

FCM 650 – Principles of Family Medicine II

US23, FS23, SS24

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Notice to Students: Although course syllabi at MSUCOM have a consistent format, important details differ by course. For this reason, you must read the syllabus thoroughly at the onset of each course to know what the course will provide and what is expected of you.

Section 1 – Course Information

Course Description

Principles of Family Practice I (FCM 650) is a 1 credit hour course. You will be placed in the offices of primary care physicians to observe and participate in the delivery of quality and evidence-based primary healthcare. This rotation allows you to observe the role of the primary care physician in the continuity of care for their patients. You are supplied an appropriate environment to practice and refine skills in data gathering, communication, physical examination, medical documentation, differential diagnoses development, physician-patient relationships, clinical problem solving, ethical decision making, patient education, and lifelong learning.

Measurable Course Objectives

The American Osteopathic Association has identified osteopathic core competencies (OCC) essential for your practice as a future osteopathic physician. These are embedded throughout our programmatic objectives and curriculum. Our curricular structure also encourages your proficiency in the Core Entrustable Professional Activities (EPAs) for Entering Residency as defined by the Association of American Medical Colleges to help you build toward that future phase of your journey toward medical practice. By the end of this specific course, you should be able to achieve the following objectives within each domain indicated:

Osteopathic Principles and Practice

Apply knowledge and skills related to osteopathic principles and practice in the discussion of patient assessment and treatment plans. (*OPP Principles/Integration*)

Medical Knowledge

Relay knowledge of concepts related to patient care and health in family medicine. Examples: common conditions and clinical presentations, related skills and procedures, urgent/emergent patient care scenarios, approaches to clinical problem solving, and/or current diagnostic and treatment/management guidelines. (*Clinical Science: Family*)

Practice-Based Learning and Improvement

Practice using standardized clinical decision-making and assessment tools, including the ability to form a clinical question, in the primary care setting. Examples: Diabetes and falls assessments. (*Clinical Decision-Making - EPA 7*)

Professionalism

Demonstrate competency in professionalism, including in both appearance and behavior. *(Ethics/Professionalism)*

Exhibit respect, altruism, compassion, integrity, honesty, and trustworthiness in interactions with patients, staff, and physicians. *(Humanistic Behavior)*

Promote personal well-being and work-life balance by applying skills related to time management during patient encounters. *(Self-Care)*

Interpersonal and Communication Skills

Demonstrate effective basic communication skills, including documenting a clinical encounter. *(Documentation/Communication - EPA 5, EPA 6)*

Interprofessional Education for Collaborative Practice

Express knowledge of roles played by primary care physicians and other health care staff in the community ambulatory care setting, along with their connection to specialist care. *(Interprofessional Roles/Responsibilities)*

Collaborate with awareness of how various roles in the interprofessional health care team interact with one another and patients to assess and address the health care needs of patients. Examples: medical assistants, nurses, primary care physicians, etc. *(Interprofessional Teams/Teamwork)*

Patient Care and Procedural Skills

Gather an accurate, thorough history from the patient and other relevant sources while fostering a comfortable, non-judgmental atmosphere. *(Data Gathering - EPA 1)*

Practice developing an evidence-based, cost-effective, patient-centered care plan. *(Treatment/Management - EPA 4)*

College Program Objectives

In addition to the above course-specific goals and learning objectives, this preclerkship course also facilitates your progress in attaining the College Program Objectives. Please refer to the complete list provided on the MSUCOM website

Course Directors (Please contact a Program Coordinator, listed below, with any questions or concerns regarding this course.)

Name: Kevin Foley, MD, Professor and Jeremiah Lopez, MD, Assistant Professor
Phone: 517-353-4732
Email: com.fcm.preceptorship@msu.edu (preferred method)
Address: 909 Wilson Rd, B201 W Fee Hall, East Lansing, MI 48824

Course Faculty (Please contact a Program Coordinator, listed below, with any questions or concerns regarding the course.) **ALL SHOULD BE CONTACTED THROUGH COORDINATORS BELOW**

Name: Michael Burry, D.O.
Paul Mulvey, D.O.
Eva Osilla, D.O.
Larysa Radlowski, M.D.
Paul Rowe, D.O.
Chesly Stephenson, D.O.

