



## **ADVANCED EDUCATION PROGRAMS RESIDENT HANDBOOK\***

**YR. 2017-2018**

**\*For the purpose of this Handbook, the term Resident will be used throughout to cover both LSUHSC-NO designations, *Resident and Student*. Certain LSUSD Policies included in this handbook are written using the designation of Student. They are intended for Residents as well and but are included with original verbiage in this handbook.**

**This Handbook, like the Catalog/Bulletin it supplements, does not constitute an offer of a contract that may be accepted by students through registration and enrollment in the School of Dentistry. The School reserves the right to change any provision, offering, procedure or requirement at any time within a student's period of study in the School of Dentistry.**

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## INTRODUCTION

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

Welcome to Louisiana State University Health Sciences Center New Orleans (LSUHSC-NO) School of Dentistry Programs in Advanced Education. The information contained in this handbook provides an overview of important LSUSD and LSUHSC-NO policies. Some policies are included in their entirety, while others are summarized with a source for the complete policy provided. Much of the information is available on the Internet at <http://www.lsusd.lsuhscc.edu>. The LSUHSC Catalog/Bulletin is located on the website under Current Student Information. The LSUSD Advanced Education Programs Resident Handbook can be found on <http://www.lsusd.lsuhscc.edu/Documents/AdvEdHandbook.pdf>

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

**Please note: The Web Site has additional important LSUHSC-NO Catalog Bulletin information that you are also responsible for adhering to.** If any conflicts exist between LSUHSC-NO catalog and the Advanced Education Programs Resident Handbook, the LSUHSC-NO catalog always supersedes.

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

The LSUHSC School of Dentistry in New Orleans (LSUSD) is one of six schools comprising the Louisiana State University Health Sciences Center (LSUHSC-NO). 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 awarding the Doctor of Dental Surgery degree, the Bachelor of Science degree in Dental Hygiene, the Associate of Science degree in Dental Laboratory Technology and the Master of Science in Dentistry for residents in the Programs in Endodontics, Orthodontics, Pediatric Dentistry, Periodontics and Prosthodontics. In addition, Advanced Education Certificate Programs are offered in Endodontics, Orthodontics, Pediatric Dentistry, Periodontics, Prosthodontics, General Practice and in Oral and Maxillofacial Surgery.

LSUSD is considered one of the most advanced schools of oral health education in the nation. Its curriculum offers the students and residents 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 best possible preparation for a career in oral health education and clinical practice. Many of the faculty members have 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.

LSUSD 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 original two 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. and the newest building, now under construction, is 56,000 sq. ft.

The flooding that followed Hurricane Katrina in 2005 caused the school to relocate and build a dental clinic on the South Campus of LSU in Baton Rouge. Tapping into 40 years of goodwill among the alumni, a network of 182 dentists, oral surgeons, and dental hygienists in the community agreed to supplement the clinical training of our fourth-year students and residents. Two years after the hurricane, the students, faculty, and staff returned to New Orleans. Shortly thereafter, LSUSD welcomed a new dean, Henry Gremillion, DDS, MAGD, who is a 1977 graduate of the school.

Multiple facility projects and renovations occurred in the years following Hurricane Katrina. In addition to renovations to the existing two buildings, the LSUSD campus began to undergo some of the most significant changes since the school was built in the late 1960s. Nearly \$75 million worth of construction has been completed or is underway: \$8.2 million to renovate the student pre-clinical laboratories, \$62 million for the Advanced Clinical Care and Research Building, and the remainder to renovate the patient reception areas in the E.E. Jeansonne Clinic Building. Another new building, the Dental and Medical Primary Care Clinic opened in December 2015.

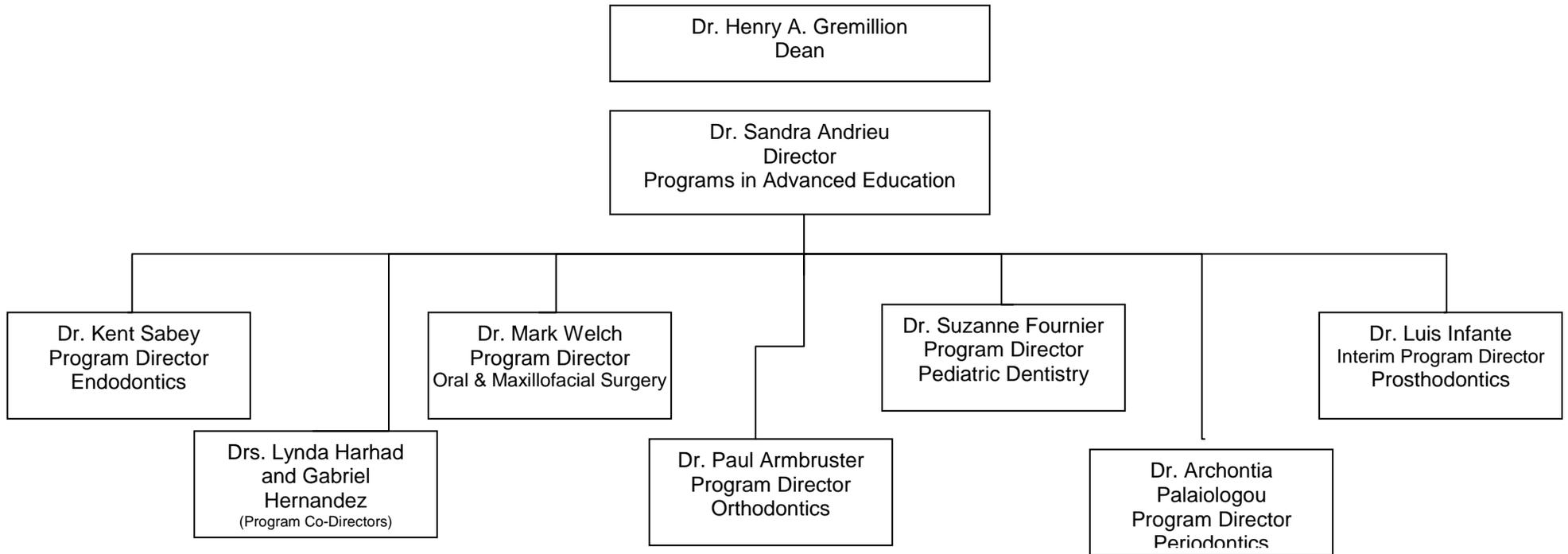
The Advanced Clinical Care and Research Building is funded entirely by FEMA to replace the space lost in the basements and first floor of the clinic building after Hurricane Katrina. The new building will house the school's clinical and basic-science research facilities, a state-of-the-art faculty practice, and the mechanical and electrical equipment for operation of all buildings.

