

Marshall University
Joan C. Edwards School of Medicine
Handbook of Student Services



Produced by the Office of Student Affairs

<http://musom.marshall.edu/students/sa-main.asp>

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Handbook of Student Services

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Dear Medical Students,

Welcome to Marshall University School of Medicine. We are thrilled that you have decided to become a part of the Marshall family and we are excited about getting to know you. We are committed to providing excellent patient care by graduating exemplary medical students. You will receive excellent training in the areas of medical knowledge, skills, attitudes and behaviors, taught by our dedicated basic science and clinical faculty and our goal is to create compassionate, life-long learning physicians prepared for the challenges of clinical practice. We have great success in residency placement, both in primary care and subspecialty medicine and our graduates often go on to become leaders in their residencies and in their respective fields.

In addition to a rigorous curriculum that is rich in both breadth and depth, you will find that our small class size that provides a family-like atmosphere and enables you to have straightforward access to faculty and administration alike. You will also find it easy to meet your classmates and we encourage you to become involved in student organizations that will enable you to do so while you work together to make contributions to the School of Medicine, the community and the greater good.

In the Office of Student Affairs, we are committed to meeting your needs, both personally and professionally. We maintain an open door policy and value the relationships we will develop with you over time. Our Office of Academic and Career Development is available to assist you in developing your learning skills so that you can reach your potential as you take on a demanding curriculum and so that you can make important decisions that will lead to fulfilling careers. Our Office of Student Financial Services is on hand to promote financial literacy and help you manage your budget for the purpose of finding ways to minimize your educational debt. Our Student Wellness Program seeks to promote your physical and emotional health and provide resources you may need along the way.

We wish you all the best as you pursue your dream of becoming a physician.

Sincerely,

Marie C. Veitia, PhD

Associate Dean, Office of Student Affairs

Office of Student Affairs

Mission

The Office of Student Affairs is committed to meeting the personal, academic and professional needs of students throughout all four years of medical education. We support students by being accessible, responsive, and advocating on their behalf. We work with faculty and administration to facilitate a positive learning environment based upon mutual respect between teacher and learner.

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Marshall University Creed

Inspired by the example of John Marshall, we, the students, faculty, and staff of Marshall University, pledge to pursue the development of our intellects and the expansion of knowledge, and to devote ourselves to defending individual rights and exercising civic responsibility. We strive to exemplify in our own lives the core values of John Marshall's character: independence, initiative, achievement, ethical integrity, and commitment to community through association and service. As Marshall University, we form a community that promotes educational goals and that allows individuals maximum opportunity to pursue those goals. We are:

- ▶ **An Educational Community** in which all members work together to promote and strengthen teaching and learning;
- ▶ **An Open Community** uncompromisingly protecting freedom of thought, belief and expression;
- ▶ **A Civil Community** treating all individuals and groups with consideration, decency, and respect, and expressing disagreements in rational ways;
- ▶ **A Responsible Community** accepting obligations and following behavioral guidelines designed to support the common good;
- ▶ **A Safe Community** respecting each other's rights, privacy and property;
- ▶ **A Well Community** respecting and promoting physical and emotional health;
- ▶ **An Ethical Community** reflecting honesty, integrity and fairness in both academic and extracurricular activities;
- ▶ **A Pluralistic Community** celebrating and learning from our diversity;
- ▶ **A Socially Conscious Community** acting as citizens of the world and seeking to contribute to the betterment of people and their environments;
- ▶ **A Judicious Community** remaining alert to the threats posed by hatred, intolerance and other injustices and ever-prepared to correct them.

Student Rights and Responsibilities

A student's application for admission to Marshall represents an optional and voluntary decision to partake of the University's program and privileges and to abide by the University's policies, rules and regulations. The University's approval of that application, in turn, represents the extension of a right or privilege to join the Marshall community and to remain a part of it so long as the student fulfills the academic and behavioral expectations set forth by Marshall University and its Board of Governors. Upon acceptance to the medical school, each student acquires rights and assumes responsibilities as an individual member of the University community. Therefore, students and student organizations are expected at all times to conduct themselves in accordance with University policies and regulations. The West Virginia Board of Trustees' Policy Bulletin 57 establishes and explains the following basic rights and responsibilities of students in West Virginia's state colleges and universities:

- ▶ Freedom of Expression and Assembly;
- ▶ Freedom of Association;
- ▶ Right to Privacy;
- ▶ Assumption of the Responsibilities of Citizenship;
- ▶ Fundamental Fairness in Disciplinary Proceedings.

Diversity

MUSOM embraces a broad definition of diversity that includes racial and ethnic diversity, socioeconomic diversity, diversity in sexual orientation, and geographic diversity. We are committed to the recruitment of students and faculty of diverse backgrounds.

Project PREMED (**P**roviding **R**eal World **E**xperiences for future **M**arshall **E**ducated **D**octors) is a diversity initiative of the MUSOM Office of Student Affairs in collaboration with MU's Office of Multicultural Affairs. It is an immersion program designed to expose selected undergraduates to the life of a medical student and life in medical school. It seeks to improve the visibility and accessibility of MUJCESOM for students of color at institutions of higher education.

After selection, students visit MUSOM, meet administrators and guests from the Office of Multicultural Affairs and participate in sessions with medical school administrators, attend a medical school class, and engage in other related medical school activities. Students are assigned a medical student mentor who is responsible for maintaining follow up with students after their visit in order to provide them guidance regarding the process of preparing for and applying to medical school. If you are interested in serving as a mentor for Project PREMED, please contact Dr. Marie Veitia at 304-691-1730 or veitia@marshall.edu.

Students with Disabilities

MUSOM is committed to making all programs, services, and activities fully accessible to students with disabilities. The Office of Student Affairs seeks to assist disabled students with the educational and physical accessibility support necessary to achieve their academic goals and to promote as much independence as possible. Students are required to provide documentation of the disability. For more information, please see the Request for Reasonable Accommodations Form available at <http://musom.marshall.edu/students/policies/>.

Security

The well being of students, faculty, and staff is maintained with support from the University Police, Hospital Security and all members of the University community accepting responsibility for their own security and the safety of others.

For buildings on the MU main campus (Byrd Biotechnology Sciences Center, Drinko Library), an escort service is provided by University Police Officers for the safety of anyone walking alone on campus at night. By calling (304) 696-4357(HELP) from any University phone, or using any one of the distinctively marked emergency/service phones, an escort can be summoned to any location to accompany individuals to any parking lot, residence hall, or off campus dwelling located adjacent to campus. The Police Department urges members of the University community to take advantage of this very significant crime prevention service. There are also eleven outdoor, two-way voice communication, emergency/service telephones strategically located throughout the campus which are directly connected to the University Police. Six of these units are blue in color and mounted on buildings. Five are stand-alone units, green in color with a blue light attached which activates when used. All units provide the police dispatcher with an exact location of the caller and can be activated by pressing a single button.

