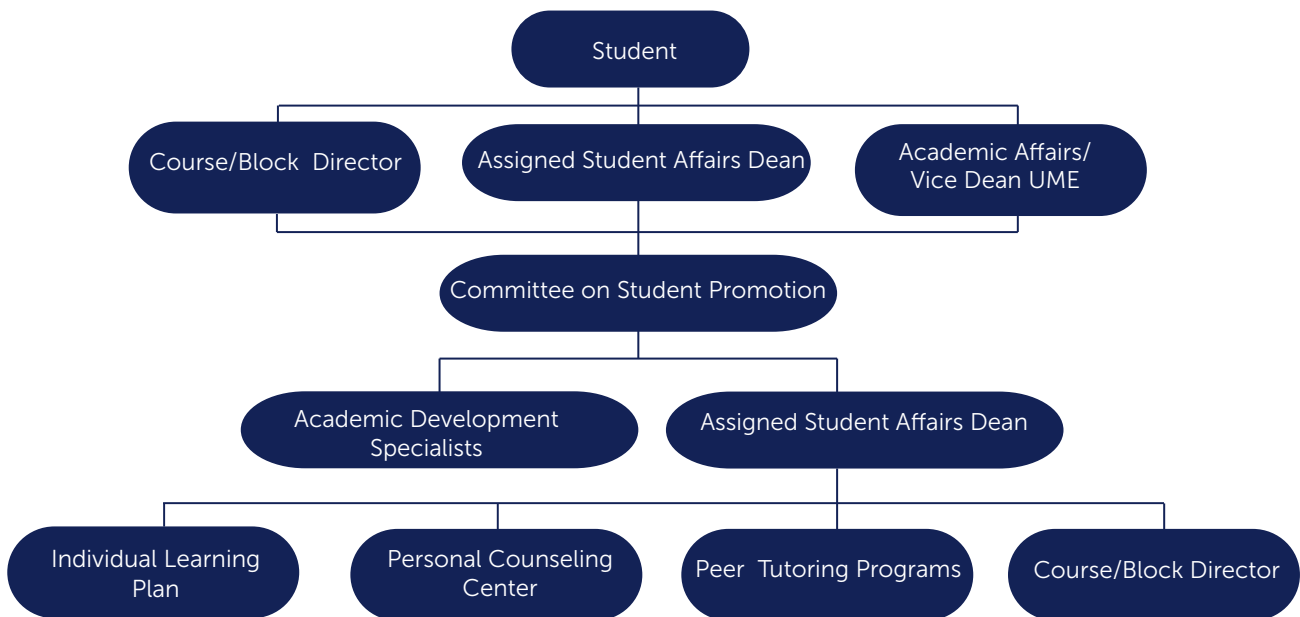
Students with Academic Concerns



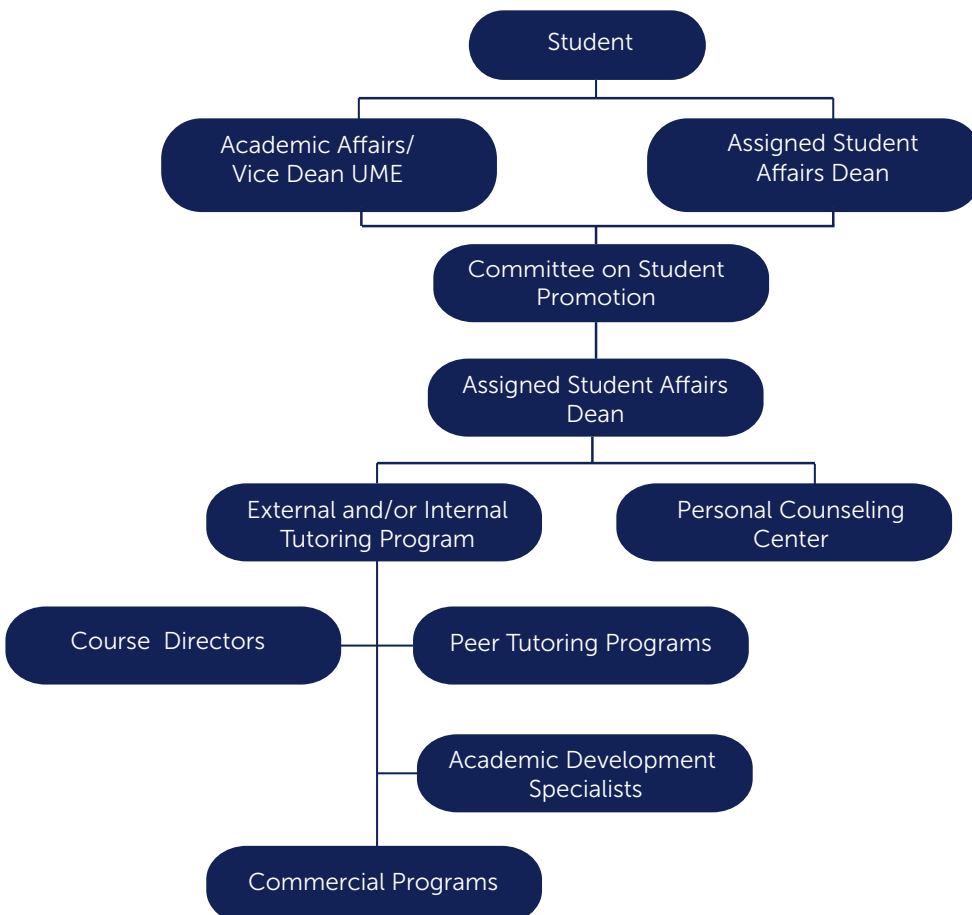
Failure of Preclinical Interim Exam



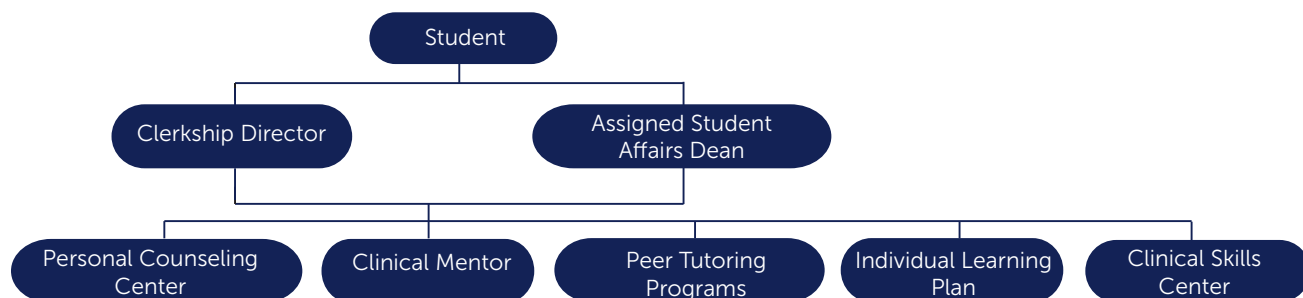
Failure of Preclinical Course



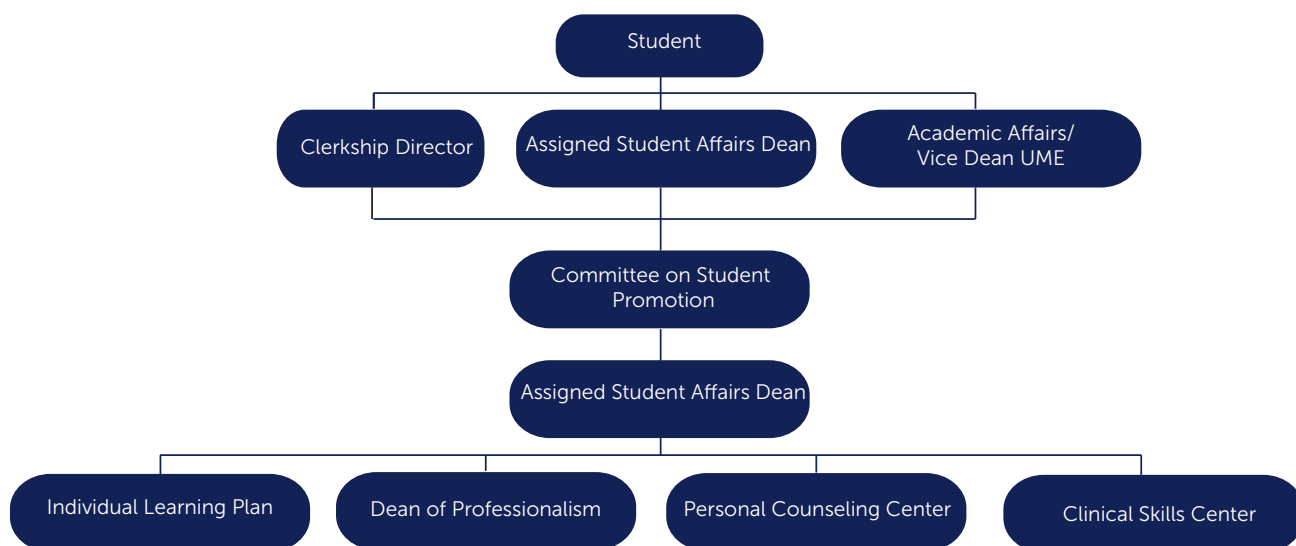
Failure on the United States Medical Licensing Examination (USMLE)



Poor Performance During a Clinical Rotation



Failure or Marginal Performance in a Clinical Rotation

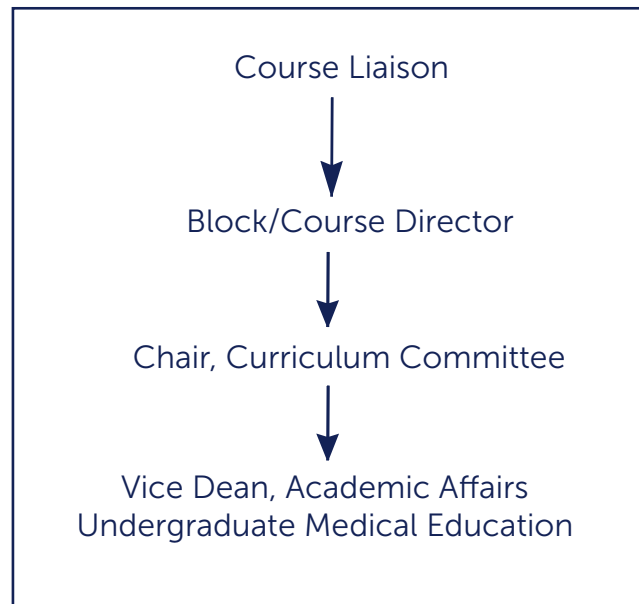


Students will receive final evaluations for required clerkships within six weeks of completing the clerkship. Evaluations will be submitted to the registrar by the clerkship director and posted on Banner. Students who have concerns regarding the content of the evaluation may contact the clerkship director to schedule an appointment at least one week, but not more than six weeks, after the evaluation has been posted. Students should be aware that the purpose of this meeting is to clarify the content of the evaluation and not to change the grade or the comments in the evaluation. The sole indication for change of grade and/or comments is new information that the clerkship director solicits from evaluators. If the student's concerns are not resolved at this meeting, the student may proceed along the algorithm to his/her assigned Student Affairs Dean.

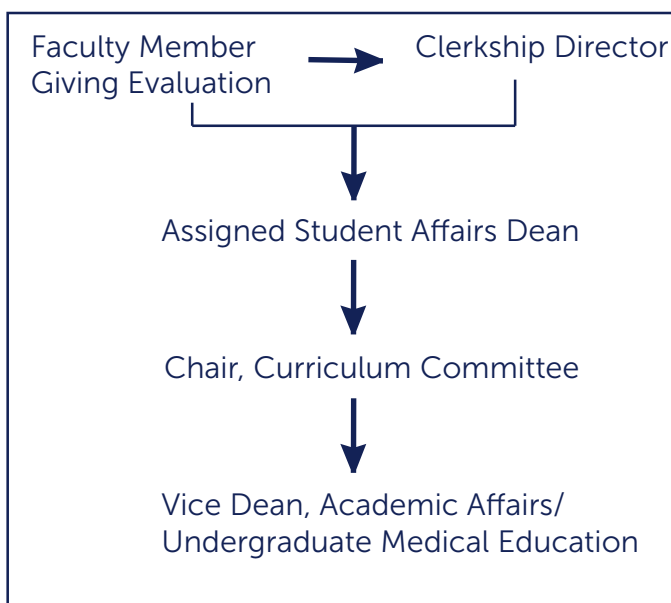
Whom to Approach with Specific Concerns

Sidney Kimmel Medical College is committed to the promotion and support of a collegial, effective and safe learning environment. These algorithms were developed as a reference to be used when concerns arise related to academic issues.

