

RAD 612
Interventional Radiology

CLERKSHIP ELECTIVE ROTATION SYLLABUS

Department of Radiology
KEVIN C. ROBINSON, D.O.
INSTRUCTOR OF RECORD
robin280@msu.edu

EFFECTIVE AUGUST 1, 2023 TO JULY 31, 2024

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

Beth Clarke, MPA
COURSE ASSISTANT (CA)
clarkem@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
Required Prerequisites	1
Course Confirmation and Enrollment.....	1
ROTATION FORMAT	1
GOALS AND OBJECTIVES	1
EDUCATIONAL PURPOSE AND GOALS.....	1
Principal Teaching Methods.....	2
Educational Content	2
Principal Ancillary Educational Materials.....	3
Methods of Evaluation	3
Testing and evaluation	3
Rotation Specific Competency Objectives.....	3
COLLEGE PROGRAM OBJECTIVES	4
REFERENCES	4
Desire 2 Learn (D2L).....	4
ROTATION REQUIREMENTS	4
ROTATION EVALUATIONS	5
Attending Evaluation of Student.....	5
Student Evaluation of Clerkship Rotation	5
Unsatisfactory Clinical Performance	5
CORRECTIVE ACTION.....	6
BASE HOSPITAL REQUIREMENTS	6
STUDENT RESPONSIBILITIES AND EXPECTATIONS	6
MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES	6
CLERKSHIP ATTENDANCE POLICY.....	6
Excused Absences	6
POLICY FOR MEDICAL STUDENT SUPERVISION	9
Supervisors of the Medical Students in the Clinical Setting.....	9
Level of Supervision/Responsibilities.....	9
MSUCOM STUDENT HANDBOOK	10
COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT	10
MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES	11
MSU EMAIL	11
COURSE GRADES	11
N Grade Policy	12

STUDENT EXPOSURE PROCEDURE.....	12
STUDENT VISA	12
SUMMARY OF GRADING REQUIREMENTS	13

INTRODUCTION AND OVERVIEW

This syllabus provides an overview of rotation goals and objectives designed to help you gain an understanding of the breadth and scope of this subject. As you progress through the rotation, you will perform certain activities intended to help you meet the identified goals and objectives. Please make sure to review this syllabus in its entirety to ensure understanding of the rotation format, syllabus content, and Michigan State University College of Osteopathic Medicine (MSUCOM) expectations.

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 does not require any prerequisite courses.

Course Confirmation and Enrollment

- The student must be an active student at 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 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 course is designed to provide the student with an opportunity to actively engage in patient-based, learning experiences under the guidance of a faculty member (preceptor) in collaboration, as appropriate, with residents and/or fellows.

Rotations are typically two weeks, three credit hours or four weeks, six credit hours in duration. Timeframes for each rotation are decided at least 30 days prior to the beginning of the rotation.

The overall performance of course participants will be evaluated through customary assessment instruments normally employed by the department for core rotations, at the discretion of the instructor of record.

GOALS AND OBJECTIVES

EDUCATIONAL PURPOSE AND GOALS

Interventional Radiology (IR) is a branch of medicine that diagnoses and treats a variety of disease throughout the body using percutaneous methods guided by radiologic imaging. The unique clinical and invasive nature of practice in vascular and interventional radiology requires special training and specific

Interventional Radiology RAD 612

skills. The purpose of this rotation is to familiarize the student with the signs and symptoms of disorders amenable to diagnosis and/or treatment by interventional radiology techniques. The significance of the symptoms must be understood as well as the pathophysiology and natural history of the disorders. The student will be exposed to the indications for and contraindications to basic vascular and interventional procedures and will observe the clinical and technical aspects of implementation. They will gain a basic understanding of clinical evaluation and follow up, imaging methods, including percutaneous image guided procedures, and the fundamentals of radiation physics, radiation biology, and radiation worker and patient protection.

Principal Teaching Methods

1. Students will rotate in the designated radiology department for the designated time of the rotation.
2. Student will shadow resident and attending radiologists within interventional radiology. There may be a pre-test and a post-test to document learning. The student will also be required to prepare and present a 5 to 10-minute PowerPoint presentation on an agreed upon topic, generally an interesting case encountered during the rotation.
3. Students will be expected to attend the various conferences and didactic lectures provided by the department (i.e., Grand Rounds, Tumor Board, CPC, M&M Conference, etc.) They will also attend interdepartmental conferences involving radiology. They will be required to sign in at daily conferences to document attendance.
4. Rotation Directors will complete all evaluations at the end of the rotation.

