

8-2015

## SKMC Student Handbook 2015-2016

Thomas Jefferson University

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# Student Handbook

*2015 — 2016*



**Sidney Kimmel  
Medical College™**  
at Thomas Jefferson University

**Sidney Kimmel Medical College  
at  
Thomas Jefferson University**

**Student Handbook**  
*2015–2016*

While every effort has been made to verify the accuracy of information, Sidney Kimmel Medical College reserves the freedom to change, without notice, degree requirements, curriculum, courses, teaching personnel, rules, regulations, tuition, fees, and any other information published herein.

The content of this document is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the College in order to fulfill its role and mission or to accommodate to circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

To obtain the latest information and/or Statement of Policy, please consult the online version on the Student Affairs home at:

[jefferson.edu/university/SKMC/student\\_affairs.html](http://jefferson.edu/university/SKMC/student_affairs.html)

Sidney Kimmel Medical College is accredited by the Liaison Committee on Medical Education. The residency programs, for which the College has responsibility, are accredited by the Accreditation Council for Graduate Medical Education.

**Credits:** Photography courtesy of Karen Kirchhoff, Medical Media Services, Thomas Jefferson University. Design and layout by Dorissa Bolinski, Editor, Sidney Kimmel Medical College.

Please direct any suggestions for changes to this document to Dorissa Bolinski, Editor, 1025 Walnut Street, Room 120, College Building, 215-955-5462, or [dorissa.bolinski@jefferson.edu](mailto:dorissa.bolinski@jefferson.edu).

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Summer 2015

Dear SKMC Students,

Greeting from the Office of Student Affairs and Career Counseling and welcome to Sidney Kimmel Medical College!

Dr. Darrell Kirch, the President of the Association of American Medical Colleges, commented that one of the greatest challenges facing medicine is “at the end of the day, will there be a doctor in the house?” He not only wondered if enough doctors were being trained to meet the demands of our society, but also wondered if those doctors who were being trained would be bright, compassionate, empathic and altruistic.

Sidney Kimmel Medical College (SKMC) has demonstrated leadership in all facets of medicine including education, research and health care. By building the medical school on the core principles of professionalism, including altruism, compassion, communication, ethics and pursuit of medical knowledge, our graduates continue to impact countless individuals, communities and health systems. As you navigate your exciting medical journey at SKMC, please remember that the entire staff in the Office of Student Affairs is committed to providing guidance and support. We at Jefferson will continue to ensure that “at the end of the day,” there will “be a doctor in the house.”

Warmest regards,

A handwritten signature in cursive script that reads "Charlie Pohl".

**Charles A. Pohl, MD**

**Associate Provost (Student Affairs)** – Thomas Jefferson University

**Senior Associate Dean** (Student Affairs and Career Counseling) – SKMC at Thomas Jefferson University

**Professor of Pediatrics** – Sidney Kimmel Medical College at Thomas Jefferson University

Summer 2015

Dear SKMC Students,

Whether you are just starting your journey or are returning to continue, I welcome you to Sidney Kimmel Medical College at Thomas Jefferson University. You are members of a special community – not just of the medical profession, but part of a long line of Jeffersonians who preceded you.

Our goal is to help you become the most complete physician possible. Through immersion in the basic sciences and clinical medicine, you will develop the knowledge, skills and attitudes necessary for the expert practice of medicine. Your experiences at Jefferson are meant as a springboard for a lifetime of professional excellence and continuing development, both as a physician and a person.

The practice of medicine is as rewarding as it is challenging. As we provide you with the resources to develop competence in your field of choice, keep in mind that it is you that is most responsible for the ultimate outcome of your time here. The core of professionalism is to take responsibility for your own competence now and throughout your career. We owe this commitment for lifelong learning to each other and to our patients.

We are proud to have you here.

A handwritten signature in black ink that reads "Steven K. Herrine". The signature is written in a cursive, flowing style.

Steven K. Herrine, MD  
JMC Class of 1990

Vice Dean for Academic Affairs/Undergraduate Medical Education



# Mission Statement, Professionalism, and Shared Code of Values



## Mission Statement

Sidney Kimmel Medical College is committed to: educating physicians who will form and lead the integrated healthcare delivery and research teams of tomorrow; discovering new knowledge that will define the future of clinical care through investigation from the laboratory to the bedside, and into the community; and setting the standard for quality, compassionate and efficient patient care for our community and for the nation. Jefferson recognizes that a diverse community is imperative to achieving excellence in patient care, education, and research. As we carry out our mission, we are committed to the highest standards of professionalism and aspire to be a community of discovery, learning, and inclusion.

## Notice of Equal Opportunity

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability or veteran's status. The consideration of factors unrelated to a person's ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University's compliance with Title VI, Title IX, the Age Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean or Human Resources – Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution's efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University's compliance with the equal opportunity laws.

The Jefferson community is deeply committed to upholding the ethical standards and professional values of Medicine. The sections that follow, which have been adopted by the students, the Executive Council and the Professorial Faculty, are our expression of this commitment.

## Professionalism and the Shared Code of Values

### The Core Values of Sidney Kimmel Medical College

At Jefferson, we are committed to the highest principles of professionalism. We aspire to be a community that is not only academically and fiscally successful, but also a community of discovery, learning, caring, and sharing. The core values of professionalism guide our actions. At Jefferson:

- Our word is our bond (**Integrity**).
- We respect each other and all with whom we come into contact (**Respect**).
- We contribute to society's intellectual, cultural, and spiritual well-being to the highest possible extent (**Social Responsibility**).

- ❑ We recognize that diversity and excellence go hand-in-hand, enhancing our education and patient care and welcome our ability to interact with other people (**Diversity**).
- ❑ We care about and attempt to ameliorate the suffering and pain of illness; we care about and attempt to ameliorate the trials and tribulations of the Jefferson family (**Compassion**).
- ❑ We are committed to excellence and the life-long pursuit of new knowledge and personal and professional growth (**Excellence**).
- ❑ We aspire to do the right thing, for the right reason, even if it involves pain or sacrifice (**Altruism**).
- ❑ We are committed to each other and to those we serve. We work together to achieve our mission and goals (**Collaboration**).
- ❑ We are committed to the prudent use of the resources made available to us by the hard work of the faculty, the tuition of our learners, the support of the public, and the philanthropic giving that sustains us and helps us grow (**Stewardship**).

## Professionalism: Faculty Commitment

At this time when the medical profession is beset by an explosion of technology, changes in market forces, serious problems in health care delivery, conflicts of interest, and the threat of bioterrorism, the Faculty of Sidney Kimmel Medical College reaffirms its commitment to professionalism. Understanding that at its core the medical profession places the welfare of the patient above self-interest, we accept our responsibility to educate future physicians in the values and ethical standards of medical professionalism. We acknowledge that we can best achieve this by serving as role models and advocates while maintaining professional relationships based on mutual respect and concern. We must promote an atmosphere of cooperation and learning, of intellectual openness, honesty, and sincerity in order to constantly protect and redefine and make meaningful our core values and covenant of trust with society.

## Professionalism: The Teacher-Student Relationship

The faculty of Sidney Kimmel Medical College is committed to principles of mutual respect and trust between teachers and students. Training future physicians who are entrusted with the lives of others must be based on faculty embodying the values of professionalism. A critical part of the values of professionalism in the teacher-student relationship is that faculty should not use their professional position to engage in romantic or sexual relationships with students. Faculty should be role models and mentors in their interaction with each other, students, nursing staff and other health professionals, as well as patients. In all of these relationships, the faculty acts to enhance the learning experience based on shared professional values.

## Professionalism: Self-Regulation

As part of its contract with society, Medicine is given the privilege of self-regulation. As part of self-regulation, faculty and students must contribute to the spirit and principles of the Sidney Kimmel Medical College Honor Code. The faculty and students have individual responsibility and community responsibility, to uphold the Honor Code.

## The Sidney Kimmel Medical College Honor Code

As Jefferson students and faculty we seek to establish a community based on honor, integrity and awareness of others. Our commitment to this community begins with our first day of professional or educational association with Sidney Kimmel Medical College when we sign a pledge to uphold the values and rules of the Honor Code that follows:

As faculty, residents, fellows, and medical students, we pledge to embrace the academic and social integrity on which Jefferson was founded, pursuing honesty, equality and fairness in all aspects of our lives. This includes not seeking an unfair advantage over our peers, teachers, students, residents, fellows or any other member of the Thomas Jefferson University community. These goals are dependent on our

personal concern for ourselves and one another, as well as our collective concern for the maintenance of the community standards that are reflected in the Code.

The Honor Code assumes that all faculty, residents, fellows, and students conduct themselves in an ethical and professional manner. Altruism, accountability, commitment to excellence, duty to serve, honor, integrity and respect for others are essential characteristics of a physician. In addition, the code is dependent on the collective desire of all members of the academic community to prevent and deter violations, rather than on proceedings to impose penalties after violations have occurred. If violations do occur within this system, each member of the community is expected to support and uphold all aspects of the code.

**Community** — A goal of each member of the college is to foster an environment of trust and cooperation with respect for the work and efforts of others. When we speak of community we imply the student body, the faculty, the staff, and the administration, each of which contributes to the combined concept of community.

**Academic Integrity** — We seek to enhance our knowledge of medicine and achieve excellence in our time spent at Jefferson but not at the cost of honesty, integrity and trust, all integral aspects to the development of a physician.

**Social Integrity** — Jefferson is dependent on equality among all its members, regardless of race, culture, religion, gender, or sexual orientation. Each individual should be treated with equal respect by his or her peers, faculty and staff.

**Responsibility** — All members of the college must be willing and encouraged to discuss with their peers and all members of the community any action or issue that appears to be unacceptable and take the necessary actions in a timely manner to address the situation. The failure to deal with the breach in professional conduct not only jeopardizes the strength of the code but also puts the observer in direct violation of the code.

**Mediation** — Resources exist for students, faculty and staff to meet with other people within the Jefferson community to work out any differences and disagreements with the help of a third party. If these efforts fail to reach a resolution, further resources through official college channels can be used to review any disagreement and determine the appropriate course of action.

Each year at Orientations and the White Coat Ceremony, the students and faculty recite the following:

## Shared Professional Values of Sidney Kimmel Medical College

As a physician or future physician, I recognize the implicit trust placed in me by patients and society. Therefore, I commit to embodying the highest standards of civility, honesty, and integrity in all aspects of my personal and professional life. These standards include my interpersonal relationships, my academic pursuits, and my medical practice. I will strive to communicate sincerely and effectively with my patients and their families. I will treat everyone compassionately, providing respect and protection of privacy, dignity, and individuality. As part of the trust that society has placed in me, I will advocate for outstanding patient care. I will endeavor to work effectively with other members of the health care team to provide the safest and highest quality patient care. Because I recognize limitations in my knowledge and skills, I will commit to lifelong learning to improve my ability to care for my patients.

# Administrative Organization



## Board of Trustees

### Chair

Richard W. Hevner

Robert Adelson

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David R. Binswanger

Ira Brind

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Bruce K. Entwisle

Richard C. Gozon

H. Richard Haverstick Jr.

Stephen K. Klasko, MD, MBA

William A. Landman

Marvin Mashner

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Duncan B. Pitcairn

Caro U. Rock

Richard H. Rothman MD, PhD

Phillip J. Sasso, MD

Meryle Twersky

Robert P. Vogel, Esq.

John Walp

Patricia (Tricia) Wellenbach

R. Richard Williams

# Administration

## Thomas Jefferson University

Stephen K. Klasko, M.D., MBA, *President and CEO of Thomas Jefferson University and Jefferson Health System*

Mark Tykocinski, MD, *Provost, EVP Academic Affairs; Dean, Sidney Kimmel Medical College*

John Ekarius, *EVP, Chief Strategy Officer & Chief of Staff*

Cristina Cavalieri, *SVP and General Counsel*

Praveen Chopra, *EVP, Chief Information and Transformative Innovative Environment Officer*

Robert Cindrich, Esq, *Interim General Counsel*

Elizabeth Dale, *EVP, Institutional Advancement*

Deborah Datte, *SVP and General Counsel, Abington*

Anne Boland Docimo, MD, *EVP, Chief Medical Officer*

John Ekarius, *EVP, Chief Strategy Officer*

Kathy Gallagher, *EVP, Chief Operating Officer*

Kirk Gorman, *EVP, Chief Financial Officer*

Joseph Hill, *SVP, Chief Diversity and Inclusion Officer*

John Kelly, MD, *EVP, Chief Clinical Officer, Enterprise; Chief Medical Officer, Abington; Chair Medical Council*

Karen Knudsen, PhD, *Director – NCI-Designated Sidney Kimmel Cancer Center; Chair and Hilary Koprowski Endowed Professor – Dept. of Cancer Biology*

Larry Merlis, *EVP, Chief Operating Officer*

Meg McGoldrick, *President, Abington Hospitals*

Richard Webster, *President, Jefferson Hospitals*

## Sidney Kimmel Medical College

Mark L. Tykocinski, MD, *Provost and Executive Vice President for Academic Affairs, The Anthony F. and Gertrude M. DePalma Dean, Sidney Kimmel Medical College at Thomas Jefferson University*

Clara A. Callahan, MD, *The Lillian H. Brent Dean of Students and Admissions*

Steven K. Herrine, MD, *Vice Dean, Academic Affairs / Undergraduate Medical Education*

Abigail Kay, MD, *Assistant Dean for Academic Affairs / Undergraduate Medical Education*

Peter Scoles, MD, *Senior Associate Dean for Curriculum, Research and Development*

John Spandorfer, MD, *The Roger B. Daniels Associate Dean of Professionalism in Medicine*

David Abraham, MD, *Associate Dean, Academic Affairs / Undergraduate Medical Education*

Judd E. Hollander, MD, *Associate Dean for Strategic Health Initiatives*

Bernard L. Lopez, MD, MS, FACEP, FAAEM, *Associate Dean for Diversity and Inclusion Initiatives*

Traci Trice, MD, *Assistant Dean for Diversity and Inclusion Initiatives*

Karen D. Novielli, MD, *Vice Dean, Faculty Affairs and Professional Development; Associate Vice Provost for Faculty Affairs*

Jeanne G. Cole, EdD, *Assistant Dean for Continuing Medical Education*

Dimitrios Papanagnou, MD, *Assistant Dean for Faculty Development*

David L. Paskin, MD, *Vice Dean, Graduate Medical Education and Affiliates*

John W. Caruso, MD, *Associate Dean, Graduate Medical Education and Affiliations*

Gretchen Diemer, MD, *Associate Dean, Graduate Medical Education and Affiliations*

Richard Pestell, MD, PhD, *Associate Dean, Cancer Related Services*

Charles A. Pohl, MD, *Senior Associate Dean, Student Affairs and Career Counseling; Associate Provost for Student Affairs*

Kristen L. DeSimone, MD, *Associate Dean, Student Affairs and Career Counseling*

Susan Rosenthal, MD, *Associate Dean, Student Affairs and Career Counseling*

Kathryn P. Traves, MD, *Associate Dean, Student Affairs and Career Counseling*

Brian Squilla, MBA, *Chief of Staff; Vice President for Administration*

Theodore Taraschi, PhD, *Associate Dean for Research*

David Whellan, MD, MHS, *Assistant Dean for Clinical Research; Associate Provost for Clinical Research*

## **Administrative Staff at Affiliated Institutions**

Donna Robino, MD, *Medical Physician Leader, Department of Veterans Affairs*

James F. Burke, MD, *Director of Graduate Medical Education, Designated Institute Official, Mainline Health*

Anthony J. DiMarino, Jr., MD, *Director of Undergraduate Medical Education, Director Medical Education, Inspira Medical Center*

Douglas McGee, DO, *Chief Academic Officer, Associate Chair, Education and Residency Program Director, Albert Einstein Medical Center*

Ralph Marino, MD, *Medical Education, Magee Rehabilitation Hospital*

John Horne, MD, *Director, Clerkship, Family Medicine* and Carol J. Fox, MD, *Director of Undergraduate Medical Education, Excelsa Health Latrobe Hospital*

David George, MD, *Director of Undergraduate Medical Education, Reading Hospital and Medical Center*

Martin E. Koutcher, MD, *Medical Education, Methodist Hospital*

Neil Jasani, MD, *Director Medical Education, Christiana Care*

Steven Selbst, MD, *Director, Graduate Medical Education, Vice Chair, Pediatrics, Nemours Children's Clinic-Wilmington / A.I. duPont Hospital for Children*

Mary Campagnolo, MD, *Director of Undergraduate Medical Education, Virtua Health*

Tracey Roesing, MD, *Director, Clerkship, Family Medicine, Abington Memorial Hospital*

David Emrhein, MeD and Rachel Lins, *Medical Education, York Hospital*



## Committees

Information on the membership of committees and their responsibilities can be found in the Bylaws of Sidney Kimmel Medical College.

### Committee on Admissions

#### Chair

Clara Callahan, MD 1999

#### Members

Howard K. Rabinowitz, MD 1977  
Charles Panos, PhD 1984  
Peter Chodoff, MD 1987  
Linda M. Sundt, MD 1988  
Matthew V. DeCaro, MD 1991  
Edward B. Ruby, MD 1992  
Fred W. Markham, MD 1993  
James S. Studdiford III, MD 1995  
Robert Diecidue, DMD 1997  
Ruth Zager, MD 1999  
David A. Iddenden, MD 2000  
George Francos, MD 2003  
Ellen M. O'Connor, MD 2003  
Christina L. Herring, MD 2003  
Dolores Shupp-Byrne, PhD 2004  
Jeffrey Malatack, MD 2004  
Hideko Kaji, PhD 2005  
David Kastenberg, MD 2005  
Mitchell Conn, MD 2006  
Jay Jenoff, MD 2008  
Leo Katz, MD 2009  
Harish Lavu, MD 2009  
Gary Lindenbaum, MD 2010

Marianne Ritchie, MD 2010  
Paul Mather, MD 2010  
David Axelrod, MD 2011  
Kevin Judy, MD 2011  
Lucia Languino, PhD 2011  
Christopher Raab, MD 2011  
Marianne Ruby, MD 2011  
Stavropoula Tjoumakaris, MD 2011  
Andrew Costarino, MD 2012  
Neil Jasani, MD 2012  
Louis Samuels, MD 2012  
Nylah Wasti, MD 2013  
Sandra Weibel, MD 2013  
Katherine Berg, MD 2013  
Bernard Lopez, MD 2013  
Philip Marone, MD 2013  
Traci Trice, MD 2013  
Elizabeth Hsu, MD 2014  
Gregary Marhefka, MD, FACC, FACP 2014  
Stanton Miller, MD, MPH 2014  
Annina Wilkes, MD 2014  
Luis Taboada, MD 2014  
Andres Fernandez, MD 2015  
Lisa Maxwell, MD 2015  
Monica DiLorenzo 2016 Student Representative  
Philip Durney 2017 Student Representative  
Neal McCall 2018 Student Representative

### Committee on Curriculum

#### Chair

Alissa LoSasso, MD Chair 2015/ Member 2011

#### Members

Gerald Isenberg, MD, Chair 2011-14/Member 1994  
David Abraham, PhD 1995  
Fred W. Markham, MD 1998  
Peter Ronner, PhD 1998  
Anthony Frisby, PhD 1999  
Carol Beck, PhD 2001  
Steven K. Herrine, MD 2002  
Daniel Kremens, MD 2006  
Katherine Berg, MD 2006  
D. Lynn Morris, MD 2007  
Gerald Grunwald, MD 2008  
Abigail Kay, MD 2008  
Ed Trabulsi, MD 2008  
Christine Jerpbak, MD 2010  
Nethra Ankam, MD 2011  
Walter Kraft, PhD 2011  
Barry Mann, MD 2012  
Lisa Maxwell, MD 2012

Katherine Lackritz, MD 2013  
Emily Stewart, MD 2013  
Tara Uhler, MD 2013  
Urvashi Vaid, MD 2013  
Elizabeth Capper-Spudich, PhD 2014  
Matthew Hirschfeld, MD 2014  
Dimitrios Papanagnou, MD 2014  
Traci Trice, MD 2014  
Oksana Baltarowich, MD 2105  
Masumi Eto, PhD 2015  
Costas Lallas, MD 2015  
Joseph Majdan, MD 2015  
Stanley Pelosi, MD 2015  
Christopher Frymoyer 2016 Student Representative  
Elizabeth Gilje 2016 Student Representative  
Jordan Jackson 2016 Student Representative  
Lauren Sharan 2016 Student Representative  
Anuj Shah 2017 Student Representative  
Charlotte Weisberg 2017 Student Representative  
Marina Zambrotta 2017 Student Representative  
Michael Natter 2017 Student Representative  
Nicole Cimbak 2018 Student Representative  
David Merkow 2018 Student Representative

## Committee on Student Promotion

### Chair

Diane Merry, PhD 2014 Chair/Member 2005

### Members

Thomas A. Klein, MD 2004  
Salman Akhtar, MD 2005  
Edward Winter, PhD 2008  
Randa Sifri, MD 2009  
Steven McMahon, PhD 2010

Leonard Eisenman, PhD 2011  
Tara Uhler, MD 2012  
Warren Maley, MD 2013  
Jerry McCauley, MD 2013  
Nancy Philp, PhD 2013  
Nicole Simone, MD 2014  
Philip Wedegaertner, PhD 2014  
John Spandorfer, MD 2015  
Christine Jerpbak, MD 2015

## Committee on Alumni and Public Affairs

### Chair

Marianne Ritchie-Gordon, MD 2014

### Members

Jaime L. Baratta, MD 2012  
Benjamin Gocial, MD 2012  
Joseph Spiegel, MD 2012  
Bharat Awsare, MD 2013  
Scott Cowan, MD 2013  
Larry Goldstein, MD 2013  
Nicholas Ruggiero, MD 2013  
Jeffrey Joseph, DO, 2014

Dimitri Markov, MD, 2014  
Michael Mastrangelo, MD 2014  
Fabienne Paumet, PhD 2014  
Rebecca Gould, MD 2015  
Elizabeth Gilje 2016 Student Representative  
Justin Torosian 2016 Student Representative  
Sarah Ahmed 2017 Student Representative  
Steven Lazar 2017 Student Representative  
Alicia Muratore 2018 Student Representative  
Stephen Selverian 2018 Student Representative

## Committee on Student Affairs

### Chair

Wayne Bond Lau, MD Chair 2015/Member 2011

### Members

Charles Pohl, MD 2001  
Julie Karp, MD 2013  
Gregary Marhefka, MD 2013  
Stephanie Moleski, MD 2013  
Elizabeth Spudich, PhD 2013  
Traci Trice, MD 2013  
Lawrence Ward, MD 2013  
Jonathan Fenkel, MD 2014  
Joseph Majdan, MD 2014  
Michael Williams, MD 2014

Madeleine Becker, MD 2015  
Bruce Fenderson, MD 2015  
Jason Fields, MD 2015  
Nina Mingroni, MD 2015  
Paul Read, MD 2015  
Vibin Roy, MD 2015  
Stephanie Bernard 2016 Student Representative  
Andrew Layne 2016 Student Representative  
Ryan McClintock 2017 Student Representative  
Angela Ugorets 2017 Student Representative  
Margaret Shields 2018 Student Representative  
Alex Wilkinson 2018 Student Representative

## Committee on Academic Protocol

### Chair

Theodore Christopher, MD Chair 2013/ Member 2009

### Members

Raelynn Cooter, PhD 2002  
David Paskin, MD 2011

William Schlaff, MD 2013  
Kathleen Squires, MD 2013  
Jouni Uitto, MD, PhD 2013  
David Tichansky, MD 2014  
Scott Waldman, MD, PhD 2014  
Michael Weinstein, MD 2015



# Academic Calendars



The calendar represents the College's best judgment and projection of the course of conduct of the College during the periods addressed therein. It is subject to change due to forces beyond the College's control or as deemed necessary by the College in order to fulfill its educational objectives.

