Student Need to Know List

1) Too Tired To Drive Home Policy: If, for any reason, you are too tired to safely drive, you can obtain a taxi ride to your home. While at Loyola or Hines, go to the Loyola.wired web page (http://portal.luhs.org) and login to the INFORMATION PORTAL. Click on the Way To Go! Taxi Voucher link for taxi Service. When at other sites, call a taxi, pay, and bring the receipt to Dr. Gruener's office (SSOM, Room 310) for reimbursement. A ride back to the hospital is also underwritten.

2) Eighty-hour work week: Your total time at a clinical site cannot exceed 80 hours/week. This includes "call" not more than every fourth night and a minimum of one full day off/week. For violations, notify the site and clerkship director.

3) Blood Borne Pathogen Exposure: If you are stuck by a needle or other sharp object, or get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant. Report this immediately to a supervisor, indicating the person who needs to be source tested. You should seek immediate medical attention. If at Loyola, report the exposure to the Loyola Outpatient Center (LOC) Employee and Student Health Clinic at 708-216-3156 for further instructions. If after hours, on weekends, or holidays, (1) report to the Emergency Department and (2) leave a secure voicemail message for the LOC Employee and Student Health at 708-216-2312. State your name, date of birth, phone number, and name and medical record number of the person who was the source of exposure. If off campus, contact the site's employee/occupational health service immediately or go to their Emergency Department. Your insurance information will need to be provided.

4) Patient/Procedure Logs: You need to keep your log up-to-date and accurate. Ideally, you should add patient encounters and procedures daily. At a minimum, the logs must be updated weekly.

5) Non-Sexual/Sexual Harassment/Mistreatment: Stritch has a policy of zero tolerance for such treatment. For instances of non-sexual mistreatment, you are encouraged to find support with a variety of resources, including the clerkship director, Campus Ministry/Pastoral Care, personal counseling services, our medical center Employee Assistance Program (EAP) counselors, any of the deans or trusted faculty. If you believe that the issue needs more formal investigation/resolution, you should contact the Associate Dean for Student Affairs. In instances of sexual harassment, Stritch is governed by our Medical Center's Sexual Harassment Policy and all allegations of sexual harassment must be formally investigated. You may seek confidential consultation through the EAP or Office of Campus Ministry to explore options for addressing the concern, and you are strongly encouraged to notify the Associate Dean for Student Affairs.

6) Students who have concerns about any aspect of the delivery of health care at a particular site should bring those concerns to the Clerkship Director immediately.

7) Clinical Evaluations and Online Examinations: Clinical clerkship evaluations from assigned teachers are official, formal school documents. Their alteration or destruction are not only considered a breach of professionalism, but a sign of academic dishonesty and subject to the sanctions defined within our academic policy manual. Additionally, academic dishonesty during an online examination includes, but is not limited to: obtaining or attempting to obtain an examination prior to its administration and attempting to reconstruct examinations by memorizing and recording questions, or participating in their distribution as donors or recipients.

8) Student Illness: Any illness that leads to time away from the clinical clerkship should be immediately reported to the clerkship coordinator and clerkship director. If a student misses any amount of time due to illness, the student MUST report to the Student Health Clinic for clearance prior to returning to clinical activities. Any clinical time missed, and subsequently cleared through the Student Health Clinic, will not negatively impact a student’s clinical performance evaluation. However, missed time, even when excused, may need to be made up, at the discretion of the individual clerkship director.