IM 658
CORE INTERNAL MEDICINE OUT-PATIENT

REQUIRED ROTATION (R2) SYLLABUS

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EFFECTIVE AUGUST 2, 2021 TO JULY 31, 2022

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

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

Welcome to IM 658 Core Internal Medicine Outpatient Clerkship, which is one of the 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 (Out-patient IM #1) 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 occur before IM660. IM 660 should ideally be completed after IM 650 and 658 and should ideally NOT occur prior to the 7th 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.

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 I strongly encourage you to print off in color. 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:
   o The body is a unit; the person is a unit of body, mind, and spirit.
   o The body is capable of self-regulation, self-healing, and health maintenance
   o Structure and function are reciprocally interrelated
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- 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.”

OBJECTIVES

1. Module 1: Hypertension (HTN)
   - 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.

2. Module 2: Diabetes (DM)
   - 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

3. Module 3: Dyslipidemia
   - 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.

4. Module 4: Thyroid Nodules
   - Know when a thyroid US should be performed.
   - Understand when a fine needle aspiration is indicated.
   - Know when surgery indicated.
   - Describe the follow up of benign nodules.

5. Module 5: Perioperative medicine
   - 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 in not indicated
   - Determine when to utilize beta blockers or noninvasive testing based upon use of the 5 step ACC/AHA perioperative evaluation algorithm

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- 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 the adrenal incidentaloma
- Detail the follow up the adrenal Incidentaloma
- Describe the diagnostic work-up for a pulmonary nodule
- Describe the workup of a renal cyst

7. Module 7: Select Topics in Rheumatology
   - 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
   - Detail the follow up of treatment of gout
   - Recognize the presentation of Polymyalgia Rheumatica (PMR)
   - Describe the treatment and follow up of patients with (PMR)

8. Module 8: Healthy Living
   - 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

9. Module 9: Sleep Disorders
   - List the elements of sleep hygiene.
   - Describe the workup and treatment of Restless Legs Syndrome
   - Describe the workup and treatment of Obstructive Sleep Apnea

CORE 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
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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 to Learn (D2L)**

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.

Available online at: https://accessmedicine-mhmedical-com.proxy1.cl.msu.edu/

4. Aquifer

Available at: https://michstate-do.medapp.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
- 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**

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<th>SUBMISSION METHOD</th>
<th>DUE DATE</th>
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<tr>
<td>25 Aquifer Cases</td>
<td>Completed 100% and uploaded by 11:59pm the last day of the rotation.</td>
<td>Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
</tr>
<tr>
<td>View the 9 modules online. Take end of module Quiz after completing each module</td>
<td>Completed 100% and uploaded by 11:59pm the last day of the rotation.</td>
<td>Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
</tr>
<tr>
<td>Student Experience Log</td>
<td>11:59 pm last day of the rotation.</td>
<td>Must be uploaded to D2L</td>
</tr>
<tr>
<td>Student Daily Shift Schedule</td>
<td>11:59 pm last day of rotation submitted in D2L.</td>
<td>Not to be submitted until the last Friday- Sunday of the rotation, and must be the schedule you worked, not what</td>
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WEEKLY MODULES AND ASSIGNMENTS

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

Module 1
Objectives:

References:
https://www.ahajournals.org/doi/full/10.1161/HYP.0000000000000065

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 Published online December 18, 2013
https://jamanetwork.com/journals/jama/fullarticle/1791497

Module 2 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 3 References:
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&
IM 658
American College of Cardiology 2018 Guideline on the Management of Blood Cholesterol
https://www.ahajournals.org/doi/pdf/10.1161/01.cir.0000437738.63853.7a

Module 4 References:

Module 5 References:

Module 6 References:


Module 7 References:

Module 8 References:

Module 9 References:


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 25 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 memory problems
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
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

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 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 0 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 within 2 SD from the MSUCOM mean of 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
Students are responsible for assuring that his/her clinical supervisor receives the appropriate evaluation form. Forms can be accessed via the “Attending Evaluation” link in the student’s Kobiljak online Clerkship schedule.

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

Students should keep a copy of the evaluation and leave the original with the Medical Education Office at the clinical training site where that office will review, sign, and forward the completed form to the COM Clerkship Team. Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” and will be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM’s Common Ground Framework for Professional Conduct or to the Committee on Student Evaluation (COSE).

