

**LOUISIANA STATE UNIVERSITY
HEALTH SCIENCES CENTER
SCHOOL OF DENTISTRY**



**HANDBOOK FOR STUDENTS
IN
ADVANCED EDUCATION PROGRAMS
2010-2011**

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INTRODUCTION

Included in this handbook is information about student responsibilities and pertinent policies and procedures for which the student is accountable.

Welcome to Louisiana State University Health Science Center - School of Dentistry Advanced Education Programs. The information contained in this handbook provides an overview of important LSUSD and LSUHSC policies. Some policies are included in their entirety, others are summarized, and you are given a source for the complete policy. Much of this information is available on the Internet at <http://www.lsusd.lsuohsc.edu> link to the LSUHSC. The Catalog can be found under Academic, and the LSUSD Advanced Education Program handbook can be found on our website <http://www.lsusd.lsuohsc.edu>.

The information in this handbook is intended to acquaint you with services and resources available to you as a student. It provides facts, policies, and procedures on a variety of topics in one reference guide. We hope it will be helpful to you.

Special thanks are given to Ms Darlene Brunet, LSUSD Coordinator of Student Affairs for her efforts in gathering and sharing much of this information with the Dental Advanced Education students.

Please note: The Web Site has additional important LSUHSC Catalog Bulletin information that you are also responsible for adhering to. If any conflicts exist between LSUHSC catalog and the Advanced Education Handbook, the LSUHSC catalog always supersedes.

GENERAL INFORMATION

HISTORY

LOUISIANA STATE UNIVERSITY SCHOOL OF DENTISTRY

The LSU School of Dentistry in New Orleans is one of six schools comprising the Louisiana State University Health Sciences Center. The schools of the Health Sciences Center are: Allied Health, Dentistry, Nursing, Medicine, Graduate Studies, and Public Health. The School of Dentistry is composed of educational programs for the Doctor of Dental Surgery degree in dentistry and Associate and Bachelor of Science degrees in both dental hygiene and dental laboratory technology. In addition, postdoctoral programs are offered in several areas: Endodontics, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics, and residency programs in General Dentistry and in Oral and Maxillofacial Surgery.

The LSUSD is considered one of the most advanced dental schools in the nation. Its curriculum offers the student intensive training in all phases of basic science, preclinical and clinical areas of dentistry. The school also provides state-of-the-art equipment in modern laboratories and clinical facilities. The combination of intensive training and modern equipment assures the student the best possible preparation for a career in dentistry. Many of the faculty has earned national and international reputations. The faculty is dedicated to the goal that all graduates will be competent professionals concerned for the health and well-being of their patients and society in general.

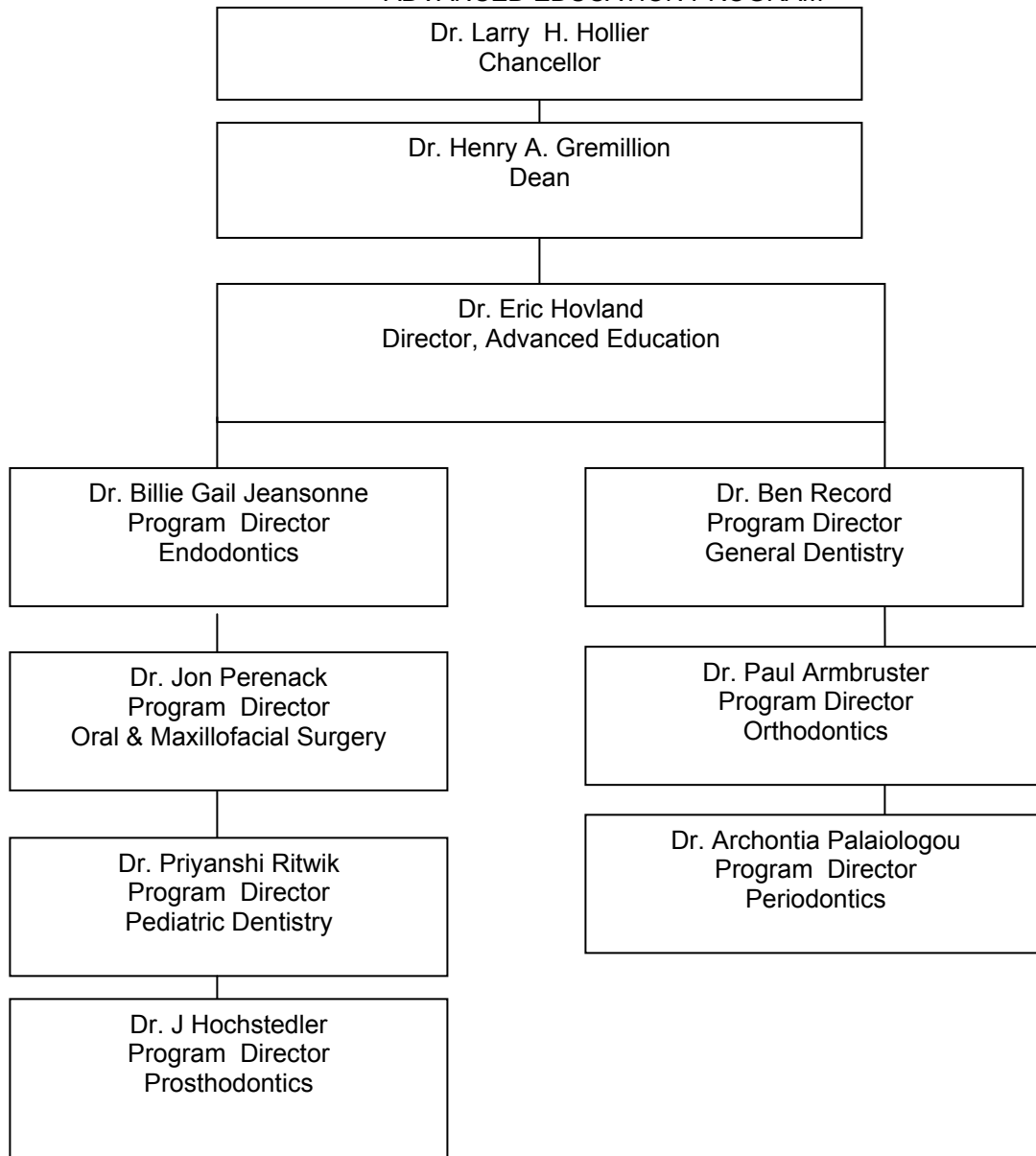
The School of Dentistry was established in 1966, enrolled its first class in 1968 using temporary quarters and moved into its present buildings in 1972. The school is situated on a 22-acre site in a residential section of the City Park area of New Orleans and was dedicated in February 1972. Construction cost was \$15,750,000. The buildings of the School of Dentistry are divided into two sections with connecting hallways on the basement, 2nd, 3rd and 4th floor levels. The smaller of the buildings, the Administration building, is four stories high and contains 103,000 sq. ft. The larger building, the Clinic Building, is eight stories high and contains 228,000 sq. ft.

The mission of the dental school is to serve as a center for education, research, and service related to oral health. Although its primary obligation is to respond to the needs of the people of Louisiana, the school strives for national and international recognition. The LSU School of Dentistry has developed an educational environment that enables a student to achieve his or her maximum potential as a people-oriented health professional. The student acquires the skills to render intricate and demanding patient care, knowledge of the human organism essential to making sound clinical judgements and an attitude of service and social responsibility traditionally expected of the health professional.

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF DENTISTRY

ADMINISTRATION

ADVANCED EDUCATION PROGRAM



ADVANCED EDUCATION COMMITTEE

All activities of the Advanced Education Programs in dentistry at the Louisiana State University School of Dentistry are under the direction of the Advanced Education Committee, appointed by the Dean. The membership of the Advanced Education Committee consists of all the program directors of Advanced Education and Residency Programs and selected members of the faculty. The committee is chaired by the Director of Advanced Education who is also appointed by the Dean of the School of Dentistry. The Dean of the School of Dentistry or his appointed representative is an Ex-Officio member of the Committee.

This committee has the responsibility for maintaining the highest standards in all advanced education programs through compliance with the Requirements of Specialty Education Programs provided by the A.D.A. Commission on Dental Accreditation. Enhancement of the quality of predoctoral dental education and the quality of care to the citizens of Louisiana are benefits that directly result from academically sound advanced education programs.

COMMITTEE MEMBERSHIP

Dr. Eric Hovland serves as Director of Advanced Education and members of the Committee are as follows:

- Dr. Eric Hovland, Chair
- Dr. Billie Gail Jeansonne, Program Director of Endodontic Postgraduate Program
- Dr. Benjamin Record, Program Director of General Dentistry Residency Program
- Dr. Jon Perenack, Program Director of Oral and Maxillofacial Surgery Residency Program
- Dr. Paul Armbruster, Program Director of Orthodontic Postgraduate Program
- Dr. Priyanshi Ritwik, Program Director of Pediatric Dentistry Postgraduate Program
- Dr. Archontia Palaiologou, Program Director of Periodontic Postgraduate Program
- Dr. J Hochstedler, Program Director of Prosthodontic Postgraduate Program
- Dr. Paul Fidel, Department Head, Department of Oral Biology
- Dr. Glen Palmer, Chair of the Resident Research Committee
- Dr. Sandra Andrieu, Associate Dean for Academic Affairs
- Resident Representative (school based program)
- Resident Representative (hospital based program)

RESPONSIBILITIES OF THE ADVANCED EDUCATION COMMITTEE

New Programs

All planned advanced education programs must be approved by the Advanced Education Committee prior to being forwarded to the Vice-Chancellor for Academic Affairs through the Dean of the School of Dentistry for approval. New programs are then submitted to the Commission on Dental Accreditation of the American Dental Association for seeking the accreditation status of "Preliminary Provisional Approval."

Curriculum

All basic science and clinical courses required for the different advanced education programs must be submitted by the individual Program Directors to the Advanced Education Committee for review. The Director of Advanced Education then arranges these courses with the Vice-Chancellor for Academic Affairs after consultation with the Dean of the School of Dentistry.

Academic Performance

The Advanced Education Committee shall serve as the Academic Performance Committee for all of the postgraduate programs in the following manner.

1. The committee shall review and approve requirements for grading and graduation criteria for each program.
2. The committee on or about October 1 and April 1 shall review progress reports from each program director to assure that satisfactory progress is being made toward completion of the program, by each student.
3. In those cases where satisfactory progress is not being made, the chairman and the program director shall meet with the student to inform him/her of noted deficiencies and what must be done to correct them. The student at this time receives a copy in writing.
4. If deficiencies are not corrected as specified, the committee shall review the case and make one of the following recommendations to the Dean.
 - a. Repeat certain course work
 - b. Repeat an entire year
 - c. Dismissal from the program
5. The committee shall certify each year to the Dean that all students recommended for graduation have completed their respective requirements.
6. Students who do not complete all program requirements by the end of their final semester will be extended the opportunity to complete these requirements by registering for an additional semester with the understanding that they will not receive a stipend and will be responsible for paying all fees including tuition and renewing their restricted license. Only under extenuating circumstances will more than one additional semester be allowed, and this will be at the discretion of the program director of the program.
7. If an academic performance issue is not resolved by the Program Director, a subcommittee of the Advanced Education Committee will be formed and will meet in a timely fashion to resolve the issue by making a recommendation to the Dean of the School

Due Process

Please refer to Section II. "Guidelines for General and Professional Conduct" of the Advanced Education Student Conduct Code and Disciplinary Procedure for information on due process and academic appeals procedures.

Admissions

All applicants for various programs must be screened and selected by departmental faculty. The names of the selected candidates for each program with the list of alternate candidates must then be submitted by the Program Director to the Advanced Education Committee for final approval. This selection list must be accompanied by complete data information according to the format established by the Committee for all the applicants applying for the particular program. After the final selection is approved by the Advanced Education Committee, the Director of Advanced Education submits the names of the selected candidates to the Dean for final approval. In the event the Dean should have any questions about a particular applicant who has been selected or rejected, he may refer the issue back to the Advanced Education Committee for further evaluation. After final approval by the Dean, the Program Director can proceed to notify the selected candidates of their acceptance, or for those programs in the match process, the selection list should be sent to the matching program.

REQUIREMENTS FOR ADMISSION

Applicants holding a D.D.S. or D.M.D. or the foreign equivalent degree are eligible to apply for the advanced education programs in dentistry, with the exception of the Oral and Maxillofacial Surgery and General Practice Residency program, for which only graduates of ACGME or CODA accredited dental schools in the United States and Canada are considered. Students with low grade point averages and class standings may not be considered for admission.

CRITERIA FOR SELECTION

Completed applications are reviewed by the faculty of the program to which the applicant is seeking admission. After preliminary selections are completed, selected candidates are called for interviews. Class ranking, Graduate Record Examination (if applicable), National Board scores, personal interviews and any accomplishments of the applicants, such as previous research experience, are considered in making the final selections.

Candidates applying to the Oral and Maxillofacial Surgery and Orthodontic programs must be ranked in the top third of their class. With the exception of the General Dentistry and Oral and Maxillofacial Surgery programs, a deposit of \$312.50 is also required, which will be applied to the first semester's Activity Fee.

The programs in Oral and Maxillofacial Surgery, General Practice Residency, Orthodontics, and Pediatric Dentistry participate in the Postdoctoral Match conducted by the National Matching Services, 20 Holly Street, Suite 301, Toronto, Ontario, Canada, M4S 3B1; email: matchinfo@natmatch.com; telephone 416-977-3431 or P.O. Box 1208, Lewiston, NY 14092-8208, telephone 716-282-4013. All applicants to these programs must participate in the match to be considered.

APPLICATION PROCEDURES

All inquiries regarding the advanced education programs in dentistry are to be sent to the Director of Advanced Education, School of Dentistry, Louisiana State University, 1100 Florida Avenue, New Orleans, Louisiana 70119.

The following information must be furnished before an application is considered complete:

- 1) PASS application (all programs are participants of PASS). Orthodontics, Pediatric Dentistry, General Practice Residency, and Oral Surgery also are participants in the MATCH
- 2) 2 x 2 photo and application processing fee of \$50 payable to the LSU School of Dentistry
- 3) Results of the Graduate Record Examination, if required by the specific program must be sent directly to the Director of Advanced Education by the Educational Testing Services, using code 6354, Department 0604.
- 4) Official National Board Examination scores must be provided by graduates of all U.S. schools. All candidates must pass both parts of the National Board Examination.
- 5) Foreign students are required to take the TOEFL (Test of English as a Foreign Language). Scores must be sent to the Office of Advanced Education before the application deadline date and should be coded 6385, Dept. 38. Information on the TOEFL can be secured from the Educational Testing Service, Box 1502, Berkeley, California 94701, or Box 995, Princeton, New Jersey 08540.

