

Third Year Medical Student Handbook:  
Neurosurgery Elective Clerkship (NSUR 3030)  
Vivian L. Smith Department of Neurosurgery  
UTHSCH/Memorial Hermann Hospital



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## Introduction

Welcome to the Vivian L Smith Department of Neurosurgery. We offer several different rotations for medical students at varying levels of experience and interest. Our electives and clerkships are intended to give medical students a broad understanding of the field of neurosurgery through didactic lectures, inpatient and operating room experiences, and outpatient clinics. Please feel free to contact us at any time for questions and concerns.

## Contact information

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# Medical Student Rotations

## Third Year Clerkships

The Department of Neurosurgery at The University of Texas Medical School at Houston offers several opportunities that are open to all third year students at our institution.

- **Surgical Subspecialty Clerkship (SURG 3001)**  
This clerkship is part of the student's general surgery rotation. The clerkship will be four weeks in duration.
- **Neurosurgery Elective Clerkship (NSUR 3030)**  
This clerkship is a separate elective rotation in Neurosurgery. The clerkship will be three weeks in duration.

The clinical clerkships allow students with an interest in neurological surgery to assist faculty and the current residents in all aspects of the neurosurgery service.

These clerkships are intended to give students an insight into the types of patients and problems that may be seen in a typical Neurological Surgery Department. They will have the opportunity to be involved in all aspects of neurosurgical care. We hope this clerkship will be enjoyable and stimulating.

## Fourth Year Electives

The Department of Neurosurgery at The University of Texas Medical School at Houston offers several clinical electives that are open to fourth year students in domestic and foreign medical schools.

- **Adult Neurosurgery (NSUR 4001)**
- **Neuro-Critical Care (NSUR 4002)**
- **Pediatric Neurosurgery (NSUR 4003)**
- **Advanced Patient Care Selective – Neurosurgery (APC 4070)**

The elective rotation is generally designed for the fourth year medical student who has decided to become a neurosurgeon and considers the elective time as preparation for a career in neurosurgery. The elective is specifically tailored to complement his/her future career goals.

An elective rotation is highly recommended for students interested in applying to The University of Texas Medical School at Houston Neurosurgery Residency Program.

# Neurosurgery Elective Clerkship (NSUR 3030)

## General

The clerkship will be three weeks in duration. The entire neurosurgical service is divided into several large services, and students will spend one week on each of three services. On the first day of the rotation, the medical students will meet the clerkship director (the location and time will be included in the welcome email. A pre-test will be distributed at this meeting (or via email prior to the rotation) and must be completed by the following day. Each Monday the students will change services. All clerkship questions/problems/concerns should be directed to the course directors or resident liaisons.

## Lectures

All students will be expected to attend all lectures. Failure to attend any lecture will be reflected on the student's evaluation. A list of the weekly lectures is included in this handbook.

## Clinical Duties

Students will be expected to function as integral members of their respective neurosurgical teams. Each service will have its own expectations but may include clinic, floor or ICU rounding, new consultations, operating room experiences, and didactic sessions. Each particular service will be outlined individually later in this handbook. The student will be given the opportunity to work with both residents and attendings. With regards to the OR, students will NOT be allowed to scrub on cases until they have completed a sterile technique orientation with our Neurosurgery pod RN. This will occur immediately after the initial meeting with the course directors and resident liaisons.

## Specific Rotations

Trauma  
Spine  
Cranial

## Supplemental readings/Webinars

A list of required readings and webinars is included in this handbook.

