

# **Institutional Policies for UMMS GSBS Students 2016-2017**

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## **University Policies and Student Rights & Responsibilities**

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### **Access, Solicitations, Demonstrations**

The University of Massachusetts recognizes the rights of members of the University community to freedom of assembly and speech, and strongly believes in fostering discourse and the free exchange of ideas at the University. However, as a matter of law and University policy, these rights and interests are restricted, and must be exercised on University property in a manner consistent with the mission and operation of the University and the rights of other members of the University community. Demonstrators will be held accountable for any actions which violate University Policy and Regulations.

Guidelines include but are not limited to:

- Demonstrations may not include material that will disrupt or interfere with instructional activities, other University business and campus events;
- Demonstrations may not include actual or threats of physical violence, or other forms of harassment, or destruction of University, other public or private property;
- Demonstrations must not interference with free entry to or exit from University facilities and free movement by individuals; and
- Demonstrations may not interfere with the rights of other members of the University community to freedom of speech and assembly, and other rights.
- Demonstrations are limited to appropriate public forums, which do not include, among other locations, faculty and administrative offices, classrooms and other instructional facilities. (Public forums are locations which by tradition or policy are available for public assembly and speech – such as a student union lobby where students have traditionally gathered to debate issues.) To the extent that a public forum exists within a University building, any demonstrations within that forum shall take place only during the building's normal operating hours.
- Where appropriate, the University shall endeavor to maintain open lines of communication with demonstrators and to provide opportunities for discussion of matters in dispute so long as the demonstrators act consistent with University policy and the rights of others. However, as a general rule, the University shall not negotiate with individuals who occupy any University facility, or with associated demonstrators, while any such occupation continues, and shall never negotiate within an occupied facility.

These guidelines are intended to support, not supplant, existing University policy. They apply to all members of the University community, including undergraduates, graduate students and employees, as well as guests and visitors. Please see Human Resource Policy #5000.

### **Access to UMass Medical School Facilities**

1. UMMS facilities may be utilized to provide care and treatment of patients, to conduct research and to teach and train health-care and research professionals. In support of these goals, the facilities may be used by the following:
  - a. Recognized internal organizations for purposes which promote the health-related, educational, research and service and development goals of the organization; and
  - b. Non-Profit outside organizations which are public service or health related sponsored by a recognized internal organization and approved by the Associate Vice Chancellor for University Relations. Such sponsorships of outside organizations shall not interfere with programs or activities conducted by UMMS.
2. A recognized organization must send a request, in writing, to the Office of Public Affairs thirty days in advance of the event or program for permission to use the facilities if an

outside organization is being sponsored and will participate in the event. The outside organization must be identified in the request and its proposed participation described.

3. Commercial use of UMMS facilities is prohibited. Please note that the entire UMMS Policy on "ACCESS AND SOLICITATION" can be located via the intranet on the UMMS Human Resources website.

### **Alcohol Policy**

All members of the University of Massachusetts community shall abide by the laws of the Federal Government, the Commonwealth of Massachusetts, the regulations of the Alcohol Beverages Control Commission and local ordinances and regulations relative to the possession, consumption, distribution, transportation, manufacture and sale of alcoholic beverages or products, on land or premises owned or occupied by the UMMS. (Trustee Document T97-112) Students must also be in compliance with Alcoholic Beverages on Campus policy 1.2.01 from the Vice Chancellor of Operations (copy of this policy is available in the Office of Student Affairs).

Alcohol can be consumed on the campus of the University of Massachusetts at Worcester only by students of legal drinking age at University-sponsored student events in designated areas. Any student-sponsored event that includes alcoholic beverages must be reviewed and approved through the Executive Vice Chancellor for Administration & Finance. Student sponsored events shall prohibit under-aged drinking, excessive drinking, and shall stress safety and individual accountability by those who choose to drink. No advertisement, sale or promotion of alcoholic beverages of any kind is permitted on campus. Outdoor public drinking on premises owned, occupied or controlled by the University of Massachusetts is forbidden, except at University-sponsored events in designated areas. The University will take disciplinary action against any student who violates federal, state, city or University regulations.

In summary:

- There is no advertisement involving alcohol for this event.
- You cannot sell individual drinks (if you hire a caterer, the caterer may sell individual drinks using their license; however you still may not).
- You cannot serve anyone who is underage.
- You cannot serve anyone who is intoxicated or on the way to getting there.
- You must also provide and display equivalent non-alcoholic drinks (for example; cans of soda if you're offering cans of beer, or pitchers of non alcoholic beverage if you're offering pitchers of beer. You cannot set up a situation where the beer is free and to get a non-alcohol drink the student has to purchase it out of a machine.)
- You MUST stay in the designated area for the event. Students CANNOT take alcohol outside of the designated area (i.e. NO drinking outside the building or in the lobby or in the halls).