## First Year (Class of 2019)

July 27, (2015), Monday	Registration 8:00 a.m.-12:00 p.m.
July 27, Monday	First Payment comprehensive fee due at registration
July 27-31, Monday-Friday	Orientation Week
July 31, Friday	White Coat Ceremony
<b>First Teaching Block (Human Form and Development &amp; ICM-1)</b>	
August 3, Monday	Course begins 8:00 a.m.
September 7, Monday	Labor Day Holiday
October 23, Friday	Course ends 5:00 p.m.
<b>Second Teaching Block (Molecular and Cellular Basis of Medicine &amp; ICM-1)</b>	
October 26, Monday	Classes begin 8:00 a.m.
November 25, Wednesday	Thanksgiving Holiday begins 12:00 p.m.
November 30, Monday	Classes resume 8:00 a.m.
December 18, Friday	Winter Recess Begins 5:00 p.m.
January 4, (2016), Monday	Classes resume 8:00 a.m.
January 4, Monday	Second payment comprehensive fee due
January 18, Monday	Martin Luther King Holiday
January 22, Friday	Course ends 5:00 p.m.
<b>Third Teaching Block (The Systems &amp; ICM-1)</b>	
January 25, Monday	Course begins 8:00 a.m.
March 7-11, Monday-Friday	Spring Break
April 20, Wednesday	Course ends 5:00 p.m.
<b>Fourth Teaching Block (Neuroscience)</b>	
April 25, Monday	Course begins 8:00 a.m.
May 30, Monday	Memorial Day holiday
June 3, Friday	Third Teaching Block ends 5:00 p.m.
	Summer Recess begins 5:00 p.m.
August 15, Monday	Summer Recess ends 8:00 a.m.
<i>Calendar dates are subject to change.</i>	

## Second Year (Class of 2018)

August 17, (2015) Monday	Second Year Orientation
August 17, Monday	First Payment comprehensive fee due
<b>First Teaching Block (Foundations of Pathology &amp; Pharmacology)</b>	
August 18, Tuesday	Course begins 8:00 a.m.
September 4, Friday	Course ends 5:00 p.m.
September 7, Monday	Labor Day holiday
<b>Second Teaching Block (Immunity, Infection &amp; Disease &amp; ICM-2)</b>	
September 8, Tuesday	Course begins 8:00 a.m.
November 6, Friday	Course ends 5:00 p.m.
<b>Third Teaching Block (Clinical Skills &amp; Foundations of Clinical Medicine &amp; ICM-2)</b>	
November 9, Monday	Course begins 8:00 a.m.
November 25, Wednesday	Thanksgiving Holiday begins 5:00 p.m.
November 30, Monday	Classes resume, 8:00 a.m.
December 18, Friday	Winter Recess Begins 5:00 p.m.
January 4 (2016), Monday	Classes resume 8:00 a.m.
January 4, Monday	Second payment comprehensive fee due
January 18, Monday	Martin Luther King Holiday
March 4-11, Monday-Friday	Spring Break
May 6, Friday	Course ends 5:00 p.m.
May 9- June 24	Second Year Comprehensive Examination/USMLE Step 1 Review Period
	End of Second Year
July 5, Monday (anticipated)	Clinical Curriculum Begins
<i>Calendar dates are subject to change.</i>	

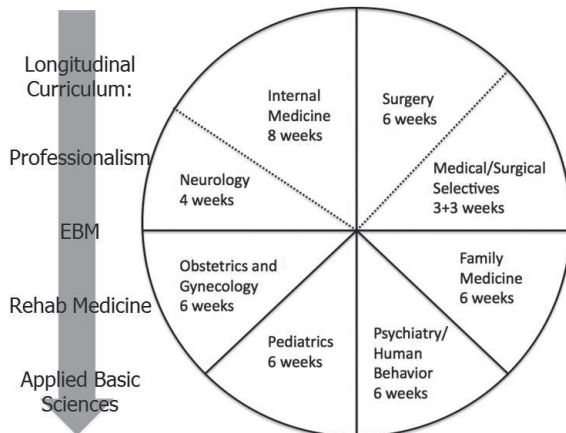
## Clinical Curriculum 2015 – 2016

July 6, 2015 Monday	Orientation – Office of Student Affairs Pre-Clerkship Review – TBA Class of 2016 Class of 2017
July 6, 2015 Monday	First payment Comprehensive Fee due
December 18, 2015 Friday	Holiday begins 5:00 p.m.
January 4, 2016 Monday	Holiday ends 8:00 a.m.
January 4, 2016 Monday	Second Payment Comprehensive Fee due
January 18, 2016, Monday	Martin Luther King Holiday
TBA	Commencement Exercises
June 17, 2016 Friday	All Phase I must be completed at the conclusion of 15-08 for the Class of 2017

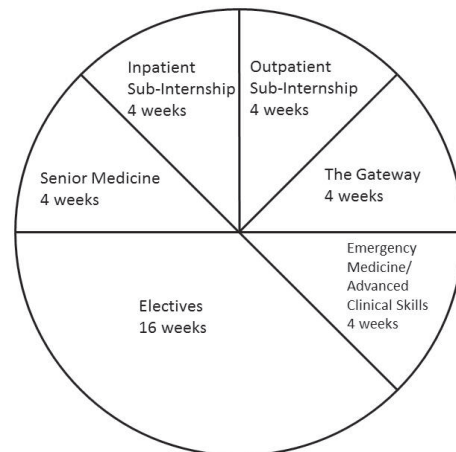
## Clinical Curriculum 2016 – 2017

July 5, 2016 Monday	Orientation – Office of Student Affairs Pre-Clerkship Review – TBA Class of 2017 – Time and location to be announced Class of 2018 – Time and location to be announced
July 5, 2016 Monday	First payment Comprehensive Fee due
December 16, 2016 Friday	Holiday begins 5:00 p.m.
January 3, 2017 Monday	Holiday ends 8:00 a.m.
January 3, 2017 Monday	Second Payment Comprehensive Fee due
January 16, 2017, Monday	Martin Luther King Holiday
TBA	Commencement Exercises
June 16, 2017 Friday	All Phase I must be completed at the conclusion of 16-08 for the Class of 2017

### Third-Year Clinical Curriculum



### Fourth-Year Clinical Curriculum



There is no official Thanksgiving vacation during clinical rotations. Thanksgiving will be treated as a Sunday. Students are expected to report to their clerkship for this period. (Students will be informed by each department as to their obligations for Thanksgiving Day itself). Students enrolled in clinical courses in the third-year have a seven-day commitment for all weeks in the course except the last week of the course, which ends on Friday.

# Educational Program



## The Curriculum

The curriculum at Sidney Kimmel Medical College has been developed to provide learning opportunities that enable medical students to acquire fundamental knowledge, develop professional attitudes and basic skills, and appreciate principles relevant to healthcare in the context of the community. We strive to foster in each student the lifelong desire and expertise to seek and evaluate new information both in pursuit of solutions to medical problems, and to educate our patients and colleagues. Our aim is to enable each student, as part of a larger healthcare team, to practice with clinical competence and effectively utilize healthcare resources. We welcome our students into the profession of medicine, and our goal throughout the four years of education and training is to facilitate each individual's professional growth and development. We commit to embodying the highest standards of civility, honesty, and integrity in all aspects of our personal and professional lives.

In recent years, curricular changes have been introduced to keep pace with the rapid expansion in scientific knowledge and dramatic changes in our healthcare delivery system. The curriculum balances the acquisition of a “core” of scientific information and the development of demonstrable communication and interpersonal skills and in medical problem-solving. An exposure to medical humanities has been added early in the curriculum in acknowledgment of the importance of keen observation skills, cultural competence and emotional intelligence.

The primary goals of the curriculum at Sidney Kimmel Medical College are to: (1) provide each student with a core curriculum that contains the sine qua non that should pertain to all physicians; (2) provide each student with advanced curriculum opportunities in order to explore in greater depth areas of basic and clinical medical sciences; and (3) enable the future physician to develop a humanistic, collaborative and scientific approach toward prevention and the care of people with medical problems.

Additional goals are to: (1) teach students the tentative nature of scientific conclusions; (2) encourage students to assume responsibility for their own education and to diminish their dependence on the teacher as a sole source of information; (3) encourage students to think critically and independently within the framework of social responsibility; and (4) encourage students to develop a logical approach to the analysis and management of clinical problems and (5) prepare students to function effectively in our complex health care system. Recognizing that entering students have multiple backgrounds and goals and will pursue varied careers, the curriculum at Jefferson incorporates sufficient breadth and flexibility to address individual educational needs.

One of the biggest challenges facing students in adapting to medical school curriculum is absorbing and understanding the information presented to them. Even though the quantity of material is challenging, it is nonetheless a careful distillation of available information in basic and clinical sciences into a core program. Students will find that the material is intrinsically no more difficult from a conceptual viewpoint than that presented in any advanced undergraduate college science course. The only difference is the amount of material presented during the medical curriculum. Success in mastering the material demands that students develop excellent study habits and always keep current on class material.

The four-year curriculum has been designed to achieve these goals. In the first year, the biomedical sciences emphasize normal human structure and function. These topics are taught in conjunction with the first phase of the medical practice curriculum that stresses the relationships of these sciences to professional development, systems-based care, evidence-based medicine, the biopsychosocial model of health and clinical skills. The second year shifts the science focus to the pathophysiology of disease and methods used to diagnose and treat illness. The medical practice curriculum continues with added emphasis on the development of “bedside” skills. The third and fourth years are an immersion in clinical medicine, and primary and specialty care in outpatient and inpatient settings. Emphasis is placed on core medical specialties with many opportunities for electives. All students revisit the biomedical sciences during the third and fourth years, in core clerkships, during the advanced basic science courses and by choosing to conduct independent research.

Medical school is the first formal step in the lifelong process of medical education. The skills developed in meeting the challenges of adjusting to medical school will be honed as each individual progresses through residency training and into a career in medicine. There is no one formula for success. Each individual must take responsibility for his or her own mastery of the curriculum and professional development. The faculty, administration, staff, and fellow students are here to guide you through this challenging and rewarding experience.

## Sidney Kimmel Medical College Competencies\*

(revised June 2012)

### Professionalism and Altruism

*By the time of graduation, all students must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. This includes:*

1. An understanding of the ethical theory and the major ethical dilemmas/conflicts in medicine including those faced by students.
2. A commitment to compassionate treatment of patients, and respect for their privacy, dignity, and individuality. This includes basic courtesies such as wearing professional attire and timeliness.
3. A commitment to honesty and integrity in all aspects of professional life (clinical, decision making, scientific pursuits, and interpersonal interactions).
4. An understanding of the need to collaborate in individual patient care as demonstrated by respect for the unique cultures, values, roles, responsibilities and expertise of other health professionals.
5. A commitment to advocate for quality patient care for all people, with sensitivity to diversity in gender, ability, age, culture, race, religion, and sexual orientation.
6. An understanding of the challenges to medical professionalism posed by the conflicts of interest inherent in various financial and organizational arrangements within the practice of medicine.
7. An understanding of the responsibility to provide fiscally-responsible health care.
8. A commitment to provide care to patients who are unable to pay and to be advocates for access to health care for the traditionally underserved populations.

## Medical Knowledge

*By the time of graduation, all students must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-behavioral sciences, as well as the application of this knowledge to patient care. This includes:*

1. Knowledge of the normal structure and function of the body (as an intact organism) and each of its major organ systems.
2. Knowledge of the molecular, cellular, biochemical, and physiologic processes that are important in maintaining the body's homeostasis.
3. Knowledge of the multiple causes (e.g. genetic, developmental metabolic, toxic, microbiologic, autoimmune, neoplastic, degenerative, psychogenic, and traumatic) of maladies and the ways in which they affect the body (pathogenesis).
4. Knowledge of the altered structure and function (pathology and pathophysiology) of the body and its major organ systems that are seen in various diseases and conditions.
5. An understanding of the power of the scientific method in establishing the cause of disease, and in evaluating the efficacies of traditional and nontraditional therapies.
6. Knowledge of the important environmental, economic, psychological, social, and cultural factors that contribute to the development, chronicity and mitigation of maladies.
7. Knowledge of the natural history and epidemiology of common/important illnesses within defined populations, and the individual and systematic strategies for health promotion and disease prevention.
8. The knowledge and ability to identify factors that place individuals at risk for disease, injury, or disability and to select appropriate methods for screening or early detection, and to determine strategies for responding appropriately.
9. The ability to explain the roles and responsibilities of other care providers, and how the team works together to provide optimal care.
10. Knowledge of the process and value of research in the basic and clinical sciences

## Patient Care

*By the time of graduation, all students must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health. This includes:*

1. The ability to obtain an accurate, relevant medical history that covers all essential aspects of the history, including information related to age, gender, functional status, and socioeconomic status.
2. The ability to perform both a complete and focused physical examination, including a mental status examination.
3. The ability to perform routine technical procedures.
4. The ability to appropriately select and interpret diagnostic tests used for screening and diagnosis of common/important illnesses, taking into account the cost and availability.
5. The ability to reason deductively in solving clinical problems.
6. The ability to care for patients with common conditions (acute, chronic and terminal), taking into consideration benefits, risks, functional status and patient preferences.
7. The ability to recognize patients with immediately life-threatening (e.g. cardiac, pulmonary, or neurological) conditions regardless of etiology and to institute appropriate initial therapy.

8. The ability to relieve pain and ameliorate the suffering of patients, including the provision of end-of-life care.
9. The ability to recognize ethical dilemmas and develop a frame work for resolution.
10. The ability to identify medico-legal risks and resources.

### Interpersonal and Communication Skills

1. The ability to communicate effectively, both orally and in writing, with patients, patients' families, colleagues, and others with whom physicians interact in the professional setting.
2. The ability to maintain comprehensive, timely, and legible medical records
3. The ability to work within a patient care team to provide safe and effective care by striving for a common understanding of information, treatment, and care decisions. This is accomplished by:
  - a. Listening actively
  - b. Communicating effectively
  - c. Encouraging ideas and opinions of other team members and
  - d. Expressing one's knowledge and opinions with confidence, clarity and respect.
4. The ability to use understanding of the patient-doctor relationship in a therapeutic, supportive and culturally sensitive way for patients and their families.
5. The ability to critically evaluate the medical literature and to seek opportunities to expand understanding and appreciation of scientific discoveries and their applications.
6. The ability to effectively teach patients, families, colleagues and other health professionals.

### Lifelong Learning

*Medical school is the first formal step in the lifelong process of medical education. To build and sustain professional competence, by the time of graduation, all students must have:*

1. The capacity to recognize limitations in one's own knowledge and clinical skills, to seek advice and to use constructive feedback to improve performance.
2. The capacity to recognize one's own attitudes, including personal strengths, limitations, and vulnerabilities, to employ appropriate coping strategies and seek assistance when needed.
3. An understanding of the need to be continuously setting personal learning and achievement goals and to engage in lifelong learning to stay abreast of relevant advances in medical care.
4. The ability to retrieve (from electronic databases, electronic health records, and other resources), manage, and use biomedical information for solving problems and making appropriate clinical decisions for individuals and populations.
5. The ability to use "lessons learned" in the classroom and patient care setting (from patients, families, staff, peers, residents, faculty, etc) to guide one's own professional development



## Systems-based Practice

*Students must demonstrate a basic understanding of the impact that health care delivery systems have on patient care. This includes:*

1. Basic knowledge of the various approaches to the organization, financing and delivery of health care at the national and state levels.
2. Basic knowledge regarding the impact of regulatory bodies (ACGME, JCHO) on medical practice.
3. An understanding of the impact of system-based errors on patient care and of methods available to identify and address these errors.
4. An understanding of the impact of cost on patient care in the hospital and outpatient settings from the individual and population perspectives.
5. The skills to work effectively in various health care delivery settings and systems.
6. An understanding of the attributes of highly functioning teams and the responsibilities and practices of effective team membership and effective team leadership.

*\* Developed and adopted in 2000 with reference to the AAMC Medical School Objectives Project Guidelines (2000); revised 2006; revised in 2009 with reference to the ACGME Common Program Requirements (2007); revised in 2012 with reference to the AAMC Core Competencies for Inter-professional Collaborative Practice (2011).*



## Summary of Required Courses and Credits

For the class of 2019, the credit summary is:

Human Form and Development	16 credits
Molecular & Cellular Basis of Medicine	16 credits
Systems I: Medical Physiology and Microscopic Anatomy	16 credits
Systems II: Neuroscience	6 credits
Introduction to Clinical Medicine I	12 credits
<b>TOTAL</b>	<b>66 credits</b>
4 Humanities credits as defined in course description	

For the class of 2018, the credit summary is:

Fundamentals of Pathology & Pharmacology	6 credits
Immunity, Infection & Disease	12 credits
Introduction to Clinical Medicine II	6 credits
Clinical Skills: Physical Diagnosis	6 credits
Foundations of Clinical Medicine	32 credits
<b>TOTAL</b>	<b>62 credits</b>

The calendar for the Classes of 2016 and 2017, for the two-year clinical curriculum, consists of 100 weeks: 84 instructional and 16 vacation. The teaching blocks are four, six weeks, or 12 weeks (three blocks of four weeks).

For the classes of 2016 (Phase II) and 2017, (Phase I) the credit summary for the clinical years is:

Phase I—to be completed during the first 50 weeks

Family Medicine	9 credits
Surgery/Surgical and Medical Selectives	18 credits
Internal Medicine/Neurology	18 credits
Pediatrics	9 credits
Psychiatry & Human Behavior	9 credits
Obstetrics/Gynecology	9 credits
<b>TOTAL</b>	<b>72 credits</b>

Phase II—to be completed during the remaining weeks

Internal Medicine	6 credits
Gateway to Internship	6 credits
Inpatient Subinternship	6 credits
Outpatient Subinternship	6 credits
Emergency Medicine/Advanced	
Clinical Skills	6 credits
Electives: four four-week blocks	24 credits
<b>TOTAL</b>	<b>54 credits</b>

## Class Location

Courses in the curriculum are offered on the Jefferson campus and at all hospitals affiliated with Sidney Kimmel Medical College. Affiliated hospitals are listed on the following pages. Students are responsible for arranging their own transportation and covering the expenses involved when they are assigned to a course at an affiliated hospital.

*Abington Memorial Hospital* — This state-of-the-art hospital offers outstanding academic training in a supportive community environment. In addition to strong community outreach and service, Abington has a diverse patient population.

*Albert Einstein Medical Center* — Based in Philadelphia, this teaching hospital became a Jefferson affiliate in 1998. Clinical instruction is offered in Internal Medicine, Pediatrics, Psychiatry, Surgery, Obstetrics and Gynecology, Orthopaedics, Emergency Medicine, and Neurology/ Rehabilitation.

*Crozer-Keystone Health System* — Numerous challenging and fully accredited residency programs are offered at one of the leading health care systems in the Delaware Valley. Notably, Crozer-Keystone offers stellar allopathic residencies in Family Practice, Internal Medicine, Obstetrics and Gynecology, Pediatrics and Transitional Year, as well as Osteopathic Internal Medicine, podiatric residency and a variety of osteopathic and allied health training programs.

*DuPont Hospital for Children* — This children's hospital of 150 beds became affiliated with the Medical College in 1989 and is now the primary location of Jefferson's Department of Pediatrics. Clinical courses are offered in Pediatrics and Pediatric subspecialties.

*Excelsa Health Latrobe Hospital* — Westmoreland County's largest employer, joins together 725 medical professionals in 35 specialties to provide health care to Westmoreland County and parts of Fayette and Indiana counties. With a workforce of 4,500, Excelsa Health offers traditional inpatient care through hospitals in Greensburg, Jeannette, Latrobe and Mount Pleasant, and outpatient treatment and specialty services to rank as the region's third largest health care network.

*Bryn Mawr Hospital* — This hospital of 283 beds became a major affiliate of Jefferson in 1972. The clinical educational program includes Anesthesiology, Family Medicine, Orthopaedic Surgery, Urology, Surgery and Emergency Medicine.

*Bryn Mawr Rehabilitation Hospital* — This 118-bed hospital became an affiliate of Sidney Kimmel Medical College in 1982. Clinical instruction in Rehabilitation Medicine is offered.

