OST 603
Core Clinical Concepts (C3)

CLERKSHIP REQUIRED ROTATION

ACADEMIC PROGRAMS
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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 C3! Core Clinical Concepts (C3) is a longitudinal course throughout your third year. This syllabus provides an overview of course goals and objectives designed to help you gain insight into various signs and symptoms as well as the pathologies that are often responsible for them. In addition, you will have opportunity to develop clinical and cognitive skills that will be critical to your successful completion of your Clerkship as well as formative exams (i.e. COMAT and COMLEX). Please make sure to review this syllabus in its entirety to ensure understanding of the course format, syllabus content, and MSUCOM expectations.

ROTATION FORMAT

This course will be presented over a span of ten months, starting in August and ending in May of your third year of medical school. Sessions will be focused on Case Discussions of common diagnoses and symptoms presentations. Other important topics for professional development will also be covered. Designated readings, presentations and online resources will be provided to the student via Desire2Learn (D2L). Students will be expected to have read and reviewed all elements of content for each month on a week-to-week basis in advance of their didactic session. In addition, several longitudinal assignments will be required on D2L.

The online content will be enhanced and integrated through active student participation in weekly didactic sessions provided at the student’s base hospital. These sessions will have separate, interactive elements that may involve additional preparatory work for students to accomplish individually or in teams prior to the session. Sessions are designed to be held in a four-hour block on a weekly basis, although some variation may occur at individual base hospitals due to scheduling. All sessions will be overseen and usually lead by the C3 Director, who is a designated faculty member within the base hospital. Sessions may be led by other, qualified individuals at the discretion of the C3 Director.

GOALS AND OBJECTIVES

GOALS

In 2006 and 2009, the NBOME sought to more clearly define the osteopathic medical competency domains by creating a report that described measurable elements available to measure these domains as well as what outcomes could be anticipated from the assessments. This document was further revised in 2011 and 2012 and serves as the basis for the creation of this curriculum. The following is a list of stated goals and objectives that participation in the C3 will accomplish. Each goal achieved directly relates to specific measurable outcomes as defined in the NBOME ‘Fundamental Osteopathic Medical Competencies’ report. These goals and objectives are related to all learning activities present within the curriculum.

In 2020, this curriculum has been revised to meet further goals. Part of becoming an excellent osteopathic physician depends on the ability to critically think through a clinical case scenario. This curriculum will focus less on memorizing facts, and more on developing thought processes to classify and apply medical knowledge to the clinical patient through clinical reasoning and clinical decision making.

The C3 curriculum is a complementary curriculum to the clinical learning that takes place during the 3rd year of medical school. Students will use this didactic time to discuss common clinical presentations, evidence-based medicine, and developing a differential diagnosis. They will practice skills such as case presentation, establishing and maintaining a physician-patient relationship, and effective documentation. Students will demonstrate application of these principles into system-based practice and population
health. Upon completion, students will be an entrustable learner in appropriate areas and will continue honing these skills during their 4th year.

GOALS
1. Develop critical clinical thinking skills through case scenario discussions.
2. Advance clinical reasoning and clinical decision making.
3. Apply concepts of evidence-based medicine to clinical scenarios.
4. Explore health systems science concepts.

OBJECTIVES
1. Create an organized differential diagnosis for common clinical presentations.
2. Classify and apply medical knowledge through clinical reasoning.
3. Use evidence-based medicine to develop clinical decision-making skills.
4. Diagnose clinical conditions and plan patient care appropriately including osteopathic principles and practice.
5. Recognize and accurately interpret relevant laboratory, imaging, and other diagnostic studies related to patient care.
6. Describe and apply systematic methods to improve population health.
7. Apply health system science to clinical practice to improve patient care.
8. Discuss shared values and goals of a successful interprofessional team.

