Please Note: 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.
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Introduction and Overview

The MSU Psychiatry Clerkship is a four week required experience for third year College of Osteopathic Medicine students. Psychiatry is a critical component of a medical student’s education, providing information and experiences that will help all students deal with behavioral and psychosocial issues in the patients they treat.

During the four week experience core didactics are provided online consisting of learning modules, lectures, and faculty updates on key psychiatric topics. All students will be required to evaluate and treat patients with basic psychiatric disorders. Psychiatric clinical experiences will be provided in a variety of settings including inpatient, outpatient, consultation liaison, community mental health, and a Veterans Administration inpatient facility and clinics. Although the settings vary, all clerkship experiences share common expectations in terms of exposure to key psychiatric disorders. Students will demonstrate their clinical knowledge base by participating in a Problem Based Assessment and the NBME psychiatry shelf examination.

Goals and Objectives

GOALS

Our goal is to offer students a common set of learning experiences that will include:

- An orientation to psychiatry and its value to care of patients.
- Repeated opportunities to both witness and conduct a competent basic psychiatric evaluation including a mental status examination.
- The opportunity to successfully complete a risk assessment for suicide and homicidal ideation/plan by learning to ask patients about these issues then formulating a plan to reduce risk.
- The ability to construct a reasonable differential diagnosis for common psychiatric problems such as psychosis, mood disorders, and anxiety disorders.
- Construction of a reasonable psychiatric treatment plan which demonstrates the basic psychopharmacologic skills including the indications for, use, and mechanism of action of psychotropic medications.
- An opportunity to learn about effective treatments such as supportive therapy and cognitive-behavioral therapy.
- Exposure to somatic therapies including ECT would be desirable during the rotation if feasible.

OBJECTIVES

At the completion of the clerkship students should be able to:

History, Examination and Medical Interviewing

1. Elicit and accurately document a complete psychiatric history, including the identifying data, chief complaint, history of the present illness, past psychiatric history; medications (psychotropic and non-psychotropic), general medical history, review of systems,
developmental history, substance abuse history, family history, and social history; use multiple sources of data.

2. Recognize physical signs and symptoms that accompany classic psychiatric disorders (e.g., tachycardia and hyperventilation in panic disorder) and psychiatric manifestations of medical illness; recognize the possible physical effects of psychotropic drugs (i.e., medications and drugs of abuse).

3. Perform and accurately describe the components of the comprehensive Mental Status Examination (including general appearance and behavior, motor activity, speech, affect, mood, thought processes, thought content, perception, sensorium and cognition, abstraction, intellect, judgment, and insight with special attention paid to safety, including suicidality and homicidality, and screening for psychotic symptoms. For each category of the Mental Status Exam, list common abnormalities and their common causes; be able to perform common screening exams for common psychiatric disorders (e.g., CAGE, MMSE).

4. Demonstrate an effective repertoire of interviewing skills, which range from strategies for challenging interviews to sensitivity to the individual patient, including avoidance of stigmatization and awareness of cultural differences and health disparities.

5. Describe the clinical presentation of child, partner, and elder abuse and be able to recognize risk factors associated with each condition.

Documentation and Communication

1. Accurately document a complete psychiatric history and examination and record the components of a comprehensive mental status examination.

2. Accurately document the daily progress of inpatients and the periodic progress of outpatients.

Clinical Reasoning and Differential Diagnosis

1. Use the DSM in identifying specific signs and symptoms that compose a syndrome or disorder.

2. Formulate a differential diagnosis and plan for assessment of common presenting signs and symptoms of psychiatric disorders.

3. Know the indications for, how to order, and the limitations of common medical tests for evaluating patients with psychiatric symptoms (e.g., laboratory, imaging etc.).

4. Demonstrate the ability to review and integrate the use of new clinical evidence.

Assessment of Psychiatric Emergencies

1. Identify and discuss risk factors for suicide across the lifespan.

2. Conduct clinical diagnostic and risk assessments of a patient with suicidal ideation or behavior and make recommendations for further evaluation and management.

3. Identify risk factors for violence and assaultiveness, understand symptoms of escalating violence and demonstrate safety precautions.

4. Discuss the differential diagnosis and assessment of a patient with potential or active suicidal or violent behavior and make recommendations for further evaluation and management.

5. Evaluate need for psychiatric hospitalization and understand appropriate level of care.
Psychopathology and Disease

The typical signs and symptoms of common psychiatric disorders as outlined below should be learned and understood. The clerkship learning experiences should build on an established understanding of basic principles of neurobiology and psychopathology.

Cognitive Disorders

1. Recognize changes in sensorium and cognition that may be associated with delirium and dementia.
2. Discuss the clinical features, psychopathology and etiology of cognitive impairment and make appropriate recommendations for evaluation.

Substance Abuse Disorders

1. Compare and contrast diagnostic criteria for substance use disorders (abuse, dependence, intoxication, withdrawal, and substance-induced disorders).
2. Know the clinical features of intoxication with cocaine, amphetamines, hallucinogens, cannabis, phencyclidine, barbiturates, opiates, caffeine, nicotine, benzodiazepines, alcohol and anabolic steroids.
3. Recognize substance withdrawal from sedative hypnotics including alcohol, benzodiazepines and barbiturates.
4. Identify typical presentations of substance use disorders in general medical and psychiatric clinical settings including the co-morbidity of substance use with other psychiatric disorders.

Psychotic Disorders

1. Define the term psychosis and be able to discuss the clinical manifestations and presentation of patients with psychotic symptoms, including self-harm and suicide risk.
2. Recognize and discuss the importance of a thorough medical evaluation for all patients presenting with signs and symptoms of psychosis to rule out the presence of underlying general medical conditions or substance-induced symptoms.
3. Develop a differential diagnosis and plan for further evaluation for patients presenting with signs and symptoms of psychosis.
4. Discuss epidemiology; clinical course, and the positive/negative/cognitive symptoms of schizophrenia.
5. Understand the process of involuntary psychiatric hospitalization.