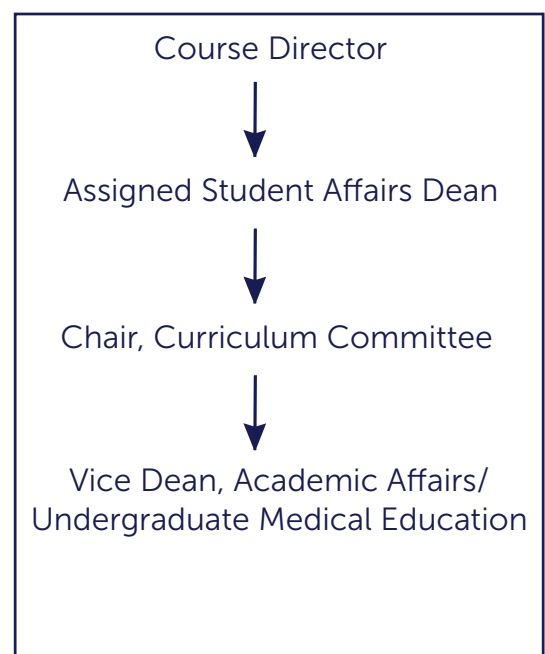
Concerns with a Question on an Examination



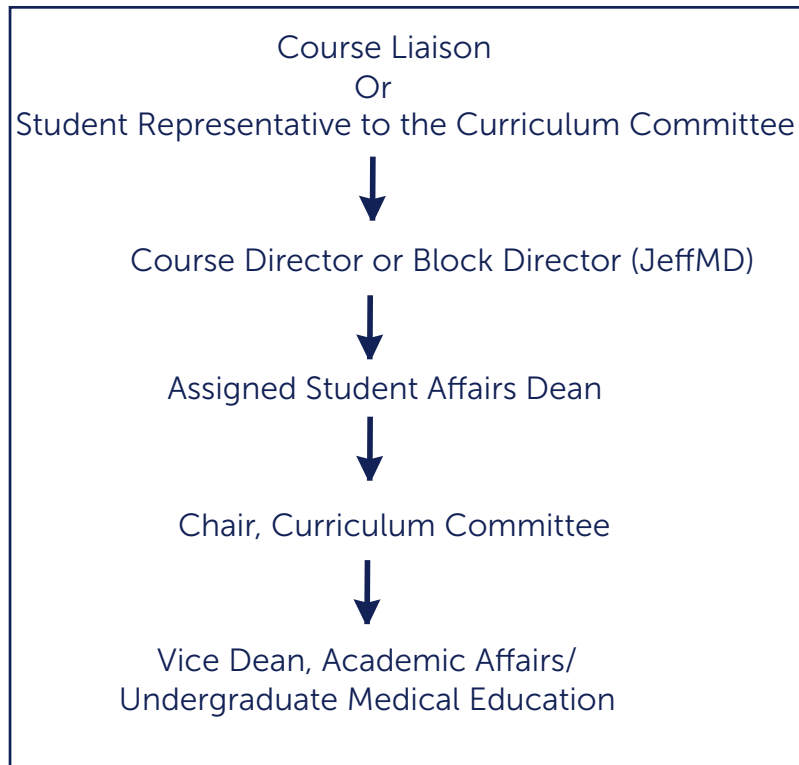
Concerns with Clinical Evaluation



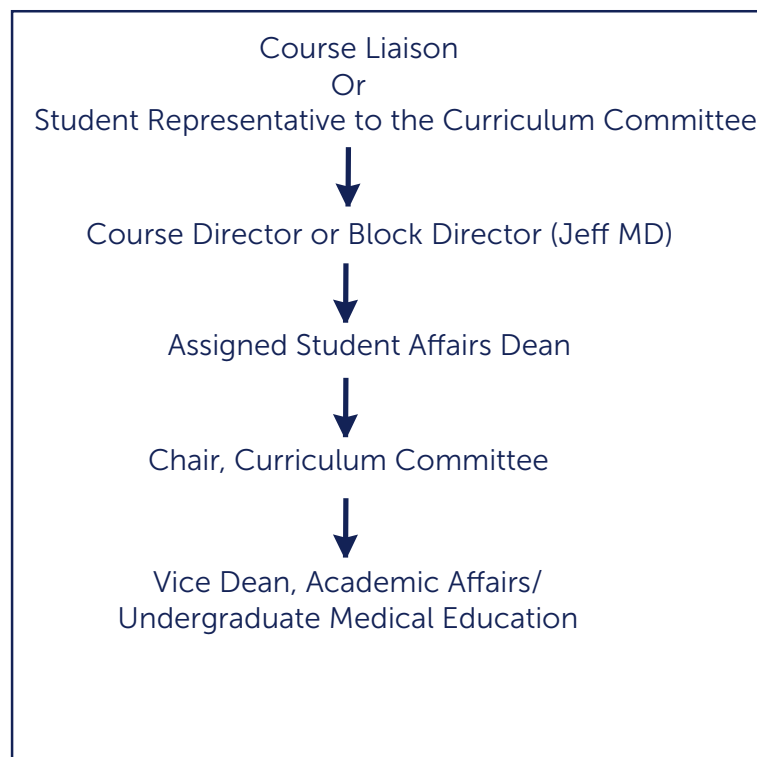
Concerns with Test Scheduling



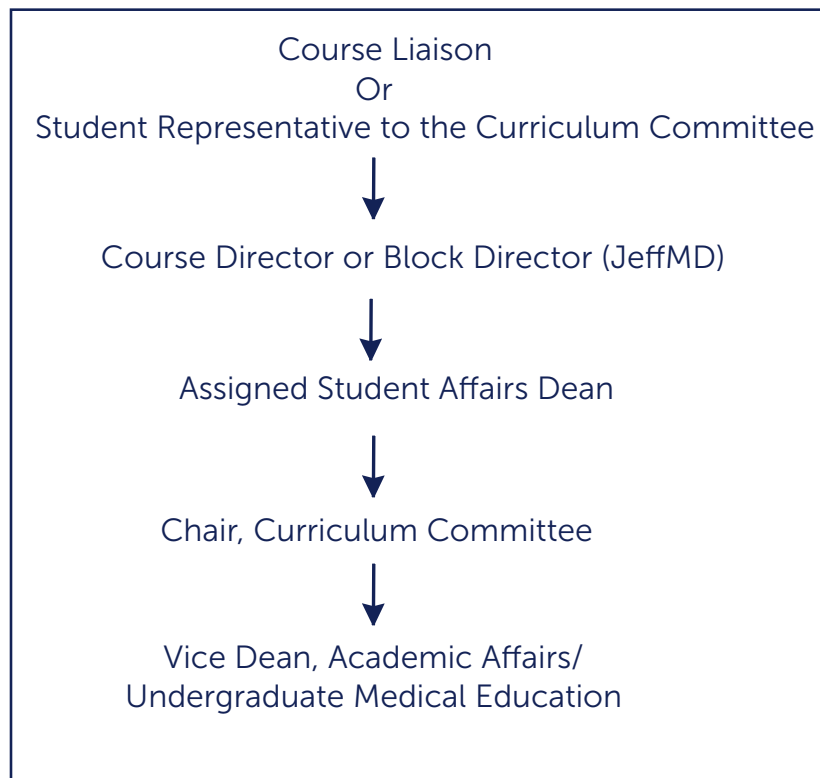
Specific Concerns about Block/Course/Clerkship Content



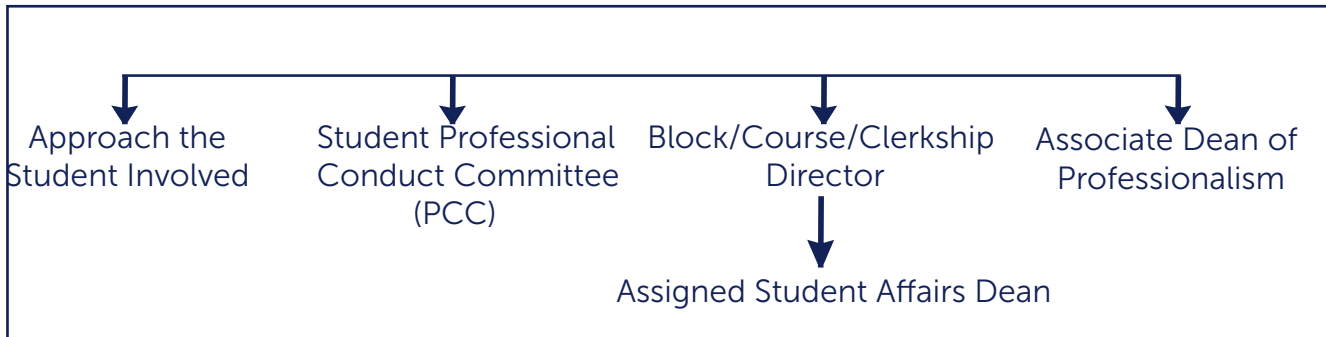
Specific Concerns about Block/Course/Clerkship Director