COMPETENCIES and EPAs

Competencies
1. Use relationship between structure and function to promote health by applying knowledge of the biomedical sciences, such as functional anatomy, physiology, biochemistry, histology, pathology, and pharmacology, to support the appropriate application of osteopathic principles and OMT. (I.2.b)
2. Use scientific concepts to evaluate, diagnose, and manage clinical patient presentations and population health. (II.3.a)
3. Assess the value of information and knowledge introduced by the patient during a clinical encounter. (II.3.d)
4. Apply evidence-based guidelines throughout the scope of practice. (II.3.c)
5. Diagnose clinical conditions and plan patient care appropriately including osteopathic principles and practices. (I.4)
6. Recognize and correctly interpret abnormal clinical findings. (III.1.g)
7. Recognize and accurately interpret relevant laboratory, imaging, and other diagnostic studies related to patient care. (III.1.k)
8. Develop a differential diagnosis appropriate to the context of the patient setting and findings. (III.2)
9. Form a patient-centered, interprofessional, evidence-based management plan. (III.4)
10. Practice skills that establish and maintain the physician-patient relationship (IV.1), conduct a patient centered interview (IV.2), demonstrate effective written and electronic
communication in dealing with patients and other health care professionals (IV.3), and demonstrate humanistic behavior. (V.2)
11. Describe the clinical significance of and apply strategies for integrating research evidence into clinical practice. (VI.3)
12. Critically evaluate medical information and its sources and apply such information appropriately to decisions relating to patient care. (VI.4)
13. Describe and apply systematic methods to improve population health. (VI.5)
14. Identify and utilize effective strategies for assessing patients. (VII.4)

EPAs

1. Prioritize a differential diagnosis following a clinical encounter (EPA2)
2. Recommend and interpret common diagnostic and screening tests. (EPA3)
3. Document a clinical encounter in the patient record. (EPA 5)
4. Provide an oral presentation of a clinical encounter. (EPA 6)
5. Form clinical questions and retrieve evidence to advance patient care. (EPA 7)
6. Identify system failures and contribute to a culture of safety and improvement. (EPA

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)

TrueLearn

MSUCOM will provide log in information at the start of C3.
Available at: https://www.truelearn.net/?_ga=2.127617161.584782110.1625579285-971769299.1619450061

AMA Health System Science Modules

Available at: https://edhub.ama-assn.org/health-systems-science

Aquifer

Available at: https://michstate-do.meduapp.com/users/sign_in
SUGGESTED STUDY RESOURCES

Recommended Texts


<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>SUBMISSION METHOD</th>
<th>DUE DATE (Please refer to D2L for actual due dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Quizzes and other D2L Assignments</td>
<td>D2L</td>
<td>Completed with an average cumulative score of 80% on each Module by 11:59pm on the last day of the Module (Sunday)</td>
</tr>
<tr>
<td>Module Pre assignments (Vindicate and AMA Modules)</td>
<td>D2L</td>
<td>Overall 80% and completed by 11:59pm the Sunday BEFORE the week of the C3 meeting.</td>
</tr>
<tr>
<td>Board Review questions</td>
<td>TrueLearn</td>
<td>Completed with an average of 60% per module by weekly due</td>
</tr>
<tr>
<td>Activity</td>
<td>Evaluation/Submitted</td>
<td>Date</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>Longitudinal Assignments (EKG, EBM, Radiology, HSS)</td>
<td>D2L</td>
<td>Completed with 80% score by the end of Module E or the end of Module I</td>
</tr>
<tr>
<td>Topical Formal</td>
<td>Faculty evaluation</td>
<td>Presentation complete and evaluation submitted by the end of Module I</td>
</tr>
<tr>
<td>Attendance</td>
<td>Faculty</td>
<td>Weekly attendance at all C3 meetings in base hospital</td>
</tr>
<tr>
<td>Attending Evaluation of Clerkship Student</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>Student Evaluation of Clerkship Rotation</td>
<td>Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule.</td>
<td>Last Day of Rotation</td>
</tr>
</tbody>
</table>

**WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS**

In each of the C3 Modules, students are expected to complete all required reading assignments and preparatory work for the module PRIOR to attending that week’s didactic session. All such information will be clearly identified to the student within D2L in the relevant area. Successful participation in each week’s didactic sessions will rely on timely completion of the preparatory elements, as well as following basic tenants of professional behavior. Below are examples of activities students may encounter in preparing for each month’s modules:

- **Articles or textbook sections** – the student will read the identified element, taking note of relevant information as they pertain to the module’s topics.