*Christiana Care Health Services* — With two locations, one in Newark, Delaware and the other in Wilmington, Delaware, it became affiliated with Jefferson in 1970. It is a 1180 bed complex in northern Delaware, 27 miles from the Jefferson campus. Clinical instruction is offered in Family Medicine, Medicine, Obstetrics and Gynecology, Psychiatry, Surgery, Anesthesia, Emergency Medicine, Neurology, Radiology, Surgical Subspecialties and Rehabilitative Medicine.

*Jefferson Hospital for the Neurosciences* — JHN is the home of one of the nation's busiest neurosurgery programs. It also houses the Farber Institute for Neurosciences, a neuroscience research institute, the Department of Neurology and the Jefferson Geriatric Psychiatry Program.

*Lankenau Hospital* — This 351-bed hospital entered into affiliation with Jefferson in 1966. Instruction is offered in the Departments of Anesthesiology, Medicine, Neurology, Obstetrics and Gynecology, Orthopaedic Surgery, Surgery, and Emergency Medicine.

*Magee Rehabilitation Hospital* — This specialty hospital of 96 beds is devoted to Rehabilitation Medicine. This affiliation was established in 1975

*Methodist Hospital* — The Methodist Division of Thomas Jefferson University Hospital since 1996, as a community hospital with 203 beds, is dedicated to excellence in patient care in a neighborhood setting. Methodist Hospital is now the sole provider of acute care services and houses the only Emergency Department in South Philadelphia. Clinical instruction is offered in Internal Medicine, Surgery and Emergency Medicine.

*Paoli Hospital* — Paoli is recognized regionally and nationally for outstanding medical and surgical services, sophisticated technology and a personalized approach to medical care. The list of innovative programs and services is endless – our Wound Center with Hyperbaric Chambers helping diabetics and others who have hard to heal, severe wounds, the Sleep Center is expanding to meet the increasing needs of our community and the Hattersley Family Centered Maternity Unit where thousands of babies were born at Paoli in our private birthing suites.

*Reading Hospital and Medical Center* — This 664-bed hospital became affiliated with Sidney Kimmel Medical College in 2000. Clinical instruction is offered in Family Medicine.

*Veterans Medical and Regional Office Center* — This 100-bed general hospital became affiliated with Sidney Kimmel Medical College in 1979. Instruction is offered in Medicine, Neurology, Surgery and Urology.

*Inspira Health Network* — This 310-bed nonprofit community hospital became an affiliate of Jefferson's in 1997. Clinical instruction is offered in Family Medicine.

*Virtua Hospital* — This 277-bed hospital became affiliated with Sidney Kimmel Medical College in 1991. Clinical instruction is offered in Obstetrics and Gynecology, and Family Medicine.

*Wills Eye Institute* — This specialty Institute became affiliated with Jefferson in 1972. Clinical instruction is offered in Ophthalmology and all subspecialties of Ophthalmology. It is located at 9th and Walnut Streets in Philadelphia.

*York Hospital* — What began in 1880 has become a 558-bed community teaching hospital that employs more than 3,400 people and serves a population of 520,000 in south central Pennsylvania. In addition to being named a top 100 hospital for the sixth time, York Hospital has also been ranked among the top 100 open heart surgery programs and recognized by *US News and World Report* as one of the country's top 50 hospitals for orthopedics. There are clerkships in Family Medicine, Internal Medicine, Obstetrics and Gynecology and Surgery at this affiliate.

# Student Evaluation



## Preamble

Sidney Kimmel Medical College recognizes that it has obligations not only to its students, but also to the faculty of the institution, to the medical profession, and most important, to society. The function of the Committee on Student Promotion is to help ensure that each graduate of Sidney Kimmel Medical College meets essential requirements of medical knowledge, skills, and attitudes. The Committee on Student Promotion must also ensure that each student demonstrates the appropriate professional behavior, ethical conduct and personal attributes that are crucial to the practice of medicine. As students progress through the College, the Committee on Student Promotion must ensure that students meet those overall requirements to move from one level of instruction to the next. Through the Committee on Student Promotion, Jefferson seeks to ensure that each student fulfills all requirements for every course included within their program of medical education, as well as all non-cognitive requisites for pursuing a medical career. The purview of the Committee on Student Promotion extends to all aspects of the student's ability to perform as a physician inclusive of professional behavior. It is also recognized that through its faculty and through the Committee on Student Promotion, Jefferson has an obligation to help each student to recognize and, where possible, to correct any identified deficiencies. When this cannot be reasonably accomplished, the institution, through the Committee on Student Promotion, has the further obligation to withhold a medical degree.

A candidate for the Doctor of Medicine degree must demonstrate abilities and skills in a number of areas including: observational, communicative, motor, conceptual, integrative and quantitative, and behavioral and social. Candidates for the degree of Doctor of Medicine must be certified by the faculty to exhibit the requisite knowledge, skills and attitudes to complete the prescribed course of study. Students must also possess personal qualifications and attributes deemed necessary to perform the duties of the medical profession. All candidates must be free of any judgment-impairing condition, attitude, habit or addiction. The Board of Trustees reserves the right to withhold the degree from any candidate who has not been certified for graduation by the Committee on Student Promotion.

The Committee on Student Promotion of the Sidney Kimmel Medical College faculty is vested with the responsibility of evaluating the academic performance, the professional and ethical conduct, and the personal attributes of all students and rendering decisions regarding promotion, dismissal, leaves of absence, or any other appropriate actions. The following guidelines highlight specific policies and procedures of the Committee on Student Promotion with respect to promotion of qualified and competent students. These guidelines are implemented at the sole discretion of the Committee on Student Promotion. In such situations, the Committee will carefully examine all relevant facts and assess any extenuating circumstances.

## Core Curriculum

Students are evaluated by an appropriate departmental or interdepartmental faculty. Criteria for evaluation are established using general guidelines formulated and approved by the Committee on Student Promotion. These guidelines reflect and recognize differences in methods of evaluation unique to each course. Specific course requirements, such as format, date and logistics of examinations, requirements for satisfactory course completion, textbook suggestions, etc. are made available during the first week of each course. It is the student's responsibility to become familiar with all course requirements.

### 1. Grading System

#### a. Courses in years one and two

Courses will be evaluated on an Honors, Pass, Fail basis. Honors will be given for final averages of 90% or greater. A grade of Fail will be given for final averages below 70%. For first-year courses, a score of 70% or above must be earned in all components of each course to earn a grade of Pass. In order for students to be able to track their own progress throughout the course, students will receive numerical scores for their performance on interim evaluations.

#### b. Courses in years three and four

All Phase I and Phase II courses and electives will be recorded in the student's academic record with the following grades: High Honors-5, Excellent-4, Good-3, Marginal Competence-2, Incomplete-I, Failure-1. For Phase I and II courses with a final written examination, the minimum passing grade is 70. Students are reminded that all courses must be passed for promotion or graduation.

## Policies Concerning Promotion and Graduation

There are areas of competency that must be met for students to be promoted and graduated from Sidney Kimmel Medical College. These are medical knowledge, psychomotor skills, communication skills, interpersonal skills, attitudes, professional and ethical conduct, and personal attributes. If a student fails to meet any of these requirements, he or she may not be promoted or graduated. It is the responsibility of the Committee on Student Promotion to evaluate each individual in light of each of these requirements and to make determinations based upon the circumstances of each individual case.

## Class Attendance

The educational program is designed to offer the student varied modes of learning. This includes classroom lectures, seminars, small group sessions, demonstrations, and laboratory exercises, as well as the use of textbooks and other written material and audiovisual presentations. Direct faculty-student contact in various settings offers special advantages over other modes of communication. The classroom gives the faculty an opportunity to highlight, comment on, update, and summarize the material at hand. Demonstrations, laboratory exercises, and bedside learning can, in turn, provide a dimension not obtainable through reading and other didactic modes of learning. Participation in these activities is essential for a sense of collegiality, which is going to play an important role in the professional development of each individual. Therefore, distractors, such as the use of cell phones and other electronic devices during lecture, are not permitted.

The procedure used to monitor attendance will be described in the beginning of each course. Attendance is required for all small groups, laboratory, clinical correlations and presentations, clinical skills teaching, clinical skills assessment (i.e., OSCE), and clinical activities including didactic sessions, in all four years. Failure to meet clinical responsibilities because of justifiable inability of attendance may result in an Incomplete. An Incomplete is to be given when a student has been unable to meet the requirements for completion of a particular course. It implies that a student has made a legitimate effort to comply with the requirements, and it does not represent an appropriate evaluation solely for failure of a student to appear for a course. Coincident with submission of an Incomplete must be a statement from the faculty documenting the reasons for the evaluation, detailing the mechanisms for completion of the

required course work, and establishing a time frame within which this work must be completed. Failure to meet clinical responsibilities because of the unjustified lack of attendance will result in the grade of Failure and will be referred to the Committee on Student Promotion for appropriate action.

## **Sidney Kimmel Medical College's Policy on Student Duty Hours**

### **Policy on Unscheduled Time for Years 1 and 2**

The Committee on Curriculum is committed to assuring that there is sufficient time available for independent study and other non-curricular activities. On this basis, the pre-clinical courses must provide the students with on average, two free half days per week. This time must not be converted to any mandatory curricular activity, including, but not limited to lecture, directed small group sessions, laboratory activities or clinical skills training. Adherence to this policy will be reviewed by the Committee on Curriculum at least annually, or as needed.

### **Policy on Clinical Duty Hours**

Medical students must learn to balance the long hours that patient care and learning demand while at the same time getting adequate rest to ensure that they function at the highest level while caring for their patients. Sidney Kimmel Medical College is committed to providing a safe and supportive learning environment for our students. Using both the ACGME and the Institute of Medicine duty hour policies as guides, the Sidney Kimmel Core Clerkship committee with input for all of the clerkship directors has developed a policy regarding students' duty hours. The policy was reviewed by the Curriculum Committee and adopted.

### **Jefferson's policy regarding students' duty hours follows:**

1. The definition of duty hours is all clinical and academic activities undertaken by students. These activities include patient care, in house time spent on call, and scheduled academic activities such as conferences. Duty hours do not include reading and preparation time spent away from duty site.
2. Each student must have no more than 80 hours per week of duty hours, averaged over a four-week period.
3. One day in seven must be free from required clinical and educational experiences averaged over a four-week period. A day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities. Eight hours duty free time must separate work periods.
4. Continuous on-site duty hours must not exceed 28 hours.
5. Compliance is monitored by the clerkship directors who receive the data from student questionnaires administered at the end of each clerkship rotation.
6. Any violations of the regulations should be reported by the students to the clerkship coordinator, site director, or the clerkship director. The faculty member or resident who is responsible for the violation will be contacted to make sure that the policy is understood and future violations don't occur. If repeated violations occur the clerkship director will be notified and will report the problem to the curriculum committee.
7. The policy is discussed yearly with each affiliate site. The policy is in the student handbook. Each clerkship director reviews the policy with the students at the beginning of each rotation.

## **Approved Absences**

Students in fourth year who plan to take extended leaves to visit postgraduate programs are urged to use their vacation time for this purpose. If additional time is needed for residency interviews, a student may request additional days of excused absence during the fourth-year clerkships, but in no instance shall such absences exceed two days per four-week clerkship period. All such excused absences must have approval of the department course director or his or her designee (at TJUH or affiliate) for the clinical rotation or basic science course in which the student is enrolled. The course/clerkship director may



require a student to make up missed time. Absences greater than this will result in the student being given an Incomplete (I). Any exceptions to the above policy must be approved by the Office of Student Affairs and Career Counseling in consultation with the Office of Academic/Affairs Undergraduate Medical Education. Students in the third year have no days off with the exception of official college holidays. If a need for time away from third-year clerkships arises, it must be requested and approved by the clerkship director at Jefferson and by faculty and residents at the clinical site; the Office of Students Affairs must also be notified.

## **Class Hours**

All classes begin on the hour or half-hour and end at 10 minutes before the hour or half-hour. Classes for all class years begin at 8:00 a.m. unless otherwise scheduled by a basic or clinical department.

## **Qualifications for License in the Commonwealth of Pennsylvania**

The Commonwealth enacted a new Medical Practices Act in 1985 (Act 112 of 1985) that specifies the qualifications for obtaining a license to practice medicine from the Pennsylvania Board of Medical Education and Licensure.

The Board shall not issue a license or certificate to an applicant unless the applicant establishes with evidence, verified by an affidavit or affirmation of the applicant, that the applicant is of legal age, is of good moral character, and is not addicted to the intemperate use of alcohol or the habitual use of narcotics or other habit-forming drugs and that the applicant has completed the educational requirements prescribed by the Board and otherwise satisfies the qualifications for the license or certificate contained in or authorized by this act. The Board shall not issue a license or certificate to an applicant who has been convicted of a felony under the act of April 14, 1972 (P.L.233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act, or of an offense under the laws of another jurisdiction which, if committed in this Commonwealth, would be a felony under The Controlled Substance, Drug, Device and Cosmetic Act, unless:

- 1) at least ten years have elapsed from the date of conviction;
- 2) the applicant satisfactorily demonstrates to the Board that he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of his patients or the public or a substantial risk of further criminal violations; and
- 3) the applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this section the term 'convicted' shall include a judgment, an admission of guilt or a plea of "nolo contendere."

## **Policy and Procedure for Students Promoted to and Enrolled in the Fourth Year Who Fail to Meet the Requirements for Graduation by the Scheduled Time of Commencement**

### **1. Official Graduation List Published in the Graduation Program**

If the student has not fulfilled the requirements for the degree his/her name may not appear on the graduation list for his/her class. His/her name will be included on the graduation list for the next scheduled Commencement, following the approval to issue the student the degree. The entry on the list will indicate, following the student's name, the date the degree was conferred.

### **2. Attendance at Commencement**

Students who have not fulfilled the requirements of the degree cannot participate in the Commencement program. A degree cannot be conferred until all requirements for the degree have been completed and

approved. After a student has the degree conferred during the year, he/she may participate in the following year's Commencement program. Attendance at Commencement is required.

### **3. Yearbook**

At the beginning of the school year, the yearbook editor verifies the members of the class to be included in the yearbook. In the event a student is not able to graduate, he/she should contact the editor and indicate his/her status and preference (1) to be continued in the yearbook or (2) to be included in the next published yearbook. Inclusion in the yearbook is not official confirmation of graduation.

### **4. Alumni Records**

When a student will not graduate with his/her class, it is recommended that he/she contact the Alumni Office and express his/her desire to be included with his/her class of Alumni functions.

### **5. Procedure for Awarding Degrees to Students not Graduating with their Regular Class**

- a. All students who have not completed the requirements for their degree at the scheduled time for Commencement will:
  - i) Be required to meet with their Dean in the Office of Student Affairs to discuss what they need to do to fulfill the requirements for graduation;
  - ii) Receive a schedule of when each course will be taken and where (if applicable); and
  - iii) Be informed that:
    - He/she must register for each course at the University Office of the Registrar.
    - He/she should inform the University Office of the Registrar of a firm contact address subsequent to the completion of all graduation requirements.
- b. Upon receipt of the grades that will conclude a student's requirements for the degree, the University Office of the Registrar will prepare a copy of the academic record and submit this to the Office of Student Affairs. The Office of Student Affairs will submit the record to the Committee on Student Promotion for action at its next scheduled meeting.
- c. Following the approval of the Committee on Student Promotion, the record will then be submitted for approval of the Executive Council at its next scheduled meeting. With approval of the Executive Council, the final approval will be obtained from the Board of Trustees. Assuming favorable action, the student will be informed and this information will include a date when the diploma will be available. The effective date the degree is granted will be the date of approval of the Board of Trustees.
- d. In all cases, the student will be asked to receive his/her diploma in person from the Dean or his/her representative after administration of the Oath of Hippocrates by the Dean in the Office of Student Affairs and Career Counseling. If this is not feasible, arrangements will be made to have another physician known to the Office of Student Affairs complete this process.



# Sidney Kimmel Medical College – Clinical Student Evaluation

Student Name (Last, First, Initial)		Department	Academic Year	Credits
Course Number/Name	Location	Teaching Block	Start Date	End Date

### Grading Scale

No Chance to Observe	1 Failure	2 Marginal Competence	3- 3 3+ Good (At expected level for SKMC student)	4 Excellent	5 High Honors
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## Professional Behavior

		1	2	3-	3	3+	4	5
<b>Integrity</b>	No chance to observe	Behavior in professional situations is questionable or deficient	Generally shows good judgment in handling professional situations	Outstanding commitment to honesty and integrity in all professional situations				
		1	2	3-	3	3+	4	5
<b>Compassion</b>	No chance to observe	Unconcerned for patient's needs, disrespectful, lacks sympathy and compassion	Demonstrates high degree of empathy with patients and families, appropriately respectful and thoughtful	Outstanding commitment to compassionate treatment of patients; always respectful and concerned; often member of team patients and families turn to first				
		1	2	3-	3	3+	4	5
<b>Altruism</b>	No chance to observe	Erratic commitment to quality care needs	Conscientious commitment to identified quality care needs	Outstanding commitment to all aspects of quality care for all people, regardless of the impact on oneself, without prompting				
		1	2	3-	3	3+	4	5
<b>Interpersonal Relationships</b>	No chance to observe	Poor team member, disrespectful, insensitive to others	Good team member, cooperative, gets along well with physicians, other health care workers, students	Outstanding team member, exceptionally cooperative, always respects opinion of others and sensitive to their needs				
		1	2	3-	3	3+	4	5
<b>Initiative, Reliability</b>	No chance to observe	Often late, passive and uninterested, requires frequent structuring	Punctual, well-motivated, follows through on assigned tasks, accepts responsibilities	Exceptional initiative, actively seeks additional work and learning experiences, works independently, knows limits				
		1	2	3-	3	3+	4	5
<b>Commitment to Learning</b>	No chance to observe	Poor effort in self-directed learning, does not use appropriate resources, resistance to constructive criticism	Appropriate use of resources for self-directed learning, accepts constructive criticism well	Extensive use of resources for self-directed learning; communicates findings and actively teaches; recognizes own strengths and limitations				

**Narrative Comments** (Specific examples **REQUIRED**):

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## Cognitive Skills

		1	2	3-	3	3+	4	5
<b>Fund of Information</b>	No chance to observe	Limited knowledge and understanding of diseases and pathophysiology		Good knowledge and understanding of diseases and pathophysiology; usually current			Outstanding knowledge and understanding of diseases and pathophysiology; always current	
		1	2	3-	3	3+	4	5
<b>Synthesis and Application of Knowledge</b>	No chance to observe	Limited ability to apply knowledge in clinical situations; usually unable to develop differential diagnoses and appropriate treatment plans		Good application of knowledge in clinical situations; differential diagnoses include most common possibilities; can develop a treatment plan with most appropriate measures			Knowledge always applied effectively in clinical situations; outstanding ability to develop a comprehensive differential diagnosis and plan for patient management	

**Narrative Comments** (Specific examples **REQUIRED**):

[illegible]

**Course Number / Name:** \_\_\_\_\_

Clinical Skills								
		1	2	3-	3	3+	4	5
<b>Data Gathering</b>	No chance to observe	Incomplete histories with essential information omitted, frequently disorganized; insensitive to needs of patient	Careful histories with most significant information covered, organization usually logical; sensitivity to patient	Excellent case histories, thorough and organized, frequently picks up hidden agendas and includes impact of illness on family				
		1	2	3-	3	3+	4	5
<b>Physical Examination</b>	No chance to observe	Superficial examinations, often incomplete; frequently misses major findings	Careful examinations, generally thorough, most findings detected	Superb examinations, thorough and accurate; elicits all findings including subtle ones				
		1	2	3-	3	3+	4	5
<b>Communication Skills</b>	No chance to observe	Interview skills poorly developed and inhibit the student-patient interaction. Lack of awareness of cross-cultural and psychosocial issues. Rapport inadequate	Interview skills facilitate the student-patient interaction. Demonstrates awareness of the cross-cultural and psychosocial issues. Good rapport established	Exceptional ability to communicate. Able to modify interviewing style to patient interviewing challenges. Outstanding sensitivity to cross-cultural and psychosocial issues. Excellent rapport				
		1	2	3-	3	3+	4	5
<b>Patient Education</b>	No chance to observe	Rarely includes prevention. Communicates incorrect information to patient. Uses jargon. Inappropriately reassures patient	Communicates facts accurately. Avoids the use of medical jargon. Seeks appropriate supervision for areas beyond the student's expertise	Seeks out additional educational resources for patients and their families. Researches patient questions. Clear accurate communication with no jargon used				
		1	2	3-	3	3+	4	5
<b>Technical/Procedural Skills</b>	No chance to observe	Generally careless, poor regard for patient comfort and risk	Good technical ability, exhibits appropriate care, minimizes patient discomfort	Outstanding technical ability, always attends to patients' concerns				
		1	2	3-	3	3+	4	5
<b>Use and Interpretation of Diagnostic Tests</b>	No chance to observe	Doesn't understand indications for common tests, inability to integrate results meaningfully	Good utilization of tests, generally understands significance of results	Well reasoned, cost effective use of tests excellent ability to integrate test data and understand significance				
		1	2	3-	3	3+	4	5
<b>Oral Presentations</b>	No chance to observe	Poorly organized presentations with pertinent information missing, unable to express thoughts clearly	Clear and well organized presentations with most pertinent information included	Exceptionally clear, succinct, well organized; all pertinent information included; shortened when appropriate				
		1	2	3-	3	3+	4	5
<b>Documentation</b>	No chance to observe	Poorly organized and incomplete, pertinent information omitted. Clarity and legibility lacking	Well organized and thorough, most pertinent information included. Clear and legible	Superb organization, always clear, legible and thorough, all pertinent information included.				

