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Section 1 – Course Information

Course Description
Osteopathic Patient Care (OPC) is a five-course sequence (OST 551-555) that incrementally and longitudinally exposes osteopathic medical students to key components of the seven Osteopathic Core Competencies:

1. Osteopathic Principles and Practice
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-Based Learning and Improvement
7. Systems-Based Practice

While much of the MSUCOM curriculum focuses on providing essential foundational medical knowledge (Core Competency #2), the goals of OPC are to help medical students:

1. Apply medical knowledge to patient care,
2. Develop essential psychomotor skills associated with performing physical examinations,
3. Evaluate medical literature and apply new research findings to patient care,
4. Develop skills required for self-directed, lifelong learning and improvement, and
5. Expand competence into related realms such as professionalism, career and professional development, self-care, education/teaching, and interpersonal interactions.

OST 552 Course Goals
Students will:

1. Initiate their career planning process.
2. Develop effective interpersonal and communication skills with a diversity of individuals.
3. Apply principles of evidence-based medicine to the evaluation of medical literature.
4. Conduct a comprehensive history and physical examination.
5. Document a patient encounter using the SOAP process.

OPC Enduring Learning Goals
The Preclerkship Osteopathic Patient Care course sequence is designed to enable you to

- Use an osteopathic approach to assess a patient with appropriate history-taking and physical examination techniques
- Integrate the findings of the history and physical exam to generate a cursory differential diagnosis
- Accurately document a patient encounter using the SOAP process
- Support patient care decisions using evidence-based medicine
- Present a patient case in an orderly manner to a resident or physician
- Appreciate the role and obligations of the physician as an educator
- Develop an achievable career plan
- Understand the expectations of being a professional

Successful achievement of OPC learning goals and objectives will require students to apply knowledge and skills acquired in other portions of the MSUCOM curriculum.

http://www.com.msu.edu/AP/ap_general_info/program_philosophy.htm
### Course Coordinators

<table>
<thead>
<tr>
<th>Name</th>
<th>Site</th>
<th>Phone</th>
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<tbody>
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### Assistant Course Coordinator

<table>
<thead>
<tr>
<th>Name</th>
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<th>Email</th>
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<tbody>
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### OPC Curriculum Assistants

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<thead>
<tr>
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<th>Phone</th>
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<td><a href="mailto:Rosemary.shubeck@hc.msu.edu">Rosemary.shubeck@hc.msu.edu</a></td>
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### Clinical Curriculum Consultants

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<th>Name</th>
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### EVOLVE Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
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### Course Faculty

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**Lines of Communication and Appointments**

- Questions may be discussed individually by scheduling an appointment with the course coordinators or course faculty (please see above for contact information).
- For administrative aspects of the course: contact the Course Coordinators.
- For content questions relating to a specific lecture or topic: contact the faculty presenter or group facilitators (please see above for contact information).
- For missed exams (see Attendance/Excused Absence information below)
Course Web Site
http://D2L.msu.edu/

Students are expected to frequently check D2L for course announcements and to access course materials.

i>Clicker Use in Course

i>Clickers will be used in this class for administration of quizzes during scheduled “live” / broadcast lectures (see current OPC schedule for dates).

It is the students’ responsibility to be familiar and in compliance with the College i>Clicker policy. We strongly recommend that each student access and read the policy on the College Web site:
http://www.com.msu.edu/Students/Policies_and_Programs/iCLICKER_Policy.htm

Required Textbooks

   a. Either the 10th or 11th edition is acceptable – 11th edition is recommended
   b. Page numbers for the reading assignments will be listed for the 11th edition
   c. The chapter numbers are the same in both editions
   d. Rumor has it that the iPad version of Bates’ is excellent

   ✓ This book is also available for free through the MSU Library electronic resources:

There is no course pack for OST552. Materials (e.g., description of learning events, checklists, handouts, etc.) will be available on D2L (Modules >> Week 1, Week 2, Week 3, etc.) or in the mediasite catalog.

Students are expected to check D2L.

Required Medical Equipment

You are required to have the following medical equipment for this course. Please bring all your medical equipment to every group session.

