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1. ADVISING, COUNSELING, & SUPPORT SERVICES

ACADEMIC SUPPORT SERVICES

- The JABSOM Office of Student Affairs (phone 692-1000) is available to students who wish to discuss academic concerns, and adjusting to medical school life. In an Emergency, the Security Desk at MEB (692-0911) can reach the Director, Student Affairs or the Administrator on Call.
- The Counseling and Student Development Center (CSDC, 2600 Campus Road, QLCS 312, phone: 956-7927) at UH Manoa has a staff of professional psychologists, interns, psychiatrists and other professionals who can function as resources to any student. These include:
  - Individual and Group Counseling – to assist students in personal growth and development and in coping with the general stresses of life.
  - Consultative Services – to assist student and faculty groups with problem solving, communications, and interpersonal relationships and other problems.
  - Psychological Testing – assists students in increasing self-understanding.
  - Paraprofessional Program – for students interested in working with people in various helping relationships.
- A staff counselor from CSDC has been assigned to assist students at JABSOM or at Manoa; she is usually scheduled at JABSOM on Mondays (alternate days and times can be arranged by request). Appointments can be made by calling CSDC or e-mailing Dr. Fast at kathrine@hawaii.edu. When calling, please inform the receptionist if you would like an appointment at JABSOM.
- A learning specialist, Ms. Karen Sakamoto, in the Office of Student Affairs is available to assist students in developing and enhancing their learning skills to promote their success in medical school. Students’ learning styles and how they impact learning can also be explored. Other areas of concern that can be discussed include time management, critical thinking and reasoning skills, reading skills, exam skills, USMLE preparation, and stress management. Appointments can be arranged by calling 692-1003 or by e-mailing her at kren@hawaii.edu.

ADVISORS/ADVISING

- General: The Office of Student Affairs, a source of information and resources to all students, can provide services directly or help you find the appropriate resources. OSA can provide learning support, career, crisis, financial aid and academic progression and personal advising.
- JABSOM Mentoring Program: Peer and Faculty advising via “pods” coordinated by the Office of Student Affairs. All students will be assigned to a specific “pod” in which they will remain throughout their tenure at JABSOM. Individual advising from your assigned faculty pod mentors is available upon request and is highly encouraged.
- Career Counseling: In conjunction with the AAMC’s Careers In Medicine Program (http://www.aamc.org/students/cim/start.htm), a comprehensive career counseling program is available. Career Advisors must be chosen during your third year to aid you in preparing for the 4th year and application for residency.
- Further details will be presented during orientation and in OSA sessions throughout the year.

COMPLAINTS

- All complaints should first be appropriately directed to someone who is in a position to discuss the issue.
- For academic complaints, discuss your concerns with the instructor or tutor involved. If no satisfaction is reached and the problem is felt to be significant, the Course Director, clerkship/program director or departmental chair is the next person to contact. If the problem is not resolved, complaints should be reported to your class ombudsperson who will bring it to the attention of the Director of Student Affairs.
- For advice how to proceed with a grade grievance, see the Academic Appeals Policy (http://jabsom.hawaii.edu/JABSOM/admissions/acadapp.pdf) or discuss with the Director of OSA or OME.
- For other complaints, contact the Director of Student Affairs.

COUNSELING

The resources for counseling services other than faculty advisors are:

- **Office of Student Affairs** – the Director of Student Affairs, Dr. Richard Smerz, is available for consultation and is an immediate resource for emergencies or general concerns. Call OSA, 692-1000; after hours, MEB Security Desk (call 692-0911) can contact Dr. Smerz.
- On a part-time basis, clinical psychologist Kathrine Fast, PhD, has office hours at JABSOM (or at CSDC at other times) to serve JABSOM students. Call 956-7927 to schedule an appointment
- **University Health Services** – psychiatrists/psychologists are available on a part-time basis and will provide counseling services at a cost; your insurance will be billed. They are located at 1710 East-West Road, phone 956-8965.
• **OSA** maintains a referral list of community psychiatrists who are not affiliated with JABSOM, and who will not be involved in teaching or assessing students in the curriculum, and who have agreed to see medical students.

• **Department of Psychiatry, School of Medicine** – services are available by special arrangement through the Chief Resident. The Department is located at Queen’s University Tower, phone 586-2900.

2. **ACCESS CARDS**

Access to upper floors of the MEB is restricted to students, staff and authorized visitors; there is public access to the library during Public Access Hours, and to the Kulia Grill when open. All other areas require specially coded Access Cards, which are issued to all students, and serve as a picture ID. Access using these cards is carefully monitored, and inappropriate use will be brought to the attention of the Dean’s Office as well as to the offending card owner. LOST CARDS must be reported to Security ASAP so that they can be de-activated; replacement card policies and procedures can be found on the Facilities Management Office website (http://jabsom.hawaii.edu/JABSOM/departments/intro.php?departmentid=79). Protect your cards from loss, and don’t wear them so they can be damaged (eg, at your waist, where they can bend), or they may not work.