Mood Disorders

1. Discuss the epidemiology of mood disorders with special emphasis on the prevalence of depression in the general population and the impact of depression on the morbidity and mortality of co-morbid illness.
2. Compare and contrast the features of unipolar and bipolar mood disorders with regard to clinical course, co-morbidity, family history, gender and prognosis.
3. Discuss the differential diagnosis for patients presenting with signs and symptoms of common mood disorders.
4. Discuss the high risk of suicide in patients with mood disorders, risk assessment and management strategies.
5. Describe the prevalence of unipolar and bipolar depression; identify the most common neurotransmitters and pathways associated with depression.

**Anxiety Disorders**

1. Discuss the epidemiology of panic disorder, generalized anxiety disorder, post-traumatic stress disorder and obsessive compulsive disorder in the US population.
2. Discuss effective treatments for the above anxiety disorders including behavioral therapy, cognitive behavioral therapy, exposure, and relaxation therapies.
3. Discuss reasonable pharmacologic therapies for anxiety including benzodiazepine and antidepressant medication selection and use.

**Personality Disorders**

1. Recognize common, persistent maladaptive behaviors.
2. Describe countertransference and its role in dealing with personality disordered patients.
3. Describe useful responses and behaviors in patient care.

**Disease Prevention, Management and Therapeutics**

**Pharmacotherapy**

1. Explain the rationale for use, relevant clinical indications, probable mechanisms of action, and possible adverse reactions of each of the following classes of medication:
   a. SSRI and SNRI
   b. atypical antipsychotic
   c. mood stabilizer
   d. anxiolytic
2. Discuss barriers to medication adherence and offer strategies to enhance adherence.
3. Demonstrate the ability to effectively communicate such pertinent information regarding medications to the patient and appropriate family.

**Non-Pharmacologic Somatic Therapies**

1. Summarize the common indications for electro-convulsive therapy and discuss its appropriateness, and risks and benefits.

**Psychotherapies**

1. Demonstrate understanding of the unique relationship between doctor and patient in psychiatric interactions (i.e. transference and counter transference issues).
2. Describe the usefulness of supportive therapy, dialectical behavioral therapy (DBT) and cognitive behavioral therapy (CBT) for psychiatric illness.

**Multidisciplinary Collaboration with Consultants**

1. Participate in a multidisciplinary team when working in the inpatient setting.
2. Discuss indications for a psychiatric consult and how to request one.
Medical and Legal issues

Medical-Legal Issues in Psychiatry

1. Discuss the risk factors, screening methods and reporting requirements for domestic violence in vulnerable populations including children, adults, and the elderly.
2. Understand the physician’s role in screening for, diagnosing, reporting and managing victims of abuse. Students will be familiar with State of Michigan requirements.
3. Discuss Tarasoff and the duty to protect.

OPP Objectives for Clinical Clerkships: Psychiatry Specific Objectives:

1. Describe the osteopathic structural exam, and how structural findings are integrated in the overall workup of the psychiatric patient.
2. Describe the key role of the osteopathic history in the work up of the psychiatric patient.
3. Identify emotional, psychological, and cultural factors and how they may affect disease processes.
4. Describe how somatic dysfunction may affect the psychological and emotional functions of the patient, and how osteopathic manipulative treatment may influence these processes.
5. Demonstrate clinical understanding in psychiatric conditions, considering:
   a. Relevant anatomy and physiology.
   b. Typical manifestations of somatic dysfunction.
   c. Relevant sympathetic and parasympathetic innervation and influence.
   d. Pain and pain behavior.
   e. Venous, lymphatic, and cerebrospinal fluid pathways.
   f. Biomechanical impact.
   g. Supporting the body’s self healing mechanisms.
   h. Psychosocial implications.
   i. Prioritize the above considerations based on the individual patient.
6. Describe the role of somatic dysfunction in the pathophysiology and create an osteopathic manipulative treatment plan.
7. Devise an osteopathic management plan for each of the listed conditions:
   a. Address indications and contraindications for osteopathic manipulative treatment.
   b. Include rationale for osteopathic manipulative treatment in plan.
   c. Recognize the distinctive adaptation of technique necessary in this patient population.
   d. Be able to modify OMT techniques for hospitalized and post-surgical patients.

Psychiatry Core Competencies

The Osteopathic Core Competencies covered in this module include:

I. Osteopathic Principles and Practices

a. Approach the patient with recognition of the entire clinical context, including mind-body and psychosocial interrelationships.
b. Diagnose clinical conditions and plan patient care.
c. Perform or recommend OMT as a part of a treatment plan.
d. Communicate and document treatment details.
e. Communicate with OMM specialists and other health care providers to maximize patient treatment and outcomes, as well as to advance osteopathic manipulation research and knowledge.

II. Medical Knowledge

a. Articulate basic biomedical science and epidemiological and clinical science principles related to patient presentation in the cognitive, behavioral and substance abuse areas.

b. Apply current best practices in osteopathic medicine.

c. Use appropriate physician interventions including scientific concepts to evaluate, diagnose and manage clinical patient presentation and population health, recognize the limits of personal medical knowledge, apply EBM guidelines during practice, apply ethical and medical jurisprudence principles of patient care, outline preventative strategies across the life cycle and describe the list risk factors for psychiatric disease.

III. Patient Care

a. Gather accurate data related to the patient encounter.

b. Develop a differential diagnosis appropriate to the context of the patient setting and findings.

c. Form a patient-centered, interprofessional, evidence-based management plan.

d. Encourage mental health promotion and disease prevention.

e. Demonstrate accurate documentation, case presentation and team communication.

IV. Interpersonal and Communication Skills

a. Establish and maintain the physician-patient relationship.

b. Conduct a patient-centered interview.

c. Demonstrate effective written and electronic communication in dealing with patients and other health care professionals.

d. Work effectively with other health professionals as a member or a leader of a health care team.

