CLERKSHIP OVERVIEW

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Goals

Participants will:

Know the curricular structure of clerkship
Know the didactic requirements of clerkship
Tips on how to be successful in clerkship (or is it “how to keep yourself out of trouble in your clerkship”)
Lingo

- **R2** Required Rotations-these are the core rotations all students will do
- **C3** Core Clinical Concepts-this is the didactic/academic portion of year. This is a ‘course’ you will have to take and pass. Each base hospital meets one half day per week in year 3 to cover the objectives of C3. The content is located on D2l.
Graduation Requirements

To graduate from Michigan State University with a Doctor of Osteopathic Medicine (D.O.) Degree, a student must satisfactorily complete and pass all requirements of the:

• PreClerkship & Clerkship Programs of the Curriculum

• RCR Research Training: complete all four years of RCR Research training (as outlined by the "America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act," approved by Congress, and required by the University)

• COMLEX-USA Level 1: National Board of Osteopathic Medical Examiners (NBOME)

• COMLEX-USA Level 2CE: National Board of Osteopathic Medical Examiners (NBOME)

• COMLEX-USA Level 2PE: National Board of Osteopathic Medical Examiners (NBOME)

In addition, each graduating student must receive the endorsement of the Committee on Student Evaluation (COSE) and an affirmative vote from the faculty of the College.

The Retention, Promotion and Graduation policy for each class is posted on the College website on this page: http://com.msu.edu/Students/Registrar/Policies.htm.
Policy for Retention, Promotion, and Graduation

Where do I find the policy?

- [http://com.msu.edu/Students/Registrar/Policies.htm](http://com.msu.edu/Students/Registrar/Policies.htm)

Why do I need to understand this policy? How does this apply to me in the Clerkship Program?

- Page 6-7: What happens during Semesters 7 through 12
- Page 7: Unsatisfactory Clinical Performance: Status given to you when you receive one and/or two N grades in any Clerkship course
Compliances

All students must be compliant at all times during the clerkship program. These compliances include:

• Centers for Disease Control and Prevention recommendations for immunization of healthcare workers.
• Annual OSHA (Occupational Safety and Health Act) training in Universal Precautions.
• Annual HIPAA (Health Insurance Portability and Accountability Act) training.
• Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS).
• Fingerprinting and Criminal Background Check
• Urine Drug Screens
• Respirator Fit Test
• Responsible Conduct of Research training
Clerkship Requirements

• ROTATIONS
  
  • 48 weeks of R2’s ‘Required Rotations’
    • These are the core rotations MSUCOM and your base hospital student coordinator have scheduled for you
    • You cannot change your core rotation schedules
  
  • 32 weeks Selectives/Electives
    • These are your choice rotations you schedule (provided you meet the selective/elective guidelines of the curriculum)
    • Requires an approved application, completed at least 30 days in advance of the start of the rotation
    • Scheduled during Out Time Weeks
    • Registrars office will work with you regarding application protocols in October/November. Don’t worry about these now! Focus on your getting acclimated to clinical training!
Rotation Absolutes

• MSU must ‘approve’ all rotations
  • ‘approval’ means appropriate paperwork—without it, you don’t have malpractice insurance

• While we are incredibly fortunate to have a base hospital system, some rotations will require driving
Clerkship Schedules

Class of 2020 Sample Schedule Layout →→→→→→

Prescheduled for Students:
• 48 Weeks of CORE rotations - cannot be changed
• 6 Vacation Weeks – Those noted with asterisks can be used for selective or elective scheduling or remain as vacation time. Vacation weeks without an asterisk must be used for vacation.

Students required to Schedule:
• 32 Weeks of Selective or Elective rotations required to be scheduled during Out Time
• *Vacation weeks denoted with asterisks can be used either for Vacation or Selective/Electives

Log in to your schedules:  http://hit-filemakerwb hc.msu.edu/Clerkship/login_student.html
Clerkship Curricular Structure

