

Dean's Office Basic for Affiliated Sites

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Outline and Objectives

- BUSM Policies: ATM, Needlestick, time off, grading, professionalism and teacher-learner expectations, clinical supervision
- Faculty and Resident Resources: Syllabi, Clinical Faculty Guidelines, Required Patients and Procedures, FOCUS forms, CSEF, one minute learner
- Blackboard, Academic Calendar
- Clinical Affiliations: Faculty Appointment requirements and process, BUSM faculty Benefits and Perks



Lena requests time off

- Lena is a 3rd year student assigned to your outpatient clinic. She very politely emails you 2 weeks before her scheduled session with you that she will have to miss the day to attend her brother's wedding.
- You options include:
 - a) Allow her to take the day off and reschedule her clinic session to a different day time
 - b) Allow her to take the day off and email the Clerkship director and coordinator
 - c) Refer her to the Clerkship Director and Coordinator



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 - c) Refer her to the Clerkship Director and Coordinator
- Correct answer: c



BUSM time off policy

- Time off requests must go through the Clerkship Director and coordinator. Students requesting day off must follow the policies on time off:
<http://www.bumc.bu.edu/busm/education/academic-affairs/policies/attendance-time-off-policy/>
- Students may take 2 personal days during their 3rd year required clerkships. Students are NOT required to state a reason for this time away. Requests must be submitted 4 weeks prior to the start of the rotation and some dates are not allowed (eg Exam date)
- Personal days differ from other excused absences: illness, health care, religious observance, personal/family emergency, jury duty, conference at which a student is presenting.



Other BUSM Policies

- Appropriate Treatment of Medical Students.
 - Highly prioritized by BUSM
 - Mechanism for student reporting (anonymous or not-anonymous)
 - Process for handling student complains and feedback to faculty and staff
- Professionalism
 - Professionalism guideline for students
 - AAMC teacher-learner expectations
- Grading
 - Specific process for grading complaints and questions. All student concerns MUST go through the Clerkship director.
- Clinical Supervision



Ray requests observation of clinical skills

- Ray is a 3rd year student on your service for the next 2 weeks. He politely emails you to ask to set up a time to have you observe him performing an exam and asks if you can fill out his FOCuS form. You enthusiastically agree and admire his proactive approach to learning the fine points of physical exam in your specialty! On second thought, what is a focus exam and what do you need to do to fulfill this task? Can you demonstrate similar commitment to preparedness by reviewing the form in advance? Choose the best option(s) for next steps:
 - a) Log into Blackboard and find the focus form
 - b) Google BUSM medical education to access the focus form pdf
 - c) Ask the student to send you a copy of the focus form
 - d) All of the above



Appointment Process for Those at Outside (non-BMC) Affiliated Clinical Teaching Sites

- Clinicians involved in substantial, ongoing teaching (40-50 hours per year minimum) of BUSM students will be considered for academic appointment at Boston University School of Medicine. To be considered for an affiliate (non-compensated) faculty appointment, candidates from affiliated institutions must submit the following:
- A current CV in Word format, updated within the past three months and including all dates for education and training.
- A one-page Personal Statement in first person narrative addressing:
 1. Teaching
 2. Research
 3. Scholarship
 4. Service

In Addition, candidates must provide a social security number, date of birth, and country of citizenship so that the position may be created. For security purposes this information should not be emailed. Candidates may call Caroline Mulligan at 617-358-7492 with this information.



Adjunct Faculty Appointments for Harvard, Tufts, UMass, or Stanford Medical School Faculty:

Harvard, Tufts, UMass, or Stanford Medical School Faculty who teach BUSM students in approved courses and clerkships will be approved for Adjunct BUSM faculty appointments at the same rank as their current primary appointment, based on a departmental vote and a letter of request from the BUSM Department Chair stating name and current primary faculty rank, a copy of their CV in their primary faculty format, and approval by the BUSM Faculty Appointments & Promotions Committee, BUSM Executive Committee, the BUSM Dean, and the Medical Campus Provost.



Benefits of Clinical Teaching

- Access to Alumni Medical Library
- Professional Development
- Can obtain passes to Art Museums, Theater and certain sports events.

Please visit <https://www.bu.edu/hr/lifebu/employee-perks-discounts-and-resources/> for more information.

