

FCM 620  
**Core Family Medicine**  
**CLERKSHIP CORE ROTATION SYLLABUS**

Family and Community Medicine

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*At Michigan State University College of Osteopathic Medicine (MSUCOM), we are constantly working to improve our curriculum and to meet 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 rotation.* [08]

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## **INTRODUCTION AND OVERVIEW**

Hello and welcome to family medicine. This syllabus gives an overview of rotation goals and objectives designed to help you understand the breadth and scope of family medicine. 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 and syllabus content.

### **COURSE SCHEDULING**

#### Course Enrollment

- The student must be an active student at MSUCOM.
- Core rotations are scheduled by MSUCOM and may not be moved.
- It is the responsibility of the student to ensure MSUCOM confirmation and enrollment prior to starting any course/rotation:
  - MSUCOM clerkship confirmation is complete when the rotation is visible on the students Medtrics schedule.
  - Enrollment will be processed by the MSUCOM Registrar's Office upon clerkship confirmation.
  - Enrollment can be verified by the student by reviewing the Student Information System

### **ROTATION FORMAT**

This rotation has been designed to cover primary topics commonly seen in family medicine. Each week you should focus on a didactic topic and are encouraged to engage the attending physician in discussion as this will lend a greater understanding of these critical issues.

During the clinic, look for opportunities to practice skills an osteopathic family physician needs to care for the full age spectrum- from birth to elderly such as recognizing when to perform OMT (osteopathic manipulative treatment), give an oral presentation, documenting a history and physical exam, and beginning to develop an assessment and plan for a wide variety of complaints.

## **GOALS AND COMPETENCIES**

### **GOALS**

By the end of this clerkship rotation, students should be able to:

1. Model the principles of family medicine.
2. Have knowledge of the current guidelines for disease screening by age group.
3. Identify the most common disease processes seen in family medicine.
4. Recall risk factors for each disease process and relevant questions for screening.
5. Review appropriate stratification of each disease process, where applicable.
6. Recognize clinical manifestations of each disease.
7. Review relevant tests for each disease.
8. Identify resources for reviewing guidelines for managing these diseases from a primary care perspective.
9. Develop basic strategies for treatment of each disease including first-line recommendations and follow-up strategies.
10. Consider osteopathic manipulative techniques for specific manifestations of disease where applicable.

## COMPETENCIES

Through the clinical experience in family medicine, the student will learn to:

1. Provide health care services consistent with osteopathic principles and practices, including an emphasis on preventive medicine and health promotions. (III.5.e)
2. Collaborate with other health care professionals in the care of the patient demonstrating effective personal skills and interpersonal dynamics. (IV.4.a)
3. Demonstrate the ability to take responsibility for one's own actions, including errors. (V.6.f)
4. Identify opportunities for advocacy, health promotion, and disease prevention in communities served, and respond appropriately. (VI.5.e)

## **COLLEGE PROGRAM OBJECTIVES**

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

## **REFERENCES**

### REQUIRED STUDY RESOURCES

Desire 2 Learn (D2L): Please find online content for this course in D2L (<https://d2l.msu.edu/>). Once logged in with your MSU Net ID, your course will appear on the D2L landing page. If you do not see your course on the landing page, search for the course with the following criteria, and pin it to your homepage:  
**FCM 620 Core Family Medicine**

If you encounter any issues accessing this D2L course, please email the CA (on the title page of this syllabus). It is your responsibility to make sure you have access to the course D2L page on the first day of the course.

### SUGGESTED STUDY RESOURCES

#### Recommended Texts

Current Treatment & Diagnosis: Family Medicine, 5e. <https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/Book.aspx?bookid=2934>

#### Recommended Websites

Accessing the Electronic Resources using MSU's Library ([www.lib.msu.edu](http://www.lib.msu.edu)). Will provide many of these for free.

Aquifer [https://michstate-do.meduapp.com/users/sign\\_in](https://michstate-do.meduapp.com/users/sign_in). There are 60 cases that are Family Medicine related, 41 Geriatric Cases along with multiple other disciplines.

