

OST 603  
**CORE CLINICAL  
CONCEPTS (C3)**

**CLERKSHIP REQUIRED ROTATION (R2) SYLLABUS**

ACADEMIC PROGRAMS  
KIM PFOTENHAUER, D.O.  
INSTRUCTOR OF RECORD  
[pfotenha@msu.edu](mailto:pfotenha@msu.edu)

EFFECTIVE AUGUST 1, 2022 TO JULY 31, 2023

*For questions about content or administrative aspects of this course, please contact:*

**Eric Dunckel**  
COURSE ASSISTANT (CA)  
[dunckele@msu.edu](mailto:dunckele@msu.edu)

*At Michigan State University College of Osteopathic Medicine (MSUCOM), we are constantly working to improve our curriculum and to meet new AOA accreditation guidelines. We need to meet the challenges of modern medicine that force us to innovate. While changes will generally be instituted at the beginning of the school year, changes may also be implemented semester to semester.*

*Please be mindful of the need to read your syllabi before beginning your rotations.*

# TABLE OF CONTENTS

<b>INTRODUCTION AND OVERVIEW</b> .....	<b>1</b>
ROTATION FORMAT .....	1
<b>GOALS AND OBJECTIVES</b> .....	<b>1</b>
GOALS.....	2
OBJECTIVES .....	2
COMPETENCIES.....	2
<b>COLLEGE PROGRAM OBJECTIVES</b> .....	<b>3</b>
<b>REFERENCES</b> .....	<b>3</b>
REQUIRED STUDY RESOURCES.....	3
Desire 2 Learn (D2L).....	3
TrueLearn: You will receive login information prior to the beginning of C3.....	3
Available at: <a href="https://www.truelearn.net/?_ga=2.215058718.866237664.1651858724-917063151.1651858724">https://www.truelearn.net/?_ga=2.215058718.866237664.1651858724-917063151.1651858724</a> .....	3
AMA Health System Science Modules.....	3
Available at: <a href="https://edhub.ama-assn.org/health-systems-science">https://edhub.ama-assn.org/health-systems-science</a> .....	3
Aquifer .....	3
SUGGESTED STUDY RESOURCES .....	3
Recommended Texts .....	3
<b>ROTATION REQUIREMENTS</b> .....	<b>4</b>
WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS.....	4
DO/PhD Students.....	6
BOARD REVIEW QUESTIONS .....	6
LONGITUDINAL ASSIGNMENTS.....	6
ORAL PRESENTATIONS .....	7
TOPICAL FORMAL .....	7
BASE HOSPITAL SPECIAL TOPICS.....	7
CPCA AND REGIONAL VISITS .....	7
ROTATION EVALUATIONS .....	7
Student Evaluation of Clerkship Rotation.....	7
Unsatisfactory Clinical Performance .....	7
CORRECTIVE ACTION.....	8
BASE HOSPITAL REQUIREMENTS .....	9
<b>STUDENT RESPONSIBILITIES AND EXPECTATIONS</b> .....	<b>9</b>
<b>MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES</b> .....	<b>9</b>
CLERKSHIP ATTENDANCE POLICY.....	9
Excused Absences.....	9

POLICY FOR MEDICAL STUDENT SUPERVISION .....	12
Supervisors of the Medical Students in the Clinical Setting.....	12
Level of Supervision/Responsibilities.....	12
MSUCOM STUDENT HANDBOOK .....	13
COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT.....	13
MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES.....	14
MSU EMAIL.....	14
COURSE GRADES .....	15
N Grade Policy.....	15
STUDENT EXPOSURE PROCEDURE.....	15
STUDENT VISA.....	15
<b>SUMMARY OF GRADING REQUIREMENTS .....</b>	<b>16</b>

## **INTRODUCTION AND OVERVIEW**

Welcome to C3! Core Clinical Concepts (C3) is a longitudinal course throughout your third year. This syllabus provides an overview of course goals and objectives designed to help you gain insight into various signs and symptoms as well as the pathologies that are often responsible for them. In addition, you will have opportunity to develop clinical and cognitive skills that will be critical to your successful completion of your Clerkship as well as formative exams (i.e., COMAT and COMLEX). Please make sure to review this syllabus in its entirety to ensure understanding of the course format, syllabus content, and MSUCOM expectations.