DEADLINE FOR FILING APPLICATIONS

All dates refer to the academic year prior to the anticipated enrollment.

Endodontics	-	August 1, PASS
General Dentistry - Residency	-	October 15, PASS
Oral & Maxillofacial Surgery -	-	September 15, PASS
Orthodontics	-	August 3, PASS
Pediatric Dentistry	-	September 17, PASS
Periodontics	-	August 1, PASS
Prosthodontics	-	August 18, PASS

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER SCHOOL OF DENTISTRY ADVANCED EDUCATION PROGRAMS CALENDAR OF HOLIDAYS AND EVENTS 2010-2011

<u>July 1</u>	<u>Classes begin</u>
<u>July 5</u>	<u>Independence Day Holiday</u>
<u>September 6</u>	<u>Labor Day Holiday</u>
<u>November 25 & 26</u>	<u>Thanksgiving holidays</u>
<u>December 23 - December 31</u>	<u>Christmas Holidays</u>
<u>January 17</u>	<u>Martin Luther King Holiday</u>
<u>March 8</u>	<u>Mardi Gras Holiday</u>
<u>April 22</u>	<u>Easter Holiday</u>
<u>June 24</u>	<u>Certificate Awarding Ceremony</u>

POLICY ON HOLIDAY AND VACATION TIME FOR ADVANCED EDUCATION PROGRAMS

The LSUSD holidays and leave policy do not pertain to General Practice and Oral and Maxillofacial Surgery residents. These residents follow the Medical Center of Louisiana New Orleans (aka.

Charity Hospital) Holiday schedule and the GME leave policies of their respective affiliated hospital employers. These holidays and leave policies are detailed in the House Officer Handbook.

HOLIDAYS

The Advanced Education Committee endorses the policy that advanced education students in Endodontics, Orthodontics, Pediatric Dentistry, Periodontics, and Prosthodontics have the same holidays as the dental school faculty.

ANNUAL, MILITARY, PROFESSIONAL, AND SICK LEAVE

Advanced Education students/residents in Endodontics, Orthodontics, Pediatric Dentistry, Periodontics, and Prosthodontics are House Fellows and Period of Appointment (POA) employees who do not earn leave. Leave may, however, be granted by the Program Directors in accordance with the requirements of the Commission on Dental Accreditation standards for program duration and attendance in the respective Advanced Education program.

Each Program Director shall provide a copy of the program's leave policy to each student in the program and to the Director of Advanced Education.

All leave requests must be submitted in writing to the Department Head or Program Director for prior approval.

Time taken for all types of leave will be included in the overall assessment of attendance and program duration. Excessive leave, even if approved, may require extension of the completion date for the student/resident's program.

The standards which apply to each program are:

Endodontic Standard

4-1 An advanced specialty education program in endodontics must encompass a minimum duration of 24 months (104 weeks) of full-time study.

Intent: The intent is to ensure that during the 104 weeks it is expected that endodontic students/residents will have a maximum of 8 weeks available for vacations, legal holidays, sick leave and personal time.

Orthodontics Standard

4-1 Program Duration: Advanced specialty education programs in orthodontics and dentofacial orthopedics must be a minimum of twenty-four (24) months and 3700 scheduled hours in duration.

Pediatric Dentistry Standard

4-2 The duration of an advanced specialty program in pediatric dentistry must be a minimum of 24 months of full-time formal training.

Periodontics Standard

4-1 The goal of the curriculum is to allow the student/resident to attain skills representative of a clinician proficient in the theoretical and practical aspects of periodontics. The program duration must be three consecutive academic years with a minimum of 30 months of instruction. At least two consecutive years of clinical education must take place in a single educational setting.

Prosthodontics Standards

4-1 A postdoctoral program in prosthodontics must encompass a minimum of 33 months.

4-2 A postdoctoral program in prosthodontics that includes integrated maxillofacial training must encompass a minimum of 45 months.

4-3 A 12-month postdoctoral program in maxillofacial prosthetics must be preceded by successful completion of an accredited prosthodontics program.

THE FOLLOWING POLICIES ON LEAVE OF ABSENCE AND WITHDRAWALS APPLY TO ALL STUDENTS/RESIDENTS IN ALL ADVANCED EDUCATION PROGRAMS:

LEAVE OF ABSENCE

The Dean or his assignee may grant a petition for a short leave of absence (less than 2 weeks or 10 working days) in case of illness, pregnancy, approved participation at a professional meeting, or any emergency, with the explicit understanding that the student will arrange with the faculty involved to satisfactorily make up all the work the student will miss. Extended medical or personal leaves of absence (more than 2 weeks or 10 working days) must be considered through the Dean's office on a case by case basis and must be submitted to the Registrar's Office. The time for such leave cannot exceed 26 weeks or 130 working days or 180 calendar days). If the leave is not ended within the prescribed maximum time, a withdrawal application must be completed.

Time taken for a Leave of Absence will be included in the overall assessment of attendance and program duration. Excessive leave, even if approved, may require extension of the completion date for the student/resident's program.

If a student has used all annual time (sick time is not permitted) and needs to withdraw from the program, he or she must put in writing why they are withdrawing for that semester and anticipated return. If he or she decides not to return, the student will be withdrawn for the remaining year. After this letter is received, The Advanced Education Department will withdraw the student. This will withdraw the student from everywhere from the registrar's office, financial aid, etc. The individual department will cancel all stipends.

WITHDRAWALS

A student who, for legitimate reasons, is unable to return to school at the opening of any semester or who, for acceptable reason, must discontinue school during the academic year will ordinarily be permitted to withdraw in good standing. A student who withdraws from the School will receive a "W" grade for each course that is less than 80% completed, according to assigned clock hours. For courses that are 80% or more complete at the time of withdrawal, a "W" will be recorded when student performance is satisfactory or an "F" will be recorded when student performance is unsatisfactory. A student who has withdrawn in good standing may apply for readmission on the basis of the student's status at the time of withdrawal. In general, a student will not be considered for readmission if the absence has been for more than two consecutive years.

STIPENDS

Students enrolled in Endodontics are awarded stipends based on availability, at the discretion of the faculty with approval of the Advanced Education Committee and the Dean of the School of Dentistry. Currently, stipends are \$1,200 for 1st year and \$1,800 for 2nd year students.

Students enrolled in the Orthodontic and Prosthodontic programs are paid stipends of \$3,780 the first year, \$6,000 the second year and the third year varies.

Students enrolled in the Pediatric Dentistry program are paid a stipend of \$14,450 the first year and \$20,100 the second year.

Students enrolled in the Periodontics program are paid a stipend of \$6,000 annually.

Students enrolled in the General Dentistry and Oral Medicine Residency Programs receive a basic annual stipend of \$42,757 the first year and \$44,015 the second year.

Students enrolled in the Oral and Maxillofacial Surgery Residency Program receive \$42,757 the first year, \$44,015 the second year, \$45,620 the third year and \$47,463 the fourth year.

The stipend amounts above are for 2009-2010 year. They are subject to revisions by the Louisiana State University Administration.

TUITION AND FEES

The University fee for residents of Louisiana is \$4,447.50 for the year. Non-residents pay an additional \$3,444.00 for the year. For those accepted candidates who have been offered postgraduate stipends, the University fee will be waived. All students are required to pay the annual activity fee of \$312.50. Students are also required to carry hospitalization insurance. If the student has alternate insurance coverage through other resources, a waiver must be signed. The restricted license fee for postgraduate students who do not have a Louisiana license is \$200.00 per year. Oral and Maxillofacial Surgery, General Practice Residency and Oral Medicine Programs are exempted from the tuition and activity fee.

The listed tuition and fees are quoted for the 2009-2010 academic year. They are subject to revision by the Louisiana State University Administration.

GRADE REQUIREMENTS

For the Advanced Dental Education programs, Students must maintain a "B" average (3.0 on a 4.0 scale) overall Grade Point Average (GPA) at the end of each grading period (semester, trimester, etc.) during their program. An average below 3.0 places the student on academic probation. In most cases academic probation must be removed within one semester in order for the student to continue in the program. However, extenuating circumstances may allow an additional semester for removal of probation. If the overall GPA is not brought up to an overall "B" (3.0) average by that time, the student will be dismissed for academic reasons.

An "A" or "B" grade must be earned in each course in the student's department of study. A minimum "C" grade must be earned in all other required courses. Required courses in which less than the minimum grade is earned must be retaken or, at the discretion of the course director, appropriate remedial work and/or testing may be assigned to assure that the minimum knowledge and grade is achieved for the course.

Each course defines the grade scale for that course in a course outline. Earned grades are awarded by the appropriate course director, according to the specific requirements and grading scale of each course.

RESEARCH

Students have the opportunity to participate in research with basic and or clinical science faculty. Dr. Glen Palmer, Chair of the Resident Research Committee, coordinates resident research activities. There is a procedure for submitting, and format for writing, research proposals that can be obtained from the Office of Research (Room 7329). Funds are available to conduct a project. The Research and Grants Committee award the funding after review and approval. Residents are eligible for up to \$2,000 to conduct the project and may be eligible for a stipend. Residents are encouraged to present their research findings at national meetings, such as the American Association for Dental Research Annual Meeting. There is also a Student Research group sponsored by the New Orleans Section of the American Association of Dental Research;

Dr. Tobias Rodriguez is the faculty advisor. Contact Dr. Palmer (gpalme@lsuhsc.edu) with any questions regarding research opportunities.

LSU HEALTH SCIENCES CENTER POLICIES and SERVICES

IDENTIFICATION BADGES

All Health Sciences Center students, residents, faculty, and staff must wear official LSU Health Sciences Center Identification Badges to be admitted to any Health Sciences Center Building between the hours of 5:00 p.m. and 7:00 a.m. Monday through Fridays and at all times on Saturday, Sunday, and Holidays. Any meetings during these hours involving persons outside the LSUHSC should have a person with a valid LSUHSC ID badge present at the meeting.

Memorandum: May 2, 1997 from Vice Chancellor for Institutional Services.

***Addendum April 14, 2008**

--7:00am-6:00pm Monday through Friday for entry to all LSU Health Sciences Center buildings
swipe card is necessary for access.

--No access or exit via the School of Dentistry Administration bldg is permitted.

STUDENT RESPONSIBILITIES

Each student is personally responsible for completing requirements established for the Health Sciences Center. It is the student's responsibility to read and understand all the requirements relating to registration, the adding and dropping of courses, and termination of enrollment. A student's advisor may not assume these responsibilities. Substitution, waiver, or exemption from any established requirement or academic standard may be accomplished only with the approval, *in writing*, from the student's dean.

◆ STUDENT RESPONSIBILITIES AND RIGHTS

Chancellor's Memorandum #56 (CM-56) <http://www.lsuhs.edu/no/administration/cm/cm-56.htm>
Effective Date: January 12, 2005

PREAMBLE

The Louisiana State University Health Sciences Center (LSUHSC) in New Orleans is dedicated to providing its students, residents, faculty, staff, and patients with an environment of respect, dignity, and support. The diverse backgrounds, personalities, and learning needs of individual students must be considered at all times in order to foster appropriate and effective teacher-learner relationships. Honesty, fairness, evenhanded treatment, and respect for students' physical and emotional well being are the foundation of establishing an effective learning environment.

STUDENT RESPONSIBILITIES

Students are responsible for complying with all policies/procedures, rules and regulations and other information published by the Health Sciences Center. In addition, students are expected to abide by all federal, state and local laws.

Students are expected to:

- A. Exhibit the highest standard of personal, academic professional and ethical behavior.
- B. Treat faculty, staff, peers, clients, patients, and others with dignity and respect.
- C. Abide by the Code of Conduct that applies to their specific professional discipline.

Students who violate any of the above when involved in any school or school related activity/function, whether on or off campus, will be subject to disciplinary action.

STUDENTS RIGHTS

Mistreatment and abuse of students by faculty, residents, staff or fellow students is contrary to the educational objectives of the LSUHSC in New Orleans and will not be tolerated. Mistreatment and abuse include, but are not limited to, berating, belittling, or humiliation; physical punishment or threats; intimidation; sexual harassment; harassment or discrimination based on race, gender, sexual preference, age, religion, physical or learning disabilities;

assigning a grade for reasons other than the student's performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give students credit for work they have done.

Students have rights as guaranteed by the U.S. Constitution and all appropriate federal, state and local laws. Primary among those is the right to a fair and impartial hearing, if the student is accused of misconduct or violating university regulations. Additionally, students have the right to file a complaint for alleged mistreatment. The Health Sciences Center has existing policies and procedures that relate to the following: financial aid; sexual harassment; final grade appeal; student housing; parking; drugs; alcohol; firearms; student's access to records, and privacy; computer/internet use; dress and professional conduct; health insurance; and liability insurance. Issues that relate to these specific policies, which may be found on the Health Sciences Center website, should be addressed to the appropriate office. The Office of Student Affairs of the appropriate school can help students with information about those policies.

PROCEDURE FOR ADDRESSING STUDENT COMPLAINTS

If the Health Sciences Center or specific school already has a policy concerning the student's complaint, procedures indicated in that policy should be used; if the Health Sciences Center or specific school has no specific policy, the following procedure should be used.

Specific school policies should include the following basic elements:

INFORMAL CONFLICT RESOLUTION

Discuss the conflict with the person against whom the complaint is made. In the event that the complainant does not feel comfortable doing so, the complaint should be directed to the Office of Director of Advanced Education.

1. The Director of Advanced Education will meet with the individual against whom the complaint has been made in an effort to resolve the conflict.

FILING A FORMAL COMPLAINT

If the conflict can not be resolved informally, the complainant must make a formal written complaint to the Director of Advanced Education. The written complaint must include the following:

- a. A statement of the complaint,
- b. Identification of individual/office against whom the complaint is made,
- c. The relief sought,
- d. The complaint must be signed by the complainant.

Upon receipt of the formal written complaint, the Director of Advanced Education of the appropriate school must take immediate action to resolve the conflict.

