

FCM 622  
**CORE FAMILY MEDICINE  
SUB-INTERNSHIP**

**CLERKSHIP REQUIRED ROTATION (R2) SYLLABUS**

FAMILY AND COMMUNITY MEDICINE  
MICHAEL BURRY, D.O.  
CHAIRPERSON

KEVIN FOLEY, M.D.  
CO-INSTRUCTOR OF RECORD  
FOLEYKE@MSU.EDU

JEREMIAH LOPEZ, M.D.  
CO-INSTRUCTOR OF RECORD  
LOPEZJER@MSU.EDU

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*For questions about the content or administrative aspects of this course, please contact:*

**SHANNON GROCHULSKI-FRIES**  
COURSE ASSISTANT (CA)  
GROCHULS@MSU.EDU

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

# TABLE OF CONTENTS

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

AQUIFER CASES.....	9
SHIFT SCHEDULE (FORM ON D2L) .....	9
MID-ROTATION FEEDBACK (FORM ON D2L).....	10
COMAT EXAM INFORMATION .....	10
COMAT Grading .....	10
COMAT Corrective Action.....	11
ROTATION EVALUATIONS .....	11
Attending Evaluation of Student.....	12
Student Evaluation of Clerkship Rotation .....	12
Unsatisfactory Clinical Performance .....	13
CORRECTIVE ACTION.....	13
BASE HOSPITAL REQUIREMENTS .....	14
<b>STUDENT RESPONSIBILITIES AND EXPECTATIONS.....</b>	<b>14</b>
<b>MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES .....</b>	<b>16</b>
CLERKSHIP ATTENDANCE POLICY.....	16
Excused Absences .....	16
POLICY FOR MEDICAL STUDENT SUPERVISION .....	19
Supervisors of the Medical Students in the Clinical Setting.....	19
Level of Supervision/Responsibilities.....	19
MSUCOM STUDENT HANDBOOK .....	20
COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT .....	20
MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES .....	21
MSU EMAIL .....	21
COURSE GRADES .....	22
N Grade Policy .....	22
STUDENT EXPOSURE PROCEDURE.....	22
STUDENT VISA .....	23
<b>SUMMARY OF GRADING REQUIREMENTS .....</b>	<b>24</b>
<b>APPENDIX.....</b>	<b>27</b>

## **INTRODUCTION AND OVERVIEW**

Welcome FCM 622 Core Family Medicine Sub-Internship Clerkship, which is one of two Family Medicine rotations you will complete successfully during your clerkship years. It is intended to be an advanced rotation with higher expectations of the student for performance. Students may take IM 658 in place of FCM 622.

We believe these topics are the most common ailments affecting our U.S (UNITED STATES) 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 Family Medicine, for it is a cognitively rewarding discipline for which there will always be a need.

### ROTATION FORMAT

The instructional modules for the sub-internship are created to highlight a typical day for a Family Medicine Physician. 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.

As this content is a shared model with IM 658, for questions concerning the content please reach out to: Bret Bielawski, D.O., FACP at [bielawski2@msu.edu](mailto:bielawski2@msu.edu).

## **GOALS AND COMPETENCIES**

### GOALS

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

## COMPETENCIES

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

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

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

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

### SUGGESTED STUDY RESOURCES

#### Recommended Websites

Accessing the Electronic Resources using MSU's Library ([www.lib.msu.edu](http://www.lib.msu.edu)). Will provide many of these for free.

Current Treatment & Diagnosis: Family Medicine, 5e. <https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/Book.aspx?bookid=2934>

Aquifer [https://michstate-do.meduapp.com/users/sign\\_in](https://michstate-do.meduapp.com/users/sign_in) . There are 60 cases that are Family Medicine related and 33 that are Internal Medicine Cases along with multiple other disciplines.

## ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
View the 9 required Modules online.	Completed in D2L.	Last Day of Rotation
Complete the 9 Module Quizzes.	Completed in D2L.	Last Day of Rotation
Complete 8 Aquifer Cases	Report submitted to D2L Dropbox	Last Day of Rotation
Shift Schedule	Completed 100% and uploaded to D2L by 11:59 pm the last day of the rotation.	Last Day of Rotation
Mid-Rotation Feedback	Completed 100% and uploaded to D2L by 11:59 pm the last day of the rotation.	Last Day of Rotation
COMAT Examination	Per Clerkship Protocol	Last Friday of your second rotation in Family Medicine (FCM 620 and/or FCM 622)

Attending Evaluation of Clerkship Student ( <b>Class of 2023</b> )	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>	Last Day of Rotation
Attending Evaluation of Clerkship Student ( <b>Class of 2024</b> )	A student must verify that his/her attending physician is accurately reflected on his/her rotation schedule in Medtrics. At the rotation midpoint, students’ attendings will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics, where they may electronically access and submit the forms on behalf of their students	Last Day of Rotation
Student Evaluation of Clerkship Rotation ( <b>Class of 2023</b> )	Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule	Last Day of Rotation
Student Evaluation of Clerkship Rotation ( <b>Class of 2024</b> )	Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <a href="https://msucom.medtricslab.com/users/login/">https://msucom.medtricslab.com/users/login/</a> . By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation. Students can also access pending evaluations on the ‘Home’ or ‘Evaluations’ tabs within their Medtrics accounts.	Last Day of Rotation

**MODULE READINGS/OBJECTIVES/ASSIGNMENTS**

**Module 1: Hypertension**

**Module Objectives**

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

**Module References**

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

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

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

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

### **Module Requirements**

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

### Module 2: Abnormal LFT's

#### **Module Objectives**

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

#### **Module References**

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

[https://care.diabetesjournals.org/content/44/Supplement\\_1/S1](https://care.diabetesjournals.org/content/44/Supplement_1/S1)

#### **Module Requirements**

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

### Module 3: Dyslipidemia

#### **Module Objectives**

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

#### **Module References**

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

[https://www.ahajournals.org/doi/10.1161/CIR.0000000000000625?url\\_ver=Z39.88-2003&rfr\\_id=ori%3Arid%3Aacrossref.org&rfr\\_dat=cr\\_pub++0pubmed&](https://www.ahajournals.org/doi/10.1161/CIR.0000000000000625?url_ver=Z39.88-2003&rfr_id=ori%3Arid%3Aacrossref.org&rfr_dat=cr_pub++0pubmed&)

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

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

### **Module Requirements**

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

### Module 4: Thyroid Nodules

#### **Module Objectives**

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

#### **Module References**

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

#### **Module Requirements**

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

### Module 5: Perioperative medicine

#### **Module Objectives**

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

#### **Module References**

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

#### **Module Requirements**

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

### Module 6: "The Incidentals"

#### **Module Objectives**

- List the tests in the initial workup of recurrent kidney stones.
- Recite the general prevention measures for kidney stones.
- List the available treatment options for Calcium Oxalate stones.
- Recite the CT characteristics that differentiate benign from malignant findings for the adrenal incidentaloma.

- List the serological tests needed for the adrenal incidentaloma.
- Indicate when surgery is required for adrenal incidentaloma.
- Details on the follow up of the adrenal Incidentaloma.
- Describe the diagnostic work-up for a pulmonary nodule.
- Describe the workup of a renal cyst.

### **Module References**

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

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

### **Module Requirements**

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

## Module 7: Select Topics in Rheumatology

### **Module Objectives**

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

### **Module References**

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

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

### **Module Requirements**

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

## Module 8: Healthy Living

### **Module Objectives**

- Differentiate the stages of change.
- Be able to identify what stage a patient is in.
- Be able to move the patient to the next stage.
- Describe the various treatment options for smoking cessation.

- Apply motivational interviewing techniques for alcohol reduction.
- Apply motivational interviewing techniques for weight loss.

**Module References**

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

**Module Requirements**

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

Module 9: Sleep Disorders

**Module readings**

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

**Module References**

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

**Module Requirements**

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

## QUIZZES

There will be 9 Module quizzes to complete:

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

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

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

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

- You will need to score 80% or above on each module quiz.
- There are two attempts to achieve this score, please take advantage of this.
- If you fail to meet the minimum score for a quiz, please see the Corrective Action Policy on Page 17.

If you fail to complete **any/all** the Module Quizzes, please see the Corrective Action Policy on Page 17.

