2015-2016 DATA COLLECTION INSTRUMENT
FOR PRELIMINARY ACCREDITATION

STANDARD 12

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STANDARD 12: MEDICAL STUDENT HEALTH SERVICES, PERSONAL COUNSELING, AND FINANCIAL AID SERVICES

A medical school provides effective student services to all medical students to assist them in achieving the program’s goals for its students. All medical students have the same rights and receive comparable services.
## OVERVIEW DOCUMENTATION FOR STANDARD 12

**Table 12.0-1 | Support Services at Geographically Distributed Campuses**

Source: School-reported

Indicate how the following services will be made available to students at each distributed campus by placing a “Y” in the appropriate columns(s). Add additional rows for each service/campus. *Note: this question only applies to schools with geographically distributed campus(es).*

<table>
<thead>
<tr>
<th>Available to Students Via</th>
<th>Campus</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Personal counseling</td>
</tr>
<tr>
<td>Personnel located on campus</td>
<td>Spokane</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Tri-Cities</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Vancouver</td>
<td>Y</td>
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<tr>
<td></td>
<td>Everett</td>
<td>Y</td>
</tr>
<tr>
<td>Visits from central campus personnel</td>
<td>Spokane</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Tri-Cities</td>
<td>Y</td>
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<tr>
<td></td>
<td>Vancouver</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Everett</td>
<td>Y</td>
</tr>
<tr>
<td>E-mail or Tele/Videoconference</td>
<td>Spokane</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Tri-Cities</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Vancouver</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Everett</td>
<td>Y</td>
</tr>
<tr>
<td>Student-travel to central campus</td>
<td>Spokane</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Tri-Cities</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td>Vancouver</td>
<td>Y</td>
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<tr>
<td></td>
<td>Everett</td>
<td>Y</td>
</tr>
</tbody>
</table>
12.1 FINANCIAL AID / DEBT MANAGEMENT COUNSELING / STUDENT EDUCATIONAL DEBT

A medical school provides its medical students with effective financial aid and debt management counseling and has mechanisms in place to minimize the impact of direct educational expenses (i.e., tuition, fees, books, supplies) on medical student indebtedness.

12.1 SUPPORTING DATA

Describe financial aid and debt management counseling/advising activities (including one-on-one sessions) that will be available to medical students in the first and second years/phases of the curriculum. Note whether they will be required or optional.

According to a 2015 report from the American Association of Medical Colleges (AAMC), the average Class of 2015 medical school graduate accumulated a little over $180,000 in debt – with 81% of graduates having borrowed. While this figure includes debt accumulated prior to medical school (on average, approximately $25k), this is an incredible financial obligation for any individual to take on.

To help ensure that Washington State University College of Medicine students borrow wisely – and make other smart financial decisions – WSU is committed to providing the resources and tools to ensure their success in this regard. In the short term, overall student success in school has been linked to financial stress.

WSU is responsible for managing their student loan Cohort Default Rate (CDR) which is monitored by the U.S. Department of Education – and which includes benefits and sanctions (including loss of federal aid eligibility) based on the institution’s CDR.

Currently, financial literacy workshops are offered to all students on the WSU Spokane Health Sciences campus on a monthly basis. Lunch, provided through Service and Activity fees, entices students to these programs. A copy of the 2015-16 schedule is included in Appendix 12.1.1 In addition, Washington State University contracts with American Student Assistance, so all students have free online access to their “$ALT: Money knowledge for college – and beyond” resources.

With a mission to help enroll a diverse student base – many of whom will need to borrow, a financial success program becomes an even more important obligation. A suggested curriculum for a Financial Success program for medical students has been developed (Appendix 12.1.2). This curriculum includes required elements for all medical student borrowers, including individual debt management counseling, budgeting, and financial planning on a semester basis. Students will also be encouraged to participate in monthly Money Matters workshops on topics such as Credit Management and Reporting, Making a Big Purchase, and Organizing Your Finances. Other best practice activities to be conducted by the financial aid specialist, and a list of available resources and tools are also available in Appendix 12.1.2.

12.1 NARRATIVE RESPONSE

Provide the anticipated total tuition and fees that will be assessed to first-year medical students (both for in-state residents and out-of-state non-residents) for the year that the charter class enters. Include the
medical school’s health insurance fee, even if that fee is waived for a student with proof of existing coverage.

The anticipated total tuition and fees that will be assessed to first-year medical students for the year that the charter class enters will be set by the regents. It is anticipated to be $35,000 per year. In addition, a mandatory health fee (currently $87) is charged all WSU Spokane students enrolled in seven or more credits. There may be course fees associated with specific courses for which medical students are enrolled, however those have been yet to be decided and will most likely be fairly minimal. Currently the fee to apply to the University is $50.