If the conflict cannot be resolved to the complainant's satisfaction within a period of 10 working days, the matter will be referred to the Vice Chancellor for Academic Affairs of the Health Sciences Center by the Director of Advanced Education. The referral will include the complainant's formal written request plus a statement of actions taken by the Director of Advanced Education to resolve this matter.

REFERRAL TO THE VICE CHANCELLOR OF THE ACADEMIC AFFAIRS

The Vice Chancellor for Academic Affairs:

- May make a decision as to how the matter can be resolved. This decision shall be communicated to all concerned parties in writing;
- If for any reason the Vice Chancellor for Academic Affairs chooses not to render a decision, he/she may empanel an ad hoc committee comprising three faculty members, at least one of which is from the pool of elected members of the Faculty Senate and two students appointed by the appropriate Student Government Association President. The Committee shall meet in an effort to resolve the matter within a period of 10 working days. The Committee may meet with the concerned parties and others who can provide information that is helpful in resolving the matter. The Committee meetings will be closed, and information provided during the meeting shall be held in strictest confidence.

The Committee shall reach a decision as to the resolution of the matter and make its written recommendation to the Vice Chancellor of Academic Affairs within five working days. The Vice Chancellor for Academic Affairs, upon receipt of the Committee's recommendation, will make a decision and communicate this decision in writing to all

concerned parties and the Dean of the appropriate school. The decision of the Vice Chancellor for Academic Affairs is final and non-appealable

PARKING

The LSUHSC Parking Committee regulates all parking on the School of Dentistry campus. **On-campus parking is available along with a lot located on the North side of Florida Avenue, one block east of the clinic building for a yearly fee.** The LSUHSC Parking Committee establishes on-campus parking regulations and fees. The School of Dentistry Parking, Building, and Grounds Committee (which has student representation) adjudicates appeals of citations issued on the Florida Avenue campus. This Committee is represented on the LSUHSC Parking Committee.

Violations of the parking regulations may result in the imposition of fines, the immobilization of the involved vehicle, and/or the suspension or revocation of parking privileges. The LSUHSC Parking Committee is empowered to enforce these penalties by measures such as withholding grades, withholding transcripts, and/or refusing to issue a diploma.

Parking registration must be renewed for each academic year. Further information is available from the LSUHSC Parking Office (phone: 568-4880), the University Police desk in the School of Dentistry Administration Building, or from the Internet at <http://www.is.lsumc.edu/parking>

STUDENT HOUSING

LSU Health Sciences Center in New Orleans has two residence facilities.

STANISLAUS HALL is located on six floors of the Sister Stanislaus Memorial Building, also known as the Old Charity Nursing Dormitory. This building, located at 450A South Claiborne Avenue, is on the National Register of Historic Places. Stanislaus Hall has 154 single occupancy furnished dorm suites. A kitchen, lounge, and laundry are on each floor. Stanislaus Hall is fireproof and air-conditioned. The building is served by two passenger elevators and one freight elevator. Security is provided 24 hours a day by the LSUHSC Police. A covered crosswalk, the LSUHSC "Walk to Wellness," connects Stanislaus Hall to other buildings in the LSUHSC downtown complex such as the Medical Education Building, the Nursing-Allied Health Building, and the Entergy Garage where parking for LSUHSC Stanislaus Hall residents is provided. Recreational facilities are a short walk away in the Residence Hall located on Perdido Street. Office hours are 8 am to 4:30 pm, Monday through Friday. The mailing address is 450A South Claiborne Ave., New Orleans, LA 70112.

THE RESIDENCE HALL is a reinforced concrete building featuring three residence towers situated atop a recreational area on the second floor and a car-parking garage on the ground level. Each tower is served by an elevator. There are 208 living units in the building. The units include 38 one-student dormitory rooms and 6 two-student dormitory rooms for single men and women; 64 unfurnished one bedroom apartments; 88 unfurnished two bedroom apartments; and 12 unfurnished three bedroom apartments, reserved for married students with children. Recreational facilities include table tennis and billiards, a weight room, aerobics room, dance studio, shower rooms, and snack machines. An outside recreation area for basketball, volleyball, and badminton is located on the covered parking area, and is accessible from the ground and second floor levels. The Office for Stanislaus Hall is located on the second floor of the building. The Residence Hall Office is located on the second floor, with office hours 8 am to 4:30 pm, Monday through Friday. The mailing address is 1900 Perdido St., New Orleans, LA 70112. For more information please contact the Residence Hall Manager, Mr. Dennis Lauscha by letter, phone or e-mail; 504-568-6260, 1900 Perdido St., New Orleans, LA 70112, dlausc@lsuhsc.edu.

BUSINESS OFFICE

The LSUHSC Business Office is located at 533 Bolivar St, Room 265, New Orleans, LA 70112. The phone number is 504-568-4694. The Business Office processes all invoices and disburses financial aid overpay checks.

A branch of the LSUHSC Business Office is located on the second floor of the Administration Building, Room 2102. Tuition and fee payments and emergency loan repayments are made in the business office. The business office also disperses student loan checks. The business office is open 8:30 a.m. to 3:30 p.m. Tuesdays and Thursdays (Phone: 504-941-8103)

Students may cash personal checks, for up to \$25.00, with a student ID from 9:00 a.m. to 2:00 p.m. only, Monday through Friday. There is no charge for this service.

CAMPUS FEDERAL CREDIT UNION

Campus Federal, established in 1934, serves the employees of Louisiana State University System, members of the LSU Alumni Associations, and dental school students. Student members enjoy **FREE** services such as share (savings) and draft (checking) accounts, telephone banking, online banking, e-notesSM, and ATM/check cards. Covered CheckingSM maybe an enhancement of your **FREE** student checking account. This service will save the embarrassment and additional fees of having your checks returned unpaid. The credit union originates student loans working closely with FFELP (Federal Family Loan Programs) and the LSU Dental School Financial Office. The credit union student lender code is 817558. Students can obtain an educational bridge loan to "bridge the gap" between financial aid disbursements. Other services available are bill payer; a variety of loans including automobile, signature, professional, and mortgage; and various investment opportunities through the credit union and Wealth Planner's, our investment broker.

The Dental School **e-br@nch**SM of Campus Federal is located on the third floor of the Dental School Administration Building. This automated branch gives members access to their accounts 24-hours a day with an ATM. Members can even apply for loans or use other services online! If you need assistance during the business hours of 8:30 am to 4:30 pm Monday through Friday, you may pick up the telephone located in this area and you will be connected with the credit union teleservice department.

CAMPUS MAIL

The central Mail Room is located on the 2nd floor of the Administrative Building. The Dental School Mail Room handles intra and inter-campus mail. Please note that this is a Mail Room **not** a branch post office. Stamps can be purchased in the Bookstore.

FINANCIAL AID

Financial aid (student loans, Federal Pell Grant, etc.) is handled through the Office of Student Financial Aid, located at 433 Bolivar Street, Room 215, New Orleans, LA 70112, 504-568-4820. Ms. Kimberly Bruno, Associate Director of Financial Aid, is the dental school counselor. Her onsite customer service hours are generally 10:00 am to 5:00 pm on Wednesdays. Current hours and dates are posted in the Students Affairs Office and on the door of Room 5423 of the Dental School Clinic Building. You may call her directly at 504-619-8556, Monday through Friday, from 10:00 a.m. to 5:00 p.m. or e-mail her at <mailto:kbruno@lsuhsc.edu>.

To qualify for aid, a student must apply annually and meet certain eligibility requirements. All students seeking financial aid are required to file the Free Application for Federal Student Aid (FAFSA) and make the results available to LSUHSC Financial Aid Office (The Federal School code for the FAFSA is 002014). All application materials are available from the Financial Aid Office and a counselor is available to discuss programs and advise on application and awarding procedures. *Refer to the LSUHSC Catalogue, General Information Section, for additional information and types of financial assistance available.*

EMERGENCY LOANS

Who May Apply?

All students in good standing in the Schools of the LSUHSC are eligible.

Amount You May Borrow

The maximum amount of each loan is \$500.

Period of Loan

This is a short-term loan. Loans are made for a period of up to 60 days and if the emergency continues to exist, a 30 day extension may be granted if the student requests it in person. Written notice of the extension must be given to the Business Office and the Office of the Director of Financial Aid. There must be a 30 day waiting period between pay back and acquiring a new loan.

Reason For Borrowing

You may borrow for any reasonable cause on a short-term basis. If you have long range need (over 60 days) a longer term loan should be sought elsewhere.

Interest

The loan is interest free up to maturity. Late charges and interest commence after maturity of loan.

Late Charges and Collection Fees

Past Due – 1 to 30 days-----\$1.00

Past Due – 31 to 60 days-----\$3.00

Past Due – 61 to 90 days-----\$5.00

After 90 days the loan will be turned over to our Collection Attorneys. The attorneys will collect the amount of the loan, the late charges and 9% per annum interest, commencing on the 91st day of delinquency, plus 33 1/3% collection fee by the attorneys.

Denial of Privilege to Borrow

Any student who allows his/her loan to become delinquent will thereafter be limited to a maximum of \$100 loan. If a loan becomes delinquent a second time, the student is thereafter denied the privilege of borrowing. If a loan exceeds ninety (90) days delinquency we will take legal action to recover the loan and the student is thereafter not eligible to borrow from the Loan Fund.

Directions for Securing a Loan

Any student requesting an emergency loan must go to the Office of Student Affairs to approve the loan and complete a contractual form.

INTRAMURAL ATHLETICS

Students at LSUSD have the opportunity to participate in intramural flag football, basketball and softball. The student designated "athletic director" is in charge of organizing schedules, maintaining and purchasing equipment, and setting up the field for games. Competition is between dental classes and between other schools in the medical center.

LIBRARY

The Dental School Library, located on the third floor of the Administration Building offers the following services:

- A comprehensive collection of print and electronic publications in dentistry and oral medicine; selected materials in basic sciences and general medicine; selected instructional VHS tapes, CD-ROM , and DVD's
- Innopac, the online catalog for the LSUHSC libraries, with holdings for books and journals at the dental school and Ische□ libraries. Innopac provides access to numerous full-text electronic journals and books.
- Wireless network access
- Computer lab with 8 workstations, scanner, and pay-for-print
- Access to MEDLINE via PubMed and Ovid
- Additional search systems and databases including MDConsult, Web of Knowledge, Scopus, and EBSCOHost
- RefWorks, a free web-based bibliography and database manager
- Use of the services and resources at the Ische□ Medical Library (main branch for LSUHSC)

- Access to materials at other libraries via ILLiad, a web-based system for ordering and tracking interlibrary loan requests
- LALINC reciprocal borrowing card for checking-out books from participating academic libraries in Louisiana
- Reserve collection of required textbooks
- Free reference service and assistance with database searching
- Services for LSUSD distance education students and students on off-site rotations
- Magazines for leisure reading and a paperback exchange collection.

Circulation policy: (Registration required)

Books: 2 weeks, one renewal

Bound journals: 1 week, no renewal

Unbound journals: 1 day, no renewal.

Hours:

Sunday, 1:30 – 10:00 p.m.

Monday- Thursday, 8:00 a.m. – 10:00 p.m.

Friday, 8:00 a.m. – 5:00 p.m.

Saturday, Closed

Phone: 504-941-8158; e-mail: dentlib@lsuhsc.edu

Please use cell phones in the lobby outside of the library. Food not allowed in the library.

COMPUTER SERVICES

Information Technology Services

LSUSD Computer Services provides all Dental School users with support for school-related activities. The Computer Services staff is located in room 5312 of the clinic building and provides phone support Monday – Friday from 8:00 AM to 5:30 PM. The Dental School Help Desk number is **619-8631**. You can also email questions to ds-cserve@lsuhsc.edu. For after-hours support and for all password related problems, please call the LSUHSC Help Desk number at **568-HELP**.

Computer Services provides network storage space for students to use. Below is an explanation of the drive letters:

L drive - is a dental student drive. It is for Dental School faculty to share data with dental students.

S drive - Dental School student shared application drive.

T drive - Dental School student shared data drive (to share data with classmates).

U drive - Dental School -wide shared data drive (read only)

X drive - Dental School transfer drive. It is a network share we allow almost anyone to post data to in order to transfer it to someone else. It is cleared off periodically so it shouldn't be used for storage.

O drive - is your own personal storage space. It is for your use only. It is used for backing up important files and data from your PC as well as providing a standard location for storage since it is available where ever you log in to the LSUHSC network. It is located on a Dental School server.

In addition to network drives, Computer Services provides access to data through SharePoint services. Remote access to email is available from the LSUHSC Intranet web site which requires your LSUHSC username and password. Remote access to LSUSD data is provided through Citrix access provided by Enterprise Computer Services or through the LSUSD terminal server which requires Virtual Private Networking. For more information about remote access, contact computer services.

Printing

Students may use a Pay Paw card to print. Pay-to-print printers and release stations are located in the library. The bookstore can help students create a Pay Paw account to use for printing in the labs.

Wireless Access

As a service to the LSUSD community, wireless Internet access is provided in certain areas of the school. These are public access wireless areas. This wireless access is not on the LSUHSC network so therefore no logon is required.

Student Computing Policy

The LSU School of Dentistry views computers and computing resources as tools to be used to facilitate education. Computing policy at the LSUHSC is established by Chancellor's Memorandum (CM) 42, the text of which appears below. Please be aware that all LSUHSC network access is monitored by Enterprise Computer Services.

CM-42 - Information Technology (IT) Infrastructure

November 8, 2002

Statement of Purpose

The LSU Health Sciences Center New Orleans (LSUHSC-NO) and Health Care Services Division (LSUHSC-HCSD) information technology (IT) infrastructure supports mission-critical and business-critical services for patient care, education, public service, research, and administration.

LSUHSC-NO and LSUHSC-HCSD shall hereinafter be referred to as LSUHSC.

Staff, researchers, clinicians, students, and faculty depend on the LSUHSC IT infrastructure for the electronic classroom, telemedicine, healthcare, clinical and administrative database applications, high-speed data and image exchange, and collaborative initiatives with both internal and external entities.

The purpose of this document is to institute an enforceable policy to protect the performance, integrity, security, reliability, and continuity of vital services that rely on the LSUHSC IT infrastructure through good citizenship and legal and ethical use.