## Lecture Schedule

### General Department Conferences: Attendance is Mandatory

- **Cerebrovascular Conferences – Every Monday 7:00 – 8:00 AM (Medical School, MSB 2.135)**  
Each week, cases demonstrating various vascular conditions are chosen for presentation, some of which deal with surgical or endovascular technique, others with diagnosis, others of interest to the Neurology service. The specific details of vascular anatomy, physiology, and pathophysiology are emphasized, along with education in the reading of radiographic studies, including MRI, CT, and arteriography.
- **Curriculum Conference – Every Tuesday 7:00 – 8:00 AM (MNA Conference Room: 27<sup>th</sup> floor of 6400 Fannin)**  
The curriculum is a two-year-long comprehensive coverage of topics relevant to neurosurgery, and each conference session is guided by an expert generally from the faculty or from visiting professors in the conference topic.
- **Spine Conference – Every Wednesday 7:00-8:00 AM (MSB B.645)**  
Basic topics related to spine are discussed, and cases are presented.
- **Morbidity & Mortality – 1<sup>st</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Thursdays 7:00 – 8:00 AM (MSB G.100)**  
Monthly reviews of either conventional or selective complications of preceding periods. One of the residents on service is responsible for presenting the complications and current literature pertinent to the topic. This activity is monitored by an assigned attending. On a rotation basis, topics are assigned to Trauma, Cv/Tumor, Spine, Functional/Pediatrics and Critical Care cases.
- **Neuroradiology Conference – 1st Thursday 8:00 – 9:00 AM (MSB G.100)**  
A neuroradiology conference is held monthly, overseen by the chief of neuroradiology. The Chief resident designates a resident to select the cases to be discussed at the conference and the program director oversees the conference.
- **Service Line Meeting – 2nd Thursdays 8:00 – 9:00 AM (MSB G.100)**  
The conference serves as an opportunity to discuss QA issues related to the topic under discussion.
- **Grand Rounds – 3<sup>rd</sup> & 4th Thursdays 8:00 – 9:00 AM (MSB G.100)**  
Program Director selects the speakers for grand rounds, ensuring that each speaker covers one or more of the 6 core competencies.

## Medical Student Conferences: Attendance is Mandatory

- **Medical Student Conference – Every Friday 7:00-7:30/8:00 AM (Dr. Kim’s Office: 28<sup>th</sup> floor of 6400 Fannin) except 3<sup>rd</sup> Friday (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
The medical student conference occurs every Friday. It is the essentials of neurosurgery taught by the neurosurgery faculty.

<b>1st Friday (of the month)</b>	<b>7-8:00 AM</b>	<b>Mark Dannenbaum</b>	<b>Intracranial Hemorrhages</b>
<b>2nd Friday</b>	<b>7-7:30 AM</b>	<b>Dong Kim</b>	<b>Intracranial Pressure</b>
<b>3rd Friday **27<sup>th</sup> floor</b>	<b>7-8:00 AM</b>	<b>Pediatric Faculty</b>	<b>Pediatric Neurosurgery</b>
<b>4th Friday</b>	<b>7-7:30 AM</b>	<b>Spine fellow</b>	<b>Spinal Neurosurgery</b>
<b>5th Friday</b>	<b>7-7:30 AM</b>	<b>Tiffany Chang</b>	<b>Neurocritical Care</b>

- **Friday Educational Session – Every Friday 12PM (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
The students will have a variety of activities including case presentations, case based testing, skill labs and testing, and didactic sessions. The specifics will be covered during orientation.

<b>1st Friday (of the month)</b>	<b>12-1:00 PM</b>	<b>Manish Shah</b>	<b>Case Presentation Workshop</b>
<b>2nd Friday</b>	<b>12-1:00 PM</b>	<b>Mark Dannenbaum</b>	<b>Neurosurgical Emergencies</b>
<b>3rd Friday</b>	<b>12-1:30 PM</b>	<b>Joseph Hsieh</b>	<b>Spinal imaging, anatomy, and physical exam</b>
<b>4th Friday</b>	<b>12-4:00 PM</b>	<b>Various faculty</b>	<b>Surgical Skills lab</b>
<b>5th Friday</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>

**Subspecialty Conferences:** Attendance at these conferences may be assigned depending on your rotation.

- **Pediatric Neurosurgery Conference – Every Monday 3:45 - 4:45 PM (Radiology Conference Room: Jones 2.246)**  
Pediatric cases will be reviewed and discussed.
- **Tumor Board – Every Tuesday 12:00 – 1:00 PM (MNA Conference Room: 27<sup>th</sup> floor of 6400 Fannin)**  
Complex brain tumor and neuro-oncology cases are presented in a multi-disciplinary forum to discuss treatment and management. This involves services from Neurosurgery, Neuropathology, Radiation Oncology, Neuro-Oncology, and Neuro-Ophthalmology.
- **Neurotrauma Conference – 3<sup>rd</sup> Wednesday 7:00 – 8:00 AM in January/April/July/October (MSB Basement Classroom)**  
Interdisciplinary conference between the Neurotrauma service and General surgery trauma service. Topics are chosen and presented alternatively between the two services.
- **Epilepsy Conference – Every Friday 9:00-11:00 AM (Neurophysiology Lab: Jones B300)**  
Complex epilepsy cases are presented to different members of our faculty and staff to discuss patient treatment plans. This involves services from Neurosurgery, Neurology, Neuroradiology, Neuropsychology and Neuropathology.
- **Resident Teaching Conference – Every Friday 7:00 – 8:00 AM (MNA Conference Room: 27<sup>th</sup> floor of 6400 Fannin)**  
The residents have a teaching conference intended for basic knowledge and board preparation.