- Core Rotation Requirements

<table>
<thead>
<tr>
<th>4 Week Blocks</th>
<th>2 Week Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>General Pediatrics</td>
</tr>
<tr>
<td>Advanced Family Medicine</td>
<td>General Surgery</td>
</tr>
<tr>
<td>In-patient Internal Medicine</td>
<td>Neurology</td>
</tr>
<tr>
<td>Ambulatory Internal Medicine</td>
<td>Obstetrics/Gynecology</td>
</tr>
<tr>
<td>Advanced In-Patient Internal Medicine</td>
<td>Psychiatry</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td></td>
</tr>
<tr>
<td>Radiology</td>
<td>Anesthesiology</td>
</tr>
</tbody>
</table>
Clerkship Curricular Structure

• **32 weeks** Selectives/Electives
  - **12 weeks** within the Statewide Campus System affiliated hospital systems (selectives)
  - **20 weeks** anywhere-SCS or non SCS (electives)
    - Must be MSUCOM approved
Clerkship Curricular Structure

32 weeks Selectives/Electives

- No more than 16 weeks in any one specialty

http://www.com.msu.edu/Students/Clerkship/16%20Week%20Specialty%20Maximum.htm
Clerkship Curricular Structure

• R2’s Required Rotations
  • SYLLABI!!
    • READ THEM! Preferably prior to start of rotation
    • D2I
    • Instructor of Record/Course Asst **resources
    • Gives a list of required activities (course requirements) for a passing grade in the course
      • Completion of evaluations of rotation
      • Weekly quizzes
      • Required readings/modules
      • Student experience logs
• How many weeks is your maximum in any one specialty when planning your electives?

• What is a selective and how many weeks is a selective?

• t/f if you are a general surgery want-to-be, you can do 16 weeks of general surgeries, than all other elective/selectives within surgical subspecialties?
Student Experience Logs

• COCA
• Guide for Learning
• Does NOT substitute the syllabi
# Student Experience Log

**IM 650 Internal Medicine In-Patient**

Attending mid-rotation feedback date: __________

Attending Signature: __________

(Verifying mid-rotation feedback and logs)

Students are required to complete the student experience logs, and submit them via D2L dropbox by 5pm on the last day of the rotation.

On this rotation you are required to encounter the below clinical presentations, if your rotation should not permit the following, you are required to gain the knowledge via modules/reading per syllabus. Place a checkmark where appropriate.

<table>
<thead>
<tr>
<th>Clinical Presentation</th>
<th>Experience via patient on rotation</th>
<th>Experience gained via readings/modules, per syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acute Coronary Syndrome</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heart Failure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acute Kidney Injury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrolyte abnormalities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningitis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UTI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pyelonephritis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetic Ketoacidosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pancreatitis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IBD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liver failure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acute asthma exacerbation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acute COPD exacerbation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thromboembolic DVT &amp; PE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coagulation disorders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Name:** __________

**Rotation Dates:** __________

**Rotation Site:** __________

**Rotation Attending:** __________

**Wellness:** An active process of becoming aware of and making choices toward a healthy and fulfilling life.

- Have you set one personal wellness goal you would like to accomplish during this rotation?
  - Yes
  - No

- Did you accomplish this goal by the end of the rotation?
  - Not at all
  - Somewhat
  - Completely accomplished goal or exceeded

**Skills/Procedures**

<table>
<thead>
<tr>
<th>Date Complete</th>
<th>Required procedures to be performed by student</th>
<th>Role</th>
<th>Supervisor Name</th>
<th>Supervisor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Evaluate one patient with in-hospital fall, and be able to discuss the relevant evaluation.</td>
<td>Observe</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review the necessity of brain imaging with your supervising physician.</td>
<td>Assist</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist with the insertion of one arterial line or central line.</td>
<td>Assist</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arterial blood gas results interpretation and suggested management of results to restore homeostasis.</td>
<td>Assist</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attendance at one Rapid response Team event or Code Blue (cardiac arrest in house event) with performance of CPR if allowed.</td>
<td>Assist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OMM - briefly describe how you used OMM on one patient during this rotation:

____________________________________________________________________

Comments:

____________________________________________________________________

I participated in interprofessional collaboration (collaboration on patient care with healthcare workers of different professional backgrounds) on this rotation:

- [ ] Yes
- [ ] No

Describe one encounter on this rotation when you collaborated on patient care with a healthcare worker of different professional background. Please identify the profession of the healthcare worker and how you perceived the experience (positive/neutral/negative).