All emergencies, criminal complaints, general requests for service, and public safety concerns can be reported directly to the Police Department by any person in the University community. Dialing (304) 696-4357(HELP) from any University phone, or by using one of the emergency/service phones located throughout the campus will provide direct contact with the police dispatcher 24-hours-a-day. In facilities that are not on the MU main campus, security in the relevant building may also contact the MUPD as indicated. If you are departing buildings after dark, you are encouraged to call the security officer for an escort to your vehicle

Security Contact Information

Byrd Biotechnology Sciences Center	(304) 696-3718
Byrd Clinical Center Security	(304) 634-5166
Medical Education Building	(304) 429-6755 ext. 2855

Inclement Weather Policy

Whenever classes are delayed or canceled due to inclement weather, educational and clinical experiences for all medical students will be adjusted accordingly. If, for example, the University issues a two-hour delay, the medical school class and rotation schedules will also be delayed; if the University cancels classes, the School of Medicine classes will also be canceled. Because it is the premise of the University that regularly scheduled hours begin at 8:00 a.m., classes normally scheduled from 8- 10:00 a.m. will not meet: classes meeting from 9:00 – 11:00 a.m. will only meet from 10:00 – 11:00 a.m., thus absorbing the two-hour delay. All classes meeting thereafter on that day will not be affected.

During times when main campus is not in session, such as semester break, and medical school courses/clerkships are being conducted, the MUSOM administration will post weather updates on the Office of Medical Education website and/or through text and email alerts.

While it is the policy that every reasonable effort must be made to meet classroom responsibilities, students and faculty must work together to make up missed responsibilities.

Because clinical students serve in an apprenticeship relationship with physicians in the care of patients, these students will be expected to make every effort to meet their responsibilities. However, in the case of inclement weather, clinical students shall not be penalized for adhering to the inclement weather policy announced by the University. Furthermore, students on rural, out-of-state, or out-of-Huntington area electives are expected to contact the local preceptors for appropriate instruction. Local preceptors shall have the authority to cancel or delay educational and clinical activities for the student(s) due to inclement weather.

Facilities, Study Space and Building Access

Medical Education Building (MEB)

Access: Medical Students have swipe card access to the MEB 24 hours a day, seven days a week.

Parking: During business hours, students must park in the student lot adjacent to and below the employee parking lot. After 4pm on weekdays, vehicles can be moved closer to the MEB (under the water tower), but on weekdays, students cannot park on the main

level in front of the MEB or in the parking garage. On weekends and holidays, parking is available at all locations. The exception is the 24-hour handicap parking spots.

Security: **The Veterans Affairs Police Department can be reached at (304) 429-6755 ext. 2855.** They are available to assist you while on the grounds of the Veterans Affairs Medical Center which includes the MEB.

Byrd Biotechnology Sciences Center (BBSC)

Access: Medical students have swipe card access to the BBSC 24 hours a day, seven days a week.

Parking: As assigned by Marshall University.

Security: **A security officer is present in the building or on the grounds at all times and is available by cell phone at (304) 696-3718** to address non-emergent or less serious security concerns.

Byrd Clinical Center (BCC)

Access: Medical students have swipe card access to the BCC (student floor only) from 7:00 a.m. until 11p.m. every day, including weekends. If you are in the building at 11pm, you will be allowed to remain. Swipe access before or after regular business hours is through the single door to the right of the main BCC entrance.

Parking: Parking on the street level parking deck is restricted to patients only between the hours of 7:00 a.m. - 5:00 p.m. Monday through Friday. Faculty, staff, and students are not permitted to park on the patient deck during these hours and will be subject to towing without advance warning. The field level and intermediate level parking decks are available for all occupants of the building. Everyone choosing to park on the intermediate deck should exercise extra caution as this area is somewhat obstructed from general lines of sight and may pose increased security risks although cameras, lighting, and emergency call boxes are installed. Students who intend to access the building after 5 p.m. on weekdays or at any time on weekends (during permitted hours) must move their vehicles to the street level parking deck.

Shuttle Bus: A shuttle bus is available to transport students from the BCC to the Medical Center. This service is offered 24 hours a day, 7 days a week. To schedule transportation, contact the shuttle bus driver at (304) 544-7433.

Security: **A security officer is present in the building or on the grounds at all times and is available by cell phone (304-634-5166)** to address non-emergent or less serious security concerns. MUPD.

Drinko Library on MU Main Campus

Access: There is a 24 hour Study Center on the first floor of the library which includes 56 individual computer carrels, print and copy center, scanners and a digital sender.

Parking: Students should park in designated lots or in pay as you go parking spots.

Security: **MUPD can be reached at (304) 696-4357 (HELP) from any University phone, or using any one of the distinctively marked emergency/service phones**

Health Sciences Library in the Marshall University Medical Center

Access: All medical students have swipe card access to the Health Sciences library 24 hours a day, seven days a week.

Parking: During business hours, students are not allowed to park in the patient lot in front of Marshall University Medical Center/Cabell Huntington Hospital. After 5pm, students may park in the patient lot.

Security: **Cabell Huntington Hospital Security is present in the building or on the grounds. They can be contacted by calling (304) 526-2223.**

For your own safety, the following rules apply at all times in all facilities:

1. Students must wear their ID badge.
2. Students cannot leave doors propped open under any circumstance.
3. Students cannot open the door for anyone seeking access. All individuals approved for access have the swipe cards that allow them to do so.
4. Students are not to loan their swipe card to anyone.
5. Students are not permitted to access clinical areas before or after business hours.
6. If a student discovers another student in violation of these rules, that student should report the student to the Associate Dean for Student Affairs . At the discretion of the Dean, the student may lose swipe access privileges or be subject to dismissal.

Student Government

Assisted by the Associate Dean for Student Affairs, first year class officers are elected in September of their first year. Thereafter, students may hold independent elections. Officers will serve a one year term unless re-elected. The offices to be filled and their respective job descriptions are:

1. **President** – This student serves as the chief executive officer of the class and presides at all class meetings. He/she serves as liaison between the class and course directors/administrators and is frequently called upon to meet (or to appoint someone to represent him/her) with official MUSOM visitors and guests.
2. **Vice President** – This student assists the class president in all duties as assigned by the president and serves in the absence of the President when necessary;
3. **Secretary** – This student records official minutes of class meetings and conducts official class correspondence as directed by President.
4. **Treasurer** – This student maintains all financial records relevant to the class; maintains funds of class..
5. **Curriculum Committee Representative** – This student serves as representative of the class in monthly meetings of the MUSOM Curriculum Committee. It is his/her responsibility to represent his/her class with respect to curricular matters. Attendance at Curriculum Committee meetings is essential.
6. **Student Wellness Committee** – Two students (or more depending on student interest) serve on the Student Wellness Committee. The Associate Dean of Student Affairs will provide oversight and assist with program development.
7. **Community Service Liaison** (3 students) - These students work with their class (as well as other classes when needed) to encourage active participation in community service in the Tri-State area. This includes but is not limited to forwarding community service opportunity emails, maintaining the community service organization list and website, responding to class questions about the Community Service Organization and awards, and finding new ways to encourage community service participation.
8. **Social Committee** – Some classes choose to elect a social committee to develop and coordinate social events.
9. **Representative to the Association of American Medical Colleges (AAMC) Organization of Student Representatives (OSR)** – One second, third and

fourth year student is selected to serve on the OSR. The OSR represents medical students nationwide and provides an active role for students in advancing the AAMC mission to improve the nation's health. The OSR seeks to ensure that students actively participate in directing their education, preserving their rights, and delineating their professional responsibilities. To this end, the OSR gives medical students a voice in academic medicine at the national level and strives to foster student involvement and awareness in this arena at a local level.

Student Representation on School of Medicine Committees

Admissions Committee: Two third year and two fourth year students are selected by administration to serve on the MUSOM Admissions Committee.

Curriculum Committee: The mission of the MUSOM Curriculum Committee is to create an optimal learning environment and develop and implement the best possible curriculum for the medical students which will enhance their learning and provide a foundation for their professional careers as physicians. A student from each year of medical education is represented on the Curriculum Committee.

