INTRODUCTION AND PURPOSE:

The Chicago Medical School recognizes the need for students to be provided secure, personal storage space at off-site educational sites.

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This policy applies to CMS students engaged in recurring clinical rotations and/or research projects at off-site locations.

POLICY STATEMENTS:

The Chicago Medical School will ensure that students of the medical school be provided secure storage throughout the duration of their recurring clinical rotations and/or research projects.

DEFINITIONS:

Secure storage is defined but not limited to the following:

1) Lockers
2) Secure accessible office
3) Locking desk drawer
4) Key coded room or storage area

The Chicago Medical School Office of Student Affairs and Education will determine whether or not assigned secure storage meets the criteria for secure accessible space for CMS students.

PROCEDURES:

Clerkships
A) Assignments
   1) Secure storage at off-site locations will be assigned by the Clerkship Coordinators or
      the individual hospital Site Coordinator on the first day of their recurring rotation
      during orientation. If assigned by the Site Coordinator the Site Coordinator and/or
      student will inform the Clerkship Coordinator that secure storage has been assigned.
      If assigned by the Clerkship Coordinator each student will be required to
electronically sign a form indicating that he/she received secure storage and the
location/number of the secure storage.
   2) Secure storage may be shared as long as there is assurance by the Office of Student
      Affairs and Education that each student’s possessions are secure and reasonably
      accessibly by the individual student.
   3) Clerkship Coordinators will be responsible to send the secure storage template
      roster to the CMS Office of Student Affairs and Education indicating that all students
      have been assigned a locker or there is an issue at an individual site.
   4) Students are to be responsible in their utilization of secure storage by limiting the
      valuable items they bring to off-site locations

B) Communication
   Communications will be sent out by the CMS Office of Student Affairs and Education on
   a regular basis (at minimum annually) informing students of the secure locker policy and
   whom to contact if an issue may arise.

C) Monitoring
   1) At each new off-site location the agreements to be signed by the site will contain a
      clause that secure storage is required for each student engaged in a recurring
      rotation. The Clerkship Coordinator will make contact with a new site and obtain the
      verification that secure storage is available. If the site is unable to provide secure
      storage the Clerkship Coordinator will contact the RFUMS Director of Materials
      Management who will make arrangements to provide the secure storage at CMS
      expense.
   2) If an issue is reported to the Clerkship Coordinator or the CMS Office of Student
      Affairs and Education, the Secure Storage Quality Improvement Team will
      immediately resolve the issue in an expedient manner with the student and the site
      to ensure that the student obtains the required secure storage.

Student Research Experiences

A) Assignments
   1) Secure storage at off-site locations will be assigned by the Research Coordinator or
      the Research Mentor. Each student will be required to electronically sign a form
      indicating he/she received information about secure storage.
   2) Secure storage may be shared as long as there is assurance that each student’s
      possessions are secure and reasonably accessible to the individual student.
   3) Students are to be responsible in their utilization of secure storage by limiting the
      valuable items they bring to off-site locations.
B) Communication

Communications will be sent out by the CMS Office of Research at the initiation of a research experience informing students of the secure locker policy, the need to protect their valuables in a research environment, and who to contact if an issue may arise. The policy will also be posted on the internal student research website (SRP100, D2L).

C) Monitoring

If an issue is reported to the CMS Office for Research, he/she will immediately resolve the issue with the student and the mentor to ensure that the student obtains the required secure storage.

POINTS OF CONTACT:

CMS Office of Student Affairs and Education: (847) 578-3295
CMS Office for Research: (847) 578-8493

REFERENCES AND RELATED POLICIES:

LCME Element 5.11