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

Student Evaluation of Clerkship Rotation
Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online evaluation system at:

http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html
Unsatisfactory Clinical Performance
The Instructor of Record and/or the Assistant Dean for Clerkship Education will review/investigate a student’s performance on a rotation when a concern is raised by the supervisor(s), and when the Attending Evaluation of Clerkship Student contains any below expectation marks within the professionalism area, any unsatisfactory written comments, or a total of two or more below average marks on the evaluation. Professionalism concerns, as well as accolades, will also be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM’s Common Ground Framework for Professional Conduct.

Corrective Action Process For Rotation 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 IM 658 Internal Medicine Core Rotation #2 Outpatient are as follows:

1. The student who fails to achieve an 80% on each weekly quiz 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. The student who fails to turn in required paperwork, who has a verifiable reason why they failed to do so, will be allowed a 2-week grace period or more depending on the circumstances, Failure to meet this two week deadline will result in an N grade.

3. 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 in which the student is completing the rotation. Students are not responsible for reporting results of requirements outside the ones listed above to the college.
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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 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 patient’s 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 a public health code requirement at all times.
- Scrubs are provided for situations where extended periods of patient care necessitate more comfortable clothing or change in clothing. Therefore, scrubs are allowed for ‘on-call days’ only.
- At ALL times when patient contact is expected or anticipated, your waist-length WHITE COAT will be worn, 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 student director for confirmation.
- Wear a waterproof gown when blood or body fluid may soak a cloth gown.

INFECTION CONTROL GUIDELINES:

Universal Precautions:
Consider all blood, visibly bloody secretions, genital secretions, and all bodily fluids from ALL PATIENTS to be infectious.

Wear gloves when exposed to blood, bodily fluids or genital secretions. Change your gloves and wash hands after each procedure and before contact with another patient.
Wear a mask and goggles when blood or bodily fluid may splash in your face.
Wear a waterproof gown when blood or body fluid may soak a cloth gown.

ALL incidents of exposure to blood or body fluids such as parenteral (needle stick or cut); mucous membranes (splash to eyes, nose or mouth); cutaneous (contact with blood or body fluids on ungloved hands or other skin surfaces that may be cut, chapped, abraded or affected by active dermatitis should be reported immediately to attending physician or student director.

Most Common Exposure Risks:
Hepatitis B (HBV), Hepatitis C (HCV), HIV

What should you do if exposure occurs?

Immediate Response:
- Force bleed the site if possible
- Clean wound with soap and water
IM 658
  o Apply direct pressure if needed
  o Flush mucous membranes with water or saline for 3-5 minutes

Prompt notification is critical to evaluate possible treatment options including IgG, HBIG etc.

Students should discuss any exposure with their supervising attending and student director. Students exposed to or with infectious material or communicable illness, including chicken pox, shingles, measles, or diarrheal illness, must consult with course director or employee health services about the advisability of working with the patients.

MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES
The following are standard MSUCOM policies across all Clerkship rotations.

ATTENDANCE POLICY

OVERVIEW
Michigan State University College of Osteopathic Medicine (MSUCOM) requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge that are necessary for successful program completion. Students are expected to take minimal time off outside of vacations already appearing in schedules and should only request time off in the rare events and circumstances outlined below.

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

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

- Unexcused absences are absences taken without the proper completion of the Clerkship Program Excused Absence Request Form, or absences outside of those listed in the Clerkship Attendance Policy. Unexcused absences are considered unprofessional and will result in a report to the Spartan Community Clearing House and/or the MSUCOM Committee on Student Evaluation (COSE).

<table>
<thead>
<tr>
<th>Length of rotation</th>
<th>Maximum number of days off</th>
<th>Should an absence exceed these limits, the student is responsible for requesting additional days from the Assistant Dean for Clerkship Education via email (<a href="mailto:com.clerkship@msu.edu">com.clerkship@msu.edu</a>) prior to the absence.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 weeks</td>
<td>2 days</td>
<td></td>
</tr>
<tr>
<td>2 weeks</td>
<td>0 days</td>
<td></td>
</tr>
</tbody>
</table>
Exception for residency interviews from October to January in Year 4 only

