

PROCEDURE MANUAL FOR ACADEMIC AND STUDENT AFFAIRS

ACADEMIC AFFAIRS

GOVERNANCE STRUCTURE-CO-CLERKSHIP DIRECTORS

All required clerkships have co-clerkship directors on the New Brunswick and Camden campuses. Co-clerkship directors will develop consensus regarding curriculum, required clinical encounters and assessment of the clerks. Co-clerkship directors will communicate at least by phone each block and will meet in a joint co-clerkship directors meeting at least quarterly.

CURRICULAR REQUIREMENTS

Special requirements: The Scholarly Project (160 hours) will be monitored in the Office of Education and in the Office of Academic and Student Affairs in Camden.

Longitudinal Continuity Care Experience:

GRADE ASSIGNMENT

Clerkship directors forward final student grades directly to the Registrar and the Assistant Registrar on the Piscataway and Camden campuses respectively. Grades are immediately recorded on the transcript. Grades and clerkship evaluations are released to the student after the clerkship evaluation has been completed.

CREDIT ASSIGNMENT INDIVIDUALIZED ELECTIVES

The appropriate procedure for the approval of individualized electives is prospective approval by the student affairs

CLINICAL SKILLS CENTER

The Summative Clinical Skills Assessment (graduation requirement) will be held in the Clinical Skills Center in Piscataway for all students. All third year clerkships have OSCEs. Co-Clerkship Directors will come to consensus on the cases; all OSCE stations will use the professional and communications skills and general exam skills checklist.

STUDENT AFFAIRS

STUDENT AFFAIRS DEANS

Student Affairs Deans will communicate monthly at least by telephone and will communicate prior to presentation of students at the Academic Standing Committee. The administrators in the Piscataway and Camden Offices will also attend these meetings.

REGISTRAR FUNCTION AND DOCUMENT STORAGE

The Registrar in Piscataway and the Assistant Registrar in Camden are responsible for the content of all files and there will be periodic monitoring to ensure completeness. The files will also be monitored by the student affairs deans, the Associate Dean in New Brunswick as well as the Associate Dean and Assistant Deans in Camden. Files will include transcripts, elective approval forms, required clerkship evaluations. Until a completely electronic student record system is implemented, the files of current students will be scanned and backup electronic records will be maintained in Piscataway.

PROCESS FOR REPORTING GRADES OF CONDITIONAL PASS OR FAIL

Clerkship directors forward completed student grades directly to the Registrar or the Assistant Registrar who records them on the transcript. The Registrars monitor the time of grade reporting which should be less than or equal to six weeks. Grades of Conditional Pass or Fail will be reported separately to the Student Affairs Deans who report the grades to the Academic Standing Committees.

DOCUMENTATION AND STORAGE OF PROFESSIONALISM FORMS

Professionalism issues are brought before the group of clerkship directors on each campus. If there is consensus to file a report, the report will be placed in the student counseling file and the student will meet with the student affairs dean. If a second report is filed (based on the procedure describes above) the report will go to the academic file and will be reported to the Academic Standing Committee.

DOCUMENTATION OF COUNSELING ENCOUNTERS

Counseling sessions will be documented on a student encounter form which includes a record of the conversation as well as relevant recommendations based on the conversation with the student. These forms will be kept in the counseling file in the student affairs office. A copy of counseling record dealing with curricular issues will also be sent to the Registrar's office.

PREPARATION OF THE MEDICAL STUDENT PERFORMANCE EVALUATION

All Student Affairs Deans will follow the procedure developed by the Associate Dean for the Clinical Years. Formats will be identical. Drafts and final copies of the MSPE will be retained in a shred drive accessible on both campuses.

STUDENT SUPPORT SERVICES

CAREER COUNSELING

COUNSELING ON PLANNING THE FOURTH YEAR

COGNITIVE SKILLS PROGRAM

The faculty of the cognitive skills program will provide services on both campuses. Students will be referred and will be encouraged to self-refer.

Faculty will be reminded about the services for the purpose of making clinical referrals.

HONOR SOCIETY DETERMINATION

M1 and M2 course directors will recommend individual students for AOA based on exam performance. The determination of the top 25% of students will be based in part on the recommendations of the M1M2 course directors as well as the performance on clerkships. There is an identical selection process on both campuses, ensured by the co-councilors. Gold Humanism Honor Society selection is made through faculty nomination (including recommendation on the clerkship form) and student nomination. There is an identical selection process on both campuses.