## Service Schedules: Trauma Service

### **Service Outline:**

The trauma service provides the medical students with the opportunity to be involved in a variety of neurosurgical emergencies including head trauma. This service is a unique combination of ICU, ER, and floor work.

### **Attendings:**

Scott Shepard  
Ryan Kitagawa

### **Clinical Responsibilities:**

The students will be required to follow a minimum of two patients each day. They should see and evaluate their patients each morning and assist the residents prior to rounds. Formal rounds with the Neuro-ICU and Neurotrauma attendings are required every day. The student will be expected to present their patients and be prepared to answer questions. Following rounds, the students will be expected to assist the residents in floor and ICU work. There are no weekend responsibilities on this rotation.

### **Call:**

The student will not have call responsibilities on this rotation.

### **Clinic:**

All students on the trauma rotation will be expected in clinic on Thursday afternoon starting at 11am. The clinic is on the 28<sup>th</sup> floor of 6400 Fannin.

### **Operating Room:**

The students are welcome to scrub into any trauma related cases.

### **Didactic Lectures:**

Students will be expected to attend all mandatory lectures. Neurotrauma Conference occurs on the 3rd Wednesday of January/April/July/October from 7:00 – 8:00 AM and is required for students on the trauma rotation at that time.

## Trauma Service Week

### Monday

- 6am-7am: Round on individual patients  
7am-8am: **Cerebrovascular Conferences – Every Monday 7:00 – 8:00 AM (MSB 2.135)**  
8am: Attending rounds  
11am: Assist residents and PAs/OR

### Tuesday

- 6am-7am: Round on individual patients  
7am-8am: **Curriculum Conference (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
8am: Attending rounds  
11am: Assist residents/OR

### Wednesday

- 6am-7am: Round on individual patients  
7am-8am: **Spine Conference – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday 7:00-8:00 AM (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
**Neurotrauma Conference – 3<sup>rd</sup> Wednesday 7:00 – 8:00 AM in January/April/July/October (MSB Basement Classroom)**  
8am: Attending rounds  
11am: Assist residents/OR

### Thursday

- 6am-7am: Round on individual patients  
7am-9am: **Morbidity & Mortality/Grand Rounds (MSB G.100)**  
9am: Attending rounds  
11am: **Neurotrauma Clinic (28<sup>th</sup> floor of 6400 Fannin)**

### Friday

- 6am-7am: Round on individual patients  
7am-8am: **Medical Student Lecture (Dr. Kim's Office: 28<sup>th</sup> floor of 6400 Fannin)**  
8am: Attending rounds  
12pm: **Educational session (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**

### Weekends:

None

## Service Schedules: Spine Service

### **Service Outline:**

The spine service provides the medical students with the opportunity to be involved in a variety of degenerative and traumatic conditions of the spine. This rotation should include inpatient care, clinic, and operating room experiences.

### **Attendings:**

Daniel Kim  
Karl Schmitt

### **Clinical Responsibilities:**

The students will be required to follow a minimum of two patients each day, and if the student is involved in the surgery of a patient, they are required to follow them while in the hospital. They should see and evaluate their patients each morning and assist the residents prior to rounds. They will be expected to present to the attendings during their rounds as well.

### **Call:**

The students will have call on the Friday night of the rotation.

### **Clinic:**

All students on the spine rotation will be expected in Dr. Schmitt's or Dr. Kim's clinic.

### **Operating Room:**

The students will be expected to spend at least two days in the operating room during this rotation. The residents will assist the students of the particular OR schedules.

### **Didactic Lectures:**

Students will be expected to attend all mandatory lectures.