The mission of LSUSD 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. LSUSD has developed an educational environment that enables a student /resident to achieve his or her maximum potential as a people-oriented health professional. The resident acquires the skills to render intricate and demanding patient care, knowledge of the human organism essential to making sound clinical judgments and an attitude of service and social responsibility traditionally expected of the health professional.

## LSUSD ADMINISTRATION

### LOUISIANA STATE UNIVERSITY HEALTHY SCIENCES CENTER SCHOOL OF DENTISTRY

#### PROGRAMS IN ADVANCED EDUCATION



## **ADVANCED EDUCATION COMMITTEE**

All activities of the Programs in Advanced Education at LSUSD are under the direction of the Advanced Education Committee, appointed by the Dean. The membership of the Advanced Education Committee consists of the Directors of the Advanced Education Programs and selected members of the faculty. The committee is chaired by the Associate Dean for Academic Affairs who serves as Director of Advanced Education and is also appointed by the Dean. The Dean 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. Sandra Andrieu, Associate Dean for Academic Affairs and Director for the Programs in Advanced Education, serves as Chair of the Advanced Education Committee. Members of the Committee are as follows:

- Dr. Sandra Andrieu, Chair
- Dr. Kent Sabey, Director, Adv. Ed. Program in Endodontics
- Dr. Lynda Harhad, Co-Director, General Dentistry Residency Program
- Dr. Gabriel Hernandez, Co-Director, General Dentistry Residency Program
- Dr. Mark Welch, Director, Oral and Maxillofacial Surgery Residency Program
- Dr. Paul Armbruster, Director, Adv. Ed. Program in Orthodontics
- Dr. Suzanne Fournier, Director, Adv. Ed. Program in Pediatric Dentistry
- Dr. Archontia Palaiologou, Director, Adv. Ed. Program in Periodontics
- Dr. Luis Infante, Interim Director, Adv. Ed. Program in
- Dr. Paul Fidel, Associate Dean for Research
- Dr. Zezhang (Tom) Wen, Associate Professor, Oral & Craniofacial Biology
- Resident Representative (school-based program)
- Resident Representative (hospital-based program)

## ***RESPONSIBILITIES OF THE ADVANCED EDUCATION COMMITTEE***

### **NEW PROGRAMS**

Proposals for 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. Once approved, the programs are submitted to the American Dental Association Commission on Dental Accreditation for review and consideration as part of the application process for 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.

### **ACADEMIC PERFORMANCE**

The Advanced Education Committee shall serve as the Academic Performance Advancement Committee for all of the advanced education programs (APAC-Adv. Ed.) 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 January and June, shall review academic progress and professionalism reports, as submitted by the respective Program Directors, to assure that satisfactory progress is being made toward completion of the program, by each resident.
3. The committee shall certify each year to the Dean that all residents recommended for graduation have completed their respective requirements.
4. In those cases where satisfactory progress is not being made, the chairman and the program director shall meet with the resident to inform him/her of noted deficiencies and what must be done to correct them. The resident at this time receives a copy of noted deficiencies and required actions in writing.
5. If deficiencies are not corrected as specified, the program director and chairman shall refer the case to the Advanced Education Committee with a recommendation. The Advanced Education Committee will review the case and may recommend that the resident:
  - a. Repeat certain course work;
  - b. Repeat a semester or entire year; or
  - c. Be dismissed from the program
6. Residents who do not complete all program requirements by the end of their final semester may be extended the opportunity to complete these requirements by registering for an additional semester 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.

## **ACADEMIC APPEALS**

### Final Grades

Appeals of final course grades must be initiated by the resident within five working days of receipt of the disputed grade. To appeal a final course grade, the resident must first meet with the course director to discuss the situation and attempt to arrive at a solution. If the matter is not resolved between the resident and the course director and the resident wishes to pursue the appeal, the resident must then make a written request to the head of the department in which the course was taught asking for a meeting with the department head and the course director. The department head shall arrange a meeting within 10 working days of receipt of the request and, at the close of the meeting or within five working days thereafter, the department head shall render a decision. The department head shall inform all parties of the decision in writing. If the resident is dissatisfied with the decision reached, the resident may submit notification and justification of his/her decision to appeal, in writing, to the Director of Advanced Education. This notification and justification of appeal must be submitted to the Director of Advanced Education within five working days after notification of the department head's decision. The Director of Advanced Education will appoint a three faculty member Ad Hoc Academic Appeals Committee. The written letter of appeal submitted to the Director of Advanced Education will be provided to the Ad Hoc Academic Appeals Committee for review. The Ad Hoc Academic Appeals Committee shall make a decision within fifteen working days from receipt of the resident's appeal.

### Actions of the Advanced Education Committee

Appeals of action(s) taken by the Advanced Education Committee must be appealed within 5 working days after receipt of notification of the committee action(s). The appeal must be in writing to the dean and contain the following information: (1) a statement of the actions complained of, (2) the relief requested, and (3) a specific statement of the reasons supporting the relief sought. The dean or his assignee may recommend the matter to the Advanced Education Committee for consideration of additional evidence. The committee shall make its recommendation to the dean within 5 working days of the hearing. Acting on the committee's advice or independently, the dean shall render a decision. The dean shall make a decision within 30 days from receipt of the resident's appeal. The decision shall be in writing and copies of the decision shall be given to all parties. The decision of the appeal reached by the dean represents the final level of due process in the School of Dentistry.