Statement of Applicability

This policy applies to any person or any device that connects to the LSUHSC IT infrastructure and is meant to augment, but not replace, any existing policy, laws, or regulations that currently refer to computing and networking services.

Any policy at a division or department level of the organization should build upon the foundation of this policy, and may be more restrictive than this policy, but should not be less restrictive.

All IT infrastructure strategic decisions shall be in concert with the appropriate leadership in the affected areas.

LSUHSC Enterprise Computer Services (ECS) provides management and operation of the IT infrastructure in partnership and cooperation with the major divisions of LSUHSC. All IT infrastructure designs must be coordinated and approved by ECS. All new network cable plants must adhere to the ECS cabling and wiring standards, and must be approved by ECS.

The owner of an LSUHSC user ID shall be held accountable for any violations associated with that ID, regardless of the ownership or the location of the equipment where the violation may have occurred.

Definitions and Terms

Authorized Use – Use of the IT infrastructure must be consistent with the instructional, research, public service, patient care, and administrative goals of LSUHSC, and for the express purpose of conducting business related to one's job duties.

Authorized User – Staff, student, faculty, contractor, vendor, or entity that has an official affiliation with LSUHSC and has been assigned a network user ID and/or has been specifically authorized to use an infrastructure resource by the group responsible for operating the resource.

Business Use/Need – That which is consistent with one's role in the organization.

Enterprise Computer Services (ECS) – The LSUHSC, Administration and Finance New Orleans, central computer services group. This group provides IT services that are used by the entire LSUHSC organization such as the network infrastructure, administrative applications, web services, E-mail infrastructure, IT security, etc. Other distributed IT groups in coordination with ECS provide IT services at the hospital, division, or department level.

LSUHSC Information Technology Infrastructure – Information technology (IT) is a compilation of products and services that turn data into functional, meaningful, available information. The IT infrastructure is the network, the communication physical media, the protocols, the associated software/applications/firmware, the hardware devices that provide connectivity, and all equipment attached thereto regardless of ownership or location.

Network – A network is that system of products and services by which all computers and peripherals are connected. Due to the current need for high-speed networking, it is critical that cables and wiring adhere to industry wiring standards to provide a reliable service.

Network User ID – A network account assigned by ECS Security that provides authentication and access to the LSUHSC network and applications on the IT infrastructure. A user must fill out an account application through his/her local supporter and sign a statement attesting to having read and understood the proper use of his/her user ID and password.

Policy Statement

Use of the LSUHSC IT infrastructure is a revocable privilege granted to those with an official affiliation with LSUHSC. Access to specific services on the IT infrastructure is based on a business need. Access to the IT infrastructure, and any components on the infrastructure, requires authorization. The LSUHSC IT infrastructure must be used in a manner consistent with protecting patient care and the critical business functions of the organization. No one should perform any activity on the IT infrastructure that undermines the public's confidence in LSUHSC to fulfill its mission.

Online Privacy Statement

Authorized LSUHSC staff may, at any time, for any reason, or without reason, access any device connected to the LSUHSC network such as a computer, its hard drives and component parts, monitor all contents, copy (download) any and all contents and use any such contents, for any purpose it deems necessary.

All users are advised that they should have no expectation whatsoever of privacy as to any transmission/communication or image generated, received by, sent by, or stored in a computer.

All users are advised that by using a computer on the LSUHSC IT infrastructure, they acknowledge that they are subject to the terms of this policy and that they give their unrestricted consent to the monitoring, copying, and unrestricted distribution of any transmission/communication or image generated, received by, sent by, or stored in the computer.

Acceptable Use Statement

All users of the IT infrastructure are expected to exhibit responsible behavior and shall:

- Comply with all federal and state laws, LSUHSC rules and policies, terms of computing contracts, and software licensing rules.
- Obtain authorization to use LSUHSC computing resources.
- Be held responsible for the use of their assigned user ID. Sharing of user IDs and passwords is prohibited.
- Obtain the proper authorization prior to accessing or sharing LSUHSC data.
- Actively participate and cooperate with ECS in the protection of the IT infrastructure against threats. For example, not opening E-mail from an unknown source, safeguarding passwords, reporting any violations of the acceptable use statement to the local support staff, and cooperating with the local support staff to keep security patches up to date on applications and computers.
- Take reasonable precaution to avoid introducing computer viruses into the LSUHSC network. For example, files downloaded from the Internet, received from E-mail, or brought in from outside LSUHSC must be scanned with ECS approved virus-scanning software. Anyone suspecting they may have a computer virus should contact their local support staff immediately.

All users of the IT infrastructure shall NOT:

- Engage in any activity that jeopardizes the availability, performance, integrity, or security of the IT infrastructure. Examples would be not installing FTP servers or web servers without consultation with ECS; not using peer-to-peer (P2P) applications that take up bandwidth for the downloading of music, games, and video; not releasing computer viruses or worms; and not deliberately or recklessly overloading access links or switching equipment through the use of streaming media such as web radio and other mechanisms.
- Use computing resources in a wasteful manner that creates a direct cost to LSUHSC. Some examples of waste are unnecessary backgrounds on E-mail taking up valuable storage space, spending time on the Internet for personal use, playing computer games, engaging in non-business related online chat groups, or printing multiple copies of documents.
- Use LSUHSC IT resources for personal monetary gain or commercial purposes not directly related to LSUHSC business or for functions that are not related to one's job.
- Install, copy, or use any software in violation of licensing agreements, copyrights, or contracts.
- Send copies of documents or include the work of others that are in violation of copyright law in electronic communications.
- Obtain or attempt to access the files or electronic mail of others unless authorized by the owner or as required for legitimate business need, security issues, or investigative purposes. Disclosure of any information obtained must abide by existing policy, laws, and regulations.
- Harass, intimidate, or threaten others through electronic messages.
- Construct a false communication that appears to be from someone else.

- Send or forward unsolicited E-mail to lists of people you do not know. It places considerable strain on the E-mail system. Bulk mailing of information can be selectively used for business- related communication but must be approved at a level appropriate to the scope and content of the information. Contact ECS for help with bulk mailings.
- Send, forward, or reply to E-mail chain letters.
- “Reply to all” to mass E-mail mailings.
- Retransmit virus hoaxes.
- Create or transmit (other than for properly supervised and lawful research purposes) any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images.

Amendments and Revisions

This policy shall be amended or revised as the need arises.

Enforcement of Policy

Noncompliance with this policy could result in disciplinary action up to and including termination of employment, dismissal from an academic program, and civil or criminal liability.

PROFESSIONAL CONDUCT STATEMENT

Professional conduct is a graded component of all clinical courses. Any student failing to meet the required standards of professionalism may earn a failing grade for that course or face more severe penalties to be determined by the Academic Performance Advancement Committee if patterns of unprofessional conduct are evident.

Each student must demonstrate the highest standards of character and integrity, which warrant the public confidence and trust bestowed on them as health professionals. Among the elements of professionalism, each student must adhere to the following specific standards:

1. Each student must exhibit professional courtesy towards faculty, supporting staff, fellow students, and patients.
2. Each student must maintain up-to-date, accurate, and complete records regarding treatment performed on patients and fees.
3. No student shall deviate from treatment plans unless the deviation is authorized and documented in writing by the appropriate faculty.
4. No student shall jeopardize the well being of a patient under any circumstances.

The Advanced Education Committee, (APC Subcommittee) may deny a student permission to continue in the educational program should the student fail to demonstrate professional behavior.

QUALITY ASSURANCE

The following statement concerning quality care has been established by the Clinic, Academic Performance Advancement and Curriculum Committees of the LSU School of Dentistry.

Providing dental care of the highest quality is a paramount ideal and objective of the dental profession. The Academic Performance Advancement and Clinic Committees embrace this objective and believe the Louisiana State University School of Dentistry graduates must be capable of providing dental care of the highest quality. Learning experiences designed to achieve this goal are an integral part of the student's didactic, preclinical and clinical curriculum in all departments. All students are expected to take full advantage of the learning experiences at all levels in order to provide the highest quality dental care at all times. Departments will identify, as early as possible, any student who demonstrates unacceptable performance in their clinic

discipline. At that time the department will establish remedial criteria, which must be fulfilled by the student. All clinical activity of that student in that department will terminate until such time as the student has successfully fulfilled all remedial criteria. In all cases, the Chairman of both the Clinic and Academic Performance Advancement Committees will be notified, in writing, of action taken by the department. The Chairman of the above committees may collaborate, and may recommend additional or alternative action.

ADVANCED EDUCATION STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURE

I. INTRODUCTION

Acceptance to an Advanced Education Program of the Louisiana State University School of Dentistry entails a significant advance in a student's professional career. Accordingly, advanced education students must demonstrate standards of character and integrity, which warrant the public confidence and trust bestowed on them as health professionals.

II. GUIDELINES FOR GENERAL AND PROFESSIONAL CONDUCT

Students must conform to the following standards:

- A. All work submitted for evaluation must represent the student's own effort.
- B. The student must accomplish all written and practical examinations without unauthorized use of written material or unauthorized assistance from any other individual. Information or explanations regarding the examination should be obtained from the appropriate faculty member.
- C. The student's records regarding treatment performed on patients and fees must be up-to-date, complete and accurate in every detail.
- D. The student shall not deviate from treatment plans unless the deviation is authorized and documented in writing by the appropriate faculty. The well being of the patient shall not be jeopardized under any circumstances.
- E. The student shall recognize and demonstrate respect for the rightful ownership of equipment, instruments, books, supplies and personal belongings.
- F. The student shall exhibit professional courtesy towards faculty, supporting staff, fellow students and patients.
- G. The student shall not engage in activity, either on or off campus, which is contrary to the best interests of other students and/or the School of Dentistry or which could be classified as unprofessional conduct or other improper behavior, e.g., substance abuse, commission of a felony, disregard for public or personal property, or other inappropriate behavior.

H. DRESS CODE

All students must project a high professional image in their dress and appearance. All articles of clothing must be neat, clean, and properly laundered. They must not appear worn, tattered, or wrinkled. Personal cleanliness and grooming must be in keeping with a professional image. All students must conform to the dress code which has been approved for them whether they are in class laboratory, or clinic while on campus during regular school and patient care hours. Any student in violation of the dress code will be subject to referral to the Student Affairs Committee for disciplinary action as specified in the Student Conduct Code.

III. IMPLEMENTATION OF THE GUIDELINES

A. THE STUDENT'S ROLE

1. Each student must adhere to the Guidelines for General and Professional Conduct as outlined above.
2. Each student must exercise a degree of surveillance in coordination with the faculty in the reporting of infractions by fellow students.

B. THE FACULTY'S ROLE

1. The faculty should devise procedures, which encourage adherence to the Guidelines.
2. Electronic media, notebooks, textbooks, and other written material shall not be used by or available to any student during an examination unless use of such material is an essential part of the exam and is approved by the appropriate faculty member.

IV. PRELIMINARY DISCIPLINARY PROCEDURE MATTERS

A. INITIATION OF CHARGES

1. Any faculty member, student, staff member, patient or guest of the Health Sciences Center may bring charges against an advanced education student who, in the charging party's opinion, has violated one or more of the stated Guidelines for General and Professional Conduct.
2. The charging party should submit a sufficiently detailed written and signed description of the alleged incident constituting the violation. This must be received by the Director of Advanced Education no later than 30 days from the discovery of the incident.
3. Although a signed written statement by at least one witness to the incident is desirable, it is not required.
4. The Director of Advanced Education shall gather all documents related to the alleged violation.

B. INFORMAL CONFERENCE WITH CHARGED STUDENT

1. The sub-committee shall be composed of three members and will include the Director or Department Head of the student's discipline, an advanced education student and a faculty member. If the Director or Department Head is a potential witness in the proceedings, another faculty member will be appointed.
2. The Director of Advanced Education shall schedule a pre-hearing conference with the sub-committee to consider the allegation and determine if it merits further activity.
3. Should the sub-committee agree to move forward, the Director of Advanced Education shall present the charged student with copies of all available documents relating to the alleged infraction, including written statements against the charged student and a copy of this document.
4. The Director of Advanced Education shall advise the charged student of the following due process rights:
 - a. The right to refuse to answer any or all questions;
 - b. The right to have up to five non-participating observers in the hearing with him;
 - c. The right to be accompanied at the hearing by a representative to advise, assist and provide legal counsel; provided, however, that

- such counselor may not directly address the panel or question or cross-examine anyone;
- d. The right to be present during all phases of the hearing except executive sessions of the panel;
 - e. The right to have a reasonable number of witnesses to testify in his behalf; and
 - f. The right to personally cross-exam any adverse witnesses.
5. The Director of Advanced Education shall not question the charged student as to his guilt or innocence; however, he may discuss with the charged student the options involved in forgoing a formal hearing.
 6. Should the issue not be resolved at this meeting, a formal hearing shall be scheduled to arrive at a final disposition.

C. SETTING OF HEARING

1. The hearing panel shall consist of three faculty members actively engaged in postgraduate education and two postgraduate students. Any of these individuals may have served on the pre-hearing panel. The Director of Advanced Education shall select the hearing panel members and act as its chairman.
2. The chairman shall establish a hearing date, and shall advise the charged student by letter of the hearing date, the specific charge, and other information relative to due process. The hearing normally shall be held between 7 and 15 working days after notification, although a hearing may be held earlier or later if agreeable to both the charged student and the chairman of the hearing panel.
3. The Chairman must establish a hearing date, call panel meetings, distribute materials bearing on cases, conduct hearings in accordance with due process, maintain decorum during hearings, vote as a member of the panel only in the event of a tie, and forward the panel's findings and recommendations to the Dean.
4. The panel shall have the following responsibilities:
 - a. Considering all alleged violations of the guidelines governing student conduct;
 - b. Considering all charges brought against students;
 - c. Giving a student accused of any infraction of the guidelines a due process hearing;
 - d. Determining, on the basis of evidence presented at the hearing, the charged student's innocence or guilt, and if the panel determines that the student is guilty, recommending an appropriate penalty to the Dean.
5. No member of the panel may advise the charged student of the decision of the panel, how members voted, what a member said during executive session, or in any way violate the confidentiality of the panel's actions and deliberations.

B. CONDUCT OF HEARING

1. The hearing shall not be open to the public; provided, however, that the charged student at his option may have up to five non-participating observers in the hearing with him.
2. Panel meetings are conducted in an atmosphere of decorum at all times, and those who disrupt or interfere with the process violate University regulations and are subject to disciplinary actions.

