



MEDICINE

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Table of Contents

ADMINISTRATIVE OFFICES AND FUNCTIONS	9
Office of Academic Affairs	9
Office of Admissions and Student Affairs.....	9
Admissions:.....	9
Student Affairs/Services:	10
Recruitment and Educational Outreach:	10
Financial Planning:	10
Admissions and Student Affairs Committees	11
Office of Medical Education.....	11
Curriculum Committees.....	12
STUDENT RECORDS	14
ACADEMIC STANDARDS AND OBJECTIVES	15
Academic Standards	15
Institutional Objectives for Medical Students.....	15
Evaluation of Learning Experiences	15
Assessment of Student Performance	15
Grading Policy	16
Promotion	17
USMLE	17
OTHER CODES AND POLICIES FOR STUDENTS	19
Absences From Medical School.....	19
Absences from Scheduled Classes and/or Clerkships	19
Extended Leave Of Absences	21
Tuition Policy for Extended Programs	23
Maximum Number of Years to Complete the M.D. Degree.....	23
Academic Difficulties	24
Definitions.....	24
Terms for Removal from Academic Probation and Suspension.....	24
Returning Medical Students – Clinical Clerkships and Electives	25
Fit For Duty	25
Student Mistreatment Policy	25
Code of Professional Conduct for Students.....	27
Student Honor Code.....	27

Academic Dishonesty.....	27
Patient Care.....	27
Standardized Patient Education Program Confidentiality Policy.....	27
Professional Internet Behavior.....	28
Sales Events on University Property.....	28
Student Discipline & Due Process	29
Procedures.....	29
Appeal Process.....	30
Background Checks	31
Arrests and/or Convictions	31
Alcohol & Substance Abuse Support and Resources.....	31
Confidentiality	31
Video Recording Policy.....	31
Purpose.....	31
Approval of Request for Recording.....	32
Graduation	32
Requirements	32
Academic Hooding.....	33
Diploma.....	33
CURRICULUM	34
CURRICULUM	34
Third-Year Clerkships And Fourth Year Electives For Medical Students	34
Out-of-Country Electives.....	35
Military Electives	35
Other Educational Experiences	35
SPECIAL PROGRAMS.....	35
Student Research.....	35
Scholarly Concentrations Program	35
Dual Degree Programs	36
CO-CURRICULAR ACTIVITIES.....	36
Student Outreach Clinic.....	36
Student Volunteer Experiences	36
Student Shadowing Experiences	36
UNITED STATES MEDICAL LICENSING EXAMINATION AND LICENSURE	38

STEP 1 and STEP 2 Examinations.....	38
TUITION, FEES AND EXPENSES	38
Establishing Nevada Residency	38
Clearance Of Accounts	38
FINANCIAL SERVICES	39
Financial Aid And Scholarships	39
Satisfactory Academic Progress For Medical Student Financial Aid.....	39
Need Based Scholarships	39
Loans	39
STUDENT SERVICES	40
Bookstore	40
Campus Dining – Reno.....	40
Joe Crowley Student Union.....	40
Associated Students Of The University Of Nevada, Reno (ASUN)	40
Office Of Student Advocacy	40
Information And Technology	41
Technology Support	41
UNIVERSITY OF NEVADA, RENO SCHOOL OF MEDICINE HEALTH SCIENCES LIBRARY.....	41
Savitt Medical Library, Reno	41
University Medical Center Health Sciences Library (1701 Library), Las Vegas.....	41
Space.....	41
Resources	41
Services.....	42
Reference & Research Consultations.....	42
Instruction.....	42
Circulation and Reserve.....	42
Interlibrary Loan	43
Suggestions	43
Other Affiliated Libraries	43
Mathewson-IGT Knowledge Center.....	43
Parking.....	43
Reno Campus.....	43
Las Vegas Campus	43
Police	43

Reno Campus.....	43
Las Vegas Campus	44
Campus Escort Service	44
Student Wellness	44
Learning and Wellness Resource Center	44
The Wellness Program.....	45
Lombardi Recreation Center, UNR campus	45
Recreation and Wellness Center, Las Vegas.....	45
Student ID Cards.....	46
Keys	46
Student Lounge And Amenities	46
Bulletin Boards And Lockers	46
Telephones	46
STUDENT HEALTH	47
Health, Disability and Life Insurance.....	47
Criteria for Health Insurance Waiver:.....	47
Hospitalization	47
Primary Care Providers for Medical Students	47
Student Counseling	48
Immunizations	48
Exposure to Infectious and Environmental Hazards	49
HIPAA Training.....	49
OSHA Training	49
Protocol for Student Exposure to Blood Borne Pathogens	50
General Guidelines for Exposures and Treatment	50
Fluid Exposure Protocol for the Reno Campus.....	51
Fluid Exposure Protocol for the Las Vegas Campus	51
STUDENT REPRESENTATION AND INVOLVEMENT	53
COMPUTERS.....	53
Technical Support.....	53
Timing For Your Purchase.....	54
Minimum Specifications	54
Computer Use	55

University of Nevada, Reno School of Medicine

Medical Student Handbook

INTRODUCTION

This handbook is a reference for medical students and others seeking information concerning the formal administrative policies, rules and regulations of the University of Nevada, Reno School of Medicine. In addition, this Student Handbook contains procedural policies for areas such as academic and professional standards, progress and promotion, financial aid, student organizations, student health and disability insurance, academic and personal counseling, and student health. Nothing in this document constitutes a contract or creates a contractual obligation on the part of the University of Nevada, Reno School of Medicine. The school reserves the right to interpret and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the missions and goals of the University of Nevada, Reno School of Medicine. *Every student enrolled at the University of Nevada, Reno School of Medicine is accountable for reading, understanding and abiding by the regulations listed in this handbook, as well as the general Rules and Regulations of the University as set forth by the University of Nevada, Reno.*

ABOUT

When the University of Nevada, Reno School of Medicine was chartered in 1969, its mission was training and providing primary care doctors for Nevada's rural communities. While the school's mission has expanded, it has also remained true to its original charter to provide statewide medical education and patient care with campuses in Reno, Las Vegas and Elko. Undergraduate medical education is concentrated in the classroom and labs on the Reno campus, where the curriculum emphasizes basic biomedical and behavioral sciences. The school's comprehensive clinical curriculum occurs on the Reno, Las Vegas and Elko campuses, as well as other rural sites throughout the state, wherein students are exposed to providing healthcare in rural communities.

The University of Nevada, Reno School of Medicine is a research-intensive, community-based, statewide medical school that has served Nevada for more than 40 years as its only public medical school. Our mission is improving the health of Nevada's diverse population through world-class biomedical research, an innovative curriculum integrating basic and clinical sciences, and highly competitive residency and fellowship programs that complement a statewide network of urban and rural clinical facilities. Through targeted growth and investment in research, clinical services and education, we are a resource for improving health care regionally and across the country.

Mission Statement: Our mission at the University of Nevada, Reno School of Medicine is to improve the health and well-being of all Nevadans and their communities through:

- *Excellence in medical student education and postgraduate training that produces national leaders in medicine,*
- *Excellence in clinical care of the highest quality, safety and innovation,*
- *Excellence in biomedical and behavioral research with local, national and global impact and*
- *Demonstrated commitment to an institutional culture of respect, compassion and diversity.*

Diversity Statement: The University of Nevada, Reno School of Medicine recognizes that diversity promotes excellence in education, research and health care. Our school is an inclusive and engaged community and recognizes the added value that students, faculty and staff from different backgrounds bring to the educational experience. We strive to develop culturally competent graduates to care for the residents of Nevada and the nation.

Policy Disclaimer: All policies referenced in the handbook are subject to change and the most recently approved policy will be followed. Updated policies can be found at medicine.nevada.edu/policy

ADMINISTRATIVE OFFICES AND FUNCTIONS

Office of Academic Affairs

The Office of Academic Affairs ([OAA](#)) provides statewide leadership advancing the school's missions of excellence in medical student education. OAA oversees recruitment, admissions, student affairs, medical education, medical library, continuing medical education, faculty development and faculty affairs to foster a dynamic, diverse and progressive environment for faculty, staff and students. The office also provides administrative support for the Student Outreach Clinic.

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Office of Admissions and Student Affairs

The Office of Admissions and Student Affairs ([ASA](#)) is a statewide office under the direction of the Associate Dean for Admissions and Student Affairs, with locations in Reno and Las Vegas. The responsibilities of this office include all applicant and student-related activities from recruitment to graduation.

CONTACT INFORMATION

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Admissions: Coordinates processing of applications for admission to the first year medical school class and applications for transfer. The University of Nevada, Reno School of Medicine utilizes the American Medical College Application Service (AMCAS), the centralized application service of the Association of American Medical Colleges (AAMC). The office compiles and maintains data regarding applications and acceptances to the University of Nevada, Reno School of Medicine. Advising for interested students is provided by the faculty and staff of the Office of Admissions and Student Affairs.

Student Affairs/Services: Assists medical students in professional and personal development as they become physicians. The office offers numerous activities, including new student orientation and the White Coat Ceremony; registration and verification services; the Wellness Program; career development; enrollment and coordination of a comprehensive health, disability, and life insurance programs; counseling and referral for a wide-range of emotional and physical issues; financial assistance; assistance with residency applications and conducts Medical Student Performance Evaluations (MSPEs); the National Residency Match Program; student committee support; and, graduation week activities that include the University of Nevada, Reno School of Medicine Academic Hooding Ceremony. The office maintains student files documenting their progress, including contain grades and evaluations. Students are encouraged to review their files regularly.

Recruitment and Educational Outreach: The Office of Recruitment and Student Affairs provides educational outreach programs beginning in elementary school and continuing through college statewide. Programs include partnerships with Nevada high schools, including **School of Medicine Tours**. In addition, undergraduate students have the opportunity to participate in our **Pre-Med Preview**, an evening program designed to help undergraduates decide if a career in medicine is right for them; **Pre-Med Conference and Tour**, a day-long program where students can learn more about the University of Nevada, Reno School of Medicine; **Physician Shadow Program**, an opportunity for serious pre-meds to shadow a faculty or community physician in the Reno or Las Vegas area; **Science Partners Course**, a hands-on, inquiry-based program in partnership with local elementary schools to keep kids excited about science.

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Financial Planning: Provides guidance and support to medical students seeking financial assistance. Approximately ninety percent of the students enrolled at the University of Nevada, Reno School of Medicine receive some type of financial aid, including scholarships, grants and low interest loans from institutional, state and federal funds. Budgeting, application, awarding, and disbursement information is provided to students throughout the academic year. Financial aid services are provided by Leonard Walker, Assistant Director of Financial Aid. *Students are asked to contact the University of Nevada, Reno School of Medicine office with any questions before they contact the University of Nevada, Reno's main financial aid office.* Students are responsible for applying for financial aid, and should complete the Free Application for Federal Student Aid (FAFSA) each January.

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Admissions and Student Affairs Committees

Admissions Executive Committee

This committee is responsible for decisions regarding acceptance to the University of Nevada, Reno School of Medicine. The committee includes medical students, medical school basic science and clinical faculty, statewide community physicians, and faculty members from UNR and the University of Nevada, Las Vegas (UNLV). Subcommittees for delayed matriculation, early decision, and transfer admissions are appointed as needed. Consultation and staff support are provided by the [Office of Admissions and Student Affairs](#).

Student Promotion and Conduct Committee (SPCC)

This committee is charged with overseeing the personal and professional development of the medical students at the University of Nevada, Reno School of Medicine. It is advisory to the Dean, the Assistant/Associate Dean for Admissions and Student Affairs, the faculty and the students.

- The committee shall include faculty members elected by the faculty-at-large and shall serve staggered three year terms. The faculty membership shall consist of nine faculty who are active in undergraduate medical education. Four of the faculty members shall be from basic science departments and four from the clinical departments. The ninth member may be from either the academic or administrative faculty ranks. No member shall serve more than two terms in succession. A chairperson shall be appointed by the Dean from the faculty members on the committee.
- The Assistant/Associate Dean for Admissions and Student Affairs, who is appointed by the Dean, shall serve as a non-voting member and shall be responsible for presenting to the committee relevant information concerning all medical students whose performance requires review.
- The committee shall meet at the discretion of the chairperson, but no less than six times a year, and shall establish its own policies and procedures and document such in the student handbook. These are subject to approval by the Dean. The presence of a simple majority of the faculty membership constitutes a quorum.
- The committee shall periodically review the criteria for student promotion and graduation, and shall recommend any desired changes to the faculty for approval.
- The committee shall evaluate student progress and performance relative to these criteria and make recommendations concerning student probation, suspension, dismissal, reinstatement and related academic matters to the Dean for final approval. In making such recommendations the committee shall consider both academic and nonacademic criteria, including the subjective impression of the faculty concerning the student's ultimate ability to become a good physician. At the end of each year, this committee shall recommend to the Dean a list of students to be promoted or graduated.
- Medical students with issues that will be discussed by the Student Promotion and Conduct Committee will be notified of the committee meeting prior to the meeting date. The notification will come from the Assistant/Associate Dean for Admissions and Student Affairs, and will include information about the committee agenda and process.

Office of Medical Education

The Office of Medical Education (OME), under the direction of the Associate Dean for Medical Education, has responsibility for overall curriculum scheduling, implementation, evaluation, and classroom facilities. The office works closely with the curriculum committees, the faculty, the chairs, and the Dean on issues of management of the curriculum, and the evaluation of students, educational programs, and faculty teaching.

- The office coordinates activities related to the United States Medical Licensing Examination (USMLE) and National Board of Medical Examiners (NBME) Subject Exams. It also conducts curricular reviews, educational evaluations, and facilitates educational research activities.
- The office oversees the use of simulation in medical education. This includes the Simulated Patient (SP) Program comprised of standardized patients and computerized cases.

- OME supports all Year 1 and 2 blocks, including the Practice of Medicine and Advanced Clinical Skills Blocks. Additional support is provided to Clinical Reasoning in Medicine, Advanced Clinical Experience in Rural Health Care, Teaching in Medicine, and the Transition to Clinical Medicine Course as well as coordinating rotations for selected Primary Care residents in rural sites. OME also coordinates the schedules for the third year clerkships and electives for fourth year students, and is responsible for the recruitment and retention of community-based faculty that are an integral part of our medical education programs.