There are optional WSU fees as well:

- State law does not allow universities to require medical or disability insurance. Students may enroll in the Washington Healthcare Plan through the Affordable Care Act and will be charged according to their income status. Dependents may be enrolled as well. Disability insurance is available to medical students, and students will be encouraged to enroll. The College of Medicine will explore the option of making a group plan available to its medical students. The rate is expected to be less than $70 per year.
- Medical students will be charged an additional College of Medicine health fee of approximately $115 per semester. This fee will cover annual flu shots, TB skin tests and reads.
- Parking rates currently range from $188 to $462 per year. If students choose to use public transportation, their student ID card allows them to ride buses at no charge.

a. Provide the name, title, and date of appointment of the financial aid director for the medical school. Describe the anticipated staffing of the financial aid office that will be used by medical students and the reporting relationship(s) of the director of financial aid.

1. Note if the financial aid office resides organizationally within the medical school or at the university level. If the latter, list the other schools/programs that are or will be supported by financial aid office staff and their anticipated enrollment.
2. Indicate the number of financial aid staff who will be available to assist medical students when the charter class enters and note any additional recruitments planned as the number of medical students increases. Note if any of these staff will be devoted exclusively to students in the medical school.

The financial aid office resides organizationally at the campus level within the Office of Student Affairs at the WSU Health Sciences Spokane campus. Currently Liz West, Interim Director of Student Affairs (financial aid advising since July 1998), and Jennifer Harris, Financial Aid and Admissions Coordinator (September 2014) are responsible for providing financial aid services to all WSU Spokane students. There are currently 1331 health sciences students enrolled on the Spokane campus in Spring 2016, and 1112 (83.5%) receive financial aid of any kind.

Medical students will be supported primarily by a financial aid specialist (to be hired in Fall 2016). See Draft Position Description in Appendix 12.1.3. The position will be full-time, with matrixed reporting lines to WSU Spokane Office of Student Affairs, as well as dotted reporting lines to the Vice President of Student Financial Services (main campus in Pullman) and to the Associate Dean for Student Affairs in the ESFCOM. Although the specialist will be responsible primarily to medical students, initially the specialist will also be available to students in the College of Nursing and the College of Pharmacy as time allows. As the College of Medicine grows, the need for a financial aid specialist dedicated exclusively to the medical students will be assessed each year as part of the Continuous Quality Leadership (CQL) process.
The financial aid specialist will also coordinate financial services for medical students at each of the regional campuses as students progress through the medical program. Each campus has at least one financial aid professional already onsite as part of the WSU infrastructure at distributed campuses, and the Spokane specialist will make visits to each of the regional campuses at least once a semester.

This specialist will have a detailed understanding of the specifics of funding a medical education program and will work closely with the Office of Student Affairs in Spokane and with Student Financial Services in Pullman to identify financial aid opportunities for medical students. These two offices work very closely together, and each year a Charter of Operational Expectations and Responsibilities is reviewed and signed between the two campuses.

The financial aid specialist will hold group sessions on loan counseling, debt management, and financial planning, which will be mandatory for all medical students during orientation and throughout their medical education. Medical students will be able to access the specialist for individual counseling during normal business hours, by phone and by e-mail. The financial aid website will include information for prospective medical students, financial literacy, debt management, links to other scholarship resources, and links and contacts to preferred lenders.

b. Describe current activities at the medical school or university to increase the amount and availability of scholarship and grant support for medical students (e.g., a current fund-raising campaign devoted to increasing scholarship resources). Describe the goals of these activities, their current levels of success, and the timeframe for their completion.

The Elson S. Floyd College of Medicine has developed a “60 for 60” endowed student scholarship initiative to ensure that all students in the Charter Class of the ESFCOM are offered scholarship assistance. The “60 for 60” campaign target is $3,000,000 - sixty donors supporting the Charter Class with sixty $50,000 endowed scholarships. This initiative will not only impact the charter class but future medical school students with the endowment campaign. The opportunity to make a difference in a medical student’s life is only open to sixty key donors. That group of donors will be called the “Charter Class Donors.”

The 60 for 60 Charter Class campaign will be concluded by time the Charter Class is admitted to the ESFCOM. An ongoing endowed student scholarship campaign will be developed following the Charter Class campaign. To date, four of the 60 Scholarships have been met, without significant effort put into this campaign, as we are awaiting preliminary accreditation to pursue this in earnest.

There are also scholarships available to medical students who are interested in a service-connected program that require a Service Commitment. Tuition and fees, together with a monthly stipend, are paid to students in return for service commitment as a physician for a stipulated period of time. These types of programs include, but are not limited to:

- **Armed Forces Health Professions Scholarship Program.** The Armed Forces Health Professions Scholarship Program provides financial assistance to medical students in exchange for active duty service in the Armed Forces - Air Force, Army, Navy. Obligations incurred in the programs will be fulfilled as medical officers in the appropriate service for a stipulated period of time.
- **Indian Health Service Health Professions Scholarship Program.** This program provides financial assistance for American Indian and Alaska Native (Federally recognized only and applicant must be a member of his/her tribe) students only enrolled in health professions and allied health professions programs. It pays full tuition, other costs of medical education and a monthly stipend. Recipients must serve one year for each year of scholarship support.
The National Health Service Corps (NHSC) is a program of the Federal Health Resources and Services Administration’s Bureau of Primary Health Care, which is the focal point for providing primary healthcare to underserved and vulnerable populations. The mission of the NHSC is to increase access to primary care services and reduce health disparities for people in health professional shortage areas by assisting communities through site development and by the preparation, recruitment and retention of community-responsive, culturally competent primary care clinicians.