[illegible][illegible]

OVERALL GRADE	0	1	2	3-	3	3+	4	5
	Incomplete	Failure	Marginal Competence	Good (At expected level for SKMC student)			Excellent (Among top 30% of JMC students)	High Honors (Among top 10 15% of SKMC students)

Date:

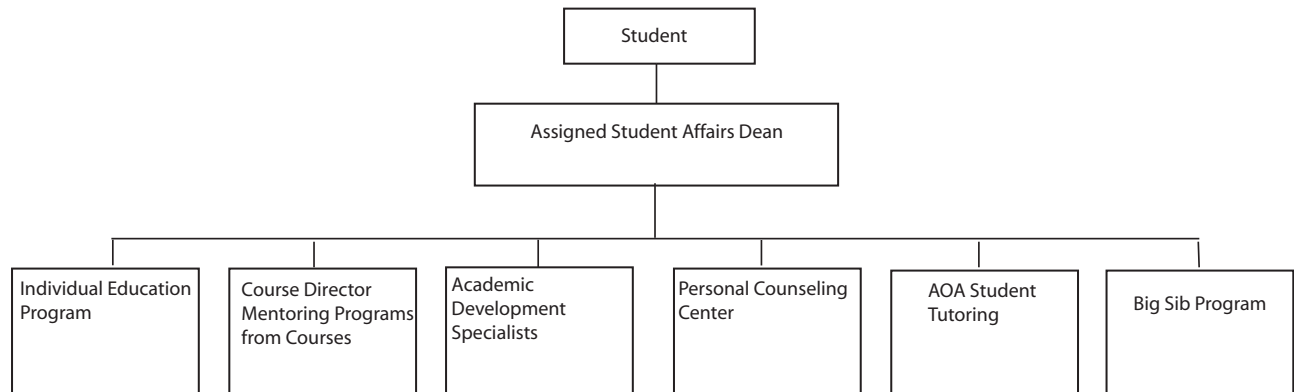
Date: \_\_\_\_\_

Approved \_\_\_\_\_  
Department Chair/Designee

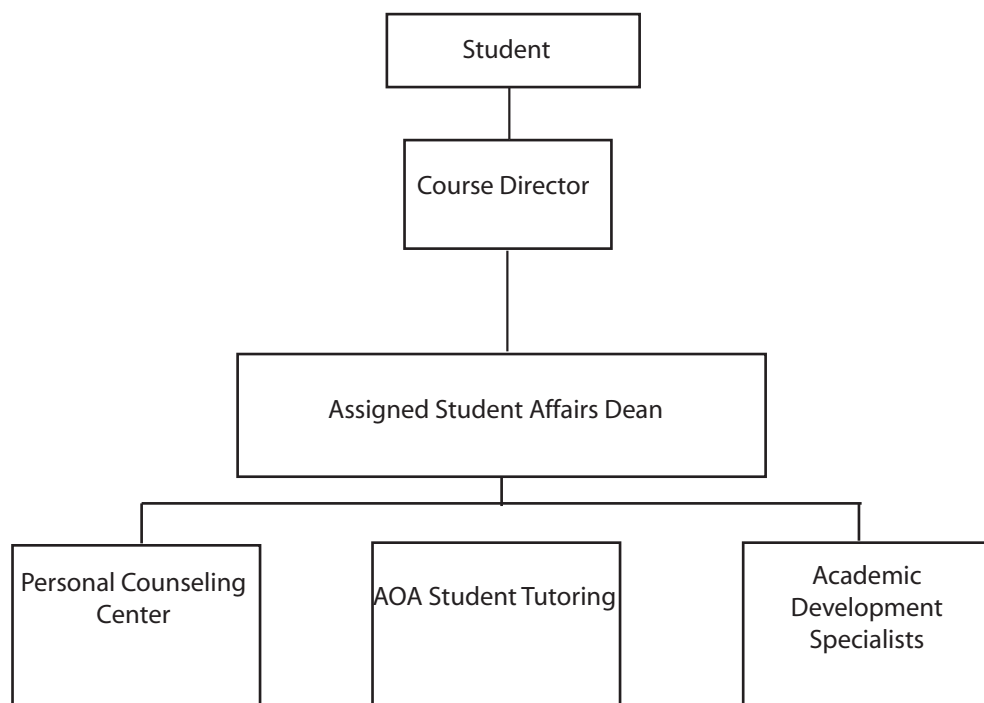
# Guidelines for Medical Students with Academic Issues and Concerns

The Dean, the faculty and the administration of Sidney Kimmel Medical College are committed to providing a positive learning environment. The flow charts on the following pages depict the paths to follow when academic concerns are an issue. As you can see, there are many opportunities to get help.

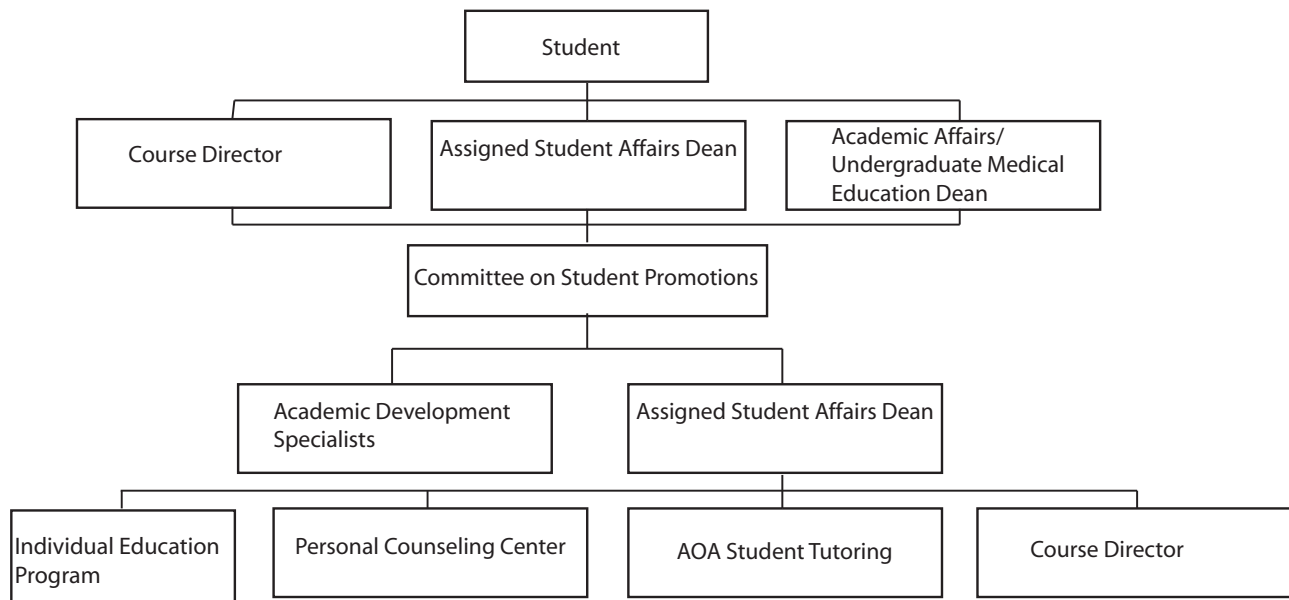
## Students with Academic Concerns



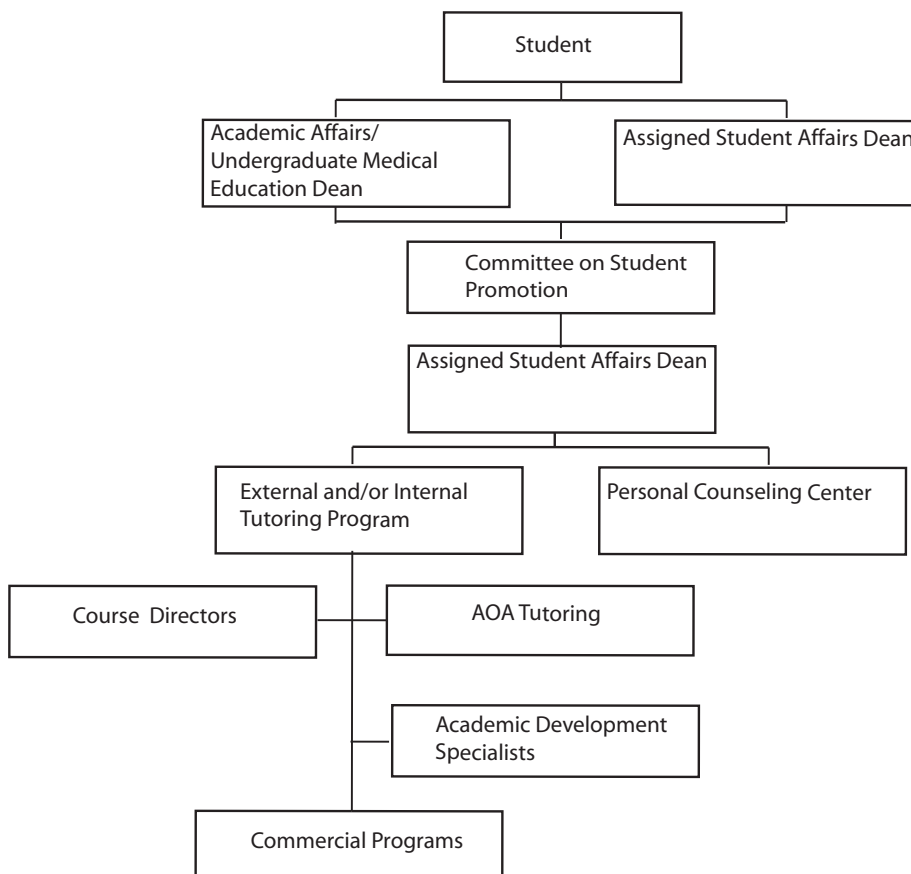
## Failure of Preclinical Interim Exam



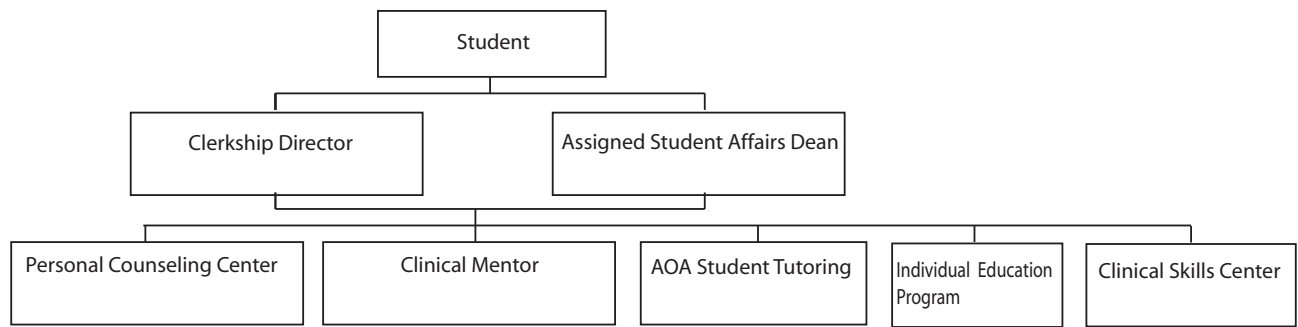
## Failure of Preclinical Course



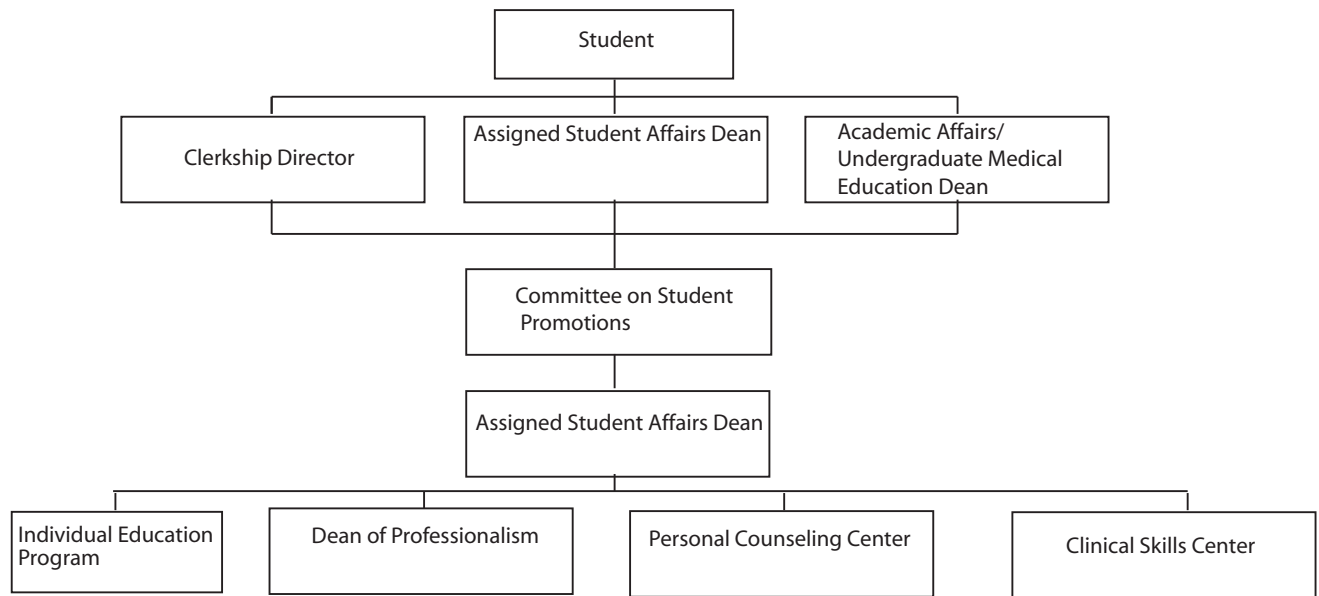
## Failure on the United States Medical Licensing Examination (USMLE)



## Poor Performance During a Clinical Rotation



## Failure or Marginal Performance in a Clinical Rotation

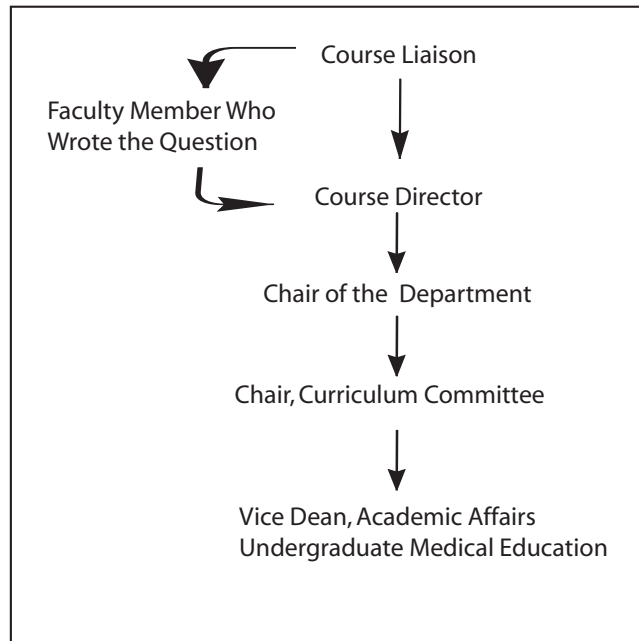


Students will receive final evaluations for required clerkships within six weeks of the completion of the clerkship. Evaluations will be submitted to the registrar by the clerkship director and posted on Banner. Students who have concerns regarding the content of the evaluation may contact the clerkship director to schedule an appointment at least one week, but not more than six weeks, after the evaluation has been posted. Students should be aware that the purpose of this meeting is to clarify the content of the evaluation and not for the purpose of changing the grade or the comments in the evaluation. The sole indication for change of grade and/or comments is new information that the clerkship director solicits from evaluators. If the student's concerns are not resolved at this meeting, the student may proceed along the algorithm to his/her assigned Student Affairs Dean.

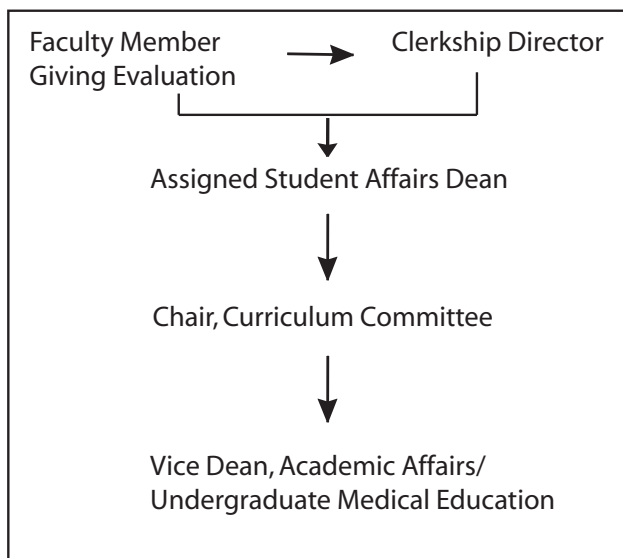
## Whom to Approach with Specific Concerns

Sidney Kimmel Medical College is committed to promotion and support of a collegial, effective and safe learning environment. They algorithms were developed as a reference to be used when concerns arise related to academic issues.

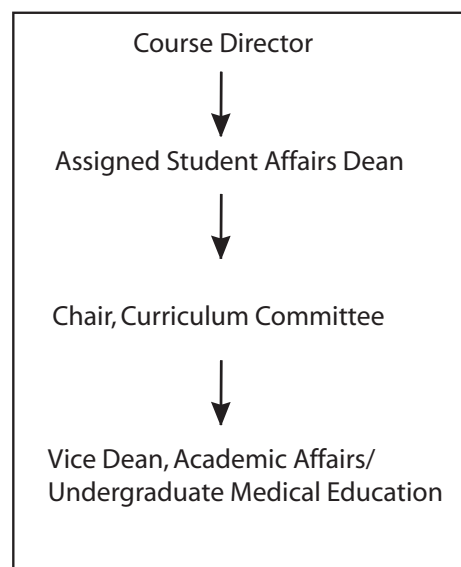
### Concerns with a Question on an Examination



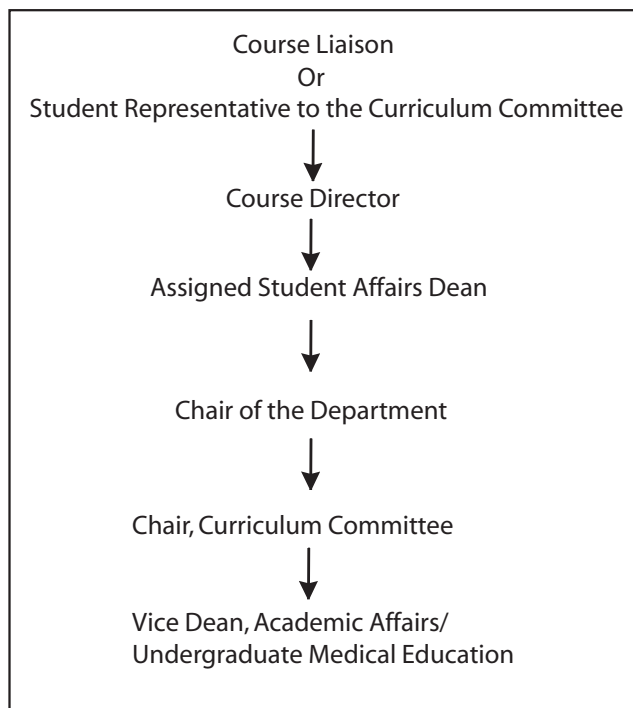
### Concerns with Clinical Evaluation



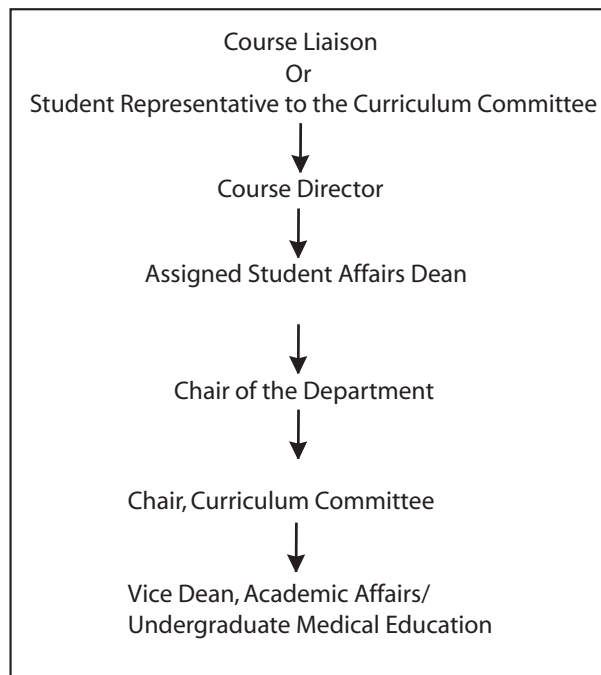
### Concerns with Test Scheduling



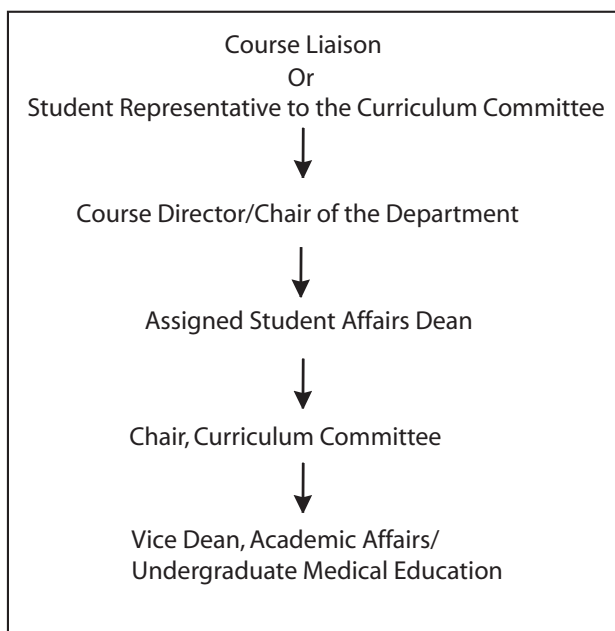
## Specific Concerns about Course/Clerkship Content



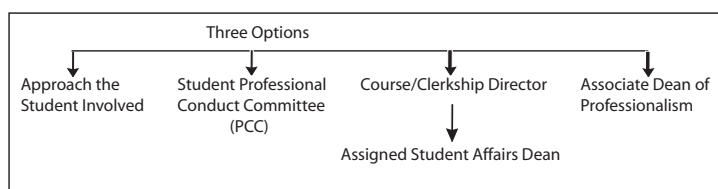
## Specific Concerns about Course/Clerkship Director



