



JABSOM MEDICAL STUDENT RESOURCE GUIDE

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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, QLCSS 312, phone: 956-7927) at UH Manoa has a staff of professional psychologists and 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. Individual counseling is also available to address issues such as depression or anxiety.
 - 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.
- A staff counselor from CSDC has been assigned to assist students at JABSOM or at Manoa; he 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. Yap at mcyap@hawaii.edu. When calling, please inform the receptionist if you would like an appointment at JABSOM.
- A learning specialist, Dr. Sharleen Chock, 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 sharl@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, financial aid and academic advising. The Director and Assistant Director of OSA are available for individual career and academic advising. If you are struggling emotionally/psychologically, OSA can refer to helpful resources.
- 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* (<https://www.aamc.org/cim/>), 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.
- For advice how to proceed with a grade grievance, see the Academic Appeals Policy (<http://jabsom.hawaii.edu/docs/policy/Academic%20Appeals%20Policy%202016.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 are:

- On a part-time basis, clinical psychologist *Michael Yap, 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 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.

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 Café Waiola 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; contact Elwyn Watkins (692-1274; elwyn@hawaii.edu) for replacement cards. 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, perform community service and have 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 are selected 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 learn about and participate in 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 student research mentors. Find more information at the below website: <http://jabsom-rig.com/index.html>
- 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 by a professional society at 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 Journal of Medicine and Public Health (see: <http://www.hjmp.org/>)

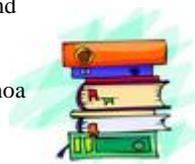
BIOMEDICAL SCIENCES RESEARCH SYMPOSIUM

- 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 Vitae!).
- 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 See websites for library hours.

- 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.)
 - Check the website (www.hawaii.edu/hslib) for announcements & hours of the reference desk or email librarians for assistance hslinfo@hawaii.edu, usually 8am-5pm M-F.
 - Details of materials located in the Library are available at the end of each Health Care Problem.
 - PubMed searching classes, EndNote classes offered.
 - If restricted access (ie. No public access only) is in place, your JABSOM Access Card may get you in.
 - Phone is 692-0810
- JABSOM Learning Resource Center of the Health Sciences Library, 3rd Fl Ewa (Maintained by several 2nd year students)
- Hamilton Library & Sinclair Library are located on the Manoa campus and are available for your use. <http://library.manoa.hawaii.edu/>
- Hawai'i State Library (478 South King Street) <http://www.librarieshawaii.org/> for leisure reading

LIBRARY CARDS

- JABSOM Access Card is necessary for Health Sciences Library student services at MEB. A UH-Manoa I.D. card is required to use the library facilities at Hamilton and Sinclair Libraries. Once you've paid tuition, go to Campus Center Information Services and they 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.



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 INFORMATION AND RESOURCES

PAYMENT OF TUITION AND FEES

Students may make payment online through their MyUH Portal or in person at the UH Manoa Cashier's Office.

FINANCIAL OBLIGATIONS

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

FINANCIAL AID & SCHOLARSHIPS

- Financial aid information is available through the Office of Student Affairs
- 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. See Helen Longao, Financial Aid Counselor, for questions about deadlines.
- 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 along with the application information, criteria and deadline for submission. A large number of scholarships which specify 'financial need' require that a FAFSA be submitted. Questions should be directed to Helen Longao.
- 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 FIRST program for medical students at: <https://students-residents.aamc.org/financial-aid/>
- Questions pertaining to Financial Aid or Scholarships can be sent to: medfas@hawaii.edu or schedule an appointment with the Scholarship Director/Financial Aid Counselor, Helen Longao.

7. OFFICE OF MEDICAL EDUCATION, (OME)

- OME is responsible for implementing and coordinating all aspects of the Medical School Curriculum and is led by Dr. Jill Omori, Director 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. Jill Omori and Maria Uyeunten, Program Manager.

8. PARKING and TRANSPORTATION



BUS ROUTES

- Consult with The Bus (<http://www.thebus.org/>) for conveniently located major bus routes, such as #s42, 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. JABSOM does not own this lot so specific details remain fluid. Elwyn Watkins (Parking/Security) provides information about passes periodically but it is important to note that passes can run out very quickly (within minutes). The lot has usually been open from Sunday-Saturday 6:00AM to 12:00AM. There are some stalls (numbered) that can be used on a first-come-first-served basis daily and cost \$5.00/day.
- Additional parking is available in a parking lot referred to as the Piano Lot which is located 1 block east of the JABSOM complex. \$5.00/day.
- Gold Bond Building (777 Ala Moana Blvd; entry on Coral Street) is a covered lot with daily rates at \$2.50/30min; Daily Max \$40. Open M-F 6am-7pm.
- 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 (elwyn@hawaii.edu or jabsom-parking@lists.hawaii.edu)

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'.

