CLERKSHIP ORIENTATION

Susan Enright DO, FACOI  Assistant Dean for Clerkship
Introductions
Goals

Participants will:

Know the curricular structure of clerkship
Know the didactic requirements of clerkship
Tips on how to be successful in clerkship (or is it ”how to keep yourself out of trouble in your clerkship”)

Lingo

- **R2** Required Rotations-these are the core rotations all students will do
- **Elective rotations**-choice rotations
- **C3** Core Clinical Concepts-this is the didactic/academic portion of year. This is a ‘course’ you will have to take and pass. Each base hospital meets one half day per week in year 3 to cover the objectives of C3. The content is located on D2l.
Graduation Requirements

Degree Requirements: To be considered for recommendation by the COSE, the candidate for the D.O. degree must:

i. Earn a passing grade in (or successfully remediate) each required course (or approved equivalent) in the D.O. program, and

ii. Achieve a passing score on the following National Board of Osteopathic Medical Examiners (NBOME) licensing examinations, within the allowable number of attempts: COMLEX-USA Level 1, COMLEX-USA Level 2 Cognitive Evaluation (CE), and COMLEX-USA Level 2 Performance Evaluation (PE) examinations; and

iii. Complete the required training in each year of the four-year curriculum for the Responsible Conduct of Research (RCR), as outlined by the “America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act”, approved by Congress, and required by the University; and

iv. Meet the academic requirements and professional conduct expectations of the D.O. program as outlined in this Policy, the College Student Handbook and the policies and procedures of Michigan State University.
Policy for Retention, Promotion, and Graduation

Where do I find the policy?

• All College Policies can be found on the MSUCOM Website: http://www.com.msu.edu/About/Accreditation/policies.htm

Why do I need to understand this policy? How does this apply to me in the Clerkship Program?

• The policy is important to know should you encounter;
  • Failed COMLEX examinations or courses/rotations
  • Leave of Absences
  • Academic Warnings/Probation/Suspension/Dismissal
  • Appeal process
Compliances

All students must be compliant at all times during the clerkship program. These compliances include:

• **Centers for Disease Control and Prevention recommendations for immunization of healthcare workers.**
• **Annual OSHA (Occupational Safety and Health Act) training in Universal Precautions.**
• **Annual HIPAA (Health Insurance Portability and Accountability Act) training.**
• **Fingerprinting and Criminal Background Check**
• **Responsible Conduct of Research training**
• **Urine Drug Screens**
• **Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS).**
Clerkship Requirements

• ROTATIONS
  • 48 weeks of R2’s ‘Required Rotations’
    • These are the core rotations MSUCOM that is consistent among each student
    • Most will been scheduled by your base hospital student coordinator
    • Most completed within 45 min of your base hospital
  
• 32 weeks Electives
  • These are your choice rotations you schedule (provided you meet the elective guidelines of the curriculum)
  • Requires an approved application, completed at least 30 days in advance of the start of the rotation
  • Scheduled during Out Time Weeks
  • We will be discussing these at length during our second Clerkship Regional Visit in Oct/Nov. Don’t worry about these now! Focus on your getting acclimated to clinical training!
Rotation Absolutes

• MSU must ‘approve’ all rotations
  • ‘approval’ means appropriate paperwork—without it, you don’t have malpractice insurance

• All rotations have a syllabus (cores/R2’s, electives). Read them!

• While we are incredibly fortunate to have a base hospital system, some rotations will require driving
Clerkship Schedules

Class Sample Schedule Layout →→→→→→→→→→→

Prescheduled for Students:
- 48 Weeks of CORE rotations - cannot be changed
- 7 Vacation Weeks – Those noted with asterisks can be used for selective or elective scheduling or remain as vacation time. Vacation weeks without an asterisk must be used for vacation as you may not schedule out time rotations until after the 7th month of clinical core rotations.

Students required to Schedule:
- 32 Weeks of Elective rotations required to be scheduled during Out Time
- *Vacation weeks denoted with asterisks can be used either for Vacation or Selective/Electives

Log in to your schedules:  http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html

<table>
<thead>
<tr>
<th>Class of 2021 Rotation Dates</th>
<th># of Weeks</th>
<th>CORE/C3/OUT TIME/Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/26/2019 - 9/22/2019</td>
<td>4</td>
<td>CORE/C3</td>
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<td>OUT TIME</td>
</tr>
<tr>
<td>12/14/2020 – 1/3/2021 3 Weeks</td>
<td>3</td>
<td>*Vacation Weeks (3)</td>
</tr>
<tr>
<td>1/4/2021 - 1/31/2021</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>2/1/2021 - 2/28/2021</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>3/1/2021 - 3/28/2021</td>
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<td>OUT TIME</td>
</tr>
<tr>
<td>4/26/2021 - 5/09/2021</td>
<td>2</td>
<td>OUT TIME (2 weeks)</td>
</tr>
</tbody>
</table>

Total # Weeks: 93
Clerkship Curricular Structure

- **Core Rotation Requirements**
  - Please verify to make sure each of these appears on your schedule!