Further, the University will provide educational programs for the campus community relative to the dangers of alcohol use/abuse. These programs will be provided by the academic departments as part of required courses in all three Schools. The Student Health Service and Counseling Service will provide information about counseling and treatment programs for individuals in need of such intervention.

### **Alcohol and Drug Abuse (Summary of Legal Sanctions)**

Specific findings of alcohol impairments as identified by federal studies have been compiled and distributed to all members of the campus community to meet the requirements of the Drug-Free Schools and Communities Act. In addition to this policy, other University of Massachusetts policies which relate to inappropriate use of alcohol and drugs remain in force. (see AIMS policy).

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Courts do not modify life prison sentences in order for convicted persons to attend college or medical school or to continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Cities and towns in Massachusetts prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks.

Massachusetts laws prohibit sale or delivery of alcohol beverages to persons under 21 with a fine of up to \$2,000 and six months imprisonment, or both. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. First conviction of driving under the influence of alcohol has a \$1,000 fine, one year revocation of driver's license, up to two years in prison, and mandatory alcohol rehabilitation.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic and addictive drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate prison terms and the full minimum term must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of "drug paraphernalia" is illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, ten years after the second, permanently after the third conviction.

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury results from use of the substance.

### **Drug-Free Schools and Community Act Amendments of 1989**

The University of Massachusetts, in accordance with both federal legislation and existing University policy, is committed to providing a drug-free, healthful and safe environment for all faculty, staff and students.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, and the unauthorized possession or use of alcoholic beverages on the University of Massachusetts Medical School campus or as part of any University activity or business off University premises is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including termination of employment, expulsion of students and referral for prosecution may result as deemed appropriate. Applicable legal sanctions for the

unlawful possession or distribution of illicit drugs and alcohol are summarized in the following section.

The University recognizes alcohol and drug dependency as an illness and a major health problem. Alcohol is the number one drug problem in this country and on campuses. Drinking alcohol has acute effects on the body. It impairs judgment, vision, coordination and speech and often leads to dangerous risk-taking behavior. These may include drunken driving, injuries and serious accidents. Nearly half of all accidental deaths, suicides and homicides are alcohol-related. The misuse of alcohol is often involved in violent behavior, acquaintance rape, unintended pregnancies, and the exposure to sexually transmitted diseases. Long-term excessive drinking and drug use can lead to a wide variety of health problems in many different organ systems.

The use of drugs and alcohol can cause physical and psychological dependence. They can interfere with memory, sensation and perception. Drugs impair the brain's ability to synthesize information. Regular users of drugs develop tolerance and physical dependence often experienced by withdrawal symptoms. The psychological dependence occurs when the drug taking becomes central to the user's life.

Students with substance abuse problems are encouraged to use the full range of educational and treatment services provided by the University Health Services at 508-856-2818.

### **Americans with Disabilities Act**

According to the Americans with Disabilities Act (ADA) a disability is defined as an impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or, the perception that one has such an impairment.

The University of Massachusetts Medical School is firmly committed to providing full access to individuals with disabilities. In so doing, UMMS intends to fully comply with the Americans with Disabilities Act (ADA) of 1990, EEOC guidelines, and Human Resources policies. Policies and procedures are in place to ensure that disabled applicants, students, staff, faculty, visitors, volunteers, and vendors do not experience discrimination in any way. The Equal Opportunity Office, working in conjunction with the Department of Human Resources and the School Services Office, develops policies, procedures and training programs to ensure UMMS complies with all applicable federal and state regulations relating to individuals with disabilities. In addition, the Affirmative Action Committee evaluates policies regarding employees with disabilities, assesses adherence to these policies and makes recommendations for improvement to the Chancellor.

The Medical School, the Graduate School of Nursing, and the Graduate School of Biomedical Sciences consider all applicants who meet the admissions requirements, and will make every effort to provide reasonable accommodations. It is UMMS policy to comply with all the provisions of Chapter 151C, Section 2B of the Massachusetts General Laws, as well as with all other applicable federal and state laws. Students who avail themselves of the provisions of this section will not be treated with prejudice or adversity. The School Services Office, working in collaboration with the Equal Opportunity Office, shall coordinate all student disability issues for the schools.

