

FCM 650 – Principles of Family Medicine II

US20, FS20, SS21

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Notice to Students: Although course syllabi at MSUCOM have a consistent format, vitally important details differ by course. For this reason, you must read the syllabus thoroughly at the onset of each course to know what the course will provide and what is expected of you.

Section 1 – Course Information

Course Description

Principles of Family Practice I (FCM 650) is a 1 credit hour course. You will be placed in the offices of primary care physicians to observe and participate in the delivery of quality and evidence-based primary healthcare. This rotation allows you to observe the role of the primary care physician in the continuity of care for their patients. You are supplied an appropriate environment to practice and refine skills in data gathering, communication, physical examination, medical documentation, differential diagnoses development, physician-patient relationships, clinical problem solving, ethical decision making, patient education, and lifelong learning.

Course Goals and Objectives

Goals

1. Exploration of the roles played by primary care physicians in the community ambulatory care setting, and their connection to specialist care.
2. Development and practice of professionalism skills.
3. Incorporation of information and skills acquired in the classroom setting to the management of patient care in the ambulatory setting.
4. Preparation for learning during 3rd and 4th year clerkship rotations.
5. Development and practice of physician-patient interaction skills.
6. Orientation to use of standardized assessment tools used in the primary care setting.
7. Interaction with other healthcare professionals in the primary care ambulatory setting.

Objectives

By the end of this course, you should be able to:

1. Exhibit professional dress and behavior, including maintaining courteous, productive, and positive interactions with patients, office staff, and physicians.
2. Demonstrate appropriate time management skills during a patient encounter.
3. Recognize the importance of work/life balance and of continuing education.
4. Gather data appropriately from patients, other health care professionals, and outside resources.
5. Demonstrate basic skills in medical documentation.
6. Consider and apply osteopathic principles and practices while providing comprehensive patient assessments and treatment plans.
7. Obtain an accurate and thorough history of illness and past medical history from a patient in a comfortable, non-judgmental atmosphere.

8. Accurately administer a diabetes assessment and PHQ-9 assessment.
9. Formulate clinical questions in a clinical environment.
10. Observe the roles of medical assistants, nurses and other healthcare professionals and indicate how roles interact with patients and primary care physicians.

College Program Objectives

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

Course Director (Please contact a Program Coordinator, listed below, with any questions or concerns regarding this course.)

Name: Edward Rosick, DO
Phone: 517-353-4732
Email: com.fcm.preceptorship@msu.edu (preferred method)
Address: 909 Wilson Rd, B201 W Fee Hall, East Lansing, MI 48824

Campus Faculty (Please contact a Program Coordinator, listed above, with any questions or concerns regarding the course.) **ALL SHOULD BE CONTACTED THROUGH COORDINATORS ABOVE**

Name: Jane Gudakunst, M.D.
Jessica Heselschwerdt, M.D.
Amy Keenum, D.O., PharmD
Jeremiah Lopez, M.D.
Paul Mulvey, DO.
Edward Rosick, D.O., D.A.B.H.M.
R. Taylor Scott, D.O.
Rosemary Tolson, D.O.
Kevin Foley, MD

Program Coordinator (Primary)

Name: Rebecca Reagan
Phone: 517-353-4732
Email: com.fcm.preceptorship@hc.msu.edu (preferred method)
Address: 909 Fee Rd, B211 W Fee Hall, East Lansing, MI 48824

Program Coordinator (Secondary)

Name: Shannon Grochulski-Fries
Phone: 517-353-1998
Email: com.fcm.preceptorship@msu.edu (preferred method)
Address: 909 Wilson Rd, B201 W Fee Hall, East Lansing, MI 48824

Lines of Communication

You are asked to contact a Program Coordinator with any issues. Those issues that cannot be resolved will be referred to the Course Director for further review. Email is the most effective way to contact a Program Coordinator.

Office Hours

Questions concerning the course may be discussed individually by appointment with a Course Director by contacting a Program Coordinator (com.fcm.preceptorship@msu.edu).

Course Web Site

The URL for the Course web site is <https://d2l.msu.edu/>. All course announcements and reminders will be handled via Desire2Learn (D2L). **You are required to forward their D2L email account to one that is accessed on a regular basis.** You are expected to access D2L on a daily basis both during and after their rotations until they have completed, and received final grades, for all course requirements.

Textbooks and Reference Materials

Required

Recommended

- American Osteopathic Association, Chila, A. (2010). Foundations of Osteopathic Medicine. 3rd edition. Lippincott, Williams & Wilkins. ISBN: 9780781766715
- O Robert E and Rakel, David Micheal, Textbook of Family Medicine Ninth Edition, ISBN-13 978-0323239905 ISBN-10 0323239900
- Fowler, Grant F Pfenninger and Fowler's Procedures for Primary Care, ISBN-13: 978-0323476332 ISBN-10 032347633
- Domino Frank J , Barry, Kathleen et al 5-Minute Consult 2021, ISBN-13:978-1975157548 ISBN-10: 19751540

Course-based Academic Support

The Course Director and Program Coordinators are here to facilitate your learning. The large number of students in this course (about 300) necessitates a degree of formality. Also, since your schedules are very full, we must adhere rigidly to the lecture, small group and lab times assigned to this course. However, within these constraints, your individual needs will be accommodated whenever possible. Please feel free to contact a Program Coordinator with any personal issues you may have involving this course. Additional academic support resources can be accessed here: [MSUCOM Office of Academic Success and Career Planning](#).

