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 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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INTRODUCTION AND OVERVIEW

Welcome once again to pediatrics. We are excited about your interest in this field of medicine. This syllabus provides an overview of the requirements and expectations of the rotation.

Advanced Pediatrics is a 2 week (3 credit) or 4 week (6 credit) elective course meant to provide students with a more in-depth understanding of a specialty area of pediatrics, or a higher level experience in general pediatrics.

Specialty rotations may be in infectious disease, hematology/oncology, immunology, cardiology, gastroenterology, NICU or other disciplines.

Repeating a general pediatrics rotation is also acceptable though expectations will be greater. These experiences can be identified at your base hospital, another base hospital or any other institution.

* DO/PhD student rotations may extend out further. Timeframes for each rotation are decided at least 30 days prior to the beginning of the rotation.

ELECTIVE COURSE SCHEDULING

Required Prerequisites

- This course cannot be scheduled until five core rotations are completed.

Course Confirmation and Enrollment

- The student must be an active student at Michigan State University College of Osteopathic Medicine (MSUCOM).
- Student must complete five core rotations prior to any elective rotation.
- The student must receive MSUCOM confirmation and enrollment prior to beginning any elective rotation.
  - Once the student receives rotation acceptance from the host site, students must provide the elective application and host site approval to COM.Clerkship@msu.edu for MSUCOM confirmation and scheduling.
  - MSUCOM confirmation and enrollment is complete when the rotation is visible on the student’s schedule.
  - MSUCOM confirmation must occur at least 30 days in advance of the rotation.
GOALS AND OBJECTIVES

GOALS
To provide an environment that allows the student to grow intellectually and professionally through the acquisition of further knowledge, skills and behavior relevant to the practice of pediatrics.

OBJECTIVES
The student will:

- Demonstrate a more in-depth knowledge of pediatrics.
- Develop psychomotor skills by performing a minimum of two new procedures per rotation.
- Gain knowledge about referrals and the process that occurs between primary care and specialty care pediatrics.
- Further develop professional attitudes and behavior.

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.

REFERENCE
There are not required references for this course. All references listed below are highly recommended.

SUGGESTED STUDY RESOURCES
There are not required references for this course. All references listed below are highly recommended.

Recommended Texts
• This is the main resource for medication dosages. It also contains information on procedures as well as other diagnostic and therapeutic information.


• This is a good resource for looking up detailed descriptions of disease processes. This is THE pediatric textbook.


• This should serve as a good basic resource on basic pediatric pathology.

• Excellent resource for vaccines & infectious diseases.

• An Excellent visual guide to pediatric conditions.

Other readings may be assigned by clerkship faculty or attendings.

Recommended Websites

Bright Futures Recommendations for Preventative Pediatric Health Care

http://www.aap.org/en-us/professional-resources/practice-support/Periodicity/Periodicity%20Schedule_FINAL.pdf

Bright Futures Handbook

This is an excellent resource for information pertaining to health promotion in pediatrics with particular focus on the Physical Examination, Screening and Anticipatory Guidance.

https://brightfutures.aap.org/materials-and-tools/PerfPrevServ/Pages/default.aspx


AAP Vaccine Schedule

2016 Link

http://aapredbook.aappublications.org/site/resources/IZSchedule

Vaccine Issues


http://www.cdc.gov/vaccinesafety/Vaccines/multiplevaccines.html

## ROTATION REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>SUBMISSION METHOD</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>Rotation Journal</td>
<td>Scan and upload into D2L Drop box</td>
<td>By 11:59 pm the last day of the rotation</td>
</tr>
<tr>
<td>Procedures Chart</td>
<td>Scan and upload into D2L Drop box</td>
<td>By 11:59 pm the last day of the rotation</td>
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<tr>
<td>Case Presentation</td>
<td>Via Zoom with a member of the departmental faculty.</td>
<td>By 11:59 pm the last day of the rotation</td>
</tr>
<tr>
<td>Attending Evaluation of Clerkship Student</td>
<td>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></td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td>Student Evaluation of Clerkship Rotation</td>
<td>Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule.</td>
<td>Last Day of Rotation</td>
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ASSIGNMENTS

Rotation Journal

*Important Note*: Students completing more than one pediatric selective/elective rotation must complete a separate journal for each rotation. Documentation should not be copied from one journal to the next. Journals cannot discuss the same topics. Doing so will result in a failing grade for the assignment.