The ESFCOM is sensitive to the financial burden medical students face, and is developing mechanisms including tuition remission awards, scholarships, grants, and loans to minimize the impact of direct educational expenses on medical student indebtedness.

Loan and loan forgiveness information is included in Appendix 12.1.4.

c. Describe other mechanisms that will be used by the medical school and the university to limit medical student debt, such as limiting tuition increases.

The ESFCOM dean is working with central administration to limit tuition, and tuition increases in order to minimize the impact of medical student indebtedness. While this effort starts with campus administrators, education efforts are ongoing with state legislatures, administrators and financial donors. The mechanisms implemented to limit student debt include: philanthropy, in-kind support, research funding, and interprofessional funding.

The ESFCOM budget has limited increases in tuition to a 3% per year increase. In addition, there has been agreement on having the cost of tuition for a 5th year to be approximately 10% of the standard annual tuition rate. In this way, students who need more time to continue their training will not have the additional financial stress of an extra year of tuition.

Lastly, a discussion of a tuition student assurance program has ensued. This plan would specify that each class of medical students would have no tuition increases during their tenure as long as there is no break in their WSU attendance.
12.2 TUITION REFUND POLICY

A medical school has clear, reasonable, and fair policies for the refund of a medical student’s tuition, fees, and other allowable payments (e.g., payments made for health or disability insurance, parking, housing, and other similar services for which a student may no longer be eligible following withdrawal).

12.2 NARRATIVE RESPONSE

a. Briefly describe the tuition and fee refund policy. Describe how the policy will be disseminated to medical students.

Tuition refund policies are set at the university level (see Appendix 12.2.1), and the ESFCOM policy for tuition and fee refund payments to medical students reflects that schedule. The refund policy will be stated within the College of Medicine Student Handbook, disseminated to students at orientation, and maintained on the College website as well as the Campus and University websites.

Refunds

Medical students who withdraw in the academic year will receive a refund of tuition (less a $100 cancellation fee) based upon the schedule found in Appendix 12.2.1. Tuition and fees will be refunded in full if a student cancels enrollment during the first week of classes. After the first week of classes, students who cancel enrollment will be refunded on a graduated scale:

<table>
<thead>
<tr>
<th>Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10+</th>
</tr>
</thead>
<tbody>
<tr>
<td>% reduction</td>
<td>100</td>
<td>80</td>
<td>80</td>
<td>70</td>
<td>60</td>
<td>60</td>
<td>50</td>
<td>50</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>

The mandatory health fee will be refunded if the student cancels enrollment by the 10th day of the semester and has not used health services by that date. If the health fee is not refunded, the student is eligible to receive health and counseling services through the end of the semester.

The student is responsible for initiating the cancellation process by completing an online Cancellation of Enrollment form. The institution will terminate student services and privileges at the effective time of the student’s withdrawal.

b. If not included in the tuition refund policy, describe policies related to the refund of payments made for health and disability insurance and for other fees.

The State of Washington does not permit the University to require students to have health or disability insurance. Therefore, the College of Medicine will not charge for medical or disability insurance, but will recommend such insurance and will provide information on options for obtaining that insurance. See Appendix 12.2.2.
1. Policy for refunding tuition and fee payments to medical students who withdraw or are dismissed from the medical education program.

The WSU Tuition Adjustment Policy is included in Appendix 12.2.1.
12.3 PERSONAL COUNSELING / WELL-BEING PROGRAMS

A medical school has in place an effective system of personal counseling for its medical students that includes programs to promote their well-being and to facilitate their adjustment to the physical and emotional demands of medical education.

12.3 NARRATIVE RESPONSE

a. Describe the system that the medical school is creating for personal counseling of medical students, including plans to ensure that counseling is accessible and confidential. Note especially the individuals who will be available to provide personal counseling (i.e., roles and titles, as available, and where services will be provided.

WSU Spokane Student Affairs provides personal counseling for its students. The infrastructure for the services are already available to students, and facilities are located on the main and regional campuses. On the Spokane campus the Counseling Services office functions as an independent clinical entity distinct from any WSU academic, clinical, and/or research program and is housed under WSU Spokane Student Affairs. As such, the services provided on the Spokane campus are provided by professionals who have no role in the assessment or evaluation of the students in the medical education program.