____________________________________________________________________

____________________________________________________________________
Student Experience Log
FCM 620 Family Medicine

Attending mid-rotation feedback date: __________

Attending Signature: ____________________________
(Verifying mid-rotation feedback and logs)

Students are required to complete the student experience logs, and submit them via D2L dropbox by 11pm on the last day of the rotation.

On this rotation you are required to encounter the below clinical presentations, if your rotation should not permit the following, you are required to gain the knowledge via modules/readings per syllabus. Place a checkmark where appropriate.

<table>
<thead>
<tr>
<th>Clinical Presentation</th>
<th>Experience via patient on rotation</th>
<th>Experience gained via Readings/modules (per syllabus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asthma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COPD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hypertension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dyslipidemia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diabetes Mellitus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OMM- briefly describe how you used OMM on one patient during this rotation: ________________

Wellness: An active process of becoming aware of and making choices toward a healthy and fulfilling life.

Have you set one personal wellness goal you would like to accomplish during this rotation?
- Yes
- No

Did you accomplish this goal by the end of the rotation?
- Not at all
- Somewhat
- Completely accomplished goal or exceeded

I participated in interprofessional collaboration (collaboration on patient care with healthcare workers of different professional backgrounds) on this rotation:
- Yes
- No
Student Experience Logs

• Mid rotation feedback
  • This is a verbal evaluation from your attending that YOU initiate with your attending
  • This is MID rotation, not at the end. The formal eval at the end is a written evaluation.
  • Write the date the mid rotation feedback occurred with the attending

• The attending signs the form at the end of the rotation
• Upload forms to d2l
Student Experience Logs

• Should the entire log be completed?

• If I am nearing the end of the rotation and have not been able to experience one of the listed skills, what do I do?
Evaluations

• Attending evaluation of student
  • Won’t get a final grade until complete
  • End of rotation evaluation..no exceptions
  • Group effort-student/base hospital student coordinator
  • **how to make sure you aren’t surprised by a poor evaluation---weekly feedback, mid-rotation attending evaluation
  • Will be reviewed and returned to the facility (delaying final grade) if:
    • Turned in too early
    • Not signed or dated
    • Not fully complete

• You will start to see a lot of ET grades as a hold on your transcript until these get turned in (ET=extended time). The ET will change to a Pass/No pass once all requirements are complete
Evaluations

• **Student evaluation of rotation**
  - Won’t get a final grade until you complete this evaluation
  - Save the course assistants the time and energy..get ‘em done!
  - Available for you to complete the 3\textsuperscript{rd} week of your rotation

• **Concern notes** - on clerkship website and alongside rotation evaluations you will complete. Notes will come directly to me and reviewed quickly. A means to report concerns (professionalism, supervision, etc) to me so that I can investigate immediately. You are also welcome to email me directly!
COMAT EXAMS

• Comprehensive Osteopathic Medical Achievement Tests
• National standardized examination
• NBOME/NBME
• Designed to test the osteopathic med students core knowledge
• Subject/discipline specific
Clerkship Curricular Structure

• COMAT (Comprehensive Medical Achievement Test)

<table>
<thead>
<tr>
<th>Course</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>OB/Gyn</td>
<td>COMAT</td>
</tr>
<tr>
<td>General Surgery</td>
<td>COMAT</td>
</tr>
<tr>
<td>IM-after 2nd or 3rd IM</td>
<td>COMAT</td>
</tr>
<tr>
<td>FM-after 2nd FM</td>
<td>COMAT</td>
</tr>
<tr>
<td>Peds</td>
<td>COMAT</td>
</tr>
<tr>
<td>OPP</td>
<td>COMAT</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>NBME-’shelf exam’</td>
</tr>
</tbody>
</table>
Clerkship Curricular Structure

- COMAT (Comprehensive Medical Achievement Test)
  - Provides insight to strengths/weaknesses
  - When do I take the exam?
    - Offered only on the last Friday of the rotation
  - Registering for exam-you will be sent an email from the Registrar’s Office when allowed to sign up (usually within the first week of the rotation)
  - Where to take the exam? Exam is offered at MUC, EL and DMC campuses, plus some base hospital sites (Genesys, HF Macomb, Lakeland, McLaren Bay, Mercy, Metro, Munson)
  - Prepping for exam
    - Syllabi
    - NBOME website
  - Pass requirements/retake requirements-read your syllabus!
  - One COMAT not tied to a course/rotation...OPP
    - Most students take the OPP COMAT at the end of year 3 in preparation for their COMLEX 2
  - MSUCOM shares aggregate information with base sites-not individual scores
COMAT