## Concerns about a Faculty Member

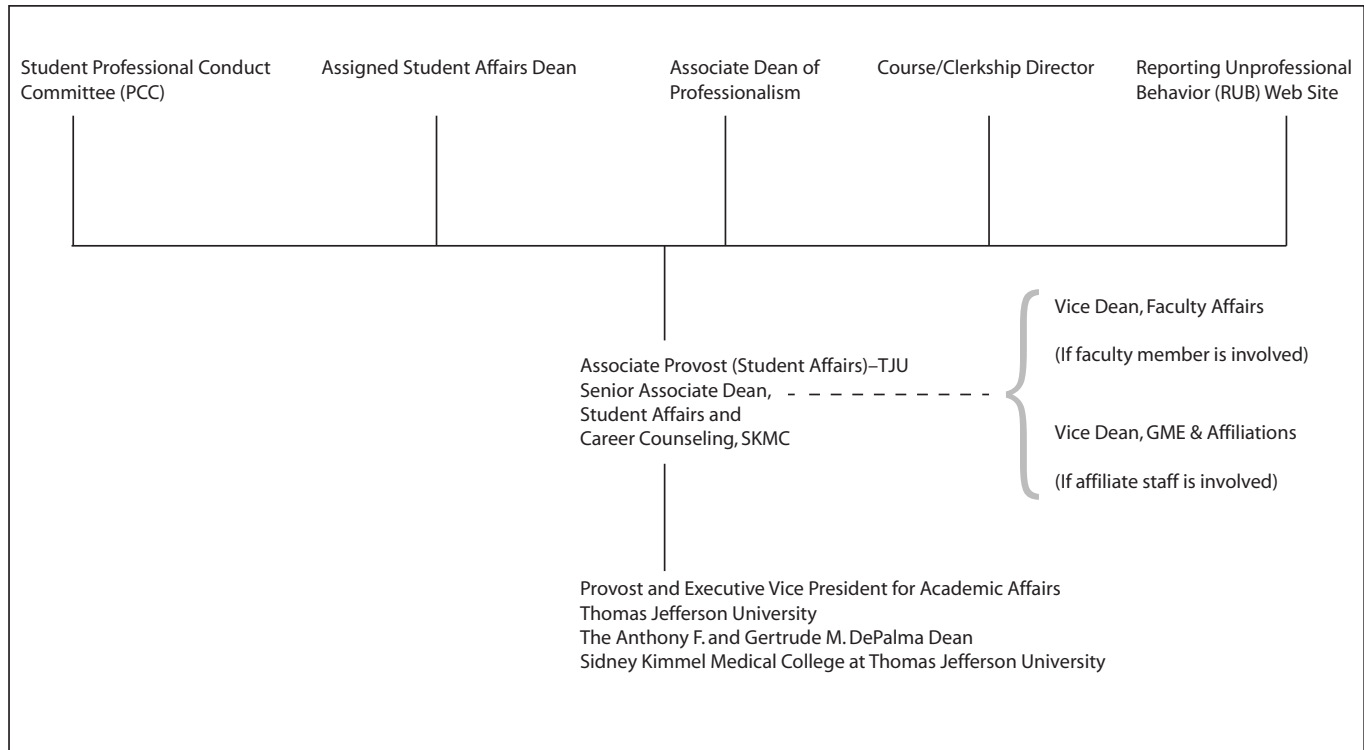


## If You Witness Cheating

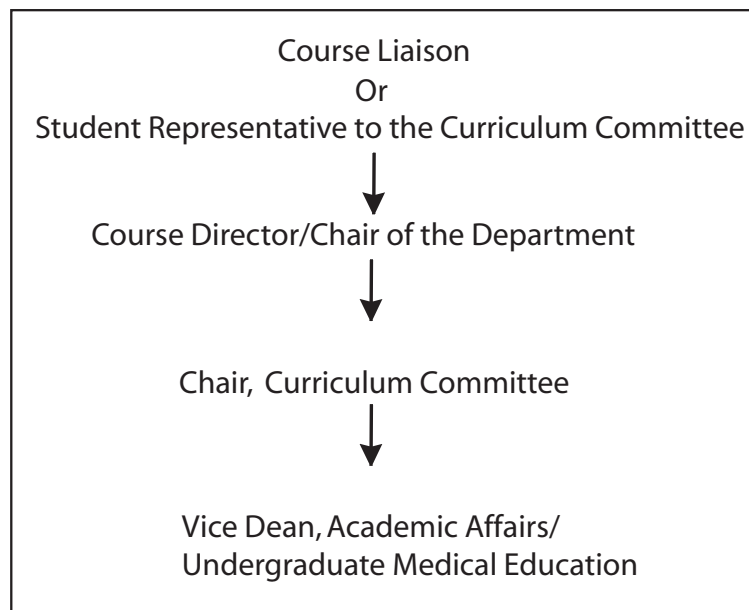


## Mistreatment/Harassment by a Faculty Member, Resident, Staff Member or Student

### Options for Reporting a Concern



## Comments and Suggestions about the Curriculum





# Professional Conduct Procedures



## Procedural Framework for Managing Breaches of the SKMC Honor Code

The Sidney Kimmel Medical College Honor Code is concerned with standards of professional conduct and honorable behavior for the Sidney Kimmel Medical College community.

### 1. Faculty

#### **Faculty Professional Code Committee (Faculty PCC)**

The Faculty PCC is a body of faculty peers that provides assistance to the SKMC Community in matters relating to faculty violations of the SKMC Honor Code. Problems are to be handled with goals similar to those used for handling the impaired physician, with members aiming for assistance to rather than judgment of the faculty member. Thus, the Faculty PCC is not a disciplinary body and does not function as such. The Faculty PCC is not intended to alter those terms and conditions of employment set forth in the SKMC Bylaws, the SKMC Faculty Handbook, and Thomas Jefferson University Policies.

Allegations of any serious misconduct, such as research misconduct, violations of the conflict of interest policy, IRB noncompliance, unlawful discrimination or harassment or conduct which could be cause for dismissal as outlined in Section 10 of the SKMC Bylaws, should be handled by the appropriate committee or institutional official.

Since the Faculty PCC is not a disciplinary body, it cannot make a determination of guilt. It is a committee charged with exploring the problem with the faculty member(s) involved. The following options are available to it:

1. No further action.
2. Remedial action through assistance to the faculty person and based upon his/her concurrence.
3. Deferred action for future contingencies.
4. Referral to the Dean or his designee.
5. Referral to the Faculty Affairs Committee.
6. Other action as appropriate.

A person who becomes aware of any unprofessional behavior by a faculty member must act in one of the following ways:

1. Approach the identified faculty member concerning a possible breach of the Honor Code.
2. If the matter is still unresolved, one of the actions below must be pursued:
  - a) Discuss the matter with a member of the Faculty PCC.
  - b) Refer the matter to the chairman of the Faculty PCC for action.
  - c) Other action sanctioned by the College, e.g., direct contact with the chairman of the department, or the Dean or his designee.

All of these actions are confidential. Failure by a faculty member or student to take action as outlined would be a violation of the SKMC Honor Code.

## **2. Students**

### **Bylaws of the Student Professional Conduct Committee (Student PCC)**

#### **Article I.**

The Student Professional Conduct Committee deals confidentially with all matters of professionalism pertaining to students brought to its attention. Problems are to be handled in a similar fashion to that used for the impaired physician, with the goal for students and faculty of assistance rather than judgment of the individual student. Thus, the Student PCC is not a disciplinary body and does not function as such. If the Student PCC determines that a violation of student rights, freedoms and responsibilities (as defined in the Student Handbook) may be present, the matter will be referred as delineated therein.

It is preferable that all matters of professionalism pertaining to students first be routed through the Student PCC with the clear understanding that any possible serious misconduct shall be referred promptly to the Office of Student Affairs or Judicial Board on student conduct for appropriate investigation and action. Although it is understood that students, faculty, and administration have the right to proceed directly to the Office of Student Affairs, the hope is that the Student PCC will be utilized as an initial step for problems relating to students.

#### **Article II. Membership**

##### **Section I. Composition of the Student PCC**

The Student PCC will consist of five students from each matriculating class.

##### **Section II. First Year Selections**

Five first-year members will be selected, through interviews in September, by the current student PCC members. These selected members will serve until elections are held as outlined in Article II, Section III.

##### **Section III. Elections**

Election of students to the PCC will occur by the end of March of the first year. The ballot will be composed of those students who wish to be on it and who have submitted a statement of interest, to be included on the ballot, by a deadline determined by the PCC. Elections will be carried out electronically or by comparable means. Each student of the first-year class will have a maximum of five votes. The five candidates receiving the most votes will become elected members of the PCC. In the event of a tie, a run off vote will be conducted. Elected members will serve as representatives of their class until they graduate. Five members will be chosen and electronic election records will be maintained. If a representative of a class leaves Jefferson permanently or is removed from the PCC, the PCC will appoint another student from the class that elected the departing representative.

##### **Section IV. Leadership**

The PCC will be lead by a Steering Committee consisting of the second-year PCC members. One person within that steering committee shall act as the Chairperson of the PCC.

##### **Section IV. A. Responsibilities of the Chairperson**

Responsibilities of the chairperson will include the following:

- i. Organize, set the agenda for, and facilitate meetings.
- ii. Act as a point of contact for external inquiries to the PCC.

##### **Section IV. B. Responsibilities of the Steering Committee**

Responsibilities of the steering committee will include the following:

- i. Maintain communication with the faculty advisor
- ii. Maintain communication with the dean's office

- iii. Maintain the website of the PCC
- iv. Provide a representative to the Faculty PCC
- v. Provide a representative to the Professionalism Task Force
- vi. Provide a representative to the Committee on Professionalism
- vii. Organize first-year professionalism orientation
- viii. Organize first-year PCC applications and appointments
- ix. Organize first-year elections
- x. Identify a steering committee member to take minutes at meetings and provide those minutes to the membership
- xi. Identify a steering committee member to handle the finances of the committee
- xii. Identify a member of the PCC (not necessarily on the steering committee) to maintain the archives of the PCC

#### **Section IV. C.**

Should the steering committee members choose to organize themselves differently than provided for above, they must ensure that all of the above duties are addressed.

#### **Section V. Removal of a Member**

If any member of the Student PCC is found to be guilty of unprofessional behavior by an administrative body (including, but not limited to the Judicial Board, Course Coordinators, Clerkship Directors, and Deans of the Medical School), they may be removed from the PCC as outlined below.

If any member of the Student PCC feels that another member has committed an act unbecoming of a member of the Student PCC, the student in question may be removed from the PCC as outlined below.

Removal will be by a 2/3 vote of the full elected membership, with the votes collected anonymously by one of the first-year appointed members or a volunteer who recuses himself or herself from voting. The position of the removed member will be filled according to Article II, Section III.

### **Article III. Internal Procedures**

#### **Section I. Meetings**

There are two types of official meetings: general meetings and case meetings. A quorum will consist of 50 percent of the committee membership, with at least two members from each class participating.

##### **Section I. A. General Meetings**

General meetings will be held quarterly or as needed as determined by the membership of the PCC. All decisions will be rendered by a simple majority vote.

##### **Section I. B. Case Meetings**

Case meetings will occur promptly within one week, whenever possible, after a concern is brought to the committee. Students, faculty, or administration may refer matters to the Student PCC. All final judgments as outlined in Article IV, Section I will be rendered by a two-thirds majority vote of the members participating.

### **Article IV. The Role of the Student PCC in Professionalism at Jefferson**

#### **Section I. Cases**

Since the Student PCC is not a disciplinary body, it cannot make a determination of guilt. It is a committee charged with exploring the problem with the student(s) involved. The following options are available to it:

- i. No further action
- ii. Remedial action through assistance to the student and based upon concurrence by the students involved
- iii. Deferred action for future contingencies

- iv. Referral to the Office of Student Affairs
- v. Referral to the Judicial Board on student conduct
- vi. Other action as appropriate

If a student commits a dishonorable action but makes a conscientious and voluntary effort to rectify the situation prior to any investigational procedures, the Student PCC may take the student's efforts into consideration.

No details of the proceedings of the Student PCC will be included in the student's permanent record unless the Student PCC deliberations become part of the basis for subsequent action by the Office of Student Affairs or the Judicial Board on student conduct.

## **Section II. Education**

The Student PCC will take a proactive role in the Jefferson community toward the promotion of professionalism as provided for in the Honor Code and the Shared Code of Professional Values. In particular, the Student PCC will assume the role of introducing the first-year class to Sidney Kimmel Medical College's Honor Code through presentation and discussion, and facilitate the signing of the Honor Code.

## **Article V. Amendment of Bylaws**

Any amendment of these bylaws must be ratified by a  $\frac{3}{4}$  majority vote of the full elected membership (note that this does not include the five appointed first-year members).

## **3. Monitoring and Continuing Evaluation of the SKMC Honor Code**

A person who becomes aware of any academic or clinical dishonesty or other unacceptable professional behavior by a student must act in one of the following ways:

1. Approach the suspected student concerning a possible breach of the SKMC Honor Code to determine whether suspicion was correct.
2. If the matter is still unresolved one of the actions below must be pursued:
  - a) Discuss the matter with a member of the Student PCC.
  - b) Refer the matter to the chairman of the Student PCC for action.
  - c) Some other action sanctioned by the College; e.g., direct contact with the Office of Student Affairs

All of these actions are confidential. Failure by a student to take action as outlined would be a violation of the SKMC Honor Code.

The principles underlying the SKMC Honor Code should not change with time. However, the details of implementation might need revision in subsequent years. Review of the SKMC Honor Code shall be conducted by a standing committee of faculty and students, which will meet at least annually. This is called the Committee on Professionalism. This committee shall consist of eight persons: four faculty and four students. The Committee on Committees shall appoint two faculty and the Student Council, two students; the Student PCC, two students and Faculty PCC, two faculty members. Input in this evaluation process shall come from the following possible sources:

- 1) Periodic questionnaire to faculty and students.
- 2) Examination of the records of the Faculty PCC and the Student PCC.
- 3) Invited input from students and faculty; (e.g., Student Council, Faculty meetings [general, Professorial]).
- 4) Office of Student Affairs.
- 5) Committee on Student Affairs.
- 6) Committee on Faculty Affairs.
- 7) Committee on Curriculum

## Appendix 1 — Faculty PCC

### 1. Composition of Faculty PCC

The Faculty PCC will be selected by a vote of the Professorial Faculty as overseen by the Faculty Professorial Advisory Committee. The membership shall be ten faculty members serving a term of two years. They may be renewed twice for additional two year terms. A chairman, vice chairman, and recording secretary will be elected from among the members at the first meeting of the academic year. The chairman will be responsible (1) for presiding over the meetings (and in his or her absence, the vice chairman) according to Roberts' Rules of Order; (2) for seeing that minutes of each meeting are kept by the recording secretary. Members of the Faculty Affairs Committee and members of the Faculty Grievance Subcommittee shall also not be members of the Faculty PCC.

### 2. Proceedings of Faculty PCC

Meetings shall be called by the chairman of the Faculty PCC, and will be held promptly within one week whenever possible after a complaint is received by the committee. Individual students, Student PCC, or faculty or administrators may refer matters to the Faculty PCC. A quorum shall consist of 50 percent of committee membership. For a matter involving either a basic science or a clinical science faculty member at least three members of the appropriate science faculty should be members of the Faculty PCC, respectively. If the problem involves a volunteer or full-time clinical science member, appropriate representation should be present.

## Appendix 2 — Affirmation of SKMC Honor Code for Faculty and Students

I have read, and I understand, the Sidney Kimmel Medical College Statement of Professional Conduct. I shall conduct myself in a manner consistent with the SKMC Honor Code.

I understand that I am responsible for my own actions as well as for upholding the integrity of the medical profession. Should any of my colleagues appear to violate the SKMC Honor Code, I shall address the matter personally with that colleague, and/or discuss it with a member of the Faculty Professional Conduct Committee or Student Professional Conduct Committee, as appropriate, to resolve the matter, or take any other action consistent with the terms of this Statement.

Print Name:\_\_\_\_\_

Signed:\_\_\_\_\_

These affirmation statements will be collected by a member of the Student PCC at registration.

## "In House" Written Examination Administration Procedures 2015 - 2016 Academic Year

It is our responsibility to foster a collaborative teaching and learning environment that is congruent with the precepts of the Sidney Kimmel Medical College Honor Code:

"As Jefferson students and faculty we seek to establish a community based on honor, integrity and awareness of others....As faculty, residents, fellows, and medical students, we pledge to embrace the academic and social integrity on which Jefferson was founded, pursuing honesty, equality and fairness in all aspects of our lives. This includes not seeking an unfair advantage over our peers, teachers, students, residents, fellows or any other member of the Thomas Jefferson University."

As per the Student Handbook (from Appendices 3 and 4 — Conduct of Examinations and Statement of Professional Conduct for Examinations) these procedures will be followed for all examinations:

- 1) Deportment during examinations will be the responsibility of each individual student and the collective responsibility of all students present.
- 2) The faculty and/or staff will be present to administer the examinations.
- 3) Examinees will neither give nor receive aid during an examination.
- 4) In the case of a possible violation of professional conduct, the observer shall approach the student in question personally and/or discuss the matter with a member of the Student PCC to resolve the matter, or take any other action consistent with the terms of the SKMC Honor Code.

Test administration procedures will also be in place to minimize the potential for cheating. These include:

- Use of multiple examination forms.
- No access to cell phones or other extraneous electronic devices during exam administration. If feasible, phones and other non-examination electronic devices should be left at home. If this is not feasible, students must keep phones and other electronic devices turned off and stored under the desk.



# Diversity and Inclusion



In pursuit of its mission, the Sidney Kimmel Medical College (SKMC) recognizes that a diverse and inclusive community is imperative in achieving excellence in patient care, education, and research. SKMC is committed to diversity, inclusion and health equity in the broadest terms as defined by the Association of American Medical Colleges\*. Given its location in metropolitan Philadelphia and in the commonwealth of Pennsylvania, SKMC gives special emphasis to the recruitment of students from racial and ethnic groups that are underrepresented in medicine (URM), students that identify as lesbian, gay, bisexual, transgender, and those questioning their sexual identity (LGBTQ), first-generation college, and those from disadvantaged socioeconomic status.

\*The AAMC definitions for Diversity, Inclusion and Health Equity ([aamc.org/members/gdi](http://aamc.org/members/gdi))

**Diversity** — Diversity as a core value embodies inclusiveness, mutual respect, and multiple perspectives and serves as a catalyst for change resulting in health equity. In this context, we are mindful of all aspects of human differences such as socioeconomic status, race, ethnicity, language, nationality, sex, gender identity, sexual orientation, religion, geography, disability and age.

**Inclusion** — Inclusion is a core element for successfully achieving diversity. Inclusion is achieved by nurturing the climate and culture of the institution through professional development, education, policy and practice. The objective is creating a climate that fosters belonging, respect, and value for all and encourages engagement and connection throughout the institution and community.

**Health Equity** — Health Equity is when everyone has the opportunity to attain their full health potential and no one is disadvantaged from achieving this potential because of their social position or other socially determined circumstance.

In furtherance of its commitment to diversity and inclusion, SKMC sponsors the Office of Diversity and Inclusion Initiatives whose mission is to support, promote and integrate diversity and inclusion into the fabric of the Medical College. The Associate Dean for Diversity and Community Engagement along with the Assistant Dean for Diversity and Student Diversity Programs provide focused guidance and direction for the medical college. Key areas of ongoing focus include the reduction of health disparities, the recruitment and retention of students and faculty, the curriculum, and student programs and activities. The office is intimately involved with the development of policies and programs to assure an optimal focus on diversity and inclusion. The office also interacts with the community at-large in the development of student pipeline programs, which support greater diversity of those entering the health professions, particularly the field of medicine.

The Office of Diversity and Inclusion Initiatives, together with the Office of Student Affairs and Career Counseling and the Office of Student Life and Engagement, supports student groups and activities which enhance multicultural awareness and competencies and promote diversity within the community. Examples of activities have included Black Heritage Month, LGBTQ Month, Latin Heritage Month, and Diversity Week. Cultural immersion opportunities through the Global Health initiative and courses in medical Spanish have also been offered.



## Council on Diversity and Inclusion

SKMC also supports the Council on Diversity and Inclusion. This Council is comprised of students, housestaff, faculty, department chairs and senior administration. The SKMC Council for Diversity and Inclusion, led by the Dean, is charged with determining the course of diversity and inclusion within the medical college. It assesses the status and effectiveness of diversity and inclusion initiatives within the student, resident and faculty communities of SKMC, makes recommendations regarding initiatives, policies, and resources needed to achieve desired outcomes, and is charged with assuring the implementation of its recommendations.

# Career Planning and Support



## Career Planning

There are a number of resources available to students as they seek counseling for career choices, suggestions for residency training, and clarification in the application process. The Office of Student Affairs and Career Counseling (OSACC) is available to provide guidance and advice to each student regarding his or her career selection. The annual meeting with your assigned dean of Student Affairs is an excellent opportunity to discuss the career selection process. The Career Planning Workshops, also offered through the OSACC several times throughout the third year, are interactive workshops designed to help students make better-informed career choices. Students are also encouraged to identify specialty-specific advisors, as well as continue to meet with their clinical mentor, assigned in the first year, for additional guidance in the career planning process.

There is a density of essential information on the Student Affairs and Career Counseling Blackboard site which provides links to choosing a specialty, instructions on residency planning, timelines for third- and fourth-year students, contact information for Jefferson residency directors, as well as specific information regarding the Electronic Residency Application Service (ERAS) and the National Residency Matching Program (NRMP). Please use this site and the OSACC as valuable resources available to you for your career planning.

## Student Support Services

### Office of Student Affairs and Career Counseling

The goal of the Office of Student Affairs and Career Counseling (OSACC) is to be available for academic and personal advising, to advocate for student needs, to foster career counseling, and to improve student access to the medical college. The office is located in Jeff Alumni Hall at College Building, Suite 116 and is open from 8:00 a.m. to 5:00 p.m. The number for the OSACC is (215) 503-6988 during business hours. For emergencies after business hours, please page the on-call Dean for Student Affairs at 877-656-4437. Information can be found on the Student Affairs and Career Counseling site [jefferson.edu/university/SKMC/student\\_affairs.html](http://jefferson.edu/university/SKMC/student_affairs.html).