V. Professionalism

a. Demonstrate knowledge of the behavioral and social sciences that provide the foundation for the professionalism competency, including medical ethics, social accountability and responsibility and commitment to professional virtues and responsibilities.

b. Demonstrate humanistic behavior including respect, compassion, probity, honesty and trustworthiness.

c. Demonstrate responsiveness to the needs of patients and society that supersedes self-interest.

d. Demonstrate accountability to patients, society, and the profession, including the duty to act in response to the knowledge of professional behavior of others.

e. Attain milestones that indicate a commitment to excellence, as, for example, through ongoing professional development as evidence of a commitment to continuous learning.

f. Demonstrate knowledge of and the ability to apply ethical principles in the practice and research of osteopathic medicine, particularly in the areas of withholding of clinical care, confidentiality of patient information, informed consent, business practices, the conduct of research and the reporting of research results.

g. Demonstrate awareness of and proper attention to issues of culture, religion, age, gender, sexual orientation, and mental and physical disabilities.
h. Demonstrate understanding that the student is a representative of the osteopathic profession and is capable of making valuable contribution as a member of this society; lead by example; provide for personal care and well-being by utilizing principles of wellness and disease prevention in the conduct of professional and personal life.

i. Demonstrate honest, transparent business practices.

VI. Practice-Based Learning and Improvement

a. Describe and apply evidence-based medical principles and practices.

b. Critically evaluate medical information and its sources and apply such information appropriately to decisions relating to patient care.

VII. Systems Based Practice

a. The candidate must demonstrate understanding of variant health delivery systems and their effect on the practice of a physician and the health care of patients.

b. The candidate must demonstrate understanding of how patient care and professional practices affect other health care professions, health care organizations and society.

c. The candidate must demonstrate knowledge of and the ability to implement safe, effective, timely, patient-centered equitable systems of care in a team-oriented environment to advance populations’ and individual patients’ health.
References

Required Study Resources

https://d2l.msu.edu

Suggested Study Resources and Recommended Text


Recommended Websites:

1.  http://www.nbme.org
2.  www.mghcme.org
3.  www.neiglobal.com
Student Responsibilities and Expectations

Student Attire and Etiquette

Medical students are to wear clean, white, short lab coats during the clerkship unless otherwise instructed. An identification tag, which is furnished by the community campus, must also be worn at all times. 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 a medical student, not as a physician. 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 are a reflection of Michigan State University and the College.

Student Responsibilities Regarding Patient Supervision

All medical procedures performed by medical students must be supervised by a licensed physician responsible for the care of the patient. Before starting any procedure the medical student must be told to do the procedure on the patient by a physician responsible for the care of this patient. The supervising physician and the student share the responsibility for determining the level of supervision needed: either direct supervision (i.e., an appropriate supervisor is present while the procedure is being performed) or indirect supervision (i.e., an appropriate supervisor can be called into the room within a time span appropriate for that procedure).

It is understood that a complete list of procedures that a medical student may perform is neither possible nor desirable to establish, but these general guidelines should be followed:

a) Appropriate informed consent must be obtained and documented. No procedure should be attempted by the medical student unless s/he is given permission to do so by a physician responsible for the patient.

b) If a student does not feel capable, then s/he must not undertake performance of the procedure without further instruction and direct supervision.

c) If the student is not known by the patient, the student should properly identify her/himself to the patient.

d) If the medical student is not successful in the performance of a procedure within the reasonable amount of time or without undue discomfort to the patient, the medical student must withdraw and notify the supervising physician.

e) It is the responsibility of the medical student to cease and desist from the performance of any procedure at the direction of any nurse responsible for that patient, if that nurse has reasonable cause to ask the student to cease and desist. The supervising physician should be notified promptly of any such action.

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Psychiatry Clerkship Orientation

All Psychiatry Clerkships begin with a clerkship orientation. **In person attendance at orientation is mandatory for students based in Flint, Kalamazoo, Lansing and Traverse City.**

Students based in Bay City, Coldwater, Grand Rapids, Jackson and Southeast Michigan are required to do a mandatory on-line orientation. This should be completed prior to the first day of the clerkship.

Bay City, Coldwater, Grand Rapids, Jackson and Southeast Michigan students will report on the first day, as directed by your clinical site. Any absence from in person attendance or non-compliance of the on-line orientation prior to the first day will be considered unprofessional behavior and may lead to failure of the clerkship.

MSU EMAIL

To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking their MSU email accounts daily and maintaining their MSU mailboxes 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 clinical education 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.

Psychiatry Clerkship Attendance

**Attendance at all scheduled Psychiatry Clerkship activities is mandatory.** If a student is unable to be present for scheduled clerkship activities because of extenuating circumstances, the student is required to complete a Clerkship Excused Absence Request form and send it to the Psychiatry Department for approval if not scheduled through your base hospital.

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 Lead Clerkship Director or Community Clerkship Director. 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 clerkship. Unexcused absences are considered unprofessional behaviors and could be noted as a mark of unprofessionalism on the student’s performance evaluation. Unprofessional behavior may lead to failure of the clerkship.

**Should a student miss more than 2.5 (excused or unexcused) days** from the 4 week clerkship, the student may be subject to repeating the clerkship. 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 Community Clerkship Assistant or Department Administrator as well as their preceptor. The excused absence request form must be submitted to the Psychiatry Medical Education Office within 24 hours of the original emergency or sudden illness notification.

NOTE: Students cannot be absent the first or last calendar day of the Psychiatry Clerkship rotation – requests to be absent will be denied for these days. In addition, time off for any COMLEX exam needs to be requested.
# Psychiatry Rotation Grading Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Submission Method</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Encounter Log</td>
<td>Drop Box in D2L or turn in at exam</td>
<td>5:00 p.m. the last Friday of the Clerkship</td>
</tr>
<tr>
<td>On-line Modules with Quiz</td>
<td>Taken and submitted through D2L</td>
<td>Monday of Week 4 by 8 a.m.</td>
</tr>
<tr>
<td>Performance Based Assessment (PBA)</td>
<td>Drop Box in D2L or turn in at exam</td>
<td>5:00 p.m. the last Friday of the Clerkship</td>
</tr>
<tr>
<td>Observed Interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Performance Evaluation (CPE)</td>
<td>Drop Box in D2L or turn in at exam</td>
<td>5:00 p.m. the last Friday of the Clerkship</td>
</tr>
<tr>
<td>NBME Psychiatry Shelf Exam</td>
<td>NBME Secure Website</td>
<td>8:30 am on the last Friday of the clerkship</td>
</tr>
</tbody>
</table>

### PSC 608 Corrective Action Process for Deficient Academic Requirements

If a student does not successfully complete the academic requirements of the course, the student will be permitted to go through a “Corrective Action” process.