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Curriculum Committees

The goals of these committees are to define, achieve and maintain educational excellence through a coherent and coordinated curriculum that aligns with the University of Nevada, Reno School of Medicine's [Institutional Objectives](#). The responsibility for the medical student curriculum of the University of Nevada, Reno School of Medicine will reside with three committees:

Medical Education Steering Committee

The Medical Education Steering Committee has integrated institutional responsibility for overall design, management, and evaluation of undergraduate medical education curriculum. It is the decision and policy-making body for the four-year School of Medicine curriculum.

Years 1 & 2 Block Directors' Committee; and, Years 3 & 4 Clerkship and Electives Directors' Committee

Each of these committees is responsible for implementing curriculum and managing student learning specific to the named years. The goals of these committees are to define, achieve, and maintain educational excellence through a coherent and coordinated curriculum. The Associate Dean for Medical Education will communicate committee decisions and recommendations to the Senior Associate Dean for Academic Affairs and the Dean of the School of Medicine.

When an action concerning an individual medical student's progress is recommended by the Years 1 & 2, or Years 3 & 4 committees, the Associate Dean for Admissions and Student Affairs is responsible for taking appropriate action, and for keeping both curricular committees informed of any action and/or status changes.

To be in concert with Nevada System of Higher Education ([NSHE](#)), medical student members must be excused from participation and required to leave during committee deliberations when the performance of an individual

medical student is reviewed unless the student who is the subject of the review has consented to the participation of the medical student members.

Membership in these committees represents a major educational service to the School and should be so reflected in student portfolios.

STUDENT RECORDS

The Office of Admissions and Student Affairs maintains files for all the University of Nevada, Reno School of Medicine students to document academic progress and promotion. The confidentiality and security of education records are of primary importance to the medical school and the university. The management of student records complies with the Family Educational Rights and Privacy Act of 1974 ([FERPA](#)), and the [University of Nevada, Reno Privacy Notice and Request for Confidential Status of Directory Information](#).

Student files include the following sections:

- General information
- Years 1 and 2 - *grade reports*
- Year 3 Clerkships – *evaluation and grade reports*
- Year 4 Electives – *evaluation and grade reports*
- Commendations
- Administrative action(s)

Students are encouraged to review their academic files regularly. Access to a student's file does not include the right to make copies of all or part of the file.

Local current student addresses and telephone numbers must be on file. It is the responsibility of the student to update said directory information regularly in [MyNEVADA](#) .

The University of Nevada, Reno School of Medicine has a number of uses for student records and a student's likeness/photographic image. Students are advised of rights under [FERPA](#) and should contact ASA should they request that the school not disclose directory information and/or likeness/photographic image. This request must be made in writing to the School, and sent to:

[Brandi Taylor Aiazzi](#)

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ACADEMIC STANDARDS AND OBJECTIVES

Academic Standards

Students are governed by the rules and regulations of the University of Nevada, Reno School of Medicine, the Nevada System of Higher Education (NSHE), and the [University of Nevada, Reno Administrative Manual](#). Therefore, students are responsible for familiarization with the regulations that affect them. For further information, see the [NSHE Code](#) and medical school practices. This handbook contains only basic information; not all rules and regulations have been listed in their entirety. Standards are set by the faculty, and decisions regarding achievement of standards will be determined by the faculty, the SPCC, and the Dean of the University of Nevada, Reno School of Medicine.

Institutional Objectives for Medical Students

The University of Nevada School of Medicine has established [Institutional Objectives](#) for all medical students. These institutional objectives are an overall guide of what we expect our students to learn. All of our student courses, blocks, clerkships, and electives should be aligned with these objectives. The institutional objectives are:

- Medical knowledge
- Patient care
- Practice-based learning
- Interpersonal communication skills
- Professionalism

Evaluation of Learning Experiences

All course and teaching evaluations that students are required to complete as part of their professional responsibilities as a University of Nevada, Reno School of Medicine student are administered through the online system: **ONE45**. Students are assigned a **ONE45** log-in and password, and are sent automated email reminders with direct links to the required evaluation forms.

These surveys are maintained by the Director for Evaluation and Assessment in the Office of Medical Education, and the data is not accessible to faculty members directly. All evaluation data are downloaded in a completely anonymous format at the end of each semester. No one at the University of Nevada, Reno School of Medicine has any way of identifying individual level data from the online program. Comments should be honest, constructive and use appropriate and professional language.

Assessment of Student Performance

The University of Nevada, Reno School of Medicine requires performance consistent with the high standards expected of members of the profession of medicine. Progress throughout medical school is assessed with a variety of measures that define a student's performance in both cognitive (knowledge-based) and behavioral (personal and professional qualities, values, characteristics, attitudes and interpersonal skills) domains that are necessary to the development of a physician. This reflects the importance of both sets of attributes (knowledge and professionalism) to the practice of medicine.

The evaluation system is designed to identify strengths and deficiencies at an early stage, and to propose constructive remedial strategies when needed to assist the student in meeting the required standards. Unsatisfactory performance is identified through: (a) the failure in one or more blocks, clerkships or electives; (b) a pattern of marginal performance; or, (c) notations of *evaluator concern* of student performance notated in evaluations related to clinical performance or professionalism. A pattern of documented concerns about a student's performance may indicate an unsatisfactory performance when the record is viewed as a whole, even though passing grades may have been assigned. The category of *evaluator concern* permits the faculty to note deficiencies in student performance that are not severe enough to lead to a failing grade.

Satisfactory student performance requires satisfactory completion of all blocks, clerkships and electives, and other curriculum experiences. Assessment of student performance occurs continuously throughout the curriculum. Students failing to demonstrate or adhere to academic standards, including professionalism and student responsibility, will be referred to the SPCC, which may recommend action up to and including dismissal from medical school. A student's performance may at any time be discussed by the Student Promotion and Conduct Committee (SPCC).

Grading Policy

The University of Nevada, Reno School of Medicine requires that students must earn a grade of *Pass* or better in all basic science blocks, clinical clerkships and electives and demonstrate the appropriate level of professionalism to progress and to graduate. Students may be awarded a grade of Honors, High Pass, Pass, Fail, or Incomplete. Grades are awarded by the faculty. The University of Nevada, Reno School of Medicine strives to maintain the highest academic standards for our students and faculty. Formative and summative assessment of knowledge, skills and behaviors as defined in the University of Nevada, Reno School of Medicine Institutional Objectives is necessary to demonstrate that students are meeting these academic standards. It is understood that a student may disagree with the final grade assigned to him/her. The [Grade Appeal Policy](#) outlines the procedure for the appeal of a block/clerkship/elective grade for any portion of the medical education curriculum.

Blocks, Clinical courses, clerkships and electives require demonstration of content knowledge, clinical skills, and behavioral components like professional behavior. These are tested through a combination of cognitive examinations and clinical skills assessments that occur periodically throughout the curriculum. Final determination of grades for an educational experience is determined by the Block, Clerkship or Elective Director at the University of Nevada, Reno School of Medicine.

During the fourth year, students often complete elective courses at other institutions. So that OME receives a student's final evaluations and grades for away rotations, students may forward the [Clinical Elective Evaluation form](#) available on-line to an elective supervisor to complete and return to OME at the end of the elective course.

Unsatisfactory Performance in Clinical Clerkships and Electives

A **passing** grade in an individual clinical clerkship or elective is defined as a grade of *Honors* (H), *High Pass* (HP), or *Pass* (P). Failure to achieve a passing grade in any clinical clerkship or elective constitutes unsatisfactory academic performance and requires action by the SPCC. The student must meet the objectives of each clerkship or elective. This will be accomplished through reexamination, a further course of study, or both. The criteria for reassessing mastery are established by the individual department with responsibility for the clerkship or elective. Satisfactory performance must be documented in the student's academic record. Details regarding clerkship exams can be found in the policy: [Clerkship Exams](#).

Marginal Performance in Clinical Clerkships and Electives

Marginal academic performance in a clinical clerkship or elective is defined as recurring difficulty in cognitive or behavioral performance that does not constitute a failing grade.

Any student whose performance is identified as marginal in a clinical clerkship or elective **must** meet with the faculty coordinator in an effort to identify the basis for the marginal performance and to develop a written course of action to be taken by the student to avoid a recurrence of marginal performance in the future. This meeting **must** be documented and the remediation plan **will** be placed in the student's academic record. The student is responsible for setting up these meetings and submitting the remediation plan to ASA and OME.

Any student whose performance is determined to be marginal for a second course (basic science or clinical) **must** meet with the clerkship director as described above and **must** also seek assistance from the Associate Dean for Admissions and Student Affairs who may refer the matter to the SPCC. The student **must** develop a written action plan for improving academic performance. The plan **must** be approved by the Associate Dean for Admissions and Student Affairs and **will** become a permanent part of the student's file.

Evaluator Concern in Written Evaluations of Student Performance in Clinical Clerkships or Electives

A *Performance Evaluation* form will be completed at the conclusion of each clinical clerkship or elective and sent to the Office of Admissions and Student Affairs. Forms indicating *evaluator concerns* will require action.

The remedial action required for a student receiving an *evaluator concern* as part of the written evaluation will be determined by the nature and severity of the concern. The minimum required action is a discussion between the student and the clerkship director in an effort to identify the basis for the evaluator concern and to develop a course of action to be taken by the student to avoid a recurrence of such concerns in future courses. This meeting **must** be documented and the plan **will** be placed in the student's academic record. Any student who receives a second *evaluator concern* in a clerkship or elective **must** meet with the faculty coordinator as described above and **must** also meet with the Associate Dean for Admissions and Student Affairs who may refer the matter to the Student Promotion and Conduct Committee (SPCC). The student **must** develop a written plan for correcting or addressing the concerns. The plan **must** be approved by the Associate Dean for Admissions and Student Affairs and **will** be placed in the student's academic record. A record of the satisfactory completion of the plans will be placed in the student's academic record. The student is responsible for setting up these meetings.

Any student who receives a third *evaluator concern* in a course, block, clerkship or elective must meet with the SPCC. The SPCC may recommend action up to and including a recommendation for dismissal from the University of Nevada, Reno School of Medicine.

Administrative Action in Year 3 and Year 4 Clinical Clerkships and Electives

Actions by the SPCC as a result of a failing grade, an evaluation of marginal performance, and/or evaluator concern include any of the following, either individually or in combination:

- Close monitoring of future academic performance;
- Probation;
- Repetition of one or more clerkships or electives ;
- Repetition of an academic;
- A requirement that the student pass an NBME subject test; and/or,
- A recommendation for dismissal or suspension from medical school.

NOTE: If the student chooses not to set up or attend the required meetings with teaching faculty, dismissal may result.

Promotion

Policies regarding promotion in the Years 1 and 2 blocks are defined in the policy: [Years 1 and 2 Promotion Criteria](#). Students whose performance in all Year 1 and Year 2 blocks has been consistently satisfactory and who have passed Step 1 of the United States Medical Licensing Examination (USMLE) will be eligible for progression into the third year. Such progression may be influenced by a history of marginal performance or *evaluator concerns*.

Promotion into the clinical years is a significant event for both medical students and faculty, and marks the successful completion of several important academic milestones. However, students with performance difficulties in the first two years of the curriculum will be monitored closely upon entry into the clinical curriculum. Marginal performance or notations of *evaluator concern* in the first two years will result in an early review by both the Associate Dean for Admissions and Student Affairs and the SPCC.

USMLE

Passage of the USMLE Step 1, Step 2 CK and Step 2 CS are required for graduation as described in the following policy: [USMLE](#)

USMLE Step 1

Students are required to take the USMLE Step 1 prior to progression on to the third year. The date by which students must take the USMLE Step 1 will be determined annually by OME and be based on the date the third year begins.

- In the case of a student in a dual-degree program, he/she must take the Step 1 exam before starting any additional work toward the non-MD degree.
- In the case of a student taking a leave of absence following the second year, that has been approved by the School of Medicine, he/she must take Step 1 exam by June 30 following the end of Year 2 or at another time determined by the Student Promotion and Conduct (SPCC) Committee.
- A student may delay taking USMLE Step 1 only if the Student Promotion and Conduct Committee has approved the delay. Conditions for which the SPCC may approve a delay in the scheduling of Step 1 exam include, but are not limited to extraordinary life events and required remediation of year two course material. While the SPCC may require the exam be taken sooner, it must be taken within eight weeks of completion of remediation).

USMLE Step 1 Exam – Failed First Attempt

1. If a student learns of the Step 1 failure on his/her first attempt while in a clerkship, the student may complete the clerkship in which he/she is currently enrolled but must withdraw from subsequent clerkships until the exam has been retaken.
2. The student may request approval from the Associate Dean for Admissions and Student Affairs to enroll in a subsequent clerkship until a passing score has been posted and received by the School of Medicine.

USMLE Step 1 Exam – Failed Second Attempt

1. If a student fails on the second attempt of the Step 1 Exam, the student may not complete the clerkship in which he/she is currently enrolled and must withdraw from subsequent clerkships and may not re-enroll in them until a passing score has been achieved.
2. The student may not enroll in any course leading to a dual-degree program until a passing USMLE exam score is received without approval from the Associate Dean for Admissions and Student Affairs.
3. The student will be required to engage in remediation to improve his/her performance on USMLE Step 1 through consultation with the Associate Dean for Admissions and Student Affairs. The student may enroll in a Step 1 preparation course associated with the University of Nevada, Reno School of Medicine or with an external organization. The student may enroll in an independent study course, supervised by the Learning Resource Center in the Office of Admissions and Student Affairs. As part of independent study, the student will be required to meet weekly and have his/her study supervised by the Learning Resource Center.
4. A student must obtain approval from the Associate Dean for Admissions and Student Affairs before scheduling a third attempt at the USMLE Step 1 exam. The Associate Dean will report on student status to the SPCC. Students are limited to three attempts to pass Step 1. If a student fails on the third attempt he/she will be dismissed from the University of Nevada, Reno School of Medicine.

Every student must pass the USMLE Step 1 exam within one calendar year (12 months) after the date of his/her first attempt. A student who has not received a passing score within 12 months after his/her first attempt may be considered for action by the SPCC, up to and including dismissal. A student may request an extension beyond the 12 months if he/she can document extraordinary circumstances. The request must be approved by the SPCC. The six-year medical school completion requirement will apply to any extension requests.