Access TrueLearn homepage by following the link: [https://www.truelearn.net/?\\_ga=2.117887311.751432720.1652188608-917063151.1651858724](https://www.truelearn.net/?_ga=2.117887311.751432720.1652188608-917063151.1651858724)

## ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
Mid Rotation Feedback Form	Completed 100% and needing no revisions to the appropriate dropbox on D2L entitled "Mid Rotation Feedback Form Dropbox"	By 11:59 pm the 3 <sup>rd</sup> Sunday of the rotation.
TrueLearn 30 question quiz	There is no submission. Student will complete the questions in TrueLearn.	Pass – by 11:59 pm the last day of the rotation. High Pass/Honor – by 11:59 pm the 3 <sup>rd</sup> Sunday of the rotation.
TrueLearn 10 question quiz	There is no submission. Students will complete the assigned quiz in TrueLearn during the last week of the rotation.	By 11:59 pm the last day of the rotation.
Zoom Conference	Be present for one of the Zoom Interactions scheduled during the rotation.	By 11:59 pm the last day of the rotation.
Family Medicine COMAT Exam	Per Clerkship Protocol	The last Friday of your second primary care rotation (FCM 620 and FCM 622 <b>or</b> IM 658)
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: <a href="https://msucom.medtricslab.com/users/login/">https://msucom.medtricslab.com/users/login/</a> . By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation. Students can also	Last day of Rotation

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
	access pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.	

## WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

### Module A: Health Maintenance and Immunizations

#### **Module Goals:**

1. Describe the mechanisms to improve adherence to and understanding of screening recommendations.
2. Describe an individualized, evidence-based process on how to keep current with preventive service recommendations.
3. Find and apply the current guidelines for immunizations, including protocols to “catch-up” a patient with incomplete prior immunizations.
4. Provide counseling related to health promotion and disease prevention.
5. Identify risks of specific illnesses and behaviors that affect screening and treatment strategies.
6. Identify and perform recommended age-appropriate screenings.

#### **Module readings**

1. You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 15: Health Maintenance for Adults The directions on how to access the book are listed under Recommended Websites, on page 4 of the Syllabus.

#### **Aquifer Cases for further Information**

1. Family Medicine 01: 45-year-old female wellness visit
2. Family Medicine 02: 55-year-old male wellness visit

#### **Additional Items**

1. Center for Disease Control and Prevention 2024 Immunization Schedule and Information
  - <https://www.cdc.gov/vaccines/schedules/hcp/index.html>
2. National Center for Chronic Disease Prevention and Health Promotion
  - <https://www.cdc.gov/nccdphp/index.html>
3. American Family Physician: Immunizations
  - <https://www.aafp.org/family-physician/patient-care/prevention-wellness/immunizations-vaccines/immunization-schedules.html>
4. American Family Physician: Health Maintenance for Women of Reproductive Age. Am Fam Physician. 2021 Feb 15;103(4):209-217
  - <https://www-aafp-org.proxy1.cl.msu.edu/afp/2021/0215/p209.html>
5. American Family Physician: The Adult Well-Male Examination. Am Fam Physician. 2018 Dec 15;98(12):729-737.
  - <https://www-aafp-org.proxy1.cl.msu.edu/afp/2018/1215/p729.html>

### Module B: Asthma / Chronic Obstructive Pulmonary Disease (COPD)

#### **Module Goals:**

1. Describe the mechanisms to improve adherence to and understanding of screening recommendations.
2. Identify various asthma syndromes based on symptoms as well as provide treatment options.
3. Understand the assessment, differential diagnosis, and treatment plan for patients with shortness of breath, with special attention to chronic obstructive pulmonary disease (COPD)
4. Understand the assessment and differential diagnosis for an adult with persistent cough, with special attention to the diagnosis and treatment plan for asthma and its co-morbid conditions.