The WSU Office of Counseling Services on the Spokane campus helps students with their personal concerns about their wellbeing, family, school, their environment, etc. so they may meet the daily challenges of life as an undergraduate, professional, or graduate student. These services include: individual and couples therapy, support groups, psychological testing, and workshops. To ensure privacy and confidentiality for ESFCOM students seeking information and support, the counseling resources are located in secure offices in the WSU Spokane Student Affairs Academic Support and Counseling suite. Any and all contact with this office is confidential as provided within the parameters of professional ethics, federal and state statutes, and HIPAA requirements. Counseling services follows the following confidentiality policies:

- All information disclosed within counseling appointments is confidential and may NOT be revealed to anyone outside WSU Spokane Counseling Services without the student’s written permission, except as allowed by law.
- Counseling Services will not disclose any medical or behavioral health information to the faculty, associate deans, program directors, administrators, or principal investigators except with a student’s written permission, as required by law or as may be allowed by law. (See more details below.).
- WSU Spokane Counseling Services maintains confidential records of all patient contacts in accordance with state and federal law, and professional ethical guidelines established for all staff.
- If a client wishes to read his/her records or release them for purposes other than direct medical care, it is the preference that the client makes an appointment with a provider to discuss the implications of releasing the record.
- Phone or face-to-face contact is the preferred and most confidential form of communication between a student and WSU Spokane Counseling Services. It is preferred not to use email to communicate, as it is not confidential and is subject to public records requests. If a student emails for other concerns, Counseling Services will attempt to redirect the student to call Academic Support and Counseling Services or schedule an appointment to speak with a counselor.
- If a student is referred to another provider, relevant information from records may be forwarded as permitted under FERPA or HIPAA (as applicable), in order to ensure continuity of care.
• All faculty providers in the WSU Spokane Counseling Services are prohibited from ever grading or evaluating our clients in any of their educational or training settings. While counselors might meet with or speak to student or postdoctoral groups in an academic setting, responses, attendance or any form of evaluation is strictly prohibited.

In certain circumstances, providers may share information about a client without permission as may be permitted or required under applicable law, including FERPA or HIPAA (as applicable). For example, providers may need to release certain information in circumstances including but not limited to the following:

• Student indicates intent to harm self or others.
• Student reveals abuse or neglect of a child, or of an elderly, dependent, or disabled person.
• Student has a medical emergency.
• Student is diagnosed with a reportable disease as required by the State Health Department.
• A court of law orders disclosure of information about treatment.
• A provider has reason to believe that the student is impaired in the ability to safely care for patients.
• A provider has reason to believe that the student has violated WSU’s Code of Conduct in a way that jeopardizes his/her safety or the safety of peers or patients.
• Under the Patriot Act, Counseling Services may be required to disclose a client’s health information to authorized federal officials who are conducting national security and intelligence activities or providing protective services to the President or other important officials. By law Counseling Services cannot reveal when such information has been disclosed to the government.

The Office of Counseling Services is currently staffed by a licensed psychologist, and is open 8:00 a.m. to 5:00 p.m., Monday through Friday, except on designated university holidays. Counseling Services has partnered with the city crisis hotline which offers a 24 hour / 7 day a week urgent crisis intervention with licensed mental health professionals.

Counseling services is funded through the student health fee at this time, and any student who has paid the health fee for the current semester is eligible for services. Currently Counseling Services is able to provide students on the Spokane campus with a counseling appointment within a week of their initial request and does not have a waiting list throughout the academic year. In addition, there is not a session limit on counseling appointments. This has been accomplished with one FTE position. Additional funding for a .5 FTE has been added for the counseling services area to begin in fall 2016 due to the increased demand for services and the growth in the student population. We plan to reevaluate the need for additional licensed mental health providers on an annual basis, using the Continuous Quality Leadership (CQL) process, to determine if the needs of the students are continuing to be met.

Counseling Services are offered at no charge to students at each of the regional campuses. The ESFCOM will assure that each is adequately staffed to support medical students as they are assigned to those campuses for their 3rd and 4th year experiences.

b. Summarize programs being created to facilitate students’ ongoing adjustment to the physical and emotional demands of medical school.

A number of wellness programs are already in place on the WSU Spokane Health Sciences campus that help students’ establish and maintain a healthy lifestyle in the face of the rigors of demanding professional programs.
• The Wellness Collaborative is a group of campus faculty, staff and students who encourage and foster a thriving culture of wellness for the campus community, including
  o A wellness blog with regular and timely information on different components of wellness; and
  o A Wellness Collaborative website with information on activities, classes and resources for physical, emotional, intellectual, spiritual, social, financial, environmental and occupational wellness.

• The NEP Health and Fitness Clinic, run by students and faculty in the Nutrition and Exercise Physiology program, offers free activities throughout the academic year, including group exercise classes and 1-on-1 nutrition/wellness coaching.

• Although there are currently no exercise facilities on the Spokane campus (though a trail often used for walking and running abuts the campus and follows the Spokane River), student government subsidizes students’ gym memberships at the YMCA or MUV Fitness. Currently students who choose to enroll pay less than $40 per semester for these services.
  o There are three YMCA locations, which are open 5 am to 10 pm on weekdays, 7 am to 10 pm on Saturday, and 9 am to 8 pm on Sunday. Membership entitles students to classes, use of the swimming pool, gym and climbing wall, and free family events.
  o There are four MUV Fitness locations. The downtown facility (closest to campus) is open 5 am to 9 pm Monday through Friday, and 6 am to 8 pm on the weekends. The outlying locations are all open 4 am to 11:30 pm during the week, and 5 am to 11 pm on the weekend. Students have access to basketball courts, Jacuzzi, lap pools, racquet ball, and classes.

