COVID-19 UME Monitoring Policy

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| COVID-19 UME Monitoring Policy | Class: B |
| Approved By: | UMEC |
| Approval Date: | 2020 09 16 | Effective Date: | 2020 09 16 | Review Date: | 2020 09 16 |
| Responsible Portfolio/Unit/ Committee: | Undergraduate Medical Education (UME) |
| Responsible Officer(s): | Associate Dean, UME |

1. Purpose

This policy describes the process and expectations for monitoring, tracking, and reporting potential cases of COVID-19 within the UME student body at the Northern Ontario School of Medicine (NOSM).

1. Scope

This policy applies to active and registered students in the NOSM UME Program.

1. Definitions

Symptomatic – experiencing or displaying health signs of COVID-19

Exposure – experienced contact or close proximity (less than 2 meters) to a person/patient with confirmed COVID-19

1. Procedures
	1. If a student experiences one of the symptoms associated with COVID-19 OR has been exposed to COVID-19 in their clinical site or elsewhere, the student must report the symptoms or the exposure to the confidential email account, covidtracking@nosm.ca and their Phase Director or Assistant Dean, Phase 1.
	2. If the student experiencing symptom(s) or exposure is in Phase 1, the student must not attend in-person academic events and must isolate themselves until their symptoms are gone or they have a negative result from a COVID-19 test.
	3. If the student experiencing symptom(s) or exposure is in Phase 2 or Phase 3, they must follow the policies and procedures of their learning site for quarantine and testing protocols.
	4. Student will receive a response from their initial email to covidtracking@nosm.ca (monitored by a UME Administrative team member) asking the student detailed questions concerning the symptoms or exposure.
	5. The UME Administrative team member will complete the COVID-19 Tracking document to record the information concerning the student and the symptoms or exposure.
	6. The UME Administrative team member will inform the Associate Dean, UME; the Vice-Dean Academic; and the Dean of any students with symptoms or exposure.
	7. The UME Administrative team member will complete the COVID-19 Tracking document with the information supplied by the student and send this document to the Student Records and Electives Officer to be placed in the student’s electronic file.
	8. The UME Administrative team member will follow-up via email with the student to monitor the student’s situation and ensure the student is able to continue with the UME program as much as possible.
2. Roles and Responsibilities

UME Student – described in Section 4

The UME Administrative team member – described in Section 4

Phase Director or Assistant Dean, Phase 1 – inform appropriate faculty, on a need-to-know basis, if a student in their Phase tests positive for COVID-19

Associate Dean, UME – decide if a learning site must suspend all in-person sessions if the situation is warranted.

1. Related Documents

In support of this policy, the following [related policies/documents/companion/forms] are included:

* COVID-19 self-assessment
* COVID-19 Tracking document
* COVID-19 UME Student Reporting Flow Chart
1. Getting Help

Queries regarding interpretations of this document should be directed to: Senior Director, UME Administration or Associate Dean, UME

| Version | Date | Authors/Comments |
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| 1.0 | 2020 09 16 | Created by John Friesen |