Deborah Harmon Hines, PhD, serves as the ADA Student Coordinator. All inquiries should go directly to Dr. Hines (508-856-2444). Once admitted, the student is responsible for notifying the Student ADA Coordinator of their disability, requesting academic accommodations in writing and providing appropriate documentation of the disability. A student may request accommodations at any time during matriculation. All requests for accommodations are reviewed and acted on by the Academic Accommodations Committee (see below). It is always the student's choice whether or not to accept any recommended accommodation. Confidentiality is a strict practice of the Academic Accommodations Committee. Accommodations are not granted retroactively.

## **Academic Accommodations Committee**

After receiving and reviewing all requests for accommodations, the Academic Accommodations Committee (AAC) designs, implements and monitors individual accommodation plans for students with disabilities in compliance with the Americans with Disabilities Act (ADA).

The Academic Accommodations Committee designs and monitors individual accommodation plans for all students with disabilities and makes accommodations in compliance with ADA. The Academic Accommodations Committee is composed of the ADA Student Coordinator, a Liaison from the Office of Medical Education, an Educational Specialist and relevant experts in the field of diagnostic testing and representatives from the SOM, GSBS, GSN, and GME. Dr. Hines chairs the committee.

Students may be referred to the AAC by Course Coordinators or Academic Evaluation Boards for analysis of the academic difficulty and its possible relationship to a disability. It is always the student's choice whether or not to accept the accommodation. Confidentiality is a strict practice of the AAC.

Examples of accommodations include, but are not limited to, extended time on examinations, examinations taken in separate rooms, magnified course and examination materials, readers, books on tape, special microscopes for the visually impaired, special chairs, modified stethoscopes for the hearing impaired, etc.

All students are expected to satisfy the Technical Standards of their respective schools. Accommodation under ADA will not be in conflict with the fundamental nature of the academic programs of each school. For more information visit:  
<http://www.umassmed.edu/schoolservices/ada.aspx>

## **Appropriate Treatment of Students**

In 2004, the University of Massachusetts Medical School (UMMS), developed a policy and complaint procedure to help ensure the appropriate treatment of students (ATS) in the School of Medicine, Graduate School of Biomedical Sciences, Graduate School of Nursing and Graduate Medical Education.

As a student or post-doctoral scholar, you should expect to be treated with respect, and to learn and work in a safe environment. All individuals who interact with students and post-doctoral scholars are expected to behave in accordance with the ATS policy, which applies to faculty, administrators, nurses, house staff, postdoctoral students, technicians, other learners, and other volunteer or paid staff.

Inappropriate treatment occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment or threat, sexual harassment, psychological cruelty, and discrimination based on race, color, national origin, religion, gender, sexual orientation, age, disability or veteran status.

Please note that separate school-wide policies are in place covering sexual harassment, consensual amorous relationships, and discrimination based on protected-class status.

For more information, including definitions, policies and procedures for reporting suspected inappropriate treatment, students and post-doctoral scholars are encouraged to contact the Diversity and Inclusion Office (DIO) located at H1-728, 508-856-2179.

The DIO is responsible for coordination and monitoring of all ATS complaints. DEOO also is responsible for training faculty members to serve as resource persons for students and post-doctoral scholars with ATS-related inquiries and concerns, and for ongoing oversight and periodic review of the training process.

## **Clery Act**

The Clery Act is a federal law originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and

around their campuses. It is named in memory of 19-year-old Lehigh University freshman Jeanne Clery.

A requirement of this act is that all schools must disclose and report crime statistics on campus and in unobstructed public areas immediately adjacent to or running through the campus on an annual basis. This information is then reported to the Department of Education and can be accessed via the Office of Postsecondary security statistical Web Site at

<http://www.ope.ed.gov/security> (The name of our school on that Web site is University of Massachusetts Medical School - Worcester.)

Schools must also publish an annual security report that contains three years of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes. This report is available at:

<http://www.umassmed.edu/Global/About%20UMMS/CrimeAwarenessAndCampusSecurityInformationReport.pdf>

The Office of Public Safety updates safety information regularly. Please visit:

<http://www.umassmed.edu/publicsafety>

### **Consensual Amorous Relationships (Guidelines For)**

The University of Massachusetts Medical School (UMMS) strives to provide a friendly and supportive working and learning environment for its employees and students. As well, it must promote an environment where all work/academic decisions are made professionally and fairly, unencumbered by the effect of personal relationships. Nevertheless, in any work or academic setting, it is possible - even likely - that consensual romantic relationships may develop. UMMS recognizes this potential, particularly in an academic health care milieu where individuals work closely together in circumstances that are frequently demanding and complex.

