

NOP 656  
**CORE NEUROLOGY**  
**CLERKSHIP**

**CLERKSHIP REQUIRED ROTATION (R2) SYLLABUS**

**DEPARTMENT OF NEUROLOGY & OPHTHALMOLOGY**

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*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.*

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**\*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) PRIOR TO THE ABSENCE. .... 11**

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## **INTRODUCTION AND OVERVIEW**

Welcome to Neurology. This syllabus provides an overview of the requirements and expectations of the rotation as well as a guide to help you gain an understanding of the breadth of the field of neurology.

### **BACKGROUND**

Neurological complaints and pathology comprise a substantial share of the patient population treated by primary care physicians. Authors debate the average percentage of a primary care physician outpatient practice that is devoted to neurology, but the range is approximately 10 to 25% depending upon individual practice situations.

There is a remarkable view of the nervous system as a “black box”. It is easy to recognize when there is something wrong with the nervous system, but regrettably there is little insight by many physicians regarding the localization, nature and severity of the lesion, workup and/or treatment strategies. As such, this neurology rotation with specific goals, objectives and learning material has been created.

### **ROTATION FORMAT**

This rotation is designed to provide you with a basic foundation and ameliorate the complexities of neurology. Furthermore, it is a direct continuation of the material you have already learned in your OST 571 (Neuromusculoskeletal) course taken previously.

Currently, there are numerous base hospitals, each with diverse clinical and teaching opportunities.

In some settings, a student may have the opportunity to rotate on an inpatient service, while others may see patients with neurological conditions in an outpatient clinic or both settings.

Nonetheless, your clinical experience will be supplemented with online didactic material covering the primary areas of neurology and meeting the goals and objectives listed. You will need computer access to utilize Desire2learn (D2L) through which the online didactic material has been divided into weekly blocks. Each block consists of specific topics with goals and objectives along with the appropriate lecture material, recommended book chapter (s), article (s), and/or videos. You are strongly urged to work through these daily. While you are not required to go through the weekly blocks in the order listed in D2L, it is recommended that you start with the material located under week 1, which contains information on how to perform the neurological examination. You should focus on the material located under the REQUIRED sections within each weekly block. Additional Reference Material has also been included for each weekly block but is not required.

At the end of the rotation, you will be required to take and pass an online examination through D2L.

## **GOALS AND OBJECTIVES**

### **GOALS**

1. Develop the ability to perform a competent neurological examination
2. Learn to localize neurological lesions based on history and neurological examination

### **OBJECTIVES**

1. Acquire an understanding of the major neurological disorders
2. Acquire an understanding of basic laboratory tests necessary to pursue a suspected diagnosis; including, but not limited to, electrophysiology, neuroimaging (CT, MRI, etc.), CSF, hematology and metabolic analysis, history, and general physical exam.

3. Develop an understanding of the neuropathology, prognosis, and treatment strategies for common neurological conditions

## 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

### SUGGESTED 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 Neurology Clerkship**,

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

#### Recommended Texts

The following is a list of recommended textbooks that can be used to supplement both the online educational material located through **D2L** and the clinical experience. However, listed on the **D2L** site are specific recommended textbook chapters (or pages) corresponding to the weekly objectives and goals; these may be different than those references listed below.

The first book listed (***Neuroanatomy through Clinical Cases***) is the required text for the OST 571 course taught at MSU. All the other listed texts are available through the MSU library website ([www.lib.msu.edu](http://www.lib.msu.edu)) in electronic format and therefore, are free.

The MSU library has numerous other electronic and standard Neurology textbooks that can be used as well. The choice of additional material is at the discretion of the individual student. However, it is recommended that one or more of these materials are utilized in order to enhance the educational experience and prepare for the end of the rotation written examination.

***Neuroanatomy Through Clinical Cases, Blumenfeld***: This reviews the basics of neuro-anatomy through clinical cases and localization. Required text in the OST 571 course.

***Principles of Neurology [electronic resource]***. Adams, Victor and Ropper. McGraw-Hill. 2014 Outstanding reference text that will provide an in-depth review of most topics.