Academic and Professional Standards Committee: The APSC reviews student performance and makes decisions related to academic deficiencies, promotions and unprofessional behaviors. It reviews the academic and professional progress of all students and recommends appropriate action for students earning one or more academic and/or professional deficiencies. The APSC consists of basic sciences and clinical faculty and one student from each of the three upper classes.

Student Wellness Committee: This committee is charged with identifying the unique challenges medical students face and create programs to promote a culture of self-care by which students maintain well balanced lifestyles. At least two representatives are selected by each class to serve on the committee. Up to four may participate based upon interest.

Medical Student Organizations:

The Office of Student Affairs serves as the liaison for student organizations. Students are encouraged to become involved in MUSOM organizations. Listed below are national organizations for which SOM has chapters. Additional medical interest groups can be found at: <http://musom.marshall.edu/catalog/>. With the support of Student Affairs, students are at liberty to establish interest groups if they do not already exist. All that is necessary is a faculty sponsor and interested members.

Alpha Omega Alpha (AOA): Alpha Omega Alpha is a medical honor society founded to encourage leadership and scholarship in medical education. Students are chosen from the top quartile for election and election criteria include not only academic standing but leadership among their peers, professionalism and a firm sense of ethics, promise of future success in medicine, and a commitment to service in the school and community as well. At Marshall, AOA membership is awarded twice a year for each class. Junior membership, in the Spring of the third year, has traditionally been awarded to four students per class and the remaining number of awards (totaling up to 1/6 of the graduating class size) are inducted as senior members in the Fall of the fourth year. To learn more, please visit www.alphaomegalpha.org.

American Medical Association - Medical Student Section (AMA-MSS): The AMA-MSS is more than just a student group; it is a professional organization that you can belong to throughout your entire medical career. When you become part of the AMA, you join other students, residents, and physicians in shaping the future of our nation's healthcare. The AMA-MSS offers multiple opportunities for participation in community service, advocacy, and leadership roles at the chapter, regional, and national levels. By becoming a member of the largest medical student organization, you can contribute solutions to issues such as medical liability reform, reducing medical student debt, and improving health care access. To learn more, please visit www.amaMedStudent.org.

American Medical Student Association (AMSA): The American Medical Student Association, with more than a half-century history of medical student activism, is the oldest and largest independent association of physicians-in-training in the United States. Founded in 1950, AMSA is a student-governed, non-profit organization committed to representing the concerns of physicians-in-training. With nearly 60,000 members, including medical and premedical students, residents and practicing physicians, AMSA is committed to improving medical training as well as advancing the profession of medicine. To learn more, please visit: <http://www.amsa.org/>

American Medical Women's Association (AMWA): The American Medical Women's Association focuses on women's health as well as the unique role of the female physician in medicine today. With a membership consisting of both physicians and medical students, men and women alike, AMWA provides an opportunity to unite with peers in advocating women's health topics on a national, regional and local level. Members receive such benefits as a subscription to the Journal of the American Medical Women's Association, opportunities to influence legislation pertaining to women's health issues on a national level, scholarship and loan opportunities, a bed and breakfast program for interviewing fourth year students, the opportunity to attend regional and national meetings and more. Within our chapter, members have the opportunity to contribute to community service projects relating to women's health, plan and play a role in presentations to our chapter and the medical school, assume leadership positions, interact with female physicians from the Huntington area, fellow students and our community as well as many other activities. To learn more, please visit www.amwa-doc.org.

Christian Medical Association (CMA): The Christian Medical Association allows medical students the opportunity to challenge and encourage one another. Opportunities for students to learn about international medical missions and participate in Bible studies will be provided. Most importantly, the CMA is an organization which aims to introduce students to Jesus Christ and help them to grow in a personal relationship with Him. To learn more, please visit www.cmdahome.org

Community Service Organization (CSO): In light of Marshall University Joan C. Edwards School of Medicine's commitment to our community and to the greater good, the Community Service Organization was established to make available, promote, and encourage opportunities for medical students to participate in service-learning activities. The CSO is composed of representatives from each year of medical education. Students are elected as Community Service Liaisons by their peers each year and are responsible for making their classmates aware of service opportunities as well as taking leadership roles in the development and implementation of service learning. For more information, please see <http://musom.marshall.edu/students/commserv/>

Global Medical Brigades: Global Medical Brigades is a secular, international network of university clubs and volunteer organizations that provide medical relief and health education to the world's poorest countries. The mission of the organization is to lead a holistic model for sustainable health care in underserved villages by conducting preliminary needs assessments, treating patients to the highest ethical standards, sponsoring referrals to those with needs beyond our capability, recording data for the production of quantitative reports, and working to improve the water, sanitation, and economic infrastructures. To learn more, please visit www.medicalbrigades.com.

Marshall University Medical School Alliance (MUMSA): Under the guidance of an advisor, MUMSA is an organization led by spouses or significant others of medical students. It is designed to provide support to spouses and significant others by educating them about the challenges unique to being a medical student and by providing social networking opportunities so that they are better able to cope with the demands inherent in their family life.

Phi Delta Epsilon: Phi Delta Epsilon International Medical Fraternity is an organization that creates physicians of integrity with a life-long commitment to our guiding principles of philanthropy, deity, and education through fellowship, service, mentoring, and formal training in leadership, science, and ethics. Through a host of planned activities during the academic year, students develop the leadership and professional skills, which complement a basic understanding of medical science. To learn more, please visit <http://www.phide.org/>

Health Insurance and Contact Information

A high quality health insurance plan is vital to the overall well-being of our students and is a requirement for all medical students so that they can have access to medical care, including access to prescription drugs. All students must enroll in the MUSOM Sponsored Health Insurance Plan unless they request and are granted an approved waiver according to the policies and procedures described below in the section: Insurance Waivers. Under no circumstances will individual policies be acceptable for a waiver of the school-sponsored health insurance.

The MUSOM-Sponsored Health Insurance Plan is a comprehensive Preferred Provider Plan that has been designed specifically for MUSOM students and their dependents (spouse and/or children) by Health Sciences Assurances Consulting, Inc. (HSAC) and is underwritten by Consumers Life Insurance Company (CLIC). With an emphasis on wellness, the plan with CLIC was designed to include annual routine physicals, immunizations, and well child care.

The Servicing Agent for the MUSOM-Sponsored Student Health Insurance Plan is Health Sciences Assurance Consulting, Inc. (HSAC). For questions related to enrollments, filing waivers or benefits and claims please contact: HSAC at 1-888-978-8355, and identify yourself as a MUSOM student. Ms. Daryl Hall (daryl@hsac.com) or Mr. Shawn Stuart (shawn@hsac.com) at HSAC are available to assist you. It is in your best interest to allow Shawn or Daryl to act as your liaison with the insurance company rather than contacting the insurance company yourself.

Please see <http://musom.marshall.edu/students/health-insurance.asp> for additional information.

Blood and Body Fluid Exposure Protocol

The following information represents a summary of the complete Blood and Body Fluid Exposure Protocol. It is imperative that students become aware of and follow this protocol. For more detail on Post Exposure Protocol visit: <http://musom.marshall.edu/ups/postexposure.asp>

STEP 1: Immediate Treatment

Percutaneous (needlesticks/sharp objects) Injury (where there is the slightest suggestion that the integrity of skin has been broken by a potentially contaminated item)

1. Wash wound thoroughly with a sudsy soap and running water; if water is not available use alcohol. Betadine soap, not Betadine solution, is acceptable for this step. (this first step with soap directly reduces the viruses ability to infect)
2. Remove any foreign materials embedded in the wound.
3. Disinfect with Betadine solution.

