



Elson S. Floyd College of Medicine

WASHINGTON STATE UNIVERSITY

Faculty and Staff Reference Guide



July 2017



Contents

Welcome	4
Getting Started with ESFCOM.....	5
Personal Information	6
The Business Office.....	6
The Office for Equal Opportunity.....	6
AAMC Data Collection.....	6
Network ID	7
E-Mail	7
WSU ID	7
Human Resources Training	8
Where to Find Important Policies and Procedures.....	9
Personal Safety and Support.....	10
Departments in ESFCOM.....	11
Department of Biomedical Sciences	11
Department of Medical Education and Clinical Sciences.....	12
Department of Nutrition and Exercise Physiology.....	13
Department of Speech and Hearing Sciences.....	14
Committees in ESFCOM	15
College Executive Cabinet.....	15
Admissions Committee	15
Curriculum Committee.....	15
Equity Committee	16
Faculty Rank, Promotion & Tenure Committee.....	16
Scholarship Committee.....	16
Student Evaluation, Promotion & Awards Committee	16
Clinical Partners	17
Academic Calendar	18
Curriculum Overview	19
Preceptorships	19



Elson S. Floyd College of Medicine

Leadership Training.....	19
Syllabus Changes.....	20
Course Materials and Distribution.....	20
Academic Policies/Procedures/Guidelines	21
Washington State University Key Policies and Laws.....	21
Student Life.....	22
Student Affairs Framework.....	22
Integration of Academic/Student Life.....	22
Learning Communities for Student Support.....	23
Non-Academic Policies.....	23
Information Technology.....	24
Office of Research.....	26
Faculty Affairs	27
Faculty Development.....	27
Library Services	28
Databases.....	28
Library Catalog	28
Interlibrary Loan.....	28
Subject Guides	29
Course Reserves.....	29
Security, Parking, Safety, Accidents, Injuries	30
Staying Connected	31



Welcome



Faculty,

Welcome to the Elson S. Floyd College of Medicine (ESFCOM). I am confident that as you assume the responsibility for guiding the students in their search for excellence in knowledge, skills, and professionalism in clinical care, research, service and innovation, our mission will be well served. The mission, in part, is to value the individual, in all manner of interaction, as integral to our success. In this regard, as faculty, you may serve as teachers, mentors, guides, advisors, and counselors in a collegial and supportive learning environment.

This ESFCOM Faculty and Staff Reference Guide is designed for all faculty. It is meant to be a quick reference to finding people and information and answer some of the who, what, where questions that arise in delivering the curriculum while serving the medical students.

Information regarding ESFCOM's operating procedures for faculty participation in the leadership of the College of Medicine is found in the Bylaws of the Elson S. Floyd College of Medicine and is provided in this Faculty Handbook.

We hope this guide provides you a snapshot of our organization and serves as a reference to quickly identify, reach, and resolve any question, or concerns you might encounter.

Your dedication to the mission as we prepare clinicians for the future is the very essence of the medical school. I appreciate your contribution.

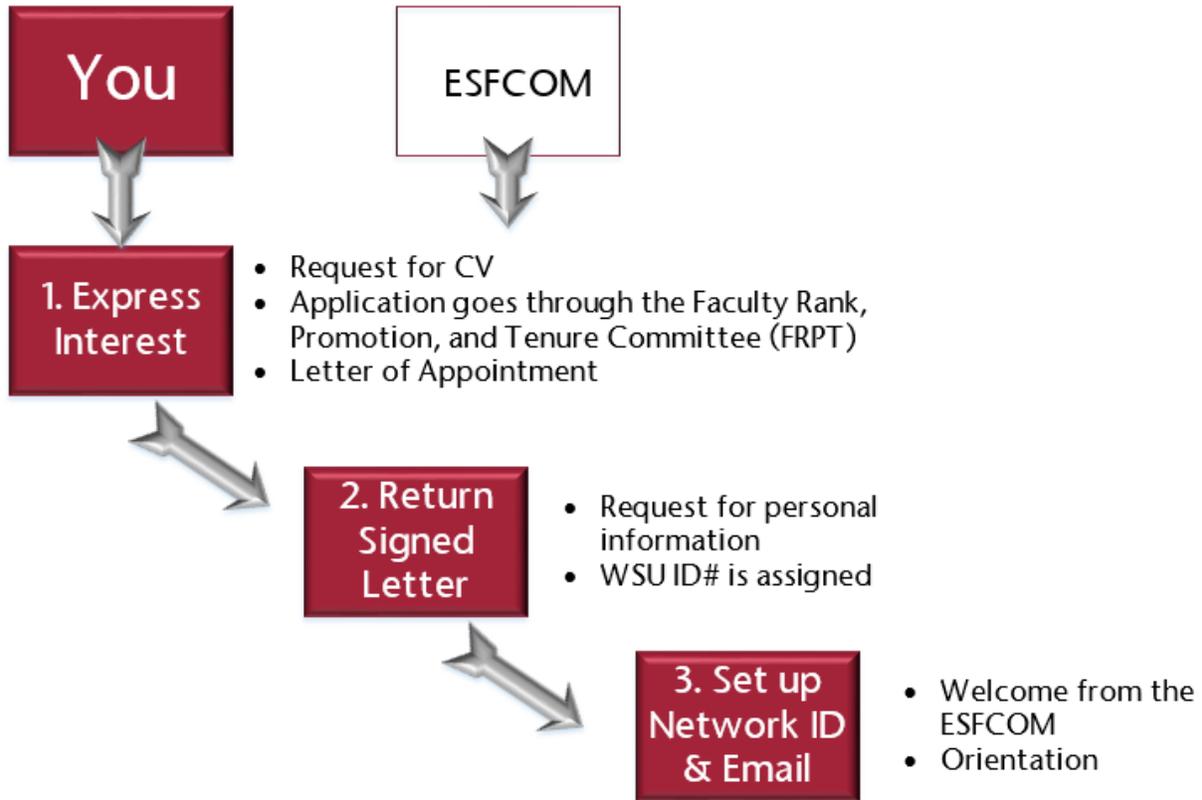
Sincerely,

A handwritten signature in black ink that reads "John Tomkowiak".