### **ROTATION FORMAT**

This course will be presented over a span of ten months, starting in August, and ending in May of your third year of medical school. Sessions will be focused on Case Discussions of common diagnoses and symptoms presentations. Other important topics for professional development will also be covered. Designated readings, presentations and online resources will be provided to the student via Desire2Learn (D2L). Students will be expected to have read and reviewed all elements of content for each month on a week-to-week basis in advance of their didactic session. In addition, several longitudinal assignments will be required on D2L.

The online content will be enhanced and integrated through active student participation in weekly didactic sessions provided at the student's base hospital. These sessions will have separate, interactive elements that may involve additional preparatory work for students to accomplish individually or in teams prior to the session. Sessions are designed to be held in a four-hour block on a weekly basis, although some variation may occur at individual base hospitals due to scheduling. All sessions will be overseen and usually lead by the C3 Director, who is a designated faculty member within the base hospital. Sessions may be led by other, qualified individuals at the discretion of the C3 Director.

## **GOALS AND OBJECTIVES**

In 2006 and 2009, the NBOME sought to more clearly define the osteopathic medical competency domains by creating a report that described measurable elements available to measure these domains as well as what outcomes could be anticipated from the assessments. This document was further revised in 2011 and 2012 and serves as the basis for the creation of this curriculum. The following is a list of stated goals and objectives that participation in the C3 will accomplish. Each goal achieved directly relates to specific measurable outcomes as defined in the NBOME 'Fundamental Osteopathic Medical Competencies' report. These goals and objectives are related to all learning activities present within the curriculum.

In 2020, this curriculum was revised to meet further goals. Part of becoming an excellent osteopathic physician depends on the ability to critically think through a clinical case scenario. This curriculum will focus less on memorizing facts, and more on developing thought processes to classify and apply medical knowledge to the clinical patient through clinical reasoning and clinical decisionmaking.

The C3 curriculum is a complementary curriculum to the clinical learning that takes place during the 3rd year of medical school. Students will use this didactic time to discuss common clinical presentations, evidence-based medicine, and developing a differential diagnosis. They will practice skills such as case presentation, establishing and maintaining a physician-patient relationship, and

effective documentation. Students will demonstrate application of these principles into system-based practice and population

## GOALS

1. Develop critical clinical thinking skills through case scenario discussions.
2. Advance clinical reasoning and clinical decision making.
3. Apply concepts of evidence-based medicine to clinical scenarios.
4. Explore health systems science concepts.

## OBJECTIVES

1. Create an organized differential diagnosis for common clinical presentations.
2. Classify and apply medical knowledge through clinical reasoning.
3. Use evidence-based medicine to develop clinical decision-making skills.
4. Diagnose clinical conditions and plan patient care appropriately including osteopathic principles and practice.
5. Recognize and accurately interpret relevant laboratory, imaging, and other diagnostic studies related to patient care.
6. Describe and apply systematic methods to improve population health.
7. Apply health system science to clinical practice to improve patient care.
8. Discuss shared values and goals of a successful interprofessional team.