There are certain potential risks inherent in all workplace romantic relationships between individuals in unequal positions within the institution, such as faculty /student. Such relationships may compromise or be perceived as compromising the fairness and impartiality of a faculty member's conduct toward the student or to others in subordinate positions. Further, there is potential impact on the learning environment and potential damage to the supervisory individual's credibility and standing, within the department and within the organization as a whole.

Given the power imbalance between the two individuals, the relationship may in fact be far less voluntary for the subordinate than it appears to the supervisory individual. Also, circumstances may change and conduct that was previously welcomed by the subordinate may in fact become unwanted and unwelcome. Initial consent by both parties to the relationship may not prevent later charges of sexual harassment by the subordinate. Legally, the supervisory individual and the organization could be challenged if a consensual amorous relationship results in allegations of sexual harassment or hostile work or learning environment by the subordinate or by any others in the department who feel they themselves have been treated unfairly as a result of the relationship.

The UMMS policy with regard to faculty and students is:

- A UMMS faculty member should not date, or have a romantic relationship with, a student over whom s/he has a direct or indirect teaching/advisory/ mentoring/evaluative responsibility, or over whom there may be a perception of such responsibility.
- A faculty member with questions/concerns should consult promptly with his/her department chair, or may choose to consult with other individuals such as his/her dean, the Vice Provost for Faculty Administration, the Vice Provost for Research, or the Associate Vice Chancellor for Diversity and Equal Opportunity. A student with concerns should consult with his/her Dean, Advisor or the Diversity and Equal Opportunity Office.

- The Dean (or designee) will recommend a resolution in consultation with DEOO.

Students and faculty are encouraged to contact the Diversity and Inclusion Office (508-856-2179) with any questions about these guidelines. (April 2006)

### **Credit Hour Definitions and Audit Process**

The University of Massachusetts Medical School, which consists of its School of Medicine, Graduate School of Nursing and Graduate School of Biomedical Sciences, fulfills the following Federal definition of a credit hour:

“Except as provided in 34 CFR 668.8(k) and (1), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hours of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

### **Faculty and Student Notifications:**

The credit hour assignments will be included in the appropriate student handbook and they will be provided to the Office of Faculty Affairs for inclusion in the orientation program for new faculty. It will also be presented at relevant curriculum committee meetings to ensure faculty awareness.

### **Graduate School of Biomedical Sciences (GSBS) Course Credit Hour Assignments**

All new courses, their associated syllabi, methods of student evaluation and credit hours must be reviewed by the Graduate Council Curriculum Subcommittee. Once approved by this Subcommittee, the course is presented for approval to the Graduate Council, a body of representative faculty, students and administrators selected by each program and appointed by the GSBS Dean. An approved course returns to the Graduate Council for review only when the content, evaluation methodology or credit hours are significantly altered or when student evaluations of the course demand the attention of the GSBS Dean, Graduate Council and/or the faculty.

Examples:

- Block 1 in the basic biomedical sciences (BBS) core curriculum runs for eight weeks and meets for 67 hours total. Study outside of the classroom requires at least three hours per hour of class.  $67 \div 15 = 4.5$  but the GSBS assigns three credits. Reading analysis and problem solving (RAPS) in Block 1 of the core curriculum runs for eight weeks and meets for 32 hours total. At least five hours are spent reviewing class material before each class.  $32/15 =$  two credit hours
- Block 2 in the BBS core curriculum runs for 11 weeks and meets for 75 hours total. Study outside of the classroom requires at least three hours per hour of class.  $75 \div 15 = 5$  but the GSBS assigns three credits. RAPS in Block 2 of the BBS core curriculum runs for 11 weeks and meets for 34 hours total. At least five hours are spent reviewing class material before each class.  $34/15 =$  two credit hours.
- Block 3 in the BBS core curriculum runs for 11 weeks and meets for 55 hours total. Study outside of the classroom requires at least three hours per hour of class.  $55 \div 15 \approx 4$  but the GSBS assigns three credits. RAPS in Block 2 of the BBS core curriculum runs

for 11 weeks and meets for 18 hours total. At least five hours are spent reviewing class material before each class. 19/15 = one credit hour.

- Students undertake two eight-week lab rotations each in the fall and in the spring and one 12-week rotation in summer. The eight-week rotations require 160 hours of research each and each is assigned two credits. The twelve-week rotation involves 240 hours of research and each is assigned two credits.