***Neurology Video Textbook [electronic resource]*** Demos Medical Publishing, LLC 2013. One of the best sources for learning many, but not all aspects of neurology.

***Clinical Neurology [electronic resource]***. McGraw-Hill Medical, 2012. Another basic reference book.

***Neurology [electronic resource]***: Pretest self-assessment and review: McGraw Hill Medical Pub., c2001. This is a good study guide to help with the final written examination that will be delivered at the end of the rotation.

***Neurology Secrets [electronic resource]*** Mosby/Elsevier, 2010. This is a helpful quick reference guide.

***Clinical Adult Neurology. [electronic resource]***. New York: Demos Medical, 2009; concise and

easy to read.

Pediatric Neurology

***Clinical Pediatric Neurology [electronic resource]*** New York: Demos Medical, 2009

***Fenichel's Clinical Pediatric Neurology A Signs and Symptoms Approach [electronic resource]*** London: Elsevier/Saunders, 2013.

Neuroradiology

***Neuroradiology: the requisites [electronic resource]*** Philadelphia, PA: Mosby/Elsevier, 2010

***Neuroradiology in Clinical Practice [electronic resource]*** Springer International Publishing: Imprint: Springer, 2013.

## ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
Neurology Final Examination	<i>Desire to Learn</i>	4:00p.m. on the last Friday of the rotation.
Mid-Rotation Feedback Form	<i>Desire to Learn</i>	11:59 p.m. on the last Sunday of the rotation
Attending Evaluation of Clerkship Student ( <b>Class of 2023</b> )	Can be accessed via the “Attending Evaluation” link in Kobiljak online schedule. Email completed evaluation to <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a>	Last Day of Rotation
Attending Evaluation of Clerkship Student ( <b>Class of 2024</b> )	A student must verify that his/her attending physician is accurately reflected on his/her rotation schedule in Medtrics. At the rotation midpoint, students’ attendings will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics, where they may electronically access and submit the forms on behalf of their students	Last Day of Rotation
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’	Last Day of Rotation

	tabs within their Medtrics accounts.	
Neurology Grand Rounds Attendance	In person attendance or attending through Zoom	Attend 75% of grand rounds presentations (only missing one,) while in session September-May of the academic year.

WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

Week 1

TOPICS

- Neurological examination
- Review of neuroanatomy
- General concepts in lesion localization and formulation of common differential diagnoses

SPECIFIC LEARNING OBJECTIVES

- Learn how to properly perform the neurological examination in the awake and cooperative patient
- Learn how to properly perform the neurological examination in the uncooperative or comatose patient
- Review the basic structures and common pathways in neuroanatomy
- Describe the common modalities used in neuroimaging
- Learn to recognize normal anatomic structures on neuroimaging
- Learn to recognize common abnormal findings on neuroimaging

Week 2

TOPICS

- Stroke/TIA
- CNS hematomas and hemorrhages
- Seizures/Epilepsy
- Neurological infections
- CNS malignancies

SPECIFIC LEARNING OBJECTIVES

- Classify the 2 major stroke subtypes
- Describe the common causes of ischemic strokes
- Learn to recognize the signs and symptoms of an acute ischemic stroke
- Discern TIA from stroke
- Appropriate management/treatment of acute vs chronic strokes
- Understand the contraindications in treating acute strokes with tPA.
- Understand the etiologies of the various cerebral hematoma types and hemorrhage
- Define the different types of seizures
- Learn to correctly recognize and treat seizures/epilepsy
- Be able to correctly diagnose and treat status epilepticus and non-convulsive status epilepticus.