## COMPETENCIES

1. Use relationship between structure and function to promote health by applying knowledge of the biomedical sciences, such as functional anatomy, physiology, biochemistry, histology, pathology, and pharmacology, to support the appropriate application of osteopathic principles and OMT. (I.2.b)
2. Use scientific concepts to evaluate, diagnose, and manage clinical patient presentations and population health (II.3.a)
3. Assess the value of information and knowledge introduced by the patient during a clinical encounter. (II.3.d)
4. Apply evidence-based guidelines throughout the scope of practice (II.3).
5. Diagnose clinical conditions and plan patient care appropriately including osteopathic principles and practices. (I.4)
6. Recognize and correctly interpret abnormal clinical findings. (III.1.g)
7. Recognize and accurately interpret relevant laboratory, imaging, and other diagnostic studies related to patient care. (III.1.k)
8. Develop a differential diagnosis appropriate to the context of the patient setting and findings. (III.2)
9. Form a patient-centered, interprofessional, evidence-based management plan. (III.4)
10. Practice skills that establish and maintain the physician-patient relationship (IV.1), conduct a patient centered interview (IV.2), demonstrate effective written and electronic communication in dealing with patients and other health care professionals (IV.3) and demonstrate humanistic behavior. (V.2)
11. Describe the clinical significance of and apply strategies for integrating research evidence into clinical practice. (VI.3)
12. Critically evaluate medical information and its sources and apply such information

appropriately to decisions relating to patient care. (VI.4)

13. Describe and apply systematic methods to improve population health. (VI.5)

14. Identify and utilize effective strategies for assessing patients. (VII.4)

### EPAs

- Prioritize a differential diagnosis following a clinical encounter (EPA2)
- Recommend and interpret common diagnostic and screening tests. (EPA3)
- Document a clinical encounter in the patient record. (EPA5)
- Provide an oral presentation of a clinical encounter. (EPA6)
- Form clinical questions and retrieve evidence to advance patient care. (EPA7)
- Identify system failures and contribute to a culture of safety and improvement.(EPA)

## **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 (<https://com.msu.edu/>) and in the Student Handbook.

## **REFERENCES**

### REQUIRED STUDY RESOURCES

Desire 2 Learn (D2L): Please find online content for this course in D2L (<https://d2l.msu.edu/>). Once logged in, your specific course section may appear on the D2L landing page. Or you may find and pin the course to your homepage by typing the following text into *Search for a course*: **Core Clinical Concepts Clerkship**.

If you encounter any issues accessing this D2L course, please email the CA (on the title page of this syllabus).

### TrueLearn

You will receive login information prior to the beginning of C3.

Available at: [https://www.truelearn.net/?\\_ga=2.215058718.866237664.1651858724-917063151.1651858724](https://www.truelearn.net/?_ga=2.215058718.866237664.1651858724-917063151.1651858724)

### AMA Health System Science Modules:

Available at: <https://edhub.ama-assn.org/health-systems-science>

### Aquifer

Available at: [https://michstate-do.meduapp.com/users/sign\\_in](https://michstate-do.meduapp.com/users/sign_in)

### SUGGESTED STUDY RESOURCES

#### Recommended Texts

Users' Guide to the Medical Literature: A Manual for Evidence-Based Clinical Practice, 3<sup>rd</sup> ed.

Available at: <https://jamaevidence-mhmedical-com.proxy1.cl.msu.edu/book.aspx?bookID=847>

## ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
Quizzes and other D2L Assignments	D2L	Completed with an average cumulative score of 80% on each Module by 11:59pm on the last day of the Module (Sunday)
Module Pre assignments (Vindicate and AMA Modules)	D2L	Overall, 80% and completed by 11:59pm <b>the Sunday BEFORE</b> the week of the C3 meeting.
Board Review questions	TrueLearn	Completed with an average of 60% per module by weekly due date
Longitudinal Assignments (EKG, EBM, Radiology, HSS)	D2L	Completed with 80% score by the end of Module E or the end of Module I
Oral Presentations	Recorded in the LAC during OST 601	Presentation complete and faculty review successful, or remediation successfully completed by the end of Module F (Fall semester)
Topical Formal	Faculty Evaluation	Presentation complete and evaluation submitted by the end of Module I
Attendance	Faculty	Weekly attendance at all C3 meetings in base hospital or virtually if base hospital holds C3 didactic virtually.
Student Evaluation of Clerkship Rotation ( <b>Class of 2023</b> )	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule	Last Day of Rotation
Student Evaluation of Clerkship Rotation ( <b>Class of 2024</b> )	Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <a href="https://msucom.medtricslab.com/users/login/">https://msucom.medtricslab.com/users/login/</a> By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation. Students can also access pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.	Last Day of Rotation

WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

In each of the C3 Modules, students are expected to complete all required reading assignments and preparatory work for the module PRIOR to attending that week's didactic session. All such information will be clearly identified to the student within D2L in the relevant area. Successful participation in each week's didactic sessions will rely on timely completion of the preparatory elements, as well as following basic tenants of professional behavior. Below are *examples* of activities students may encounter in preparing for each month's modules:

**Articles or textbook sections** – the student will read the identified element, taking note of relevant information as they pertain to the module's topics.

**Online videos/content** – the student will review the relevant videos and/or associated content.

**Student activities** – the student will complete an assigned activity (either individually or with a designated small group) and provide results of said activity during the didactic session.

**Self-Study Elements:** Each module may include self-study elements designed for you to use and complete to enhance and integrate your learning. Self-study elements will be presented in the form of quizzes, tests, reading, and study questions. Where indicated, these elements must be completed by the end of the Module to receive a passing grade. In an ideal situation, you will complete these elements as indicated throughout the module (i.e., a week one quiz during week one). However, you may complete these on an individualized schedule to allow for flexibility, but they must be completed by the end of the module

Each Module will include topics from both Unit 1 and Unit 2. Unit 1 focuses on common presenting symptoms and diagnoses using clinical case scenarios. A full schedule will be available on D2L.

<b>Unit 1: Common Diagnoses and symptom presentation</b>	<b>Unit 2: Other Selected Topics</b>
Abdominal pain	Leadership and Professionalism
Cough	Research
Headache	Interprofessional Education
Rash	Health systems science
Syncope	Radiology
Shortness of breath	Procedures
Chest pain	Scholarly writing
Nausea/vomiting	Wellness
Fatigue	Medical Ethics
Fever	OMT Day
Back pain	Advocacy and Health Policy
Dysuria	Mental Health
Joint pain	Pediatrics
Pelvic pain	Board Review

### DO/PhD Students

DO/PhD students may participate in C3 during their G years as their schedule allows. They are responsible for all assignments for each module for which they are registered.

### BOARD REVIEW QUESTIONS

Board review practice quizzes will be assigned through TrueLearn. MSUCOM will provide a subscription to each third-year student and login information will be sent at the beginning of C3. Students must obtain at least a 60% average for all quizzes in each 4-week module.

### LONGITUDINAL ASSIGNMENTS

Assignments will be given on D2L that cover certain foundational concepts, such as EKG reading, radiology, health system science, I-PASS, and evidence-based medicine. These

assignments will be available at the start of the fall and spring semesters and be due by the end of Module E and Module I, respectively.

### ORAL PRESENTATIONS

The Oral Presentation of Case 3 that was recorded in the LAC with the CPCA Initial Visit will be scored as part of Module A. Oral Presentation will be scored as Pass/Fail based on the rubric provided. Remediation will be available if student is not successful on first attempt.

### TOPICAL FORMAL

Each student will give a topical formal presentation on a preselected topic. Students will work with the C3 Director at their base hospital site to decide topic, expectations, and time for presentation. The C3 Director will submit an evaluation by the end of Module I.

### BASE HOSPITAL SPECIAL TOPICS

Protected time is scheduled in most modules for Base Hospital Special Topics. These days allow for each base hospital site to provide unique content. MSUCOM will not have material for those weeks, but students are responsible for any material assigned by their base hospital.

### CPCA AND REGIONAL VISITS

The Clinical Performance Competency Assessment (CPCA) preparatory material will be available on the C3 D2L page. In addition, two Regional Visits will be scheduled, one in the fall and one in the spring, in place of C3 for the week. Although all these events are scheduled during C3 time, they are not part of the grade for C3. Attendance to all Regional Visits and CPCA is mandatory. Successful completion of the CPCA is required by MSUCOM for graduation. Any unexcused absence from these events will be considered unprofessional and will be referred to the MSUCOM Spartan Community Clearinghouse.