John Tomkowiak, MD, MOL
Founding Dean
Elson S. Floyd College of Medicine



Getting Started with ESFCOM



Step 1: You express interest in partnering with ESFCOM. We may contact you to request your CV. Your application goes through the review process by the Faculty Rank, Promotion, and Tenure Committee (FRPT). A letter of appointment will be extended to you, as appropriate to meet the current needs of the college.

Step 2: You will return the signed letter to ESFCOM. A representative from our Business Services office will contact you to request personal information. Your information will be entered into our system, and a WSU ID number will be generated. Business Services will provide you with your WSU ID# and information on how to set up your Network ID and WSU email.

Step 3: You set up your Network ID and WSU Email and inform Business Services of this information. You may also obtain a CougarCard from the local WSU office. The College will extend a welcome email with additional information about our programs, how to complete required trainings and future orientation sessions.



Personal Information

The Business Office representative will ask you for the following information: name, date of birth, social security number, mailing address, home or work address, cell phone number, home or work telephone number, and your preferred email address (personal or work).

The **Office for Equal Opportunity** collects information regarding the demographic makeup of the university community. You will be asked to visit the Office for Equal Opportunity's website to complete the Demographic Information Survey. The survey and FAQs for collection of Personal Demographic Information is available at: <http://oeo.wsu.edu>

AAMC Data Collection

As part of the accreditation process, the Association of American Medical Colleges requests faculty data, which is presented by ESFCOM to AAMC every six months, to include new faculty:

1. Full Name	10. Nature of Appointment
2. School Generated ID	11. Faculty Track
3. Sex	12. Tenure Status/Effective Date of Tenure
4. Birth Date	13. Advanced Degrees(s)
5. Race/Ethnicity	14. Joint Appointments
6. Regional Campus Location	15. Chair Appointments
7. Current Department	16. Division Chief Appointments
8. Rank	17. Administrative Appointments
9. Date of Appointment	18. Specialty/Year of Certification



Personal Information

Network ID

Your Network ID (or **NID**) is your point of access to WSU's computing and network services. With this you are able to view your earnings statement at **myWSU**, access WSU administrative systems, establish your email account and access the WSU Online Training System.

The usual format that the college uses for network ID is FirstName.LastName, this will also serve as the first part of your WSU email address. It is important to keep the combination of your network ID and password confidential. Individuals are responsible for any and all use of the WSU network or network services obtained under their Network ID.

E-Mail

Once you have established your NID, you can proceed to create your WSU e-mail account using the link provided to you in the email from Business Services. All WSU business related emails should be sent from your WSU email account. Communications with and from your department will be done using this account.

WSU ID

The WSU ID allows you to obtain your Network ID and **CougarCard**. The CougarCard is your official University ID and is used for everything from checking out books at the library to building and bus access. If you were a student or affiliated with the university in any way, most likely you have a WSU ID already established.

Business Services finance.medicine@wsu.edu 509-358-7621



Human Resources Training

The WSU Online Training System provides online and instructor-led training available to all current WSU employees (including student employees) and is home to over 3,500 interactive online courses, and over 25,000 online books on a variety of topics. Human Resources Services also coordinates live, Instructor-Led Trainings (ILT) that deliver WSU system-specific training, as well as trainings grouped by topic to address the needs of specific WSU audiences. You can register for Instructor-Led training and access to online training at: <https://hrs.wsu.edu/skillsoft>

Required Training

- [Discrimination and Sexual Harassment Prevention Training](#) (50 min) – Completion of this course is required of all Faculty and Staff employees. New employees are required to complete the course within the first six months of hire.
- [FERPA Training](#) – Completion of this course is required for all Faculty and Staff working with student information.

Recommended Training

NID Login Required: <https://hrs.wsu.edu/skillsoft>

- State Ethics Law
- Business Policies, Procedures and Records Retention
- Cultural Competency
- [Responsible Conduct of Research Training](#) – Completion of this course is required for all Faculty and Staff involved in research.



Where to Find Important Policies and Procedures

Human Resource Services has designed web pages with the goal of connecting faculty with the many benefits and services available to university employees and providing a place where faculty can find policies, guidelines, and resources related to their employment type.

<http://hrs.wsu.edu/employees/>

WSU Faculty Manual	https://facsen.wsu.edu/faculty_manual/
Employee Handbooks	http://hrs.wsu.edu/employees/employee-handbooks/
Access to HR Systems	http://hrs.wsu.edu/resources/access-to-hr-systems/ Access to links to manage personnel paperwork include i-9 system, Online Position Description and Recruitment System (OPDRS), Online Training System, Personnel/Position/Payroll Electronic Management System and the Temporary Employment System
Employee Benefits	http://hrs.wsu.edu/employees/benefits/
Employee Policies	http://hrs.wsu.edu/employees/employee-policies/
Disability Services	http://hrs.wsu.edu/employees/disability-services/
Leave	http://hrs.wsu.edu/employees/leave/
Wellness	http://hrs.wsu.edu/wellness-tips/
Recognition	http://hrs.wsu.edu/recognition
Employee Assistance	http://hrs.wsu.edu/resources/employee-assistance-program/
Holiday Schedule	http://hrs.wsu.edu/resources/holiday-schedule/
Policies and Resources	http://hrs.wsu.edu/resources/policies-resources/
Faculty Friendly Policies	https://advance.wsu.edu/facultyfriendlypolicies/



