At MSUCOM, we are constantly working to improve our curriculum and to meet new AOA accreditation guidelines. We need to meet the challenges of modern medicine that force us to innovate. While major changes will generally be instituted at the beginning of the school year, most minor changes may be implemented semester to semester.

Please be mindful of the need to read your syllabi before beginning your rotations. This syllabus is for any student completing the PSC 610 Elective/Selective July 1, 2017 – July 29, 2018
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Pre-Approval and Pre-Requisites

• An application is required for every selective/elective rotation.

• 30-day advance application approval required (applies to a rotation add, change or cancellation)

• Students need to Send a copy of the rotation description and name of the Institution where the rotation is to take place to the Department Course Coordinator for Instructor of Record Approval for this elective/selective experience. Once approved upon by the Instructor of Record, the proper selective/elective paperwork needs to be submitted to Student Services. Students will only be required to seek the Instructor of Record’s approval for rotations that are outside the SCS system.

Introduction and General Description of Course

Child and Adolescent Psychiatry (PSC 610) is a 6 credit hour, 4-week elective course designed to give students interested in Psychiatry a more focused experience in the area of child and adolescent psychiatry. The student will work with attending physicians and/or residents in a variety of settings that may include a combination of outpatient clinics, residential facilities, hospitals, rural community mental health facilities, and/or schools.

Goals and Objectives

• Expose medical students to the field of child and adolescent psychiatry.

• Provide them with experience in a variety of different settings and with a diverse patient population.

• Have them work directly with child and adolescent psychiatrists and/or child psychiatry fellows in various facilities.

• Provide the students with information regarding the field of child and adolescent psychiatry as a career choice

References

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<tr>
<th>Recommended Textbook</th>
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**Student Responsibilities**

During the 4 weeks of the rotation, the student is required to meet clinical and academic responsibilities:

- **The student will meet the following clinical responsibilities** during this rotation:
  - Daily clinical activities with preceptor
  - Prompt attendance for all rounds, team meetings, patient interviews and any other clinical activity as directed by preceptor
  - Demonstrates professional dress and attitude throughout the rotation
  - Effectively communicate with patients, staff, attendings, house staff, family, school systems and other interested parties
  - Document encounters as directed by preceptor

- **The student will meet the following academic responsibilities** during this rotation:
  - Read any recommended materials as suggested by preceptor
  - Follow-up clinical questions with a thoughtful review of pertinent literature
  - Complete all paperwork associated with the experience in a timely manner

Meeting or not meeting the above responsibilities will be used by the instructor of record in the determination of the final grade in the course (See “Corrective Action Process for Deficient Academic Requirements” Below).

**Psychiatry Specific Attendance Policy**

If a student is unable to be present for scheduled clerkship activities because of extenuating circumstances, the student is required to complete a Psychiatry Clerkship Excused Absence Request form and send it to Callie Langenderfer in the Psychiatry Department for approval.

In all cases except for emergencies and sudden illness, requests for scheduled absences are to be submitted at least 30 days prior to the date(s) of absence. Absences are not approved until the form is signed by the Psychiatry Department. Once approved, the student is required to notify their preceptor of their absence within 24 hours. Failure to complete this form and obtain required signatures will result in an unexcused absence from the rotation. Unexcused absences are considered unprofessional behaviors and could be noted as such on the student’s performance evaluation. Unprofessional behavior may lead to failure of the rotation.

**Should a student miss more than 2.5 (excused or unexcused) days from the rotation, the student may be subject to repeating the rotation. Students will be allowed up to 3 days for interviewing purposes only. All absences (excused or unexcused) must be made up as specified on the Excused Absence Form as outlined under the conditions of approval, unless the absence is a mandatory university activity. Makeup experience will be determined by the clerkship director or lead clerkship director but could include additional clinical days or written assignments.**

If a student has an emergency absence, at the time of the absence the student must notify the Psychiatry Department as well as their preceptor. The excused absence request form must be submitted to the Psychiatry Medical Education Office within 2 days of the original emergency or sudden illness notification.
Hospital/Clinical Site Requirements

(To be defined and evaluated by individual hospitals)

Students are responsible for completing any and all additional requirements set by the hospital/clinical site in which the student is completing the rotation. However, students are not responsible for reporting results of requirements outside the ones listed below to the college.
# Child and Adolescent Psychiatry (PSC 610) Rotation
## Clinical Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Submission Method</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending Evaluation of Rotation</td>
<td>To be appropriately submitted per the instruction at the end of each evaluation form</td>
<td>Final Day of Rotation</td>
</tr>
<tr>
<td><em>the determination of a satisfactory attending evaluation is governed by the College's Policy for Retention, Promotion, and Graduation</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Evaluation of Rotation</td>
<td>“Evaluate” Link in Kobiljak Schedule (this link will activate on the final Monday of the rotation)</td>
<td>Final Day of Rotation</td>
</tr>
</tbody>
</table>

## Unsatisfactory Clinical Performance

A student\’s clinical performance will be assessed through the Attending Clinical Clerkship Rotation Evaluation. Unsatisfactory Attending Evaluations are governed by the Policy for Retention, Promotion and Graduation (4.e).