USMLE Step 2 CK and CS

The USMLE Step 2 CK and Step 2 CS must be taken before **December 15** of the student's fourth year of medical school. Students are **strongly encouraged** to take USMLE Step 2 CK only after the completion of the Clinical Reasoning in Medicine (CRIM) course in their third year of medical school. As is the case for Step 1, students must pass Step 2 CK and Step 2 CS within three total attempts for each exam. Failure of either Step 2 CK or CS on the third attempt will result in dismissal from the University of Nevada, Reno School of Medicine.

Additional Criteria for Promotion

- Students who withdraw from a course or clerkship at any time without SPCC approval will fail that course or clerkship, and receive a grade of “F” on their transcript.
- Upon entering the fall semester, first year students that are deemed by the SPCC within the first six weeks of the semester to have academic extenuating circumstances (such as a marginal science background or prior extended absence from academia) can be placed on an extended program (i.e. from two years to three years).

Request for Accommodation

Students who are granted accommodation through the [Disability Resource Center \(DRC\)](#) on the UNR campus are required to request accommodation for courses, exams or other evaluations at least two weeks prior to the course, exam, or evaluation. Requests must be submitted directly to the appropriate block or clerkship director.

Appropriate accommodations to help the candidate successfully meet the requirements for graduation from the University of Nevada, Reno School of Medicine must be planned and discussed with the appropriate committees prior to matriculation. Disabilities occurring after matriculation will be addressed on an individual basis by the SPCC in accordance with the [Essential Functions Requirements \(Fit for Duty Policy\)](#) to best meet the needs of the student and the school. Students must understand and accept their roles as health care providers within their communities.

The University Of Nevada, Reno School Of Medicine retains the right to review and approve or decline any or all requests for accommodation. If a student has a disability that necessitates accommodation to meet the University of Nevada, Reno School of Medicine’s [Essential Functions Requirements \(Fit for Duty\)](#), then the student must provide, at their own expense, appropriate documentation from a qualified professional describing the disability and setting forth any reasonable accommodations necessary to ensure the student’s ability to meet the [Essential Functions Requirements \(Fit for Duty\)](#). *The Fit for Duty policy is currently under revision as of July 2014.*

OTHER CODES AND POLICIES FOR STUDENTS

Absences From Medical School**Absences from Scheduled Classes and/or Clerkships**

In case of illness, students are encouraged to take appropriate time off and seek medical care. After three (3) days, documentation from a healthcare provider is required.

The policy for religious holidays can be found at <http://www.unr.edu/student-conduct/policies/university-policies-and-guidelines/religious-holiday-observation>

Years 1 and 2

First and second year medical students are expected to attend class and other academic functions as scheduled Monday through Friday from 8 a.m.-5 p.m. Students may also be expected to complete additional educational activities in the evenings or on weekends.

Unless otherwise stated by the course or block director, attendance at lectures is very highly encouraged. Please note that a student with marginal academic performance in a course who does not attend class regularly may influence the Student Promotion and Conduct Committee’s (SPCC) recommendations to the Dean regarding academic promotion.

Attendance at all examinations, laboratories, small group sessions, assessments, and clinically oriented activities is mandatory. Students who are unable to attend mandatory activities due to illness or personal problems must inform the course or block director prior to the absence.

Students must contact the Dean of Student Affairs and one of the Block directors at least one week in advance to obtain permission for a potential absence. The Dean of Student Affairs will notify the student if permission is granted and forward the information to the Block Directors.

The following constitute excused absences:

- Serious illness of self or immediate family member
- Death of close family member or family issues
- Emergencies and accidents

To request an absence for traveling to conferences:

- Students must request an absence from a **required activity** by emailing [Dr. Singer](#), the Associate Dean of Student Affairs, and [Dr. Howard](#), the Director of Curricular Operations, at **least one month in advance** of the requested leave. The request must include a description of the required activities that you will be missing.
- Approval will be based on several factors including: any academic concerns related to the requesting student, the number of days being requested, the material covered during the leave, and the purpose of the request.
- Students will be responsible for completing any missed required assignments at the discretion of the Block Director(s) in whose block the leave falls and provide approval from the Block Director(s) regarding their plan.

**Please note that students must be in good academic standing to be eligible to travel to conferences.*

Clerkships and Electives

The third and fourth year student schedules are determined by the clerkship and elective directors. Students are expected to adhere to professionalism standards during their clerkships. If a student is unable to arrive on time for a teaching or clinical activity, he/she is expected to inform the responsible faculty member in advance.

The following constitute excused absences:

- Serious illness of self or immediate family member
- Death of close family member or family issues
- Emergencies and accidents

Students are required to inform the responsible faculty member of any absence due to anticipated medical needs prior to the absence. If a student is ill for more than three days, students must inform the clerkship director for the respective clerkship and the Office of Admissions and Student Affairs and Office of Medical Education. Depending on the circumstance and the length of time away from the clerkship, the director may give students an *in progress* grade and require that further work be completed in the clerkship at another time.

Students are allowed 3 excused absences for a four week elective. They must request an absence, even for interviews. Additional absences may be granted at the director's discretion with an agreement that missed days will be made up.

Coordinators should be given as much time as possible to accommodate your request. Two weeks is standard. If students must make a last minute change (<2 weeks), the Associate Dean for Admissions and Student Affairs should be included in the communication.

Failure to follow this process may negatively reflect your evaluation and/or grade in the course, as well as lead to a professionalism report that could be referred to the Student Promotion and Conduct Committee.

Students are required to inform their supervising faculty member in advance when personal matters take them from educational and patient care responsibilities, and are responsible for arranging coverage while absent.

Attendance at Professional Conferences and Meetings

Students may occasionally wish to attend professional meetings. Permission must be obtained in advance from the course/clerkship director and then from the supervising faculty member(s). Students may not take more than three days away from their clerkship responsibilities during any single clerkship. Students are responsible for arranging coverage during the absence, and are responsible for any make-up work.

Attendance at conferences is usually granted only if a student is presenting scholarly work at that meeting.

During fourth year, interviewing for residency positions should be scheduled during vacation time. If interviews cannot be scheduled during those times, written verification of the date(s) made available by the interviewer must be submitted to the elective director. The student and elective director will draft a written agreement to specify length of absence and any material to be covered during the absence, along with any other stipulations required by the elective director. A copy of the agreement will be forwarded to the Student Records Coordinator in the Office of Admissions and Student Affairs to be placed in the student's file.

Rescheduling of Required Course Activities

On rare occasion, it may be necessary for a student to miss a required examination, due date for a paper, report, or other course activity. These situations are limited to emergencies, death in the student's immediate family, and/or illnesses documented by a physician.

Each request for rescheduling of a required course activity must be approved by the Associate Dean for Medical Education. The student should submit the request to the Associate Dean prior to the scheduled exam or activity. The Associate Dean shall determine whether an exception will be granted. No student shall be allowed to reschedule more than one (1) exam within a semester.

Extended Leave Of Absences

Student-requested leaves of absence due to illness or any other emergency are to be made to the Associate Dean for Admissions and Student Affairs. After discussion with the SPCC a recommendation will be made to the Dean at the University of Nevada, Reno School of Medicine. Approval is either granted or denied by the Dean. **Students who request a leave of absence are expected to attend classes and continue to be students in good standing until such leave is granted. Leaves of absence are not granted for students experiencing academic difficulty. Students who are on a leave of absence are not eligible to receive financial aid and may be required to start payment on existing student loans.** A leave of absence may create a gap in a student's professional timeline that will be of concern to residency program directors, state medical boards, credentialing and various other entities.

Student Requested Medical Leave of Absence

- A leave of absence is available for medical or personal reasons.
- A student requesting a leave of absence may be required to provide a signed statement to the Associate Dean for Admissions and Student Affairs from a licensed and certified health care professional indicating the student is unable to fully participate in academic and/or clinical activities for medical or psychological reasons. The statement should include the following:

- How long the student has been a patient of the health care professional;
 - Diagnosis;
 - Relationship of symptoms to essential functions;
 - Anticipated length of time required for treatment;
 - Consideration of hospitalization;
 - Specific recommended accommodations;
 - Prognosis for return to medical school; and,
 - Recommendation of whether the student should be required to have a Fit for Duty evaluation conducted prior to returning to medical school.
- The leave of absence must be documented and approved by the Associate Dean for Admissions and Student Affairs and the Dean at the University of Nevada, Reno School of Medicine.
 - The maximum term for a medical leave of absence is six (6) months.
 - The leave of absence can be renewed up to three times, for a total of two years, if the need for additional time is again documented as outlined above. In addition, the student must provide a course of action to be taken to ensure maintenance of knowledge base and, if relevant, clinical skills. The student should be aware that readmission after a leave of absence of greater than six (6) months may require an examination or additional remedial course work to ensure retention of knowledge base and, if relevant, clinical skills and/or a Fit for Duty evaluation.
 - The renewal of a medical leave of absence must be approved by the Associate Dean for Admissions and Student Affairs, the SPCC and the Dean.
 - The total time taken for a medical leave of absence cannot exceed two years during the total period of medical school. Should a leave of greater than two years be necessary, dismissal will result. The student must reapply for admission to the University of Nevada, Reno School of Medicine if they desire to attend medical school. Acceptance under these conditions is not assured. The decision for readmission will be made by the University of Nevada, Reno School of Medicine Admissions Committee.
 - A student who is on a leave of absence for any reason may be required to participate in a Reentry Program in order to progress into the third year. The Reentry Program consists of a mandatory SP experience in May. The reentry program is administered by the Office of Medical Education (OME).
 - A student cannot enter the third year of medical school at any point other than the transition course.
 - The six year limit policy applies for time on LOAs.

Military Activation Policy

- The activated student will serve for as long as necessary.
- The six-year limit policy does not apply to activated military.
- If the military service exceeds two years, remedial coursework will be developed on an individual basis, depending on need, when the student returns before resuming study.
- Reimbursement issues have been determined by UNR's Student Services department including full reimbursement for tuition, fees and books.

Five-Year Program

Five-year extended programs are available to students in extraordinary circumstances. These include **voluntary** extensions of the academic program or **involuntary** extensions necessitated by a student's failure to meet the cognitive and behavioral criteria for promotion.

Voluntary Extension of Academic Program

Students who desire or require additional time for personal reasons can also request the extended curriculum. These reasons include, but are not limited to: (a) the birth of a child; (b) extended illness of self or a family member; and, (c) research, international medical experience, or other curricular programs. Students must be in good standing to extend the academic program, and must maintain satisfactory performance to continue with the program. Students considering this program should contact the Office of Admissions and Student Affairs for more information. Voluntary extensions cannot exceed a total of two additional years.

The SPCC reviews and makes a recommendation to the Dean for approval or denial of requests for voluntary extensions. The Dean's decision is final. **Students who request extension of their academic program and who will not be engaged in academic or educational activities will not be eligible for financial aid.**

Students who want to extend their academic program by participating in a research program must comply with the following requirements:

- Submit written documentation and details of the research experience to the Associate Dean of Admissions and Student Affairs and the Associate Dean of Medical Education for initial approval;
- Obtain approval of the research experience from the SPCC;
- After approval, the student will be enrolled in an independent study course for the duration of the research program, with evaluation of either pass or fail;
- The student must provide written documentation of work product on the research project to the Office of Student Affairs and the Office of Medical Education once each semester;
- A letter from the Research Supervisor indicating that the student is participating in full-time research must be received by the Associate Dean of Admissions and Student Affairs once each semester;
- With evidence of satisfactory completion of the research experience, a pass will be awarded in the Independent Study course;
- The student will pay full tuition for the research year but will be considered eligible for financial aid; and,
- Upon return to the regular curriculum, the student will not pay tuition for a period of time equal to the research program. He or she will only be eligible for financial aid for educational expenses, excluding tuition.

Involuntary Extension of Program Required by the University of Nevada, Reno School of Medicine

In some cases, students are required to repeat a year of medical school for cognitive and/or behavioral reasons. Students will be required to complete remediation and seek academic support services during the repeated year. The student will be on academic probation until satisfactory completion of the repeated year.

Students who are required to repeat an academic year during medical school are required to pay full tuition for each year they attend the University of Nevada, Reno School of Medicine. Students completing an extended curriculum due to academic reasons are eligible to apply for scholarships and other financial aid during all years of enrollment. Students who are required by the school to repeat a year do not have the option of voluntarily extending their academic programs. The student will be required to pay full tuition and fees for the repeated year.

Tuition Policy for Extended Programs

If a student **voluntarily** extends his/her educational program from four to five years, he/she will be charged tuition for only the first four years (eight semesters) of enrollment at the University of Nevada, Reno School of Medicine. During his/her fifth year of enrollment, he/she will be eligible for financial aid to cover educational expenses not including tuition. The student will be charged for any applicable student fees for all years he/she is enrolled at the University of Nevada, Reno School of Medicine. The student's financial aid package will be calculated based on direct educational expenses.

If a student is required to extend (i.e. **involuntary**) his/her educational program from four to five years, he/she will be charged tuition for every semester of enrollment at the University of Nevada, Reno School of Medicine. During his/her fifth year of enrollment, he/she will be charged full tuition and fees and will be eligible to apply for financial aid.

Maximum Number of Years to Complete the M.D. Degree

The requirements of the M.D. degree must be completed within a **six (6) year period**. Activated military students and students enrolled in dual degree programs may request an extension for the period of active duty or enrollment. Students failing to complete the medical school program in six years (*including leaves of*

absence) will be dismissed. Reentry requirements will apply for all students who deviate from the traditional four-year medical education program. This includes activity such as research, dual degree, and academic difficulties. Students must undergo a clinical skills assessment prior to reentering the clinical environment. The Re-entry Program is coordinated through the Office of Medical Education ([OME](#)).

Academic Difficulties

Procedures are applicable to all students who fail to meet the cognitive (knowledge-based) and behavioral personal and professional qualities, values, characteristics, attitudes and interpersonal skills that are necessary to the development of a physician) standards expected of students enrolled at the University of Nevada, Reno School of Medicine.

Definitions

Probation

Probation is a status assigned to a student to indicate that he/she has not met the minimum standards of performance expected of students at the University of Nevada, Reno School of Medicine. A student may be placed on probation for cognitive or behavioral/professionalism reasons.