3. When technical or procedural questions arise, which should be discussed with only members of the panel present, the panel should do so in executive session.
4. On the date of the hearing, the entire file shall be in the possession of the Chairman of the panel for use by the panel during the hearing.
5. On the date of the hearing, the panel shall convene in executive session to review the case in sufficient detail for each panel member to have the underlying allegations clearly in mind so that complete attention may be given to the testimony of the charged student and the witnesses.
6. When the panel is prepared to begin the hearing, the student and his counselor an/or non-participating observers (if the student chooses to have a counselor and/or non-participating observers with him) are called into the hearing room. The panel may also have a counselor, if the student has one present
7. If the charged student is accompanied by a counselor, the Chairman shall advise the panel and the counselor that the counselor may advise the charged student, but may not directly address the panel or question or cross-examine anyone.
8. The Chairman shall advise the non-participating observers that they may observe but may not actively participate in the hearing.
9. The Chairman shall read aloud the charges and confirm that the charged student has had the opportunity to read all written documents bearing on the case.
10. The Chairman shall advise the panel that the charged student is presumed to be innocent, and that the charging party bears the burden of proving the charges.
11. The charging party is allowed to make any opening statements he deems relevant.
12. The charged student is allowed to make any opening statements he deems relevant.
13. Thereafter, the charging party and the charged student may answer questions posed by members of the panel; provided, however, that the charged student may refuse to answer any questions.
14. Following the above phase of the hearing, the charged student may challenge any written statement against him, and may cross-examine the charging party and/or any witness against him.
15. The charged student thereafter may present any witnesses in his behalf and elicit from them any relevant information.
16. The charged student is then given the opportunity to summarize his defense and/or to make any remarks he deems appropriate.
17. The charging party is then given the opportunity to summarize the charge and the evidence presented and/or to make any remarks he deems appropriate.

V. DELIBERATIONS AND PENALTIES

A. DELIBERATIONS

1. The panel shall go into executive session upon completion of the hearing, and shall render a decision as soon as may be convenient.
2. The panel's first responsibility during its executive session is to determine the innocence or guilt of the charged student. If the charged student is under more than one charge, each charge must be considered separately and innocence or guilt as to each charge is determined by majority vote of the panel based on the evidence presented at the hearing.
3. If the panel determines that the charged student is guilty of one or more charges, the panel must determine an appropriate penalty for

recommendation to the Dean. The Dean may accept, reject, or modify the determination and/or recommendation of the panel

4. The chairman shall provide the charged student written findings and including the recommendation of the panel to the Dean with 2 working days after decision of the panel.

B. PENALTIES

Penalties usually recommended by the panel are as follows:

1. Disciplinary Probation - The student is placed on disciplinary probation for a definite or indefinite period of time. The student on disciplinary probation is denied the privilege of holding any student office or committee chairmanship.
2. Suspension - The student status of the individual is terminated for a definite period of time, up to or including the remainder of the current semester or academic year. The effective date of suspension and the term thereof will be determined by the Dean, after consideration of the panel's recommendation thereof. Suspended students will be readmitted after the expiration of the suspension period without review.
3. Expulsion - The student will be readmitted to an Advanced Education program at the School of Dentistry, if at all, after a prolonged period of time and only when the individual furnishes documented evidence that he will be able to adjust to the requirements of the School of Dentistry. Expulsion implies permanent separation from the School of Dentistry.
4. Other Penalties - The panel may recommend other appropriate penalties or actions for infraction of the Guidelines.

VI. APPEALS

- A. The student may request an appeal in writing, within 7 working days, stating the basis for the appeal.
- B. The Dean of the School of Dentistry, if he finds the appeal substantive, may accept the appeal.
- C. If the appeal is accepted, it will be presented to an Arbitration Committee consisting of one faculty member selected by the Dean, one by the student, and one selected by those two.
- D. After a review of all evidence, including the documents and the transcripts or tapes of the hearing, the Arbitration Committee will make a recommendation to the Dean, who will then take final action on the appeal.
- E. The Dean's decision on the appeal represents the highest level of appeal.

VII. RECORDS

- A. Records of penalties imposed are placed in the student's file in the Office of Student Affairs and Records and are removed upon the student's graduation from dental school. However, the penalty of expulsion is recorded on the student's permanent academic transcript and never removed.
- B. Records of the proceedings are maintained in the Dean's office and are subject to review should any subsequent infraction of regulations occur.

OUTSIDE EMPLOYMENT POLICY, LICENSURE, AND PROFESSIONAL LIABILITY

Professional activity outside of the scope of the Advanced Education Program which includes volunteer work or service in a clinical setting or employment that is not required by the Advanced Education Program (moonlighting) shall not jeopardize the Advanced Education Program,

compromise the students education or interfere in any way with the responsibilities, duties, and assignments of the student's program.

Before engaging in outside employment or extracurricular work the student must receive written approval from the Department Head and/ or Program Director of the nature, duration, and location of the outside activity. Such outside activities will be discontinued if it is determined the activities interfere with the student's academic or clinical performance.

It is within the sole discretion of each Department Head and/or Program Director to determine whether outside activities interfere with the responsibilities, duties, and assignments of the Advanced Education Program. Should this occur, the Department Head and/or Program Director has the prerogative of withdrawing the stipend of a student who engages in outside employment, therefore necessitating full payment of all fees previously waived.

The Louisiana State Board of Dentistry requires all students enrolled in LSU School of Dentistry programs in advanced dental education to have a restricted license. Applications for this license are sent through the office of the Director for Advanced Education. The cost is \$200 per year, prorated for the first year at \$100 for July to December. The full restricted license fee of \$200 is due and payable in January each year thereafter (January to December). This restricted license requires passing a written Jurisprudence examination. LSUSD has arranged for this examination to be administered at the School of Dentistry prior to registration. The restricted license allows practice only at LSU facilities. It does not allow private practice.

All registered students are covered by the State of Louisiana for Professional Liability Insurance for all activities ONLY in the LSU School of Dentistry and affiliated clinics.

If a student engages in outside employment they must be fully licensed, have their own Professional Liability Insurance and have their own DEA number. The student must also notify the Louisiana State Board of Dentistry of the practice activity and the practice location.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

Website: www.osha.gov

CENTERS FOR DISEASE CONTROL AND PREVENTION

Website: www.cdc.gov

STUDENT HEALTH INSURANCE

The LSU Health Sciences Center has negotiated a group health insurance plan for students, spouses, and/or dependents. At the time of registration, students must either purchase coverage from this plan or be prepared to show evidence of coverage by another plan, in which case the requirement to purchase may be waived. All students are eligible for those student health services covered by the student health fee. Other services will be billed to the insurance carrier.

Students seeking routine medical treatment or emergency medical treatment may use any In-Network provider without a referral from student health. To locate an In-Network provider, visit the Community Care Network (CCN) website at www.ccnusa.com <<http://www.ccnusa.com>> or call CCN at 1-800-247-2898. Please be familiar with the LSUHSC Student Accident and Sickness Plan brochure. It has very important information about your plan coverage and claim instructions.

Claim Forms:

Students are responsible for getting their own claim forms and for having claims processed through the appropriate office. **It is strongly urged that Insurance ID cards be carried at all time.**

STUDENT HEALTH SERVICE

United Healthcare has been selected to administer a health and well being benefit plan for LSUHSC-New Orleans students for 2008-2009. At the time of registration, students must either purchase coverage from this plan or be prepared to show evidence of coverage by another plan, in which case the requirement to purchase may be waived. All students are eligible for those student health services covered by the student health fee as well as receive additional benefits from UnitedHealthcare. Students seeking routine medical treatment are urged to first access the services available through the Student Health Center. (See Student Health Service information below) Other services will be billed to the insurance carrier. Log on to www.myuhc.com for fast, easy, and secure access to your benefit information including: coverage, claims and physician information.

As a participant with UnitedHealthcare, you have access to a Network of physicians, facilities and other health care professionals, including specialists without designating a Primary Physician. Questions about this plan may be answered by contacting Michelle Prudhomme with Gallagher Benefit Services at 1-800-605-6102 ext. 278. You may use any Network provider without a referral from student health. To locate Network providers visit the UnitedHealthcare provider directory www.myuhc.com.

An email address for student health insurance has been established. Emails should be addressed to [Student Health Insurance](mailto:StudentHealthInsurance@lsuhsc.edu) (which is listed in the global address book in Outlook). Students should send their inquiries via this email address.

United Healthcare Brochure (PDF) is located at www.lsuhs.edu ; click New Orleans; click Student Services; click Student Health Insurance; click Brochure (PDF)

Please be familiar with the UnitedHealthcare brochure. It has very important information about your plan coverage and claim instructions. **Insurance ID cards should be carried at all time.**

MEDICAL DIRECTOR: Angela McLean, MD

LSUSD RN: Linda Smith, RN - 504-619-8718 (pager# 574-4430), Clinic Building-Room 4312K

The Student Health Service is located on the 7th floor of the Lions-LSU Clinics Building at 2020 Gravier Street, New Orleans, LA 70112, (call 504-412-1503 for appointments). Student Health Service hours are 9:00 a.m. to 4:30 p.m. Monday through Friday. The last appointment is scheduled at 3:30 p.m. Special arrangements will be made for students from the Dental School Campus.

OTHER IMPORTANT NUMBERS

Questions and Health Records: 504-525-4839

Student Health Fax: 866-814-9706

Billing and Collections: 504-412-1718 Ingrid Pierre

After Hours Care: 504-895-5748 Ask for Dr. Fontenot

Question/Complaints about student health clinic 504-525-4839, student.health-hsstaff@lsuhsc.edu

STUDENT HEALTH POLICY

In the interest of protecting, maintaining, and promoting the good health of its students, the LSUHSC has established a Student Health Service for all Health Sciences Center students enrolled at the New Orleans campus. This health service will attend to students' needs such as prevention of illness, treatment of acute or chronic disease, or treatment of injury. Your student health fees are used to underwrite: Primary Health Care, Counseling/Psychiatric, and Health Promotion Services. The operation of the Student Health Service conforms to general University policies and is operated under the overall guidelines developed by the LSUHSC Student Health Committee. If you have any further questions regarding services provided by the Health Sciences Center Student Health Service, please contact the Student Health Service at 504-525-4839.

Care for spouses of students, even those who are carried on the student's health insurance policy, **is not** included as a part of the Student Health Service fees. Health Sciences Center health care providers are available to see spouses on a private care basis, to be paid by insurance coverage.

Dependents of students may have coverage with the student's insurance policy, but the Student Health Service **does not** provide service. Students will be assisted in locating health services for their minor dependents.

For **after hours and weekends/ holidays**, contact the "student health physician on call" at 504-895-5748. Ask for Dr. McLean. Any Comprehensive Medicine physician on call for Dr. McLean is on call for student health. The "on call" physician may be able to handle minor problems on the phone. However, if the problem necessitates a visit to the emergency room, the student will be expected to pay all these costs. Reimbursement for emergency expenses will be in accordance with the individual health insurance policy.

Nurse Practitioner:

Walk-ins are not encouraged, but will be seen as time allows. Many times, students may arrange same day appointments. Students are encouraged to make appointments during regularly scheduled clinic hours. Students may make special arrangements with a health care provider to be seen a bit earlier or a bit later than the regular clinic hours.

LSUSD Nurse:

Students may see a nurse on the dental school campus for routine problems. Linda Smith, RN is located in room 4312K in the Clinic Building and is available for students as follows:

Monday, Wednesday, Friday: 8:00 - 8:30 AM
3:00 - 4:30 PM

Tuesday: 8:00 - 1:00 PM
2:00 - 4:30 PM

Thursday: 1:00 - 4:30 PM

If LSUSD students need to be seen at times other than those listed above please call the LSUHSC Student Health scheduling clerk at 504-525-4839.

Special Consultations:

For certain problems, a student health care provider may refer students to a specialist for consultation. These referral visits **are not** covered by the student health fee. Usually, the student's health insurance will cover a portion of the cost. At the discretion of the health care provider to whom the student is referred, the professional fee may be waived or reduced.

Student Health Records:

Health records are kept on file in the Student Health Service Office (504-412-1503) and are confidential. No information from the record will be divulged to any person or institution without written consent of the student. The School where the student is enrolled will be notified in the event that the pre-registration health requirements have not been met and registration will be blocked until requirements are finalized.

Effective Dates:

Health Service benefits become effective for regular enrolled students on the day classes begin. Benefits continue as long as the student is officially enrolled in school. Health insurance benefits begin on the date specified in the student's health insurance policy.

ADMINISTRATIVE POLICIES AND PROCEDURES

Health Service Fees:

All Health Science Center Students from the Schools of Allied Health, Dentistry, Graduate Studies, Medicine, and Nursing automatically are enrolled in the Student Health Program when University fees are paid. This requirement is not subject to waiver for non-use or because of any health care plans made by the student. Health Service benefits become effective for regular enrolled students on the day classes begin. Benefits continue as long as the student is officially enrolled in school.

Entrance Examinations:

A complete history and physical examination, selected laboratory work, and immunizations are required for each student prior to admission to any of the schools of the Health Sciences Center. Failure to complete the required forms and immunizations may prevent the student from registering on time.

Hospital costs:

Hospital costs are not covered by the student health fee. Hospitalization insurance is required, either by the LSUHSC Student Plan or another plan. Students who wish to waive the University insurance are required to carry an active health insurance policy.

Breaks/Vacations:

The Student Health fee does not cover professional fees incurred at any other site. This applies to vacation periods as well as the regular school year.

SERVICES PROVIDED

Medical Care:

A student health provider is available to see students with health problems. The Student Health fee does not cover pre-admission physical examinations, immunizations, and laboratory work. Student Health will do screenings as well as order immunizations and laboratory work for enrolled students who need these services for away rotations or entrance into graduate programs including LSUHSC graduate programs.

Immunizations:

Students are expected to have up to date immunizations prior to admission. Student Health does provide some immunizations to students **at a discounted fee** (i.e. Hepatitis B Vaccine, Varicella, and MMR). Not all vaccines are available at all times (i.e. polio boosters, Hepatitis A). Students who need specific vaccinations for travel to foreign countries should check with student health regarding the availability of specific vaccinations and other prophylaxis measures.