An overall “Below Expectations” rating on Section 1 of the Clinical Clerkship Rotation Evaluation will be referred to the Instructor of Record/Department Chairperson for review and grade determination.

Students who receive two or more Clinical Clerkship Rotation Evaluations with an overall “Below Expectations” rating will be referred to the COSE Clerkship Performance Subcommittee for review.

An overall “Below Expectations” rating on Section 2 of the Clinical Clerkship Rotation Evaluation will be referred to the Associate Dean/Student Services. In consultation with the Instructor of Record/Department Chairperson a determination of action will be reached.

**IMPORTANT NOTE:** The student will maintain an “Extended” (ET) grade until they have successfully completed all academic and clinical requirements for the course.
Special Considerations Accommodations (VISAs) for Disabilities

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 at 517-884-RCPD or on the web at www.rcpd.msu.edu. Once a student’s eligibility for accommodation has been determined he/she may be issued a Verified Individualized Services and Accommodation (“VISA”) form. Please present this VISA form to Cheryl Luick, luick@msu.edu, A-331 East Fee Hall at the start of the semester and/or two weeks prior to the accommodation date (test, project, labs, etc.). Requests received after this date will be honored whenever possible.

It is the responsibility of the student with accommodations to contact the Elective Coordinator two weeks prior to the start of the term, or two weeks prior to the scheduled assessment event or other planned use of accommodations. Requests received after this date will be honored whenever possible.

It is the responsibility of the student to submit or have submitted an updated version of their accommodations to Cheryl Luick each semester that a student plans to use their accommodations.
MSU College of Osteopathic Medicine Standard Policies

The following are the standard MSUCOM policies students must adhere to across all Clerkship courses/rotations.

STATEMENT OF PROFESSIONALISM

Principles of professionalism are not rules that specify behaviors, but guidelines that provide direction in identifying appropriate conduct. These principles include the safety and welfare of patients, competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and lifelong learning for maintenance of professional skills and judgments.

Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity and morals displayed by the student to faculty, peers, patients and colleagues in other health care professions. Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional student.

STUDENTS RIGHTS AND RESPONSIBILITIES

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty. Students share the responsibility with faculty for creating an environment that supports academic honesty and principles of professionalism. Proper relationship between faculty and student are fundamental to the college’s function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.

FACULTY RESPONSIBILITIES

It is the responsibility of the college faculty to specify the limits of authorized aid (including but not limited to exams, study aids, internet resources and materials from senior students) in their syllabi, and it is the responsibility of students to honor and adhere to those limits. Course instructors shall inform students at the beginning of the semester of any special criteria of academic honesty pertinent to the class or course.

It is the responsibility of the clinical faculty to provide students with ongoing feedback during rotation upon request. Clinical faculty are generally recommended (though not required) to limit student assigned duty hours from 40 to 60 hours weekly (and not exceeding 60 hours). Both faculty and students are to be treated fairly and professionally in order to maintain a proper working relationship between trainer and trainee.
COURSE GRADES

- **P-Pass** – means that credit is granted and that the student achieved a level of performance judged to be satisfactory according to didactic and clinical performance by the department.

- **N-No Grade** – means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory according to didactic and clinical performance by the department.

- **ET-Extended Grade** – means that a final grade ("Pass" or "No Grade") cannot be determined due to one or more missing course requirements. In Years 3 and 4, the ET grade is used instead of an "Incomplete (I)" grade. Once all course requirements have been completed, received, and processed, the ET grade will be changed to a final grade. An “ET” will NOT remain on a student’s transcript.

N-GRADE POLICY

- Remediation is not offered for Clerkship courses. Any student who receives an N grade in the Clerkship Program will be required to appear before the COSE Clerkship Performance Subcommittee (COSE).

ROTATION EVALUATIONS

**Attending/Faculty/ Resident Evaluation of Student**

Students are responsible for assuring that his/her clinical supervisor receives the appropriate evaluation form. Forms can be accessed via the “Attending Evaluation” link in the student’s Kobiljak online Clerkship schedule.

Students should assertively seek feedback on his/her performance throughout the course of the clinical rotation. Students should also sit down and discuss the formal evaluation with the clinical supervisor.

Students should keep a copy of the evaluation and leave the original with the Medical Education Office at the clinical training site where that office will review, sign, and forward the completed form to the COM Office of the Registrar. It is important to know that evaluations will not be accepted by the COM Office of the Registrar if submitted by the student. Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” resulting in an “N” grade and review by the Committee on Student Evaluation (COSE) and/or the College Hearing Committee.

Grades are held until all rotation requirements, including evaluation forms, are received. Be sure you are using the correct form.

**Student Evaluation of Rotation**

Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online schedule through Kobiljak.
EXPOSURE INCIDENTS PROTOCOL

A form has been developed by the University to report exposure incidents. These forms will be on file in your DME's office. You can also access the form at www.com.msu.edu/AP/clerkship_program/clerkship_documents/exposure.pdf. Please make yourself familiar with the procedure and the form.