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.
## TABLE OF CONTENTS

- **INTRODUCTION AND OVERVIEW** ........................................................................................................... 3
- **ROTATION FORMAT** ................................................................................................................................. 3
- **GOALS AND OBJECTIVES** .......................................................................................................................... 3
- **COLLEGE PROGRAM OBJECTIVES** ............................................................................................................ 3
- **REFERENCES** ............................................................................................................................................. 4
  - **SUGGESTED STUDY RESOURCES** ........................................................................................................... 4
   - Recommended Websites .......................................................................................................................... 4
- **ROTATION REQUIREMENTS** ....................................................................................................................... 4
  - **WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS** ............................................................................... 5
    - **Module 1: Adult Immunizations** ........................................................................................................ 5
      - Module readings ................................................................................................................................. 5
      - Module requirements .......................................................................................................................... 5
      - Additional Items ................................................................................................................................. 5
    - **Module 2: Abnormal LFT’s** ................................................................................................................ 5
      - Module readings ................................................................................................................................. 5
      - Module requirements .......................................................................................................................... 5
      - Additional materials .......................................................................................................................... 5
    - **Module 3: Osteoporosis** .................................................................................................................. 6
      - Module readings ................................................................................................................................. 6
      - Module requirements .......................................................................................................................... 6
      - Additional materials .......................................................................................................................... 6
    - **Module 4: URI/LRI** .......................................................................................................................... 6
      - Module readings: ................................................................................................................................. 6
      - Module requirements: .......................................................................................................................... 6
      - Additional materials .......................................................................................................................... 6
    - **Module 5: Asthma/COPD** .................................................................................................................. 6
      - Module readings ................................................................................................................................. 7
      - Module requirements .......................................................................................................................... 7
      - Additional materials .......................................................................................................................... 7
    - **Module 6: Alcohol and Substance Abuse** ......................................................................................... 7
      - Module readings ................................................................................................................................. 7
      - Module requirements .......................................................................................................................... 7
      - Additional materials .......................................................................................................................... 7
    - **Module 7: Pediatrics** ......................................................................................................................... 7
      - Module readings ................................................................................................................................. 7
      - Module requirements .......................................................................................................................... 7
      - Additional materials .......................................................................................................................... 8
    - **Module 8: Geriatrics** ......................................................................................................................... 8
      - Module readings ................................................................................................................................. 8
      - Module requirements .......................................................................................................................... 8
      - Additional materials .......................................................................................................................... 8
    - **Module 9: Telemedicine** ................................................................................................................... 8
      - Module readings ................................................................................................................................. 8
      - Module requirements .......................................................................................................................... 8
      - Additional materials .......................................................................................................................... 8

- **TABLE OF CONTENTS** ................................................................................................................................ 8
DO/PHD STUDENTS ............................................................................................................. 8
AQUIFER ............................................................................................................................... 9
  How to Access Aquifer Cases........................................................................................................ 9
ONLINE MODULES OR CONFERENCES .............................................................................. 9
ROTATION REVIEW EXAM ................................................................................................... 9
STUDENT EXPERIENCE LOGS ........................................................................................... 10
COMAT EXAM INFORMATION ............................................................................................. 10
  COMAT Grading ................................................................................................................................. 10
ROTATION EVALUATIONS .................................................................................................. 11
  Attending Evaluation of Student........................................................................................................ 11
  Student Evaluation of Clerkship Rotation ....................................................................................... 12
  Unsatisfactory Clinical Performance ............................................................................................... 12
CORRECTIVE ACTION PROCESS ....................................................................................... 12
BASE HOSPITAL REQUIREMENTS ..................................................................................... 13
STUDENT RESPONSIBILITIES AND EXPECTATIONS ............................................................. 13
ATTIRE AND ETIQUETTE ..................................................................................................... 14
MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES .................. 15
ATTENDANCE POLICY ........................................................................................................ 15
POLICY FOR MEDICAL STUDENT SUPERVISION ................................................................ 18
  Supervisors of the Medical Students in the Clinical Setting.......................................................... 18
  Level of Supervision/Responsibilities................................................................................................. 18
STATEMENT OF PROFESSIONALISM ................................................................................ 19
STUDENT RIGHTS AND RESPONSIBILITIES ....................................................................... 19
  MSU Email .......................................................................................................................................... 19
FACULTY RESPONSIBILITES .............................................................................................. 20
COURSE GRADES ............................................................................................................... 20
  N Grade Policy .................................................................................................................................... 20
STUDENT EXPOSURE PROCEDURE .................................................................................. 21
STUDENT VISA ...................................................................................................................... 21
SUMMARY OF GRADING REQUIREMENTS ........................................................................... 22
STUDENT EXPERIENCE LOG FCM 620 FAMILY MEDICINE ........................................... 24
INTRODUCTION AND OVERVIEW

