

IM 658
CORE INTERNAL MEDICINE
OUT-PATIENT

CLERKSHIP REQUIRED ROTATION (R2) SYLLABUS

OSTEPATHIC MEDICAL SPECIALTIES

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At Michigan State University College of Osteopathic Medicine (MSUCOM), we are constantly working to improve our curriculum and to meet new AOA accreditation guidelines. We need to meet the challenges of modern medicine that force us to innovate. While changes will generally be instituted at the beginning of the school year, changes may also be implemented semester to semester.

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

TABLE OF CONTENTS

INTRODUCTION AND OVERVIEW.....	1
ROTATION FORMAT	1
GOALS AND OBJECTIVES	1
GOALS.....	1
COMPETENCIES.....	2
COLLEGE PROGRAM OBJECTIVES.....	3
REFERENCES.....	3
REQUIRED STUDY RESOURCES	3
SUGGESTED STUDY RESOURCES	3
Recommended Websites.....	3
ROTATION REQUIREMENTS.....	4
WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS	4
Module 1: Hypertension.....	5
Module Objectives	5
Module References	5
Module Requirements.....	5
Module 2: Abnormal LFT's	5
Module Objectives	5
Module References	5
Module Requirements.....	6
Module 3: Dyslipidemia.....	6
Module Objectives	6
Module References	6
Module Requirements.....	6
Module 4: Thyroid Nodules	6
Module Objectives	6
Module References	6
Module Requirements.....	6
Module 5: Perioperative medicine.....	6
Module Objectives	6
Module Requirements.....	7
Module 6: "The Incidentals".....	7
Module Objectives	7
Module References	7
Module Requirements.....	7
Module 7: Select Topics in Rheumatology.....	7
Module Objectives	7
Module References	8
Module Requirements.....	8
Module 8: Healthy Living	8
Module Objectives	8
Module References	8
Module Requirements.....	8
Module 9: Sleep Disorders.....	8
Module readings	8
Module References	8

Module Requirements	8
AQUIFER CASES	9
QUIZZES	10
SHIFT SCHEDULE	10
MID-ROTATION FEEDBACK FORM	10
COMAT EXAM INFORMATION	11
ROTATION EVALUATIONS	11
Attending Evaluation of Student	11
Student Evaluation of Clerkship Rotation	12
Unsatisfactory Clinical Performance	12
CORRECTIVE ACTION	12
BASE HOSPITAL REQUIREMENTS	14
STUDENT RESPONSIBILITIES AND EXPECTATIONS.....	14
MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES	15
CLERKSHIP ATTENDANCE POLICY	15
Excused Absences	15
POLICY FOR MEDICAL STUDENT SUPERVISION	18
Supervisors of the Medical Students in the Clinical Setting.....	18
Level of Supervision/Responsibilities.....	18
MSUCOM STUDENT HANDBOOK	19
COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT	19
MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES	20
MSU EMAIL	20
COURSE GRADES	21
N Grade Policy	21
STUDENT EXPOSURE PROCEDURE.....	21
STUDENT VISA	22
SUMMARY OF GRADING REQUIREMENTS	23
APPENDIX.....	26

INTRODUCTION AND OVERVIEW

Welcome to IM 658 Core Internal Medicine Outpatient Clerkship, which is one of two or three Core Internal Medicine (IM) rotations you will complete successfully during the course of your clerkship years. Our internal medicine team has collaborated to offer selected topics in IM for your study through a series of three required clerkship rotations - IM 650 (inpatient IM rotation #1) IM 658 or FCM 622(Out-patient IM #1 or 2nd Out-Patient FCM) and IM 660 (sub-internship inpatient IM #2). IM 650 must occur before IM 660 and is highly recommended, but not essential that IM 658 or FCM 622 occur before IM 660. IM 660 should ideally be completed after IM 650 and 658 (or FCM 622), and it should ideally NOT occur prior to the 4th month of the third year to allow adequate exposure to inpatient medicine for the medical student. It is intended to be an advanced rotation with higher expectations of the student for performance. Preferably, it should be scheduled after C3 and all R2 core rotations are completed. Students may take FCM 622 in place of IM 658.

We believe these topics are the most common ailments affecting our U.S. population. If you put the time and effort into studying these modules you will be well prepared for internship, residency, and national tests you will take such as COMAT and COMLEX. It is also our hope that you will recognize the integral role of Internal Medicine, for it is a cognitively rewarding discipline for which there will always be a need

ROTATION FORMAT

The instructional modules for the ambulatory IM rotation are created to showcase a typical day for an Internist. These nine modules flow sequentially with one new patient who presents to your clinic. Over time new maladies are uncovered. There is a single reference guide, divided into multiple topics in which is strongly encouraged that you to print off . You will need to minimize distractions while looking for the key points during module viewing and enter in the highlighted areas. Each of the nine modules is followed by a short quiz covering those key points. Each module is under 60 minutes. It would behoove you to complete all of them the weekend before your rotation starts. In the end you will have a Reference Guide that you have completed on your own which will assist with internship, residency, and Board preparation.

GOALS AND OBJECTIVES

GOALS

1. Demonstrate the ability to obtain a comprehensive history and physical examination
2. Demonstrate cardinal techniques of examination that include inspection, palpation, percussion, and auscultation.
3. Explain the indications and interpretation of routine laboratory tests and procedures
4. Recommend appropriate cost-effective diagnostic tests in the era of cost containment
5. Demonstrate clinical reasoning, assessment, and planning skills appropriate for level of training
6. Apply knowledge of relevant health screening and disease prevention guidelines in formulating the plan of care
7. Demonstrate professionalism throughout the rotation
8. Apply the Tenant:
 - The body is a unit; the person is a unit of body, mind, and spirit.
 - The body is capable of self-regulation, self-healing, and health maintenance
 - Structure and function are reciprocally interrelated
 - Rational treatment is based upon an understanding of the basic principles of body, unity, self-regulation, and the interrelationship of structure and function.