- Digital wristwatch with seconds display or analog wristwatch with seconds hand
- Hand sanitizer
- Diagnostic Set that includes:
  - Lithium Ion Smart Power Handle with AC charger,
  - Macro View Otoscope Throat Illuminator,
  - Otoscope Specula, and
  - Coaxial Ophthalmoscope
- Hand Aneroid Blood Pressure Kit w/Adult & Child Cuffs (Sphygmomanometer)
- Pocket Eye Chart
- Babinski Neurological Hammer
- Peripheral Neuropathy Screening Device (Monofilament)
- C-128 Tuning Fork
• Digital Thermometer & Covers
• Littman Cardiology III 27” Stethoscope
• Cloth Measuring Tape
• EKG Caliper

BRING MEDICAL EQUIPMENT AND BATES’ TEXTBOOK TO ALL GLEs
More portable versions of the Bates’ textbook are available and would be acceptable for use during the GLE sessions (i.e., Bates’ for the iPad and/or Pocket Bates’)

Course-based Academic Support
You are strongly urged to:
• Access D2L frequently for announcements and course materials.
• Keep up with the course material; complete reading assignments and learning modules prior to scheduled group sessions.
• Attend live lecture presentations and actively take notes.
• Seek help from course coordinators or faculty.
• Consult the College academic support resources: http://com.msu.edu/Students/Academic_Support/Academic_Support_Main.htm

Course Format and Schedule
OPC is based on a “flipped classroom” instructional model. Weekly faculty-facilitated group sessions are intended for students to practice skills and apply knowledge that is acquired primarily outside of class time (for example, by reading the Bates’ textbook).

For the group sessions to have educational value, students must prepare by completing a series of specified learning tasks. This may include completing any or all of the following: reading assignments, out-of-class assignments, lectures, self-study modules, study questions, and video demonstrations. Instructions for how to prepare for each session are found on ANGEL: Lessons>>Week 1, Week 2, etc.

OPC learning events are of two (2) main types: Individual Learning Events (ILEs) and Group Learning Events (GLEs).
• ILEs include scheduled course activities in which independent learning predominates, such as lectures or self-study modules.
• GLEs include scheduled course activities in which group learning predominates, such as group discussion sessions and PE skills labs. GLEs are often referred to as “small groups” because the group size represents a subset of the entire class.
• As a general rule-of-thumb, written exams will test information presented in the ILEs and covered in the reading assignments, whereas, clinical practical examinations and OSCEs will test the skills practiced during the group sessions (i.e., interviewing, performance of physical exam procedures, documentation).

OST552 is a 2-credit course allotted 28 “contact hours” per semester.
• MSU defines each “contact hour” as equivalent to one 50-minute lecture or one 2-3 hour lab/discussion session.
• In accordance with University guidelines, OST552 will average one (1) ILE per week, AND one (1) GLE per week.
A DETAILED schedule is posted on D2L >> Modules >> Syllabus and Schedule. The exact dates and times of scheduled learning events are subject to change due to circumstances beyond the control of the course coordinators and faculty. The posted schedule will be updated to reflect changes that occur and students will be given as much notice as possible. Students are expected to follow this schedule and periodically check for updates.

Please note that “online” ILEs (e.g., prerecorded lectures, video demonstrations, online/web-based self-study modules, etc.) have corresponding “placeholders” (i.e., reserved time slots) on the Google Calendar and in the posted course schedule. Students may complete these activities at their own pace and at a time of their choosing prior to the associated GLE.
Dress Code

Proper attire is a professional expectation, and is required for a student to be eligible to receive his/her professionalism points.

**Evolve Clinics, OPC GLEs and Standardized Patient Encounters** *(includes OSCEs and simulated clinical experiences such as patient interviews)*

- **Short white coat with nametag must be worn.**
  - For Physical Exam Skills Labs and OPC GLEs- wear loose-fitting unrestrictive clothing (e.g. athletic wear) or scrubs
  - Standardized patient encounters- business casual attire
  - For Evolve Clinics- business casual attire or scrubs, if coming from OMM or OPC GLE sessions
- **“Business casual” is a reasonable guideline for acceptable attire.**
  - Men: Trousers/dress-pants/khakis and a shirt with a collar
  - Women: Slacks/knee-length skirt and a blouse or shirt with a collar, or a knee-length conservatively-styled dress (not fancy/flamboyant, not tight/clingy, not low cut)
  - No denim
  - No revealing clothing
- Recommend that females wear sports bra or camisole under scrub top or t-shirt.
- **Shoes must be worn.** No flip-flops or open-toed sandals
- **Personal hygiene:** Well-groomed and clean, no strongly scented cologne or perfume, trim and clean fingernails.