Course Schedule

Specific beginning and end dates will vary depending on individually assigned rotation weeks. Rotations are scheduled during various weeks throughout the academic year. Specific assignment dates and locations will be posted within the D2L course site. Mandatory debriefing session dates will be based on the rotation date of completion and will also be posted within the D2L course site.

Course Organization

You will be randomly assigned a one-week preceptorship rotation within Michigan. Although location requests are taken into consideration, they cannot be guaranteed. Extenuating circumstances will be handled on an individual basis and may include medical, childcare or employment issues. **Transportation is your responsibility and is not considered an extenuating circumstance.** Campus location is also not considered an extenuating circumstance. You should anticipate driving a maximum of 100 miles one-way (although the average is far less). Longer distances may occur based on your location requests. You should also anticipate a possible 1-2 hour drive and make sure to leave ample time to arrive at the assigned preceptor's office. Assignment schedules may not be altered unless pre-approved by a Program Coordinator. MSUCOM does not provide reimbursement for housing or transportation. You are encouraged to carpool whenever possible.

You must be officially registered for the course, have all course fees paid, and be up-to-date on all immunizations **at least one month prior** to the scheduled rotation. MSU-COM provides you with liability insurance coverage during your preceptorship only if these requirements have been met. You are not covered for non-COM approved clinical experiences.

Each experience is expected to be a minimum of 40 hours. It is your responsibility to contact the assigned preceptor **at least one month prior** to the scheduled rotation to introduce yourself, verify preceptor's address, determine required attire and equipment, obtain driving directions, etc. It is also appropriate to determine office hours, set a specific beginning and end time, as well as a lunch break, for each day scheduled. It is highly encouraged that you set up a

time to meet with you preceptors before beginning your rotations to review the course objectives (found within this syllabus) and complete the Student/Preceptor Expectancy Agreement.

Course Requirements

All assignments must be completed as described within D2L. Specific instructions on the methods used to turn in each assignment are located within D2L. You are expected to adhere to submission requirements. Lack of doing so is considered an act of unprofessionalism. For the purposes of indicating an assignment was received, P/F assignments will be either listed in the D2L gradebook as 1 point (received), or 0 points (not received).

Assignment	Projected Points	Additional Information
Orientation (mandatory)	P/F	Attend one live orientation that covers both FCM 640 and FCM 650 rotations.
Preceptor Evaluation of Student (mandatory)	P/F	Must receive a recommendation of “pass” from preceptor.
Student Evaluation of Preceptor (mandatory)	P/F	
Expectancy Agreement	P/F	
Attendance (mandatory)	10	Minimum 40 hours in preceptor’s office unless approved otherwise by Program Coordinator.
Acute Visit Office Note (mandatory)	60	Must receive a minimum of 45 points. Because this is ultimately a pass/fail course, points are assigned to determine whether an assignment submission passes. The final score will not have an impact on class rank. As such, assignments that receive 40 points or above are final and cannot be resubmitted for a higher grade.
Diabetes Assessment	10	Must scan and upload into D2L Diabetes drop box.
Falls Assessment	10	Must scan and upload into D2L PHQ-9 drop box.
Debriefing (mandatory)	10	Date determined based on rotation completion date.
Total Points Available:	100	

Course Grades

Your course grade is determined by adding together all points earned and dividing by 100.

- **P-Pass** - means that credit is granted and that you have achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this course, you must obtain 80% or a total of 80 points. In addition, you must successfully complete all mandatory assignments, receive a recommendation for passing the course from the preceptor, and earn a passing grade of 40 points or higher on the Point of Care Reference Assignment.
- **ET-Extended Grade** - means that you have met most of the requirements, but are unable to complete the course because of illness or other satisfactory reasons, as approved by the course director.
- **N-No Grade** - means you have dropped the course after the middle of the semester, or did not meet all requirements, including objectives relating to professional attitude and behavior.
- **Remediation** - Because of the nature of this course, there is no remediation. If you receive an “N” grade will be required to repeat the course in its entirety.

