



# Visiting Senior Medical Student Guide

**General Information**

**Student Services**

**Academic Regulations**

**Non-Academic Regulations**

**For official regulations and policies review the**

**[All Student Handbook](#) and [Medical School Handbook](#)**

## **General Information**

**Maps/Directions:** <https://www.mcw.edu/MCW/Maps-Directions.htm>

### **MCW Identification/Access Badge**

Visit the [Public Safety Office](#) to pick up your MCW badge if needed for your rotation. This badge would provide you access to certain restricted areas in MCW and assigned parking.

### **Parking**

Parking is provided in the Visitor Lot located across from the Medical College of Wisconsin for day one of your rotation if you are rotating on the Milwaukee Regional Medical Center. For the duration of the duration of your rotation you will park in parking lot C. Public Safety will instruct you on where this is located when you pick up your badge. You will need a badge to access parking lot C. If different parking is provided for your rotation, this communication would come from your course coordinator directly.

### **Federal Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act, as amended, is a federal law administered by the U.S. Department of Education that protects the privacy of student records, provides students the right to inspect their records, and provides students the right to request amendment of their records. MCW's FERPA policy is available online.

### **Guidelines for Medical Student Dress**

Students are expected to dress in a way that is appropriate for a medical training environment. Students should represent themselves in a way that will reflect positively on their professional achievements, the Medical College of Wisconsin and the profession of medicine. Any time students anticipate that they will have contact with patients, students should dress in a manner that will enhance their ability to earn the respect of their patients and other healthcare professionals. This includes a clean, short white coat worn over business attire (shirt and tie for men, and appropriate business dress for women). Each rotation may have specific guidelines for dress, and students are strongly advised to follow them. Endorsed: Executive Committee of the Faculty; August 9, 1983, Revised August 1997

## **Student Services**

### **Bookstore**

The bookstore offers required/recommended textbooks for courses, equipment, dissection supplies, lab coats, school supplies, cards, gifts, snacks, and a variety of MCW apparel.

Milwaukee: [Matthews MCW Bookstore](#)

### **Exercise Facilities**

Milwaukee: [Ruth & Reid Tonkens Exercise Center](#)

### **Library**

MCW-Milwaukee Libraries consist of the central **Todd Wehr Library**, located in the Health Research Center, and two hospital-based libraries. The **Froedtert Hospital Library** is located on the second floor of the Froedtert Specialty Clinics building. The **Children's Hospital of Wisconsin Library** is located on the second floor of the Children's Clinics Building. More information, links to online resources and current updates about the library are available on the [Library website](#) . Contact the Library at: [asklib@mcw.edu](mailto:asklib@mcw.edu).

### **Safety Services**

MCW produces an [Annual Campus Safety Report](#) in compliance with the Jeanne Clery Act.

Milwaukee: [Public Safety Office](#)

## **Wi-Fi**

Guests can access mcwWiFi with the username of *wifiguest*. Guests can call (414) 955-3333 for the current password for guest access.

## **Academic Regulations**

### **Grading System**

The Medical School's grading system is as follows:

- H Honors
- HP High Pass
- P Pass
- LP Low Pass
- F Fail
- I Incomplete
- W Withdrawn

Incomplete coursework must be completed as soon as possible but no later than August 1 following the academic year in which the incomplete grade was received. If incomplete coursework is not completed by August 1, the incomplete grade will be converted to a grade of F. The Medical School does not calculate a cumulative grade point average.

### **Professional Behavior Policy**

Honest, ethical, and responsible behavior is as essential to the medical and scientific professions as academic excellence and scholarship. It is incumbent upon all members of the academic community to uphold high standards, to monitor these standards and to bring to appropriate Medical College administrators concerns regarding dishonest, unethical, or irresponsible behavior. Professional behavior is necessary in all areas of education including, but not limited to, relationships with patients, handling of patient information, academic coursework, scientific research, ethical use of information and relationships with peers.

### **Professionalism**

Professionalism is an important part of maintaining integrity in health care. Below is an outline of how students may maintain professionalism in their responsibilities and relationships in school, at the practice site, and beyond. This list is not exhaustive.

