**Regional Site Student Representative Process**

At the start of every academic year during Simulation Month for third-year students and during Residency Development Month for fourth-year students, each Regional Site will have an election to vote for that academic year’s third-year and fourth-year student representative (one representative per class).

Nominations will be reviewed for eligibility and those eligible will be listed on the ballot. If nominations are not submitted by students, the Regional Dean in consultation with the Director of Student Medical Education and Regional Site Student Medical Education Coordinator will submit nominations on behalf of the Regional Site.

The student representatives from each site will be a standing reporting agenda item at the monthly Regional Dean’s meeting. The student representatives are expected to report on the current status of their respective Regional Site and any critical issues affecting other Regional Sites. The representatives will rotate monthly as listed below and must attend this meeting live or find an alternate to attend. In addition, they must provide a written transcript of their monthly report and a summary of the other Regional Sites’ reports to the Student Government Association.

*Eligibility requirements*

Regional Site representatives…

* Must be in good standing
* Have a minimum GPA of 3.0
* Have no prior history of course failures
* Have no prior history of COMLEX failures
* Have no prior history of academic or professional conduct or probation

A Regional Site representative may be removed from their position of leadership at any time due to violations of the aforementioned criteria.

*Regional Site Representative Duties*

Each Regional Site’s representatives’ responsibilities may include, but are not limited to

1. Utilize approved venues to communicate student concerns at their Regional Site to Clinical Affairs
2. Represent the Regional Site to the Office of Clinical Affairs for academic issues and concerns
3. Represent the Regional Site to the Office of Student Affairs for nonacademic issues and concerns
4. Communicate important messages from the Offices of Student Affairs and Clinical Affairs to students
5. Submit a monthly written report to that month’s Regional Site representatives who are attending the Regional Dean’s meeting about the current status of his/her respective Regional Site
6. Attend a monthly Regional Site Representative virtual meeting with the Office of Clinical Affairs to share issues and concerns from your region
7. Serve as a student representative during Regional Site visits by the Associate Dean for Clinical Affairs and/or Clinical Chairs
8. Act as contact for all social activities sponsored by the hospital or class
9. Participate in hospital days at CUSOM and be available to answer questions from second-year students during the Regional Site Assignment Process meetings
10. Serve as a resource for first- and second-year students who participate in early clinical experiences at the Regional Site
11. Represent CUSOM and the Regional Site in a positive and professional manner
12. Adhere to the CUSOM Honor Code of Conduct and AOA Code of Ethics as delineated in the Academic Bulletin

3rd Year Timeline 4th Year Timeline

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| --- | --- | --- | --- |
| Regional Site | Class of 2025 Representative | Class of 2026 Representative | Meeting Schedule |
| Lumberton |  |  | July 2024, June 2025 |
| Fayetteville |  |  | August 2024 |
| Raleigh |  |  | September 2024 |
| Harnett |  |  | October 2024 |
| Salisbury |  |  | November 2024 |
| Goldsboro |  |  | December 2024 |
| Morehead City |  |  | January 2025 |
| Smithfield |  |  | February 2025 |
| Conway |  |  | March 2025 |
| Sanford |  |  | April 2025 |
| Morganton |  |  | May 2025 |