# Duke University School of Medicine Policies

# *Below are School of Medicine Policies. In most cases these are abbreviated version. In these cases, click on the title or embedded link for more a more comprehensive description of the policy found online. Those without links are the complete policy.*

# [Appropriate Treatment of Learners at Duke University School of Medicine](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/34/index.html)

Duke University School of Medicine (SOM) is committed to creating and maintaining a positive learning environment for learners that is respectful and appropriately attentive to their learning needs and free from conduct by teachers that could be interpreted by learners as mistreatment. Behavior that violates this stated expectation will be investigated, and if found to represent mistreatment, may become the subject of disciplinary action by the SOM.

#  [Clinical Activities by and Supervision of Medical Students](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/36/index.html)

All patient care provided by medical students is provided under the supervision of a licensed health care provider performing activities within the scope of the health care provider’s practice.  An on-site licensed health care provider must always immediately available.

**[Code of Professional Conduct](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/46/index.html)**

# The Duke University SOM strives to educate health professional students who have a high capacity for ethical professional behavior. These standards closely follow those established and expected for the medical profession for which the student is training and are intended to serve as a precursor to future professional expectations.

[**Consensual Romantic or Sexual Relationships between Faculty and [Graduate] Students *(***](https://oie.duke.edu/sites/default/files/u33/consensual_relationship_policy_13May2019.pdf)*A University policy)*

Consensual romantic or sexual relationships between faculty members and graduate students are prohibited except under the following circumstances:

(a) the faculty member has no current role, and is not expected to have any role in the future teaching, supervising, mentoring, or evaluating the student and the faculty member and graduate student are in different schools;

(b) if the faculty member and the graduate student are in the same school: (i) the faculty member has no current role, and is not expected to have any role in the future teaching, supervising, mentoring, or evaluating the student; and (ii) the faculty member reports the relationship in writing immediately to the relevant Dean, with copy to the Institutional Ethics and Compliance Program, and represents to the Dean that there are no reasons that require prohibiting the relationship.

# [Duty Hours](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/36/index.html)

Students will be expected to be on-site on any clinical service no more than eighty hours per week, averaged over a two-week period during second year clerkships and a four-week period during fourth-year courses. Students will have one full day completely free of curricular or patient-care responsibilities in the hospital or clinic per week, averaged over a two-week period during second-year clerkships and over a four-week period during fourth-year courses. Students will not be expected to be in the hospital or clinic setting for more than 30 consecutive hours including hours spent sleeping while on call if less than four hours.

**[Clinical Electives](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/56/index.html)**

Students cannot take for “graduation credit” more than three electives in a given subspecialty field. For example, a student intending to match in orthopaedic surgery can do two orthopaedics electives, one at Duke and two study-away for credit towards graduation. If the student plans a third course, he/she will receive credit for it, but it will not count toward the 24 elective credits needed for graduation. Advisory Deans approve their advisees’ elective course selections and encourage students to take a broad range of courses even if they plan to subspecialize. Exceptions may be made for students enrolled in LIC experiences.

Students must complete 28 course credits of clinical electives including several required rotations designed to enhance students’ preparation for their internships and residencies.

[**Emergency Management Plan**](https://medschool.duke.edu/education/student-services/medical-education-administration/safety-resources)
 Planning for the continuity of instruction, student activities, research, and patient care at Duke University in
 response to an emergency is a complex task. This School of Medicine (SOM) Emergency Management Plan
 documents the framework, processes, and communications required for a successful response and recovery
 from an emergency incident.

**Exposure to Infectious and Environmental Hazards (**[**Safety and Compliance Training**](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/50/index.html)**)**

All students at the Duke University School of Medicine are required to complete mandatory online and classroom training activities regarding personal safety and environmental exposures. They must also complete safety training and there are specific steps that must be followed if a student experiences biological or chemical exposure at Duke or while studying away. For more information go [here](https://medschool.duke.edu/education/student-services/office-registrar/student-services-and-resources) and click “Bulletin Addendum Items” and then on “Policy on Exposure.”

# Grading Policies

Grades are available to students via ACES. A grading basis is established for each course with Curriculum Committee approval. Explanation of the various grade options can be found [here.](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/38/index.html)

[**Grade Appeals**](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/38/index.html)
A student wishing to appeal an official grade or comment must present his/her appeal to the course director within two calendar weeks of the grade being posted.

[**Timely Submission of Grades**](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/40/index.html)
Course and clerkship directors must submit grades to the Registrar’s Office within six weeks of the end of the course/clerkship. If a student’s completion of the course has been delayed beyond the end of the six week period, the grade of “Incomplete” will be entered by the course or clerkship director.