3. **AWARDS/HONORS**

**ALPHA OMEGA ALPHA (“AOA”) HONOR MEDICAL SOCIETY, Hawaii Alpha Chapter**

Senior students are nominated to and chosen by an Ad Hoc committee of AΩA members based on scholarship in combination with professional qualities of leadership and community and school service, in the early fall of each year. The members invite a Visiting Professor, can distribute community service and has recently established a scholarship fund. The AΩA Councilor is Jill Omori, M.D., Associate Professor. The national AΩA website is: www.alphaomegaalpha.org

**GOLD HUMANISM HONOR SOCIETY, JABSOM Chapter**

In the spring of third year, a number of students who have consistently “demonstrated excellence in clinical care, leadership, compassion and dedication to service.” The GHHS is dedicated to recognize, support and promote the values of humanism and professionalism in medicine. The Society is committed to working within and beyond medical education to inspire, nurture and sustain lifelong advocates and activists for patient-centered medical care. Selection extends from student and faculty nominations, an essay submitted by invited applicants, and final selection by previous Gold Society members.

**AWARDS GIVEN AT CONVOCATION**

Each year at the Convocation, a number of students are presented with specific awards/prizes recognizing particular skills, competencies, commitment, dedication, and future potential. These awards/prizes may come from clinical departments or other outside organizations/agencies.

4. **RESEARCH AT JABSOM**

• Students are strongly encouraged to participate and attend to support the School and your colleagues and learn about the rich variety of biomedical science research underway at UH. A Student Research Interest Group has been formed, so look for information about this group, or join them to see what’s going on. You can hear about current research opportunities, both intra and extramural, as well as community awards for conducting and regarding research. Join the Student Research Interest Group for lots of willing and helpful students research mentors. Find contact info on the SIG information list, found at http://jabsom.hawaii.edu/JABSOM/admissions/studActiv.php?l1=mdp&l2=currS

• There are a number of venues to see and to present research locally, in addition to the JABSOM Biomedical Sciences Symposium (see below). Some may be recognized professional society regional or local meetings (eg, American College of Physicians Annual Scientific Meeting; Annual Trauma Symposium) or by special groups of researchers (eg, Straub Clinic). Additionally, many students can publish results of their research, especially of local interest, in the Hawaii Medical and Public Health Journal, a Medline-indexed Medical Journal, now available in an online format (see: http://www.hawaiimedicaljournal.org/)

**BIOMEDICAL SCIENCES RESEARCH SYMPOSIUM**

• Held yearly, the symposium offers the opportunity for undergraduate, graduate, medical students residents and faculty to present original research papers (great addition to your Curriculum Vital!).
• Calls for abstracts will be publicized and those submitted will be reviewed by a panel of School of Medicine faculty. Authors of papers or posters will be chosen for presentation and judged by a panel of faculty; a number of cash prizes are awarded in several categories.

5. EDUCATIONAL RESOURCES

BOOKS, BOOKSTORES
• Buying books is recommended only after attending tutorials, reviewing books in the library and obtaining input from faculty and other students.
• Some medical, science and technology books are available at the University of Hawaii at Manoa Bookstore, located in the Campus Center.

COMPUTER ACCESS
• Computers for use by medical students are located in the Health Sciences Library, ground floor, MEB. Access after hours with access card. Visit the Health Sciences Library home page at http://www.hawaii.edu/hslib for more information.
• WiFi is available in nearly all parts of the MEB, but your individual laptop computers must be configured to the network. Contact the Helpdesk (4th Floor MEB) 692-1111 to set this up.

COPYING
• Copy machines are available in the Health Sciences Library, ground floor, MEB, and at the Learning Resource Center, 3rd Floor, Ewa wing (in PBL Room area).

LIBRARIES
• The Health Sciences Library is the primary location for resources for students and faculty. It is located on the Ground Floor, MEB. (Please no food or drink except for water in covered containers.)
  o Check the website (www.hawaii.edu/hslib) for announcements & hours of the reference desk or email librarians for assistance (hslinfo@hawaii.edu), usually 8 am through 10 pm, Mon-Thurs; 8-5 Fri and Sat; Closed Sunday
  o Details of materials located in the Library are available at the end of each Health Care Problem.
  o PubMed searching classes, EndNote classes offered.
  o If restricted access (ie. No public access only) is in place, your JABSOM Access Card may get you in.
  o Phone is 692-0810
• JABSOM Learning Resource Center of the Health Sciences Library, 3rd Fl Ewa (Maintained by 4 2nd year students)
• Hamilton Library (UH Manoa Graduate Library) 956-7204 http://libweb.hawaii.edu
• Hawai‘i State Library (478 South King Street) 586-3500 http://www.librarieshawaii.org/ for leisure reading

STUDY ROOMS/RESOURCES
• PBL tutorial rooms, MEB, Third Floor. Abide by Guidelines posted in area.
• Health Sciences Library “Stacks”, 3 group study rooms near Computer Lab
• After-class hours, while building is open, unused classrooms; access through Security.

6. FINANCIAL RESOURCES

FINANCIAL OBLIGATIONS
Students may be denied registration and transcript services for defaulting on traffic or library fines, emergency and other loans, etc.

**EMERGENCY LOANS**
- If you find yourself in financial difficulty due to unexpected events, you can arrange for a limited short-term (max term, 3 months) emergency loan through the Office of Student Affairs.
- Contact the Medical School’s Office of Student Affairs at 692-1000 for assistance.