## **ADMISSION**

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. Residents 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 Dental Examination (NBDE) scores, personal interviews and any accomplishments of the applicants, such as previous research experience, are considered in making the final selections. A candidate who has challenged the NBDE, Part II, but has not received the results of the examination at the time of application or consideration by the committee, may be accepted conditionally with the understanding that documentation of successful completion (passing score) on the NBDE, Part II must be received by the Program to be considered eligible for enrollment.

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, 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](mailto: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 Programs in Advanced Education 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). The Programs in Orthodontics, Pediatric Dentistry, and Oral Surgery also are participants in the Postdoctoral Match program;
- 2) 2 x 2 photo and application processing fee of \$50 payable to the LSUHSC 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 Dental Examination scores must be provided by graduates of all U.S. schools. All candidates must pass both parts of the National Board Dental Examination. A candidate who has challenged the NBDE, Part II, but has not received the results of the examination at the time of application or consideration by the committee, may be accepted conditionally with the understanding that documentation of successful completion (passing score) on the NBDE, Part II must be received by the Program to be considered eligible for enrollment.
- 5) Foreign residents 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.

#### **POLICY ON ADVANCED STANDING**

An Advanced Education program may allow a resident to complete the educational program in less time providing the individual's competency level upon completion of the program is comparable to that of residents completing a traditional program. The program director must assess carefully for advanced placement purposes previous educational experience to determine its level of adequacy. It is required that the institution granting the degree or certificate be the institution that presents the terminal portion of the educational experience. It is understood that the advanced credit may be earned at the same institution or another institution having appropriate level courses.

Admission of residents with advanced standing must be based on the same standards of achievement required by residents regularly enrolled in the program. Transfer residents with advanced standing must receive an appropriate curriculum that results in the same standards of competence required by residents regularly enrolled in the program.

Residents admitted with advanced standing must be approved by the Department Head and the Advanced Education Committee. Granting advanced standing is initiated by both the Program Director and the Department Head. Final approval of advanced standing for a resident should be accomplished before the match and/or resident acceptance.

#### **FELLOWS**

The Departments of Periodontics and Prosthodontics have developed clinical fellowship programs. The fellowship programs must meet the following policies and procedures regarding the selected fellows:

- 1) All proposals for Advanced Education Fellowships must be approved by the Advanced Education Committee and the Dean.
- 2) All Advanced Education Fellows' acceptance must be approved by the Advanced Education Committee and the Dean before notification.
- 3) All Advanced Education Fellows' "Academic Performance" will be under the umbrella of the Advanced Education Committee.
- 4) The Advanced Education Resident Conduct Code and Disciplinary Procedures will apply to all Fellows.
- 5) All incoming Fellows must attend the Advanced Education Orientation and AxiUm training.
  - a. This would be waived if the individual was in an LSUSD Program in Advanced Education prior to the fellowship.
- 6) The Advanced Education Outside Employment Policy would apply to all Fellows.

### **DEADLINE FOR FILING APPLICATIONS**

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

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

## CALENDAR & POLICY ON HOILDAY AND VACTION TIME

<https://www.lsuhs.edu/administration/pm/pm-5.pdf>

### **LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER SCHOOL OF DENTISTRY PROGRAMS IN ADVANCED EDUCATION CALENDAR OF HOLIDAYS AND EVENTS 2017-2018**

July 1	Classes begin
July 4	Independence Day Holiday
September 4	Labor Day Holiday
November 23 &24	Thanksgiving holidays
December 25 – January 2	Christmas Holidays
January 15	Martin Luther King Holiday
February 13	Mardi Gras Holiday
March 30	Easter Holiday
June 22	Certificate Awarding Ceremony

### **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 residents in the Programs 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 residents in the Programs in Endodontics, Orthodontics, Pediatric Dentistry, Periodontics, and Prosthodontics are House Fellows and Period of Appointment (POA) employees who do not earn leave. Leave can, 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 resident 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 resident's program.

### **COMMISSION ON DENTAL ACCREDITATION STANDARDS FOR PROGRAM DURATION AND ATTENDANCE**

### **Endodontic Standard**

- 4-1 An advanced specialty education program in endodontics must encompass a minimum duration of 27 months (116 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 LSUSD POLICIES ON LEAVE OF ABSENCE AND WITHDRAWALS APPLY TO ALL RESIDENTS IN ALL ADVANCED EDUCATION PROGRAMS**

### **LEAVE OF ABSENCE**

The Advanced Education Program Director 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 resident will arrange with the faculty involved to satisfactorily make up all the work the resident will miss. Extended medical or personal leaves of absence (more than 2 weeks or 10 working days) must be considered through the Office of Advanced Education on a case by case basis and must be submitted to the Dean's Office and 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 resident's program.

If a resident 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 resident will be withdrawn for the remaining year. After this letter is received, the Office of Advanced Education will withdraw the resident. This will withdraw the resident from everywhere from the registrar's office, financial aid, etc. The individual department will cancel all stipends.

## **WITHDRAWALS**

A resident 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 resident 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 resident performance is unsatisfactory. A resident who has withdrawn in good standing may apply for readmission on the basis of the resident's status at the time of withdrawal. In general, a resident will not be considered for readmission if the absence has been for more than two consecutive years.

## **STIPENDS**

<https://lsugme.atlassian.net/wiki/spaces/PAYROLL/pages/11698396/House+Officer+Pay+Scale>

Residents enrolled in the Program in Pediatric Dentistry are paid a stipend of \$12,000 the first year and \$12,000 the second year.

Residents enrolled in the General Practice Residency Program receive a basic annual stipend of \$50,018.45 the first year and \$51,695.15 the second year.

Residents enrolled in the Program in Oral and Maxillofacial Surgery receive \$50,018.45 the first year, \$51,695.15 the second year, \$53,463.96 the third year, and \$55,525.68 the fourth year.

The stipend amounts above are for 2017-2018 year. They are subject to revisions by the Louisiana State University Administration.

## **TUITION AND FEES**

<http://www.lsuhs.edu/tuition/dentistry.aspx>

The University fee for residents of Louisiana is \$9,136.32 for the year. Non-residents pay an additional \$11,204.60 for a total of \$20,340.92 the year. All residents are required to pay the annual activity fee of \$312.50. Residents are also required to carry hospitalization insurance. If the resident has alternate insurance coverage through other resources, a waiver must be signed. The restricted license fee for residents who do not have a Louisiana license is \$225.00 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 2017-2018 academic year. They are subject to revision by the Louisiana State University Administration.