Personal Safety and Support

Inclement Weather	http://hrs.wsu.edu/resources/inclement-weather/
Safe Environment	http://hrs.wsu.edu/resources/safe-environment/
Work/Life Support	https://advance.wsu.edu/worklifesupport/
<p>ADVANCE at WSU has transitioned from being an NSF funded effort, to a sustainable set of programs supported by WSU. The efforts continue to be in line with the core mission set under NSF funding, focused on institutional transformation toward a more bias-free/faculty-friendly environment. The efforts have also expanded in terms of support for individual faculty members, which now includes under-represented minority faculty members in any discipline at WSU, and continues to apply to women faculty members in tenure-track positions in STEM disciplines. Information can be found at: https://advance.wsu.edu/homenews/.</p>	
Advance Grant Initiatives	https://advance.wsu.edu/initiatives/
<p>Information and links about the project goals of the ADVANCE at WSU grant are to: (1) increase representation of women in target STEM disciplines at WSU by providing institutional support through programs, policies, procedures and climate change at critical points in the academic pipeline (e.g., recruitment, pre-tenure, and post-tenure advancement and leadership); (2) develop and disseminate innovative strategies that can be applied in similar institutions – research-intensive, rural, land grant universities – as well as other institutions; and (3) put in place an infrastructure that gives these efforts highest institutional support and visibility, and allows for transformation to continue past the lifetime of this grant.</p>	
Leadership Training	https://advance.wsu.edu/leadershiptraining/
Office of the Provost	https://provost.wsu.edu/



Departments in ESFCOM

There are four departments within the college of medicine that function in different ways allowing for meaningful interprofessional interaction amongst health science students.

Department of Biomedical Sciences

The Department of Biomedical Sciences (DBS) is the central hub of foundational, pre-clinical research at the Elson S. Floyd College of Medicine. Our mission is to promote and support basic research in biomedical sciences at the highest level. To this end, we recruit talented scientists with interests in applied cell biology and behavioral neuroscience, and provide them with state-of-the-art laboratories and core science facilities. Our faculty represent a diverse set of interests, ranging from reproduction to cancer biology to the function and regulation of sleep. Through our partnerships with the greater WSU campus, the Department provides research opportunities to graduate students enrolled in participating PhD programs. Our faculty also participate in the medical school curriculum.

Department Chair Marcos Frank, PhD marcos.frank@wsu.edu 509-368-6747	Administrative Assistant Breezy Tottenhoff btottenhoff@wsu.edu 509-368-6791
---	---



Departments in ESFCOM

Department of Medical Education and Clinical Sciences

This Department is accountable to the College of Medicine for three primary purposes:

- 1)** Delivery of the courses and content leading to the MD degree and Leadership Graduate Certificate across all teaching sites.
- 2)** Fostering and supporting clinical research.
- 3)** Providing an academic home for faculty to continue professional growth in their chosen field.

The Department is composed of hundreds individuals from a variety of personal and professional backgrounds from around the world. There are clinicians from most specialties, scientists anchoring a wide array of research programs, experienced and junior faculty located across the state of Washington.

To achieve the purposes for which the Department is accountable, there are several roles that faculty members have. Each member may have one or more roles. For a given effort, multiple roles may be involved.

Joshua Jacobs, MD, FAAFP Chair Medical Education and Clinical Sciences j.jacobs@wsu.edu 509-368-6846	Andie Ingram Administrative Assistant andie.ingram@wsu.edu 509-368-6611
Dawn DeWitt, MD, MSC, MACP, FRACP, FRCPC Clinical Campus Associate Dean, Spokane dawn.dewitt@wsu.edu 509-368-6841	Lawrence Schechter, MD Clinical Campus Associate Dean, Everett lawrence.schechter@wsu.edu 509-358-7500
Kevin Murray, MD Clinical Campus Associate Dean, Vancouver kevin.murray@wsu.edu 360-546-9180	Farion Williams, MD Clinical Campus Associate Dean, Tri-Cities farion.williams@wsu.edu 509-372-7434



Departments in ESFCOM

Department of Nutrition and Exercise Physiology

The Department of Nutrition and Exercise Physiology (NEP) offers the only academic program in the state of Washington that integrates instruction and research in both human nutrition and exercise physiology. The department is also unique in that it is housed within the ESFCOM, facilitating seamless integration with medical education to ensure that future physicians are well grounded in the importance of nutrition and exercise as preventative and therapeutic medicine.

The research interests of the faculty include nutrition education, clinical nutrition therapy, sociocultural factors that influence dietary and physical activity behaviors, clinical and applied exercise physiology, environmental and policy level influences on diet and activity, and gene by environment interactions.

<p>Glen E. Duncan, PhD, RCEP Professor, Elson S. Floyd College of Medicine Chair, Dept. of Nutrition & Exercise Physiology Director, Washington State Twin Registry glen.duncan@wsu.edu 509-358-7875 www.wstwinregistry.org</p>	<p>Alexandria Geiger Administrative Assistant alexandria.woods@wsu.edu 509-358-7668</p>
--	---



Departments in ESFCOM

Department of Speech and Hearing Sciences

The Department of Speech and Hearing Sciences prepares future generations of speech-language pathologists to deliver compassionate, personalized care to individuals over the life span, in medical and educational settings, and across diverse communities. Department research is focused on autism, childhood apraxia of speech, cultural and linguistic diversity, deafness and galactosemia.

