



## Medical Education Program Policy

<b>Policy Name:</b>	<b>The Common Clerkship Policies</b>				
<b>Policy Domain:</b>	Clerkship Administration	<b>Refers to LCME Element(s):</b>	6.1, 6.2, 8.8		
<b>Approval Authority:</b>	Curriculum and Educational Policy Committee	<b>Adopted:</b>	7/11/2016	<b>Date Last Reviewed:</b>	
<b>Responsible Executive:</b>	Assist. Dean for Med. Ed. for Clinical Instruction	<b>Date Last Revised:</b>			
<b>Responsible Office:</b>	Office of Medical Education	<b>Contact:</b>	<a href="mailto:robin.dankovich@ttuhsc.edu">robin.dankovich@ttuhsc.edu</a>		

1. **Policy Statement:** The common administrative requirements related to successful participation in the required clinical clerkships by students in years 3 and 4 are published annually in a document titled “Common Clerkship Polices”.
2. **Reason for Policy:** The intention of this policy is to clarify the administrative practices and expectations associated with successful participation in the required clinical clerkships by students in years 3 and 4.
3. **Who Should Read this Policy:**
  - a. All clerkship Directors, Co-Directors and Coordinators.
4. **Resources:** The Assistant Dean for Medical Education for Clinical Instruction and the Year 3-4 Coordinators.
5. **Definitions:**
  - a. “Common”: shared by all members of a group (in this case, the clerkships).
6. **The Policy:** The common administrative requirements related to successful participation in the required clinical clerkships by students in years 3 and 4 are published annually in a document titled “Common Clerkship Policies”. **Students are also responsible for compliance with requirements that are specific to the individual clerkships as outlined in their syllabi.** As long as the changes are non-substantive and relate primarily to the updating of trivial year-specific information (personnel changes, dates, locations, etc. -- as reviewed and approved by the Assistant Dean for Medical Education for Clinical Instruction), the Common Clerkship Policies may be re-published for each academic year without review and approval of the CEPC. Any more substantive changes are to be presented to the CEPC for review and approval prior to the start of the affected academic year.
7. **Attachments:** The prototype document is attached (“Common Clerkship Requirements” for AY2016-17 approved by the CEPC on 5/16/2016 -- to be re-titled “Common Clerkship Policies” for subsequent academic years).

*Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.*



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Paul L. Foster School of Medicine

# Common Clerkship Policies

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Office of Medical Education

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AY 2016-2017

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## Office of Medical Education Contacts (MS3 and MS4)

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## Disability Support Services

TTUHSC is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). To ensure access to the educational opportunities in the clinical setting, please contact Dr. Tammy Salazar with Disability Support Services to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings. For more information email [disabilitysupport.elp@ttuhsc.edu](mailto:disabilitysupport.elp@ttuhsc.edu) or visit [elpaso.ttuhsc.edu/studentsservices/dss](http://elpaso.ttuhsc.edu/studentsservices/dss).

## Attendance Policy

Attendance at clinical duties and didactics is mandatory. Unexcused absences will not be tolerated and may result in disciplinary action, potentially including a requirement to repeat a clinical block or rotation. Students have allotted institutional holidays as stated in the student handbook and on each academic calendar.

Students assigned to WBAMC will be excused from duty on institutional holidays. Students will be expected to work on Military Training Days that do not coincide with institutional holidays. If the clinic the student is assigned to is closed, the student will be assigned duties on campus for the day.

Students are required to attend both the first and last days of the rotation. The only excused absences will be for interviews, illnesses (with doctor's note), or documented family emergency. Students will not be excused in order to depart for an away or international rotation.

Absences are only excused at the discretion of the Clerkship/Course Director. Commonly excused absences include:

- Illness
- Family Emergency
- Death in the Family
- Religious Holidays (please see the Religious Holy Days Policy in the Student Affairs Handbook)
- Presenting at a National Conference
- Interviews for Residency (MS4 only)

## Absences in the Third Year

During the third year, a student is expected to attend all clinical and didactic activities. If a student will be absent for any activity, they must obtain approval from the Clerkship Director. If the Clerkship Director determines that a student's absence(s) compromises the student's ability to attain the necessary competencies, they may require the student to make up days or complete alternate assignments. If a student is required to make up time, this must be completed during unscheduled time and the hours worked must be in compliance with the duty hour policy.

If a student is absent more than 4 days per block or 12 days during third year, it will be reviewed by the Associate Dean for Student Affairs. Excessive absences could be a violation of the Student Code of Conduct and may be forwarded to the Grading and Promotions Committee.

