

# Oakland University William Beaumont School of Medicine Handbook for Medical Students

The Oakland University William Beaumont School of Medicine Handbook for Medical Students is where students will find online links to OUWB policies, critical documents, and guidelines along with key resources and references, and a list of the courses offered each school year.

## **How to Use the Handbook**

Find the information and click on the links, which will connect to the OUWB and Oakland University websites, departments, and emergency contacts.

## **About OUWB**

To learn more about the history of OUWB, the mission, vision, values and culture, visit the [About OUWB page on the website](#).

## **Policies and Guidelines**

There are many policies, critical documents, and guidelines to navigate the learning environment at OUWB. Visit the OUWB Policies, Critical Documents, and Guidelines website [page](#) for a complete list that can be viewed or printed.

## STANDARDS OF STUDENT CONDUCT

### **Policy Attestation**

Each semester, students are required to review the OUWB policies and guidelines online, update food and allergy restrictions, and sign an attestation form. The OUWB Online Attestation module must be completed and signed within the first week of each semester.

### **Reporting Incidents of Mistreatment, Harassment, or Acts of Discrimination**

Students who believe they have been the victim of mistreatment, harassment, or an act of discrimination by a faculty member, staff member, or another student can report it by completing an online [form](#).

- [Read](#) OUWB's "Reporting Incidents of Mistreatment, Harassment, or Acts of Discrimination"
- [Read](#) Policy 710 - Oakland University's policy on discrimination

### **Professional Code of Conduct**

Students who witness or perceive a violation of the Professional Code of Conduct are expected to take appropriate action, including reporting the possible infraction to appropriate faculty members or administrators. Read the [policy](#).

## **Standards of Conduct for the Learning Environment**

The teacher-learner relationship confers rights and responsibilities on all parties within the OUWB community to behave in ways that fosters respectful behavior, minimizes the likelihood of student or faculty mistreatment or abuse, and optimizes the educational experience for students. Read the [policy](#).

## **Consequence of the Loss of Access to the Health System's Medical Record System (HIPAA)**

OUWB's health system partner – Corewell Health East – is required by federal statute (HIPAA) to protect the privacy of its patients and the security of its medical record system. If Corewell Health East determines that a medical student has violated HIPAA Privacy and Security Rules and subsequently revokes the student's access to the electronic medical record, the student will be referred to the Student Performance Review Committee for action. Read the [policy](#).

## **Attendance Guidelines**

Students are expected to fully participate in the curriculum and meet the requirements of attendance as outlined in OUWB guidelines. Individual course or clerkship requirements are listed in the syllabus. Read the [policy](#).

## **Social Media Guidelines**

Students using social media are expected to demonstrate a level of maturity and civility consistent with the AMA Code of Medical Ethics. Social media communication should never contain information that includes a patient identifier (names, photographs) or any other health information; this also includes photographs or videos of a clinical setting. Students in violation of this guideline may be referred to the Student Performance Review Committee. Read the Social Media [Guidelines](#). Read the AMA [Code of Ethics](#).

## STUDENT SUPPORT

### **Educational Records - Family Educational Rights & Privacy Act**

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, provides an OUWB student with the right to inspect and review their educational record and, with certain expectations, to limit disclosure of information from that record. Read the policy [here](#).

### **Leave of Absence**

Students who need to request a leave of absence for medical, personal, or academic reasons should contact the Associate Dean of Student Affairs. Read the [policy](#).

### **Blood/Body Fluid Exposure/Finger Stick and Sharps Injuries**

Students in medical education are at risk of exposure to blood and body fluid through breaks in skin or mucosal contact. Students should be aware of the policy and procedures to report and respond immediately to any risk of contamination. Read full [policy](#).

## **Student Performance Review Committee**

The Associate Dean of Student Affairs serves as student advocate and support for any student appearing before the Student Performance Review Committee (SPRC). Read about the [SPRC](#).

## **Academic Advising**

The Director of Academic Success, Senior Medical School Advisor, and the Academic Success Team are available to meet one-on-one for academic counseling appointments regardless of academic performance. The Academic Success Team can assist with the study planning, learning strategies, skill building, and much more. The team has designed the Academic Success Toolkit as a resource to transition students into the rigors of medical school and throughout their academic program. Access the [toolkit](#).  
NOTE: You must use your Oakland University NetID and password to gain access.

## **MedSync Portal - Academic Success**

The Academic Success MedSync portal houses information about the tutoring program including the Online Request Form. The MedSync portal also houses handouts and practice worksheets from tutoring review sessions. Access the Academic Success section of the MedSync [Portal](#).

## **Get Involved**

### **Medical Student Government**

The Medical Student Government (MSG) at OUWB serves as the official representative body of the medical students to the OUWB administration, faculty, Corewell Health, Oakland University, and the community. For more information email [msg@oakland.edu](mailto:msg@oakland.edu)

### **Student Organizations**

Sign in to the MedSync Portal to explore student organizations. Each organization hosts a page with details about their group's objectives along with a list of member officers, contact information and ways to engage. Contact Students Affairs for MedSync login. [MedSync Portal access](#).