### ROTATION EVALUATIONS

#### **Student Evaluation of Clerkship Rotation**

**Class of 2023:** Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online evaluation system at: [http://hit-filemakerwb.hc.msu.edu/Clerkship/login\\_student.html](http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html)

**Class of 2024:** Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <https://msucom.medtricslab.com/users/login/>. By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation for the respective rotation. Students can also access their pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.

#### **Unsatisfactory Clinical Performance**

The Instructor of Record will review/investigate a student's performance on a rotation when a concern is raised by the supervisor(s), and/or when the Attending Evaluation of Clerkship Student contains any below expectation marks within the professionalism area, any unsatisfactory written comments, or a total of two or more below

average marks on the evaluation. After investigations, the Instructor of Record will determine a final grade for the student.

Professionalism concerns, as well as accolades, will also be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM's Common Ground Framework for Professional Conduct.

### CORRECTIVE ACTION

If a student does not successfully complete the rotation requirements of the course, the student will receive an ET grade and be permitted to go through a 'corrective action' process.

The following assignments are eligible for corrective action and will be due no later than 14 days after the last day of the rotation at 11:59pm:

- Module pre-assignments and D2L quizzes
  - The student will be required to complete all missing assignments by 11:59pm 14 days after the last day of the module.
  - The student will be assigned additional assignments that may include journal article review, paper on a topic, or other assignment at the discretion of the IOR.
- Board Review Quizzes
  - If the student fails to complete this requirement or scores below an average of 60% per module, the student will be assigned an additional board review quiz. The student will have until 11:59pm 14 days after the last day of the module to complete the additional quiz with a passing score of 60%.
- Longitudinal Assignments
  - If the student fails to complete this requirement, the student will be given until 11:59pm 14 days after the due date to complete this assignment. Additional material will be assigned based on the missing requirement at the discretion of the IOR.
- Oral Presentations
  - If a student does not successfully complete the Oral Presentation Case 3 assignment, they will be referred for coaching and will perform an additional oral presentation case.
- Topical Formals
  - Failure to successfully complete the Topical Formal presentation will result in the student being assigned a successive topical formal topic by the C3 Director, which must be presented to the C3 Director and reviewed by the Instructor of Record for a passing grade.
- Student Evaluations of the Modules
  - If the student fails to complete this requirement, the student will be given until 11:59pm 14 days after the last day of the module to complete.

The student is responsible for contacting the Course Assistant (on the title page of this syllabus) if they believe missing assignments were reported in error, or if they are unclear about the corrective action process.

If a student **successfully completes** the corrective action process, as determined by the IOR, the student will receive credit for the deficient academic grading requirement(s) and be eligible for a change in rotation grade (from ET to Pass)

As determined by the IOR, the student will receive an N grade for the course if all assignments and the corrective action process are **not completed** successfully within 14 days after the last day of rotation at

11:59pm. Additionally, a letter of unprofessional behavior for late submission of assignments will be sent to the MSUCOM Spartan Community Clearinghouse.

### BASE HOSPITAL REQUIREMENTS

Students are responsible for completing all additional requirements set by the hospital/clinical site at which they are completing a rotation. Students are not responsible for reporting to MSUCOM the results of any requirements that exist outside of those listed above.

## **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

### ATTENDANCE

Didactic sessions are a critical element of the curriculum. These sessions are meant to be attended and actively participated in. Attendance is mandatory for all MSUCOM students, and any absence must be reported to the college, as well as the C3 Director and DME of the student's base hospital. It is the expectation that C3 didactic sessions will take precedence over all rotational requirements. The Medical Education department of each hospital is aware of this expectation and will seek to enforce it when needed. Failure to attend sessions will hamper one's ability to successfully complete this course and may result in failure of the course and an N grade being given.