Program Coordinators

Name: Rebecca Reagan(primary)
Phone: 517-353-4732
Email: com.fcm.preceptorship@hc.msu.edu (preferred method)
Address: 909 Fee Rd, B201 W Fee Hall, East Lansing, MI 48824

Name: Shannon Grochulski-Fries(secondary)
Phone: 517-353-1998
Email: com.fcm.preceptorship@msu.edu (preferred method)
Address: 909 Wilson Rd, B201 W Fee Hall, East Lansing, MI 48824

Lines of Communication

You are asked to contact a Program Coordinator with any issues. Those issues that cannot be resolved will be referred to the Course Director for further review. Email is the most effective way to contact a Program Coordinator

Office Hours

Questions concerning the course may be discussed individually by appointment with a Course Director by contacting a Program Coordinator (com.fcm.preceptorship@msu.edu).

Course Web Site

The URL for the Course website is: <https://d2l.msu.edu>. All course announcements and reminders will be handled via Desire2Learn (D2L). **You are required to forward their D2L email account to one that is accessed on a regular basis.** You are expected to access D2L on a daily basis both during and after their rotations until they have completed, and received final grades, for all course requirements.

Textbooks and Reference Materials

Required

- American Osteopathic Association, Chila, A. (2010). Foundations of Osteopathic Medicine. 3rd edition. Lippincott, Williams & Wilkins. ISBN: 9780781766715
- O Robert E and Rakel, David Micheal. Textbook of Family Medicine Ninth Edition, ISBN-13 978-0323239905 ISBN-10 0323239900
- Fowler, Grant F Pfenninger and Fowler's Procedures for Primary Care, ISBN-13: 978-0323476332 ISBN-10 032347633
- Domino Frank J, Barry, Kathleen et al 5-Minute Consult 2021, ISBN-13:978-1975157548 ISBN-10: 19751540

Optional

- None

Course-based Academic Support

The course faculty are here to facilitate your learning. Please feel free to contact the Course Coordinator with any personal issues you may have involving this course. Additional academic support resources can be accessed through MSUCOM Academic and Career Guidance and MSUCOM Personal Counseling.

Course Schedule

Specific beginning and end dates will vary depending on individually assigned rotation weeks. Rotations are scheduled during various weeks throughout the academic year. Specific assignment dates and locations will be posted within the D2L course site. Mandatory debriefing session dates will be based on the rotation date of completion and will also be posted within the D2L course site.

Course Organization

You will be randomly assigned a one-week preceptorship rotation within Michigan. Although location requests are taken into consideration, they cannot be guaranteed. Extenuating circumstances will be handled on an individual basis and may include medical, childcare or employment issues. **Transportation is your responsibility and is not considered an extenuating**

circumstance. Campus location is also not considered an extenuating circumstance. You should anticipate driving a maximum of 100 miles one-way (although the average is far less). Longer distances may occur based on your location requests. You should also anticipate a possible 1-2 hour drive and make sure to leave ample time to arrive at the assigned preceptor’s office. Assignment schedules may not be altered unless pre-approved by a Program Coordinator. MSUCOM does not provide reimbursement for housing or transportation. You are encouraged to carpool whenever possible.

You must be officially registered for the course, have all course fees paid, and be up-to-date on all immunizations **at least one month prior** to the scheduled rotation. MSU-COM provides you with liability insurance coverage during your preceptorship only if these requirements have been met. You are not covered for non-COM approved clinical experiences.

Each experience is expected to be a minimum of 40 hours. It is your responsibility to contact the assigned preceptor **at least one month prior** to the scheduled rotation to introduce yourself, verify preceptor’s address, determine required attire and equipment, obtain driving directions, etc. It is also appropriate to determine office hours, set a specific beginning and end time, as well as a lunch break, for each day scheduled. It is highly encouraged that you set up a time to meet with you preceptors before beginning your rotations to review the course objectives (found within this syllabus) and complete the Student/Preceptor Expectancy Agreement.

Course Requirements

All assignments/documents are required must be completed as described within D2L. Specific instructions on the methods used to turn in each assignment are located within D2L. You are expected to adhere to submission requirements. Lack of doing so is considered an act of unprofessionalism. For the purposes of indicating an assignment was received, P/F assignments will be either listed in the D2L gradebook as 1 point (received), or 0 points (not received).