By the time that medical students are enrolled on the WSU Spokane campus, a space will be identified on-campus and furnished with several exercise machines and weight equipment. This space will be available to students 24/7.

An additional half-time counselor will be appointed within WSU Spokane Student Affairs in Fall 2016. It is anticipated that this position will be increased to full-time in Fall 2017 and that wellness activities will be added to the position description. The wellness program will emphasize the goal of optimizing healthy coping strategies, balancing the demands of health science programs, and achieving academic success. This person will have a place at new student orientation and, on an ongoing basis, will be responsible for a wellness program that includes student events, workshops, speakers and other relevant activities. This program will also create an opportunity for students in the College of Medicine to interact with the other health sciences students on the Spokane campus to foster a culture of wellness. This program will make sure to cover important areas such as: mental health, substance abuse, eating disorders, sleep disturbances, self-care, healthy coping, healthy eating, etc.

The College of Medicine will foster an environment in which there is an abundance of health promotion culture and conditions. In addition, student representatives from each of the four classes will participate in a Wellness Committee. Students and faculty will be encouraged to become a “Wellness Representative” by participating in a prescribed number of seminars and events. Several resources will be available on campus to promote physical activity. Students’ representatives will also participate as peer mentors to their medical school colleagues.

When 3rd and 4th year students are based on the other regional campuses, the ESFCOM may need to contract with regional wellness service providers to assure that those students have equitable health services. Currently, the following services exist:
• **WSU Vancouver** has an on-campus Fitness Center, which is open 6:30 am to 9 pm Monday through Friday, closed on weekends, and is free to students. A variety of exercise classes are available during the week as well. The campus also has a disc golf course (free to students) and a multi-purpose court for activities, such as basketball, volleyball and dodgeball. Vancouver has an active intramural program, and the campus often forms teams that compete in the City’s leagues. There is a reduced cost equipment rental program, and the campus also sponsors recreation trips.

• **WSU Tri-Cities** has a free fitness center on campus with limited hours Monday through Friday; however, students can receive a 50% reimbursement for a fitness club membership. The campus also offers a number of club sports,

• **WSU Everett** students have access to the Walt Price Student Fitness Center, a 40,000 square foot facility on the campus. The center includes classrooms for physical education and health programs, a cardio and free weight training room, a climbing wall, a running track, and a multi-purpose gym.
12.4 STUDENT ACCESS TO HEALTH CARE SERVICES

A medical school provides its medical students with timely access to needed diagnostic, preventive, and therapeutic health services at sites in reasonable proximity to the locations of their required educational experiences and has policies and procedures in place that permit students to be excused from these experiences to seek needed care.

12.4 NARRATIVE RESPONSE

a. Describe planning for a system to provide medical students with access to diagnostic, preventive, and therapeutic health services, including where and by whom (i.e., roles and titles, as available) services will be provided. For example, if there is a student health center, comment on its location, staffing, and hours of operation.

The WSU Spokane Office of Student Affairs contracts with a local health care provider to offer primary care and urgent care to all WSU Spokane students, including the ESFCOM students. These services are available at multiple, conveniently located facilities throughout Spokane during the students’ first two years of the curriculum. (For a listing of clinic providers in Spokane, please refer to Appendix 12.4.1.)

Similar partnerships in regional sites for the clinical training years will be established for students on the regional campuses during the third and fourth years of their education. Students will pay a health fee each semester, which entitles medical students to primary care health services and counseling services as well as health education consultations and health promotion programs offered through the WSU Spokane Office of Student Affairs State law prohibits universities in the State of Washington from requiring students to purchase health insurance. The ESFCOM will strongly advise all students to have health insurance and inform the students to purchase it through access to the Washington Health Benefit Exchange. The exchange created the Washington Healthplanfinder as an easily accessible, online marketplace to compare and enroll in quality health insurance plans. A representative visits campus during open enrollment periods to assist students with this process.

The Washington State University – Spokane Campus’ Wellness Collaborative promotes physical fitness, nutritional health, emotional and psychological well-being, environmental stability, and community vibrancy. The Wellness Collaborative’s mission is to link students, faculty, and staff to health and wellness programs by fostering a thriving culture of wellness for the Spokane campus community. Similar programs exist or will be developed and offered to third and fourth year medical students at the regional campuses.

b. Describe how medical students at all instructional sites/campuses with required educational activities will be informed about the availability of and access to health services.

All ESFCOM students will receive information about how to access health services as part of the acceptance materials, and again during orientation prior to the start of Year 1. The ESFCOM Student Handbook will provide information about available health services on campus, regional campuses, and any nonclinical sites. Students will receive information about urgent care from their supervising physician as part of their orientation at each clinical site.