- **Online videos/content** – the student will review the relevant videos and/or associated content.

- **Student activities** – the student will complete an assigned activity (either individually or with a designated small group) and provide results of said activity during the didactic session.
**Self-Study Elements:** Each module may include self-study elements designed for you to use and complete to enhance and integrate your learning. Self-study elements will be presented in the form of quizzes, tests, reading, and study questions. Where indicated, these elements must be completed by the end of the Module to receive a passing grade. In an ideal situation, you will complete these elements as indicated throughout the module (i.e. a week one quiz during week one). However, you may complete these on an individualized schedule to allow for flexibility, but they must be completed by the end of the module.

Each Module will include topics from both Unit 1 and Unit 2. Unit 1 focuses on common presenting symptoms and diagnoses using clinical case scenarios.

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<thead>
<tr>
<th>Unit 1: Common Diagnoses and symptom presentation</th>
<th>Unit 2: Other Selected Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdominal pain</td>
<td>Leadership and Professionalism</td>
</tr>
<tr>
<td>Cough</td>
<td>Research</td>
</tr>
<tr>
<td>Headache</td>
<td>Interprofessional Education</td>
</tr>
<tr>
<td>Rash</td>
<td>Health systems science</td>
</tr>
<tr>
<td>Syncope</td>
<td>Radiology</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Procedures</td>
</tr>
<tr>
<td>Chest pain</td>
<td>Scholarly writing</td>
</tr>
<tr>
<td>Nausea/vomiting</td>
<td>Wellness</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Medical Ethics</td>
</tr>
<tr>
<td>Fever</td>
<td>OMT Day</td>
</tr>
<tr>
<td>Back pain</td>
<td>Advocacy and Health Policy</td>
</tr>
<tr>
<td>Dysuria</td>
<td>Mental Health</td>
</tr>
<tr>
<td>Joint pain</td>
<td>Pediatrics</td>
</tr>
<tr>
<td>Pelvic pain</td>
<td>Board Review</td>
</tr>
</tbody>
</table>

**DO/PhD Students**

DO/PhD students may participate in C3 during their G years as their schedule allows. They are responsible for all assignments for each module for which they are registered.

**BOARD REVIEW QUESTIONS**

Board review practice quizzes will be assigned through TrueLearn. MSUCOM will provide a subscription to each third year student and login information will be sent at the beginning of C3. Students must obtain at least a 60% average for all quizzes in each 4 week module.

**LONGITUDINAL ASSIGNMENTS**

Assignments will be given on D2L that cover certain foundational concepts, such as EKG reading, radiology, health system science and evidence-based medicine. These
assignments will be available at the start of the fall and spring semesters and be due by the end of Module E and Module I, respectively.

TOPICAL FORMAL
Each student will give a topical formal presentation on a preselected topic. Students will work with the C3 Director at their base hospital site to decide topic, expectations, and time for presentation. The C3 Director will submit an evaluation by the end of Module I.

BASE HOSPITAL SPECIAL TOPICS
Protected time is scheduled in most modules for Base Hospital Special Topics. These days allow for each base hospital site to provide unique content. MSUCOM will not have material for those weeks but students are responsible for any material assigned by their base hospital.

CPCA and REGIONAL VISITS
The Clinical Performance Competency Assessment (CPCA) preparatory events are scheduled at the beginning of C3. In addition, two Regional Visits will be scheduled, one in the fall and one in the spring, in place of C3 for the week. Although all these events are scheduled during C3 time, they are not part of the grade for C3. Attendance to all Regional Visits and CPCA preparatory events is mandatory. Successful completion of the CPCA is required by MSUCOM for graduation. Any unexcused absence from these events will be considered unprofessional and will be referred to the MSUCOM Spartan Community Clearinghouse.

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

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

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

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

1. Module pre-assignments and quizzes
   - The student will be required to complete all missing assignments by 11:59pm 14 days after the last day of the module.
   - The student will be assigned additional assignments that may include journal article review, paper on a topic, or other assignment at the discretion of the IOR.