Non-Intact Skin Exposure

1. Wash skin thoroughly as in #1 above.
2. Disinfect with Betadine solution.

Mucous Membrane Exposure

Irrigate copiously with tap water, sterile saline or sterile water.

Intact Skin Exposure

Exposure of intact skin to potentially contaminated material is not considered an exposure at any significant risk and is neither considered an exposed person or in need of evaluation. Thoroughly clean and wash exposed intact skin.

STEP 2: Exposure Protocol

1. Report the exposure to a supervisor (faculty or resident preceptor or other responsible person)
2. Report the nearest Emergency Department
3. After treatment in the Emergency Department, call (304) 691-1602 for post exposure incident reporting.

STEP 3: Medical Treatment Follow Up

1. Report the next business day or as soon as practically possible to the Walk-In Clinic at University Internal Medicine or your own primary care physician, if you so choose, for follow-up and direction.
2. Be sure to complete a Needlestick and Sharp Object Injury Report that can be found at <http://musom.marshall.edu/ups/postexposure.asp>

Remember:

- Remind others (while you seek immediate medical attention) to obtain consent and test source individual's blood (requesting a rapid HIV antibody test) immediately or ASAP if the patient is not on premises. If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
- Identify and document the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law.
- MUSOM will reimburse students up to \$500 for any uncovered expenses that occur as a result of an exposure. Students should submit the Explanation of Benefits that they receive from their insurance company to Ms. Laura Christopher who will initiate the reimbursement process.

Student Services

Monitoring Academic Performance

MUSOM regularly monitors individual student performance so that resources can be provided as early as possible. The Office of Academic Affairs monitors the grades of all medical students. Those students who are having difficulty are contacted by the Assistant Dean for Academic Affairs, are offered an opportunity to meet and are made aware of the available resources. Students who continue to struggle and/or who are evidencing multiple deficiencies are required to meet with the Assistant Dean of Academic Affairs in order to develop a specific academic support plan including follow-up. A similar process occurs during the third and fourth year required clerkships utilizing mid-point feedback to identify students who are having difficulty. Fourth year evaluations for both home and away electives are returned to the Registrar in the Office of Academic Affairs for review. For more information about Academic and Professionalism Standards, Leaves and Appeals, see <http://musom.marshall.edu/students/policies/>.

Assessment of Professionalism in Medical Students

The general public holds physicians to a high standard and expects them to monitor the professional behavior of their colleagues. As future physicians, medical students at the MUSOM have a responsibility to follow this model and guide their actions to serve in the best interest of their fellow students, patients, and faculty by maintaining the highest degree of personal and professional integrity. Students need to remain cognizant of the fact that they are representative of the medical profession in and out of the academic health environment. Therefore, allegations of misconduct by any medical student are taken seriously.

Students represent MUSOM and are expected to promote the highest possible standard of behavior and moral conduct expected of a physician. High standards of behavior promote a spirit of community conducive to mutual trust among the students, patients, medical team and society. Medical students are expected to attempt to do that which is right in all of their dealings with fellow students, faculty, other health care professions, and patients.

In order to fully benefit from individual assessments of professionalism, students should become familiar with the following terms:

Formative feedback is ongoing information communicated to the learner so that aspects of performance that need to be improved can be identified and corrected.

Summative evaluation is a process of identifying larger patterns or trends in performance using criteria against which the evaluation can be compared.

The Associate Dean of Student Affairs holds meetings with pertinent course directors and instructors at the end of each semester during the first and second year. Students receive feedback from these meetings by email as to the category of professionalism in which they were rated. Students are rated according to the following categories and receive the following information:

1. You currently exceed the standards set for professionalism. You represent MUSOM well, are prepared for class and lab, put forth good effort, and are professional in communication and interactions with peers, staff and faculty. (Specific examples will be provided).
2. You currently meet the standards for professionalism. You represent the SOM well, are prepared for class and lab, put forth good effort, and are professional in communication and interactions with peers, staff and faculty.
3. You do not currently meet the standards for professionalism. Specific feedback will be provided in a meeting with Dr. Veitia, , Associate Dean for Student Affairs, to discuss these concerns. Please call (304) 691-1730 to schedule a meeting

Evaluations are not intended to be punitive; rather they are designed to promote self-reflection with respect to the manner by which the student is perceived and to prepare students for the subjective nature of evaluation in the third and fourth years of medical education.

For more information, please see the “Evaluation of Professionalism” link at <http://musom.marshall.edu/students/sa-main.asp>.

Student Wellness

Maintaining a healthy sense of emotional well-being is a vital component of success as a medical student and as a practicing physician. Because of the challenges that medical students inevitably face, part of maturing as a physician involves self-reflection, adaptability, and resiliency and that means learning to ask for help when it is needed.

The pace, volume of information, and intensity of medical education can result in a great deal of academic pressure. Students are learning to be responsible for people, not things; therefore maintaining high personal and professional standards while being successful in an academically rigorous setting is essential. It is also in medical school that students may experience academic performance that is well below that to which they are accustomed. In addition, student evaluation, especially in the clinical years, can be largely subjective and unfamiliar. All of these factors illustrate how medical

school may precipitate a significant amount of emotional distress. Some degree of emotional distress, sleep disturbance, and anxiety is common in medical students and are not cause for excessive concern unless the symptoms begin to interfere with day to day activities. It is vital that students understand when common, time-limited responses to stress become clinically significant and to know what resources are available to them.

There is research to suggest that medical students have a significantly higher prevalence of psychological problems than the general population of their age-matched peers. Some studies speculate that at least one in four medical students has emotional problems that would benefit from treatment. Depression, anxiety, interpersonal and family difficulties, and academic struggles have been cited as commonly noted problems. We know that individuals who have these kinds of symptoms may become more cynical and less empathic over time. We also know that untreated student distress can influence professional development, adversely impact academic performance and contribute to the risk of substance abuse. The stress and emotional strain that can occur in medical school is often a stimulus for the use and sometimes misuse of drugs and alcohol. Additionally, drugs and alcohol are a common source of recreation or entertainment. The misuse of alcohol and/or drugs can be dangerous as it impairs not only social and academic function but can put the student and patients' safety at risk. Whether to ease the stress, have fun, or attempt to get ahead in studies, drug and alcohol use can get out of hand. Medical students are not immune from substance abuse or dependence which are both serious mental health issues. Seeking help early is vital in preventing impairment and academic repercussions.

General Healthcare Resources

We strongly encourage medical students to establish care with a local primary care physician. Students may access a list of providers (not meant to be inclusive) by clicking on the Health Care Providers section on the Student Affairs webpage.

Physical Fitness

Students are encouraged to seek ways in which to maintain physical fitness. Many activities can be enjoyed with classmates, adding to the benefit of physical fitness by introducing improved sources of social support. The Marshall Recreation Center on the grounds of MU main campus is an excellent resource for medical students. This state-of-the-art 123,000 square foot facility includes:

- Wood gym courts for basketball, volleyball, badminton, pickle ball and dodge ball;
- A 30' climbing wall with 9 climbing lanes and Outdoor Pursuits center;
- A 4,000 square-foot Aquatics Center with 3 lap-swimming lanes, leisure pool,

- vortex pool and 20 person spa;
- Full men's and women's locker rooms and family changing areas with lockers;
- 17,000 square feet of fitness space on the second and third floor with free weights, selectorized machines with LCD televisions;
- 4 group-exercise rooms;
- A 3 lane 1/7th mile walking/jogging/running track;
- Massage area;
- Fitness assessment room;
- Lobby with juice bar and lounge area;

Immediately east of the pool is an outdoor, fenced area for sunning and relaxing. The entire facility is accessible for persons with disabilities.