### **School of Medicine (SoM) Course Credit Hour Assignments**

Each grade-granting course is assigned credits based on the following process, which builds on standard educational benchmarking and local expertise in curriculum development and expectations for clinical work:

- Year 1-2 foundational curricula: approximately 15 classroom hours and two out-of-classroom hours per classroom hour/semester (minimum 45 hours) = one credit
- Years 2-4 core clinical and elective experiences: one week = one credit
- Year 3-4 required sub-internship: one week = two credits

The Credit-Hours Work Group (CHWG) will present the slate of course credit hours annually to the relevant curriculum sub-committee of the Education Policy Committee (EPC) for review and endorsement, and to the full EPC at the request of the EPC curriculum sub-committee.

Newly approved courses will apply this metric to confirm appropriate credit.

#### **Adjustment:**

- The CHWG will be convened annually three months before the start of the academic year to review any need to adjust policy or procedure, and on an ad hoc basis throughout the year as time sensitive issues arise. These meetings will be called by the CHWG Chair, the Associate Dean for Undergraduate Medical Education.
- The credit-hours work group consists of the Associate Deans for Undergraduate Medical Education and Student Affairs, Chairs of the EPC curriculum sub-committees, Chairs of the Basic and Clinical Sciences Academic Evaluation Boards, the Registrar and the Financial Aid Director.
- A sub-committee with expertise in elements unique to the MD/PhD program will meet annually and as needed to address credit-hour issues related to that program. This MD/PhD CHWG will be comprised of the Dean of the GSBS, the Associate Dean for Undergraduate Medical Education, the Chair of the relevant EPC sub-committee, MD/PhD leadership, the Associate Dean for Student Affairs and other content experts as necessary.
- The policy will be posted on the EPC website.

### **Graduate School of Nursing (GSN) Course Credit Hour Assignments**

All new courses, their associated syllabi, methods of student evaluation and credit hours must be reviewed by the responsible Program Director. They are then sent to the Curriculum Committee for approval. After approval by the Curriculum Committee, they are sent to the Faculty Assembly for full endorsement and final approval. Approved courses are reviewed by the Program Directors only when the content, evaluation methodology or credit hours are significantly altered or when course/student evaluations indicate the need. The Program Director would then follow the same course of action identified for new courses.

The GSN allocates one credit per 15 student contact hours/classroom hours. An additional three hours of independent work per contact hour is expected.

Example: For a three credit graduate course over the fall semester, the student may have a three hour class supplemented by nine hours of reading and/or other outside class assignments to complete each week for 15 weeks.

### Clinical hours:

Pre-licensure clinical hours (500 level clinical) are allocated as one credit per 45 contact hours.

Graduate clinical hours (600 level) are allocated as one credit per 90 contact hours.

### **Credit Hour Audit Process**

The Associate Dean for Undergraduate Medical Education in the SOM, the Dean of the GSBS and the Dean of the GSN will annually supply a list of all credit granting courses to the Associate Dean for Allied Health and Interprofessional Education Programs (the "Associate Dean"), who will randomly select two courses from each of the three schools for an audit to determine credit hour compliance with this policy. The Associate Dean will formally notify each of these three individuals concerning the initial results of this audit. If there is a disagreement concerning the findings, the Associate Dean will meet with the individual for further discussion. The Associate Dean will report his final audit conclusions to the Provost.

### **Criminal Background Checks (CBC)/ Criminal Offender Records Information Checks (CORI) Checks**

As an applicant, you may have been subject to a criminal background check (CBC). A repeat CBC may be required for participation in certain activities, by one of our clinical affiliates, or by the School. If a subsequent CBC reveals some contact with the criminal justice system since the time of the initial CBC, the school will review that history and the student's response. The school has a process which governs these matters.

### **Dress Code**

Students are expected to dress in a manner which is appropriate for their particular work environment. For example, jeans are acceptable in the laboratory or classroom but are not acceptable when seeing patients. Shoes with open toes are acceptable in the classroom but not in the lab or in the clinical setting. As part of professional appearance, students are expected to be generally well groomed.

### **Electronic Mail Use Guidelines**

The University makes e-mail facilities available to both students and staff. Campus E-Mail Users are encouraged to use these communications resources to share knowledge and information in furtherance of the University's missions of education, research, and public service. Students are free to use e-mail for personal use. E-mail is made available to employees for the purpose of conducting University-related business, but occasional social/personal use is allowed providing it does not interfere with an employees' job function. An employee's university e-mail address, however, should not be considered the same as a personal e-mail address. Violation of e-mail policies and guidelines may result in disciplinary action.

Please review University policy located on the Information Services website.