<table>
<thead>
<tr>
<th>4 Week Blocks</th>
<th>2 Week Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>General Pediatrics</td>
</tr>
<tr>
<td>Advanced Family Medicine</td>
<td>General Surgery</td>
</tr>
<tr>
<td>In-patient Internal Medicine</td>
<td>Neurology</td>
</tr>
<tr>
<td>Ambulatory Internal Medicine</td>
<td>Obstetrics/Gynecology</td>
</tr>
<tr>
<td>Advanced In-Patient Internal Medicine</td>
<td>Psychiatry</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>Anesthesiology</td>
</tr>
</tbody>
</table>
Clerkship Curricular Structure

• 32 weeks Electives
  • Elective Requirements
    • 12 weeks must be completed within the Statewide Campus System affiliated hospital systems (Selective)
    • 20 weeks anywhere-SCS or non SCS (electives)
    • 12 weeks in the “medicine” category
    • 8 weeks in the “surgery” category
    • No more than 16 weeks in any one specialty
  • All must be MSUCOM approved
Clerkship Curricular Structure

• R2’s Required Rotations
  • SYLLABI!!
    • READ THEM! Preferably prior to start of rotation
    • D2I
    • Instructor of Record/Course Asst **resources
  • Gives a list of required activities (course requirements) for a passing grade in the course
    • Completion of evaluations of rotation
    • Weekly quizzes
    • Required readings/modules
    • Student experience logs
• How many weeks is your minimum for electives within the medicine category?

• How many electives need to be completed within the Statewide Campus System Hospitals?

• t/f if you are a general surgery want-to-be, you can do 16 weeks of general surgery, than all other electives within surgical subspecialties?
Student Experience Logs

- COCA
- Guide for Learning
- Does NOT substitute the syllabi
# Student Experience Log IM 650 Internal Medicine In-Patient

## Mid Rotation Evaluation

**Date of evaluation:**
- Attending Name: 
- Attending Printed Name: 
- Attending Signature: 

**Areas of Strengths:**

**Areas for Improvement:**

**Wellness:** An active process of becoming aware of and making choices toward a healthy and fulfilling life.

**Have you set personal wellness goals you would like to accomplish during this rotation?**
- [ ] Yes
- [ ] No

**Did you accomplish this goal by the end of the rotation?**
- [ ] Not at all
- [ ] Somewhat
- [ ] Completely accomplished goal or exceeded

---

### Skills/Procedures

<table>
<thead>
<tr>
<th>Date Complete</th>
<th>Required procedures to be performed by student</th>
<th>Rate</th>
<th>Supervisor Name</th>
<th>Supervisor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Experience via patient on rotation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experience gained via readings/ modules</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(per syllabus)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Clinical Presentation**

- Acute Coronary Syndrome
- Heart Failure
- Acute Kidney Injury
- Electrolyte abnormalities
- Meningitis
- UTI
- Pyelonephritis
- Tuberculosis
- Diabetic Ketoacidosis
- Pancreatitis
- IBD
- Liver Failure
- Acute asthma exacerbation
- Acute COPD exacerbation
- Thromboembolic DVT & DVT & PE
- Coagulation disorders

**OMM:** Briefly describe how you used OMM on one patient during this rotation:

---

I participated in interprofessional collaboration (collaboration on patient care with healthcare workers of different professional backgrounds) on this rotation:

- [ ] Yes
- [ ] No

Describe one encounter on this rotation when you collaborated on patient care with a healthcare worker of different professional background. Please identify the profession of the healthcare worker and how you perceived the experience (positive/neutral/negative).

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**Comments:**

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**Attending Signature:**

(Verifying content of logs)
Student Experience Log
FCM 620 Family Medicine

Mid Rotation Evaluation

Date of evaluation:

Areas of strength:

Areas for improvement:

Attending Signature/Printed Name:

Students are required to complete the student experience logs, and submit them via D2L dropbox by 11pm on the last day of the rotation.

On this rotation you are required to encounter the below clinical presentations. If your rotation should not permit the following, you are required to gain the knowledge via modules/reading per syllabus. Place a checkmark where appropriate.

Clinical Presentation | Experience via patient presentation | Experience gained via readings/notes
--- | --- | ---
Asthma |  |  
COPD |  |  
Hypertension |  |  
Dyslipidemia |  |  
Diabetes Mellitus |  |  

Wellness: An active process of becoming aware of and making choices toward a healthy and fulfilling life.

