

# Office of Student Affairs LSUHS School of Medicine

The principal objective of the Office of Student Affairs is to serve the needs of the students in the many aspects of life in the School of Medicine. A student who has a question about the experience here and who is uncertain as to an appropriate resource for an answer should check with this office. Anyone needing assistance in adapting to this environment, or advice about personal or professional matters, should visit the Associate Dean or Director for Student Affairs. The range of issues that may be addressed is broad and additional resources will be found when needed.

The Office of Student Affairs serves to advance the academic, intellectual, and personal development and success of future physicians as they prepare at LSUHS Medical School for a career in medicine.

## Our Goals

### Serve\*Support\*Provide

- **Serve** as a student advocate to maximize educational opportunities and academic success. The Office of Student Affairs is an excellent first resource for questions and advice about LSUHS: – personal, academic, professional, or otherwise. Our promise to students is to continually enrich the educational offerings and learning environment on campus.
- **Support** medical students experiencing difficulty by collaborating with other student service organizations and groups.
- **Support** and foster an educational environment that encourages wellness and a thriving student body.
- **Provide** academic counseling for students in need.
- **Provide** guidance and opportunities to explore career options and achieve career goals.
- **Provide** academic and well-being support.
- **Provide** academic support and resources for Step exams preparation.

## Medical Education Program Objectives

1. **INTERPERSONAL SKILLS AND COMMUNICATION:** The student must demonstrate the ability to create and sustain a therapeutic and ethically sound relationship with patients.
2. **INTERPERSONAL SKILLS AND COMMUNICATION:** The student must develop and refine interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and the public, as appropriate, by displaying effective communication across a broad range of socioeconomic and cultural backgrounds.
3. **INTERPERSONAL SKILLS AND COMMUNICATION:** The student must exhibit effective communication with physicians, other health professionals and health related agencies and demonstrate the ability to work as a productive member or leader of a health care team or other professional group.
4. **INTERPERSONAL SKILLS AND COMMUNICATION:** The student must construct and maintain comprehensive, timely, and legible medical records.
5. **MEDICAL KNOWLEDGE:** The student must exhibit knowledge of established and evolving biomedical, clinical, epidemiological, and social/behavioral sciences as well as the application of this knowledge to patient care.
6. **MEDICAL KNOWLEDGE:** The student must demonstrate the ability to acquire and access new knowledge (i.e., stay- up-to-date with the current literature).
7. **MEDICAL KNOWLEDGE:** The student must demonstrate the ability to critically evaluate new knowledge and to determine its relevance to clinical problems.
8. **PATIENT CARE:** The student must exhibit the ability to take both a focused and a comprehensive history.
9. **PATIENT CARE:** The student must demonstrate the ability to perform a thorough physical examination.
10. **PATIENT CARE:** The student must display the ability to verbally present clinical information relevant to patient care to clinical supervisors, peers, and other members of the health care team.
11. **PATIENT CARE:** The student must be able to correctly perform routine clinical procedures and be knowledgeable about the indications, complications, and limitations of these procedures.
12. **PATIENT CARE:** The student must demonstrate appropriate diagnostic and therapeutic management strategies for patients with common issues arising for both acute and chronic care needs.

13. **PRACTICE -BASED LEARNING AND IMPROVEMENT:** The student must engage in critical reflection to distinguish personal goals and identify opportunities for increased knowledge and development of new skills, behaviors, and perspectives and as a result if this insight, integrate appropriate learning activities and formative evaluation feedback into daily practice with the goal of performance improvement.
14. **PRACTICE-BASED LEARNING AND IMPROVEMENT:** The student must demonstrate the ability to locate, appraise, and assimilate evidence from scientific studies related to their patients' health problems.
15. **PRACTICE-BASED LEARNING AND IMPROVEMENT:** The student must demonstrate the ability to utilize information technology to optimize learning.
16. **PRACTICE-BASED LEARNING AND IMPROVEMENT:** The student must participate in the education of patients, families, students, residents, and other health care professionals.
17. **PROFESSIONALISM:** The student must demonstrate compassion, integrity, and respect for others.
18. **PROFESSIONALISM:** The student must exhibit a responsiveness to the needs of patients and society that supersedes self-interest.
19. **PROFESSIONALISM:** The student must show respect for patient privacy and autonomy.
20. **PROFESSIONALISM:** The student must demonstrate accountability to patients, society, and the profession.
21. **PROFESSIONALISM:** The student must display sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in age, sex, culture, race, sexual orientation, gender identity, gender expression, religion, and disabilities.
22. **SYSTEM-BASED PRACTICE:** The student must demonstrate an understanding of the way in which patient care is coordinated within the health care system and work effectively in various health care delivery settings and systems.
23. **SYSTEM-BASED PRACTICE:** The student must demonstrate an understanding of the considerations of cost awareness and risk/benefit analysis in patient and/or population-based care as appropriate for level of training
24. **SYSTEM-BASED PRACTICE:** The student will be able to engage in continuous improvement in the clinical setting in inter-professional teams to enhance quality and value of health care for patients and populations.
25. **SYSTEM-BASED PRACTICE:** The student will be able to participate in a systematic approach to promote patient safety