# [Provision of Formative Assessment to Students](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/40/index.html)

For required courses or clerkships four weeks or longer, formal formative feedback must be provided at least once midway through the course or clerkship. A course or clerkship less than four weeks in length must provide an alternate means by which a medical student can measure his or her progress in learning.

[**Provision of Narrative Assessment of Students’ Cognitive and Non-Cognitive Performance**](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/40/index.html)
Narrative description of a medical student’s performance, including his or her non-cognitive achievement, must be included as a component of the assessment in each required course and clerkship of the medical education program in which the following apply:

1. The course duration is four weeks or longer.
2. There is sufficient longitudinal and interpersonal interaction of instructors and students such there is reasonable basis to evaluate the students and provide narrative feedback.
3. Attendance at the learning activities that form the basis of the narrative assessment is required.

**[Prohibiting the Involvement of Providers of Student Health Services in Student Assessment and Promotion](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/40/index.html)**

Providers of health and psychiatric/psychological services to a medical student will have no involvement in the academic assessment of or in decisions about the promotion of that student.

**[Repetition of Courses](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/42/index.html)**

Students enrolled in the MD program may not take the same course for credit more than once.

# [Reporting of Inappropriate Treatment in the Teacher-Learner Relationship](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/34/index.html)

Perceived inappropriate treatment of a learner, either experienced or witnessed, should be reported by using one or more of the following methods:

- verbally or in writing to the course director of the learner’s course
- verbally or in writing to the advisory dean or personal advisor of the learner
- in a mandatory end-of-course evaluation
- in other internal surveys done by the learner’s program
- on the Adverse Events website for the SOM (can be anonymous)
- to a member of the Committee on Appropriate Treatment of Learners (CAT)
- to the SOM or University Ombudsperson
- to the Duke University Office of Institutional Equity

**[Retesting](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/42/index.html)**

In order to be eligible to retake a test or failed examination in a SOM course that allows for retesting on individual examinations during the course, the student must meet with the course director to determine if a retest can be done. If the course director determines remediation is needed prior to the retest, the student must meet with his/her Advisory Dean and complete a “Request for Re-examination” form. This policy is applicable only to students who fail and exam and cannot be utilized for students who want to improve a passing grade.

**[Severe Weather Attendance](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/52/index.html)**

The SOM will follow the Provost’s decisions in regards to cancellation of classes. If classes are cancelled, students should not report for any medical school activities (classes, labs, clinical assignments, etc.)

[**Social Media Guidelines**](https://medschool.duke.edu/sites/medschool.duke.edu/files/field/attachments/som_social_media_guidelines.02.01.2017.pdf)

These guidelines cover the use of social media and internet activities that associate SoM activities, faculty, staff and health professions students with Duke through the use of a Duke title, email address or other identifying information.

# [Student Assignment](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/44/index.html)

Clinical course directors are responsible for assigning students to instructional sites.  A medical student may request an alternate training site when circumstances allow for it.

**Students Treating Students in the Clinical Setting** *(no link)*

Students in the School of Medicine have the right to decline to be seen by their peers when they receive care in the clinical setting. In order to protect their privacy, when a SOM student is hospitalized or seen in a clinic, they should be given the option of having other students on their care team and they should be free to decline without penalty*.*

**Student Workload** *(no link)*

In an effort to promote student well-being and work-life balance but also maintain the rigor of the Duke curriculum, the Duke University School of Medicine provides a basic science (MS1) curriculum that requires on average no more than 40 hours per week of required school-related activities including in-class events and pre-work.

**[Study Away](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/44/index.html)**

Students who have maintained a high level of academic performance throughout their first two to three years are eligible to study at another institution and receive academic credit at Duke for this experience. There are a series of steps that must occur and they are located [here**.**](https://registrar.duke.edu/sites/default/files/medical/2017-18/index.html#44)

# [Preparation for Residents and Other Non-Faculty for Their role as Educator](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/40/index.html)

The School of Medicine Curriculum Committee requires residents and others (e.g., graduate students, postdoctoral associates, etc.) who teach medical students to be oriented to and prepared for their role in teaching and assessing medical students.

**Time Away**

[Absences- excused and unexcused](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/32/index.html)

[Attendance Policy](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/36/index.html)

[Time Away Requests for Second-Year Courses](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/44/index.html)

[Medical Leave of Absence](https://registrar.duke.edu/sites/default/files/bulletins/medical/2018-19/40/index.html)