

FCM 622
**Core Family Medicine Sub-
Internship**

CLERKSHIP CORE ROTATION SYLLABUS

Family and Community Medicine
Michael Burry, D.O.
CHAIRPERSON
Burrymic@msu.edu

Kevin Foley, M.D.
Co - INSTRUCTOR OF RECORD
Foleyke@msu.edu

Jeremiah Lopez, M.D.
Co – INSTRUCTOR OF RECORD
Lopezjer@msu.edu

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

Shannon Grochulski-Fries
COURSE ASSISTANT (CA)
Grochuls@msu.edu

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.

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INTRODUCTION AND OVERVIEW

Hello and welcome (again) to family medicine. This syllabus provides an overview of rotation goals and objectives designed to help you gain an understanding of 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.

We believe these topics are the most common ailments affecting our U.S. population. If you put the time and effort into studying these modules you will be well prepared for internship, residency, and national tests you will take such as COMAT and COMLEX. It is also our hope that you will recognize the integral role of Internal Medicine, for it is a cognitively rewarding discipline for which there will always be a need.

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 OBJECTIVES

GOALS

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

1. Demonstrate the ability to obtain a comprehensive history and physical examination.

2. Demonstrate cardinal techniques of examination that include inspection, palpation, percussion, and auscultation.
3. Explain the indications and interpretation of routine laboratory tests and procedures.
4. Recommend appropriate cost-effective diagnostic tests in the era of cost containment.
5. Demonstrate clinical reasoning, assessment, and planning skills appropriate for level of training.
6. Apply knowledge of relevant health screening and disease prevention guidelines in formulating the plan of care
7. Demonstrate professionalism throughout the rotation.
8. Apply the Tenants:
 - The body is a unit; the person is a unit of body, mind, and spirit.
 - The body is capable of self-regulation, self-healing, and health maintenance.
 - Structure and function are reciprocally interrelated.
 - Rational treatment is based upon an understanding of the basic principles of body, unity, self-regulation, and the interrelationship of structure and function.
 - The body's self-healing capacity when mind, body and spirit are in balance.

COMPETENCIES

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

1. Obtain historical information to advance the care and treatment of the patient that integrates physical, psychosocial, and cultural factors. (I.3.a)
2. Describe how critical pathways or practice guidelines can be useful in sequencing diagnostic evaluations for the patient. (I.4.3)
3. Appropriately use informatics to increase personal knowledge of medical science and skills, including osteopathic principles. (II.2.c)
4. Apply appropriate knowledge to the medical interview and demonstrate the ability to identify and/or address psychosocial, cultural, religious, health maintenance, and risk factors issues. (III.1.c)
5. Demonstrate information literacy and the ability to find and apply evidence-based literature as part of the management plan. (III.4.a)
6. Allow the patient to complete his/her opening statement without interruption and to articulate the full set of patient concerns. (IV.1.a)

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 622 Core Family Medicine Sub-Internship**

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). Will provide many of these for free.

Aquifer 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.

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 rd Sunday 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.
Aquifer Cases	Completed at least 8 cases, 100% and needing no revisions to the appropriate dropbox on D2L entitled "Aquifer Dropbox"	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 or IM 658)

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
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 email link connecting them to their assigned evaluation. Students can also access pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.	Last Day of Rotation

WEEKLY READINGS/OBJECTIVES/ASSIGNMENTS

Module A: URI/LRI

Module Goals:

1. Elicit a thorough history and perform an appropriate physical exam in the setting of an acute respiratory illness.
2. Accurately identify common positive findings on physical exam for pneumonia and acute respiratory infection.
3. Understand the assessment, differential diagnosis, and treatment plans for patients with an acute respiratory infection, with special attention to bacterial pneumonia.
4. Describe the pathophysiology of upper respiratory tract infections.
5. Explain interprofessional team strategies for improving care coordination and outcomes in patients with upper respiratory tract infections.
6. Outline the management options for upper respiratory tract infections.

7. Understand the assessment, differential diagnosis, and treatment plans for patients with acute respiratory infections, with special attention to bacterial pneumonia.