2. Kaiser-Moanalua–free parking at the hospital.
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 is 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 on the JABSOM Web Site at: <http://jabsom.hawaii.edu/about-us/policies/>

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 found at <http://jabsom.hawaii.edu/about-us/policies/>

NON-DISCRIMINATION 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, gender identity expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, 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.

TITLE IX

- The University of Hawai'i community, which includes students, has the right to be free from sexual harassment and discrimination. Faculty aware of such harassment/discrimination are required to officially report it to the Title IX office.
- Students can make an official report directly to Title IX by contacting Coco Seymour, Deputy Title IX coordinator for JABSOM at 692-1160 or Dr. Dee Uwono, Title IX Director at 956-2299. There are also multiple confidential resources available to students if they feel hesitant to make an official report.
- Information about Title IX can be found here: <https://manoa.hawaii.edu/titleix/>

MEDICAL STUDENT MISTREATMENT GUIDELINES & PROCEDURES

- JABSOM is committed to addressing mistreatment of students. As a student, you have the right to function in a respectful educational environment free of belittlement, humiliation, or hostility.
- This policy covers the definition of student mistreatment and the procedures for reporting mistreatment along with the mechanism for mistreatment investigation.
- The policy can be found on the JABSOM website at: <http://jabsom.hawaii.edu/docs/students/Medical%20Student%20Mistreatment%20Guidelines%20FINAL.pdf>
- A copy of the policy is provided below

Medical Student Mistreatment Guidelines & Procedures

John A. Burns School of Medicine, University of Hawaii at Manoa

I. Standard of Conduct

All members of the educational community in the John A. School of Medicine (JABSOM) have the right to function in a respectful educational environment. This environment will be conducive to

learning, respecting the diversity of opinion, race, gender, religion, sexual orientation, age, disability and socioeconomic status. The environment will be free of belittlement, humiliation, or hostility.

II. Purpose

The School is committed to addressing the issue of mistreatment of students by residents and faculty. The purpose of these guidelines is to provide mechanisms and procedures for students to report mistreatment against them or mistreatment that students observe against others. These guideline and procedures also inform students what happens to their reports of mistreatment.

III. Definition of Mistreatment Against Students

Mistreatment is defined on the Association of American Medical Colleges Graduation Questionnaire as follows: *"Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age or sexual orientation"*.

Specific examples of mistreatment include (but not limited to) being:

- Belittled or humiliated
- Spoken to in a sarcastic or insulting manner
- Threatened with or experiencing physical harm
- Subjected to offensive remarks or names
- Required to perform personal services (i.e. babysitting, shopping)
- Denied opportunities for training or rewards based on gender, race, ethnicity, religion, or sexual orientation
- Receiving lower grades/evaluations based upon gender, race, ethnicity, religion, or sexual orientation

In general, actions taken in good faith by faculty to correct unacceptable performance is not considered mistreatment. Pointing out during rounds, conferences, operating rooms, or other settings that a learner is not adequately prepared for his/her assignments or required learning material is not mistreatment unless it is done in an inappropriate manner.

IV. Procedures for Reporting Mistreatment based on Sexual Harassment or Discrimination

Sexual harassment and other forms of discriminatory harassment are prohibited under the University System-wide Non-discrimination policy. Sexual harassment and other forms of discriminatory harassment are prohibited under this policy. The UH sexual harassment complaint procedures can be found at <http://www.hawaii.edu/offices/eo/docs/UHMSHprocedure2006.pdf>. Title IX concerns/issues/complaints can be addressed through the JABSOM Office of Student Affairs or by contacting the Title IX coordinator for the University of Hawaii at Manoa: Dr. Dee Uwono, Director and Title IX Coordinator, Hawai'i Hall, room 124, phone (808) 956-2299. Email: t9uhm@hawaii.edu. Website: <http://manoa.hawaii.edu/titleix/>.

Additional resources include:

Dr. Lori Ideta, Interim Vice Chancellor for Students, Deputy Title IX Coordinator for Students and ADA Coordinator, Queen Liliuokalani Center for Student Services, room 409, phone (808) 956-3290 (voice/text). Email: ycs@hawaii.edu.

Jenna Friedman, J.D., Gender Equity Specialist, Queen Liliuokalani Center for Student Services, room 210, phone (808) 956-9977. Fax: (808) 956-4541. Email: jenna.h.friedman@hawaii.edu.