The department offers programs leading to a **Bachelor of Arts** in Speech and Hearing Sciences and a **Master of Science** in Speech and Hearing Sciences in speech-language pathology. Both the undergraduate and graduate programs are located in Spokane and are a cooperative venture with Eastern Washington University. Washington State University and Eastern Washington University combine faculty and resources to form University Programs in Communication Disorders (UPCD). WSU students enroll through, and receive their degrees from, Washington State University.

The University Hearing and Speech Clinic

<https://medicine.wsu.edu/speech-and-hearing-sciences-2/university-hearing-and-speech-clinic/>

Gail D. Chermak Professor and Chair chermak@wsu.edu 509-358-7598	Linda Gallup Administrative Assistant linda.gallup@wsu.edu 509-368-6824
--	--



Committees in ESFCOM

There are both Washington State University and ESFCOM-level committees. Further information about ESFCOM committees can be found in the [faculty bylaws](#). The following describes ESFCOM committees:

College Executive Cabinet

The College Executive Cabinet is composed of the Dean, the Vice, Associate, and Assistant Deans, the Chair of each Academic Department, others in designated administrative and committee positions, the Chair of the Faculty Council and an ESFCOM Student Representative. The Cabinet shall be the executive advisory body to the Dean in all matters pertaining to ESFCOM affairs.

Admissions Committee

This committee, in concert with the Dean, establishes the criteria and procedures for the admission of medical students based upon the mission of ESFCOM.

Radha Nandagopal
Committee Chair
radha@wsu.edu
509-358-7665

Chris Booker Sarwine
Committee Administrator
bookerc@wsu.edu
509-368-6829

Curriculum Committee

This committee has full and centralized responsibility and authority to design, manage and oversee the curriculum as required for accreditation.

Matt Layton
Committee Chair
layton@wsu.edu
509-358-7502

Laura East-Pease
Committee Administrator
laura.east@wsu.edu
509-368-6834



Committees in ESFCOM

Equity Committee

This committee advises the Dean on policies and practices that promote diversity and inclusion in the ESFCOM, including identifying underrepresented and underserved populations and developing initiatives to facilitate an environment conducive to diversity and inclusion.

Christopher Davis
Committee Chair
cjdavis@wsu.edu
509-358-7820

Diane Sandquist-Hammond
Committee Administrator
d.sandquist-hammond@wsu.edu
509-368-6832

Faculty Rank, Promotion & Tenure Committee

This committee considers rank and promotions to faculty rank as well as recommendations for tenure, as described in the committee's policies and procedures.

Michael McDonell
Committee Chair
mmcdonell@wsu.edu
509-368-6967

Jessica Gerdes
Committee Administrator
jessica.l.gerdes@wsu.edu
509-358-7823

Scholarship Committee

This committee establishes criteria and procedures for the awarding of ESFCOM-directed scholarships to undergraduate, graduate, bridge, and medical students.

Daniel Teraguchi
Committee Chair
daniel.teraguchi@wsu.edu
509-368-6574

Michelle Sanchez
Committee Administrator
michelle.r.sanchez@wsu.edu
509-368-6827

Student Evaluation, Promotion & Awards Committee

This committee makes recommendations regarding the standards and procedures for student evaluation, advancement, graduation, and disciplinary action.

George Novan
Committee Chair
gnovan@wsu.edu
509-368-6718

Phillip Boal
Committee Administrator
phillip.boal@wsu.edu
509-368-6626



Clinical Partners

Statewide affiliations with clinical partners are the heart of community-based medical education at ESFCOM. We have partnerships with major hospitals and clinics in our hub communities and with many rural and underserved areas across the state. With these partnerships, we hope to yield highly prepared doctors and healthier communities.

Outstanding Preparation for Tomorrow’s Physicians

Students train in the diverse health care facilities of community clinical partners. Their experiences can include large and small hospitals and clinics, urban and rural clinics, working with diverse patient populations. Students learn primarily from seasoned clinicians who may have decades of experience.

Filling Gaps in Access to Medical Care

The College’s clinical partnerships enable medical students to train in rural or medically underserved settings where doctors are scarce. Students form ties with these communities and the hospitals and clinics where they work. These students will be more likely to return to these regions to practice medicine when they graduate.

Our Clinical Partners

Below is a list of our current affiliated hospitals and clinics. For the most current list, please refer to the ESFCOM website.

<p>Spokane</p> <ul style="list-style-type: none"> • Providence Sacred Heart Medical Center • Providence Holy Family Hospital • Providence Health Care • St. Luke’s Rehabilitation Institute • Rockwood Clinic • Shriners Hospitals for Children • Planned Parenthood • Columbia Medical Associates • Cancer Care Northwest 	<p>Vancouver</p> <ul style="list-style-type: none"> • Longview PeaceHealth St. John Medical Center • Vancouver PeaceHealth Southwest Medical Center • The Vancouver Clinic • Legacy Salmon Creek Medical Center <p>Tri-Cities</p> <ul style="list-style-type: none"> • Kadlec Regional Medical Center <p>Everett</p> <ul style="list-style-type: none"> • The Everett Clinic • Providence Regional Medical Center Everett
<p>Other</p> <p>These valued partners enable the College to extend clinical training to additional Washington communities.</p> <ul style="list-style-type: none"> • Northwest Specialty Hospital, Post Falls, Idaho • East Adams Rural Hospital, Ritzville • Lake Chelan Community Hospital, Chelan • Peacehealth St. John Medical Center, Longview • Pullman Regional Hospital, Pullman • Swedish Medical Center, Seattle • Samaritan Healthcare, Moses Lake • Sea Mar Community Health Centers (Locations in 12 counties: Clallam, Clark, Cowlitz, Franklin, Grays Harbor, Island, King, Pierce, Skagit, Snohomish, Thurston and Whatcom) 	



Academic Calendar

The ESFCOM follows the Washington State University Calendar with consideration of observed holidays; however the length and terms within the ESFCOM curriculum vary slightly.