Module readings:

1. You will need to make sure to read the beginning of Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 28: Respiratory Problems
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 21: 5-year-old female with fever
2. Internal Medicine 15: 50-year-old male with cough and nasal congestion
3. Pneumonia

Additional materials

1. Review the PowerPoint in the Module A folder.
2. American Family Physician: Treatment of the Common Cold. Am Fam Physician. 2019 Sep 1;100(5): 281-289
 - <https://www.aafp.org/afp/2019/0901/p281.html>
3. Postgraduate Medicine: Community-acquired Pneumonia: An Overview. Postgraduate Medicine. 2015. 127:6; 607-615.
 - <https://www.tandfonline.com/doi/full/10.1080/00325481.2015.1074030>

Module B: Alcohol and Substance Abuse

Module Goals:

1. Help patients to develop strategies to manage cravings and triggers.
2. Using evidence-based information and advice on the management of at-risk drinking and alcohol use disorders.
3. When needed, summarize the importance of linking resources with patients and population need.
4. Be able to discuss the various treatment options for alcohol reduction.
5. Be able to discuss the various treatment options for substance abuse.

Module readings

1. You will need to make sure to read Current Treatment & Diagnosis: Family Medicine, 5e: Chapter 60: substance use disorders.
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. Internal Medicine 09: 55-year-old female with upper abdominal pain and vomiting

Additional materials

1. Center for Disease Control and Prevention: Alcohol Use and your Health
 - <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
2. Center for Disease Control and Prevention: Excessive Alcohol Use and Men's Health
 - <https://www.cdc.gov/alcohol/fact-sheets/mens-health.htm>
3. Center for Disease Control and Prevention: Excessive Alcohol Use and Women's Health
 - <https://www.cdc.gov/alcohol/fact-sheets/womens-health.htm>
4. Osteopathic Family Physician: Richard Terry, DO, MBA, Leslie Dally, DO, PGY-2, and Constantino Lambrousis, DO, MS. "Primary Care Recognition and Treatment of Methamphetamine Use Disorder". Osteopathic Family Physician, Vol. 12, no. 2, Mar. 2020, pp. 22-26, doi:10.33181/12022.
 - <https://ofpjournal.com/index.php/ofp/article/view/651>
5. American Family Physician: Adolescent Substance Use and Misuse: Recognition and Management. Am Fam Physician. 2019 Jun 1;99(11):689-696.
 - <https://www.aafp.org/afp/2019/0601/p689.html>
6. Substance Abuse and Mental Health Services Administration
 - <https://www.samhsa.gov/>

Module C: Dyslipidemia

Module Goals:

1. Be able to define dyslipidemia.
2. Identify current screening recommendations for dyslipidemia.
3. Identify the risk factors for the development of atherosclerotic coronary vascular diseases (ASCVD).
4. Identify the primary pharmacologic categories for treatment and non-pharmacologic options for patients.

Module readings:

1. You will need to make sure to read Chapter 22: Dyslipidemias; Current Treatment & Diagnosis: Family Medicine, 5e.
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. National Library of Medicine, Dyslipidemia
 - <https://www.ncbi.nlm.nih.gov/books/NBK560891/#:~:text=Dyslipidemia%20refers%20to%20abnormal%20levels,atherosclerosis%20and%20other%20CV%20complications.>
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>

Module D: "The Incidentals"

Module Goals:

1. List the tests in the initial workup of recurrent kidney stones.
2. Recite the general prevention measures for kidney stones.
3. List the available treatment options for prevention of various kidney stones.
4. Recite the CT characteristics that differentiate benign from malignant findings for the adrenal incidentaloma.
5. List the serological tests needed for the adrenal incidentaloma.
6. Indicate when surgery is required for adrenal incidentaloma.
7. Details on the follow up of the adrenal Incidentaloma.
8. Describe the diagnostic work-up for a pulmonary nodule.
9. Describe the follow up of a pulmonary nodule.
10. Describe the workup of a renal cyst.

Additional Materials

1. NIH National Library of Medicine Adrenal Incidentaloma
 - <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7431180/>
2. Pulmonary Embolism Symptoms and Diagnosis, American Lung Association.
 - <https://www.lung.org/lung-health-diseases/lung-disease-lookup/pulmonary-embolism/symptoms-diagnosis>
3. Guidelines for Management of Incidental Pulmonary Nodules Detected on CT Images: From the Fleischner Society 2017. Radiology. 2017 Jul;284(1):228-243. doi: 10.1148/radiol.2017161659. Epub 2017 Feb 23. PMID: 28240562.
 - <https://pubmed.ncbi.nlm.nih.gov/28240562/>
4. The American Association of Clinical Endocrinologists and American Association of Endocrine Surgeons medical guidelines for the management of adrenal incidentalomas. Endocr Pract. 2009 Jul-Aug;15 Suppl 1:1-20. PMID: 19632967
 - <https://pubmed.ncbi.nlm.nih.gov/19632967/>

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 3rd 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 10.

