

PED 601
PEDIATRIC SPECIALTY

CLERKSHIP REQUIRED ROTATION (R2) SYLLABUS

DEPARTMENT OF PEDIATRICS
JOEL GREENBERG, D.O.
CHAIRPERSON

GREENBE1@MSU.EDU

JOEL GREENBERG, D.O.
INSTRUCTOR OF RECORD

GREENBE1@MSU.EDU

EFFECTIVE AUGUST 1, 2022, TO JULY 31, 2023

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

SHANNON GROCHULSKI-FRIES
COURSE ASSISTANT (CA)

GROCHULS@MSU.EDU

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

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

TABLE OF CONTENTS

INTRODUCTION AND OVERVIEW	1
ELECTIVE COURSE SCHEDULING	1
Preapproval	1
GOALS AND OBJECTIVES	1
OBJECTIVES	2
COLLEGE PROGRAM OBJECTIVES	2
REFERENCES	2
REQUIRED STUDY RESOURCES	2
SUGGESTED STUDY RESOURCES	2
Recommended Texts	2
Recommended Websites	3
ROTATION REQUIREMENTS	3
ASSIGNMENTS	4
Rotation Journal	4
MID-ROTATION FEEDBACK (FORM ON D2L)	5
ONLINE MODULES OR CONFERENCES	5
Case Presentation.....	5
ROTATION EVALUATIONS	6
Attending Evaluation of Student	6
Student Evaluation of Clerkship Rotation	6
Unsatisfactory Clinical Performance	6
CORRECTIVE ACTION.....	7
BASE HOSPITAL REQUIREMENTS	7
STUDENT RESPONSIBILITIES AND EXPECTATIONS	7
ATTIRE AND ETIQUETTE.....	9
MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES	10
CLERKSHIP ATTENDANCE POLICY.....	10
Excused Absences	10
POLICY FOR MEDICAL STUDENT SUPERVISION	13
Supervisors of the Medical Students in the Clinical Setting.....	13
Level of Supervision/Responsibilities.....	13
MSUCOM STUDENT HANDBOOK	14
COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT	14
MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES	15
MSU EMAIL	15
COURSE GRADES	16

N Grade Policy	16
STUDENT EXPOSURE PROCEDURE.....	16
STUDENT VISA	16
SUMMARY OF GRADING REQUIREMENTS	17

INTRODUCTION AND OVERVIEW

Welcome once again to pediatrics. We are excited about your interest in this field of medicine. This syllabus provides an overview of the requirements and expectations of the rotation.

Advanced Pediatrics is a 2-week (3 credit), or 4-week (6 credit) elective course meant to provide students with a more in-depth understanding of a specialty area of pediatrics, or a higher-level experience in general pediatrics.

Specialty rotations may be in infectious disease, hematology/oncology, immunology, cardiology, gastroenterology, NICU or other disciplines.

Repeating a general pediatrics rotation is also acceptable though expectations will be greater. These experiences can be identified at your base hospital, another base hospital, or any other institution.

* DO/PhD student rotations may extend out further. Timeframes for each rotation are decided at least 30 days (about 4 and a half weeks) prior to the beginning of the rotation.

ELECTIVE COURSE SCHEDULING

Preapproval

- This course does not require preapproval from the IOR. The student should follow the below directions for elective course confirmation and enrollment.

Required Prerequisites

- This course requires the following prerequisite course(s):
 - This course cannot be scheduled until five core rotations are completed.

Course Confirmation and Enrollment

- The student must be an active student at Michigan State University College of Osteopathic Medicine (MSUCOM).
- Student must complete five core rotations prior to any elective rotation.
- The student must receive MSUCOM confirmation and enrollment prior to beginning any elective rotation.
 - Once the student receives rotation acceptance from the host site, students must provide the elective application and host site approval to COM.Clerkship@msu.edu for MSUCOM confirmation and scheduling.
 - MSUCOM confirmation and enrollment is complete when the rotation is visible on the student's schedule.
 - MSUCOM confirmation must occur at least 30 days (about 4 and a half weeks) in advance of the rotation.

GOALS AND OBJECTIVES

GOALS

To provide an environment that allows the student to grow intellectually and professionally through the acquisition of further knowledge, skills, and behavior relevant to the practice of pediatrics.

OBJECTIVES

The student will:

- Demonstrate a more in-depth knowledge of pediatrics.
- Develop psychomotor skills by performing a minimum of two new procedures per rotation.
- Gain knowledge about referrals and the process that occurs between primary care and specialty care pediatrics.
- Further develop professional attitudes and behavior.

COLLEGE PROGRAM OBJECTIVES

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

REFERENCES

REQUIRED STUDY RESOURCES

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

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

* You are strongly urged to work through these daily. While you are not required to go through the weekly blocks in the order listed in D2L, it is recommended that you start with the material located under Week 1, which contains information on how to perform the pediatric examination.

SUGGESTED STUDY RESOURCES

Recommended Texts

John Hopkins Hospital, Hughes, Helen K, MD, MPH; Kahl, Lauren K, MD (2018). *The Harriet Lane Handbook: A manual for Pediatric House Officers*. Philadelphia, PA: Elsevier Saunders.

<https://www-clinicalkey-com.proxy2.cl.msu.edu/#!/browse/book/3-s2.0-C20150000168>

- This is the main resource for medication dosages. It also contains information on procedures as well as other diagnostic and therapeutic information.
- Kliegman, R.M. MD, St Geme, J. MD, Blum, N, MD, et al. (2020). *Nelson Textbook of Pediatrics, (21st Edition)*. Philadelphia, PA: Elsevier Saunders. <https://www-clinicalkey-com.proxy2.cl.msu.edu/#!/browse/book/3-s2.0-C20161017121>
- This is a valuable resource for looking up detailed descriptions of disease processes. This is THE pediatric textbook.

Marino, B.S., & Fine, K.S. (2019) (7th Edition). *Blueprints pediatrics*. Baltimore, MD: Lippincott Williams & Wilkins.

- This should serve as a good basic resource on basic pediatric pathology.
Pickering, L.K., Baker, Kimberlin, D.W., & Long, S.S. (2012). *Red book 2012: 2012 report of the committee on infectious diseases*. Elk Grove Village, IL: American Academy of Pediatrics.
- Excellent resource for vaccines & infectious diseases.

Zitelli, B.J., McIntire, S.C., & Nowalk, A.J. (2017) (7th Edition). *Zitelli and Davis' atlas of pediatric physical diagnosis: Expert consult*. Philadelphia, PA: Elsevier Saunders.

- An Excellent visual guide to pediatric conditions.

Other readings may be assigned by clerkship faculty.

Recommended Websites

Bright Futures Recommendations for Preventative Pediatric Health Care

<https://www.aap.org/en/practice-management/care-delivery-approaches/periodicity-schedule/>

Bright Futures Handbook

This is an excellent resource for information pertaining to health promotion in pediatrics with particular focus on the Physical Examination, Screening and Anticipatory Guidance.

<https://brightfutures.aap.org/materials-and-tools/tool-and-resource-kit/Pages/Medical-Screening-Reference-Tables.aspx>

https://brightfutures.aap.org/Bright%20Futures%20Documents/BF4_OralHealth.pdf

AAP (American Academy of Pediatrics) Vaccine Schedule

https://publications.aap.org/redbook/pages/Immunization-Schedules?_ga=2.103693888.1334224992.1652888359-199221026.1652888359

Vaccine Issues

<https://www.cdc.gov/vaccines/growing/images/global/CDC-Growing-Up-With-vaccines.pdf>

<https://www.cdc.gov/vaccines/parents/tools/parents-guide/parents-guide-part4.html>

<https://www.cdc.gov/vaccines/parents/vaccine-decision/no-vaccination.html>

ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
Rotation Journal	Scan and upload into D2L Dropbox	By 11:59 pm the last day of the rotation

Mid Rotation Feedback	Via Zoom with a member of the MSUCOM Department of Pediatric faculty	By 11:59 pm the last day of the rotation
Case Presentation	Via Zoom with a member of the MSUCOM Department of Pediatric faculty	By 11:59 pm the last day of the rotation
Attending Evaluation of Clerkship Student (Class of 2023)	Can be accessed via the “Attending Evaluation” link in Kobiljak online schedule. Email completed evaluation to COM.Clerkship@msu.edu	Last Day of Rotation
Attending Evaluation of Clerkship Student (Class of 2024)	A student must verify that his/her attending physician is accurately reflected on his/her rotation schedule in Medtrics. At the rotation midpoint, students’ attendings will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics, where they may electronically access and submit the forms on behalf of their students	Last Day of Rotation
Student Evaluation of Clerkship Rotation (Class of 2023)	Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule	Last Day of Rotation
Student Evaluation of Clerkship Rotation (Class of 2024)	Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: https://msucom.medtricslab.com/users/login/ . By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation. Students can also access pending evaluations on the ‘Home’ or ‘Evaluations’ tabs within their Medtrics accounts.	Last Day of Rotation

ASSIGNMENTS

Rotation Journal

Important Note: Students completing more than one pediatric selective/elective rotation must complete a separate journal for each rotation. Documentation should not be copied from one journal to the next. Journals cannot discuss the same topics. Doing so will result in a failing grade for the assignment.

The rotation journal is to include the following:

- Topics and Presentations – Weekly entries on topics you have researched and presentations you have done. Include a brief paragraph on each one you cite.

- Growth in Pediatrics – Weekly entry noting how you grew this week in terms of pediatric knowledge, skills and/or behavior. Please be reflective and make meaningful entries. One to two paragraphs in length.
- Referral – Describe a referral process for one patient you worked with during the rotation. Was that person a referral to the practice or specialist? A referral done out of practice. What “principles” did you learn that make for a good referral in either direction.

Inclusion of the areas outlined above will constitute a “pass” for the rotation journal. “No pass” will be assigned if the journal is not submitted or incomplete.

Note: This journal should not include any form of identification of patients, or their families as outlined in the HIPAA Privacy Rule – no name, address, birth date, Social Security number, hospital or clinic ID number, site location or any other information that would identify the person/patient.

MID-ROTATION FEEDBACK (FORM ON D2L)

Students are required to complete the MSU COM Mid-Rotation Feedback Form.

2 Week Rotation: This is not required.

4 Week Rotation: This will need to be completed by an Attending or Resident at the end of week 2 of the rotation. It should be dated no later than the 3rd Wednesday of the rotation. Students must upload the form to a D2L drop box by 11:59 pm on the last day of the clerkship to be eligible to obtain a Pass in the rotation. A grade cannot be entered for the course until all requirements of the course have been met.

If you are unable to complete the Mid-Rotation Feedback and upload it to the correct D2L dropbox “Mid-Rotation Feedback Dropbox”, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 10.

ONLINE MODULES OR CONFERENCES

Case Presentation

1. You will be assigned a Case to present to a faculty member within the MSUCOM Department of Pediatrics. The case will be emailed to you within the first week of the rotation.
2. Generate differential diagnosis and create a presentation reviewing key components of the case, how you would rank and then rule out/in your diagnosis, what your final diagnosis is and how you would confirm it.
3. Your case presentation will be given via Zoom to the pediatric faculty member in the last week of your rotation. The course Coordinator will assist you in arranging a time that works best for both of your schedules. The Zoom information will then be distributed via email to you.
4. Upload your Case Presentation to D2L in the “Case Presentation Dropbox”.
5. If you fail to present, you will have 14 days (two weeks) to have the presentation rescheduled and completed. It will be your responsibility to reach out to the Course Coordinator regarding Corrective Action, see page 10.

ROTATION EVALUATIONS

Attending Evaluation of Student

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

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

Class of 2023 & Class of 2024:

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

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

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

Student Evaluation of Clerkship Rotation

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

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

Unsatisfactory Clinical Performance

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

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

CORRECTIVE ACTION

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

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

- Rotation Journal, Mid Rotation Feedback, and Case Presentation
 - Rotation Journal and Mid Rotation Feedback
 - If they are not submitted by 11:59 pm, on the last day of the, an ET grade will be given. Students will then have until 11:59 pm 14 days (about 2 weeks) after the last day of the rotation to submit the missing assignments.
 - Case Presentation
 - If not completed or re-scheduled, on the last day of the rotation, an ET grade will be given. Students will then have until 11:59 pm 14 days (about 2 weeks) after the last day of the rotation to complete.

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

While it is the responsibility of the student to ensure that the Attending Evaluation of Clerkship Student is completed, this requirement may extend beyond the corrective action deadline.

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

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

BASE HOSPITAL REQUIREMENTS

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

STUDENT RESPONSIBILITIES AND EXPECTATIONS

During this month, the student is expected to take a proactive approach to learning about the discipline of Pediatrics. Students should make every effort to have an initial orientation session with their attending

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

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

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

- Report to their rotation in a timely fashion, dressed appropriately for each day of work. Be cognizant of any scheduling changes that occur and provide timely communication to the preceptor about excused or unexpected absences.
- Demonstrate an enthusiastic and proactive attitude towards the learning process.
- Treat all staff members, other rotators and patients with respect and demonstrate professional behavior in all interactions.
- Not engage in behaviors that are either unprofessional/unethical, illegal or pose a risk to the patient or practice. If there is a question about something you are asked to do, speak with your precepting physician or (if the person your concern about is the precepting physician) your Student Coordinator and/or Director of Medical Education for your base hospital.
- Complete any, and all, requested responsibilities in a timely fashion and as directed by your precepting physician excepting behaviors mentioned previously.
- The student will represent him/herself, fellow students, and the College in a positive and professional manner.
- The student is expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

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

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

ATTENDANCE

To properly gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.

1. In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.
2. Any absence (unless emergent) must be approved in advance (at least 30 days (about 4 and a half weeks)) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify rotation team and medical education of emergent/illness absences on day of absence.
3. A student may not be absent more than 2 days on any one 4-week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).
4. Any additional time of any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

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:

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

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

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

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

MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES

The following are standard MSUCOM policies across all Clerkship rotations.

CLERKSHIP ATTENDANCE POLICY

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

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

Excused Absences

Students must obtain documented approval for any full- or partial-day absence on a rotation.

Excused absences require the completion of the *Clerkship Program Excused Absence Request Form* by taking the following steps:

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

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

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

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

Maximum time off any rotation*

Length of Rotation	Maximum Number of Days Off	
4 weeks	2 days	Should an absence exceed these limits, the student is responsible for requesting additional days off from the Assistant Dean for Clerkship Education via email (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 Assistant Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.*

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

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

POLICY FOR MEDICAL STUDENT SUPERVISION

Supervisors of the Medical Students in the Clinical Setting

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

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

Level of Supervision/Responsibilities

Clinical supervision is designed to foster progressive responsibility as a student progresses through the curriculum, with the supervising physicians providing the medical student opportunity to demonstrate progressive involvement in patient care. MSUCOM students will be expected to follow clinical policies of the facility regarding medical records and clinical care. Medical student participation in patient history/physical exam, critical data analysis, management, and procedures will include, but 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 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

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

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

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

N Grade Policy

Students who fail this rotation will need to earn credit in a repeat or replacement elective rotation to fulfill degree program requirements.

STUDENT EXPOSURE PROCEDURE

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

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

STUDENT VISA

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for 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 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	Pass	Extended Grade	No Pass
Attending Evaluation of Clerkship Student (Class of 2023)	Can be accessed via the "Attending Evaluation" link in Kobiljak online schedule. Email completed evaluation to COM.Clerkship@msu.edu	<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
Attending Evaluation of Clerkship Student (Class of 2024)	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"> • 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 (Class of 2023)	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule.	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 (about 2 weeks) from the end of the rotation
Student Evaluation of Clerkship Rotation (Class of 2024)	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	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days (about 2 weeks) from the end of the rotation
Rotation Journal	Documents need to be uploaded to D2L in the "Rotation Journal Dropbox"	Must be completed by 11:59 pm the last day of the rotation (Sunday).	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days (about two weeks) from the end of the rotation.

Requirement	Submission Method	Pass	Extended Grade	No Pass
Mid Rotation Feedback	Documents need to be uploaded to D2L in the "Mid Rotation Feedback Dropbox"	Must be completed by 11:59 pm the last day of the rotation (Sunday).	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days (about two weeks) from the end of the rotation.
Case Presentation	Must be presented to a faculty member in the MSUCOM Department of Pediatrics via Zoom. The presentation must be uploaded to the "Case Presentation Dropbox."	Must be completed by 11:59 pm the last day of the rotation (Sunday).	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and submit within 14 days (about two weeks) from the end of the rotation.



College of Osteopathic Medicine
MICHIGAN STATE UNIVERSITY

MID-ROTATION FEEDBACK FORM

Student Name: _____

Evaluator Name: _____

Evaluator Signature: _____

Date of review with Student: _____

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

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

If NO, please summarize areas needing improvement below:

- Overall comments on student performance

Strengths:	Areas of Improvement:

- 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	