Educational Content

1. Mix of diseases: The disease mix includes all patients, inpatient and outpatient, who are undergoing interventional radiology procedures.
2. Patient characteristics: Radiology cases include both outpatient and inpatient cases as determined by the patient mix at the host department. Demographic and ethnic mix approximates that of the local community. The extensive socioeconomic diversity of the various participating institutions and patient populations support a stimulating training experience with broad diagnostic challenges.
3. Learning venues: Each of the participating radiology departments provides a stimulating and balanced exposure to the patients in that community.
4. Procedures: The types of radiological examinations and procedures available for observation include:
 - Angiography
 - Angioplasty and stent
 - Venography
 - Venous Access
 - Biliary Drainage
 - Nephrostomy
 - Abscess Drainage
 - Percutaneous Biopsy
 - Embolization
 - Percutaneous spine intervention (if available)
 - Pain management (if available)
5. Ancillary individuals interacted with may include residents, fellows, technologists, and staff.
6. Duration: The rotation is intended for a 2- 4-week block.
7. Structure: The day typically begins at 7:00 a.m. and ends at 4:00 p.m. Most of the day will be spent in the reading room and procedural suites. Independent study using departmental and web resources may be permitted during the afternoons.
8. A schedule of daily assignments will include at minimum:

Interventional Radiology RAD 612

- Clinical time 5 days a week.
- Reading educational materials with daily assignments.
- Attend hospital and department conference including interdisciplinary and radiology specific conferences.
- Students are expected to continue to attend any mandatory conferences and didactic sessions of their college during the rotation.

Principal Ancillary Educational Materials

1. Textbooks from which selected reading are assigned:
 - Vascular and Interventional Radiology: The Requisites, Second Edition by John Kaufman and Michael Lee.
 - Vascular and Interventional Imaging: Case Review Series, Third Edition by Saad, Khaja & Vedantham.
 - Atlas of Vascular Anatomy, Second Edition by Renan Uflacker
 - Abrams' Angiography: Interventional Radiology, Third Edition by Geschwind and Dake
 - Vascular and Interventional Radiology, Second Edition by Karim Valji
 - Introduction to Vascular Ultrasonography, Fifth Edition by Zwiebel and Pellerito
 - Handbook of Interventional Radiologic Procedures, Fifth Edition by Kandarpa, Machan and Durham
 - Teaching Atlas of Interventional Radiology: Non-Vascular Interventional Procedures (Teaching Atlas Series), First Edition by Saadoun Kadir
2. Textbooks, current radiology periodicals, and digital teaching series will be available in the onsite Radiology library and may vary somewhat by site.
3. Full service, extended hour, libraries are present at Michigan State University with onsite medical librarians, web-based searchable medical databases, and standard medical journals in both print and electronic formats. In addition, all MSU students have 24-hour access to the extensive online Michigan State University electronic library, including databases and electronic journals.

Methods of Evaluation

The radiologist supervising student education at each host department completes standard evaluations in place for the clerkship rotations.

Testing and evaluation

It is highly recommended that a radiology related PowerPoint presentation be presented as appropriate at the host department and submitted to the MSU Radiology Department education coordinator for review.

Rotation Specific Competency Objectives

1. Become familiar with the appropriateness of patient selection for a requested basic procedure through review of available history, imaging, laboratory values and proposed/expected outcomes of the procedure.
2. Have a basic understanding of history/physical findings or treatment scenarios that would require pre-procedure assistance from other specialty disciplines such as cardiology, anesthesia, surgery, and internal medicine.
3. Have observed the informed consent process, after a review with the patient of the procedure(s), risks, benefits, and alternative therapeutic options/procedures. Additionally, will have observed and practiced the pre-procedure physician exam and evaluation.

Interventional Radiology RAD 612

4. Have a basic understanding of the abnormalities and physical signs/symptoms that need immediate attention during a procedure.
5. Have a basic understanding of percutaneous access selection for biopsies/drainages for multiple imaging modalities.
6. Have a basic understanding of vascular access for device placement as well as endovascular intervention.
7. Have introductory knowledge of endovascular therapies and indications.
8. Have introductory knowledge of equipment available for and indicated for interventions (i.e., catheters, guidewires, embolization materials, etc.).
9. Have observed post procedure recover and patient management.
10. Have an understanding for follow-up and indications for follow-up imaging.
11. Have a basic understanding of certain pharmacological considerations in this setting:
 - Drug/contrast reactions
 - Antibiotic therapy
 - Conscious sedation
 - Anesthesia/analgesia
 - Anticoagulation

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

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: **RAD 612**.

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

ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE
Attending Evaluation of Clerkship Student	Students must select their attending physician as directed within the rotation description in Medtrics. At the start of the last week of the rotation, students will need to request an evaluation in Medtrics. By requesting an attending evaluation from their assigned attending physician, the attending physician will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics. Attendings will be able to electronically access and submit the forms on behalf of their students.	Last Day of Rotation
Student Evaluation of Clerkship Rotation	Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: https://msucom.medtricslab.com/users/login/ . By the last week of each rotation, students will receive an automated	Last Day of Rotation

	email link connecting them to their assigned evaluation. Students can also access pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.	
--	---	--

ROTATION EVALUATIONS

Attending Evaluation of Student

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

Attendings will be able to electronically access and submit the Attending Evaluation of the Student. Attendings will access the electronic form within Medtrics by selecting the email link on a smart device. No login (username/password) will be required for attendings to access their pending evaluation(s) assigned to them. After the electronic form has been submitted by their attending, students can review the Attending Evaluation of the Student that were completed by visiting the 'Evaluations' module (in the 'About Me' tab) of their Medtrics profiles.

