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## CLERKSHIP CLINICAL CASE LOGS POLICY

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<b>EFFECTIVE DATE:</b>	5/30/26	<b>NEXT REVIEW:</b>	5/1/2027
<b>APPROVED BY:</b>	Academic Programs		
<b>CATEGORY:</b>	Academic Programs		
<b>APPLIES TO:</b>	Students in the Doctor of Osteopathic Medicine (DO) Program		

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### REFERENCES AND RELATED POLICIES:

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### PURPOSE

The clerkship clinical case logs assess the experiences of the student and allows monitoring of each student's clinical experience while on clinical rotations. This policy establishes guidelines for students to log clinical cases after completing each rotation. The timely and accurate documentation of patient cases is a requirement set forth by the college.

### POLICY AND PROCEDURES

#### 1. Logging Process:

- a. After completing each rotation, students are required to log the clinical cases they encountered during the rotation on Medtrics.
- b. The logging should include relevant patient information such as age, primary diagnosis, and date of encounter. Additional information may be included but students must adhere to patient confidentiality guidelines, ensuring no personally identifiable information is shared.
- c. Each primary diagnosis should be logged at least once but may be logged more than once. Clinical Case Logs are considered complete after all primary diagnoses are logged at least once.

#### 2. Timeliness:

- a. Students must open the Medtrics case log and submit appropriate patient encounter diagnoses by the last day of every rotation.

- b. **Students must attest on each rotation Student Evaluation to “opening, reviewing, and logging all relevant diagnoses.”**
  - c. **Clinical case logs should be completed (all 72 primary diagnoses logged) by December of fourth year.**
  - d. **Once all 72 diagnoses are logged, students can attest “I have logged all 72 diagnoses” on their Student Evaluation.**
  - e. **If all primary diagnoses are not seen and logged by December of fourth year, students will be given a reading assignment on the topics missed in place of clinical exposure. Students must complete the reading assignment in order to complete the requirement for the Clinical Case Logs.**
- 3. Monitoring and Compliance:**
- a. **The clerkship team will monitor compliance with the clinical case logging policy.**
  - b. **Random audits will be conducted to verify the timeliness and completeness of the logged cases. Students must open and log a case every rotation by the last day of the rotation.**
  - c. **Failure to comply with the policy may result in a professionalism report to the college.**
- 4. Grading**
- a. **Clinical Case Logs will be checked for completion in December of the fourth year. Grading for completeness will be done through OST 604. Please see the syllabus of OST 604 for further details.**
  - b. **Clinical Case Logs will be periodically checked as an assignment in OST 603. Please see the OST 603 syllabus for further details.**