FCM 620
CORE FAMILY MEDICINE

CLERKSHIP REQUIRED ROTATION (R2) SYLLABUS

FAMILY AND COMMUNITY MEDICINE
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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.
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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

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 the Entrustable Professional Activities document in D2L and know how to effectively use the competencies.
- Review the AOA Core Competencies document in D2L and know how to effectively use the competencies.

In addition, in this rotation and every rotation:

- Students should wear appropriate attire, be timely and be always professional.
- 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
REQUIRED STUDY RESOURCES
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 Family Medicine Clerkship

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

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


Aquifer https://michstate-do.meduapp.com/users/sign_in. There are 60 cases that are Family Medicine related, 41 Geriatric Cases along with multiple other disciplines.

ROTATION REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>SUBMISSION METHOD</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the 9 required Modules</td>
<td>There is no submission required.</td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td>TrueLearn Quizzes</td>
<td>Complete (2) Two Quizzes and the score sheets need to be uploaded to the correct dropboxes.</td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td>Zoom Conference</td>
<td>Be present for one of the Zoom Interactions scheduled for your rotation.</td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td>Shift Schedule</td>
<td>Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td>Mid-Rotation Feedback</td>
<td>Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td><strong>COMAT Examination</strong></td>
<td><strong>Per Clerkship Protocol</strong></td>
<td><strong>Varies, based on which second primary care rotation you take before or after this rotation.</strong></td>
</tr>
<tr>
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</tr>
<tr>
<td>Attending Evaluation of Clerkship Student (<strong>Class of 2023</strong>)</td>
<td>Can be accessed via the “Attending Evaluation” link in Kobiljak online schedule. Email completed evaluation to <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a></td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td>Attending Evaluation of Clerkship Student (<strong>Class of 2024</strong>)</td>
<td>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</td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td>Student Evaluation of Clerkship Rotation (<strong>Class of 2023</strong>)</td>
<td>Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule</td>
<td>Last Day of Rotation</td>
</tr>
<tr>
<td>Student Evaluation of Clerkship Rotation (<strong>Class of 2024</strong>)</td>
<td>Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <a href="https://msucom.medtricslab.com/users/login/">https://msucom.medtricslab.com/users/login/</a>. 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.</td>
<td>Last Day of Rotation</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 are following this link: [Recommended Websites](https://www-aafp-org.proxy1.cl.msu.edu/family-physician/patient-care/prevention-wellness/immunizations-vaccines.html)

**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
- The directions on how to access the book are following this link: [Recommended Websites](https://www-aafp-org.proxy1.cl.msu.edu/afp/2018/1215/p729.html)

**Additional materials**
- American Family Physician: Nonalcoholic Fatty Liver Disease: Common Questions and Answers on Diagnosis and Management. Am Fam Physician. 2020 Nov 15;102(9):603-612
  - [https://www-aafp-org.proxy1.cl.msu.edu/afp/2021/0415/p495.html](https://www-aafp-org.proxy1.cl.msu.edu/afp/2021/0415/p495.html)

Module 3: Osteoporosis

**Module readings**
- You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 30: Osteoporosis
- The directions on how to access the book are following this link: [Recommended Websites](https://www-aafp-org.proxy1.cl.msu.edu/afp/2018/1215/p729.html)

**Additional materials**
- Review the PowerPoint in the Module 3 folder
  - [https://static1.squarespace.com/static/5d7abc5369a54332c55df197/5d9f679c775a5f22c91b61/1570727839254/Cosman2014_Article_ClinicianSGuideToPreventionAnd.pdf](https://static1.squarespace.com/static/5d7abc5369a54332c55df197/5d9f679c775a5f22c91b61/1570727839254/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 are following this link: [Recommended Websites](https://www-aafp-org.proxy1.cl.msu.edu/afp/2018/1215/p729.html)

**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
- The directions on how to access the book are following this link: Recommended Websites

Additional materials
  - [https://www.aafp.org/afp/2020/0615/p762.html](https://www.aafp.org/afp/2020/0615/p762.html)
- 2021 GOLD Reports for COPD (Chronic Obstructive Pulmonary Disease)
  - [https://goldcopd.org/2021-gold-reports/](https://goldcopd.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 are following this link: Recommended Websites

Additional materials
  - [https://www.aafp.org/afp/2019/0601/p689.html](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 are following this link: Recommended Websites

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 are following this link: Recommended Websites

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 are following this link: Recommended Websites

Additional materials
QUIZZES

There will be Truelearn quizzes to complete:

- Week 1 through 3: between 8:00 am the first day (Monday) of your rotation through 11:59 pm the 3rd Sunday of your rotation, you will need to log into Truelearn and create and complete 30 questions.
  - You can go in at the beginning of the rotation and create a 30-question quiz and work on it throughout the entire 3 weeks.
  - There are no time restrictions set forth.
  - You can go in and create 3 10 question quizzes and do them weekly.
  - There is no mandatory score for these questions to pass this rotation.
  - You will need to upload a screenshot or pdf file of your Score Sheet to the dropbox labeled, Truelearn 30-question Score Sheets on D2L in order to receive full credit for this requirement:
    - Please name this file LastName_FirstName_Truelearn30Questions if doing together
    - Please name these files LastName_FirstName_TruelearnQuiz1 or Quiz 2 or Quiz 3 if doing them as separate quizzes
  - For High Pass/Honors this needs to be submitted to the proper dropbox, complete with needing no revisions by 11:59 pm the 3rd Sunday of the rotation.
  - For Pass this needs to be submitted to the proper dropbox, complete with needing no revisions by 11:59 pm the last day (4th Sunday) of the rotation.
  - If neither deadline is met, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 13.

- Week 4: between 8:00 am the fourth Monday and 11:59 pm the fourth Sunday, you will need to log into Truelearn and complete the Week 4 10-question quiz that has been assigned to you.
  - There are no time restrictions set forth. Please feel free to take as long as you need to complete this quiz. There is only one attempt.
  - For High Pass/Honors: you will need to get 9 out of 10 correct (90%).
  - For Pass: you will need to get 6 out of 10 correct (60%).
    - If you do not receive the required score above, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 13.

- Steps for logging into TrueLearn:
  - Access TrueLearn homepage by following the link: https://www.truelearn.net/?_ga=2.117887311.751432720.1652188608-917063151.1651858724
  - Enter your MSU email address and the password that was sent to you by TrueLearn (please keep in mind, you can change/update your password once you have logged in)

ZOOM 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 the Attending of the service you will be on. One of these sessions needs to be attended whether you are in person or Virtual for this rotation. You are more than welcome to come to both sessions.

The zoom conferences will consist of you presenting a case to the MSUCOM Department of Family Medicine Faculty member.
Family Medicine FCM 620

- Your case presentation must be of a patient encounter you experienced while on this rotation. Presentation should include:
  - Present illness,
  - Physical exam,
  - Any labs or imaging,
  - Differential diagnosis and
  - Any medications or therapy provided
- You must be able to answer one of the following, after your presentation:
  - What was it about this case that made you choose this one?
  - What is one learning pearl that you took away from this case?
  - Is there something that caused you to change the direction you were initially thinking?
  - Is there a question regarding this that you would like to ask the provider overseeing this Zoom?
- You will be required to be online, have your camera on and you will need to be present for the entire hour.

If you are unable to attend either conference, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 13.

SHIFT SCHEDULE (FORM ON D2L)
The shift schedule form for this rotation can be found on the last page of this syllabus. You need to print this prior to the start of your rotation. It already has all the important due dates outlined for you. You will need to complete the following on this form:

- Your name and contact email address must be listed on the submitted form
- Daily work schedule
  - Times start to finish listed. (i.e., 9 am to 4 pm)
  - Should be as exact on the times as possible (lunches do not need to be listed).
- Zoom Conference
  - Write ZOOM on the date that you joined the online zoom conference
- Didactics

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 Shift Schedule, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 13.

MID-ROTATION FEEDBACK (FORM ON D2L)
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 13.
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 (Family Community Medicine) 620 plus FCM 622: FM Advanced Sub-I or IM (Internal Medicine) 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.

Due to the multiple different schedules that can occur, the grade for the Family Medicine COMAT will be issued under the requirements for FCM 620. This means that until all requirements are met for the course, you will have an ET grade listed for this course. 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 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 accommodation 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 114 on your first attempt.
- In addition to meeting the other passing requirements listed in the “Honor Rotation Requirements” section of this syllabus.

High Pass

- You will need to score a 107 to 113 on your first attempt.
- In addition to meeting the other passing requirements listed in the “High Pass Rotation Requirements” section of this syllabus.

Pass

- Score at or above 83 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 24 hours of an emergency that will keep you from taking the exam on the last Friday of the rotation, for consideration of delaying the exam.

The Department will notify students of their failure.

**ROTATION EVALUATIONS**

**Attending Evaluation of Student**

A standardized Clinical Clerkship Rotation Evaluation (Attending Evaluation) is used in all MSU COM Clinical Rotations. The Clinical Clerkship Rotation Evaluation assesses students on the relevant Osteopathic Core Competencies:

1. Osteopathic Principles and Practice
2. Medical Knowledge
3. Patient Care
4. Practice-Based Learning and Improvement
5. System-Based Practice
6. Interpersonal Skills and Communication
7. Professionalism

Performance will be rated individually for multiple Clinical Assessments and overall, for Professional Assessment with overall grade categories of Below Expectations, Meets Expectations, and Exceeds Expectations.