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

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

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

Student Evaluation of Clerkship Rotation

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

Unsatisfactory Clinical Performance

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

Professionalism concerns, 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

There is no Corrective Action offered on this course. As determined by the Instructor of Record, the student will receive an N grade for the course if all assignments are **not completed** successfully by (the Tuesday) two 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.

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

Course participants will meet the preceptor on the first day of the rotation at a predetermined location to be oriented to rotation hours, location(s), and expected duties and responsibilities while on-service.

- *The student will meet the following **clinical responsibilities** during this rotation:*
 - Students are expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

- *The student will meet the following **academic responsibilities** during this rotation:*
 - Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patients' health problems.
 - Students are expected to: assess their personal learning needs specific to this clinical rotation, engage in deliberate, independent learning activities to address their gaps in knowledge, skills, or attitudes; and solicit feedback and use it on a daily basis to continuously improve their clinical practice.

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.

Maximum time off any rotation*

Length of Rotation	Maximum Number of Days Off	
4 weeks	2 days	Should an absence exceed these limits, the student is responsible for requesting additional days off from the Associate Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.
2 weeks	0 days	

**Exception: A fourth-year student may be absent a total of 4 days on any 4-week rotation or 2 days on any 2-week rotation during the months of October-January for interview purposes only. If interview absences exceed these totals, the student must submit a Clerkship Program Excused Absence Request Form (with appropriate signatures obtained from the rotation attending and rotation site) to the Associate Dean for Clerkship Education via email (COM.Clerkship@msu.edu) prior to the absence.*

Interventional Radiology RAD 612

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

Clerkship Program Excused Absence Request Forms Once appropriate approval signatures are obtained, forms must be uploaded to the 'Excused Absences' folder within each student's Medtrics profile. Students should maintain a copy for their records.

POLICY FOR MEDICAL STUDENT SUPERVISION

Supervisors of the Medical Students in the Clinical Setting

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

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

Level of Supervision/Responsibilities

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

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

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

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

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

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

MSUCOM STUDENT HANDBOOK

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

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

COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT

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

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

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

- **Responsibility:** Supporting a shared culture of accountability
 - Effective Use of Time and Resources: Invest time, energy, and material resources efficiently in order to provide effective services; demonstrate integrity and stewardship of resources.
 - Critical Thinking Skills: Recognize and differentiate facts, illusions, and assumptions; question logically; identify gaps in information and knowledge.
 - Mindfulness and Self-Care: Actively engage in surrounding circumstances and activities; self-assess, self-correct, and self-direct; identify sources of stress and develop effective coping behaviors.
- **Expertise:** Having relevant skills or knowledge
 - Core of Knowledge: Develop core professional knowledge; apply the knowledge in clinical, academic, and administrative settings.
 - Technical Skills: Show competency and proficiency in performing tasks that are integral to the scope and practice of your profession; identify needs and resources for learning; continually see new knowledge and understanding in your profession.

MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students enrolled in MSUCOM are defined by the medical colleges of Michigan State University, including the College of Osteopathic Medicine, the College of Human Medicine, and the College of Veterinary Medicine. Students enrolled in the professional curricula of these colleges are identified as “medical students.” These colleges collectively define “Medical Student Rights and Responsibilities” (MSRR). This document addresses academic rights and responsibilities, governance, procedures for complaints, due process, and other topics. The current version is available on the MSU Spartan Life website at the address below: <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>

MSU EMAIL

To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking their MSU email accounts daily and maintaining their MSU mailboxes so that messages can be received.

Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the clinical education program.

Further, students must use secure email when working in a hospital, clinic, or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail, and Yahoo are not.

COURSE GRADES

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

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

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

N Grade Policy

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

STUDENT EXPOSURE PROCEDURE

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

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

STUDENT VISA

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (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	No Grade Reported	No Pass
Attending Evaluation of Clerkship Student	Attendings receive an automated email link connecting them to their assigned evaluation(s) within Medtrics, where they may access and submit the electronic form(s) directly	<ul style="list-style-type: none"> • Student may receive "Below Expectations" in up to one (1) subcategory. • Overall categories must receive "Meets Expectations" or "Exceeds Expectations" 	Will be the conditional grade until all requirements of this rotation are met.	<ul style="list-style-type: none"> • Receives two (2) or more "Below Expectations" within the subcategory sections. • Receives comments that indicate below expectations of performance. • See Unsatisfactory Clinical Performance above
Student Evaluation of Clerkship Rotation	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed 100% by 11:59 pm the last day of the rotation	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and submit within 14 days from the end of the rotation