

**OST 688**  
**Global Health**

**Selective/Elective Clerkship Rotation Syllabus**

**Institute for Global Health**

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***At 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 major changes will generally be instituted at the beginning of the school year, most minor changes may be implemented semester to semester.***

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

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**Notice to Students:** Although Elective syllabi at MSUCOM have a consistent format; vitally important details differ by Elective. For this reason, you must read the syllabus thoroughly at the onset of each elective to understand what educational activities will be provided and what is expected of you.

## Section 1 – Course Information

### Introduction

Systems Based Practices is a core competency for our osteopathic and medical students. The World Health Organization's Commission on Social Determinants of Health recommends that: "countries must build health-care systems based on the principles of equity, disease prevention, and health promotion". Cuba is one of the global leaders in following these principles and their public health approach to the delivery of health care is a shining example of a country that can provide health care to all of its inhabitants, albeit scarce national resources. The Cuban physician is very well trained in the diagnosis and prevention of disease. They do not have the benefit of technological advances to aid them in arriving at a diagnosis. Our medical students now have the opportunity, for the first time since the Cuban Revolution, to observe closely and participate in the delivery of health care in Cuba. U.S. medical programs in Cuba are allowed to observe the health care delivery system of Cuba mostly from the public policy point of view. Michigan State University will be the first American university to be permitted to participate in a hospital setting

### Elective Description

OST 688 Section 750 is a 4 credit hour elective that provides students with an overall purpose as follows:

The primary goal of this two-week, 4 credit, elective course is to introduce students to the health care delivery model in Cuba while experiencing the country's rich culture. During the first week students will explore the public health and community medicine model by on site observation of the delivery of community health clinics, maternal health, pediatric care, and geriatric care. The second week will consist of students rotating through the departments of three main teaching hospitals in Havana. There will be lectures and presentations by Cuban health care officials and clinicians and opportunities for students to closely observe and participate in the care of patients while learning about Cuba's history and culture.

### Learning Opportunities

- Analyze the attributes of the Cuban Health System
- Delivery of Public and Community Health in Cuba
- Health Care Delivery in a Hospital Setting
- Interaction with Cuban clinicians and public health officials
- Consideration of future opportunities in global health
- Immersion in Cuban culture and history and developing cultural competencies
- Develop conversational and medical Spanish language

### Course Goals

**The primary goal of this course is to provide an introduction to the structure and function of the Cuban Health System, and to immerse the student in the culture of Cuba. The student will be challenged through, lectures, and observations to identify the attributes and dynamics of what makes the Cuban health system, despite scarcity of national resources, a leader in the western hemisphere in**

**maternal/infant mortality and the delivery of public health. Lastly, the program will provide ample cultural activities and opportunities for students to identify those aspects of culture that might affect current health care conditions.**

## **Background Considerations**

The program will be based in Havana, Cuba. With authorization from the Ministry of Health of Cuba, it will be organized in collaboration with the Escuela Nacional de Salud Publica (ENSAP) and the Universidad de Ciencias Médicas de la Habana (UCMH). The program complies with the new U.S. Government Regulations from the Office of Foreign Assets Control, Department of the Treasury, amended on January 16, 2015, in that Michigan State University, a degree granting accredited educational institution, may use the general license to allow students and faculty to travel to Cuba as part of structured educational program and earn credits toward a degree.

## **Academic Profile**

Based on initial agreement with Cuban authorities, the program will admit only 16 students, from the College of Osteopathic Medicine and the College of Human Medicine. Cuba has a wide appeal for osteopathic and medical students seeking to fulfill their senior electives in an international rotation, part of the medical program. Even before approval of this program, we have already received numerous requests for course information.

Cuba provides an excellent environment to study the interaction between human and physical aspects of development. Through classroom lectures, local guest speakers and field experiences, students will explore the health care delivery system of the country in the context of general Latin American development and social change.

The duration of the course will be 2 weeks. At the moment, there is no plan to incorporate foreign language instruction. However, for enrollment students will be required to have a minimum of one Spanish course (SPN 101 or equivalent). All classes will be in English; guest speakers will have translators. There will be formal classes from Monday to Friday, 5-6 hours per day, followed by regular debriefing and reflection times. The course will use every opportunity to engage students in the learning process. On weekends, the group will make longer field trips, to Vinales and the Matanzas/Varadero area, to learn other aspects of human development. (See Appendix, map with field trip destinations). There will be pre-departure sessions to introduce Cuba and prepare students for the trip.