[http://inside.umassmed.edu/uploadedFiles/policies/Vol7-1\\_Information\\_Services\\_and\\_Technology/070102email%5b1%5d.pdf](http://inside.umassmed.edu/uploadedFiles/policies/Vol7-1_Information_Services_and_Technology/070102email%5b1%5d.pdf)

The University cannot control the content of electronic mail. If an individual receives electronic mail that they consider harassing, threatening or offensive, they should promptly contact one of the following departments; Information Services, Equal Employment Office, Human Resources and/or the Graduate School office.

### **Hazing**

University of Massachusetts Medical School in accordance with Massachusetts General Laws, Chapter 269, Sections 17, 18 and 19 (Jan. 5, 1988) does not tolerate any form of hazing. Massachusetts General Laws, Chapter 269, Sections 17, 18 and 19 contain the following:

## **Section 17**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year or both such fine and imprisonment.

The term 'hazing' as used in this section and in Sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

## **Section 18**

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law endorsement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

## **Section 19**

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and Section 17 and 18 to unaffiliated student organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student organizations.

In addition, hazing is not compatible with the School's Technical Standards for Admission, Continuation and Graduation. Students accused of hazing will be reviewed by a Technical Standards Subcommittee and may be subject to sanctions by the Medical School up to and including dismissal. (See Honor Code).

### **Identification of Students**

Identification cards are issued to all students at the time of registration during the first year and should be worn at all times. Students may be asked to present their Identification Card for identification by UMMS Police, library personnel, cafeteria personnel, etc. It is important to report a lost or stolen card to the UMass Police as well as the parking and Access Control Office at 6-5934. Lost cards can be replaced by the Parking and Access Control Office. Cards must be returned when the student leaves the school. Cards temporarily assigned at rotation sites must be returned once the student is no longer participating in a rotation at that site.

### **International Travel under the auspices of the University of Massachusetts Medical School**

Anyone traveling under the University of Massachusetts Medical School auspices must complete this travel registration form. This information is needed for the UMass-sponsored AIG international travel insurance, which covers everyone traveling in connection to their work or study at UMMS, and to help us provide assistance should emergencies arise during travel. A summary of the travel insurance benefits may be accessed [here](#). Upon completion of this form, you will be prompted to download and print the AIG international travel insurance document.

University Of Massachusetts Medical School - Protocol Concerning Travel to Countries under U.S. State Department Travel Warnings and/or U.S. Centers for Disease Control Travel Notices

[http://umassmed.edu/uploadedFiles/globalhealth/Content/OGHTravel%20Protocol\\_June09.pdf](http://umassmed.edu/uploadedFiles/globalhealth/Content/OGHTravel%20Protocol_June09.pdf)

### **International Travel Registration**

Click to download [the UMMS Travel Policy](#). Anyone traveling under the University of Massachusetts Medical School auspices must complete this travel registration form. This information is needed for the UMass-sponsored AIG international travel insurance, which covers everyone traveling in connection to their work or study at UMMS, and to help us provide assistance should emergencies arise during travel. A summary of the travel insurance benefits may be accessed [here](#). Upon completion of this form, you will be prompted to download and print the AIG international travel insurance document.

### **International Travel Forms and Information**

<http://www.umassmed.edu/globalhealth/formsandsites.aspx?linkidentifier=id&itemid=83508>

### **International Travel Insurance**

<http://www.massachusetts.edu/treasurer/internationaltravelinsurance.html>

### **Jury Duty**

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. The Commonwealth of Massachusetts has a statewide one-day/one-trial system. Under this system, trial jurors serve either one day or, if selected, one trial. After juror service has been satisfied that juror is disqualified from serving again for a minimum of three years.

Students are NOT automatically excused from jury duty. Most jurors called do not have to serve more than 3 days (the majority fulfill this obligation in one day). If you are selected for a jury pool for a longer period of time, you will have the opportunity to explain how this may constitute a hardship to the judge who may or may not excuse you from that trial. The Graduate Office can assist students by providing them with a letter of support if needed.

Grand Jury or Federal jury assignments do not fall under this one-day/one-trial umbrella. If you received a summons for Grand Jury or Federal Jury duty, contact the Graduate School Office for assistance. Students should carefully read all materials they receive with their summons to service, which contains helpful information about confirming, postponing, rescheduling, or relocating service, and can address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their course coordinator of the summons and make arrangements to complete any missed work.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner's website at [www.massjury.com](http://www.massjury.com).