## **GRADE REQUIREMENTS**

[http://catalog.lsuhs.edu/preview\\_program.php?catoid=8&pooid=793&hl=grade+requirements&returno=search](http://catalog.lsuhs.edu/preview_program.php?catoid=8&pooid=793&hl=grade+requirements&returno=search)

For the Programs in Advanced Dental Education, residents 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 resident on academic probation. In most cases academic probation must be removed within one semester in order for the resident 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 resident will be dismissed for academic reasons.

An "A" or "B" grade must be earned in each course in the resident'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**

Residents have the opportunity to participate in research with basic and or clinical science faculty. Dr. Zezhang (Tom) Wen, 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. Residents should contact Dr. Noverr (mnover@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-NO should have a person with a valid LSUHSC-NO 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 LSUHSC-NO buildings. An LSUHSC-NO ID swipe card is necessary for access.

--No access or exit via the LSUSD Administration bldg is permitted.

### **RESIDENT RESPONSIBILITIES**

Each resident is personally responsible for completing requirements established for the Health Sciences Center. It is the resident's responsibility to read and understand all the requirements relating to registration, the adding and dropping of courses, and termination of enrollment. A resident'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 resident's dean.

### **RESIDENT 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-NO) 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.

## **RESIDENT RESPONSIBILITIES**

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

Residents 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.

Residents 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.

## ***RESIDENT RIGHTS***

Mistreatment and abuse of residents by faculty, students, staff or fellow residents is contrary to the educational objectives of the LSUHSC-NO 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; and
- 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**

<https://www.lsuhscc.edu/administration/ae/parking.aspx>

The LSUHSC-NO Parking Committee regulates all parking on the LSUSD 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-NO Parking Committee establishes on-campus parking regulations and fees. The LSUSD Parking, Building, and Grounds Committee (which includes student representation) adjudicates appeals of citations issued on the Florida Avenue campus. This Committee is represented on the LSUHSC-NO 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-NO

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-NO Parking Office (phone: 568-4880), the University Police desk in the LSUSD Administration Building, or from the Internet at <http://www.is.lsumc.edu/parking>

## **RESIDENT HOUSING**

<http://www.lsuhscc.edu/administration/ae/housing.aspx?submenuheader=2>

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-NO Police. A covered crosswalk, the LSUHSC-NO "Walk to Wellness," connects Stanislaus Hall to other buildings in the LSUHSC-NO downtown complex such as the Medical Education Building, the Nursing-Allied Health Building, and the Entergy Garage where parking for LSUHSC-NO 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](mailto:dlausc@lsuhsc.edu).

## **BUSINESS OFFICE**

The LSUHSC-NO 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-NO 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)

Residents 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**

<https://www.campusfederal.org/>

Campus Federal, established in 1934, serves the employees of Louisiana State University System, members of the LSU Alumni Associations, and LSUSD residents and students. Resident members enjoy **FREE** services such as share (savings) and draft (checking) accounts, telephone banking, online banking, e-notes<sup>SM</sup>, and ATM/check cards. Covered Checking<sup>SM</sup> may be an enhancement of the **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 LSUSD Financial Office. The credit union student lender code is 817558. Residents 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 LSUSD **e-br@nch**<sup>SM</sup> of Campus Federal is located on the third floor of the LSUSD 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 LSUSD 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**

<http://www.lsuhs.edu/FinancialAid/>

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 LSUSD 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 LSUSD Clinic Building. You may call her directly at 504-941-8122, 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 resident must apply annually and meet certain eligibility requirements. All residents seeking financial aid are required to file the Free Application for Federal Student Aid (FAFSA) and make the results available to LSUHSC-NO 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-NO Catalogue, General Information Section, for additional information and types of financial assistance available.*

## **EMERGENCY LOANS**

[https://www.lsuhs.edu/financialaid/financial\\_aid\\_types.aspx](https://www.lsuhs.edu/financialaid/financial_aid_types.aspx)

*Who May Apply?*

All residents in good standing in the Schools of the LSUHSC-NO 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 resident 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 resident 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 resident 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 resident is thereafter not eligible to borrow from the Loan Fund.

### *Directions for Securing a Loan*

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

## **INTRAMURAL ATHLETICS**

Residents 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**

<http://www.lsuhs.edu/library/information/dental.aspx>

<http://www.lsuhs.edu/library/information/ische.aspx>

The LSUSD 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-NO libraries, with holdings for books and journals at LSUSD 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-NO)
- 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 pm
Monday- Thursday	8:00 am – 10:00 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed

Phone: 504-941-8158; e-mail: [dentlib@lsuhsc.edu](mailto:dentlib@lsuhsc.edu)

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

## COMPUTER SERVICES

<http://www.lsuhs.edu/admin/it/helpdesk/>

<http://www.lsusd.lsuhs.edu/Computerservices.html>

### 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 support Monday – Friday from 8:00 AM to 5:00 PM. The Dental School Help Desk number is 941-8217. You can also email questions to [ds-cserve@lsuhsc.edu](mailto:ds-cserve@lsuhsc.edu). For after-hours support including password related problems, please call the LSUHSC Help Desk number at **568-HELP** or go to <http://www.lsuhs.edu/administration/cs/helpdesk/>

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

**M 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.

In addition to network drives, Computer Services provides access to course related data through the Moodle course management system website, <http://moodle.lsuohsc.edu>. Remote access to email is available from the LSUHSC web site <http://mail.lsuohsc.edu>. Remote access to LSUSD data is available through a Citrix connection 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.

### **Computer Lab**

Computers and printing are available in the Library.

### **Lab Printing**

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

### **Wireless Access**

As a service to the LSUHSC community, wireless Internet access is provided in certain areas of the school:

- large classrooms
- auditoriums
- 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor breezeways

### **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 42 (CM 42), the text of which appears below. Please be aware that all LSUHSC network access is monitored by Enterprise Computer Services.