Student Fees: All full-time undergraduate/graduate/professional students attending the Huntington Campus are automatically assessed the \$194 fee per semester. A valid Marshall University Student ID is required for entrance. Students wishing to utilize this facility in the summer months may pay \$50 per month or a total of \$150 if they wish to utilize the facility in June, July and August.

For additional information, see: <http://www.marshallcampusrec.com/>

Personal and Psychiatric Counseling for Medical Students

MUSOM has entered into a contractual agreement with two provider groups in Huntington for the purpose of providing medical students with easily accessible and confidential counseling and psychiatric services to be performed by individuals who are not in any way associated with the evaluation of medical students. Students may self-refer or seek referrals from MUSOM administrators. With the exception of cases in which student impairment is the issue, MUSOM faculty or administrators will not be provided identifying information on students who receive evaluation or treatment services.

Personal Counseling

The staff of the Cabell Huntington Hospital (CHH) Counseling Center will provide services to medical students. **All medical students and their immediate family members (spouses and dependent children under 21 years of age) can receive up to ten counseling sessions per year at no charge.** After ten sessions, students' health insurance will be billed and the student will be responsible for the remaining unpaid portion of the bill. The CHH staff will also provide students with at least one substance abuse in-service per year.

Office Hours and Contact Information for CHH Counseling Center

Monday – Friday 9:00 am. until 5:00 pm
Thursday 5:00 pm until 8:00 pm
For Appointments: Ms. Tresa Litteral
 (304) 526-2049
EAP Coordinator: Mr. Terry Holley
After Hours Contact: (304) 688-3909

The EAP coordinator cannot guarantee availability at this number. In the event that Mr. Holley cannot be reached, students should contact Dr. Marie Veitia, Dr. Tracy LeGrow, or Dr. Aaron McGuffin at the numbers provided at the end of this handbook.

Psychiatric Services

In the event that the evaluation or treatment of a medical student requires psychiatric services, MUSOM has made an agreement with Valley Health Care. **Medical students can receive up to ten sessions per year at no cost.** The student's insurance will be billed by the provider for these visits but the student is not responsible for any unpaid portion of the bill. After ten sessions, the student's insurance will be billed and the student will be responsible for the unpaid portion. Appointments will be made within two weeks for non-emergent situations and within 48 hours for emergent situations.

Office Hours and Contact Information:

Monday – Friday 9:00 am until 5:00 pm
For appointments: Ms. Amber Richard
 (304) 781-5138

In case of an emergency outside of office hours, the student will need to contact Dr. Marie Veitia, Dr. Tracy LeGrow, or Dr. Aaron McGuffin at the numbers provided at the end of this handbook or go to the nearest hospital emergency room.

Barriers to Seeking Help During Medical School

► **Depression is a sign of weakness and you don't want anyone to think you are a weak person, especially as a medical student**

It simply is not. There is plenty of research to indicate that depression is a medical condition that requires assessment and treatment. At best, it can affect your performance and, at worst, it can be associated with suicidal ideation and can put the depressed person at risk. One of the most common theories of depression is the Cognitive Model of Emotional Response which espouses the idea that depression is the result of our *thoughts* that cause our feelings and behaviors, not external things, like people, situations, and events. The benefit of this notion is that we can change the way we think to feel and act differently even if the situation does not change. In counseling,

you can learn to identify the self-destructive things you say to yourself and learn to change them.

► **You are afraid that letting a trusted person know that you need help may mean you should not become a doctor or that somehow your disclosure will affect your standing as a medical student.**

Depending on the nature and severity of your symptoms, nothing could be further from the truth. Seeking help means that you have insight and an ability to self-reflect and the courage to do something about it. If emotional impairment creates academic problems for you, having sought help is seen as a mature, appropriate behavior characteristic of an individual who is willing to admit that he or she needs help. And, unless it is determined that you are at risk to yourself or others, all disclosures you make are held in strict confidence.

► **You are afraid that this kind of information will be placed in your academic record.**

Wrong again. Students are purposefully referred to treatment facilities not affiliated with the medical school so that they can be assured of confidentiality. Psychiatric referrals or information related to them are NOT placed in your academic file. The law protects the privacy of all communications between client and your health care provider. There are some circumstances that do require disclosure of your personal health information including: (1) if your therapist has reason to believe that a child or a vulnerable adult is being neglected or abused, and (2) if your therapist believes you present a clear and substantial danger to self or others. There may be other circumstances in which the treatment facility is legally required or mandated to provide your personal information. Your health care provider will have clearly specified Notice of Privacy Practices based on the federal Health Insurance Portability and Accountability Act (HIPAA).

► **You don't want to be seen by someone who works at the medical school.**

Don't worry. You won't be referred for treatment to anyone who works at the medical school (the Department of Psychiatry or otherwise). There is an accreditation standard that, for all the right reasons, prohibits internal referrals for issues related to sensitive issues such as emotional problems. So, you can use the resources contained in these pages and independently seek help or you can meet with Dr. Marie Veitia, Associate Dean for Student Affairs, who can assist you in determining what is in your best interest.

► **You think your symptoms might just go away on their own.**

They might or they might not. It is therefore important to meet with Dr. Veitia, your health care provider or other individuals with the appropriate expertise, in order to make

the decision about whether clinical intervention is indicated. Being evaluated does not commit you to a treatment plan (unless there is reason to believe that you are a danger to yourself or others). Sometimes just the nature of bringing your problems to the attention of an expert in whom you have trust can be very helpful.

► You think that if you seek treatment for emotional problems, you will have to disclose it on a residency application.

This question is probably more pertinent to licensure than residency; however, it is possible that you may be asked “Do you have any condition that will prevent you from carrying out your residency responsibilities?” Assuming that your emotional problems are resolved, then it would be appropriate to say no. On the other hand, it is possible, though not likely, that you would be asked “Have you ever been diagnosed or treated for a mental or nervous disorder?” Then, of course, it would be best to be honest. you should be truthful.

Resources Specifically Targeted for Treatment of Addictions:

The misuse of alcohol and/or drugs can be dangerous as it impairs not only social and academic function but can put the student and patients’ safety at risk. MUSOM has a Student Impairment Assistance Policy <http://musom.marshall.edu/students/policies/> designed to be supportive, not punitive. MUSOM ensures appropriate levels of confidentiality for a student seeking information, referral, and/or treatment unless the individual is at risk of danger to self or others or refuses to cooperate with the assessment and treatment protocol. This policy relies heavily on the support of the West Virginia Medical Professionals Health Program <http://www.wvmphp.org/index.html> for assistance in referrals to Addiction Psychiatrists and/or Certified Addictions Counselors. Students may seek information independently by using the contact information specified at <http://www.wvmphp.org/Contact-Us.html>.

Some individuals may also wish to seek assistance from group support services. More information can be found at www.aawv.org (Alcoholics Anonymous) or www.mrscna.org. (Narcotics Anonymous).

A Special Note of Caution

One of the most serious symptoms of depression is the presence of suicidal or homicidal thinking. Individuals under stress may sometimes have fleeting thoughts along these lines that do not persist over time. On the other hand, thoughts that persist and are associated with an intention and a plan constitute a medical emergency. If you are having persistent thoughts about harming yourself or others, you must immediately seek help. One of the following actions should be taken:

▶ Call a trusted friend or family member and ask for their support and assistance in pursuing one of the options described below.