## **MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES**

The following are standard MSUCOM policies across all Clerkship rotations.

### CLERKSHIP ATTENDANCE POLICY

MSUCOM requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge that are necessary for successful program completion. Students are expected to take minimal time off outside of vacation periods built into student schedules and should only request additional time off in the rare events and circumstances outlined below.

Specific courses may have additional absence requirements from this general clerkship policy, and it is the student's responsibility to adhere to those requirements according to the respective course syllabus.

#### Excused Absences

Students must obtain documented approval for any full- or partial-day absence on a rotation.

**Excused absences** require the completion of the *Clerkship Program Excused Absence Request Form* by taking the following steps:

- Obtain appropriate signatures on the *Clerkship Program Excused Absence Request Form* at least 30 days prior to the date of the absence. An absence due to a sudden emergency is the exception to the 30-day advanced notice rule.
- **Class of 2023:** Once appropriate approval signatures are obtained on the *Clerkship Program Excused Absence Request Form*, the signed document should be maintained for your records in the event they are later requested or required.
- **Class of 2024:** Upload the completed Clerkship Program Excused Absence Request Form to the 'Excused Absences' folder (within the 'My Personal Documents' section) of a student's Medtrics profile

**Unexcused absences** are full- or partial-day absences taken without the proper completion of the *Clerkship Program Excused Absence Request Form*, or any absences not covered in the Clerkship Attendance Policy. Unexcused absences are considered unprofessional and will result in a report to the Spartan Community Clearing House and/or the MSUCOM Committee on Student Evaluation (COSE). Unexcused absences may also have a negative impact on a student's rotation grade or evaluation.

**Students are not allowed to be absent from the first day of any rotation.**

- Due to the onboarding plans at most rotation sites, students must attend the first day of every rotation. Students must plan accordingly for personal days, interview days, COMLEX, etc.

**Maximum time off any rotation\***

Length of Rotation	Maximum Number of Days Off	
<b>4 weeks</b>	<b>2 days</b>	Should an absence exceed these limits, the student is responsible for requesting additional days off from the Assistant Dean for Clerkship Education via email ( <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a> ) prior to the absence.
<b>2 weeks</b>	<b>0 days</b>	

*\*Exception: A fourth-year student may be absent a total of 4 days on any 4-week rotation or 2 days on any 2-week rotation during the months of October-January for interview purposes only. If interview absences exceed these totals, the student must submit a Clerkship Program Excused Absence Request Form (with appropriate signatures obtained from the rotation attending and rotation site) to the Assistant Dean for Clerkship Education via email ([COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu)) prior to the absence.*

Absence Type	Qualifications	Maximum Number of Days Off	Details	Required Approval from Assistant Dean for Clerkship Education
Personal Day	May be used at the discretion of the student (example: illness, physician appt., conference time, etc.). <u>Total</u> days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation.	5 total days per academic year (July-June)	While personal days may be used at the discretion of the student, the <u>total</u> days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation, i.e., students cannot use all 5 days on one rotation.	No
Jury Duty	Court documentation must accompany the <i>Clerkship Program Absence Request Form</i>	N/A	Jury duty, when obligated, is not considered a personal day absence.	Yes
Hospital-organized community events	Example: Special Olympic Physicals	N/A	These events would be considered part of the rotation and not a personal day absence.	No
Examination	COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE	1 day		No
	COMAT/NBME shelf examinations	Students have the time off to take the examination only	Students should be reporting to rotation before/after examination.	No
Prolonged Illness, Bereavement, Maternity Leave	Medical related absence or bereavement	Determined on a case-by-case basis	Students must contact the Assistant Dean for Clerkship Education directly ( <a href="mailto:enright4@msu.edu">enright4@msu.edu</a> ) to discuss time off rotations.	Yes

Clerkship Program Excused Absence Request Forms: **Class of 2024**: Once appropriate approval signatures are obtained, forms must be uploaded to the 'Excused Absences' folder within each student's Medtrics profile. Students should maintain a copy for their records. **Class of 2023**: Once appropriate approval signatures are obtained, forms should be maintained for your records in the event they are later requested or required.