## Spine Service Week (Spine Trauma)

### Monday

- 6am-7am: Round on individual patients  
7am-8am: **Cerebrovascular Conferences – Every Monday 7:00 – 8:00 AM (MSB 2.135)**  
8am: Meet Dr. Schmitt for rounds, presentations, and OR

### Tuesday

- 6am-7am: Round on individual patients  
7am-8am: **Curriculum Conference (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
8am: Meet Dr. Schmitt for rounds, presentations, and OR  
9am: **Dr. Schmitt's Clinic (28<sup>th</sup> floor of 6400 Fannin)**

### Wednesday

- 6am-7am: Round on individual patients  
7am-8am: **Spine Conference – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday 7:00-8:00 AM (MNA Conference Room: 27<sup>th</sup> floor of 6400 Fannin)**

### Thursday

- 6am-7am: Round on individual patients  
7am-9am: **Morbidity & Mortality/Grand Rounds (MSB G.100)**  
9am: Meet Dr. Schmitt for rounds, presentations, and OR  
11am: **Dr. Schmitt's Clinic (28<sup>th</sup> floor of 6400 Fannin)**

### Friday

- 6am-7am: Round on individual patients  
7am-8am: **Medical Student Lecture (Dr. Kim's Office: 28<sup>th</sup> floor of 6400 Fannin)**  
12pm: **Educational session (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
5pm: Start night float call

### Weekends

**The student will leave on Saturday morning as soon as check out begins and will have Sunday off.**

## Spine Service Week (Spine Elective)

### Monday

- 6am-7am: Round on individual patients  
7am-8am: **Cerebrovascular Conferences – Every Monday 7:00 – 8:00 AM (MSB 2.135)**  
9am: **Dr. Daniel Kim’s clinic (Spine clinic: 21<sup>st</sup> floor of 6400 Fannin)**

### Tuesday

- 6am-7am: Round on individual patients  
7am-8am: **Curriculum Conference (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
8am: Meet Dr. Daniel Kim for rounds, presentations, and OR

### Wednesday

- 6am-7am: Round on individual patients  
7am-8am: **Spine Conference – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday 7:00-8:00 AM (MNA Conference Room: 27<sup>th</sup> floor of 6400 Fannin)**  
9am: **Dr. Daniel Kim’s clinic (Spine clinic: 21<sup>st</sup> floor of 6400 Fannin)**

### Thursday

- 6am-7am: Round on individual patients  
7am-9am: **Morbidity & Mortality/Grand Rounds (MSB G.100)**  
9am: Meet Dr. Daniel Kim for rounds, presentations, and OR

### Friday

- 6am-7am: Round on individual patients  
7am-8am: **Medical Student Lecture (Dr. Kim’s Office: 28<sup>th</sup> floor of 6400 Fannin)**  
8am: Meet Dr. Daniel Kim for rounds, presentations, and OR  
12pm: **Educational session (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
5pm: Start night float call

### Weekends

**The student will leave on Saturday morning as soon as check out begins and will have Sunday off.**

## Service Schedules: Cranial/Cerebrovascular Service

### Service Outline:

The cranial service provides the medical students with the opportunity to be involved in a variety of cerebral pathologies including tumors, epilepsy, functional, and cerebrovascular. This service is a unique combination of ICU, ER, and OR experiences.

### Attendings:

Dong Kim  
Arthur Day  
Roc Chen  
Mark Dannenbaum  
Nitin Tandon  
Scott Shepard

### Clinical Responsibilities:

The students will be required to follow a minimum of two patients each day. They should see and evaluate their patients each morning and assist the residents prior to rounds. Following rounds, the students will be expected in the OR or clinic. There are no weekend responsibilities on this rotation.

### Call:

The students will have no call responsibilities during this rotation week.

### Clinic:

All students on the elective will be expected in Dr. Nitin Tandon's clinic on Monday at 12pm. The clinic is on the 28<sup>th</sup> floor of 6400 Fannin.

### Operating Room:

The students are required to be in the OR a minimum of two days per week

### Didactic Lectures:

Students will be expected to attend all mandatory lectures. Additionally, students will be required to attend Epilepsy Conference on Friday at 9am and Tumor Board on Tuesday at 12:00PM.