The body's self-healing capacity when mind, body and spirit are in balance

COMPETENCIES

The Core Competencies were developed by the AOA to represent seven defined areas. In 2007, the American Association of Colleges of Osteopathic Medicine developed a document to assist colleges in integrating these same core competencies into medical education at the medical student level. The following core competencies are addressed during the month of Out-Patient Internal Medicine:

1. Osteopathic Principles and Practice
 - Approach the patient with recognition of the entire clinical context, including mind- body and psychosocial interrelationships
 - Diagnose clinical conditions and plan patient care
 - Perform or recommend OMT as part of a treatment plan
 - Communicate and document treatment details
2. Medical Knowledge
 - Articulate basic biomedical science and epidemiological and clinical science principles related to patient presentation
3. Patient Care
 - Gather accurate data related to the patient encounter
 - Develop a differential diagnosis appropriate to the context of the patient setting and findings
 - Form a patient-centered, inter-professional, evidence-based management plan
 - Health promotion and disease prevention (HPDP)
 - Documentation, case presentation, and team communication
4. Interpersonal and Communication Skills
 - Establish and maintain the physician-patient relationship
 - Demonstrate effective written and electronic communication in dealing with patients and other health care professionals
 - Work effectively with other health professionals as a member or leader of a health care team
5. Professionalism
 - Demonstrate humanistic behavior, including respect, compassion, honesty, and trustworthiness
 - Demonstrate accountability to patients, society, and the profession, including the duty to act in response to the knowledge of professional behavior of others
 - Attain milestones that indicate a commitment to excellence, as, for example, through ongoing professional development as evidence of a commitment to continuous learning
6. Practice-Based Learning and Improvement
 - Describe the clinical significance of and apply strategies for integrating research evidence into clinical practice
 - Critically evaluate medical information and its sources, and apply such information appropriately to decisions relating to patient care
7. Systems-Based Practice
 - Demonstrate understanding of how patient care and professional practices affect other health care professionals, health care organizations, and society
 - Identify and utilize effective strategies for assessing 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

REQUIRED STUDY RESOURCES

1. Desire 2 Learn (D2L): Please find online content for this course in D2L (<https://d2l.msu.edu/>). Once logged in, your specific course section may appear on the D2L landing page. Or you may find and pin the course to your homepage by typing the following text into *Search for a course*: **Core Internal Medicine Out-Patient Clerkship**

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

2. **Access Medicine** Compendium of various medical books, questions, images, videos that apply to internal medicine. Infinitely helpful resources that allows you to search a topic over multiple different texts. Available at: <https://accessmedicine-mhmedical-com.proxy1.cl.msu.edu/>
3. **Harrison's Principles of Internal Medicine 20th edition** The bible of internal medicine. Long running book providing complex overview of topics that are applicable to every level of education. Can be overly complex when trying to quickly review a topic or answer clinical questions for a medical student. Go to <https://lib.msu.edu/health/medicine/> then click on AccessMedicine
4. **Aquifer** Available at: https://michstate-do.meduapp.com/users/sign_in

SUGGESTED STUDY RESOURCES

Recommended Websites

Additional Resources/Convenient Apps - some are free through the web and some you will need to pay for if you would like access. Also check with your hospital library as to whether they have any available electronically for your use.

Dynamed- <http://libguides.lib.msu.edu/dynamedapp>

UpToDate – <http://www.uptodate.com/home>

Epocrates - <https://online.epocrates.com/rxmain>

PreOpEval - <https://itunes.apple.com/us/app/preop-eval/id374154834?mt=8>

The Sanford Guide - <http://www.sanfordguide.com/>

ACP Doctors Doctor's Dilemma - <https://ddm.acponline.org/>

Accessing the Electronic Resources Using MSU's Library will provide many of these for free

ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
8 Aquifer Cases	Grading/Score sheet submitted into Dropbox in D2L	Completed 100% and uploaded by 11:59 pm the last day of the rotation.
View the 9 modules online. Take end of module Quiz after completing each module	Completed in D2L	Completed 100% and uploaded by 11:59pm the last day of the rotation.
Student Daily Shift Schedule	Submitted into Dropbox in D2L	11:59pm last day of the rotation.
Mid Rotation Evaluation	Submitted into Dropbox in D2L	11:59pm last day of the rotation.
Attending Evaluation of Clerkship Student (Class of 2023)	Can be accessed via the "Attending Evaluation" link in Kobiljak online schedule. Email completed evaluation to COM.Clerkship@msu.edu	Last Day of Rotation
Attending Evaluation of Clerkship Student (Class of 2024)	A student must verify that his/her attending physician is accurately reflected on his/her rotation schedule in Medtrics. At the rotation midpoint, students' attendings will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics, where they may electronically access and submit the forms on behalf of their students	Last Day of Rotation
Student Evaluation of Clerkship Rotation (Class of 2023)	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule	Last Day of Rotation
Student Evaluation of Clerkship Rotation (Class of 2024)	Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: https://msucom.medtricslab.com/users/login/ . By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation. Students can also access pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.	Last Day of Rotation

WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

Students will find module presentations on D2L. References are listed here and may be reviewed as additional reading.