Any provider who delivers health services to an ESFCOM medical student will have neither a role in medical student academic assessment or promotion to a professional clinical role.
Describe how medical students and faculty will be informed of policies that allow students to be excused from classes or clinical activities in order to access health services.

The ESFCOM Excused Absences for Access to Health Services policy (Appendix 12.4.2) addresses the process that considers students’ needs to access health services during set classes or clinical activities. All student policies and procedures will be published in the Student Handbook, which is electronically distributed to new students as part of the acceptance process, and all returning students at the start of the academic year. It will also be posted on the website. Periodically, as policies and procedures are updated or as new ones are introduced, copies of the new ones are electronically sent to all students, and are posted on the website. Consistent with the U.S. Department of Education requirements, select policies such as the Family Educational Rights and Privacy Act (FERPA) Policy, are distributed individually along with additional training materials.

Medical students will be encouraged to schedule all necessary and routine medical appointments / exams outside of scheduled classes and/or clinical activities. ESFCOM understands some medical appointments are urgent and/or unable to be scheduled outside of set class / clinical time due to the Provider’s scheduling and therefore approval will be made on a case-by-case basis by the student’s professor or preceptor, with notice to the ESFCOM Associate Dean for Student Affairs. A statement regarding the policy for missed class time will be included in each course syllabus.

SUPPORTING DOCUMENTATION REQUIRED FOR ELEMENT 12.4

1. Policy or guidance document that specifies that medical students may be excused from classes or clinical activities in order to access health services.

The statement regarding Excused Absences for Access to Health Services is included within the Attendance Policy in Appendix 12.4.2.
12.5 NON-INVolVEMENT OF PROVIDERS OF STUDENT HEALTH SERVICES IN STUDENT ASSESSMENT / LOCATION OF STUDENT HEALTH RECORDS

The health professionals who provide health services, including psychiatric/psychological counseling, to a medical student have no involvement in the academic assessment or promotion of the medical student receiving those services. A medical school ensures that medical student health records are maintained in accordance with legal requirements for security, privacy, confidentiality, and accessibility.

12.5 NARRATIVE RESPONSE

a. Describe how the medical school will ensure that a provider of health and/or psychiatric/psychological services to a medical student will have no involvement in the academic assessment of or in decisions about the promotion of that student. Describe how medical students, residents, and faculty will be informed of this requirement.

Health professionals (including psychiatrists or psychologists) who are either WSU employees or medical providers under contract for their services will be the ones to provide care for a medical student. These professionals will not be instructors for the student nor will they be involved in the student's academic evaluation.

Students will be informed of faculty non-involvement in their assessment via the student handbook and the College website. Discussion of the policy will occur at orientation and will be repeated at the end of the foundational portion of the curriculum before the students enter the clinical years. Faculty physicians will be informed at the start of the academic year with repetition of the information at the time students are assigned to their service.

When faculty are recruited, as part of the appointment process, faculty will be checked against the master list of those providers who have agreed to see patients as a part of the contracts the medical schools has set up. The expectation is that none of these providers will be faculty.

b. If health and/or psychiatric/psychological services are provided by university or medical school service providers, describe where these student health records will be stored. Note if any medical school personnel will have access to these records.

Health and/or psychiatric/psychological services are not provided by medical school service providers. Records related to services offered by the university through the WSU Counseling Services are maintained by the provider. Similarly, the medical records of students who access health and/or psychiatric/psychological services through the university’s contractual relationship with providers are maintained at the providers’ sites. Independent clinical affiliates are responsible for adhering to the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

SUPPORTING DOCUMENTATION REQUIRED FOR ELEMENT 12.5

1. Policies and/or procedures that specify that providers of health and psychiatric/psychological services to a medical student will have no involvement in the academic assessment of or in decisions about the promotion of that student.

The policy to ensure providers of sensitive health, psychiatric, or psychological care to medical students will not assess their academic performance, advancement, and/or graduation is included in Appendix 12.5.1.
12.6 STUDENT ACCESS TO HEALTH AND DISABILITY INSURANCE

A medical school ensures that health insurance is available to each medical student and his or her dependents and that each medical student has access to disability insurance.

12.6 NARRATIVE RESPONSE

a. Indicate whether health insurance will be available to all medical students and their dependents. Describe the status of identifying health insurance options.

By law (Appendix 12.6.1), the State of Washington does not permit a university to require students to have health insurance yet health insurance is now required by federal law.

Health insurance is available to all medical students and their dependents through the Washington Health Benefit Exchange (Appendix 12.6.2.) The College of Medicine strongly recommends that all its students purchase and maintain adequate health insurance coverage throughout their medical school experience to help pay for services that may be needed outside of the scope of services provided through the student health services fee. This insurance is also available for dependents.

Education and counseling regarding options and issues will be available through the Office of Student Affairs at enrollment.

b. Indicate whether and when (e.g., at enrollment, at the beginning of the third year) disability insurance will be made available to medical students. Describe when (e.g., during orientation) and by what means medical students will be informed of its availability.