The steps of the “Corrective Action” process for PSC 608 are listed under each graded assignment below.

If a student completes the corrective action successfully, as determined by the Instructor of Record, the student will receive credit for the deficient academic grading requirement(s).

If a student does not complete the corrective action successfully, as determined by the Instructor of Record, the student will receive an “N” grade for the course.
Patient Encounter Logs

The log is one form of evaluation in the Psychiatry Clerkship used to assess expected knowledge and skills. Medical students complete their logs to assess their exposure to psychiatry diagnoses and procedures. **For each patient a student can log up to 2 separate diagnoses and/or procedures as applicable.** Examples: DS under Anxiety disorder and Mood Disorders, or DS under Mood Stabilizers and Antidepressants, or DS under Mood Disorders and Mood Stabilizers.

<table>
<thead>
<tr>
<th>Diagnosis/Disorder</th>
<th>Minimum Requirements</th>
<th>Procedures/Treatment</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anxiety Disorder</td>
<td>3</td>
<td>First Generation Antipsychotics</td>
<td>2</td>
</tr>
<tr>
<td>(i.e. panic disorder, generalized anxiety disorder, PTSD)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neurocognitive Disorders</td>
<td>2</td>
<td>Second Generation Antipsychotics</td>
<td>6</td>
</tr>
<tr>
<td>(i.e., dementia, delirium)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychotic Disorders</td>
<td>4</td>
<td>Antidepressants</td>
<td>6</td>
</tr>
<tr>
<td>(i.e. schizophrenia, mood disorder with psychosis, drug induced psychotic disorder, psychosis secondary to dementia or delirium)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mood Disorders</td>
<td>3</td>
<td>Anxiolytics</td>
<td>6</td>
</tr>
<tr>
<td>(i.e., adjustment disorder with depressed mood, major depressive disorder, bipolar disorder, mood disorder secondary to general medical condition)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substance Use Disorders</td>
<td>2</td>
<td>Mood Stabilizers</td>
<td>6</td>
</tr>
<tr>
<td>(i.e., alcohol, opioid, benzodiazepine, cocaine abuse or dependence)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personality Disorder</td>
<td>2</td>
<td>Cognitive Behavioral Therapy*</td>
<td>1</td>
</tr>
<tr>
<td>(i.e. borderline)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Supportive Therapy+</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Electroconvulsive Therapy*</td>
<td>1</td>
</tr>
</tbody>
</table>

*May be met by viewing the online module.

+A non-confrontational therapy used to support the patient’s functioning and coping strategies. It is best suited for a patient with a high level of functioning who is currently overwhelmed but may be used to strengthen functioning for a patient with limited abilities needing supportive direction. The therapist establishes a reality-based working relationship and may provide reinforcement for positive behaviors, make suggestions on topics such as limit setting or environmental changes, offer genuine reassurance, as well as encouragement to deal with stressful situations. The patient may receive praise and encouragement to use coping strategies that reduce stress and manage conflict.
### Patient Encounter Log

#### Diagnosis/Disorder Requirements

<table>
<thead>
<tr>
<th>Disorder</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anxiety Disorders (3)</td>
<td>__ __ __</td>
</tr>
<tr>
<td>Neurocognitive Disorders (2)</td>
<td>__ __</td>
</tr>
<tr>
<td>Psychotic Disorders (4)</td>
<td>__ __ __ __</td>
</tr>
<tr>
<td>Mood Disorders (3)</td>
<td>__ __ __</td>
</tr>
<tr>
<td>Substance Use Disorders (2)</td>
<td>__ __</td>
</tr>
<tr>
<td>Personality Disorders (2)</td>
<td>__ __</td>
</tr>
</tbody>
</table>

#### Procedures/Treatment Requirements

<table>
<thead>
<tr>
<th>Treatment</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Generation Antipsychotics (2)</td>
<td>__ __</td>
</tr>
<tr>
<td>Second Generation Antipsychotics (6)</td>
<td>__ __ __ __ __ __ __</td>
</tr>
<tr>
<td>Antidepressants (6)</td>
<td>__ __ __ __ __ __ __</td>
</tr>
<tr>
<td>Anxiolytics (6)</td>
<td>__ __ __ __ __ __ __</td>
</tr>
<tr>
<td>Mood Stabilizers (6)</td>
<td>__ __ __ __ __ __ __</td>
</tr>
<tr>
<td>Cognitive Behavioral Therapy (1*)</td>
<td>__</td>
</tr>
<tr>
<td>Supportive Therapy (4) +</td>
<td>__ __ __ __</td>
</tr>
<tr>
<td>Electroconvulsive Therapy (ECT) (1*)</td>
<td>__</td>
</tr>
</tbody>
</table>

*May be met by viewing video

+ A non-confrontational therapy used to support the patient’s functioning and coping strategies. It is best suited for a patient with a high level of functioning who is currently overwhelmed but may be used to strengthen functioning for a patient with limited abilities needing supportive direction. The therapist establishes a reality-based working relationship and may provide reinforcement for positive behaviors, make suggestions on topics such as limit setting or environmental changes, offer genuine reassurance, as well as encouragement to deal with stressful situations. The patient may receive praise and encouragement to use coping strategies that reduce stress and manage conflict.

Student Name: ________________________

Director/Preceptor Signature: ____________________ Date: ____________________

Version 8.6.2015
GRADING

➢ **Pass:** Complete 100% of objectives presented in the logbook by 5 pm on the last Friday of the clerkship.

➢ **ET:** Failure to complete all objectives by deadline, with an addendum being attached to the Clinical Performance Evaluation to discuss unprofessional behavior. (i.e. late submission of assignments)

➢ **No Pass:** Failure to complete and submit the logbook within two weeks after the clerkship has ended.

Corrective Action

➢ **ET:** If the student is unable to complete all of the minimum requirements noted above during the course of the clerkship, students will be assigned a make-up case to fulfill the requirements.