**FINANCIAL AID**
- Financial aid information is available through the Office of Student Affairs; an updated *Guide to Scholarships, Loans, and Grants* should be available in the Fall.
- Financial aid applications are handled through the Financial Aid Services office for the Manoa Campus. The Free Application for Federal Student Aid (FAFSA) must be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The priority deadline is March 1 in order for medical students to receive aid by the tuition payment deadline. However, JABSOM strongly encourages all students to complete and submit their applications as soon as they become available (January 1).
- Applications received after March 1 will be processed in chronological order along with the regular campus applications.
- The Office of Student Affairs works closely with the Financial Aid Services office to assure that special budget items such as instruments, travel to and from hospitals, etc., are up to date and included in the academic year budget. Medical student budgets are available in the Office of Student Affairs to aid you in calculating your needs.
- The Office of Student Affairs also helps administer or facilitate a limited number of privately endowed scholarships designated primarily for medical students. The availability of these scholarships are generally announced via email. The announcements application information, criteria and deadline for submission. A large number of scholarships which specify ‘financial need’ and requires that a FAFSA be filed with the Financial Aid Services office. Questions should be directed to the Financial Counselor, Office of Student Affairs, or FAO.
- There are a limited number of service and need-based tuition awards. Applications will be solicited by the Office of Student Affairs. Additionally there are some special qualification scholarships available; information to help target the right students is requested on matriculation (Diversity Survey) to assist the Financial Aid Counselor in dispensing these.
- For excellent on-line resources, see AAMC’s new FIRST for medical students at: [http://www.aamc.org/programs/first/students/start.htm](http://www.aamc.org/programs/first/students/start.htm), or USA Funds Life-Skills on-line program, which has just completed a pilot and should be available soon (check Financial Aid Section of the JABSOM Current Student Website).

**7. OFFICE OF MEDICAL EDUCATION, (OME)**
- OME is responsible for implementing and coordinating all aspects of the Medical School Curriculum. Dr. Richard Kasuya the Associate Dean for Medical Education, works closely with Dr. Damon Sakai, the Director of the Office of Medical Education. Among the functions served by the office are: Curriculum Development and Implementation, Faculty and Student Development, Research and Assessment and the implementation of the clinical skills and standardized patient programs.
- For any questions related to the Problem-Based Learning curriculum (MD Program), feel free to come in and meet with Dr. Sakai and Maria Uyeunten, Program Manager.

**8. PARKING and TRANSPORTATION**

**BUS ROUTES**
- Consult with The Bus ([http://www.thebus.org/](http://www.thebus.org/)) for conveniently located major bus routes, such as #42, 19, 57, 56 on AlaMoana Blvd (one block makai) and #65 on Ilalo Street.

**PARKING – KAKA’AKO**
- Very limited free street parking is available off campus. Students parked at Kaka’ako Waterfront Park are warned that they WILL be towed, since parking there is reserved for park users only. Metered parking is available on Ilalo Street for $0.25 for 20 minutes, 2 hour maximum.
- Students can park in Parking Lot C (Corner of Ilalo and Forrest) for pre-determined fee with Parking Pass. Management of this lot is currently changing hands, so specific details remain fluid. The lot has usually been open from 6:00AM to 7:00PM, and is secured from 7:00PM-6:00AM. More details to follow
- Additional parking is available in a parking lot referred to as the Piano Lot which is located 1 block east of the JABSOM complex. Rates are reasonable and permits for weekly/ monthly parking are available.
- Motorcycle or moped parking permits may be purchased, and parking is allowed in designated areas.
- Check for Kaka’ako Parking Permit hours, by contacting Parking Operations (956-8899) or OSA.

**PARKING – CLINICAL SITES**
• Best bets for ALL Hospital parking – CARPOOL! Bike (DON’T forget helmet), take The Bus. For sites not listed, check with course director.
  1. Students going to Tripler Army Medical Center/VA Clinic – parking is free but students are required to obtain a parking permit from the Medical Education Office via their course directors. The following is necessary to obtain this permit in order to enter the area when security alert is in effect: license plate number, driver’s license, certificate of registration, and proof of automobile insurance, JABSOM ID. If a student is using another person’s car, it is also necessary to obtain a letter of authorization signed by the owner stating you have the use of the car. Failure to adhere to state and federal laws and parking regulations which are enforced by military police will result in suspension of driving privileges at ‘Tripler Hill’.
  3. Kapiolani Womens & Childrens Hospital – street parking on both sides of the freeway (after 8:30 am on Dole Street). The parking structure has NO special validation for students.
  4. Kuakini Medical Center – Students can purchase parking passes at the Human Resources Department or find street parking. Look for street parking on Kuakini Street, Stillman Lane/School Street area.
  5. Queen’s Medical Center – street parking on mauka side of freeway – Captain Cook Avenue/Magellan Avenue/Ward Avenue area, walk across pedestrian bridge. Kinau Street – diamond head side of Ward after 8:00 pm across Vineyard Blvd. Also, the Department of Education parking structure (on the makai/ewa corner of Punchbowl and Vineyard); the Department of Health lot on Punchbowl - $2/4 hours; the Physicians Office Building lot (expensive hourly rates).
  6. Straub Hospital– Parking structure, Blaisdell parking structure or street parking before 6:00 am on King, Young & Ward.

9. POLICIES
• It is the responsibility of each student to be familiar with the JABSOM’s Policies. Copies of all policies are available in the Office of Student Affairs, and on the JABSOM Web Site at: http://jabsom.hawaii.edu/JABSOM/admissions/policies.php

DISABILITIES/ACCOMMODATIONS
• The School of Medicine has an extensive policy on Essential Functions Required for the MD Program for Admissions, Continuation and Graduation and Disability Accommodation, a copy of which each student received prior to matriculation.
• In addition to identifying the skills, abilities and attributes necessary to graduate from the MD Program, the policy also addresses the procedure by which students may certify a disability or learning difference and request accommodations.
• A copy of the full Policy and Procedures may be obtained in the Office of Student Affairs.

DISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY
• The University of Hawai‘i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, sexual orientation and veteran status.
• This policy covers admission and access to and participation, treatment and employment in the University’s programs, activities, and services. Sexual harassment is prohibited under this policy.
• For further information regarding equal opportunity policies, affirmative action plan or UHM complaint procedures, contact, UHM Vice Chancellor of Students, at 956-3290 (V/T).
• All students and staff are required to complete training in sexual harassment prevention, see http://training.newmedialearning.com/psh/uhawaii/index.htm, provide a copy of the completion certificate to OSA

GRADES/GRADING POLICY
• The Medical School is on the Credit/No Credit grading system for 1st, 2nd, and 4th year courses, and Honors/Credit/No Credit grading system for 3rd year courses and required 4th year courses. Policies regarding Grading and Evaluation found in the Policy for Assessment of Medical Student Performance (http://jabsom.hawaii.edu/JABSOM/admissions/assessmed.pdf); also available for review in the Office of Student Affairs.

HEALTH FORMS / HEALTH POLICY
• You will NOT be allowed to see patients (in CSP, or start Clerkships) if you are not in compliance with Health Requirements, which can lead to delay in graduation. In addition to UH Manoa’s health requirements, the School of Medicine’s Health Policy requires the following:
  1. A completed UHM CONFIDENTIAL HEALTH FORM
  2. A PHYSICAL ASSESSMENT form based on an exam completed within six months prior to matriculation.
  3. Results of a TWO-STEP TUBERCULIN SKIN TEST (PPD) (or documented yearly negative PPD) or for those testing positive, CHEST X-RAY performed within three months prior to matriculation and a yearly TB Symptom Questionnaire may suffice. YEARLY PPD/TB test for students with NEGATIVE TB tests.
  4. Documentation of PROTECTIVE SEROLOGY according to CDC and hospital guidelines against the following diseases, measles (rubeola), mumps, rubella, varicella. Documented CURRENT IMMUNIZATION in diphtheria, tetanus, pertussis, polio and hepatitis B (serology advised); and yearly influenza immunization.
5. Health insurance (see Requirements).

**STUDENT CONDUCT CODE**

- Medical students, as part of the Manoa Campus, are accountable to the University of Hawai‘i at Manoa Student Conduct Code, administered by the UHM Office of Student Affairs for the entire campus ([http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/uhm_introduction.php](http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/uhm_introduction.php)). Questions concerning the UHM code should be addressed to the Manoa Office of Students, Student Services Center, 956-3290.
- Students are reminded that they represent the medical profession, so even off campus conduct is expected to adhere to professional standards.
- Medical Students will sign a “Statement of Integrity” during orientation, signifying their commitment to educational behaviors consistent with the trust in eventual role as a physician.

**JABSOM GUIDELINES FOR APPROPRIATE APPEARANCE AND ATTIRE**

These guidelines are intended to contribute to your overall professional development as students in training to become physicians. JABSOM expects students to appear and dress in a professional manner. Although you are not yet a physician, you will nonetheless be expected to conduct yourself in a manner expected of physicians. Some things, such as your appearance and attire, which may have been acceptable in college, may no longer be appropriate in medical school. Your appearance and attire should show respect to faculty, staff, classmates, patients and the general public.

General Guidelines for All Students
- Students should maintain an optimum level of personal hygiene and grooming.
- Strong perfume or cologne should not be worn.
- Clothes, hair, fingernails and footwear should be clean and neat.
- Clothing should not be suggestive, revealing or tight-fitting.
- Clothing and exposed skin should not display offensive images or language.

In addition to the General Guidelines for All Students, for students at clinical sites (inpatient or ambulatory):
- Students should adhere to the dress code/policy in place at the site.
- Students should be aware that they may be requested to remove their white coat in some clinical settings.
- Students should wear:
  - JABSOM photo ID
  - Short white medical coat
  - Closed-toe footwear

**STUDENT FILES/RECORDS**

- Medical students have the right to review all of their records unless they have specifically waived access to certain documents. JABSOM encourages all students to review their files on a regular basis.
- The Medical School strictly adheres to the federal Family Educational Rights and Privacy Act (FERPA) and University Administrative Procedure A7.002, Protection of the Educational Rights and Privacy of Students.
- It is also the Medical School’s Policy that no faculty member is allowed access to a student’s folder without a satisfactory reason or without the student’s written consent.
- The University also requires that students annually receive notice of the following (“FERPA”):

**EDUCATIONAL RIGHTS AND PRIVACY OF STUDENTS**

_Pursuant to Section 99.6 of the rules and regulations implementing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the University of Hawai‘i are hereby notified of the following:_

1. **It is the policy of the University of Hawai‘i to subscribe to the requirements of Section 438 of the General Education Provisions Act, Title IV of Public Law 90-247, as amended, and to the rules and regulations implementing the Act, which protect the privacy rights of students.**
2. **The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:**
   - a. The right to inspect and review education records,
   - b. The right to request to amend education records,
   - c. The right of protection from disclosure by the University of Hawai‘i of personally identifiable information contained in education records without permission of the student involved,
   - d. The right to waive certain rights under the Act, and
   - e. The right to file complaints concerning alleged failure by the University of Hawai‘i to comply with the Act.
3. **Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, “Procedures Relating to Protection of the Educational Rights and Privacy of Students.” Copies of APA7.022 may be obtained from the Office of the Dean of Students and Student Services.**
4. **Directory Information. Students are advised that certain personally identifiable information is considered by the University to be directory information and in response to public inquiry, may be disclosed in conformance with state**
law, at the University’s discretion, without prior consent of the student unless the student requests that the University not disclose such information. This includes:

a. name of student  
b. current address and ZIP code  
c. telephone number  
d. major field of study  
e. educational level (e.g. freshman, sophomore, etc.)  
f. participation in official recognized activities and sports  
g. weight and height of members of athletic teams  
h. dates of attendance  
i. most recent educational institution attended, and  
j. degrees and awards received

A student has the right to request that any or all of the above items not be designated directory information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the campus registrar which of the above items are not to be disclosed without the prior consent of that student.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the student.

10. RECREATIONAL OPPORTUNITIES

ATHLETIC FACILITIES

- Swimming pool, tennis courts, weight room, gym, men’s and women’s lockers, and intramural fields are available for students to use on the Manoa Campus. You must present your validated UHM ID to use these facilities. (UH-Manoa Campus Center Information Services will issue a card, usually while you wait. Your student card needs to be updated (validated) each semester (fall, spring, and summer) in order to be eligible for services. This card, NOT the JABSOM card, gives access to the Libraries on the Manoa campus, also.

- JABSOM Wellness Center at Kaka’ako opens some of their facilities to students; a comprehensive wellness assessment and training may allow your use of training equipment on a limited basis.

- Showers (bring your own soap and towels) are available when the Wellness Center is open. Since it is a small facility, please do not sing while you shower!!

INTRAMURAL SPORTS

- The UH Intramural office offers a variety of sports year round, including basketball, bowling, golf, swimming, tennis, volleyball, water polo, wrestling and others. A list of the various sports and the deadlines for registration may be obtained from the Intramural Office, PE/A 200, 1337 Lower Campus Road, phone: 956-7694.

- Usually, there is also (depending on the availability of Klum Gym) a Medical School Basketball League (the MBA!) open to all medical students and spouses.

STUDENT LOUNGE

- The PMAG Medical Student Lounge is available to, and maintained by, medical students in the MEB, Third Floor. Facilities include a refrigerator, telephone, microwave, TV, ‘foosball’, Playstation 2, and meeting area.

- Keeping the lounge areas clean and accessible for each other is the students’ responsibility.

LOCKERS & MAILBOXES

- Lockers to accommodate books and equipment are available for all MS 1 and MS 2 students in the Ewa Wing of MEB. Limited availability of additional locker space is possible for Special Interest Groups, etc. See OSA.

- Each student has an internal mail slot in the mail room outside of OSA in the Ewa Wing of MEB, accessible by JABSOM Access ID card. Check your mailbox frequently!!

11. REQUIREMENTS

CPR CERTIFICATION

- All medical students are required to be current in certification in American Heart Association BLS Health Care Provider or equivalent (usually a two year certificate) by matriculation and must remain current until graduation. Certification must be conducted by instructors licensed for the Health Care Provider certification is acceptable for first year medical students. You will NOT be allowed to start/continue in clerkships if your CPR certification is not current.

DISABILITY INSURANCE
• All students at JABSOM are required to obtain disability insurance. In view of the major hazards and occupational risks students encounter in clinical settings, the importance of exercising universal precautions and good judgment at all times cannot be overemphasized.

• JABSOM has arranged for students to purchase affordable group coverage through AMA Insurance Agency; policy booklets will be distributed. Questions or problems with these services can be brought to the Director of Student Affairs.

HEALTH INSURANCE
• Health insurance is required for all medical students.
• HMSA (Hawaii Medical Service Association) has been selected to provide student health insurance through the University Health Service for the next academic year. For more information, refer to www.hawaii.edu/shs. This specially priced policy is only available through the UHS. Kaiser Permanente also has an affordable plan, for which you can directly contact Kaiser in Hawaii. Other options are also available, check with OSA.

I.D. PICTURES/NAME BADGES
• Individual medical student photographs are arranged through the Office of Student Affairs during orientation week. Men must wear a shirt and tie for the photo. A coat is provided. The Office of Student Affairs will notify you of the picture-taking dates.
• A Medical School picture I.D. badge/Access card is necessary to permit students access to restricted areas in MEB, labs and hospitals, etc. If lost, notify Student Affairs and/or Security Desk so that the lost card access can be de-activated. Replacement badges will be made available to students for a fee. see Facilities Management Office for procedures, http://jabsom.hawaii.edu/JABSOM/departments/intro.php?departmentid=79

MEDICAL INSTRUMENTS
• Students must obtain a set of medical diagnostic instruments in order to participate in clinical skills sessions. Arrangements have been made for a substantial discount through group purchase during the first year orientation period.

STUDENT I.D. NUMBERS
• All students are assigned four digit I.D. numbers to be used when confidentiality is essential. It is the responsibility of each student to memorize his/her own number.

UNIVERSAL PRECAUTIONS
• As an integral part of the preventive medicine and professional education aspects of the curriculum, students will be trained regarding the prevention of exposure to infectious and environmental hazards (Universal Precautions) prior to patient contact, and oriented to the care and treatment after exposure.
• Students will also receive refresher training at the Third Year Orientation.
• Please refer to Last Page for “Protocol for Students Following Exposure to Blood/Body Fluids”.

WHITE COATS
• A short white coat is required by Clinical Skills Program for clinical sessions at various facilities. One JABSOM monogrammed coat will be provided to all incoming students at the “White Coat Ceremony” during Orientation Week. Additional coats are available in the Medical Book Store for a reasonable price. See OSA to get a JABSOM Patch or check to arrange for purchasing monogram sewing.

12. SERVICES

FOOD SERVICE
• Kulia Grill located on the Ground Floor. Hours of operation, as posted, usually 7:00AM-3:00PM, Monday through Friday.
• Snack and drink vending machines are located outside the Grill.
• Refrigerator space is shared in the PMAG Student Lounge, so bring only your food for the day (not sufficient for storage for a longer period)

GENDER EQUITY
• NO tolerance exists in this professional school for mistreatment or harassment based on differences, whether they be gender, sexual preferences, ethnic, economic or other differences. Please see the Gender Equity website for further information,
HEALTH SERVICES

- University Health Services, 1710 East-West Road, Phone 956-8965. Open from 8:30 am to 4:00 pm Monday through Friday (Closed during lunch 12 noon-12:30 pm)
- Offers some limited services at low cost. Included are:
  - Emergency first aid
  - General office medical care (for minor conditions)
  - Consultations and referrals for private medical care
  - Occupational exposures
  - HIV counseling and testing
  - Pregnancy and V.D. testing
  - Medical health insurance assistance
- UHS has a pharmacy where drugs are available at relatively low prices.

“LETTER OF GOOD STANDING”

- Letters of good standing, verification of enrollment, etc, are available through OSA. Fill out a request form (see http://jabsom.hawaii.edu/JABSOM/admissions/programs.php?l1=mdp&l2=curr$)
- All requests must be signed, or sent from your @hawaii.edu e-mail to be considered.

RESIDENCY STATUS REGULATIONS

- Official determination of residency status is made at the time a student is admitted by UHM (not JABSOM). Those denied resident status for tuition purposes have the right to appeal and may consult with the UH Residency Officer in the Admissions & Records Office. While their case is on appeal, students are allowed to pay resident tuition rate.

TRANSCRIPTS

- OFFICIAL transcripts must be requested through the UHM Admissions & Records Office for $5 for routine processing (5 days), $15 for rush (2 days); request forms are downloadable at http://manoa.hawaii.edu/records/transcripts.html. If an official transcript is not required, and only enrollment verification is needed, a letter can be requested through OSA.

UNIVERSITY OF HAWAI‘I STUDENT ID CARD

- The University of Hawai‘i at Manoa Student ID card allows you to use the University’s facilities and purchase tickets at the student price.
- To get a UHM ID card, you must go to Campus Center, 2nd Floor, Ticket and Information Center (Monday-Friday, 8:30 am-4:30 pm). Initially, you must bring a photo ID or two signature cards.
- Since the medical school is on a different schedule than the rest of the University, a list of currently enrolled medical students is sent to the ID office. The ID office will refer to that list to update/validate your ID card.

13. STUDENT AFFAIRS, OFFICE OF (OSA)

The Office of Student Affairs is responsible for coordinating, developing and facilitating almost every aspect of student activities and is the students’ primary source for any and all needs. OSA is staffed by Damon Lee, MD, Marilyn Nishiki, Karen Sakamoto, Iris Takushi, Jessica Warmoth, and overseen by Richard Smerz, D.O.

- Among the functions served by the office are:
  - admissions
  - board exams and match applications
  - credentialing for licensure
  - emergency loans
  - enrollment verification (for loan deferment, scholarship applications, jury duty, etc.)
  - financial aid information
  - letters of recommendation
  - maintenance of student files
  - message/information center
  - registration
  - student counseling
  - learning enrichment/enhancement
  - etc., etc., etc.
Feel free to meet with Dr. Richard Smerz, Director of Student Affairs if you have any questions or problems. Appointments are recommended for complicated problems, but if there is a pressing matter, do not hesitate to come in or call. In an emergency, the Security Desk on the ground floor can contact Dr. Smerz for you.