## **INFORMATION TECHNOLOGY (IT) INFRASTRUCTURE**

**Chancellor's Memorandum #42 (CM-42)** <http://www.lsuohsc.edu/administration/cm/cm-42.pdf>

**Effective date: January 16, 2016**

### Statement of Purpose

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

LSUHSC-NO and LSU-HCSD shall hereinafter be referred to as LSUHSC and HCSD, respectively, and collectively, as SYSTEM.

Staff, researchers, clinicians, students, and faculty depend on the SYSTEM 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.

Mobile devices such as smartphones (BlackBerry®, iPhone®, Android™ ...) and tablets (iPad®, Playbook™ Samsung Galaxy Tab, or Google Nexus...) use the SYSTEM IT Infrastructure to improve the delivery of information for the purposes outlined above by combining significant computing and communication capabilities with portability and ease of use.

The purpose of this document is to institute an enforceable policy to protect the performance, integrity, security, reliability, and availability of vital services that rely on the SYSTEM IT Infrastructure through good citizenship and legal and ethical use and to provide guidelines for the

appropriate use and configuration of personal computers, laptops, and mobile devices as necessary to protect the SYSTEM IT Infrastructure from unauthorized access or disclosure.

### Statement of Applicability

This policy applies to any person using, or any device that connects to the SYSTEM IT Infrastructure and is meant to augment, but not replace, any existing laws, regulations, or policy 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 SYSTEM IT Infrastructure strategic decisions shall be in concert with the appropriate leadership in the affected areas.

LSUHSC Department of Information Technology (IT) provides management and operation of the SYSTEM IT Infrastructure in partnership and cooperation with the major schools and divisions of SYSTEM. All SYSTEM IT Infrastructure designs must be coordinated and approved by LSUHSC IT. All new network cable plants must adhere to the IT cabling and wiring standards, and must be approved by IT.

Prior to purchase, all proposed acquisitions (including but not limited to those made with donations, grants, and foundation funds) of IT software and hardware, including mobile devices and laptops, must be coordinated with the school- or division-designated IT representative for review, adherence to LSUHSC IT security standards, and approval.

The owner of any Network User ID issued by LSUHSC is accountable for any actions or usage that is associated with that ID, regardless of the ownership or the location of the equipment where the usage occurred.

### Definitions and Terms

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

*Authorized Use (User)* – Staff, student, faculty, contractor, vendor, or other that has an official affiliation with LSUHSC and/or HCSD and has been issued an LSUHSC Network User ID and/or has been specifically authorized to use an infrastructure resource by the group responsible for operating the resource. Network User IDs are authorized for activation by a major division's IT support staff. The Network User ID must be activated by the end User. All Network User IDs and Data, with the exception of Student Network User IDs and Data, are deleted upon voluntary or involuntary separation from SYSTEM). Student Network User IDs and Data are deleted 60 days after date of separation from LSUHSC. Student Network User IDs, with access to PeopleSoft Self Service, may continue to access PeopleSoft Self Service until 5 years after date of separation.

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

*Connected* – A device is considered Connected to the SYSTEM IT Infrastructure if it is plugged into a wired network jack on campus, connects to the LSUHSC wireless network on campus, remotely connects to the LSUHSC network via the Internet, telephone connection, or other remote mechanism.

- Examples of remotely connecting include but are not limited to using the remote.lsuhs.edu VPN "Network Connect" option, logging on to Citrix (Desktop or PSDesktop) on campus, or using a mobile device that is on a cellular network and is enrolled in the LSUHSC MDM system.

- Methods of accessing the LSUHSC network that do not meet the definition of Connected include but are not limited to using the remote.lsuohsc.edu VPN with the “Web Connect” option, using Outlook Web Access (OWA) off campus, or logging on to Citrix (Desktop or PSDesktop) off campus. Any traffic generated from a non-Connected device to a connected device can be monitored and captured but the device itself cannot be seen or accessed.

*Data* – Any information residing on the SYSTEM IT Infrastructure or held on any other IT Infrastructure on behalf of SYSTEM. This data includes files, documents, messages in any format, including e-mail messages and posts made on any Social Media site maintained by/for SYSTEM. All SYSTEM data created and/or maintained by a User is also subject to this Policy, even if the data is created and/or stored on the User’s own personal computer, smartphone, or other personal device.

*Information Technology (IT) Infrastructure* – Information technology 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 (including but not limited to switches, access points, and routers), and all equipment (including, but not limited to, personal computers, laptops, PDAs, and smart phones) attached thereto regardless of ownership or location.

*Mobile Device* – includes any device that is both portable and capable of collecting, storing, transmitting or processing electronic data or images. Examples include, but are not limited to laptops, smartphones (BlackBerry®, iPhone®, Android™ ...), and tablets (iPad®, Playbook™ ...). This definition also includes storage media, such as USB hard drives or memory sticks, SD or CompactFlash cards, and any peripherals connected to a mobile device or computer.

*Mobile Device Management Software (MDM)* – A system intended to distribute applications, data, and configuration settings to mobile communications devices, such as tablets and smartphones. The intent of MDM is to optimize the security of a mobile communications network, while minimizing downtime. MDM addresses the concern of automatic caching or storing of Data and User credentials on a mobile device and allows administrators to manage the operation of smartphones and similar devices as effectively as is done with desktop computers. Visit [www.lsuohsc.edu/administration/cs/HelpDesk](http://www.lsuohsc.edu/administration/cs/HelpDesk) or contact your school/division IT supporter for additional information.

*Network* – A network is that system of products and services by which all computers and peripherals are linked, whether wired or wireless.

*Network User ID* – Network accounts created by LSUHSC IT Information Security identify the User and provide authentication and access to the SYSTEM network and applications on the SYSTEM IT Infrastructure. Accounts are auto created following entry of personnel into any one of several authoritative sources (e.g. PeopleSoft, MD-Staff, various external affiliations, etc.).

*Office of Computer Services (OCS)* – The LSUHSC Administration and Finance central computer services group. This group provides IT services such as network infrastructure, administrative applications, web services, E-mail infrastructure, IT security, etc. that are used by the entire LSUHSC and HCSD organizations and other distributed IT groups in coordination with OCS to provide IT services at the hospital, school, division, or department level.