By law, the State of Washington does not permit a university to require students to have disability insurance. The College of Medicine strongly recommends that all its students purchase disability insurance at enrollment.

Since ESFCOM students will experience patient contact from year 1, disability insurance is recommended throughout the program. The College of Medicine will explore the option of making a group plan available to its medical students. The rate is expected to be less than $70 per year. Students may elect additional coverage levels as they deem appropriate to their own personal circumstances. Education and counseling regarding these options and issues will be available through the Office of Student Affairs at enrollment.
12.7 IMMUNIZATION GUIDELINES

A medical school follows accepted guidelines in determining immunization requirements for its medical students.

12.7 NARRATIVE RESPONSE

a. Summarize the medical school’s planned immunization policies and requirements for medical students. Note if the guidelines follow national and regional recommendations (e.g., from the Centers for Disease Control and Prevention, state agencies, etc.).

ESFCOM has developed this policy (see Appendix 12.7.1) in accordance to Center for Disease Control and Prevention (CDC) guidelines and recommendations.

In order to protect patients, students, staff and the public, the ESFCOM requires all medical students to submit documentation of appropriate immunization prior to matriculation. The ESFCOM will complete a TB screening at orientation. A pre-orientation checklist outlining the fundamental requirements and deadlines will be sent to all admitted students. Students also must maintain compliance with these processes for the duration of their time in the educational program.

Consequences of Non-Compliance
Medical students will not begin or continue patient contact unless their immunization and TB screening status is current and complete. Students are responsible for providing the records that satisfy these requirements to the Office of Student Affairs and to verify that the Office has received them.

**Immunization Requirements**

<table>
<thead>
<tr>
<th>Infection</th>
<th>Protocol for Vaccinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza</td>
<td>One dose annually prior to October 1st.</td>
</tr>
<tr>
<td>Tetanus-Diphtheria-Pertussis</td>
<td>Proof of Tdap once and then Td booster every 10 years</td>
</tr>
<tr>
<td>Varicella</td>
<td>Proof of 2 doses of varicella vaccine after the 1st birthday OR Documentation of history of the disease, including date, OR Positive titer confirming immunity</td>
</tr>
<tr>
<td>Measles, Mumps, Rubella (MMR)</td>
<td>Proof of 2 doses of live MMR vaccine separated by more than 28 days OR Positive titer confirming immunity</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Proof of 3 dose sequence for hepatitis B vaccine AND Positive titer confirming immunity</td>
</tr>
</tbody>
</table>

If a specific vaccination is contraindicated, the student will need to provide appropriate documentation from his or her health care provider.
## Tuberculosis (TB) Screening

<table>
<thead>
<tr>
<th>Subject</th>
<th>Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Screening ¹</td>
<td>Two-step Tuberculin Skin Test ³ (PPD) OR Interferon Gamma Release Assay (IGRA)</td>
</tr>
<tr>
<td>Annual Screening ²</td>
<td>PPD skin test OR IGRA</td>
</tr>
<tr>
<td>Equivocal PPD skin test</td>
<td>IGRA may be required</td>
</tr>
<tr>
<td>Prior BCG Vaccination</td>
<td>PPD skin test can be done but the IGRA is preferred</td>
</tr>
<tr>
<td>Documented prior positive PPD</td>
<td>TB symptoms screening</td>
</tr>
<tr>
<td>PPD conversion (new positive)</td>
<td>TB symptoms screening</td>
</tr>
<tr>
<td></td>
<td>Chest X-ray</td>
</tr>
<tr>
<td></td>
<td>Referral to physician for potential treatment of Latent TB</td>
</tr>
</tbody>
</table>

### Notes:

1. At orientation
2. At start of academic year
3. Skin tests must be read within 48-72 hours; the second of the initial 2-step PPD must be done 1-3 weeks after the first step

b. Note if immunizations will be available on campus (e.g., at the student health center) and how the costs of immunizations will be covered.

As discussed previously, there will be an additional component of the student health fee to cover the costs of immunizations and TB skin testing.

- Immunizations will be offered through the health care facilities which accept the ESFCOM medical student health fee. The costs for mandated immunizations will be covered by ESFCOM’s contract with a designated health care facility. Any additional vaccine costs not covered in the contract will be dependent on the individual student’s health insurance policy.
- TB skin test will be placed and read on campus or a designated clinic. IGRA costs will need to be covered by the student’s health insurance policy.

c. Describe how and by whom the immunization status of medical students will be monitored.

The WSU Spokane Office of Student Affairs will monitor the status of student immunizations to ensure they remain current and will contact students when deficiencies or lapses arise. Medical school faculty and staff members outside the office of Student Affairs will not have access to students’ immunization records.
12.8 STUDENT EXPOSURE POLICIES / PROCEDURES

A medical school has policies in place that effectively address medical student exposure to infectious and environmental hazards, including:

- The education of medical students about methods of prevention.
- The procedures for care and treatment after exposure, including a definition of financial responsibility.
- The effects of infectious and environmental disease or disability on medical student learning activities.
- All registered medical students (including visiting students) are informed of these policies before undertaking any educational activities that would place them at risk.