Have you set one personal wellness goal you would like to accomplish during this rotation? [ ] Yes [ ] No

Did you accomplish this goal by the end of the rotation? [ ] Not at all [ ] Somewhat [ ] Completely accomplished goal or exceeded

I participated in interprofessional collaboration (collaboration on patient care with healthcare workers of different professional backgrounds) on this rotation:

[ ] Yes [ ] No

OMW: briefly describe how you used OMM on one patient during this rotation:


Describe one encounter on this rotation when you collaborated on patient care with a healthcare worker of different professional background. Please identify the profession of the healthcare worker and how you perceived the experience (positive/neutral/negative):

Comments:
Student Experience Logs

• Mid rotation feedback
  • It is the student’s responsibility to initiate this with the attending physician
  • This is MID rotation, not at the end. The formal eval at the end is a written evaluation.
  • Write the date the mid rotation feedback occurred with the attending
  • You do not submit the student experience log after the mid rotation feedback. It gets submitted at the end of the rotation per the dates on the syllabus.

• The attending signs the form at the end of the rotation to verify the logs..must be signed at the end of the rotation or it will be returned to you for completion.

• Upload forms to d2l
Student Experience Logs

• Should the entire log be completed?

• If I am nearing the end of the rotation and have not been able to experience one of the listed skills, what do I do?
Evaluations

• **Attending evaluation of student**
  • Won’t get a final grade until complete
  • End of rotation evaluation..no exceptions
  • Group effort-student/base hospital student coordinator
  • **how to make sure you aren’t surprised by a poor evaluation---weekly feedback, mid-rotation attending evaluation**
  • Will be reviewed and returned to the facility (delaying final grade) if:
    • Turned in too early
    • Not signed or dated
    • Not fully complete

• You will start to see a lot of ET grades as a hold on your transcript until these get turned in (ET=extended time). The ET will change to a Pass/No pass once all requirements are complete
Evaluations

• **Student evaluation of rotation**
  - Won’t get a final grade until you complete this evaluation
  - A requirement of the course in many rotations...don’t get an N grade because you don’t turn things in!
  - Available for you to complete the 3rd week of your rotation

• **Concern notes** - on clerkship website and alongside rotation evaluations you will complete. Notes will come directly to me and reviewed quickly. A means to report concerns (professionalism, supervision, etc) to me so that I can investigate immediately. You are also welcome to email me directly!
COMAT EXAMS

• Comprehensive Osteopathic Medical Achievement Tests
• National standardized examination
• NBOME/NBME
• Designed to test the osteopathic med students core knowledge
• Subject/discipline specific
Clerkship Curricular Structure

- COMAT (Comprehensive Medical Achievement Test)

<table>
<thead>
<tr>
<th>Course</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>OB/Gyn</td>
<td>COMAT</td>
</tr>
<tr>
<td>General Surgery</td>
<td>COMAT</td>
</tr>
<tr>
<td>IM-after 2nd or 3rd IM</td>
<td>COMAT</td>
</tr>
<tr>
<td>FM-after 2nd FM</td>
<td>COMAT</td>
</tr>
<tr>
<td>Peds</td>
<td>COMAT</td>
</tr>
<tr>
<td>OPP</td>
<td>COMAT</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>NBME-’shelf exam’</td>
</tr>
<tr>
<td>Emergency Med**NEW</td>
<td>COMAT</td>
</tr>
</tbody>
</table>
Clerkship Curricular Structure

• COMAT (Comprehensive Medical Achievement Test)
  • Provides insight to strengths/weaknesses
  • When do I take the exam?
    • Offered only on the last Friday of the rotation
  • Registering for exam-you will be sent an email from the Registrar’s Office when allowed to sign up (usually within the first week of the rotation)
  • Where to take the exam? Exam is offered at MUC, EL and DMC campuses, plus some base hospital sites (Genesys, HF Macomb, Lakeland, McLaren Bay, Mercy, Metro, Munson)
• Prepping for exam
  • Syllabi
  • NBOME website
• Pass requirements/retake requirements-read your syllabus!
• One COMAT not tied to a course/rotation...OPP
  • Manage this scheduling well! This is due by the end of July as a requirement of OMM 602. No two COMATS can be taken on the same day.
• MSUCOM shares aggregate information with base sites-not individual scores
COMAT Testing

• COMAT tests on the last Friday of the rotation
  • Schedule your COMLEX exam accordingly
  • If emergencies arise on the day of the test...contact the IOR or your Course Asst listed on the syllabus!
  • Failure to show up for the COMAT is a zero score
  • No 2 COMATS on the same day

• IM
  • You schedule your IM COMAT on the last Friday of the 2\textsuperscript{nd} or 3\textsuperscript{rd} IM core rotation.
Clerkship Didactic Requirements

• C3 Core Clinical Concepts
  • Formal didactics synchronized across hospitals
  • Occurs in 4 hour blocks weekly August-April
    • Not always in order..depends on base site
  • Pre-study/preparation for didactic sessions in D2l
  • Periodic electronic testing on D2l with deadlines
    • Yes, students actually fail C3
  • C3 Directors often add to the MSUCOM curriculum-board study, sim lab, etc
Clerkship Didactic Requirements