- Understand the appropriate evaluation and treatment of CNS infections—meningitis
- Learn the characteristics of common malignant (GBM), metastasis and non-malignant (meningioma) CNS tumors

### Week 3

#### TOPICS

- Neuromuscular disorders
- Encephalopathy
- Coma
- Headaches
- Vertigo

#### SPECIFIC LEARNING OBJECTIVES

- Understand the causes and treatment of common neuromuscular conditions—Myasthenia gravis, ALS, peripheral neuropathy, radiculopathy, inflammatory myopathies
- Be able to recognize and treat emergent neuromuscular conditions--AIDP.
- Understand common causes of encephalopathy
- Learn to differentiate emergent versus non-emergent causes of encephalopathy
- Understand the common causes of coma
- Learn to differentiate emergent from non-emergent causes of headaches
- Understand common headache types and treatments—migraines, tension headaches, rebound headaches, cluster headaches
- Be able to correctly obtain the appropriate workup and treatment of emergent causes of headaches
- Be able to discern the common causes of vertigo (BPPV) and the appropriate treatment
- Be able to discern emergent from non-emergent causes of vertigo

### Week 4

#### TOPICS

- Neuro-Ophthalmology
- Multiple sclerosis
- Movement disorders
- Dementia

#### SPECIFIC LEARNING OBJECTIVES

- Differentiate mono-ocular from binocular diplopia
- Understand common causes of diplopia
- Learn about common neurological causes of acute and sub-acute vision loss
- Understand the criteria required to diagnose Multiple sclerosis
- Understand the various treatment modalities used in Multiple sclerosis
- Learn the symptoms and signs in common movement disorders (Parkinson's disease, essential tremor, cervical dystonia, and chorea)
- Understand the treatments used in common movement disorders
- Understand the common types and treatments of dementia

## QUIZZES

The final examination for the neurology rotation will consist of multiple-choice case and non-case-based style questions. Passing the examination is a requirement for the rotation.

### Exam Preparation

All of the questions will be based on the defined weekly topic objectives listed in the syllabus and D2L website. It is recommended that you study the appropriate content as defined and provided on D2L. You are **STRONGLY** encouraged to take the practice examination located under the Practice Examination section prior to taking the final examination!

### Exam Administration

To take this exam, you must log onto the D2L website for this course and complete the online exam, which is based on the preparatory material mentioned above. The test will be made available on D2L starting at the beginning of week 3 of your rotation and ending at 4:00pm on the last Friday of week 4 of your rotation. Students would be wise to use the preparatory material to study before taking the online exam. If you are experiencing technological issues taking the exam, please contact the HELP DESK 517.355.2345. For all other issues, contact Krista Leiter at [leiter@msu.edu](mailto:leiter@msu.edu).

### Exam Scoring

In order to pass the examination, a minimum 60% is required. If you receive less than the minimum score required on the final exam (60%), you will be given a single 24-hour window to retake the exam within a week of the original deadline. **Students who fail to take the final exam by 4 PM on the last Friday of the rotation will automatically receive an N grade and be required to repeat this rotation.**

## MID-ROTATION FEEDBACK

Students are required to complete the MSUCOM Mid-Rotation Feedback Form. This will need to be completed by an Attending or Resident at the end of week 1 on a two-week rotation or it will need to be completed by the end of week 2 on a four-week rotation. It should be dated no later than the Wednesday immediately following the end of week 1 or week 2 depending on the length of the rotation. Student's must upload the form to a D2L drop box by 11:59 pm the last day of the clerkship. A grade cannot be entered for the course until all requirements of the course have been met.

**IMPORTANT NOTE:** The student will maintain an "Extended" (ET) grade until they have successfully completed all academic and clinical requirements for the course. Please see Corrective Action below.

## ROTATION EVALUATIONS

### Attending Evaluation of Student

**Class of 2023:** 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.

**Class of 2024:** Students are responsible for verifying that a clinical supervisor has been correctly identified on their rotation schedules within Medtrics so that an email can be generated and delivered to their attending physician's preferred email address at the midpoint of their rotation. Attendings will access the electronic form within Medtrics by selecting the email link on a smart device. No login (username/password) will be required for attendings to access their pending evaluation(s) assigned to them. After the electronic form has been submitted by their attending, students can access Attending

Evaluations that were completed on their behalf by visiting the 'Evaluations' module (in the 'About Me' tab) of their Medtrics profiles.

**Class of 2023 & Class of 2024:**

Students should actively 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.

Any evidence of tampering or modification while in the possession of the student will be considered "unprofessional behavior" and will be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM's Common Ground Framework for Professional Conduct or to the Committee on Student Evaluation (COSE).