Medical Student On-line Modules

The Psychiatry Clerkship has developed clerkship modules for each of the key areas covered during your rotation. Each module contains a brief lecture by one of our MSU Psychiatry Faculty. In addition, each module contains one or more URL links to video examples of the content discussed in lecture. Please see below for a complete list of the Module topics and additional interactive materials. Upon completion of viewing the On-line modules students will be required to take the on-line modules quiz through D2L.

*Note** The Department of Psychiatry Student Medical Education Office will monitor the student’s completion of each of the modules and the quiz.

<table>
<thead>
<tr>
<th>Module and Lecture Topic</th>
<th>Supplemental Interactive Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Status Exam</td>
<td>Mental Status Exam <a href="http://aitlvideo.uc.edu/aitl/MSE/MSEkm.swf">http://aitlvideo.uc.edu/aitl/MSE/MSEkm.swf</a></td>
</tr>
<tr>
<td>By: Deb Wagenaar, DO, MS</td>
<td>The Psychiatric Interview, Hendry Ton <a href="http://www.admsep.org/The-Psychiatric-Interview/csi-PsychInterview.php">http://www.admsep.org/The-Psychiatric-Interview/csi-PsychInterview.php</a></td>
</tr>
<tr>
<td>Risk Assessment: Suicide/Homicide</td>
<td>What’s it like to experience Schizophrenic symptoms? <a href="http://www.youtube.com/watch?v=qb8wQjwVu2g">http://www.youtube.com/watch?v=qb8wQjwVu2g</a></td>
</tr>
<tr>
<td>Psychotic Disorders</td>
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<tr>
<td>By: Alyse Ley DO</td>
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<tr>
<td>Topic</td>
<td>Description</td>
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<tr>
<td><strong>Depressive Disorders</strong></td>
<td>By: Bill Sanders, DO</td>
</tr>
<tr>
<td><strong>Anxiety Disorders</strong></td>
<td>Obsessive Compulsive Disorder</td>
</tr>
<tr>
<td><strong>Anxiety Disorders/Obsessive Compulsive and Trauma/Stressor Disorders</strong></td>
<td>Post-Traumatic Stress Disorder</td>
</tr>
<tr>
<td><strong>Anxiety Disorders/Obsessive Compulsive and Trauma/Stressor Disorders</strong></td>
<td>PTSD: Self-Directed Learning Module, C. Hines</td>
</tr>
<tr>
<td><strong>Anxiety Disorders/Obsessive Compulsive and Trauma/Stressor Disorders</strong></td>
<td>Generalized Anxiety Disorder</td>
</tr>
<tr>
<td><strong>Psychopharmacology</strong></td>
<td></td>
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<tr>
<td><strong>Cognitive Behavioral Psychotherapy</strong></td>
<td>Modifying Automatic Thoughts</td>
</tr>
<tr>
<td><strong>Child Psychiatry</strong></td>
<td>Child and Adolescent Eating Disorders, I. Douziech</td>
</tr>
<tr>
<td><strong>Child Psychiatry</strong></td>
<td>Childhood Post Traumatic Stress Disorder: A Self-Directed Learning Module, Ashley Miller</td>
</tr>
<tr>
<td><strong>Personality Disorders</strong></td>
<td>Self-Learning Module: Personality Disorders</td>
</tr>
<tr>
<td><strong>Substance Related Disorders</strong></td>
<td>Substance Abuse Disorder</td>
</tr>
</tbody>
</table>
Neurocognitive Disorders
By: Deb Wagenaar, DO

A Case Study of Dementia: Self-Learning Module (M. Klapheke)
http://www.admsep.org/Dementia-April-2012/csi-Dementia.php

Electroconvulsive Therapy
http://www.youtube.com/watch?v=jgWVyIzGyf0
http://www.youtube.com/watch?v=zYl13Relzbs

A suggested sequence of viewing is included for the student to pace their review of lectures and link their clinical experiences to on-line material. The following lists the content for our core on-line lectures with a suggested viewing schedule:

Week 1: Mental Status Exam, Risk Assessment, Psychopharmacology, Psychotic Disorders, Depressive Disorders

Week 2: Bipolar Disorders, Anxiety Disorders, Substance Related Disorders, Personality Disorders

Week 3: Cognitive Behavioral Psychotherapy, Electroconvulsive Therapy, Child Psychiatry, Neurocognitive Disorders

GRADING

➢ Pass: Complete viewing all Modules by the last Monday of the clerkship. Upon completion of viewing the modules students must take the on-line modules quiz and receive a score of ≥ 100 %. Both must be completed by 8 a.m. the last Monday of the clerkship.

➢ ET: Failure to complete all objectives by 8 a.m. the last Monday of the clerkship.

➢ No Pass: Failure to complete remediation of an ET grade by 5 pm the last Friday of the clerkship.

Corrective Action

➢ ET: Complete modules and quiz by 8 am on the last Wednesday of the clerkship. If not completed by that time students will receive an addendum to their Clinical Performance Evaluation for Unprofessional Behavior. (i.e. late submission of assignments)

➢ N: Repeat entire clerkship.

Instructions for logging on to D2L to complete the on-line modules and quiz:

Step 1 Log on to D2L at https://D2L.msu.edu
Step 2 Select PSC-608 Psychiatry & Behavioral Science Clerkship
Step 3 Click on “Content” at the top of the screen
Step 4 Click on “Lectures”
Step 5 View modules each week as recommended above
Step 6 After viewing all modules, complete the on-line modules quiz

Performance-Based Assessment (PBA) – Observed Interview

General Information

Upon completion of the psychiatry clerkship, it is expected that the student will have mastered the basic skills to competently interview, evaluate, and report on a patient with a mental disorder. Using a performance-based assessment interview exercise, students will be tested during the mid-point of the clerkship regarding such skills. The student will be tested for the following three competencies:

a. Communication Skills: The ability to establish rapport, effectively communicate, interview the patient, and manage the session.

b. Data Collection Skills: The student should gather sufficient data in order to accomplish the following tasks:
   i. Make a diagnosis.
   ii. Determine the severity of illness and degree of impairment.
   iii. Establish contributing and precipitating biological and psychosocial factors which might be contributing to the patient’s problem.
   iv. Obtain information that will help to guide treatment planning.
   v. Understand the patient as a unique person.
   vi. Make an assessment of the patient’s mental state.

c. Student Presentation and Case Discussion: The student should be able to organize and synthesize the information in order to present a concise oral case summary, mental status exam, complete DSM diagnosis, case formulation, assessment, and basic treatment plan.