• C3 Core Clinical Concepts
  • Symptom Centered

<table>
<thead>
<tr>
<th>Module</th>
<th>Rotation Block Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General Tasks &amp; Non-Specific Symptoms</td>
<td>August</td>
</tr>
<tr>
<td>B. Patient Safety</td>
<td>September</td>
</tr>
<tr>
<td>C. Dyspnea, Wheezing, Cough &amp; UR Symptoms</td>
<td>October</td>
</tr>
<tr>
<td>D. Joint Pain &amp; Injury including Back Pain</td>
<td>November</td>
</tr>
<tr>
<td>E. Genitourinary Issues</td>
<td>December</td>
</tr>
<tr>
<td>F. Chest Discomfort &amp; Syncope</td>
<td>January</td>
</tr>
<tr>
<td>G. Alterations in Behavior</td>
<td>February</td>
</tr>
<tr>
<td>H. Abdominal Pain</td>
<td>March</td>
</tr>
<tr>
<td>I. Health Maintenance &amp; Life-long Care</td>
<td>April</td>
</tr>
</tbody>
</table>
Clerkship Didactic Requirements

• C3 Core Clinical Concepts
  • Required attendance at all sessions****
  • Responsible for all curricular elements
Clerkship Didactic Requirements

- **MSUCOM Regional Visits**
  - MSUCOM right time information for you as you move through the clerkship
    - Topics vary depending on the time of the year
  - MSUCOM team travels to either your base hospital or one nearby to deliver this information
  - Required attendance
Clerkship Didactic Requirements

• **MSUCOM Regional Visits**
  • August/September
    • COMLEX PE preparation
  • October/November
    • Elective rotation planning
  • April/May
    • Residency applications
    • Interviewing tips
CLERKSHIP GRADING

• Final rotation grade is determined by the Instructor of Record for the rotation listed on the syllabus at MSUCOM. Grading requirements are listed on the course syllabus for each course.

• Honors, Pass, No Pass (N grade)
• ET (Extended Time): As grades are due 5 days after the end date of the rotation, you will be assigned an ET until all grading requirements (as listed within the syllabus) are completed.
CLERKSHIP HONORS DESIGNATION

A grade of honors will be designated to students demonstrating outstanding clinical, professional, and academic performance in certain core rotations. Criteria for achieving honors in a core rotation will be determined by the Instructor of Record and will be listed in the course syllabi. Students may achieve honors designation in the following core rotations:

- General Surgery
- Obstetrics/Gynecology
- Pediatrics
- Advanced Family Medicine
- Internal Medicine x 3
- Psychiatry
- Emergency Medicine
While Honors designation will be awarded to students meeting the criteria in the syllabi of the above courses, Honors is not an official MSU grade. The official MSUCOM transcript will reflect a grade as Pass with an additional notation that the student achieved Honors in the course. The students Medical Student Performance Evaluation will reflect each Honors grade.