Module 1: Hypertension

Module Objectives

- Understand the proper way of measuring brachial arterial pressure.
- Describe the difference between white coat, masked and resistant HTN.
- Recognize the physical exam manifestations of uncontrolled HTN.
- List the appropriate tests for the initial workup of newly diagnosed HTN.
- List the substances that can raise blood pressure.
- Identify findings that suggest resistant HTN.
- Understand the JNC 8 classification of HTN.
- List lifestyle modification for BP reduction.
- Define the threshold to start medication for uncontrolled HTN.
- Outline the compelling indications, contraindications, and side effects of the various classes of antihypertensive medications.
- Define BP goals for special populations.

Module References

2017 ACC/AHA/AAPA/ABC/ACPM/AGS/APhA/ASH/ASPC/NMA/PCNA Guideline for the Prevention, Detection, Evaluation, and Management of High Blood Pressure in Adults A Report of the American College of Cardiology/American Heart Association Task Force on Clinical Practice Guidelines

<https://www.ahajournals.org/doi/full/10.1161/HYP.000000000000065>

2014 Evidence-Based Guideline for the Management of High Blood Pressure in Adults Report from the Panel Members Appointed to the Eighth Joint National Committee (JNC8) JAMA.doi:10.1001/jama.2013.284427 PublishedonlineDecember18,2013

<https://jamanetwork.com/journals/jama/fullarticle/1791497>

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

Module 2: Abnormal LFT's

Module Objectives

- List the diagnostic criteria for DM.
- Describe the process of shared decision-making for setting goals and creating a management plan for patients with DM.
- List the mechanism of action, side effects of available treatment agents in DM and the expected HbA1c reduction of each.
- Describe the management of hypoglycemia in the outpatient setting.
- Describe the chronic complications of DM and recommend screening.

Module References

2021 American Diabetes Association Introduction: Standards of Medical Care in Diabetes; Diabetes Care 2021 Jan; 44 (Supplement 1): S1-S2

https://care.diabetesjournals.org/content/44/Supplement_1/S1

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

Module 3: Dyslipidemia

Module Objectives

- List the four major groups who benefit from intensive statin therapies.
- Recite the expected change in values of available agents.
- Recognize which agents have morbidity/mortality reduction.
- Describe the management of side effects of each available class.

Module References

2018 AHA/ACC/AACVPR/AAPA/ABC/ACPM/ADA/AGS/APhA/ASPC/NLA/PCNA Guideline on the Management of Blood Cholesterol: A Report of the American College of Cardiology/American Heart Association Task Force on Clinical Practice Guidelines. Circulation. 2019 Jun 18;139(25): e1082-e1143. doi: 10.1161/CIR.0000000000000625. Epub 2018 Nov 10. Erratum in: Circulation. 2019 Jun 18;139(25): e1182-e1186. PMID: 30586774; PMCID: PMC7403606.

https://www.ahajournals.org/doi/10.1161/CIR.0000000000000625?url_ver=Z39.88-2003&rfr_id=ori%3Arid%3Acrossref.org&rfr_dat=cr_pub++0pubmed&

American College of Cardiology 2018 Guideline on the Management of Blood Cholesterol https://www.acc.org/~media/Non-Clinical/Files-PDFs-Excel-MS-Word-etc/Guidelines/2018/old_Guidelines-Made-Simple-Tool-2018-Cholesterol.pdf

Stone NJ, Robinson J, Lichtenstein AH, et al. 2013 ACC/AHA guideline on the treatment of blood cholesterol to reduce atherosclerotic cardiovascular risk in adults: a report of the American College of Cardiology/American Heart Association Task Force on Practice Guidelines. Circulation 2013 Nov 12 <https://www.ahajournals.org/doi/pdf/10.1161/01.cir.0000437738.63853.7a>

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

Module 4: Thyroid Nodules

Module Objectives

- Know when a thyroid US (UNITED STATES) should be performed.
- Understand when a fine needle aspiration is indicated.
- Know when surgery indicated.
- Describe the follow up of benign nodules.

Module References

AACE/ACE/AME Task Force on Thyroid Nodules. Medical Guidelines for Clinical Practice for the Diagnosis and Management of Thyroid Nodules-2016 update. Endocr Pract. 2016 May;22(5):622-39. doi: 10.4158/EP161208.GL. PMID: 27167915. <https://pubmed.ncbi.nlm.nih.gov/27167915/>

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

Module 5: Perioperative medicine

Module Objectives

- Categorize various surgeries into low, moderate, and high-risk surgical categories.

- List the risk factors included in the Revised Cardiac Risk Index and associated risk % of perioperative cardiac death.
- List the active cardiac conditions included in the ACC/AHA algorithm.
- Recall the three groups for whom perioperative cardiac testing is not indicated.
- Determine when to utilize beta blockers or noninvasive testing based upon use of the 5 step ACC/AHA perioperative evaluation algorithm.

Module References

2014 AACE/ACE/AME Task Force on Thyroid Nodules. Medical Guidelines for Clinical Practice for the Diagnosis and Management of Thyroid Nodules-2016 update. *Endocr Pract.* 2016 May;22(5):622-39. doi: 10.4158/EP161208.GL. PMID: 27167915. <https://pubmed.ncbi.nlm.nih.gov/27167915/>

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

Module 6: "The Incidentals"

Module Objectives

- List the tests in the initial workup of recurrent kidney stones.
- Recite the general prevention measures for kidney stones.
- List the available treatment options for Calcium Oxalate stones.
- Recite the CT characteristics that differentiate benign from malignant findings for the adrenal incidentaloma.
- List the serological tests needed for the adrenal incidentaloma.
- Indicate when surgery is required for adrenal incidentaloma.
- Details on the follow up of the adrenal Incidentaloma.
- Describe the diagnostic work-up for a pulmonary nodule.
- Describe the workup of a renal cyst.