Student doctors are expected to project a professional image. Clothes should be modest, clean, and in relatively good condition. Personal appearance should be clean and groomed. Be mindful of the fact that you never know when you will be making a first impression on someone who can influence your career.


“For interviews: Dress should always be conservative, tasteful, neat and comfortable. You want the appearance of a successful, mature physician, not a medical student. Men and women should wear a suit, preferably in dark, classic colors (commonly navy or gray) and conservative long-sleeved shirt or blouse (white or light colored). Shine those shoes, trim those fingernails, cover the cleavage, tame that hair and skip the heavy cologne and body piercings.”
Attendance and Punctuality

Attendance and punctuality are professional expectations of medical students.

Attendance will be taken and documented for **ALL of the following:**
- OPC group learning events (GLEs) including simulated clinic experiences,
- OPC patient panel presentations,
- OPC examinations including written exams, practical exams, competency evaluations and OSCEs,
- OPC standardized patient encounters (e.g., simulated patient interviews), and
- Evolve Clinics.

Attendance will be taken and documented at the discretion of the presenter for OPC live / broadcast lectures (ILEs).

**Students may be required to show a valid photo ID to verify identity.**

Attendance will be documented via either a sign-in sheet or a signed scantron (bubble) form.

Each student is responsible for documenting his/her attendance by signing an attendance sheet or correctly filling in a scantron form.

Falsification of an attendance record (e.g., signing in for someone other than oneself or signing in and then leaving the session early) will be considered an instance of professional misconduct equivalent to academic dishonesty (e.g., cheating).

Tardiness is defined as arrival more than 5 minutes past the start time.

Each student must attend the GLE or Evolve Clinic to which they are assigned. Formal written requests for accommodations must be made at a minimum of 2 weeks prior to scheduled events. Requests for accommodations for OPC events must be sent to BOTH course coordinators (Dr. C. Gudakunst and D. Young). Requests for Evolve Clinics should be sent to Dr. J. Gudakunst. Approvals of accommodations are not guaranteed.

**Excused and Unexcused Absences**
- GLEs and Evolve Clinics are participatory experiences. There are no make-up activities or points for missed sessions, whether excused or unexcused.
- If a student is unable to attend a written exam, the student must obtain an excused absence from the Associate Dean of his/her site. With an excused absence, the student will be eligible to take a make-up exam. With an unexcused absence, the student will not be eligible to take the make-up exam and the associated points will be forfeited.
- If the student is unable to attend your assigned time for competency evaluation, OSCE, or appointment with a standardized patient, the student must obtain an excused absence from the Associate Dean of his/her site. An excused absence from a standardized patient encounter, OSCE, or competency evaluation will require completion of a make-up experience AND automatic loss of professionalism points. An unexcused absence from a standardized patient encounter, OSCE, or competency evaluation with result in a loss of professionalism points AND associated points will be forfeited.
Any student who has more than 2 absences, whether excused or unexcused within the current semester will be required to meet with the OPC course coordinator(s) **AND** might receive an “N” in the course **OR** loss of professionalism points at the discretion of the OPC course coordinator(s).

Any student who demonstrates a pattern of multiple absences or repeated tardiness over two or more semesters will be required to meet with the OPC course coordinator(s) and/or the Associate Dean of the student’s site to discuss the apparent pattern of absences/tardiness and its potential impact on the student’s future success **AND** might have a letter placed in his/her student academic file that describes the student’s attendance record.
Professionalism Points

Medical students are expected to behave professionally at all times.

Each student may earn twenty (20) points toward the OST 551 final course grade for demonstration of professionalism.

Any student who exhibits more than two (2) unprofessional behaviors will forfeit all 20 professionalism points (these points are “all or nothing”).