## 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. They 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 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, but are not limited to, factors such as:

- The student's demonstrated ability
- The student's 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 that 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.

### MSUCOM STUDENT HANDBOOK

The Student Handbook is published electronically by MSUCOM for students in the Doctor of Osteopathic Medicine program. This handbook does not supersede other Michigan State University or College of Osteopathic Medicine policies, regulations, agreements, or guidelines. The Handbook is updated annually during the summer semester, with changes effective when posted. Any subsequent changes are effective as of the date of issuance.

Students shall adhere to Michigan State University and College of Osteopathic Medicine policies, procedures, agreements, and guidelines. Violations of any regulation are subject to disciplinary action, up to and including program dismissal.

### COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT

The Common Ground Framework provides the MSUCOM community with a reminder of the unity of mind, body, and spirit that underlines the field of osteopathic medicine. The framework is a set of guiding, foundational principles that underpin professional conduct and integrity and applies to all professionals at work within the shared college community, independent of their specific roles or responsibilities.

This framework is built around the acronym CORE, representing Collaboration, Opportunity, Responsibility, and Expertise. Each domain encompasses values and examples of how they are demonstrated.

- **Collaboration:** Working together with others
  - Interactive: Interact effectively and respectfully with people you encounter; demonstrate honesty, genuineness, humility, and compassion
  - Dynamics and Communication: Demonstrate respect, civility, and courtesy in communication; communicate effectively with diverse individuals and groups for a variety of purposes using available technologies; employ active listening
  - Use of Feedback: Identify sources of feedback; deliver and receive effective feedback for initiatives, evaluations and assessments, quality improvements, conflict resolution, and peer review
- **Opportunity:** Encouraging an environment of mutual support
  - Shared Leadership: Exhibit advocacy for self and others; accept situational leadership as needed; establish mutual support and respect; participate as a support for others regardless of title or position
  - Problem-solving: Recognize and define problems; analyze data; implement solutions; evaluate outcomes; include the perspectives of others

- Decision-making: Fulfill commitments; be accountable for actions and outcomes; discuss and contribute your perspective in group settings; listen to multiple viewpoints prior to making a decision
- **Responsibility:** Supporting a shared culture of accountability
  - Effective Use of Time and Resources: Invest time, energy, and material resources efficiently in order to provide effective services; demonstrate integrity and stewardship of resources
  - Critical Thinking Skills: Recognize and differentiate facts, illusions, and assumptions; question logically; identify gaps in information and knowledge
  - Mindfulness and Self-Care: Actively engage in surrounding circumstances and activities; self-assess, self-correct, and self-direct; identify sources of stress and develop effective coping behaviors
- **Expertise:** Having relevant skills or knowledge
  - Core of Knowledge: Develop core professional knowledge; apply the knowledge in clinical, academic, and administrative settings
  - Technical Skills: Show competency and proficiency in performing tasks that are integral to the scope and practice of your profession; identify needs and resources for learning; continually see new knowledge and understanding in your profession

### MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students enrolled in MSUCOM are defined by the medical colleges of Michigan State University, including the College of Osteopathic Medicine, the College of Human Medicine, and the College of Veterinary Medicine. Students enrolled in the professional curricula of these colleges are identified as “medical students”. These colleges collectively define “Medical Student Rights and Responsibilities” (MSRR). This document addresses academic rights and responsibilities, governance, procedures for complaints, due process, and other topics. The current version is available on the MSU Spartan Life website at the address below: <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>

### MSU EMAIL

To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking their MSU email accounts daily and maintaining their MSU mailboxes so that messages can be received.

Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the clinical education program.

Further, students must use secure email when working in a hospital, clinic, or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail, and Yahoo are not.