Module References

Guidelines for Management of Incidental Pulmonary Nodules Detected on CT Images: From the Fleischner Society 2017. *Radiology.* 2017 Jul;284(1):228-243. doi: 10.1148/radiol.2017161659. Epub 2017 Feb 23. PMID: 28240562. <https://pubmed.ncbi.nlm.nih.gov/28240562/>

The American Association of Clinical Endocrinologists and American Association of Endocrine Surgeons medical guidelines for the management of adrenal incidentalomas. *Endocr Pract.* 2009 Jul-Aug;15 Suppl 1:1-20. PMID: 19632967 <https://pubmed.ncbi.nlm.nih.gov/19632967/>

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

Module 7: Select Topics in Rheumatology

Module Objectives

- Identify the presentation of gout.
- Recognize other masqueraders.
- Know when arthrocentesis is indicated.
- List the laboratory tests needed in the initial work up of gout.
- List the available treatment options for gout.
- Describe the goals for chronic treatment.
- Details of the follow up of treatment of gout.

- Recognize the presentation of Polymyalgia Rheumatica (PMR).
- Describe the treatment and follow up of patients with (PMR).

Module References

2020 American College of Rheumatology Guideline for the Management of Gout. Arthritis Rheumatology. 2020 Jun;72(6):879-895. doi: 10.1002/art.41247. Epub 2020 May 11. Erratum in: Arthritis Rheumatology. 2021 Mar;73(3):413. PMID: 32390306. <https://pubmed.ncbi.nlm.nih.gov/32390306/>

European League Against Rheumatism; American College of Rheumatology. 2015 recommendations for the management of polymyalgia rheumatica: a European League Against Rheumatism/American College of Rheumatology collaborative initiative. Arthritis Rheumatology. 2015 Oct;67(10):2569-80. doi: 10.1002/art.39333. PMID: 26352874. <https://pubmed.ncbi.nlm.nih.gov/26352874/>

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

Module 8: Healthy Living

Module Objectives

- Differentiate the stages of change.
- Be able to identify what stage a patient is in.
- Be able to move the patient to the next stage.
- Describe the various treatment options for smoking cessation.
- Apply motivational interviewing techniques for alcohol reduction.
- Apply motivational interviewing techniques for weight loss.

Module References

Motivational interviewing and the clinical science of Carl Rogers. J Consult Clin Psychol. 2017 Aug;85(8):757-766. doi: 10.1037/ccp0000179. PMID: 28726479. <https://pubmed.ncbi.nlm.nih.gov/28726479/>

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

Module 9: Sleep Disorders

Module readings

- List the elements of sleep hygiene.
- Describe the workup and treatment of Restless Legs Syndrome
- Describe the workup and treatment of Obstructive Sleep Apnea

Module References

AACE/ACE/AME Task Force on Thyroid Nodules. Medical Guidelines for Clinical Practice for the Diagnosis and Management of Thyroid Nodules-2016 update. Endocr Pract. 2016 May;22(5):622-39. doi: 10.4158/EP161208.GL. PMID: 27167915. <https://pubmed.ncbi.nlm.nih.gov/27167915/>

Module Requirements

- Review the module online.
- Complete the Module Quiz, there will be two attempts offered to you. Please take advantage of both.

AQUIFER CASES

How to Access Aquifer Cases:

1. Go to https://michstate-do.meduapp.com/users/sign_in
2. 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"
3. Once you have signed in, all the cases should be available to you. If you are brought to a course menu, the cases are listed under "IM Elective Course".
4. You must navigate through the case including the last page. This will give you a Green Light on case completion.

You must complete 8 of the following cases of your choosing. For your reference, they are also listed here:

1. Internal Medicine 01: 49-year-old male with chest pain
2. Internal Medicine 02: 60-year-old female with chest pain
3. Internal Medicine 03: 54-year-old female with syncope
4. Internal Medicine 04: 67-year-old female with shortness of breath and lower-leg swelling
5. Internal Medicine 05: 55-year-old male with fatigue
6. Internal Medicine 06: 45-year-old male with hypertension
7. Internal Medicine 07: 28-year-old female with lightheadedness
8. Internal Medicine 08: 55-year-old male with chronic disease management
9. Internal Medicine 09: 55-year-old female with upper abdominal pain and vomiting
10. Internal Medicine 10: 48-year-old female with diarrhea and dizziness
11. Internal Medicine 11: 45-year-old male with abnormal liver chemistries
12. Internal Medicine 12: 55-year-old male with lower abdominal pain
13. Internal Medicine 13: 65-year-old female for annual physical
14. Internal Medicine 14: 18-year-old female for pre-college physical
15. Internal Medicine 15: 50-year-old male with cough and nasal congestion
16. Internal Medicine 16: 45-year-old male who is overweight
17. Internal Medicine 17: 28-year-old male with a pigmented lesion
18. Internal Medicine 18: 75-year-old male with memory problems
19. Internal Medicine 19: 42-year-old female with anemia
20. Internal Medicine 20: 48-year-old female with HIV
21. Internal Medicine 21: 78-year-old male with fever, lethargy, and anorexia
22. Internal Medicine 22: 71-year-old male with cough and fatigue
23. Internal Medicine 23: 54-year-old female with fatigue
24. Internal Medicine 24: 52-year-old female with headache, vomiting and fever
25. Internal Medicine 25: 75-year-old female with altered mental status
26. Internal Medicine 26: 58-year-old male with altered mental status experiencing homelessness

IM 658 Core Internal Medicine Out-Patient

27. Internal Medicine 27: 65-year-old male with hypercalcemia
28. Internal Medicine 28: 70-year-old male with shortness of breath and cough
29. Internal Medicine 29: 55-year-old female with fever and chills
30. Internal Medicine 30: 55-year-old female with leg pain
31. Internal Medicine 31: 40-year-old male with knee pain
32. Internal Medicine 32: 39-year-old female with joint pain
33. Internal Medicine 33: 49-year-old female with confusion
34. Internal Medicine 34: 55-year-old male with low back pain
35. Internal Medicine 35: 35-year-old female with three weeks of fever
36. Internal Medicine 36: 49-year-old male with ascites

QUIZZES

There will be 9 Module quizzes to complete:

- Each will be in the Module folder on D2L.
- You will have two attempts on each quiz.