The following is a list of unacceptable student behaviors:

- Arriving late without providing an acceptable reason to a faculty facilitator or room monitor (at the discretion of the faculty or room monitor)
- Leaving early without providing an acceptable reason to a faculty facilitator or room monitor (at the discretion of the faculty or room monitor)
- Being not properly attired (see Dress Code)
- Being not prepared (e.g., demonstrates ignorance of the session’s activities, requires significant prompting to get started, etc.)
- Being not engaged (e.g., stand-offish, non-participatory, uncooperative, disdainful, etc.)
- Failing to complete an in-class activity (e.g., documentation) or assignment on time
- Using a mobile device / phone / computer, unless specifically authorized to do so
- Being uncooperative or disruptive to the learning environment
- Being judgmental or disrespectful of faculty, staff, or peers

Any unprofessional behavior observed by course faculty or staff member, may result in the student being required to meet with the OPC course coordinators for discussion and determination of appropriate follow-up.

Any student who demonstrates a pattern of unprofessional behaviors over two or more semesters will be required to meet with the OPC course coordinator(s) and/or the Associate Dean of the student’s site to discuss the apparent pattern of unprofessional behaviors and its potential impact on the student’s future success AND might have a letter placed in his/her student academic file that describes the student’s unprofessional behavior.
**Course Grades**

The student’s grade in OST 552 is based on the following assessments of knowledge, skills, and attitude.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
<td>40</td>
</tr>
<tr>
<td>COMPREHENSIVE Final Exam</td>
<td>50</td>
</tr>
<tr>
<td>Data-Gathering Interviews</td>
<td>40</td>
</tr>
<tr>
<td>Weekly skills check-off during weeks 16 and 17 @ 5 pts each</td>
<td>10</td>
</tr>
<tr>
<td>Weekly documentation check-off during weeks 16 and 17 @ 5 pts each</td>
<td>10</td>
</tr>
<tr>
<td>NMS Clinical Practical Exam</td>
<td>40</td>
</tr>
<tr>
<td>In-Class Quizzes* (given during ILEs – see course schedule)</td>
<td>40</td>
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<tr>
<td>Professionalism Points</td>
<td>20</td>
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<tr>
<td>Evolve Clinics* 10 points per clinic (based on in-class activities)</td>
<td></td>
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<tr>
<td><strong>Total Course Points</strong></td>
<td><strong>250</strong></td>
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*no late or make-up quizzes or Evolve Clinic activities will be accepted

**P = PASS** (student achieved satisfactory level of performance; credit granted)

**ALL CRITERIA BELOW MUST BE MET TO OBTAIN A “P” GRADE FOR THIS COURSE**

**A “P” will be assigned to any student who:**

1. Obtains 70% or more of the total course points,  
   **AND**
2. Obtains 70% or more of the points available for the Focused H&P Clinical Evaluation,

**N = No Grade** (student did not achieve a satisfactory level of performance; no credit granted)

**ANY CRITERIA BELOW WILL RESULT IN AN “N” GRADE FOR THIS COURSE**

**An “N” may be assigned to any student who:**

1. Obtains less than 70% of the total course points,  
   **OR**
2. Obtains less than 70% of points available for the combined midterm and final exams,  
   **OR**
3. Fails to satisfactorily complete a required make-up experience for a missed exam or standardized patient encounter,  
   **OR**
4. Is absent from more than two (2) group learning events (GLEs)/Clinics/EVOLVE Clinics.

**Evolve Clinics**

**Schedule:** Please see D2L for Evolve schedule.

**Attendance:** Evolve is *administratively* housed within OPC (OST551-555). This means that (1) attendance is tracked through OPC.

**Content:** Evolve is developed to be integrative, and may draw from multiple courses, past and concurrent. Evolve sessions may be “sponsored” by any course.
Unit Exam and i-clicker quiz Answer Keys
Unofficial unit exam answer keys (and i-clicker quiz answers) will be posted on D2L following the written unit lecture exams (or the lecture associated with the i-clicker quiz) so that students who completed their “tear off” sheet during the allotted exam time can receive feedback on their scores on their exam day. Faculty will then review the statistical reports for each question to determine if a re-score is required (e.g. one or more answers are correct). The grades will be set and the OFFICIAL answer key will replace the unofficial key on D2L and student scores will be finalized. There are no student grade inquiries or challenges accepted for any question on the unit lecture exams. Decisions about exam questions are made based upon statistical analysis. These exams will be posted for student viewing during the exam review display session (see Google calendar).