## AQUIFER CASES

You must complete **8** cases of your choosing. You will need to print a report that outlines which cases you completed (during this rotation, your dates **must** fall in your 4-week rotation timeframe). Take your time on the cases, they have valuable information in them.

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

### **How to Access Aquifer Cases:**

1. Go to [https://michstate-do.meduapp.com/users/sign\\_in](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, you should have access to a course labeled "FCM 622 Family Medicine Sub-I" if you do not, please reach out to the Course Assistant on the first page of this syllabus. You will be able to use any of the cases in that course to fulfil your requirements.
4. You must navigate through the case including the last page. This will give you a Green Light on case completion.

## SHIFT SCHEDULE (FORM ON D2L)

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

- Your name and contact email address must be listed on the submitted form
- Daily work schedule
  - Times start to finish listed. (i.e., 9 am to 4 pm)
  - Should be as exact on the times as possible (lunches do not need to be listed).

- Didactics
- Indicate the date you are planning to take the Family Medicine COMAT Exam.

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

If you are unable to complete the Shift Schedule, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 17.

### MID-ROTATION FEEDBACK (FORM ON D2L)

Students are required to complete the MSU COM (College of Osteopathic Medicine) Mid-Rotation Feedback Form. This will need to be completed by an Attending or Resident at the end of week 2 of the rotation. It should be dated no later than the 3<sup>rd</sup> Wednesday of the rotation. Students must upload the form to a D2L drop box by 11:59 pm on the last day of the clerkship to be eligible to receive Honors or obtain a High Pass in the rotation. A grade cannot be entered for the course until all requirements of the course have been met.

If you are unable to complete the Mid-Rotation Feedback, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 13.

### COMAT EXAM INFORMATION

**DUE DATE: The MSUCOM Family and Community Medicine Department allows the FM (Family Medicine) COMAT to be completed on the last Friday following two primary care rotations FCM (Family Community Medicine) 620 plus FCM 622: FM (Family Medicine) Advanced Sub-I or IM (Internal Medicine) 658: IM Ambulatory).**

Due to the multiple different schedules that can occur, the grade for the Family Medicine COMAT will be issued under the requirements for FCM 620. This means that until all requirements are met for the course, you will have an ET grade listed for this course. For information on exam registration and administration, please visit the COM Office of the Registrar's COMAT webpage:

<https://com.msu.edu/current-students/clerkship-medical-education/comat>

If a student requires accommodation, a valid VISA from the Resource Center for Persons with Disabilities must be presented to the COM Office of the Registrar 7 days in advance of the COMAT examination date. The student must also disclose which accommodation s/he intends to use for the exam 7 days in advance of the COMAT examination date.

#### COMAT Grading

##### **Honors**

- You will need to score at or above **113** on **your first** attempt.
- In addition to meeting the other passing requirements listed in the "Honor Rotation Requirements" section of this syllabus.

##### **High Pass**

- You will need to score a **106** to **112** on **your first** attempt.

- In addition to meeting the other passing requirements listed in the “High Pass Rotation Requirements” section of this syllabus.

### **Pass**

- Score at or above 83 on the exam.
- If you fail to take your exam when you are scheduled, you will receive a zero and have one chance to retake the exam.
- In addition to meeting the other passing requirements listed in the “Rotation Requirements” section of this syllabus.

**ET:** Will be the conditional grade given until all the requirements of this rotation are completed.

**N:** Not taking or passing the COMAT Exam by the due date on the first or second attempt.

### COMAT Corrective Action

- It is your responsibility to take the exam on the date that has been arranged. If this deadline is not met (with the exclusion of the following scenarios) you will receive an “0” for that attempt of the exam and will only be given one (1) time to re-take the exam (on the next immediate date the exam is available). You must receive a passing score on the retake exam, or you will receive an “N” grade for the rotation.
- It is your responsibility to contact the Course Assistant (listed on the front of the syllabus) by the end of the first week of the rotation for consideration of delaying the exam if you have a conflict regarding the prescribed exam date.
- It is your responsibility to contact the Course Assistant (listed on the front of the syllabus) within 24 hours of an emergency that will keep you from taking the exam on the last Friday of the rotation, for consideration of delaying the exam.

The Department will notify students of their failure.