Honors/High Scores needed on **each** Module Quiz:

- You will need to score 90% or above on each module quiz.
- There are two attempts to achieve this score, please take advantage of this.

Pass Scores needed on **each** Module Quiz:

- You will need to score 80% or above on each module quiz.
- There are two attempts to achieve this score, please take advantage of this.
- If you fail to meet the minimum score for a quiz, please see the Corrective Action Policy on Page

If you fail to complete **any/all** the Module Quizzes, please see the Corrective Action Policy on Page 16.

SHIFT SCHEDULE

You will need to upload a four-week calendar that lists the shifts that you worked.

Students must upload the form to a D2L drop box by 11:59 pm on the last day of the clerkship to be eligible to receive Honors or obtain a High Pass in the rotation. A grade cannot be entered for the course until all requirements of the course have been met.

MID-ROTATION FEEDBACK FORM

Students are required to complete the MSU COM Mid-Rotation Feedback Form. This will need to be completed by an Attending or Resident at the end of week 2 of the rotation. It should be dated no later than the 3rd Wednesday of the rotation. Students must upload the form to a D2L drop box by 11:59 pm on the last day of the clerkship to be eligible to receive Honors or obtain a High Pass in the rotation. A grade cannot be entered for the course until all requirements of the course have been met. If you are unable to complete the Mid-Rotation Feedback, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 16.

COMAT EXAM INFORMATION

All students are required to take the NBOME COMAT examination in Internal Medicine on the last Friday of either their second or third IM rotation. The score for the exam will be considered part of the IM 660 rotation grade and also for Honors or High Pass designations in all three IM courses.

If this deadline is not met, the student will be required to reschedule this exam at a later date. Students will need to contact the Course Assistant, Katie Gibson-Stofflet:

1. By the end of the first week of the rotation if there is a conflict regarding taking the exam on the last Friday of the rotation, or
2. Within 24 hours of an emergency that will keep the student from taking the exam the last Friday of the rotation. Course faculty will consider each case and determine if a delay in the exam will be permitted. Should a student be granted a delay in examination or early testing approval, the Department will send written approval and notification of the required reschedule date to the COM Clerkship Office.

It is your responsibility to take the exam the last Friday of the rotation at the time and location you have registered for. If this deadline is not met (with the exclusion of the above two scenarios) you will receive an "O" for that attempt of the exam and will only be given one (1) time to take and pass the COMAT the next time the exam is offered or will receive an "N" grade for the rotation

Students must score an 83 or above on the exam that you take to receive a passing grade. Each student will be allowed to take the exam 2 times before receiving an "N" grade for the rotation. When a student must sit for a re-take of the exam, s/he will be contacted by the Course Assistant, who will provide the student with a deadline by which s/he must sit for the re-take, as well as the consequence for failure to do so. If a student receives an "N" grade for the rotation, s/he will be notified of the failure by the department.

For information on exam registration and administration, please visit the COM Clerkship Office's COMAT webpage: <https://com.msu.edu/current-students/clerkship-medical-education/comat>

DUE DATE: The last Friday of the second or third IM Rotation

If a student requires an accommodation, a valid VISA from the Resource Center for Persons with Disabilities must be presented to the COM Clerkship Office 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.

ROTATION EVALUATIONS

Attending Evaluation of Student

Class of 2023: Students are responsible for assuring that his/her clinical supervisor receives the appropriate evaluation form. Forms can be accessed via the "Attending Evaluation" link in the student's Kobiljak online Clerkship schedule.

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

Class of 2023 & Class of 2024:

Students should actively seek feedback on his/her performance throughout the course of the clinical rotation. Students should also sit down and discuss the formal evaluation with the clinical supervisor.

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

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

Student Evaluation of Clerkship Rotation

Class of 2023: Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online evaluation system at: http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html

Class of 2024: Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <https://msucom.medtricslab.com/users/login/>. By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation for the respective rotation. Students can also access their pending evaluations on the ‘Home’ or ‘Evaluations’ tabs within their Medtrics accounts.

Unsatisfactory Clinical Performance

The Instructor of Record will review/investigate a student’s performance on a rotation when a concern is raised by the supervisor(s), and/or when the Attending Evaluation of Clerkship Student contains any below expectation marks within the professionalism area, any unsatisfactory written comments, or a total of two or more below average marks on the evaluation. After investigations, the Instructor of Record will determine a final grade for the student.

Professionalism concerns, as well as accolades, will also be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM’s Common Ground Framework for Professional Conduct.

CORRECTIVE ACTION

If a student does not successfully complete the rotation requirements of the course, the student will receive an ET grade and be permitted to go through a ‘corrective action’ process.

The following assignments are eligible for corrective action and will be due no later than 14 days after the last day of the rotation at 11:59pm:

1. Quizzes

The student who fails to achieve an 80% on each weekly quiz with 2 attempts will be allowed to take a comprehensive final examination that will be a random selection of similar questions, worth 50 points, with a necessary score of 80% to pass. It will be a cumulative examination and will be offered within the first two weeks following the completion of the rotation in which the student failed to achieve the necessary average score.