*Personally-Owned Mobile Device or Computer* – Includes any mobile device or computer that is not owned/purchased by LSUHSC or HCSD.

*Protected Data* – includes, but is not limited to,

- **Personal identity information (PII):** includes but is not limited to Social Security Numbers, credit card numbers, bank and credit union account numbers, health insurance plan identification numbers, driver's license numbers, dates of birth, and other similar information associated with an individual student or employee that, if misused, might enable assumption of that individual's identity ("identity theft") to compromise that person's personal or financial security.
- **Protected health information (PHI):** includes health information that is associated with at least one of eighteen identifiers that make the information "individually identifiable." The eighteen identifiers specified by HIPAA include name, address, SSN, date of birth, date of health care, and other elements. Health information about groups of people (population data, mean and median data, aggregate data, etc.) that cannot be related to individuals is not PHI.
- **Student educational record information:** includes records that are based on student status and maintained by LSUHSC or a party acting for LSUHSC. Access to student records is governed by the Family Educational Rights and Privacy Act (FERPA).

*Public Wireless Network (Public WiFi)* – The publicly accessible wireless network that is set up at the HCSD hospitals for access to the Internet by patients and patient families.

*Restricted Data* - Any information of such a sensitive nature, the access of which is limited to those individuals designated by management as having a need to know. It includes but is not limited to:

Ongoing investigation files, pending litigation files, attorney-client privilege emails and files, files subject to litigation holds, psychotherapy notes, and files regarding disciplinary action.

*SYSTEM IT Infrastructure* – Any IT Infrastructure owned by or held on behalf of SYSTEM.

#### Policy Statement

Use of the STSTEM IT infrastructure is a revocable privilege granted to those with an official affiliation with STSTEM. Access to specific services on the SYSTEM IT infrastructure is based on a business need. Access to the SYSTEM IT infrastructure, and any components on the SYSTEM IT Infrastructure, requires authorization by a User's supervisor or affiliation sponsor. Users of the SYSTEM IT Infrastructure shall have no expectation whatsoever of privacy.

The SYSTEM IT Infrastructure must be used in a manner consistent with providing patient care, educating healthcare professionals, conducting research and protecting the critical business functions of the organization that support these functions. No one should perform any activity on the SYSTEM IT Infrastructure that adversely affects these functions or undermines the public's confidence in LSUHSC or HCSD to fulfill their missions.

#### No Expectation of Privacy

Users shall have no expectation of privacy regarding any Data residing on the SYSTEM IT Infrastructure, even including Data on personally-owned equipment used by faculty, staff, students, or other Users in conducting business for or on behalf of SYSTEM, regardless of whether the Data was generated as the result of Authorized Use, incidental use, or if the use is not permitted by or described by this Policy.

Except in those circumstances in which access is appropriate to serve or protect operations within the

SYSTEM and to meet policy requirements, stored Data will not be accessed by anyone other than:

- the person to whom the account in which the Data has been stored is assigned; or
- the person to whom the device containing the stored Data has been assigned.

LSUHSC may access, monitor, or disclose as LSUHSC deems appropriate, any Data, (including confidential or personal information), without notice to or consent from the User for any reason, including:

- troubleshooting hardware and software problems, such as rerouting or disposing of undeliverable mail;
- preventing or investigating unauthorized access and system misuse;
- retrieving or reviewing for SYSTEM purposes SYSTEM-related information;
- investigating reports of violation of SYSTEM policy or local, state, or federal law;
- investigating reports of employee or student misconduct;
- complying with legal requests for information (such as subpoenas and public records requests);
- retrieving information in emergency circumstances where there is a threat to health, safety, or SYSTEM property involved.

LSUHSC, at its discretion, may disclose the results of any such monitoring to appropriate SYSTEM personnel, law enforcement, investigating agencies and may use those results in appropriate external and internal disciplinary actions and other proceedings.

By using a computer, mobile device, or application on the SYSTEM IT Infrastructure, all Users acknowledge that they are subject to the terms of this policy and give their unrestricted consent to the monitoring, copying, and unrestricted distribution of any transmission/communication or image generated, received by, or sent by a computer, mobile device, or application on the SYSTEM IT Infrastructure.

Data will be removed remotely from mobile devices enrolled with the mobile device management system (MDM) or the BlackBerry Enterprise Server (BES) (SYSTEM-owned BlackBerry OS devices will be reset to factory default) under the following circumstances:

- The mobile device is lost, stolen, or believed to be compromised.
- The mobile device belongs to a User that no longer has a working relationship with SYSTEM.
- The User decides to un-enroll from MDM.

#### Acceptable Use Statement

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

- Comply with all federal and state laws, LSU System, LSUHSC and/or HCSD rules and policies, terms of computing contracts, and software licensing rules.
- Obtain authorization to use LSUHSC and/or HCSD computing resources from the owner of the resource.
- Be held responsible for the use of their assigned Network User ID and any and all actions that are performed with that ID. Sharing of User IDs and passwords is prohibited.
- Register security questions and agree to the SYSTEM's acceptable use policy.
- Obtain authorization from the owner of Data prior to accessing or sharing LSUHSC and/or HCSD Data.
- Actively participate and cooperate with OCS in the protection of the SYSTEM IT Infrastructure against threats by using virus-scanning software, not opening E-mail from an unknown source, safeguarding passwords, reporting any violations of the acceptable use statement to the local IT support staff, and cooperating with the local IT support staff to keep security patches up to date on applications, mobile devices, and computers, and staying abreast of new security issues by completing information security training. Anyone suspecting they may have a computer virus should contact their local IT support staff immediately.
- SYSTEM-owned devices must be scanned with OCS approved virus-scanning software.