Corrective Action Process

- **Unsatisfactory Preceptor Evaluation of Student:** In the event that you receive a recommendation of “no pass” from the preceptor on the Preceptor Evaluation of Student, the corrective action process will be set in place. You will be required to discuss the evaluation with the course director and complete an additional 1-5 day rotation (required number of days at the discretion of the course director) under the direct supervision of either the course director, or another physician as determined by the course director.
- **Grade below 45 points on the Acute Visit Office Note:** If you receive less than 45 points during the FCM faculty final review of Acute Visit Office Notes you will be required to address deficient areas as identified and resubmit your note. If the note is not resubmitted, you will receive a grade of “0” for the assignment and will not pass the course. If the note is resubmitted, but still requires attention, you will be required to meet with the course director, or delegate, to discuss identified deficiencies. You may also be required to complete a new Acute Visit Office Note. In such an occurrence, you will be assigned a date to rotate in the FCM clinic, and the course director will assign an appropriate patient to you in order to complete the assignment. Failure to complete an appropriate note will result in you receiving an “N” grade for the course.

Student Evaluation of the Course

We would like your feedback on how to improve this course.

Informal Feedback: Feel free to approach the Course Director or Program Coordinator with your reactions and suggestions.

Formal Evaluation: In addition to the above, we ask you to complete a formal, on-line course evaluation upon conclusion of the second rotation. Your course evaluations are highly recommended as your feedback provides the department with valuable information regarding the quality of the course. The information gained from these evaluations is used to continuously improve future offerings of this course. You can access the evaluation system within D2L following their second rotation.

Section 2 – Policies

Please refer to the [MSUCOM Student Handbook](#) for these and other policies

Academic Honesty and Professionalism

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism, as outlined in the MSUCOM Student Handbook and the MSU Medical Student Rights and Responsibilities. These documents may be found on the MSUCOM website. Additional guidance on academic integrity may be found on the MSU Ombudsperson's website at

<https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf>

Incidents of academic dishonesty or professional misconduct will be addressed by the faculty, administration, or staff; such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Medical Education, evaluation by the Committee on Student Evaluation, and other actions outlined in the Medical Student Rights and Responsibilities document.

Types of Class Sessions

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture:
- Online Lecture:
- Webinar:
- Lab:

Changes to Course Schedule or Requirements

Due to external circumstances, the course requirements published in the course syllabus

and/or course schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

Mandatory and Optional Class Sessions

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as “mandatory” in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course coordinator. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

Attendance/Excused Absences

You will not be required to travel to clinical assignments anytime there are severe storm watches or traveler’s warnings in effect for the respective area. However, any missed sessions **MUST** be made up. You will be allowed a maximum of one excused absence (illness and/or death in the immediate family). Excused absences must be made up on a date mutually determined by yourself and the preceptor. Any and all changes to the originally assigned rotation schedule (making up time, extending hours into evening, additional experiences on Saturdays, etc.) must be reported to a Program Coordinator prior to the occurrences to fulfill liability requirements. Unexcused absences will result in an “N” grade. Attendance at the orientation and debriefing is mandatory. The date, time and locations of the orientation and debriefing sessions, as well as project due dates, will be posted within the D2L website. ***In the case of unexpected emergencies:*** (e.g., death in family, serious illness, hospitalization, automobile difficulties, etc.)

You must:

- 1) Contact their assigned preceptor’s office immediately apprising them of the situation. Any time missed must be made up during a mutually agreed upon time between yourself and the preceptor.
- 2) Send an email to a Program Coordinator indicating the reason for the absence and the date the missed time will be made up.

In the event that a preceptor must cancel a day:

You must:

- 1) Make arrangements with the preceptor to come in on a different day to make up the time missed.
- 2) Send an email to the Program Coordinator indicating the reason for the absence and the

date the missed time will be made up.

Medical Student Rights and Responsibilities

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at splife.studentlife.msu.edu.

Exposure Incidents Protocol

You are expected to report needle stick and/or blade exposure to the College. Specific directions explaining what to do in the event of such an exposure may be located at <http://www.com.msu.edu/Students/Registrar/Injury%20and%20Property%20Damage%20Repor%20ts.htm>. A form has been developed by the University to report exposure incidents, which can be accessed at www.com.msu.edu/AP/clerkship_program/clerkship_documents/exposure.pdf. Please make yourself familiar with the procedure and the form.

Remediation

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. If you receive an “N” grade in a course, that grade will be recorded on your official transcript; you must meet the course requirement by successfully remediating or repeating the course.

Eligibility to attempt remediation of the course is determined by criteria described in the “Course Grades” section of the syllabus. If you are not eligible to attempt remediation, or if you fail the remediation, you must retake the course, provided you are eligible to continue in the program as determined by the Committee on Student Evaluation.

Requests for Accommodations

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 517-884-7273 or online at rcpd.msu.edu. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, thoman@msu.edu, A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose whether or not you wish to use accommodations for a

particular event. For other accommodations, you may also review your VISA with the course coordinator and curriculum assistant assigned to that course.

Title IX Notifications

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at titleix.msu.edu.

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, you should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling and Psychiatric Services.

Addendum: Course Schedule

Course schedule for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar ("Google calendar") and communicated to students via D2L and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.