2. Mid Rotation Evaluation

Students that do not successfully complete and upload their mid rotation evaluation by 11:59 pm the last day (Sunday) of the rotation will be required to email the Course Coordinator with an explanation why this was missed.

The Course Assistant will contact the Instructor of Record and they will assign the required Corrective Action. Corrective Action may take one of a variety of different formats, and the instructions will be outlined in the email from the Course Assistant with details and deadlines.

3. Evaluations and Shift Schedule

The student who fails to turn in required paperwork, who has a verifiable reason why they failed to do so, will be allowed 14 days, or more depending on the circumstances. Failure to meet this two-week deadline will result in an N grade.

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

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

If a student **successfully completes** the corrective action process, as determined by the IOR, the student will receive credit for the deficient academic grading requirement(s) and be eligible for a change in rotation grade (from ET to Pass, pending the Attending Evaluation of Clerkship Student and, if applicable, score on his/her COMAT retake).

As determined by the IOR, the student will receive an N grade for the course if all assignments and the corrective action process are **not completed** successfully within 14 days after the last day of rotation at 11:59pm (with the exception of the Attending Evaluation). Additionally, a letter of unprofessional behavior for late submission of assignments will be sent to the MSUCOM Spartan Community Clearinghouse.

The student must complete the COMAT exam at the next available scheduled time after completion of the second or third IM rotation. If this is not IM 660 then the grade for IM 660 will remain ET until the final rotation is completed and the exam is taken. It is hoped that the student's schedule will allow IM 660 to be taken after the general inpatient and outpatient rotations to facilitate and maximize learning for the student. **This only applies to students who have IM 658 scheduled after 650 and 660.**

If a student completes the corrective action 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 successfully, as determined by the Instructor of Record, the student will receive an "N" grade for the course.

BASE HOSPITAL REQUIREMENTS

Students are responsible for completing all additional requirements set by the hospital/clinical site at which they are completing a rotation. Students are not responsible for reporting to MSUCOM the results of any requirements that exist outside of those listed above.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

The internal medicine clerkship is divided into three four-week rotations that include an IM- Ambulatory, IM-Hospital and IM-Sub-I clerkship. This will provide the mechanism to achieve the objectives that will be covered in internal medicine.

During the third-year outpatient IM rotation, students will rotate as a part of the medical team at a primary care office, which may or may not have additional time spent on the attending's service in the hospital. The students will work primarily with the preceptor and with intern/resident physicians when applicable as part of the team caring for patients. Students will be expected to write office notes and begin to develop a basic assessment and plan for the patients they care for.

Medical students are expected to participate in direct patient care in the office, although final responsibility and decision-making rests with the attending physician. As a third-year student more emphasis will be placed on student responsibility and your ability to manage basic internal medicine patients. Students are required to attend didactics as assigned.

During your clinical rotation you will be 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 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.

Scrubs are provided for situations where extended periods of patient care necessitate more comfortable clothing or a change in clothing. Therefore, scrubs are allowed for on-call days only, and are not typically appropriate for the office setting.

At ALL times when patient contact is expected or anticipated, your waist-length WHITE COAT will be worn, with your ID badge worn above the waist.

Students are expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

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.

MSUCOM Clinical Suggestions:

- Show up early.
- Demonstrate genuine interest.
- Record daily clinical questions for nightly study.
- Reading at least one hour per day will elevate you to the top of your class and will make Board preparation much easier.

ATTIRE AND ETIQUETTE

During your clinical rotation, you will be a part of many different learning environments and will be given 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 skirt 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 a 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, with your ID badge worn above the waist.
- As this policy simply represents general guidelines, we encourage anyone with uncertainties or questions regarding the dress code to reach out to the student director for confirmation.
- Wear a waterproof gown when blood or body fluid may soak a cloth gown.

MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES

The following are standard MSUCOM policies across all Clerkship rotations.

CLERKSHIP ATTENDANCE POLICY

MSUCOM requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge that are necessary for successful program completion. Students are expected to take minimal time off outside of vacation periods built into student schedules and should only request additional time off in the rare events and circumstances outlined below.

Specific courses may have additional absence requirements from this general clerkship policy, and it is the student's responsibility to adhere to those requirements according to the respective course syllabus.

Excused Absences

Students must obtain documented approval for any full- or partial-day absence on a rotation.

Excused absences require the completion of the *Clerkship Program Excused Absence Request Form* by taking the following steps:

- Obtain appropriate signatures on the *Clerkship Program Excused Absence Request Form* at least 30 days prior to the date of the absence. An absence due to a sudden emergency is the exception to the 30-day advanced notice rule.
- **Class of 2023:** Once appropriate approval signatures are obtained on the *Clerkship Program Excused Absence Request Form*, the signed document should be maintained for your records in the event they are later requested or required.

- **Class of 2024:** Upload the completed *Clerkship Program Excused Absence Request Form* to the 'Excused Absences' folder (within the 'My Personal Documents' section) of a student's Medtrics profile.

Unexcused absences are full- or partial-day absences taken without the proper completion of the *Clerkship Program Excused Absence Request Form*, or any absences not covered in the Clerkship Attendance Policy. Unexcused absences are considered unprofessional and will result in a report to the Spartan Community Clearing House and/or the MSUCOM Committee on Student Evaluation (COSE). Unexcused absences may also have a negative impact on a student's rotation grade or evaluation.

Students are not allowed to be absent from the first day of any rotation.