Student Evaluation of the Course
We sincerely want your feedback. Many changes to OPC result from student feedback.

- Informal Feedback: Feel free to approach the Course Coordinators or any of the other course faculty with your reactions and suggestions. You are also welcome to submit your comments via email. Please be mindful of the tone of your feedback; constructive criticism is always welcome. Be careful not to send an email in haste when feeling highly emotional. From time to time, we may also convene focus groups of students, as an additional way to elicit your opinions and suggestions.
- Formal Evaluation: In addition to the above, we ask every student in the class to complete formal on-line course evaluation upon conclusion of the course. Student course evaluations are strongly encouraged, but they are NOT mandatory. Student feedback provides Course Coordinators with valuable information regarding their performance, the performance of their colleagues, and the quality of the course. The information gained from these evaluations is used to continuously improve future offerings of this course. You will be notified when the evaluation period is open. Your assistance in this important process is greatly appreciated.

Section 2 – Policies

Academic Honesty and Professionalism Policy
http://com.msu.edu/Students/Professional_Development/Statement_on_Professionalism.htm
https://www.msu.edu/~ombud/academic-integrity/index.html

Each student is responsible for his/her behavior and is expected to maintain high standards of academic honesty and professionalism. Any instance of academic dishonesty (cheating, plagiarism, falsification of attendance, etc.) discovered by an instructor, will require that the appropriate action be taken, such as assignment of a failing grade in the course and/or referring the student for judicial review and possible disciplinary action, e.g., suspension or dismissal from the College.

Policy Regarding Accommodations for Persons with 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 rcpd.msu.edu. Once your eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Please present the VISA to Cheryl Luick, luick@msu.edu, A-331 East Fee Hall at the start of the term and/or two weeks prior to the
assessment event (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 Course Coordinator and the Curriculum Assistant in your location, two weeks prior to the start of the term, or two weeks prior to the schedule assessment event. 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.

Excused Absence Policy
http://com.msu.edu/Students/Policies_and_Programs/Excused_Absence_Policy.htm

In accordance with the MSU All-University Policy on Attendance, MSUCOM does not have a specific regulation requiring class attendance; however, in the spirit of professionalism, MSUCOM students are expected to attend all class sessions in required courses and to take all examinations during the originally scheduled times. The College supports the right of the faculty to require student attendance and participation with consequences for lack of compliance.

If a student is unable to take an examination (written exam, competency evaluations, practical exam, OSCE) at its originally scheduled time or keep a scheduled appointment with a standardized patient, an excused absence must be obtained from the appropriate Associate Dean. Whenever possible, the excused absence must be obtained prior to the missed exam. Family and personal commitments, such as weddings, family celebrations, vacations, etc. are not acceptable reasons for missing an examination or a standardized patient encounter. If an absence is due to medical reasons, an attending physician’s written confirmation will be required for the absence to be excused. Missed examinations and appointments with a standardized patient will require the completion of a make-up exam/experience to be eligible to receive a “P” grade in the course.

For personal emergencies (e.g., death in family, serious illness (acute), hospitalization, automobile difficulties) OR advance notice absences:

DMC  Dr. Willyerd, Associate Dean  (313) 578-9600
EL   Dr. Falls, Associate Dean for Student Services  (517) 353-8799
MUC  Dr. Hortos, Associate Dean  (586) 263-6731

Remediation Policy
http://www.com.msu.edu/Students/Policies_and_Programs/Remediation_Policy.htm

Remediation of OST 554 will be determined on an individual basis and may include re-enrollment in the course during its next semester of offering. Not all students will be eligible to complete a remediation experience or exam. A final decision regarding the remediation format is at the discretion of the course coordinator.

Remediation of an “N” grade is governed by the Policy for Retention, Promotion and Graduation 5.1.4 Remediation of “N” Grades, and by the remediation section of the course syllabus. It is the responsibility of each MSUCOM student to verify eligibility, with the Office of Student Services, prior to the administration of the remediation examination/experience.