Academic Calendar	2017-2018	2018-2019	2019-2020	2020-2021
Fall Term – 14 Weeks				
Class begin, Monday	Aug. 21	Aug. 20	Aug. 19	Aug. 24
Labor Day Holiday	Sep. 4	Sep. 3	Sep. 2	Sep. 7
Veterans Day Holiday	Nov. 10	Nov. 12	Nov. 11	Nov. 11
Progressive Assessment (Final Exam)	Nov. 20-22	Nov. 19-21	Nov. 18-20	Nov. 23-25
Fall Break	Nov. 23-24	Nov. 22-23	Nov. 21-22	Nov. 26-27
Final Day of Fall Term	Nov. 22	Nov. 21	Nov. 20	Nov. 25
Grades Due	Nov. 28	Nov. 27	Nov. 26	Dec. 1
Winter Term – 14 Weeks	2017-2018	2018-2019	2019-2020	2020-2021
Class begin, Monday	Nov. 27	Nov. 26	Dec. 2	Nov. 30
Winter Break	Dec. 23 - Jan. 7	Dec. 22 – Jan. 6	Dec. 21 – Jan. 5	Dec. 19 – Jan. 3
Martin Luther King Jr. Holiday	Jan. 15	Jan. 21	Jan. 20	Jan. 18
Presidents Day	Feb. 19	Feb. 18	Feb. 17	Feb. 15
Progressive Assessment (Final Exam)	Mar. 12-16	Mar. 11-15	Mar. 16-20	Mar. 15-19
Final Day of Winter Term	Mar. 16	Mar. 15	Mar. 20	Mar. 19
Grades Due	Mar. 20	Mar. 19	Mar. 24	Mar. 23
Spring Term – 14 Weeks	2017-2018	2018-2019	2019-2020	2020-2021
Class begin, Monday	Mar. 19	Mar. 18	Mar. 23	Mar. 22
Spring Break (Years 1&2)	Mar. 19-23	Mar. 18-22	Mar. 23-27	Mar. 22-26
Memorial Day Holiday	May 28	May 27	May 25	May 31
Progressive Assessment (Final Exam)	Jun. 18-22	Jun. 17-21	Jun. 22-26	Jun. 21-25
Final Day of Spring Term	Jun. 22	Jun. 21	Jun. 26	Jun. 25
Grades Due	Jun. 26	Jun. 25	Jun. 30	Jun. 29
Summer Term – 8 Weeks	2017-2018	2018-2019	2019-2020	2020-2021
Class begin, Monday	Jun. 25	Jun. 24	Jun. 29	Jun. 28
Independence Day Holiday	Jul. 4	Jul. 4	Jul. 3	Jul. 5
Progressive Assessment (Final Exam)	Aug. 13-17	Aug. 12-16	Aug. 17-21	Aug. 16-20
Final Day of Summer Term	Aug. 17	Aug. 16	Aug. 21	Aug. 20
Grades Due	Aug. 21	Aug. 20	Aug. 25	Aug. 24



Curriculum Overview

Early and frequent interaction with patients across the full spectrum of health care settings is fundamental to the curriculum. It shapes students understanding of the practice of medicine and prepares them to become an insightful and compassionate physician.

During the **first two years** in the Elson S. Floyd College of Medicine, students will spend up to 3 half days each week of instruction in clinical settings. This early exposure allows extensive training in interpersonal, communication, and counseling skills.

Curriculum will prepare students for clinical experiences. For example, in the first semester of medical school students will learn clinical reasoning—how to proceed step by step through a reasoning process to arrive at a diagnosis. By the time students enter the third-year clinical clerkships, they will be able to advance diagnostic ideas and participate in patient care based on solid knowledge and experience.

Interprofessional Learning

As a physician, you're one key part of a large health care system. To be most effective, students will need a working knowledge of what other health professionals do. The Elson S. Floyd College of Medicine provides opportunities to interact with diverse members of a health care team and to understand their roles and the value of their contributions. All medical, pharmacy, undergraduate nursing, speech & hearing, and nutrition & exercise physiology students will participate in face-to-face learning activities, which generally will be two hours in length offered multiple times per semester to accommodate schedules.

Preceptorships

In the second year, students will begin 10-week sessions working alongside a series of clinicians. During that time, they will have the chance to forge professional relationships with clinicians and their patients. Students will begin to understand the breadth and depth of concerns that patients present to their doctors. At the same time, they will explore different career disciplines by observing and interacting with your supervising clinicians.

Leadership Training

- **Team dynamics:** Learn how to fully integrate the contributions of diverse health care professionals: nurse practitioners, pharmacists, medical assistants, psychologists, and more. Master techniques for mobilizing a team, engaging peers, and building synergies among different personalities.
- **Community transformation:** Discover how to successfully advocate for patients, bring about positive change, and address health disparities that can prevail in medically underserved communities.
- **Resource development:** Learn how to deliver quality health care in the face of scarce resources. At the same time, learn how to develop plans to recruit and find resources.
- **Benchmarking results:** Good leaders always measure results. You will master ways to gauge the efficacy of your activities and chart a course for the future.



Curriculum Overview

Capstone Project

Leadership training culminates with a scholarly project. Students investigate a topic of interest, contributing to the advancement of leadership in medicine and health care delivery.