- Use encryption on any mobile device (including storage media, such as USB hard drives or memory sticks, SD or CompactFlash cards, and any peripherals connected to a mobile device) that stores protected or restricted data.
- Have a PIN/passcode on all smartphones and tablets that access DATA that wipes DATA after a maximum of 10 invalid PIN/passcode attempts.
- Have all smartphones and tablets that access DATA configured to automatically lock the screen after a maximum of 10 minutes of inactivity.
- Report any suspected misuse or theft of a computer or mobile device immediately to Enterprise Information Security, security@lsuhsc.edu, and LSUHSC Police, 504-568-8999.
- Register smartphones and tablets with the mobile device management system (MDM) if using any application that automatically caches Data or credentials on the device.
- Take reasonable care to avoid allowing unauthorized access to or disclosure of protected and restricted information stored on a mobile device.
- Encrypt any backups of mobile devices that contain protected or restricted information.
- Remove all protected or restricted information from a computer or mobile device immediately upon termination of the assigned User's relationship with LSUHSC and/or HCSD.
- Display a message on all smartphones and tablets owned or issued by LSUHSC that states "Property of LSUHSC New Orleans" and indicates a method of return if the device is lost.

*All users of the IT infrastructure shall NOT:*

- Reveal their Network User ID and password. LSUHSC and/or HCSD will never ask you to reveal your password
- Obtain or use another's Network User ID or password, or otherwise access DATA or SYSTEM IT Infrastructure to which authorization has not been expressly and validly given. Users shall not use another's User ID or password to hide their identity or attribute their use of Data or SYSTEM IT Infrastructure to another.
- Use non-LSUHSC E-mail to conduct official LSUHSC business unless authorized by the Chancellor.
- Engage in any activity that jeopardizes the availability, performance, integrity, or security of the SYSTEM IT Infrastructure. Examples would be:
  - Adding, modifying, reconfiguring, or extending any component of the SYSTEM network such as hubs, routers, switches, wireless access points, firewalls, etc. or installing FTP, DHCP, or web servers without consultation with OCS;
  - Intentionally or knowingly copying, downloading, installing, or distributing a computer virus, worm, "Trojan Horse" program, or other destructive programs, or otherwise harming systems or engaging in any activity that could reasonably and foreseeably disrupt services, damage files, cause loss of Data, or make unauthorized modifications.
  - Monopolizing or disproportionately using shared SYSTEM IT Infrastructure, overloading systems or networks with endless loops, interfering with others' Authorized Use, or degrading services by deliberately or recklessly overloading access links or switching equipment through downloading pictures or using streaming media such as web radio, games, videos, peer-to-peer (P2P) apps such as BitTorrent and Gnutella, and other mechanisms. These activities do not refer to legitimate business or school-related use of the SYSTEM IT Infrastructure.
  - Utilizing the SYSTEM IT Infrastructure to create, transmit, or otherwise participate in any pranks, chain letters, false or deceptive information, misguided warnings, pyramid schemes, or any fraudulent or unlawful purposes.
- Use computing resources in a wasteful manner that creates a direct cost to LSUHSC and/or HCSD. Some examples of waste are:
  - Unnecessary backgrounds on E-mail taking up valuable storage space,
  - Spending time on the Internet for personal use such as shopping, sports, entertainment, etc.,
  - Playing computer games,

- Engaging in non-business related online chat groups,
- Storing personal Data on servers, or
- Printing excessive copies of documents.
- Use SYSTEM IT resources for personal monetary gain or commercial purposes not directly related to LSUHSC and/or HCSD business or for functions that are not related to one's job.
- Use the Public Wireless Network for personal use during work hours. Some examples of inappropriate use are:
  - Accessing personal email
  - Accessing social media sites or chat groups
  - Online shopping and entertainment websites
  - Playing computer games
- 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 laws 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. Bulk E-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 [postmaster@lsuhsc.edu](mailto:postmaster@lsuhsc.edu) for help with bulk E-mailings.
- Send, forward, or reply to E-mail chain letters.
- Initiate or 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.
- Store unencrypted User IDs and passwords which allow access to the SYSTEM IT Infrastructure on mobile devices.
- Leave SYSTEM-owned mobile devices unattended.

#### Enforcement of Policy

The unauthorized or improper use of the SYSTEM IT infrastructure, including the failure to comply with this Policy will subject the violator to loss of privileges, disciplinary action, personal liability and/or criminal prosecution. In addition, LSUHSC may require restitution for any use of service which is in violation of this Policy

#### **PROFESSIONAL CONDUCT STATEMENT**

Professional conduct is an evaluation component of all clinical courses. Any resident 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 resident must demonstrate the highest standards of character and integrity, which warrant the public confidence and trust bestowed on them as health professionals. In alignment with the standards of professionalism expected of all faculty, residents, students and staff of LSUSD, each resident must adhere to the following specific standards:

1. Each individual must exhibit professional courtesy toward all other faculty, students, staff and patients;
2. Each member of the faculty and student body must maintain up-to-date, accurate and complete records regarding treatment performed on patients and patient fees;
3. No dental, dental hygiene or dental laboratory technology student shall deviate from treatment plans unless the deviation is authorized and documented in writing by the appropriate faculty member; and
4. No member of the faculty, student body or staff shall jeopardize the well

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

## **QUALITY ASSURANCE**

<http://www.lsusd.lsuhsd.edu/Documents/QualityAssuranceManual2017a.pdf>

***(Note: The following is an official LSUSD document. Though the designation of 'student' is used throughout this statement, it applies equally to LSUSD 'residents'.)***

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**

### **RESIDENT CONDUCT CODE AND DISCIPLINARY PROCEDURE**

***(Note: The following is an official LSUSD document. Though the designation of 'student' is used throughout this conduct code, it applies equally to LSUSD 'residents'.)***

#### **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 and/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**

### ***PM 11 for Outside Employment of Residents—***

<https://www.lsuhsd.edu/administration/pm/pm-11.pdf>

Form PM 11 must be completed by each resident who engages in outside employment (moonlighting). The PM 11 must include the amount of time of employment (hours and days), the office name and address and be signed by the program. The PM 11 is to be submitted to the Office of Advanced Education who will forward it to the appropriate individuals. The PM 11 must be resubmitted every 6 months. The Office of Advanced Education will remind the Resident and Program Director when the 6 months re-submittal is due.