A fourth-year student may be absent a total of 4 days on any 4-week rotation, or 2 days on any 2-week rotation during the months of October-January during Year 4 for interview purposes only. If interview absences exceed these totals, the student must request additional days off from the MSUCOM Instructor of Record (IOR) for the course/rotation by submitting a Clerkship Program Excused Absence Request Form to the Course Assistant (CA). Contact information for the IOR and CA are found on the first page of the respective MSUCOM course syllabus.
<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Qualifications</th>
<th>Maximum number of days off</th>
<th>Details</th>
<th>Required Approval from Assistant Dean for Clerkship Education</th>
</tr>
</thead>
</table>
| Personal Day                     | Illness Medical/Dental appointments  
Wedding, family graduations  
(additional reasons must be discussed with the Asst Dean for Clerkship Education prior to request) | 5 total days per year  
(individual events must comply with the max of 2 days off any 4-week rotation) | Vacations must be planned during allotted vacation time in schedule.  
Vacations are not acceptable personal day absences.              | No                                                            |
| Jury Duty                        | Court documentation must accompany the Clerkship Program Absence Request Form. | 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                     | Students should be reporting to rotation before/after examination         | No                                                            |
| COMAT/NBME shelf examinations    | Time required to complete exam                                              |身内 | While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated.  
Required for request to Asst Dean for Clerkship Education;  
conference agenda, location, date of presentation, invitation, or confirmation of presentation by conference staff; proposed dates of absence. | Yes                                                          |
| Conference/Research Presentation | Research presentation on core rotation                                      | Travel and presentation time only | Student must submit Clerkship Program Excused Absence Request Form and copy of conference agenda to the Assistant Dean for Clerkship Education to attend one (1) professional meeting on a 4-week rotation. Students cannot miss rotation days for a conference during a 2-week elective rotation. | Yes                                                          |
| Conference or research presentation while on an elective rotation | 3 days on a 4-week elective rotation                                       | TBD                        | Students-contact the Assistant Dean for Clerkship Education to discuss time off rotations | Yes                                                          |
| Prolonged Illness, Bereavement, Maternity Leave | Medical related absence or bereavement                                      | TBD                        |                                                                       | Yes                                                          |

*Clerkship Program Excused Absence Request Forms*- Once appropriate approval signatures are obtained; forms should be maintained for your records in the event they are requested or required at a later date
POLICY FOR MEDICAL STUDENT SUPERVISION

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

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

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

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

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

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

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

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

Principles of professionalism are not rules that specify behaviors but guidelines that provide direction in identifying appropriate conduct. These principles include the safety and welfare of patients, competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and lifelong learning for maintenance of professional skills and judgments. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context is the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by the student to faculty, peers, patients, and colleagues in other health care professions.

Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional student.

STUDENT RIGHTS AND RESPONSIBILITIES

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty. Students share the responsibility with faculty for creating an environment that supports academic honesty and principles of professionalism. Proper relationship between faculty and student are fundamental to the college's function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.

MSU Email
To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking their MSU email accounts daily and maintaining their MSU mailboxes so that messages can be received. Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the clinical education program. Further, students must use secure email when working in a hospital, clinic, or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail and Yahoo are not.

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

It is the responsibility of the clinical faculty to provide students with ongoing feedback during rotation upon request. Clinical faculty are generally recommended (though not required) to limit student assigned duty hours from 40 to 60 hours weekly (and not exceeding 60 hours). Both faculty and students are to be treated fairly and professionally to maintain a proper working relationship between trainer and trainee.

COURSE GRADES

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

P/Pass – means that credit is granted, and that the student achieved a level of performance judged to be satisfactory by the department according to the student’s didactic and clinical performance.

ET/Extended Grade – means that a final grade (‘Pass’ or ‘No Grade’) cannot be determined due to one or more missing course requirements. The ET grade will be changed to a final grade once all the completed course requirements have been submitted to and processed by MSUCOM (either to the department or Clerkship Team). An ‘ET’ grade will NOT remain on a student’s transcript.

N/No Grade – means that no credit is granted, and that the student did not achieve a level of performance judged to be satisfactory by the department according to the student’s didactic and clinical performance.

N Grade Policy
Students who fail this rotation will have to repeat the entire rotation and fulfill all (clinical and academic) requirements.

STUDENT EXPOSURE PROCEDURE
A form has been developed by the University Physician to report incidents of exposure, e.g. needle sticks, mucous membrane exposure, tuberculosis exposure, etc., and may be found on the Clerkship Medical Education page of the MSUCOM website here (https://com.msu.edu/current-students/clerkship-medical-education).

