

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Title: Fitness for Duty		SOP #: SA.030.00
Effective Date	6/20/2023	
Last Revision/Review	5.06.2024	

1. Purpose

The purpose of a Fitness for Duty Evaluation is to determine whether a student is fit physically and/or mentally to perform their academic and clinical duties responsibly and safely; meaning they are not a danger to patients, colleagues, self, anyone in the learning environment inclusive of clinical rotations. The evaluation is completed by a licensed physician, psychiatrist or psychologist that has been approved by the College. The Fitness for Duty Evaluation is not a confidential clinical encounter between the student and evaluator.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Student Affairs: Approve licensed physician, psychiatrist or psychologist for the Fit for Duty, receive written report.

4. Definitions/Abbreviations

5. Procedural Steps

1. Under Federal Law, the College may request medical examination of a student if the requirement for the examination is performance-related, consistent with business necessity and if the College has a reasonable belief that:
 - A. The student's ability to perform essential functions may be impaired by a health condition; or
 - B. The student may pose a direct threat (i.e., significant risk of substantial harm to self or others); or
 - C. The student's conduct is materially or substantially disruptive to a class or curricular activity, disrupts others from the benefit of the instructional program, disruption at a College event or activity, displays disorderly conduct or breach of peace under the Law, or interferes with the rights of others to carry out their duties on behalf of the College.
2. The student must receive approval of the licensed physician, psychiatrist or psychologist by the Office of Student Affairs.
3. The cost of a Fitness for Duty Evaluation will be the responsibility of the student.
4. The College will provide pertinent information to the evaluator performing the Fitness for Duty Evaluation.
5. The licensed physician, psychiatrist or psychologist will generate a written Fitness for Duty Evaluation report regarding the student's ability to perform the essential functions and relevant recommendations.

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6. Upon completion of the written report, the licensed physician, psychiatrist or psychologist will provide the report directly to the Office of Student Affairs.
7. Options for actions for a student who is determined not fit for duty include but are not limited to: College imposed leave of absence or administrative withdrawal. Any student who refuses a Fitness for Duty Evaluation will not be permitted to continue in the curriculum and may be administratively withdrawn in accordance with College policy. The College reserves the right to suspend a student pending the outcome of a Fitness for Duty Evaluation.
8. The Fitness for Duty Evaluation will be kept in the student's file in the Office of Student Affairs and transmitted to the Registrar for permanent retention upon exiting the College. Fitness for Duty evaluations shall be treated as confidential education records protected by FERPA and shared only as permitted by law.

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

7. Maintenance

8. Signature

Approved by	5/6/2024
Department Head of Student Affairs	Date

9. Distribution List

Internal/External

10. Revision History

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