### ROTATION EVALUATIONS

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

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

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

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

### Attending Evaluation of Student

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

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

### **Class of 2023 & Class of 2024:**

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

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

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

### Student Evaluation of Clerkship Rotation

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

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

### Unsatisfactory Clinical Performance

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

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

### CORRECTIVE ACTION

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

The following assignments are eligible for corrective action and will be due no later than 14 days (about 2 weeks) after the last day of the rotation at 11:59pm:

#### 1. Quizzes

- o The student who fails to complete all module quizzes with 2 attempts will be allowed to take a comprehensive final examination that will be a random selection of comparable 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.
- o The student who fails to achieve an 80% on any/all weekly quiz with 2 attempts will be allowed to take a comprehensive final examination that will be a random selection of comparable 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. Shift Schedule

- o Students that do not successfully complete and upload their shift schedule by 11:59 pm the last day (Sunday) of the rotation will be required to email the Course Coordinator with an explanation why this was missed.
- o The Course Assistant will contact the Instructor of Record and they will assign the required Corrective Action. Corrective Action may take one of a variety of different formats, and the instructions will be outlined in the email from the Course Assistant with details and deadlines.

#### 3. Mid Rotation Evaluation

- o Students that do not successfully complete and upload their mid rotation evaluation by 11:59 pm the last day (Sunday) of the rotation will be required to email the Course Coordinator with an explanation why this was missed.
- o The Course Assistant will contact the Instructor of Record and they will assign the required Corrective Action. Corrective Action may take one of a variety of different formats, and the instructions will be outlined in the email from the Course Assistant with details and deadlines.

#### 4. COMAT

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

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

While it is the responsibility of the student to ensure that the Attending Evaluation of Clerkship Student is completed, this requirement may extend beyond the corrective action deadline. Additionally, in the event of a failing score earned on the student's first attempt of a COMAT subject exam, the corrective action for the COMAT retake may extend beyond 14 days (about 2 weeks).

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

As determined by the IOR, the student will receive an N grade for the course if all assignments and the corrective action process are **not completed** successfully within 14 days (about 2 weeks) after the last day of rotation at 11:59pm (except for the Attending Evaluation). Additionally, a letter of unprofessional behavior for late submission of assignments will be sent to the MSUCOM Spartan Community Clearinghouse.

### BASE HOSPITAL REQUIREMENTS

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

## **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

During this rotation, the student is expected to take a proactive approach to learning about the discipline of Family Medicine. Students should make every effort to have an initial orientation session with their attending physician/resident to review goals, objectives, and expectations on both the part of the preceptor and student. During this initial orientation meeting, students should present the preceptor with both a copy of their evaluation form as well as review this syllabus with him or her. Doing so will improve the overall rotational experience in terms of training and evaluation. Students should also have a mid-month evaluation during the rotation to gain formative feedback and adjust as needed based on commentary from the preceptor.

Doing so will encourage active participation and improve summative evaluations that occur at the end of the rotation.

It is expected that the student will meet the following clinical responsibilities during this rotation:

- Report to their rotation in a timely fashion, dressed appropriately for each day of work. Be cognizant of any scheduling changes that occur and provide timely communication to the preceptor about excused or unexpected absences.
- Demonstrate an enthusiastic and proactive attitude towards the learning process.
- Treat all staff members, other rotators and patients with respect and demonstrate professional behavior in all interactions.
- Not engage in behaviors that are either unprofessional/unethical, illegal or pose a risk to the patient or practice. If there is a question about something you are asked to do, speak with your precepting

physician or (if the person your concern is about is the precepting physician) your Student Coordinator and/or Director of Medical Education for your base hospital.

- Complete any, and all, requested responsibilities in a timely fashion and as directed by your precepting physician excepting behaviors mentioned previously.
- The student will represent him/herself, fellow students, and the College in a positive and professional manner.
- The student is expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

It is expected that the student will meet the following **academic responsibilities** during this rotation:

- Complete all College's curricular elements of the rotation as specified in this syllabus in a timely fashion.
- Regularly access and review content provided within Desire2Learn (D2L) during the rotation to support and supplement your active learning process.
- The student is expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to a patient's health problems.
- The student is expected to: assess their personal learning needs specific to this clinical rotation, engage in deliberate, independent learning activities to address their gaps in knowledge, skills, or attitudes; and solicit feedback and use it daily to continuously improve their clinical practice.