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

The Louisiana State Board of Dentistry requires all students enrolled in an LSUSD Program in Advanced 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. 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 restricted licenses are valid for one year from July 1 until the following June 30. This corresponds to the fiscal year as well as the programs' start and end dates (for the most part). This means that all restricted licenses will expire every year on June 30. Any license issued after July 1 will only be valid until the following June 30.

The Office of the Dean receives the electronic restricted renewal application form, which is then sent to the various departments. These forms should be filled out and certified by the appropriate entity at the bottom and returned to the board office before June 30 of each year to ensure that all licenses are renewed before they expire. Renewed licenses are printed and mailed to the dean's office. Verifications of restricted licenses are also available on the license verification page of the Louisiana State Board of Dentistry website [www.lsbdo.org](http://www.lsbdo.org).

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](http://www.osha.gov)

### **CENTERS FOR DISEASE CONTROL AND PREVENTION**

Website: [www.cdc.gov](http://www.cdc.gov)

### **STUDENT HEALTH INSURANCE**

<https://www.lsuhscc.edu/orgs/studenthealth/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) <<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**

<https://www.lsuhs.edu/orgs/studenthealth/geninfo.aspx>

<https://www.lsuhs.edu/orgs/studenthealth/healthcare.aspx>

All six of the LSUHSC-NO professional schools require enrolled students to have health insurance. LSUHSC-NO offers students the option of purchasing student health insurance through Blue Cross Blue Shield of Louisiana (BCBSLA). During registration, students must either purchase insurance coverage from BCBSLA or they must be prepared to show evidence of coverage by another company, in which case the requirement to purchase insurance through BCBSLA may be waived. If a student shows evidence of coverage from another insurance plan, they will be enrolled in a limited needle stick indemnity plan with the six month premium for the needle stick indemnity plan added to their student account.

Premiums for the BCBSLA plan are increasing considerably for the new plan year beginning July 1, 2013. This is a result of BCBSLA's claims experience with our students and increases in coverage mandated by the Patient Protection and Affordable Care Act (PPACA). A single plan with a \$500,000 annual limit in coverage will be offered to our students in 2013-2014. The six month premium will be added to their student account if they opt to purchase the BCBSLA plan.

Students who receive federal financial aid will no longer be able to automatically apply that aid money to their health insurance premiums. We will not be withholding health insurance premiums from any aid and all students will be expected to pay their health insurance.

MEDICAL DIRECTOR: Angela McLean, MD

LSUSD RN: Helen Gervais, RN - 504-941-8393, Clinic Building-Room 4312K

The Student Health Service is located on the 7<sup>th</sup> 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

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

Question/Complaints about student health clinic 504-525-4839, [student-health-hsstaff@lsuhsc.edu](mailto:student-health-hsstaff@lsuhsc.edu)

### STUDENT HEALTH POLICY

In the interest of protecting, maintaining, and promoting the good health of its students, the LSUHSC-NO 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-NO 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, including for those 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. Helen Gervais, 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-NO 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-NO 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-NO 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-NO. Students may drop by the office at 2020 Gravier, 5<sup>th</sup> 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-NO 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-NO Wellness Center is dedicated to promoting the health and well being of all members of the LSUHSC-NO 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](mailto: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-NO I.D. on the 3<sup>rd</sup> 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-NO Students, Residents, Faculty, Staff, Spouses, and Children 16 or older** with a current/valid LSUHSC-NO 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-NO Fitness and Wellness Facility (FWF) is opened and free to all LSUHSC-NO 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, 2<sup>nd</sup> 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-NO

### **FITNESS FOR DUTY POLICY AND PROCEDURES**

**Final Draft - June 14, 1999 CM37**

<http://www.lsuhscc.edu/no/administrationcm/cm-37.htm>

## **I. POLICY STATEMENT**

Any individual who works or is enrolled at Louisiana State University Health Sciences Center (LSUHSC-NO) 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-NO requires all faculty, staff, residents, students, or other LSUHSC-NO 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-NO.

## **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-NO.

## **III. PURPOSE**

The Louisiana State University Health Sciences Center (LSUHSC-NO) 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-NO 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**

**CM 36 Final Draft - June 16, 1999**

<https://www.lsuohsc.edu/administration/cm/cm-36.pdf>

## **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 unreasonable 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) CM 25**

<https://www.lsuhs.edu/administration/cm/cm-25.pdf>

### ***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 ERP 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 I 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)**

<https://www.lsuhs.edu/orgs/campushealth/cap.aspx>

Phone: 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)**

<http://www.lsuhscc.edu/administration/academic/APRIL.aspx>

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/orgs/studenthealth/>

**504-525-4839**

**Soon to be located on the 2<sup>nd</sup> 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

**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 AND PROCEDURES**

***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.

**UNIVERSITY POLICE DEPARTMENT**

<http://www.lsuhs.edu/administration/vcaca/emergency.aspx>

*Functions and Responsibilities*

The function of the University Police is the protections of the LSUHSC-NO community including students, employees and property. It is the responsibility of the University Police to uphold laws and LSUHSC-NO 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-NO property and LSUHSC-NO 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-NO buildings to LSUHSC-NO 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-NO police officers.

*Grounds and Facilities*

The grounds and facilities of LSUHSC-NO 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 and 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-NO students and personnel. Personal property losses are reported to New Orleans Police at the option of the property owner.

*Lost or Stolen LSUHSC-NO Keys and ID Cards*

All lost or stolen LSUHSC-NO 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-NO Property*

No faculty, staff (except commissioned LSUHSC-NO Police Officers), student, patient or visitor is permitted to be on LSUHSC-NO property while carrying a firearm openly or concealed. Firearms will not be permitted in vehicles while parked on LSUHSC-NO property. The commissioned Police Officers of LSUHSC-NO 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-NO should immediately report any criminal activity they observe to the University Police. They should also report any suspicious persons on or near LSUHSC-NO 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
Associate Dean for Research	Dr. Paul Fidel	941-8320
Assistant Dean for Clinical Education	Dr. John Gallo	941-8110
Director of Advanced Education	Dr. Sandra Andrieu	941-8111
Director of Admissions	Dr. Toby Cheramie	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