• When do I take the exam?
  • Offered only on the last Friday of the rotation
• Registering for the exam – you will be sent an email from the Registrar’s Office when you are allowed to sign up
• Where to take (MUC, EL, DMC, & some base hospitals: Genesys, HF Macomb, Lakeland, McLaren Bay, Mercy, Metro Munson)
• Prepping for exam
  • Syllabi
  • NBOME website
• Pass requirements/retake requirements – Read your syllabus
• One COMAT not tied to a course/rotation...OPP
• Will begin to share aggregate information with base sites-not individual scores

http://com.msu.edu/Students/Clerkship/COMAT_Subject_Exams.htm
COMAT Testing

• COMAT tests on the last Friday of the rotation
  • Schedule your COMLEX exam accordingly
  • If emergencies arise on the day of the test...contact the IOR or your Course Asst listed on the syllabus!
  • Failure to show up for the COMAT is a zero score

• IM-tricky
  • You schedule your IM COMAT on the last Friday of the 2nd or 3rd IM core rotation. The grading component is assigned to the IM 660 course (3rd IM core in the sequence of IM rotations).
Clerkship Didactic Requirements

• C3 Core Clinical Concepts
  • Formal didactics synchronized across hospitals
  • Occurs in 4 hour blocks weekly August-April
    • Not always in order..depends on base site
  • Pre-study/preparation for didactic sessions in D2l
  • Periodic electronic testing on D2l with deadlines
    • Yes, students actually fail C3
Clerkship Didactic Requirements

- C3  Core Clinical Concepts
  - Symptom Centered

<table>
<thead>
<tr>
<th>Module</th>
<th>Rotation Block Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. General Tasks &amp; Non-Specific Symptoms</td>
<td>August</td>
</tr>
<tr>
<td>B. Patient Safety</td>
<td>September</td>
</tr>
<tr>
<td>C. Dyspnea, Wheezing, Cough &amp; UR Symptoms</td>
<td>October</td>
</tr>
<tr>
<td>D. Joint Pain &amp; Injury including Back Pain</td>
<td>November</td>
</tr>
<tr>
<td>E. Genitourinary Issues</td>
<td>December</td>
</tr>
<tr>
<td>F. Chest Discomfort &amp; Syncope</td>
<td>January</td>
</tr>
<tr>
<td>G. Alterations in Behavior</td>
<td>February</td>
</tr>
<tr>
<td>H. Abdominal Pain</td>
<td>March</td>
</tr>
<tr>
<td>I. Health Maintenance &amp; Life-long Care</td>
<td>April</td>
</tr>
</tbody>
</table>
Clerkship Didactic Requirements

• C3 Core Clinical Concepts
  • Required attendance at all sessions****
  • Responsible for all curricular elements
CLERKSHIP GRADING

- Final rotation grade is determined by the Instructor of Record for the rotation listed on the syllabus at MSUCOM. Grading requirements are listed on the course syllabus for each course.

- Honors, Pass, No Pass (N grade)
- ET (Extended Time): As grades are due 5 days after the end date of the rotation, you will be assigned an ET until all grading requirements (as listed within the syllabus) are completed.
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 syllabi. Students may achieve honors designation in the following core rotations:

- General Surgery
- Obstetrics/Gynecology
- Pediatrics
- Advanced Family Medicine
- Advanced Internal Medicine
- Psychiatry
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.
## Sample Syllabus Grading

