

Wright State University Boonshoft School of Medicine

Physician Leadership Development Program (PLDP)

Policies and Procedures

Effective January 1, 2022

1.0 Brief description of program

- 1.1 The Physician Leadership Development Program provides students, interested in becoming health care leaders, the opportunity to pursue a master's degree and to be actively involved in leadership activities while in medical school.
- 1.2 PLDP students take an additional (graduate) year to satisfy the degree requirements for either the Master of Public Health (MPH) or the Master of Business Administration (MBA) program at WSU.
- 1.3 During this graduate year, students are able to enhance their clinical skills by taking a longitudinal clinical experience.
- 1.4 While in the PLDP, students participate in the Physician Leadership Pathway (PLP), a leadership curriculum.
- 1.5 PLDP administration works with the BSOM, MPH, MBA and Physician Leadership Pathway (PLP) programs to coordinate the programs of study so that students can complete their dual degree and pathway in a total of five years.
- 1.6 The program prefers to admit cohorts of PLDP students who will matriculate together. The program believes this fosters collegiality among the students.

This practice is also meant to support the design and organization of leadership activities by the PLDP students for their benefit and the benefit of all BSOM students.

2.0 Eligibility and Application to the PLDP

2.1 Candidates must meet all admission and application requirements of the Boonshoft School of Medicine (BSOM) and the Wright State University Graduate School to be eligible for the PLDP.

2.1.1. Applicants for the MD/MBA dual-degree program must meet admission and application requirements of the Raj Soin College of Business (RSCOB) MBA degree program.

2.1.2. Applicants for the MD/MPH dual-degree program must meet admission and application requirements of the MPH program.

2.1.3. Applicants must be in good academic standing and have a BSOM class rank above the bottom quartile as determined by the Department of Medical Education.

2.1.4. Applicants must not have any ethical, professionalism, or student conduct issues of concern noted by the BSOM Office of Student Affairs & Admissions.

2.2. Any candidate considered for admission into the PLDP must be interviewed by the PLDP admissions committee.

2.2.1. Exceptions to this procedure can be made only at the discretion of the PLDP Program Director with the concurrence of the PLDP admissions committee.

- 2.3. Complete and current application requirements for the PLDP will be posted on the PLDP web site, announced on BSOM class listservs and provided to prospective applicants upon request.
 - 2.3.1. The PLDP director will determine the application timeline and the required application materials.
- 2.4. To build a strong cohort, the program prefers that candidates apply to the PLDP during their first year of medical school.
- 2.5. Students applying to the PLDP during their second year of medical school will be considered for acceptance. If accepted, the applicants would join the PLDP cohort currently in their second year of medical school.
- 2.6. Transfer or acceptance into the PLDP after the second year of medical school contravenes the cohort design of the program. However, on a case-by-case basis, these students may be considered.
 - 2.6.1. Students applying to the program after their second year of medical school may be offered provisional acceptance in the PLDP if it is determined: 1) that there is adequate time to apply to the intended master's program, 2) that the master's degree program can be completed in the graduate year and 3) participation in the PLDP will not contravene successful completion of medical school.
 - 2.6.2. Students transferring from other medical schools would be considered for application to the PLDP after formal acceptance by WSU BSOM.

- 2.6.3. Regardless of application timing, all application requirements as described within 2.1 must be met.
- 2.7. All approved candidates will receive a letter of acceptance into the program and be considered a member of the PLDP class cohort upon submission of their signed acceptance letter.
- 2.8. Enrollment in the PLDP program automatically admits the student into the PLP.
- 2.9. By enrolling in the PLDP program, students agree to abide by the PLDP Policies and Procedures.

3.0 Student Participation Expectations

3.1 Council Participation

- 3.1.1 PLDP students are expected to attend all PLDP Council meetings and participate in the decision-making process for the Council and program.
- 3.1.2 See the PLDP Council Constitution for additional expectations of student participation in the Council.

3.2 PLP Completion

- 3.2.1 PLDP students are expected to be active members of the PLP and to complete all requirements of the PLP.

3.3 PLDP Projects and Activities

- 3.3.1 PLDP students are expected to design, organize, attend and actively participate in program-sponsored activities.