Welcome to family medicine. This syllabus provides an overview of rotation goals and objectives designed to help you gain an understanding of the breadth and scope of family medicine. As you progress through the rotation, you will perform certain activities intended to help you meet the identified goals and objectives. Please make sure to review this syllabus in its entirety to ensure understanding of the rotation format and syllabus content.

ROTATION FORMAT
This rotation has been designed to cover primary topics commonly seen in family medicine. Each week you should focus on 2-3 didactic topics and are encouraged to engage the attending physician in discussion as this will lend a greater understanding of these critical issues.

During the clinic, look for opportunities to practice skills an osteopathic family physician needs to care for the full age spectrum - from birth to elderly such as recognizing when to perform OMT, give an oral presentation, documenting a history and physical exam, and beginning to develop an assessment and plan for a wide variety of complaints.

GOALS AND OBJECTIVES
By the time this rotation has been completed, each student should be able to:
- Have knowledge of the current guidelines for disease screening by age group.
- Identify the most common disease processes seen in family medicine.
- Recall risk factors for each disease process and relevant questions for screening.
- Review appropriate stratification of each disease process, where applicable.
- Recognize clinical manifestations of each disease.
- Review relevant tests for each disease.
- Identify resources for reviewing current guidelines for the management of these diseases from a primary care perspective.
- Develop basic strategies for treatment of each disease including first-line recommendations and follow-up strategies.
- Consider osteopathic manipulative techniques for specific manifestations of disease where applicable.
- Review all of the Entrustable Professional Activities document in D2L and know how to properly use the competencies.
- Review the AOA Core Competencies document in D2L and know how to properly use the competencies.

In addition, in this rotation and every rotation:
- Student should wear appropriate attire, be timely and be professional at all times.
- Students need to be able to demonstrate active listening skills and empathy for patients.

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

Recommended Websites
Accessing the Electronic Resources using MSU’s Library (www.lib.msu.edu) will provide many of these for free.


Access Medicine will need to be accessed for the Rotation Review Quiz that are required for this course.

- Once you go the Electronic Medical Books Collection, you need to click on the E-book Collections.
- Under the McGraw-Hill Section is: Access Medicine
- Once you get onto Access Medicine you will need to create a log in and then you will be able to access the materials.
- The textbook you will need to access is:
  - CURRENT Diagnosis & Treatment: Family Medicine, 5e
  - All Chapters that need to be read are in that book
- You will need to access the Cases. Once you click on that a drop down will appear. You will need to click:
  - Graber and Wilbur’s Family Medicine Examination and Board Review, 5th Edition
- You will need to access the Review Questions for your Rotation Review Quiz you will need to follow the directions above but once you reach the Cases.
  - The button that states Go to Review Questions is where you will find the Review Questions for this Quiz.

ROTATION REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>SUBMISSION METHOD</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the 9 Modules</td>
<td>Completed 100% and uploaded by 11:59 pm the last day (Sunday) of the rotation.</td>
<td>Last day of Rotation</td>
</tr>
<tr>
<td>Aquifer Cases and D2L Cases</td>
<td>Completed 100% and uploaded by 11:59 pm the last day (Sunday) of the rotation.</td>
<td>Last day of Rotation</td>
</tr>
<tr>
<td>Rotation Review Quiz</td>
<td>Completed and receive at or above 70% and uploaded by 11:59 pm the last day (Sunday) of the rotation.</td>
<td>Last day of Rotation</td>
</tr>
<tr>
<td>Student Experience Log</td>
<td>Completed 100% and uploaded by 11:59 pm the last day (Sunday) of the rotation.</td>
<td>Last day of Rotation</td>
</tr>
<tr>
<td>Zoom Interactions</td>
<td>Be present for the ones you are required to attend.</td>
<td>Last day of Rotation</td>
</tr>
<tr>
<td>COMAT Examination</td>
<td>Per Clerkship Protocol</td>
<td>Varies, based on which Primary</td>
</tr>
</tbody>
</table>
WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

Module 1: Adult Immunizations

Module readings
- You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 15: Health Maintenance for Adults
- The directions on how to access the book see “Recommended Websites” above.