- Commit to achieving the highest possible competency for oneself and peers.
- Be mindful that each student is representative of the profession through language, appearance, and interactions with peers, patients, and teachers.
- Take responsibility for both good decisions and mistakes in an honest manner and make corrections as needed. Accept and consider constructive criticism; take care to recognize one's limitations and seek assistance when in need. Prioritize patient well-being above your academic and/or personal interests.
- Be respectful of peers, patients, and teachers of differing backgrounds, opinions, values and lifestyles.
- Actively participate in patient care when possible, and work to meet the expectations of your teaching superior.
- Breaches of professionalism include, but are not limited to, the following:
  - o Being disrespectful or participating in bullying, including cyber bullying, of peers, teachers, patients or staff in any setting, including but not limited to in-person interactions, online and in social media.
  - o Avoiding responsibilities in the classroom or in patient care.
  - o Avoiding addressing one's mistakes or attributing false blame.
  - o Violating the established dress code for the institution in which you are currently working.
  - o Being late to clinic, disregarding punctuality, or disrupting class.
  - o Falsifying or fabricating physical exam, lab or other clinical findings under any circumstance.
  - o Violating patient's physical privacy or informational privacy as protected by HIPAA.

## **Uniform Professional Conduct Policy for Clinical Rotations**

During Clinical Experiences, medical students will adhere to the following standards of professional conduct:

1. Professional Appearance a. Identification: While on clinical rotations, students at all times must wear a Medical College of Wisconsin Name Tag/ID Badge and appropriate identification as outlined by the facility at which they are rotating. b. Clothing and Accessories: Clothing, including white coats, must be clean and professional-looking. Any clothing or personal accessories (e.g., jewelry, tattoos, or piercings) that interfere with the provision of patient care is not acceptable. This includes clothing or personal accessories that limit a student's ability to effectively communicate with patients, families, staff and/or their ability to perform a physical examination or procedure. 2. Communication a. Introduction to Patient: Students will introduce and identify themselves to the patient and their families as "medical students." The student will advise the patient that he/she has been directed to evaluate the patient and share the findings with the staff physician who is responsible for the patient's care. b. Cultural Differences: Students must acknowledge and respect the cultural differences of patients, families and staff. c. Respect: Students will demonstrate respect in all interactions with patients, families, supervisors, peers and members of the healthcare team. 3. Patient Care Responsibility 3.2 a. Responsibility: Patient care is the responsibility of the supervising physicians. b. Supervision: Students must be supervised in their interactions with patients. Student/patient interactions must be within the confines of resident/faculty teaching. c. Patient Access: Student interaction with patients is limited to only those patients of the supervising physician or service to which they have been assigned. Student should limit and qualify discussions of any findings (e.g., H and P, laboratory findings, prognosis, treatment) with the patient. d. On Call: When the student is on call, he/she may interact with patients seen in consultation by the service to which they are assigned or with those patients in need of emergent/urgent problems that require evaluation/treatment. e. Confidentiality: All aspects of patient care (e.g., conversations re: H & P, diagnosis, test results, treatment, prognosis, and written medical record) will remain confidential. Discussions should occur in appropriate venues with treating physicians for the purposes of patient care or education. f. Medical Records: Students may make notations in the actual or electronic chart consistent with the protocol of the facility to which they are assigned and at the direction of the supervising physician. 4. Professional Responsibility a. Responsibility to the Profession: The student will report any witnessed violations of this policy or other forms of unprofessional behavior to his/her immediate supervisor and/or Clerkship Director. b. Attendance: The student will participate in clinical care activities as assigned by the supervising physician. In case of a personal emergency, the student must contact the supervising physician and the Clerkship Coordinator to discuss absence from the assigned service. Students are required to provide their own transportation for all Educational and Clinical Experiences. When students are assigned to a rural rotation, housing will be provided by MCW. Students with personal circumstances that would make a rural rotation a hardship should contact the clerkship coordinator no later than 60 days before the start of the rotation. c. Sick Leave/Time Off: A written request to the Clerkship Director must be submitted at least one month before the start of the rotation. The Clerkship Director, per the attached policy, will evaluate requests individually.

