IM 661
Internal Medicine Specialty Clerkship
(For all Internal Medicine Rotations that do not have a separate syllabus)
Selective/Elective Clerkship Rotation Syllabus
Dermatology, Infectious Disease, Endocrinology, Rheumatology, Allergy and Immunology

Osteopathic Medical Specialties
Mary Hughes DO, Chairperson, Instructor of Record and Course Director
hughesm@msu.edu
Last Updated 02-09-17
For all questions regarding content or administrative aspects of this course, contact
Course Assistant
Stephen Stone
stonest@msu.edu

Course Assistant
Katie Gibson-Stofflet
katie.stofflet@hc.msu.edu

At MSUCOM, we are constantly working to improve our curriculum and to meet new AOA accreditation guidelines. While major changes will generally be instituted at the beginning of the school year, most minor changes may be implemented semester to semester.

Please be mindful of the need to read your syllabus BEFORE beginning your rotations.
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Pre-Approval and Pre-Requisites

- An application is required for every selective/elective rotation.
- 30-day advance application approval required (applies to a rotation add, change or cancellation)

**General Description**

Please Circle the rotation you are completing on the top of the Patient Types and Procedure Log

This course is designed to provide the student with an opportunity to actively engage in patient-based, learning experiences under the guidance of a faculty member (preceptor) in collaboration, as appropriate, with residents and/or fellows.

Rotations are typically two weeks, 3 credit hours or four weeks, 6 credit hours in duration. Timeframes for each rotation are decided at least 30 days prior to the beginning of the rotation.

Rotation schedules are **not** to be submitted until the last Friday-Sunday of the rotation. You must document your actual schedule worked. You are required to document any time off for illness, boards, etc. that caused a deviation from the schedule you were provided. *All rotation days must be accounted for.*

The overall performance of course participants will be evaluated through customary assessment instruments normally employed by the department for core rotations, at the discretion of the instructor of record.

**Educational / Instructional Goals & Objectives**

Course participants will:

A. develop an appreciation of the practice of medicine as related to the specialty of the preceptor.

B. assimilate what they learn and demonstrate their understanding of patient-care through ongoing interaction and dialogue with, as well as formative feedback from, the preceptor.

C. demonstrate an understanding of the (seven) osteopathic core competencies (as applicable).

**Educational Goals:**

The Internal Medicine Specialty Selective/Elective rotation is intended to provide the student with hands-on experience in the evaluation and treatment of various conditions related to any of the following internal medicine subspecialty topics (Dermatology, Infectious Disease, Endocrinology, Rheumatology, Allergy and Immunology):

- The clinical experience will emphasize the diagnosis and management of acute and chronic Dermatology, Infectious Disease, Endocrinology, Rheumatology, Allergy and Immunology diseases.
- The clinical experience will emphasize evaluation of risk factors, and management of risk factors to prevent disease advancement if possible.
- The clinical experience will include learning to perform a complete and accurate patient history and physical exam.
- The clinical experience will include identification and indications for appropriate diagnostic studies.
• The clinical experience will help the student identify the first line therapy for common Dermatology, Infectious Disease, Endocrinology, Rheumatology, Allergy and Immunology disorders.

**College Program Objectives**

In addition to the above course-specific goals and learning objectives, this clerkship rotation also facilitates student progress in attaining the College Program Objectives. Please refer to the complete list provided on the MSUCOM website.

**Reference Materials**

There is no assigned textbook. Reading assignments are under the purview of the preceptor and pertain to the specialty in which you are rotating.

**Student Responsibilities**

Course participants will meet the preceptor on the first day of the rotation at a predetermined location to be oriented to rotation hours, location(s), and expected duties and responsibilities while on-service.

• *The student will meet the following clinical responsibilities during this rotation:*
  
  o Students are expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

• *The student will meet the following academic responsibilities during this rotation:*
  
  o Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patients health problems.
  o Students are expected to: assess their personal learning needs specific to this clinical rotation, engage in deliberate, independent learning activities to address their gaps in knowledge, skills or attitudes; and solicit feedback and use it on a daily basis to continuously improve their clinical practice.
## Rotation Clinical Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Submission Method</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending Evaluation of Rotation&lt;br&gt;&quot;the determination of a satisfactory attending evaluation is governed by the College’s Policy for Retention, Promotion, and Graduation*&quot;</td>
<td>To be appropriately submitted per the instructions at the end of each evaluation form</td>
<td>Final Day of Rotation</td>
</tr>
<tr>
<td>Student Evaluation of Rotation</td>
<td>“Evaluate” Link in Kobiljakn Schedule&lt;br&gt;&lt;br&gt;&lt;a href=&quot;http://Kobiljak.msu.edu&quot;&gt;<a href="http://Kobiljak.msu.edu">http://Kobiljak.msu.edu</a>&lt;/a&gt;&lt;br&gt;&lt;br&gt;(this link will activate on the final Monday of the rotation)</td>
<td>11pm Last Sunday of Rotation</td>
</tr>
<tr>
<td>Patient Types and Procedure Log</td>
<td>See page 8 at end of syllabus and upload into D2L dropbox for the course</td>
<td>11pm Last Sunday of Rotation</td>
</tr>
<tr>
<td>Clinical Shift Schedule&lt;br&gt;(please see page 2 for details)</td>
<td>Online D2L Drop Box if you have access to a scanner&lt;br&gt;-or-&lt;br&gt;Mail to: MSUCOM, Dept of OMS&lt;br&gt;ATTN: Steve Stone&lt;br&gt;909 Fee Rd., B315A West Fee Hall&lt;br&gt;East Lansing, MI 48824</td>
<td>Not to be submitted until the last Friday-Sunday of the rotation</td>
</tr>
</tbody>
</table>