**CHANGE OF ADDRESS, CONTACT NUMBERS, E-MAIL ADDRESS**
- Notify the Medical School’s Office of Student Affairs of any change in your address, contact number(s), and e-mail address so that you can be contacted with important messages or in case of emergency.
- Also update your contact information on the MyUH Portal at https://myuh.hawaii.edu so that campus offices (i.e. Financial Aid Services, Admissions & Records, etc.) will also have your current information.

**LETTERS OF RECOMMENDATION/GOOD STANDING/JURY DUTY SUMMONS**
- Letters of recommendation or verification of enrollment/good standing can be obtained by filling out a request form which is available in OSA and on the OSA webpage. As a rule, one week notice is required.
- If summoned for Jury Duty, OSA will write a letter on your behalf to ask for a deferment, so bring in a copy of the summons ASAP. As a medical student, you are NOT disqualified nor deferred from serving on juries in Hawaii.

**MAIL**
- MS1, MSII, and MS III mail slots are located in the Office of Student Affairs and are used for distribution of notices, tutorial and clinical skills handouts, and messages. It is the student’s responsibility to check the assigned mail slot frequently for messages and notices.
- If a student receives an urgent call or message, every attempt will be made to locate the student immediately. Students are also required to check e-mail on a regular basis as this is an important official form of JABSOM communication.
- ALL OFFICIAL e-mail to students will be sent to @hawaii.edu; forward to another mail program if you wish, but you MUST monitor your UH mail.
- ALL OFFICIAL e-mail communication FROM students MUST be from a @hawaii.edu address, otherwise faxed or attached signed documents may be required.

**REGISTRATION**
- Registration for fall semester takes place in April (August for entering students) and in November for the spring semester.
- If students wish to take a concurrent elective during the first or second year, the appropriate forms must be signed by the deadlines given.
- Senior students are responsible to assure registration for courses are accurate and appropriate to complete curricular requirements for graduation.

**MyUH Online Services**
- The MyUH Portal (http://myuh.hawaii.edu) will provide you access to your courses, view grades, your University of Hawaii e-mail account, pay your tuition, view your financial aid, etc. Tutorials on how to go about navigating through MyUH is available at the University of Hawai’i at Manoa Registration Homepage (www.hawaii.edu/myuh/manoa). Although MyUH affords students many options, including self-registration, JABSOM students cannot register or revise their registration; this is done entirely by the Office of Student Affairs.

**14. STUDENT GOVERNANCE and ORGANIZATIONS**

**CLASS OFFICERS**
- Each class elects a President, Vice-President, Secretary, Treasurer and Ombudsperson. The Office of Student Affairs will be notified when new officers are elected each year in order to facilitate communication. Class Officers participate in the InterClass Council (ICC), which meets monthly.

**STUDENT REPRESENTATIVES ON STANDING & MISC COMMITTEES**
- Each class elects or appoints a student representative to the following committees of the medical school as dictated by the JABSOM Faculty By-Laws:
  - **Administrative Committees**
    - Executive Committee – Reviews and sets policy for the School of Medicine. The class presidents of the sophomore and senior class shall serve as ex-officio, non-voting members.
    - Student Standing And Promotion – Formal due process review for students with more than one Unsatisfactory evaluation. SSPC will make all initial decisions regarding such a student’s progress and standing in the School of Medicine. Four students, one from each class, shall serve as advisory, non-voting members.
Academic Appeals Committee – Students may appeal decisions made by the SSPC or decisions made in an academic grievance to the Academic Appeals Committee (AAC). Two medical students are appointed to the AAC by the Director of Student Affairs in consultation with the InterClass Council.

Policy Committees
- Curriculum Committee – Responsible for providing coordinated and integrated institutional oversight and management of the four-year MD curriculum. Four medical students, one elected from each class will serve as ex-officio, non-voting members.
- Basic Science Committee – A subcommittee of the Curriculum Committee, responsible for policy-making decisions concerning the teaching of basic science concepts. Representatives are from each class.
- Graduate Biomedical Sciences Education, Graduate Student Affairs & Joint Degree Programs – Review, advise, and make policy recommendations on matters related to graduate medical sciences education and joint degree programs in the medical school. Student representative must be a medical student in the joint degree program.
- Informatics – Recommend policies regarding the use of JABSOM’s computer resources, advise the Dean, Executive Committee, and Faculty Senate as to appropriate information technology for the school. One medical student representative with voting privileges.
- Library Advisory – Advise the director of the JABSOM Library as to appropriate policies relative to access to and use of the school’s library facilities and as to the nature and content of educational and reference materials purchased or acquired by the library for use by the JABSOM community. One medical student representative with voting privileges.

Miscellaneous Committees
- AAMC-OSR – Student branch of the AAMC. The OSR is charged with the representation of the undergraduate medical student body of the US to the academic medicine community. Four students, one from each class. The first and second year class representatives will serve as the primary contacts.
- Third year Curriculum Sub-Committee – Planning and review of third year curriculum. Student representatives from second, third and fourth year classes.
- Fourth Year Curriculum Sub-Committee – Planning and review of fourth year curriculum. Student representatives from third and fourth year classes.

