

IM 619
Readiness for Residency
A Simulation Based Competency

CLERKSHIP ELECTIVE ROTATION
SYLLABUS

OSTEOPATHIC MEDICAL SPECIALTIES
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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

Welcome to the Readiness for Residency Course. We think you will find your experience with us a valuable one in preparation for your internship year. Our Faculty are trained and skilled in all the techniques you will be instructed in. To the best of our abilities, we will use the Mastery Learning Model of Education, along with simulation and discussion-based formats to help you be successful. Mastery Learning in a nutshell requires skilled facilitators (the faculty); interested and dedicated learners (you the students); adequate facilities (we are hopeful); and embodies the philosophy that the participant will be successful, but some may take longer than others to get there. We will attempt to do this in the confines of the class time we are allotted. This will require you to study and be prepared for each session, and we do have some further deliberate practice built in for those not quite at the Mastery level when doing the post tests for each item.

This rotation is a balance of procedural and communication skills necessary to navigate the intern year. Some institutions provide maximal guidance and supervision while others are expecting you to have this knowledge and to be able to perform nearly independently because you are now the doctor you wanted to become. Regardless, it will boost your confidence and competence when you are in charge, making the decisions, performing the communication with patients and their support systems, and performing the procedures, even under supervision.

Attendance: It is expected that all participants will be present and fully engaged every day during the week (Monday through Friday). This syllabus lists the components of the curriculum. An * denotes the items we will attempt to take you to mastery learning level on. There is no other medical school in the country that provides this type of complete educational preparation for internship. Some schools provide 4-6 items for all their students. They however do not have 300 students/class. **As far as scheduling goes, all components are required, and due to the time constraints around your upcoming graduation we are hopeful everyone stays healthy and can participate. However, if there is a section that you cannot attend due to a health or family emergency please let us know and we will do our best to help you make this up. No excused absences will be made for social events.**

Course Faculty

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ELECTIVE COURSE SCHEDULING

Preapproval

- This course requires preapproval from the IOR. The student must contact the IOR via email with the following details of the rotation/rotation site:
 - This rotation will be conducted in East Lansing only. It is a first come, first serve sign-up rotation that is only open to fourth year MSUCOM students, who will graduate during the year of the course. It is specialty neutral. MSUCOM approval is required for every selective/elective rotation, so please email the Clerkship Team at COM.Clerkship@msu.edu to obtain the necessary approval.
- Once approved, your registration will be processed, and schedule updated. Confirmation of approval from the IOR is to be sent to COM.Clerkship@msu.edu for final clerkship approval and scheduling.

Required Prerequisites

- This course does not require any prerequisite courses.

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.
 - 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.

ROTATION FORMAT

This clerkship elective course consists of two weeks of simulation based procedure and communication skills that you will find invaluable during your first few months as an intern. Learning to perform well early will obviate the need to retrain bad habits that form without structure to your learning in these areas.

GOALS AND OBJECTIVES

GOALS

1. The primary goal of this elective course is to prepare the fourth year medical student with communication and procedural skills utilizing the simulated environment that will be essential for their intern year, regardless of specialty.
2. Facilitate clinical problem solving.
3. Promote the acquisition of basic skills necessary to be able to perform the tasks of an intern related to procedures and communication.
4. Encourage continued development of the student's professional attitude and behavior as it pertains to the healthcare system in total, and patients in particular.

5. Faculty goal is to make the MSUCOM student who participates in this course the sought after candidate for residency.

OBJECTIVES

At the end of IM 619 Readiness for Residency: A competency Based Skills Assessment rotation, in the simulation environment the fourth year MSUCOM student will be able to:

1. To train and assess the MSUCOM 4th year student against standard entry level milestones, entrustable professional activities and core competencies where appropriate, regarding procedural and communication skill sets important to a successful post graduate year 1 transition. Will provide base information to residency directors and also provide a formal assessment of each student participant prior to graduation. See entire class schedule.
2. Results to inform various aspects of curriculum leading to this capstone assessment for potential modifications as necessary.
3. Results to inform future residency director as to level of proficiency with topics covered
4. Perform an ultrasound guided triple lumen catheter insertion in the IJ vein, stating the indications, contraindications, risks and benefits, meeting Minimum Passing Standards.
5. With 100% accuracy interpret a post procedure x-ray image following central line placement or intubation tube placement.
6. Perform a lumbar puncture using sterile technique, stating the indications, contraindications, risks and benefits meeting Minimum Passing Standards.
7. List red flags to performance of OMT on a hospitalized patient.
8. Perform OMT on a hospitalized patient (model to be used, symptom drawn from a hat, based on list of common conditions amenable to OMT in the hospital setting), meeting Minimum Passing Standards.
9. Obtain informed consent from a patient or their power of attorney, meeting Minimum Passing Standards.
10. Establish goals of care, including code status with a patient and/or their family, meeting Minimum Passing Standards.
11. State the differences between comfort care, Hospice Care and Palliative Care
12. Determine who is the Power of Attorney legally
13. Interpret advanced directives
14. Interpret cardiac rhythm disturbances with 100% accuracy
15. Interpret 12 lead ECGs with 100% accuracy for STEMI, serious rhythm disturbances, predictors of risk for sudden death or significant rhythm disturbance
16. Suture a simple laceration with sterile technique, meeting Minimum Passing Standards.
17. Insert a peripheral IV line with sterile technique, meeting Minimum Passing Standards.
18. Differentiate a tension pneumothorax from tamponade based on clinical scenario, meeting Minimum Passing Standards.
19. Perform needle decompression of a tension pneumothorax, meeting Minimum Passing Standards.
20. Perform an intubation on an adult mannequin, meeting Minimum Passing Standards.
21. Perform an intubation on a pediatric mannequin, meeting Minimum Passing Standards.
22. Perform CPR on an adult mannequin with 100% accuracy
23. Perform CPR on a pediatric mannequin with 100% accuracy
24. Place and utilize an AED with 100% accuracy
25. Insert an oropharyngeal airway and use a bag valve mask for ventilation, meeting Minimum Passing Standards.

26. Insert a nasopharyngeal airway and use a bag valve mask for ventilation, meeting Minimum Passing Standards.
27. Manage a resuscitation from beginning to end, using correct rhythm identification, correct algorithms with correct therapies, closed loop communication and accurate documentation, meeting Minimum Passing Standards.
28. Deliver bad news meeting Minimum Passing Standards.
29. Correctly document a procedure note based on a simulation video
30. Document interactions with other medical professionals regarding patient care including turnovers
31. Complete the State of MI mandatory reporter form for child or elder abuse/neglect from a case-based scenario with 100% accuracy
32. Perform ultrasound on a fellow participant completing the HI-MAP images (Heart, IVC, Morrison's pouch and FAST, Aorta, Pneumothorax).
33. Answer nurse calls over the phone using closed loop communication, medical knowledge appropriate for scenario, and document the order on a computer, meeting Minimum Passing Standards.
34. Write admissions orders based on a recorded History and Physical exam meeting Minimum Passing Standards
35. Recertify BLS meeting AHA standards
36. Recertify ACLS meeting AHA standards

Topic Content Areas:

1. Hospital based procedures including laceration repair, central line insertion with ultrasound guidance, peripheral intravenous line insertion, lumbar puncture, intubation of adult and pediatric mannequins, insertion of foley catheter in male and female mannequin, performance of OMT in a hospitalized patient or on a patient with low back pain without red flags, needle decompression of tension pneumothorax, performing an ultrasound exam such as the HIMAP exam. Correctly interpreting EKGs and cardiac rhythm strips. Correctly interpret radiographs appropriate for procedural follow up. Documentation of procedure notes. Recertification of Basic and Advanced Cardiac Life Support.
2. Communication skills: Patient related: obtaining and documenting consent for procedures or examinations, assessing and interpreting power of attorney and advanced directive forms, discussion of healthy lifestyle modifications with patients. Delivery of Bad News to patients and their significant others. Death notification. Establishing goals of care.
3. Communication Skills – Inter-professional related: Turnover and Handoff communication formats, answering nurse calls for patient management, managing conflict in the chart, handling a scenario of who to talk to when things go bad
4. Personal Safety: where to turn when you suffer a needle stick – with particular attention to personal risk of not reporting. Describing what immunizations and testing you need to pay attention to for your personal safety and health.

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)

SUGGESTED STUDY RESOURCES

Recommended Texts

Recommended Websites

ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE (Please refer to D2L for actual due dates)
Module Quizzes given in class	Taken in person in class	Date given – results will be posted to D2L within 48 hours
Evaluations of Each Session to provide feedback to instructors for course improvements	Unclear at this time: Work in Progress and will be announced at the beginning of class	Preferably nightly when we complete a topic – will be announced in class
Attending Evaluation of Clerkship Student	Can be accessed via the “Attending Evaluation” link in Kobiljak online schedule. Email completed evaluation to COM.Clerkship@msu.edu	Last Day of Rotation
Student Evaluation of Clerkship Rotation	Can be accessed and submitted via the “Student Evaluation” link in Kobiljak online schedule.	Last Day of Rotation

*

Failure to do any of the above will result in an “N” grade and require remediation as determined by the Department of Osteopathic Medical Specialties at MSU/COM. Failure to upload/fax or mail required materials by 11pm the last Sunday of the rotation may result in an “N” grade as stated above as well.

WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

For the didactic portions of this course standard references will be used. All content will be on D2L and will be listed with links where appropriate to facilitate your speed in acquisition of study materials. These are all available through MSU Libraries Access Emergency Medicine or Access Medicine with your login or created by the faculty and then will be accessed through D2L. All items necessary will be linked in the D2L course site.

Create an account in Access Emergency Medicine if you have not done so yet and use for this rotation. This will be invaluable as you move forward. There are also sites for Access Medicine, Surgery, Anesthesia

- Access EM directions
- On the MSU Libraries main page: *Quick Links*, click on *Electronic Resources*
- Under *E-resources*, click on *Texts and Links*
- Under *Texts and Links*, you can search for Access Emergency Medicine.
- Clicking on that will then take you to the MSU NetID login site and then you can get access.
- Other readings as per each module.

You will also need a current Basic Life Support for Healthcare Provider Book from the American Heart Association (should have from course 2 years ago)

You will also need a current Advanced Cardiac Life Support Book from the American Heart Association (should have from course 2 years ago)

ROTATION EVALUATIONS

Attending Evaluation of Student

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.

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.

Students should keep a copy of the evaluation and leave the original with the Medical Education Office at the clinical training site where that office will review, sign, and forward the completed form to the COM Clerkship Team. 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. Be sure you are using the correct form.

Student Evaluation of Clerkship Rotation

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

Unsatisfactory Clinical Performance

The Instructor of Record and/or the Assistant Dean for Clerkship Education will review/investigate a student's performance on a rotation when a concern is raised by the supervisor(s), and 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.

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 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 after the last day of the rotation at 11:59pm:

The steps of the "Corrective Action" process for IM 619 Emergency Medicine Elective are as follows:

- 1) The student will be required to attend additional sessions specific to the content missed or not mastered by the end of the two weeks until satisfactory. Schedule will be mutually agreed upon by student and involved faculty.

If the student completes the corrective action successfully (as determined by the Instructor of Record), he or she will receive credit for successfully completing the grading requirement in question, regardless of whether it is at the mastery level or not.

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

Please note that while it is the responsibility of the student to ensure the Attending Evaluation of the Clerkship Student is completed, this requirement may extend beyond the corrective action date. Additionally, in the event of a COMAT failure on first attempt, the corrective action for the repeat COMAT may extend beyond 14 days.

As determined by the Instructor of Record, the student will receive an N grade for the course if all assignments and the Corrective Action process are **not completed** successfully within 14 days after the last day of rotation at 11:59pm (with the exception of the Attending Evaluation). Additionally, a

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

If a student **successfully completes** the Corrective Action process, as determined by the Instructor of Record, the student will receive credit for the deficient academic grading requirement(s) and be eligible for a rotation grade change from ET to Pass (pending the Attending Evaluation of the Clerkship Student and COMAT score).

The student who fails to complete any portion of the required content, who has a verifiable reason why they failed to do so, will be allowed a 2-week grace period or more depending on the circumstances, Failure to meet this two week deadline will result in an N grade. Faculty will work to assure that all components are met by all students.

Note: By the nature of this course it is the expectation that all students will achieve satisfactory performance. Due to the time constraints, and the fact that this is material that is sometimes not mastered despite faculty and students 'best efforts', some students on some activities will receive an unsatisfactory rating on one or more activities. This is an expected outcome for any given student on any given procedure or skill being assessed. The faculty will do their best, along with the student to achieve all goals, but as long as participation is active an unsatisfactory or 'did not meet' mastery will be used primarily to inform the future residency director of the skills attained and not attained during the elective, and where they might need focused attention once the resident arrives. It will not result in a visit to COSE.

If the student does not complete the corrective action successfully, the student will receive an "N" grade for the course and will then proceed to the "Remediation Policy" process as determined by the Committee on Student Evaluation (COSE). This will most likely delay graduation.

BASE HOSPITAL REQUIREMENTS

Students are responsible for completing all additional requirements set by the hospital/clinical site in which the student is completing the rotation. Students are not responsible for reporting results of requirements outside the ones listed above to the college.

STUDENT RESPONSIBILITIES AND EXPECTATIONS

During the 2 weeks of the rotation, the student is required to meet clinical and academic responsibilities:

- *The student **will meet the following **clinical responsibilities** during this rotation:***
 - There are no clinical responsibilities associated with this elective
- *The student **will meet the following **academic responsibilities** during this rotation:***
 - Students are expected to: assess their personal learning needs specific to this academic rotation, engage in deliberate, independent and guided learning activities to address their gaps in knowledge, skills or attitudes; and solicit feedback and use it on a daily basis to continuously improve their procedural and communication.
 - Students are expected to: Treat all equipment and simulation staff with respect, and full ownership for the success of the elective. With active participation and ownership it will be a maximal learning experience

- Students are expected to: Give professional and hopefully useful feedback on areas to improve and areas to leave as is regarding each module of the 2 week elective course.

Meeting or not meeting the above responsibilities will be used by the instructors of record in the determination of the final grade in the course (See “Corrective Action Process for Deficient Academic Requirements” Below).

To successfully complete this rotation you must do **ALL** of the following:

1. Show up on time and prepared to participate. This will be an intensive experience and you will be practicing at home, and on down time during the day when others are being evaluated in some instances.
2. **You will need to sign in daily and stay for the entire day for each of the 10 days.**
3. Vacation may not be scheduled during this rotation.
4. Maintain professional appearance and behavior at all times. You must achieve a satisfactory level on the direct observation rating form. Ratings of unsatisfactory in any category will be reviewed with you by a member of the MSU/COM Readiness for Residency faculty with a specific plan for remediation to be decided on a case-by-case basis.
5. All written work must be original and completed on an individual basis. Although it may be expeditious to copy someone’s notes on a patient the real learning and confidence comes from trying and doing it yourself.

All students who fail to complete all modules, whether completely successful or not, will receive an individual action plan to improve their performance, and if the student is unsuccessful, they will be noted as such on the final summary evaluation. The Mastery Learning Model of Curriculum presumes all students will be able to achieve the set goals and objectives to Mastery Level, and as such it would be unlikely that a student would receive an N grade unless they are disrespectful, or otherwise unprofessional. An N grade will result in a meeting with the Committee on Student Evaluation and may delay your graduation date.

Although it is recognized that rotation evaluations are not under the complete control of the student, it is still the responsibility of the student to assure their timely completion. Evaluations will be completed on a rolling basis when any topic is completed so as to obtain individualized topic information that will be used to guide further enhancements in this elective course. Your honest feedback will be most welcome. In addition, we would like to have your honest feedback regarding the content and delivery for each module. These will be submitted on the same day they are requested. It is our intention.

ATTIRE AND ETIQUETTE

As this is a laboratory class in which there are no patients it is acceptable to come in blue jeans (without holes), or other semi-casual attire. Please dress in khaki type pants and a minimum of a polo when we are going to be interacting with standardized patients. **Name tags must be worn at all times, and above the waist so we can more easily learn your names.** Clean scrubs are acceptable as well.

B. Sharps

After using suture trays, central line trays, LP trays please get in the habit of putting all the parts to the kit back together. This is somewhat artificial as you will be responsible for removing all sharps and disposing of them safely when you are doing these same procedures on a patient. However it will facilitate station turnaround while the faculty are completing you rubrics.

C. Equipment

You will need to bring the suture set that you purchased while a second year student. Also bring outdated or open but not used packets of suture from your hospital. The surgery and OB departments are often happy to save opened but not used suture for students to use for practice. Ask at your institution. In addition if there are opened procedure kits in which the majority of the kit is not used, please ask to have the left over pieces for this simulation class. We can usually make a few kits out of the leftovers. i.e. sometimes a catheter drops on the floor so they open a new kit and only take out the catheter. We would be happy to have the rest of the kit. Some hospitals save these for their simulation labs so do not take without asking. Also would love to have you bring printed off rhythm strips and 12 lead ekgs that are abnormal.

D. Serving as a model for labs

During the ultrasound lab and OMM lab you will be expected to serve as a model for your fellow students. Dress as appropriate for OMM lab for each experience and you will be fine. Please bring a towel to wipe off the gel as well. This will keep us from sharing germs.

MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES

The following are standard MSUCOM policies across all Clerkship rotations.

ATTENDANCE POLICY

OVERVIEW

Michigan State University College of Osteopathic Medicine (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 vacations already appearing in schedules and should only request 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 these requirements according to the respective course syllabus.

GENERAL POLICY

- All absences from rotations must be **excused absences** obtained by completing the *Clerkship Program Excused Absence Request Form*.
 - Appropriate signatures must be obtained from both the attending physician and the student coordinator at the rotation site.

- MSUCOM Assistant Dean for Clerkship Education must approve absences for prolonged illnesses, bereavement, research presentations/conferences, or absences exceeding the maximum time off any one rotation.
- Once appropriate approval signatures are obtained, forms should be maintained for your records in the event they are requested or required at a later date.
- **Unexcused absences** are absences taken without the proper completion of the *Clerkship Program Excused Absence Request Form*, or absences outside of those listed 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).

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 Assistant Dean for Clerkship Education via email (com.clerkship@msu.edu) prior to the absence.
2 weeks	0 days	

Exception for residency interviews from October to January in Year 4 only

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 during Year 4 for interview purposes only. If interview absences exceed these totals, the student must request additional days off from the MSUCOM Instructor of Record (IOR) for the course/rotation by submitting a *Clerkship Program Excused Absence Request Form* to the Course Assistant (CA). Contact information for the IOR and CA are found on the first page of the respective MSUCOM course syllabus.

Absence Type	Qualifications	Maximum number of days off	Details	Required Approval from Assistant Dean for Clerkship Education
Personal Day	Illness Medical/Dental appointments Wedding, family graduations (additional reasons must be discussed with the Asst Dean for Clerkship Education prior to request)	5 total days per year (individual events must comply with the max of 2 days off any 4-week rotation)	Vacations must be planned during allotted vacation time in schedule. Vacations are not acceptable personal day absences.	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	Time required to complete exam	Students should be reporting to rotation before/after examination	No
Conference/Research Presentation	Research presentation on core rotation	Travel and presentation time only	While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated. Required for request to Asst Dean for Clerkship Education; conference agenda, location, date of presentation, invitation, or confirmation of presentation by conference staff, proposed dates of absence.	Yes
	Conference or research presentation while on an elective rotation	3 days on a 4-week elective rotation	Student must submit <i>Clerkship Program Excused Absence Request Form</i> and copy of conference agenda to the Assistant Dean for Clerkship Education to attend one (1) professional meeting on a 4-week rotation. Students cannot miss rotation days for a conference during a 2-week elective rotation.	Yes
Prolonged Illness, Bereavement, Maternity Leave	Medical related absence or bereavement	TBD	Students-contact the Assistant Dean for Clerkship Education to discuss time off rotations	Yes

Clerkship Program Excused Absence Request Forms- Once appropriate approval signatures are obtained; forms should be maintained for your records in the event they are requested or required at a later date

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.

STATEMENT OF PROFESSIONALISM

Principles of professionalism are not rules that specify behaviors but guidelines that provide direction in identifying appropriate conduct. These principles include the safety and welfare of patients, competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and lifelong learning for maintenance of professional skills and judgments. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context is the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity, and morals displayed by the student to faculty, peers, patients, and colleagues in other health care professions.

Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional student.

STUDENT RIGHTS AND RESPONSIBILITIES

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty. Students share the responsibility with faculty for creating an environment that supports academic honesty and principles of professionalism. Proper relationship between faculty and student are fundamental to the college's function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.

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.

FACULTY RESPONSIBILITIES

It is the responsibility of the college faculty to specify the limits of authorized aid (including but not limited to exams, study aids, internet resources and materials from senior students) in their syllabi, and it is the responsibility of students to honor and adhere to those limits. Course instructors shall inform students at the beginning of the semester of any special criteria of academic honesty pertinent to the class or course.

It is the responsibility of the clinical faculty to provide students with ongoing feedback during rotation upon request. Clinical faculty are generally recommended (though not required) to limit student assigned duty hours from 40 to 60 hours weekly (and not exceeding 60 hours). Both faculty and students are to be treated fairly and professionally to maintain a proper working relationship between trainer and trainee.

COURSE GRADES

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

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

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

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

N Grade Policy

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

STUDENT EXPOSURE PROCEDURE

There should be no blood borne pathogen exposure in this class as it is mannequin only for the procedures that will be mastered.

Contact Assistant 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 this VISA form to the Clerkship Team (COM.Clerkship@msu.edu), A-332 East Fee Hall, 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 updates or modifications to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit an updated version to the Clerkship Team if he or she intends to use the new accommodation going forward.

SUMMARY OF GRADING REQUIREMENTS

Requirement	Submission Method	Honors Designation	Pass	Extended Grade	No Pass
Module Quizzes given in class	Taken in person in class	N/A	Date given – results will be posted to D2I within 48 hours	N/A	Failure to do any of these will result in an “N” grade and require remediation as determined by the Department of Osteopathic Medical Specialties at MSU/COM. Failure to upload, mail or submit required materials by 11pm the last Sunday of the rotation may result in an “N” grade as stated above as well.
Evaluations of Each Session to provide feedback to instructors for course improvements	Unclear at this time: Work in Progress and will be announced at the beginning of class	N/A	Preferably nightly when we complete a topic – will be announced in class	N/A	
Attending Evaluation of Clerkship Student	Can be accessed via the “Attending Evaluation” link in Kobiljak online schedule. Email completed evaluation to COM.Clerkship@msu.edu	N/A	By 11:59 pm last Sunday of course. Must submit to receive a passing grade, student will have an “ET” grade until the evaluation is completed.	N/A	

Requirement	Submission Method	Honors Designation	Pass	Extended Grade	No Pass
Student Evaluation of Clerkship Rotation	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule.	N/A	You will receive your final evaluation within one week of the end of the rotation. You will have gotten individual feedback on each module already, this final evaluation will be summative of the course. You will have 48 hours to read and sign and return to the Clerkship Office via email.	N/A	Failure to do any of these will result in an "N" grade and require remediation as determined by the Department of Osteopathic Medical Specialties at MSU/COM. Failure to upload, mail or submit required materials by 11pm the last Sunday of the rotation may result in an "N" grade as stated above as well.