The performance of students on probation will be reviewed by the Student Promotion and Conduct Committee (SPCC) at the conclusion of each semester or earlier as needed. The student's status of probation will be considered by the SPCC in all matters pertaining to that student. The terms of probation may include cessation of some part or all course work, a remedial course of study, a repetition of part or all of the curriculum, counseling, and other cognitive criteria for satisfactory performance. Students on probation are not permitted to: serve in elected leadership positions, serve on medical school committees, participate in admissions applicant interviews, or to participate in dual degree programs. Students on probation are considered not in good academic standing until the status has been removed. Students may not graduate with the MD degree while on probation.

Suspension

A suspended student is prohibited from attending classes or otherwise continuing medical training. The Dean, in consultation with the SPCC, determines the length of suspension and terms of enrollment. Students who return to school from suspension will be placed on probation. A record of the suspension will be placed on the student's permanent academic record.

Dismissal

Student dismissal shall abide by the University of Nevada, Reno School of Medicine's [Discipline & Due Process Policy](#). A student is dismissed from the School of Medicine and is prohibited from any further attendance in class or participation in medical training. A student can be dismissed for cognitive or behavioral reasons. The student will not be permitted to reenroll at the School of Medicine.

Terms for Removal from Academic Probation and Suspension

- Specific terms and conditions for removal from probation or suspension will be recommended by the SPCC and submitted to the Dean for approval at the time the action is imposed.
- The SPCC will determine whether the conditions for removal of the probation or suspension have been satisfied.
- Students who are suspended from the University of Nevada, Reno School of Medicine will be on probation upon return to school. The student's progress and adjustment to the resumption of regular training shall be monitored by the SPCC, and the committee will determine removal from probationary status.
- Probation must be removed prior to the second semester of the senior year in order for the student to be allowed to graduate. If removal from probation has not been approved, the student's course of study may be extended or the student may be dismissed.

Returning Medical Students – Clinical Clerkships and Electives

- Scheduling priority will be given to students who have had no disruption in their academic progress at the University of Nevada, Reno School of Medicine and to those students who are enrolled in dual degree programs.
- Students whose medical school education is disrupted as a result of failure to pass a course or clerkship, voluntary extensions, leave of absence, probation or suspension, will be scheduled on a space available basis.
- Returning students whose academic progress is disrupted as a result of approved leaves, probation, or suspension should be aware that the University of Nevada, Reno School of Medicine cannot guarantee that they will progress through the third and fourth years of medical school at the same rate as they would have had they not had a disruption to their progress. A reasonable effort will be made in order to provide the students with readmission to the University of Nevada, Reno School of Medicine's clinical rotations and to schedule them when space is available.
- It is the responsibility of students whose progress through medical school has been disrupted or modified for any reason, to contact the Office of Admissions and Student Affairs at least six (6) months in advance of any anticipated readmission to determine available reentry spots, to complete appropriate forms, and to receive appropriate advisement.
- Planning for the remainder of the medical school education is contingent upon the outcome of a review by the SPCC. Students planning to return should contact the Office of Admissions and Student Affairs following the review.
- Students who have been on a leave of absence from medical school in order to pursue a dual degree or to perform research, or for personal reasons between Year 2 and 3, are required to contact the Office of Medical Education concerning a clinical re-entry program to refresh their clinical skills. Students who have been on leave between Year 3 and 4 are encouraged to contact the Office of Medical Education to schedule a clinical re-entry program. Students may only enter the third year of medical school at the point of the transition course.

Fit For Duty

Fit for Duty evaluations are used to determine if a student's academic or behavioral performance is/may be affected by impairment that includes, but is not limited to: medical, behavioral or substance abuse issues. The purpose of the Fit for Duty evaluation is to determine the student's ability to perform his/her academic and clinical duties responsibly and safely; meaning that he/she is not a danger to patients, colleagues or self.

Student Mistreatment Policy

The University of Nevada, Reno School of Medicine is committed to an environment of mutual respect. All members of the medical school community are expected to maintain a positive learning environment in which students, faculty, staff and residents treat each other with respect. Members of the community, including institutional leaders, will not tolerate harassment, intimidation, exploitation and/or abuse.

This policy is intended to define inappropriate conduct in relationships with students. It also describes the mechanism through which medical students can report violations without fear of retaliation. This policy ensures access to educational programs that prohibit student mistreatment. For the purposes of this policy, community is defined as all sites where University of Nevada, Reno School of Medicine students receive training.

Student Mistreatment Policy and Processes

<http://medicine.nevada.edu/policy/oa-14-003>

Frequently Asked Questions

The School of Medicine is committed to maintaining an environment of mutual respect to provide a positive learning experience. Student mistreatment is inappropriate conduct with students which impacts the student's ability to learn and all members of the School of Medicine community will not tolerate mistreatment of students.

What are some examples of student mistreatment?

Mistreatment of students may occur in many forms and can seriously impair the educational experience. The complete definition of mistreatment is available in the policy link above.

Examples include:

Yelling or verbally berating a student

Actions interpreted as punishment of the student by assignment of duties

Exclusion from learning opportunities

Requiring student complete “chores”

Physical hitting, slapping, pushing ,etc.

What can I do if I think I’ve been mistreated?

The following people are resources on the medical school campuses for students:

Office of Admissions and Student Affairs:

Reno: Cherie Singer; Jodi Shpargel

Las Vegas: Ashley Sylvester, Melinda Thrasher

Office of Medical Education:

Reno: Amy McFarland

Office of Academic Affairs:

Las Vegas: Deborah Kuhls,

A complete listing of resources for students is listed in the policy linked to above.

What happens if I report mistreatment?

Students have several options available including informal and formal processes. **Informal processes** include direct discussion between the student and the person who subject the student to mistreatment; discussion with the clerkship director and one of the assistant or associate deans; discussion with the assistant to the associate dean for student affairs or the director of student affairs; or using the faculty and resident evaluation process to report mistreatment concerns.’

Formal resolution options include:

Student to student mistreatment concerns are routed to the Associate Dean for Admissions and Student Affairs for review and action.

Resident to student mistreatment follow the process outline in the SOM Resident Handbook

Faculty/staff to student mistreatment follows the process outlined in the administrative code for the Nevada System of Higher Education (NSHE)

Affiliated faculty/staff at non-SOM partners to student mistreatment goes to the Associate Dean for Admissions and Student Affairs,

Code of Professional Conduct for Students

The professional development of medical students is an essential part of medical education. Students are expected to meet the University of Nevada, Reno School of Medicine standards of professional behavior as part of their professional development. [The Code of Student Professionalism](#) outlines the expectations and the consequences for lapses in professionalism.

Students are also expected to adhere to the Nevada System of Higher Education (NSHE) Code - **Title 2, Chapter 10, Section 10.2.1: Prohibited Conduct**; as well as all Rules of Conduct and Procedures for Students of the Nevada System of Higher Education – [Title 2, Chapter 10](#).

Student Honor Code

All University of Nevada, Reno School of Medicine students are expected to instill and promote the qualities and characteristics contained within the [University of Nevada, Reno School of Medicine Student Honor Pledge](#), which each student makes upon matriculation to medical school at the White Coat Ceremony.

Academic Dishonesty

The University of Nevada, Reno School of Medicine defines academic dishonesty in accordance with UNR's [Academic Standards Policy for Students](#). *A student found to have cheated on any academic test will be subject to automatic failure of the course.* Students will be referred to SPCC. Disciplinary action up to and including dismissal may be recommended by the SPCC and presented for approval by the Dean of the University of Nevada, Reno School of Medicine. If SPCC approves continued active student status the student will be placed on probation. If the student is permitted to repeat the course, the highest grade he/she can receive is a *Pass*. A second infraction related to academic dishonesty will result in dismissal.

Patient Care

Patient care infractions include falsifying or knowingly omitting pertinent information, lying regarding patient care, and/or conscious HIPPA violations. Students who commit an infraction will be referred to SPCC. Disciplinary action up to and including dismissal may be recommended by the SPCC and presented for approval by the Dean. If SPCC approves continued active student status, the student will be placed on probation. A second infraction related to patient care will result in dismissal.

Standardized Patient Education Program Confidentiality Policy

Case content obtained during Standardized Patient encounters may not be shared by students, faculty, or staff with persons outside of the encounters or exam rooms. Sharing such information diminishes the educational experience.

Accordingly, this policy of confidentiality applies to all courses and specifically to include CRIM, IPC II, CPS II, POM, and courses that use Standardized Patient cases or the DxR computer assisted instruction program with regards to case content. Students, faculty, and staff involved with these courses and corresponding cases are to comply with this policy.

As to all the clinical, basic science, patient history and communication content of every University of Nevada, Reno School of Medicine Standardized Patient case being portrayed during the current and past academic years, students are expected to maintain patient confidentiality and treat these cases as though the

requirements of the [Health Insurance Portability and Accountability Act \(HIPAA\)](#) are applicable. The case content is not to be disclosed in any form outside of the actual student and patient encounter or examination sessions.

This requirement of confidentiality does not apply to faculty and staff working directly with case content for the purpose of creating, revising or otherwise preparing content for use in formative encounters or student examinations.

Violations of this policy will be considered academic dishonesty and will be referred to the SPCC.

Professional Internet Behavior

Students of the University Of Nevada, Reno School Of Medicine are expected to conduct themselves in a professional manner that is expected of future doctors. Each student's actions will reflect the School of Medicine as a whole, and thus should reflect the professionalism and integrity which are fundamental to the values of this institution. As a representative of the University Of Nevada, Reno School Of Medicine, these standards of behaviors are expected in all facets of a student's life, including online.

Students are expected to apply sound judgment when using internet, email, social media, blogs, texts, or other forms of public/non-personal outlets. Each student is responsible for the material they share via the internet or other technological means (cell phones and other devices with information sharing capabilities). Therefore, it is expected that each student will conduct themselves with courtesy, respect, and foresight about how their internet and technological activity will affect themselves, other students, other school personnel, or the school in general.

Each student at the University Of Nevada, Reno School Of Medicine will have added privileges including a Medical School Email, access to school computers, access to useful databases and websites, and other internet resources. These resources are the property of the School of Medicine and are expected to be utilized with the behavior summarized above. Students will not use any internet resources for inappropriate means including, but not limited to:

- Fraudulent messages- Messages sent from an anonymous name with the intention of concealing the message origin
- Harassment messages- Messages with the intention of harassing an individual or group electronically for any reason
- Obscene messages- Messages that contain information/material that would be considered obscene, distasteful, or inflammatory
- Pornographic materials – Includes, but not limited to pictures, audio and video files, literature, or newsgroups

In accordance with the [Health Insurance Portability and Accountability Act \(HIPAA\)](#) enacted by congress, students of the University Of Nevada School Of Medicine are required to abide by the privacy terms created to protect the rights of patients and the healthcare system. Health information under HIPAA is defined as: *“data that relates to the past, present, or future physical or mental health condition of an individual or payment for the provision of health care to an individual transmitted or maintained regardless of its form.”* This information is defined to be private by law. This privacy shall not be violated by distribution or sharing of any kind, including over the internet, communication devices, or other file sharing entities.

Sales Events on University Property

University and university-affiliated entities may allow sales at events on campus that are 1) directly related to the purpose of the event (e.g., book sales following a guest speaker, T-shirt sales as part of an ASUN student

club activity, department-sponsored sale of student art projects) and 2) approved by the responsible dean or vice president. All funds received through such sales must be handled following standard university fiscal procedures.

Sales by commercial vendors are allowed only in the following circumstances:

- The WolfShop sells commercial items in the assigned bookstore area;
- commercial vendors leasing space in the Joe Crowley Student Union sell items as per their leases;
- Intercollegiate Athletics authorized vendors for ICA-sponsored events;
- the Lawlor Events Center sells commercial items in conjunction with a scheduled activity;
- officially recognized athletic booster clubs sell commercial items to raise funds for intercollegiate athletics in conjunction with a scheduled athletic event;
- licensed vendors invited to campus for a formal university function.

Miscellaneous sales such as garage sales, craft sales, etc. and sales by individuals are not allowed on campus.

Groups unaffiliated with the University may not conduct sales at events held on university property

Student Discipline & Due Process

Required remediation, probation, suspension, and dismissal are not to be construed as progressive steps. They may occur at any time if a student is determined to have failed to meet cognitive, academic or behavioral standards, including professionalism standards per the University of Nevada, Reno School of Medicine's [Code of Professional Conduct for Students](#). The required remediation, probation, suspension or dismissal of a student shall be taken in accordance with the following procedures:

Procedures

- When the SPCC proposes to require remediation to place a student on probation, to suspend a student, or to dismiss a student, the student will be notified in writing of the proposed action and the reason(s) for the proposed action. The student will meet with the SPCC during the next regularly scheduled committee meeting or as soon as the circumstances reasonable allow. The SPCC may place a student on interim suspension when there is a reasonable cause to believe that the student's participation in University of Nevada, Reno School of Medicine activities or presence at specified areas of the campus will lead to physical abuse, threats of violence, conduct that threatens the health or safety of any person, or other disruptive activity incompatible with the orderly operation of the campus. A student on interim suspension shall be restricted only to the minimum extent necessary and shall be given prompt written notice of the charges, the duration of the suspension, and the opportunity for a prompt hearing on the interim suspension in accordance with the procedures contained herein.
- The student will be notified in writing of the date, time and place of the meeting with the SPCC at least 15 calendar days prior to the scheduled meeting. The notice will include a description of the concerns and the range of possible actions. The student and the Associate Dean for Student Affairs will exchange material to be introduced at the meeting and the name(s) of witnesses who will testify on the party's behalf at least five (5) calendar days prior to the meeting. The student will be given the opportunity to discuss the proposed action with the committee, to present witnesses, to respond to the reason(s) given for the proposed action, and to otherwise present his/her side of the issue(s) raised by the proposed action. The student may waive the 15 day notice period in writing.
- If the student accepts the proposed actions (e.g. remediation, probation, suspension, or dismissal), the student may waive the 15 day notice period in writing and decide not to attend the SPCC meeting.
- The standard of proof that the SPCC will use to make a determination is the preponderance of evidence.
- The meeting with the SPCC shall be informal and non-adversarial. The student may have one representative present at the meeting. The student's representative's participation is limited to giving advice to the student. If the student elects to have an attorney present as the representative, the

Associate Dean for Student Affairs may also elect to have an attorney present. The Chair of the SPCC may also request the presence of legal counsel at any time to provide advice to the SPCC.

