

Students' Need to Know List

Clerkship: _____ Period: _____ Site _____

- 1) **Too Tired To Drive Home Policy:** If, for any reason, you are too tired to safely drive, you can obtain a taxi ride home, to SSOM or LUMC. If at Loyola or Hines, login to the **Application Portal** (<http://portal.luhs.org>). 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.
- 2) **80-hour work week:** Your total time at a clinical site cannot exceed 80 hours/week. This includes "call" not more than every 4th night and a minimum of one full day off/week. For violations, notify the site and clerkship directors.

3) **SSOM Needlestick and Splash Guidelines:**

| If at LUMC | If NOT at LUMC |
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| Step 1: Page 708-643-0833 | Step 1: Follow employee health protocols for the site |
| Step 2: Visit this site for guidance | Step 2: Provide your personal insurance |
| Step 3: Call and report to student health at 708-216-2458. Leave message on confidential voicemail with full name, birth date, exposure information, and phone number to contact you. | |
| If you are experiencing difficulty at your site with compliance for an exposure, please contact Office of Student Affairs. | |

- 4) **Patient/Procedure Logs:** Logs must be kept up-to-date and accurate. Ideally, add patient encounters and procedures daily. At a minimum, update logs weekly.
- 5) **Non-Sexual/Sexual Harassment/Mistreatment:** Stritch has a zero tolerance policy 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 (Perspectives), and 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 Confidential Loyola Sexual Assault Advocates, available during certain hours via the Advocacy Line at 773-494-3810. Visit <https://tinyurl.com/loyolaadvocacy> for more information.
- 6) **Delivery of Health Care Concerns:** Students should bring concerns about any aspect of health care delivery at a particular site to the clerkship director immediately.
- 7) **Clinical Evaluation and Online Examination Professionalism:** Clinical clerkship evaluations from assigned teachers are official, formal school documents. Altering and/or destroying them is considered a breach of professionalism and a sign of academic dishonesty subject to the sanctions defined within our academic policy manual. Additionally, academic dishonesty during examinations includes, but is not limited to, obtaining or attempting to obtain examinations prior to 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 director. Students MUST also 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 students' clinical performance evaluations. However, even when excused, missed time may need to be made up, at the discretion of the individual clerkship director.
- 9) **Prior Student/Physician Relationship:** Students may seek primary care or other specialty care through LUHS faculty who may also be involved in student education. If a student is assigned to a faculty member who provides or has provided care to that student, the student should immediately notify the clerkship coordinator and/or director. The student will be reassigned to a different faculty member or service. If a student has entered into a prior clinical relationship with a faculty member, that faculty member will recuse themselves from any promotion activities related to that student.
- 10) **Student Access to Care:** Student well-being includes the opportunity for students to access medical and dental care, including mental health care, at times that are appropriate to their individual circumstances. Students must notify their clinical teams and the Clerkship Director in a timely fashion. They will be provided with time away from their clerkship as needed to access care, including appointments scheduled during their working hours.