Policies & Procedures Definitions

**Aerosol Transmissible Disease** - An infectious disease that is transmitted by respiratory aerosols, which are particles of respiratory secretions from the nose or mouth.

**Academic Grievance** - As per the UND Code of Student Life (IIIa-2), the term “academic grievance” is defined as: A statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance (such as grading, testing, quality of instruction) which is thought by the student to be unfair.

**Academic Performance** - Includes both the cognitive measures of academic performance (e.g. performance on assessment tools used within all components of the curriculum and professional skills) and behavioral measures of academic performance (e.g. professional conduct and academic dishonesty).

**Affiliated Institutions** - Any healthcare facility (hospital, clinic, nursing home, etc.) at which students are training for the M.D. degree and under the supervision of a UND–affiliated preceptor.

**Assessment** - May refer to any means of evaluation of a student’s performance in any number of settings including but not limited to performance assessment e.g. self, peer, preceptor), written test (e.g. MCQ, Case based examination) observation and oral examination.

**Away Rotations** - Used to designate a process that occurs outside of UND SMHS, its campuses and affiliate clinical sites. The credits are being earned through another institution. Usually refers to a site that is outside of the state of North Dakota. It does not refer to a different campus within the School of Medicine and Health Sciences.

**Block Failure** - Please see the grading process for the definitive definition; it is provided here for convenience and currently is as follows: (a) Failure of any component of assessment and the subsequent reexamination in an individual block will result in a grade of “Unsatisfactory” for the block and Remediation will be required, or (b) Failure of any two components of assessment in an individual block will result in a grade of “Unsatisfactory” for the block and Remediation will be required. Any discrepancies in the definition will default to the grading process.

**Bloodborne Pathogens** - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

**Case-Based Examination (CBE)** - The examination taken during assessment week in Blocks I-VIII in Years 1 and 2 of the medical curriculum that contains multiple clinical vignettes from which essay questions are derived.

**Category I** - Using the CDC MMWR from July 6, 2012 “Updated CDC Recommendations for the Management of Hepatitis B Virus Infected Health Care providers and Students”;

- Digital palpation of a needle tip in a body cavity and/or
• The simultaneous presence of a health care provider’s finger and a needle or other sharp instrument or object (e.g. bone spicule) in a poorly visualized or highly confined anatomic site.

Students do not often perform these kinds of procedures.

**Category II** - All other invasive and noninvasive procedures. These and similar procedures that pose low or no risk for percutaneous injury to occur to a health-care provider or if a percutaneous injury occurs and does not pose a risk of provider to patient blood exposure.

**Code of Student Life** - The purpose of the Code is to provide the rights and responsibilities of all individuals and to ensure fair treatment of all students.

**Cognitive** - Mental processing that includes the attention of working memory, comprehending and producing language, calculating, reasoning, problem solving, and decision making; knowledge and information integration.

**Conflict of Interest** - A personal or financial consideration that may compromise, or appear to compromise, a committee member’s professional judgment in administration, management, instruction, research, or other professional activities.

**Contaminated** - The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.

**Contaminated Sharps** - Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

**Course** - The term course shall refer to a unit of education. In the first two years this can be either a block or a course, in the third year it refers to a clerkship or a course, and in the fourth year it refers to an acting internship, rotation, or an elective (either on or off campus).

**Clinical Skills Examination (CSE)** - The examination taken during assessment week in Blocks I-VIII in Years 1 and 2 of the medical curriculum in which students must display mastery of clinical skills taught during the block.

**Dismissal** - The status of a student who has been Dismissed from SMHS. A Dismissed student is ineligible to continue to be enrolled in the SMHS and cannot be awarded the M.D. degree.

**DSS** - Disability Services for Students

**Duty Hours** - All required educational activities in clerkships and electives during the third and fourth years of the medical school curriculum, including inpatient and outpatient care, administrative activities related to patient care (charting, discharge planning, transfer planning, etc.), and scheduled educational activities such as conferences, rounds, lectures, etc. Duty hours do not include reading and preparation time spent away from the duty site.

**Educational Level** - Sequence of instruction starting with Year 1 then Year 2, Year 3, and Year 4.

**Environmental disorder** - Usually refers to an allergic reaction to an environmental substance that may lead to contact dermatitis, allergic skin rash, or anaphylactic reaction.
**Exposure Incident** - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of practice requirements.

**FAC** - Faculty Academic Council

**Faculty** - Anyone with a SMHS academic or clinical appointment from SMHS.

**GTA** - Graduate Teaching Assistant. Graduate students who have teaching-related responsibilities.

"**Honors**" (H) - The notation assigned to a student who demonstrates outstanding performance in a course.

**Hospital Staff** - Those at the clinical site who are identified as teachers within the institutional affiliation agreement.

**Immediate supervisor** - The instructor, clinical site supervisor and/or preceptor with the direct responsibility for the student at the site and time of the incident.