Concerns about a Faculty member

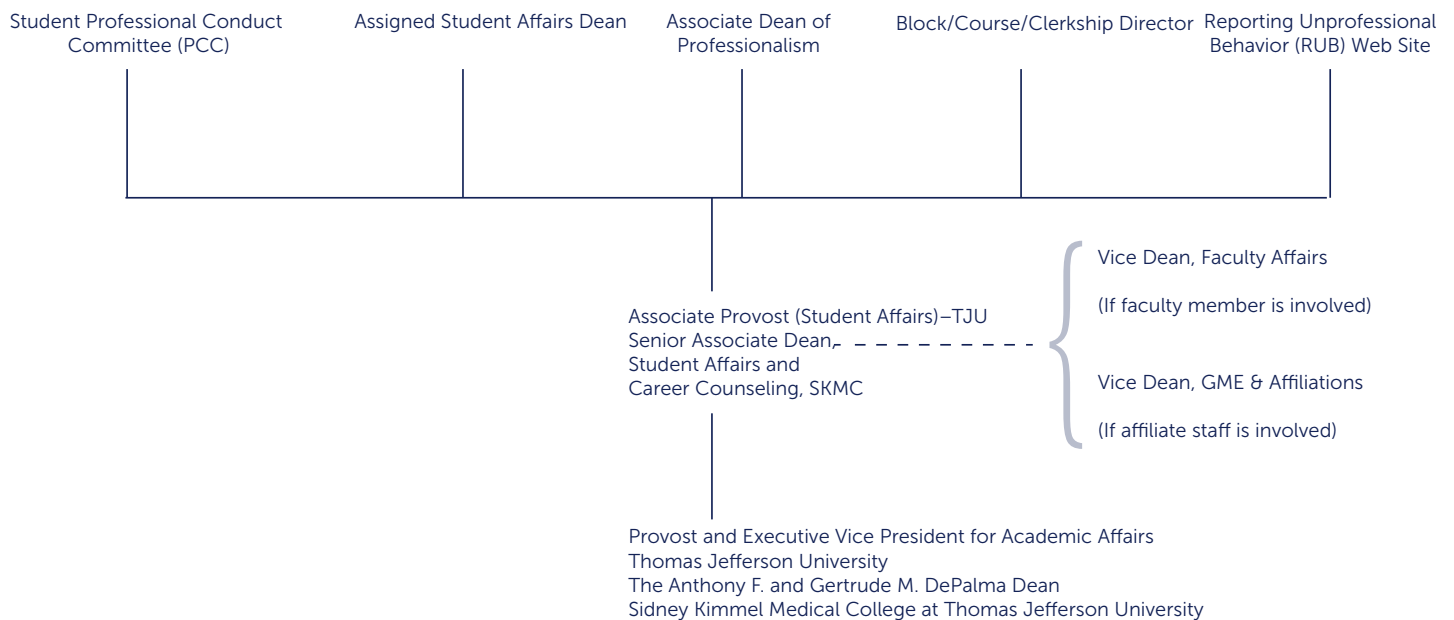


If You Witness Cheating

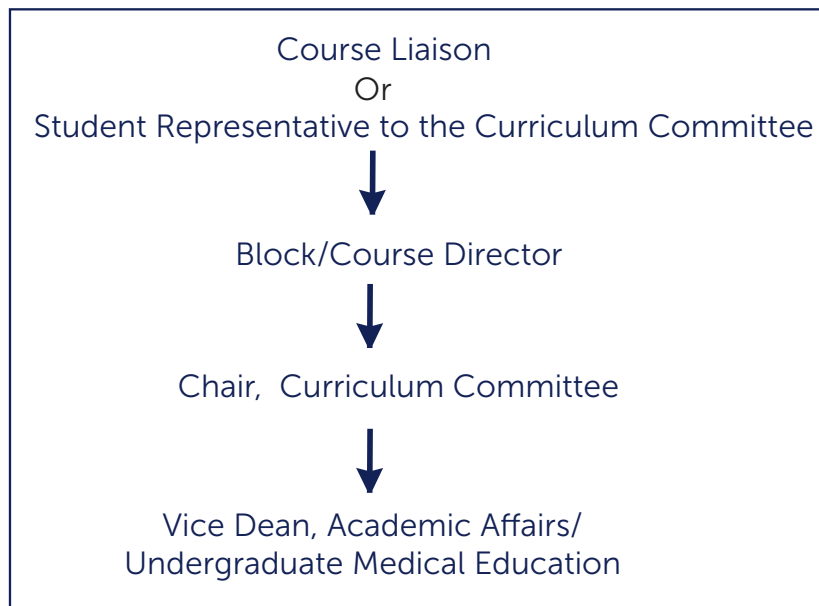


Mistreatment/Harassment by a Faculty Member, Resident, Staff Member or Student

Options for Reporting a Concern



Comments and Suggestions about the Curriculum



Professional Conduct

Procedural Framework for Managing Breaches of the SKMC Honor Code

The Sidney Kimmel Medical College Honor Code is concerned with standards of professional conduct and honorable behavior for the Sidney Kimmel Medical College community.

1. Faculty

Faculty Professional Code Committee (Faculty PCC)

The Faculty PCC is a body of faculty peers that provides assistance to the SKMC Community in matters relating to faculty violations of the SKMC Honor Code. Problems are to be handled with goals similar to those used for handling the impaired physician, with members aiming for assistance to rather than judgment of the faculty member. Thus, the Faculty PCC is not a disciplinary body and does not function as such. The Faculty PCC is not intended to alter those terms and conditions of employment set forth in the SKMC Bylaws, the SKMC Faculty Handbook, and Thomas Jefferson University Policies.

Allegations of any serious misconduct, such as research misconduct, violations of the conflict of interest policy, IRB noncompliance, unlawful discrimination or harassment or conduct which could be cause for dismissal as outlined in Section 10 of the SKMC Bylaws, should be handled by the appropriate committee or institutional official.

Since the Faculty PCC is not a disciplinary body, it cannot make a determination of guilt. It is a committee charged with exploring the problem with the faculty member(s) involved. The following options are available to it:

1. No further action.
2. Remedial action through assistance to the faculty person and based upon his/her concurrence.
3. Deferred action for future contingencies.
4. Referral to the Dean or his designee.
5. Referral to the Faculty Affairs Committee.
6. Other action as appropriate.

A person who becomes aware of any unprofessional behavior by a faculty member must act in one of the following ways:

1. Approach the identified faculty member concerning a possible breach of the Honor Code.
2. If the matter is still unresolved, one of the actions below must be pursued:
 - a) Discuss the matter with a member of the Faculty PCC.
 - b) Refer the matter to the chairman of the Faculty PCC for action.
 - c) Other action sanctioned by the College, e.g., direct contact with the chairman of the department, or the Dean or his designee.

All of these actions are confidential. Failure by a faculty member or student to take action as outlined would be a violation of the SKMC Honor Code.

2. Students

Bylaws of the Student Professional Conduct Committee (Student PCC)

Article I.

The Student Professional Conduct Committee deals confidentially with all matters of professionalism pertaining to students brought to its attention. Problems are to be handled in a similar fashion to that used for the impaired physician, with the goal for students and faculty of assistance rather than judgment of the individual student. Thus, the Student PCC is not a disciplinary body and does not function as such. If the Student PCC determines that a violation of student rights, freedoms and responsibilities (as defined in the Student Handbook) may be present, the matter will be referred as delineated therein.

It is preferable that all matters of professionalism pertaining to students first be routed through the Student PCC with the clear understanding that any possible serious misconduct shall be referred promptly to the Office of Student Affairs or Judicial Board on student conduct for appropriate investigation and action. Although it is understood that students, faculty, and administration have the right to proceed directly to the Office of Student Affairs, it is hoped that the Student PCC will be utilized as an initial step for problems relating to students.

Article II. Membership

Section I. Composition of the Student PCC

The Student PCC will consist of five students from each matriculating class.

Section II. First Year Selections

Five first-year members will be selected, through interviews in September, by the current student PCC members. These selected members will serve until elections are held as outlined in Article II, Section III.

Section III. Elections

Election of students to the PCC will occur by the end of March of the first year. The ballot will be composed of those students who wish to be on it and who have submitted a statement of interest, to be included on the ballot, by a deadline determined by the PCC. Elections will be carried out electronically or by comparable means. Each student of the first year class will have a maximum of five votes. The five candidates receiving the most votes will become elected members of the PCC. In the event of a tie, a run off vote will be conducted. Elected members will serve as representatives of their class until they graduate. Five members will be chosen and electronic election records will be maintained. If a student who is elected to the student PCC to a permanent position steps down or declines their position by last day of their first academic year they will be replaced by the student who has generated the next highest number of votes in the spring election. Following that time, if a person in a permanent position steps down, the status of the position will be left to the discretion of the current elected members of the student PCC.

Section IV. Leadership

The PCC will be lead by a Steering Committee consisting of the second-year PCC members. One person within that steering committee shall act as the Chairperson of the PCC.

Section IV. A. Responsibilities of the Chairperson

Responsibilities of the chairperson will include the following:

- i. Organize, set the agenda for, and facilitate meetings.
- ii. Act as a point of contact for external inquiries to the PCC.

Section IV. B. Responsibilities of the Steering Committee

Responsibilities of the steering committee will include the following:

- i. Maintain communication with the faculty advisor
- ii. Maintain communication with the dean's office
- iii. Maintain the website of the PCC
- iv. Provide a representative to the Faculty PCC
- v. Provide a representative to the Professionalism Task Force
- vi. Provide a representative to the Committee on Professionalism
- vii. Organize first-year professionalism orientation
- viii. Organize first-year PCC applications and appointments
- ix. Organize first-year elections
- x. Identify a steering committee member to take minutes at meetings and provide those minutes to the membership
- xi. Identify a steering committee member to handle the finances of the committee
- xii. Identify a member of the PCC (not necessarily on the steering committee) to maintain the archives of the PCC

Section IV. C.

Should the steering committee members choose to organize themselves differently than provided for above, they must ensure that all of the above duties are addressed.

Section V. Removal of a Member

If any member of the Student PCC is found to be guilty of unprofessional behavior by an administrative body (including, but not limited to the Judicial Board, Course Coordinators, Clerkship Directors, and Deans of the Medical School), they may be removed from the PCC as outlined below.

If any member of the Student PCC feels that another member has committed an act unbecoming of a member of the Student PCC, the student in question may be removed from the PCC as outlined below.

Removal will be by a 2/3 vote of the full elected membership, with the votes collected anonymously by one of the first-year appointed members or a volunteer who recuses himself or herself from voting. The position of the removed member will be filled according to Article II, Section III.

Article III. Internal Procedures

Section I. Meetings

There are two types of official meetings: general meetings and case meetings. A quorum will consist of 50 percent of the committee membership, with at least two members from the 1st and 2nd year classes and minimum 4/10 Student PCC members from 3rd and 4th years combined, with the condition that there is at least 1 member present from each class.

Section I. A. General Meetings

General meetings will be held quarterly or as needed as determined by the membership of the PCC. All decisions will be rendered by a simple majority vote.

Section I. B. Case Meetings

Case meetings will occur promptly within one week, whenever possible, after a concern is brought to the committee. Students, faculty, or administration may refer matters to the Student PCC. All final judg-

ments as outlined in Article IV, Section I will be rendered by a two-thirds majority vote of the members participating.

Article IV. The Role of the Student PCC in Professionalism at Jefferson

Section I. Cases

Since the Student PCC is not a disciplinary body, it cannot make a determination of guilt. It is a committee charged with exploring the problem with the student(s) involved. The following options are available to it:

- i. No further action
- ii. Remedial action through assistance to the student and based upon concurrence by the students involved
- iii. Deferred action for future contingencies
- iv. Referral to the Office of Student Affairs
- v. Referral to the Judicial Board on student conduct
- vi. Other action as appropriate

If a student commits a dishonorable action but makes a conscientious and voluntary effort to rectify the situation prior to any investigational procedures, the Student PCC may take the student's efforts into consideration.

No details of the proceedings of the Student PCC will be included in the student's permanent record unless the Student PCC deliberations become part of the basis for subsequent action by the Office of Student Affairs or the Judicial Board on student conduct.

Section II. Education

The Student PCC will take a proactive role in the Jefferson community toward the promotion of professionalism as provided for in the Honor Code and the Shared Code of Professional Values. In particular, the Student PCC will assume the role of introducing the first-year class to Sidney Kimmel Medical College's Honor Code through presentation and discussion, and facilitate the signing of the Honor Code.

Article V. Amendment of Bylaws

Any amendment of these bylaws must be ratified by a $\frac{3}{4}$ majority vote of the full elected membership (note that this does not include the five appointed first-year members).

3. Monitoring and Continuing Evaluation of the SKMC Honor Code

A person who becomes aware of any academic or clinical dishonesty or other unacceptable professional behavior by a student must act in one of the following ways:

1. Approach the suspected student concerning a possible breach of the SKMC Honor Code to determine whether suspicion was correct.
2. If the matter is still unresolved one of the actions below must be pursued:
 - a) Discuss the matter with a member of the Student PCC.
 - b) Refer the matter to the chairman of the Student PCC for action.
 - c) Some other action sanctioned by the College; e.g., direct contact with the Office of Student Affairs

All of these actions are confidential. Failure by a student to take action as outlined would be a violation of the SKMC Honor Code.

The principles underlying the SKMC Honor Code should not change with time. However, the details of implementation might need revision in subsequent years. Review of the SKMC Honor Code shall be conducted by a standing committee of faculty and students, which will meet at least annually. This is

called the Committee on Professionalism. This committee shall consist of eight persons: four faculty and four students. The Committee on Committees shall appoint two faculty and the Student Council, two students; the Student PCC, two students and Faculty PCC, two faculty members. Input in this evaluation process shall come from the following possible sources:

- 1) Periodic questionnaire to faculty and students.
- 2) Examination of the records of the Faculty PCC and the Student PCC.
- 3) Invited input from students and faculty; (e.g., Student Council, Faculty meetings [general, Professorial]).
- 4) Office of Student Affairs.
- 5) Committee on Student Affairs.
- 6) Committee on Faculty Affairs.
- 7) Committee on Curriculum

Appendix 1 — Faculty PCC

1. Composition of Faculty PCC

The Faculty PCC will be selected by a vote of the Professorial Faculty as overseen by the Faculty Professorial Advisory Committee. The membership shall be ten faculty members serving a term of two years. They may be renewed twice for additional two year terms. A chairman, vice chairman, and recording secretary will be elected from among the members at the first meeting of the academic year. The chairman will be responsible (1) for presiding over the meetings (and in his or her absence, the vice chairman) according to Roberts' Rules of Order; (2) for seeing that minutes of each meeting are kept by the recording secretary. Members of the Faculty Affairs Committee and members of the Faculty Grievance Subcommittee shall also not be members of the Faculty PCC.