**Office for Student Affairs**  
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<b>Student Affairs - Responsibilities</b>
<b>Student Support</b>
<ul style="list-style-type: none"> <li>• First point of contact for student questions/concerns</li> <li>• Coordinate academic support programs: Academic Advising, Step Prep Program, Peer Tutoring, Study Skills Sessions</li> <li>• Coordinate the Scholarship Committee and oversee the scholarship selection process</li> <li>• Coordinate mental health and wellness programs</li> <li>• Leave of Absence: Counsel students concerning requests for Leave of Absence; make recommendations to Academic Affairs; maintain appropriate documentation, ensure requirements are met, track students' readiness to return</li> <li>• Communicate with students concerning appealing academic dismissal</li> </ul>
<b>Professionalism</b>
<ul style="list-style-type: none"> <li>• First point of contact for faculty/staff to report issues of student unprofessional behavior</li> <li>• Oversee and direct the Professionalism Committee</li> </ul>
<b>Events</b>
<ul style="list-style-type: none"> <li>• Plan and coordinate MSI Orientation</li> <li>• Organize faculty/student dinners and other activities to assist in the transition to medical school</li> <li>• Plan Family Day for MSI students and their families</li> <li>• Plan and organize ceremonies and special events: Crawfish Boil, Cadaver Ball, White Coat Ceremony, Match Day, and Commencement events</li> </ul>
<b>Student Organizations</b>
<ul style="list-style-type: none"> <li>• Advise Executive Council and Camp Tiger</li> <li>• Coordinate Student Elections</li> <li>• Develop and maintain registration process for student organizations</li> <li>• Oversee the yearbook</li> <li>• Manage Student Union/Student Lounge/Exercise Room</li> <li>• Distribute LSU Football tickets</li> </ul>
<b>Career Advising/Residency Match</b>
<ul style="list-style-type: none"> <li>• Advise students on Step I readiness</li> <li>• Coordinate the Prep for Step Program</li> <li>• Advise students on the Residency Application process (ERAS registration etc.)</li> <li>• Serve as the primary contact for the Texas Star program</li> <li>• Conduct MSPE Interviews and letter writing</li> <li>• Serve as an administrator for the NRMP/Certify students for the Match</li> <li>• Present Career Talks to MSIII students</li> </ul>
<b>Administrative</b>
<ul style="list-style-type: none"> <li>• Oversee room scheduling</li> <li>• Student lockers: – distribution &amp; maintenance</li> <li>• Create and update Student Handbook</li> </ul>

- First point of contact for students requesting accommodation

### Office for Academic Affairs

Kelly Pagidas, MD  
 Associate Dean for Medical Education  
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The Office of Academic Affairs for the LSUHS School of Medicine provides leadership and support for the educational and academic missions of the medical school. Academic Affairs is responsible for the oversight, design, and management of the educational program of the School of Medicine.

The office develops and manages the system by which students evaluate all their courses and clerkships, including construction of evaluation and assessment tools, collection, analysis, management of student evaluation data, and preparation and distribution of results to the Module I & II committees and the Medical Curriculum Council. The office also conducts lecturer evaluations for the pre-clinical curriculum and distributes the reports to each faculty member and course director.

<b>Academic Affairs - Responsibilities</b>
<b>Curriculum management</b>
<ul style="list-style-type: none"> <li>• Provide support for the Medical Curriculum Council</li> <li>• Manage educational resources and administer the budget to support the curriculum</li> <li>• Direct curriculum continuous improvement; review content and organization of courses/clerkships</li> <li>• Oversee longitudinal monitoring for student performance; identify students in academic difficulty and refer students to Student Affairs for academic counseling</li> <li>• Administer the curriculum management system (Moodle)</li> <li>• Oversee dual degree programs (MD/PhD; MD/MPH)</li> <li>• Develop and publish academic calendars</li> </ul>
<b>Students – Academic</b>
<ul style="list-style-type: none"> <li>• Develop and update matriculation requirements, and academic policies and procedures</li> <li>• Administer the Comprehensive Basic Science Exam (CBSE) to MSII students; communicate results to students; refer students to Student Affairs for academic counseling</li> <li>• Leave of Absence: Serve as the final approval of requests for leave of absence; notify students of requirements to return to the curriculum; maintain appropriate documentation</li> <li>• Notify students of Academic Dismissal; maintain appropriate documentation</li> <li>• Plan and coordinate Orientation MSIII</li> </ul>
<b>Assessment &amp; Evaluation</b>
<ul style="list-style-type: none"> <li>• Oversee student evaluations of the curriculum and faculty; facilitate student focus groups to identify opportunities for curriculum improvement</li> <li>• Serve as Executive Chief Proctor for the NBME</li> </ul>

- Administer computerized examinations, analyze results, and communicate with course directors and students.

#### Faculty Development

- Provide consultation services to faculty on curriculum/course design, assessment, and analysis of course data.
- Develop and maintain the Course Director's manual
- Provide administrative support to course/clerkship directors
- Present faculty development seminars and programs on teaching and learning.
- Support faculty in the scholarship of teaching and learning.
- Provide training for faculty serving as 4<sup>th</sup> year advisors

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LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – SHREVEPORT  
ADMINISTRATIVE DIRECTIVE

Policy Number: 6.2  
Effective Date: 5/26//23  
Superseded Policy: 6.2 eff. 1/7/21  
Monitoring Unit: Office for  
Compliance and Investigation

## **6.2 NON-DISCRIMINATION**

<https://lsuhs.navexone.com/content/dotNet/documents/?docid=557>

# Academic Policies

## Technical Standards

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## Guidelines for Students with Disabilities/Request for Academic Accommodations

LSU Health Shreveport's School of Medicine is committed to making students with disabilities full participants in its programs, services, and activities through its compliance with Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990 & the supplemental ADA Amendments Act (ADAAA). The Office of Student Affairs works with students with disabilities and faculty for the school to accomplish this goal. Follow this link for the full text version of the University's Student Policy for Requesting Accommodations (Revised Fall 2017): <http://catalog.lsuhschreveport.edu/mime/media/19/217/DisabilityResources-1.pdf>

## Procedure for Requesting Accommodations

Follow this link for the Request for Accommodations Form (RAF):

<http://catalog.lsuhschreveport.edu/mime/media/19/217/DisabilityResources-1.pdf>

LSUHSC Catalog Link:

<http://catalog.lsuhschreveport.edu/content.php?catoid=19&navoid=813#accommodation-for-disabilities>

