

University of Colorado School of Medicine

Policy Title	Guidelines for Non-Student Visitors in the Learning Setting
Primary Manager for this Policy	Office of Student Life
CUSOM Website Location	http://www.ucdenver.edu/academics/colleges/medicalschoo/education/degree_programs/MDProgram/administration/policy/Documents/GuidelinesforNonstudentVisitorsinLearningSettings.pdf
Policy Scope	Students enrolled in the Medical Degree Program, at the University of Colorado School of Medicine.
Policy Summary	The Guidelines for Non-Student Visitors in the Learning Setting addresses and outlines the circumstances under which it is appropriate to bring non-student visitors into learning settings, such as classrooms, labs, or clinical exam rooms.

Authorization/Change History of Policy	
July 17, 2015	Drafted by Andy Bradford, Assistant Dean of the Essential Core.
July 28, 2015	Presented to Student Life Steering Committee for approval. Sent back for revisions.
August 3, 2015	Revised policy sent to Student Life Steering Committee for online, email approval.
August 8, 2015	Guidelines for Non-Student Visitors in the Learning Setting approved. Email vote was: 7 Yea/0 Nay (out of 12 possible votes)

Policy Title	Guidelines for Non-Student Visitors in the Learning Setting
Policy Intent	
<p>The University of Colorado School of Medicine (CUSOM) values its students and recognizes the importance that families and friends fulfill in the lives of students. The Guidelines for Non-Student Visitors in the Learning Setting addresses and outlines the circumstances under which it is appropriate to bring non-student visitors into learning settings, such as classrooms, labs, or clinical exam rooms. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of non-student visitors.</p>	
Policy Definitions	
<ul style="list-style-type: none"> • “Non-Student Visitor” means a minor child or adult dependent, parent, sibling or other relative, friend or other person who is <u>not</u> enrolled as a student in the CUSOM, Medical Degree Program. • “Learning Setting” means a physical space in which learning occurs as part of the CUSOM Medical Degree Program, such as a classroom, lab, study room, clinical exam room, or other learning setting. • “Instructor” means the Course Director, and in exceptional situations, the instructor in the immediate learning setting. 	
Guidelines	
<ol style="list-style-type: none"> 1. In general, learning settings, such as classrooms, labs, clinical exam rooms, study rooms, and the like, are typically <u>not</u> appropriate places for a non-student visitor to be present on a frequent or continuing basis. 2. Exceptions to this general rule include: <ol style="list-style-type: none"> 2.1. Officially sponsored institutional programmatic activities for non-student visitors with appropriate supervision from the student. 2.2. Brief visits with appropriate supervision from the student, e.g., a parent student brings in his/her child or other minor relative to introduce to fellow students, provided the parent student supervises the child at all times during the visit. 2.3. Special occasions that are University-sanctioned and at which attendance by non-student visitors is encouraged. Special occasions should be coordinated with and approved by the supervising faculty member or CUSOM staff after considering and satisfactorily addressing the factors set forth in Section 3 below. The student’s schedule for the special occasion should take the non-student visitor’s presence into consideration. 2.4. Visits coordinated with and approved by the student’s instructor after considering and satisfactorily addressing the factors set forth in Section 3 below. Non-student visitors may be brought into a classroom by a student for brief visits or other <u>exceptional</u> times when common sense would dictate that it is more efficient (e.g., following or before a physician’s appointment). The student must supervise the non-student visitor and must ensure that the presence of the nonstudent visitor is not disruptive to the student, the instructor, or to other students in the class. It is <u>not</u> appropriate for non-student visitors, of any age, to be in the learning setting on a regular basis, including after school each school day or on regularly scheduled school holidays. 2.5. In the event of an emergency, and if there are no other alternatives, students may have non-student minor children or adult dependents present in the classroom for brief periods of time provided the student obtains the instructor’s <u>prior</u> approval. Such 	

arrangements are only to be temporary in nature and may be granted only in circumstances where the student and instructor have considered and satisfactorily addressed the factors set forth in Section 3 below. When authorized, the student must supervise the non-student visitor at all times and should not leave such persons in the custody of another University employee or student, even for brief periods of time.

3. The exceptional circumstances under which nonstudent visitors may be brought into a particular learning setting should be established in a discussion between the student and instructor, respectively, taking into account the following factors:
 - 3.1. Whether the student is willing to accept full responsibility for non-student visitor's safety and for any damage to property or injury to persons that is caused by the non-student visitor's presence.
 - 3.2. The extent to which the non-student visitor's presence in a learning setting creates a potential danger to the visitor or exposes the department and the University to liability must be considered. Safety is a primary concern for the non-student visitor, supervisors and the University.
 - 3.3. The extent to which the non-student visitor's presence in a learning setting poses a risk of breach of confidentiality with respect to information or patient privacy.
 - 3.4. The extent to which the non-student visitor's presence in a learning setting disrupts or has the potential to disrupt the learning setting and/or create an atmosphere that is not conducive to achievement of the specific goals and objectives of the learning setting.
 - 3.5. Whether the student agrees to assume responsibility for non-student visitor at all times and to ensure that this person's presence does not disrupt the learning of the student, other students, or interfere with activities in the learning setting.
 - 3.6. Whether the student agrees to supervise the non-student visitors at all times and in the case of a minor child or adult dependent, agrees that he or she will not leave such a person in the supervision of another student or CUSOM employee.
 - 3.7. Such other factors as the instructor deems appropriate.
4. The above-exceptions are not applicable where safety and/or confidentiality factors exist in the learning setting. Examples of such high-risk safety/confidentiality areas include, but are not limited to:
 - 4.1. Laboratories or specialized work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, research animals, hazardous wastes or other environmental hazards.
 - 4.2. Interactions with patients or involving HIPAA protected information
 - 4.3. Power plants, shops, mechanical rooms, confined spaces, food preparation areas
 - 4.4. Any areas, indoors or out, containing power tools or machinery with exposed moving parts or rotating equipment
 - 4.5. Areas with excessive noise, temperatures, inadequate ventilation or pollutants
 - 4.6. University vehicles, heavy duty or other motorized equipment
 - 4.7. Any other high-risk areas (rooftops, construction zones, etc.)