## IM 661 Internal Medicine Specialty Corrective Action Policy

There is no Corrective Active Policy or Plan as there are no graded components to the IM 661 rotation. All items with the exception of the attending evaluation are under the direct control of the student and there is no reason that they cannot be completed in a timely fashion. If the student has an extension in the rotation due to some verifiable reason, then they will receive this same extension for submitting the required end of rotation paperwork.
**Unsatisfactory Clinical Performance**

A student’s clinical performance will be assessed through the Attending Clinical Clerkship Rotation Evaluation. Unsatisfactory Attending Evaluations are governed by the Policy for Retention, Promotion and Graduation (4.e).

An overall “Below Expectations” rating on Section 1 of the Clinical Clerkship Rotation Evaluation will be referred to the Instructor of Record/Department Chairperson for review and grade determination. Students who receive two or more Clinical Clerkship Rotation Evaluations with an overall “Below Expectations” rating will be referred to the COSE Clerkship Performance Subcommittee for review.

An overall “Below Expectations” rating on Section 2 of the Clinical Clerkship Rotation Evaluation will be referred to the Associate Dean/Student Services. In consultation with the Instructor of Record/Department Chairperson a determination of action will be reached.

**IMPORTANT NOTE:** The student will maintain an “Extended” (ET) grade until they have successfully completed all academic and clinical requirements for the course.

**MSU College of Osteopathic Medicine Standard Policies**

The following are standard MSUCOM policies across all Clerkship rotations.

**Attendance Policy**

Clerkship activities are mandatory and timely attendance is expected at all educational events.

In the event a student must be absent from clerkship activities, he/she must, firstly, have prior approval from the Graduate Medical Education office (DME/DIO, Clerkship Director, and/or Student Clerkship Coordinator per the rotation sites process/policy). The clinical preceptor must also approve the absence, and determine an acceptable make-up plan which may include, but is not limited to: additional time on rotation, additional presentation(s), or written assignment(s). In the event of an emergency, the student must contact the Graduate Medical Education office and clinical preceptor as soon as the situation allows. Any exception to this attendance policy for any given rotation will be noted in the course syllabus.

Abuse of this policy, as determined by the GME office or a clinical preceptor, may be documented in a student evaluation(s) and/or reported to the Associate Dean of Student Services at MSUCOM via the Student Incident Report Form: [http://com.msu.edu/Students/Registrar/Policies.htm](http://com.msu.edu/Students/Registrar/Policies.htm) or via phone call to the Associate Dean of Student Services (517-353-8799).

**ROTATION SPECIFIC EXCEPTIONS TO THE ABOVE ATTENDANCE POLICY:** NONE
Policy for Medical Student Supervision

Supervisors of the Medical Students in the Clinical Setting

The MSUCOM curriculum includes required clinical experiences in a variety of clinical learning environments. The role of the student is to participate in patient care in ways that are appropriate for the student’s level of training and experience and to the clinical situation. The student’s clinical activities will be under the supervision of licensed physicians. This supervising physician may delegate the supervision of the medical student to a resident, fellow, or other qualified healthcare provider, however, the supervising physician retains full responsibility for the supervision of the medical students assigned to the clinical rotation and must ensure his/her designee(s) are prepared for their roles for supervision of medical students.

The physician supervisor and his/her designee(s) must be members in good standing in their facilities and must have a license appropriate to his/her specialty of practice and be supervising the medical student within that scope of practice as delineated by the credentialing body of the facility.

Level of Supervision/Responsibilities

Clinical supervision is designed to foster progressive responsibility as a student progresses through the curriculum, with the supervising physicians providing the medical student the opportunity to demonstrate progressive involvement in patient care. MSUCOM students will be expected to follow clinical policies of the facility regarding medical records and clinical care. Medical student participation in patient history/physical exam, critical data analysis, management, and procedures will include factors, but not limited to:

- The students demonstrated ability
- The students level of education and experience
- The learning objectives of the clinical experience

First and second year medical students will be directly supervised at all times (supervising physician or designee present or immediately available.