Assignment	Projected Points	Additional Information
Orientation(mandatory)	P/F	Attend one live orientation that covers both FCM 640 and FCM 650 rotations.
Preceptor Evaluation of Student(mandatory)	P/F	Must receive a recommendation of “pass” from preceptor.
Student Evaluation of Preceptor(mandatory)	P/F	
Expectancy Agreement(mandatory)	P/F	

Assignment	Projected Points	Additional Information
Attendance(mandatory)	10	Minimum 40 hours in preceptor's office unless approved otherwise by Program Coordinator.
Acute Visit Office Note (mandatory)	60	Must receive a minimum of 45 points. Because this is ultimately a pass/fail course, points are assigned to determine whether an assignment submission passes. The final score will not have an impact on class rank. As such, assignments that receive 45 points or above are final and cannot be resubmitted for a higher grade. Points of 44 and below must be revised and resubmitted. Students automatically lose 5 points for needing to resubmit the assignment.
Diabetes Assessment(mandatory)	10	Must scan and upload into D2L Diabetes drop box.
Falls Assessment(mandatory)	10	Must scan and upload into D2L PHQ-9 drop box.
Debriefing (mandatory)	10	Date determined based on rotation completion date.
Total Points Available:	100	

Course Grades

Your course grade is determined by adding together all points earned and dividing by 100.

- **P-Pass** - means that credit is granted and that you have achieved a level of performance judged to be satisfactory by the instructor. To obtain a "P" grade for this course, you must obtain 80% or a total of 80 points. In addition, you must successfully complete all mandatory assignments, receive a recommendation for passing the course from the preceptor, and earn a passing grade of 40 points or higher on the Point of Care Reference Assignment.
- **ET-Extended Grade** - means that you have met most of the requirements but are unable to complete the course because of illness or other satisfactory reasons, as approved by the course director.
- **N-No Grade** - means you have dropped the course after the middle of the semester, or did not meet all requirements, including objectives relating to professional attitude and behavior.
- **Remediation** - Because of the nature of this course, there is no remediation. If you receive an "N" grade will be required to repeat the course in its entirety.

Corrective Action Process

- **Unsatisfactory Preceptor Evaluation of Student:** In the event that you receive a recommendation of “no pass” from the preceptor on the Preceptor Evaluation of Student, the corrective action process will be set in place. You will be required to discuss the evaluation with the course director and complete an additional 1–5-day rotation (required number of days at the discretion of the course director) under the direct supervision of either the course director, or another physician as determined by the course director.
- **Grade below 45 points on the Acute Visit Office Note:** If you receive less than 45 points during the FCM faculty final review of Acute Visit Office Notes you will be required to address deficient areas as identified and resubmit your note. If the note is not resubmitted, you will receive a grade of “0” for the assignment and will not pass the course. If the note is resubmitted, but still requires attention, you will be required to meet with the course director, or delegate, to discuss identified deficiencies. You may also be required to complete a new Acute Visit Office Note. In such an occurrence, you will be assigned a date to rotate in the FCM clinic, and the course director will assign an appropriate patient to you in order to complete the assignment. Failure to complete an appropriate note will result in you receiving an “N” grade for the course. A requirement to resubmit the assignment will result in an automatic 5-point reduction in the final grade of the revised office note.

Student Evaluation of the Course

We want your feedback on how to improve this course.

- **Informal Feedback:** Informal Feedback: Feel free to approach the Course Director or Program Coordinator with your reactions and suggestions. Ad hoc Evaluations are available for immediate feedback on course sessions and faculty. Students can access the evaluation system at: [MSUCOM Pre-clerkship Evaluation System](#); on the “Home Page, see “Initiate Ad hoc Evaluations” under “Tasks”.
- **Formal Evaluation:** In addition to the above, we ask every student in the class to complete formal on-line course evaluation upon conclusion of the second rotation. Student feedback provides Course Coordinators with valuable information regarding their performance, and the quality of the course. The information gained from these evaluations is used to continuously improve future offerings of this course. Students can access the evaluation system within D2L following their second rotation.

