

OST 623
Board Preparation

CLERKSHIP ELECTIVE ROTATION SYLLABUS
(Nonclinical Rotation)

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

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

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INTRODUCTION AND OVERVIEW

This syllabus provides an overview of rotation goals and objectives designed to help you succeed on your board exam. Please make sure to review this syllabus in its entirety to ensure understanding of the rotation format, syllabus content, and MSUCOM expectations.

ELECTIVE COURSE SCHEDULING

Preapproval

- This course requires preapproval. The student must contact the COM Clerkship Team at COM.clerkship@msu.edu with the following details of the rotation:
 - Date of rotation
 - Date of board exam (COMLEX Level 2 CE)
- The Clerkship Team will contact the Course Assistant for confirmation of approval from the IOR and for final clerkship approval and scheduling.

Required Prerequisites

- This course requires the following prerequisite:
 - This course may only be taken prior to your scheduled board exam.
 - This course must be initiated and completed prior to your scheduled COMLEX Level-2 CE

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, students must provide the elective application and 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 in advance of the rotation.
 - Once confirmed, the rotation may only be cancelled 30 days or more in advance of the start date.

ROTATION FORMAT

This nonclinical rotation has been designed allow time for independent study prior to your board exam. This is a virtual rotation that may be scheduled for 2 or 4 weeks for either 3 or 6 credits, respectively. This course may only be taken a maximum of 4 weeks.

This course will fulfill elective requirements but does not count towards either medicine or surgery requirements.

GOALS AND OBJECTIVES

GOALS

This course is designed to provide time, resources, and support for students to prepare for COMLEX Level -2 CE. The course will utilize self-directed review to identify knowledge gaps and implement an effective strategy to prioritize those area for further study. Students will develop an individualized learning plan to focus on areas of study that will optimize their performance on board exams.

OBJECTIVES

1. Review and identify knowledge gaps and areas of study for board success.
2. Develop an individualized board study plan.
3. Recognize and focus on high-yield board study topics.
4. Review the board exam blueprint to identify areas of deeper study.
5. Utilize time management and foundational study techniques to effectively prepare for standardized exams.
6. Practice applying skill for answering board style questions through the use of question banks.

COMPETENCIES

1. Osteopathic Principles and Practice
 - Apply knowledge of the biomedical sciences, such as functional anatomy, physiology, biochemistry, histology, pathology, and pharmacology, to support the appropriate application of osteopathic principles and OMT.
2. Medical Knowledge
 - Use scientific concepts to evaluate, diagnose, and manage clinical patient presentations and population health.
3. Patient Care
 - Develop a differential diagnosis appropriate to the context of the patient setting and findings.

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 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: **OST-623**.

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

All Modules and Assignments will be available and/or submitted on D2L.

Board review book

Students will also identify at least one study resource (book, learning platform, etc.) that they will be utilizing during this course.

TrueLearn COMBANK

Students are provided TrueLearn COMBANK by MSUCOM: truelearn.com

SUGGESTED STUDY RESOURCES

Recommended Texts

First Aid Board Review series: Available from MSU Library electronically (see link below)

Step-Up Board Review series: Available from MSU Library electronically (see link below)

Recommended Websites

NBOME.org

NBME.org

MSU Library Medical Board Exam Preparation guide:

<https://libguides.lib.msu.edu/medicalboardexamprep>

MSUCOM On Target:

<https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE
Board Study Plan	D2L	11:59pm on the First day of rotation
TrueLearn Pretest	TrueLearn	11:59pm on the third day of rotation
TrueLearn Board Review Question Quizzes	TrueLearn	By Sunday at 11:59pm Weekly

REQUIREMENT	SUBMISSION METHOD	DUE DATE
Completed Board Study Plan and Self-reflection	D2L	11:59pm on the Last day of rotation
TrueLearn Board Review Question Exam	TrueLearn	By Sunday at 11:59pm last week 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 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.	11:59pm on the Last Day of Rotation

ASSIGNMENTS

Board Study Plan

Weekly Goals and Objectives will be individualized to each student but should be listed on the Board Study Plan. The Board Study Plan will be submitted and approved by the IOR on the first day of rotation. The completed and checked off Board Study Plan is to be submitted on the last day of rotation. For any activities that were unable to be met during the rotation, the student will supply a self-directed plan to complete. If either study plan is submitted late, only 80% credit will be received for the late assignment.

TrueLearn Pretest

A pretest of 176 board review questions will be assigned on the first day of rotation and must be completed by the end of day three of rotation. This pretest will be timed and cover all topics. This will serve as a baseline to reveal areas for study and knowledge gaps.

Self-Reflection

The student should submit a one-page self-reflection on the last day of rotation. This should focus on insights gained through the rotation and plans for future studying. If this assignment is submitted late, only 80% credit will be received for the assignment.

Board Review Question Quizzes

Board Review Question Quizzes will be assigned weekly on TrueLearn COMBANK. Each weekly quiz will be 88 questions and a score of 60% on each quiz is required. Quizzes will be

untimed but only allowed to be taken once. Quizzes are assigned for Week 1 for a two-week rotation, and Weeks 1-3 for a four-week rotation.

Board Review Question Exam

The student will complete one Board Review Question Exam of 176 questions from TrueLearn COMBANK during the last week of the rotation. This exam will be taken in a timed mode to mimic an exam setting and encompass all topics and all disciplines. The score report will be uploaded to D2L and will be graded on completion.

ONLINE MODULES

Optional online modules will be available on D2L:

- Time Management Skills
- Foundational Study techniques
- Self-Directed Learning
- Test taking skills.

ROTATION EVALUATIONS

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

CORRECTIVE ACTION PROCESS

If a student does not successfully complete the rotation requirements of the course, the student will 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:

- Board Study Plan
- TrueLearn Weekly Quizzes
- TrueLearn Pretest
- TrueLearn Exam
- Self-Reflection
- Completed study plan.
- Student Evaluation

Students will be required to complete the outstanding assignment(s).

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.

If a student **successfully completes** the corrective action process, as determined by the IOR, 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)

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. Additionally, a letter of unprofessional behavior for late submission of assignments will be sent to the MSUCOM Spartan Community Clearinghouse

STUDENT RESPONSIBILITIES AND EXPECTATIONS

This is a virtual rotation. Students are responsible for self-paced learning and timely completion of assignments within the rotation.

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.
- 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.

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 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</u> days off any one rotation (including personal days off) 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 and must have a license appropriate to his/her specialty of practice and be supervising the medical student within that scope of practice as delineated by the credentialing body of the facility.

Level of Supervision/Responsibilities

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

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

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

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

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

Medical students with any concern regarding clinical, administrative, and educational

or safety issues during his/her rotation will be encouraged to contact the supervising physician or clerkship/course director.

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

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- 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

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

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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 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, if exposure incident occurs: enright4@msu.edu.

STUDENT VISA

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

SAMPLE BOARD STUDY PLAN

Study resources:		What study habits from Level 1 worked well for you:			What study habits need improvement:		
Date:	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Topics and Objectives:							
AM:							
PM:							
Summary							

SUMMARY OF GRADING REQUIREMENTS: 2- WEEK ROTATION

Requirement	Submission Method	Pass	No Grade Reported	No Pass
Board Study Plan	D2L	Complete and uploaded to the correct D2L dropbox by 11:59pm on the first day of rotation	Will be conditional until all requirements are met.	Failure to complete and upload by the end of rotation
TrueLearn Pretest	TrueLearn	Complete by 11:59pm on Day 3 of rotation.	Will be conditional until all requirements are met	Failure to complete by two weeks after the last day of rotation
TrueLearn Board Review Questions	TrueLearn	Complete and at least 60% correct during week one by Sunday at 11:59pm	Will be conditional until all requirements are met.	Failure to complete by two weeks after the last day of rotation.
Completed Board Study Plan and Self-reflection	D2L	Complete and uploaded to the correct D2L dropbox by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete by two weeks after the last day of rotation
TrueLearn Board Review Question Exam	TrueLearn	Completed by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete by two weeks after the last day of rotation
Student Evaluation of Clerkship Rotation	Medtrics	Completed by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete by two weeks after the last day of rotation

SUMMARY OF GRADING REQUIREMENTS- 4- WEEK ROTATION

Requirement	Submission Method	Pass	No Grade Reported	No Pass
Board Study Plan	D2L	Complete and uploaded to the correct D2L dropbox by 11:59pm on the first day of rotation	Will be conditional until all requirements are met.	Failure to complete and upload by the end of rotation
TrueLearn Pretest	TrueLearn	Complete by 11:59pm on Day 3 of rotation.	Will be conditional until all requirements are met	Failure to complete by two weeks after the last day of rotation
TrueLearn Board Review Questions	TrueLearn	Complete and at least 60% correct during weeks 1-3 by Sunday at 11:59pm	Will be conditional until all requirements are met.	Failure to complete by two weeks after the last day of rotation.
Completed Board Study Plan and Self-reflection	D2L	Complete and uploaded to the correct D2L dropbox by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete by two weeks after the last day of rotation
TrueLearn Board Review Question Exam	TrueLearn	Completed by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete by two weeks after the last day of rotation
Student Evaluation of Clerkship Rotation	Medtrics	Completed by 11:59pm on the last day of rotation	Will be conditional until all requirements are met.	Failure to complete by two weeks after the last day of rotation