## **RESOURCES AND REFERENCES**

### **Corewell Health Beaumont Hospital Locations**

For driving directions, a map, parking, and more, to any of the three Corewell Health Beaumont Hospitals where OUWB medical students train, click on the links below:

Corewell Health William Beaumont University Hospital located in [Royal Oak](#)

Corewell Health Beaumont Troy Hospital located in [Troy](#)

Corewell Health Beaumont Grosse Pointe Hospital located in [Grosse Pointe](#)

## Emergencies

### Oakland University Police Department (OUPD)

OUPD patrols campus and responds to the 911 calls placed from emergency phones with the blue lights found across campus.

- **Dial 911** from a campus blue light emergency phone to reach OUPD emergency services.
- **Dial 911** from a personal cell phone to reach the local police emergency services.

For all **non-emergencies**, call (248) 370-3331 to reach OUPD or dial 3331 from a campus phone.

The OUPD also has an extensive, emergency operations plan and a Crisis Management Team in place to mitigate emergencies on campus. Register to receive text message [emergency alerts](#) and read all about the emergency procedures on the Oakland University Police Department Emergency Management [page](#).

### Lockdown Procedures

In the event of a situation requiring the lockdown of campus, a lockdown directive will be disseminated through the OU Emergency Alerts Notification system. Please read more about the OUPD lockdown procedures on this OUPD [webpage](#).

### Police Escorts on OU's Campus

The SAFEwalk program provides visual accompaniment for OU students, employees, and visitors who may feel unsafe walking alone on campus. When you request a SAFEwalk escort, a Police Officer or Police Service Aide will be dispatched to the area to ensure that you safely walk to your destination on campus. To utilize the police escort service, call (248) 370-3331. Visit the [campus safety webpage](#) for more information.

### Corewell Health William Beaumont University Hospital Emergency Numbers

In the event of an emergency at Corewell Health William Beaumont University Hospital in Royal Oak, students are directed to call (248) 898-0911 or extension 80911.

### School Closings

Find out if campus has been closed for emergencies or for inclement weather by visiting the [OU website](#), call (248) 370-2000, or sign up for the text message [alert system](#) to receive notifications.

### Student Health

Insurance coverage, OU Graham Health Center, and OU counseling information can be found on the student health [website page](#).

## **OUWB Counseling and Mental Health Services**

Find contact information for the OUWB social workers who can offer student support on topics ranging from anxiety to skill building. Visit the Center for Medical Student Services [website page](#).

## **Google Calendars**

Class calendars are available on Google Calendar. To receive access to them, email [meded@oakland.edu](mailto:meded@oakland.edu)

## **Forms**

Access student and registrar forms such as the [Add/Drop](#) form or the Medical Student Travel Authorization [form](#) from this [website page](#).

## **Curriculum-Related Acronyms, Abbreviations & Terminology**

- AFCP 1 & 2- **A**natomical **F**oundations of **C**linical **P**ractice
- APM - **A**rt & **P**ractice of **M**edicine
- BFCP 1 & 2 - **B**iomedical **F**oundations of **C**linical **P**ractice
- IEBM - **I**ntegrative **E**vidence-**B**ased **M**edicine
- NBME - **N**ational **B**oard of **M**edical **E**xaminers
- OSCE - **O**bjective **S**tructured **C**linical **E**xam
- PMH - **P**romotion & **M**aintenance of **H**ealth
- PRISM - **P**romoting **R**eflection & **I**ndividual growth through **S**upport & **M**entoring
- TBL - **T**eam-**B**ased **L**earning
- USMLE - **U**nited **S**tates **M**edical **L**icensing **E**xamination (Step 1, Step 2 CK, Step 3)

## **Other Acronyms, Abbreviations**

- AST- **A**cademic **S**uccess **T**eam
- CMSS - **C**enter for **M**edical **S**tudent **S**ervices
- Compass - Center for Community Engagement
- CSC - **C**linical **S**kills **C**enter
- HHB - **H**uman **H**ealth **B**uilding
- HH/HHS - **H**annah **H**all of **S**cience
- MSPE - **M**edical **S**tudent **P**erformance **E**valuation
- OC - **O**akland **C**enter
- ODH - **O**'**D**owd **H**all
- PFF - **P**rofessionalism **F**eedback **F**orm (may be either exemplary or corrective)
- SPRC - **S**tudent **P**erformance **R**eview **C**ommittee

## **FOUR-YEAR M.D. ACADEMIC COURSE LIST**

### **M1 Courses**

- Anatomical Foundations of Clinical Practice (AFCP) 1 & 2
- Art and Practice of Medicine (APM)
- Biomedical Foundations of Clinical Practice (BFCP) 1 & 2
- Cardiovascular (Cardio)