### **Logos, Usage of UMass Medical School Logos**

Use of the school logo or name on t- shirts, totes, baseball caps etc is generally "not allowed" as it is protected by copyright and trademark rules which can be found at <http://www.massachusetts.edu/policy/umasspoliciesguidelines.html> or [http://media.umassp.edu/massedu/policy/tradem\\_gdlns.pdf](http://media.umassp.edu/massedu/policy/tradem_gdlns.pdf)

### **Patient Rights under HIPAA**

In addition to information concerning the HIPAA Privacy, Confidentiality of Patient-Related Information and Security Regulations found in this Handbook, students must read and be familiar with the "UMass Memorial Health Care / UMass Memorial Medical Center Joint Notice of Information Practices" brochure distributed to all patients at the time of their first clinical visit,

students must also read and be familiar with the privacy notices of all other clinical sites visited for clinical experience. HIPAA requires that written notice be presented to patients to inform them, among other things, of their privacy rights and to make them aware of how the Medical Center and its affiliates can use and disclose their protected health information. It also includes a point of contact for answering questions or receiving complaints.

Patient rights afforded by HIPAA include:

- Right to Access (inspect/copy) Designated Record Set.
- Right to Amend Designated Record Set.
- Right to Accounting of Disclosures of Protected Health Information.
- Right to File a Complaint regarding alleged Privacy Violations.
- Right to Request Restrictions on Uses and Disclosures of Protected Health Information.
- Right to Confidential Communications.
- Right to the Notice of Privacy Practices.
- Right to Revoke Authorizations for the disclosure of Protected Health Information.

### **Confidentiality of Patient Information - Related Materials Used in Teaching**

Policy Statement: Faculty, students and staff are responsible for maintaining the confidentiality and security of information about, and materials related to, patients at UMass Memorial, its affiliates and other clinical sites, and must abide by the privacy and security policies and procedures of all clinical facilities visited during clerkship assignments. The UMass Memorial Notice of Privacy Practice information is available at:

<http://www.umassmemorial.org/systemip.cfm?id=2782>. This Policy applies to the use of such information and material in educational activities outside of the clinical care setting, such as grand rounds, lectures, patient reports and clinical case correlations taking place within UMass Medical School, or outside UMass Memorial or other clinical sites.

We are required by law to keep confidential and secure patients' "protected health information." Protected Health Information (PHI) has two components: (1) one or more personal identifiers; and (2) information about or relating to a person's health condition, provision of health services, or payment for health services.

In these educational settings, patient-related materials, such as medical records, radiographs, or pathology specimens, may be used freely for educational purposes only if all personal identifiers are removed. This may require concealing or otherwise eliminating patient names and/or other identifiers. When materials which in any way identify patients are used for educational purposes outside of the clinical care setting, an Authorization for the Disclosure of Protected Health Information must be signed by the patient(s) prior to the presentation.

What elements are considered Identifiers? The following is a list of data elements that are considered to be personal identifiers under HIPAA:

- Name;
- All geographic subdivisions smaller than a State, to include street, address, city or town, county, precinct, zip code, geocode, and three-digit zip code tracts where less than 20,000 people live;
- Names of relatives and employers;
- All elements of dates (except year), to include birth date, admission date, discharge date, and date of death;
- Telephone and fax numbers;
- E-mail addresses;
- Social security number;
- Medical record number;
- Health plan beneficiary number;
- Account number;

- Certificate/license number;
- Any vehicle or other device serial number;
- Web URL;
- Internet Protocol (IP) address;
- Finger or voice prints;
- Photographic images; and
- Any other unique identifying number, characteristic, or code.

Also please note that, while the age of a person in years is generally not considered to be an identifier, ages of 90 and over must be aggregated to a category of 90+ to avoid identification of individuals within this population. Other demographic information, such as gender, race, ethnicity, and marital status are not identifiers.

A Consent for Educational Use of Visual Images form, i.e., photographs or videos that reveal patient identity, must be signed before these images are obtained and an Authorization for the Disclosure of Protected Health Information form must be signed before the images are presented. UMMS Consent for Educational Use forms are available from the Office of Public Affairs & Publications at 508-856-2000. UMMC Authorization for the Disclosure of Protected Health Information forms are available through the UMMC Health Information Management Department at 508-334-5700, Option 1. Other clinical sites will require patient signature on similar forms.

As with all matters regarding patients' confidentiality, all participants attending educational programs and activities are responsible for maintaining the confidentiality and security of patient-related information.

As a prerequisite to accessing patients' protected health information held by UMass Memorial and its affiliates, all students must complete the UMass Memorial security training course known as the "E-Learning 4 U HIPAA Privacy & Security Module" and sign a UMass Memorial Confidentiality / User Access Agreement as noted in the HIPAA training section of this Handbook. Other clinical sites may have similar requirements.