## **MCW-Milwaukee M4 Excused Absence Guidelines for Electives**

Time away requests should be discussed directly with M4 elective course directors and/or coordinators.

## **MCW Duty Hours Policy**

Approved by MCW's M3/4 Curriculum & Evaluation Committee 1. To be compliant with LCME ED-38, clinical time for medical students cannot exceed the 80/30 rule with one day off per week averaged over four weeks. Approved April 18, 2005 • Clarifications – per CEC provided by M3 Clerkship Directors (from OASIS Duty Hour Evaluation) o 30 hours = work more than 30 hours consecutively in clinical or educational activities of 80 hours per week (averaged over a four-week period) during a clerkship in clinical or educational activities o Hours refers to time spent in hospitals, clinics or attending required didactic sessions. It does NOT refer to time spent studying or working on other clerkship/self-study projects. 2. M4 students on any MCW rotation must not be placed on call the last night of the rotation. Approved May 19, 2008.

## **Non-Academic Regulations**

### **Medical Student Immunization Requirements**

All medical students will be required to show evidence of having completed the immunizations listed before having patient contact. MCW Occupational Health will announce times when vaccinations will be available to all students. a. Polio: all students MUST have completed the three-dose series of Sabin-type Trivalent Oral Polio Vaccine (TOPV) or four doses of Salk-type Inactivated Polio Vaccine (IPV). b. Tetanus/Diphtheria: all students MUST have had initial series of three TD immunizations, plus a TD booster within the past 10 years. A Tdap within the past 10 years is preferred. c. Rubella: all students MUST have a positive rubella antibody titer or a documented MMR vaccination. d. Rubeola (common measles): all students MUST have a positive measles antibody titer or two documented MMR vaccinations. e. Mumps: all students MUST have a positive mumps antibody titer or two documented MMR vaccinations. f. PPD (Mantoux or quantiferon-TB): TB test MUST have been done within one year prior to entering school. If PPD is positive, MUST have chest x-ray completed within one year of starting school. g. Varicella: all students MUST have either positive varicella antibody titer, two documented varimax vaccinations, or physician-signed document indicating history of chicken pox disease. h. Influenza: As of 09/01/2013, in accordance with policy CL.OH.460, Students are required to receive annual influenza vaccination to protect other MCW employees, non-employees, patients, clients and families as well as MCW institutional partners from acquiring seasonal influenza disease and to prevent the unnecessary spread of the influenza virus, before the October-April season. Influenza vaccinations will be provided to students by MCW Occupational Health at no cost. \* There may be exceptions to this policy which can be discussed on a case-by-case basis. The main exception would be a history of allergy to a vaccine or one of its components, especially eggs.

### **Health Insurance**

It is the policy of the Medical College of Wisconsin that all students have insurance coverage. MCW has contracted with an insurance company that provides coverage for all students. There are three components of this policy: 1) major medical coverage; 2) disability insurance; and 3) term life insurance. Dependent on the program of study, a student is required to take the disability and term life insurance, as well as the medical insurance coverage that is provided. The student can waive the institution's major medical insurance if the student has health insurance coverage under a domestic partner, spouse, or parent. Proof of coverage is required. Students who are insured under a domestic partner, spouse, or parent but who have existing health care insurance in place may request a waiver from the institution sponsored health insurance program as long as they provide proof of insurance to the Health and Wellness Coordinator and maintain insurance throughout the academic year. Those who are not otherwise covered are required to enroll in the plan offered by MCW. It is the responsibility of the student to explore their options and assure there is no coverage gap should coverage under a domestic partner, spouse, or parent insurance lapse. In the Graduate School of Biomedical Sciences, the annual premium for single coverage will be paid by MCW for all fulltime PhD seeking students in the basic sciences. All health insurance information is available in the MCW Student Insurance course on D2L. Failure to maintain required insurance coverage may result in dismissal.

### **Blood, Body Fluid, or Biohazard/Toxin Exposure: Reporting**

Any MCW student receiving an exposure to blood or body fluids should seek immediate medical/nursing care.