4.0 Academic Expectations

- 4.1 PLDP students are subject to the rules, regulations, and standards of the BSOM at all times.
- 4.2 PLDP students are subject to the rules, regulations, and standards of the WSU Graduate School, the RSCOB, and any other colleges and schools of WSU when taking courses in those colleges and schools.
- 4.3 In the event of any discrepancy in rules and/or regulations between departments, schools, colleges, or any other agencies of Wright State University, the more stringent rule will apply to students in the PLDP.
- 4.4 PLDP students must remain continuously in good standing in the BSOM, the Graduate School, and either the MBA program or the MPH program as applicable.
 - 4.4.1 If a PLDP student is not in good academic standing in any program, there will be a meeting between the student and the PLDP Director.
- 4.5 PLDP students must maintain a BSOM class rank above the bottom quartile as determined by the Department of Medical Education.
 - 4.5.1 If a student's ranking falls below this threshold, the student will be dismissed from the PLDP.
- 4.6 PLDP students' progress and academic status within the medical school and graduate program will be reviewed on an ongoing basis by the Department of Medical Education and the PLDP administration.
 - 4.6.1 The Department of Medical Education and the PLDP administration will review students' academic progress in both the BSOM and the

MPH or MBA programs and may make recommendations on an individual's continuation in the PLDP.

4.6.2 The PLDP administration may consult, when appropriate, with graduate program academic advisors and/or directors.

4.6.3 A PLDP student's need to go off-cycle is a programmatic concern. Specifically, a PLDP student's delay or failure of the USMLE Step 1 board exam can make it extremely difficult or impossible for them to complete the MBA or MPH degree during the scheduled graduate year.

4.6.3.1 If recommended by the Department of Medical Education and the PLDP Director, a PLDP student who delays the USMLE Step 1 board exam beyond the first block of their third year may be dismissed from the program.

4.6.3.2 If recommended by the Department of Medical Education and the PLDP Director, a PLDP student who fails the USMLE Step 1 board exam will be dismissed from the program.

4.7 PLDP students are expected to take the USMLE Step 2 CK exam before the start of their graduate year.

4.7.1 Students will be enrolled in a dedicated study Step 2 CK course after their last clerkship.

- 4.7.2 Based on the testing experience of past cohorts and as the exam includes clinical questions, students should take the USMLE Step 2 CK board exam in May before the first day of the graduate year term.
- 4.7.3 Students who have academic concerns about this timeline must meet with the Student Career Advising Program Manager, Office of Student Affairs and Admissions, by the clerkship winter break for advising.
- 4.8 PLDP students are expected to complete their (MPH or MBA) degree program by the end of the designated graduate program year.
 - 4.8.1 During their graduate year students must meet all academic requirements of the BSOM, their chosen graduate master's program, and be an active participant in the PLP and all program-sponsored activities.
 - 4.8.1.1 PLDP students are expected to give priority to their degree program during the graduate year. However, to the extent that it does not jeopardize program completion, students are encouraged to seek extracurricular leadership and professional development opportunities.
 - 4.8.2 For the graduate program, each student will develop a Program of Study under the supervision of the academic advisor for their graduate program and the PLDP administration.
 - 4.8.2.1 To ensure program requirements are met within the graduate year, it is strongly advised that PLDP students meet with the academic advisor before the date that

registration opens each term as some required courses can fill quickly.

4.8.2.2 Students are ultimately responsible for completing course scheduling and registration according to the Program of Study.

4.8.3 PLDP students failing to successfully complete MPH or MBA degree courses according to the approved Program of Study are subject to the policies and procedures of their academic program and may be subject to dismissal from the PLDP.

5.0 Professionalism Expectations

- 5.1 PLDP students will always act in a manner that is in accordance with all BSOM Professionalism Policies including the BSOM Medical Student Honor Code.
- 5.2 If a PLDP student is found noncompliant with any Professionalism Policy, a meeting will be held to determine the student's status in the PLDP program. The meeting will include the PLDP student, the PLDP Director, and either one or both of the following: BSOM Associate Dean for Medical Education and Associate Dean for Student Affairs & Admissions.
- 5.3 Any adverse academic or professional action taken against the student by the WSU Graduate School, the MPH program, or the MBA program is sufficient cause to consider separation of that student from the PLDP and terminate any scholarship support under the PLDP.

5.4 The PLDP administration will also consider any student conduct, ethical, or professionalism concerns that have been raised by faculty, staff, or other students in consideration of the above policies and procedures.

6.0 Dismissal from the PLDP

6.1 A PLDP student may be separated from further participation in the PLDP at any time for any cause.

6.1.1 Such causes include, but are not limited to:

6.1.1.1 Recommendation of the PLDP Director

6.1.1.2 Not being in good academic standing in the BSOM or their chosen master's degree program

6.1.1.3 A medical school class ranking below the bottom quartile as determined by the Department of Medical Education

6.1.1.4 The delay or failure of a board exam

6.1.1.5 Failed courses, lack of progress towards their chosen master's degree or overall failure to meet the academic or professional standards of the Graduate School, the MBA program, or the MPH program

6.1.1.6 Failure to maintain professional and/or ethical behavioral standards

6.1.1.7 Disciplinary action from any official authority

6.2 If warranted, the PLDP Director may recommend to the Associate Dean for Medical Education and the Associate Dean, Student Affairs & Admissions,

BSOM, that a student be dismissed from the program, due to academic or professionalism concerns.