### **Breaches of Protected Patient Information:**

This policy establishes a process for addressing the handling of all alleged breaches of patients' confidentiality. All alleged breaches will be investigated, documented and acted upon. The facility where the alleged breach occurred will be engaged in the investigation as appropriate. Disciplinary action will be implemented based on the severity of the breach and will consider any prior breaches involving the individual in the allegation. Sanctions may be applied up to and including dismissal from the Graduate School.

### **Issues of Confidentiality**

All members of the academic community, including students and faculty, are encouraged to bring their concerns regarding confidentiality in the use of patient information and medical records in teaching to the attention of individual faculty members, the course directors and/or the GSBS Dean. The Director of Patient Care Services, Susan Tarrant, will also be available as a contact for students who wish to report on issues of confidentiality in the use of patient records in teaching.

Other resources available to discuss confidentiality issues are the UMass Memorial Privacy Officer at 508-334-8096, the UMMC Privacy and Information Security Hotline at 508-334-5551, the UMass Memorial Health Care Privacy and Information Security e-mail account at [privacyandsecurity@ummhc.org](mailto:privacyandsecurity@ummhc.org), as well as the UMMS Office of Compliance and Review at 508- 856-6547 or by e-mail account at [compliance@umassmed.edu](mailto:compliance@umassmed.edu) or by calling the UMMS Confidential Reporting Line at 508-856-6432.

## Snow and Other Weather Emergencies

### Notification

For up-to-date information about snow cancellations, call the GSBS weather line at 508 856 8111. Decisions regarding delays or school closures will be made no later than 6 a.m. of the morning in question. Security 508-856-3311 will also be notified about current school delays or closures.

Media sources are:

- WSRS/WTAG Radio
- NEWS 7 and WRKO AM/680 "Storm Force"
- WCVB-TV Boston/Channel 5 News Center 5

If classes are canceled during the day, announcements will be made over the public address system or by email.

### Financial Conflict of Interest Policy

The Public Health Service (PHS) has promulgated a Financial Conflict of Interest (FCOI) Regulation in the *Federal Register* which takes effect August 24, 2012. The UMMS Policy for Promoting Objectivity in Biomedical Research is the means by which the University of Massachusetts Medical School will comply with the FCOI Regulation, making it applicable to all sponsored-research funding sources at UMMS.

One requirement of the newly implemented regulation is that all investigators must complete FCOI training before engaging in research. **An investigator is defined as the principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct or reporting of the research.** UMMS Principal Investigators will determine who meets this definition on their projects. UMMS provides training in Financial Conflict of Interest for medical-school investigators via the Collaborative Institutional Training Initiative (CITI).

All GSBS students who are undertaking federally supported research must take this training which will be coordinated by the GSBS. Details may be found at:

<http://www.umassmed.edu/fcoitraining.aspx?linkidentifier=id&itemid=157880>

### Faculty and Student Vendor Relations Conflict of Interest Policy

This policy seeks to prevent conflicts of interest between commercial Vendors doing business with the University of Massachusetts Medical School (UMMS) and UMMS' Faculty Members, and Students. Such potential conflicts can be viewed as influencing patient care and/or purchasing/procurement. This policy, working in tandem with the Commonwealth of Massachusetts' Ethics Laws (M.G.L. c. 268A), strives to ensure that relationships between the UMMS Faculty Members or Students and commercial Vendor representatives enhance the University's mission as a center of excellence for teaching and research.

This policy recognizes that some UMMS Faculty Members provide patient care and/or conduct research in various hospitals, outpatient settings, and research centers that may have their own policies governing Vendor relations and conflicts of interest. Such policies may vary from this policy. When two or more policies govern the relationships of UMMS faculty members with commercial vendors, the faculty member must comply with all restrictions. Each faculty member must identify and adhere to the applicable policies.

The full policy is available

at: [http://inside.umassmed.edu/uploadedFiles/policies/Faculty\\_Administration/Faculty%20and%20Student%20Vendor%20Relations%20COI%20Policy.pdf](http://inside.umassmed.edu/uploadedFiles/policies/Faculty_Administration/Faculty%20and%20Student%20Vendor%20Relations%20COI%20Policy.pdf)

If GSBS students and faculty have further questions regarding this policy please contact Dr. Mary Ellen Lane in the GSBS ([MaryEllen.Lane@umassmed.edu](mailto:MaryEllen.Lane@umassmed.edu))