On weekdays from 8:00 a.m. to 4:30 p.m., students should immediately report the exposure by calling MCW Occupational Health Services at (414) 805-6699. Students should not go to the emergency department.

Any student receiving an exposure when the clinic is closed (evenings, nights, weekends) should report either to a Froedtert Administrative Representative (if at Froedtert) or to the emergency room of the hospital where the incident occurred. In addition, the student must report the exposure to MCW Occupational Health Services immediately after the office opens.

For students on rotations at hospitals or clinics outside Milwaukee, an exposure should be reported immediately to the hospital employee health clinic or immediate supervisor. Notify MCW Occupational

Health Services of the exposure within 24 hours. For specific questions contact Occupational Health Services at (414) 805-6699.

### **Medical Student Policy Regarding HIV Infection**

The Medical College of Wisconsin implements this policy to help assure expert and safe care to all patients while also protecting the rights of HIV infected medical students. This policy also reaffirms the mission of the Medical College to educate and inform medical students of the risks of HIV infection and provide a safe work environment. The Medical College is dedicated to equal, high-quality, non-judgmental care for all patients regardless of HIV status. Medical students are individually bound to provide safe health care to their patients. With this policy, the Medical College endeavors to limit the risk to medical students and retains the right to monitor or modify the clinical activities of its students. The Medical College commits itself to strict adherence to confidentiality and anti-discrimination regarding all health matters of its students, including HIV infection.

#### Goals of Policy

1. Prevention: Medical students must use "standard precautions" and understand how to minimize risk of acquiring or transmitting infection.
2. Screening: At-risk medical students should seek confidential HIV screening.
3. Management: HIV-infected medical students should have easy access to comprehensive medical care.
4. Counseling: Psychological and career counseling is provided to HIV-infected medical students.

#### Infection Control

1. Patient-to-medical student transmission:
  - a) Educate all students (graduate and medical) on high-risk HIV behaviors and methods to avoid HIV infection in and outside the workplace.
  - b) The risk of HIV transmission and other blood-borne pathogens will be minimized by strict adherence to "Standard Precautions" (Appendix 1) and continuing education regarding potential risks.
  - c) Ensure that all MCW students receive sufficient training in the performance of invasive procedures that could expose them to blood borne pathogens.
  - d) Educate students on the procedures to follow after an exposure to potentially infectious agents. MCW will provide medical students with a history of significant exposure occurring during clinical activities, medical care and treatment according to standard guidelines.
2. Medical student-to-patient transmission:
  - a) Provide confidential HIV testing upon request to all medical students and strongly encourage testing of medical students who are at high risk of HIV infection. Testing can be performed at the Student Health Clinic (SHC). Pre- and post-test counseling will be provided.
  - b) Medical students who participate in activities known to pose a high risk of HIV infection are strongly encouraged to avail themselves of this service. The Student Health Clinic will provide a list of anonymous state-run HIV testing centers in the community to all medical students who may prefer off-site HIV testing.
  - c) All medical students who test positive for HIV are encouraged to report to the Director of Student Health Services, who will act as advocate, advisor and initial counselor. He/she will assist the student in obtaining a physician with expertise in HIV treatment. Strict confidentiality will be adhered to per Medical College and State of Wisconsin statutes. A separate confidential medical record containing HIV test results and recommendations will be maintained at the Student Health Clinic. It will be accessible to the physician and the student only.
  - d) The Director of Student Health will maintain regular contact with the HIV-infected student and his/her personal physician. If the student should become impaired or require modification of his/her duties, the Director of Student Health will strongly encourage the student to discuss his/her situation with the Associate Dean for Student Affairs. The student's academic schedule or course load may then be modified.
  - e) If the student is felt to be physically or mentally impaired and does not notify the Associate Dean of Student Affairs, the Director of Student Health will personally notify the Physician AIDS Specialist (who also is the Chairman of the MCW Medical Student HIV Review Board) to convene a meeting, within four weeks, at a time that is convenient to all participants. The Board will serve as an advisory panel to the medical student and the Medical College.
  - f) The MCW Medical Student HIV Review Board will consist of a. Physician AIDS Specialist b. the student's attorney (if desired) c. the student's personal physician d. a Medical College third-year student elected by the