2. Proceedings of Faculty PCC

Meetings shall be called by the chairman of the Faculty PCC, and will be held promptly within one week whenever possible after a complaint is received by the committee. Individual students, Student PCC, or faculty or administrators may refer matters to the Faculty PCC. A quorum shall consist of 50 percent of committee membership. For a matter involving either a basic science or a clinical science faculty member at least three members of the appropriate science faculty should be members of the Faculty PCC, respectively. If the problem involves a volunteer or full-time clinical science member, appropriate representation should be present.

Appendix 2 — Affirmation of SKMC Honor Code for Faculty and Students

I have read, and I understand, the Sidney Kimmel Medical College Statement of Professional Conduct. I shall conduct myself in a manner consistent with the SKMC Honor Code.

I understand that I am responsible for my own actions as well as for upholding the integrity of the medical profession. Should any of my colleagues appear to violate the SKMC Honor Code, I shall address the matter personally with that colleague, and/or discuss it with a member of the Faculty Professional Conduct Committee or Student Professional Conduct Committee, as appropriate, to resolve the matter, or take any other action consistent with the terms of this Statement.

Print Name:_____

Signed:_____

These affirmation statements will be collected by a member of the Student PCC at registration.

“In House” Written Examination Administration Procedures

It is our responsibility to foster a collaborative teaching and learning environment that is congruent with the precepts of the Sidney Kimmel Medical College Honor Code:

“As Jefferson students and faculty we seek to establish a community based on honor, integrity and awareness of others....As faculty, residents, fellows, and medical students, we pledge to embrace the academic and social integrity on which Jefferson was founded, pursuing honesty, equality and fairness in all aspects of our lives. This includes not seeking an unfair advantage over our peers, teachers, students, residents, fellows or any other member of the Thomas Jefferson University.”

Conduct of Examinations and Statement of Professional Conduct for Examinations) these procedures will be followed for all examinations:

1. Deportment during examinations will be the responsibility of each individual student and the
2. collective responsibility of all students present.
3. The faculty and/or staff will be present to administer the examinations.
4. Examinees will neither give nor receive aid during an examination.
5. In the case of a possible violation of professional conduct, the observer shall approach the student in question personally and/or discuss the matter with a member of the Student PCC to resolve the matter, or take any other action consistent with the terms of the SKMC Honor Code.

Test administration procedures will also be in place to minimize the potential for cheating. These include:

- Use of multiple examination forms.
- No access to cell phones or other extraneous electronic devices during exam administration. If
- feasible, phones and other non-examination electronic devices should be left at home. If this is not feasible, students must keep phones and other electronic devices turned off and stored under the desk.

Diversity and Inclusion

As defined by the American Association of Medical Colleges (AAMC):

Diversity as a core value embodies inclusiveness, mutual respect, and multiple perspectives and serves as a catalyst for change resulting in health equity. In this context, we are mindful of all aspects of human differences such as socioeconomic status, race, ethnicity, language, nationality, sex, gender identity, sexual orientation, religion, geography, disability and age.

Inclusion is a core element for successfully achieving diversity and is achieved by nurturing the climate and culture of the institution through professional development, education, policy and practice. The objective is creating a climate that fosters belonging, respect, and value for all and encourages engagement and connection throughout the institution and community.

Health equity is when everyone has the opportunity to attain their full health potential and no one is disadvantaged from achieving this potential because of their social position or other socially determined circumstance.

In pursuit of its mission, the Sidney Kimmel Medical College (SKMC) recognizes that a diverse and inclusive community is imperative in achieving excellence in patient care, education, and research and ensuring health equity. SKMC is committed to diversity, inclusion and health equity in the broadest terms as defined above. Given its location in metropolitan Philadelphia and in the commonwealth of Pennsylvania, SKMC gives special emphasis to the recruitment of students from racial and ethnic groups that are underrepresented in medicine (URM), those that identify as lesbian, gay, bisexual, transgender, and those questioning their sexual identity (LGBTQ), first-generation college, and those from disadvantaged socioeconomic status.

To support its commitment to diversity and inclusion, SKMC sponsors the Office of Diversity and Inclusion Initiatives (ODII) whose mission is to support, promote and integrate diversity and inclusion into the fabric of the medical college. The Associate Dean for Diversity and Community Engagement along with the Assistant Dean for Diversity and Student Diversity Programs provide guidance and direction in the following key areas: policies and guidelines; recruitment and retention; cultural competency education in the curriculum; pipeline programs; and community health.

The ODII, together with the Office of Student Affairs and Career Counseling and the Office of Student Life and Engagement, supports student affinity groups and activities which enhance multicultural awareness and cultural sensitivity and promote diversity within the community. Examples of activities have included the Latino Medical Students Association regional conference, the Gay Pride March, Black Heritage Month, and Diversity Week. ODII sponsors the Medical Spanish Program where medical students fluent in Spanish learn medical terminology and apply it in a Hispanic immigrant health clinic setting. In addition, ODII sponsors cultural immersion opportunities through a variety of global health initiatives.

Council on Diversity and Inclusion

SKMC also supports the Council on Diversity and Inclusion. This Council is comprised of students, resident physicians, faculty, department chairs and senior administration. The SKMC Council for Diversity and Inclusion, led by the Dean, is charged with determining the course of diversity and inclusion within the medical college. It assesses the status and effectiveness of diversity and inclusion initiatives within the student, resident and faculty communities of SKMC, makes recommendations regarding initiatives, policies, and resources needed to achieve desired outcomes, and is charged with assuring the implementation of its recommendations.

More information on diversity and inclusion at SKMC can be found at:
Jefferson.edu/university/diversity.html

Career Planning and Support

Career Planning

There are a number of resources available to students as they seek counseling for career choices, for residency training, and clarification in the application process. The Office of Student Affairs and Career Counseling (OSACC) is available to provide guidance and advice to each student regarding his or her career selection. You are required to meet at least annually with your assigned dean of Student Affairs to discuss the career selection process. The Career Planning Workshops offered through the OSACC several times throughout the year, are interactive workshops designed to help students make informed career choices. Students are also encouraged to identify specialty-specific advisors.

The Office of Student Affairs and Career Counseling Blackboard site provides links to choosing a specialty, in structions on residency planning, timelines for third- and fourth-year students, contact information for Jefferson residency directors, as well as specific information regarding the Electronic Residency Application Service (ERAS) and the National Residency Matching Program (NRMP). Please use this site and the OSACC as valuable resources available to you for career planning.

Student Support Services

Office of Student Affairs and Career Counseling

The goal of the Office of Student Affairs and Career Counseling (OSACC) is to be available for academic and personal advising, advocate for student needs, foster career counseling, and improve student access to the university. The office is located in the College Buiding, 1025 Walnut Street, Suite 116 and is open from 8:00 a.m. to 5:00 p.m. The number for the OSACC is (215) 503-6988 during business hours. For emergencies after business hours, please page the on-call pager for Student Affairs at 877-656-4437. Information can be found on the Student Affairs and Career Counseling site jefferson.edu/university/SKMC/student_affairs.html.

Academic Advising

The OSACC maintains a proactive stance regarding student academic performance. Drs. Pohl, DeSimone, Rosenthal, and Traves as well as course directors and the deans for Undergraduate Medical Education are available for students with academic concerns or difficulty.

Personal Counseling

The Student Personal Counseling Center (SPCC) offers confidential and accessible contact with a mental health professional to discuss personal and academic concerns. The psychiatrists and therapists of the SPCC are available to discuss all types of issues including, but not exclusive to, stress management, problems with personal or family relationships, feelings of depression or anxiety, and issues involving eating disorders or substance abuse.

The Director of the Student Personal Counseling Center, Deanna Nobleza, MD of the Department of Psychiatry, may be reached directly and confidentially at 215-503-2817 to set up an appointment with her or another therapist or psychiatrist, on or off the Jefferson Campus. If there is an after-hours emergency, students should go to the Thomas Jefferson University Hospital Emergency Room (located in the Main Hospital Building at 10th and Sansom Streets, 215-955-6840) and ask to speak to the psychiatrist on call.

Resources and Programs on Career Counseling

Preclinical Years

	First Year	Second Year
Continuum	<ul style="list-style-type: none"> • Deans, Student Affairs and Career Planning • Clinical Mentor Program • Specialty-Specific Meetings and Programs • Library Center for Teaching & Learning • OSACC Career Planning Site • Curriculum Review • Dr. George McClellan Learning Societies 	<ul style="list-style-type: none"> • Deans, Student Affairs and Career Planning • Clinical Mentor Program • Specialty-Specific Meetings and Programs • OSACC Career Planning Site • Dr. George McClellan Learning Societies • Library Center for Teaching & Learning
Orientation	<ul style="list-style-type: none"> • Student Organizations and Activities • Professionalism and Doctoring • Shared Code of Professional Values • Introduction to Campus Resources 	<ul style="list-style-type: none"> • Student Organizations and Activities • Professionalism and Doctoring • Curriculum review
Fall/Winter	<ul style="list-style-type: none"> • Annual Meeting with Student Affairs Deans • University Activities Fair • Career Decision Making Sessions • Clinical Mentor Program 	<ul style="list-style-type: none"> • University Activities Fair • Careers in Medicine Personal Inventory • Career Decision Making Sessions • Career Day • Annual Meeting with Student Affairs Deans
Spring	<ul style="list-style-type: none"> • AOA Residency Workshop • Informal Meetings in Student Affairs • Careers in Medicine Personal Inventory • Career Decision-Making Sessions 	<ul style="list-style-type: none"> • AOA Residency Workshop • Informal Meetings in Student Affairs • Careers in Medicine Personal Inventory • Career Decision-Making Sessions
Summer	<ul style="list-style-type: none"> • Research Opportunities • Community Service Opportunities 	

Clinical Years

	Third Year	Fourth Year
Continuum	<ul style="list-style-type: none"> • Deans, Student Affairs and Career Counseling • OSACC Career Planning Site • SKMC Faculty (Clinical & Research) • Clinical Mentor Program • Specialty-Specific Meetings and Programs • Library Center for Teaching and Learning • Small Group Career Planning • Dr. George McClellan Learning Societies 	<ul style="list-style-type: none"> • Deans, Student Affairs and Career Counseling • Meet with Faculty and/or residency Directors in Fields of Interest • OSACC Career Planning Site • Specialty-Specific Meetings and Programs • Library Center for Teaching & Learning • Clinical Mentor Program • Electives • Dr. George McClellan Learning Societies
Orientation	<ul style="list-style-type: none"> • Introduction of Career Planning Workshops • Clinical Tips for Third-Year Students • Shared Code of Professional Values • Professionalism and Doctoring • Career Planning Web Site 	<ul style="list-style-type: none"> • Residency Planning Information • Residency Planning & Application Procedure Web Site • Shared Code of Professional Values • Professionalism and Doctoring
Fall	<ul style="list-style-type: none"> • Career Planning Workshop • Third Year Meeting I • Career/Residency Selection Evening Sessions 	<ul style="list-style-type: none"> • Informal Meetings in Student Affairs • University Activity Fair • Career Planning Workshop • Interview Skills Workshop
Winter	<ul style="list-style-type: none"> • Career Day • Third Year Meeting II • Residency Planning Meeting • Residency Planning Web Site • Annual Meeting with the Deans for Student Affairs 	<ul style="list-style-type: none"> • Informal Meetings in Student Affairs • Session on Rank Order List
Spring/Summer	<ul style="list-style-type: none"> • Career Planning Workshop • Third Year Meeting III • AOA Residency Workshop • Meet with Faculty and/or Residency Directors in Fields of Interest. • Specialty-Specific Advisors • Fourth-Year Scheduling Meeting • Meeting with MSPE Letter Writer 	<ul style="list-style-type: none"> • AOA Intern-on-Call Series • Gateway to Internship Course