## Grading System Policy

The purpose of this policy is to delineate how grades are determined for medical students.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## Final Grade Appeals

This policy outlines the procedure for the appeal of a course grade for any portion of the medical education curriculum.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## Course/Clerkship Remediation Policy

To describe the process for students seeking remediation of MD course and clerkships and to outline the criteria for successful remediation.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## Class Rank/ Quintiles Policy

This policy addresses the calculation of quintile rank for a given academic year and the cumulative class rank.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

### **Academic Success Council**

The Academic Success Council (ASC) has the responsibility to monitor academic performance and professionalism for medical students, assist them with academic and professional issues, and make recommendations regarding a student's promotion, remediation, probation, suspension, or dismissal. The ASC also maintains direct responsibility for academic actions, such as involuntary leave of absence, suspension, dismissals and return to registration from leave of absence, and decisions on student appeals of such actions.

### **Leave of Absence Policy**

The purpose of this policy is to define the process by which a student may take a leave of absence. Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

### **USMLE Step 1 Eligibility Policy**

The intent of these examinations is to familiarize the students with the USMLE Step 1 Examination process by practicing a timed, proctored abbreviated version of the USMLE Step 1. The questions will be similar in type, length, and timing of questions. The scores will not be used as a formal grade but will allow students to assess their current study plans and test taking skills.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

### **Requirements for Graduation**

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

### **Student Evaluation Completion Policy**

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## **Attendance and Participation Policies**

### **Attendance Policies**

This policy addresses the expectations for student attendance and the procedures for requesting time off. Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

### **Student Workload Policy**

The School of Medicine has the responsibility to develop and implement workload/duty hour policies for medical students in all phases of the curriculum, in accordance with LCME Element 8.8, Monitoring Student Workload. These policies should promote student health, maximize student learning time and opportunities for unstructured, independent, and self-directed learning.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## **Religious Practices Accommodation**

Students who have a need for religious accommodation shall notify their school's Dean (or Dean's designee) prior to the start of the academic year. The school will make reasonable efforts to accommodate timely requests for absences associated with religious observances. If it is established that there is a legitimate need then, where possible, the student(s) shall be provided reasonable accommodation, including the opportunity to make up the missed academic activity.

Please refer to the Catalog:

<http://catalog.lsuhsctshreveport.edu/content.php?catoid=21&navoid=918&hl=religious&returnto=search#accommodation-for-religious-practices-observances>

# **Campus Safety and Security**

## **University Police**

<https://www.lsuhsctshreveport.edu/about/university-police>

LSUHS University Police are committed to courtesy, excellence and the philosophy of community policing which means police officers are assigned to designated areas to develop a relationship. Officers are willing to meet with groups to define problems and to develop strategies to maintain a safe environment and conduct special programs. The Public Safety Department is composed of three sections: University Police, Guards, and Communications Officers. The department provides police and security services 24 hours a day, 7 days a week to campus patients, visitors, staff, faculty, students, and employees at all local facilities. Students may contact University Police 24 hours a day by calling 318-675-6165 or 318-675-6233. Continual upgrades are made to the campus to enhance student safety including enhanced lighting and ATVs that allow patrolling in every area of the campus.

## **Safety and Security**

<https://www.lsuhsctshreveport.edu/about/university-police/safety-and-security>

All students should download the LSU Shield mobile application from the App store. This app allows for two-way chats with LSUHS police, provides a Friend-Watch feature that allows pre-identified contacts to monitor your safety and summon emergency services by telephone with a single button, and much more.

## **SAVE Program**

<https://www.lsuhsctshreveport.edu/on-campus/save-program>

LSUHS recognizes the need for improved safety measures for our students. The SAVE Program is a Sexual Assault and Violence Education Program that provides resources to all students, faculty, and staff on campus. This education and prevention program provides an avenue to increase the level of awareness of our students and provide them with the tools and resources needed in the event of a crisis. More specifically, the goal is to increase awareness and reduce the risk of faculty, students, staff or visitors from becoming a victim of sexual assault, domestic or dating violence, and stalking.

All new, incoming students, male and female, attend SAVE Program training during Orientation. Under this program an educational and prevention curriculum is provided that specifically addresses sexual assault, domestic or dating violence, and stalking. The goal of this program is to reduce the risk of violence on and off of our campus.

Campus Policies and Other Services <https://www.lsuhsctshreveport.edu/about/university-police/policies-services>

# Professionalism

## Statement on Professionalism

The purpose of this statement is to define explicit and appropriate professional behaviors.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## Student Code of Conduct

The Student Code of Conduct exists to assist in providing the best possible learning and living environments for all students.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## Policy on Teacher-Student Consensual Relations

The integrity of the teacher-student relationship is the foundation of the School of Medicine's educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherently vested in the faculty heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development or create a perception of impropriety. Sexual or amorous relationships between teacher and student create the potential for coercion, jeopardize the integrity of the educational process by creating a conflict of interest, and may impair the learning environment for other students. Further, such situations may expose the School of Medicine and the teacher to liability for violation of laws against sexual harassment and sex discrimination.

Medical students are particularly vulnerable to the unequal institutional power inherent in the teacher-student relationship and the potential for coercion, because of their age and position in a high-stakes, highly competitive educational setting. Therefore, no teacher who has any type of faculty appointment shall have a sexual or amorous relationship with any medical student. Likewise, no graduate student, postdoctoral fellow, or physician in a residency or fellowship training programs shall have a sexual or amorous relationship with any medical student they are currently teaching or supervising. In the case in which a teacher has a relationship that predates the entry of the other partner into medical school or residency/post graduate training, the partner who has the role of teacher must not directly supervise, grade, or evaluate the partner who has the role of student throughout the period of his/her matriculation.