In the event of an emergency that results in an absence from clerkship duties, the student must notify the Clerkship Coordinator AND the Office of Student Affairs as noted above as soon as possible.

## Absences in the Fourth Year

In the fourth year, a student may have no more than **three** excused absences in a 4 week block without having to make up that time. **However**, if the Clerkship/Course Director determines that a student's absence(s) compromised the student's ability to attain the necessary competencies, they may require the student to make up days or assignments, regardless of the number of days missed. It is also at the discretion of the Clerkship/Course Director to give the student an alternate assignment to satisfy all or part of the make-up time. If a student is required to make up time, this must be completed during unscheduled time and the hours worked must be in compliance with the duty hour policy.

If a student is absent more than 6 days in a semester during fourth year, it will be reviewed by the Associate Dean for Student Affairs. Excessive absences could be a violation of the Student Code of Conduct and may be forwarded to the Grading and Promotions Committee.

## Notification of Absence ( Third and Fourth Year)

When a student is going to be absent, they are required to notify: 1) the Clerkship Coordinator BEFORE their shift begins. Acceptable forms of notification are: email (preferred), phone call, or text message. **Please see individual Clerkship Syllabus for Clerkship-specific contact requirements;** 2)The Office of Student Affairs by emailing [plfabsence@ttuhsc.edu](mailto:plfabsence@ttuhsc.edu).

## Documentation of Absence (Third and Fourth Year)

If a student is absent:

- **Orientation Day** (MS3 and MS4) is a **Graded Activity**. Therefore a doctor's note on the healthcare provider's letterhead or prescription paper is required if Orientation is missed. The absence is subject to the institution's Missed Graded Activities Policy. Please see the [Student Affairs Handbook](#) for more information.
- **More than two consecutive days due to illness:** a doctor's note on the healthcare provider's letterhead or prescription paper is required.
- **When presenting at a national conference:** a copy of the invitation to present and travel itinerary is required.

- **When interviewing for residency** (MS4 only): a copy of the invitation to interview and travel itinerary is required.

### **Remediation and/or Make Up of NBME Exams (Third and Fourth Year)**

Students who miss an NBME exam **must make arrangements with the Office of Medical Education** to make up the exam on the next scheduled exam date.

Third Year students who must **remediate** an NBME exam will need to complete the exam before their Fourth Year coursework begins. The schedule for the remediation exam must be approved by the Associate Dean for Student Affairs.

Fourth Year students who must **make up** an NBME exam will take the exam on the next scheduled exam date, even if it falls on vacation time. Students who are required to make up days will take the exam on the next available date following the make-up days. Students may delay the exam if the next exam date falls during another clerkship with a required NBME. Exceptions will also be made for approved away rotations.

During fourth year, all **remediation** must be completed in time for certification for graduation.

**No special arrangements (additional exam dates/times) will be made.**

#### **AY 2016-2017 NBME's will be administered on the following dates:**

- Friday, July 29
- Friday, August 26
- Friday, September 23
- Tuesday, September 27
- Friday, September 30
- Tuesday, October 21
- Friday, October 28
- Friday, November 18
- Friday, December 2
- Friday, December 14
- Friday, January 6
- Tuesday, January 24
- Friday, January 27
- Friday, February 3
- Friday, February 24
- Friday, March 24
- Friday, April 21
- Thursday, May 16
- Friday, May 19
- Friday, May 26
- Friday, June 2
- Friday, June 9

## Clinical Grading Policy

Student clerkship performance is based on the clerkship director's judgment as to whether the student honors, passes, or needs improvement on each of 8 competencies described by the PLFSOM discipline performance rubric. The final clerkship performance assessment is conducted at the end of the rotation based on the student's level of performance at that point in time. Students are not penalized for lower levels of performance early in their rotation. It is expected that over the course of the block, student performance will have improved in many or all categories, based on constructive feedback and growing familiarity with the clinical discipline and patient care. In other words, the final assessment is not an average of the student's performance over the entire rotation, but represents their final level of achievement.

Possible Final Grades are Honors, Pass, Fails, and Incomplete. There is no cap or quota on the number of students eligible for Honors designation. The overall grade is based on the 8 competency scores as described below. No student who "needs improvement" in any competency on the final clerkship evaluation is eligible for honors.