Residency Match Timeline for the Class of 2020

January - March 2019	Meet with the Registrar's Office, Office of Student Affairs and Career Counseling (annual meeting), and faculty advisors regarding your fourth-year schedules. Online scheduling begins in March.
Late Winter-Spring 2019	Register for USMLE Step 2 CK and CS. Philadelphia is only 1 of 5 sites for the CS exam, so register and choose a date early.
Spring - Fall 2019	Begin to research the residency programs to which you may apply. Information about most programs, including direct links to program websites, is available at FREIDA online at https://freida.ama-assn.org/Freida/#/l . Be sure to look at specific requirements for each program to which you are applying (e.g., some programs require a letter from the chair of the department or from a third year clerkship).
April 2019	Receive assignment for your Medical Student Performance Evaluation (Dean's letters). Meet with the faculty writing your dean's letter by mid-June. Electronic Residency Application Service (ERAS) application materials are available for PDF download at aamc.org/eras . A list of the specialties which use ERAS is available on the ERAS site. My ERAS tokens are generated and emailed to your Jefferson.edu email account by the University Registrar. This token is necessary for you to register for ERAS. Your ERAS account will also be linked to your AAMC ID#.
July - August 2019	Information about the National Resident Match Program (NRMP) application is available at nrmp.org/ in July. Applicant User Guide will be posted before registration begins in September.
June, 2019	ERAS application for 2018 Match is available at aamc.org/eras
July 8, 2019	Mandatory fourth year orientation.
August 2019	Early match application deadline (Ophthalmology, Plastic Surgery, Child Neurology, Neurology). Information is available at sfmatch.org .
September 14, 2019	Apply to ACGME-accredited residency programs. Provide the Office of the Registrar with a passport-sized photo to be scanned with your application. Avoid submitting a candid photo. Please refer to FREIDA online at ama-assn.org/ama/pub/category/2997.html to identify whether specific programs accept applications via ERAS.
September 14, 2019	Finalize ERAS application. You can check Banner to verify that your letters have been received and ERAS to verify that your letters have been scanned.
September 14, 2019	NRMP application is available at nrmp.org . This is to register for the MATCH (and is separate from the ERAS application).
September 2019	The NRMP Directory for the 2019 Match will be posted to nrmp.org/ and updated weekly thereafter.
September 30, 2019	Recommended deadline for Letters of Recommendation to be uploaded onto ERAS.
October 31, 2019	Deadline to take USMLE Step 2 CS. Programs may not rank a student without a passing Step 2 CS score - you should take this exam no later than this date to allow the scores to be available when programs construct their rank list.
October 2019 - January 2020	Interviews take place at participating institutions.
November 30, 2019	Registration deadline for NRMP (the Match). An additional late registration fee occurs between December 1, 2018 to January 31, 2017. Remember, the NRMP is separate from ERAS and you must register through the NRMP in order to participate in the Match.
December 31, 2019	Take USMLE Step 2 CK. Programs may not rank a student without a passing Step 2 CK score. You should take this exam no later than this date to allow the scores to be available when programs construct their rank list.
January 2020	Early Match Program notification
January 15 - February 20, 2020	Applicants and programs enter their rank order lists using the Rank Order List Input Confirmation System (ROLIC) at nrmp.org/ using NRMP code and password.
February 20, 2020	ROLIC closes at 8:59 p.m. Eastern Standard Time (EST). NRMP must receive certified applicant and rank order lists and any other information pertinent to the match by this date and time.
March 16, 2020	Matched and unmatched information on applicants will be posted at 12:00 noon EST at nrmp.org . Please visit the Office of Student Affairs and Career Counseling in the event that you did not match. Filled and unfilled results for individual programs are posted to the NRMP site at 11:30 a.m. EST. Locations of all unfilled positions are released at 12:00 noon eastern time only to participants eligible for the Supplemental Offer and Acceptance Program (SOAP). Supplemental Offer and Acceptance Program (SOAP) process.
March 20, 2020 Match Day!	Match day results are posted on the NRMP Web Site nrmp.org at 1:00 p.m. (EST). Note: Any contact between programs and unmatched applicants (or their designees) prior to 12:00 noon EST on Tuesday, March 15, 2019, is a violation of the Match Participation Agreement. Contact between programs and matched applicants prior to the general announcement of the Match results at 1:00 pm EST on Friday, March 18, 2019, also is a violation of the Match Participation Agreement.
March 17, 2020	Hospitals send letters of appointment to matched applicants. You must sign and return the letters of appointment.
TBA	Graduation!
June 2020	Residents start work.

Note: These dates are subject to change. Please periodically check this listing to confirm dates or call the Office of Student Affairs and Career Counseling at 215-503-6988.

Student Financial Aid

The following information, as well as additional details and forms can be accessed at the Financial Aid Web site jefferson.edu/financial_aid. The primary responsibility for financing the cost of medical education rests with the student and his or her family. However, it is recognized that increasing numbers of students and their families are unable to meet the costs of a medical education without some type of assistance.

The demonstration of need is the key factor in all financial aid awards. Determination of need is based upon a confidential analysis of information provided by the student and family to the Free Application for Federal Student Aid (FAFSA) processing center.

When need is established and the resources of the student and family are clearly identified, the student is directed to obtain a minimum of \$10,000 in the Federal Direct Unsubsidized Stafford Loan. If need exists beyond this program, then the Medical College will attempt to meet a portion of this need from programs such as the Federal Primary Care Loan Program, and Jefferson's loan and scholarship/grant funds. If funds are available, students demonstrating exceptional financial need (as defined by Health and Human Services) may also be considered for funding under the Loans for Disadvantaged Students and Scholarships for Disadvantaged Students programs. The University Office of Student Financial Aid also offers students information about alternative funding options offered via federal, public and private agencies. Eligibility for all forms of financial aid is determined on an annual basis and therefore a complete financial aid application must be submitted every year. All awards are contingent upon the availability of funding.

If a student demonstrates financial need, but is ineligible for federal grants or loans due to default on a prior educational loan and/or a negative credit rating, Sidney Kimmel Medical College will not commit institutional funds to remedy the default or negative credit status, or to compensate for the ineligibility for federal funds. The student is ultimately responsible for resolving all problems involving loan delinquencies, defaults, and/or any other circumstances that would result in the student being ineligible to borrow through any federal loan program.

Financial aid programs administered by the University are subject to change or termination at any time without notice or obligation.

Application Procedures

1. Free Application for Federal Student Aid (FAFSA)

Students who wish to be considered for University-administered aid are required to include parents' information on the FAFSA. To complete the FAFSA, go to the FAFSA Web site at fafsa.ed.gov. The FAFSA school code for Sidney Kimmel Medical College is 010021.

Regardless of dependency status, medical students applying for institutionally based aid must include student, parent, and if applicable, spouse's information on the federal FAFSA need analysis document. If all required information is not provided, the determination of financial aid eligibility will be delayed. Please note: For the 2014-2015 year and going forward, Federal Regulations will urge that applicants use the IRS Data

Retrieval Tool. This Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA). Students and parents may transfer the data directly from the IRS and beyond into their FAFSA.

If you are eligible to use the IRS Data Retrieval Tool, you will be required to use this tool for several reasons:

1. It's the easiest way to provide your tax data.
2. It's the best way of ensuring that your FAFSA has accurate tax information.
3. It's required by the Department of Education for verification purposes.

If you do not use or cannot use the IRS Data Retrieval Tool to provide tax information, you may be required to obtain an official tax transcript from the IRS. The federal FAFSA processor will send the University Office of Student Financial Aid an electronic FAFSA analysis usually within 5 to 7 days of submittal by the student. At this time, the federal processor will send a Student Aid Report (SAR) to the student either by email or regular mail. The SAR will note whether any correction to the FAFSA is required.

2. Sidney Kimmel Medical College Application for Student Financial Aid and Verification Worksheet

These forms must be completed by all students and submitted directly to the University Office of Student Financial Aid. These forms can be completed and submitted online using the Banner Web. To access application instructions and a direct link to Banner Web, go to jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/process/apply_jmc.html.

3. Official Copy of Parents' Internal Revenue Service Form 1040

Official Copy of Parents' Internal Revenue Service Form 1040. All students applying for institutional financial aid from Sidney Kimmel Medical College must submit signed copies of the Parent I.R.S. 1040 (A or E-Z) forms (including all I.R.S. schedules)– regardless of the dependency status of the student. Signed copies of the 2017 Federal Tax Returns are required for the 2019-2020 academic year financial aid application.

Submit the copies of the I.R.S. forms directly to the University Office of Student Financial Aid. Parents who have not filed and are not required to file an income tax return for the prior year must submit a signed copy of the "Non- Filing Statement" to the University Office of Student Financial Aid. Please note that copies of the parent "Non-Filing Statement" can be completed and submitted online using the Banner Web online financial aid application. However, additional documentation may be required. To access application instructions and a direct link to Banner Web, go to jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/process/apply_jmc.html.

4. Citizenship

A student must be a U. S. citizen or permanent resident to receive either federal or Jefferson institutional financial aid. The Financial Aid Office will require documentation to verify student citizenship status if the FAFSA federal processor cannot confirm the student's status.

5. Federal Direct Stafford Loan

Due to the Budget Control Act of 2011, graduate students are no longer eligible to borrow the Subsidized Stafford Loan beginning with the 2012-2013 year. Students who wish to be considered for University Aid are required to apply for a minimum of \$10,000 in the Federal Direct Unsubsidized Stafford Loan. To apply for the Federal Direct Stafford Loan, in addition to completing the general financial aid application requirements referenced above, students need to complete a Master Promissory Note (MPN) (the form students' sign acknowledging their responsibility to repay the debt). The MPN must be signed electronically with the Federal Direct Loan Program at studentloans.gov. Under the MPN process, all borrowers will be required to sign a promissory note for the first year only. The same MPN will be used for requesting loan funds in future years, assuming students do not change lenders, educational institutions and/or have a temporary cessation in enrollment. The Federal Direct Loan Program is the only lender for federal loans for the 2010-11 year and going forward.

6. Federal Work Study Application

Students who are interested in being reviewed for Federal Work Study eligibility to help reduce their borrowing levels must also complete the Medical College Federal Work Study application. This is in addition to completing the general financial aid application requirements outlined in section 1 through 4 above. This form can now be completed and submitted online using the Banner Web online financial aid application located at. To access application instructions and a direct link to Banner Web, go to jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/process/apply_jmc.html. NOTE: First year students are not permitted to work until the completion of the Fall Semester to ensure adequate academic success before beginning employment.

7. Deadline Dates for Applications/2019-2020 Academic Year

Deadline Dates will be determined after October 1, 2018. Please check the University Office of Student Financial Aid website at Jefferson.edu/financial_aid for posting of deadlines. Emails will also be sent to students at that time.

8. Complete Financial Aid Applications

Applications for Financial Aid cannot be processed until all of the following items are received:

1. FAFSA Need Analysis Report using the IRS DRT Process ((FAFSA should include all parent information if applying for university aid)
2. SKMC Financial Aid Application
3. SKMC Verification Worksheet
4. Signed Parent I.R.S. 1040, A or EZ forms (including all I.R.S. schedules) and/or SKMC non-filing statements for 2017 from the student's, parent(s) are required for 2019-2020 academic year University aid consideration.

Students can check the status of their financial aid application by accessing Banner WEB at <https://banner.jefferson.edu>.

Important Note: Any student who knowingly files false information will be subject to disciplinary action by Sidney Kimmel Medical College.

9. Selective Service Registration Compliance

The federal government requires all men born after Dec. 31, 1993, to register with the Selective Service. Sidney Kimmel Medical College is required to verify students' registration compliance prior to awarding/disbursing student financial assistance. Also, if requested, students must present proof of the Registration Acknowledgment Letter to the Financial Aid Office.

10. Statement of Educational Purpose/Non-Default

Per federal regulations, in signing the completed FAFSA, you are confirming that you:

- Will use federal student financial aid only to pay the cost of attending an institution of higher education,
- Are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- Do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, and
- Will notify your school if you default on a federal student loan.

If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

11. Verification

The federal government requires that students who are selected for federal verification must verify that the information contained in the Financial Aid Application is correct. Students are typically selected for verification by the Department of Education if the IRS Data Retrieval Process is not used or some discrepancy appears in the FAFSA application. Additionally, the federal government further mandates

the University Office of Financial Aid verify and resolve all cases of inconsistent data (i.e., between the federal application and supporting documentation).

The University Office of Financial Aid will notify students who must submit additional documentation in order to complete the verification process. Communication will be sent to the applicant via their Jefferson email account and will include a complete description of all documentation that must be submitted to the University Office of Financial Aid.