### Academic Advising

The OSACC maintains a proactive stance regarding student academic performance. Drs. DeSimone, Rosenthal, Pohl, and Traves along with course directors and the deans for Undergraduate Medical Education are available for students with academic concerns or difficulty. A quick reference guide for students with academic issues starts on page 25.

### Clinical Mentor Program

The Clinical Mentor Program is designed to provide students with ongoing contact with a clinical mentor starting in the first year. Clinical mentors are assigned to incoming students to provide not only clinical exposure, but also guidance and direction throughout the medical school career.

## Personal Counseling

The Student Personal Counseling Center offers confidential and accessible contact with a mental health professional to discuss personal and academic concerns. The psychiatrists and therapists of the Counseling Center are available to discuss all types of issues including, but not exclusive to, stress management, problems with personal or family relationships, feelings of depression or anxiety, and issues involving eating disorders or substance abuse.

The Director of the Student Personal Counseling Center, Deanna Nobleza, MD of the Department of Psychiatry, may be reached directly and confidentially at 215-503-2817 to set up an appointment either with her or another therapist or psychiatrist, on or off the Jefferson Campus. If there is an after-hours emergency, students should go to the Thomas Jefferson University Hospital Emergency Room (located in the Main Hospital Building at 10th and Sansom Streets, 215-955-6840) and ask to speak to the psychiatrist on call.

# Resources and Programs on Career Counseling

## Preclinical Years

	First Year	Second Year
<b>Continuum</b>	<ul style="list-style-type: none"> <li>• Deans, Student Affairs and Career Counseling</li> <li>• Clinical Mentor Program</li> <li>• ICM1 Small Groups</li> <li>• Specialty-Specific Meetings and Programs</li> <li>• Library Center for Teaching &amp; Learning</li> <li>• OSACC Career Planning Site</li> <li>• Residency Panel Series</li> <li>• Curriculum Review</li> <li>• Dr. George McClellan Learning Societies</li> </ul>	<ul style="list-style-type: none"> <li>• Deans, Student Affairs and Career Counseling</li> <li>• Clinical Mentor Program</li> <li>• ICM2 Small Groups</li> <li>• Specialty-Specific Meetings and Programs</li> <li>• SKMC Career Planning Site</li> <li>• Dr. George McClellan Learning Societies</li> </ul>
<b>Orientation</b>	<ul style="list-style-type: none"> <li>• Student Organizations and Activities</li> <li>• Professionalism and Doctoring</li> <li>• Shared Code of Professional Values</li> <li>• Introduction to Campus Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Student Organizations and Activities</li> <li>• Professionalism and Doctoring</li> <li>• Curriculum review</li> </ul>
<b>Fall</b>	<ul style="list-style-type: none"> <li>• Annual Meeting with Student Affairs Deans</li> <li>• University Activities Fair</li> <li>• Career Decision Making Sessions</li> <li>• Clinical Mentor Program</li> </ul>	<ul style="list-style-type: none"> <li>• University Activities Fair</li> <li>• Careers in Medicine Personal Inventory</li> <li>• Career Decision Making Sessions</li> </ul>
<b>Winter</b>	<ul style="list-style-type: none"> <li>• Career Day</li> <li>• Career in Medicine Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Meeting with Student Affairs Deans</li> </ul>
<b>Spring</b>	<ul style="list-style-type: none"> <li>• AOA Residency Workshop</li> <li>• Informal Meetings in Student Affairs</li> <li>• Careers in Medicine Personal Inventory</li> <li>• Career Decision-Making Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• AOA Residency Workshop</li> <li>• Informal Meetings in Student Affairs</li> <li>• Careers in Medicine Personal Inventory</li> <li>• Career Decision-Making Sessions</li> </ul>
<b>Summer</b>	<ul style="list-style-type: none"> <li>• Research Opportunities</li> <li>• Community Service Opportunities</li> </ul>	

## Clinical Years

	Third Year	Fourth Year
<b>Continuum</b>	<ul style="list-style-type: none"> <li>• Deans, Student Affairs and Career Counseling</li> <li>• SKMC Career Planning Site</li> <li>• SKMC Faculty (Clinical &amp; Research)</li> <li>• Clinical Mentor Program</li> <li>• Specialty-Specific Meetings and Programs</li> <li>• Library LRC</li> <li>• Small Group Career Planning Sessions During Internal Medicine</li> <li>• Dr. George McClellan Learning Societies</li> </ul>	<ul style="list-style-type: none"> <li>• Deans, Student Affairs and Career Counseling</li> <li>• Meet with Faculty and/or residency Directors in Fields of Interest</li> <li>• Career Planning BBLearn Site</li> <li>• Specialty-Specific Meetings and Programs</li> <li>• Center for Teaching &amp; Learning</li> <li>• Clinical Mentor Program</li> <li>• Electives</li> <li>• Dr. George McClellan Learning Societies</li> </ul>
<b>Summer</b>		<ul style="list-style-type: none"> <li>• Meeting with MSPE (Dean's Letter)</li> </ul>
<b>Orientation</b>	<ul style="list-style-type: none"> <li>• Introduction of Career Planning Workshops</li> <li>• Clinical Tips for Third-Year Students</li> <li>• Shared Code of Professional Values</li> <li>• Professionalism and Doctoring</li> <li>• Career Planning Web Site</li> </ul>	<ul style="list-style-type: none"> <li>• Residency Planning Information</li> <li>• Residency Planning &amp; Application Procedure Web Site</li> <li>• Shared Code of Professional Values</li> <li>• Professionalism and Doctoring</li> </ul>
<b>Fall</b>	<ul style="list-style-type: none"> <li>• Career Planning Workshop</li> <li>• Third Year Meeting I</li> <li>• Career/Residency Selection Evening Sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Informal Meetings in Student Affairs</li> <li>• University Activity Fair</li> <li>• Career Planning Workshop</li> <li>• Interview Skills Workshop</li> </ul>
<b>Winter</b>	<ul style="list-style-type: none"> <li>• Career Day</li> <li>• Third Year Meeting II</li> <li>• Residency Planning Meeting</li> <li>• Residency Planning Web Site</li> <li>• Annual Meeting with the Deans for Student Affairs</li> </ul>	<ul style="list-style-type: none"> <li>• Informal Meetings in Student Affairs</li> <li>• Session on Rank Order List</li> </ul>
<b>Spring</b>	<ul style="list-style-type: none"> <li>• Career Planning Workshop</li> <li>• Third Year Meeting III</li> <li>• AOA Residency Workshop</li> <li>• Meet with Faculty and/or Residency Directors in Fields of Interest.</li> <li>• Specialty-Specific Advisors</li> <li>• Fourth-Year Scheduling Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AOA Intern-on-Call Series</li> <li>• Gateway to Internship Course</li> </ul>

# Residency Match Timeline for the Class of 2016

January - March 2015	Meet with the Registrar's Office, Office of Student Affairs and Career Counseling (annual meeting), and faculty advisors regarding your fourth-year schedules. Online scheduling begins in March.
Late Winter-Spring 2015	Register for USMLE Step 2 CK and CS. Philadelphia is only 1 of 5 sites for the CS exam, so register and choose a date early.
Spring – Fall 2015	Begin to research the residency programs to which you may apply. Information about most programs, including direct links to program websites, is available at FREIDA online at <a href="http://ama-assn.org/ama/pub/category/2997.html">ama-assn.org/ama/pub/category/2997.html</a> . Be sure to look at specific requirements for each program to which you are applying (e.g., some programs require a letter from the chair of the department or from a third year clerkship).
May 2015	Receive assignment for your Medical Student Performance Evaluation (Dean's letters). Meet with the faculty writing your dean's letter by the end of July. Electronic Residency Application Service (ERAS) application materials are available for PDF download at <a href="http://aamc.org/eras">aamc.org/eras</a> . A list of the specialties which use ERAS is available on the ERAS site. My ERAS tokens are generated and emailed to your Jefferson.edu email account by the University Registrar. This token is necessary for you to register for ERAS. Your ERAS account will also be linked to your AAMC ID#.
July – August 2015	Information about the National Resident Match Program (NRMP) application is available at <a href="http://nrmp.org/">nrmp.org/</a> in July. Applicant User Guide will be posted before registration begins in September.
June, 2015	ERAS application for 2016 Match is available at <a href="http://aamc.org/eras">aamc.org/eras</a>
July 6, 2015	Mandatory fourth year orientation.
August 2015	Early match application deadline (Ophthalmology, Plastic Surgery, Child Neurology, Neurology). Information is available at <a href="http://sfmatch.org">sfmatch.org</a> .
September 15, 2015	Apply to ACGME-accredited residency programs. Provide the Office of the Registrar with a passport-sized photo to be scanned with your application. Avoid submitting a candid photo. Please refer to FREIDA online at <a href="http://ama-assn.org/ama/pub/category/2997.html">ama-assn.org/ama/pub/category/2997.html</a> to identify whether specific programs accept applications via ERAS.
September 15, 2015	Finalize ERAS application. You can check Banner to verify that your letters have been received and ERAS to verify that your letters have been scanned.
September 15, 2015	NRMP application is available at <a href="http://nrmp.org">nrmp.org</a> . This is to register for the MATCH (and is separate from the ERAS application).
September 2015	The NRMP Directory for the 2016 Match will be posted to <a href="http://nrmp.org/">nrmp.org/</a> and updated weekly thereafter.
October 7, 2015	Recommended deadline for Letters of Recommendation to be uploaded onto ERAS.
October 25, 2015	Deadline to take USMLE Step 2 CS. Programs may not rank a student without a passing Step 2 CS score - you should take this exam no later than this date to allow the scores to be available when programs construct their rank list.
October 2015 – January 2016	Interviews take place at participating institutions.
November 30, 2015	Registration deadline for NRMP (the Match). An additional late registration fee occurs between December 1, 2015 to January 31, 2016. Remember, the NRMP is separate from ERAS and you must register through the NRMP in order to participate in the Match.
December 31, 2015	Take USMLE Step 2 CK. Programs may not rank a student without a passing Step 2 CK score. You should take this exam no later than this date to allow the scores to be available when programs construct their rank list.
January 2016	Early Match Program notification
January 15 - February 24, 2016	Applicants and programs enter their rank order lists using the Rank Order List Input Confirmation System (ROLIC) at <a href="http://nrmp.org/">nrmp.org/</a> using NRMP code and password.
February 24, 2016	ROLIC closes at 8:59 p.m. Eastern Standard Time (EST). NRMP must receive certified applicant and rank order lists and any other information pertinent to the match by this date and time.
March 14, 2016	Matched and unmatched information on applicants will be posted at 12:00 noon EST at <a href="http://nrmp.org">nrmp.org</a> . Please visit the Office of Student Affairs and Career Counseling in the event that you did not match. Filled and unfilled results for individual programs are posted to the NRMP site at 11:30 a.m. EST. Locations of all unfilled positions are released at 12:00 noon eastern time only to participants eligible for the Supplemental Offer and Acceptance Program (SOAP). Supplemental Offer and Acceptance Program (SOAP) process.
March 18, 2016 Match Day!	Match day results are posted on the NRMP Web Site <a href="http://nrmp.org">nrmp.org</a> at 1:00 p.m. (EST). Note: Any contact between programs and unmatched applicants (or their designees) prior to 12:00 noon EST on Tuesday, March 15, 2016, is a violation of the Match Participation Agreement. Contact between programs and matched applicants prior to the general announcement of the Match results at 1:00 pm EST on Friday, March 18, 2016, also is a violation of the Match Participation Agreement.
March 19, 2016	Hospitals send letters of appointment to matched applicants. You must sign and return the letters of appointment.
June 2, 2016	Graduation! (estimated; this date is subject to change and has not been confirmed by the Registrar)
June – July 2016	Residents start work.

*Note:* These dates are subject to change. Please periodically check this listing to confirm dates or call the Office of Student Affairs and Career Counseling at 215-503-6988.

# Student Financial Aid



The following information, as well as additional details and forms can be accessed at the Financial Aid Web site [jefferson.edu/financial\\_aid](http://jefferson.edu/financial_aid). The primary responsibility for financing the cost of medical education rests with the student and his or her family. However, it is recognized that increasing numbers of students and their families are unable to meet the costs of a medical education without some type of assistance.

The demonstration of need is the key factor in all financial aid awards. Determination of need is based upon a confidential analysis of information provided by the student and family to the Free Application for Federal Student Aid (FAFSA) processing center.

When need is established and the resources of the student and family are clearly identified, the student is directed to obtain a minimum of \$10,000 in the Federal Direct Unsubsidized Stafford Loan. If need exists beyond this program, then the Medical College will attempt to meet a portion of this need from programs such as the Federal Primary Care Loan Program, and Jefferson's loan and scholarship/grant funds. If funds are available, students demonstrating exceptional financial need (as defined by Health and Human Services) may also be considered for funding under the Loans for Disadvantaged Students and Scholarships for Disadvantaged Students programs. The University Office of Student Financial Aid also offers students information about alternative funding options offered via federal, public and private agencies. Eligibility for all forms of financial aid is determined on an annual basis and therefore a complete financial aid application must be submitted every year. All awards are contingent upon the availability of funding.

If a student demonstrates financial need, but is ineligible for federal grants or loans due to default on a prior educational loan and/or a negative credit rating, Sidney Kimmel Medical College will not commit institutional funds to remedy the default or negative credit status, or to compensate for the ineligibility for federal funds. The student is ultimately responsible for resolving all problems involving loan delinquencies, defaults, and/or any other circumstances that would result in the student being ineligible to borrow through any federal loan program.

Financial aid programs administered by the University are subject to change or termination at any time without notice or obligation.

## Application Procedures

### 1. Free Application for Federal Student Aid (FAFSA)

Students who wish to be considered for University-administered aid are required to include parents' information on the FAFSA. To complete the FAFSA, go to the FAFSA Web site at [fafsa.ed.gov](http://fafsa.ed.gov). The FAFSA school code for Sidney Kimmel Medical College is 010021.

Regardless of dependency status, medical students applying for institutionally based aid must include student, parent, and if applicable, spouse's information on the federal FAFSA need analysis document. If all required information is not provided, the determination of financial aid eligibility will be delayed. Please note: For the 2014-2015 year and going forward, Federal Regulations will require that applicants



use the IRS Data Retrieval Tool. This Data Retrieval Tool allows students and parents to access the IRS tax return information needed to complete the Free Application for Federal Student Aid (FAFSA). Students and parents may transfer the data directly from the IRS and beyond into their FAFSA.

If you are eligible to use the IRS Data Retrieval Tool, you will be required to use this tool for several reasons:

1. It's the easiest way to provide your tax data.
2. It's the best way of ensuring that your FAFSA has accurate tax information.
3. It's required by the Department of Education

IRS Data Retrieval may be used typically 14 days after filing an online tax return. If you do not use or cannot use the IRS Data Retrieval Tool to provide tax information, you may be required to obtain an official tax transcript from the IRS. The federal FAFSA processor will send the University Office of Student Financial Aid an electronic FAFSA analysis usually within 5 to 7 days of submittal by the student. At this time, the federal processor will send a Student Aid Report (SAR) to the student either by email or regular mail. The SAR will note whether any correction to the FAFSA is required.

## **2. Sidney Kimmel Medical College Application for Student Financial Aid and Verification Worksheet**

These forms must be completed by all students and submitted directly to the University Office of Student Financial Aid. These forms can be completed and submitted online using the Banner Web. To access application instructions and a direct link to Banner Web, go to [jefferson.edu/university/academic-affairs/tju/academic-services/financial\\_aid/process/apply\\_jmc.html](http://jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/process/apply_jmc.html).

## **3. Official Copy of Parents' Internal Revenue Service Form 1040**

All students applying for institutional financial aid from Sidney Kimmel Medical College must submit signed copies of the Parent I.R.S. 1040 (A or E-Z) forms (including all I.R.S. schedules)— regardless of the dependency status of the student. Signed copies of the 2015 Federal Tax Returns are required for the 2016-2017 academic year financial aid application.

Submit the copies of the I.R.S. forms directly to the University Office of Student Financial Aid. Parents who have not filed and are not required to file an income tax return for the prior year must submit a signed copy of the "Non- Filing Statement" to the University Office of Student Financial Aid. Please note that copies of the parent "Non-Filing Statement" can be completed and submitted online using the Banner Web online financial aid application. However, additional documentation may be required. To access application instructions and a direct link to Banner Web, go to [jefferson.edu/university/academic-affairs/tju/academic-services/financial\\_aid/process/apply\\_jmc.html](http://jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/process/apply_jmc.html).

## **4. Citizenship**

A student must be a U. S. citizen or permanent resident to receive either federal or Jefferson institutional financial aid. The Financial Aid Office will require documentation to verify student citizenship status if the FAFSA federal processor cannot confirm the student's status.

## **5. Federal Direct Stafford Loan**

Due to the Budget Control Act of 2011, graduate students are no longer eligible to borrow the Subsidized Stafford Loan beginning with the 2012-2013 year. Students who wish to be considered for University Aid are required to apply for a minimum of \$10,000 in the Federal Direct Unsubsidized Stafford Loan. To apply for the Federal Direct Stafford Loan, in addition to completing the general financial aid application requirements referenced above, students need to complete a Master Promissory Note (MPN) (the form students' sign acknowledging their responsibility to repay the debt). The MPN must be signed electronically with the Federal Direct Loan Program at [studentloans.gov](http://studentloans.gov). Under the MPN process, all borrowers will be required to sign a promissory note for the first year only. The same MPN will be used for requesting loan funds in future years, assuming students do not change lenders, educational institutions and/or have a temporary cessation in enrollment. The Federal Direct Loan Program is the only lender for federal loans for the 2010-11 year and going forward.

## **6. Federal Work Study Application**

Students who are interested in being reviewed for Federal Work Study eligibility to help reduce their borrowing levels must also complete the Medical College Federal Work Study application. This is in addition to completing the general financial aid application requirements outlined in section 1 through 4 above. This form can now be completed and submitted online using the Banner Web online financial aid application located at. To access application instructions and a direct link to Banner Web, go to [jefferson.edu/university/academic-affairs/tju/academic-services/financial\\_aid/process/apply\\_jmc.html](http://jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/process/apply_jmc.html).

## **7. Deadline Dates for Applications/2016-2017 Academic Year**

First- and Second-Year Classes: All applications for these two classes must be submitted by April 1, 2016.

Third- and Fourth-Year Classes: All applications for these two classes must be submitted by March 1, 2016.

Note: Students accepted after April 1, 2016, should submit their applications within two weeks of formal acceptance.

## **8. Complete Financial Aid Applications**

Applications for Financial Aid cannot be processed until all of the following items are received:

1. FAFSA Need Analysis Report (from the designated processing center)
2. SKMC Financial Aid Application
3. SKMC Verification Worksheet
4. Signed Parent I.R.S. 1040, A or EZ forms (including all I.R.S. schedules) and/or SKMC non-filing statements for 2015 from the student's, parent(s).

Signed I.R.S. 1040, A or EZ forms (including all I.R.S. schedules) and/or non-filing statements for 2014 from the student's parent(s).

Students can check the status of their financial aid application by accessing Banner WEB at <https://bannerjefferson.edu>.

Important Note: Any student who knowingly files false information will be subject to disciplinary action by Sidney Kimmel Medical College.

## **9. Selective Service Registration Compliance**

The federal government requires all men born after Dec. 31, 1990, to register with the Selective Service. Sidney Kimmel Medical College is required to verify students' registration compliance prior to awarding/disbursing student financial assistance. Also, if requested, students must present proof of the Registration Acknowledgment Letter to the Financial Aid Office.

## **10. Statement of Educational Purpose/Non-Default**

Per federal regulations, in signing the completed FAFSA, you are confirming that you:

- Will use federal student financial aid only to pay the cost of attending an institution of higher education,
- Are not in default on a federal student loan or have made satisfactory arrangements to repay it,
- Do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, and
- Will notify your school if you default on a federal student loan.

If you purposely give false or misleading information, you may be fined \$20,000, sent to prison, or both.

## **11. Verification**

The federal government requires that students who are selected for federal verification must verify that the information contained in the Financial Aid Application is correct. Students are typically selected for verification by the Department of Education if the IRS Data Retrieval Process is not used or some discrepancy appears in the FAFSA application. Additionally, the federal government further mandates the University Office of Financial Aid verify and resolve all cases of inconsistent data (i.e., between the federal application and supporting documentation).

The University Office of Financial Aid will notify students who must submit additional documentation in order to complete the verification process. Communication will be sent to the applicant via their Jefferson email account and will include a complete description of all documentation that must be submitted to the University Office of Financial Aid.

It is important to note that until the verification process has been completed your financial aid award from Sidney Kimmel Medical College, your Federal Direct Stafford Loan, and other alternative loan eligibility is only tentative. In addition, Federal Direct Stafford Loan funds may not be disbursed until the verification process has been completed. To avoid being selected for Federal Verification, file all Tax Returns early and use the IRS Data Retrieval process.

## **12. Entrance Counseling Requirement**

All first time borrowers of federal loans (i.e., Federal Direct Stafford, Primary Care Loan, Loans for Disadvantaged Students, and/or Federal Graduate PLUSloan program) during the academic year are required to complete educational loan entrance counseling. If you have completed Entrance Counseling at a prior school, This requirement must be fulfilled again as the entrance counseling that is provided for graduate students is different than at the undergraduate level. Please note that per federal regulations, the University Office of Student Financial Aid may not disburse Federal Direct Stafford/Graduate PLUS Loan funds until the entrance counseling process has been completed. Please go to the Financial Aid Office Web site [jefferson.edu/university/academic-affairs/tju/academic-services/financial\\_aid/interviews/entrance.html](http://jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/interviews/entrance.html) for further information about this required process.