ZOOM CONFERENCES

The Department of Family and Community Medicine requires that you attend ONE zoom session for each FCM 622 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).

The zoom conferences will consist of approximately 2 hours and will take place the last Thursday of the rotation from 11 am to 1 pm. More information regarding this zoom will be sent to you once the rotation begins.

If you cannot attend the Zoom Conference, you will be responsible for contacting the Course Coordinator for the assigned Corrective Action, see page 10.

AQUIFER CASES

You must complete **eight** cases of your choosing. You will need to print a report that outlines which cases you completed (during this rotation, your dates **must** fall in your 4-week rotation period). Take your time on the cases, they have valuable information in them.

Students must upload the report to a D2L (Desire2Learn) drop box by 11:59 pm on the last day of the clerkship to be eligible to receive Honors or obtain a High Pass in the rotation. A grade cannot be entered for the course until all requirements are met.

How to Access Aquifer Cases:

1. Go to https://michstate-do.meduapp.com/users/sign_in
2. You will be brought to a Sign In page. If you have previously accessed Aquifer for pediatrics, enter the same Sign In information. If you are new to Aquifer, enter your msu.edu email and click "register."
3. Once you have signed in, you should have access to a course labeled "**FCM 622 Family Medicine Sub-I**" if you do not, please reach out to the Course Assistant on the first page of this syllabus. You will be able to use any of the cases in that course to fulfil your requirements.
4. You must navigate through the case including the last page. This will give you a Green Light on case completion.

If you cannot complete the Aquifer Cases, you will be responsible for contacting the Course Coordinator for the assigned Corrective Action, see page 10.

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). 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 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 "O" 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. 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 after the last day of the rotation at 11:59pm:

- 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.
- Aquifer Cases
 - Students that do not complete and upload their Aquifer report showing they did at least 8 Aquifer cases by 11:59 pm the last day (Sunday) of the 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), 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. 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) 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"> Completed, scanned, and uploaded to D2L. Must be completed 100% and needing no revisions by 11:59 pm on the 3rd Sunday of the rotation. 	Will be the conditional grade until all requirements of this rotation are met.	Failure to complete 100% and upload by 14 days after the last day of the rotation at 11:59 pm
Zoom Conference	Completed via Zoom on your scheduled day and time.	You will need to be present for the Zoom OR complete corrective action.	You will need to be present for the Zoom OR complete corrective action.	You will need to be present for the Zoom OR complete corrective action.	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.
Aquifer Cases	D2L – into the correct dropbox: “Aquifer Cases Dropbox”	Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the last day of the rotation.	Completed 100% and needing no revisions, uploaded to the correct dropbox by 11:59 pm the last day of the rotation.	Completed 100% and needing no revisions, uploaded to the correct dropbox 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 AND/OR failure to complete the Corrective Action assigned.
Family Medicine COMAT Exam	Per Clerkship Protocol	<ul style="list-style-type: none"> Score at or above 110 on your first attempt of the COMAT. Must be your first attempt. 	<ul style="list-style-type: none"> Score between 104 and 109 on your first attempt at the COMAT. Must be your first attempt. 	<ul style="list-style-type: none"> Score at or above 83 on your first or second attempt of the COMAT. 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. 	Will be the conditional grade until all requirements of this rotation are met.	<ul style="list-style-type: none"> Failure to pass the exam with two attempts. Failure to take the retake in the time given. 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).

Core Family Medicine Sub-Internship FCM 622

Requirement	Submission Method	Honors Designation	High Pass	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"> • Receives no "Below Expectations." • Receives no comments indicating below expectations of performance 	<ul style="list-style-type: none"> • Receives no "Below Expectations." • Receives no comments indicating below expectations of performance 	<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	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: _____

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

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

If NO, please summarize areas needing improvement below:

3. Overall comments on student performance

Strengths:	Areas of Improvement:

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

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