entire student body e. Director of Student Health (not a member of the board). He/she would serve as advocate and advisor to the student and liaison to the Associate Dean for Student Affairs when necessary. g) Since a student on the board could violate an HIV-infected student's rights to confidentiality, the HIV infected student has several options: a. Request that his/her case be presented anonymously (without using a name) b. Request that the student representative not be present at the meeting where he/she is revealed or when his/her case is presented c. Waive his/her right to confidentiality to all members of the Board f) The Board will evaluate the student's activities, his/her technical expertise, the risk posed by HIV infection, attendant functional disabilities, and the transmissibility of simultaneously carried infectious agents (e.g., TB, hepatitis B). Input will be received from the medical student and his/her legal counsel and the student's personal physician.

g) If alterations in the student's clinical rotation or academic schedule are required due to deteriorating health or risk to patients, the Board will notify the Associate Dean for Student Affairs, who in turn will notify the appropriate course director in a confidential manner. Under no circumstances will the student be dismissed solely due to HIV status. Recommendations by the Board to monitor further or modify the activities of the medical student will be made to maximize and balance patient safety and student confidentiality. Failure to comply may result in further review and action by the Medical College Review Board.

h) All HIV-infected medical students will be instructed by the Director of Student Health or their personal physicians regarding measures to limit the risk of acquiring opportunistic infections.

### **Career Counseling**

1. Career counseling is necessary for HIV-infected medical students. The Director of Student Health will serve as the initial counselor and will then refer the student to a list of resources for career, psychological and financial counseling. It would be the student's choice as to whom he/she discloses his/her status for counseling. Possible resources include an HIV-positive physician, Student Mental Health staff, Student Affairs staff or a Physician AIDS Specialist. 2. Career counseling should include information on non-invasive career choice options, residencies and matching, and guidelines for the safe performance of invasive procedures and patient care.

### **Drug-free Workplace, School and Campus**

All students may be subject to drug testing for cause at any time. Students may be required to undergo additional drug testing as determined by experiential sites. Please consult the respective school's academic bulletin or student handbook.

The Medical College of Wisconsin is committed to maintaining a drug-free work and campus environment in compliance with The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1986. Alcoholic beverages may only be served on MCW premises at corporately sponsored (i.e., those sponsored by MCW and/or its departments) functions and then only in accordance with Wisconsin Law. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances, illicit drugs and alcohol by employees and students on college property or as part of college activities is prohibited.

### **Smoke-free Campus**

To be consistent with the Medical College of Wisconsin's commitment to advancing health, all MCW buildings and grounds are smoke free and tobacco free. This is part of a larger Milwaukee Regional Medical Center campus initiative but extends geographically to include all facilities that MCW leases or owns off-campus as well. The institutional policy applies to students.

### **Title IX**

MCW is committed to creating and sustaining a safe learning and working environment that recognizes and values the dignity of all members of the MCW community. MCW prohibits in all work, education and other programs, sex discrimination, domestic violence, dating violence, sexual assault, and stalking. Sex discrimination includes sexual harassment, sexual violence, and discrimination on the basis of sex, sexual orientation and/or gender identity. All members of the MCW community are required to complete the title IX training module and adhere to the [Title IX Policy](#).

See also:

- Anti-Harassment & Non-Discrimination

- Maltreatment

### **Medical Student Mistreatment Policy**

MCW School of Medicine (SOM) is committed to providing a learning, training and research environment that optimizes students' acquisition of the knowledge, skills, and attitudes necessary for the competent and compassionate practice of medicine. Mistreatment is antithetical to such an environment. As such, mistreatment is not condoned at MCW.

#### **Definitions:**

American Association of Medical Colleges (AAMC) defines/categorizes mistreatment in eight domains:

- Public belittlement or humiliation
- Threats of physical harm or actual physical punishment
- Requirements to perform personal services, such as shopping.
- Being ask for sexual favors in exchange for grades.
- Being denied opportunities for training because of gender, race, ethnicity or sexual orientation.
- Being subjected to offensive remarks/name based on gender, race, ethnicity, or sexual orientation.