▶ If currently undergoing treatment, call the treating physician's office

▶ Call one of the MUSOM administrators listed in the contact information at the end of this document for further guidance.

▶ Call 911 or go to the nearest local emergency room

▶ Call the National Suicide Crisis Hotline
1-800-SUI CIDE
1-800-784-2433

▶ Call the National Suicide Prevention Lifeline
1-800-273-TALK
1-800-273-8255

Additional Resources for Counseling Services

Students may also access the following facilities for the assessment and treatment of emotional difficulties.

Pretera Center

Pretera Center has been a part of our community since 1967 and offers mental health and addiction services for an eight county region with nearly 50 locations. Pretera Center provides general outpatient services to both children and adults, as well as specialized services for more intensive care. They can be reached by calling (304) 399-7776.

The Marshall University Psychology Clinic (on main campus)

The Marshall University Psychology Clinic was established by the Department of Psychology to serve as a training facility for advanced graduate students enrolled in the clinical psychology program at the university and to provide high quality, low cost, confidential psychological services to individuals on the campus and from the local community. The student clinicians are graduate students in the Marshall University Clinical Psychology doctoral (PsyD) program. Student clinicians provide services under the supervision of qualified clinical faculty selected by the Department of Psychology to fulfill supervisory and teaching functions.

A variety of services are offered by the Clinic. These include individual psychotherapy, psychological assessment, group psychotherapy, as well as educational workshops and other events. Services are free for Marshall students.

Contact Information: (304) 696-2772
<http://www.marshall.edu/psych/clinic.htm>

Marshall University Counseling Services (on main campus)

This service is free for all medical students. It is located on the first floor of Prichard Hall on the main campus of Marshall University. Contact Information: (304) 696-3111
Hours: Monday – Friday
8 a.m. – 5 p.m. (appts. after 5 p.m. available upon request)

<http://www.marshall.edu/counseling/>

ULifeline <http://www.ulifeline.org/page/student/Home.html>

ULifeline is an anonymous, confidential, online resource center, where students can be comfortable searching for the information they need and want regarding mental health and suicide prevention. ULifeline is a program of The Jed Foundation, the nation's leading organization working to prevent suicide and improve the mental health of college students, and is overseen by an expert board of mental health professionals. Since its inception, ULifeline and The Jed Foundation have reached millions of parents, students, administrators, and, most importantly, those who have suffered in silence. The organization is vigilant in improving ULifeline.org and its ability to educate, raise awareness, and most importantly reduce the stigma associated with mental health seeking on a college campus, which ultimately, we believe, will help those truly in need.

MUSOM has a personal homepage on this resource.

Student Impairment

Throughout the entirety of undergraduate medical education, medical students are held to the same ethical and professional standards as physicians. Potential impairment due to undiagnosed /unrecognized and/or untreated substance abuse, mental illness, physical illness, aberrant and/or distressed behavior is unacceptable and cause for administrative action up to and including dismissal. For the benefit of students and patients alike, this policy seeks to

(1) promote the early detection of potentially impaired medical students so that intervention, evaluation and/or treatment may take place, and

(2) provide an acceptable protocol should student impairment be suspected. In recognition of the stresses inherent in medical education, this policy is designed to be supportive, not punitive.

1. MUSOM seeks to promote student wellness by providing a mechanism conducive to identification of potential problems, their early detection, and providing a supportive environment in which they can be effectively addressed. MUSOM encourages a student to self-refer if he or she has reason to believe they are at risk of potential impairment due to untreated substance abuse, physical conditions, and/or mental illness.

2. MUSOM must ensure appropriate levels of confidentiality for a student seeking information, referral, and/or treatment unless the individual is at risk of danger to self or others or refuses to cooperate with the assessment and treatment protocol.

Please see <http://musom.marshall.edu/students/policies/> for a more detailed explanation of policies and procedures.

Academic Services and Career Counseling

The Office of Academic & Career Development at MUSOM
Contact Information: Ms. Joan Catherine Viksjo, M Ed
(304) 691-8725
Viksjo@marshall.edu

The Office of Academic and Career Development is specifically designed to meet the academic and career exploration and planning needs of students throughout all four years of their medical education. We are housed in Suite 1015 of the Byrd Clinical Center, and are open Monday through Friday from 9 to 5. Appointments are not necessary, though they are appreciated. All walk-ins are welcome. Earlier and later appointments are easily arranged.

Academic Services

The Assistant Director in the Office of Academic & Career Development, will work with you to foster your learning skills and provide the necessary academic support to ensure your success throughout medical school. Through individual counseling sessions and small group workshops, you will have the opportunity to:

► Monitor and assess your current learning strategies, uncover sources of difficulties in such areas as reading comprehension, standardized test preparation, test anxiety, and time management, and develop a realistic plan to help you achieve your academic goals.

- ▶ Boost your confidence level and organizational abilities to implement your strong work ethic, thus improving your chances of succeeding in medical school.
- ▶ Increase your self-awareness and understanding about your knowledge, skills and attitudes through such individualized assessments as The Learning and Study Strategies Inventory and the Myers Briggs Type Inventory
- ▶ Develop and refine your mastery of higher-level study skills
- ▶ Learn how to effectively prepare for Steps 1 and 2 of the USMLE Exams
- ▶ Discuss your career and academic concerns within a confidential, respectful and empowering atmosphere and receive appropriate referrals as necessary

Tutoring Services

One of the ways that we can foster your academic success is through our ***Tutoring Services Program***. We offer various small-group and individual tutoring sessions regularly throughout each block, scheduled at times most convenient for you and our tutors. If you feel you need some help, please don't hesitate to take full advantage of our sessions. We are dedicated to helping you succeed and will do everything we can to live up to our goals. Each of our six second-year tutors are competent and caring role models who will work with you to increase your understanding in the areas with which you are having difficulty. They can also address more effective ways to study.

Our most popular event so far has been our ***“Test Prep-and-Pizza”*** group sessions, which are held approximately two weeks prior to each exam. E-mail notifications are sent out to all first-year students well in advance; registration is preferred, but not required.

However, we do require that you develop questions in advance for our tutors so they can effectively prepare their materials and structure their time adequately. In the e-mail notifications, you will be asked to e-mail or bring your questions to Joan Catherine Viksjo at least two days prior to each “Test Prep-and-Pizza”.

Individual tutoring can be arranged on an as-needed basis at no cost to you. Please see Joan Catherine to request individual tutoring.

A Few Words of Wisdom

It is important to understand what the tutoring program is and what it is not. Tutoring is not a forum for learning what is on an exam. It is not a forum that can be broad based and open to any topic in the course being tutored. As bright as they are and as successful as they were in the course in which they are tutoring, our tutors are not walking encyclopedias of the subject matter in question. Therefore, they need some direction in order to teach you effectively.

Also keep in mind that you should also seek guidance from the respective course director as soon as realize you may need help. They can offer very good suggestions. They may suggest you seek tutoring or they may suggest that you talk to me or someone else that they find to be appropriate.

Medical students who receive tutoring should follow the guidelines described below:

1. Availability of specific tutors is not guaranteed. Tutors cannot jeopardize their own academic needs.
2. Tutors can provide services in an individual or group format. If demand exceeds availability, services may need to be offered in a group format.
3. Remember that tutors are second year students who have many learning responsibilities/deadlines of their own. If you make an appointment for tutoring, you are expected to show up at the designated time. If, for reasons beyond your control, you cannot attend a session, you are expected to contact the tutor ASAP to inform him or her. Students who miss more than two scheduled sessions will not eligible for additional sessions.
4. Because tutors will prepare in advance, you **MUST** submit questions of interest to tutors by email at least two days in advance of a scheduled session.
5. Medical students who do not follow these guidelines are at risk of termination of tutoring services.