12.8 NARRATIVE RESPONSE

a. Describe planning for institutional policies in the following areas related to medical student exposure to infectious and environmental hazards.

1. The education of medical students about methods of prevention.
2. The procedures for care and treatment after exposure, including definition of financial responsibility.
3. The implications of infectious and/or environmental disease or disability on medical student educational activities.

The ESFCOM has completed the three required policies and they are in the Appendix of this element. ESFCOM adheres to Washington State University Guidelines for Exposure Management / Medical Services.

The three policies are:
1. Education about Prevention, Management and Implications of Exposures (Appendix 12.8.1)
2. Care and Treatment Post Exposure including Financial Responsibility (Appendix 12.8.2)
3. Implication of Infections or Environmental Disease or Disability on Medical Student Activities (Appendix 12.8.3)

The education policy contains the specifics of how not only registered ESFCOM medical students but also visiting medical students will be made aware of the policies and protocols.
b. Briefly summarize any planned protocols that medical students will follow in the case of exposure to body fluids that may be contaminated, including infectious disease screening and follow-up. Describe when and how students, including visiting students, will learn about the procedures to be followed in the event of exposure to blood-borne or air-borne pathogens (e.g., a needle-stick injury).

All medical students will complete an online universal precautions course prior to orientation. They will receive an orientation about the general policy as well as to the specific policy of the partner hospital prior to commencing laboratory and/or patient care activities. The sponsoring host faculty member at ESFCOM is responsible for ensuring all medical students receive the appropriate training and orientation prior to starting laboratory or clinical activities at one of ESFCOM’s clinical affiliates. In addition, the sponsoring host faculty member is responsible for ensuring the proper procedures are followed in the event of potential exposure. Suggested work restrictions for health-care personnel infected with or exposed to major infectious diseases in health-care settings are listed in Appendix 12.8.3.

Following an incident, the protocol involves phased responses. Immediate actions include receiving first aid and initial care at the site where the injury occurred, recording detailed description of the exposure (type of injury, instrument involved, type of fluid, location of injury and setting), recording patient demographic data, and notifying key clinical personnel at the site. Actions within two hours will involve evaluation of risk, need for testing and treatment and recommended follow up. Actions within 24 hours will be completing an incident report and notifying the Office of Student Affairs of the incident. Students may be referred to the nearest hospital emergency department, local health clinic or to their primary care physician for further diagnosis, treatment, and follow-up based on the type and/or type of incident. The WSU Bloodborne Pathogens Protocol that is in place was created to apply to all health care students including medical students (see Appendix 12.8.4 WSU Protocol for Bloodborne Pathogen Exposure.)

All affiliation agreements with clinical care sites will contain provisions for the care of students who sustain needle-stick injuries or other exposures. The clerkship directors at clinical sites will be responsible for informing clinical faculty and residents about ESFCOM’s needle-stick policies and procedures. Students will be responsible for following the guidelines for needle stick and body-fluid exposure which includes filing both an incident report and health insurance claims. The staff in the Office of Student Affairs will assist students with the filing of their insurance claims and providing excused medical absences, as necessary, for students to receive required follow-up care.

c. Describe when in the course of their education medical students will learn how to prevent exposure to infectious diseases, especially from body fluids.

All ESFCOM medical students will receive information about prevention of exposure to infectious diseases and other biohazardous or environmental materials during orientation prior to the beginning of Year 1. Formal and clinical education about prevention and the pathophysiology of infectious diseases that could potentially be transmitted in a clinical care setting (e.g., hepatitis B, hepatitis C, syphilis, TB, meningitis, varicella, influenza, and HIV) will be provided in the APM course within the first month of classes during Year 1. More in depth information will be added in the microbiology/infectious course during the foundational years.

Prior to any involvement in patient care, the supervising attending physician at each affiliate site will provide ESFCOM medical students information regarding the policies and procedures at those respective locations. ESFCOM partnered clinical sites have their own policies and procedures students must follow in the event of exposure to bloodborne or airborne pathogens at that site. An attending physician or resident may, when the potential risk for blood contamination is greater than usual (e.g., scrubbing for surgeries, performing IV procedures), will remind students at that time about the policy and procedures in effect for that specific procedure at that clinical site.
Policies and procedures noted above regarding exposure to infectious and environmental hazards are also included in the ESFCOM medical student handbook and the ESFCOM website.

SUPPORTING DOCUMENTATION REQUIRED FOR ELEMENT 12.8

1. Relevant policies on medical student exposure to infections and environmental hazards, including the implications of infectious and/or environmental disease or disability on medical student educational activities.

Policies included are:
Policy 12.8.1: Education about Prevention, Management and Implications of Exposures
Policy 12.8.2: Care and Treatment Post Exposure including Financial Responsibility
Policy 12.8.3: Implication of Infections or Environmental Disease or Disability on Medical Student Activities

Appendix 12.8.4: WSU Protocol for Bloodborne Pathogen Exposure