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Honors Designation</th>
<th>Pass</th>
<th>Extended Grade</th>
<th>No Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meet all</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pre-Rotation Quiz</strong></td>
<td>✔ Completed by 5 pm the first Sunday of the Rotation</td>
<td>✔ Completed by 5 pm the last day (Sunday) of the Rotation</td>
<td>✔ Will by the conditional grade until all requirements of this rotation are met</td>
<td>✔ Failure to meet the quiz and or the corrective action</td>
</tr>
<tr>
<td><strong>Post-Rotation Quiz</strong></td>
<td>✔ Not mandatory for grade</td>
<td>✔ Not mandatory for grade</td>
<td>✔ Not mandatory for grade</td>
<td>✔ Not mandatory for grade</td>
</tr>
<tr>
<td><strong>Student Encounter Log</strong></td>
<td>✔ Complete and uploaded by 5 pm the last Friday of the rotation</td>
<td>✔ Complete and uploaded by 11 pm the last day (Sunday) of the rotation</td>
<td>✔ Will by the conditional grade until all requirements of this rotation are met</td>
<td>✔ Failure to complete and upload within two weeks after the rotation ends</td>
</tr>
<tr>
<td><strong>COMAT Exam</strong></td>
<td>✔ Score at or above 1.0 SD above the National Mean the day you take the exam <strong>on first attempt</strong></td>
<td>✔ Score at or above 1.0 SD below the National Mean the day you take the exam in two attempts</td>
<td>✔ Will by the conditional grade until all requirements of this rotation are met</td>
<td>✔ Failure to pass the exam with two attempts ✔ Failure to not take the retake in the time given ✔ Failure to take the exam the first time offered and not pass the exam on your second (due to the first attempt being an zero) attempt</td>
</tr>
<tr>
<td><strong>Clinical Clerkship Rotation Evaluation</strong></td>
<td>✔ Students must receive all Meets Expectations or above in all subcategories and Meets or Exceeds Expectations in the overall category</td>
<td>✔ May receive up to 1 Below Expectations in any subsection with an Meets or Exceeds Expectations in the overall sections</td>
<td>✔ Will by the conditional grade until all requirements of this rotation are met</td>
<td>✔ Receives two or more “Below Expectations” in any subsection on the evaluation ✔ Displays indicators of marginal performance on any clerkship rotation</td>
</tr>
</tbody>
</table>

**Post-rotation Quiz**: Not mandatory for grade

**Student Encounter Log**: Complete and uploaded by 5 pm the last Friday of the rotation ✔ Complete and uploaded by 11 pm the last day (Sunday) of the rotation ✔ Will by the conditional grade until all requirements of this rotation are met ✔ Failure to complete and upload within two weeks after the rotation ends

**COMAT Exam**: Score at or above 1.0 SD above the National Mean the day you take the exam **on first attempt** ✔ Score at or above 1.0 SD below the National Mean the day you take the exam in two attempts ✔ Will by the conditional grade until all requirements of this rotation are met ✔ Failure to pass the exam with two attempts ✔ Failure to not take the retake in the time given ✔ Failure to take the exam the first time offered and not pass the exam on your second (due to the first attempt being an zero) attempt

**Clinical Clerkship Rotation Evaluation**: Students must receive all Meets Expectations or above in all subcategories and Meets or Exceeds Expectations in the overall category ✔ May receive up to 1 Below Expectations in any subsection with an Meets or Exceeds Expectations in the overall sections ✔ Will by the conditional grade until all requirements of this rotation are met ✔ Receives two or more “Below Expectations” in any subsection on the evaluation ✔ Displays indicators of marginal performance on any clerkship rotation
CLERKSHIP ATTENDANCE POLICY

Policy:
In order to gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.
CLERKSHIP ATTENDANCE POLICY

• In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.

• Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form. Students must notify rotation team and medical education of emergent/illness absences on day of absence.

• A student may not be absent more than 2 days on any one 4 week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).

• Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.
Absence due to interviews:

• For the purpose of interviewing only, a student may be absent 4 days on a 4 week rotation (2 days on a 2 week rotation) during the months of September to January in the OMS year 4. Interview invitations must accompany the Clerkship Program Excused Absence Request Form.
# CLERKSHIP ATTENDANCE POLICY

<table>
<thead>
<tr>
<th>Examination</th>
<th>Maximum Time Off (includes travel time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE</td>
<td>1 day</td>
</tr>
<tr>
<td>MSUCOM COMLEX PE Simulation at MSU</td>
<td>1 day for each scheduled simulation</td>
</tr>
<tr>
<td>COMLEX USA Level 2 PE/USMLE Step 2 CS (Canadian Students Only)</td>
<td>2 days</td>
</tr>
<tr>
<td>COMAT/SHELF examinations</td>
<td>Travel time and time for exam</td>
</tr>
</tbody>
</table>
CLERKSHIP ATTENDANCE POLICY

Personal Day Absence:

• Students are allowed 5 personal days per academic year in OMS 3 and OMS 4. These days are not carried over from third year to fourth year. These are to be used for illness, physician appointments, and special events (weddings, graduations, special anniversary events) and must not exceed 2 days on any 4 week rotation (#3 above). Prolonged illness and bereavement will be handled on a case by case basis between MSUCOM Director of Clerkship and the base hospital/medical education department. Students must notify rotation team and medical education of emergent/illness absences on day of absence.
  • Hospital organized community events that might lead to periodic absence from rotations – student participation is encouraged and if base hospital approved, would be considered part of the rotation and not a personal day absence.
  • Jury duty – when obligated, student participation is not considered a personal day. Court excuses must accompany any absence. If absence is prolonged, this will be handled on a case-by-case basis between the base hospital/medical education and MSUCOM.
CLERKSHIP ATTENDANCE POLICY

Conference Absence:

• While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated.
  • Appropriate paperwork with proof of presentation and copy of conference agenda must accompany the form.
  • Time off in this situation will be for travel and presentation only.

• While on selective/elective rotations: A student may submit a request for an excused absence to attend one (1) professional meeting, time not to exceed 3 days off rotation. The meeting agenda must accompany the Clerkship Program Excused Absence Request Form.
CLERKSHIP ATTENDANCE POLICY

• Personal vacations/family reunions, etc are not part of this policy. Vacations can be scheduled periodically, provided all curriculum requirements will be met, with the assistance of your Student Support Advocate. Vacations will not be permitted on any core rotation or elective rotation.
CLERKSHIP ATTENDANCE POLICY

What is the maximum number of days off any one rotation?

When do you need to complete a Clerkship Program Excused Absence Request Form?

During interview season, how many days in one 4 week rotation may I take off to interview?
What if I get offered another interview that month?
Attendance

• Snow days- there are no snow days in the clerkship
• Holidays- rotation dependent unless a scheduled vacation

• Vacation time during clerkship
  • Previous schedules had built in vacation weeks in both third and fourth year. Students also had approximately 7 additional weeks that could be utilized for vaca/study time
    • In the event a student needed to repeat a course/rotation, the time would be utilized from this pool of weeks
  • New schedules-time listed as O on your schedule is yours to manage
    • Must keep in mind all curricular elements must be met
    • Must keep in mind the specific date all curricular elements must be complete to graduate in May 2020
    • Your SSA will be guiding you along the way
DUTY HOURS AND FATIGUE MITIGATIONS POLICY

Education

a. MSUCOM students will receive mandatory education regarding the impact of sleep deprivation and fatigue, and strategies to better manage and mitigate these effects.

b. Information and resources will be made available on other mental health and well-being topics throughout the curriculum.

c. Prior to entering clerkship, MSUCOM students will receive information about duty hour restrictions that are associated with residency training programs and expectations for student work hours on clerkship rotations.
DUTY HOURS AND FATIGUE MITIGATIONS POLICY

During clerkship, a student’s work schedule will be dependent upon their rotation assignment. Students should seek clarification of their schedule as needed to ensure that they may optimize the clinical experience.

Students may be scheduled for night and/or weekend shifts based on the work flow of the assigned rotation. Such assignments should be balanced to promote the student’s education over service.

While assigned clinical duties, rounds, and on-site educational programs are considered part of the student’s work hours, activities such as independent study, reading for assignments, and preparing for shelf examinations are not and should not be included in a tally of work hours.
DUTY HOURS AND FATIGUE MITIGATIONS POLICY

Students should be assigned to no more than 80 hours per week and should have at least one day off in every seven-day period or two consecutive days of in every fourteen-day period.

Students who are scheduled for in-house overnight call should be permitted to go home after eighteen to twenty-four hours, and should not be scheduled more frequently than every third night.

Students should have access to on-site call room facilities if scheduled for overnight call in a hospital setting.