Module requirements
- You will need to complete in Aquifer IM Case 13

Additional Items
- American Family Physician: Immunizations

Module 2: Abnormal LFT's

Module readings
- You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 33: Hepatobiliary Disorders
- For directions on how to access the book see "Recommended Websites" above.

Module requirements
- You will need to complete in Aquifer IM Case 11

Additional materials
Module 3: Osteoporosis

**Module readings**
- You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e : Chapter 30: Osteoporosis
- For directions on how to access the book see “Recommended Websites” above.

**Module requirements**
- You will need to complete Aquifer Family Medicine Case 17

**Additional materials**
- Review the PowerPoint in the Module 3 folder
  - [https://static1.squarespace.com/static/5d7aabc5368b54332c55df72/t/5d9f679cbc775a5f22c91b61/1570727839254/Cosman2014_Article_ClinicianSGuideToPreventionAnd.pdf](https://static1.squarespace.com/static/5d7aabc5368b54332c55df72/t/5d9f679cbc775a5f22c91b61/1570727839254/Cosman2014_Article_ClinicianSGuideToPreventionAnd.pdf)

Module 4: URI/LRI

**Module readings:**
- You will need to make sure to read the beginning of Current Treatment & Diagnosis: Family Medicine, 5e : Chapter 28: Respiratory Problems
- The directions on how to access the book following this link: Recommended Websites

**Module requirements:**
- You will need to complete Aquifer Family Medicine Case 33 and Radiology Case 1 and IM Case 15

**Additional materials**
- Review the PowerPoint in the Module 4 folder
- American Family Physician: Treatment of the Common Cold. Am Fam Physician. 2019 Sep 1;100(5):281-289
  - [https://www.tandfonline.com/doi/full/10.1080/00325481.2015.1074030](https://www.tandfonline.com/doi/full/10.1080/00325481.2015.1074030)

Module 5: Asthma/COPD
Module readings
• You will need to make sure to read the remainder of Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 28: Respiratory Problems
• For directions on how to access the book see "Recommended Websites" above.

Module requirements
• You will need to complete Aquifer Family Medicine Cases 13, 28 and 31 in addition to Radiology Case 4

Additional materials
• American Family Physician: Asthma: Updated Diagnosis and Management Recommendations from GINA. Am Fam Physician. 2020 Jun 15;101(12):762-763
  o https://www.aafp.org/afp/2020/0615/p762.html
  o https://www.aafp.org/afp/2020/0315/p362.html
• 2021 GOLD Reports for COPD
  o https://golcopd.org/2021-gold-reports/

Module 6: Alcohol and Substance Abuse

Module readings
• You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 60: Substance Use Disorders
• The directions on how to access the book following this link: Recommended Websites

Module requirements
• Case Files and questions on D2L in Module 6 folder.

Additional materials
  o https://www.aafp.org/afp/2019/0601/p689.html

Module 7: Pediatrics

Module readings
• You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 1: Well-Child Care and Chapter 5: Common Acute Infections in Children
• The directions on how to access the book following this link: Recommended Websites

Module requirements
• You will need to complete Aquifer Family Medicine Case 23, Pediatric Case 1 and 2 and DM Mini Case 1
Additional materials


Module 8: Geriatrics

Module readings

- You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 40: Healthy Aging & Geriatric Assessment and Chapter 41: Common Geriatric Problems
- The directions on how to access the book following this link: [Recommended Websites](#)

Module requirements

- You will need to complete Aquifer Geriatrics Case 8, 13 and review the Geriatric Glossary

Additional materials


Module 9: Telemedicine

Module readings

- You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 68: Telemedicine
- The directions on how to access the book following this link: [Recommended Websites](#)

Module requirements

- Case Files and questions on D2L in Module 9 folder.

Additional materials


DO/PHD STUDENTS

DO/PhD student rotations generally span a period of approximately four months. As such, students on this curricular track should strive toward completing one module every three to four weeks.
AQUIFER

How to Access Aquifer Cases
Navigate to https://michstate-do.meduapp.com/users/sign_in

1. You will be brought to a Sign In page. If you have previously accessed Aquifer for pediatrics, enter the same Sign In information. If you are new to Aquifer, enter your msu.edu email and click “register”

2. Once you have signed in, all the cases should be available to you. If you are brought to a course menu, the cases for this course are listed under the FCM 620 Course on the homepage.