Teachers or students with questions about this policy are advised to consult with the department chair, the Associate Dean for Student Affairs, or one of his/her designees. If an alleged violation of this policy cannot be resolved satisfactorily at the departmental level, a student may lodge a complaint with the Associate Dean for Academic Affairs of the School of Medicine or his/her designee. Violations of the above policies by a teacher will normally lead to disciplinary action.

The faculty member's right of defense and due process shall be as stated in the Faculty Handbook section 9.3.2 paragraph 2. This section covers all rights including those of appeal to the Dean and Chancellor.

For purposes of this policy, “direct supervision” includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project such as a thesis or research, supervising required research or other academic activities, serving in such a capacity as course or clerkship director, Department Chairperson or Dean, and recommending in an institutional capacity for admissions, employment, fellowships, or awards. “Teachers” includes, but is not limited to, all tenured and non-tenured faculty of the University. It also includes graduate students and postdoctoral fellows, and physicians in residency and fellowship training programs with respect to the students they are currently teaching or supervising. “Students” refers to those enrolled in the curriculum of the School of Medicine. Additionally, this policy applies to members of the LSUH Shreveport community who are not teachers as defined above, but have authority over or mentoring relationships with students, including supervisors of student employees, advisors, and directors of student organizations, as well as others who advise, mentor, or evaluate students.

### **Compact Between Teachers and Learners of Medicine**

Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

#### **Guiding Principles**

**DUTY:** Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession’s contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession’s social contract across generations.

**INTEGRITY:** The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

**RESPECT:** Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students are always treated respectfully.

#### **Commitments of Faculty**

We pledge our utmost effort to ensure that all components of the educational program for medical students are of high quality.

As mentors for our students, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.

We respect all students as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student.

We pledge that students will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time

required to fulfill educational objectives, including time required for “call” on clinical rotations, to ensure students’ well-being.

In nurturing both the intellectual and the personal development of students, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.

We do not tolerate any abuse or exploitation of students.

We encourage any student who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

### **Student Complaints and Grievances**

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

### **Student Rights & Responsibilities**

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

Reference: CM-21

### **Professional Appearance Guidelines**

Being a medical student carries many responsibilities, including professional dress and behavior. In recognition of the fact that we are in contact with patients, other healthcare professionals, and other health science center personnel, it is necessary that students maintain a neat, clean personal appearance at all times. The following guidelines apply to all LSU Health Shreveport students. Please note that these are *minimum standards* and individual courses/clerkships may have more specific requirements.

#### **Classroom Dress Guidelines**

- **Shirts:** Collared shirts, blouses and T-shirts may be worn as long as they do not contain inappropriate, offensive or distracting graphics. Tank tops and spaghetti straps are not appropriate. No under-garments should be exposed, with the exception of undershirts.
- **Pants:** Pants should be in good condition, not tattered or with holes. Jeans, cargo pants and capris are acceptable. Pants should not be excessively clinging; leggings and spandex are not suitable to be worn as pants.
- **Skirts:** Skirts must be of sufficient length and be a maximum of 3 inches above the knee.
- **Shoes:** All footwear should be clean and in good condition. Sneakers, and sandals may be worn.
- **Scrubs:** Scrubs are acceptable in the classroom setting. Scrubs should be clean; top and bottom should be of matching color.

#### **Professional Dress Guidelines – Patient Presentation or Clinical Settings**

- **Shirts:** Men should wear button-down shirts. Women’s shirts should not be low cut or excessively clinging; these tops must have sleeves.



- **Pants, Skirts, Dresses:** Dresses and skirts must be of sufficient length and be a maximum of 3 inches above the knee. Men are required to wear belts with their pants.
- **Shoes:** Shoes should be clean, neat, and always with closed toes. Heels should be of modest height. Sandals, flip flops, and house shoes are not appropriate.
- **Scrubs:** Scrubs are acceptable in the classroom setting. Scrubs should be clean; top and bottom should be of matching color.
- **ID Badge:** Students must wear their ID badges at all times in the hospital or clinic areas. The badge should be worn with the name and photo clearly visible on the front, upper torso and affixed to a collar, pocket, lapel or displayed on a short neck strap.
- **Accessories:** As a health precaution, no false nails are allowed, and natural fingernails should not extend more than one-quarter inch past the fingertip. Makeup should not be distracting. Tattoos should be covered. Refrain from excessive use of fragrant hairspray, perfume or cologne.

### **Personal grooming**

- **Hair:** Hair should always be clean, well-groomed and styled so that the face is visible. Extreme hair color or style distracts from a professional appearance and is not acceptable.
- **Facial Hair:** Students who wear mustaches, beards or sideburns should keep them trimmed appropriately and well groomed. Those who shave their facial hair should make every effort to maintain a clean-shaven look.

These recommendations for dress are expected to be adhered to any time the students are in the hospital/clinical setting or any time they interact with patients. Students are free to dress neatly and informally in the library or when on campus to study in the classroom building.

### **Student Mistreatment and Learning Environment Policy**

The purpose of this policy is to outline the school's commitment to promote a positive learning environment, to define student mistreatment, and to delineate the process for reporting mistreatment. Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

### **Behavior and Professionalism Concerns**

Louisiana State University Health Shreveport strives to foster an honest, respectful, and inclusive community and seeks to resolve student complaints in a fair and expeditious manner. The institution's policies and procedures for student complaints underscore respect for each one's dignity, diversity in human culture and experience, and persistence and courage in promoting integrity and excellence. For more information on reporting an incident or complaint, please use the link below.

<https://www.lsuhs.edu/our-schools/school-of-medicine/incident-complaint>

### **Addressing Unprofessional Behavior**

The purpose of this policy is to create and sustain a collaborative professional environment that supports teamwork and results in high quality patient care and safety.

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## Title IX & Sexual Misconduct

Title IX complaints relate to sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, and retaliation by another student or LSUHS faculty member, staff, or employee. Title IX complaints will be referred to the LSUHS Title IX Coordinator.