## Cranial/Cerebrovascular Service Week

### Monday

- 6am-7am: Round on individual patients  
7am-8am: **Cerebrovascular Conferences – Every Monday 7:00 – 8:00 AM (MSB 2.135)**  
8am: Cerebrovascular rounds with Dr. Day  
9am: OR/attending rounds with Dr. Tandon  
12pm: **Dr. Tandon's Clinic (28<sup>th</sup> floor of 6400 Fannin)**

### Tuesday

- 6am-7am: Round on individual patients  
7am-8am: **Curriculum Conference (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
8am: Cerebrovascular rounds with Dr. Day  
9am: OR/attending rounds with Dr. Tandon  
12pm: **Tumor Board (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**

### Wednesday

- 6am-7am: Round on individual patients  
7am-8am: **Spine Conference – 1<sup>st</sup> and 3<sup>rd</sup> Wednesday 7:00-8:00 AM (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**  
8am: Cerebrovascular rounds with Dr. Day  
9am: OR/attending rounds with Dr. Tandon

### Thursday

- 6am-7am: Round on individual patients  
7am-9am: **Morbidity & Mortality/Grand Rounds (MSB G.100)**  
9am: Cerebrovascular rounds with Dr. Day  
10am: OR/attending rounds with Dr. Tandon

### Friday

- 6am-7am: Round on individual patients  
7am-8am: **Medical Student Lecture (28<sup>th</sup> floor of 6400 Fannin)**  
8am: Cerebrovascular rounds with Dr. Day  
9am-11am: **Epilepsy Conference (Neurophysiology Lab: Jones B300)**  
12pm: **Educational session (MNA Conference Room 27<sup>th</sup> floor of 6400 Fannin)**

**Weekends: None**

## Time Off and Absences

**Any student requiring time off for interviews or other necessities will obtain approval from the course directors prior to the start of the rotation.** Exceptions will be made for medical or family emergencies, but it is the responsibility of the student to notify the course directors and the residents on the appropriate service as soon possible. Any unexcused absences will directly affect the student's performance evaluation.



## Clinic Evaluation

Chief Complaint:

History of Present Illness:

Relevant Exam Findings:

Relevant Imaging Findings:

Diagnosis:

Plan:

**Attending:** \_\_\_\_\_

**Student:** \_\_\_\_\_

## Grading/Check List

Grading will be based on attendance and clinical performance. All of the following elements MUST be completed to pass the course.

### Required Elements (75%):

1. Turn in pre-test
2. Attend required conferences (See pages 6-7)
3. Attend clinics (see individual rotations)
4. Attend all service responsibilities (rounding, OR, etc)

### Evaluations (25%):

1. Course directors
2. Individual rotation attendings
3. Overall resident impression
4. Final exam

Please make note of the required readings and webinars as the faculty will ask questions regarding these materials while on rounds.

# Reading Assignments

## NSUR 3030/SURG 3001 Required Reading

### **From *Handbook of Neurosurgery*, Mark S. Greenberg, Seventh Edition**

Chapter 5, PP. 86-87, 89, 94, 96 - 97, 112-114 (Neuroanatomy and Physiology)

Chapter 12, PP. 279-292 (Coma and Brain Death)

Chapter 15, PP. 307-315, 321-331 (Hydrocephalus)

Chapter 18, PP. 442-447, 515 (Spine)

Chapter 21, PP. 585-587, 590-664 (Brain Tumors)

Chapter 27, PP. 850-915 (Head Trauma)

Chapter 30, PP. 1034-1040, 1043-1060 (Subarachnoid Hemorrhage)

Chapter 32, PP. 1118-1128 (Intracerebral Hemorrhage)

## Resources

Essential Neurosurgery – <http://www.netlibrary.com.ezproxyhost.library.tmc.edu/Details.aspx>

\*\*Please use your University Login and Password to access.

### Books for Purchase (optional):

\*[Neurosurgery Explained: A Basic and Essential Introduction](#) - \$72

\*[Essential Neurosurgery](#) - \$64

\*[Greenberg's Handbook of Neurosurgery](#) - \$88

\*[The Neurosurgeon's Handbook](#) - \$106

### Other Online Sources of Information:

\*[SANS Medical Student Curriculum](#) - (Click "Neurosurgery Gray Matter," upper left corner)

\*[CNS Neuro Wiki](#)

\*[Brain & Tumor Pathology](#)

\*[SNS Bootcamp Powerpoint slides and Handbook for Interns](#)

### Webinars

Dr. Dong Kim:

[Chiari Malformations](#)

[Trigeminal Neuralgia](#)

Dr. Arthur Day:

[Pituitary Brain Tumors](#)

Dr. Nitin Tandon:

[Epilepsy](#)

Dr P. Roc Chen:

[Brain Aneurysm](#)

Dr. Michele Johnson

[Neck Pain](#)

[Back Pain](#)

Dr. Jay Zhu

[Brain Tumors](#)

[Metastatic Brain Tumors](#)

## UNIVERSITY OF TEXAS MEDICAL SCHOOL AT HOUSTON POLICY ON APPROPRIATE STUDENT TREATMENT

### I. Standards for Conduct in the Teacher-Learner Relationship

The academic environment, particularly in medical education, requires civility from all participants, regardless of role or level, and a particular respect for the values of professionalism, ethics, and humanism in the practice of medicine.

The relationship between teacher and learner is based on mutual respect and trust. Faculty must respect students' level of knowledge and skills, which students have the responsibility to represent honestly to faculty. Faculty are obligated to evaluate students' work fairly and honestly, without discrimination based on gender, ethnicity, national origin, sexual orientation, or religious beliefs.

Faculty have a duty not only to promote growth of the intellect but at the same time to model the qualities of candor, compassion, perseverance, diligence, humility, and respect for all human beings. Because this policy pertains to students as learners, references to "teachers" or "faculty" shall also include Residents and fellows in their teaching and supervisory role with regard to students.

Examples of unacceptable behavior include, but are not limited to:

- Physical or sexual harassment or abuse
- Discrimination or harassment based on race, gender, age, ethnicity, national origin, religion, sexual orientation, veteran status or disability
- Speaking in disparaging ways about an individual including humor that demeans an individual or a group
- Sending students on inappropriate errands
- Loss of personal civility, such as shouting, displays of temper, publicly or privately abusing, belittling, or humiliating a student
- Use of grading or other forms of evaluation in a punitive or retaliatory manner

Students are also expected to maintain the same high standards of conduct in their relationships with faculty, residents, support staff, and fellow students.

### II. Procedures for Reporting and Investigating Violations

Students enrolled in the Medical School (or Medical School portion of the M.D./Ph.D. program) should report abuse or mistreatment to the Associate Dean for Student Affairs. The Associate Dean for Student Affairs will meet with the student to discuss the incident or behavior and the options for action.

UTHSC-H policies concerning misconduct by faculty and staff, including allegations of discrimination (including harassment) and retaliation, are outlined in the Handbook of Operating Procedures (HOOP). The Associate Dean for Student Affairs will advise and assist the student in following applicable procedures of the institution. In the rare instance when there is no existing procedure applicable to the specific situation, the Associate Dean for Student Affairs, in consultation with the student, will determine the most appropriate plan of action. This may involve an investigation by the Associate Dean for Student Affairs to establish the facts while respecting the rights and confidentiality of the involved parties.

Depending on the nature or scope of the reported mistreatment, the Associate Dean for Student Affairs has the authority to appoint an ad hoc Committee on Student Treatment consisting of three faculty members, one of whom will be appointed to chair the committee. An attorney from the UTHSC-H Office of Legal Affairs will serve as an ex officio member of the Committee. The purpose of the ad hoc Committee will be to investigate the complaint, establish facts respecting the rights of the involved parties, and recommend a course of action to the Associate Dean for Student Affairs. It will be made clear from the fact-finding or investigation stage forward and through final disposition of the report that retaliatory behavior of any kind will not be tolerated.

The Committee on Student Treatment will be required to report its findings in writing to the Associate Dean for Student Affairs within 30 days of its appointment. If, following determination of the facts (and consideration of the recommendation of the ad hoc Committee on Student Treatment, if one was appointed), the Associate Dean for Student Affairs may take one or more of the following actions in consultation with the Office of Legal Affairs:

- Arrange mediation between the parties
- Report findings and recommendations to the Dean
- Report findings and recommendations to the appropriate department chair
- Report findings and recommendations to the faculty member in charge of the course, clerkship, or elective in which the alleged mistreatment took place
- In the event the accused is a resident, report findings and recommendations to the residency program director and Associate Dean for Educational Programs. These actions may be in addition to or superseded by actions taken in accordance with specific UTHSC-H policy(ies).