In preparation for the PBA students may not have clinical knowledge of the patient they are to interview. Students are not allowed to review either an electronic health record or paper chart prior to the interview. The student will be given up to 30 minutes to interview a patient who presents with one or more of the following clinical problems: depressed mood, anxiety, suicidal ideation/behavior, mania, psychosis, and substance abuse/dependence. The preceptor will indicate to the student when five minutes and two minutes remain. The student may take clinical notes during the interview. Upon completion of the interview, the student will be given up to 5 minutes to organize his/her presentation. The preceptor will then ask the student to make an oral presentation of the following: a brief case summary, a mental status exam, diagnosis, a formulation and a treatment plan. Presentation is to be completed in approximately 25 minutes. Although it is important that the student also learn about the patient as a person, it is not expected that the student will obtain an extensive developmental/personal and social history, given the time constraints. This exercise is not meant to be a demonstration of the student’s ability to obtain a complete psychiatric history; rather a problem-oriented interview much like a primary care physician might conduct. The total maximum time for this exercise is 60 minutes.

The student must demonstrate competency in all three areas to successfully pass the exercise. Those students who demonstrate significant inadequacies will be asked to do appropriate remedial work and be retested. Demonstration of competency will be required to successfully pass the exercise. The
evaluation form can serve as a guide to organization and expectations and can be found in the Forms Folder on D2L.

Performance-Based Assessment (PBA) Protocol

1. **Advance Notice:** Students will be informed of this requirement and exercise during the clerkship orientation that is held in person or via the on-line version in D2L. All documentation pertaining to the PBA will be found in the syllabus that is uploaded on D2L. A copy of the grading form can be found in the forms folder under content in the D2L course.

2. **Patient Selection:** The patient chosen for this exercise should be unknown to the student, fairly verbal and have one or more of the following clinical problems: depressed mood, anxiety, suicidal ideation/behavior, mania, psychosis, and substance abuse/dependence. Due to the time limitation, the very complex/diagnostically difficult patient should be avoided.

3. **The Interview:** Typically, one faculty member will precept the session. The session may be videotaped. The student will be given exactly 30 minutes to interview the patient; the preceptor should indicate to the student when 5 minutes and 2 minutes remain. The student may take clinical notes during the interview. The student may not, however, use any reference notes to aid in conducting the interview. Upon completion of the interview, the student will be given up to 5 minutes to organize his/her presentation. Likewise, the preceptor may use this time to complete Parts I and II of the evaluation form and prepare his/her feedback.

4. **Oral Presentation:** The preceptor will then ask the student to make an oral presentation of the following: a) a brief case summary, b) a mental status exam, c) a differential diagnosis, d) a formulation, and e) a treatment plan.

5. **Self-Assessment and Feedback:** Upon completion of the student’s oral presentation, the preceptor will first ask the student to assess his/her own performance. The preceptor will then give feedback to the student. Students should be aware that the preceptor will likely give constructive feedback even if performance is competent, for the goal is to improve the skill of even the most advanced student.

6. **Upgrading an “Inadequate” Part III Score:** If the preceptor marked any of the student’s Part III subsections A-E as “inadequate,” the preceptor should ask the student questions to test his/her knowledge of that area. For example, if the student neglected to present the results of the cognitive exam, the preceptor should ask the student to do so; if the student’s response is satisfactory, the preceptor may upgrade the student’s section III-G score from “Inadequate” to “Adequate with query.”

**GRADING**

- **Pass:** A passing grade must be achieved in all three Competencies on either the first or second attempt.

  2. Communication Skills: ≥ 6
  3. Data Collection Skills: ≥ 10
  4. Student Presentation and Case Discussion: ≥ 8
Overall score must be: ≥ 24

- **Honors:** Meet the pass requirements on the first attempt
- **ET:** Failure to meet the minimum scores in each section and overall in two attempts.
- **No Pass:** Failure to pass the PBA on the second attempt

**Corrective Action**

An unsatisfactory rating requires repeating the PBA. If the repeated interview is unsatisfactory, an N grade will be issued for the clerkship. The retest will follow the same format as the initial session; except that either or can take place.

1) Two faculty members will precept the session
2) The session will be videotaped with one preceptor.

In the former case, the student’s final grade for the exercise will be a consensus decision between the two preceptors. If one faculty member precepts and the student passes, that score will stand. If the student fails to pass, a second faculty member will view the videotape and come to a consensus evaluation with the other faculty member.

- **N:** Repeat entire clerkship

**Clinical Performance Evaluation (CPE)**

Each student’s clinical performance will be assessed on his/her clinical skills as well as his/her interactions with a variety of individuals on the clerkship. Any information (either in writing or orally) provided by individuals who have interacted with the student on the clerkship (e.g., staff, nurses, residents, patients or their families, etc.) may be used in the final clerkship performance evaluation.

The preceptors will evaluate the student’s performance based on the following categories:

1. Medical Knowledge
2. Patient Care History – Taking
3. Clinical Problem Solving
4. Health Maintenancy and Promotion
5. Interpersonal Skills and Communication: Student/Patient Interaction
6. Interactions with Peers & Other Medical Professionals
7. Professionalism
8. Practice-Based Learning and Improvement
9. System-Based Practice
10. Overall Assessment

Performance will be rated using the following guidelines for each of the categories listed above:
Rating of 6 - 7 = “Superior”
Rating of 3 - 5 = “At Expected Level”
Rating Less than 3 = “Unsatisfactory”

Students must print a copy of the evaluation from their schedule in Kobiljak. The evaluation (attending evaluation) will not be active until the first day of the rotation and will remain active till it has been turned into Student Services by the Psychiatry Department.

**GRADING**

- **Pass:** Overall Assessment Score averaged among all evaluations received at a rating of 3 or above
- **Honors:** Overall Assessment Score averaged among all evaluations received at a rating of 6 or above
- **ET:** Overall Assessment Score averaged among all evaluations received at a rating below 3
- **No Pass:** Failure to complete remediation of an ET grade.