- The student is entitled to be present throughout the SPCC meeting with the exception of SPCC deliberations.
- Witnesses will be permitted and may be questioned by the student, the Associate Dean for Student Affairs and the members of the SPCC. Witnesses will be in attendance only while providing their testimony.
- The Chair of the SPCC will preside over the meeting, maintain order, and determine the relevancy of the information presented to the SPCC. The Chair of the SPCC will determine whether any persons in addition to those identified herein may attend the SPCC meeting.
- The SPCC meeting will be closed unless both the student and the Associate Dean for Student Affairs agree in writing to an open meeting. To the extent permitted by the Family Educational Rights and Privacy Act, 20 U.S.C., Sec. 1232g; 34 CFR Part 99 ([FERPA](#)) or other law, the record of the proceedings will be confidential. All meeting participants will maintain confidentiality of all meeting proceedings except as required by law or called by witness in litigation.
- Prior to the SPCC meeting, the student may inspect his/her academic file, excluding those matters therein that are otherwise confidential (e.g. Letters of Recommendation) and do not concern the reason(s) for the proposed action.
- The student may request a copy of his/her academic file, excluding those matters mentioned above, at his/her expense. The student may also request a copy of the recording of the SPCC meeting at his/her expense.
- The SPCC will provide the student and the Associate Dean for Student Affairs a written decision within 14 calendar days of the close of the meeting. The student may appeal the decision of the SPCC to the Dean.

Appeal Process

- The SPCC will provide the student and the Associate Dean for Student Affairs a written decision within 14 calendar days of the close of the meeting. The student may appeal the decision of the SPCC to the Dean.
 - The appeal must be in writing and must be received by the Associate Dean for Student Affairs within 10 calendar days of the date on which the SPCC's written decision was issued.
 - The student will continue enrollment at the University of Nevada, Reno School of Medicine during the time period for an appeal and, if the student has provided written notice of appeal, pending the decision of the Dean.
 - Failure to appeal within the time limit and protocol set forth in this section renders the decision of the SPCC final and binding as to all issues.
 - Absent of an appeal, the decision of the SPCC is final and binding as to all issues.
- Within 10 calendar days after the date of the notice of appeal, the following materials will be submitted to the Dean by the Associate Dean for Student Affairs and the student, where appropriate:
 - All materials considered by the SPCC during the meeting including the recording.
 - The Associate Dean for Medical Affairs and the student shall submit a written statement of issues to be considered by the Dean.
 - The Associate Dean for Student Affairs and the student may submit a written summary in support of their position(s). The written summary may not exceed five (5) pages unless the Dean approves a request to exceed this page limitation.
- The Dean will provide a written decision to the student's appeal within a reasonable amount of time after the submission of written summaries. The Dean's decision is final and binding as to all issues and there is no further right of appeal.

Background Checks

Prospective and current medical students are advised that some hospitals and outpatient clinics require students to submit to fingerprinting and criminal background checks, and drug screening tests. These are required before students are approved to participate in clinical rotations. Students who do not submit to fingerprinting and/or receive appropriate approval based upon the results of the background check or drug screening test may be unable to fulfill their academic requirements at the University of Nevada, Reno School of Medicine and, therefore, may be unable to complete their educational program. Unless otherwise notified by hospitals or clinics, students are required to pay for the costs of the background checks. See [the University of Nevada, Reno School of Medicine Admissions Background Check Policy Statement](#) for details.

Arrests and/or Convictions

If you have been arrested for, or convicted of, a felony or misdemeanor you will be required to disclose the nature of the offense. This does NOT include traffic citations, only arrests. All incoming and current medical students must disclose all arrests to the Associate Dean of Student Affairs with 30 days of the incident. If the arrest results in a conviction, students are also required to disclose the court in which the conviction occurred and what the disposition of the case was as a result of the offense. This disclosure must be made regardless of the sentence or penalty imposed, or lack of a sentence or penalty.

Alcohol & Substance Abuse Support and Resources

If you are experiencing problems with alcohol and/or substance abuse there are professional resources available to students.

- [UNR Counseling Center](#)
- [UNR Psychiatry/Counseling](#)
- [UNLV CAPS](#)

Confidentiality

Employees of the Office of Admissions and Student Affairs or other administrators to whom a report of student background check results is made are required to maintain the confidentiality of the information they received, except where disclosure is required by law or is necessary to move medical school and university processes forward, including gathering information to determine if any institutional action is required.

Video Recording Policy

Purpose

The purpose of video recording University of Nevada, Reno School of Medicine student clinical encounters with standardized patients (SPs) or patient simulators is to provide course coordinators with a comprehensive, consistent, and objective record of student instruction for clinical history taking, physical examination and clinical knowledge and reasoning skills and student clinical communication with patients.

The value of such a record is to provide faculty with an instructional and assessment tool for evaluating and monitoring mandatory clinical curricular activities, to support student grading, teaching, and record keeping. This capability provides students with specific and consistent feedback on their clinical encounters. It also supports consistency when teaching standardized patients, teaching faculty, and clinical observers.

The purpose of this document is to comply with item #3 of *the University of Nevada, Reno School of Medicine Privacy Notice and Authorization/ Consent for Release of Information, Photographic and Video Mediums Release Form* ["...for monitoring and evaluating clinical practice techniques by video recording interviews and physical exams with standardized patients or the human patient simulator."]

As such, this policy is presented as the only University of Nevada, Reno School of Medicine authorized policy and procedures guide for recording mandatory curricular clinical activities within the University of Nevada, Reno School of Medicine facilities. This policy is to be adhered to explicitly by the University of Nevada, Reno School of Medicine faculty and staff when recording, storing, accessing and disposing of the University of Nevada, Reno School of Medicine student video recordings. Video recordings of students that are not mandatory clinical activities are to be proposed by faculty and approved by the Associate or Assistant Deans of the Office of Medical Education and consented separately by students on a case by case basis.

This policy and these guidelines are intended only to address mandatory clinical curricular activities of undergraduate students. **Only those mandatory clinical student encounters being video recorded are addressed within this document.** Since clinical observation is a conventional and supportive task of medical education with intrinsic educational value for learners, video observation is to be assumed during any student clinical activity within the University of Nevada, Reno School of Medicine facilities.

Approval of Request for Recording

Requests for student video recording will be provided to SPE faculty by course coordinators at the start of planning for student encounters. These written or electronic requests are to be provided on a [Video Request And Authorization form](#) (VRA form) that includes the course title/identification, course coordinator, activity, and rooms to be scheduled for recording, the equipment operator, date and time of the recording, and the signature of the approving Assistant or Associate Dean of Medical Education.

A completed [VRA form](#) including the above information, VRA, with copies sent to the requesting course faculty (I E. course coordinator) AND the Simulated Patient Education (SPE) Program faculty, or facility administrator.

The complete Student Video Recording Policy can be found at <http://medicine.nevada.edu/policy/p-013>.

Graduation

Requirements

Following are the requirements for graduation from the University of Nevada, Reno School of Medicine that must be completed within six (6) consecutive years. The faculty of the school is responsible for determining these requirements and, therefore, the requirements are subject to change. Students failing to meet the graduation requirements will be subject to dismissal from the University of Nevada, Reno School of Medicine.

- Each student must have satisfactory completed all years 1-4 coursework, including year 4's 36-week electives.
- Each student must meet professionalism standards throughout their medical school career.
- Each student must pass the United States Medical Licensing Exam (USMLE) Step 1 prior to progression to the third year clerkships. The Office of Admissions and Student Affairs must receive evidence of passing scores for Step 2 Clinical Skills and Clinical Knowledge Exams prior to ten calendar days before the date of graduation.
- The faculty has the right and power to require additional coursework or clinical experiences prior to graduation.
- Each student must pass all medical school courses pursuant to the grading and promotion policies contained herein.
- Each student must have repaid **in full** the short-term, interest-free *University of Nevada, Reno School of Medicine* emergency loans, if applicable, prior to graduation.
- Students must not be on probation.

Research experiences are encouraged to round out a student's medical school experience. However, research experience, summer preceptorships, and other electives activities prior to the third year will not count toward the weeks of required instruction for graduation.

Academic Hooding

The University of Nevada, Reno School of Medicine's Academic Hooding Ceremony is held mid-May. Attendance is **required** of all graduating medical school seniors. Students who have extended their curriculum for any reason (e.g. research, illness, and academic concerns) are not eligible to participate in the Hooding Ceremony until they have completed **all** academic requirements for graduation with the M.D. degree.

Diploma

The official University of Nevada, Reno School of Medicine Diploma is presented at the Academic Hooding ceremony. Graduates also receive a copy of the Diploma for their records. A second diploma indicating graduation from NSHE will be mailed by UNR at a later date.

To protect the integrity of the University of Nevada, Reno School of Medicine Diploma, and to avoid the possibility of fraudulent use of the Diploma, the University of Nevada, Reno School of Medicine does not grant replacement or duplicate diplomas for name changes or other reasons.

CURRICULUM

CURRICULUM

The primary goal of the school is to develop caring, responsible, skillful, and knowledgeable physicians capable of delivering high quality health care. Students are taught to be sensitive to the needs of their patients, their patients' families, and to their own needs as individuals and as physicians. The curriculum emphasizes interpersonal skills development that will heighten this sensitivity. We encourage students to develop self-directed learning skills of critical thinking, problem solving, self-assessment, information appraisal, and to prepare for lifelong learning as a physician. It is expected that University of Nevada, Reno School of Medicine graduates will feel a responsibility not only to treat the ill but also to become leaders in the effort to promote and maintain health in the community in which they practice.

Annual curriculum modification is the prerogative of the medical school based on changing requirements of accrediting authorities and the new developments in medical education delivery. The course and exam schedules are developed by the Medical Education Committees with input from the students. The goal is to meet educational objectives through integration and thoughtful planning. Every effort is made to ensure adequate and appropriate timing of exams to allow for mastery of course content.

The full information for the M.D. degree program is contained within the University of Nevada, Reno's [Course Catalog](#). The current four year curriculum plans can be viewed at the [University of Nevada, Reno School of Medicine Curriculum](#) site.

Third-Year Clerkships And Fourth Year Electives For Medical Students

It is the policy of the University of Nevada, Reno School of Medicine that all students complete their third year, six (6) week Obstetrics and Gynecology clerkship and at least nine (9) weeks of the surgery clerkship in Las Vegas. The remainder of the clerkships will be assigned based on availability of location.

In the fourth year, electives are chosen by the student with guidance from their clinical advisor, to develop depth and breadth in their clinical training. These choices are based on student interest, potential strengths and desire to enhance clinical skills. The fourth year student must complete at least 32 weeks of electives plus a required four week Advanced Clinical Experience in Rural Health Care (rural rotation - MED 608), totaling 36 weeks.. Up to 12 weeks of electives may be scheduled out-of-state, and, in some cases, out of the country. As it is the goal of the University of Nevada, Reno School of Medicine is to provide a diverse and well-rounded clinical experience throughout the medical education curriculum, **fourth year elective schedules submitted for approval must be well balanced**. The Clinical career Advisors are available to help achieve this goal. The clinical Career Advisors and the Associate Dean for Medical Education reserve the right to deny approval of unbalanced or otherwise inappropriate schedules.

NOTE: To enable the [Admissions and Student Affairs Office](#) to provide services to third and fourth year students, please check in with our Las Vegas office before beginning a clerkship or elective in that area - 1701 W. Charleston, Ste. 130, Las Vegas, NV 89102; telephone (702) 671-2202; fax (702) 671-6414.

Basic information concerning the fourth year electives are included in the [Elective Course Catalog](#) It is the intent of the School of Medicine that the majority of elective courses are taken during the fourth year of medical school. Fourth year electives may be taken in any medical school accredited by the Liaison Committee on Medical Education (LCME). Other elective experiences may be arranged with the Associate Dean for Medical Education. Students must have written departmental approval for an elective from the University of Nevada, Reno School of Medicine; specifically, approval from the department elective director and department administrator for that specialty. The elective schedule must be approved by the Associate Dean for Medical Education prior to beginning elective rotations.

Although evaluations are distributed by the Office of Medical Education, it is the student's responsibility to confirm that he or she has been evaluated appropriately and in a timely fashion for the student to receive credit towards graduation. Evaluation forms are generated through the **ONE45** system and distributed via e-mail.

Out-of-Country Electives

The Office of Medical Education maintains a list of resources and must approve in writing and be included in the coordination of all out-of-country electives. Students must provide information on housing, curriculum, evaluation, supervision and local contacts for the elective.

Many countries have specific immunization requirements. All students traveling out-of-country should be alert to other health and safety risks to which they may be exposed. It is School of Medicine policy that students obtain appropriate immunizations and advice on prophylaxis for other problems such as travelers' diarrhea or malaria from an expert in Travel Medicine. This information can be obtained at the [Washoe County Health Department](#) located at 101 E. 9th Street, or you may call them at (775) 328-2400. Students on rotation out of the country are not covered by the University of Nevada, Reno School of Medicine's liability insurance policy. Students must obtain travel insurance that includes emergency evacuation services.

Military Electives

On occasion, some students request authorization to take senior electives in medical facilities in other states, including those operated by the armed forces. At times students are required to do so as part of their military obligation. The prohibition against receiving payment for training is waived in the case of students on military scholarships.

Other Educational Experiences

There are other educational opportunities for students, including summer preceptorships in clinical, community, and research settings. Summer preceptorships are coordinated through the Office of Medical Education. Students are discouraged from arranging clinical experiences with physicians on their own, due to a potential risk of liability. ***The School of Medicine's liability insurance covers students only when they are engaged in clinical activities that have documented approval from the Office of Medical Education.***

SPECIAL PROGRAMS

To ensure the successful completion of medical school and special programs by students at the University of Nevada, Reno School of Medicine, the [Student Eligibility for Special Programs Policy](#) has been established to outline the policy and guidelines of learning options for medical students relating to dual degree and scholarly concentration programs.

Student Research

Research opportunities are available with a number of faculty members. Students are encouraged to take advantage of this added dimension of medical education. Nevada students often have the opportunity to coauthor a paper with faculty members with whom they have worked. A number of students have presented research findings at regional and national meetings. Records of all research activities are included in the student file. A list of student research activities for the past five years is posted at the [Office of Medical Research](#). For more information, contact that office at (775) 784-4908.