Additional Resources

Students who are in need of a more intensive educational intervention are referred to the Marshall University Medical H.E.L.P. program. This is a five-week, intensive program that requires full-time attendance by the student. Students participate in evaluation and skill building sessions geared to their specific areas of difficulty. Typically four programs are held per year. Follow-up is provided on an ongoing basis once a student has completed this program. Information can be obtained by contacting the Program Director, Ryan Orwig at (304) 696-6315 or by viewing <http://www.marshall.edu/medicalhelp/services/medical/>.

Career Counseling

One of the most important goals of the Office of Academic & Career Development is to assist you in all aspects of the career exploration and planning process throughout all four years of medical school and beyond. We aim to provide a comprehensive array of services and resources to you that are among some of the nation's best practices in medical student career services programs, and that will help you construct personally meaningful and socially-relevant physician-life careers.

The philosophy of our program is that career development is a life-long behavioral process – one that is central to individual happiness, well-being, a strong self-concept, overall lifestyle satisfaction and success. We also believe that:

Career development is a continuous process of choices and adjustments;

- It is multidimensional;
- The rate of career development differs from one person to the next;
- Career development involves an interaction of environment, experience, and individual potential leading to the evolution of a self-concept and a corresponding lifestyle;
- The process of career counseling has as its foundation those knowledge bases that underlie all counseling, particularly the psychology of adjustment and developmental psychology;
- A major determinant of the success of the enterprise lies in the quality of the counselor-student relationship.

Individual career counseling will be available with the Assistant Director in a caring, compassionate and confidential manner. We will do everything we can to ensure that your career exploration process is an enjoyable and rewarding one for you, so that your dreams of finding meaning and a sense of mission as a physician across the lifespan will be realized.

Program Overview

Our program includes a four-year course entitled “**Career Development for Physicians**”, which begins in the spring of your first year. This class will integrate the resources of the “Careers in Medicine” (CiM) program, developed by the American Association of Medical Colleges, and will address varying issues of your career development over time. The CiM is a career planning program designed to help you choose a medical specialty and apply to residency programs. In this model, career planning and development is a four-stage process that begins with understanding yourself through several comprehensive assessment tools designed specifically for medical students by physicians that examine your values, interests, skills, environmental factors and personality.

The Myers Briggs Type Inventory (MBTI) is also offered to students who are interested. The next stage, Exploring Options, involve tasks that include conducting research, reviewing information on various specialties, and speaking with practicing physicians. The CiM program can be found at www.aamc.org/careersinmedicine and includes over 100 specialty pages, as well as residency program requirements, Match data, compensation and personal characteristics of physicians practicing in the specialty. The Specialty Pages also provide links to over 1,100 professional groups, associations,

journals, newsletters, and publications for you to begin gathering more in-depth information about the specialties you are considering. You will receive specific log-in instructions during your first class. During the third stage, Choosing a Specialty, you will be selecting your primary specialties and exploring residency training programs. Two decision-making matrix tools are available through the CiM website that use your self-assessment results along with the information you gathered through specialty exploration. The final stage, Getting into Residency, is focused on applying and interviewing for residency programs and completing the Match.

Parallel to the “Career Development for Physicians” course are a wide variety of small-group workshops, seminars and student-led events involving faculty and third and fourth-year students. For example, our “**Career Conversations**” events are roundtable Specialty Seminars in which faculty provide insights into their specialties, and offer individual student advice over dinner. Student-led events include our “**Women in Medicine**” panel and a “**Specialty Speed Dating Evening**”.

Complementing these services are department-run specialty seminars, hosted by various faculty, where their insights and perspectives on their individual specialties are provided.

Please see the Office of Academic and Career Development website available from the Student Affairs webpage for additional career development resources.

Residency Application and Placement

In order to supplement the career decision making process for which assistance is provided throughout the career counseling program, the Associate Dean of Student Affairs meets with each student at the beginning of the 4th year. While the purpose of these meetings is the development of the Medical Student Performance Evaluation (see description below), inevitably and appropriately career decision making and residency selection guidance is provided. For specialty information beyond the scope of the Associate Dean of Student Affairs, students are referred to physicians practicing in their areas of interest for further guidance. For the “nuts and bolts” of the application process, specifically application to the Electronic Residency Application Service (ERAS) and the National Residency Matching Program (NRMP) students meet with the Associate Dean for External Affairs who provides individual and small group guidance to all students. Assistance in the preparation of your curriculum vitae and/or personal statement is provided by the Assistant Director in the Office of Academic & Career Development or the Associate Dean for Student Affairs. Examples of personal statements and PowerPoint presentations presented by former SOM graduates can be

viewed from the Student Affairs webpage at <https://musom.marshall.edu/students/sa-main.asp>. Students are also encouraged to review SOM Match Results at <https://musom.marshall.edu/students/nrmp/> for networking with alumni.

Additional information can be obtained by visiting the following links:

Careers in Medicine (CiM)

www.aamc.org/students/cim/

The Careers in Medicine Website is a complete, four-phase program including a comprehensive self-assessment section, a confidential personal profile to maintain assessment results, specialty pages containing extensive career information about most of the major specialties and subspecialties, decision-making tools that provide a logical framework for students to think about their options, and guidelines for preparing the residency application. Users must register using a school access code and create a unique user ID and password.

Electronic Residency Application Service (ERAS)

<http://www.aamc.org/programs/eras/applicants/start.htm>

ERAS is the Electronic Residency Application Service. It is commonly used by medical graduates or medical students in their final year of medical college to apply for specialized graduate training in residency programs in the U.S.

FREIDA Online

www.ama-assn.org/ama/pub/category/2997.html

FREIDA Online is a database with over 7,800 graduate medical education programs accredited by the Accreditation Council for Graduate Medical Education, as well as over 200 combined specialty programs.

National Residency Match Program (NRMP)

www.nrmp.org

The National Residency Matching Program (NRMP) is a private, not-for-profit corporation established in 1952 to provide a uniform date of appointment to positions in graduate medical education (GME) in the United States.

The Medical Student Performance Evaluation

General Information: Every year, as part of the residency application process, letters are sent by the Office of Student Affairs on behalf of each fourth year student. The name of this letter, originally known as the Dean's Letter, is the Medical Student Performance Evaluation (MSPE). This name better reflects its purpose as an evaluation tool for program directors, not a letter of recommendation. The MSPE is released from all medical schools on November 1 of each year. The MSPE will be delivered via the Electronic Residency Application Service (to which you will have applied) in a computer file with an internet-based delivery system.

According to guidelines established by the Association of American Medical Colleges (AAMC), the Medical Student Performance Evaluation (MSPE) describes, in a sequential manner, a student's performance, as compared to his or her peers, through the third year of his or her medical education. It includes an assessment of both the student's academic performance and professional attributes.

Students are required to meet with the Associate Dean for Student Affairs in order to discuss the preparation of their MSPE. In advance of appointments, students will be asked to present their Curriculum Vitae for use in the discussion. Students will have the opportunity to review a draft of their MSPE before it is electronically submitted to the ERAS workstation. At that time, students may bring to the attention of the Associate Dean any factual errors present in the draft or present omissions that should have been included in the letter.