**Corrective Action**

- **ET:** Corrective Action will be specified by the Clerkship Director and reviewed by the Director of Medical Student Education. If a student has passed all other components of the clerkship, remediation will be limited to the clinical portion of the clerkship.
- **N:** Repeat entire clerkship.

**Psychiatry Exam Information**

The Department of Psychiatry core clerkship uses the National Board of Medical Examiners (NBME) shelf exam for the final examination on the last day of the clerkship to measure knowledge gained during the clerkship experience. The NBME final examination is a standardized exam with 100 multiple-choice questions that is returned to the NBME for scoring.

After instructions are given, students are given 2 hours and 30 minutes to complete the exam. Exam scores will be provided the next business week following the end of the clerkship.

In the welcome letter email, students are notified of the date, time and location of the final exam. This information is reiterated verbally during clerkship orientation. Any room or scheduling changes will be communicated to students in writing as they occur. All final exams will be administered in central locations for all communities on the last day of the clerkship, starting no later than 8:30 a.m.

The starting time of the examination will be strictly adhered to, and all students must be seated in the exam location by the announced starting time for the exam. Admission to the exam will not be allowed after this time.
Students may not request to be absent on the last day of the clerkship. Should an absence occur, documented extenuating circumstances will be considered by the Department of Psychiatry Director of Medical Student Education on a case-by-case basis.

**EXAM PREPARATION**

If students would like to go through a tutorial and a sample on-line test please use the following link. You will want to select the prior to test day icon.

http://wbt.nbme.org/exam

The NBME also offers online sample tests for $20 that students have found helpful in preparing for the test. Information about these tests can be found at either of the below links.

http://www.nbme.org/students/sas/MasterySeries.html
https://nsas.nbme.org/home

**EXAM ADMINISTRATION**

Exams will only be offered at the following locations and students must take the exam in the nearest location to their base hospital.

- Flint – MSU FAME
- Grand Rapids – Secchia Center
- East Lansing – Multiple room locations, will be notified in welcome e-mail
- Southeast Michigan – Macomb University Center
- Traverse City – Munson Hospital

Students must arrive to the exam location **by 8:15 am on the last Friday of the clerkship** and the exam **will start promptly at 8:30 am**. Students will be **required to have a photo I.D.** for identification purposes and their **APID number** for logging in requirements.

**Note:** The exam for the Fall IV rotation that is November 23 – December 20, 2015 will be on Thursday, December 17, 2015.

**EXAM SCORING**

- **Honors:** ≥77
- **Pass:** ≥61
- **ET:** ≤59
- **No Pass:** Failure to pass on 2nd attempt.
EXAM CORRECTIVE ACTION

- **ET:** Repeat the NBME exam and pass.
- **N:** Repeat entire clerkship

*** Beginning in August of 2015, the National Board of Medical Examiners (NBME) will report results of the clinical subject (shelf) examinations using an equated percent correct score, which is more representative of the percent of items answered correctly than was the former scoring method. Because the scaling of the examination score is new to everyone using the exam, we have recalculated the actual passing and honors criteria using a conversion scale from the old scoring method. We have adjusted our pass and honors rates above with what was indicated on the conversion scale provided by NBME. ***
**Unsatisfactory Clinical Performance**

A student’s clinical performance will be assessed through the Attending Evaluation. A satisfactory Attending Evaluation is required for completion of the clinical requirements for the course.

Unsatisfactory Attending Evaluations are governed by the Policy for Retention, Promotion and Graduation. Evaluations with below average scores in two or more categories defined as rankings of Needs Improvement/Unsatisfactory (on a scale of Needs Improvement/Unsatisfactory-Exceptional) or 3 and below (on a numerical scale of 1-7) will be referred to the Department Chairperson/Instructor of Record for review and grade determination.

Any student with two or more marginal evaluations will be referred to the COSE Clerkship Performance Subcommittee for review.

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

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**“N” Grade and Remediation**

[http://com.msu.edu/Students/Policies_and_Programs/Remediation_Policy.htm](http://com.msu.edu/Students/Policies_and_Programs/Remediation_Policy.htm)

A student who receives an “N” grade will be required to appear before the Committee on Student Evaluation (COSE) Clerkship Performance Subcommittee for review of the student’s overall performance. The Subcommittee may recommend that the student who has received an "N" grade be permitted to remediate the “N” grade (see below) or academically dismissed. If a student is recommended for dismissal, the student will appear before COSE to have their status in MSUCOM determined. COSE will review the student’s academic/clinical performance; determine whether dismissal is appropriate or if the student’s circumstances warrant an opportunity for continuation in the curriculum. The student’s eligibility to remediate will be determined following this COSE decision.

Remediation is the method by which course objectives will be met after receiving an "N" grade. Remediation will be offered only after the student’s eligibility for remediation has been determined.

To successfully remediate an “N” grade, a student must demonstrate mastery of the course objectives. To do this the student may be required to retake the course or enroll and participate in a College directed study course demonstrating successful mastery of the course objectives.

Upon remediation of the “N” grade, the original “N” grade remains on the permanent transcript along with the grade, “P” or “N,” for the remediation experience.
Final Grades

Criteria for Passing

CPE
- Attain an average numerical rating above 3 on the Overall Assessment Score

On-Line Modules and Quiz
- Complete all modules and pass the on-line modules quiz with a score of 100% by 8 a.m. the last Monday of the clerkship

Patient Encounter Logs
- Complete 100% of objectives presented in the log by the due date

PBA
- Get a passing score in all three competencies on either the first or second attempt
- Communication Skills: ≥ 6
- Data Collection Skills: ≥ 10
- Student Presentation and Case Discussion: ≥ 8
- Overall score must be: ≥ 24

NBME Exam
- ≥ 61

Criteria for Honors

The Psychiatry Clerkship will award an Honors designation (H) for outstanding performance. Although the Honors designation is awarded in the clerkship, this is not an official University grade and therefore will not be reflected on the student’s Michigan State University transcript. The student will be sent an Honor’s letter from the MSU Department of Psychiatry Chairperson at the end of the clerkship after review of Honor’s criteria. The letter will also be kept in the student’s permanent academic file.

