

OST 601
**Transitions: Classroom to
Bedside**

CLERKSHIP CORE ROTATION SYLLABUS

CLERKSHIP
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FOR CLERKSHIP
INSTRUCTOR OF RECORD
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2025 Dates of Course- June 9, 2025, TO August 3, 2025

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At Michigan State University College of Osteopathic Medicine (MSUCOM), we are constantly working to improve our curriculum and to meet 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 rotation. [08]

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ROTATION REQUIREMENTS

Requirement	Pass	No Pass
Ultrasound Training (Pre-Clinic Module)	<ul style="list-style-type: none"> Attend entire Ultrasound Clinic as assigned/confirmed Completion of Ultrasound Clinic modules and score at least 80% on the Ultrasound quiz by 8am the day prior to your scheduled Ultrasound Clinic Day All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	<ul style="list-style-type: none"> Failure to attend entire Ultrasound Clinic Failure to complete Ultrasound Clinic Modules and quiz prior to 8am on the day prior to your scheduled clinic day. Failure to view modules in their entirety
Surgical Skills Training (Pre-Clinic Module)	<ul style="list-style-type: none"> Attend entire clinic as assigned/confirmed Completion of Suture Clinic modules and quiz with a score at least 80% by 8am the day prior to your scheduled Suture Clinic Day All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	<ul style="list-style-type: none"> Failure to attend entire Suture Clinic Failure to complete Suture Clinic Modules and quiz prior to 8am on the day prior to your scheduled clinic day. Failure to view modules in their entirety
Oral Case Presentation and Transfer of Care-Handoff	<ul style="list-style-type: none"> Attendance at entire Oral Case Presentation and TOC session in East Lansing as assigned. Completion of Oral Case Presentation and TOC assignments. Assignment details will be provided at the Oral Case Presentation and TOC zoom sessions. Completion of Oral Presentation during scheduled CPCA Initial Visit in East Lansing on assigned date unless prior arrangements have been made with Dr. Pfothner and Mr. Dunkel. 	<ul style="list-style-type: none"> Failure to attend the entire Oral Case Presentation and TOC zoom session and/or Failure to complete assignments by due dates. Failure to complete Oral Presentation at the CPCA Initial Visit
MSUCOM Clerkship Orientation (Pre-Orientation Activities included)	<ul style="list-style-type: none"> Mandatory attendance at assigned MSUCOM Clerkship Orientation All Modules must be completed by 8am the day prior to your assigned MSUCOM Orientation. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. Completion of module quizzes at 100% 	<ul style="list-style-type: none"> Failure to attend entire assigned session. Failure to arrive on time for assigned session. Failure to complete the modules by the required date. Failure to view modules in their entirety within the allowable time/speed. Failure to pass module quizzes at 100%

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Requirement	Pass	No Pass
Medtrics Evaluation System – Virtual Training	<ul style="list-style-type: none"> Mandatory attendance at assigned virtual training demo. 	<ul style="list-style-type: none"> Failure to attend assigned virtual training demo
CPCA Initial Visit	<ul style="list-style-type: none"> Mandatory attendance at assigned MSUCOM CPCA Preparation Discussion Mandatory completion of CPCA Initial Visit on assigned date in East Lansing unless prior arrangements of a different date are made with Dr. Pfotenhauer and Mr. Dunckel 	<ul style="list-style-type: none"> Failure to attend the mandatory CPCA Preparation Discussion Failure to complete the CPCA Initial Visit.
Clerkship Policy/Procedure Attestation Statement	<ul style="list-style-type: none"> Clerkship Policy/Procedure Attestation Statement signed/uploaded to D2L dropbox titled “OST 601 -Student Attestation Dropbox” by 8am on the day prior to your assigned MSUCOM Orientation 	<ul style="list-style-type: none"> Failure to complete and upload attestation statement by 8am of the day prior to your MSUCOM Clerkship Orientation.
Point of Care Resources Module	<ul style="list-style-type: none"> All Modules must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	<ul style="list-style-type: none"> Failure to complete the modules by the required date. Failure to view modules in their entirety.
Physician Wellness Module	<ul style="list-style-type: none"> All Modules must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	<ul style="list-style-type: none"> Failure to complete the modules by the required date. Failure to view modules in their entirety.
Sleep Deprivation and Fatigue Mitigation Module	<ul style="list-style-type: none"> All Modules must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	<ul style="list-style-type: none"> Failure to complete the modules by the required date. Failure to view modules in their entirety.
Human Trafficking Module	<ul style="list-style-type: none"> All Modules must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	<ul style="list-style-type: none"> Failure to complete the modules by the required date. Failure to view modules in their entirety
Prescription Writing Module	<ul style="list-style-type: none"> All Modules and assignments must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	<ul style="list-style-type: none"> Failure to complete the modules and assignment by the required date. Failure to view modules in their entirety

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Requirement	Pass	No Pass
COVID-19 Module	<ul style="list-style-type: none"> All Modules and quizzes must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. Quiz must be passed with at least a score of 80% 	<ul style="list-style-type: none"> Failure to complete the modules and quiz by the required date. Failure to view modules in their entirety.
Hospital Onboarding Session	<ul style="list-style-type: none"> Mandatory attendance at your base hospital onboarding. 	<ul style="list-style-type: none"> Failure to attend any portion of session
Authorization to Display Student Directory Information Qualtrics Survey	<ul style="list-style-type: none"> Complete the Qualtrics Survey by July 27, 2025. 	<ul style="list-style-type: none"> Not applicable for this assignment.
Student Evaluation of Clerkship Rotation	<ul style="list-style-type: none"> Students will submit their rotation evaluations electronically. Clerkship Staff will post the link to the evaluation within the OST 601 D2L page approximately 1 week prior to the end of the OST 601 course. 	<ul style="list-style-type: none"> Last Day of Rotation

INTRODUCTION AND OVERVIEW

OST 601 is a required, 5-credit hour course that provides students with a fundamental knowledge base on items important for their transition from the classroom-learning environment to the clinical learning environment at the patient's bedside. This course is a prerequisite course to clerkship rotations. As such, the course must be successfully passed to enter clerkship rotations.

The course focuses on areas important to student success and well-being in years 3 and 4 of the longitudinal MSUCOM curriculum, including a review of MSUCOM clerkship curriculum and policies. Utilizing a framework aligned with key dimensions of the elements of physician competency as expected in medical education, the course examines multiple topics to help prepare students for these expectations. The rotation consists of both virtual and in person activities in addition to learning modules.

COURSE ATTENDANCE

For all onsite and virtual activities, unless otherwise noted in the syllabus or pre-session emails, doors will close and zoom sessions will be locked 5:00 minutes prior to the start of the activity. Students are required to be present at least 5:00 minutes prior to the start of the activity. This will allow for attendance to be taken, students finding their seats, and sessions starting on time. Students failing to arrive or failing to arrive 5:00 minutes prior to the start of the activity- see corrective action.

COURSE SCHEDULING

Course Enrollment

- The student must be an active student at MSUCOM.
- The student must have successfully completed all pre-clerkship courses.
- OST 601 is offered once per academic year.
- It is the responsibility of the student to ensure MSUCOM confirmation and enrollment prior to starting any course/rotation:
 - MSUCOM clerkship confirmation is complete when the rotation is visible on the students Medtrics schedule.
 - Enrollment will be processed by the MSUCOM Registrar's Office upon clerkship confirmation.
 - Enrollment can be verified by the student by reviewing the Student Information System

ROTATION FORMAT

This transition course includes activities (virtual, in-person, and modules) to prepare the student for clerkship clinical rotations.

GOALS AND OBJECTIVES

GOALS

1. **Ultrasound Clinic**– During this in-person session, you will be practicing basic ultrasound techniques.

Attendance-mandatory at one Ultrasound Clinic (in person in East Lansing)

Equipment-will be supplied by MSUCOM at the Ultrasound Clinic

Ultrasound Modules - To help the student prepare for the Ultrasound Clinic and to provide resources to use during the clinic. Includes a quiz, which students must receive an 80% or better to receive credit. (Approximately 40 minutes to complete all module activity)

Module detail-required completion by 8am the day prior to the Ultrasound Clinic

Goals/Objectives:

- a. US probes and machine settings.
 - b. Learn the components of the extended focused assessment with sonography in trauma examination (EFAST exam)
 - c. Practice scanning the EFAST exam components.
 - d. Scan the neck and abdomen as time permits.
2. **Surgical Skills Clinic** - During this in-person session, you will display understanding and competence in simple interrupted and vertical mattress sutures as well as instrument ties and hand ties in a simulated situation.

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Attendance-mandatory at one Surgical Skills Clinic

Equipment-student required to supply suture kit and bring suture kit to Suture Clinic.

Suture kit must contain the following:

- a. Needle Driver
- b. Forceps/Pickups without teeth (Adson Forceps preferred)
- c. Suture Scissors
- d. Suture
- e. Suturing Board/suturing pad

Surgical Skills Modules (Approximately 35 minutes to complete all activities) - **must be completed by 8am the day prior to the student assigned event. This includes students passing the Surgical Skills Module Quiz with a passing score of 80% or greater.**

Goals/Objectives:

- a. Describe how to create a sterile field.
- b. Demonstrate correct suturing technique using simple interrupted and vertical mattress.
- c. Demonstrate correct techniques for instrument ties and two-handed ties.

3. **MSUCOM Clerkship Orientation**– During this in-person session, you will learn about the MSUCOM Clerkship Curriculum, Clerkship policies/procedures, Academic and Career Advising during the clerkship, and tips for a successful clerkship.

Attendance-mandatory at one assigned MSUCOM Clerkship Orientation

*** Some Clerkship Policies topics have both a PDF and a video, you need watch/read both items.**

MSUCOM Clerkship Orientation Modules (Approximately 4 hours to complete all modules) -completion of the Modules, Attestation statements, and successful completion of quizzes are required by 8am the day prior to the assigned MSUCOM Clerkship Orientation. Completion of modules includes viewing all modules **at no greater than 1X speed in their entirety. All Modules with Video's will have a time next to the title of the video, the student record must align with time next to the video's title (within 30 seconds of stated video length).**

MODULES for Clerkship Orientation

- a. Meet the Team (12 minutes, 30 seconds)
- b. Core Competencies of Medical Training (9 minutes, 11 seconds)
- c. Clerkship Rotation Curriculum (28 minutes, 8 seconds)
- d. Class of 2027 schedule (11 minutes, 4 seconds)
- e. Feedback and Evaluations (25 minutes, 58 seconds)
- f. Clerkship Clinical Enrichment (9 minutes, 22 seconds)

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- g. Clerkship Attendance Policy – Presentation (Different from reviewing actual policy) (19 minutes, 39 seconds)
- h. Clerkship Didactic Curriculum (32 minutes, 56 seconds)
- i. NBOME COMAT Testing (12 minutes, 38 seconds)
- j. Clerkship Clinical Case Logs
- k. MSUCOM Core Clinical Concepts (C3)
- l. Clerkship and Academic/Career Advising Communication (9 minutes, 53 seconds)
- m. Clerkship Infection Control (37 minutes, 58 seconds)
- n. Level 1/Step 1 Post-Exam Analysis (ACA)
- o. Introduction to the Medical Student Performance Evaluation and noteworthy characteristics (ACA). (6 minutes, 22 seconds)
- p. Clerkship Technical Standards and Policy/Procedure Review
 - a. Clerkship General Policy/Procedure
 - b. Technical Standards and Clerkship Policies:
 - i. Includes but not limited to- Student compliances, social media, email, LOA, student handbook, Common Ground Framework for Professional Conduct, Student supervision, Duty Hour and Fatigue Mitigation, Chaperone Policy, and Student Handbook.
 - c. Clerkship Attendance policy
 - d. Clerkship COVID-19 Policy
 - e. Clerkship Clinical Case Logs Policy
 - f. Clerkship Clinical Enrichment Policy
 - g. Clerkship COMAT Policy
 - h. Clerkship Course Requirements and Procedures Policy
 - i. Clerkship Exposure Policy
 - j. Clerkship PPE Policy
 - k. Clerkship Recusal Policy
 - l. Supervision policy/Duty hours and fatigue mitigation policy
 - m. Clerkship Policies Student Attestation Statement – **Students must complete and turn this in.**

Goals/Objectives

- a. Learn and attest to the knowledge and adherence to clerkship policies and procedures.
- b. Describe the 7 core competencies of medical students.
- c. Know the didactic and rotational structure of the clerkship.
- d. Learn and attest to the MSUCOM Infection Control/COVID policies and procedures.
- e. Learn the details about the COMAT examinations at MSUCOM.
- f. Learn the importance of the MSUCOM CPCA

4. Medtrics Demo Training- (Takes place with Oral Presentation/TOC training)

Goals/Objectives

- a. Understand Medtrics scheduling and evaluation system after virtual training demo. Students should be able to perform the following in Medtrics before their first clinical rotation:
 - Review student profile.
 - Navigate student schedule.
 - Complete Student Evaluation of Clerkship Rotation form
 - Identify supervising physician on clerkship schedule to complete Attending Evaluation of Clerkship Student form.
 - Report on Clinical Experience Case Logs

5. Oral Case Presentation/Transition of Care Activity-

Attendance-mandatory at one assigned Oral Case Presentation/TOC session
Equipment-none required.

- Modules/activities-to be assigned and completed after the initial sessions and due dates will be assigned per group. Assignment details will be provided at the Oral Case Presentation and TOC sessions.
- Completion of Oral Presentation during scheduled CPCA Initial Visit in East Lansing on assigned date unless prior arrangements have been made with Dr. Pfothner and/or Mr. Dunkel.

Goals/Objectives

- a. The student will learn the basic components of an oral presentation.
- b. The student will be able to perform an oral handoff utilizing a presentation rubric.
- c. The student will learn the components of IPASS and be able to demonstrate an effective handoff and synthesis of a handoff.

6. CPCA Initial Visit-

Attendance – mandatory at one assigned CPCA Prep Meeting, CPCA Initial visit at LAC, and CPCA Virtual Debrief.

Goals/Objectives

- a. Understand what is expected on the Clinical Performance Competency Assessment (CPCA)
- b. Recognize the MSUCOM Policies regarding CPCA.
- c. Review the timeline for the CPCA.
- d. Understand how to prepare to take the CPCA.

7. Hospital Onboarding Session- During these sessions provided by the base hospital sites, the student will learn the policies and procedures of the base hospital.

Attendance- mandatory at the student's base hospital onboarding session
Equipment-professional dress and white coat

8. MODULE: Point of Care Resources (10 minutes) -

Goals/Objectives:

- a. Examine online resources and patient care applications that are available to year 3 and 4 MSUCOM students at the point of care. (D2I link to Library Resources to assist student in Years 3 and 4)

10. MODULE – Physician Wellness (Module on D2L) (52 minutes, 51 seconds)

11. MODULE - Sleep Deprivation and Fatigue Mitigation Module (25 minutes, 54 seconds)

Goals/Objectives-

- a. Distinguish the causes of sleepiness and fatigue.
- b. Evaluate sleepiness and counter measures.
- c. Construct a personal strategy for coping with sleepiness.
- d. Know the MSUCOM policy on duty hours and fatigue.

12. MODULE - Hiding in Plain Sight-Victims of Child Sex Trafficking

Goals/Objectives

- a. Students will have an increased awareness of the broad scope of trafficking and will have insight into the patient who is being trafficked.
- b. Students will be able to discuss approaches for screening that can be used in the emergency department to identify victims.
- c. Students will be aware of resources that can help the provider protect the patient.
- d. Students will be empowered as providers to actively screen for these patients; educate others regarding this crisis; and ultimately have a profound impact related to this crisis.

13. MODULE – Prescription Writing

Goals/Objectives:

- a. Identify the elements of a valid prescription.
- b. Learn the differences between Schedules of medication.
- c. Recognize common errors in prescription writing and how to avoid them.
- d. Describe how to write a prescription for oral, topical, subcutaneous, and inhaled medications.
- e. Recognize the principal factors when writing a pediatric prescription.

14. Module – COVID 19

Goals/Objectives:

- a. Describe current evidence on the etiology, transmission, epidemiology, and pathophysiology of COVID-19.

- b. Recognize the clinical presentation and possible complications of COVID-19.
- c. Describe the currently recognized best practice for diagnosis, management, and prevention of COVID-19.

COMPETENCIES

1. Core Competencies:

a. Patient Care:

- Suturing for closure of an uncomplicated laceration. (Suture Module)
- Include appropriate pharmacotherapy as part of the management plan. (Prescription Writing Module)

b. Medical Knowledge:

- Appropriately use informatics to increase personal knowledge of medical science and skills, including osteopathic principles (Point of Care Module)
- Apply current best practices in osteopathic medicine. (COVID-19 Module)
- Incorporate new developments in osteopathic medical knowledge and concepts. (COVID-19 Module)
- Use scientific concepts to evaluate, diagnose, and manage clinical presentations and population health. (COVID-19 Module)

c. Professionalism:

• Continuous Learning:

- Attain milestones that indicate a commitment to excellence, such as, for example, through ongoing professional development as evidence of a commitment to continuous learning. (Point of Care Module)
- Ensure that one's professional knowledge and skills remain current. (Point of Care Module)
- Actively participate in educational activities to maintain or develop competency. (Point of Care Module)

• Accountability:

- Demonstrate accountability to patients, society, and the profession, including the duty to act in response to the knowledge of professional behavior of others. (Technical Standards and Clerkship Policies Module)
- Take appropriate safety measures (e.g., obtain immunization against communicable diseases) when such treatments are available and when they do not pose extraordinary risk to the physician. (Exposure Policy)

• Professional and Personal Self-care: •

- Demonstrate understanding that he/she is a representative of the osteopathic profession and is capable of making valuable contributions as a member of this society; lead by example; provide for personal care and well-being by utilizing principles of wellness and disease prevention in the conduct of professional and personal

- life. (Physician Wellness Module, Sleep Deprivation and Fatigue Mitigation Module)
 - Provide medical treatment to himself/herself only as a layperson would engage in self-care. (Physician Wellness Module)
 - Demonstrate responsiveness to the needs of patients and society that supersedes self-interest. (Technical Standards and Clerkship Policies Module)
 - Demonstrate knowledge of the behavioral and social sciences that provide the foundation for the professionalism competency, including medical ethics, social accountability and responsibility, and commitment to professional virtues and responsibilities. (Technical Standards and Clerkship Policies Module)
- d. System-Based Practice: to Recognize common methods used in health care systems to ensure patient safety.
- Demonstrate understanding of variant health delivery systems and their effect on the practice of a physician and the health care of patients. (Technical Standards and Clerkship Policies Module)
 - Demonstrate understanding of how patient care and professional practices affect other health care professionals, health care organizations, and society. (Technical Standards and Clerkship Policies Module)
 - Demonstrate knowledge of how different delivery systems influence the utilization of resources and access to care. (Technical Standards and Clerkship Policies Module)
- e. Practice-Based Learning and Improvement –
- Locate the best evidence with which to answer a clinical question with maximum efficiency. (Point of Care Module)
 - Utilize web sites, online search engines, PDA-based programs, information services, and journals to locate information related to patients' health needs. (Point of Care Module)
2. EPA's:
- a. EPA 4 – Enter and discuss orders and prescriptions (Prescription Writing Module)
 - b. EPA 7 – Form clinical questions and retrieve evidence to advance patient care. (Point of Care Module)
 - c. EPA 9 – Collaborate as a member of an interprofessional team. (Technical Standards and Clerkship Policies Module)
 - d. EPA 13 – Identify system failures and contribute to a culture of safety and improvement (Technical Standards and Clerkship Policies Module, Sleep Deprivation and Fatigue Mitigation Module)

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

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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 with your MSU Net ID, your course will appear on the D2L landing page. If you do not see your course on the landing page, search for the course with the following criteria, and pin it to your homepage: **US25-OST-601-5722 Transitions II: Classroom to Bedside**

If you encounter any issues accessing this D2L course, please email the CA (on the title page of this syllabus). It is your responsibility to make sure you have access to the course D2L page on the first day of the course.

Student D2L email addresses must be forwarded to your MSU email account.

WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

All assignments are outlined in the D2L page for OST 601.

ROTATION EVALUATIONS

Attending Evaluation of Student

There is no Attending Evaluation of Clerkship Student for OST 601.

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.

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.

Unsatisfactory Clinical Performance

The Instructor of Record (or designee) 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 per MSUCOM's Common Ground Framework for Professional Conduct.

CORRECTIVE ACTION

1. Students who fail to arrive 5:00 minutes prior to any virtual or in-person events, failure to show for any virtual or in-person events, fail to meet prework deadlines, or fail to meet the deadlines otherwise outlined in the requirements-
 - a. First occurrence
 - i. IOR will submit the occurrence to the Common Grounds Professionalism Initiative (CGPI) committee.
 - ii. Student is required to meet with the IOR.
 - b. Second occurrence
 - i. IOR will submit the occurrence to the CGPI committee.
 - ii. IOR will submit a letter of unprofessionalism to the student academic file.
 - iii. Student is required to meet with the IOR.
 - c. Third occurrence
 - i. The student will receive an N-grade for the course.
 1. The student will not be able to enter clerkship rotations until the next offering of OST 601 is passed, which will be the following year as the course is offered only once.
2. Students who fail to arrive 5:00 minutes prior to any virtual or in-person events, failure to show for any virtual or in-person events, fail to meet prework deadlines will be rescheduled on first and second occurrence at the discretion of the IOR. The student will be responsible for attending the newly assigned session. The IOR will not adjust scheduling to student personal time/vacations in assigning make up events.

COURSE GRADES

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.

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 RESPONSIBILITIES AND EXPECTATIONS

1. Student expectations and professional responsibilities include:
 - a. Completion of all assignments on times specified in the syllabus.
 - i. Completion includes watching modules in their entirety at no more than 2x speed or spending time on all reading assignments to gather the information.

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1. The Course Assistant will be reviewing and monitoring time spent in modules and reviewing other assignments.
2. Students are required to arrive 5:00 minutes prior to scheduled on site and zoom events. Doors will close and zoom sessions will be locked 5:00 minutes prior to the scheduled events. This allows for the team to take attendance, students to take seats, and sessions to start on time. Failure to meet this requirement – see corrective action. Late arrivals will not be permitted into the onsite session or zoom session. Late arrivals will require rescheduling per corrective action by the IOR.
3. Students may receive an excused absence for emergent issues that may arise throughout OST 601 by contacting the IOR (enright4@msu.edu) in advance of the requirement or within a reasonable amount of time per emergency. All other absences are considered unexcused absences. The below outlines unexcused absences.
4. When prework is required for OST 601 activities, the work is required to be completed by 8am the day prior to the activity. Failure to complete the prework by this deadline will result in rescheduling the student activity for which the prework is assigned to a make-up date chosen by the IOR. Prework will also be reassigned and expected completion by 8am the day prior to the reassigned activity.
5. Late arrival, prework not completed the deadline, failure to show for either a virtual or in person activity (***must be at activity 5 minutes prior to start time***), or failure to meet deadlines otherwise outlined in requirements will result in the following-
 - a. First occurrence
 - i. IOR will submit the occurrence to the Common Grounds Professionalism Initiative (CGPI) committee.
 - ii. Student is required to meet with the IOR.
 - b. Second occurrence
 - i. IOR will submit the occurrence to the CGPI committee.
 - ii. IOR will submit a letter of unprofessionalism to the student academic file.
 - iii. Student is required to meet with the IOR.
 - c. Third occurrence
 - i. The student will receive an N-grade for the course.
 - ii. The student will not be able to enter clerkship rotations until the next offering of OST 601 is passed, which will be the following year as the course is offered only once.

ATTIRE AND ETIQUETTE

Casual attire for MSUCOM events is acceptable.

Hospital onboarding/orientation requires business attire with white coats.

Students may wear scrubs for Suture and/or Ultrasound clinics.

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. This policy will define the policy and procedures regarding absences for clerkship activities. [Clerkship-Absence-Policy.pdf \(msu.edu\)](#)

POLICY FOR MEDICAL STUDENT SUPERVISION

The MSUCOM curriculum includes required clinical experiences in a variety of clinical learning environments. The Medical Student Supervision Policy outlines all supervision agreements and expectations. [Clerkship Medical Student Supervision Policy.pdf](#)

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. <https://osteopathicmedicine.msu.edu/current-students/student-handbook>.

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.

<https://osteopathicmedicine.msu.edu/about-us/common-ground-professionalism-initiative>

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

MSU email is the official communication from faculty and staff to students and students are responsible for checking it daily and maintaining their MSU email accounts so that messages can be received. Students are responsible for responding to email in a timely manner or as otherwise outlined in course communication.

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 DO program.

Please Note: Student D2L email addresses must be forwarded to your MSU email account.

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;

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many web-based email systems including Hotmail, Gmail, and Yahoo are not. <https://osteopathicmedicine.msu.edu/current-students/student-handbook>.

DUTY HOURS AND FATIGUE MITIGATION

The accreditation standards for graduate medical education programs include restrictions on the duty hours of residents. Additionally, institutions are expected to promote a clinical learning environment in which duty hours are monitored and strategies exist to mitigate the effects of fatigue. [Clerkship Duty Hours and Fatigue Mitigation Policy.pdf](#)

STUDENT EXPOSURE PROCEDURE

A protocol 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 here:

<https://osteopathicmedicine.msu.edu/current-students/clerkship-medical-education/injury-and-property-damage-reports>

Contact Associate Dean for Clerkship Education, Dr. Susan Enright (enright4@msu.edu), if exposure incident occurs.

STUDENT ACCOMMODATION LETTERS

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-RCPD, or on the web at www.rcpd.msu.edu. Once a student's eligibility for (clinical and/or testing) accommodation(s) are determined, the student may be issued an Accommodation Letter. Students must present their letter 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 letter 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	Pass	No Grade Reported	No Pass
Ultrasound Training (Pre- Clinic Module)	D2L	<ul style="list-style-type: none"> Attend entire Ultrasound Clinic as assigned/confirmed. Completion of Ultrasound Clinic modules and score at least 80% on the Ultrasound quiz by 8am the day prior to your scheduled Ultrasound Clinic Day. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to attend entire Ultrasound Clinic Failure to complete Ultrasound Clinic Modules and quiz prior to 8am on the day prior to your scheduled clinic day. Failure to view modules in their entirety.
Surgical Skills Training (Pre-Clinic Module)	D2L	<ul style="list-style-type: none"> Attend entire clinic as assigned/confirmed. Completion of Suture Clinic modules and quiz with a score at least 80% by 8am the day prior to your scheduled Suture Clinic Day. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to attend entire Suture Clinic Failure to complete Suture Clinic Modules and quiz prior to 8am on the day prior to your scheduled clinic day. Failure to view modules in their entirety.
Oral Case Presentation and Transfer of Care-Handoff	D2L	<ul style="list-style-type: none"> Attendance at entire Oral Case Presentation and TOC zoom session assigned, unless you have made alternate plans to attend a different date with Dr. Enright Completion of Oral Case Presentation and TOC assignments by 11pm on assigned dates. Assignment details will be provided at the Oral Case Presentation and TOC zoom sessions. Completion of Oral Presentation during scheduled CPCA Initial Visit in East Lansing on assigned date unless prior arrangements have been made with Dr. Pfothner and Mr. Dunckel. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to attend the entire Oral Case Presentation and TOC zoom session and/or Failure to complete assignments by due dates. Failure to complete Oral Presentation at the CPCA Initial Visit

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Requirement	Submission Method	Pass	No Grade Reported	No Pass
MSUCOM Clerkship Orientation (Pre-Orientation Activities included)	D2L	<ul style="list-style-type: none"> Mandatory attendance at assigned virtual MSUCOM Clerkship Orientation <p>All Modules must be completed by 8am the day prior to your assigned MSUCOM Orientation. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title.</p>	Not Applicable in this course	<ul style="list-style-type: none"> Failure to attend entire assigned session. Failure to complete the modules by the required date. Failure to view modules in their entirety.
Medtrics Evaluation System –	Attend your Medtrics training, which takes place with Oral Presentation/TOC training.	<ul style="list-style-type: none"> Mandatory attendance at assigned training. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to attend assigned training.
CPCA Initial Visit	In-person attendance at the Learning and Assessment Center in East Lansing	<ul style="list-style-type: none"> Mandatory attendance at assigned virtual MSUCOM CPCA Preparation Discussion Mandatory completion of CPCA Initial Visit on assigned date in East Lansing unless prior arrangements of a different date are made with Dr. Pfothhauer and Mr. Dunkel 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to attend the CPCA Preparation Discussion Failure to complete the CPCA Initial Visit.
Clerkship Policy/Procedure Attestation Statement	D2L	<ul style="list-style-type: none"> Clerkship Policy/Procedure Attestation Statement signed/uploaded to D2L dropbox titled “<i>OST 601 -Student Attestation Dropbox</i>” by 8am on the day prior to your assigned MSUCOM Orientation 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to complete and upload your Clerkship Policy and Procedure Attestation Statement by 8am of the day prior to your MSUCOM Clerkship Orientation.

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Requirement	Submission Method	Pass	No Grade Reported	No Pass
Point of Care Resources Module	D2L	<ul style="list-style-type: none"> All Modules must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to complete the modules by the required date. Failure to view modules in their entirety.
Physician Wellness Module	D2L	<ul style="list-style-type: none"> All Modules must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to complete the modules by the required date. Failure to view modules in their entirety.
Sleep Deprivation and Fatigue Mitigation Module	D2L	<ul style="list-style-type: none"> All Modules must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to complete the modules by the required date. Failure to view modules in their entirety.
Human Trafficking Module	D2L	<ul style="list-style-type: none"> All Modules must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to complete the modules by the required date. Failure to view modules in their entirety.
Prescription Writing Module	D2L	<ul style="list-style-type: none"> All Modules and assignment must be completed by 11:59pm on July 27, 2025. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to complete the modules and assignment by the required date. Failure to view modules in their entirety.
COVID-19 Module	D2L	<ul style="list-style-type: none"> All Modules and quiz must be completed by 11:59pm on July 27, 2025. All modules must be viewed in their entirety at 1x speed. Students record must be in compliance with the time posted next to Modules/Videos title. 	Not Applicable in this course	<ul style="list-style-type: none"> Failure to complete the modules and quiz by the required date. Failure to view modules in their entirety.

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Requirement	Submission Method	Pass	No Grade Reported	No Pass
Hospital Onboarding Session	Base Hospital	<ul style="list-style-type: none"> Mandatory attendance at your base hospital onboarding. 	Not Applicable in this course	Failure to attend any portion of session
Authorization to Display Student Directory Information Qualtrics Survey	Complete the Qualtrics Survey by July 27, 2025.	<ul style="list-style-type: none"> Complete the Qualtrics Survey by July 27, 2025. 	Student grade will remain an ET until this survey is completed.	Not applicable for this assignment.
Student Evaluation of Clerkship Rotation	Students will submit their rotation evaluations electronically. Clerkship Staff will post the link to the evaluation within the OST 601 D2L page approximately 1 week prior to the end of the OST 601 course.	<ul style="list-style-type: none"> Students complete by 11:59pm on July 27, 2025. 	Student grade will remain an ET until the student evaluation of the course is completed	Not applicable for this assignment.