### **Module readings**

1. You will need to make sure to read the remainder of Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 28: Respiratory Problems the directions on how to access the book are listed under Recommended Websites on page 4 of the Syllabus.

### **Aquifer Cases for further Information**

1. Family Medicine 28: 58-year-old male with shortness of breath
2. Medical Home 01: 16-year-old female with status asthmaticus

### **Additional Items**

1. American Family Physician: Asthma: Updated Diagnosis and Management Recommendations from GINA. Am Fam Physician. 2020 Jun 15;101(12):762-763
  - <https://www.aafp.org/afp/2020/0615/p762.html>
2. American Family Physician: Office Spirometry: Indications and Interpretation. Am Fam Physician. 2020 Mar 15;101(6):362-368
  - <https://www.aafp.org/afp/2020/0315/p362.html>
3. 2024 GOLD Reports for COPD (Chronic Obstructive Pulmonary Disease)
  - <https://goldcopd.org/2024-gold-report/>

### Module C: Diabetes Mellitus

#### **Module Goals:**

1. Individualize effective assessment and treatment plans for patients with Type 2 Diabetes Mellitus.
2. Collect and incorporate appropriate psychosocial, cultural, health literacy and family data into the management plan of a patient with Type 2 Diabetes.
3. Recognize the barriers to coordination of diabetes care and envision system-wide improvements that could improve coordination of diabetes care.
4. Effectively educate the patient about type 2 diabetes with attention to and respect for the patient's own disease model.

#### **Module readings:**

1. You will need to make sure to read the beginning of Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 36: Diabetes Mellitus
2. The directions on how to access the book are listed under Recommended Websites on page 4 of the Syllabus.

#### **Aquifer Cases for further Information**

1. Diabetes Mellitus – Type 1 (T1DM)
2. Diabetes Mellitus – Type 2 (T2DM)



## Module D: Hypertension

### **Module Goals:**

1. Identify appropriate elements of a comprehensive physical examination in hypertensive patients, including proper techniques in blood pressure management.
2. Define the nationally accepted guidelines for screening, diagnosing, and staging the severity of hypertension (ex. pre-hypertension, essential hypertension, and resistant hypertension).
3. Name appropriate elements of the hypertensive patient history to identify lifestyle and other cardiovascular risk factors and assess concomitant disorders that affect prognosis and guide treatment.
4. Formulate basic management plans for the longitudinal care of patients with hypertension.

### **Module readings:**

1. You will need to make sure to read the beginning of Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 35: Hypertension
2. The directions on how to access the book are listed under Recommended Websites on page 4 of the Syllabus.

### **Aquifer Cases for further Information**

1. Family Medicine 08: 54-year-old with elevated blood pressure
2. Family Medicine 31: 66-year-old with shortness of breath
3. Internal Medicine 02: 60-year-old female with chest pain

### **Additional materials**

1. Centers for Disease Control and Prevention: High Blood Pressure Symptoms and Causes
  - <https://www.cdc.gov/high-blood-pressure/about/index.html#:~:text=Signs%20and%20symptoms-.High%20blood%20pressure%20usually%20has%20no%20warning%20signs%20or%20symptoms,you%20have%20high%20blood%20pressure.>
2. American Heart Association – The facts about high blood pressure
  - <https://www.heart.org/en/health-topics/high-blood-pressure>
3. American Heart Association – Understanding Blood Pressure Readings
  - <https://www.heart.org/en/health-topics/high-blood-pressure/understanding-blood-pressure-readings>

## QUIZZES

There will be TrueLearn quizzes to complete:

- Weeks 1 through 3: between 8:00 am the first day (Monday) of your rotation through 11:59 pm the last day (Sunday) of your rotation, you will need to log into TrueLearn and create and complete 30 questions.
  - You **MUST** make sure to change the Subscription at the top of your home screen to **COMAT Family Medicine (Institutional)**.
  - You can go in at the beginning of the rotation and create a 30-question quiz and work on it throughout the entire 3 weeks. OR
  - You can go in and create three 10 question quizzes and do them weekly.
  - There are no time restrictions set forth.
  - There is no mandatory score for these questions to pass this rotation.