**Honors cut scores may be adjusted downward as the year progresses**
<table>
<thead>
<tr>
<th>Requirement</th>
<th>Honors Designation</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Rotation Quiz</strong></td>
<td>* Meet all</td>
<td>* Meet all</td>
<td>Will by the conditional grade until all requirements of this rotation are met</td>
<td>Failure to meet the quiz and or the corrective action</td>
</tr>
<tr>
<td></td>
<td>Completed by 5 pm the first Sunday of the Rotation</td>
<td>Completed by 5 pm the last day (Sunday) of the Rotation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Post-Rotation Quiz</strong></td>
<td>Not mandatory for grade</td>
<td>Not mandatory for grade</td>
<td></td>
<td>Not mandatory for grade</td>
</tr>
<tr>
<td></td>
<td>Complete and uploaded by 5 pm the last Friday of the rotation</td>
<td>Complete and uploaded by 11 pm the last day (Sunday) of the rotation</td>
<td>Will by the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and upload within two weeks after the rotation ends</td>
</tr>
<tr>
<td><strong>Student Encounter Log</strong></td>
<td>Complete and uploaded by 5 pm the last Friday of the rotation</td>
<td>Complete and uploaded by 11 pm the last day (Sunday) of the rotation</td>
<td>Will by the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and upload within two weeks after the rotation ends</td>
</tr>
<tr>
<td></td>
<td>Score at or above 1.0 SD above the National Mean the day you take the exam</td>
<td>Score at or above 1.0 SD below the National Mean the day you take the exam in two attempts</td>
<td>Will by the conditional grade until all requirements of this rotation are met</td>
<td>Failure to pass the exam with two attempts</td>
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<tr>
<td></td>
<td><strong>see syllabus for scheduling details</strong></td>
<td><strong>see syllabus for scheduling details</strong></td>
<td></td>
<td>Failure to not take the retake in the time given</td>
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<tr>
<td><strong>COMAT Exam</strong></td>
<td></td>
<td></td>
<td></td>
<td>Failure to take the exam the first time offered and not pass the exam on your second (due to the first attempt being an zero attempt)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Receives two or more &quot;Below Expectations in any subsection on the evaluation</td>
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<td></td>
<td></td>
<td>Displays indicators of marginal performance on any clerkship rotation</td>
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<tr>
<td><strong>Clinical Clerkship Rotation Evaluation</strong></td>
<td>Students must receive all Meets Expectations or above in all subcategories and Meets or Exceeds Expectations in the overall category</td>
<td>May receive up to 1 Below Expectations in any subsection with an Meets or Exceeds Expectations in the overall sections</td>
<td>Will by the conditional grade until all requirements of this rotation are met</td>
<td>Receives two or more &quot;Below Expectations in any subsection on the evaluation</td>
</tr>
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<td>OUT TIME</td>
</tr>
<tr>
<td>9/21/2020 – 10/18/2020</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>10/19/2020 – 11/15/2020</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>11/16/2020 – 12/13/2020</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>12/14/2020 – 1/3/2021</td>
<td>3</td>
<td>*Vacation Weeks (3)</td>
</tr>
<tr>
<td>1/4/2021 - 1/31/2021</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>2/1/2021 - 2/28/2021</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>3/1/2021 - 3/28/2021</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>3/29/2021 - 4/25/2021</td>
<td>4</td>
<td>OUT TIME</td>
</tr>
<tr>
<td>4/26/2021 - 5/09/2021</td>
<td>2</td>
<td>OUT TIME (2 weeks)</td>
</tr>
<tr>
<td>Total # Weeks:</td>
<td>93</td>
<td></td>
</tr>
</tbody>
</table>
Rotation Schedules (general)

<table>
<thead>
<tr>
<th>Description</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # weeks from clerkship onset to meeting</td>
<td>93</td>
</tr>
<tr>
<td>requirements for May graduation</td>
<td></td>
</tr>
<tr>
<td># weeks required core rotations R2’s</td>
<td>48</td>
</tr>
<tr>
<td># weeks required elective rotations</td>
<td>32</td>
</tr>
<tr>
<td># weeks required vacation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>
Rotation Schedules (general)

• 11 weeks flexibility
  • How can you use these 11 weeks?
    • Students maximize time between end of medical school and beginning of residency (caution residency orientation)
    • Students utilize time for board study, schedule permitting
    • Students have gaps between elective rotations
    • Students required to repeat rotations (due to fail or N grade) will utilize these weeks for repeat rotations
  • VACATION
CLERKSHIP ATTENDANCE POLICY

Policy:
In order to gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.
CLERKSHIP ATTENDANCE POLICY

• In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.

• Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify rotation team and medical education of emergent/illness absences on day of absence.

• A student may not be absent more than 2 days on any one 4 week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).

• Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.
Absence due to interviews:

• For the purpose of interviewing only, a student may be absent 4 days on a 4 week rotation (2 days on a 2 week rotation) during the months of September to January in the OMS year 4. Interview invitations must accompany the Clerkship Program Excused Absence Request Form.
<table>
<thead>
<tr>
<th>Examination</th>
<th>Maximum Time Off (includes travel time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE</td>
<td>1 day</td>
</tr>
<tr>
<td>MSUCOM COMLEX PE Simulation at MSU</td>
<td>1 day for each scheduled simulation</td>
</tr>
<tr>
<td>COMLEX USA Level 2 PE/USMLE Step 2 CS(Canadian Students Only)</td>
<td>2 days</td>
</tr>
<tr>
<td>COMAT/SHELF examinations</td>
<td>Travel time and time for exam</td>
</tr>
</tbody>
</table>
CLERKSHIP ATTENDANCE POLICY

Personal Day Absence:

• Students are allowed 5 personal days per academic year in OMS 3 and OMS 4. These days are not carried over from third year to fourth year. These are to be used for illness, physician appointments, and special events (weddings, graduations, special anniversary events) and must not exceed 2 days on any 4 week rotation (#3 above). Prolonged illness and bereavement will be handled on a case by case basis between MSUCOM Assistant Dean for Clerkship and the base hospital/medical education department. Students must notify rotation team and medical education of emergent/illness absences on day of absence.
  • Hospital organized community events that might lead to periodic absence from rotations – student participation is encouraged and if base hospital approved, would be considered part of the rotation and not a personal day absence.
  • Jury duty – when obligated, student participation is not considered a personal day. Court excuses must accompany any absence. If absence is prolonged, this will be handled on a case-by-case basis between the base hospital/medical education and MSUCOM.
CLERKSHIP ATTENDANCE POLICY

Conference Absence:

• While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated.
  • Appropriate paperwork with proof of presentation and copy of conference agenda must accompany the form.
  • Time off in this situation will be for travel and presentation only.