Section 2 – Policies

Please refer to the Student Handbook at <https://com.msu.edu/current-students/student-handbook-course-catalog> for these and other policies.

Academic Honesty and Professionalism

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism, as outlined in the MSUCOM Student Handbook and the MSU Medical Student Rights and Responsibilities. These documents may be found on the MSUCOM website. Additional guidance on academic integrity may be found on the MSU Ombudsperson's website at

<https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf>

Incidents of academic dishonesty or professional misconduct will be addressed by the faculty, administration, or staff; such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Medical Education, evaluation by the Committee on Student Evaluation, and other actions outlined in the Medical Student Rights and Responsibilities document.

Types of Class Sessions

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture: broadcast at a designated time; intended to be viewed synchronously
- Online Lecture: recorded content, may be viewed asynchronously
- Webinar: more interactive session where student participation is expected
- Lab: may refer to on-site clinical skills training or online lab session; see details

Changes to Course Schedule or Requirements

Due to external circumstances, the course requirements published in the course syllabus and/or course schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

Mandatory and Optional Class Sessions

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as "mandatory" in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course coordinator. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

Absences from Mandatory and Examinations/Assessments

You will not be required to travel to clinical assignments anytime there are severe storm watches or traveler's warnings in effect for the respective area. However, any missed sessions **MUST** be made up. You will be allowed a maximum of one excused absence (illness and/or death in the immediate family). Excused absences must be made up on a date mutually determined by yourself and the preceptor. Any and all changes to the originally assigned rotation schedule (making up time, extending hours into evening, additional experiences on Saturdays, etc.) must be reported to a Program Coordinator prior to the occurrences to fulfill liability requirements. Unexcused absences will result in an "N" grade. Attendance at the orientation and debriefing is mandatory. The date, time and locations of the orientation and debriefing sessions, as well as project due dates, will be posted within the D2L website. ***In the case of unexpected emergencies:*** (e.g., death in family, serious illness, hospitalization, automobile difficulties, etc.)

You must:

- 1) Contact their assigned preceptor's office immediately apprising them of the situation. Any time missed must be made up during a mutually agreed upon time between yourself and the preceptor.
- 2) Send an email to a Program Coordinator indicating the reason for the absence and the date the missed time will be made up.

In the event that a preceptor must cancel a day:

You must:

- 1) Make arrangements with the preceptor to come in on a different day to make up the time missed.
- 2) Send an email to the Program Coordinator indicating the reason for the absence and the date the missed time will be made up.

Medical Student Rights and Responsibilities

If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at splife.studentlife.msu.edu.

Remediation

The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. If you receive an "N" grade in a course,

that grade will be recorded on your official transcript; you must meet the course requirement by successfully remediating or repeating the course.

Eligibility to attempt remediation of the course is determined by criteria described in the “Course Grades” section of the syllabus. If you are not eligible to attempt remediation, or if you fail the remediation, you must retake the course, provided you are eligible to continue in the program as determined by the Committee on Student Evaluation.

Student Safety and Well-being

The MSUCOM website and Student Handbook provide information on student safety, campus security, access to medical care and counseling services, and to policies on injuries and exposures. If you have an injury or acute illness on campus, an incident report should be completed. The form is available on the MSUCOM intranet or from Academic Programs.

Academic Support Resources at MSUCOM

As a way to acclimate you to the curriculum at MSUCOM, we have created a program called On Target: <https://michiganstate.sharepoint.com/sites/OnTargetforAcademicSuccess>

On this site you will find semester roadmaps which gives a general overview of each semester, tools needed to be successful in the curriculum and targeted resources for your unique learning situation. In each semester’s road map, you will also find course expectations, tips for success, potential trouble spots, longitudinal course integration, and specific course study guides.

Requests for Accommodations

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 517-884-7273 or online at rcpd.msu.edu. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, thoman@msu.edu, A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose whether or not you wish to use accommodations for a particular event. For other accommodations, you may also review your VISA with the course coordinator and curriculum assistant assigned to that course.

Title IX Notifications

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at titleix.msu.edu.

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, you should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling and Psychiatric Services.

Addendum: Course Schedule

Course schedule for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar ("Google calendar") and communicated to students via D2L and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.