- Due to the onboarding plans at most rotation sites, students must attend the first day of every rotation. Students must plan accordingly for personal days, interview days, COMLEX, etc.

Maximum time off any rotation*

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

**Exception: A fourth-year student may be absent a total of 4 days on any 4-week rotation or 2 days on any 2-week rotation during the months of October-January for interview purposes only. If interview absences exceed these totals, the student must submit a Clerkship Program Excused Absence Request Form (with appropriate signatures obtained from the rotation attending and rotation site) to the Assistant Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.*

IM 658 Core Internal Medicine Out-Patient

Absence Type	Qualifications	Maximum Number of Days Off	Details	Required Approval from Assistant Dean for Clerkship Education
Personal Day	May be used at the discretion of the student (example: illness, physician appt., conference time, etc.). <u>Total</u> days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation.	5 total days per academic year (July-June)	While personal days may be used at the discretion of the student, the <u>total</u> days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation, i.e., students cannot use all 5 days on one rotation.	No
Jury Duty	Court documentation must accompany the <i>Clerkship Program Absence Request Form</i>	N/A	Jury duty, when obligated, is not considered a personal day absence.	Yes
Hospital-organized community events	Example: Special Olympic Physicals	N/A	These events would be considered part of the rotation and not a personal day absence.	No
Examination	COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE	1 day		No
	COMAT/NBME shelf examinations	Students have the time off to take the examination only	Students should be reporting to rotation before/after examination.	No
Prolonged Illness, Bereavement, Maternity Leave	Medical related absence or bereavement	Determined on a case-by-case basis	Students must contact the Assistant Dean for Clerkship Education directly (enright4@msu.edu) to discuss time off rotations.	Yes

Clerkship Program Excused Absence Request Forms: Class of 2024: Once appropriate approval signatures are obtained, forms must be uploaded to the 'Excused Absences' folder within each student's Medtrics profile. Students should maintain a copy for their records. **Class of 2023:** Once appropriate approval signatures are obtained, forms should be maintained for your records in the event they are later requested or required.

POLICY FOR MEDICAL STUDENT SUPERVISION

Supervisors of the Medical Students in the Clinical Setting

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

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

Level of Supervision/Responsibilities

Clinical supervision is designed to foster progressive responsibility as a student progresses through the curriculum, with the supervising physicians providing the medical student opportunity to demonstrate progressive involvement in patient care. MSUCOM students will be expected to follow clinical policies of the facility regarding medical records and clinical care. Medical student participation in patient history/physical exam, critical data analysis, management, and procedures will include, but are not limited to, factors such as:

- The student's demonstrated ability
- The student's level of education and experience
- The learning objectives of the clinical experience

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

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

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

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

MSUCOM STUDENT HANDBOOK

The Student Handbook is published electronically by MSUCOM for students in the Doctor of Osteopathic Medicine program. This handbook does not supersede other Michigan State University or College of Osteopathic Medicine policies, regulations, agreements, or guidelines. The Handbook is updated annually during the summer semester, with changes effective when posted. Any subsequent changes are effective as of the date of issuance.

Students shall adhere to Michigan State University and College of Osteopathic Medicine policies, procedures, agreements, and guidelines. Violations of any regulation are subject to disciplinary action, up to and including program dismissal.

COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT

The Common Ground Framework provides the MSUCOM community with a reminder of the unity of mind, body, and spirit that underlines the field of osteopathic medicine. The framework is a set of guiding, foundational principles that underpin professional conduct and integrity and applies to all professionals at work within the shared college community, independent of their specific roles or responsibilities.

This framework is built around the acronym CORE, representing Collaboration, Opportunity, Responsibility, and Expertise. Each domain encompasses values and examples of how they are demonstrated.

- **Collaboration:** Working together with others
 - **Interactive:** Interact effectively and respectfully with people you encounter; demonstrate honesty, genuineness, humility, and compassion
 - **Dynamics and Communication:** Demonstrate respect, civility, and courtesy in communication; communicate effectively with diverse individuals and groups for a variety of purposes using available technologies; employ active listening
 - **Use of Feedback:** Identify sources of feedback; deliver and receive effective feedback for initiatives, evaluations and assessments, quality improvements, conflict resolution, and peer review
- **Opportunity:** Encouraging an environment of mutual support
 - **Shared Leadership:** Exhibit advocacy for self and others; accept situational leadership as needed; establish mutual support and respect; participate as a support for others regardless of title or position
 - **Problem-solving:** Recognize and define problems; analyze data; implement solutions; evaluate outcomes; include the perspectives of others

- Decision-making: Fulfill commitments; be accountable for actions and outcomes; discuss and contribute your perspective in group settings; listen to multiple viewpoints prior to making a decision
- **Responsibility:** Supporting a shared culture of accountability
 - Effective Use of Time and Resources: Invest time, energy, and material resources efficiently in order to provide effective services; demonstrate integrity and stewardship of resources
 - Critical Thinking Skills: Recognize and differentiate facts, illusions, and assumptions; question logically; identify gaps in information and knowledge
 - Mindfulness and Self-Care: Actively engage in surrounding circumstances and activities; self-assess, self-correct, and self-direct; identify sources of stress and develop effective coping behaviors
- **Expertise:** Having relevant skills or knowledge
 - Core of Knowledge: Develop core professional knowledge; apply the knowledge in clinical, academic, and administrative settings
 - Technical Skills: Show competency and proficiency in performing tasks that are integral to the scope and practice of your profession; identify needs and resources for learning; continually see new knowledge and understanding in your profession

MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students enrolled in MSUCOM are defined by the medical colleges of Michigan State University, including the College of Osteopathic Medicine, the College of Human Medicine, and the College of Veterinary Medicine. Students enrolled in the professional curricula of these colleges are identified as “medical students”. These colleges collectively define “Medical Student Rights and Responsibilities” (MSRR). This document addresses academic rights and responsibilities, governance, procedures for complaints, due process, and other topics. The current version is available on the MSU Spartan Life website at the address below: <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>

MSU EMAIL

To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking their MSU email accounts daily and maintaining their MSU mailboxes so that messages can be received.

Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the clinical education program.

Further, students must use secure email when working in a hospital, clinic, or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail, and Yahoo are not.

COURSE GRADES

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 syllabus. 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.

HP/High Pass – The grade of High Pass will be designated to students who have above average clinical, professional, and academic performance in certain core rotations but do not meet the criteria for Honors. Criteria for High Pass in a core rotation will be determined by the Instructor of Record and will be listed in the course syllabus. While High Pass designation will be awarded to students meeting the criteria in the syllabi of the above courses, High Pass is not an official MSU grade. The official MSUCOM transcript will reflect a grade as Pass with an additional notation that the student achieved High Pass in the course. The student's Medical Student Performance Evaluation will reflect each High Pass 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 it may be found on the Clerkship Medical Education page of the MSUCOM website [here](https://com.msu.edu/current-students/clerkship-medical-education) (<https://com.msu.edu/current-students/clerkship-medical-education>).

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

STUDENT VISA

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-RCPD, or on the web at www.rcpd.msu.edu. Once a student's eligibility for (clinical and/or testing) accommodation(s) are determined, the student may be issued a **Verified Individualized Services and Accommodations** (VISA) form.

Students must present their VISA forms to the Clerkship Team (COM.Clerkship@msu.edu) at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after the semester onset will be honored whenever possible.

If modifications, updates, or extensions to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit the newest version to the Clerkship Team if he/she intends to utilize the accommodation going forward.

SUMMARY OF GRADING REQUIREMENTS

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
View the 9 modules online. Take end of module Quiz after completing each module	Completed in D2L.	<ul style="list-style-type: none"> Completed by 11:59 pm the last day of the Rotation with a 90% score on each module after 2 attempts. 	<ul style="list-style-type: none"> Completed by 11:59 pm the last day of the Rotation with a 90% score on each module after 2 attempts. 	<ul style="list-style-type: none"> Completed by 11:59 pm the last Sunday of the Rotation with an 80% score on each module after 2 attempts. 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to meet the quiz and or the corrective action.
8 Aquifer Cases	Submitted into Dropbox in D2L	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59pm the last day of the rotation. 	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59pm the last day of the rotation. 	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59 pm the last day of the rotation. 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to complete and upload within two semesters after the rotation ends.
Mid Rotation Evaluation	Submitted into Dropbox in D2L	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59 pm the last day of the rotation. 	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59 pm the last day of the rotation. 	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59 pm the last day of the rotation. 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to complete and upload within two semesters after the rotation ends.
Student Daily Shift Schedule	Submitted into Dropbox in D2L	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59pm the last day of the rotation. You must upload the schedule you worked. There is no standard form, and you can just upload the four-week calendar marking the shifts you worked. 	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59pm the last day of the rotation. You must upload the schedule you worked. There is no standard form, and you can just upload the four-week calendar marking the shifts you worked. 	<ul style="list-style-type: none"> Completed 100% and uploaded by 11:59 pm the last day of the rotation. You must upload the schedule you worked. There is no standard form, and you can just upload the four-week calendar marking the shifts you worked. 	<ul style="list-style-type: none"> Will be the conditional grade until all requirements of this rotation are met. 	<ul style="list-style-type: none"> Failure to complete and upload within two semesters after the rotation ends.

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
COMAT Exam (Scored under course 660)	NBOME	In order to receive Honor's in IM 658, you must achieve an Honor's score on the COMAT.	In order to receive High Pass in IM 658, you must achieve a High Pass score on the COMAT.	Per IM 660 syllabus	Per IM 660 syllabus	Per IM 660 syllabus
Attending Evaluation of Clerkship Student (Class of 2023)	Can be accessed via the "Attending Evaluation" link in Kobiljak online schedule. Email completed evaluation to COM.Clerkship@msu.edu	<ul style="list-style-type: none"> Receives no "Below Expectations" Receives no comments indicating below expectations of performance 	<ul style="list-style-type: none"> Receives no "Below Expectations" Receives no comments indicating below expectations of performance 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Receives two (2) or more "Below Expectations" within the subcategory sections. Receives comments that indicate below expectations of performance See Unsatisfactory Clinical Performance above
Attending Evaluation of Clerkship Student (Class of 2024)	Attendings receive an automated email link connecting them to their assigned evaluation(s) within Medtrics, where they may access and submit the electronic form(s) directly	<ul style="list-style-type: none"> Receives no "Below Expectations" Receives no comments indicating below expectations of performance 	<ul style="list-style-type: none"> Receives no "Below Expectations" Receives no comments indicating below expectations of performance 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Receives two (2) or more "Below Expectations" within the subcategory sections. Receives comments that indicate below expectations of performance See Unsatisfactory Clinical Performance above
Student Evaluation of Clerkship Rotation (Class of 2023)	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule.	Completed 100% and uploaded by 11:59pm the last day of the rotation	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.	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and upload within two semesters after the rotation ends.

IM 658 Core Internal Medicine Out-Patient

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
Student Evaluation of Clerkship Rotation (Class of 2024)	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed 100% and uploaded by 11:59pm the last day of the rotation	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.	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and upload within two semesters after the rotation ends.