Third and fourth year medical students will be supervised at a level appropriate to the clinical situation and student’s level of experience. For some tasks, indirect supervision may be appropriate for some students. Direct supervision would be appropriate for advanced procedures.

Supervising physicians will provide medical students with timely and specific feedback on performance. The supervising physician will complete a mid-rotation evaluative discussion with the medical student. Supervising physicians will complete a summative evaluation and are encouraged to contact the course/clerkship director with any gaps in student performance.

Medical students with any concern regarding clinical, administrative, and educational or safety issues during his/her rotation will be encouraged to contact the supervising physician or clerkship/course director.
Statement of Professionalism

Principles of professionalism are not rules that specify behaviors, but guidelines that provide direction in identifying appropriate conduct. These principles include the safety and welfare of patients, competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and lifelong learning for maintenance of professional skills and judgments. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity and morals displayed by the student to faculty, peers, patients and colleagues in other health care professions. Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional student.

Students Rights and Responsibilities

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty. Students share the responsibility with faculty for creating an environment that supports academic honesty and principles of professionalism. Proper relationship between faculty and student are fundamental to the college's function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.

Faculty Responsibilities

It is the responsibility of the college faculty to specify the limits of authorized aid (including but not limited to exams, study aids, internet resources and materials from senior students) in their syllabi, and it is the responsibility of students to honor and adhere to those limits. Course instructors shall inform students at the beginning of the semester of any special criteria of academic honesty pertinent to the class or course.

It is the responsibility of the clinical faculty to provide students with ongoing feedback during rotation upon request. Clinical faculty are generally recommended (though not required) to limit student assigned duty hours from 40 to 60 hours weekly (and not exceeding 60 hours). Both faculty and students are to be treated fairly and professionally in order to maintain a proper working relationship between trainer and trainee.
Course Grades

- **P-Pass** – means that credit is granted and that the student achieved a level of performance judged to be satisfactory according to didactic and clinical performance by the department.
- **N-No Grade** – means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory according to didactic and clinical performance by the department.
- **ET-Extended Grade** – means that a final grade (“Pass” or “No Grade”) cannot be determined due to one or more missing course requirements. Once all course requirements have been completed, received, and processed, the ET grade will be changed to a final grade. An “ET” will NOT remain on a student's transcript.

N-GRADE POLICY

- Remediation is not offered for Clerkship courses. Any student who receives an N grade in the Clerkship Program will be required to appear before the COSE Clerkship Performance Subcommittee (COSE).

Rotation Evaluations

**Attending/Faculty/Resident Evaluation of Student**

Students are responsible for assuring that his/her clinical supervisor receives the appropriate evaluation form. Forms can be accessed via the “Attending Evaluation” link in the student’s Kobiljak online Clerkship schedule.

Students should assertively seek feedback on his/her performance throughout the course of the clinical rotation. Students should also sit down and discuss the formal evaluation with the clinical supervisor.

Students should keep a copy of the evaluation and leave the original with the Medical Education Office at the clinical training site where that office will review, sign, and forward the completed form to the COM Office of the Registrar. It is important to know that evaluations will not be accepted by the COM Office of the Registrar if submitted by the student. Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” resulting in an “N” grade and review by the Committee on Student Evaluation (COSE) and/or the College Hearing Committee.

Grades are held until all rotation requirements, including evaluation forms, are received. Be sure you are using the correct form.

**Student Evaluation of Rotation**

Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online schedule through Kobiljak. [http://Kobiljak.msu.edu](http://Kobiljak.msu.edu)

Exposure Incidents Protocol

You must also notify your attending and the DME Office of your base institution of the incident. A form has been developed by the University to report exposure incidents. These forms should be on file in your DME’s office. While on rotations that occur outside of the base hospital system notify your attending immediately of any exposure, and follow the MSU procedure for evaluation and treatment. The form can be accessed at [www.com.msu.edu/AP/clerkship_program/clerkship_documents/exposure.pdf](http://www.com.msu.edu/AP/clerkship_program/clerkship_documents/exposure.pdf).
Please make yourself familiar with the procedure and the form.

Student Name ___________________________ Student ID# _______________________

Please Circle the Internal Medicine Specialty you are participating in:

Dermatology    Endocrinology    Infectious Disease    Allergy/Immunology    Rheumatology

Other ________________________________

### Patient Types and Procedure Log

<table>
<thead>
<tr>
<th>Procedure</th>
<th>#Required</th>
<th>Date</th>
<th>Supervisor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate 2 patients with an acute symptom presentation in the specialty type of rotation</td>
<td>1. 2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate 2 patients with chronic maintenance therapy for the specialty type of rotation</td>
<td>1. 2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participate in five consults in the hospital or office that are specialty specific.</td>
<td>1. 2. 3. 4. 5.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>