V. Procedures for Reporting Mistreatment Other than Sexual Harassment or Discrimination

A. Informal Procedure to Report Mistreatment

Students can report concerns about mistreatment or their learning environment to any of their instructors, faculty, academic advisors, course directors, or the Director of Student Affairs. Students may also make reports confidentially or anonymously via the student ombudsperson to the Director of Student Affairs or via an anonymous online report of student mistreatment (weblink: <http://jabsom.surveyshare.com/s/AYAWVAA>).

Medical Students requesting complete anonymity should be made aware that doing so may interfere with the medical school's ability to investigate the concern and their ability to receive information about the follow-up investigation.

B. Administrative Procedure for Reporting Mistreatment

The Director of Student Affairs is the academic administrator responsible for the oversight of the respectful learning environment for the medical students. Students may report mistreatment directly to the Director of Student Affairs should they choose not to use the reporting mechanisms described in "A" above or in addition to using those reporting mechanisms.

VI. Mechanism for Investigating Mistreatment

The Director of Student Affairs will thoroughly consider any reported allegations of medical student mistreatment, and monitor trends by departments, as well as by individual residents and faculty. The Director of Student Affairs will report trends or serious offenses to the respective department chairs (or their designee), program director, associate dean and/or appropriate authority at the involved sites so that the proper authorities can investigate the issues and decide if and what action is warranted.

VII. Protection from Retaliation

Every effort will be made to protect alleged victims of mistreatment from retaliation if they seek redress. Retaliation will not be tolerated. To help prevent retaliation, those who are accused of mistreatment will be informed that retaliation is regarded as a form of mistreatment. Accusations that retaliation has occurred will be handled in the same manner as accusations concerning other forms of mistreatment.

VIII. Malicious Accusations

A complainant or witness found to have been dishonest or malicious in making the allegation of mistreatment may be subject to disciplinary action.

IX. Monitoring

Aggregate and de-identified data on reports of mistreatment of medical students will be shared with the Curriculum Committee and Medical School Executive Committee on an annual basis.

X. Education

Education is the cornerstone in the prevention of medical student mistreatment. A thorough and on-going effort should be made to inform all involved individuals about the appropriate treatment of medical students, and of these guidelines for dealing with alleged mistreatment. To that end, the following notification mechanisms will be utilized:

Medical Students

A written copy of these guidelines regarding appropriate treatment of medical students will be included in packet of information provided to students at Freshman Orientation. A discussion of mistreatment in general will take place each year during freshman and junior orientations, which will be presented by the Director of Student Affairs.

Residents

A review of this policy will be included in the annual orientations to teaching skills and supervisory responsibilities provided by each residency program involved in medical student teaching.

Faculty

Department chairs and program directors will convey this information to all teaching faculty on an annual basis.

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 are found in the Policy for Assessment of Medical Student Performance (<http://jabsom.hawaii.edu/wp-content/uploads/2017/06/Assessment-of-Medical-Student-Performance-Policy.pdf>).

HEALTH GUIDELINES AND REQUIREMENTS FOR MEDICAL STUDENTS

- 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. Upon admission, results of a TWO-STEP TUBERCULIN SKIN TEST (PPD) or for those testing positive, CHEST X-RAY performed within three months prior to matriculation.
 2. TB screening is required annually
 3. Documentation of PROTECTIVE SEROLOGY according to CDC and hospital guidelines against the following diseases, measles (rubeola), mumps, rubella, varicella, and hepatitis B. Documented CURRENT IMMUNIZATION in diphtheria, tetanus, pertussis, polio and hepatitis B; and yearly influenza immunization.
 4. Health insurance, with proof provided annually.
 5. (For more information, please ask OSA).

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). 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 AP7.002, 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.
- For more information, please see: https://manoa.hawaii.edu/records/pdf/FERPA_notice.pdf

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 houses several classes. Classes are open to JABSOM and UH Cancer Center students, staff, and faculty. Contact Dr. Shannon Hirose-Wong hirosewo@hawaii.edu for more information.
- Showers (bring your own soap and towels) are available when the Wellness Center is open.

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. You will NOT be allowed to start/continue in clerkships if your CPR certification is not current.

DISABILITY AND MALPRACTICE INSURANCE

- All students at JABSOM are required to obtain disability and malpractice 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. 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.

I.D. PICTURES/NAME BADGES

- Individual medical student photographs are arranged through the Office of Student Affairs during orientation week. It is suggested that men 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, 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.

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 through the Book Store for a reasonable price. See OSA to get a JABSOM Patch.

12. SERVICES

FOOD SERVICE

- Café Waiola is 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 cafeteria.
- 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).