The rotation journal is to include the following:

- **Topics and Presentations** – Weekly entries on topics you have researched and presentations you have done. Include a brief paragraph on each one you cite.

- **Growth in Pediatrics** – Weekly entry noting how you grew this week in terms of pediatric knowledge, skills and/or behavior. Please be reflective and make meaningful entries. One to two paragraphs in length.

- **Referral** – Describe a referral process for one patient you worked with during the rotation. Was that person a referral to the practice or specialist? A referral done out of the practice. What “principles” did you learn that make for a good referral in either direction.

Inclusion of the areas outlined above will constitute a “pass” for the rotation journal. “No pass” will be assigned if the journal is not submitted or incomplete.

Note: This journal should not include any form of identification of patients or their families as outlined in the HIPAA Privacy Rule – no name, address, birth date, Social Security number, hospital or clinic ID number, site location or any other information that would identify the person/patient.

Procedures Documentation

*Important Note*: Students completing more than one pediatric selective/elective rotation must complete a separate procedures list for each rotation. Documentation should not be copied from one journal to the next. Journals cannot discuss the same topics. Doing so will result in a failing grade for the assignment.

The procedures list is to include the following:

- You will need to complete two new procedures each rotation. Once you complete it you will need to write a brief paragraph outlining what you learned from this procedure.
- If you do not complete any new procedure you will need to pick procedures and write a brief paragraph outlining what you learned from this procedure.
ONLINE MODULES OR CONFERENCES

Case Presentation

1. You will be assigned a Case to present to the Faculty. The case will be emailed to you within the first week of the rotation.
2. Generate differential diagnosis and create a presentation reviewing key components of the case, how you would rank and then rule out/in your diagnoses, what your final diagnosis is and how you would confirm it.
3. Your case presentation will be given via Zoom to the pediatric faculty member in the last week of your rotation. The course Coordinator will assist you in arranging a time that works best for both or your schedules. The Zoom information will then be distributed via email to you.

ROTATION EVALUATIONS

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

Students should 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.

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 Clerkship Team. 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. Be sure you are using the correct form.

Student Evaluation of Clerkship Rotation
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
Unsatisfactory Clinical Performance
The Instructor of Record and/or the Assistant Dean for Clerkship Education will review/investigate a student’s performance on a rotation when a concern is raised by the supervisor(s), and 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.

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 PROCESS
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:

The steps of the ‘Corrective Action’ process for PED 601 are as follows:

1. If the student fails this rotation due to the Attending Evaluation, an ‘N’ grade will be issued.
2. If the student will be required to complete the requirement that was missing.
3. The student will then be required to write an essay about professionalism.
   a. This will consist of at least two pages.
   b. You will need to make sure to cite at least 3 references.
4. This corrective action will be due within one week of the corrective action being assigned.

If a student completes the ‘Corrective Action’ process successfully, as determined by the Instructor of Record, the student will receive credit for the deficient academic grading requirement(s).

If a student does not complete the ‘Corrective Action’ process successfully, as determined by the Instructor of Record, the student will receive an N grade for the course.

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

Please note that while it is the responsibility of the student to ensure the Attending Evaluation of the Clerkship Student is completed, this requirement may extend beyond the corrective action date. Additionally, in the event of a COMAT failure on first attempt, the corrective action for the repeat COMAT may extend beyond 14 days.
As determined by the Instructor of Record, 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.

If a student successfully completes the Corrective Action process, as determined by the Instructor of Record, the student will receive credit for the deficient academic grading requirement(s) and be eligible for a rotation grade change from ET to Pass (pending the Attending Evaluation of the Clerkship Student and COMAT score).

BASE HOSPITAL REQUIREMENTS
Students are responsible for completing all additional requirements set by the hospital/clinical site in which the student is completing the rotation. Students are not responsible for reporting results of requirements outside the ones listed above to the college.

STUDENT RESPONSIBILITIES AND EXPECTATIONS
During the course of this rotation, the student is expected to take a proactive approach to learning about the discipline of pediatrics. Students will meet the preceptor on the first day of the rotation, at a predetermined time and location, to be oriented to rotation hours, location(s), expected duties, and responsibilities while on-service. During the orientation meeting, students should present the preceptor with a copy of the Attending Evaluation form and review this syllabus together. Doing so will improve the overall rotational experience in terms of training and evaluation.

During the 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 healthcare 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.
ATTENDANCE

In order to gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.

