Electronic Logs Protocol / Tracking

Overarching Protocol

Every student on a core rotation – with the exception of psychiatry and emergency medicine – must use the online ENCORE patient tracking system to record patient encounters and procedure information. The patient information you must record includes date of encounter, patient age, patient sex, patient type, procedure (if applicable), final diagnosis, and differential diagnoses, and is further defined on the ENCORE Help Page. The rotation grade will be released once the logging requirement and all other rotation requirements have been completed.

**Timeline for entry of patient information:** Satisfactory completion of this logging requirement requires that students log into the ENCORE system and enter patient data at least once each week. Students may log in and enter patient data more frequently if preferred, but the minimum requirement is once each week. A week is defined as Monday 6am to the following Monday 6:00am.

**Number of patients to log:** The quantity of patient encounter entries required for each rotation is determined by the chair and faculty of the department-of-record and is identified in your rotation protocol. While there is no absolute, defined minimum quantity of patients that you must log each week, history has provided us with ranges that are acceptable or unacceptable (dependent on site, patient acuity, season of the year during which the rotation is completed, night and weekend call responsibilities, etc.). It is not acceptable to simply enter the system once a week and log two or three patients; you should log the majority of your patient encounters.

**Important Notes:**

a. Failure to complete this patient encounter logging requirement as defined above once during any core rotation will result in email notification (a reminder) from Department Staff.

b. Failure to complete this requirement twice during the same core rotation will result in the following remediation activity. The student will be required to read *Disciplinary Action by Medical Boards and Prior Behavior in Medical School* (Papadakis et al; NEJM2005;353(25):2673-2682) and complete an online quiz related to the article. A link to the article and the quiz will be available (via restricted access) in ANGEL.

c. In addition, when remediation is assigned, the following individuals will be notified in writing:
   - The DME (or his/her designee) of the base hospital
   - The rotation’s Department Chairperson

   d. Failure to complete two weeks of the logging requirement for a second time during a core rotation will result in a review of the student's performance by the Taskforce on Clerkship Performance. A recommendation from the Taskforce will be made to the Instructor of Record regarding further remediation and/or another outcome.

**Monthly Narrative Response:** You are encouraged – although it is not mandatory - to submit a brief narrative (this can be a few sentences or a few paragraphs) that describes a learning moment that you experienced during the previous month. It should be a reflection on some aspect of healthcare that will have an impact on how you will deliver patient care in the future. For examples, please refer to the Help Page on the ENCORE website.