Mental Health Counseling:

Counseling services are available both on and off campus for students who need “someone to talk to.” Students are encouraged to seek assistance for emotional difficulties, stress, substance abuse, marital and family distress, academic concerns, and other personal problems. Counseling services include a 24-hour crisis line/crisis intervention, short-term counseling, and referrals for more extensive counseling and/or psychiatric care. The student health fee covers short-term counseling services through CAP and Bonnie Adelsberg. The individual student’s insurance carrier must cover expenses for other psychiatric providers. The Campus Assistance Program (CAP) provides on-campus services, and Bonnie Adelsberg MN, CS, provides off-campus services.

For off-campus services contact: Bonnie Adelsberg, MN, CS at 455-7296 (Office) or 865-1419 (Home). Ms. Adelsberg is a clinical specialist, although her office is off-campus she will come to campus if transportation is a problem. *Refer to section on A.P.R.I.L. for more information.*

For on-campus services contact: CAMPUS ASSISTANCE PROGRAM (CAP) at 568-3931. Available 24 hours a day for use by students, staff, and faculty of the LSUHSC. Students may

drop by the office at 2020 Gravier, 5th floor, or call the receptionist to schedule an appointment with one of the multidisciplinary staff. *Refer to section on CAP for more information.*

Confidentiality:

Mental health services are confidential, whether contact with a counselor is by telephone or personal appointment. Patient records are available only to the counselor and clinic with which you register and do not become a part of the student's academic file.

Health Promotion Program:

A Health Promotion Program is offered to all students enrolled in the Health Sciences Center. The goal of this program is for students to take responsibility for their own physical and psychological health and well-being, thus being prepared to cope with the stressors encountered throughout their academic and later professional lives. Diversified components are offered such as aerobics, stress management, time management, support and problem solving groups, and nutritional counseling. This program is implemented by the LSUHSC Health Promotion Committee, which consists of students, faculty and administrators from all schools. For detailed information concerning this aspect of the Student Health Service call:

Fitness/Wellness Facility:

LSUHSC Wellness Center is dedicated to promoting the health and well being of all members of the LSUHSC community in a safe and educational environment.

Contact information: 450 S. Claiborne Avenue, New Orleans, LA 70112, 504-568-3700 or email wellness@lsuhsc.edu

Hours of Operation: Mon.-Fri. 6:30 am – 8:00 pm
Sat. 9:00 am – 1:00 pm Closed Sunday

Staff: Karynne Hoffman, Director
Nijel Baron, Manager – Fitness/Wellness
Rebecca Lewis, Manager – Athletic/Business

Membership Requirements: All individuals must show a valid LSUHSC I.D. on the 3rd floor of Stanislaus Hall for entrance into the Wellness Center. In addition, initially, each individual member must complete an Express Assumption of Risk Release of Liability Form and a PAR-Q. **Free Admission is granted to all LSUHSC Students, Residents, Faculty, Staff, Spouses, Children 16 or older** with a current/valid LSUHSC I.D. or Driver's License.

Amenities: 18,000 square feet, Cardiovascular equipment, selectorized weight equipment, plate loaded/free weights, a multipurpose room for group exercise activities, lounge area and spacious locker rooms with shower facilities.

LSUHSC Fitness and Wellness Facility (FWF) is opened and free to all LSUHSC students at the current time. This facility features a weight room, cardiovascular room, and aerobics room and offers special interest classes. The facility is open from 6:00 a.m. to 11:00 p.m., seven days a week and is located in the Residence Hall, 1900 Perdido Street, 2nd floor mezzanine level. Call Heather Strittmatter at 568-2565 for more information.

SERVICES NOT PROVIDED BY STUDENT HEALTH

- Allergy testing and/or desensitization serum
- Care for spouses and minor dependents
- Dental care
- Eye examination, eye glasses
- Infirmary care
- Medications
- Routine physical examinations or examinations for entrance in the LSUHSC

FITNESS FOR DUTY POLICY AND PROCEDURES

I. POLICY STATEMENT

Any individual who works or is enrolled at Louisiana State University Health Sciences Center (LSUHSC) is expected to report to work/school in a fit and safe condition. An individual who has an alcohol, drug, psychiatric, or medical condition(s) that could be expected to impair their ability to perform in a safe manner must self report their medical status to their supervisor and provide a signed medical release indicating their fitness for work/school to the Campus Assistance Program (CAP). LSUHSC requires all faculty, staff, residents, students, or other LSUHSC workers who observe an individual who is believed to be impaired or is displaying behavior deemed unsafe at work/school to report the observation(s) to their supervisor for appropriate action. Supervisors are then required to make an administrative referral to the Drug Testing Program and CAP. An individual who is referred to CAP and found to be impaired must provide CAP, prior to returning to work, with a signed medical release indicating they are fit to resume their work or school responsibilities at LSUHSC.

II. SCOPE

This policy applies to all faculty, staff, residents, students, contract and subcontract workers, medical staff, volunteers, laborers, or independent agents (henceforth referred to as individuals) who are conducting business on behalf of, providing services for (paid or gratis), or being trained at LSUHSC.

III. PURPOSE

The Louisiana State University Health Sciences Center (LSUHSC) promotes and protects the well-being of faculty, staff, residents, students, and patients by:

- identifying impaired individuals
- providing assistance in obtaining medical care and/or rehabilitation to impaired individuals
- ensuring impaired individuals are fit for employment/enrollment upon return to LSUHSC after receiving treatment
- ensuring that an individual, whose medical condition(s) could place them "at risk" of posing a danger to self or others, does not return to work/school until the individual is fit to return to employment/enrollment and is provided optimum support and supervision to minimize future risks and relapse.

IV. DEFINITIONS

Administrative Body Advanced Education Programs – The administrative authority for all individuals, except students, shall rest with Human Resources and/or the Dean of the respective school the individual works under. Administrative authority for students shall rest with the Director of Advanced Education.

At Risk Individual - an individual whose medical and/or mental health problem(s) is in remission, who is at risk for relapse, and in whom reoccurrence of their problem(s) could pose a danger to self or others. An at risk individual includes:

- an individual who has tested positive for the presence of alcohol and/or drugs during the CAP evaluation or treatment process, and/or
- an individual who has been diagnosed or treated for medical and/or mental health problems and in whom the reoccurrence of their illness could create symptoms that would impair their ability to perform, thus posing a danger to self or others

Continuation of Employment/Enrollment Contract – a contract between LSUHSC and an individual that establishes conditions under which LSUHSC will allow an "at risk" individual to continue in their employment/enrollment

Medical Release-Fitness for Employment/Enrollment Form – a LSUHSC form that an individual must have completed by an appropriate physician or therapist indicating the individual's fitness to return to work or school.

Unsafe/Impaired Symptoms - unsafe/impaired symptoms may include, but are not limited to, the following:

- drowsiness or sleepiness
- alcohol and/or drug odors on the breath
- slurred or incoherent speech
- confusion
- aggressive behavior
- unexplained mood changes
- lack of manual dexterity
- lack of coordination
- work or school related accidents or injuries where a reasonable suspicion of substance abuse exists
- excessive sloppiness
- illegible or errant charting
- leaving work area for extended periods or unexplained reasons

V. REFERRAL PROCEDURES FOR INDIVIDUALS WHO SELF REFER

An individual must report their medical status to their supervisor and comply with Section IX: Medical Release Fitness for Employment/Enrollment of this policy if:

- they are seeking or are being treated for alcohol or drug abuse/dependency while employed/enrolled at LSUHSC,
- they are hospitalized for or absent from work/school due to a medical or psychiatric condition that could be expected to impair their ability to perform their work/school duties in a safe manner, or
- they are taking prescription medication(s) that could be expected to impair their ability to perform their work/school duties in a safe manner

VI. REFERRAL PROCEDURES FOR INDIVIDUALS WHO ARE FOUND TO BE IMPAIRED AT WORK/SCHOOL

When an individual appears to be unfit for work/school, the following procedures should be followed:

A. Identifying the Individual

Supervisors who observe or receive any information about an individual who is believed to be impaired or in an unsafe condition at work/school must document the incident on an Administrative Referral form (Exhibit I), interview the individual, and notify the appropriate Administrative Body or their designee to report the occurrence.

B. Suspension from Work or School

The respective Administrative Body or their designee will suspend the individual with pay (if applicable) from their work/school responsibilities pending an investigation, give suspension instructions to the individual, and immediately refer the individual to the Drug Testing Program and the Campus Assistance Program (CAP).

C. Referral of Impaired Individuals

The supervisor, the respective Administrative Body, or their designee will:

1. Inform the individual that their behavior has been documented and that an administrative referral has been made to the Drug Testing Program for alcohol and drug testing and the Campus Assistance Program (CAP) for an evaluation.
2. Contact CAP by calling 568-3931 and provide the CAP counselor with a copy of the Administrative Referral form. The supervisor, the respective Administrative Body, or their designee will immediately and directly escort the individual to the Drug Testing Program for alcohol and drug

testing and then to the Campus Assistance Program for an appropriate evaluation time. The supervisor, the respective Administrative Body, or their designee should stay with the individual until drug testing is completed.

VII. DISCIPLINARY SANCTIONS

Among the disciplinary sanctions which may be imposed on individuals who violate this policy are the following:

- oral warning
- written reprimand
- suspension
- termination
- referral for prosecution

Refusal of assistance, evaluation, and/or drug testing will result in notification of the appropriate Administrative Body or their designee and is grounds for termination or suspension. If an individual has displayed unsafe/impaired symptoms, they will be offered assistance and discouraged from driving. If an individual refuses assistance, the LSUHSC Campus Police will be notified to escort the individual off LSUHSC premises.

All evidence will be submitted to city, state, or professional licensing boards and other agencies, if applicable and/or as required.

VIII. ASSISTANCE PROGRAM EVALUATIONS

As part of the CAP evaluation, the CAP Counselor may request additional psychiatric evaluations, medical evaluations, or laboratory testing including testing for the presence of alcohol and/or drugs. Any additional evaluations and tests which are beyond the scope of normal services provided by CAP will be the financial responsibility of the individual.

If an evaluation reveals that an individual is impaired, the supervisor will be informed by the CAP Counselor that the individual referred for evaluation is not fit for work or school. The supervisor will then contact the appropriate Administrative Body or their designee to report CAP's findings. If the individual is impaired, they will be sent home.

The impaired individual will be offered assistance and discouraged from driving. If an evaluation reveals that an individual is posing a danger to self or others, the CAP Counselor will arrange for appropriate clinical intervention.

IX. MEDICAL RELEASE: FITNESS FOR EMPLOYMENT/ENROLLMENT

A. Medical Release Stating No Follow-Up Treatment Is Necessary

Prior to returning to work or school, an individual who requires no follow-up treatment must:

- provide CAP with a Medical Release - Fitness For Employment/ Enrollment Form signed by an appropriate physician or therapist indicating the individual's fitness for work or school and stating that no further follow-up treatment is needed, and
- obtain an evaluation and clearance from the Campus Assistance Program

B. Medical Release Stating Follow-Up Treatment Is Necessary

LSUHSC acknowledges that there are various "at risk" individuals with medical and/or mental health problems which may pose a danger to self or others without continued treatment. With treatment, an individual may have their risk minimized and their problem remain in remission as long as they comply with continued treatment. Consequently, an "at risk" individual who has been removed from work/school and who has: 1) tested positive for the presence of alcohol or drugs and/or (2) been diagnosed or treated for medical and/or psychiatric problems and whose condition is in remission as the result of ongoing therapy, may return to work/school if they agree to and provide the following:

- a signed Medical Release - Fitness for Employment/Enrollment Form and medical evidence indicating their fitness for work/school
- evidence of continued care **and** an outpatient treatment plan approved by CAP

- a signed Continuation of Employment/Enrollment Contract
- agreement to have close performance monitoring
- alcohol and drug testing, if the individual tested positive for alcohol or drugs or was diagnosed with an alcohol or drug abuse/dependency problem
- periodic medication checks and laboratory testing, if the individual was diagnosed with a medical condition(s) requiring psychotropic medication

X. CONTINUATION OF EMPLOYMENT/ENROLLMENT CONTRACT

LSUHSC will, as a condition of continued employment/enrollment, require an "at risk" individual to maintain a continued care plan either recommended or approved by CAP and sign a Continuation of Employment/Enrollment Contract with the following stipulations:

- LSUHSC will, as a condition of continued employment/enrollment, require an "at risk" individual to participate in additional appropriate follow-up programs as determined by CAP. The follow-up programs may run from one to five years. Regular reports on the individual to CAP from the follow-up programs are required.
- The individual will authorize all persons involved in their evaluation and/or treatment to disclose to the CAP Counselor any evaluation or information relevant to their treatment. Withdrawal or failure to successfully complete the treatment program, failure to have necessary medical or psychological evaluations, evidence of non-compliance with treatment guidelines, incomplete treatment, non-compliance with an aftercare program, or failure to abide by any part of a Continuation of Employment/Enrollment Contract will be grounds for immediate suspension and/or termination.
- An individual who is returning to work/school will be required to provide a Medical Release - Fitness for Employment/Enrollment Form documenting the individual is fit to perform all duties of their position.
- Submission to periodic and/or random alcohol and drug tests upon request by LSUHSC is required and is a condition for continued employment/enrollment for an individual who tests positive for alcohol or drugs or was diagnosed with an alcohol or drug abuse/dependency problem. Any continuing evidence of alcohol or drug abuse, a subsequent drug related misconduct, or a subsequent positive alcohol/drug test may result in notification of local, state, or federal law enforcement agencies and professional licensing boards (if applicable) and will be grounds for immediate termination/suspension of employment/enrollment.

XI. CONFIDENTIALITY

Except as otherwise provided by this policy or in an executed release form, any information related to participation in CAP or any of its services shall be kept confidential. Information, however, may be released to the individual's immediate supervisor, Human Resources, the appropriate Administrative Body or their designee, the administrator(s) responsible for supervising the individual, the administrator(s) of organizations that provide personnel to LSUHSC, the individual's professional impaired committee (if applicable), and appropriate agencies (when required). All alcohol and drug testing, treatment, and referral under this policy will be done in strict confidence. Information regarding results, such as the alcohol concentration or the identification of a drug, will be provided only to the Medical Review Officer (MRO), the individual's immediate supervisor, Human Resources, the appropriate Administrative Body or their designee, the administrator(s) responsible for supervising the individual, the administrator(s) of organizations that provide personnel to LSUHSC, the individual's professional impaired committee (if applicable), and appropriate agencies (when required). All alcohol and drug test results will be maintained in separate files and handled in accordance with Federal Law 42 CFR Part 2.