STUDENT ORGANIZATIONS

AMA Student Chapter (American Medical Association-Medical Student Section)
- Dedicated to upholding the principles and ethics set forth by the AMA. In keeping with these standards, this organization specifically seeks to: 1) promote student involvement in community health and health care delivery; 2) encourage political awareness and action; 3) act as a resource for student members by connecting them to the larger professional community; and 4) foster the development of professional identity and responsibility in all future physicians.

AMSA (American Medical Student Association)
- A student run organization concerned with informing students of what is happening on the national level and at other medical schools.
- Publishes the New Physician magazine.
- Holds West Coast and national conferences during the year to develop AMSA policies.
- Contact person for further information: AMSA President (to be elected).

CHRISTIAN MEDICAL and DENTAL ASSOCIATION
- The purpose of the Christian Medical Association is to encourage spiritual growth through bible studies and student fellowship. This organization also exposes medical students to Christian physicians and community service projects.

OSR (Organization of Student Representatives) of the Association of American Medical Colleges
- National organization comprised of student representatives from each of the medical schools. The organization is charged with the representation of the U.S. medical student body. Its goal is to provide medical student input on current issues being addressed by the Association of American Medical Colleges (AAMC) that will impact student education, quality of life or professional development. The OSR holds both national and regional conferences which take place in the fall and spring.

INTEREST GROUPS & CLUBS:
- There are numerous Student Interest Groups and clubs where students can informally learn about career opportunities, special projects, community service, faculty interaction, and some are associated with corresponding national specialty groups.
- If you have an interest in starting an activity, speak with a faculty advisor, your class officers or OSA. We ask that all student “Interest Groups” have a faculty advisor and contact information for the organizers be sent to Damon Lee, MD in OSA.
• A listing of JABSOM SIGS is available through OSA.
EXPOSURE TO BLOOD/BODY FLUIDS PROTOCOL

1. **Immediately** following the exposure:
   a. Flush the exposed mucous membrane with water or saline.
      - If exposure to the eyes has occurred, use wash station or nearest sink to flush eyes with water for at least 5 minutes.
   b. Wash any needle stick, puncture, cut or abrasion with soap and water.

2. Initiate the host agency protocol for hazardous exposure to blood/body fluids by following the instructions outlined in the table below.

3. If the exposure is in a non-hospital setting (for example, ambulatory site not associated with a hospital, in a JABSOM lab, class, or other non-hospital-based exposure), you or your preceptor/supervisor can call Queen’s ED (547-4311) to review current protocol for immediate needs in such a circumstance, and begin the process, (AFTER #1). You may go to an Emergency Department, or during open hours, contact the University Health Services (Manoa Campus) 956-8965, and ask for immediate attention.

<table>
<thead>
<tr>
<th>FACILITY NAME</th>
<th>CONTACT DEPARTMENT/PERSON</th>
<th>PHONE #</th>
<th>SERVICES PROVIDED TO STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiser Permanente Medical Center</td>
<td>Kaiser Exposure Hotline</td>
<td>432-8699</td>
<td>Source patient testing is provided at no cost to student; student charged for follow-up care</td>
</tr>
<tr>
<td>Kapiolani Medical Center for Women and Children</td>
<td>Report to Emergency Dept immediately and provide JABSOM ID badge to ED front desk for registration. Follow up with EH next business day.</td>
<td>983-8525</td>
<td>Source patient testing and baseline testing for student are provided. Referred to PMD for follow-up.</td>
</tr>
<tr>
<td>Kuakini Medical Center</td>
<td>Occupational Health Services, after hours dial “0” and ask for Nursing Supervisor on duty.</td>
<td>547-9531</td>
<td>Source patient testing is provided at no cost to the students. Student will be referred to Medical School for information on management and follow-up.</td>
</tr>
<tr>
<td>The Queen’s Medical Center</td>
<td>Employee Health/PEP Team</td>
<td>547-4004</td>
<td>Source patient testing will be done @ no cost to student. Student will be referred to Medical School for information on management and follow-up.</td>
</tr>
<tr>
<td>Straub Clinic and Hospital</td>
<td>Report to Emergency Dept immediately and provide JABSOM ID badge to ED front desk for registration. Follow up with EH next business day.</td>
<td>529-4900</td>
<td>Source patient testing and baseline testing for student are provided. Referred to PMD for follow-up.</td>
</tr>
<tr>
<td>Pali Momi Medical Center</td>
<td>Report to Emergency Dept immediately and provide JABSOM ID badge to ED front desk for registration. Follow up with EH next business day.</td>
<td>485-4123</td>
<td>Source patient testing and baseline testing for student are provided. Referred to PMD for follow-up.</td>
</tr>
<tr>
<td>Tripler Army Medical Center</td>
<td>Report to the ER. Electronic consult sent to Occupational Health and Infection Control</td>
<td>433-6629 (ER)</td>
<td>No cost for all initial service in the ER; this includes source testing. Follow-up services NOT provided by Tripler Occupational Health</td>
</tr>
</tbody>
</table>

You may also seek care and information from University Health Services (956-8965), your personal physician, or any emergency department. **Seek immediate evaluation.**

1. **Report exposure to:**
   a. Your supervising faculty member and course/clerkship director
   b. Medical School Office of Student Affairs @ 692-1000

Students should be knowledgeable about their health care policy and should know what their plan will