Please refer to the link below:

<https://www.lsuhs.edu/about/title-ix>

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## Online/External Communications

The mission of the Office of Communications and Public Affairs is to develop informed support for LSUHS by creating and communicating the health sciences center's key messages to targeted audiences, while preserving and advancing the brand and image of LSUHS.

The Office of Communications and Public Affairs should be contacted if you have questions regarding LSUHS brand standards or the use of the LSUHS logo, media outreach, social media, promotion of a fundraising event via internal or external communication channels or need direction on or approval of a promotional item (flyer, t-shirts, bags, online graphics, etc.).

Contacts:

Lisa Babin, Executive Director of Public Affairs, Communications and Development  
318-675-8769 (office) | [lisa.babin@lsuhs.edu](mailto:lisa.babin@lsuhs.edu)

Shelby McCarty, Public Relations Coordinator  
318-675-8789 (office) | [shelby.mccarty@lsuhs.edu](mailto:shelby.mccarty@lsuhs.edu)

Students and Student Organizations need to be mindful of the following guidelines and policies relating to online and external communications:

- **Communicating with Media (TV, Print, Radio, Online, etc.):** Students should not proactively reach out to members of the media/reporters or respond to media requests without first communicating with the Office of Communications and Public Affairs.
- **Social Media**
  - The LSUHS Social Media Usage Administrative Directive applies to students. The policy provides guidance for use of social media and communicating via social media in relation to LSUHS activities. All students should be familiar with and abide by these guidelines. Additional resources and guidelines relating to social media can be located on the INSIDE under the [Office of Communications and Public Affairs Department page](#).
  - No images, video, or sound files should be recorded or posted from patient care areas because they may inadvertently include patients or patient information and thus violate the HIPAA law. Identified patients or patient information should never be posted unless cleared with the Office of Communications and Public Affairs once confirmed all policies and laws are abided by.
  - All social media channels used for official LSUHS communications must be approved by the Office of Communications and Public Affairs prior to creation. Failure to obtain approval could result in that account being terminated if it does not adhere to or meet the standards and/or the guidelines outlined in Social Media

Usage and associated Administrative Directives. Please refer to the Social Media Usage Administrative Directive for how to request social media accounts.

- **External Websites:** External websites for official LSUHS activities are not permitted, which includes event registration sites. Webpages and other electronic publications not officially affiliated with LSUHS shall not exhibit reproductions of LSUHS templates. LSUHS Student Organizations should have a dedicated page on the main LSUHS website ([www.lsuhs.edu](http://www.lsuhs.edu)). Please refer to the Website/Online Communication Administrative Directive for additional information regarding the LSUHS website and how to request the creation of a new webpage.
- **LSUHS Branding:** A consistent identity is a vital part of LSUHS's relationship with the public. Simple things like fonts, imagery, and colors, when used consistently, make for a stronger brand, and add to the public's ability to identify LSUHS. To ensure that all of the LSUHS's reputation-defining materials intended for internal and external distribution accurately reflect the goals, image, and policies of LSUHS, it is essential that uniform practices be followed in planning, editing, designing, and producing such materials. Therefore, supervision and production of all reputation-defining pieces are centralized in and coordinated by Office of Communications and Public Affairs utilized staff in Medical Communications. All reputation-defining materials must strictly adhere to brand standards and guidelines, which are defined in the [LSUHS Brand Standards](#) manual, and these materials must be approved by Office of Communications and Public Affairs to ensure that they reflect favorably upon LSUHS. A condensed version of the LSUHS Brand Standards Manual for Student Organizations can be found [here](#). *Please note that this document is constantly being updated as needed.*

## Social Media Policy

Each student is responsible for his or her postings on the Internet and in all varieties of social media. In all communications, students are expected to be courteous, respectful, and considerate of others. Inappropriate postings on the Internet or social media will be considered lapses in the standards of professionalism expected of LSU Health Shreveport (LSUHS) students. Students responsible for such postings are subject to the disciplinary process in the same manner as for any other unprofessional behavior that occurs outside the academic setting. Students who do not follow these expectations may face disciplinary actions including dismissal from the LSU Health Shreveport.

LSUHS students are urged to consider the following before posting any comments, videos, pictures, or essays to the Internet or a social media site:

- There is no such thing as an “anonymous” post. Furthermore, any posts or comments submitted for others to read should be posted with full identification of the writer. Where your connection to LSU Health Center Shreveport is apparent, make it clear that you are speaking for yourself and not on behalf of LSUHS. A disclaimer, such as, "The views expressed on this [blog; website] are my own and do not reflect the views of my University or the School of Allied Health Professions/School of Graduate Studies/School of Medicine" are required.
- Internet activities may be permanently linked to the author, such that all future employment may be hampered by inappropriate behavior on the Internet
- Making postings “private” does not preclude others copying and pasting comments on public websites. “Private” postings that become public are still subject to sanctions described in the School's Conduct Code.

- Do not share information in a way that may violate any laws or regulations (e.g., HIPAA). Disclosing information about patients without written permission of the patient and the LSUHS administration, including photographs or potentially identifiable information is strictly prohibited. This rule also applies to deceased patients.
- For LSUHS' protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, copyright and fair use of copyrighted material owned by others, including LSUHS' own copyrights and brands. Curricular materials developed by LSUHS faculty and staff, or faculty/staff of other medical schools or educational institutions should not be distributed or redistributed. When in doubt, students should seek guidance regarding appropriate use of such materials.
- Do not share confidential or proprietary information that may compromise LSUHS' research efforts, business practices or security. In addition to the above, the Social Media Guidelines for Medical Students and Physicians, created by the American Medical Student Association, should be followed. These guidelines are included here:

In all situations, including on social media sites, members of the medical profession should always represent him/herself in a manner that reflects values of professionalism, accountability, integrity, honor, acceptance of diversity, and commitment to ethical behavior.