2. Board Review Quizzes
   - If the student fails to complete this requirement or scores below an average of 60% per module, the student will be assigned an additional board review quiz. The student will have until 11:59pm 14 days after the last day of the module to complete the additional quiz with a passing score of 60%.

3. Longitudinal Assignments
   - If the student fails to complete this requirement, the student will be given until 11:59pm 14 days after the due date to complete this assignment. Additional material will be assigned based on the missing requirement at the discretion of the IOR.

4. Topical Formals
   - Failure to successfully complete the Topical Formal presentation will result in the student being assigned a successive topical formal topic by the C3 Director, which must be presented to the C3 Director and reviewed by the Instructor of Record for a passing grade.

5. Student Evaluations of the Modules
   - If the student fails to complete this requirement, the student will be given until 11:59pm 14 days after the last day of the module to complete.

The student is responsible for contacting the Course Assistant (on the first page of this syllabus) if they believe missing assignments were reported in error or are unclear about the Corrective Action process.
Please note that while it is the responsibility of the student to ensure the Attending Evaluation of the Clerkship Student is completed, this requirement may extend beyond the corrective action date. Additionally, in the event of a COMAT failure on first attempt, the corrective action for the repeat COMAT may extend beyond 14 days.

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

If a student successfully completes the Corrective Action process, as determined by the Instructor of Record, the student will receive credit for the deficient academic grading requirement(s) and be eligible for a rotation grade change from ET to Pass (pending the Attending Evaluation of the Clerkship Student and COMAT score).

BASE HOSPITAL REQUIREMENTS
Students are responsible for completing all additional requirements set by the hospital/clinical site in which the student is completing the rotation. Students are not responsible for reporting results of requirements outside the ones listed above to the college.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

ATTENDANCE
Didactic sessions are a critical element of the curriculum. These sessions are meant to be attended and actively participated in. Attendance is mandatory for all MSUCOM students and any absence must be reported to the college, as well as the C3 Director and DME of the student's base hospital. It is the expectation that C3 didactic sessions will take precedence over all rotational requirements. The Medical Education department of each hospital is aware of this expectation and will seek to enforce it when needed. Failure to attend sessions will hamper one's ability to successfully complete this course and may result in failure of the course and an N grade being given.

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

ATTENDANCE POLICY

OVERVIEW
Michigan State University College of Osteopathic Medicine (MSUCOM) requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge that are necessary for successful program completion. Students are expected to take minimal time off outside of vacations already appearing in schedules and should only request time off in the rare events and circumstances outlined below.
Specific courses may have additional absence requirements from this general clerkship policy, and it is the student’s responsibility to adhere to these requirements according to the respective course syllabus.

**GENERAL POLICY**

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

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

<table>
<thead>
<tr>
<th>Length of rotation</th>
<th>Maximum number of days off</th>
<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>
<tbody>
<tr>
<td>Personal Day</td>
<td>IllnessMedical/Dental appointmentsWedding, family graduations (additional reasons must be discussed with the Assst Dean for Clerkship Education prior to request)</td>
<td>5 total days per year (individual events must comply with the max of 2 days off any 4-week rotation)</td>
<td>Vacations must be planned during allotted vacation time in schedule. Vacations are not acceptable personal day absences.</td>
<td>No</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Court documentation must accompany the Clerkship Program Absence Request Form.</td>
<td>N/A</td>
<td>Jury duty, when obligated, is not considered a personal day absence</td>
<td>Yes</td>
</tr>
<tr>
<td>Hospital-organized community events</td>
<td>Example: Special Olympic Physicals</td>
<td>N/A</td>
<td>These events would be considered part of the rotation and not a personal day absence.</td>
<td>No</td>
</tr>
<tr>
<td>Examination</td>
<td>COMLEX USA Level 2CE/USMLE Step 2CK/Canadian MCCEE</td>
<td>1 day</td>
<td>Students should be reporting to rotation before/after examination</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>COMAT/NBME shelf examinations</td>
<td>Time required to complete exam</td>
<td>While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated. Required for request to Asst Dean for Clerkship Education; conference agenda, location, date of presentation, invitation, or confirmation of presentation by conference staff, proposed dates of absence.</td>
<td>Yes</td>
</tr>
<tr>
<td>Conference/Research Presentation</td>
<td>Research presentation on core rotation</td>
<td>Travel and presentation time only</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Conference or research presentation while on an elective rotation</td>
<td>3 days on a 4-week elective rotation</td>
<td>Student must submit Clerkship Program Excused Absence Request Form and copy of conference agenda to the Assistant Dean for Clerkship Education to attend one (1) professional meeting on a 4-week rotation. Students cannot miss rotation days for a conference during a 2-week elective rotation.</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Prolonged Illness, Bereavement, Maternity Leave</td>
<td>Medical related absence or bereavement</td>
<td>Students-contact the Assistant Dean for Clerkship Education to discuss time off rotations</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**COURSE GRADES**