• While on selective/elective rotations: A student may submit a request for an excused absence to attend one (1) professional meeting, time not to exceed 3 days off rotation. The meeting agenda must accompany the Clerkship Program Excused Absence Request Form.
CLERKSHIP ATTENDANCE POLICY

• Personal vacations/family reunions, etc are not part of this policy. Vacations can be scheduled periodically, provided all curriculum requirements will be met, with the assistance of your Student Support Advocate. Vacations will not be permitted on any core rotation or elective rotation.
CLERKSHIP ATTENDANCE POLICY

What is the maximum number of days off any one rotation?

When do you need to complete a Clerkship Program Excused Absence Request Form?
Attendance

• Snow days- there are no snow days in the clerkship
• Holidays- rotation dependent unless a scheduled vacation
• Clerkship/patient care will continue despite MSU closure

• Vacation time during clerkship
  • Must keep in mind all curricular elements must be met
  • Must keep in mind the specific date all curricular elements must be complete to graduate in May
  • Your SSA will be guiding you along the way
DUTY HOURS AND FATIGUE MITIGATIONS
POLICY

Education

a. MSUCOM students will receive mandatory education regarding the impact of sleep deprivation and fatigue, and strategies to better manage and mitigate these effects.

b. Information and resources will be made available on other mental health and well-being topics throughout the curriculum.

c. Prior to entering clerkship, MSUCOM students will receive information about duty hour restrictions that are associated with residency training programs and expectations for student work hours on clerkship rotations.
DUTY HOURS AND FATIGUE MITIGATIONS POLICY

During clerkship, a student’s work schedule will be dependent upon their rotation assignment. Students should seek clarification of their schedule as needed to ensure that they may optimize the clinical experience.

Students may be scheduled for night and/or weekend shifts based on the work flow of the assigned rotation. Such assignments should be balanced to promoted the student’s education over service.

While assigned clinical duties, rounds, and on-site educational programs are considered part of the student’s work hours, activities such as independent study, reading for assignments, and preparing for shelf examinations are not and should not be included in a tally of work hours.
DUTY HOURS AND FATIGUE MITIGATIONS POLICY

Students should be assigned to no more than 80 hours per week and should have at least one day off in every seven-day period or two consecutive days of in every fourteen-day period.

Students who are scheduled for in-house overnight call should be permitted to go home after eighteen to twenty-four hours, and should not be scheduled more frequently than every third night.

Students should have access to on-site call room facilities if scheduled for overnight call in a hospital setting.

Students will be expected to self-monitor their assigned hours. If a student believes that he or she is being asked to exceed these duty hours during any clerkship rotation, he/she must immediately consult the MSUCOM Assistant Dean for Clerkship.
DUTY HOURS AND FATIGUE MITIGATIONS POLICY

Role of College Curriculum Committee (CCC)

a. Any reports of excess duty hours made by a student to the MSUCOM Director of Clerkship will be investigated, with findings reported to the CCC.

b. The CCC will be mindful of student academic and clinical work load during each of the four years during the course review process and when considering changes to the curriculum.

c. The student representatives to the CCC may bring forward issues relative to work hours, fatigue, mental health issues, or COM services or resources
DUTY HOURS AND FATIGUE MITIGATIONS

POLICY

1. What is the max number of hours you can work in one week?

2. In regards to duty hours, how many days are work free in a 4 week rotation?

3. If you think you will violate duty hours...you should==
   a. Power thru and contact Enright after you’ve exceeded max hrs
   b. Ask for more hours
   c. Contact Enright prior to exceeding max hrs
Chaperone Policy

• **Purpose**
  • Michigan State University College of Osteopathic Medicine is committed to providing a safe, comfortable, and considerate environment for patients.

• **Policy**
  • In all clinical settings, an MSUCOM student may only perform a sensitive examination, treatment, or procedure if a chaperone is present.
Chaperone Policy

• Sensitive examinations of patients age 3 and below: the patient’s parent or caregiver may serve as chaperone for a sensitive examination performed by the student, such as examination of the perineum of an infant, as part of the physical examination. The student is expected to explain the reason for and steps of the examination to the parent or caregiver. Alternatively, a clinical staff member or supervising physician or their designee (e.g. nurse practitioner, physician assistant, resident physician) will be present.

• Sensitive examinations of patients age 4 and above: a clinical staff member or supervising physician or their designee (e.g. nurse practitioner, physician assistant, resident physician) will be present for a sensitive examination performed by the student.
Chaperone Policy

• Treatments or procedures involving sensitive areas: the supervising physician or their designee (e.g. nurse practitioner, physician assistant, resident physician) will be present for any treatment or procedure performed by the student per the MSUCOM Medical Student Supervision Policy, regardless of the age of the patient.

