

# General and Miscellaneous Information

## Criminal Background Checks and Drug Testing

Participation in clinical experiences and rotations is a required part of the curriculum and a requirement for graduation. A clinical site may require drug testing and/or a criminal background check and/or child abuse check in order to permit participation. Clinical sites may deny a student's participation in a clinical experience or rotation because of a felony or misdemeanor conviction, failure of a required drug test, or inability to produce an appropriate health clearance, which would result in delayed graduation or in the inability to graduate from the program. All students will be required to undergo Criminal Background Checks in order to proceed with patient care.

## Crisis Response Guideline for SKMC Students

In order to assure the most efficient and appropriate communication amongst college/university personnel in the event of a specific student crisis, the following guidelines should be used:

Any student event can activate the student crisis response. Any member of the college/university who witnesses or hears about an event should notify the designated Student Affairs and Career Counseling official and/or Security. Events include, but are not limited to, injury/illness/hospitalization, psychiatric episodes (including attempted suicide), assault, disappearance, housing disturbance, unprofessional behavior or death of a student.

Jefferson Security:

Business Hours: 215-955-8888, 811

After Hours: 215-955-8888, 811

Sidney Kimmel Medical College:

Office of Student Affairs and Career Counseling

Business Hours: 215-503-6988

After Hours: 877-656-4437 (pager).

## Dress Code

All physicians shall be groomed and dressed in a manner which will help them to establish rapport with their patients. The faculty of Sidney Kimmel Medical College, therefore, encourages its students early in their medical career to establish habits of demeanor, grooming, and dress which will assist them throughout their professional lives in their relationships with their patients.

An attending physician has a right to refuse to allow any of his/her patients to be seen by a student if they feel that the patient may be disturbed by the student's appearance. Students should recognize that unclean dress, disheveled hair, or an unkempt beard will be offensive to patients and that a patient has the absolute prerogative to refuse to be examined by a student who offends him/her.

Medical students are expected to wear clean and pressed white coats whenever they are in patient areas. Coverage of long hair is required in certain areas, such as operating suites, as a precaution against the dissemination of infection. When in an affiliated institution, students are expected to conform to the dress code standards of that institution.

## Equipment and Clothing Requirements

### Surgical scrubs and shoes

University and departmental policy requires students wear surgical scrubs and closed-toe shoes in the dissecting facility at all times, even during examinations. These must be provided by the student.

### Protective Eyewear

University and departmental policy requires each student use protective eyewear while they are working with the human gifts. This means safety glasses with side shields and shatterproof lenses or, if needed, safety goggles/shields that cover prescription glasses. These must be provided by the student. Such eye protection is available at the Jefferson Bookstore or at a hardware store.

### Disposable Personal Protective Equipment (PPE)

The Division of Anatomy will provide the following disposable PPEs which the student will use anytime they are working with the human gifts. This includes nitrile gloves, disposable aprons and sleeve/arm protectors.

### Dissecting Instruments

Students must obtain a set of instruments suitable for dissecting the human gifts. They may rent them from the Division of Anatomy or they may purchase their own set, either at the Jefferson Bookstore or from an outside vendor. PLEASE NOTE: purchased kits should contain a Number 4 scalpel handle.

## SKMC Student Scrubs Policy

As members of a healthcare team, students are expected to dress professionally at all times. The use of scrubs should be restricted to times when students are rotating on surgical and obstetric services, intensive care units, and when on overnight call. Students may, however, follow the dress code of their assigned team to wear scrubs if appropriate.

Sidney Kimmel Medical College will provide each student with one pair of "Jefferson" scrubs to use while on clinical rotations. Students themselves are responsible for laundering these scrubs. These scrubs may be worn throughout the hospital with the exception of the operating suites.

When partaking in sterile surgical procedures, students must wear special "clean" scrubs which can be obtained from a vending machine located in the operating room suite using your student ID badge. A list of students on surgical and obstetric services who need access to "clean" scrubs will be submitted to the vendor monthly to allow access to the vending machine.

Students can only take a single pair of scrubs out of the vending machine at any given time, and must return it after their shift. Students cannot take out a new pair of scrubs out of the vending machine until the first pair is returned. Students must return all scrubs lent from the vending machine for their clinical rotation to be complete.

All questions pertaining to this policy should be addressed to:

Nina Mingioni, MD FACP

Director, Phase 2: Core Clinical Rotations

nina.mingioni@jefferson.edu

## Health Insurance

As an academic health center, Jefferson requires all matriculated students to have health insurance, and to complete the enrollment/waiver process for each academic year.\* If you have health insurance through another provider, it must meet the stated minimum requirements to qualify for a waiver. If you do not have coverage through another provider that meets the minimum requirements, then you must enroll in the College-sponsored student health insurance plan. Once enrolled, the plan will be in effect for the entire academic year. You may only terminate the insurance coverage if you have a qualifying life change event.

\*Dates may vary by academic program.