- Clinical Integration 1 (CI1)
- Embark
- Hematology and Lymphoid (Heme/Lymph)
- Medical Humanities and Clinical Bioethics (MHCB)
- Neuroscience 1 (Neuro 1)
- Promoting Reflection and Individual Growth through Support & Mentoring (PRISM)
- Promotion and Maintenance of Health (PMH)
- Respiratory

## **M2 Courses**

- Art and Practice of Medicine (APM)
- Behavioral Medicine and Psychopathology (BMP)
- Clinical Integration 2 (CI2)
- Embark
- Endocrinology (Endo)
- Gastroenterology and Hepatology (GI)
- Integrative Evidence-Based Medicine (IEBM)
- Male and Female Reproductive (Repro)
- Medical Humanities and Clinical Bioethics (MHCB)
- Musculoskeletal, Connective Tissue and Skin (MSK)
- Neuroscience 2 (Neuro 2)
- Promoting Reflection and Individual growth through Support and Mentoring (PRISM)
- Promotion and Maintenance of Health (PMH)
- Renal and Urinary (Renal)

## **M3 Courses**

- Clerkships in Family Medicine, Internal Medicine, Neurology, Obstetrics and Gynecology, Ophthalmology, Pediatrics, Psychiatry, Surgery and an Elective
- Embark
- Interdisciplinary Studies
- Medical Humanities and Clinical Bioethics
- Promoting Reflection and Individual Growth through Support and Mentoring (PRISM)

## **M4 Courses**

- Clerkships in Anesthesiology and Pain Medicine, Diagnostic Medicine, and Emergency Medicine
- Embark
- Promoting Reflection and Individual Growth through Support and Mentoring (PRISM)
- Sub-Internships
- Electives to complete the program of study

## **OUWB DEPARTMENTS**

**Student Affairs** – Center for Medical Student Services - 2<sup>nd</sup> Floor O’Dowd Hall  
(248) 370-2767 or email: [ouwb-studentaffairs@oakland.edu](mailto:ouwb-studentaffairs@oakland.edu)

[Student Affairs Website](#)

**Admissions** – Center for Medical Student Services - 2<sup>nd</sup> Floor O’Dowd Hall  
(248) 370-2769 or email: medadmit@oakland.edu

[Admissions Website](#)

**Alumni** – Center for Medical Student Services - 2<sup>nd</sup> Floor O’Dowd Hall  
(248) 370-3677

[Alumni Website](#)

**Business** – 4<sup>th</sup> Floor O’Dowd Hall  
(248) 370-3634 or email: medbusadmin@oakland.edu

[Business Website](#)

**Compass Center for Community Engagement** – 1<sup>st</sup> Floor O’Dowd Hall  
(248) 370-4696 or email: compass@oakland.edu

[Compass Website](#)

**Communications and Marketing** – 4<sup>th</sup> Floor O’Dowd Hall  
(248) 370-3001 or email: ouwbmarketing@oakland.edu

[Communications & Marketing Website](#)

**Diversity & Inclusion** – 1<sup>st</sup> Floor O’Dowd Hall  
(248) 370-2076 or email: diversity.med@oakland.edu

[Diversity & Inclusion Website](#)

**Embark Program** – 1<sup>st</sup> Floor O’Dowd Hall

Email: embark@oakland.edu

[Embark Website](#)

**Foundational Medical Studies** – 4<sup>th</sup> Floor O’Dowd Hall  
(248) 370-3656

[Foundational Medical Studies Faculty Directory](#)

**Financial Services** – Center for Medical Student Services - 2<sup>nd</sup> Floor O’Dowd Hall  
(248) 370-3611 or email: medfinservices@oakland.edu

[Financial Services Website](#)

**Information Technology** – Center for Medical Student Services - 2<sup>nd</sup> Floor O’Dowd Hall; (248) 370-3695 or email: medhelp@oakland.edu

[Information Technology Website](#)

[Help Desk Website](#)

**Medical Education** – 1<sup>st</sup> Floor O’Dowd Hall

Email: meded@oakland.edu

[Curriculum / Medical Education](#)

**Medical Library** – 1<sup>st</sup> Floor Kresge Library  
(248) 370-3772 or email: medref@oakland.edu  
[Medical Library Website](#)

**PRISM** – 1<sup>st</sup> Floor O'Dowd Hall  
[PRISM Website](#)

**Records and Registration** | Center for Medical Student Services 2<sup>nd</sup> Floor O'Dowd Hall  
(248) 370-3636 or email: medreg@oakland.edu  
[Records and Registration Website](#)

**Research** – 4<sup>th</sup> Floor O'Dowd Hall  
(248) 370-3676 or email: ouwbresearch@oakland.edu  
[Research Website](#)