6.2.1 A recommendation for dismissal will warrant a meeting between the student, the PLDP Director, and either one or both of the following: the Associate Dean for Medical Education and the Associate Dean, Student Affairs & Admissions, BSOM.

6.3 The PLDP Director or her/his designee will notify the program director of the MBA program or the MPH program of any student who is separated from the PLDP.

6.4 Students separated from the PLDP are personally responsible for reaching administrative closure with the WSU Graduate School, the MBA program, and the MPH program as appropriate.

6.4.1 Administrative closure includes, but is not limited to:

6.4.1.1 Successful completion of, or withdrawal from, any MPH or MBA courses in which the student is currently enrolled

6.4.1.2 Full withdrawal from the MBA or MPH program or a negotiated plan for deferred continuation/completion.

6.4.2 Administrative closure for purposes of the PLDP does not include academic disposition by the BSOM.

6.5 Continuation or non-continuation in the BSOM will be determined by BSOM policy as a separate issue from PLDP disposition.

6.6 Upon dismissal or resignation from the BSOM, MPH, or MBA programs, all entitlements under the PLDP cease immediately.

7.0 Leave of Absence

- 7.1 Students who are granted leave of absence from the BSOM will be considered to be on leave of absence from the PLDP.
- 7.2 All financial entitlements under the PLDP are suspended until the student returns from the leave of absence.
- 7.3 Upon the student's return from the leave of absence, the PLDP Director, or her/his designee will conduct a formal review to determine if it is still possible for the student to complete the degree requirements for the MBA or MPH prior to graduation from the BSOM.
 - 7.3.1 This review will be completed as soon as possible, and within 20 working days of a student's return from leave of absence.
 - 7.3.2 If completion of course requirements for the MBA or MPH degree cannot be accomplished in the time remaining before the scheduled BSOM graduation, the PLDP Director may recommend to the Associate Dean, Student Affairs & Admissions that the student be formally separated from the PLDP without prejudice.

8.0 Resignation from the PLDP

- 8.1 Students resigning from the PLDP must submit a resignation letter to the PLDP Director with a copy to the Associate Dean, Student Affairs & Admissions, BSOM.
- 8.2 Students resigning from the PLDP remain completely responsible for any Graduate School coursework then in progress.

- 8.3 Students who resign from the BSOM in good standing may be allowed to continue the MBA or MPH degree program already underway, subject to review and approval of the program, but will not continue in the PLDP.
- 8.4 Students resigning from the PLDP are responsible for reaching administrative closure with the Graduate School, and the MBA program or MPH program as applicable.
- 8.4.1 See 6.4.1 for details regarding administrative closure.
- 8.5 Any financial support provided through the PLDP will be terminated immediately upon the acceptance of the letter of resignation.

9.0 Transfer to another medical school

- 9.1 If a student initiates a transfer to another medical school, any and all scholarship or other financial disbursements under the PLDP will immediately be held in abeyance until the transfer is final or the student cancels the transfer request.
- 9.2 Upon transfer to another medical school, all further entitlements under the PLDP cease.

10.0 Financial Aid

- 10.1 During medical school years, PLDP students are provided with the BSOM medical student financial aid package.
- 10.2 During the graduate year, PLDP students are provided with the graduate student financial aid package.
- 10.2.1 PLDP students are responsible for the graduate school tuition during their graduate year.

10.2.2 PLDP students receive a graduate student budget for living expenses that is lower than the medical school budget.

10.3 PLDP students are encouraged to meet with Michelle Feichtner (michelle.feichtner@wright.edu) after acceptance into the PLDP to develop an individualized financial aid plan.

11.0 Medical School and Graduate Year Scheduling

11.1 PLDP students follow the same medical school schedule, including participation in Scholarship in Medicine, boot camps and USMLE exams, as non-PLDP students.

11.2 PLDP students will schedule their graduate year between Doctoring and Advanced Doctoring phases of the medical school curriculum.

11.2.1 PLDP students schedule their graduate year and an approved Advanced Doctoring clinical elective to be completed during the graduate year with the Office of Student Affairs & Admissions.

11.2.2 At the end of the graduate year, PLDP students return to the Advanced Doctoring phase of medical school with the current Advanced Doctoring class.

12.0 Revision of PLDP Policies and Procedures

12.1 The PLDP Policies and Procedures will be revised from time to time to reflect the current program structure and requirements.

12.2 The PLDP Director will initiate any revision and review all drafts. The Director will approve the final version of the PLDP Policies and Procedures.

12.3 The updated Program Policies and Procedures will be maintained electronically and distributed to current PLDP students.