Scholarly Concentrations Program

A [Scholarly Concentration](#) is an academic distinction. These programs, coordinated by the Office of Medical Education, provide students with the opportunity to gain expertise in a chosen field of study. Only students in good standing are eligible to participate. Specific academic objectives are identified for each program and a minimum of eight weeks of effort is required over the course of the four years. At the close of the program, students will submit or present a scholarly product. Upon successful completion of the program requirements, the student is awarded the distinction of *Scholarly Concentration*. This will be a part of the student's permanent

record and he/she will be recognized during the Awards Ceremony. For more information, contact the Office of Medical Education at (775)682-7733.

Dual Degree Programs

The University of Nevada, Reno School of Medicine has several dual degree programs available to students post-matriculation: M.J.D.-Ph.D., M.D.-M.P.H. and M.D.-M.B.A. The earliest a student may apply to a dual degree program is following the successful completion of his/her first semester of medical school. See the [Office of Medical Education Dual Degree](#) website for additional information.

[Brady Janes](#)

Director, Curriculum Development and Assessment
University of Nevada, Reno School of Medicine
1664 N. Virginia St./0342
Reno, NV 89557
775-682-7733
Fax: 775-784-6194

CO-CURRICULAR ACTIVITIES

Student Outreach Clinic

Under the direct supervision of licensed faculty and community physicians, medical students from the University of Nevada, Reno School of Medicine offer monthly Student Outreach Clinics providing free care to the medically uninsured.

Student Volunteer Experiences

Students wishing to volunteer in any experience where patient care is provided must have a signed a memorandum of understanding between the University of Nevada, Reno School of Medicine and the event organizer in order to participate in the role of a University of Nevada, Reno School of Medicine medical student.

Student Shadowing Experiences

The primary purpose of shadowing is to observe a physician or healthcare provider performing his or her duties. This excludes the student from engaging in any activity, physically or verbally, that may be considered the practice of medicine. Shadowing is encouraged prior to matriculation for pre-med students. The following outlines the guidelines for the University of Nevada, Reno School of Medicine students regarding shadowing experiences:

- Observerships or shadowing experiences are prohibited for first and second year medical students during the academic year.
- Shadowing is an activity outside the University of Nevada, Reno School of Medicine curriculum, therefore the liability policy (malpractice insurance) may not cover students who engage in shadowing activities.
- During the third year, any clinical activities must be approved by the applicable clerkship director and must align with the goals and objectives of the applicable clerkship.
- All clinical activities in the fourth year must be part of a School of Medicine approved course/elective and must be included on the student's fourth year schedule.

Students will be permitted to participate in shadowing experiences during non-curricular times (winter, spring or summer break), but only with prior approval from the School of Medicine. Students must make any requests for approval a minimum of two months prior to the start of any proposed shadowing experience. Only medical

students in good standing (not on probation) will be permitted to participate in non-curricular shadowing experiences.

UNITED STATES MEDICAL LICENSING EXAMINATION AND LICENSURE

STEP 1 and STEP 2 Examinations

All students at the University of Nevada, Reno School of Medicine are required to take the United States Licensing Examination (USMLE) Step 1 prior to starting third year clerkships. All students are also required to take and pass the USMLE Step 2 exams, both Clinical Knowledge (CK) and Clinical Skills (CS), prior to graduation. University of Nevada, Reno School of Medicine students take Step 1 in May or June after completing all the Year 1 and Year 2 curriculum and before beginning clinical clerkships. Step 2 is taken during the clinical years following the Clinical Reasoning in Medicine (CRIM) course at the conclusion of the third year. Current registration and fee information are available through the National Board of Medical Examiners (NBME) office.

Scores are reported approximately four to six weeks after the examination is taken. It may take as long as twelve weeks to receive scores for Step 2 Clinical Skills (CS) Exam. Delay in taking or failure of any part of the USMLE may prevent a student's graduation. Students are responsible for meeting the required curriculum standards.

TUITION, FEES AND EXPENSES

Medical students are registered for courses twice a year by the Office of Admissions and Student Affairs. Tuition and fees are due each semester in August and January. Students should check their MYNEVADA account 'To Do List' for any outstanding fees/holds and for payment deadlines.

Current tuition and fees can be reviewed at the [University of Nevada, Reno School of Medicine](#).

The University of Nevada, Reno School of Medicine abides by the [Tuition Refund](#) policies set forth by the University of Nevada, Reno and the Federal Government for [return of Title IV funds](#).

Establishing Nevada Residency

For tuition purposes, the Nevada System of Higher Education defines the process of becoming a Nevada resident. Please refer to the system's rules and regulatory processes at the University of Nevada, Reno's [Academic Central](#) site.

Please contact the [UNR Cashier's office](#) at (775)784-6915 with questions regarding payment of tuition and fees.

A current list of the tuition and fee structure is available on request.

Clearance Of Accounts

Students with records that indicate a delinquent indebtedness to the university and/or department are not permitted to re-enroll, register for USMLE examinations, receive a transcript of record, a certification of enrollment, or diploma.

FINANCIAL SERVICES

Financial Aid And Scholarships

In conjunction with UNR, the University of Nevada, Reno School of Medicine offers extensive financial assistance programs to ensure that qualified students will not be denied higher education because of financial need. Financial aid is considered a supplement to the funds provided by the student and his/her family. The university evaluates all available outside sources of income and expects the student to utilize them completely. Information regarding the availability and application procedures for all financial aid programs may be obtained in the [Office of Student Financial Aid and Scholarships](#) on the UNR campus, (775)784-4666.

The Office of Admissions and Student Affairs' Assistant Director for Financial Aid, [Leonard Walker, M.Ed.](#), is the medical students' primary resource to assist with financial aid issues. However, it is the responsibility of the student to submit all documents to the appropriate offices by the established deadlines. Federal Financial Aid is not guaranteed each year of enrollment. Students are responsible for reapplying each year. The [Free Application for Federal Student Aid \(FAFSA\)](#) is available in January for the following academic year. For forms, publications, and policies please refer to the [Office of Financial Aid & Scholarships](#). Students must maintain satisfactory academic progress to remain eligible for financial aid and scholarships.

Satisfactory Academic Progress For Medical Student Financial Aid

To be eligible for financial aid, students must meet Satisfactory Academic Progress (SAP) standards outlined in this policy. The Office of Student Financial Aid & Scholarships at the University of Nevada, Reno and the University of Nevada, Reno School of Medicine have established qualitative and quantitative requirements for a student's progress towards completion of their medical doctor (M.D.) degree. These standards must be met for a student to maintain financial aid eligibility.

Need Based Scholarships

The amount of award varies depending upon availability of funds and the financial need of eligible students. All students must complete a Need Based Scholarship application in addition to filing the Free Application for Federal Student Aid (FAFSA). Need based applications can be obtained on the [Scholarships and Other Funding](#) webpage. An application must be completed for each year the student is enrolled in medical school.

For additional information regarding Scholarships, please contact [Jodi Shpargel](#), Office of Admissions and Student Affairs, (775)682-8361.

Loans

Information regarding current institutional loans is available at the [Office of Financial Aid & Scholarships](#). Loan types, amounts, interest rates and regulations are subject to change, and students are advised to contact the [Office of Student Financial Aid and Scholarships](#) for the most recent terms.

Financial aid, including loans and scholarships cannot exceed the cost of attendance as determined by the Office of Student Financial Aid and Scholarships on the UNR campus.

Loan Deferment and Forbearance

Students must complete deferment and/or forbearance forms for all outstanding student loans. Deferment and/or forbearance forms are obtained by contacting the lender and must be submitted to the Office of Student Financial Aid and Scholarships for certification. Loan repayment is a serious legal obligation. Responsible and successful repayment is critical to both the student and the University of Nevada, Reno School of Medicine. For this reason, it is essential that students understand the terms of each loan program to which they are committed.

Even if a student has applied for a loan deferment/forbearance, payments must continue until the deferment and/or forbearance is processed and documentation of the deferment/forbearance is received by the student.

Short-Term Loans

The following short-term loans are available for medical students experiencing financial difficulty during the academic year:

School of Medicine Emergency Loans

Emergency loans are short-term, interest-free loans granted for up to \$2,000. The loans must be repaid within 90 days. If the loan is not repaid within 90 days, a hold will be placed on the student's academic record. The hold will prevent registration, disbursement of financial aid, release of transcripts, graduation, and distribution of diplomas. Information and applicants are available through the [Office of Admissions and Student Affairs](#).

All outstanding loans must be repaid prior to graduation. If loans are not repaid, the student will not be eligible for graduation or verification by the Office of Admissions and Student Affairs. Verification is required for residency programs and state medical licensure.

STUDENT SERVICES

Bookstore

The Nevada Wolf Shop is located on the first and second floors of the Joe Crowley Student Union. The store stocks required and supplemental textbooks, general titles, school supplies, gifts, clothing, calculators, computers, and Clinique cosmetic products. There is also a convenience store attached to the first floor of the bookstore.

Campus Dining – Reno

There are various food and dining choices on campus. For more information, please visit [Points of Interest: Food and Dining](#).

The [Child and Family Research Center](#), in cooperation with the Department of Human Development and Family Studies, is a research, teaching and service facility involving children from six weeks through six years of age. Students, residents, faculty and classified staff from across campus use the center for child and family research, utilize the observation facilities, and child care. Approximately 150 children and their families are enrolled per semester. Information may be obtained by contacting the [Child and Family Research Center](#) at (775)784-6762.

Joe Crowley Student Union

The [Joe Crowley Student Union](#) is a 167,000-square-foot, environmentally friendly facility centrally located near Lawlor Events Center, Mackay Stadium and the Mathewson-IGT Knowledge Center. The Student Union offers numerous services, amenities and gathering places.

Associated Students Of The University Of Nevada, Reno (ASUN)

[ASUN](#) offers various services to students, including accounting, advertising, campus escort, inkblot marketing, and legal information and referral.

Office Of Student Advocacy

The [Office of Student Conduct](#) was established to facilitate open and honest communication between students and the University by providing free and confidential peer support and advocacy, advice and assistance to individuals involved in disputes with UNR.

Information And Technology

Access to many online library resources requires a NETID. All students and residents are assigned a NETID through the IT Department upon matriculation. Questions regarding your NETID logon should be addressed to: Robert Boyd, Help Desk Manager: (775)682-7305; rboyd@medicine.nevada.edu .

Technology Support

The Information Technologies Department provides support for computing needs including email, network connectivity, virus protection, software installation, and general troubleshooting. For additional information contact: Robert Boyd, Help Desk Manager, at (775)682-7305, or the Help Desk site at: <http://www.medicine.nevada.edu/it/help.html>.

UNIVERSITY OF NEVADA, RENO SCHOOL OF MEDICINE HEALTH SCIENCES LIBRARY

Savitt Medical Library, Reno

Pennington Medical Education Building

1st Floor

(775)784-4625 | Fax: (775)784-4489

<http://guides.library.unr.edu/savitt-medical> Email: savitt@medicine.nevada.edu

[Current hours are available on our website](#)

University Medical Center Health Sciences Library (1701 Library), Las Vegas

1701 West Charleston, first floor

702-676-3637

alexl@medicine.nevada.edu

Hours: Open: Monday - Friday 7:30 AM - 4:00 PM; **Closed:** Saturday and Sunday

For **after hours** and **weekend** access, contact Alexander Lyubechansky in person for access code (a University of Nevada, Reno School of Medicine ID will be required).

The Savitt Medical Library and the 1701 Library in Las Vegas support the education, research, and patient care information needs of THE UNIVERSITY OF NEVADA, RENO SCHOOL OF MEDICINE students, residents, fellows, faculty and staff. The Savitt Medical Library is also heavily used by students from Community Health, Speech Pathology, and the Orvis School of Nursing and is open to the public. The 1701 Library in Las Vegas is only open to current UNIVERSITY OF NEVADA, RENO SCHOOL OF MEDICINE students, residents, fellows, staff, and faculty.

Space

The Savitt Medical Library offers a variety of study spaces to students including tables, carrels, a comfy seating area, and several study rooms. The Library has a number of public workstations, Wi-Fi access throughout, and a public printer. In addition to the public workstations, there is a computer lab with 21 workstations and a scanner. When this room is not reserved for testing or classes, it is an open lab available to all students.

The 1701 Library offers study space, two group study rooms, a comfy seating & quiet area, and a computer lab.

Resources

Print resources (books and journals) are available, but the heart of our collection at both locations is online. The Savitt Medical Library and the UNR Knowledge Center license many online resources including a large number of online full-text journals, online books, point-of-care tools, and more. The medical resources licensed include:

Access Medicine, Access Surgery, DynaMed, Cochrane Library, OVID MEDLINE, Web of Science, and PsychInfo. Access to our resources is available from the Savitt Medical Library website at <http://guides.library.unr.edu/savitt-medical>

Access to the Library's online resources is available from campus locations (both Reno and Las Vegas). Remote access is available from anywhere but requires a UNR NETID and password. If you have trouble with your NETID, please contact Robert Boyd (rboyd@medicine.nevada.edu).

Services

The Library team seeks to help our students succeed academically by providing access to information resources and instruction in using those resources. Below are a number of services available to medical students.

Reference & Research Consultations

Members of the Savitt Library team (both Savitt and 1701 Libraries) are available for research consultations, literature searches, and individual and group training in the use of information resources and databases.

Some of the things we can assist you with in your search for information include:

- Factual information (even the obscure).
- Advice on which databases to use.
- Help in constructing a valid and effective search strategy.
- How to save your searches as automatic alerts.
- Managing your citations using EndNote Web.

To schedule a consultation, please contact us at savitt@medicine.nevada.edu. In Las Vegas, please contact Alexander Lyubchansky at alexl@medicine.nevada.edu.

Instruction

The Library team offers a series of workshops and webinars throughout fall and spring semesters. These cover a variety of topics and attending will help you on the path to becoming an expert searcher, evaluator, and ethical user of information. In-person workshops are held in both Reno and Las Vegas, and our webinars are available to all UNIVERSITY OF NEVADA, RENO SCHOOL OF MEDICINE students, regardless of location. Our workshops and webinars will be posted on our website.

Circulation and Reserve

You can check out print materials from the Savitt Medical Library including books put on reserve for specific classes. You will need your WolfCard to check out materials. Stop at the Circulation Desk for assistance in:

- Checking out materials
- Locating materials or information
- Printing from the public workstations
- Reserving study rooms

The 1701 Library also has a small print collection and materials can be checked out.