Components of the MSPE

- **Unique Characteristics:** This is a summary of who you are and what you accomplished and/or been involved in during your medical education. It is designed to catch the reader's attention by making you stand out from the crowd. Undergraduate information is not usually included unless there is a clear reason to do so.
- **Academic History:** This section includes the date you started medical school and your anticipated graduation date. If more than four years is evident, it must be explained in some way. At the meeting we will have to prepare for your letter, we will discuss this. If there has been difficulty, I like to be able to say you recognized your problems, implemented a solution of your own initiative and your performance improved.
- **Academic Progress:** This section includes information about the student's academic performance and professional attributes. It is broken down into two sections: your basic science years and your third year. These sections do include GPAs and USMLE Board scores, and your clinical narratives (third year only). Performance in fourth year courses is NOT included in your MSPE.
- **Summary:** This is a summary assessment, based on our evaluation system, of the student's comparative performance relative to his or her peers. It includes any information about any school-specific categories used in differentiating among levels of student performance. In other words, it is an evaluation relative to your peers; however, it is most specifically designed to summarize your academic and professional performance, your strengths and weaknesses, and why you are a good fit for your chosen specialty.

Two tables will appear in the MSPE at the end of the summary. These are subject to change at the discretion of the Associate Dean for Student Affairs. The GPA spread for the class in question will be used in the table.

Overall Academic Performance Based on Cumulative GPA for Years 1-3

Cumulative GPA	First Quartile	Second Quartile	Third Quartile	Fourth Quartile

Note that specific class rank is not included unless you are ranked 1-10.

Overall Professionalism Ratings by Clerkship*

	Exceeds Expectations	Meets Expectations	Meets with Concern	Does not meet Expectations
Family Medicine				
Internal Medicine				
Pediatrics				
Psychiatry				
Obstetrics & Gynecology				
Surgery				

Student Financial Assistance

Contact Information: Ms. Prudence “Prudy” Barker
304-691-8739
barkerp@marshall.edu

The Office of Student Financial Assistance (OSFA) through a variety of services provides assistance to students in securing funding for their medical education as well as providing financial education relating to their personal financial needs. Assisting our students in understanding the financial assistance processes both federal and institutionally, as well as providing financial literacy through a variety of debt management programs, will relieve some of the financial stress that may occur during their academic years and after graduation. With the high cost of education, we strongly encourage students to learn some basic budgeting techniques to cut costs and learn to live with less. The Marshall University Joan C. Edwards School of Medicine Scholarship Committee considers all students when determining recipients of any institutional scholarships. Since scholarship funds are very limited, most students find they must secure educational loans.

One of the main functions of the OSFA is the administration of the federal student aid loan programs and assisting students in understanding the steps involved in receiving federal funds to finance their education. It is recommended that students consider all other resources, such as scholarships and/or family resources before considering student loans. However, once students exhaust all resources and are interested in borrowing funds, Marshall University expects students to pursue a Federal Direct Student Loan (FDSL) as the first resource for meeting their financial needs. The Federal Direct Student Loan (FDSL) program is need-(income) based and requires the submission of a Free Application for Federal Student Aid (FAFSA). All students must remain in good academic standing and meet the standards of the OFSA Satisfactory Academic Progress Policy to remain eligible for federal assistance. Contact the OFSA for a copy of the policy or a copy can be found online at <http://www.marshall.edu/wpmu/sfa/eligibility-costs/financial-aid-satisfactory-academic-progress/> .

A variety of services are provided by the OSFA:

- Assistance with the FAFSA process
- Financial literacy programs with emphasis in debt management including, but not limited to, workshops and personal counseling in budgeting, credit card management, understanding loan programs and repayment, managing loans after graduation, unforeseen expenses, state and federal loan forgiveness programs

- Confidential, personal financial aid counseling

Frequently Asked Questions when applying for federal student aid.

1) I have never applied for federal aid. Where do I begin?

You must first complete the Free Application for Federal Student Aid (FAFSA) available online at <http://www.fafsa.gov>. You must secure a Personal Identification Number (PIN) upon your first application. You will be directed on how to establish your PIN once you begin your FAFSA application. You will need to keep a record of your PIN and password for future applications and retrieving personal information from the federal websites. Please make sure you have a copy of your most current tax return when completing the application.

2) How will Marshall know that I have applied for federal aid?

All information you provided will be released as long as you list Marshall University on the FAFSA as a school of interest. Our federal code of **003815** must be entered before Marshall can receive your information or process your aid.

3) What is the next step once I complete the FAFSA application?

You will receive notification from the Department of Education regarding the status of your application and any outstanding requirements to complete your application. Once completed, the Office of Student Financial Assistance will contact you and advise you of your eligibility (or financial aid award) or any additional requirements to complete the awarding process.

4) How soon should the FAFSA form be sent in? Is it better to wait until the income tax forms have been completed?

It is recommended that medical students complete the FAFSA by March 15th. Do not wait until your taxes are done. Although it is better to do your taxes early, it is ok to use estimates of your income, so long as they aren't very far off from the actual values. You will have an opportunity to correct any errors later.

5) How will I know how much money I will need to finance my medical school education?

You can obtain the breakdown of the cost of attendance (budget) from the Office of Student Financial Assistance. This is an average budget that considers all related educational costs, including tuition & fees, books and supplies, living expenses, health insurance, and personal, miscellaneous costs. If you apply for federal assistance, you will receive notification from the Office of Student Assistance that will direct you to your

Marshall University student web portal, MyMU, to view your financial aid award. Your cost of attendance (budget) will be available for review with your award. It is the student's responsibility to consider his/her available personal financial resources first in assisting with meeting their budget and using borrowed funds only to supplement the remaining amount.

6) What if my personal budget exceeds the average budget, and I need additional funds to assist with my personal expenses?

Requests for adjustment to the standard budget can be made by completing a Budget Appeal form. Supportive documents and/or receipts are required with the appeal. The OSFA will review and determine a possible increase in the student's eligibility. Mandated by federal policy, all expenses must be considered as "customary or reasonable" in nature and related to only the student's educational experience. Expenses that are commonly considered for appeal are living expenses, medical expenses, car repairs, and certified day care. Expenses that cannot be considered for appeal are consumer debt, including car payments, home repairs, and residency interviews.

7) Where can I find out more information about federal student aid and financial literacy programs?

A comprehensive financial literacy program will be offered to you throughout your academic years that will include education on the federal aid processes as well as debt management. Personal counseling will be available to discuss your individual financial concerns. You are encouraged to contact the Office of Student Financial Assistance or visit any one of the following websites for more information, www.studentaid.ed.gov; www.finaid.org ; www.studentloans.gov . The AAMC has developed an online financial literacy program called FIRST located at www.aamc/first.org . It is highly recommended for all medical students, and you will need to login with your AAMC username/password for certain programs.

Contact Information:

We strongly recommend that you program these telephone numbers in your cell phone for easy access.

Dr. Veitia

Student Affairs	(304) 691-1735
Psychiatry	(304) 691-1500
Cell phone	(304) 617-2465

Dr. McGuffin

Office of Medical Education	(304) 691-1790
Pediatrics	(304) 691-1300
Cell phone	(304) 654-1995

Dr. LeGrow

Academic Affairs	(304) 691-1736
Psychiatry	(304) 691-1500
Cell phone	(304) 617-7874

Security

Marshall University	(304) 696-4357(HELP)
Cabell Huntington Hospital Security	(304) 526-2223
Byrd Biotechnology Sciences Center	(304) 696-3718
Byrd Clinical Center Security	(304) 634-5166
Medical Education Building	(304) 429-6755 ext. 2855