

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Title: Non-Academic Health Professionals</b>	<b>SOP #: GA.018.00</b>
Effective Date	
Last Revision/Review	

### **1. Purpose**

The purpose of this SOP is to discuss the procedures to ensure in no instance will a provider of health services be requested, required or permitted to provide an academic assessment or academic decision regarding a student for whom such care has been given unless the provision of care was deemed urgent and no other qualified provider was available.

### **2. Related Policy/Authority**

B9070 Student Health Services Policy  
College Catalog  
Student Handbook  
Clerkship Manual  
Faculty Handbook  
Preceptor Manual

### **3. Faculty/Staff Responsibilities**

Office of Student Affairs: Upon notification of a student who has had patient care from a faculty member, the Office of Student Affairs will implement a conflict-of-interest mitigation process.

Office Human Resources: Upon notification of a student who has had patient care from a faculty member, the Office of Human Resources will notify the Office of Students Affairs.

Office of Clinical Education: Upon notification of a student who has had patient care from a faculty member, the Office of Clinical Education will implement a conflict-of-interest mitigation process.

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

1. Students and/or faculty/preceptors are required to disclose if they have been in a patient-care relationship.
2. Upon notification, a conflict-of-interest mitigation process will be initiated to prevent a preceptor or faculty member rendering a grade for a student where a patient-care relationship has occurred or is currently occurring.
3. If the student is OMS I or II the Office of Student Affairs along with the Office of Pre-Clinical Education will ensure an alternate faculty member renders a grade for the student.
4. If the student is OMS III or IV, the Office of Clinical Education will assign the student to an alternative preceptor upon notification.
5. In an emergency situation, a healthcare provider may provide care to a student if no other qualified provider is available. The College will work to assign an alternative faculty member to assign a grade once the patient-care relationship is established.

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### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

### **8. Signature**

Approved by \_\_\_\_\_

Department Head of Institutional Effectiveness

Date \_\_\_\_\_

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date