- **For High Pass/Honors, this must be completed by 11:59 pm the 3rd Sunday of the rotation.**
- **For Pass, this must be done by 11:59 pm the last day (4th Sunday) of the rotation.**
- If neither deadline is met, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 11.
  
- Week 4: between 8:00 am the fourth Monday and 11:59 pm the fourth Sunday, you will need to log into TrueLearn and complete the Week 4 10-question quiz that has been assigned to you.
  - When you log into TrueLearn the Week 4 10 question quiz will be under My Tests
  - You may need to remember to change the subscription at the top of the screen to **COMAT Family Medicine (Institutional)**.
  - There are no time restrictions set forth. Please feel free to take as long as you need to complete this quiz. There is only one attempt.
  - **For High Pass/Honors: you will need to get nine out of ten correct (90%).**
  - **For Pass: you will need to get six out of ten correct (60%).**
  - If you do not receive the required score above, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 11.
  
- Steps for logging into TrueLearn:
  - Access TrueLearn homepage by following the link: [https://www.truelearn.net/?\\_ga=2.117887311.751432720.1652188608-917063151.1651858724](https://www.truelearn.net/?_ga=2.117887311.751432720.1652188608-917063151.1651858724)
  - Enter your MSU email address and the password that was sent to you by TrueLearn (please keep in mind, you can change/update your password once you have logged in)
  - **There is nothing you need to submit for either of these two quizzes. The course assistant will go in and review your scores and your quizzes. You can review the scores for them on D2L under grades for this course.**

## ONLINE MODULES, CONFERENCES AND ASSIGNMENTS

### MID-ROTATION FEEDBACK (USE THE FORM ON D2L)

Students are required to complete the MSUCOM Mid-Rotation Feedback Form. This form is on D2L. This will need to be completed by an Attending or Resident at the end of week two of the rotation. It should be dated between Friday of the second week and **no later** than the 3<sup>rd</sup> Wednesday of the rotation.

Students must upload the form to the correct dropbox (100% completed and needing no revisions) on D2L by 11:59 pm the third Sunday of the rotation to be eligible to receive Honors or obtain a High Pass in the rotation. Students must upload the form to the correct dropbox (completed 100% and needing no revisions) on D2L by 11:59 pm the third Sunday of the rotation to be eligible to receive a Pass in this rotation. A grade cannot be entered for the course until all requirements are met.

If you cannot complete the Mid-Rotation Feedback, you will be responsible for contacting the Course Coordinator for the assigned Corrective Action, see page 13.

### ZOOM CONFERENCES

The Department of Family and Community Medicine requires that you attend ONE zoom session for each FCM 620 rotation you are on. This is a conference between the MSUCOM Department of Family Medicine and the MSUCOM Students (the Attendings you are rotating with do not need to attend).

You must complete the Qualtrics Survey as to which Session works best for you and the Attending of the service you will be on. You will receive a calendar invite with the Zoom link for the session for which you are scheduled. One of these sessions needs to be attended whether you are in person or Virtual for this rotation.

The zoom conferences will consist of you presenting a case to the MSUCOM Department of Family Medicine Faculty members. Your case presentation must be of a patient encounter you experienced while on this rotation.

This is an **oral** presentation that should include:

- Present illness,
- Physical exam,
- Any labs or imaging,
- Differential diagnosis and
- Any medications or therapy provided.

You must be able to answer one of the following, after your presentation:

- What was it about this case that made you choose this one?
- What is one learning pearl that you took away from this case?
- Is there something that caused you to change the direction you were initially thinking?
- Is there a question regarding this that you would like to ask the provider overseeing this Zoom?

You will need to be online, have your camera on, and be present for the entire hour.

If you are unable to attend either conference, it will be your responsibility to reach out to the Course Coordinator for the assigned Corrective Action, see page 11.