#### **Options for Reporting:**

If a student feels they have been mistreated or they have witnessed mistreatment of another medical student and need assistance resolving the issue, they are encouraged to report this concern. Regardless of the education/training setting the incident occurred, students may report any concern of mistreatment or harassment to any of the following as appropriate:

- Course Instructor
- Course Director/Coordinator
- Assistant Dean for Basic Science Curriculum
- Assistant Dean for Clinical Curriculum
- Associate Dean for Curriculum, School of Medicine
- Academic Enrichment Counselors
- Assistant Provost for Student Services
- Program Manager for Student Affairs
- Associate Dean for Student Affairs, School of Medicine
- Associate Dean for Diversity and Inclusion
- Senior Associate Dean for Academic Affairs
- Office of Compliance
- Title IX Office
- Written end-of-course evaluations.

All concerns reported in good faith will be registered and investigated. Every effort will be made to protect the identity of a student reporting a concern of mistreatment. No person shall be subject to retaliation for using or participating in an informal or formal complaint resolution process.

To submit an anonymous report please call: (844) 703-8171.

Medical students found to be in violation of the mistreatment policy will be referred to ASPC for review and sanctions up to and including dismissal. GME trainees found to be in violation of the mistreatment policy will be referred to the GME office for review and disciplinary action. Staff and faculty found to be in violation of the mistreatment policy will be reported to the appropriate body. (For example, HR, Department Chair, Faculty Affairs) at their sponsoring institution for review and disciplinary action pursuant to the rules and policies of their institution.

The mistreatment policy will be followed at all educational and clinical training sites. All students, GME trainees, staff, faculty, and health care providers that participate in the education of medical.

students are subject to this policy. Each health system may have additional policies on mistreatment that complements this policy. Students at each health system will comply with the policies of that system in addition to this policy.

Medical students will be notified of the mistreatment policy at matriculation to MCW and annually thereafter.

*Mistreatment Policy Approved by Academic Affairs (with input from Legal Office), September 2020*

### **Violence Prevention**

Students are required to abide by the [MCW Workplace Violence Prevention policy](#), which includes restrictions regarding firearms and other dangerous weapons.

### **Anti-harassment and Non-discrimination**

[MCW policy](#), expressly prohibits any harassment or discrimination based upon sex, age, religion, disability, marital status, national origin, sexual orientation, gender identify, and any other basis prohibited by law or regulation.

Discrimination may occur when employment or academic decisions are threatened or made, implicitly or explicitly, based upon race, sex, age, religion, disability, marital status, national origin, sexual orientation, gender identity or any other basis prohibited by law or regulation. All decisions are to be made with a legitimate business or educational purpose and rationale.

The Medical College of Wisconsin does not discriminate in any manner contrary to law. All persons shall have equal access to all programs and facilities without regard to race, age, color, religion, national origin, sex, gender identity, disability, sexual orientation, veteran's status or any other protected class.

Harassment may occur whenever unwelcome verbal or nonverbal conduct, comments, touching, teasing, joking or intimidation based on any of the behaviors, interferes with work or creates an intimidating, hostile or offensive work environment.

MCW is committed to providing an environment free from all forms of harassment, discrimination and all other negative conduct that inhibits effective communication and productivity. MCW will take immediate and appropriate action when it determines that harassment and/or discrimination has occurred.

### **Video Recording Devices**

Audio or visual recording by the student of lectures for personal use is permitted, but may not be reproduced, shared or distributed to others or posted on any public forum. These recordings may include proprietary information and should be destroyed at the end of enrollment at MCW. Students are encouraged to review specific courses policies on class syllabi. Students will be given access to course materials for courses they are actively involved in or have successfully completed.

For official regulations and policies review:

All Student Handbook:

<https://www.mcw.edu/-/media/MCW/Education/Academic-Affairs/MCW-All-Student-Bulletin.pdf>

Medical Student Handbook:

<https://www.mcw.edu/-/media/MCW/Education/Academic-Affairs/MCW-Medical-School-Student-Handbook.pdf>

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