## COURSE GRADES

**P/Pass** – means that credit is granted, and that the student achieved a level of performance judged to be satisfactory by the department according to the student's didactic and clinical performance.

**ET/Extended Grade** – means that a final grade ('Pass' or 'No Grade') cannot be determined due to one or more missing course requirements. The ET grade will be changed to a final grade once all the completed course requirements have been submitted to and processed by MSUCOM (either to the department or Clerkship Team). An 'ET' grade will NOT remain on a student's transcript.

**N/No Grade** – means that no credit is granted, and that the student did not achieve a level of performance judged to be satisfactory by the department according to the student's didactic and clinical performance.

### N Grade Policy

Students who fail this rotation will have to repeat the entire rotation and fulfill all (clinical and academic) requirements.

## STUDENT EXPOSURE PROCEDURE

A form has been developed by the University Physician to report incidents of exposure, e.g. needle sticks, mucous membrane exposure, tuberculosis exposure, etc., and it may be found on the Clerkship Medical Education page of the MSUCOM website [here](https://com.msu.edu/current-students/clerkship-medical-education) (<https://com.msu.edu/current-students/clerkship-medical-education>).

Contact Assistant Dean for Clerkship Education, Dr. Susan Enright ([enright4@msu.edu](mailto:enright4@msu.edu)), if exposure incident occurs.

## STUDENT VISA

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-RCPD, or on the web at [www.rcpd.msu.edu](http://www.rcpd.msu.edu). Once a student's eligibility for (clinical and/or testing) accommodation(s) are determined, the student may be issued a **Verified Individualized Services and Accommodations** (VISA) form.

Students must present their VISA forms to the Clerkship Team ([COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu)) at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after the semester onset will be honored whenever possible.

If modifications, updates, or extensions to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit the newest version to the Clerkship Team if he/she intends to utilize the accommodation going forward.

**SUMMARY OF GRADING REQUIREMENTS**

<b>Requirement</b>	<b>Submission Method</b>	<b>Pass</b>	<b>Extended Grade</b>	<b>No Pass</b>
Module D2L Quizzes and other D2L Assignments	D2L	Completed with an average cumulative score of 80% on each Module by 11:59pm on the last day of the Module (Sunday)	Will be conditional until all requirements are met.	Failure to complete assignments and corrective action by 11:59pm 14 days after end of module.
Module Pre assignments	D2L	Completed by 11:59pm the Sunday BEFORE the week of the C3 meeting.	Will be conditional until all requirements are met.	Failure to complete assignments and corrective action by 11:59pm 14 days after end of module.
Board Review questions	TrueLearn	Completed with an average of 60% per module by weekly due date	Will be conditional until all requirements are met.	Failure to complete assignments and corrective action by 11:59pm 14 days after end of module.
Longitudinal Assignments (EKG, EBM, Radiology, HSS, I-PASS)	D2L	Completed with 80% score by the end of Module E or the end of Module I	Will be conditional until all requirements are met.	Failure to complete assignments and corrective action by 11:59pm 14 days after due date.
Oral Presentation	Recording during CPCA Initial Visit	Successfully complete per faculty review	Will be conditional until all requirements are met.	Failure to complete corrective action assignment by assigned date.

Requirement	Submission Method	Pass	Extended Grade	No Pass
Topical Formal	Faculty evaluation	Presentation complete and evaluation submitted by the end of Module I	Will be conditional until all requirements are met.	Failure to complete assignment and corrective action by end of Module I.
Attendance	Faculty	Weekly attendance at all C3 meetings in base hospital	N/A	Failure to attend weekly meetings without excused absences.
Student Evaluation of Clerkship Rotation ( <b>Class of 2023</b> )	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule.	Completed 100% by 11:59 pm the last day of the rotation	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation
Student Evaluation of Clerkship Rotation ( <b>Class of 2024</b> )	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed 100% by 11:59 pm the last day of the rotation	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation