

FCM 622
**Family Medicine Sub-
Internship**

CLERKSHIP REQUIRED ROTATION (R2) SYLLABUS

FAMILY AND COMMUNITY MEDICINE

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

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INTRODUCTION AND OVERVIEW

Welcome to FCM (Family Community Medicine) 622 Core Family Medicine Sub-Internship Clerkship. It is intended to be an advanced rotation with higher expectations of the student for performance. Preferably, it should be scheduled after C3 and all R2 core rotations are completed. Students may take FCM 622 in place of IM 658.

We believe these topics are the most common ailments affecting our U.S. population. If you put the time and effort into studying these modules you will be well prepared for internship, residency, and national tests you will take such as COMAT and COMLEX. It is also our hope that you will recognize the integral role of Internal Medicine, for it is a cognitively rewarding discipline for which there will always be a need.

ROTATION FORMAT

The instructional modules for the ambulatory FCM rotation are created to display a typical day for a Family Practitioner. 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 you are strongly encouraged to print off. 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.

GOALS AND OBJECTIVES

GOALS

1. Demonstrate the ability to obtain a comprehensive history and physical examination.
2. Demonstrate cardinal techniques of examination that include inspection, palpation, percussion, and auscultation.
3. Explain the indications and interpretation of routine laboratory tests and procedures.
4. Recommend appropriate cost-effective diagnostic tests in the era of cost containment.
5. Demonstrate clinical reasoning, assessment, and planning skills appropriate for level of training.
6. Apply knowledge of relevant health screening and disease prevention guidelines in formulating the plan of care
7. Demonstrate professionalism throughout the rotation.
8. Apply the Tenant:
 - 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.

AACOM: Osteopathic Core Competencies for Medical Students

In 2007, AACOM created a Core Competency Workgroup to look at the core competencies for osteopathic medical students. The workgroup consisted of ten representatives from AACOM, osteopathic schools, and NBOME. The workgroup's purpose was to help osteopathic medical schools define and integrate the osteopathic core competencies into their curriculums. The workgroup developed into the Core Competency Liaison Group (CCLG), consisting of representatives from all osteopathic medical schools. Liaisons have shared teaching and evaluation ideas and challenges; collaborated with DMEs, residency program directors, and OPTI directors to

look at training expectations of students versus interns and residents; and have helped to raise awareness about the core competencies with other faculty and administration in their schools.

Keeping in mind the purpose of the CCLG, this document was written from a curricular perspective. The intent was to create a set of performance indicators that would be common to all osteopathic medical schools. While specific schools may have a need to develop additional performance indicators in some areas based on their missions or unique programs, the CCLG felt the performance indicators in this document should be reached by all osteopathic medical students. Please note the complete report is available for you on D2L.

The Core Competencies are:

1. Osteopathic Principles and Practices
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice
8. Counseling for Health Promotion/Disease Prevention Competencies
9. Cultural Competencies

COLLEGE PROGRAM OBJECTIVES

In addition to the above course-specific goals and learning objectives, this clerkship rotation also facilitates student progress in attaining the College Program Objectives. Please refer to the complete list provided on the MSUCOM website (<https://com.msu.edu/>) and in the Student Handbook.

REFERENCES

REQUIRED STUDY RESOURCES

1. Desire 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*: **FCM 622 Core Family Medicine Sub-Internship**.

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

2. **Access Medicine: Compendium** of various medical books, questions, images, videos that apply to internal medicine. Infinitely helpful resources that allow you to search a topic over multiple different texts. Available at: <https://accessmedicine-mhmedical-com.proxy1.cl.msu.edu/>
3. **Aquifer**: Available at: https://michstate-do.meduapp.com/users/sign_in

SUGGESTED STUDY RESOURCES

Recommended Websites

Additional Resources/Convenient Apps - some are free through the web and some you will need to pay for if you would like access. Also check with your hospital library as to whether they have any electronically available for your use.

1. Dynamed- <http://libguides.lib.msu.edu/dynamedapp>
2. Epocrates - <https://online.epocrates.com/rxmain>
3. PreOpEval - <https://itunes.apple.com/us/app/preop-eval/id374154834?mt=8>
4. The Sanford Guide - <http://www.sanfordguide.com/>
5. ACP Doctors Doctor's Dilemma - <https://ddm.acponline.org/>

Accessing the Electronic Resources Using MSU's Library will provide many of these for free.

ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
8 Aquifer Cases	Grading/Score sheet submitted into Dropbox in D2L	Completed 100% and uploaded by 11:59 pm the last day of the rotation.
View the nine modules online. Take end of module Quiz after completing each module	Completed in D2L	Completed 100% and uploaded by 11:59pm the last day of the rotation.
Shift Schedule	Submitted into Dropbox in D2L	11:59pm last day of the rotation.
Mid Rotation Evaluation	Submitted into Dropbox in D2L	11:59pm last day of the rotation.
COMAT (Comprehensive Osteopathic Medical Achievement Test) Examination	Per Clerkship Protocol	The last Friday of your second primary care rotation (FCM 620, FCM 622 or IM 658)
Attending Evaluation of Clerkship Student	Students must select their attending physician as directed within the rotation description in Medtrics. At the start of the last week of the rotation, students will need to request an evaluation in Medtrics. By requesting an attending evaluation from their assigned attending physician, the attending physician will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics. Attendings will be able to electronically access and submit the forms on behalf of their students.	Last Day of Rotation
Student Evaluation of Clerkship Rotation	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	Last Day of Rotation

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
	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.	

WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

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

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 2017 ACC/AHA 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: Diabetes

Module Objectives

- List the diagnostic criteria for DM.
- List the efficacy, safety, and compelling indications for each class.
- Describe the chronic complications of DM recommended screening.

Module References

American Diabetes Association, Introduction and Methodology: *Standards of Care in Diabetes—2023*. *Diabetes Care* 1 January 2023; 46 (Supplement_1): S1–S4. <https://doi.org/10.2337/dc23-Sint>
https://diabetesjournals.org/care/article/46/Supplement_1/S1/148054/Introduction-and-Methodology-Standards-of-Care-in

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%3Acrossref.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

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 Ultrasound should be performed.
- Understand when a fine needle aspiration is 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

- Differentiate which activities are 4 METS.
- List the risk factors included in the Revised Cardiac Risk Index and associated risk % of perioperative cardiac death.
- Evaluate a patient for peri-operative risk using the “Stepwise Approach to Perioperative Cardiac Assessment: Treatment Algorithm.”
- List the medications that should be held for pending surgery.
- Describe the key clinical considerations in the perioperative management of:
 - Cigarette Smoking
 - OSA
 - Adrenal Insufficiency

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 prevention of various kidney 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 follow up of 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.
- Know when arthrocentesis is indicated.

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- 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 other masqueraders.
- 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.
- Describe the various treatment options for alcohol reduction.
- Describe the various treatment options 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.

AQUIFER CASES

You must complete **eight** 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 period). Take your time on the cases, they have valuable information in them.

Students must upload the report to a D2L (Desire2Learn) 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 are met.

How to Access Aquifer Cases:

1. Go to https://michstate-do.meduapp.com/users/sign_in
2. You will be brought to a Sign In page. If you have previously accessed Aquifer for pediatrics, enter the same Sign In information. If you are new to Aquifer, enter your msu.edu email and click "register."
3. Once you have signed in, 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.

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 cumulatively over all module quizzes.
- 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 cumulatively over all module quizzes.
- 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

If you fail to complete **any/all** the Module Quizzes, please see the Corrective Action Policy on Page 13.

MID-ROTATION FEEDBACK (USE THE FORM ON D2L)

Students are required to complete the MSUCOM Mid-Rotation Feedback Form. This form is on D2L.

This will need to be completed by an Attending or Resident at the end of week two of the rotation. It should be dated between Friday of the second week and **no later** than the 3rd Wednesday of the rotation.

Students must upload the form to the correct dropbox (100% completed and needing no revisions) on D2L by 11:59 pm the third Sunday of the rotation to be eligible to receive Honors or obtain a High Pass in the rotation.

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Students must upload the form to the correct dropbox (completed 100% and needing no revisions) on D2L by 11:59 pm the last day of the rotation to be eligible to receive a Pass in this rotation.

A grade cannot be entered for the course until all requirements are met.

If you cannot complete the Mid-Rotation Feedback, you will be responsible for contacting the Course Coordinator for the assigned Corrective Action, see page 13.

SHIFT SCHEDULE (MUST USE THE FORM ON D2L)

The shift schedule form for this rotation can be found on D2L. 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, MSU email address and signature must be on the form verifying accuracy.
- 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).
 - Days off must be indicated and explained as to why (i.e., Attending Vacation, Attending Sick, vacation day, conference, snow day, etc.)
- Zoom Conference
 - Write ZOOM on the date that you joined the online zoom conference.
- Didactics

Students must upload the form provided (100% completed and needing no revisions) to the correct D2L drop box by 11:59 pm on the last day of the rotation 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 are met.

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

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 of the second primary care rotation FCM 620 plus either FCM 622 (FM Advanced Sub-I) or IM 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 NGR (No Grade Reported) listed for this course.

For information on exam registration and administration, please visit the COM (College of Osteopathic Medicine) Clerkship Student Portal: <https://michiganstate.sharepoint.com/sites/StudentClerkship>

If a student requires accommodation, a valid VISA from the Resource Center for Persons with Disabilities (RCPD) must be presented to the COM Clerkship Team at least seven days in advance of the COMAT examination date.