Contact Assistant Dean for Clerkship Education, Dr. Susan Enright, if exposure incident occurs: enright4@msu.edu.
IM 658
STUDENT VISA
Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-RCPD, or on the web at www.rcpd.msu.edu. Once a student’s eligibility for (clinical and/or testing) accommodation has been determined, the student may be issued a **Verified Individualized Services and Accommodations** (VISA) form. Students must present this VISA form to the Clerkship Team (COM.Clerkship@msu.edu), A-332 East Fee Hall, at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after this date will be honored whenever possible.

If updates or modifications to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit an updated version to the Clerkship Team if he or she intends to use the new accommodation going forward.
IM 658 Internal Medicine Out-Patient

Mid Rotation Evaluation

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

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

<table>
<thead>
<tr>
<th>Clinical Presentation</th>
<th>Experience via patient on rotation</th>
<th>Experience gained via Readings/modules. (per syllabus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dyslipidemia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thyroid nodules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perioperative medicine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nephrolithiasis/renal cyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adrenal incidentalomas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulmonary nodules</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gout/PMR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporal Arteritis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETOH/Smoking cessation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OSA/RLS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obesity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student Name: ______________________
Rotation Dates: ______________________
Rotation Site: ______________________
Rotation Attending: ______________________

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

Wellness: An active process of becoming aware of and making choices toward a healthy and fulfilling life.

Have you set one personal wellness goal you would like to accomplish during this rotation?
- [ ] Yes
- [ ] No

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

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

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

- [ ] Yes
- [ ] No

Comments: ______________________

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

Attending Signature: ______________________
(Verifying mid-rotation feedback and logs)
# SUMMARY OF GRADING REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Honors Designation</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View the 9 modules online. Take end of module Quiz after completing each module</strong></td>
<td>* Meet all</td>
<td>* Meet all</td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Failure to meet the quiz and or the corrective action.</td>
</tr>
<tr>
<td>➢ Completed by 11:59 pm the last day of the Rotation with a 90% score on each module after 2 attempts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Completed by 11:59 pm the last Sunday of the Rotation with an 80% score on each module after 2 attempts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>25 Aquifer Cases</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td></td>
<td></td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Failure to complete and upload within two semesters after the rotation ends.</td>
</tr>
<tr>
<td>➢ Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Experience Log</strong></td>
<td></td>
<td></td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Failure to complete and upload within two semesters after the rotation ends.</td>
</tr>
<tr>
<td>➢ Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shift Schedule (for IM 650, IM 658 and IM 660)</strong></td>
<td></td>
<td></td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Failure to complete and upload within two semesters after the rotation ends.</td>
</tr>
<tr>
<td>➢ Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMAT Exam (scored under course 660)</strong></td>
<td></td>
<td></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.</td>
</tr>
<tr>
<td>➢ Score at or above 1.0 SD above the College Mean for the day you take the exam on first attempt.</td>
<td></td>
<td></td>
<td></td>
<td>Failure to take the retake in the time given.</td>
</tr>
<tr>
<td>➢ Score at or above 2.0 SD below the College Mean the day you take the exam.</td>
<td></td>
<td></td>
<td></td>
<td>Failure to take the exam the first time offered and not pass the exam on your day of the rotation.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Honors Designation</td>
<td>Pass</td>
<td>Extended Grade</td>
<td>No Pass</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------------------------------------------------</td>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>* Meet all</td>
<td></td>
<td>Have a zero and have one chance to retake the exam.</td>
<td>Second (due to the first attempt being a zero) attempt.</td>
</tr>
<tr>
<td>Attending Evaluation of Clerkship Student</td>
<td>Must have all Meets Expectations in all sections and Meets or Exceeds Expectations in the overall sections.</td>
<td>May receive up to 1 Below Expectations in any subsection with an Meets or Exceeds Expectations in the overall sections.</td>
<td>Will be the conditional grade until all requirements of this rotation are met.</td>
<td>Receives two or more “Below Expectations” in any subsection on the evaluation and after the chair review and discussion. Displays indicators of marginal performance on any clerkship rotation.</td>
</tr>
<tr>
<td>Student Evaluation of the Rotation</td>
<td>Completed 100% and uploaded by 11:59 pm the last day of the rotation.</td>
<td>Completed 100% and uploaded 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 upload within two weeks after the rotation ends.</td>
</tr>
</tbody>
</table>