HEALTH SERVICES

- University Health Services, 1710 East-West Road, Phone 956-8965. Open from 8:00 am to 4:00 pm Monday through Friday.
- The fees charged to students are aimed towards affordability; co-payments vary based on insurance plan.
- Offers services including:



- * General Medical & Specialty Clinics
- * Laboratory
- * Travel Medicine

- * Immunizations
- * Pharmacy
- * Health Promotion Program

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 HAWAII 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. Your Manoa Student ID card needs to be validated every Fall/Spring/Summer to receive purchase discounts & services on Manoa Campus.

13. STUDENT AFFAIRS, OFFICE OF (OSA)

The Office of Student Affairs is responsible for coordinating, developing and facilitating non-curricular aspects of student activities and is the students’ primary source for many needs.

- Among the functions served by the office are:
 - * board exams and match applications
 - * credentialing for licensure
 - * enrollment verification (for loan deferment, scholarship applications, jury duty, etc.)
 - * financial aid information
 - * Medical Student Performance Evaluation “Dean’s letter” for residency application
 - * maintenance of student files
 - * message/information center
 - * registration
 - * student advising
 - * learning enrichment/enhancement
 - * etc., etc., etc.
- Feel free to meet with Dr. Lawrence Burgess, 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. Burgess 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 GOOD STANDING/VERIFICATION OF ENROLLMENT/JURY DUTY SUMMONS

- Letters of good standing/verification of enrollment can be obtained by contacting OSA. 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

- Student mail slots are located in the mailroom near 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 Committee** – 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.

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.

STUDENT ORGANIZATIONS/INTEREST GROUPS

- 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 please contact OSA for information. We ask that all student "Interest Groups" submit a registration form (available at OSA) to Dr. Kristen Teranishi at OSA. You will need a faculty advisor to sign the form as well as the contact information and leadership position information for the students in your group.
- A listing of JABSOM SIGS is available through OSA.

THE UNIVERSITY OF HAWAII
JOHN A. BURNS SCHOOL OF MEDICINE

EXPOSURE TO BLOOD/BODY FLUIDS PROTOCOL

1. **IMMEDIATELY following the exposure:**
 - a. **Flush the exposed skin or 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 Queens 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.

<i>FACILITY</i>	CONTACT or GO TO	<i>PHONE</i>
Castle Medical Center	Report incident to supervisor. Obtain care from Employee Health Coordinator or hospital supervisor who will assist in filing incident report. Contact JABSOM OSA to report incident.	263-5159 or hospital supervisor 263-5329 (5 pm-8 am)
HOME Clinic	Notify attending physician and complete incident report. Call Dr. Jill Omori to report exposure.	221-0685
Kaiser Permanente Medical Center	Report incident within 2 hours of exposure. Call operator in house "0" and ask for infection control personnel on duty.	432-0000
Kapiolani Medical Center	Report to Employee Health. Go to Emergency Dept, if EH closed, also call on-call Employee Health Coordinator, 983-6000).	983-8525
Kuakini Medical Center	Occupational Health Services. When closed, go to ED, and also notify Nursing Supervisor (through Operator, dial "O").	547-9531
Pali Momi Medical Center	Employee Health during regular work hours or Emergency Department when exposure occurs after hours. Notify supervisor. Report incident Work Injury Line.	535-7200
The Queen's Medical Center	Employee Health/PEP Team.	547-4004
Straub Clinic and Hospital	Employee Health during business hours, go directly to ED after business hours.	522-3481
Tripler Army Medical Center	Let care team know of exposure. Report to the ER. Report exposure to, or go to, Occupational Health the next business day.	433-6235
VA Clinic	Contact EHU during business hours, go to TAMC ER after hours.	433-0091
Wahiawa General Hospital	Go to ER; also notify Nursing Supervisor (through operator) of exposure.	621-4230

You may also seek care and information from University Health Services (956-8965), your personal physician, or any emergency department, **but seek immediate evaluation and counseling**. All follow-up care after immediate evaluation services are the responsibility of the student

4. Report exposure to;
 - a. Your supervising faculty member and course/clerkship director
 - b. Medical School Office of Student Affairs @ 692-1000;
 - c. For URGENT after hours needs, call 692-0912, ask for Dr Burgess or Administrator on-call
5. Students should be knowledgeable about their health insurance coverage, and should know what their plan will cover related to occupational exposures. Remind anyone billing for follow-up that it is NOT an Occupational Exposure, but medical follow-up, or the insurer may not want to pay for services.

JABSOM's Affiliation Agreement with Health Care Facilities (HCF) state:

***“Environmental exposure.** In the event a medical student is exposed to an infectious, environmental, or occupational hazard at the HCF, the HCF shall be responsible for providing immediate evaluation and counseling as with employees of the HCF. Follow-up after the initial evaluation and counseling will not be the responsibility of the HCF, and will proceed according to University student health policies.”*