## **Program Site**

The program will be based in Havana, Cuba. The first week of classes will be held at the facilities of the National School of Public Health (ENSAP). The building is located in a suburb of the city of Havana. It has air conditioning and computer laboratories with Power Point equipment and access to Internet. Following morning lectures, students will visit different health related sites policlinicos and other health facilities for families, children and the elderly. In collaboration with the Oficina del Historiador de la Ciudad de La Habana, whenever possible, site visits will be programmed to take place near our base in

Habana Vieja. Students will be able to walk to those places. However, for longer distances, we will have access to bus transportation through the San Cristobal travel agency.

Students will stay at the Casa Santa Brigida, a Catholic convent that serves as a hostel and is located in a quiet area of Old Havana, adjacent to the Basilica de San Francisco and the Plaza Vieja square (see map of Habana Vieja in the Appendix). Other MSU programs have used this facility and the feedback has been very positive. Besides lodging and breakfast, the convent provides a classroom, conference rooms, a library, and a chapel. (see Appendix, map of Old Havana). It has an excellent location with several stores and shopping nearby. Streets in Habana Vieja have limited access to cars and walking is encouraged.

## **Field Trips**

1. First Weekend: Viñales/ Las Terrazas. UNESCO Heritage Site, one-day trip, sustainable projects, rural health care facilities, eco-tourism (see Appendix, location of field trips in attached map).
2. Second Weekend: Matanzas/ Varadero. One-day trip, tour of handmade book factory, time at Varadero resort.

## **Safety, Security, and Health**

MSU Study Abroad programs in Cuba started in 2002. From past experience, there is no particular health or security risks for students. Cuba is ruled by a strict regime that is trying to insure that the country is safe for foreigners. Their national income depends considerably on tourism and abuses to foreigners are rare. In addition to MSU's HTH health insurance, Cuba offers free medical care insurance that students qualify for when they enter the country legally. In coordination with OSA we will develop a list of appropriate providers including doctors, clinics and hospitals. While we do not foresee any emergency situations in Cuba, we do plan to orient students for emergency cases following OSA's safety procedures. The convent of Santa Brígida, as in previous MSU programs, will be used as the primary safe place in Havana. We will also coordinate with the U.S. Embassy (projected opening September, 2015) for additional safe places if needed.

## **Budget and Student Program Fee**

Budget figures reflect information gathered during a recent trip to Cuba and from estimates provided by the Marazul Travel Agency. A detailed budget will be presented to OSA for review and approval. The student program fee is estimated to be \$3,682 and includes round trip airfare Miami-Havana-Miami, lodging, visa expenses, and land transportation in Cuba. Students will be responsible for additional expenses, including airfare to and back from Miami, meals and other daily needs, approximately \$750.

## **Course Coordinator**

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## Faculty Coordinators

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## Administrative Coordinator

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Address: 909 Wilson Road, Room 316, East Lansing, MI 48824

## Clinical Coordinator

Name: Dr. Maria Garcia  
Email: [mariana@infomed.sld.cu](mailto:mariana@infomed.sld.cu)  
Address: Havana, Cuba

## Local Coordinators

Name: TBD  
Email: TBD

## List of Hospitals

### 1. *Hospital Calixto Garcia – General Hospital*

This is the oldest and most important teaching hospital in Cuba. Centrally located in the Vedado area of Havana, this comprehensive hospital, part of the UCMH system, has been the place for the education and training of the most prominent medical doctors in Cuba. Distributed in groups, MSU students will spend two days shadowing medical teams in different areas of general surgery.

2. *Hospital Pediátrico Docente Centro Habana – Pediatric Hospital*

The Hospital Pediátrico Docente Centro Habana is a 191 bed teaching hospital. It offers facilities like emergencies, respiratory, miscellaneous, and gastroenterology wards, including kidney unit (with hemodialysis), intermediate care, intensive care and surgical units. It has 37 professors of pediatrics, 4 PhDs and 31 MSs. The hospital is also a part of a nursing school.