- **Honors:** Students must receive all Meets Expectations or above in the subcategories and Meets or Exceeds Expectations in the overall category(ies).
- **High Pass:** Students must receive all Meets Expectations or above in the subcategories and Meets or Exceeds Expectations in the overall category.
- **Pass:** Students may receive up to 1 Below Expectations Mark in any subcategory with the overall categories at Meets Expectations or Above Expectations.
- **No Pass:** Any one of the following conditions will result in a No Pass in the clerkship:
  - Receives two (2) or more “Below Expectations” within the subcategory sections.
  - Receives comments that indicate below expectations of performance
  - See Unsatisfactory Clinical Performance below

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.
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.

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 (about 2 weeks) after the last day of the rotation at 11:59pm:

1. TrueLearn Week 1-3 30-question quiz
   - Students that do not successfully complete and upload their score sheet by 11:59 pm the last day (Sunday) of the rotation will be required to complete the initial assignment and an additional 50 question quiz in TrueLearn.
   - This will follow the same rules as the initial 30-question quiz and will be due within 14 days (about 2 weeks) of the assignment being assigned.

2. TrueLearn Week 4 10-question quiz
   - Students that do not pass their first attempt at the quiz with a 60% or higher score will have another quiz opened for them for 7 days, it will not be timed and must score above 60%.

3. Zoom Conference
   - Students that miss the Zoom Conference for this 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.

4. Shift Schedule
   - Students that do not successfully complete and upload their shift schedule 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.

5. 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.
o 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.

6. COMAT

o For the COMAT Corrective Action please see the COMAT section (page 11) of this syllabus.

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 (about 2 weeks).

If a student successfully completes the corrective action process, as determined by the IOR (Instructor of Record), 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 (about 2 weeks) after the last day of rotation at 11:59pm (except for the Attending Evaluation). Additionally, a letter of unprofessional behavior for late submission of assignments will be sent to the MSUCOM Spartan Community Clearinghouse.

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

During this rotation, 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 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 adjust 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 your concern is 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 a 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 daily 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 an elevated level of professional behavior is maintained. Outward appearance is especially 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 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.

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 un gloved 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 “Student Exposure” on page 19 of the syllabus)

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.

<table>
<thead>
<tr>
<th>Length of Rotation</th>
<th>Maximum Number of Days Off</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
*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.

<table>
<thead>
<tr>
<th>4 weeks</th>
<th>2 days</th>
</tr>
</thead>
<tbody>
<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 off from the Assistant Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.
<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>May be used at the discretion of the student (example: illness, physician apt., conference time, etc.). Total days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation.</td>
<td>5 total days per academic year (July-June)</td>
<td>While personal days may be used at the discretion of the student, the total 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.</td>
<td>No</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Court documentation must accompany the Clerkship Program Absence Request Form</td>
<td>N/A</td>
<td>Jury duty, when obligated, is not considered a personal day absence.</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital-organized community events</td>
<td>Example: Special Olympic Physicals</td>
<td>N/A</td>
<td>These events would be considered part of the rotation and not a personal day absence.</td>
<td>No</td>
</tr>
<tr>
<td>Examination</td>
<td>COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE</td>
<td>1 day</td>
<td>Students have the time off to take the examination only</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>COMAT/NBME shelf examinations</td>
<td>Students should be reporting to rotation before/after examination.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prolonged Illness, Bereavement, Maternity Leave</td>
<td>Medical related absence or bereavement</td>
<td>Determined on a case-by-case basis</td>
<td>Students must contact the Assistant Dean for Clerkship Education directly (<a href="mailto:enright4@msu.edu">enright4@msu.edu</a>) to discuss time off rotations.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**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
  o 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
  o Critical Thinking Skills: Recognize and differentiate facts, illusions, and assumptions; question logically; identify gaps in information and knowledge
  o 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
  o Core of Knowledge: Develop core professional knowledge; apply the knowledge in clinical, academic, and administrative settings
  o 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](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 healthcare 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).
Contact Assistant Dean for Clerkship Education, Dr. Susan Enright (enright4@msu.edu), if an exposure incident occurs.