COMAT Grading

Honors- You will need to score at or above 110 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 104 to 109 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.

NGR- 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

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

The Department will notify students of their failure.

ROTATION EVALUATIONS

Attending Evaluation of Student

Attending Evaluation of the Student is completed electronically via Medtrics by the supervisor designated within the Medtrics rotation description. To initiate this evaluation, each student must select their attending physician as directed within the rotation description in Medtrics. Students will receive an email from Medtrics to select the attending 7 days prior to the end of the rotation. Should your rotation lack a rotation description or if you have any questions, please contact com.msu.edu. Upon selecting the attending physician directed within the Medtrics rotation description, the attending physician will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics.

Attendings can electronically access and submit the Student's Attending Evaluation. 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 review the Attending Evaluation of the Student that were completed by visiting the ‘Evaluations’ module (in the ‘About Me’ tab) of their Medtrics profiles.

Students are encouraged to seek formative/verbal feedback on their performance at least weekly. Students are also encouraged to discuss the Attending Evaluation of the Student with the supervisor completing the evaluation.

Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” and will be referred to the Committee on Student Evaluation (COSE).

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

Student Evaluation of Clerkship Rotation

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 and 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 NGR 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. Quizzes

- The student who fails to achieve an 80% cumulatively on the weekly quizzes with two attempts will be allowed to take a comprehensive final examination that will be a random selection of related questions, worth 50 points, with a necessary score of 80% to pass. It will be a cumulative examination and offered within the first two weeks after the rotation completion, in which the student failed to achieve the necessary average score.

2. Shift Schedule

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

3. Mid Rotation Evaluation

- Students that do not successfully complete and upload their mid-rotation evaluation by 11:59 pm the last day (Sunday) of the rotation must email the Course Coordinator explaining why this was missed.
- The Course Assistant will contact the Instructor of Record and they will assign the required Corrective Action. Corrective Action may take one of a variety of different formats, and the

instructions will be outlined in the email from the Course Assistant with details and deadlines.

4. COMAT

- For the COMAT Corrective Action please see the COMAT section (page 12) 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 the student is responsible for ensuring 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.

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 NGR 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 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 completes the corrective action successfully, as determined by the Instructor of Record, the student will receive credit for the deficient academic grading requirement(s).

If a student does not complete the corrective action successfully, as determined by the Instructor of Record, the student will receive an "N" grade for the course.

BASE HOSPITAL REQUIREMENTS

Students are responsible for completing all additional requirements set by the hospital/clinical site 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 the third-year outpatient FCM rotation, students will rotate as a part of the medical team at a primary care office, which may or may not have additional time spent on the attending's service in the hospital. The students will collaborate primarily with the preceptor and with intern/resident physicians when applicable as part of the team caring for patients. Students will be expected to write office notes and begin to develop a basic assessment and plan for the patients they care for.

Medical students are expected to participate in direct patient care in the office, although final responsibility and decision-making rests with the attending physician. As a third-year student more emphasis will be placed on student responsibility and your ability to manage basic internal medicine patients. Students are required to attend didactics as assigned.

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During your clinical rotation, you will be part of many different learning environments and be given much responsibility. Importantly, most of your patients will consider you a critical member of the medical team and see you as a physician. Given this, it is vital that a high-level professional behavior is maintained. Outward appearance is particularly important in this regard and is critical for initial impressions and for gaining the respect of your patients.

Scrubs are provided for situations where extended periods of patient care necessitate more comfortable clothing or a change in clothing. Therefore, scrubs are allowed for on-call days only, and are not typically appropriate for the office setting.

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

Students are expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patients' health problems.

Students are expected to: assess their personal learning needs specific to this clinical rotation, engage in deliberate, independent learning activities to address their gaps in knowledge, skills, or attitudes; and solicit feedback and use it on a daily basis to continuously improve their clinical practice.

MSUCOM Clinical Suggestions:

- Show up early.
- Demonstrate genuine interest.
- Record daily clinical questions for nightly study.
- Reading at least one hour per day will elevate you to the top of your class and will make Board preparation much easier.

ATTIRE AND ETIQUETTE

During your clinical rotation, you will be a part of many different learning environments and will be given 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 particularly 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:

- 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, with your ID badge worn above the waist.
- As this policy simply represents general guidelines, we encourage anyone with uncertainties or questions regarding the dress code to reach out to the student director for confirmation.
- Wear a waterproof gown when blood or body fluid may soak a cloth gown.

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 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 (about four and a half weeks) prior to the date of the absence. An absence due to a sudden emergency is the exception to the 30-day advanced notice rule.
- 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 Associate Dean for Clerkship Education via email (COM.Clerkship@msu.edu) 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 Associate Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.*

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Absence Type	Qualifications	Maximum Number of Days Off	Details	Required Approval from Associate Dean for Clerkship Education
Personal Day	May be used at the discretion of the student (example: illness, physician appt., conference time, etc.). <u>Total days off any one rotation (including personal days off)</u> cannot exceed two on any one 4-week rotation.	Five 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 two 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 Associate Dean for Clerkship Education directly (enright4@msu.edu) to discuss time off rotations.	Yes

Clerkship Program Excused Absence Request Forms: 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.