3. *Hospital Materno Ramón González Coro – OB/GYN & NICU Hospital*

This is the main Obstetrics and Gynecology hospitals in Havana. Cuba’s health care system shows one of the lowest infant and maternal mortality rates in the world. At this hospital, students will be able to observe Cuban practice and policies leading to these results.

## Instructors

Name	Email	Phone	Site
William Cunningham, D.O., M.H.A.	<a href="mailto:william.cunningham@hc.msu.edu">william.cunningham@hc.msu.edu</a>	517-353-8992	EL
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## Lines of Communication

- For content questions relating to a specific learning activity or topic during this Elective, contact: Rusti Sidel, 517-884-3789
- For absences (please refer to excused absence policy information provided at the end of this syllabus)

## Office Hours

Questions concerning the elective may be discussed individually by making an appointment with Rusti Sidel, Institute for Global Health, by phone 517-884-3789 or via e-mail, [rusti.sidel@hc.msu.edu](mailto:rusti.sidel@hc.msu.edu). The Elective Coordinator is generally available M-F 9-4 P.M. or by appointment.

## Pre-Departure Requirements

- Interview with Dr. William Cunningham or Dr. Willyerd
- Vaccinations – we refer students to Olin Travel Clinic
- PowerPoint presentation by Course Directors
  - Travel issues
  - Passport and visa documentation
  - Cultural sensitivity
  - Going over daily agenda
  - Conduct issues
  - Cultural activities
  - Cuba historical background
  - Components of International Human Development

## Textbooks and Reference Materials

- World Health Organization. Readings related to Health Care Disparities. (Familiarize yourself with the WHO goals and also Cuba’s and USA public health statistics).
- Gofin, Jamie and Gofin, Rosa. Essentials of global community health. Jones and Bartlett, Sudbury, MA, 2011 (not a required text, but any articles on global health by this team will enlighten you). Specific articles from this book will be forthcoming and posted in D2L
- Reading materials about Cuban history, culture and human development will be posted in D2L

## Elective Schedule

This elective is presented for a 2-week period. General scheduling for the educational activities of this elective are as follows:

Day/Date	Times (if applicable)	Required Activities
1	PM	Flight to Miami and Cuba Hotel check-in
2	AM  PM	Orientation  Brief meeting and cultural tour, followed by dinner.
3	9:00 AM-12:00 PM  12:00 PM  2:00 PM – 4:00 PM  6:00 PM – 7:30 PM	Visit to “Diego Tamayo” Teaching Policlinic. Presentation on the Cuban Health System and PHC strategy. Exchange with health managers and professionals. Two ENSAP professors will be with the group. Lunch in Havana  Visit to a family medicine doctor and nurse team at the “Diego Tamayo” Teaching Policlinic.  Working dinner with small group, (2) presentations on readings and day’s experiences, reflective time.
4	9:00 AM – 12:00 PM  12:00 PM  1:30 PM  2:00 PM – 4:00 PM	Family and Community Care. Spending time in family medicine doctor and nurse teams offices at the “Diego Tamyra” Teaching Policlinic. Field visits. The group will be split into four sub-groups, and each of them will be accompanied by an ENSAP professor.  Lunch at ENSAP  Depart from ENSAP lobby  Visit to a family medicine doctor and nurse team at the “Diego Tamayo” Teaching Policlinic.