Students will be expected to self-monitor their assigned hours. If a student believes that he or she is being asked to exceed these duty hours during any clerkship rotation, he/she must immediately consult the MSUCOM Director of Clerkship.
DUTY HOURS AND FATIGUE MITIGATIONS
POLICY

Role of College Curriculum Committee (CCC)

a. Any reports of excess duty hours made by a student to the MSUCOM Director of Clerkship will be investigated, with findings reported to the CCC.

b. The CCC will be mindful of student academic and clinical work load during each of the four years during the course review process and when considering changes to the curriculum.

c. The student representatives to the CCC may bring forward issues relative to work hours, fatigue, mental health issues, or COM services or resources.
DUTY HOURS AND FATIGUE MITIGATIONS POLICY

1. What is the max number of hours you can work in one week?

2. In regards to duty hours, how many days are work free in a 4 week rotation?

3. If you think you will violate duty hours...you should==
   a. Power thru and contact Enright after you’ve exceeded max hrs
   b. Ask for more hours
   c. Contact Enright prior to exceeding max hrs
Chaperone Policy

• Awaiting approval from the Curriculum Committee
• Once approved, you will receive an email description and copy of the policy
Other Policies

All College Policies can be found on the MSUCOM Website: http://www.com.msu.edu/About/Accreditation/policies.htm
OMM year 3

• C3 workshops (4)
• OMM documentation on Student Experience Logs
• OMM Observation Forms (SOAP notes) on 4 supervised patient encounters
MSUCOM Osteopathic Manipulative Medicine Observed Encounter Form

Student Name: ___________________________________________ Year: □ OMS 3 □ OMS 4

Date of Encounter: ___________________________ Encounter Number: □ 1 □ 2 □ 3 □ 4

Indication for OMM: □ Osteopathic screening exam □ Patient complaint □ Other

PLEASE PRINT LEGIBLY. DO NOT INCLUDE PATIENT NAME OR MEDICAL RECORD NUMBER.

Subjective: document patient complaints and relevant history

Objective: Must include all appropriate systems relative to the chief complaint. Must include documentation of relative somatic dysfunction, within the musculoskeletal system and alongside the other musculoskeletal examination and findings. Somatic dysfunction must be appropriately/fully defined and consistent with the chief complaint. Use TART to document findings.

Assessment: Must include principle diagnoses, including pertinent somatic dysfunction.

Plan: Include the use of OMT (for the somatic dysfunctions documented in the assessment), regions treated, and techniques/modalities used.

Student Attestation: By signing below, I attest to the accuracy of this documentation.

Student Signature ___________________________ Date ______________

Supervising Physician Attestation: I observed the student’s performance of OMM.

Supervising Physician Signature ___________________________ Date ______________

MSUCOM OMM Faculty Attestation: I reviewed the student’s documentation of OMM.

OMM Faculty Signature ___________________________ Date ______________

☐ Satisfactory ☐ Unsatisfactory due to ________________________________
• How many omm observed encounters are needed in year 3?
OMM Year 4

• Options-
  • OMM rotation
  • OMM workshop
  • 4 observed patient encounters

• More to come on this as you near year 4
Interprofessional Education

- COCA requirements
- You will have reflection activities in year 4. watch emails!
MSUCOM COMLEX PE SIMULATION

• Required - must take MSUCOM PE Sim prior to Comlex PE

• Recent improvement cycle
  • Better preparation for the PE exam..and the simulation experience
  • OMM refresher as part of this sim day

**you will be receiving a detailed email from me about MSUCOM PE Sim and COMLEX PE within the next week**
Comlex Exams Timing

• 2020’s - only one match!
  • Match will occur in March 2020
  • ERAs applications will open to PD’s in mid Sept after your OMS 3 year
  • Generally recommended to have your exams completed by the time the ERAS apps open
    • July and August examinations as latest exams
Timing of Exams

Comlex PE

• Eligible to sign up for an exam date once you get a Pass score on Comlex Level 1
• Sign up for sim first..than exam
  • Suggest March as earliest date for Comlex PE
  • You will get feedback on your performance in the simulation
    • In many instances this year...students need more work and prep after the sim..give yourself plenty of time to incorporate change
    • Give yourself 45 days after the sim to take the actual comlex PE
• Will be covering sim and Comlex PE summer/fall
  • Will be reiterating information received in my OPC lecture
• What is required prior to taking your actual complex pe?
Resources