1. In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.

2. Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify the rotation team and medical education of emergent/illness absences on day of absence.

3. A student may not be absent more than 2 days on any one 4-week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).

4. Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

ATTIRE AND ETIQUETTE

During your clinical rotation, you will be a part of many different learning environments and will be given a great deal of responsibility. Importantly, most of your patients will consider you a critical member of the medical team and see you as a physician. Given this, it is vital that a high level of professional behavior is maintained. Outward appearance is very important in this regard, and is critical for initial impressions and for gaining the respect of your patients. For this reason, please adhere to the following dress code during your clerkship:

- Men should routinely dress in slacks, as well as a shirt and tie. No blue jeans are allowed during any rotation.
- Women should wear skirts or slacks. Skirts should be of a length that reaches the knees or longer.
- Tennis shoes should not be worn, except with scrubs.
- No open toe shoes, flip-flops, or sandals are allowed at any time. Socks are always a public health code requirement.
- Scrubs are provided for situations where extended periods of patient care necessitate more comfortable clothing or change in clothing. Therefore, scrubs are allowed for ‘on- call days’ only.

At ALL times when patient contact is expected or anticipated, your waist-length WHITE COAT will be worn.
As this policy simply represents general guidelines, we encourage anyone with uncertainties or questions regarding the dress code to reach out to student director for confirmation.

- Wear a waterproof gown when blood or body fluid may soak a cloth gown.
- ALL incidents of exposure to blood or body fluids such as parenteral (needle stick or cut); mucous membranes (splash to eyes, nose or mouth); cutaneous (contact with blood or body fluids on ungloved hands or other skin surfaces that may be cut, chapped, abraded or affected by active dermatitis should be reported immediately to attending physician, student director, and MSUCOM (see "Exposure Incidents Report" on page 25 of the syllabus).

MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES

The following are standard MSUCOM policies across all Clerkship rotations.

ATTENDANCE POLICY

OVERVIEW
Michigan State University College of Osteopathic Medicine (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 vacations already appearing in schedules and should only request 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 these requirements according to the respective course syllabus.

GENERAL POLICY

- All absences from rotations must be **excused absences** obtained by completing the Clerkship Program Excused Absence Request Form.
  - Appropriate signatures must be obtained from both the attending physician and the student coordinator at the rotation site.
  - MSUCOM Assistant Dean for Clerkship Education must approve absences for prolonged illnesses, bereavement, research presentations/conferences, or absences exceeding the maximum time off any one rotation.
  - Once appropriate approval signatures are obtained, forms should be maintained for your records in the event they are requested or required at a later date.

- **Unexcused absences** are absences taken without the proper completion of the Clerkship Program Excused Absence Request Form, or absences outside of those listed 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).
### Length of Rotation and Maximum Number of Days Off

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<tr>
<th>Length of Rotation</th>
<th>Maximum Number of Days Off</th>
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<td>4 weeks</td>
<td>2 days</td>
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<tr>
<td>2 weeks</td>
<td>0 days</td>
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Should an absence exceed these limits, the student is responsible for requesting additional days from the Assistant Dean for Clerkship Education via email (com.clerkship@msu.edu) prior to the absence.