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

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

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

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

N Grade Policy

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

**STUDENT EXPOSURE PROCEDURE**

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

Contact Assistant Dean for Clerkship Education, Dr. Susan Enright, if exposure incident occurs: enright4@msu.edu.
STUDENT VISA

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

If updates or modifications to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit an updated version to the Clerkship Team if he or she intends to use the new accommodation going forward.
### SUMMARY OF GRADING REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Submission Method</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module Quizzes and other D2L Assignments</td>
<td>D2L</td>
<td>Completed with an average cumulative score of 80% on each Module by 11:59pm on the last day of the Module (Sunday)</td>
<td>Will be conditional until all requirements are met.</td>
<td>Failure to complete assignments and corrective action by 11:59pm 14 days after end of module.</td>
</tr>
<tr>
<td>Module Pre assignments</td>
<td>D2L</td>
<td>Completed by 11:59pm the Sunday BEFORE the week of the C3 meeting.</td>
<td>Will be conditional until all requirements are met.</td>
<td>Failure to complete assignments and corrective action by 11:59pm 14 days after end of module.</td>
</tr>
<tr>
<td>Board Review questions</td>
<td>TrueLearn</td>
<td>Completed with an average of 60% per module by weekly due date</td>
<td>Will be conditional until all requirements are met.</td>
<td>Failure to complete assignments and corrective action by 11:59pm 14 days after end of module.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Submission Method</td>
<td>Pass</td>
<td>Extended Grade</td>
<td>No Pass</td>
</tr>
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<tr>
<td>Longitudinal Assignments (EKG, EBM, Radiology, HSS)</td>
<td>D2L</td>
<td>Completed with 80% score by the end of Module E or the end of Module I</td>
<td>Will be conditional until all requirements are met.</td>
<td>Failure to complete assignments and corrective action by 11:59pm 14 days after due date.</td>
</tr>
<tr>
<td>Topical Formal</td>
<td>Faculty evaluation</td>
<td>Presentation complete and evaluation submitted by the end of Module I</td>
<td>Will be conditional until all requirements are met.</td>
<td>Failure to complete assignment and corrective action by end of Module I.</td>
</tr>
<tr>
<td>Attendance</td>
<td>Faculty</td>
<td>Weekly attendance at all C3 meetings in base hospital</td>
<td>N/A</td>
<td>Failure to attend weekly meetings without excused absences.</td>
</tr>
<tr>
<td>Attending Evaluation of Clerkship Student</td>
<td>Can be accessed via the &quot;Attending Evaluation&quot; 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 Module I</td>
<td>Will be conditional until all requirements are met.</td>
<td>Receives two or more “Below Expectations” in any subsection of the evaluation.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Submission Method</td>
<td>Pass</td>
<td>Extended Grade</td>
<td>No Pass</td>
</tr>
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<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>Student Evaluation of C3 Modules</td>
<td>Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule. You need to complete a Student Evaluation of the Module for each of the nine C3 modules.</td>
<td>Last Day of Each Module</td>
<td>Will be conditional until all requirements are met.</td>
<td>Failure to complete evaluations by 11:59pm 14 days after the end of the module.</td>
</tr>
</tbody>
</table>