3. You must navigate through the case including the last page. This will give you a Green Light on case completion.

4. Here is the list of Cases you will need to complete:
   a. DX Mini Case 01A: Pediatrics
   b. Family Medicine Case 13: 40-year-old male with persistent cough
   c. Family Medicine Case 17: 55-year-old postmenopausal female with vaginal bleeding
   d. Family Medicine Case 23: 5-year-old female with sore throat
   e. Family Medicine Case 28: 58-year-old male with shortness of breath
   f. Family Medicine Case 31: 66-year-old female with shortness of breath
   g. Family Medicine Case 33: 28-year-old female with dizziness
   h. Geriatrics Case 8: 86-year-old female and elder abuse
   i. Geriatrics Case 13: 75-year-old male and 80-year-old female, prognosis and screening for older adults
   j. Geriatrics Glossary
   k. Internal Medicine 11: 45-year-old male with abnormal liver chemistries
   l. Internal Medicine 13: 65-year-old female for annual physical
   m. Internal Medicine 15: 50-year-old male with cough and nasal congestion
   n. Pediatrics Case 1: Newborn male infant evaluation and care
   o. Pediatrics Case 2: Infant female well-child visits (2, 6 and 9 months)
   p. Radiology Case 1: 23-year-old male Chest infection
   q. Radiology Case 4: 65-year-old female Chest – Vascular and COPD

ONLINE MODULES OR CONFERENCES
The Department of Family and Community Medicine requires that you attend ONE zoom session for each rotation you are on. You can choose the Session that works best for you and your Attending. One of these sessions need to be attended whether you are in person or Virtual for this rotation.

There will be two different one-hour slots that you can choose from. You need to be present in ONE of the sessions. These will now be a question and answer session. You will be expected to have your camera on and be present. You may want to start making a note of the questions that arise that you would like to discuss.

ROTATION REVIEW EXAM
The student will need to make sure to complete the Rotation Review Quiz. You will need to follow the directions here: Recommended Websites

The requirements for the Rotation Review Exam are:
   o You will need to Create a Random Quiz.
You will need to make a quiz of at least 50 questions.
You will need to submit your report to the D2L dropbox that is labeled ROTATION REVIEW QUIZ.
To be honors eligible you will need to score at or above an 85%.
To be passing you will need to score at or above an 70%.
This requirement is due no later than 11:59 PM the last day (Sunday) of your rotation.

STUDENT EXPERIENCE LOGS
Students are required to complete one Student Encounter Log per Core Rotation. In Core Family Medicine Sub-I you are to complete this Log 100% and submit it to the Dropbox in D2L before 11:59 PM the last day of the rotation.

Please remember there are to be two different signatures from the Attendings, one at the Mid Evaluation and one at the end of the Rotation. The Student Experience Log is not complete without both signatures.

COMAT EXAM INFORMATION

DUE DATE: The MSUCOM Family and Community Medicine Department allows the FM COMAT to be completed on the last Friday following two primary care rotations (FCM 620 plus either FCM 622: FM Advanced Sub-I or IM 658: IM Ambulatory). If the student is taking the IM COMAT on that day during the IM 658 rotation, the student may defer the FCM COMAT until the next open schedule block.

To be considered for Honors, you will need to achieve an Honor Score on the COMAT. If you complete all of the requirements and achieve an Honors Score and take both FCM 620 and FCM 622, you can honor in both courses.

The grade will be issued under the requirements for FCM 620. For information on exam registration and administration, please visit the COM Office of the Registrar's COMAT webpage:

https://com.msu.edu/current-students/clerkship-medical-education/comat

If a student requires an accommodation, a valid VISA from the Resource Center for Persons with Disabilities must be presented to the COM Office of the Registrar 7 days in advance of the COMAT examination date. The student must also disclose which allowed accommodations s/he intends to use for the exam 7 days in advance of the COMAT examination date.

COMAT Grading

Honors
- You will need to score at or above 116 on first attempt.
- In addition to meeting the other passing requirements listed in the “Honor Rotation Requirements” section of this syllabus.