"**Incomplete**" (I) - The notation will be assigned to a student who has been doing satisfactory work in a course, but who has not completed in a timely manner all the requirements due to extenuating medical and/or personal circumstances. The Incomplete must be removed within a specific time frame and according to criteria established by the appropriate faculty member or University policy. Failure to do so will result in conversion to a grade of "Unsatisfactory." The Incomplete grade is a non-prejudicial entry on a student’s record.

**Infection** - A disease that may be either temporary or chronic in which an individual may put others at risk while participating in care, education, or clinical enrollment.

**Injury** - Physical incapacitation severe enough to prevent the student from being able to complete expected functions of the program (technical standards). An injury may be temporary or chronic.

**Leave of Absence** - A period of time during which a student chooses to interrupt their studies by voluntarily leaving the medical degree program temporarily with the intention of returning at a later date. May be granted either as an emergency or as a regular leave of absence.

**Multiple Choice Question Examination (MCQ)** - The examination taken during assessment week in Blocks I-VIII in Years 1 and 2 of the medical curriculum that contains questions with several possible answers from which the correct one must be selected.

**MSI** - A medical student who is in the first year of the curriculum no matter how many years they have been in medical school.

**MSII** - A medical student who is in the second year of the curriculum no matter how many years they have been in medical school.

**MSIII** - A medical student who is in the third year of the curriculum no matter how many years they have been in medical school.

**MSIV** - A medical student who is in the fourth year of the curriculum no matter how many years they have been in medical school.
MSAPC - Medical Student Academic Performance Committee

**Noncognitive** - Refers to behavioral processes expressed by the student including but not limited to professionalism, ethical behavior, and adherence to the canons of the profession; behavioral and attitudinal.

**Other potentially infectious materials/biological pathogens** - Include but are not limited to:

(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

(2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

(3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**PCL** - Patient Centered Learning

**Policy** - A set of principles that is used as an institutional guide for action. Provides the formal guidance needed to coordinate and execute activity through the organization, indicates what to do.

**Probation** - A condition in which a student is other than “in good standing or progressing satisfactorily with the class.” A student who fails to complete satisfactorily a single block, required clinical experience, course, or elective will be automatically placed on academic probation. Students may also be placed on probation as a result of unprofessional behavior within or in some cases outside of the SMHS course work.

**Procedure** - A series of specified actions needed to accomplish a particular goal. Provides the operational process required to implement institutional policy. Indicates how to do it.

**Professional Behavior** - The actual definition of professional behavior is that which conforms to the technical and ethical standards of one's profession. Any behavioral component of academic performance defined by a profession as necessary for individuals to function as competent, honest, safe and ethical professionals.

**Reexamination** - The process of correcting an unsatisfactory completion in a single component of assessment in a course.

**Remediation** - The correction of a grade of “Unsatisfactory” in a block, clerkship, or elective to “S/U” or satisfactory after remediation.

**Residents** - Those individuals in a post-graduate medical education residency. In some situations they may be teachers and/or learners.

"**Satisfactory**"(S) - The notation assigned to a student who meets or exceeds the criteria for performance in a block, clerkship, course, or elective.

**Suspension** - The status of a student who has been suspended by SMHS. A suspended student may not attend classes and may not participate in extra-curricular or co-curricular activities pending action on
the issue(s) by the MSAPC or other adjudicating body. Suspension may include stipulations barring the student from being on campus.

**SMHS** - University of North Dakota School of Medicine and Health Sciences

**SMHS Staff** - All SMHS staff and hospital and clinic staff.

**Special Studies Week** - The week following Assessment week in Blocks I-VIII (the 10th week of the Block in years one and two).

**Student** - All students enrolled in programs affiliated with SMHS whether on or off campus. In some situations Residents and GTA may be considered students.

"**Successful Remediation**" (S/U) - The notation assigned to a student who fails to successfully complete a re-examination of a single component of a block during Special Studies week, fails two components of a block, fails a clerkship, acting internship, course or elective, but successfully remediates the block, clerkship, or elective at a later date.

**UND** - University of North Dakota

**Universal Precautions** - An approach to infection control. According to the concept of universal precautions, all human blood and certain human bodily fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

"**Unsatisfactory**"(U) - The notation assigned to a student who fails to meet the criteria for performance in any single component of a block, clerkship, course, or elective.

**USMLE Step Examinations** - A three-step examination for medical licensure in the United States that is sponsored by the Federation of State Medical Boards (FSMB) and the National Board of Medical Examiners® (NBME®).

The USMLE assesses a physician’s ability to apply knowledge, concepts, and principles, and to demonstrate fundamental patient-centered skills, that are important in health and disease and that constitute the basis of safe and effective patient care.

"**Withdrawal**" - The notation assigned to a student who has, with the permission of the instructor, withdrawn from a course and/or has been granted a Leave of Absence.

**Year 1** - Instructional Blocks I-IV

**Year 2** - Instructional Blocks V-VIII

**Year 3** - Clerkships and Epidemiology Project

**Year 4** - Electives and Acting Internships