### COMAT EXAM INFORMATION

**DUE DATE: The MSUCOM Family and Community Medicine Department allows the FM (Family Medicine) COMAT to be completed on the last Friday of the second primary care rotation: FCM 620 plus either FCM 622 (FM Advanced Sub-I) or IM 658 (IM Ambulatory).**

Due to the multiple different schedules that can occur, the grade for the Family Medicine COMAT will be issued under the requirements for FCM 620. This means that until all requirements are met for the course, you will have an NGR (No Grade Reported) listed for this course.

For information on exam registration and administration, please visit the COM (College of Osteopathic Medicine) Clerkship Student Portal: <https://michiganstate.sharepoint.com/sites/StudentClerkship>

The COMAT exam for the related subject/course will be taken by the student on the last Friday of the rotation.

- a. Absence due to emergent need
  - i. The student will need to communicate emergent need of absence to the Associate Dean for Clerkship Education for approval ([enright4@msu.edu](mailto:enright4@msu.edu)). Documentation may be requested.

1. The clerkship team will schedule a make-up examination that may occur on an open Friday COMAT test date, or another date chosen by the Clerkship team following the missed exam.
- b. Personal need to delay examination.
  - i. On rare occasion, the student may request to delay the COMAT examination. The Associate Dean for Clerkship Education will review and approve/deny such requests. The student must request a delay to [com.clerkship@msu.edu](mailto:com.clerkship@msu.edu) by the end of the first week of the rotation.
- c. Failure to show for the scheduled examination, or failure to show up on time as described in the COMAT Policy, will result in a '0' score for the scheduled examination attempt.

If a student requires accommodation, a valid Student Accommodation Form from the Resource Center for Persons with Disabilities (RCPD) must be presented to the COM Clerkship Team at least seven days in advance of the COMAT examination date.

### COMAT Grading

**Honors-** You will need to score at or above 110 on **your first** attempt. In addition to meeting the other passing requirements listed in the "Honor Rotation Requirements" section of this syllabus.

**High Pass-** You will need to score 104 to 109 on **your first** attempt. In addition to meeting the other passing requirements listed in the "High Pass Rotation Requirements" section of this syllabus.

**Pass-** Score at or above 83 on the exam.

**N-** Not taking or passing the COMAT Exam by the due date on the first or second attempt.

If you fail to take your exam when you are scheduled, you will receive a zero and have one chance to retake the exam.

### COMAT Corrective Action

You are responsible for taking the exam on the date arranged. If this deadline is not met, you will receive an "0" for that attempt of the exam and will only be given one (1) time to re-take the exam. You must receive a passing score on the retake exam, or you will receive an "N" grade for the rotation.

The Department will notify students of their failure.

## 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.Clerkship@msu.edu](mailto:COM.Clerkship@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

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

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

- TrueLearn Week 1-3 30-question quiz
  - Students that do not successfully complete this quiz by 11:59 pm the last day (Sunday) of the rotation will be required to complete the initial assignment and an additional 50 question quiz in TrueLearn.
  
  - This will follow the same rules as the initial 30-question quiz and will be due within 14 days (about 2 weeks) of the last day of the rotation.
  
- TrueLearn Week 4 10-question quiz
  - Students that do not pass their first attempt at the quiz with a 60% or higher score will have another quiz opened for them **for 7 days**, it will not be timed and must score above 60%.
  
- Zoom Conference
  - Students that miss the Zoom Conference for this rotation must email the Course Coordinator explaining why this was missed.
  - The Course Assistant will contact the Instructor of Record and they will assign the required Corrective Action. Corrective Action may take one of a variety of different formats, and the instructions will be outlined in the email from the Course Assistant with details and deadlines.
  
- Mid Rotation Evaluation
  - Students that do not successfully complete and upload their mid-rotation evaluation by 11:59 pm the third Sunday of the rotation must email the Course Coordinator explaining why this was missed.
  