Business Management Training

Across the 4-year curriculum, students will learn how the business of medical practice actually works. Students will need to know how insurance contracts are negotiated, how to engage in continuous quality improvement, root cause analysis, large-scale problem solving and other managerial concepts.

Syllabus Changes

Course syllabi changes and updates are to be submitted for approval from the Course or Clerkship Director. It is the responsibility of the Course or Clerkship Director to submit syllabi to the Associate Dean of Curriculum who presents to the Curriculum Committee. Following ESFCOM approval, all syllabi are viewed and approved by WSU Faculty Senate before becoming final.

Course Materials and Distribution

Faculty and students will be issued an iPad which will be used to distribute and access course materials. Faculty and students will be able to access E.Flo Apps for information about student learning, faculty development, scholarly projects and accreditation information.

<p>Ann Poznanski Associate Dean of Curriculum ann.poznanski@wsu.edu 509-368-6796</p>	<p>Phil Boal Senior Curriculum Specialist phillip.boal@wsu.edu 509-368-6626</p>	<p>Laura East-Pease Curriculum Specialist laura.east@wsu.edu 509-368-6834</p>
---	---	---



Academic Policies/Procedures/Guidelines

All ESFCOM policies, procedures and guidelines can be found on the ESFCOM SharePoint site: <https://medicine.spokane.wsu.edu/SitePages/Home.aspx>.

Washington State University Key Policies and Laws	
Business Policy and Procedures Manual (BPPM) https://public.wsu.edu/~forms/manuals.html	Executive Policy Manual https://wsu.edu/~forms/manuals.html
Safety Policies & Procedures Manual (SPPM) https://wsu.edu/~forms/manuals.html	Higher Education RCW 28B http://apps.leg.wa.gov/rcw/default.aspx?Cite=28B
Electronic Communication Policy http://public.wsu.edu/~forms/PDF/EPM/EP4.pdf	Higher Education RCW 42.52 http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52
Employee Specific Policies	
Faculty Bylaws https://medicine.wsu.edu/documents/2017/03/faculty-bylaws-2.pdf	Faculty Manual https://facsen.wsu.edu/faculty_manual/index.html



Student Life

Student Affairs Framework

The framework begins with the concept of co-curricular rather than extra-curricular. Co-curricular emphasizes an equal partner in the medical education and introduces, reinforces, and emphasizes similar goals. The Office of Student Affairs collaborates across departments within the Elson S. Floyd College of Medicine (ESFCOM) and throughout the University to support these common student goals:

- Professional and Leadership Identity
- Well-Being: Emotional, Mental, Physical, and Inner Health
- Help-Seeking Behaviors
- Academic, Career and Personal Success
- Social Connectedness

Integration of Academic/Student Life

The core of the student development framework is 10-year Individual Success Plans. This framework is largely driven from well-being and mental health literature but incorporates other educational success theories. Mental health and suicide prevention literature focuses on fostering help seeking behaviors, facilitating social connectedness, and providing student services. Equally important is the focus on the student begin able to thrive in any learning environment whether clinical or small group collaborations.

To achieve these, we are asking every student to meet with the counselor and learning specialist prior to starting medical school so they are aware of individual resources available to them. These sessions provide tools to help students understand how to address stressors and provides learning strategies in a fast-paced and demanding environment. We have provided 24/7 counseling services and arranged specific counseling times during higher stress curricular times, such as leading up to exams, following exams, and meeting their cadaver.

The 10-year Individual Success Plans also focus on personalized financial planning to help students achieve their professional and personal financial goals. A certified financial planner will meet with each student to help them throughout their time in medical school to achieve short- and long-term goals. The financial plan will continue beyond medical school to help students achieve their financial goals when their training is complete which might include having a family, buying a home, retirement plans, and becoming debt free.



Student Life

Learning Communities for Student Support

Woven into the 10-year **Individual Success Plans** are **Learning Communities**. The students are divided into four equal groups based on our four distributed clinical campuses: Everett, Spokane, Tri-Cities, and Vancouver. The Learning Communities have two arms for wrap around support:

Academic Arm: This includes an academic and clinical coach that facilitates small group learning, clinical skills, academic progress, career development, and remediation. In addition, students will have a scholarly project advisory team and supervisor.

Co-Curricular and Student Affairs Arm: This includes a Learning Community Mentor (LCM) who is a community physician. The LCM provides career exploration activities once a month and connects them to additional mentors based on student interests. These additional mentors include faculty from different disciplines, other health professionals, and community members from a variety of backgrounds. In addition, student affairs will organize events to foster social connectedness including well-being activities, Learning Community Olympics, student interest groups, and student organizations.

Students will spend their first two years in Spokane and then transition to their distributed clinical campus in the third year to complete their training.

Students may create student organizations within The Associated Students of Washington State University Spokane (ASWSUS). For more information, please visit:

<https://spokane.wsu.edu/studentinvolvement/>

Non-Academic Policies

All of the student affairs information and student policies will be in the ESFCOM Student Handbook and ESFCOM Website: <https://medicine.wsu.edu/policies/>

<p>Daniel Teraguchi, EdD Associate Dean for Student Affairs daniel.teraguchi@wsu.edu 509-368-6574</p>	<p>Michelle Sanchez Administrative Assistant michelle.r.sanchez@wsu.edu 509-368-6827</p>
---	--



Information Technology

The Elson S. Floyd College of Medicine technology team works in collaboration with campus IT and institutional IT to provide innovative solutions.

