

FCM 621

Family Med Specialty Rotation

SELECTIVE/ELECTIVE CLERKSHIP ROTATION SYLLABUS

DEPARTMENT OF FAMILY & COMMUNITY MEDICINE

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MSUCOM constantly strives to improve its curriculum through innovation while assuring compliance with current AOA accreditation standards. While major changes are generally instituted at the beginning of each academic year, minor changes may be implemented semester to semester.

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

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Introduction and Overview

This course is designed to provide the student with an opportunity to actively engage in patient-based learning experiences under the guidance of a faculty member (preceptor) in collaboration, as appropriate, with residents and/or fellows.

Rotations are typically two weeks (3 credit) or four weeks (6 credit) in duration for regular track students. DO/PhD student rotations may extend out further. Timeframes for each rotation are decided at least 30 days prior to the beginning of the rotation.

The overall performance of course participants will be evaluated through customary assessment instruments normally employed by the department for core rotations, at the discretion of the Instructor of Record.

Family medicine is one of the most varied of fields where you can see a wide spectrum of physicians practice an even wider range of medical elements in sub-specialties. It is important to remember that family medicine represents the frontline of medical care, not only in terms of interaction with the community and society, but also in terms of good stewardship of medical resources, both financial and material. During your time on this rotation, consider discussing with your attending physician(s) aspects of medical care such as: healthcare reform and its impact, being a financially responsible physician and the delivery of care in a resource-deprived environment, etc. You will find that most family physicians are not only interested, but passionate about these topics. As an aspiring member of the profession, you should utilize this time to better understand the environment you will be part of in the future.

Goals and Objectives

Goals

To gain an appreciation of primary care medicine as related to the specific primary care specialty of the preceptor.

Objectives

The student will:

- Assimilate learning, and demonstrate understanding of, patient care through ongoing interaction and dialogue with the preceptor, including formative feedback.
- Demonstrate an understanding of the seven osteopathic competencies (as applicable) in the specialty of primary care medicine and its related subspecialties.

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.

http://www.com.msu.edu/About/Accreditation/overview_of_program.htm

References

There are no required references for this course. Reading assignments are under the purview of the preceptor.

Student Expectations

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

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

- The student **will** meet the following **clinical responsibilities** during this rotation:
 - Students are expected to function collaboratively on healthcare teams that include health professionals from other disciplines in the provision of quality, patient-centered care.
- The student **will** meet the following **academic responsibilities** during this rotation:
 - Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patients' health problems.
 - Students are expected to assess their personal learning needs specific to this clinical rotation, engage in deliberate, independent learning activities to address their gaps in knowledge, skills or attitudes; and solicit feedback and use it on a daily basis to continuously improve their clinical practice.

Rotation Requirements

Requirements	Submission Method	Due Date
Rotation Journal	Scan and upload into D2L drop box	Last day of rotation
Attending Evaluation of Student*	Appropriately submitted per the instructions at the end of the evaluation form	Last day of rotation
Student Evaluation of Attending	"Evaluate" link in Kobiljak Student Portal <i>(link will activate on final Monday of rotation)</i>	Last day of rotation

Students are responsible for completing any and all additional requirements set by the hospital/clinic site in which the student is completing the rotation. However, students are not responsible for reporting results of requirements outside of the ones listed above to the college.

**The determination of a satisfactory attending evaluation is governed by the College Policy for Retention, Promotion, and Graduation.*

Rotation Journal

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

The rotation journal is an opportunity for you to reflect on your experience in the clinic. You **must select two** of the four topics below **per week** to write on in your journal.

- Procedures - Weekly entries of procedures you have observed or performed that are new to you. Please reflect on your observations and **one to two paragraphs in length per topic**.
- Topics and Presentations - Weekly entries on topics you have researched and/or presentations you have given during the clinic rotation **one to two paragraphs in length per topic**.
- Core Attributes of Primary Care - Review the definitional features of primary care (e.g. first contact, continuous, coordinated, comprehensive care) and provide examples of achievement or areas that could be improved from your clinical observations. Please provide **one to two paragraphs in length per topic**.
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2690145/>
- Principles of the Patient-Centered Medical Home – Please review the Joint Principles of the Patient-Centered Medical Home (e.g. whole person orientation, team-based care) and provide examples of achievement or areas that could be improved from your clinical observations. Please provide **one to two paragraphs in length per principle**.
http://www.aafp.org/dam/AAFP/documents/practice_management/pcmh/initiatives/PCMHJoint.pdf

Inclusion of **at least two areas** outlined above **per week** will constitute a “pass” for the rotation journal. A “no pass” grade will be assigned if the journal is not submitted or incomplete.