- COMAT
  - For the COMAT Corrective Action please see the COMAT section (page 9) of this syllabus.

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

While it is the responsibility of the student to ensure that the Attending Evaluation of Clerkship Student is completed, this requirement may extend beyond the corrective action deadline. Additionally, in the event of a failing score earned on the student's first attempt of a COMAT subject exam, the corrective action for the COMAT retake may extend beyond 14 days.

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

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

### BASE HOSPITAL REQUIREMENTS

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

## **STUDENT RESPONSIBILITIES AND EXPECTATIONS**

During this rotation, the student is expected to take a proactive approach to learning about the discipline of Family Medicine. Students should make every effort to have an initial orientation session with their attending physician/resident to review goals, objectives, and expectations on both the part of the preceptor and student.

During this initial orientation meeting, students should present the preceptor with a copy of their evaluation form and review this syllabus with them. Doing so will improve the overall rotational experience in terms of training and evaluation. Students should also have a mid-month evaluation during the rotation to gain formative feedback and adjust as needed based on commentary from the preceptor.

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

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

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

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

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

### ATTIRE AND ETIQUETTE

During your clinical rotation, you will be a part of many different learning environments and will be given a great deal of responsibility. Medical students are to dress professionally and wear clean, white, short lab coats during the clerkship unless otherwise instructed. An identification tag, which is furnished by the base hospital or college, must always be worn. As a student, you will come in close contact with patients, physicians, peers, and other health care professionals each day; good personal hygiene must be practiced. It should also be noted that although the college does not have a “dress code,” tennis shoes, open-toed shoes, low-cut or midriff blouses, miniskirts and jeans are not considered appropriate attire for hospital/office/clinic settings including lectures.

Medical students should introduce themselves to patients and other health care professionals as medical students, not as physicians. This is important so that individuals do not assume that students have more responsibility or authority concerning patient care than that of a medical student. Patients should be addressed using their last names. Students should remember that, in the clinical setting, they reflect Michigan State University and the College.

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

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

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

## **MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES**

The following are standard MSUCOM policies across all Clerkship rotations.

### CLERKSHIP ATTENDANCE POLICY

MSUCOM requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge necessary for successful program completion. This policy will define the policy and procedures regarding absences for clerkship activities. [Clerkship-Absence-Policy.pdf \(msu.edu\)](#)

### POLICY FOR MEDICAL STUDENT SUPERVISION

The MSUCOM curriculum includes required clinical experiences in a variety of clinical learning environments. The Medical Student Supervision Policy outlines all supervision agreements and expectations. [Clerkship Medical Student Supervision Policy.pdf](#)

### 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.

<https://osteopathicmedicine.msu.edu/current-students/student-handbook>.



### 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. <https://osteopathicmedicine.msu.edu/about-us/common-ground-professionalism-initiative>

### 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

MSU email is the official communication from faculty and staff to students and students are responsible for checking it daily and maintaining their MSU email accounts 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 DO 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. <https://osteopathicmedicine.msu.edu/current-students/student-handbook>.

### DUTY HOURS AND FATIGUE MITIGATION

The accreditation standards for graduate medical education programs include restrictions on the duty hours of residents. Additionally, institutions are expected to promote a clinical learning environment in which duty hours are monitored and strategies exist to mitigate the effects of fatigue. [Clerkship Duty Hours and Fatigue Mitigation Policy.pdf](#)

### STUDENT EXPOSURE PROCEDURE

A protocol 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 here: <https://osteopathicmedicine.msu.edu/current-students/clerkship-medical-education/injury-and-property-damage-reports>

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

## 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 syllabus. 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 students Medical Student Performance Evaluation will reflect each Honors grade.