For purposes of these guidelines, "social media" includes Internet and mobile-based applications that are built on user-generated shared content. Social networks including, but not limited to, blogging, microblogging (e.g.,

Twitter), networking sites (e.g., Facebook, LinkedIn), podcasts and video sites (e.g., Flickr, YouTube) – offer opportunities for communication, information/experience sharing, collaborative learning, professional interactions, and outreach.

### **Guidelines for social networking**

- **Be professional.** As medical students and physicians, we should represent our profession well. Adhere to rules of ethical and professional conduct at all times.
- **Be responsible.** Carefully consider content and exercise good judgment as anything you post can have immediate and/or long-term consequences and carry the potential for significant public impact and viral spread of content. Therefore, all statements must be true and not misleading. Make sure that you differentiate opinions from facts.
- **Maintain separation.** Avoid interacting with current or past patients through social media and avoid requests to give medical advice through social media.
- **Be transparent/use disclaimers.** Disclose yourself and provide an appropriate disclaimer that distinguishes your views from those of the clinic, hospital system and/or University with which you are associated (while at the same time, being careful not to violate any social media policy to which you may be subject by such organizations). Without specific direction from the appropriate personnel, you may not present yourself as an official representative or spokesperson for said organizations. Also, be sure to reveal any conflicts of interest and be honest about your credentials as a medical student or physician (resident or otherwise).
- **Be respectful.** Do not use defamatory, vulgar, libelous, and potentially inflammatory language and do not display language or photographs that imply disrespect for any individual or group because of age, race, national origin, gender, sexual orientation, ethnicity, marital status, genetic information, military status, or any other protected characterization or group.

- **Follow copyright laws.** Comply with copyright laws. Make sure you have the right to use material before publishing.
- **Protect client/patient information.** Do not discuss confidential information and follow standards of patient privacy and confidentiality and regulations outlined in Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA, U.S.C. § 1232g). Remember you could personally face a HIPAA violation if there are enough details in the post for patients to recognize themselves.
- **Avoid politics.** Political endorsements or advocacy positions should generally be avoided.
- **Comply with all legal restrictions and obligations.** Remember use of social networking sites or weblogs can carry legal and professional ramifications. Comments made in an unprofessional manner can be used in legal, professional, or other disciplinary proceedings (i.e., hearings before a State Medical Licensing Board).
- **Be aware of risks to privacy and security.** Read the site's Terms of Use and Privacy Policy. Be cognizant of continuous changes in these sites and closely monitor the privacy settings of the social network accounts to optimize your privacy and security.

Adapted from the Social Media Guidelines for the American Medical Student Association (AMSA).

Please refer to the School of Medicine Policies Page:

<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## Student Health & Wellness

### Student/Employee Health Clinic

3<sup>rd</sup> floor of Building A (Comp Care Bldg.); 626-0663; Hours: 7 am – 4:30 pm M-F

The Student/Employee Health Clinic will handle student immunization records and updating of student immunizations, post-exposure chemoprophylaxis, TB testing, etc. Student/Employee Health will also provide flu immunizations for students, free of charge, at the appropriate time of year.

For other complaints such as, flu/fever/cough and cold/ -earaches, sinus infections, nausea, vomiting/-minor injuries, etc. Family Medicine provides a walk-in clinic (like a Quick Care setting), located adjacent to the Student/Employee Health Clinic on the 3<sup>rd</sup> floor of Building A. ***Please note the student's personal insurance policy will be charged for any clinic visit.***

### Student Health Insurance

<https://www.lsuhs.cshreveport.edu/our-schools/registrar/student-health-insurance>

### Mental Health Counseling

The Student Counseling Center Service provides counseling ranging from short-term problem resolution to more intensive psychotherapy. It can be useful to those with mild difficulty in their lives as well as those with more serious or longstanding problems. Some common reasons for coming to counseling include relationship problems, academic anxieties, feeling unusually sad, irritability, sleep problems, eating problems, having a hard time paying attention, feeling lonely, suicidal thoughts, and worrying too much.

Dr. Mark Cogburn, DNP, PhD, APRN, LMFT

Mr. Josh Hollis, MS, LPC

Director of Student Mental Health  
1801 Fairfield Ave. Suite 411  
318-676-5002  
[mark.cogburn@lsuhs.edu](mailto:mark.cogburn@lsuhs.edu)

MA LPC., Anxiety Disorders and Counseling  
1801 Fairfield Ave. Suite 411  
318-676-5002  
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Mrs. Ann Inabnet, LPC-S, LMFT, NBCC, MA, MBA  
1801 Fairfield Ave. Suite 411  
318-676-5002  
[ann.inabnet@lsuhs.edu](mailto:ann.inabnet@lsuhs.edu)

### **LSUHS Institutional Wellness**

Emotional, social, workplace and physical well-being are critical to the development and maintenance of competent, caring students, faculty, and healthcare providers. In the current health care environment, students, residents, fellows, faculty members and staff are at increased risk for burnout and depression. LSUHS New Wellness program includes free online wellness platforms such as Burn-A-long <https://fit.burnalong.com/lsuhs/>, fun after-hour activities at The Training Ground, and discounted rates at local gyms such as Breathe Yoga, and YMCA. We also offer wellness lunch-and-learns and the Wellbeing Index for you to assess your stress levels throughout the year. To learn more about our wellness resources please go to: <https://inside.lsuhs.edu/departments/wellness>, or contact Marie Vazquez Morgan PhD, PT, Assistant Vice Chancellor of Institutional Wellness at (318) 813-2944.