It is important to note that until the verification process has been completed your financial aid award from Sidney Kimmel Medical College, your Federal Direct Stafford Loan, and other alternative loan eligibility is only tentative. In addition, Federal Direct Stafford Loan funds may not be disbursed until the verification process has been completed. To avoid being selected for Federal Verification, use the IRS Data Retrieval process.

12. Entrance Counseling Requirement

All first time borrowers of federal loans (i.e., Federal Direct Stafford, Primary Care Loan, Loans for Disadvantaged Students, and/or Federal Graduate PLUS Loan program) during the academic year are required to complete educational loan entrance counseling. If you have completed Entrance Counseling at a prior school, This requirement must be fulfilled again as the entrance counseling that is provided for graduate students is different than at the undergraduate level for the purpose of borrowing a Federal Graduate PLUS Loan.. Please note that per federal regulations, the University Office of Student Financial Aid may not disburse Federal Direct Stafford/Graduate PLUS Loan funds until the entrance counseling process has been completed. Please go to the Financial Aid Office Web site jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/interviews/entrance.html for further information about this required process.

13. Exit Counseling Requirement

If you received assistance through the Federal Stafford, Federal Graduate PLUS, Federal Perkins, institutional loans, Loans for Disadvantaged Students, Primary Care Loan, and/or alternative loan programs, at any time during your attendance at Sidney Kimmel Medical College, you are required to complete federal exit counseling at <http://studentloans.gov> prior to withdrawal, transfer, Leave of Absence, or graduation from Sidney Kimmel Medical College. The University Office of Student Financial Aid will also conduct in-person counseling sessions.

The purpose of these in-person counseling sessions is to help you organize your post enrollment repayment schedule, and to answer any questions you may have concerning your repayment obligations. You will be given a summary of loans borrowed during your education at Sidney Kimmel Medical College, information on deferments and repayment, an estimate of the amount of your monthly payments, and advice on developing a fiscally sound repayment strategy.

All Exit Counseling sessions for graduating students are done in small groups, usually held in the spring. All students who take a Leave of Absence withdraw, or transfer to another school are advised to schedule one-on-one Exit Counseling with the Financial Aid Office.

14. Satisfactory Academic Progress

Students receiving financial assistance under Title IV (Federal Stafford, Federal Graduate PLUS, Federal Perkins, or FWS) programs must maintain satisfactory academic progress.

Sidney Kimmel Medical College Standards of Satisfactory Academic Progress

For the purpose of student eligibility for financial assistance under the programs governed by Title IV of the Higher Education Act of 1965 as amended, Sidney Kimmel Medical College has established the following standards for measuring whether a student, who is otherwise eligible to receive Title IV funds, is maintaining satisfactory academic progress. These standards apply to all students enrolled in Sidney Kimmel Medical College.

1. Grades

A student must complete all required courses and the required number of electives with a passing grade. Minimum passing grades for the different segments of the curriculum are defined in the Student Evaluation section.

2. Academic and Technical Criteria

Sidney Kimmel Medical College requires that students fulfill the following academic and technical criteria for the successful completion of a medical education and for the granting of the degree of Doctor of Medicine. A student's failure to achieve appropriate progress in meeting any technical standard may result in sanctions up to dismissal from Sidney Kimmel Medical College.

- The ability to observe demonstrations and experiments in the basic sciences.
- The ability to analyze, synthesize, solve problems, and reach diagnostic and therapeutic judgments.
- Sufficient use of the senses of vision and hearing and somatic sensation necessary to perform a physical examination using observation, palpation, auscultation, and percussion and the ability to execute motor movements reasonably required to provide both general patient care and emergency treatment.
- The ability to relate to patients and to establish sensitive, professional relationships with patients.
- The ability to work as an effective member of the health care team.
- The ability to communicate in writing and verbally with patients and medical colleagues with accuracy, clarity, and efficiency in both routine and emergency conditions.
- The ability to learn and perform certain laboratory and diagnostic procedures.
- The ability to use good judgment in the assessment and treatment of patients.
- The ability to accept criticism and to respond by appropriate modification of behavior.
- The absence of infectious disease that would prevent the performance of essential clinical activities required to complete the curriculum.
- The perseverance, diligence, and consistency to complete the medical school curriculum and to enter the independent practice of medicine.

3. Maximum Time Frame

- a. The student must complete the medical curriculum, as a full-time student, in a maximum of six (6) years, inclusive of approved leaves of absence. Students who are enrolled in the combined MD/PhD program are expected to complete the medical school curriculum in six (6) years, inclusive of approved leaves of absence, and the time devoted to the graduate program.
- b. The student's progress is to be measured in one-year (12 months) increments. By the end of the first year the student must have successfully completed one-sixth of the course work required for graduation. In each subsequent year, an additional one-sixth of the course work must be satisfactorily completed.

4. Special Policies in Regard to Course Incompletes, Withdrawals, and Repetitions

The Committee on Student Promotion evaluates the academic performance of each student and determines promotion, probation, and academic dismissal and determines, on an individual basis, a plan for students with academic deficiencies. Due to the nature of the curriculum, this plan may require a student who has had academic difficulty at a certain point to repeat an entire year. In such a case, the student is considered to be making satisfactory academic progress during the repeated period.

5. Notification

The University Office of Student Financial Aid will notify, in writing, any student receiving financial assistance that does not meet the requirements for satisfactory progress and is not eligible to receive Title IV funds.

6. Appeal Procedures

If a student is determined not to be making satisfactory academic progress, resulting in ineligibility for financial assistance under the Title IV programs, the student may appeal to the University Office of Student Financial Aid.

7. Reinstatement

After termination from aid, a student may be considered for Title IV aid at the beginning of the next academic year.

Higher Education Amendments (1998) Return of Title IV Funding

(Note: The 'Refund of Title IV Funding' policy outlined below, is in effect for the current 2018-2019 academic year and forward until amended.)

The Higher Education Amendments of 1998 require that when a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance (not including Federal Work Study or the non-federal share of FSEOG awards if an institution meets its FSEOG matching share by the individual recipient method or the aggregate method) that the student earned as of the student's withdrawal date.

For more specific information and examples, see the Financial Aid Office website at:
jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/policies/title_iv.html.

Student Life

Student Activities

Societies and Organizations

Students have many opportunities to participate in different medical societies and service organizations such as Alpha Omega Alpha, Asian Pacific Medical Student Association, Dermatology Society, Emergency Medicine Society, Family Medicine Society, Gibbon Surgical Society, American Medical Association (AMA), American Medical Student Association (AMSA), American Medical Women's Association (AMWA), and Jeff HOPE, just to name a few. The Office of Student Affairs and Career Counseling, the SKMC student council, and the University Office of Student Life and Engagement have information regarding these activities. Members of societies must contact the society's faculty advisor prior to planning events.

Learning Societies

Learning societies have been created and students are assigned to a society upon matriculation. The mission of the societies is to promote communities of students and faculty that are committed to the core values of Sidney Kimmel Medical College and to nurture professional and personal development. The goals are to: 1) enhance a sense of community within Jefferson; 2) promote the exchange of ideas, companionship and mentorship; 3) highlight the importance of community service; 4) develop skills in leadership, communication, doctoring, and professionalism; and 5) create an opportunity for longitudinal education.

The societies have been named after esteemed Jefferson graduates: Dr. Leah Lowenstein Society; the Jacob DaCosta Society, the Dr. Robley Dunglison Society, the Juan Carlos Finlay Society, the Carla Goepf Society, the Samuel Gross Society, the Algernon Jackson Society, and the William Keen Society.

Yearbook

The Clinic is SKMC's annual student yearbook. It serves the dual purpose of honoring the graduating class and chronicling the events of the academic year. *The Clinic* pursues an independent editorial policy, and staff participation is open to all students. Editorial and photographic contributions are welcomed. The yearbook is published under the auspices and overall review of the Student Council of the Medical College, which approves selection of both the editor and business manager of the publication.

Student Events

Presentation of Faculty Portrait

The senior class at large annually selects an outstanding faculty member to be painted by a well-known artist. The portrait is presented to the Medical College at a ceremony in the spring of the year.

Student Research Day

Members of the Medical Student Research Society are invited to present a report of their research each year on Student Research Day, which is conducted under the auspices of the Society of Sigma Xi. It is

open to all Jefferson faculty and students. One student from the Medical College is chosen to present his or her research paper in competition at the annual AMSA Research Forum in the spring.

Class Day

This program is held annually on the day before graduation to honor members of the graduating class. Awards and prizes are presented to graduating seniors. Awards in more than 42 categories are given to some 60 students. Faculty who have distinguished themselves in teaching are also presented. Awards including the Leon A. Peris Memorial Award, the Blockley-Osler/Dean's Teaching Award, and the Leonard Tow Humanism in Medicine Award is presented by the Arnold P. Gold Foundation.

Commencement

Commencement is held at the Kimmel Performing Arts Center. The program includes the presentation of degrees to members of the graduating class and honorary degrees to outstanding members of the community. Faculty and graduating students are expected to attend.

Career Day

The Alumni Association and the OSACC host Career Day each year. Geared primarily toward second- and third-year students, the program provides a preview of the Match process and choosing a specialty through presentations and small-group interactive sessions with Sidney Kimmel Medical College alumni from a variety of specialties.

Affiliations Day

The Office of Graduate Medical Education invites all hospital affiliates to this event held in the winter each year. It gives second-year students a chance to meet with faculty at some of the affiliate institutions where many students rotate during their third and fourth years.

Wellness Resource Center

The mission of the TJU Wellness Resource Center site is to provide access and information for students to assist them in their pursuit of personal wellness and to equip them with the skills necessary to adapt to the challenges of a career in the health professions. The early development of these skills will lead to a happier and healthier healthcare provider who is a role model for patients and the community. The concept of wellness includes all aspects of a person's life, including physical, mental, social and spiritual health. Wellness topics on the site include stress management, nutrition, exercise, personal safety and substance abuse.

Center for Integrative Medicine

The services offered by the Myra Brind Center for Integrative Medicine are also available to students. The Center for Integrative Medicine, a part of Thomas Jefferson University Hospital and Thomas Jefferson University, brings together the best of conventional medical care with promising complementary approaches to healing. Natural medicines, acupuncture, meditation, massage and other therapies can supplement the conventional treatment of a wide variety of illnesses and enhance overall wellness. The Center's team of highly trained and experienced physicians, therapists and nurses work closely together to provide the best possible care. Please see their Web site at: jeffersonhospital.org/cim/.

Student Council and Student Government

Student Council

The Student Council is comprised of elected and appointed student representatives from each class at Sidney Kimmel Medical College at Thomas Jefferson University. Responsibilities of the Council include supervision of student organizations, disbursement of university funds, and the dissemination of information on issues pertinent to student life at the Medical College. Furthermore, the Council acts as the liaison between the students, faculty and administration. Council representatives serve with faculty on standing committees in the areas of Admissions, Affiliations, Alumni, Curriculum, Research, Student Affairs, and Technology. As the collective voice of the student body, the Council works continuously with faculty and administration to recommend and implement changes that will positively affect students at the Medical College and within the University community.

Constitution of the Student Council of SKMC

Article I — Designation

This organization shall be known as the Student Council of the Sidney Kimmel Medical College at Thomas Jefferson University.

Article II — Purposes

This student council is a class-based representative body acting on the behalf of the student body of Sidney Kimmel Medical College. The council's responsibilities will include supervising, organizing, and appropriate funding of the medical college student body activities which pertain to the University.

The council will act as the responsible liaison body between the students, the faculty, and the administration and will act to promote stronger student/faculty relations.

The council shall act as an instrument of student opinion concerning matters pertaining to students and the University community.

The council will provide student body representatives to voice student concerns on all student/faculty or ad hoc committees.

Article III — Membership

The student council shall be composed of students in the first-, second-, third-, and fourth-year classes of Sidney Kimmel Medical College.

Voting Members

- a. The executive officers of the student council: president, vice president, secretary and treasurer.
- b. The six equal representatives of each class.

Non-voting Members

- a. The student representatives of each student/faculty committee.
- b. The chairman or the representatives of each student council committee.
- c. A representative from each student or campus organization.
- d. The Dean of the Medical College or the Dean's representative.
- e. A representative from the College of Health Professions and the College of Graduate Studies.

The Sidney Kimmel Medical College Student Council also encourages any members of the Thomas Jefferson University community to attend all meetings and voice any of their concerns to the council.