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

**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 ACCOMMODATION LETTERS

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](http://www.rcpd.msu.edu). Once a student's eligibility for (clinical and/or testing) accommodation(s) are determined, the student may be issued an Accommodation Letter. Students must present their letter to the Clerkship Team ([COM.Clerkship@msu.edu](mailto: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 letter 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	Honors Designation	High Pass	Pass	No Grade Reported	No Pass
Mid Rotation Feedback Form	D2L – into the correct dropbox: “Mid Rotation Feedback Form Dropbox”	Meet the Pass Requirement	Meet the Pass Requirement	<ul style="list-style-type: none"> <li>Completed, scanned, and uploaded to D2L.</li> <li>Must be completed 100% and needing no revisions by 11:59 pm on the 3<sup>rd</sup> Sunday of the rotation.</li> </ul>	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and submit within 14 days from the last day of the rotation.
TrueLearn 30 question quiz	Completed on TrueLearn	Completed in TrueLearn by 11:59pm the third Sunday of the rotation.	Completed in TrueLearn by 11:59pm the third Sunday of the rotation.	Completed in TrueLearn by 11:59pm the last day (Sunday) 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 AND/OR failure to complete the Corrective Action assigned.
TrueLearn 10 question quiz	Completed on TrueLearn	Completed 100% by 11:59 pm and scoring 90% or above on your first attempt.	Completed 100% by 11:59 pm and scoring 90% or above on your first attempt.	Completed 100% by 11:59 pm and scoring 60% or above on your first attempt.	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete and submit <b><u>within 7 days</u></b> from the end of the rotation AND/OR failure to complete the Corrective Action assigned.
Zoom Conference	Completed via Zoom on your scheduled day and time.	You will need to present your case at your assigned date and time OR complete corrective action.	You will need to present your case at your assigned date and time OR complete corrective action.	You will need to present your case at your assigned date and time OR complete corrective action.	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete the Corrective Action assigned within the time frame assigned.

Requirement	Submission Method	Honors Designation	High Pass	Pass	No Grade Reported	No Pass
Family Medicine COMAT Exam	Per Clerkship Protocol	<ul style="list-style-type: none"> <li>Score at or above 110 on your first attempt of the COMAT.</li> <li>Must be your first attempt.</li> </ul>	<ul style="list-style-type: none"> <li>Score between 104 and 109 on your first attempt at the COMAT.</li> <li>Must be your first attempt.</li> </ul>	<ul style="list-style-type: none"> <li>Score at or above 83 on your first or second attempt of the COMAT.</li> <li>If you fail to take your exam on the date you are scheduled, you will receive a Zero and have one additional chance to pass this exam.</li> </ul>	Will be the conditional grade until all requirements of this rotation are met.	<ul style="list-style-type: none"> <li>Failure to pass the exam with two attempts.</li> <li>Failure to take the retake in the time given.</li> <li>If you fail to take your exam on the date you are scheduled, and not pass the exam on your second attempt (due to the first attempt being a zero).</li> </ul>
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"> <li>Receives no "Below Expectations."</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Receives no "Below Expectations."</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Student may receive "Below Expectations" in up to one (1) subcategory.</li> <li>Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	Will be the conditional grade until all requirements of this rotation are met.	<ul style="list-style-type: none"> <li>Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>Receives comments that indicate below expectations of performance.</li> <li>See Unsatisfactory Clinical Performance above</li> </ul>
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	Completed 100% by 11:59 pm the last day of the rotation	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



College of Osteopathic Medicine  
MICHIGAN STATE UNIVERSITY

**MID-ROTATION FEEDBACK FORM**

Rotation Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date of review with Student: \_\_\_\_\_

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

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

If NO, please summarize areas needing improvement below:

- Overall comments on student performance

Strengths:	Areas of Improvement:

- Professionalism expectations are listed below. Please check only areas of student **DIFFICULTY**:

	On time for all activities of the rotation	Present/Prepared for all activities of rotation
	Respectful/courteous to patients, staff, peers, attending's	Student is aware of limitations and appropriately seeks assistance when needed
	A great team player (helpful, reliable, proactive)	Accepting of feedback and made necessary changes because of the feedback
	Engaged in learning	Honest and trustworthy
	A good patient advocate	Work ethic