## **13. Exit Counseling Requirement**

If you received assistance through the Federal Stafford, Federal Graduate PLUS, Federal Perkins, institutional loans, Loans for Disadvantaged Students, Primary Care Loan, and/or alternative loan programs, at any time during your attendance at Sidney Kimmel Medical College, you are required to complete federal exit counseling at <http://studentloans.gov> prior to withdrawal, transfer, Leave of Absence, or graduation from Sidney Kimmel Medical College. The University Office of Student Financial Aid will also conduct in-person counseling sessions.

The purpose of these in-person counseling sessions is to help you organize your post enrollment repayment schedule, and to answer any questions you may have concerning your repayment obligations. You will be given a summary of loans borrowed during your education at Sidney Kimmel Medical College, information on deferments and repayment, an estimate of the amount of your monthly payments, and advice on developing a fiscally sound repayment strategy.

All Exit Counseling sessions for graduating students are done in small groups, usually held in the spring. All students who take a Leave of Absence withdraw, or transfer to another school must schedule one-on-one Exit Counseling with the Financial Aid Office.

## **14. Satisfactory Academic Progress**

Students receiving financial assistance under Title IV (Federal Stafford, Federal Graduate PLUS, Federal Perkins, or FWS) programs must maintain satisfactory academic progress.

## Sidney Kimmel Medical College Standards of Satisfactory Academic Progress

For the purpose of student eligibility for financial assistance under the programs governed by Title IV of the Higher Education Act of 1965 as amended, Sidney Kimmel Medical College has established the following standards for measuring whether a student, who is otherwise eligible to receive Title IV funds, is maintaining satisfactory academic progress. These standards apply to all students enrolled in Sidney Kimmel Medical College.

### 1. Grades

A student must complete all required courses and the required number of electives with a passing grade. Minimum passing grades for the different segments of the curriculum are defined in the Student Evaluation section.

### 2. Academic and Technical Criteria

Sidney Kimmel Medical College requires that students fulfill the following academic and technical criteria for the successful completion of a medical education and for the granting of the degree of Doctor of Medicine. A student's failure to achieve appropriate progress in meeting any technical standard may result in sanctions up to dismissal from Sidney Kimmel Medical College.

- The ability to observe demonstrations and experiments in the basic sciences.
- The ability to analyze, synthesize, solve problems, and reach diagnostic and therapeutic judgments.
- Sufficient use of the senses of vision and hearing and somatic sensation necessary to perform a physical examination using observation, palpation, auscultation, and percussion and the ability to execute motor movements reasonably required to provide both general patient care and emergency treatment.
- The ability to relate to patients and to establish sensitive, professional relationships with patients.
- The ability to work as an effective member of the health care team.
- The ability to communicate in writing and verbally with patients and medical colleagues with accuracy, clarity, and efficiency in both routine and emergency conditions.
- The ability to learn and perform certain laboratory and diagnostic procedures.
- The ability to use good judgment in the assessment and treatment of patients.
- The ability to accept criticism and to respond by appropriate modification of behavior.
- The absence of infectious disease that would prevent the performance of essential clinical activities required to complete the curriculum.
- The perseverance, diligence, and consistency to complete the medical school curriculum and to enter the independent practice of medicine.

### 3. Maximum Time Frame

- a. The student must complete the medical curriculum, as a full-time student, in a maximum of six (6) years, inclusive of approved leaves of absence. Students who are enrolled in the combined MD/PhD program are expected to complete the medical school curriculum in six (6) years, inclusive of approved leaves of absence, and the time devoted to the graduate program.
- b. The student's progress is to be measured in one-year (12 months) increments. By the end of the first year the student must have successfully completed one-sixth of the course work required for graduation. In each subsequent year, an additional one-sixth of the course work must be satisfactorily completed.

#### **4. Special Policies in Regard to Course Incompletes, Withdrawals, and Repetitions**

The Committee on Student Promotion evaluates the academic performance of each student and determines promotion, probation, and academic dismissal and determines, on an individual basis, a plan for students with academic deficiencies. Due to the nature of the curriculum, this plan may require a student who has had academic difficulty at a certain point to repeat an entire year. In such a case, the student is considered to be making satisfactory academic progress during the repeated period.

#### **5. Notification**

The University Office of Student Financial Aid will notify, in writing, any student receiving financial assistance that does not meet the requirements for satisfactory progress and is not eligible to receive Title IV funds.

#### **6. Appeal Procedures**

If a student is determined not to be making satisfactory academic progress, resulting in ineligibility for financial assistance under the Title IV programs, the student may appeal to the University Office of Student Financial Aid.

#### **7. Reinstatement**

After termination from aid, a student may be considered for Title IV aid at the beginning of the next academic year.

### **Higher Education Amendments (1998) Return of Title IV Funding**

(Note: The 'Refund of Title IV Funding' policy outlined below, is in effect for the current 2015-2016 academic year and forward until amended.)

The Higher Education Amendments of 1998 require that when a recipient of Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance (not including Federal Work Study or the non-federal share of FSEOG awards if an institution meets its FSEOG matching share by the individual recipient method or the aggregate method) that the student earned as of the student's withdrawal date.

For more specific information and examples, see the Financial Aid Office website at [jefferson.edu/university/academic-affairs/tju/academic-services/financial\\_aid/policies/title\\_iv.html](http://jefferson.edu/university/academic-affairs/tju/academic-services/financial_aid/policies/title_iv.html).

# Student Life



## Student Activities

### Societies and Organizations

Students have many opportunities to participate in different medical societies and service organizations such as Alpha Omega Alpha, Asian Pacific Medical Student Association, Dermatology Society, Emergency Medicine Society, Family Medicine Society, Gibbon Surgical Society, American Medical Association (AMA), American Medical Student Association (AMSA), American Medical Women's Association (AMWA), and Jeff HOPE, just to name a few. The Office for Student Affairs and Career Counseling, the SKMC student council, and the University Office of Student Life and Engagement have information regarding these activities. Members of societies must contact the society's faculty advisor prior to planning events.

### Learning Societies

Learning societies have been created and students are assigned to one of these societies upon matriculation. The mission of the societies is to promote communities of students and faculty that are committed to the core values of Sidney Kimmel Medical College and to nurture professional and personal development. The goals are to: 1) enhance a sense of community within Jefferson; 2) promote the exchange of ideas, companionship, and mentorship; 3) highlight the importance of community service; 4) develop skills in leadership, communication, doctoring, and professionalism; and 5) create an opportunity for longitudinal education.

The societies have been named after esteemed Jefferson graduates: Dr. John Biddle Society; the Jacob DaCosta Society, the Dr. Robley Dunglison Society, the Juan Carlos Finlay Society, the Carla Goepf Society, the Samuel Gross Society, the Algernon Jackson Society, and the William Keen Society.

### Yearbook

*The Clinic* is SKMC's annual student yearbook. It serves the dual purpose of honoring the graduating class and chronicling the events of the academic year. *The Clinic* pursues an independent editorial policy, and staff participation is open to all students. Editorial and photographic contributions are welcomed. The yearbook is published under the auspices and overall review of the Student Council of the Medical College, which approves selection of both the editor and business manager of the publication.

## Student Events

### Parents'/Family Day

Parents'/Family Day is held in the spring of the year and is sponsored by the Alumni Association and the Dean's Office. Family of all second-year students are invited to visit Jefferson for the day and participate in a program and luncheon given to honor students and family.



## Presentation of Faculty Portrait

The senior class at large annually selects an outstanding faculty member to be painted by a well-known artist. The portrait is presented to the Medical College at an appropriate ceremony in the spring of the year.

## Student Research Day

Members of the Medical Student Research Society are invited to present a report of their research each year on Student Research Day, which is conducted under the auspices of the Society of Sigma Xi. It is open to all Jefferson faculty and students. One student from the Medical College is chosen to present his or her research paper in competition at the annual AMSA Research Forum in the spring.

## Class Day

A program is offered each year which is held the day before graduation to honor members of the graduating class. Awards and prizes are presented to graduating seniors. Faculty who have distinguished themselves in teaching are also presented. Awards including the Leon A. Peris Memorial Award, the Blockley-Osler/Dean's Teaching Award, the Dean's Award for Distinguished Teaching in a Basic Science, the Christian R. and Mary F. Lindback Award for Distinguished Teaching in a Clinical Science, and the Leonard Tow Humanism in Medicine Award.

## Commencement

Commencement is held at the Kimmel Performing Arts Center. The program includes presentation of degrees to members of the graduating class and honorary degrees to outstanding members of the community. Faculty and graduating students are expected to attend.

## Career Day

The Alumni Association and the OSACC host Career Day each year. Geared primarily toward second- and third-year students, the program provides a preview of the Match process and choosing a specialty through presentations and small-group interactive sessions with Sidney Kimmel Medical College alumni from a variety of specialties.

## Affiliations Day

The Office of Graduate Medical Education invites all hospital affiliates to this event held in the winter each year. This event gives second-year students a chance to meet with faculty at some of the affiliate institutions where many students will rotate during their third and fourth years.

## Wellness Resource Center

The mission of the TJU Wellness Resource Center site is to provide access and information for students, to assist them in their pursuit of personal wellness and to equip them with the skills necessary to adapt to the challenges of a career in the health professions. The early development of these skills will lead to a happier and healthier healthcare provider who is a role model for patients and the community. The concept of wellness includes all aspects of a person's life, including physical, mental, social and spiritual health. Wellness topics on the site include stress management, nutrition, exercise, personal safety and substance abuse.

## Center for Integrative Medicine

The services offered by the Myra Brind Center for Integrative Medicine are also available to students. The Center for Integrative Medicine, a part of Thomas Jefferson University Hospital and Thomas Jefferson University, brings together the best of conventional medical care with promising complementary approaches to healing. Natural medicines, acupuncture, meditation, massage and other therapies can supplement the conventional treatment of a wide variety of illnesses and enhance overall wellness. The Center's team of highly trained and experienced physicians, therapists and nurses work closely together to provide the best possible care. Please see their Web site at: [jeffersonhospital.org/cim/](http://jeffersonhospital.org/cim/).



# Student Council and Student Government



## Student Council

The Student Council is comprised of elected and appointed student representatives from each class at Sidney Kimmel Medical College at Thomas Jefferson University. Responsibilities of the Council include supervision of student organizations, disbursement of university funds, and the dissemination of information on issues pertinent to student life at the Medical College. Furthermore, the Council acts as the liaison between the students, faculty and administration. Council representatives serve with faculty on standing committees in the areas of Admissions, Affiliations, Alumni, Curriculum, Research, Student Affairs, and Technology. As the collective voice of the student body, the Council works continuously with faculty and administration to recommend and implement changes that will positively affect students at the Medical College and within the University community.

Mai Tsukikawa, President of Legislative Affairs

William Merritt, President of Administrative Affairs

Ludwig Koenek-Hernandez, Treasurer

Michelle Ponder, Secretary of Communications

Salam Peter Beah, Secretary of External Affairs

## Constitution of the Student Council of SKMC

### Article I — Designation

This organization shall be known as the Student Council of the Sidney Kimmel Medical College at Thomas Jefferson University.

### Article II — Purposes

This student council is a class-based representative body acting on the behalf of the student body of Sidney Kimmel Medical College. The council's responsibilities will include supervising, organizing, and appropriate funding of the medical college student body activities which pertain to the University.

The council will act as the responsible liaison body between the students, the faculty, and the administration and will act to promote stronger student/faculty relations.

The council shall act as an instrument of student opinion concerning matters pertaining to students and the University community.

The council will provide student body representatives to voice student concerns on all student/faculty or ad hoc committees.

### Article III — Membership

The student council shall be composed of students in the first-, second-, third-, and fourth-year classes of Sidney Kimmel Medical College.

### **Voting Members**

- a. The executive officers of the student council: president, vice president, secretary and treasurer.
- b. The six equal representatives of each class.

### **Non-voting Members**

- a. The student representatives of each student/faculty committee.
- b. The chairman or the representatives of each student council committee.
- c. A representative from each student or campus organization.
- d. The Dean of the Medical College or the Dean's representative.
- e. A representative from the College of Health Professions and the College of Graduate Studies.

The Sidney Kimmel Medical College Student Council also encourages any members of the Thomas Jefferson University community to attend all meetings and voice any of their concerns to the council.

## **Article IV — Functions of Student Council Members**

### **Rights and Privileges of Council Members**

- a. Voting members shall have one vote each on all motions, except for the president, who shall vote only to break a tie.
- b. Each voting member shall have the right to introduce motions.
- c. All members, voting and nonvoting, shall have the right to make reports, to initiate or to participate in debate, and to address the student council on all issues.

### **Responsibilities of Council Members**

- a. Attendance
  1. Voting members are required to attend all regular meetings. Should a voting member be absent without valid excuse from two or more meetings during the course of a year, that member shall have his/her voting privileges suspended. At this time, the representative's constituents will be notified and will be given the privilege of holding a new election should they desire. Illness or any absence required for official college or personal business shall constitute a valid excuse for absence. Any unusual excuses may be brought before the council for consideration. The secretary must be notified prior to any student council meetings for any excuse to be considered valid.
  2. Nonvoting members, especially those who regularly report to the council, are expected to attend all regular meetings or to send a representative in their place. Each student/faculty committee must have at least one representative present at each meeting. Should no Student/Faculty committee representative be present without valid excuse for two or more meetings during the course of a year, the Council at its discretion will take action, which can include dismissal of the offending representative(s) from his or her committee position.
- b. Representatives and their constituents

Representatives of the first- and second-year classes are expected to report to their constituencies the results of each monthly meeting. Prior to all regular meetings the representatives should solicit the advice, opinions, and suggestions of their constituents with regards to old issues or to new issues which the classes would like to have addressed.
- c. Participation in the student council

Each student council representative is expected to participate as a member of one or more standing or special student council committees when his or her involvement is requested by the president or vice president of the student council.

## **Duties of Officers**

- a. The duties of the president shall be to:
  1. Call meetings to order.
  2. Preside at meetings of council.
  3. Enforce the constitution.
  4. Appoint committees unless otherwise directed by council.
  5. Provide the student council secretary with an agenda for each upcoming meeting.
  6. Carry out such other duties as may be required by the council or by right of office as generally understood.
  7. Supervise any election in which a conflict of interest arises for the vice president.
- b. The duties of the vice president shall be to:
  1. Act for the president in his absence.
  2. Supervise the work of all temporary committees.
  3. Assume the office of the president should it become vacant.
  4. Supervise the orientation program for incoming first-year students.
  5. Supervise all elections carried out under the auspices of student council except when such supervision entails a conflict of interest.
  6. Organize and oversee the appointment of all student/faculty committee representatives.
  7. Supervise and regulate all student organizations.
  8. Oversee the formation of any new organization.
  9. Solicit annual reports from each student organization and to print a composite of these reports for distribution.
- c. The duties of the secretary shall be to:
  1. Keep a complete record of all council proceedings.
  2. Compile an agenda from the other officers and to provide printed copies of this agenda at all meetings.
  3. Post a copy of the minutes of each student council meeting on the student council bulletin board within two weeks of the previous meeting
  4. Carry out other such duties as commonly assigned to the office.
- d. The duties of the treasurer shall be to:
  1. Maintain an exact record of all accounts.
  2. Receive funds and to set the rate of collection of the student activities fee as directed by the student council.
  3. Disperse funds appropriated by the council.
  4. Provide up-to-date summaries of the status of the treasury at each regular meeting.
  5. Solicit and obtain annual budget requests and detailed expenditures for each organization requesting student council funding.
  6. Organize and run the annual budget meeting of the student council.
  7. Perform such other duties as delegated by the council or which are commonly required of this office.

## Article V — Election to Membership

The elections committee, chaired by the vice president, will arrange all elections for the student council officers and for the student council representatives within the time limits specified by this constitution.

### Timing of elections

- a. Class elections for the first-year students shall be held in the month prior to the October meeting and again in the month prior to the March meeting. The term will last for one year after the March election.
- b. Class elections for the second-year students shall be held in the month prior to the March meeting. The term will last for one year.
- c. Class elections for the third-year students shall be held in the month prior to the March meeting. This term will end at graduation.

### Election of class representatives

- a. The election committee shall announce at least four weeks prior to the date of the elections the opening of petitioning for six equal representatives.
- b. Each candidate must obtain the written endorsement of 25 constituents. Petitions for candidacy must be submitted to the elections committee or its designate at least one week prior to the elections. Candidates running for first-year representatives positions in the October election must write a short statement of intent to be posted one week prior to the election. Distribution, collection, tabulation, and publication of results will be handled by the election committee.
- c. Each constituent will vote for six of the candidates for representative. The six candidates receiving the most votes shall be the six equal representatives for that class.
- d. In the event of a tie, the elections committee shall hold a runoff between the tied individuals only.

### Election of Executive Officers via the Election Oversight Committee

- a. The Election Oversight Committee defined. The Election Oversight Committee is formed to conduct the election of the Student Council Executive Committee. It is formed of five or six members which include the following people:
  - The sitting president or vice president.
  - One other member of the current Executive Committee, selected randomly by name drawing (unless volunteered) in the presence of the Student Council at the December meeting. This individual cannot be running for election to the new Executive Committee. If three or all of the members of the current Executive Committee are running for future Executive Committee positions, one or two representatives from the current third-year class will be picked randomly (unless volunteered) by name drawing at the December Student Council meeting. This will ensure two members are picked from either the current Executive Committee or the third-year class representatives.
  - Four volunteer class representatives from the first- and second-year classes: there must be at least one first- and one second-year class representative. If need be, the other two individuals may come from the third-year class representatives. If not enough or none volunteer, these four will be randomly selected by name drawing at the December Student Council meeting. If it is impossible to coordinate the following balloting procedures among these four individuals, or if individual constraints preclude selecting four individuals, three individuals may substitute (with a minimum of one each from the first- and second-year class representatives.)
- b. Of the five (or minimum four) randomly selected or volunteered individuals, two will be randomly picked by name drawing at the December Student Council meeting to make the final tally of the ballots along with either the sitting president or vice president.

The five or six Election Oversight Committee members would coordinate placement, pickup, counting, and delivery of the ballots.

Each individual will count the ballots that s/he picked up and write the count on a card. This card and the ballots would be brought to a mutually agreed upon place (e.g., Jefferson Alumni Hall), whereupon the president or vice president along with the two randomly selected individuals would each tally the accumulated ballots. These three individuals must necessarily reach the exact same counts. After reaching the same counts, the ballots will then be destroyed, and these three individuals, the only ones privy to the total counts, are sworn to secrecy. The results of the election (not the numerical totals) would then be announced individually to each candidate by the president or vice president.

### **Election of Executive Officers**

1. Candidates for president and vice president must be members of the second- or third-year classes.
2. Candidates for the offices of secretary and treasurer must be members of the first-, second-, or third-year classes.
3. A candidate must run for only one office in a given election, and verbal nominations will be accepted at the November and December Student Council meetings or via an email or telephone call to an executive committee member contacted during the period after the November meeting but before the December meeting.
4. The Election Oversight Committee shall determine the elections schedule for each class prior to the November meeting and shall also inform the classes of this schedule and of all the requirements prior to the November meeting.
5. Candidates will be permitted a position statement (one page or less) to be posted for all to read at least one week prior to the election. Candidates for the office of president must submit a brief letter of intent which will be printed on the reverse side of the ballots.
6. Each candidate will be given the opportunity to briefly (three minutes or less) voice their intentions and goals at the December meeting. After all speeches are completed, the voting representatives shall vote via secret ballot for the candidates they chose to be given their proxy votes. These votes will be tallied by members of the Election Oversight Committee as described above.
7. At the time of the general election, any student may opt to vote proxy. Proxy will be determined such that each voting representative of the designated class decides 1/5 of the proxy vote.
8. A minimum of 50 percent of Sidney Kimmel Medical College first-, second-, and third-year students must cast ballots for an election to be valid. Fourth-year students will be given the opportunity to cast ballots if they desire.
9. In the event of more than three (3) candidates appearing on the ballot for an executive council position or positions, a primary election must be held for that position or positions during the general election. A final election consisting of the two candidates receiving the most votes in the primary election should then occur as soon as permitted.
10. In the event of a tie vote in the general election, a reelection shall occur between the involved candidates according to the election procedures above.

All elected members of council shall assume their positions on the council at the first meeting following their election. Executive officers term will start in January and will last for one year.

In the event of resignation, death, disability, or recall of any member of council (except the president), his/her successor shall be chosen by special election according to the provisions of this article.

## **Article VI — Meetings**

Regular meetings shall be held at least once a month during the academic year. These meetings will be held on the second Wednesday of each month at 6:30 p.m., unless a change is deemed necessary by the council.

## Section 2

Special meetings may be called by the president subject to two days advanced notice. Items not included in the planned agenda of a special meeting may not be acted upon at that time.

A majority of the voting membership shall constitute a quorum.

A quorum must be present at all regular and special meetings in order for official action to be taken.

Regarding parliamentary procedure, the rules contained in the current edition of *Roberts' Rules of Order*, newly revised, shall govern this council except when inconsistent with this constitution or with any special rules of order which the council has adopted.

Discussion of committee reports shall be limited to five minutes.

At the president's discretion a motion must be placed in writing and distributed to council members before it can be voted upon.

## Article VII — Committees

There shall be two types of committees, designated under the headings "standing" and "special":

- a. Standing committees shall include the elections committee, the student council curriculum committee, and additional committees that council may create.
- b. Special committees shall be appointed by the president at his/her discretion, or the council may, by a majority vote, appoint committees.
- c. Representatives may serve on more than one committee, but may chair only one standing committee.

All committee chairpersons shall make monthly reports to the council on the progress and activities of their respective committees.

Special committees shall be dissolved upon completion of their duties.

## Article VIII — Student Organizations

### New Organizations

- a. The founders of any proposed new organization must first schedule an appointment at the next Student Affairs Committee meeting through the Dean's Office secretary. At this meeting the organization must present:
  1. A petition which describes the need for the formation of such an organization as well as the group's proposed goals as described in a mission statement.
  2. The signatures of Jefferson students who are interested in forming such a group and in becoming members.
  3. Approval and proposed support of the organization by a faculty sponsor.
  4. An agenda detailing the organization's future activities.
- b. If approved by the Student Affairs Committee the organization must then petition the SKMC Student council for recognition. The organization leaders must contact a student council executive officer and request to be placed on the next student council agenda. At the student council meeting, the proposed organization's leaders must again present all of the information which was detailed at the Student Affairs meeting. In addition, a detailed budget for the upcoming school year must be presented.
- c. The proposed organization may then be officially recognized by a majority vote of the student representatives present at the meeting. If a proposed organization is not approved, its leaders may reapply for recognition in the same academic year after a two-month period only if they have new issues to present.