Day/Date	Times (if applicable)	Required Activities
	6:00 PM – 7:30 PM	Working dinner with small group (2) presentations on readings and day’s experiences.
5	9:00 AM-12:00 PM  12:00 PM  2:00PM-4:00 PM  6:00 PM-7:30 PM	Healthcare Priority Programs: National Maternal-Child Health Program. Visit to “Leonor Perez” Maternity Home. Two ENSAP professors will be with the group.  Lunch in Old Havana  Healthcare Priority Programs: National Comprehensive Program for the Elderly. Visit to Center for Older Adults at Belen Convent. Two ENSAP professors will be with the group.  Working dinner with small group (2) presentations on readings and day’s experiences.
6	9:00 AM-12:00 PM  12:00 PM  1:30 PM  2:00 PM-4:00 PM  6:00 PM-7:30 PM	Family and Community Care. Spending time in family medicine doctor and nurse teams offices at the “Diego Tamyra” Teaching Policlinic. Field visits. The group will be split into four sub-groups, and each of them will be accompanied by one ENSAP professor.  Lunch at ENSAP  Depart from ENSAP lobby  Mental Health in the Community. Visit to Guanabacoa Mental Health Community Center. Two ENSAP professors will be with the group.  Working dinner with small group (2) presentations on readings and day’s experiences, reflection time.
7	9:00 AM-12:00 PM  12:00 PM  2:00 PM-4:00 PM  6:00 PM-7:30 PM	Health Promotion in Community Work. Visit to Health Promotion and Disease Unit. Two ENSAP professors will be with the group.  Lunch in Old Havana  Visit to “Senen Casa” Community Rehabilitation Service. Two ENSAP professors will be with the group.  Working dinner with small group, (2) presentations on readings and day’s experiences, reflection time.

<b>Day/Date</b>	<b>Times (if applicable)</b>	<b>Required Activities</b>
8	8:00 AM-7:00 PM	Viñales/Las Terrazas field trip
9	AM/PM	Free day in Havana
10	AM	Lecture on Cuban inpatient health system.
	PM	Hospital rotations
11	AM	Hospital lectures
	PM	Hospital rotations
12	AM	Hospital lectures
	PM	Hospital rotations
13	AM	Hospital lectures
	PM	Hospital rotations
14	AM	Hospital rotations
	PM	Farewell banquet
15	8:00 AM-6:00 PM	Trip to Matanzas/Varadero
16	AM/PM	Return to USA

## **Required Assessments:**

**The activities required for successful completion of this elective are listed below:**

- Each student will be given an orientation and a bibliography that will introduce him/her to the Cuban Health system. At the evening dinner, 2 students each day will present on a specific topic to the group. This will comprise 50% of their grade. 50% of their grade will be participation in the lectures and their spirit of inquiry in the clinics, hospitals and culture of Cuba.
- Supervised Reflection and Evaluation Sessions (8). Students will be asked to elicit and discuss their daily observations.

## **Student Evaluation of the Course**

We want your feedback on how to make this elective better for the students who come after you.

- Informal Feedback: Feel free to approach the Course Coordinator, Rusti Sidel, or any of the other course faculty with your reactions and suggestions. Or write out your comments and email them to the Course Coordinator or Faculty. From time to time, we may also convene focus groups of students, as an additional way to elicit your opinions and suggestions.

- Formal Evaluation (if applicable): In addition to the above, we ask every student in the class to complete formal on-line Elective evaluation upon conclusion of the Elective. Student Elective evaluations are highly recommended [or required]. Student feedback provides Elective Coordinators with valuable information regarding their performance, the performance of their instructors and the quality of the Elective. The information gained from these evaluations is used to continuously improve future offerings of this Elective. Students can access the evaluation for at method and time expectation here.

## Section 2 – Policies

### 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.

### Academic Honesty and Professionalism

[http://www.com.msu.edu/Students/Policies\\_and\\_Programs/Med\\_Student\\_Rights\\_Responsibilities.htm](http://www.com.msu.edu/Students/Policies_and_Programs/Med_Student_Rights_Responsibilities.htm)

[http://www.com.msu.edu/Students/Professional\\_Development/Code\\_of\\_Prof\\_Ethics.htm](http://www.com.msu.edu/Students/Professional_Development/Code_of_Prof_Ethics.htm)

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty and professionalism. If any instance of academic dishonesty (cheating, plagiarism, etc.) is discovered by an instructor, it is his or her responsibility to take appropriate action. Such action may include giving a failing grade to the student in the Elective and/or referring the student for judicial review and possible disciplinary action, which may include disciplinary suspension or dismissal from the College.

### Student Responsibilities

During the 2 weeks of the rotation, the student is required to meet clinical and academic responsibilities:

- *The student **will** meet the following **clinical responsibilities** during this rotation:*
  - Students are expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.
- *The student **will** meet the following **academic responsibilities** during this rotation:*
  - Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patients 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.