### **ATTIRE AND ETIQUETTE**

During your clinical rotation, you will be a part of many different learning environments and will be given a great deal of responsibility. Importantly, most of your patients will consider you a critical member of the medical team and see you as a physician. Given this, it is vital that an elevated level of professional behavior is maintained. Outward appearance is especially important in this regard, and is critical

for initial impressions and for gaining the respect of your patients. For this reason, please adhere to the following dress code during your clerkship:

- Men should routinely dress in slacks, as well as a shirt and tie. No blue jeans are allowed during any rotation.
- Women should wear skirts or slacks. Skirts should be of a length that reaches the knees or longer.
- Tennis shoes should not be worn, except with scrubs.
- No open toe shoes, flip-flops, or sandals are allowed at any time. Socks are always a public health code requirement.
- Scrubs are provided for situations where extended periods of patient care necessitate more comfortable clothing or a change in clothing. Therefore, scrubs are allowed for 'on-call days' only.

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

As this policy simply represents general guidelines, we encourage anyone with uncertainties or questions regarding the dress code to reach out to student director for confirmation.

- Wear a waterproof gown when blood or body fluid may soak a cloth gown.
- ALL incidents of exposure to blood or body fluids such as parenteral (needle stick or cut); mucous membranes (splash to eyes, nose, or mouth); cutaneous (contact with blood or body fluids on ungloved hands or other skin surfaces that may be cut, chapped, abraded, or affected by active dermatitis should be reported immediately to attending physician, student director, and MSUCOM (see "Student Exposure" on page 19 of the syllabus)

## MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES

The following are standard MSUCOM policies across all Clerkship rotations.

### CLERKSHIP ATTENDANCE POLICY

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

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

#### Excused Absences

Students must obtain documented approval for any full- or partial-day absence on a rotation. **Excused absences** require the completion of the *Clerkship Program Excused Absence Request Form* by taking the following steps:

- Obtain appropriate signatures on the *Clerkship Program Excused Absence Request Form* at least 30 days prior to the date of the absence. An absence due to a sudden emergency is the exception to the 30-day advanced notice rule.
- **Class of 2023:** Once appropriate approval signatures are obtained on the *Clerkship Program Excused Absence Request Form*, the signed document should be maintained for your records in the event they are later requested or required.
- **Class of 2024:** Upload the completed *Clerkship Program Excused Absence Request Form* to the 'Excused Absences' folder (within the 'My Personal Documents' section) of a student's Medtrics profile.

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

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

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

#### **Maximum time off any rotation\***

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

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

FCM 622 Family Medicine Sub-Internship

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

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

## POLICY FOR MEDICAL STUDENT SUPERVISION

### Supervisors of the Medical Students in the Clinical Setting

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

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

### Level of Supervision/Responsibilities

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

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

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

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

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

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

### MSUCOM STUDENT HANDBOOK

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

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

### COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT

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

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

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

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

### MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES

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

### MSU EMAIL

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

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

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

## COURSE GRADES

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

**HP/High Pass** – The grade of High Pass will be designated to students who have above average clinical, professional, and academic performance in certain core rotations but do not meet the criteria for Honors. Criteria for High Pass in a core rotation will be determined by the Instructor of Record and will be listed in the course syllabus. While High Pass designation will be awarded to students meeting the criteria in the syllabi of the above courses, High Pass is not an official MSU grade. The official MSUCOM transcript will reflect a grade as Pass with an additional notation that the student achieved High Pass in the course. The student's Medical Student Performance Evaluation will reflect each High Pass grade.