## **Annual Reports**

- a. Every Student Organization which wishes to remain recognized by Sidney Kimmel Medical College and the Student Council must submit an annual report. This report shall also be required for the group to receive any funding from the University or student government. All reports must be handed in to the Student Council Vice President at least six weeks before the budget meeting in the Spring. In January, the Student Council Vice President will notify all organization leaders in writing as to the deadline for the reports and post notice in the main auditoriums as well as on email.
- b. The Student Organization Annual Reports should include the following:
  1. Goals which were set for the past year, accomplished in the past year, and delineated for the upcoming year.
  2. Finances, including fund-raisers and membership dues, and how these moneys were spent.
  3. Projects which were completed in the past year and which are planned for the future.
  4. University activities such as seminars and lectures.
- c. These reports will help the Student Council target inactive or non-productive groups to be sent for review to the Student Affairs Committee, and help streamline the annual Student Council budget meeting. Any organizations which have not progressed toward their proposed goals or which do not show active involvement on the part of their members will be sent to the Student Affairs Committee. Here, a final decision will be made regarding the University's continuation of the groups funding and charter. Leniency will be given to foundling groups. Regulation of student organizations is delineated further in Section 3.

## **Regulation of Student Organizations**

- a. Each recognized student organization must submit a complete annual report which details the group's objectives for the past year, their accomplishments, the events that were held during the year, and their goals for the following year. The report should also include the number of members attending each event, the names and addresses of the organization's leaders, and the name of their faculty advisor.
- b. The student leaders must meet annually with their faculty advisor and submit the advisor form (obtainable from the student council vice president) with their annual report.
- c. The Sidney Kimmel Medical College student council and the Student Affairs Committee will review all annual reports in order to identify student organizations which do not contribute to the University community or have not provided an active organization for their members.
- d. The groups identified as potentially probationary will be reevaluated at the following student council meeting. If any group of students would like to revitalize the organization, they must present themselves before the student council with a letter of support from the faculty advisor and with specific plans for the following year. If reapproved, the organization must follow the guidelines for a group on probation as detailed in Section 4.
- e. It is the responsibility of each group to report changes in leadership, addresses, and phone numbers to the student council executive officers. Any problem in communication or missed deadlines from failure to report such changes shall be the responsibility of the student organization, and it remains at the discretion of council members as to what penalties, if any, to invoke.

## **Guidelines for Probationary Student Groups**

- a. Each group must meet at least twice each semester and keep record of all in attendance.
- b. Each group will receive a baseline of \$75 in financial support for the year of probation. If additional funds are needed, the group must request these in person from the student council.
- c. The group must have three officers who are to meet with the faculty advisor once each semester to evaluate their progress.



- d. The group leaders must submit a semi-annual report in December to the student council and to the Student Affairs Committee as well as the annual report required of all student organizations. Group members must sign in at all organization events, and these attendance sheets must be submitted with the semiannual and annual reports.
- e. Any probationary organization that fails to meet the above guidelines will have its charter revoked for one year after which time interested parties can request to be recognized again by the student council.
- f. These regulations are not meant to be punitive. They have been ratified to protect and to best serve the Jefferson community. Such regulations will permit students to most effectively participate in activities and to avoid committing themselves to inactive groups. The student council and Student Affairs Committee appreciate the cooperation of the student leaders in these matters.
- g. Any organization that loses its charter will have its constitution and other information filed by Student Council so that the group can easily be re-chartered if interest arises at a later date.

## **Article IX — Initiative, Referendum, and Recall**

### **Initiative**

- a. The signatures of 15 percent of the student body shall be sufficient to place any issue on a ballot for consideration by the entire student body. Upon the receipt of such a petition, the council shall direct the elections committee to place the issue before the students within 30 days.
- b. Policy statements and fiscal actions shall be enacted by a majority vote.
- c. Constitutional amendments shall be enacted by this method or by the proposal of the council's executive officers and require a majority vote.

### **Referendum**

Student council may direct the elections committee to place on a ballot any proposed policy for consideration by the student body.

### **Recall**

Any voting member of the student council shall be subject to recall as follows:

- 1. Officers shall be subject to recall upon receipt of signatures of at least one-half of the enrolled members of each class.
- 2. Class representatives shall be subject to recall upon the receipt of signatures of at least one-half the members of the enrollment of his or her class. Upon receipt of such a petition the council shall direct the election committee to place the issue before the students within 30 days.

## **Article X — Amendments**

The constitution of the student council of Sidney Kimmel Medical College may be amended as follows:

Any amendment must be passed by a two-thirds majority vote of the voting members present at a regular meeting; the amendment may then be approved and made official by a two-thirds majority of the members present at the subsequent regular meeting.

# 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 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 he/she feels 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 many 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

The Division of Anatomy requires that surgical scrubs be worn in the dissecting room at all times, even during examinations. The division provides nitrile gloves and disposable aprons.

## Dissecting Instruments

Students must obtain a set of instruments that are suitable for dissecting the cadaver. The set is for sale at the Jefferson Bookstore.

## Protective Eyewear

The use of protective eyewear, either prescription glasses or plastic goggles, is strongly recommended, especially if contact lenses are worn, and such protection is available at the Jefferson Bookstore.

## Health Insurance

Health insurance is required for all students attending Thomas Jefferson University. We are happy to offer a comprehensive health plan through United Healthcare, designed specifically for students. More details regarding the health insurance requirement can be accessed at [jefferson.edu/studenthealthinsurance](http://jefferson.edu/studenthealthinsurance). More details about the specific plan benefits can be found at [firststudent.com](http://firststudent.com). Please familiarize yourself with the plan benefits.

Some specifics to note about this plan are that:

- a. This plan is a PPO, which provides flexibility in accessing care, including when on clinical rotations as well when you are home on break.
- b. This plan is accepted throughout the large United Healthcare network.
- c. The coverage period is August 1, 2015 through July 31, 2016.
- d. Your tuition bill will be charged directly for the coverage, divided among the two semesters (but you will only need to enroll once).

### Rates for 2015-2016

Student	\$4,618.00
Student plus one dependent	\$9,236.00
Student plus two dependents	\$13,854.00
Student plus three dependents	\$18,472.00

Health insurance enrollment is an online process and must be completed by EVERY student, whether you are selecting the school-sponsored plan or are requesting to waive. Enrollment into the United Healthcare plan will be done online each year and must be completed by July 31, 2015. If you have not completed the online enrollment by this date, you will automatically be charged a fee which will be added to your tuition account.

To begin the online enrollment/waive process, please access the United Healthcare website after directly selecting “Thomas Jefferson University” at [FirstStudent.com](http://FirstStudent.com).

### Waive of Insurance

1. A student's insurance plan must be one of the following:
  - An employer-based plan through a parent, spouse, or own employment.
  - An individual plan purchased through a government exchange or directly through a carrier at the Gold (80%) or Platinum (90%) level.
  - A plan provided via Medicaid or Veterans Affairs.
2. If the plan originates outside of the Philadelphia area, the student must have the ability to access providers in the areas of their current residence, without disruption to their academic responsibilities, while attending Thomas Jefferson University.

## Dental Insurance

Optional dental insurance is again offered through Delta Dental. This plan, a custom PPO, seemed to greatly improve your access to timely dental care. Two plan options will be offered this year. Some specifics about the plan:

### **Rates for 2015 - 2016**

Basic Plan – covers exams and cleanings twice a year

Single: \$175.56 per year

Plus Dependents: \$609.67 per year

Enhanced plan – offers 80% coverage for additional dental needs

Single: \$361.76

Plus Dependents: \$1,254.46

Please visit [stage.deltadentalins.com/tju/](http://stage.deltadentalins.com/tju/) for a detailed description of each plan.

Dental coverage begins August 1, 2015 and is in effect until July 31, 2016. You can only enroll in the plan for the entire academic year. Your tuition bill will be charged with the annual rate. You will receive an email with a link to a mobile app.

Questions: Please contact Joyce Muwwakkil at 215-503-6988 or [joyce.muwwakkil@jefferson.edu](mailto:joyce.muwwakkil@jefferson.edu) or Kristin DeSimone, MD at [kristin.desimone@jefferson.edu](mailto:kristin.desimone@jefferson.edu).

## Disability Insurance

Sidney Kimmel Medical College provides you with a disability plan that will pay a monthly benefit in the event you become disabled due to a sickness or injury, as well as the option to continue coverage upon graduation. The Office for Student Affairs and Career Counseling can provide you with further information regarding this plan.

## 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 [Eugenia.Kim@jefferson.edu](mailto:Eugenia.Kim@jefferson.edu) or [Janice.Bogen@jefferson.edu](mailto:Janice.Bogen@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 with Eugenia Kim. 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).

## 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.

Students on clinical rotations are expected to make every effort to report to their clinical sites during inclement weather. If a student is unable to report to a clinical site due to weather, he/she should contact the clerkship coordinator and the clinical team with whom they are rotating. The clerkship coordinator will make arrangements to help the student make up time missed.

# Campus Map and Important Phone Numbers



## Important Phone Numbers

Administration .....	215-955-6980
Admissions.....	215-955-6983
Fitness Center/Office of Student Life and Engagement.....	215-503-7949
Dean's Office .....	215-955-6980
Financial Aid .....	215-955-2867
Graduate Medical Education and Affiliated Hospital Programs.....	215-955-5017
Health Services.....	215-955-6835
Learning Skills/Educational Strategies/Special Needs Accommodations.....	215-503-6335

Library, Scott Memorial.....	215-503-6994
Registrar .....	215-503-8734
Student Affairs .....	215-503-6988
Thomas Jefferson University Hospital.....	215-955-6000
Undergraduate Medical Education .....	215-955-0704

## Departments

### Basic Sciences

Biochemistry and Molecular Biology .....	215-503-4830
Microbiology and Immunology .....	215-503-4669
Molecular Physiology and Biophysics .....	215-503-7761
Pathology, Anatomy, and Cell Biology .....	215-955-5060
Pharmacology and Experimental Therapeutics .....	215-955-4999

### Clinical

Anesthesiology.....	215-955-6161
Cancer Biology.....	215-503-5692
Clinical Skills and Simulation Center .....	215-503-4225
Dermatology and Cutaneous Biology.....	215-503-5785
Emergency Medicine .....	215-955-6844
Family and Community Medicine .....	215-955-7190
Medical Oncology .....	215-955-4367
Medicine.....	215-955-6946
Neurological Surgery .....	215-955-7000
Neurology.....	215-955-9425
Neuroscience.....	215-503-4200
Obstetrics/Gynecology.....	215-955-5577
Ophthalmology .....	215-928-3073
Orthopaedic Surgery.....	215-955-1500
Otolaryngology/Head and Neck Surgery .....	215-955-6784
Pediatrics .....	215-955-6520
Psychiatry and Human Behavior .....	215-955-6912
Radiation Oncology .....	215-955-6702
Radiology .....	215-955-7264
Rehabilitation Medicine.....	215-955-7446
Surgery .....	215-955-8643
Urology.....	215-955-6961

## Dean's Staff

Mark L. Tykocinski, MD, <i>Provost and Executive Vice President for Academic Affairs</i> <i>The Anthony F. and Gertrude M. DePalma Dean, Sidney Kimmel Medical College at</i> <i>Thomas Jefferson University</i> .....	215-955-1628
Clara A. Callahan, MD, <i>The Lillian H. Brent Dean of Students and Admissions</i> .....	215-955-4077
Steven K. Herrine, MD, <i>Vice Dean, Academic Affairs / Undergraduate</i> <i>Medical Education</i> .....	215-955-0704
Abigail Kay, MD, <i>Assistant Dean for Academic Affairs / Undergraduate</i> <i>Medical Education</i> .....	215-955-9453
John Spandorfer, MD, <i>The Roger B. Daniels Associate Dean of Professionalism</i> <i>in Medicine</i> .....	215-955-6180
David Abraham, MD, <i>Associate Dean, Academic Affairs / Undergraduate Medical</i> <i>Education</i> .....	215-503-8917
Bernard L. Lopez, MD, MS, FACEP, FAAEM, <i>Associate Dean for Diversity and</i> <i>Inclusion Initiatives</i> .....	215-955-6844
Traci Trice, MD, <i>Assistant Dean for Diversity and Inclusion Initiatives</i> .....	215-955-7190
John W. Caruso, MD, <i>Associate Dean, Graduate Medical Education and Affiliations</i> .....	215-955-0242
Gretchen Diemer, MD, <i>Associate Dean, Graduate Medical Education and Affiliations</i> .....	215-955-7699
Charles A. Pohl, MD, <i>Senior Associate Dean, Student Affairs and Career Counseling;</i> <i>Associate Provost for Student Affairs</i> .....	215-503-6988



Kristen L. DeSimone, MD, <i>Associate Dean, Student Affairs and Career Counseling</i> .....	215-503-6988
Susan Rosenthal, MD, <i>Associate Dean, Student Affairs and Career Counseling</i> .....	215-503-6988
Kathryn P. Trayer, MD, <i>Associate Dean, Student Affairs and Career Counseling</i> .....	215-503-6988
Brian Squilla, MBA, <i>Chief of Staff; Vice President for Administration</i> .....	215-503-0418
Theodore Taraschi, PhD, <i>Associate Dean for Research</i> .....	215-955-3900
David Whellan, MD, MHS, <i>Assistant Dean for Clinical Research; Associate Provost for Clinical Research</i> .....	215-955-2007

## **Affiliated Institutions**

Donna Robino, MD, <i>Medical Physician Leader, Department of Veterans Affairs</i> .....	215-955-2007
James F. Burke, MD, <i>Director of Graduate Medical Education, Designated Institute Official, Mainline Health</i> .....	215-955-2007
Anthony J. DiMarino, Jr., MD, <i>Director of Undergraduate Medical Education, Director Medical Education, Inspira Medical Center</i> .....	215-955-2007
Douglas McGee, DO, <i>Chief Academic Officer, Associate Chair, Education and Residency Program Director, Albert Einstein Medical Center</i> .....	215-955-2007
Ralph Marino, MD, <i>Medical Education, Magee Rehabilitation Hospital</i> .....	215-955-2007
John Horne, MD, <i>Director, Clerkship, Family Medicine</i> and Carol J. Fox, MD, <i>Director of Undergraduate Medical Education, Excelsa Health Latrobe Hospital</i> .....	215-955-2007
David George, MD, <i>Director of Undergraduate Medical Education, Reading Hospital and Medical Center</i> .....	215-955-2007
Martin E. Koutcher, MD, <i>Medical Education, Methodist Hospital</i> .....	215-955-2007
Neil Jasani, MD, <i>Director Medical Education, Christiana Care</i> .....	215-955-2007
Steven Selbst, MD, <i>Director, Graduate Medical Education, Vice Chair, Pediatrics, Nemours Children's Clinic-Wilmington / A.I. duPont Hospital for Children</i> .....	215-955-2007
Mary Campagnolo, MD, <i>Director of Undergraduate Medical Education, Virtua Health</i> .....	215-955-2007
Tracey Roesing, MD, <i>Director, Clerkship, Family Medicine, Abington Memorial Hospital</i> .....	215-955-2007
David Emrhein, MD and Rachel Lins, <i>Medical Education, York Hospital</i> .....	215-955-2007

## **First Year Course Directors**

### **Human Form and Development**

Dr. Elizabeth Spudich .....	215-503-4967
Ms. Renee Anderson .....	215-503-7820

### **Molecular and Cellular Basis of Medicine**

Dr. Peter Ronner .....	215-503-5190
Dr. Thomas Butler .....	215-503-6583
Dr. Joannes (Jan) Hoek .....	215-503-5016
Dr. Sue Menko .....	215-503-2166
Dr. Mark Fortini .....	215-503-7322

### **The Systems I**

Dr. Marion Siegman .....	215-503-3975
Dr. Gerald Grunwald .....	215-503-4191

### **The Systems II Neuroscience**

Dr. George Brainard .....	215-955-7644
Ms. Anitra Pope .....	215-503-3074

### **Intro to Clinical Medicine I**

Dr. William McNett .....	215-861-8800
Dr. Christine Jerpak .....	215-955-7190
Ms. Natasha Brown .....	215-955-5236

## Second Year Course Directors

### **Foundations of Pathology/Pharmacology**

Dr. Carol L. Beck.....	215-503-6539
Dr. Bruce Fenderson.....	215-503-2256

### **Immunity, Infection & Disease (IDD)**

Dr. Christopher Snyder .....	215-503-8917
Ms. Joanne Balitzky .....	215-503-6687
Ms. Kathleen Kieser .....	215-503-4636

### **Introduction to Clinical Medicine II (ICM II)**

Dr. David Axelrod .....	215-955-6180
Ms. Glorian P. Yen .....	215-503-3371

### **Foundations of Clinical Medicine (FCM)**

Dr. Urvashi Vaid .....	215-955-6591
Ms. Cynthia Ciandra .....	215-955-4102

### **Clinical Skills (Physical Diagnosis)**

Dr. Salvatore Mangione.....	215-955-5161
Ms. Marilyn Coates-Bradley .....	215-503-4225

### **College within the College (CwiC)**

Dr. James Plumb.....	215-955-6340
Dr. Walter Kraft.....	215-955-9077

## Third and Fourth Year Course Directors

### **Anatomy (ABS)**

Dr. Richard R. Schmidt.....	215-503-7838
Ms. Renee Anderson .....	215-503-7820

### **Anesthesiology**

Dr. Neeru Rattan .....	215-955-7196
Dr. Rahana Jan.....	215-955-6161
Ms. Mary Long.....	215-955-2172

### **Biochemistry**

Dr. Peter Ronner .....	215-503-5190
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### **Dermatology**

Dr. Matthew Keller .....	215-955-6680
Ms. Doreen Barel .....	215-955-1109

### **Emergency Medicine**

Dr. Dimitrios Papanagnou.....	215-955-2650
Dr. Elisabeth Edelestein.....	215-955-6844
Mr. Steve Bulizzi.....	215-955-7552

### **Family Medicine**

Dr. Fred Markham.....	215-955-7190
Dr. Christine Jerpback .....	215-955-5338
Ms. Katherine Paul .....	215-955-2362
Ms. Natalie Niderostek .....	215-955-1372

### **Health Policy 401 & 499**

Dr. David Nash.....	215-955-6969
Ms. Elizabeth Debonis.....	215-955-5463

### **Muculoskeletal Outpatient Sub-I IDPT 401**

Dr. Alan Hilibrand.....	627-339-3500
Dr. Nethra Ankam .....	215-955-1213
Ms. Lisa Michaluk .....	215-955-2362

**Intergrative Medicine**

Dr. Daniel Monti .....	215-955-4410
Ms. Edwina Benson .....	215-955-4410

**Medicine**

Dr. Nina Mingioni .....	215-955-6180
Dr. Gretchen Diemer .....	215-955-7699
Dr. Emily Stewart .....	215-955-7085
Ms. Courtney Preston .....	215-955-8737
Ms. Joanne Gotto .....	215-955-8769

**Microbiology and Immunology**

Dr. David Abraham .....	215-503-8917
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**Neurology 350 & 401**

Dr. Daniel Kremens .....	215-955-2724
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**Neurosurgery**

Dr. James S. Harrop .....	215-955-7000
Ms. Janice Longo .....	215-503-7008

**Obstetrics and Gynecology**

Dr. Abigail Wolf .....	215-955-9233
Dr. Katherine Lackritz .....	215-955-5000
Ms. Gerri Mahn .....	215-955-5000

**Ophthalmology**

Dr. Edward A. Jaeger .....	215-440-3171
Dr. Bruce J. Markovitz .....	215-440-3171
Ms. Karen Carlucci .....	215-440-3171

**Orthopaedic Surgery**

Dr. Alan S. Hilibrand .....	267-339-3500
Ms. Nicole Sempsey .....	215-955-5479
Ms. Susan Randolph .....	267-955-1500

**Otolaryngology**

Dr. Maurits Boon .....	215-955-6760
Ms. Karen Keane .....	215-955-6748

**Pathology**

Dr. Moira Wood .....	215-955-7752
Ms. Sharon Egleston .....	215-955-9592

**HemaPathology 402**

Ms. Sharon Egleston .....	215-955-9592
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**Pediatrics**

Dr. Alisa Losasso .....	215-955-6520
Ms. Sybil Fullard-McLaurin .....	215-955-6525

**Pharmacology 401**

Dr. Walter Kraft .....	215-955-9077
Ms. Joan Faust .....	215-955-5682

**Pharmacology 403**

Dr. Carol Beck .....	215-503-6539
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**Physiology**

Dr. Marion Siegman .....	215-503-3975
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**Psychiatry**

Dr. Mitchell Cohen.....	215-955-8574
Ms. Alison Washkalavitch .....	215-955-9823

**Radiation Oncology**

Dr. P. Rani Anne .....	215-955-6702
Ms. Debbie Brennan .....	215-955-7876

**Radiology**

Dr. Oksana Baltarowich .....	215-955-7879
Ms. Pamela Coyle.....	215-955-4529

**Rehabilitation Medicine**

Dr. Nethra Ankam .....	215-955-1213
Ms. Patricia-Ann Williams.....	215-955-6585

**Surgery**

Dr. Gerald Isenberg .....	215-955-5869
Ms. Sherry Weitz .....	215-955-6879

**Urology 401**

Dr. Patrick Shenot .....	215-955-1000
Dr. Delores Shupp-Byrne .....	215-955-1701

**Interdepartmental Courses****IDEPT 410 Surgical Subspecialties:**

Student must go to each department (Anesthesiology, Ophthalmology Otolaryngology, Orthopaedic Surgery, and Urology) for drop/add to be processed.

*Listings for other offices may be found in the Thomas Jefferson University Telephone Directory and on the Web at: [telephonedirectory.jeffersonhospital.org/dir\\_search/](http://telephonedirectory.jeffersonhospital.org/dir_search/).*