## Requests for Special 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 at 517-884-RCPD or on the web at [www.rcpd.msu.edu](http://www.rcpd.msu.edu). Once a student's eligibility for accommodation has been determined he/she may be issued a Verified Individualized Services and Accommodation ("VISA") form. Please present this VISA form to Cheryl Luick, [luick@msu.edu](mailto:luick@msu.edu), A-331 East Fee Hall at the start of the semester and/or two weeks prior to the accommodation date (test, project, labs, etc.). Requests received after this date will be honored whenever possible.

It is the responsibility of the student with accommodations to contact the Elective Coordinator two weeks prior to the start of the term, or two weeks prior to the scheduled assessment event or other planned use of accommodations. Requests received after this date will be honored whenever possible.

It is the responsibility of the student to submit or have submitted an updated version of their accommodations to Cheryl Luick each semester that a student plans to use their accommodations.

## MSU College of Osteopathic Medicine Standard Policies

The following are the standard MSUCOM policies students must adhere to across rotations.

### Attendance Policy

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

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

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

**ROTATION SPECIFIC EXCEPTIONS TO THE ABOVE ATTENDANCE POLICY:**

To obtain an excused absence, you need to make the following contact, as appropriate, prior to the scheduled administration of the examination(s).

**Personal Emergencies:**

(e.g., death in family, serious illness (acute), hospitalization, automobile difficulties).

Contact: Rusti Sidel (517) 884-3789

**Where there is advance notice of absence:**

For advance notice absences, a student must submit his/her excused absence request at least one week in advance of the scheduled mandatory elective activity. Wedding, family celebrations, vacations, conferences, etc. are not considered acceptable excuses. If an examination or other required experience is missed due to medical reasons, an attending physician's written confirmation will be required in order for the absence to be excused.

**Policy for Medical Student Supervision****Supervisors of the Medical Students in the Clinical Setting**

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

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

**Level of Supervision/Responsibilities**

Clinical supervision is designed to foster progressive responsibility as a student progresses through the curriculum, with the supervising physicians providing the medical student the opportunity to demonstrate progressive involvement in patient care. MSUCOM students will be expected to follow clinical policies of the facility regarding medical records and clinical care. Medical student participation in patient

history/physical exam, critical data analysis, management, and procedures will include factors, but not limited to:

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

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

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

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

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

### **Statement of Professionalism**

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

### **Student Rights and Responsibilities**

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty. Students share the responsibility with faculty for creating an environment that supports academic honesty and principles of professionalism. Proper relationships between faculty and students are fundamental to

the college's function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.

### **Faculty Responsibilities**

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

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

### **Course Grades**

- **P-Pass** – means that credit is granted and that the student achieved a level of performance judged to be satisfactory according to didactic and clinical performance by the department.
- **N-No Grade** – means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory according to didactic and clinical performance by the department.
- **ET-Extended Grade** – means that a final grade (“Pass” or “No Grade”) cannot be determined due to one or more missing course requirements. In Years 3 and 4, the Extended “ET” grade is used instead of an Incomplete (I) grade. Once all course requirements have been completed, received, and processed, the ET grade will be changed to a final grade. An ET will NOT remain on a student’s transcript.

### **N-Grade Policy**

- Remediation is not offered for Clerkship courses.
- The student who fails to turn in required paperwork, who has a verifiable reason why they failed to do so, will be allowed a 2-week grace period or more depending on the circumstances, Failure to meet this two week

deadline will result in an N grade

## Rotation Evaluations

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

Students should assertively seek feedback on their performance throughout the course of the clinical rotation. Students should also sit down and discuss the formal evaluation with the clinical supervisor. Note that the clinical supervisor and the DME from the rotation hospital are required to sign the form.

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

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

**Student  
Evaluation of  
Rotation** Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the evaluation system at:

[http://hit-filemakerwb.hc.msu.edu/Clerkship/login\\_student.html](http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html)

## Exposure Incidents Protocol

A form has been developed by the University to report exposure incidents. The form can be accessed at

[www.com.msu.edu/AP/clerkship\\_program/clerkship\\_documents/exposure.pdf](http://www.com.msu.edu/AP/clerkship_program/clerkship_documents/exposure.pdf). Please make yourself familiar with the procedure and the form.