Grades are held until all rotation requirements, including evaluation forms, are received. Students are required to ensure their rotation requirements are completed correctly.

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:

1. Final Exam

- For students who complete but do not achieve the minimum passing score (60%) on the final exam by the deadline, one additional attempt will be granted within one week after the failed attempt.

## 2. Evaluations and Mid-Rotation Feedback Form

- If evaluations and Mid-Rotation Feedback Form are not submitted by 11:59pm on the last day of rotation, an ET grade will be given. Students will then have until 11:59pm 14 days after the last day of rotation to submit the missing assignments.

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.

While it is the responsibility of the student to ensure that the Attending Evaluation of Clerkship Student is completed, this requirement may extend beyond the corrective action deadline. Additionally, in the event of a failing score earned on the student's first attempt of a COMAT subject exam, the corrective action for the COMAT retake may extend beyond 14 days.

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, pending the Attending Evaluation of Clerkship Student and, if applicable, score on his/her COMAT retake).

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 (with the exception of the Attending Evaluation). 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**

During the course of this month, the student is expected to take a proactive approach to learning about the discipline of neurology. Students should make every effort to have an initial orientation session with their attending physician in an effort to review goals, objectives, and expectations on both the part of the preceptor and student. During this initial orientation meeting, students should present the preceptor with both a copy of their evaluation form as well as review this syllabus with him or her. Doing so will improve the overall rotational experience in terms of training and evaluation. Students should also suggest to have a mid-month evaluation during the rotation to gain formative feedback and make adjustments as needed based on commentary from the preceptor. Doing so will encourage active participation and improve summative evaluations that occur at the end of the rotation.

It is expected that the student will meet the following **clinical responsibilities** during this rotation:

- Report to their rotation in a timely fashion and dressed appropriately for each day of work. Be cognizant of any scheduling changes that occur and provide timely communication to the preceptor about excused or unexpected absences.
- Demonstrate an enthusiastic and proactive attitude towards the learning process.
- Treat all staff members, other rotators and patients with respect and demonstrate professional behavior in all interactions.

- Not engage in behaviors that are either: unprofessional/unethical, illegal or pose a risk to the patient or practice. If there is a question about something you are asked to do, speak with your presenting physician or (if the person you have concern about is the presenting physician) your Student Coordinator and/or Director of Medical Education for your base hospital.
- Complete any and all requested responsibilities in a timely fashion and as directed by your presenting physician excepting behaviors mentioned previously.
- Represent yourself, fellow students, and the College in a positive and professional manner.
- 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.

It is expected that the student will meet the following **academic responsibilities** during this rotation:

- Complete all College's curricular elements of the rotation as specified in this syllabus in a timely fashion.
- Regularly access and review content provided within *Desire2Learn (D2L)* during the rotation to support and supplement your active learning process.
- Attend the C3 didactic sessions provided during this month as indicated in the C3 (OST 603) syllabus. No exception for this attendance is allowed except as approved by the C3 Director of your base hospital, the Instructor of Record for OST 603 and/or the Director of Medical Education of your base hospital.
- Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patient's health problems.
- 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.
- All students on the Neurology rotation are required to attend Grand Rounds and Case presentations each Friday from September - May. These start at 7:30am each Friday and usually run until 9:30am. You are allowed to miss only ONE of the Friday morning sessions per rotation block. If you miss more than one you are at risk of failing the course unless that absence has been approved by the Instructor of Record.
- All students doing their Neurology rotation at MSU Neurology Clinics, Sparrow or McLaren Greater Lansing are required to attend additional scheduled Zoom educational session setup through the MSU Department of Neurology and Ophthalmology. Emails and meeting notices will be sent to you directly with this information.
- For all other students at different sites, if you are not involved in active patient care, other educational sessions or other obligations as mandated by your current attending or senior resident, you are expected to attend these additional Zoom educational sessions.
- Students are responsible for informing your attending physician (s) and senior resident (s) that you will be attending these sessions.
- Students are responsible for checking their emails daily for presentations dates, times, and zoom details for attendance.