For desktop, classroom, and general technology support; contact Campus IT:	
Spokane spok.it.help@wsu.edu 509-358-7748 https://spokane.wsu.edu/its/tech-support/	Everett alistair.boudreaux@wsu.edu 425-405-1592 https://everett.wsu.edu/contact/
Tri-Cities tchelp@tricity.wsu.edu 509-372-7334 https://tricitie.wsu.edu/it	Vancouver van.evita@wsu.edu 360-546-9770 https://admin.vancouver.wsu.edu/information-technology

**For help with the following applications/systems contact ESFCOM IT:
(509) 368-6848 or by email at medicine.it@wsu.edu**

Medicine Website <https://medicine.wsu.edu> Our external facing website is maintained in collaboration with the Director of Communications and Marketing and our IT Team.

SharePoint <https://medicine.spokane.wsu.edu/SitePages/Home.aspx>

SharePoint is our document management system and collaborative workspace. Organizations use SharePoint to create collaborative websites. SharePoint is a secure place to store, organize, share and access information from any device.

Slack <https://wsu-medicine.slack.com>

Slack is a communications platform utilized by students and our administrative teams.

Video conferencing
Skype for Business – a conferencing and messaging applications used by WSU and supported by university IT https://its.wsu.edu/skype-for-business/
Unite – a videoconferencing tool provided by WSU Spokane
Zoom – a video conferencing tool that offers group white boarding that offers a user-friendly interface, licensed and supported by ESFCOM IT.
Networked File Storage (Med\$) Shared space designated for storing files that are sensitive, proprietary, or otherwise not public facing. We have ensured that individuals and departments have appropriate access to files and documents.



Information Technology

Equipment

Ordering – We will work with you to ensure that you get the computer that best meets your needs. Call us at x86848 or email us at medicine.it@wsu.edu to start the process. Please see your Administrative Assistant for peripherals such as webcams, printers, speakers, etc.

Checkout – We have some laptops and iPads on hand to check out. Send an email to medicine.it@wsu.edu with your requirements (e.g. what devices you need, how many, when will you need them, how long will you need them, special software requirements, etc). Please allow for three business days to process the request.

Apple & JAMF Mobile Device Management (MDM)

ESFCOM IT supports Apple products & software, as well as the MDM System through JAMF.

E.Flo MD <https://eflo.medicine.wsu.edu/>

An Integrated teaching and learning platform housing course and clerkship scheduling, student portfolios, curriculum management, assessment and evaluation, exams, learning communities, and more.

E.Flo Educational Activity Forms (EAF) <https://app.medicine.wsu.edu/eaf>

Create and collaborate on EAFs to develop individual activity objectives, and map those objectives to assessment types, resource types, keywords, threads, topics, systems, and the ESFCOM must-see formulary.

Medicine Apps <https://app.medicine.wsu.edu>

ESFCOM IT designs, develops, and supports several custom applications that are utilized by ESFCOM.

Osmosis

Osmosis is a learning platform that provides multimedia content that students can use for learning, feedback on areas of weakness, and assessment. This product will provide supplemental course content and serve as a question bank for our faculty to use for summative and formative testing purposes.

Erika Fleck Information Systems Manager erika.fleck@wsu.edu 509-358-7723	ESFCOM IT Medicine.it@wsu.edu 509-368-6848
--	---



Office of Research

The Elson S Floyd College of Medicine is committed to advancing knowledge through creative research, innovation, and creativity across a wide range of academic disciplines. The Office of Research is here to support the growing number of faculty and students interested in pursuing research and other forms of scholarly work. Dr. John Roll, the Vice Dean of Research for ESFCOM is responsible for promoting and over-seeing the College's research. If you are interested in pursuing research or a partnership, and/or if you are looking to work with a student, contact the office for assistance.

<p>John Roll Vice Dean of Research johnroll@wsu.edu 509-358-7836</p>	<p>Bethany Fruci Principal Assistant bfruci@wsu.edu 509-358-7837</p>
--	--

IRB

If you have any concerns regarding potential ethics requirements for your research/project work, please contact WSU's Institutional Review Board.

<p>Malathi Jandhyala irb@wsu.edu 509-335-3668 Fax: 509-335-6410</p>
--



Faculty Affairs

The Office of Faculty Affairs supports faculty-related matters that include:

- Faculty-related policies, including Guidelines for Promotion and Tenure, Policy on Faculty Hiring, etc
- Faculty lists and related reports
- Faculty appointment tracks and classification
- Support for faculty and department chairs in the promotion and tenure process
- Faculty onboarding, focusing on the initial orientation of newly hired faculty
- Point of contact regarding faculty concerns and issues for faculty, administration and staff

Ralitsa Akins, MD, PhD
 Associate Dean of Faculty Affairs
ralitsa.akers@wsu.edu
 509-368-6797

Faculty Development

<p>Faculty Development Includes:</p> <ul style="list-style-type: none"> • Faculty Awards & Recognition • Faculty Development • Faculty Mentoring • Teaching Master Academy 	<p>Personalized Support</p> <ul style="list-style-type: none"> • Facilitating hands-on workshops • Conducting Individual consultations • Connecting you with relevant resources, such as IT and instructional design • Notifying you of professional development opportunities: <ul style="list-style-type: none"> • Ongoing workshops and seminars • Archived development sessions • Researching local resources for professional development • Identifying relevant national and international professional conferences and workshops
---	---

<p>Jamie Green, M.A. <i>Director, Faculty Talent & Recognition</i> jamie.green@wsu.edu 509-368-6836</p>	<p>Craig Fischer, M.A. <i>Director, Faculty Enhancement</i> craig.fischer@wsu.edu 509-368-6838</p>	<p>Arriell Jackson <i>Administrative Assistant</i> arriell.jackson@wsu.edu 509-368-6828</p>
---	--	---



Library Services

Frequently used databases are listed on the library homepage, while a complete list of medical databases can be found under "Databases" on the homepage and selecting "Medical Science" as the database subject.