POLICY FOR MEDICAL STUDENT SUPERVISION

Supervisors of the Medical Students in the Clinical Setting

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

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

Level of Supervision/Responsibilities

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

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

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

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

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

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

MSUCOM STUDENT HANDBOOK

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

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

COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT

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

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

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

- **Responsibility:** Supporting a shared culture of accountability
 - 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

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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.

NGR/No Grade Reported – means that a final grade ('Pass' or 'No Grade') cannot be determined due to one or more missing course requirements. The NGR 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 'NGR' 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 Associate Dean for Clerkship Education, Dr. Susan Enright (enright4@msu.edu), if exposure incident occurs.

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

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(RCPD) at 517-884-RCPD, or on the web at www.rcpd.msu.edu. Once a student's eligibility for (clinical and/or testing) accommodation(s) are determined, the student may be issued a **Verified Individualized Services and Accommodations** (VISA) form. Students must present their VISA forms to the Clerkship Team (COM.Clerkship@msu.edu) at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after the semester onset will be honored whenever possible.

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

SUMMARY OF GRADING REQUIREMENTS

Requirement	Submission Method	Honors Designation	High Pass	Pass	No Grade Reported	No Pass
View the nine modules online. Take end of module Quiz after completing each module	Completed in D2L.	Completed by 11:59 pm the last day of the Rotation with a cumulative score of 90% after 2 attempts.	Completed by 11:59 pm the last day of the Rotation with a cumulative score of 90% after 2 attempts.	Completed by 11:59 pm the last Sunday of the Rotation with a cumulative score of 80% after 2 attempts.	Will be the conditional grade until all requirements of this rotation are met.	Failure to meet the quiz and or the corrective action.
8 Aquifer Cases	Submitted into Dropbox in D2L	Completed 100% and uploaded by 11:59pm the last day of the rotation.	Completed 100% and uploaded by 11:59pm the last day of the rotation.	Completed 100% and uploaded by 11:59 pm the last day of the rotation.	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and upload within 14 days from the end of the rotation.
Mid Rotation Evaluation	Submitted into Dropbox in D2L	Completed 100% and needing no revisions, upload to the correct dropbox by 11:59 pm the third Sunday of the rotation.	Completed 100% and needing no revisions, upload to the correct dropbox by 11:59 pm the third Sunday of the rotation.	Completed 100% and needing no revisions, upload to the correct dropbox by 11:59 pm the last day of the rotation.	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation AND/OR Failure to complete the Corrective Action Assigned
Shift Schedule	Submitted into Dropbox in D2L	Completed 100% and needing no revisions, upload to the correct dropbox by 11:59 pm the last day of the rotation.	Completed 100% and needing no revisions, upload to the correct dropbox by 11:59 pm the last day of the rotation.	Completed 100% and needing no revisions, upload to the correct dropbox by 11:59 pm the last day of the rotation.	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days from the end of the rotation AND/OR Failure to complete the Corrective Action Assigned
COMAT Exam (Scored under course FCM 620)	Per Clerkship Policies	<ul style="list-style-type: none"> Score at or above 110 on your first attempt of the COMAT. Must be your first attempt. 	<ul style="list-style-type: none"> Score between 104 and 109 on your first attempt at the COMAT. Must be your first attempt. 	No requirement to pass FCM 622.		

Requirement	Submission Method	Honors Designation	High Pass	Pass	No Grade Reported	No Pass
Attending Evaluation of Clerkship Student	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"> • Receives no “Below Expectations.” • Receives no comments indicating below expectations of performance 	<ul style="list-style-type: none"> • Receives no “Below Expectations.” • Receives no comments indicating below expectations of performance 	<ul style="list-style-type: none"> • Student may receive “Below Expectations” in up to one (1) subcategory. • Overall categories must receive “Meets Expectations” or “Exceeds Expectations” 	Will be the conditional grade until all requirements of this rotation are met	<ul style="list-style-type: none"> • Receives two (2) or more “Below Expectations” within the subcategory sections. • Receives comments that indicate below expectations of performance. • See Unsatisfactory Clinical Performance above
Student Evaluation of Clerkship Rotation	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed 100% by 11:59 pm the last day of the rotation	Completed 100% by 11:59 pm the last day of the rotation	Completed 100% by 11:59 pm the last day of the rotation	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and submit within 14 days from the end of the rotation

APPENDIX



College of Osteopathic Medicine
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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

Strengths:	Areas of Improvement:

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