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

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

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

### N Grade Policy

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

## STUDENT EXPOSURE PROCEDURE

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

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

### STUDENT VISA

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

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

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

## SUMMARY OF GRADING REQUIREMENTS

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
<b>Attending Evaluation of Clerkship Student (Class of 2023)</b>	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>	<ul style="list-style-type: none"> <li>Receives no "Below Expectations"</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Receives no "Below Expectations"</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Student may receive "Below Expectations" in up to one (1) subcategory</li> <li>Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	<ul style="list-style-type: none"> <li>Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>Receives comments that indicate below expectations of performance</li> <li>See Unsatisfactory Clinical Performance above</li> </ul>
<b>Attending Evaluation of Clerkship Student (Class of 2024)</b>	Attendings receive an automated email link connecting them to their assigned evaluation(s) within Medtrics, where they may access and submit the electronic form(s) directly	<ul style="list-style-type: none"> <li>Receives no "Below Expectations"</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Receives no "Below Expectations"</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Student may receive "Below Expectations" in up to one (1) subcategory</li> <li>Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	<ul style="list-style-type: none"> <li>Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>Receives comments that indicate below expectations of performance</li> <li>See Unsatisfactory Clinical Performance above</li> </ul>
<b>Student Evaluation of Clerkship Rotation (Class of 2023)</b>	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule.	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	<ul style="list-style-type: none"> <li>Failure to complete within 14 days after the end of the rotation.</li> </ul>
<b>Student Evaluation of Clerkship Rotation (Class of 2024)</b>	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	<ul style="list-style-type: none"> <li>Failure to complete within 14 days after the end of the rotation.</li> </ul>

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
<b>9 Module Quizzes</b>	<b>Completed in D2L</b>	<ul style="list-style-type: none"> <li>Completed 100% by 11:59 pm the last day of the rotation.</li> <li>Must score a 90% or higher on each module quiz (there are two attempts)</li> </ul>	<ul style="list-style-type: none"> <li>Completed 100% by 11:59 pm the last day of the rotation.</li> <li>Must score a 90% or higher on each module quiz (there are two attempts)</li> </ul>	<ul style="list-style-type: none"> <li>Completed 100% by 11:59 pm the last day of the rotation.</li> <li>Must score an 80% or higher on each module quiz (there are two attempts)</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.
<b>Aquifer Cases</b>	<b>Submitted report into the D2L Dropbox</b>	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.
<b>Shift Schedule</b>	<b>D2L – into the correct dropbox: Shift Schedule</b>	<ul style="list-style-type: none"> <li>Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.
<b>Mid-Rotation Feedback</b>	<b>D2L – into the correct dropbox: Mid-Rotation Feedback</b>	<ul style="list-style-type: none"> <li>Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the</li> </ul>	<ul style="list-style-type: none"> <li>Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the third Sunday of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the last day of the rotation.</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation AND/OR Failure to complete the Corrective Action assigned.

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
		third Sunday of the rotation.				
<b>COMAT</b>	<b>Per Clerkship Policies</b>	<ul style="list-style-type: none"> <li>• Score at or above 114 on your first attempt of the COMAT</li> <li>• Must be your first attempt.</li> </ul>	<ul style="list-style-type: none"> <li>• Score between 107 and 113 on your first attempt of the COMAT</li> <li>• Must be your first attempt.</li> </ul>	<ul style="list-style-type: none"> <li>• Score at or above 83 on your first or second attempt of the COMAT</li> <li>• If you fail to take your exam on the date you are scheduled, you will receive a Zero and have one additional chance to pass this exam.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be the conditional grade until all requirements of this rotation are met</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to pass the exam with two attempts.</li> <li>• Failure to take the retake in the time given.</li> <li>• If you fail to take your exam on the date you are scheduled, and not pass the exam on your second attempt (due to the first attempt being a zero).</li> </ul>

**APPENDIX**



College of Osteopathic Medicine  
MICHIGAN STATE UNIVERSITY

**MID-ROTATION FEEDBACK FORM**

Student Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date of review with Student: \_\_\_\_\_

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

2. The student is progressing satisfactorily for their level of training:
- YES                       NO

If NO, please summarize areas needing improvement below:

3. Overall comments on student performance

<b>Strengths:</b>	<b>Areas of Improvement:</b>

4. Professionalism expectations are listed below. Please check only areas of student **DIFFICULTY**:

On time for all activities of the rotation	Present/Prepared for all activities of rotation
Respectful/courteous to patients, staff, peers, attending's	Student is aware of limitations and appropriately seeks assistance when needed
A great team player (helpful, reliable, proactive)	Accepting of feedback and made necessary changes because of the feedback
Engaged in learning	Honest and trustworthy
A good patient advocate	Work ethic