STUDENT VISA
Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodation 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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Submission Method</th>
<th>Honors Designation</th>
<th>High Pass</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
</table>
| 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@mssu.edu | • Receives no “Below Expectations”  
• Receives no comments indicating below expectations of performance | • 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  
• 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 | • Receives no “Below Expectations”  
• Receives no comments indicating below expectations of performance | • 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  
• See Unsatisfactory Clinical Performance above |
<p>| Student Evaluation of Clerkship Rotation (Class of 2023) | Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule. | Completed 100% by 11:59 pm the last day of the rotation | Completed 100% by 11:59 pm the last day of the rotation | Completed 100% 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 submit within 14 days (about 2 weeks) from the end of the rotation |
| 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% by 11:59 pm the last day of the rotation | Completed 100% by 11:59 pm the last day of the rotation | Completed 100% 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 submit within 14 days (about 2 weeks) from the end of the rotation |</p>
<table>
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<tr>
<th>Requirement</th>
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<th>Honors Designation</th>
<th>High Pass</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>TrueLearn 30-question quiz</td>
<td>D2L – into the correct dropbox: TrueLearn 30-question quiz</td>
<td>• Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the 3rd Sunday of the rotation</td>
<td>• Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the 3rd Sunday of the rotation</td>
<td>• Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the last day of the rotation.</td>
<td>• Will be the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.</td>
</tr>
<tr>
<td>TrueLearn 10-question quiz</td>
<td>D2L – into the correct dropbox: TrueLearn 10-question quiz</td>
<td>• Completed by 11:59 pm the last day of the rotation with a score of 90% on your first attempt at the quiz.</td>
<td>• Completed by 11:59 pm the last day of the rotation with a score of 90% on your first attempt at the quiz.</td>
<td>• Completed by 11:59 pm the last day of the rotation with a score of 60% on your first attempt at the quiz.</td>
<td>• Will be the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.</td>
</tr>
<tr>
<td><strong>Zoom Conference</strong></td>
<td>Via Zoom</td>
<td>You will need to present your case at your assigned date and time OR Complete Corrective Action.</td>
<td>You will need to present your case at your assigned date and time OR Complete Corrective Action.</td>
<td>You will need to present your case at your assigned date and time OR Complete Corrective Action.</td>
<td>Will be the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.</td>
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</tr>
<tr>
<td><strong>Shift Schedule</strong></td>
<td>D2L – into the correct Dropbox: Shift Schedule</td>
<td>Completed 100% and needing no revisions, uploaded to the correct Dropbox by 11:59 pm the last day of the rotation.</td>
<td>Completed 100% and needing no revisions, uploaded to the correct Dropbox by 11:59 pm the last day of the rotation.</td>
<td>Completed 100% and needing no revisions, uploaded to the correct Dropbox by 11:59 pm the last day of the rotation.</td>
<td>Will be the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.</td>
</tr>
<tr>
<td><strong>Mid-Rotation Feedback</strong></td>
<td>D2L – into the correct Dropbox: Mid-Rotation Feedback</td>
<td>Completed 100% and needing no revisions, uploaded to the correct Dropbox by 11:59 pm the last day of the rotation.</td>
<td>Completed 100% and needing no revisions, uploaded to the correct Dropbox by 11:59 pm the last day of the rotation.</td>
<td>Completed 100% and needing no revisions, uploaded to the correct Dropbox by 11:59 pm the last day of the rotation.</td>
<td>Will be the conditional grade until all requirements of this rotation are met</td>
<td>Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.</td>
</tr>
<tr>
<td><strong>COMAT</strong></td>
<td>Per Clerkship Policies</td>
<td>Score at or above 114 on your first attempt of the COMAT Must be your first attempt.</td>
<td>Score between 107 and 113 on your first attempt of the COMAT Must be your first attempt.</td>
<td>Score at or above 83 on your first or second attempt of the COMAT If you fail to take your exam on the date you are scheduled, you will receive a Zero and have one additional chance to pass this 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. If you fail to take your exam on the date you are scheduled, and not pass the exam on your second attempt (due to the first attempt being a zero).</td>
</tr>
</tbody>
</table>
MID-ROTATION FEEDBACK FORM

Student Name: ___________________________  Evaluator Name: ___________________________

Evaluator Signature: ______________________  Date of review with student: ________________

1. This assessment is based on:
   - ☐ My own observations and interactions with the student
   - ☐ Feedback received from other faculty and/or resident supervisors

2. Professionalism expectations are listed below. Please check any areas where the student may be having difficulty:
   - ☐ On time for all activities of the rotation
   - ☐ Present and prepared for all activities of the rotations (except for excused absences)
   - ☐ Respectful and courteous to patients, staff, peers, attending’s
   - ☐ A great team player (helpful, reliable, proactive)
   - ☐ Accepting of feedback and made necessary changes because of the feedback
   - ☐ Engaged in learning
   - ☐ Honest and trustworthy
   - ☐ Student is aware of limitations and appropriately seeks assistance when needed
   - ☐ A good patient advocate
   - ☐ Outstanding work ethic

   Please summarize areas of difficulties:

   ____________________________________________________________

3. The student is progressing satisfactorily for their level of training:
   - ☐ Yes
   - ☐ No
If no, please summarize areas needing improvement below:

4. Overall comments on student performance not mentioned above:

<table>
<thead>
<tr>
<th>Strengths:</th>
<th>Areas of Improvement:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>