Pass
- Score at or above 85 on the exam.
- If you fail to take your exam when you are scheduled, you will receive a zero and have one chance to retake the exam.
- In addition to meeting the other passing requirements listed in the “Rotation Requirements”
section of this syllabus.

**ET**: Will be the conditional grade given until all the requirements of this rotation are completed.

**N**: Not taking or passing the COMAT Exam by the due date on the first or second attempt.

**COMAT Corrective Action**

- It is your responsibility to take the exam on the date that has been arranged. If this deadline is not met (with the exclusion of the following scenarios) you will receive an “0” for that attempt of the exam and will only be given one (1) time to re-take the exam (on the next immediate date the exam is available). You must receive a passing score on the retake exam, or you will receive an “N” grade for the rotation.

- It is your responsibility to contact the Course Assistant (listed on the front of the syllabus) by the end of the first week of the rotation for consideration of delaying the exam if you have a conflict regarding the prescribed exam date.

- It is your responsibility to contact the Course Assistant (listed on the front of the syllabus) within in 24 hours of an emergency that will keep you from taking the exam the last Friday of the rotation, in order for consideration of delaying the exam.

The Department will notify students of their failure.

**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:

1. Student Encounter Log, Cases, Quiz
   i. Students that do not successfully complete and upload the Student Encounter Log, Cases per module or the Rotation Review Quiz will be required to complete a specific corrective action which may take one of a variety of different formats. The type of corrective action assignment will be determined by the Instructor of Record. Examples include, but are not limited to, a paper on professionalism, review of study questions, submitting self-study elements for grading, etc. It is the student’s responsibility to contact the course assistant to determine the method of corrective action that will be taken.

2. Zoom Conference
   i. Students who miss a Zoom Conference, will be required to do a one-page review of the case(s) on Aquifer they missed. Which cases you will be required to do will be sent to you in an email with the timeline set forth. It is the student’s responsibility to contact the course assistant to determine when the review is due.

3. COMAT
   i. For the COMAT Corrective Action please see COMAT section of this syllabus.

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 month, the student is expected to take a proactive approach to learning about the discipline of Family Medicine. Students should make every effort to have an initial orientation session with their attending physician/resident 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 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, 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 precepting physician or (if the person you have concern about is the precepting 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 precepting physician excepting behaviors mentioned previously.
The student will represent him/herself, fellow students and the College in a positive and professional manner.

The student is 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.
- The student is expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patient’s health problems.
- The student is 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.

**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 18 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).

<table>
<thead>
<tr>
<th>Length of rotation</th>
<th>Maximum number of days off</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 weeks</td>
<td>2 days</td>
</tr>
<tr>
<td>2 weeks</td>
<td>0 days</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Day</td>
<td>Illness&lt;br&gt;Medical/Dental appointments&lt;br&gt;Wedding, family graduations&lt;br&gt;(additional reasons must be discussed with the Asst Dean for Clerkship Education prior to request)</td>
<td>5 total days per year&lt;br&gt;(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&lt;br&gt;CE/USMLE Step 2&lt;br&gt;CK/Canadian MCCEE</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>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>Conference/Research Presentation</td>
<td>Research presentation on core rotation</td>
<td>Travel and presentation time only</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></td>
<td>Conference or research presentation while on an elective rotation</td>
<td>3 days on a 4-week elective rotation</td>
<td>Students-contact the Assistant Dean for Clerkship Education to discuss time off rotations.</td>
<td>Yes</td>
</tr>
<tr>
<td>Prolonged Illness, Bereavement, Maternity Leave</td>
<td>Medical related absence or bereavement</td>
<td>TBD</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**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
H/Honors – A grade of honors will be designated to students demonstrating outstanding clinical, professional, and academic performance in certain core rotations. Criteria for achieving honors in a core rotation will be determined by the Instructor of Record and will be listed in the course syllabi. While Honors designation will be awarded to students meeting the criteria in the syllabi of the above courses, Honors is not an official MSU grade. The official MSUCOM transcript will reflect a grade as Pass with an additional notation that the student achieved Honors in the course. The students Medical Student Performance Evaluation will reflect each Honors grade.