GUIDELINES FOR THE RESPONSIBLE USE OF ALCOHOL

Final Draft - June 16, 1999

I. SCOPE

This policy applies to all LSUHSC faculty, staff, residents, and students.

II. PURPOSE

The excessive use of intoxicating beverages may adversely affect the academic and professional performance of faculty, staff, residents, and students. The purpose of this policy is to establish guidelines for responsible use of alcohol at LSUHSC and LSUHSC sponsored functions.

III. POLICY

The use of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, athletic facilities, and all other public campus areas. Alcohol may be served for special events on campus sponsored by the institution with written authorization from the Dean, Chancellor, or their authorized designee and when the following guidelines for responsible use of alcohol are followed. The guidelines also apply to the use of alcohol at LSUHSC sponsored functions off campus.

IV. GUIDELINES

1. The sponsor of the event must implement precautionary measures to insure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
2. The sponsor of the event must limit direct access of alcoholic beverages to the person(s) designated as the server(s). A server is defined as an individual who has undergone approved server training and/or works for a caterer.
3. The consumption of alcoholic beverages is to be permitted only within the approved area designated for the event.
4. Nonalcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
5. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
6. Drinking contests are prohibited at all LSUHSC activities and functions.
7. Advertisements for any LSUHSC event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol.
8. Alcohol must not be used as an inducement to participate in a campus event.
9. Promotional materials including advertising for any LSUHSC event shall not make reference to the quantity of alcoholic beverages (such as the number of kegs of beer) available.
10. The LSUHSC University Police Department will be notified of all functions on campus at which alcoholic beverages will be served.
11. The rules and regulations of the residence hall(s) shall govern the use of alcohol within the residence hall(s).
12. With respect to the possession and consumption of alcoholic beverages, state law will be strictly enforced at all times on all property controlled by LSUHSC.
13. For functions that include the sale of alcoholic beverages, all the appropriate permits shall be obtained from the Alcohol Beverage Control Board.

Note: All LSUSD class parties, on or off campus, must have prior approval of the Dean or his designee. A "Request for Authorization to Serve Alcohol" form is available in the Office of Student Affairs.

SEXUAL HARASSMENT

Sexual Harassment is a form of discrimination, according to Title VII of the Civil Rights Act of 1964 (as amended) and is illegal, according to the 1980 guidelines of the Equal Employment Opportunity Commission.

The policy of LSUHSC always has been that all our employees and students should be able to enjoy a work and study environment free from all forms of discrimination, including sexual harassment. Sexual harassment is a form of misconduct, which undermines the integrity of the

employment/academic relationship. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior, which is not welcome, which therefore interferes with our work/study effectiveness. Such conduct, whether committed by supervisor or nonsupervisor personnel, is specifically prohibited. This includes: repeated offensive sexual flirtations; advances or propositions; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating intimidating, hostile, or offensive educational or working environment.

Accusations of sexual harassment that are found to be valid may subject the individual(s) involved to severe disciplinary action or dismissal. Any question regarding either this policy or a specific fact situation should be addressed to the appropriate supervisor, academic advisor, department head, Director of Human Resource Management, or Flora McCoy, Labor Relations Manager (568-8742).

PROCEDURES ON AIDS (HIV) AND HEPATITIS (HBV) CM25

Preamble

Faculty, staff and students who are HIV/HBV infected, and who perform exposure prone procedures are encouraged to self-identify to the Chancellor (or designee) of LSUMC, to their immediate supervisor, who would then report to the Chancellor (or designee) of LSUMC, or directly to the Expert Review Panel (ERP). In reporting their status to the Medical Center HIV/HBV infected individuals are assured that every effort will be made by the LSUMC Administration to maintain confidentiality, as determined by the ERP, and that a mechanism is in place, through the HIV/HBV Policy/Procedure and ERP, to maintain balance between the individual's job-related responsibilities and the institution's responsibilities to faculty, staff, students, patients and the community. There is a need to protect the HIV/HBV infected individuals, faculty, staff and patients. The ERP designated in the HIV/HBV Policy and Procedure in conjunction with the Administration is working to assure a system is in place to fulfill this need.

Students

When a student has an accident which is considered an "at risk" incident (i.e., needle stick, puncture or cut from a potentially contaminated source) the student must immediately report the incident to his/her immediate supervisor as determined by each school/department.

The supervisor is responsible for reporting the incident and following procedures to ensure proper testing and medical care are provided. The Louisiana Office of Risk Management has instructed LSUMC-NO to file the incident as if it were eligible for Worker's Compensation and submit the appropriate forms for coverage. The CDC and OSHA guidelines for risk exposure will be followed and appropriate reporting provided.

The student is entitled to seek his/her medical care of choice. Medical care will be made available if requested by the student at either the LSUMC-NO Student Health Clinic, or if contracted to another facility or location, from that satellite location following their policy for "at risk" incidents. Injured students may also seek treatment from their personal physician. If possible, contact the Human Resource Management Office before going, to assure eligibility under Worker's Compensation. In all cases, the First Report of Injury and Supervisor's Accident Investigation Report must be filed with the Louisiana Office of Risk Management for eligibility under Worker's Compensation.

The physician and/or clinic treating the student must be notified that the student had had an “at risk” incident for HIV/HBV and that proper testing must be performed. Based on the initial testing, additional testing or treatment may be warranted and must be recommended by the examining physician at time of treatment in order to be considered for eligibility under Worker’s Compensation.

A form entitled First Report of Injury must be promptly completed and forwarded to the Office of Human Resource Management within 30 days. The Supervisor’s Accident Investigation Report must also be completed. Supervisors are required to investigate each accident and to implement corrective action to prevent recurrence. The Environmental Health and Safety Office will forward the Supervisor’s Accident Investigation Form to the supervisor when the First Report of Injury Form has been received and logged by Human Resource Management. The itemized bill from the health care provider must be submitted to the Office of Human Resources Management within 90 days after services were rendered, for eligibility under Worker’s Compensation.

Counseling for LSUMC-NO students is available through the LSUMC-NO Student Health Clinic Mental Health Counselors. The Student Health Clinic can also provide access to the ERP on behalf of students.

Summary of steps to be taken when an “at risk” incident occurs:

- Report incident to supervisor
- Provide immediate medical attention and testing
- File required paperwork
- Seek counseling and access to ERP, if necessary.

HIV/HBV Infected Individuals

Standing HIV/HBV Policy and Procedure Committee

The Chancellor or designee will designate the Standing HIV/HBV Policy and Procedure Committee at LSUMC-NO. This committee, with representatives from each school, will review and update the LSUMC-NO Policy and Procedures at least annually. The members are charged with the duty of reviewing new and current information and revising the existing policy and procedure to reflect such changes. The members shall determine the qualifications necessary of additional training and by whom provided in the specific area of HIV/HBV for counselors, supervisors, instructors, physicians, and laboratory personnel providing treatment or testing on behalf of LSUMC-NO.

Standing Expert Review Panel (ERP)

The Chancellor or designee is authorized to convene the ERP at any time that he/she feels input from the panel is necessary. The Chancellor or designee will convene the EPR when requested by students, residents, faculty, employees, or counselors, as necessary, to deal with individual cases involving LSUMC-NO personnel. Requests to convene the ERP shall be addressed directly to the Chancellor or designee in order to retain the individual’s confidentiality within the school or department.

Expert Review Panel Membership

Three members will be appointed to the ERP as follows:

1. An Internist with experience in HIV/HBV disease.
2. A psychiatrist with experience in HIV/HBV disease.
3. The Chairman of the LSUMC-NO standing HIV/HBV Committee.

The Chairmanship shall rotate among these three members.

Ad hoc committee members to be appointed by the three appointed panel members:

1. A health professional with expertise in the procedures and duties to be performed by the individual.
2. For faculty, staff and residents, the Chairman of the department or a designee. For students, the Chairman of the Curriculum Committee of the respective school or a designee.

Ex Officio panel members - these persons will be selected at the individual’s discretion (i.e., they are not required):

1. The individual's physician
2. The advocate selected by the individual

When a request is received, the chairman of the panel will meet with the individual and the ex officio panel members chosen by the individual. At this meeting, the Chairman will explain the purposes of the panel and how the deliberations will take place. Additionally, the individual may wish to meet with other members of the panel prior to the full panel meeting.

Expert Review Panel

The purpose of the Expert Review Panel (ERP) will be to:

1. Provide advice to HIV/HBV infected students, faculty and employees, at their request, or by way of referral from an instructor, supervisor, department head or dean.
2. Certify extent and limitation on an individual's involvement with exposure prone procedures.
3. Recommend modification of training curriculum and/or job reassignment, where appropriate.
4. Provide review of cases where competence is of concern to an instructor, supervisor, department head, or dean.
5. Provide advice and make recommendations to the Chancellor on matters involving HIV/HBV infected individuals (e.g. disclosure of information, public announcements, limitation of practice, etc.).

Documentation of the Expert Review Panel's Action

The panel Chairman will prepare a report of the recommendations of the panel. This will be reviewed by the individual involved and signed in the presence of witnesses, by both the individual and the chairman of the panel. This report will be kept in the locked confidential file of the ERP. The panel should take into consideration that, as of June 10, 1992, the Centers for Disease Control (CDC) still maintains that notification of patients treated by an infected healthcare worker (HCW) and follow-up studies should be considered on a case-by-case basis, taking into consideration an assessment of specific risks, confidentiality issues and available resources.

Additional Requirements and Procedures

Exposure Determination

Each school/department shall perform an exposure risk determination analysis to identify all students, faculty and employees who are directly exposed or have a likelihood of exposure to blood or other potentially infectious materials without regard to the use of personal protective equipment.

Education and Universal Precautions

All students and employees who, in the course of their responsibilities, come in contact with blood and/or body fluids of patients/clients should each receive a current copy of CDC "Universal Precautions." Each school/department is responsible for developing and conducting early, comprehensive education regarding CDC "Universal Precautions" and work practice procedures for those personnel and students who potentially may come in contact with blood or body fluids of patient/clients. Students and employees are responsible for familiarizing themselves with the elements of "Universal Precautions" and work practice procedures and for adhering to these procedures whenever they are involved in patient/client care. Faculty will facilitate and monitor student compliance with these procedures. Protective equipment (gloves, masks) should be provided at the work site. Each individual should provide protective eyewear for personal use. Whenever possible, engineering controls should be instituted to eliminate or minimize exposure. Examples of such controls include sharp containers, mechanical pipetting, and splash guards. All personnel having experience in another agency, must be familiar with and adhere to the infection control policies of that agency. Individuals admitted to or employed by LSUMC will receive the CDC's recommendation of preventing transmission of HIV and HBV to patients during exposure prone procedures (MWR40). They will also receive information during orientation, about management of personnel with blood-borne diseases. Their supervisor or instructor will be responsible for making this information available.

Medical/Infectious Waste Disposal

Medical/infectious waste will be labeled and disposed of according to the most recent guidance policy contained in the LSUMC-NO Environmental Health and Safety Manual

Housekeeping and Laundry Practices

Each school/department providing housekeeping and/or laundry services should prepare a procedure to be followed which includes proper handling of potentially infectious materials, laundry and equipment. The procedure should include protective equipment to be utilized, frequency of disinfection and type or concentration of disinfectant utilized.

Record Keeping

All records relating to a reported "at risk" incident will be kept by the Office of Human Resources Management.

Prevention

Information regarding risks and benefits of prophylactic treatment will be made available to persons involved in a HIV/HBV risk events, as described. Access to HIV/HBV testing, gamma globulin, AZT and other medications will be made available to individuals within 24 hours of the reported incident. If such access is not available at the institution of event, individuals may seek these services through Student Health, Comprehensive Health, or the Employee Assistance Program, as described in this policy.

Disclosure of Information

Information concerning LSUMC-NO employees or students who have tested positive or are receiving treatment for HIV/HBV is confidential. Inquiries from external sources regarding such information shall be referred to the LSUMC-NO Director of Informational Services.

THE CAMPUS ASSISTANCE PROGRAM (CAP)

CAMPUS ASSISTANCE PROGRAM

<http://www.lsuhs.edu/no/organizations/campushealth/ceap.htm>

568-8888

The Campus Assistance Program (CAP) is a free service provided by LSUHSC to assist faculty, staff, residents, students and employees in the resolution of personal problems. LSUHSC recognizes that everyone occasionally needs a helping hand. CAP provides assistance for both simple and complex problems.

CAP can help you deal with problems in the following areas:

- Family and marital
- Interpersonal
- Mental health
- Alcohol and drugs
- Workplace conflict
- Legal referrals
- Financial referrals

Personal problems can begin to have a negative effect on your job/school performance. These problems can affect your concentration, morale, energy level, as well as the overall effectiveness of your role as an employee/student. It is CAP's mission to prevent problems from affecting your job or school performance. CAP is available to help not pry. Early attention to such personal problems can often avoid costly, burdensome consequences.

How does the program work?

If you or an immediate family member has a problem for which you need assistance, you can call CAP. A counselor will discuss your problem over the telephone and will set a time to meet with you personally. Any problem, regardless of severity, that is interfering with your peace of mind or personal effectiveness is appropriate to bring to CAP.

What services are available?

- 24-hour crisis line: A counselor is on call 24 hours a day to assist in time of crisis-568-8888
- Problem assessment: A counselor will help you clarify the nature of your problem and develop a plan to resolve your problem
- Short term counseling: Short-term counseling for problem clarification is available through the CAP. If after talking with the counselor, a referral to a specialist within the community is needed, one will be made for the best cost-effective treatment for your problem.

- **Community Information:** CAP maintains up-to-date lists of community treatment programs, agencies and resources. If you are looking for a community resource, CAP will work with you to find the best community resources available to meet your needs.

What does the program cost?

There is no fee for contact with CAP. The Health Sciences Center values you and provides the Campus Assistance Program as a benefit for all students and employees.

If referral to an outside agency is appropriate, the CAP counselor will review your ability to pay for those services. Following the review, you will be referred to the best outside agency for help, at the least expense to you. If a referral is made to a resource outside of CAP, the cost of that service is your responsibility and may be covered by your health insurance.

Are my records confidential?

Any contact that you have with CAP is confidential, whether that contact is by telephone, email, or personal appointment. All client information and records are **STRICTLY CONFIDENTIAL** and available only to CAP staff.