• Sensitive Examination, treatment, procedure – those that occur with the patient, whether disrobed, partially disrobed or in street clothing, involving the breasts, genitalia, or rectum. Examples include breast exams, procedures of the pelvic floor or urogenital diaphragm, vaginal or rectal exams.
Chaperone Policy

• Prior to performing any sensitive examination, treatment or procedure, the MSUCOM student must discuss the case with the attending physician (or supervisors designee-ex. NP, PA, Resident physician) and obtain appropriate consent.

• Discussions must include clinic/hospital policies governing chaperones and the MSUCOM Medical Student Clinical Chaperone Policy. The student must be in compliance with both the MSUCOM Chaperone Policy and the clinic/hospital policy where the rotation occurs.

• In the event the chaperone, for any reason, is not present for a student sensitive examination, treatment or procedure, the student will not be permitted to perform the exam, treatment or procedure.
Other Policies

All College Policies can be found on the MSUCOM Website: http://www.com.msu.edu/About/Accreditation/policies.htm
OMM year 3-OMM 602

• OMM Observation Forms (SOAP notes) on 2 supervised patient encounters

• OPP COMAT
  • Timing
MSUCOM Osteopathic Manipulative Medicine Observed Encounter Form

Student Name: ___________________________________________ Year: □ OMS 3 □ OMS 4
Date of Encounter: __________________________ Encounter Number: □ 1 □ 2 □ 3 □ 4
Indication for OMM: □ Osteopathic screening exam □ Patient complaint □ Other

PLEASE PRINT LEGIBLY. DO NOT INCLUDE PATIENT NAME OR MEDICAL RECORD NUMBER.

Subjective: document patient complaints and relevant history

Objective: Must include all appropriate systems relative to the chief complaint. Must include documentation of relative somatic dysfunction, within the musculoskeletal system and alongside the other musculoskeletal examination and findings. Somatic dysfunction must be appropriately/fully defined and consistent with the chief complaint. Use TART to document findings.

Assessment: Must include principle diagnoses, including pertinent somatic dysfunction.

Plan: Include the use of OMT (for the somatic dysfunctions documented in the assessment), regions treated, and techniques/modalities used.

Student Attestation: By signing below, I attest to the accuracy of this documentation.
Student Signature _________________________________________ Date _____________

Supervising Physician Attestation: I observed the student’s performance of OMM.
Supervising Physician Signature __________________________ Date _____________

MSUCOM OMM Faculty Attestation: I reviewed the student’s documentation of OMM.
OMM Faculty Signature __________________________________ Date _____________

☐ Satisfactory  ☐ Unsatisfactory due to ___________________________________________________________________
• How many omm observed encounters are needed in year 3?
OMM Year 4

• We will discuss in April/May Regional Visits
MSUCOM COMLEX PE SIMULATION

• Required—must take MSUCOM PE Sim prior to Comlex PE

  • Recent improvement cycle
    • Better preparation for the PE exam...and the simulation experience
    • OMM refresher as part of this sim day
Comlex Exams Timing

• NRMP Match
  • Match will occur in mid-March
  • ERAs applications will open to PD’s in mid Sept after your OMS 3 year
  • Highly recommended to have your exams completed by the time the ERAS apps open (Sept 15th)
    • Pay attention to the NBOME score release dates
    • Typically-
      • COMLEX 2 PE-take by end of July
      • COMLEX 2 CE-take by mid to end of August
Timing of Exams

Comlex PE

• Eligible to sign up for an exam date once you get a Pass score on Comlex Level 1
• Sign up for sim first...than exam
  • Most students take COMLEX PE March-July
  • You will get feedback on your performance in the simulation
    • In many instances this year...students need more work and prep after the sim..give yourself plenty of time to incorporate change
    • Give yourself 45 days after the sim to take the actual comlex PE
• Will be covering sim and Comlex PE in first Regional Visit
• What is required prior to taking your actual complex pe?
Resources

- MSUCOMCARETeam@hc.msu.edu
Resources

• Dr. Enright - enright4@msu.edu

• Clerkship Assistants
  • Mr. Eric Dunckel (Dunckel@msu.edu)
  • Ms. Shelly Hathaway (hathaw71@msu.edu)

• Registrars Services
  • Assistant Registrar
    • Ms. Doelling - Doelling@msu.edu
  • Student Support Advocates
    • A – L  Elaine Williams, elaine@msu.edu, 517-355-5192
    • M – Z  Erin Nicole Millikan, millika2@msu.edu, 517-355-5180

• Academic and Career Guidance
  • Com.acguidance@msu.edu

• Student Counseling and Health Promotion
  • Dr. John Taylor – Taylo520@msu.edu
Resources

• At your hospital site
  • Student coordinators
  • C3 directors
  • DME’s

• Base hospital liaison
Don’t violate HIPAA
Health Insurance Portability and Accountability Act