### **Student Exposure to Infectious and Environmental Hazards**

Please refer to the School of Medicine Policies Page:  
<https://www.lsuhs.edu/our-schools/school-of-medicine/policies>

## **Student Services**

### **Office of Student Affairs**

The Office of Student Affairs is responsible for the delivery of all student services in the School of Medicine. These services include student leadership, academic training, personal growth through co-curricular and extra-curricular services, programs, and activities. The goal of this office is to get to know all medical students and create a caring atmosphere that promotes student success.

### **Office of the Registrar**

The Office of the Registrar is the steward of the university's academic history, maintaining the integrity of student records and documenting excellence of the institution's learners. The Registrar's core functions include catalog production, course inventory administration, course scheduling, degree audit, diploma services, document management, enrollment certification, registration, student academic records, transcript services, academic calendars, veteran certification and FERPA administration. <https://www.lsuhs.edu/our-schools-/register>.

### **Office of the Bursar**

The role of the bursar is to administer electronic tuition and fee statements, receives university fees and charges and process excess financial aid.

## **Student Financial Aid**

The Office of Student Financial Aid provides information regarding financial aid opportunities. Office personnel work directly with students to ensure that they have sufficient financial resources to pay for their educational expenses. The majority of LSU Health students receive some form of financial aid through grants, scholarships, and/ or loans. Counselors are available to help students complete applications, prepare loan repayment strategies, and learn financial planning and debt management. <https://www.lsuhs.edu/admissions/student-financial-services/student-financial-aid>.

## **Information Technology**

New students entering LSUHS School of Medicine are required to purchase a laptop computer. This purchase enables the school to ensure that students will have a working laptop at all times during their studies. Support services are provided by the Office of Information Technology. Educational technology tools and services to enhance learning are provided through student learning and support traditional and distance education programs, such as:

- Moodle – a learning management system that allows educators, administrators and learners to create a customized learning environment.
- Echo 360 –video capture that allows instructors to record, edit and publish live lectures and screencasts.
- Clinical Skills Center –dedicated clinical simulation space with state-of-the-art simulators, including computer- controlled manikins, task trainers, virtual reality simulators and standardized patients, which provide students with hands- on training.

## **Academic Support/ -Tutoring**

Students are assisted in accessing academic resources including peer tutoring and professional academic advising and counseling, that will help maximize their academic potential. The school provides academic advising and support from a learning specialist. The specialist can assist in identifying factors negatively impacting student performance, assessing learning styles, and developing practical learning strategies, such as time management, test-taking and active learning techniques. Individualized tutoring for topic content is available upon request. Clinical mentors may be assigned as well.

## **Prep For Step**

The Office of Student Affairs provides a six-month preparatory USMLE educational program designed to assist medical students with the national Step 1 exam. The program offers the necessary resources for students to be academically successful, to be mentally and emotionally prepared, and to possess enhanced test-taking skills. The program includes guest lectures, practice sessions, peer-to- peer tutoring and multiple resources. The program dates are December 1-July 1.

## **Health Sciences Library**

To help students be successful, the Health Sciences Library provides MS I, MS II, and MS III with information guides. These guides contain links to electronic textbooks, national test preparation tools, and other information resources. In addition, the library has faculty ready to help you with information questions at [shlibref@lsuhs.edu](mailto:shlibref@lsuhs.edu) Find your guide: MS I <http://guides.lsuhs.edu/ms1info>; MS II <http://guides.lsuhs.edu/ms2info> and MS III <http://guides.lsuhs.edu/clerkshipresources>.

## **Scholarships**

There are several scholarship opportunities for medical students; depending on the scholarship students are required to complete an application or provide financial aid information for consideration. Other scholarships are awarded due to meeting established criteria. All scholarships are overseen by the School of Medicine Scholarship committee. <https://www.lsuhs.edu/our-schools-/school-of-medicine/student-affairs/scholarships>.

**School of Medicine Institutional Scholarship \***

- Tuition and fees
- Top quintile

**LAMMICO Award for Excellence Scholarship**

- Entering freshman
- High undergraduate performance

**School of Medicine Disadvantaged Background Scholarship \***

- \$3,000 - \$6,000
- Proof of disadvantaged background

**Nathan Bernstein Scholarship Fund**

- \$3,000
- Proof of financial need, high performing student

**Sandra and Jerry Martin Endowed Scholarship for Medical Students**

- \$2,000
- Incoming freshman from rural communities
- High performing student

**Reginald and Ruby Slaughter Scholarship**

- \$2,000
- Top 25% of class, awarded to second, third- and fourth-year medical students.

**White Coat Scholarship**

- \$5,000
- Incoming 1<sup>st</sup> year, academic merit, financial need

**Lester Wayne Johnson Family Endowed Scholarship**

- \$4,000
- Incoming 1<sup>st</sup> year, high academic achievement, financial need, interested in improving the role of people of color in medicine.

**Tommy Brown, MD Memorial Endowed Scholarship**

- \$5,000
- High academic achievement, strong work ethic, love/appreciation for hunting, fishing, conservation and/or other aspects of the outdoor experience.

**LSU Honor Scholarship**

- \$270.00



- Top 25% of Class, awarded as sophomore and renewed junior and senior year.

**LSU Rotary Club Scholarship \***

- \$2,000
- Senior student, top 15% and active community service

**Charles G. Hargon Jr. Memorial Scholarship for Medical Students\***

\$4,000

Rising 4<sup>th</sup> year student, top quintile, active community service

\*Application required

**Tuition Waivers**

These are offered through the Student Admissions Office, so maybe a link to their page outlining the process & eligibility criteria.

**Senior Awards**

Graduating seniors are eligible for a variety of awards sponsored by individual departments, LSUHSC Foundation, and other external sponsors.