### Exception for Residency Interviews from October to January in Year 4 Only

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 during Year 4 for interview purposes only. If interview absences exceed these totals, the student must request additional days off from the MSUCOM Instructor of Record (IOR) for the course/rotation by submitting a Clerkship Program Excused Absence Request Form to the Course Assistant (CA). Contact information for the IOR and CA are found on the first page of the respective MSUCOM course syllabus.
<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Qualifications</th>
<th>Maximum number of days off</th>
<th>Details</th>
<th>Required Approval from Assistant Dean for Clerkship Education</th>
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</thead>
<tbody>
<tr>
<td>Personal Day</td>
<td>Illness Medical/Dental appointments, Wedding, family graduations (additional reasons must be discussed with the Asst Dean for Clerkship Education prior to request)</td>
<td>5 total days per year (individual events must comply with the max of 2 days off any 4-week rotation)</td>
<td>Vacations must be planned during allotted vacation time in schedule. Vacations are not acceptable personal day absences.</td>
<td>No</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Court documentation must accompany the Clerkship Program Absence Request Form.</td>
<td>N/A</td>
<td>Jury duty, when obligated, is not considered a personal day absence.</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital-organized community events</td>
<td>Example: Special Olympic Physicals</td>
<td>N/A</td>
<td>These events would be considered part of the rotation and not a personal day absence.</td>
<td>No</td>
</tr>
<tr>
<td>Examination</td>
<td>COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCEE</td>
<td>1 day</td>
<td>Students should be reporting to rotation before/after examination</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>COMAT/NBME shelf examinations</td>
<td>Time required to complete exam</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Conference/Research Presentation</td>
<td>Research presentation on core rotation</td>
<td>Travel and presentation time only</td>
<td>While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated. Required for request to Asst Dean for Clerkship Education; conference agenda, location, date of presentation, invitation, or confirmation of presentation by conference staff, proposed dates of absence.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Conference or research presentation while on an elective rotation</td>
<td>3 days on a 4-week elective rotation</td>
<td>Student must submit Clerkship Program Excused Absence Request Form and copy of conference agenda to the Assistant Dean for Clerkship Education to attend one (1) professional meeting on a 4-week rotation. Students cannot miss rotation days for a conference during a 2-week elective rotation.</td>
<td>Yes</td>
</tr>
<tr>
<td>Prolonged Illness, Bereavement,</td>
<td>Medical related absence or bereavement</td>
<td>TBD</td>
<td>Students-contact the Assistant Dean for Clerkship Education to discuss time off rotations</td>
<td>Yes</td>
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<tr>
<td>Maternity Leave</td>
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*Clerkship Program Excused Absence Request Forms*- Once appropriate approval signatures are obtained; forms should be maintained for your records in the event they are requested or required at a later date.
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 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 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 is 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 relationship between faculty and student are fundamental to the college's function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.

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

It is the responsibility of the clinical faculty to provide students with ongoing feedback during rotation upon request. Clinical faculty are generally recommended (though not required) to limit student assigned duty hours from 40 to 60 hours weekly (and not exceeding 60 hours). Both faculty and students are to be treated fairly and professionally 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 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 may be found on the Clerkship Medical Education page of the MSUCOM website here (https://com.msu.edu/current-students/clerkship-medical-education).

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

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. Once a student’s eligibility for (clinical and/or testing) accommodation has been determined, the student may be issued a Verified Individualized Services and Accommodations (VISA) form. Students must present this VISA form to the Clerkship Team (COM.Clerkship@msu.edu), A-332 East Fee Hall, at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after this date will be honored whenever possible.

If updates or modifications to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit an updated version to the Clerkship Team if he or she intends to use the new accommodation going forward.
## SUMMARY OF GRADING REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Submission Method</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rotation Journal</td>
<td>Scan and upload into D2L Drop box</td>
<td>By 11:59 pm the last day of the rotation</td>
<td>Will be the conditional grade until all requirement of this rotation are met.</td>
<td>Failure to complete 100% and upload by one week after the last day of the rotation at 11:59 pm or the Corrective Action is not completed correctly or on time.</td>
</tr>
<tr>
<td>Procedures Documentation</td>
<td>Scan and upload into D2L Drop box</td>
<td>By 11:59 pm the last day of the rotation</td>
<td>Will be the conditional grade until all requirement of this rotation are met.</td>
<td>Failure to complete 100% and upload by one week after the last day of the rotation at 11:59 pm or the Corrective Action is not completed correctly or on time.</td>
</tr>
<tr>
<td>Case Presentation</td>
<td>Via Zoom with a member of the departmental faculty.</td>
<td>By 11:59 pm the last day of the rotation</td>
<td>Will be the conditional grade until all requirement of this rotation are met.</td>
<td>Failure to complete 100% and upload by one week after the last day of the rotation at 11:59 pm or the Corrective Action is not completed correctly or on time.</td>
</tr>
</tbody>
</table>
| Attending Evaluation of Clerkship Student | Can be accessed via the “Attending Evaluation” link in Kobiljak online schedule. Email completed evaluation to COM.Clerkship@msu.edu | Last Day of Rotation                              | Will be the conditional grade until all requirement of this rotation are met. | • Receives two or more “Below Expectations” in any subsection on the evaluation and after the chair review and discussion  
• Displays indicators or marginal performance on any clerkship rotation. |
| Student Evaluation of Clerkship Rotation | Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule. | Last Day of Rotation                              | Will be the conditional grade until all requirement of this rotation are met. | Failure to complete 100% and upload by one week after the last day of the rotation at 11:59 pm. |