Article IV — Functions of Student Council Members

Rights and Privileges of Council Members

- a. Voting members shall have one vote each on all motions, except for the president, who shall vote only to break a tie.
- b. Each voting member shall have the right to introduce motions.
- c. All members, voting and nonvoting, shall have the right to make reports, to initiate or to participate in debate, and to address the student council on all issues.

Responsibilities of Council Members

- a. Attendance
 1. Voting members are required to attend all regular meetings. Should a voting member be absent without valid excuse from two or more meetings during the course of a year, that member shall have his/her voting privileges suspended. At this time, the representative's constituents will be notified and will be given the privilege of holding a new election should they desire. Illness or any absence required for official college or personal business shall constitute a valid excuse for absence. Any unusual excuses may be brought before the council for consideration. The secretary must be notified prior to any student council meetings for any excuse to be considered valid.
 2. Nonvoting members, especially those who regularly report to the council, are expected to attend all regular meetings or to send a representative in their place. Each student/faculty committee must have at least one representative present at each meeting. Should no Student/Faculty committee representative be present without valid excuse for two or more meetings during the course of a year, the Council at its discretion will take action, which can include dismissal of the offending representative(s) from his or her committee position.
- b. Representatives and their constituents

Representatives of the first- and second-year classes are expected to report to their constituencies the results of each monthly meeting. Prior to all regular meetings the representatives should solicit the advice, opinions, and suggestions of their constituents with regards to old issues or to new issues which the classes would like to have addressed.
- c. Participation in the student council

Each student council representative is expected to participate as a member of one or more standing or special student council committees when his or her involvement is requested by the president or vice president of the student council.

Duties of Officers

- a. The duties of the president shall be to:
 1. Call meetings to order.
 2. Preside at meetings of council.
 3. Enforce the constitution.

4. Appoint committees unless otherwise directed by council.
 5. Provide the student council secretary with an agenda for each upcoming meeting.
 6. Carry out such other duties as may be required by the council or by right of office as generally understood.
 7. Supervise any election in which a conflict of interest arises for the vice president.
- b. The duties of the vice president shall be to:
1. Act for the president in his absence.
 2. Supervise the work of all temporary committees.
 3. Assume the office of the president should it become vacant.
 4. Supervise the orientation program for incoming first-year students.
 5. Supervise all elections carried out under the auspices of student council except when such supervision entails a conflict of interest.
 6. Organize and oversee the appointment of all student/faculty committee representatives.
 7. Supervise and regulate all student organizations.
 8. Oversee the formation of any new organization.
 9. Solicit annual reports from each student organization and to print a composite of these reports for distribution.
- c. The duties of the secretary shall be to:
1. Keep a complete record of all council proceedings.
 2. Compile an agenda from the other officers and to provide printed copies of this agenda at all meetings.
 3. Post a copy of the minutes of each student council meeting on the student council bulletin board within two weeks of the previous meeting
 4. Carry out other such duties as commonly assigned to the office.
- d. The duties of the treasurer shall be to:
1. Maintain an exact record of all accounts.
 2. Receive funds and to set the rate of collection of the student activities fee as directed by the student council.
 3. Disperse funds appropriated by the council.
 4. Provide up-to-date summaries of the status of the treasury at each regular meeting.
 5. Solicit and obtain annual budget requests and detailed expenditures for each organization requesting student council funding.
 6. Organize and run the annual budget meeting of the student council.
 7. Perform such other duties as delegated by the council or which are commonly required of this office.

Article V — Election to Membership

The elections committee, chaired by the vice president, will arrange all elections for the student council officers and for the student council representatives within the time limits specified by this constitution.

Timing of elections

- a. Class elections for the first-year students shall be held in the month prior to the October meeting and again in the month prior to the March meeting. The term will last for one year after the March election.

- b. Class elections for the second-year students shall be held in the month prior to the March meeting. The term will last for one year.
- c. Class elections for the third-year students shall be held in the month prior to the March meeting. This term will end at graduation.

Election of class representatives

- a. The election committee shall announce at least four weeks prior to the date of the elections the opening of petitioning for six equal representatives.
- b. Each candidate must obtain the written endorsement of 25 constituents. Petitions for candidacy must be submitted to the elections committee or its designate at least one week prior to the elections. Candidates running for first-year representatives positions in the October election must write a short statement of intent to be posted one week prior to the election. Distribution, collection, tabulation, and publication of results will be handled by the election committee.
- c. Each constituent will vote for six of the candidates for representative. The six candidates receiving the most votes shall be the six equal representatives for that class.
- d. In the event of a tie, the elections committee shall hold a runoff between the tied individuals only.

Election of Executive Officers via the Election Oversight Committee

- a. The Election Oversight Committee defined. The Election Oversight Committee is formed to conduct the election of the Student Council Executive Committee. It is formed of five or six members which include the following people:
 - The sitting president or vice president.
 - One other member of the current Executive Committee, selected randomly by name drawing (unless volunteered) in the presence of the Student Council at the December meeting. This individual cannot be running for election to the new Executive Committee. If three or all of the members of the current Executive Committee are running for future Executive Committee positions, one or two representatives from the current third-year class will be picked randomly (unless volunteered) by name drawing at the December Student Council meeting. This will ensure two members are picked from either the current Executive Committee or the third-year class representatives.
 - Four volunteer class representatives from the first- and second-year classes: there must be at least one first- and one second-year class representative. If need be, the other two individuals may come from the third-year class representatives. If not enough or none volunteer, these four will be randomly selected by name drawing at the December Student Council meeting. If it is impossible to coordinate the following balloting procedures among these four individuals, or if individual constraints preclude selecting four individuals, three individuals may substitute (with a minimum of one each from the first- and second-year class representatives.)
- b. Of the five (or minimum four) randomly selected or volunteered individuals, two will be randomly picked by name drawing at the December Student Council meeting to make the final tally of the ballots along with either the sitting president or vice president.

The five or six Election Oversight Committee members would coordinate placement, pickup, counting, and delivery of the ballots.

Each individual will count the ballots that s/he picked up and write the count on a card. This card and the ballots would be brought to a mutually agreed upon place (e.g., Jefferson Alumni Hall), whereupon the president or vice president along with the two randomly selected individuals would each tally the accumulated ballots. These three individuals must necessarily reach the exact same counts. After reaching the same counts, the ballots will then be destroyed, and these three individuals, the only ones privy to the total counts, are sworn to secrecy. The results of the election (not the numerical totals) would then be announced individually to each candidate by the president or vice president.

Election of Executive Officers

1. Candidates for president and vice president must be members of the second- or third-year classes.
2. Candidates for the offices of secretary and treasurer must be members of the first-, second-, or third-year classes.
3. A candidate must run for only one office in a given election, and verbal nominations will be accepted at the November and December Student Council meetings or via an email or telephone call to an executive committee member contacted during the period after the November meeting but before the December meeting.
4. The Election Oversight Committee shall determine the elections schedule for each class prior to the November meeting and shall also inform the classes of this schedule and of all the requirements prior to the November meeting.
5. Candidates will be permitted a position statement (one page or less) to be posted for all to read at least one week prior to the election. Candidates for the office of president must submit a brief letter of intent which will be printed on the reverse side of the ballots.
6. Each candidate will be given the opportunity to briefly (three minutes or less) voice their intentions and goals at the December meeting. After all speeches are completed, the voting representatives shall vote via secret ballot for the candidates they chose to be given their proxy votes. These votes will be tallied by members of the Election Oversight Committee as described above.
7. At the time of the general election, any student may opt to vote proxy. Proxy will be determined such that each voting representative of the designated class decides 1/5 of the proxy vote.
8. A minimum of 50 percent of Sidney Kimmel Medical College first-, second-, and third-year students must cast ballots for an election to be valid. Fourth-year students will be given the opportunity to cast ballots if they desire.
9. In the event of more than three (3) candidates appearing on the ballot for an executive council position or positions, a primary election must be held for that position or positions during the general election. A final election consisting of the two candidates receiving the most votes in the primary election should then occur as soon as permitted.
10. In the event of a tie vote in the general election, a reelection shall occur between the involved candidates according to the election procedures above.

All elected members of council shall assume their positions on the council at the first meeting following their election. Executive officers term will start in January and will last for one year.

In the event of resignation, death, disability, or recall of any member of council (except the president), his/her successor shall be chosen by special election according to the provisions of this article.

Article VI — Meetings

Regular meetings shall be held at least once a month during the academic year. These meetings will be held on the second Wednesday of each month at 6:30 p.m., unless a change is deemed necessary by the council.

Section 2

Special meetings may be called by the president subject to two days advanced notice. Items not included in the planned agenda of a special meeting may not be acted upon at that time.

A majority of the voting membership shall constitute a quorum.

A quorum must be present at all regular and special meetings in order for official action to be taken.

Regarding parliamentary procedure, the rules contained in the current edition of *Roberts' Rules of Order*, newly revised, shall govern this council except when inconsistent with this constitution or with any special rules of order which the council has adopted.

Discussion of committee reports shall be limited to five minutes.

At the president's discretion a motion must be placed in writing and distributed to council members before it can be voted upon.

Article VII — Committees

There shall be two types of committees, designated under the headings "standing" and "special":

- a. Standing committees shall include the elections committee, the student council curriculum committee, and additional committees that council may create.
- b. Special committees shall be appointed by the president at his/her discretion, or the council may, by a majority vote, appoint committees.
- c. Representatives may serve on more than one committee, but may chair only one standing committee.

All committee chairpersons shall make monthly reports to the council on the progress and activities of their respective committees.

Special committees shall be dissolved upon completion of their duties.

Article VIII — Student Organizations

New Organizations

- a. The founders of any proposed new organization must first schedule an appointment at the next Student Affairs Committee meeting through the Dean's Office secretary. At this meeting the organization must present:
 1. A petition which describes the need for the formation of such an organization as well as the group's proposed goals as described in a mission statement.
 2. The signatures of Jefferson students who are interested in forming such a group and in becoming members.
 3. Approval and proposed support of the organization by a faculty sponsor.
 4. An agenda detailing the organization's future activities.
- b. If approved by the Student Affairs Committee the organization must then petition the SKMC Student council for recognition. The organization leaders must contact a student council executive officer and request to be placed on the next student council agenda. At the student council meeting, the proposed organization's leaders must again present all of the information which was detailed at the Student Affairs meeting. In addition, a detailed budget for the upcoming school year must be presented.
- c. The proposed organization may then be officially recognized by a majority vote of the student representatives present at the meeting. If a proposed organization is not approved, its leaders may reapply for recognition in the same academic year after a two-month period only if they have new issues to present.

Annual Reports

- a. Every Student Organization which wishes to remain recognized by Sidney Kimmel Medical College and the Student Council must submit an annual report. This report shall also be required for the group to receive any funding from the University or student government. All reports must be handed in to the Student Council Vice President at least six weeks before the budget meeting in the Spring. In January, the Student Council Vice President will notify all organization leaders in writing as to the deadline for the reports and post notice in the main auditoriums as well as on email.
- b. The Student Organization Annual Reports should include the following:
 1. Goals which were set for the past year, accomplished in the past year, and delineated for the upcoming year.

2. Finances, including fund-raisers and membership dues, and how these moneys were spent.
 3. Projects which were completed in the past year and which are planned for the future.
 4. University activities such as seminars and lectures.
- c. These reports will help the Student Council target inactive or non-productive groups to be sent for review to the Student Affairs Committee, and help streamline the annual Student Council budget meeting. Any organizations which have not progressed toward their proposed goals or which do not show active involvement on the part of their members will be sent to the Student Affairs Committee. Here, a final decision will be made regarding the University's continuation of the groups funding and charter. Leniency will be given to foundling groups. Regulation of student organizations is delineated further in Section 3.