## 2019 – 2020 Rates

Student	\$4, 818.00
Spouse	\$4,818.00
One Child	\$4,818.00
Two or More Children	\$9,636.00
Spouse + Two or More Children	\$14,454.00

## Dental Insurance

Optional dental insurance is available for matriculated students at Thomas Jefferson University, Center City Campus and Abington Campus. The insurance is offered through Delta Dental, with two coverage levels available - Base or Enhanced.

Please see the following web site for more detailed information on health and dental insurance including full coverage brochures: <https://www.jefferson.edu/university/student-life-engagement/health-dental-insurance/matriculation-requirement.html>

Questions: Please contact Ms. Joyce Muwwakkil at 215-503-6988 or [joyce.muwwakkil@jefferson.edu](mailto:joyce.muwwakkil@jefferson.edu)

## Tuition Assessment for Return from Leave

When a SKMC student returns from Leave of Absence, and it does not correspond to the start of a semester, tuition will be prorated based on the percent of the semester the student will complete. See below:

Percent of Tuition Due	Percent of the Number of Term calendar days enrolled divided by the total number of calendar days of the academic year enrollment period
100%	91 or more%
90%	81-90%
80%	71-80%
70%	61-70%
60%	51-60%
50%	41-50%
40%	31-40%
30%	21-30%
20%	11-20%
10%	10 or less%

Gateway to Internship in Phase 3 is a total of four weeks, divided into four parts throughout the Phase. Gateway to Internship is not a billed course and, therefore, if the student returns only for Gateway to Internship in a semester, there is no charge for that week.

## JeffMD Policy for Electronic Device Use During Patient Present Sessions

To protect patient confidentiality, no electronic devices (including cell phones, iPads/tablets, and laptops) are allowed during any session with a patient present. During sessions where patients are present for only part of the session, students must refrain from using the electronic devices during that portion

of the session. Failure to adhere to this policy will be considered a professionalism issue that may be reported to the Office of Student Affairs for intervention.

## **Policies Regarding Admission and Placement of Students to Sidney Kimmel Medical College with Previous Health Care Education**

1. Applicants who have completed advanced courses of education (doctoral equivalent), or who have obtained advanced educational degrees (doctoral equivalent) must apply through the Admissions Committee.
2. In the case of acceptance to the Medical College, the admissions committee may make no commitment to the applicant regarding placement in the curriculum, but may recommend a specific advanced placement to the Student Promotions Committee and Curriculum Committee. The Student Promotions Committee and Curriculum Committee will each review the recommendation for advanced placement from the Admissions Committee. The applicant may not be considered for advanced placement unless both committees approve the specific advanced placement.
3. When the Curriculum Committee and Student Promotions Committee have approved a specific advanced placement, the applicant will be notified in writing of the advanced placement jointly by the chair persons of the Curriculum and Student Promotions Committees.

## **Registration of International Students**

Students who are not United States citizens or permanent residents of the U.S. are responsible for contacting the Office of International Affairs (OIA), 215-503-4024 or 215-503-4335 for or Janice.Bo-gen@jefferson.edu, immediately upon notification of admission to Sidney Kimmel Medical College and upon any change in student status. OIA assists students in obtaining the necessary forms for the U.S. Department of State (DOS) to request a visa, or from the United States Citizen and Immigration Service (USCIS) to maintain legal student status if transferring from another institution.

Please note that each student has sole responsibility for ensuring that his/her immigration status complies with all applicable laws and regulations of the United States. In order to meet all requirements of the Department of Homeland Security and SEVIS, international students are required to attend a mandatory immigration orientation designed for new incoming SKMC students in M-70 Jefferson Alumni Hall, 1020 Locust Street, soon after they arrive on campus. Please call or email in advance to confirm your arrival. At the meeting, students receive information about Jefferson and Philadelphia. Also check for new information at [Jefferson.edu/university/international\\_affairs](http://Jefferson.edu/university/international_affairs).

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## **Student Policies**

Many policies pertaining to Jefferson students are universal for each school. These range from academic to disciplinary policies. Rather than list them all in this handbook, students are advised to peruse the following Web site: [Jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies.html](http://Jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies.html).

## Weather Emergencies

As a medical teaching facility, Sidney Kimmel Medical College will remain open even during severely inclement weather because of the nature of our activities and the need to avoid schedule constraints that class cancellations would cause. Every effort is made on the part of the teaching faculty and administrative staff to operate with normal schedules and services, even when the University has declared an official weather emergency.

Should a faculty member not appear for class after a reasonable period of time, the appropriate departmental office should be contacted for information and instructions. The University Office of the Registrar may be contacted for any additional available information concerning classes.

If severe weather necessitates class cancellation, informational notices will be posted throughout the campus, announced via the JeffALERT system and included on the University Weather Emergency Hotline, 800-858-8806, expressly confirming cancellation of classes.

If Thomas Jefferson University announces a closure due to inclement weather or an event, clerkship students will be excused from clinical duties, regardless of the site of current clinical rotation. Absences from clinical duties during university-wide closures are considered excused and do not need to be made up.