Interlibrary Loan

The Savitt Medical Library offers free Interlibrary Loan (ILL) service to University of Nevada, Reno School of Medicine students (both in Reno and Las Vegas). We can obtain copies of journal articles and borrow books that are not freely available online or held locally in our collections. Requests for items can be submitted online through the Savitt Medical Library website (see Interlibrary Loan under our Services tab).

Suggestions

We welcome suggestions from our students about the Library's space, hours, online and print resources. Just email us at <mailto:savitt@medicine.nevada.edu>.

Other Affiliated Libraries

[Mathewson-IGT Knowledge Center](#)

University of Nevada, Reno
(775)784-4636

[Health Science Library, West Charleston Public Library](#)

6301 W. Charleston Blvd., Las Vegas, NV 89146
(702)507-3944 | Fax: (702)507-3953
Hours: Mon-Thurs: 10 a.m.- 7 p.m.

Parking

Reno Campus

Students are eligible for permits to park their vehicles in specified areas on university property in accordance with the [University Parking and Traffic Regulations](#) and are responsible for obtaining their own parking permits as needed. Daily passes are available through parking services and metered parking is available on campus. Questions should be directed to (775)784-4654.

Las Vegas Campus

All students, faculty and staff are eligible to park in designated areas adjacent to School of Medicine facilities in Las Vegas. Parking at the Shadow Lane Clinical Simulation Center is by permit only. One day permits can be purchased. Students rotating to Las Vegas in Year 3 receive parking permits from the University Medical Center through the Office of Recruitment and Student Affairs as part of their orientation to the southern campus. Questions should be directed to (702)671-6457.

Police

Emergency Number: **911**

Reno Campus

Non-emergency calls for service: (775)334-COPS (2677)
Police Office: (775)784-4013. Office Hours: 8 a.m. to 5 p.m., Monday-Friday.

The [University of Nevada, Reno Police Department](#) is an agency of the university community. Its purpose is to serve and protect the students, staff, faculty and all other persons and property within the jurisdiction of that

community. Police officers and personnel are on duty 24-hours a day every day of the year and their services and facilities are available at all times.

University police have the exclusive responsibility of acting upon law enforcement matters and performing police functions for UNR. Police personnel are sworn peace officers, performing the same services as those of any municipal police agency. They investigate all crimes and enforce federal, state and local laws within their jurisdiction, as well as university regulations. Any member of the university community who needs emergency help or medical assistance may contact the police personnel day or night. They are located at 1664 N. Virginia Street, ground floor of the Student Services Building.

Las Vegas Campus

University of Nevada Police Services has set up University of Nevada Police Services office located in the medical corridor on Charleston Blvd. in Las Vegas. Contact Commander Tod Miller at (702) 671-2292 during regular business hours.

Las Vegas Metropolitan Police Department
Non-emergency calls for service: 3-1-1
Police Office: (702)828-3111.

Campus Escort Service

This service is available from 7 p.m. to 1 a.m. seven days a week during the fall and spring semesters, excluding winter and spring breaks. Questions should be directed to (775)742-6808.

The [Campus Escort Service](#) offers free, safe rides to students, faculty, staff, and visitors UNR. The program provides safe transportation to people on campus after normal business hours and to maintain a safe campus. Rides are available to any location on the UNR campus as well as to the immediate vicinity within a two-mile radius as long as the pick-up or drop off location is a campus property. **NOTE: Hours are subject to change.**

Student Wellness

Learning and Wellness Resource Center

The University of Nevada, Reno School of Medicine has a well-established Learning and Wellness Center that can be found in Annex 117 behind the Student Health Center. Within the Center you can find the Learning Specialist/Coordinator of Academic Enrichment whom assists students at all levels of medical education in assessing academic needs and the development and implementation of individualized learning plans. Individual student support efforts includes:

Learning skills such as previewing for lecture, reviewing after lecture, and spaced review

- Test taking strategies
- Time management
- Identifying and using resources such as reference books, multiple choice questions and study aids
- Study schedules, skills and review for block exams, USMLE step exams and shelf exams
- Small and large group workshops
- USMLE Step 1 individualized Study plan meeting
- Step 1 course preparation Program
- Supplemental Instruction Program
- Medical Student Bridge Program information
- Medical Education Concentration project mentoring
- Video capture creation for student and faculty

- A great space to study away from the classroom

Ranna Nash, M.A.

Learning Specialist/Coordinator of Academic Enrichment
 Annex 117
 1664 N. Virginia Street, MS 0357
 Reno, NV 89557-0357
 P: (775) 682-8355
 F: (775) 784-6194

Within the Learning Wellness Center you will also find the Student Wellness Program.

The Wellness Program offers:

- N-ergy Program
- Mindfulness Based Stress Reduction Program 2013
- Wellness Workshops
 - Dealing with Test Anxiety
 - Academic Performance Enhancement
 - It's Never Too Late to Study Smarter!
 - Stress Management Techniques
 - Clinical Nutrition Applications
 - Cheap, Quick, & Healthy: Meal Planning
 - Preparing for Step 1 Panel
 - And more to come!

Wellness Events & Activities:

- Cinco de Mayo Piñata Party
- Annual Pumpkin Carving Contest
- Secret Santa Gift Exchange Party
- Valentine's Day Fondue Party
- Salsa Dancing Lessons
- Group Wellness Hikes
- Fun Runs
- Annual Talent Show hosted by the SWC
- Weekly Vinyasa Yoga
- And more!
- Get Your Health On! Student Health Fair

Lombardi Recreation Center, UNR campus

The Lombardi Recreation Center is an on-campus fitness facility available at a fraction of the cost of commercial fitness centers. The facility is home to a 25-yard lap pool, dive tank, two gymnasiums, racquetball courts, indoor climbing wall, a cross-fit gym, and a newly expanded fitness center. Questions should be directed to (775)784-1225.

Recreation and Wellness Center, Las Vegas

University of Nevada, Reno School of Medicine students can purchase a community access card, which gives them the option to join the recreation center for \$25/month.

Student ID Cards

Medical students receive a student identification card/door security card ([WolfCard](#)) during orientation. The WolfCard/door card is required for proof of medical student status and used to gain access to the medical school's classrooms and labs.

The WolfCard/door card is also used to obtain many services on the University of Nevada Reno campus including access to the fitness center, making prints and copies or checking out materials in the campus libraries. Photo identification is required to obtain the card at the WolfCard Office in the Joe Crowley Student Union. The first card is \$10 and a replacement is \$15. Questions should be directed to (775)784-4001.

Keys

Students use WolfCards to access educational facilities after 5 p.m. on weekdays and on weekends. Contact the Office of Medical Education to obtain a WolfCard request form. Students are expected to abide by rules and procedures for accessing and using the medical education facilities in a responsible and professional manner.

Please notify the Office of Medical Education regarding lost WolfCards. Lost WolfCard accounts can be deactivated through the [WolfCard Office](#) - (775)682-7727.

Student Lounge And Amenities

Located in the Pennington Health Sciences Building and in the 2040 building, the Medical School's Student lounges provide microwave ovens, refrigerators, lounge chairs, couch, tables and chairs, television, and telephones. **Students are responsible for maintaining a clean lounge.**

Bulletin Boards And Lockers

Bulletin boards for first and second year students are located in the Student Lounges as well as outside each classroom in PHS. Bulletin boards are reserved for official notices, schedules, announcements and messages. General information boards are located throughout the medical school.

Student lockers are also located in or just outside the Student Lounges. Incoming students are assigned a locker in the Pennington Health Sciences Student Lounge by the Office of Admissions and Student Affairs. Students progressing to the third year are asked to clear their lockers at the end of the school year. The school will discard items left in lockers during the summer. Year 3 students will then have access to lockers while in Las Vegas.

Telephones

Telephones for student use are located within the Pennington Health Sciences Building and in the 1701 building. All lines are restricted for local calls only.

Emergency calls may be made upon request from the Office of Admissions and Student Affairs. Students may be contacted through the Office of Admissions and Student Affairs (775)784-6063 in case of emergency.

STUDENT HEALTH

Confidentiality and security of student medical treatment, along with student well-being, are of primary importance to the University of Nevada, Reno School of Medicine. If you are injured while on campus, partial insurance coverage is provided by the University, please contact the Office of Admissions and Student Affairs. The University of Nevada, Reno School of Medicine has the following health policies for the benefit of students:

Health, Disability and Life Insurance

All medical students are required to maintain health insurance. Students wishing to waive out of the University of Nevada, Reno School of Medicine health insurance, must apply through and be approved by the UNR Student Health Center and be able to demonstrate comparable coverage. . The medical insurance policy provides comprehensive pharmacy coverage. Please refer to the current benefit information at the [UNR Student Health Center \(SHC\)](#) site. Coverage for spouses and children is optional and requires additional payment. Disability and life insurance coverage cannot be waived.

Criteria for Health Insurance Waiver:

- Students must be prepared to provide a copy of their insurance policy/booklet and proof that they are covered by a comparable plan;
- Medicaid will not be accepted as comparable coverage for medical students. Students' dependents may be covered by Medicaid;
- Your policy must provide coverage for body fluid exposures.
- Your policy must cover primary care and emergency services in all areas of Nevada.
- Your policy must not have an individual deductible greater than \$7000.00.
- Your policy must provide coverage for prescription medications.
- Your policy must provide inpatient and outpatient mental health benefits.
- The policy must have benefits comparable to the University of Nevada, Reno School of Medicine's policy on per illness or surgical coverage, as well as coverage for related interaction educative sites

Hospitalization

In case of necessary hospitalization, coverage is provided with limits as stipulated in the insurance policy purchased at the time of registration. Students are responsible for charges incurred above the limits of the insurance policy.

Primary Care Providers for Medical Students

Student Health Center, Reno

(775) 784-6598

Walk-in Hours:

Fall/Spring Semesters

Monday through Thursday 8:00 am-6:00 pm and Friday 8:00 am-4:00 pm

Summer/Winter Break

Monday through Friday 8:00 am – 4:00 pm. Closed Wed from 8am-9am.

After Hours:

After hours care is not available at the Student Health Center

For urgent or non-emergent care, you may be seen at a local Urgent Care center. Be sure to check with your own medical insurance plan for the preferred urgent care site. Urgent care and hospital care are not included in the Student Health Center fee.

The [Student Health Center \(SHC\)](#) (775)784-6598 is the medical student's primary care provider in Reno. All University of Nevada, Reno, TMCC and WNCC students, graduate students, medical students and spouses of registered students are eligible for care.

The Student Health Center is an outpatient facility located north of the UNR campus directly across the street from the School of Medicine.

Full service outpatient medical care is provided and includes: women's health, colposcopy, treatment for acute illness or injury, pharmacy services, x-ray and laboratory tests, sports medicine, nutrition, immunizations, and allergy shots. Part-time consultants are available for weekly dermatology and mental health clinics. Physicians from the Department of Family and Community Medicine provide after-hours, weekend and holiday phone coverage.

As part of a medical student's health care package, the Student Health Center provides unlimited office visits, some medications, and laboratory tests for the treatment of acute illness and injury. Additional fees may be charged for other medications, x-rays and tests. Additionally, students requiring a physical for personal needs may have those completed at a reduced rate. Medical students have the option of paying the health fee to receive services at the Student Health Center during the summer session.

UNR Campus Pharmacy – (775) 784-6799

The Campus Pharmacy is the medical students' primary provider pharmacy in Reno. The pharmacy is located next to the [Student Health Center \(SHC\)](#) and directly across the street from the medical school.

Las Vegas

[University of Nevada, Las Vegas \(UNLV\) Student Health Center](#)

702-895-3370

Monday–Thursday: 8 a.m.–6 p.m.

Friday: 9 a.m.–5 p.m.

Hours of operation are subject to change.

Closed holidays and weekends.

The **University of Nevada, Las Vegas (UNLV) Student Health Center** is medical students' primary care provider in Las Vegas. Students can contact the clinic at (702) 895-3370. Please mention you are a UNR Med medical student. The location of the Student Health Center is on the 1st floor of the Student Recreation and Wellness Center on UNLV's campus: <http://www.unlv.edu/maps/rwc>.

Please note regarding services at UNLV SWC: Basic services are covered by your paid health fee. For chargeable services, UNLV *does not* directly bill the student insurance plan that covers UNR Med students (United Healthcare). Students will be responsible for any upfront costs associated with chargeable services and will need to submit claims directly to your insurance for reimbursement.

Students may consult their medical insurance policies for additional pharmacy providers in the network.

Student Counseling

Some medical students have personal problems from time to time, many of which are solved by students on their own or with the help of family and friends. Refer to the [Counseling Referral List](#) for more information, which includes resources for Las Vegas, Reno, Carson City, and Elko. Please refer to the insurance plans benefits handbook for information regarding coverage.

All services are strictly confidential. The health professionals at the University of Nevada, Reno School of Medicine who provide mental health, reproductive health or other sensitive healthcare services (as determined by the provider and/or the student) must have no involvement in the academic assessment or promotion of the student.

Immunizations

Each student will have an immunization file established at the Student Health Center upon matriculation to the University of Nevada, Reno School of Medicine. If an immunization has been received off-campus, proof must

be provided to the Student Health Center and/or the Office of Admissions and Student Affairs so that the student's immunization record can be updated. Completion of all the health requirements will be documented in each student's file. Proof of immunity must be documented by record of immunization or by serological evidence of immunity. Students who do not meet immunization requirements will not be able to perform essential functions required for medical school enrollment, progression, or graduation.

Upon matriculation all medical students are **required** to obtain or document the following immunizations:

- Varicella titer, positive result*
- Measles, mumps & rubella (students born in 1957 or later must receive two doses of MMR)
- T-DAP (must show documentation of this immunization within the past 10 years)
- Influenza Shot (due annually, October 1st)
- Hepatitis B (series of three)
- Hepatitis B titer, positive result*
- Quantiferon, negative result (TB test - due annually, June 1st)

*Please note: for the Varicella titer, Hepatitis B titer and Quantiferon (TB test) a copy of the lab results is required.

Medical students must have the Quantiferon (strongly recommended) or 2-Step TB skin test (requires 4 visits to your healthcare provider) for tuberculosis by June 1st, annually. The Quantiferon test for tuberculosis is required each year of medical school enrollment and is available at the [Student Health Center in Reno](#) and the [UNLV Student Health and Wellness Center](#). It is recommended that this test be done in the summer to avoid interruption in school, residencies, etc.