Society of Academic Emergency Medicine Excellence in Emergency Medicine Award

Department of Emergency Medicine Faculty Award

Department of Family Medicine Arthur T. Fort, III MD Chairman's Award

Michael O. Fleming MD Family Practice Award

John Haynes Country Doctor Award

ACP Award for Excellence in Medicine

Department of Medicine Award for Outstanding Performance

Donald R. Smith Award for Excellence in Neurosurgery

H.E. Thompson, MD Memorial Award for Excellence in Obstetrics and Gynecology

Excellence in Ophthalmology Award, John W. Henderson

Cheryl Clark Lyles Outstanding Student Award in Otolaryngology- Head & Neck Surgery Research

Orthopedic Surgery Outstanding Student Award

Robert T. Lucas Award

Dr. Amy Ashford Yates Memorial Award in Pediatrics

Ralph W. Baucum, Jr. MD Award

John W. Bick Jr., MD Award in Psychiatry

John Oditia, MD Outstanding Medical Student Award

Faculty Award to a Graduating Medical Student for Excellence in Surgery

Robert K. Womack Memorial Urology Award

Senior Award for Outstanding Underrepresented Minority Student

Student Yearbook Award

Lewis Gottlieb Scholar Award

Dr. and Mrs. Adrian Reed Memorial Award

Northwest Louisiana Medical Society (NLMS) Honor Award

Pattie W. Van Hook, MD Memorial Award

Leonard Tow Humanism in Medicine Award

Drs. Alice & Joe Holoubek LSU Founder Award

John C. McDonald, MD Award

Ike Muslow MD, Visionary Award

Ascension Degaldo Smith Excellence Award

Don and Ruby Horton Generosity of Spirit Award

Aaron Selber, Jr., Leadership Award

Reid Chadwick Memorial Award

Bick Award

Dr. David and Sharon Waddell Award for Orthopedic Excellence

Sheila Lanclos Memorial Award for Patient Care Excellence

Chancellor's Award

Faculty Award for Academic Achievement

# Special Events

**New Student Orientation** - Entering freshman students are introduced to the medical school curriculum, student services available on campus, and welcoming reception.

**White Coat Ceremony** - This ceremony occurs at the end of the MSII year to mark the end of didactic classroom learning and the transition to clinical rotations. Students are cloaked with their white coat by faculty alumni, and the event is sponsored by the Arnold B. Gold Foundation.

**Family Day** - Parents and families of the freshman class are invited to the LSUHS campus to gain perspective of the transition into medical school. Presentations by LSUHS faculty and administrators, demonstrations in the anatomy lab and a glimpse of the simulation lab and standardized patient presentations show parents what it is like to be a medical student.

**Career Day** – Student learn about different residencies, meet program directors, ask questions, and get to know the representatives from Alumni Affairs and the Library.

**Match Day** - Match Day is the culmination of four challenging years, and, in some ways, is the most exciting day of the medical school experience. Every year at a predetermined time, medical students across the country learn simultaneously which hospital will educate them for the next three to seven years.

**Graduation** - LSUHS celebrates commencement including, the School of Medicine, the School of Allied Health Professionals, and the School of Graduate studies.

# Student Organizations and Opportunities

## Executive Council/ Class Officers

The Executive Council is the student body government that includes medical students and graduate students. Executive Council plans social functions and serves as the voice of the students. In addition, each medical school class elects class officers to serve the needs of that class and communicate with administration and Executive Council.

## Student Organizations & Interest Groups

There are several organizations for students be involved in from honor societies, to social clubs, medical interest groups and religious groups. A complete list of all opportunities can be found here: <https://www.lsuhs.edu/our-schools/school-of-medicine/student-affairs/student-involvement>

## LSU Football Tickets

A limited number of LSU home game tickets are available for purchase.

**Community Service Opportunities** are available in local medical clinics, service organizations, and local non-profit groups.

**Cadaver Ball** - Freshman and sophomore students plan the annual semi-formal Spring Cadaver Ball.

**Mental Health Awareness Week** - Sponsored by the Executive Council this week addresses the importance of good mental health in the medical community.

**Camp Tiger** - This is a five-day camp for special needs children ages 5-22 and is run solely by medical students.

**Geaux Bald** - Annual fundraiser supporting the St. Baldrick's Foundation in fighting childhood cancer.

**Ideas Program** - Interactive Day of Education and Science presents STEM programming to the public and promotes the importance of science education.

### **Room Scheduling**

Please appoint one person from your organization to be responsible for scheduling meetings and events. The designee will be given access to the scheduling system (Ad Astra) from Student Coordinator, Laura Grayson, in the Office of Student Affairs, 318-675-5339.

### **Diversity Affairs**

Essential to LSUHS's legacy of excellence is our belief that unique perspectives, diverse backgrounds, and individual lived experiences contribute directly to our students' ability to provide quality care to an evolving patient population. Celebrating and supporting the diverse student population at LSU Health makes us a better medical institution and enhances the educational experience of our students. That is why we are committed to recruiting and developing a high level of diversity within our student body. It is also, why we offer a number of programs and organizations to support the needs and career aspirations of our students – particularly those from underrepresented minority groups.

The Office of Diversity Affairs has designed and implemented new programs and initiatives to assist minority students in achieving success with their medical studies while enrolled at our institution. All minority medical students are required to participate in the Diversity Affairs Mentoring Program (DAMP). As an initiative for the Strategic Plans for Equity, Equality and Diversity (SPEED), monthly luncheons are hosted for minority students, residents, and fellows to gather and build supportive relationships. HBCU Day is sponsored by the Diversity Affairs Office to promote our institution and provide assistance to college students interested in coming to medical school. Other events are hosted for the minority students to engage in and discuss their future plans for becoming a physician.

Visit the Office of Diversity Affairs to learn more about:

- Mentorship opportunities
- Programming throughout the year
- Student organizations supported by the Office of Student Diversity and Inclusion
- Community engagement opportunities
- Visit the website for more information. <https://www.lsuhs.edu/our-schools/diversity-affairs>