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

Rotation Evaluations

Attending/Faculty/Resident Evaluation of Student

Students are responsible for assuring that the clinical supervisor receives the appropriate evaluation form. Forms can be accessed via the “Attending Evaluation” link in the Kobiljak Student Portal.

http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html

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

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

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

Student Evaluation of Rotation

Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online evaluation system within the Kobiljak Student Portal at:

http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html

Corrective Action Process for Deficient Academic Requirements

If a student does not successfully complete the academic requirements of the course, the student will be permitted to go through a “Corrective Action” process.

The steps of the “Corrective Action” process for FCM 621 (Elective Family Medicine Specialty) are as follows:

1. Students that do not successfully complete and upload the Rotation Journal 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.
 - a. Students will have one week to complete and return the Corrective Action to the Course Assistant for review.
 - b. 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).
 - c. 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. The original "N" grade will remain on the student's transcript even when the student successfully repeats the course. If a student is required to repeat a rotation, every requirement will have to be repeated.
2. Failure of the rotation for other reasons (poor performance in the eyes of the specialist and/or Director of Medical Education):
 - a. The student will be subject to an alternate remediation plan designed by the Director of Medical Education in conjunction with Instructor of Record.

MSU College of Osteopathic Medicine Standard Policies

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

VISA Documentation

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 Accommodation (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.

Attendance Policy

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

1. In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.
2. Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify rotation team and medical education of emergent/illness absences on day of absence.
3. A student may not be absent more than 2 days on any one 4-week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).
4. Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

Absence due to interviews:

For the purpose of interviewing only, a student may be absent 4 days on a 4-week rotation (2 days on a 2-week rotation) during the months of September to January in the OMS year 4. Interview invitations must accompany the Clerkship Program Excused Absence Request Form.

Absence due to examinations:

Examination	Maximum Time Off (includes travel time)
COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE	1 day
MSUCOM COMLEX PE Simulation at MSU	1 day for each scheduled simulation
COMLEX USA Level 2 PE/USMLE Step 2 CS (Canadian Students Only)	2 days
COMAT/SHELF examinations	Travel time and time for exam

Personal Day Absence:

Students are allowed 5 personal days per academic year in OMS 3 and OMS 4. These days are not carried over from third year to fourth year. These are to be used for illness, physician appointments, and special events (weddings, graduations, special anniversary events) and must not exceed 2 days on any 4-week rotation (#3 above). Prolonged illness and bereavement will be handled on a case by case basis between MSUCOM Director of Clerkship and the base hospital/medical education department. Students must notify the rotation team and medical education of emergent/illness absences on day of absence.

Hospital organized community events that might lead to periodic absence from rotations – student participation is encouraged and if base hospital approved, would be considered part of the rotation and not a personal day absence.

Jury duty – when obligated, student participation is not considered a personal day. Court excuses must accompany any absence. If absence is prolonged, this will be handled on a case-by-case basis between the base hospital/medical education and MSUCOM.

Conference Absence:

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.

1. Appropriate paperwork with proof of presentation and copy of conference agenda must accompany the form.
2. Time off in this situation will be for travel and presentation only.

While on selective/elective rotations: A student may submit a request for an excused absence to attend one (1) professional meeting, time not to exceed 3 days off rotation. The meeting agenda must accompany the Clerkship Program Excused Absence Request Form.

Personal vacations/family reunions, etc. are not part of this policy. Vacations can be scheduled periodically, provided all curriculum requirements will be met, with the assistance of your Student Support Advocate. Vacations will not be permitted on any core rotation or elective rotation.

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

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.

Statement of Professionalism

Principles of professionalism are not rules that specify behaviors, but guidelines that provide direction in identifying appropriate conduct. These principles include the safety and welfare of patients, competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and lifelong

learning for maintenance of professional skills and judgments.

Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity and morals displayed by the student to faculty, peers, patients and colleagues in other health care professions. Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional student.

Student Rights and Responsibilities

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

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 in order to maintain a proper working relationship between trainer and trainee.

Course Grades

- **P-Pass** – means that credit is granted and that the student achieved a level of performance judged to be satisfactory according to didactic and clinical performance by the department.
- **N-No Grade** – means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory according to didactic and clinical

performance by the department. Students who receive an N grade will be required to appear before COSE.

- **ET-Extended Grade** – means that a final grade (“Pass” or “No Grade”) cannot be determined due to one or more missing course requirements. In Years 3 and 4, the Extended “ET” grade is used instead of an Incomplete (I) grade. Once all course requirements have been completed, received, and processed, the ET grade will be changed to a final grade. An ET will NOT remain on a student’s transcript.