• MSUCOMCARETeam@hc.msu.edu
Resources

• Academic Administrative Liaisons - AAL
  Dr’s Waarala (HF Macomb/Wyandotte, BOB, Mclaren Oakland, GC)
  Riegle (St. Joe Mercy, Allegience, St. Johns)
  Wolfe (Lakeland, Metro, Mercy, Munson, DMC SG/HV)
  Enright (Bay City, GRMC)
  Scott (Mclaren GL, Sparrow )
• Each base hospital has an assigned AAL
• Purposeful connection with our community partners
• Will be touching base with you throughout your 3/4\textsuperscript{th} years
Resources

- www.com.msu.edu/AP/Clerkship/Home.htm
- C3/PE Sim - Mr. Eric Dunckel (Eric.Dunckel@hc.msu.edu)
- COM Registrar Services
  - Student Support Associates
    - A – G  Elaine Williams, elaine@msu.edu, 517-355-5192
    - H – O  Erin Millikan, millika2@msu.edu, 517-355-5180
    - P – Z  Stephanie Shepard, shepar27@msu.edu, 517-884-6368
- Susan.Enright@hc.msu.edu
- Erin.Doelling@hc.msu.edu
- Kim.Peck@hc.msu.edu – academic and career guidance
- John.Taylor@hc.msu.edu – student counseling and health promotion
Resources

• At your hospital site
  • Student coordinators
  • C3 directors
  • DME’s

• Base hospital liaison
THINGS I'VE ALWAYS WANTED TO SAY TO DAVE

2. "THANKS FOR FINALLY PROVING MEN CAN BE FUNNY"

LITTLE-KNOWN FACTS ABOUT JUSTIN BIEBER

3. LAST WEEK I ACCIDENTALLY WAITED IN LINE FOR TWO HOURS FOR MY OWN AUTOGRAPH

SURPRISING FACTS ABOUT BARACK OBAMA

6. EARLIER TODAY I BOWLED A 39
Don’t violate HIPAA
Health Insurance Portability and Accountability Act

• United States legislation that provides data privacy and security provisions for safeguarding medical information
  • Caution
    • Written info....patient lists, notes
    • EMR access....you leave an electronic footprint
    • Social Media
    • Spoken info
      ELEVATORS
      CAFETERIA
Your cell phone is not your friend.
One of the most common **bad** comments on evaluations is that student wasn’t paying attention and was on cell phone.
Clinical Enrichment Forms ARE your friend!
Clinical Enrichment Forms

• Found on the clerkship website, student coordinators

• Allows you to have malpractice coverage outside of your scheduled rotation for approved experiences/rotations with the appropriate paperwork completed

• **you get an opportunity to experience and be seen!**
Get AT LEAST a mid cycle evaluation of yourself from your attending and residents..
Preferably weekly
**now required**
If you are not organized with administrative tasks (reading emails, reading syllabus, getting stuff in on time, etc) figure it out quickly!
Your audition rotations start July 31, 2017
• Small community
• Should be eager on all rotations
• Introduce yourself to the program directors
• Get letters of recommendations as rotations end
• Consider broadening your portfolio/application
  • Research opportunities
    • Base institution residents
Studying for your COMATS is studying for your COMLEX
Be professional...always
There is too much competition out there for anything else
• Show up early
• Participate! Rounds, didactics, read all assignments
• Know what is expected of you
• Get feedback
• Discussions at cafeteria tables
• Be professional in emails
• Give constructive feedback on your evaluations
  • If there is something I need to be aware of immediately—CONTACT ME!

• Introduce yourself to patients
• Wear your badge on the upper half of the body
• Make sure you are supervised in all you do
• Be a great member of the base hospital community

• N grades for unprofessional behavior on the rise
• You are moving from an education setting to a work setting
  • Accountability
    • Yourself, your work, your patients
  • Free from impairment
    • IMPORTANT FOR CLERKSHIP AND ENTRY INTO RESIDENCY
      • Random drug screening is a possibility for all
  • Mandatory means mandatory
  • Important to hospitals = patient satisfaction
    • Ex. 100 mil to the Beaumont system
    • Professional behavior – good communication, customer satisfaction attitude, no phones is important to the patient experience, hence these scores
BOARD EXAMS NEVER END
Yep...still more!

• Take care of yourself...get your teeth cleaned, go see your doctor. The hospital and your patients will survive without you there for these things.
  • Contact me with major life events

• Give constructive feedback on evaluations
Don’t let this become just a ‘job’
Thank You!

Susan.Enright@hc.msu.edu