Regulation of Student Organizations

- a. Each recognized student organization must submit a complete annual report which details the group's objectives for the past year, their accomplishments, the events that were held during the year, and their goals for the following year. The report should also include the number of members attending each event, the names and addresses of the organization's leaders, and the name of their faculty advisor.
- b. The student leaders must meet annually with their faculty advisor and submit the advisor form (obtainable from the student council vice president) with their annual report.
- c. The Sidney Kimmel Medical College student council and the Student Affairs Committee will review all annual reports in order to identify student organizations which do not contribute to the University community or have not provided an active organization for their members.
- d. The groups identified as potentially probationary will be reevaluated at the following student council meeting. If any group of students would like to revitalize the organization, they must present themselves before the student council with a letter of support from the faculty advisor and with specific plans for the following year. If reapproved, the organization must follow the guidelines for a group on probation as detailed in Section 4.
- e. It is the responsibility of each group to report changes in leadership, addresses, and phone numbers to the student council executive officers. Any problem in communication or missed deadlines from failure to report such changes shall be the responsibility of the student organization, and it remains at the discretion of council members as to what penalties, if any, to invoke.

Guidelines for Probationary Student Groups

- a. Each group must meet at least twice each semester and keep record of all in attendance.
- b. Each group will receive a baseline of \$75 in financial support for the year of probation. If additional funds are needed, the group must request these in person from the student council.
- c. The group must have three officers who are to meet with the faculty advisor once each semester to evaluate their progress.
- d. The group leaders must submit a semi-annual report in December to the student council and to the Student Affairs Committee as well as the annual report required of all student organizations. Group members must sign in at all organization events, and these attendance sheets must be submitted with the semiannual and annual reports.
- e. Any probationary organization that fails to meet the above guidelines will have its charter revoked for one year after which time interested parties can request to be recognized again by the student council.
- f. These regulations are not meant to be punitive. They have been ratified to protect and to best serve the Jefferson community. Such regulations will permit students to most effectively partici-

pate in activities and to avoid committing themselves to inactive groups. The student council and Student Affairs Committee appreciate the cooperation of the student leaders in these matters.

- g. Any organization that loses its charter will have its constitution and other information filed by Student Council so that the group can easily be re-chartered if interest arises at a later date.

Article IX — Initiative, Referendum, and Recall

Initiative

- a. The signatures of 15 percent of the student body shall be sufficient to place any issue on a ballot for consideration by the entire student body. Upon the receipt of such a petition, the council shall direct the elections committee to place the issue before the students within 30 days.
- b. Policy statements and fiscal actions shall be enacted by a majority vote.
- c. Constitutional amendments shall be enacted by this method or by the proposal of the council's executive officers and require a majority vote.

Referendum

Student council may direct the elections committee to place on a ballot any proposed policy for consideration by the student body.

Recall

Any voting member of the student council shall be subject to recall as follows:

- 1. Officers shall be subject to recall upon receipt of signatures of at least one-half of the enrolled members of each class.
- 2. Class representatives shall be subject to recall upon the receipt of signatures of at least one-half the members of the enrollment of his or her class. Upon receipt of such a petition the council shall direct the election committee to place the issue before the students within 30 days.

Article X — Amendments

The constitution of the student council of Sidney Kimmel Medical College may be amended as follows:

Any amendment must be passed by a two-thirds majority vote of the voting members present at a regular meeting; the amendment may then be approved and made official by a two-thirds majority of the members present at the subsequent regular meeting.

General and Miscellaneous Information

Criminal Background Checks and Drug Testing

Participation in clinical experiences and rotations is a required part of the curriculum and a requirement for graduation. A clinical site may require drug testing and/or a criminal background check and/or child abuse check in order to permit participation. Clinical sites may deny a student's participation in a clinical experience or rotation because of a felony or misdemeanor conviction, failure of a required drug test, or inability to produce an appropriate health clearance, which would result in delayed graduation or in the inability to graduate from the program. All students will be required to undergo Criminal Background Checks in order to proceed with patient care.

Crisis Response Guideline for SKMC Students

In order to assure the most efficient and appropriate communication amongst college/university personnel in the event of a specific student crisis, the following guidelines should be used:

Any student event can activate the student crisis response. Any member of the college/university who witnesses or hears about an event should notify the designated Student Affairs and Career Counseling official and/or Security. Events include, but are not limited to, injury/illness/hospitalization, psychiatric episodes (including attempted suicide), assault, disappearance, housing disturbance, unprofessional behavior or death of a student.

Jefferson Security:

Business Hours: 215-955-8888, 811

After Hours: 215-955-8888, 811

Sidney Kimmel Medical College:

Office of Student Affairs and Career Counseling

Business Hours: 215-503-6988

After Hours: 877-656-4437 (pager).

Dress Code

All physicians shall be groomed and dressed in a manner which will help them to establish rapport with their patients. The faculty of Sidney Kimmel Medical College, therefore, encourages its students early in their medical career to establish habits of demeanor, grooming, and dress which will assist them throughout their professional lives in their relationships with their patients.

An attending physician has a right to refuse to allow any of his/her patients to be seen by a student if they feel that the patient may be disturbed by the student's appearance. Students should recognize that unclean dress, disheveled hair, or an unkempt beard will be offensive to patients and that a patient has the absolute prerogative to refuse to be examined by a student who offends him/her.

Medical students are expected to wear clean and pressed white coats whenever they are in patient areas. Coverage of long hair is required in certain areas, such as operating suites, as a precaution against the dissemination of infection. When in an affiliated institution, students are expected to conform to the dress code standards of that institution.

Equipment and Clothing Requirements

Surgical scrubs and shoes

University and departmental policy requires students wear surgical scrubs and closed-toe shoes in the dissecting facility at all times, even during examinations. These must be provided by the student.

Protective Eyewear

University and departmental policy requires each student use protective eyewear while they are working with the human gifts. This means safety glasses with side shields and shatterproof lenses or, if needed, safety goggles/shields that cover prescription glasses. These must be provided by the student. Such eye protection is available at the Jefferson Bookstore or at a hardware store.

Disposable Personal Protective Equipment (PPE)

The Division of Anatomy will provide the following disposable PPEs which the student will use anytime they are working with the human gifts. This includes nitrile gloves, disposable aprons and sleeve/arm protectors.

Dissecting Instruments

Students must obtain a set of instruments suitable for dissecting the human gifts. They may rent them from the Division of Anatomy or they may purchase their own set, either at the Jefferson Bookstore or from an outside vendor. PLEASE NOTE: purchased kits should contain a Number 4 scalpel handle.

SKMC Student Scrubs Policy

As members of a healthcare team, students are expected to dress professionally at all times. The use of scrubs should be restricted to times when students are rotating on surgical and obstetric services, intensive care units, and when on overnight call. Students may, however, follow the dress code of their assigned team to wear scrubs if appropriate.

Sidney Kimmel Medical College will provide each student with one pair of “Jefferson” scrubs to use while on clinical rotations. Students themselves are responsible for laundering these scrubs. These scrubs may be worn throughout the hospital with the exception of the operating suites.

When partaking in sterile surgical procedures, students must wear special “clean” scrubs which can be obtained from a vending machine located in the operating room suite using your student ID badge. A list of students on surgical and obstetric services who need access to “clean” scrubs will be submitted to the vendor monthly to allow access to the vending machine.

Students can only take a single pair of scrubs out of the vending machine at any given time, and must return it after their shift. Students cannot take out a new pair of scrubs out of the vending machine until the first pair is returned. Students must return all scrubs lent from the vending machine for their clinical rotation to be complete.

All questions pertaining to this policy should be addressed to:

Nina Mingioni, MD FACP

Director, Phase 2: Core Clinical Rotations

nina.mingioni@jefferson.edu

Health Insurance

As an academic health center, Jefferson requires all matriculated students to have health insurance, and to complete the enrollment/waiver process for each academic year.* If you have health insurance through another provider, it must meet the stated minimum requirements to qualify for a waiver. If you do not have coverage through another provider that meets the minimum requirements, then you must enroll in the College-sponsored student health insurance plan. Once enrolled, the plan will be in effect for the entire academic year. You may only terminate the insurance coverage if you have a qualifying life change event.

*Dates may vary by academic program.

2019 – 2020 Rates

Student	\$4,945.00
Spouse	\$4,945.00
One Child	\$4,945.00
Two or More Children	\$9,890.00
Spouse + Two or More Children	\$14,835.00

Dental Insurance

Optional dental insurance is available for matriculated students at Thomas Jefferson University, Center City Campus and Abington Campus. The insurance is offered through Delta Dental, with two coverage levels available - Base or Enhanced.

Please see the following web site for more detailed information on health and dental insurance including full coverage brochures: <https://www.jefferson.edu/university/student-life-engagement/health-dental-insurance/matriculation-requirement.html>

Questions: Please contact Ms. Joyce Muwwakkil at 215-503-6988 or joyce.muwwakkil@jefferson.edu

JeffMD Policy for Electronic Device Use During Patient Present Sessions

To protect patient confidentiality, no electronic devices (including cell phones, iPads/tablets, and laptops) are allowed during any session with a patient present. During sessions where patients are present for only part of the session, students must refrain from using the electronic devices during that portion of the session. Failure to adhere to this policy will be considered a professionalism issue that may be reported to the Office of Student Affairs for intervention.

Policies Regarding Admission and Placement of Students to Sidney Kimmel Medical College with Previous Health Care Education

1. Applicants who have completed advanced courses of education (doctoral equivalent), or who have obtained advanced educational degrees (doctoral equivalent) must apply through the Admissions Committee.
2. In the case of acceptance to the Medical College, the admissions committee may make no commitment to the applicant regarding placement in the curriculum, but may recommend a specific advanced placement to the Student Promotions Committee and Curriculum Committee. The Student Promotions Committee and Curriculum Committee will each review the recommendation for advanced placement from the Admissions Committee. The applicant may not be considered for advanced placement unless both committees approve the specific advanced placement.
3. When the Curriculum Committee and Student Promotions Committee have approved a specific advanced placement, the applicant will be notified in writing of the advanced placement jointly by the chair persons of the Curriculum and Student Promotions Committees.

Registration of International Students

Students who are not United States citizens or permanent residents of the U.S. are responsible for contacting the Office of International Affairs (OIA), 215-503-4024 or 215-503-4335 for or Janice.Bogen@jefferson.edu, immediately upon notification of admission to Sidney Kimmel Medical College and upon any change in student status. OIA assists students in obtaining the necessary forms for the U.S. Department of State (DOS) to request a visa, or from the United States Citizen and Immigration Service (USCIS) to maintain legal student status if transferring from another institution.

Please note that each student has sole responsibility for ensuring that his/her immigration status complies with all applicable laws and regulations of the United States. In order to meet all requirements of the Department of Homeland Security and SEVIS, international students are required to attend a mandatory immigration orientation designed for new incoming SKMC students in M-70 Jefferson Alumni Hall, 1020 Locust Street, soon after they arrive on campus. Please call or email in advance to confirm your arrival. At the meeting, students receive information about Jefferson and Philadelphia. Also check for new information at Jefferson.edu/university/international_affairs.

Please note that each student has sole responsibility for ensuring that his/her immigration status complies with all applicable laws and regulations of the United States. In order to meet all requirements of the Department of Homeland Security and SEVIS, international students are required to attend a mandatory immigration orientation designed for new incoming SKMC students in M-70 Jefferson Alumni Hall, 1020 Locust Street, soon after they arrive on campus. Please call or email in advance to confirm your arrival with Mariangel Martinez. At the meeting, students receive information about Jefferson and Philadelphia. Also check for new information at Jefferson.edu/university/international_affairs.

Student Policies

Many policies pertaining to Jefferson students are universal for each school. These range from academic to disciplinary policies. Rather than list them all in this handbook, students are advised to peruse the following Web site: Jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies.html.

Weather Emergencies

As a medical teaching facility, Sidney Kimmel Medical College will remain open even during severely inclement weather because of the nature of our activities and the need to avoid schedule constraints that class cancellations would cause. Every effort is made on the part of the teaching faculty and administrative staff to operate with normal schedules and services, even when the University has declared an official weather emergency.

Should a faculty member not appear for class after a reasonable period of time, the appropriate departmental office should be contacted for information and instructions. The University Office of the Registrar may be contacted for any additional available information concerning classes.

If severe weather necessitates class cancellation, informational notices will be posted throughout the campus, announced via the JeffALERT system and included on the University Weather Emergency Hot-line, 800-858-8806, expressly confirming cancellation of classes.

If Thomas Jefferson University announces a closure due to inclement weather or an event, clerkship students will be excused from clinical duties, regardless of the site of current clinical rotation. Absences from clinical duties during university-wide closures are considered excused and do not need to be made up.