Exposure to Infectious and Environmental Hazards

Medical students and physicians are potentially exposed to patients with infectious disease.

All medical students will be educated and trained to prevent or reduce exposure to blood borne pathogens. Students have traditionally represented a large group reporting exposures to blood in hospital and clinical settings. For this reason, procedures have been developed to inform students of potential risk and teach them techniques and procedures designed to decrease or avoid exposure. In addition, follow-up, diagnostic and treatment regimens have been implemented to address exposures after they occur.

Education

HIPAA Training

All medical students are required to complete training for the Health Insurance Portability and Accountability Act (HIPAA). The training, which addresses the School's specific privacy policies and procedures, is held annually. In addition, you may be asked to complete HIPAA training at individual clinical sites, including the partner hospitals of the University of Nevada, Reno School of Medicine. Information regarding training and compliance can be found through the [HIPAA/Security](#).

OSHA Training

Students are introduced to the concept of infection control and work-related exposure during their first year of medical school during a mandatory online training. Education and training regarding exposures will be updated annually throughout medical school, including the transition course. Students must attend sessions each year and be certified to continue patient care activities.

Students are expected to understand and comply with the following procedures:

- Universal precautions
- Needle/sharp safety

- Use of protective equipment
- Isolation guidelines

Protocol for Student Exposure to Blood Borne Pathogens

All exposures must be reported to the Student Health Center in Reno, regardless of where the exposure occurred. Appropriate follow-up treatment will be provided by the [UNR Student Health Center \(SHC\)](#) in Reno, and the [University Medical Center \(UMC\) in Las Vegas](#) – (702)383-2408; select '2' for ODA.

The University of Nevada, Reno Student Health Center is a designated facility for fluid exposure evaluation and the designated facility for maintenance of records of all student exposures.

The [University of Nevada, Las Vegas \(UNLV\) Student Health Center](#) in Las Vegas, the primary provider for medical students enrolled in the school's health insurance policy, is the provider for students who have non-priority exposure while in Las Vegas. The [University of Nevada, Las Vegas \(UNLV\) Student Health Center](#) shares reports of all exposures with the Student Health Center to protect the health of students. Students can contact the Center at: (702)362-6373.

Students' medical information, including laboratory evaluations, will remain strictly confidential and will be maintained separately from student files. Students who experience a fluid exposure while out of state will be required to submit documentation of follow up treatment to the Student Health Center as soon after the exposure as possible. Once back on the University of Nevada, Reno School of Medicine campus, the student should contact the Student Health Center to schedule a follow up consultation.

PLEASE NOTE THERE ARE TWO TYPES OF EXPOSURES:

Priority Exposures

Require IMMEDIATE attention and laboratory assessment. These exposures include percutaneous injury with:

- Large bore hollow needles
- Deep puncture wounds
- Visible blood on needle or device used in patient's artery or vein

Non-Priority Exposures

Do not require immediate medical attention and laboratory work. These exposures include:

- Solid needle (suture needle) percutaneous injury
- Superficial injury
- Blood or fluid splash to mucous membranes or skin

Students beginning their third year clerkships will be provided a laminated card that outlines the University of Nevada, Reno School of Medicine protocol for exposures. The card provides contact information for each campus, identification of key personnel at the school, and guidelines for treatment. Students are expected to carry the cards with them at all times while in a clinical setting.

General Guidelines for Exposures and Treatment

- An incident report is completed at the time of the exposure, regardless of the facility in which the student is working.

- Initial laboratory work should be obtained within three days following the exposure in the case of non-priority exposures (see description above) or immediately following the exposure in the case of priority exposures (see description above).
- Follow-up laboratory studies must be done six (6) weeks following exposure, and again six (6) months following exposure. Copies of the test results must be forwarded to either the **Student Health Center** (Reno) or the **University of Nevada, Las Vegas (UNLV) Student Health Center** (Las Vegas).
- The Student Health Center will maintain exposure information in a confidential file that is separate from the student's medical record. These exposure files will be kept in a secure location with restricted access.
- Students who have failed to send the proper documentation of laboratory or other follow-up treatment will receive a reminder card. If there is no response to the reminder card, a certified letter will be sent to the student reminding him/her of the importance of follow-up. **If there is no response to the certified letter, no further attempts will be made to contact the student. The student will then be responsible for any further care.**

Fluid Exposure Protocol for the Reno Campus

Non-priority Exposures

1. Report the exposure immediately to your attending physician and/or resident. If the exposure is non-priority, it is not necessary to obtain laboratory work in the emergency room of the facility.
2. Complete the University of Nevada, Reno School of Medicine incident form.
3. Do not allow the hospital or clinic to file a worker's compensation report. Students are not eligible for worker's compensation and the filing of a report will delay processing of insurance claims.
4. Come in to the Student Health Center as a *walk-in* for follow-up treatment within three days of exposure.

Priority Exposures

1. Report the exposure immediately to your attending physician and/or resident.
2. Complete the the University of Nevada, Reno School of Medicine incident form.
3. Obtain laboratory work as soon as possible following the exposure. If necessary, go to the emergency department of the facility.
4. Do not allow the hospital or clinic to file a worker's compensation report. Students are not eligible for worker's compensation and the filing of a report will delay processing of insurance claims.
5. Contact the Student Health Center (775)784-6598 within 24 hours to report the exposure and schedule follow-up treatment.

Fluid Exposure Protocol for the Las Vegas Campus

Procedure

Who do I inform if I have an exposure?

Medical students report the exposure to the **On Duty Administrator** at the University Medical Center and fill out UMC's C-1 exposure form. The attending physician, resident or nurse should know who this On Duty Administrator is and contact information.

- (702)383-2408 – select '2' for On Duty Administrator.

- **Monday-Friday, 8 – 5 p.m.**, (regular working hours): A member of the UMC's Exposure Evaluation Team will meet with the student as soon as possible to provide counseling, risk assessment and reach a decision with the student about the need for post-exposure prophylaxis.
- **Night, weekend, and holiday:** A member of the UMC's Exposure Evaluation Team will be on-call and respond by beeper/phone to the talk with the medical student.

Should I go to the emergency room?

Emergency room visits will only be required if the injury requires emergency care as determined by the UMC's Exposure Evaluation Team. The **Employee Health Nurse Practitioner** will meet with the student within 72 hours of the exposure to review lab results.

Does my insurance pay for the care I receive?

Medical students are considered health care workers by University Medical Center (UMC). UMC will provide, at no cost to all health care workers, all necessary blood tests, initial counseling and early evaluation, and, if appropriate, a 28-day HIV post-exposure prophylaxis, as outlined in the [Fluid Exposure Protocol](#). All Health Care Workers will be evaluated and counseled within two hours by the UMC Exposure Evaluation Team.

What types of exposures does this protocol cover?

This protocol is designed to evaluate post-exposure treatment for HIV and Hepatitis B.

Should I get any follow-up care?

The protocol at UMC is designed to provide care/medications (if required). Students should follow up with the primary care clinics in Las Vegas – UNR Family Medicine (702) 992-6888; and, the [University of Nevada, Las Vegas \(UNLV\) Student Health Center](#).

Where can I read the complete protocol?

The complete UMC Fluid Exposure Protocol is available for review by students in the University of Nevada, Reno School of Medicine Office of Recruitment and Student Affairs, as well as the Department of Surgery and the Department of Obstetrics/Gynecology.

Do all exposures put me equally at risk?

Students who experience percutaneous injuries are the most at risk for exposures. Students who experience mucous membrane or non-intact skin exposures are less at risk. Complete information on procedures for the different exposure types is defined within the [Fluid Exposure Protocol](#).

What if I am told to do something different?

You can contact the Office of Admissions and Student Affairs or your Clerkship Director if you have questions.

[Student Transmissible Disease Policy](#)

Transmissible Disease Expert Panel Protocol

1. The University of Nevada, Reno School of Medicine Transmissible Disease Expert Panel shall meet on a regular academic semester basis, in addition to a case-by-case basis to assess, reassess and, where appropriate, to modify its original recommendations as circumstances warrant.
2. Upon notification as outlined in **Section 6.2 - Notification and Reporting Requirements**, the Associate Dean of ASA presents to the UNIVERSITY OF NEVADA, RENO SCHOOL OF MEDICINE Transmissible Disease Expert Panel any and all reports received for discussion.

1. The University of Nevada, Reno School of Medicine Transmissible Disease Expert Panel will review the report and, if necessary, formulate a recommended action plan.
 2. The University of Nevada, Reno School of Medicine Transmissible Disease Expert Panel will issue recommendation(s) within a reasonable time frame.
 3. Recommendations of the University of Nevada, Reno School of Medicine Transmissible Disease Expert Panel may include, but are not limited to: postponement of, modification of, or discontinuation of a student's educational process.
 4. The Associate Dean of ASA shall notify the student and all appropriate parties in writing of his/her determination. Said notification shall include a copy of the University of Nevada, Reno School of Medicine Transmissible Disease Expert Panel's recommendations.
3. The student must comply with the recommendations of the University of Nevada, Reno School of Medicine Transmissible Disease Expert Panel. Failure to do so may result in the discontinuation and/or restriction of the student's activities related to the educational process; or, dismissal from medical school.

STUDENT REPRESENTATION AND INVOLVEMENT

Medical students are integral members of several key University of Nevada, Reno School of Medicine committees. These include the [Curriculum Committees](#) (Years 1-2, Years 3-4), the Student Executive Committee, the Student Health Committee, and the Admissions Selection Committee.

Furthermore, there are various student organizations and interest groups to promote interest and understanding of the various medical specialties and opportunities available to students.

Please check the Office of Admissions and Student Affairs, [Jodi Shpargel](#), site for a current list of student organizations and interest groups.

COMPUTERS

Incoming students are required to have a laptop computer. iPads and Tablets running Android operating systems are not suitable substitutes for the laptop.

Your laptop will be able to take advantage of the network connectivity available in the first and second year classrooms, the Savitt Medical Library, your group study rooms, as well as in the Knowledge Center and the Joe Crowley Student Union building.

Technical Support

The School of Medicine IT department provides technical support for all students, faculty, and staff of the Medical School. However, limited technical support is available outside the following Notebook vendors:

- Dell
- Apple
- Lenovo/IBM

- Toshiba

Students can purchase a custom configured Dell or Apple Notebook Computer through the Computer Den. The Computer Den is located in the Joe Crowley Student Union and offers student discounts on hardware, software, and peripherals. Additionally, you will pay no shipping and no sales taxes. Check with them before you buy! Visit them online at <http://nevadawolfshop.com/computers.asp> or by calling toll free at (855)983-6597.

Timing For Your Purchase

Timing for your purchase is very important. For those individuals ordering Laptops, please check with your vendor on how long it will take for you to receive your Laptop. When ordering a new laptop, please consider having it delivered no later than the end of July.

Minimum Specifications

The suggested minimum configuration includes the following (these meet or exceed Windows 7 specifications):

- GHz Processor Speed (recommend Intel i5 series processor or greater)
- 2 GB RAM (Recommend 4GB or greater)
- 150 GB hard drive
- DVD R/W drive
- 128 MB of Video Ram and DirectX 9 compliant (recommend 256 MB or greater)
- 6-foot Ethernet cable (cat-5 cable)
- USB to Ethernet adaptor for Mac users and any PC that does not have an Ethernet connection
- Microsoft Windows 7 Home Premium or higher (Win 7 and Win 8 are both fine) or Mac OS X (recommend 10.8 or higher)
- **For PC users** - Microsoft Office 2013 Professional (MS Office 365 is available in the Computer Den and can be purchased at a significantly lower price than any other source – please call them for details).
- **For Mac users** – Microsoft Office 2011 (MS Office 365 is available at the Computer Den)
- Anti-virus program (required to connect to UNR networks (paid versions such as Kaspersky, Norton, or McAfee, etc., and free versions such as Microsoft Security Essentials, Avira, or AVG, etc.
- 3-year warranty (preferably an on-site warranty)

****Apple notebooks are compatible, but see note below**** If you own or are thinking of purchasing an Apple, the minimum recommended operating system is OS 10.8 (current is 10.10 – Yosemite). All other suggested minimum configurations would apply.

****Students wishing to use an existing Apple laptop or purchase a new Apple laptop may be required to obtain virtualization software in order to run Windows on your Mac. This is necessary to install and use “Aperio”, the Image Viewer for the Anatomy slides (which only works on a PC).**

The virtualization software can be free (VirtualBox, which works quite well) or can be an added cost (VMFusion, which also works quite well). There will be a cost for Windows 7 – please ensure that you have original licensing.

Students that decide on an Apple laptop should have their Apple laptops configured with the virtualization

software and the Windows operating system installed prior to arriving for orientation. Please contact the MedIT Team before proceeding with this process.

The IT support team will be available all summer to help you in advance and/or to assist you with general configuration of your laptop. We encourage you to take advantage of this and avoid that last minute rush and stress of getting your laptop configured.

Medical Students can reach the Med IT Team by calling 775-682-5000 option 2, or coming by the Med Help Desk in the Pennington Medical Education building, or sending an email to medhelp@medicine.nevada.edu, or contact us directly – our information is below.

Other suggested peripherals and software:

- Printer
- Adobe Acrobat Reader DC – Adobe.com (free download)
- Adobe Flash Player 17.x – Adobe.com (free download)
- QuickTime 7 – Apple.com (free download)
- Thumb drive
- External hard drive to backup files

The Med Computing Help Desk at the Medical School is located in the Pennington Medical Education Building. You are welcome to stop by or you can reach us as follows:

Robert Boyd	rboyd@unr.edu
Mgr., User Services	775-682-7305

Michael Jackson	michaelj@unr.edu
Desktop Support	775-784-1035

Computer Use

All students enrolled in the University of Nevada, Reno School of Medicine are granted access to University networks and internet. Medical students utilizing campus networks are required to comply with the university's agreement, which prohibits using computers in a fashion that causes harassment, abuse or intimidation of another person and sending or printing of patently offensive mail, documents or images. The university's agreement also prohibits use of peer-to-peer (P2P) applications such as Kazaa, LimeWire, edonkey, eMule, etc., while utilizing campus network resources.

For more detailed information regarding computer use, please refer to the UNR Computing and Network Use Agreement, located on the UNR web site <http://www.unr.edu/it/about-us/policies/network-use>