


Name of Policy: Area Health Education Center (AHEC) Program Policy Number: 3364-81-04-012-08 Approving Officer: Dean, College of Medicine Responsible Agent: Office of AHEC Scope: All University of Toledo Campuses	 Effective date: 01/01/09
<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy

- (A) Policy statement
- (B) Purpose of policy
- (C) Procedure

The UT-COM AHEC program was established to provide community-based, one-on-one clerkships with practicing physicians in rural and/or underserved settings. The AHEC mission includes emphasis on educational experiences with underserved or underrepresented populations and in medically underserved areas. Eight weeks of AHEC education are required for graduation. Students may complete this requirement by taking two or more AHEC's in the third year, in addition to any of several elective AHEC's in the fourth year.

Students are given an opportunity to submit preferences for the clerkship and geographic region for the AHEC requirement at the time of third year scheduling. Student preferences are for the consideration of the Registrar and Clerkship Directors and are not to be considered binding. Every effort is made to make assignments based on preferences however there are numerous variables including number of students per block, availability of preceptors, clinical sites, and housing. In order to give every student appropriate educational experiences, students may be assigned to AHEC rotations outside of their submitted preferences.

Generally, the AHEC centers will mail information regarding the clerkship assignment and housing to students at least five weeks prior to the start of the clerkship. Every effort will be made to meet that notification timeline. Students may not cancel (elect not to participate) an AHEC clerkship less than 30 days prior to the start of the clerkship.

The UT-COM AHEC program is organized through three regional centers, staffed with local health and educational professionals who recruit preceptors, place students, and manage the arrangements of the clerkship, to include housing and orientation to the community and the clerkship site. The regional centers each cover a designated geographic area maintaining relationships within the community of physicians and hospitals in order that clerkships include a positive atmosphere for students. Each center maintains computer links (located in certain hospital libraries and several student housing sites) to the Mulford Library to enable convenient access to learning resources and email access during their AHEC clerkship.

AHEC preceptors hold volunteer faculty appointments in the respective UT-COM clinical departments. AHEC preceptors have a demonstrated commitment to teaching, providing the student with an enriching educational experience, and sharing the satisfaction of professional practice in smaller communities and / or caring for underserved populations.

Contact the UT-COM AHEC Office at (419) 383-4272 for additional information.

AHEC housing arrangements: Living accommodations are provided as a convenience and a courtesy for students participating in AHEC clinical clerkships. It is assumed that students taking advantage of housing services will be both good guests and outstanding representatives of UT-COM while visiting the respective communities. Student housing at AHEC sites is not owned by UT-COM or its affiliated centers, i.e. BAHEC, LAHEC or SAHEC. Generally, with limited exceptions, housing is provided at sites that are more than a one-hour drive from UT-COM. However, UT-COM has established the following minimum standards to assure maintenance of a pleasant living environment for all students and to foster positive relationships with host sites:

1. No pets are allowed;
2. No smoking is permitted;
3. The facility must be kept clean and in good repair;
4. Keys must be returned;
5. UT-COM is not responsible for lost or stolen personal property.

The consequences of failure to comply with established rules include:

6. The AHEC center will establish a fee for the replacement of lost or non-returned keys;
7. Repair or replacement due to structural damages and/or damages to furnishings will be charged to the student;
8. Costs for cleaning services may be assessed to the student;
9. Established institutional policies will be followed for non-payment of assessed charges (student will not be approved for graduation; transcript information will be withheld).

In addition to the UT AHEC rules and policies for AHEC housing, other requirements, restrictions and rules may be applied by BAHEC, LAHEC or SAHEC and/or the property owner/lessor. These additional regulations will be endorsed and supported by UT-COM. All housing regulations will be re-communicated to students through the respective AHEC center.

<p>Approved by:</p> <p>Jeffrey Gold, M.D.</p> <hr/> <p>Name Dean, College of Medicine</p> <hr/> <p>Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: 09/17/04</p> <p>Review/Revision Date:</p> <ul style="list-style-type: none">• 08/25/86• 08/13/87• 08/22/89• 08/15/90• 11/19/91• 02/24/94• 07/01/95• 08/01/96• 08/17/00• 08/17/01• 07/16/03• 09/17/04• 01/01/09 <p>Next review date: 01/01/12 (three years from most recent revision/review date)</p>
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