Databases	
The Spokane Academic Library offers access to multiple indexing and journal articles databases as well as point-of-care databases. Key databases include:	
• ClinicalKey	• UpToDate
• DynaMed Plus	• PubMed
• Cochrane Library	• CINAHL
• Web of Science	• AccessMedicine

Library Catalog

The library catalog can be found on SearchIT, located on the library homepage. Students and faculty can search for books, ebooks, articles, journals, audio, and video from all WSU campuses.

Interlibrary Loan

If a book or article is not available through the WSU collection, faculty and students may take advantage of the interlibrary loan service. This service allows you to place an online request for materials, which will then be retrieved from other institutions and delivered to you. Electronic materials will be sent to your email.

To use the interlibrary loan service, you will need to set up an ILLiad login, which is separate from your network login. You can do this at:

<http://wsulibs.wsu.edu/services/interlibrary-loan>

Book-A-Librarian	
Faculty and students can use the Book-A-Librarian service to set up a consultation appointment to discuss instruction and research assistance. To set up a consultation appointment, select "Book-A-Librarian" from the library homepage and submit the consultation form. These appointments can take place in a variety of formats, including:	
• In person at the Spokane campus	• Web conferencing such as Skype
• Phone call	• Email



Library Services

Subject Guides

The library website contains several subject guides to orient students and faculty to library resources that are relevant to specific health-related topics.

The Medicine subject guide is located on the library homepage under "Research Help". Additional guides can be found by selecting "More Research Guides", including:

- | | |
|----------------------------------|---------------------------------|
| • Community Health Resources | • DynaMed Plus: Getting Started |
| • Evidence-Based Health Care | • Rural Health Research |
| • Statistics for Health Sciences | • UpToDate: Getting Started |

Course Reserves

Faculty may provide access to highly-used required readings material by putting it on reserve. The library staff provide both physical and electronic reserve support.

Reserves usually have brief loan periods, ranging from one hour to a week. Most circulate for two hours. For assistance contact Joseph Dresch at joseph.dresch@wsu.edu.

Physical Space and Services

The Spokane Academic Library is located on the WSU Spokane Health Sciences campus, in the Student Academic Center on the second floor. Beginning in Fall 2017, the library space will be open 24/7 with CougarCard access. For assistance using library resources, please contact:

Kathryn Kane, MLIS, AHIP
Health Sciences Outreach Librarian
kathryn.kane@wsu.edu
509-368-6557
<https://spokane.wsu.edu/library/>



Security, Parking, Safety, Accidents, Injuries

Everett	
Parks Student Union Building Room 224 425-388-9990	Incident reporting and concerns regarding student welfare or violations of the student code of conduct are reviewed through EvCC incident reporting procedures. The college provides emergency closure information to local radio and television stations and posts information on the EvCC website. Lose Something? 425-388-9990
Spokane	
Health Education and Research Building (HERB), Room 201 509-358-7995 (Dial #40 from a campus phone) rpsecurity@wsu.edu	The WSU Spokane Campus has a 24-hour safety and security office open every day of the year. All safety and security officers on campus are trained professionals, however the city of Spokane police and fire officials are the first responders in the event of an emergency. Campus Alert Recorded Message Line: 509-323-2474 Lose Something? 509-358-7995
Tri-Cities	
West Building Room 147 509-372-7698 ehs@tricity.wsu.edu	All security officers on campus are trained professionals, however the city of Richland police and fire officials are the first responders in the event of an emergency.
Vancouver	
VCLS Room 120 360-546-9001 wsuvcops@wsu.edu	The WSU Vancouver Public Safety Department provides the following services free of charge to all members of the Washington State University Vancouver community, employees, students, and visitors. To contact one of our officers, please call 360-546-9001, send an email to wsuvcops@vancouver.wsu.edu , or use our text pager at 360-690-1527.



Staying Connected

There are numerous ways to stay connected with the university. Here are a few suggestions:

<p>ESFCOM Website https://medicine.wsu.edu</p>	<p>Washington State University Website https://wsu.edu</p>
<p>WSU Announcements Daily Announcements notifying the WSU community of current/upcoming events, trainings etc. To subscribe: https://news.wsu.edu/announcements/ click the "Subscribe to Announcement Newsletter" button on the right hand side of the page.</p>	<p>WSU News Updates on major university news including articles, videos, photos and multimedia – via the internet, social media and mobile devices. https://news.wsu.edu</p>
<p>Washington State Magazine Quarterly publication by the Board of Regents of Washington State University that covers news and issues of interest to WSU faculty, staff, students, and alumni. https://magazine.wsu.edu</p>	<p>News and Notes: From the Desk of Kirk Schulz Column written by the President to keep the WSU community and various constituency groups up to date on university decisions and initiatives. https://president.wsu.edu/blog/</p>
<p>Daily Evergreen Student newspaper of Washington State University since 1895. Provides news relevant to WSU students and the local community. www.dailyevergreen.com</p>	<p>HR Source Online newsletter published by HR includes information on upcoming training, events, benefits updates and other HR information that is useful for all employees. https://hrs.wsu.edu/resources/hr-source-newsletter/</p>
<p>Social Media at WSU Social media directory containing Facebook, Twitter, YouTube, LinkedIn, Google+, Blogs, Pinterest, Tumbler, and Instagram for Washington State University can be found here: https://socialmedia.wsu.edu</p>	<p>Popular WSU Twitter Accounts @WSUPullman @WSUSpokane @WSUTriCities @WSUVancouver @WSUCougars @WSUAlert @WSUNews @CareersWSU @WSUVisitor @WSUMedicine</p>