• United States legislation that provides data privacy and security provisions for safeguarding medical information
  • Caution
    • Written info....patient lists, notes
    • EMR access....you leave an electronic footprint
    • Social Media
    • Spoken info
      ELEVATORS
      CAFETERIA
Your cell phone is not your friend.
One of the most common bad comments on evaluations is that student wasn’t paying attention and was on cell phone.
Clinical Enrichment Forms ARE your friend!
Clinical Enrichment Forms

• Found on the clerkship website, student coordinators

• Allows you to have malpractice coverage outside of your scheduled rotation for approved experiences/rotations with the appropriate paperwork completed

• **you get an opportunity to experience and be seen!**
Get AT LEAST a mid cycle evaluation of yourself from your attending and residents. Preferably weekly

**now required**
If you are not organized with administrative tasks (reading emails, reading syllabus, getting stuff in on time, etc) figure it out quickly!
Your audition rotations start with your first rotation in July.
• Small community
• Should be eager on all rotations
  • ‘DISINTERESTED’
• Introduce yourself to the program directors
• Get letters of recommendations as rotations end
• Consider broadening your portfolio/application
  • Research opportunities
    • Base institution residents
Studying for your COMATS is studying for your COMLEX
Be professional...always
There is too much competition out there for anything else
• Show up early
• Participate! Rounds, didactics, read all assignments
• Know what is expected of you
• Get feedback
• Discussions at cafeteria tables
• Be professional in emails
• Give constructive feedback on your evaluations
  • If there is something I need to be aware of immediately—CONTACT ME!

• Introduce yourself to patients
• Wear your badge on the upper half of the body
• Make sure you are supervised in all you do
• Be a great member of the base hospital community

• N grades for unprofessional behavior on the rise
• You are moving from an education setting to a work setting
  • Accountability
    • Yourself, your work, your patients
  • Free from impairment
    • IMPORTANT FOR CLERKSHIP AND ENTRY INTO RESIDENCY
      • Random drug screening is a possibility for all
  • Mandatory means mandatory
  • Important to hospitals=patient satisfaction
    • Ex. 100 mil to the Beaumont system
    • Professional behavior – good communication, customer satisfaction attitude, no phones is important to the patient experience, hence these scores
BOARD EXAMS NEVER END
Yep...still more!

• Take care of yourself...get your teeth cleaned, go see your doctor. The hospital and your patients will survive without you there for these things.
  • Contact me with major life events

• Give constructive feedback on evaluations
Don’t let this become just a ‘job’
Worried how he will pay for this.
Thank You!

Susan.Enright@hc.msu.edu
• Online review
  • NBOME sit
  • Schedule review
  • COM website

• **great website for oral rounds presentation format-
  https://meded.ucsd.edu/clinicalmed/oral.htm

  Know the daily rounds and new patient presentations....
Cases
Case #1

• You are working with your family medicine attending physician in her clinic. You witness the patient, whom is receiving a prescription for a narcotic pain medication, give cash to the attending physician.
  • What are your thoughts?
  • What do you do?
Case #2

• You are on your psychiatry rotation in the outpatient clinic. Your attending typically arrives to clinic late due to hospital rounds. You are instructed to go see the patients in her absence. You see the first patient and, per attending request, call her to update her on the patient. You discuss a proper plan for the patient per your evaluation. The attending has you relay the plan to the patient and discharge the patient to home.
  • Thoughts? What do you do?
Case #3

• You just completed your surgery rotation where you were able to practice tying knots. You are now on your ER rotation and your attending physician wants you to sew up a patient with a laceration. You have never done this before on an actual patient.
  • Thoughts?
  • What do you do?
Case #4

• You are on your family medicine rotation and are evaluating a patient with abdominal pain. Your plan includes a rectal exam. You discuss the plan with your attending, who agrees. Your attending sends you into the patient room to do the rectal. You consider the MSUCOM Chaperone Policy, but the attending lets you know rectal exams are allowed to be completed in his clinic without chaperones.

• Thoughts?
• What do you do?
Case #5

You are on your inpt surgery rotation working with the smartest resident you have ever met. The resident is placing orders into the EMR and wrote an order for a medication that you are pretty sure the patient is allergic to...

- Thoughts?
- What do you do?

- ARCC
Case #6

You are working in your pediatricians office on your peds rotation. You are doing a wellness check on a 6 month old male. Your evaluation includes an examination to ensure the testes are descended. In the room is the mom and dad.

your thoughts?
what do you do?
Case #7

• You are on your core OB/Gyn rotation when you find out your friends are gathering for a long weekend (thurs, fri, sat sun). You would like to join them.
  • Your thoughts?
  • What do you do?
Great website!

Check this out for oral case presentations inpt!
https://meded.ucsd.edu/clinicalmed/oral.htm

Know the daily rounds and new pt presentations....