**Failure to meet the clinical and/or academic responsibilities (as determined by your preceptor, Director of Medical Education of your base hospital and Instructor of Record for NOP 656) may result in a failing grade "N" for this course.**

### ATTIRE AND ETIQUETTE

If the students are assigned to work within the hospital, the student may wear scrubs, white coats, or business casual attire. If the student is assigned to work within the outpatient clinic, they will be expected to dress in business casual with their white coats and no tennis will be permitted in the clinic.

## 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	
4 weeks	2 days	

Core Neurology Clerkship (NOP 656)

<b>2 weeks</b>	<b>0 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.
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*\*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.*

Core Neurology Clerkship (NOP 656)

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

Requirement	Submission Method	Pass	Extended Grade	No Pass
Attending Evaluation of Clerkship Student (Class of 2023)	Can be accessed via the "Attending Evaluation" link in Kobiljak online schedule. Email completed evaluation to <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a>	<ul style="list-style-type: none"> <li>• Student may receive "Below Expectations" in up to one (1) subcategory</li> <li>• Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	<ul style="list-style-type: none"> <li>• Will be the conditional grade until all requirements of this rotation are met</li> </ul>	<ul style="list-style-type: none"> <li>• Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>• Receives comments that indicate below expectations of performance</li> <li>• See Unsatisfactory Clinical Performance above</li> </ul>
Attending Evaluation of Clerkship Student (Class of 2024)	Attendings receive an automated email link connecting them to their assigned evaluation(s) within Medtrics, where they may access and submit the electronic form(s) directly	<ul style="list-style-type: none"> <li>• Student may receive "Below Expectations" in up to one (1) subcategory</li> <li>• Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	Will be the conditional grade until all requirements of this rotation are met	<ul style="list-style-type: none"> <li>• Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>• Receives comments that indicate below expectations of performance</li> <li>• See Unsatisfactory Clinical Performance above</li> </ul>
Student Evaluation of Clerkship Rotation (Class of 2023)	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	<ul style="list-style-type: none"> <li>• Will be the conditional grade until all requirements of this rotation are met</li> </ul>	Failure to complete and upload within two weeks after the rotation ends.
Student Evaluation of Clerkship Rotation (Class of 2024)	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	<ul style="list-style-type: none"> <li>• Will be the conditional grade until all requirements of this rotation are met</li> </ul>	Failure to complete and upload within two weeks after the rotation ends.
<b>Neurology Final Examination</b>	<i>Desire2Learn</i>	Minimum score of 60% earned by the due date on the 1 <sup>st</sup> exam attempt	For students who do not achieve 60% on first attempt, one additional attempt will be granted within one week.	N-Grade will be issued if student fails to take the final exam by 4pm on the last Friday of the rotation

Requirement	Submission Method	Pass	Extended Grade	No Pass
<b>Mid-Rotation Feedback Form</b>	<i>Desire2Learn</i>	Log is submitted with 100% completion by the due date	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and upload within two weeks after the rotation ends.
<b>Neurology Grand Round Attendance</b>	In person attendance or attending through Zoom	Attend 75% of grand rounds presentations (only missing one,) while in session September – May of the academic year	<b>N/A</b>	Failure to attend 75% of grand round presentations.



College of Osteopathic Medicine  
MICHIGAN STATE UNIVERSITY

**MID-ROTATION FEEDBACK FORM**

Student Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date of review with Student: \_\_\_\_\_

1. This assessment is based on:
- My own observations and interactions with the student.
  - Feedback received from other faculty and/or resident supervisors

2. The student is progressing satisfactorily for their level of training:
- YES                       NO

If NO, please summarize areas needing improvement below:

3. Overall comments on student performance

<b>Strengths:</b>	<b>Areas of Improvement:</b>

4. Professionalism expectations are listed below. Please check only areas of student **DIFFICULTY**:

On time for all activities of the rotation	Present/Prepared for all activities of rotation	
Respectful/courteous to patients, staff, peers, attending's	Student is aware of limitations and appropriately seeks assistance when needed	
A great team player (helpful, reliable, proactive)	Accepting of feedback and made necessary changes because of the feedback	
Engaged in learning	Honest and trustworthy	
A good patient advocate	Work ethic	