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>Honors Designation</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the 9 modules and complete the Cases assigned</td>
<td>D2L</td>
<td>Completed 100% by 11:59 pm the last Friday of the Rotation.</td>
<td>Completed 100% by 11:59 pm the last Sunday of the Rotation.</td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Failure to complete the cases and/or the corrective action in the time assigned.</td>
</tr>
<tr>
<td>Rotation Review Quiz</td>
<td>D2L</td>
<td>Completed and a score of 85% or higher and uploaded by 11:59pm the last day (Sunday) of the rotation.</td>
<td>Completed and a score of 70% or higher and uploaded by 11:59pm the last day (Sunday) of the rotation.</td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Failure to complete the quiz or meet the passing score of 70% and/or complete the Corrective Action Assigned in the time assigned.</td>
</tr>
<tr>
<td>Student Experience Log</td>
<td>D2L</td>
<td>Completed 100% and uploaded by 11:59 pm the last day (Sunday) of the rotation.</td>
<td>Completed 100% and uploaded by 11:59 pm the last day (Sunday) of the rotation.</td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Failure to complete and upload within two weeks after the rotation ends.</td>
</tr>
<tr>
<td>COMAT Exam (scored under course FCM 620) taken in either FCM 622 or after IM 658</td>
<td>Per Clerkship Policies</td>
<td>Score at or above 116 the first attempt of the COMAT. If you fail to take the exam the last Friday of the rotation, you are unable to Honor these rotations.</td>
<td>Score at or above 85 the first or second attempt of the COMAT. If you fail to take your exam the last Friday of the Rotation, you will receive a zero and have one chance to retake the exam.</td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Failure to pass the exam with two attempts. Failure to take the retake in the time given. Failure to take the exam the first time offered and not pass the exam on your second (due to the first attempt being a zero) attempt.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Submission Method</td>
<td>Honors Designation</td>
<td>Pass</td>
<td>Extended Grade</td>
<td>No Pass</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------------</td>
<td>--------------------</td>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Attending Evaluation of Student   | Per Clerkship     | • Receives a minimum of two “Exceeds Expectations.”  
• Receives no “Below Expectations.”  
• Receives no comments indicating below expectations of performance. | • Student may receive “Below Expectations” in up to one (1) subcategory.  
• Overall categories must receive “Meets Expectations” or “Exceeds Expectations.” | Will be the conditional grade until all requirements of this rotation are met. | • Receives two (2) or more “Below Expectations” within the subcategory sections.  
• Receives comments that indicate below expectations of performance. |
| Student Evaluation of Rotation    | Per Clerkship     | Completed 100% and uploaded by 11: 59 | Completed 100% and uploaded by 11: 59 pm the last day of the rotation. | Completed 100% and uploaded by 11: 59 pm the last day of the rotation. | Failure to complete and upload within two weeks after the rotation ends. |
Student Experience Log
FCM 620 Family Medicine

Mid Rotation Evaluation
Date of evaluation:
Areas of Strength:
Areas for Improvement:
Attending Signature/Printed Name:

On this rotation you are required to encounter the below clinical presentations, if your rotation should not permit the following, you are required to gain the knowledge via modules/readings per syllabus. Place a checkmark where appropriate.

<table>
<thead>
<tr>
<th>Clinical Presentation</th>
<th>Experience via patient on rotation</th>
<th>Experience gained via Readings/modules (per syllabus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADULT IMMUNIZATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABNORMAL LFT’S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSTEOPOROSIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>URI/LRI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASTHMA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COPD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALCOHOL ABUSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBSTANCE ABUSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEDIATRICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GERIATRICS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEMEDICINE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Name: ____________________
Rotation Dates: ____________________
Rotation Site: ____________________
Rotation Attending: ____________________

OMM - briefly describe how you used OMM on one patient during this rotation:

Wellness: An active process of becoming aware of and making choices toward a healthy and fulfilling life.
Have you set one personal wellness goal you would like to accomplish during this rotation?
  □ Yes
  □ No

Did you accomplish this goal by the end of the rotation?
  □ Not at all
  □ Somewhat
  □ Completely accomplished goal or exceeded

I participated in interprofessional collaboration (collaboration on patient care with healthcare workers of different professional backgrounds) on this rotation:  □ Yes  □ No

Describe one encounter on this rotation when you collaborated on patient care with a healthcare worker of different professional background. Please identify the profession of the healthcare worker and how you perceived the experience (positive/neutral/negative).
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________

Comments: ____________________

Students are required to complete the student experience logs, and submit them via D2L dropbox by 11:59pm on the last day of the rotation.

Attending Signature: ____________________