


Name of Policy: <u>Area Health Education Center (AHEC) Program</u> Policy Number: 3364-81-04-012-08 Approving Officer: Dean, College of Medicine & Life Sciences Responsible Agent: Director of AHEC and Senior Associate Dean for Undergraduate Medical Education Scope: College of Medicine & Life Sciences M.D. Program	 Effective date: May 5, 2025 Original effective date: 09/17/04
<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

The AHEC program provides community based clinical education experiences as part of the medical school curriculum.

(B) Purpose of policy

The purpose of this policy is to define the AHEC curriculum requirement and explain the AHEC program.

(C)

This policy applies to medical students in the clinical portion of the MD program in the College of Medicine & Life Sciences

(D) Procedure

The University of Toledo College of Medicine and Life Sciences 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 AHEC rotations in third-year required clerkships and/or fourth-year electives.

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 Clerkship Directors and Coordinators 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, students' existing AHEC credit, 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 email information regarding the clerkship assignment and housing to students at least four weeks prior to the start of the clerkship. Every effort will be made to meet that notification timeline. Students cannot add or drop a clinical elective during the fourth year within 30 days of the start date for the rotation. Exceptions/extenuating

circumstances will be evaluated on the individual basis by the Associate Dean for Clinical Undergraduate Medical Education.

The University of Toledo College of Medicine and Life Sciences AHEC program is organized through the UToledo AHEC Program Office and three regional centers. The centers are staffed with local health and educational professionals who maintain affiliations with area hospitals, recruit and orient physician preceptors, and manage the arrangement of the rotation, housing, and orienting the student to the clinical site and community. The centers each cover a designated geographic area maintaining relationships within the community of physicians and hospitals to ensure a positive and professional learning environment for student rotations.

AHEC preceptors hold community-based faculty appointments in the respective University of Toledo College of Medicine and Life Sciences clinical departments. A community-based faculty appointment is defined in the University of Toledo Faculty Rules and Regulations. AHEC preceptors have a demonstrated commitment to teaching and providing the student with an enriching educational experience. They also share with the student the satisfaction of professional practice in smaller communities and caring for underserved and diverse populations.

Contact the University of Toledo College of Medicine and Life Sciences AHEC Program 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 University of Toledo College of Medicine and Life Sciences while visiting the respective communities. Student housing at AHEC sites is not owned by University of Toledo College of Medicine and Life Sciences, AHEC Program Office or its affiliated centers, i.e. BAHEC, LAHEC or SAHEC. Generally, with limited exceptions, housing is provided at sites that are more than sixty (60) miles from the Health Science Campus, ~~a one hour drive from Toledo, Ohio.~~ However, The University of Toledo College of Medicine and Life Sciences 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. University of Toledo College of Medicine and Life Sciences 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 AHEC Program Office rules and policies for AHEC housing, other requirements, restrictions and rules may be applied by the regional centers, BAHEC, LAHEC or SAHEC, and/or the property owner/lessor. These additional regulations will be endorsed and supported by University of Toledo College of Medicine and Life Sciences. All housing regulations will be re-communicated to students through the respective AHEC center.

<p>Approved by:</p> <p>_____ Imran Ali,, M.D. Dean, College of Medicine & Life Sciences Vice Provost for Health Education</p> <p>Date: May 5, 2025</p> <p><i>Review/Revision Completed by:</i> Director, Ohio Statewide AHEC Director, UT AHEC, Vice Dean for Undergraduate Medical Education</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • None <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 • 04/01/11 • 01/01/14 • 12/29/16 • 01/21/2020 • 05/05/2025 <p>Next review date: 05/05/2025 (three years from most recent revision/review date)</p>
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