For more information or to make an appointment to talk to a CAP counselor, call 504-568-8888.

The Campus Assistance Program is located on the 7th floor, office 7A17 of the Allied Health/Nursing Building, 1900 Gravier Street, New Orleans, LA 70112. Visit the Cap website at <http://www.lsuhscc.edu/no/organizations/campushealth/ceap.htm>

ACADEMIC PERFORMANCE RESOURCES IN LSUHSC-NO (APRIL)

APRIL provides an umbrella of academic support services for **all** LSU Health Sciences Center (LSUHSC) students in New Orleans through LSUHSC Student Health. Funding for many of these services comes from Student Health Fees and Student Health Insurance. However, not all services may be covered. Please familiarize yourself with the scope of your health insurance coverage. For convenience, this brochure outlines the services available, the providers and contact numbers. Student may choose to contact any of the following service providers directly or may seek information through their Office of Student Affairs.

STUDENT HEALTH

<http://www.lsuhscc.edu/no/organizations/campushealth/studenthealth/>

504-525-4839

Soon to be located on the 2nd floor of the Lions-LSU Clinics Building

Appointments are now being taken at:

2820 Napoleon Ave., Ste. 890, call 412-1366

200 West Esplanade, Kenner, call 412-1705

For after Hours Emergency (504-412-1366)

- Preventive health care, including health immunizations
- Health care for episodic illnesses
- Health care for chronic health issues
- Referral for laboratory work and/or specialty services

WELLNESS CENTER

<http://www.lsuhscc.edu/no/administration/wellness/>

Stanislaus Hall – (504-568-3700)

- 18,000 square feet
- Cardiovascular equipment: treadmill, bike (upright and recumbent), elliptical, rower, and stair climber
- Selectorized weight equipment: Nautilus Nitro
- Plate loaded/free weights
- A multipurpose room for group exercise activities such as group cycling, mind body (yoga/pilates mat), step, resistance training, etc.
- Lounge area
- Spacious locker rooms with shower facilities

ACADEMIC & NEUROPSYCHOLOGICAL ASSESSMENT

- Primary academic and neuropsychological assessment (intellectual, cognitive & personality tests) to document learning disabilities including: attention deficit disorder, other cognitive disabilities that affect learning, evaluation of emotional contributions to scholastic trouble
 - Individualized recommendations made to remediate or accommodate students with disabilities
 - Assessment services covered under LSUHSC Student Health Insurance
- For more information, contact your school's student affairs office or call the Campus Assistance Program at 504-568-8888

FREE OFF-CAMPUS PROFESSIONAL COUNSELING

Bonnie Adelsberg, MN, CS - (455-7296)

- Crisis intervention
- Initial assessment and referrals as needed
- Individual counseling (brief and long term)
- Confidential counseling or psychotherapy services for individuals, couples, and families
- Group psychotherapy
- Consultation
- Grief counseling
- Stress management techniques
- Mental health education
- Phone conferences

EMERGENCY CODES

CODE BLUE (Cardiopulmonary Arrest)

When a CODE BLUE (Cardiopulmonary Arrest) has occurred, the following steps will be taken:

- PROTECT the PATIENT
- Begin CPR
- Stay with the patient until relieved by competent authority

DISPENSARY PERSONNEL will:

- Announce CODE BLUE and location using telephone paging (Zone 9)
- Call Ext. 38565 (Oral Surgery) for on-call surgeon
- Get "Crash Cart"

PERSONNEL REQUIRED TO RESPOND

- Oral Surgeon on call
- Surgery Suite Nurse
- Clinic Faculty
- Dispensary Personnel

CODE BLACK (Bomb Threat)

IN THE EVENT OF A BOMB THREAT

Keep the caller on the line.

- Write down what it said.
- Note voice, accent, male/female, young/old, background noise, traffic, music, airport, seaport, and other

Information that could be of help in identifying the origin of the call

- Tell the caller that this is a Dental School filled with patients and attempt to keep the caller on the line and talking.
- If the caller hangs up, DO NOT HANG UP. KEEP THE LINE OPEN. Use another phone outside the area to make the required calls.
- Discontinue beeper usage.

- Call Security immediately – Ext. 38647
- Notify the Office of the Dean or his representative – Ext. 38500 (The Administration will make a determination if CODE BLACK is to be announced.)
- When directed by competent authority, organize a search party.
- Note any suspicious packages. DO NOT ATTEMPT TO MOVE THEM.
- When directed by competent authority, ISOLATE the specific area.
- When directed by competent authority, evacuate the area.

CODE GREEN (Security Alert/Assistance)

- Call campus security and request assistance – Ext. 38647
- Advise the Office of the Dean or his representative of the problem – Ext. 38500
Personnel in the immediate vicinity will provide assistance as required.

CODE RED (Fire)

STAY CALM

- Do not call out in a loud voice and DO NOT CRY OUT FIRE.
- If you see FIRE or SMOKE, pull the nearest fire alarm.
- If you smell smoke, call Security, Ext. 38647. They will notify the Dean's Office.
- Move patients to the nearest fire exit.
- Isolate the area. Close doors, windows and fire doors.
- Secure medications and patient charts.
- Evacuate the area.

HURRICANE OR SEVERE WEATHER

DURING SCHOOL/CLINIC HOURS

- Listen for instructions to be announced.
- Provide for safety of patient records.
- Provide for safety of equipment.
- Provide for safety of medications.
- When instructed to do so, dismiss/reappoint patients.
- When instructed to do so, contact patients appointed for the remainder of the day and reappoint.
- Take necessary steps to protect you self and your personal possessions.

WHEN NOT AT SCHOOL OR CLINIC

- Listen to radio/TV for announcements concerning school closure.
- Use telephone cascade (telephone tree) to notify classmates and fellow employees if a school closing had been announced.
- Notify appointed patients if school closing has been announced.
- Take necessary steps to protect yourself and your personal possessions.

FLOOD

DURING SCHOOL/CLINIC HOURS

- Listen for instructions to be announced.
- Provide for the safety of patient records.
- Provide for the safety of equipment.
- Provide for the safety of medications.
- Dismiss/reappoint patients when instructed to do so.
- Contact patients appointed for the remainder of the day and re-appoint when instructed to do so.
- Take necessary steps to protect yourself and your personal possessions.
- Unplug unneeded electrical equipment.

- Follow evacuation plan when instructed.

WHEN NOT IN SCHOOL OR IN CLINIC

- Listen to the radio/TV for announcements concerning school closure.
- Use telephone call list to notify personnel that school closing had been announced.
- Notify appointed patients that school has been closed.
- Take necessary steps to protect yourself and your personal possessions.

EVACUATIONS

ONLY THE DEAN OR HIS REPRESENTATIVE MAY DIRECT EVACUATION OF THE BUILDINGS.

WHEN DIRECTED TO EVACUATE:

- Insure that exit doors are clear.
- Assist in directing patients to exits and away from the building.
- Secure medications prior to evacuating clinics.
- Secure equipment prior to evacuating clinics.
- Secure patient records prior to evacuating clinics.
- Follow the orders of security and facilities personnel when given directions.
- Only use stairs for evacuations, never elevators.

CODE YELLOW (Disaster Preparedness Plan)

Any time an internal emergency disrupts patient care or an external emergency threatens the performance of the school's mission, the Disaster Preparedness portion of the Emergency Preparedness Plan will be activated.

ADMINISTRATION: Once an incident has occurred or is declared eminent and the office of the Dean had been notified, the following action will be taken:

- Code Yellow will be announced over the telephone paging system.
- The following information will be relayed to the Office of the Dean:
 - Location of incident
 - Type of incident
 - Type and number of casualties
 - Requirements for additional or specialized support at the scene.

Based on the assessment of the information collected, the decision will be made as to the necessity to activate the Emergency Operations Center (EOC).

CONFIRMATION/VERIFICATION:

Affected departments will initiate inverted pyramid call back with updating information.

NOTE:

Information relative to the incident will ONLY be released through the Office of the Dean. Media calls will be referred to the EOC. Affected Family Members' calls will be referred to the EOC.

PHYSICAL PLANT PERSONNEL: Upon activation of the EOC, all Physical Plant Personnel assigned to LSUSD come under the operational control of the EOC for the duration of the Emergency.

SECURITY PERSONNEL: Upon activation of the EOC, all Security personnel assigned to the LSUSD campus come under the operational control of the EOC for the duration of the Emergency.

CODE ORANGE (Hazardous emergencies)

A HAZARDOUS EMERGENCY can be either a chemical or a biological spill or the release of a radioactive isotope. In any such event, an incorrect response to the hazardous emergency situation could result in casualties or costly clean-up and disposal.

In the event of a Hazardous Emergency situation, the following steps will be taken:

- Alert all personnel in the immediate area.
- Confine the release.
- Evacuate the area.
- Close off the area.
- Notify the Office of the Dean, Ext. 38500, of the incident.
- Do not attempt to move incapacitated or unconscious personnel once an area has been sealed off.
- Notify Security, Ext. 38647.
- Do not reenter the hazardous area.
- Isolate the area until clean up has been completed.
- Avoid contact with any of the hazardous material.

Be prepared to provide the following information to both security personnel and to the environmental health and safety personnel:

- Name any type of material.
- Known hazards of the material.
- Amount of material involved.
- Location of room of the incident.
- Department with responsibility over the area affected.
- Name and telephone number of person providing the information.
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UNIVERSITY POLICE DEPARTMENT

Functions and Responsibilities

The function of the University Police is the protections of the LSUHSC community including students, employees and property. It is the responsibility of the University Police to uphold laws and LSUHSC regulations and to provide assistance, guidance and coordination in emergencies and unusual situations.

Locations

Call the following for routine University Police matters:

Chief of University Police	433 Bolivar St.	568-4880
Allied Health/Nursing	1900 Gravier St.	568-4100
Lions Eye Clinic-LSU Clinic	2020 Gravier St.	568-4461
Resource Center	433 Bolivar St.	568-4880
Medical Education Building	1901 Perdido St.	568-7714
Parking Garage Police Office	425 So. Roman St.	568-8270
Residence Hall	1900 Perdido St.	568-6190
School of Dentistry	1100 Florida Ave.	619-8645
Clinical Education Building	1542 Tulane Ave.	568-6160
Mervin L. Trail Building	533 Bolivar St.	568-6541

FOR EMERGENCIES CALL: 5 6 8 – 8 9 9 9
(24 hours for all buildings in the LSU New Orleans system)

Routine Services

Routine services provided by the University Police consist of providing information, securing buildings, patrolling the campuses, enforcing parking rules and regulations, investigating thefts,

securing lost and found items, spot checking of packages entering and exiting locations and promoting a safe environment for University personnel, students, and visitors.

Public Function Services

The University Police Department provides security coverage for functions held on LSUHSC property and LSUHSC functions held off property. Functions commonly covered include seminars, parties, and social gatherings. All functions must be approved by the Deans of the respective schools. To obtain special services, a letter must be forwarded to the Chief of University Police outlining the date, time, location, services required and nature of the function. This request should also contain the approval of the Dean responsible for that location.

Escort Services

Upon request, the University Police Department provides escort service for all students, staff and faculty from LSUHSC buildings to LSUHSC parking lots.

Control Over Access to Buildings

Access to all buildings must be made through designated entrance doors, which are controlled by posted University Police Officers. Other entrances, such as rear doors and crosswalks, are monitored by police officers or by cameras. After 6:00 p.m. and until 7:00 a.m. daily, and 24 hours on Saturdays, Sundays, and holidays, personnel entering Medical Center buildings must sign a register. I.D. cards are checked on people who are not familiar to LSUHSC police officers.

Grounds and Facilities

The grounds and facilities of LSUHSC are patrolled by the University Police for the purpose of safeguarding University personnel, and State and personal property.

Removal of Property

Removal of both state or personal property from University locations is controlled by the use of Property Removal Forms. Removal of State property must be authorized by the Chancellor, appropriate Vice Chancellor, Dean, Department Head or authorized administrator. Property Removal Forms can be obtained by calling Distribution and Inventory Services at 568-3646.

Theft of Property

Property Incident Reports must be written for all missing or stolen state property. In cases where the stated property amount of loss is over \$500, the University Police will make a Property Incident Report; then the Department must notify the New Orleans Police Department who will assign a case number.

For missing or stolen personal property, Property Incident Reports are written at the request of LSUHSC students and personnel. Personal property losses are reported to New Orleans Police at the option of the property owner.

Lost or Stolen LSUHSC Keys and ID Cards

All lost or stolen LSUHSC keys and ID cards must be reported to the University Police, who will fill out an Incident Report.

Trespassing

Whenever unauthorized persons are confronted on State property, they are instructed to leave. In cases where it is warranted, arrests are made.

Firearms on LSUHSC Property

No faculty, staff (except commissioned LSUHSC Police Officers), student, patient or visitor is permitted to be on LSUHSC property while carrying a firearm openly or concealed. Firearms will not be permitted in vehicles while parked on LSUHSC property. The commissioned Police Officers of LSUHSC will carry firearms openly while on duty in uniform and concealed when on authorized undercover assignments.

Reporting of Suspicious or Criminal Activity

All faculty, staff, and students of LSUHSC should immediately report any criminal activity they observe to the University Police. They should also report any suspicious persons on or near LSUHSC property.

COMPLAINTS OR COMMENTS CONCERNING ACCREDITATION STANDARDS

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting

The Commission on Dental Accreditation

211 East Chicago Avenue

Chicago, IL 60611-2678

or by calling

1-800-621-8099 extension 4653.

TELEPHONE DIRECTORY – Additional telephone numbers can be found on the U drive and LSUSD Website:

ADMINISTRATION

Dean,	Dr. Henry Gremillion	619-8500
Associate Dean for Academic Affairs,	Dr. Sandra Andrieu	941-8111
Assistant Dean for Clinical Education,	Dr. John Gallo	941-8110
Director of Advanced Education,	Dr. Eric Hovland	941-8113
Director of Admissions,	Dr. John Ritchie	941-8124
Assistant Dean for Fiscal Affairs,	Mr. Anthony DiVincenti	941-8114
Director of Continuing Education,	Mr. Bob Lehman	941-8193
Director of Student Affairs,	Ms. Darlene Brunet	941-8122
Director of Community/Alumni Affairs,	Ms Joanne Courville	941-8120