Students must meet all criteria under pass plus these additional requirements.

CPE
- Attain an average numerical rating of 6 or above on the Overall Assessment Score.

PBAs
- Pass on the first attempt.

NBME EXAM
- ≥77
Criteria for an ET

Any one of the following Apply

CPE
- Attain an average numerical rating below 3 on the Overall Assessment Score

Patient Encounter Logs
- Failure to complete all objectives by 5 pm on the last Friday of the Clerkship. Students will also receive an addendum to their Clinical Performance Evaluation pertaining to unprofessional behavior.

On-Line Modules and Quiz
- Failure to complete all objectives by 8 a.m. the last Monday of the Clerkship. They will have until 8 a.m. the last Wednesday of the clerkship to complete the assignment. If not completed at that time students will receive an addendum to their Clinical Performance Evaluation pertaining to unprofessional behavior.

PBA
- Failure to meet the minimum scores in each section and overall in two attempts.

NBME EXAM
- ≤ 59 on first attempt

Criteria for No Pass

Any one of the following may apply

On-Line Modules and Quiz
- Failure to complete all objectives by 5 pm the last Friday of the Clerkship

PBA
- Failure to complete remediation of an ET

NBME EXAM
- ≤ 59 on second attempt
**Special Considerations**

**Accommodations (VISAs) for Disabilities**

The College of Osteopathic Medicine and the MSU Resource Center for Persons with Disabilities (RCPD) is committed to providing equal opportunity for participation in all programs, services and activities. The mission of the RCPD is to lead MSU in maximizing ability and opportunity for full participation by persons with disabilities. Federal and state laws provide protection against discrimination on the basis of disability in post-secondary education.

The Americans with Disabilities Act defines disability as “a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.” Disabilities involved substantial limitations and are distinct from common conditions not substantially limiting major life activities.

Students who have a disability that substantially limits a major life activity and would like to request a disability-related accommodation to participate in core clerkships or other activities must register with the MSU RCPD as outlined below. Please note that information shared with the RCPD is kept strictly confidential, and self-identification is voluntary.

Students must take the following steps to expedite the accommodation process:

a) Formally identify as a student with a physical, sensory, cognitive or psychological disability via secure/confidential web registration at MyProfile.rcpd.msu.edu.

b) Upon student self-identification, an RCPD Disability Specialist will contact the student to schedule a confidential needs assessment. The specialist also requires submission of recent medical or diagnostic documentation of disability prior to registration with the office.

As each disability is unique, an RCPD specialist will provide details on what constitutes appropriate documentation for a particular disability. At a minimum, documentation of a disability must appear on official letterhead from a licensed medical, diagnostic or psychological professional and include a diagnosis, scope or degree of involvement, and summary of related functional limitations. Full details about the RCPD and disability issues at MSU are available at www.rcpd.msu.edu. As many reasonable accommodations require significant pre-planning, registration with the RCPD prior to situations requiring accommodations is essential.

Once students receive their VISA, they must present a copy to the clerkship coordinator who will work with others as appropriate to arrange for the accommodations specified. Special accommodations must be arranged well in advance, especially if they require additional staffing (as in the case of separately proctored exams). Students who have received a VISA must register at the end of each semester.
Procedure for Appealing a Clerkship Grade

Students wishing to appeal a clerkship grade should start with the informal administrative procedure for handling complaints. The process for this is as follows:

a. The student meets with the appropriate Community Clerkship Director to discuss his or her concerns. If the dispute is resolved to the student’s satisfaction, no further action is required.

b. If the issue is not resolved with the Community Clerkship Director, the student meets with the Lead Clerkship Director from the Psychiatry Department on the East Lansing campus. If the dispute is resolved to the student’s satisfaction, no further action is required.

c. If the issue remains unresolved, the student meets with the Department Chair. The Chair may hold a department administrative meeting with the student to seek resolution; this is not a formal hearing process.

If a student’s concern remains unresolved after working through the informal administrative procedure, the student can use the formal grievance procedure.

For more detailed information about grievances, see Article 5 of the MSU Medical Students Rights and Responsibilities (MSRR) document. Section 5.3.4 of the MSRR specifically addresses the handling of student grievances.
Base Hospital Requirements
(To be defined and evaluated by individual hospitals)
MSU College of Osteopathic Medicine Standard Policies

The following are the standard MSUCOM policies students must adhere to across rotations.

ATTENDANCE POLICY

Attendance at all scheduled Clerkship activities is mandatory.

If a student is unable to be present for a scheduled clerkship activity because of extenuating circumstances, the student is required to complete a Clerkship Excused Absence Request form. In all cases except for emergencies or 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 completed with all required signatures. Once approved, the student is required to notify their preceptor of their absence within 24 hours. Failure to complete this form or obtain required signatures will result in an unexcused absence from the rotation. Unexcused absences are considered unprofessional behavior and could be noted as a mark of unprofessionalism on the student’s performance evaluation, and may lead to failure of the rotation.

An absence request for the first or last day of the rotation will be denied. All absences (excused or unexcused) must be made up as specified on the Excused Absence Form as outlined under the conditions of approval. Makeup experience will be determined by the Director of Medical Education and may include additional clinical day(s) or written assignment(s).

If a student has an emergency or sudden illness they should immediately notify the Director of Medical Education and rotation preceptor. The excused absence request form must be submitted to the Medical Education Office within 24 hours of the original emergency or sudden illness notification.

**IMPORTANT NOTE:** The only exception to this attendance policy is Emergency Medicine, where attendance is based on a shift schedule assigned by the hospital. Please refer to the Emergency Medicine “Introduction and Overview” for more information.

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 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.

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. Note that the clinical supervisor and the DME from the rotation hospital are required to sign the form.

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 Office of Student Services. It is important to know that evaluations will not be accepted by the Office of Student Services 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 Heading 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](http://www.com.msu.edu/AP/clerkship_program/clerkship_documents/exposure.pdf). Please make yourself familiar with the procedure and the form.

Version 8.6.2015