**A student who fails Professionalism may be receive a Pass or a Fail overall at the discretion of the course director, regardless of the scores on all other items.**

## Third and Fourth Year

Overall grade is based on the assessment in each of the 8 competencies:

- **Honors**, if all of the following are true:
  - Passes NBME exam, if applicable, at the 60<sup>th</sup> percentile or above on first attempt
  - Passes OSCE, if applicable, on first attempt
  - Minimum of 4 of the 8 individual competencies rated as "Honors" on the final clerkship evaluation
  - No individual competency rated as "needs improvement" on the final assessment.
- **Pass** if all of the following are true:
  - Passes NBME exam, if applicable, at the 6<sup>th</sup> percentile or above on the first or second attempt
  - Passes OSCE, if applicable, on first or second attempt
  - Minimum of 6 of the 8 individual competencies rated as pass or better on the final clerkship evaluation
  - No more than 2 individual competencies rated as "needs improvement" on the final clerkship assessment
  - Professionalism concerns are, in the judgment of the course director, not significant enough to warrant a Fail on the final clerkship evaluation.
- A **failing** clinical assessment is assigned if **any** of the following are true.
  - 3 or more individual competencies rated as "needs improvement" on the final clerkship assessment
  - NBME Exam, if applicable, below the 6<sup>th</sup> percentile after 2 attempts
  - Failure on final exam (other than NBME), if applicable, after 2 attempts
  - Fail on OSCE, if applicable, after 2 attempts

- Professionalism concern deemed by the course director significant enough to warrant a Fail on the final evaluation.
- If a student receives a final grade of “needs improvement” in the same competency in 3 or more clerkships, they will be referred to the Grading and Promotions Committee (GPC).
- If a student fails 3 NBME’s or 3 OSCE’s within the third year, they will be referred to the Grading and Promotion Committee and a notation will be made on the MSPE (Medical Student Performance Evaluation)

An **incomplete** grade will be assigned any student who has not completed required assignments or examinations or who has not fulfilled all clinical experience obligations, pending completion of the required work.

**Please note:** Each Fourth Year Elective has its own specific grading assessment forms. Final grades possible are Honors, Pass, and Fail. Please refer to the syllabus for each elective for more information on the specific grading policy.

### Referral to Grading and Promotion

A student will be referred to the GPC if they receive “Needs Improvement” in the same competency on three or more Clerkship final assessments or if they fail a Clerkship.

Progress of all students will be reviewed by the GPC twice per year in the context of all course work, student’s professionalism, evidence of progressive improvement and personal circumstances. Performance in other blocks or clerkships will be taken into consideration by the GPC.

For the Third Year:

If	Then
Failure of one clerkship: <ul style="list-style-type: none"> <li>a. Fail clinical component OR</li> <li>b. Fail Professional component OR</li> <li>c. Fail 2 attempts at the NBME OR</li> <li>d. Fail 2 attempts at the OSCE</li> </ul>	<ul style="list-style-type: none"> <li>a. One month remediation in the fourth year in that discipline without receiving elective credit OR</li> <li>b. Repeat of third year OR</li> <li>c. Dismissal</li> </ul>
Failure of two clerkship (same definition as above)	<ul style="list-style-type: none"> <li>a. Remediation* OR</li> <li>b. Repeat of year OR</li> <li>c. Dismissal</li> </ul>
Failure of the NBME in three different clerkships (on first attempt)	<ul style="list-style-type: none"> <li>a. Remediation* OR</li> <li>b. Repeat of the third year OR</li> <li>c. Dismissal</li> </ul>
Failure of three clerkships	<ul style="list-style-type: none"> <li>a. Repeat of third year OR</li> <li>b. Dismissal</li> </ul>
Rating of “Needs Improvement” in the same competency on three or more Clerkship final assessments	<ul style="list-style-type: none"> <li>a. Remediation* OR</li> <li>b. Repeat of the third year OR</li> <li>c. Dismissal</li> </ul>

\* The remedial work will not be counted as elective time in satisfying the conditions for graduation.



#### Grading and Promotion Committee Review for Year 4

- i. Failure of a required or elective experience in the fourth year – review by GPC for remediation, repeat of year or dismissal.
- ii. Failure of more than one block in year 4 – review for remediation, repeat of the year or dismissal.
- iii. Failure of Step 2 CK or CS on first attempt – no review required by GPC but student must log a pass of CK and CS by May 1 in order to graduate in May.
- iv. Failure of Step 2 CK or CS on the second attempt – discussion by GPC of remediation and delay of graduation.
- v. Failure of Step 2 CK or CS on the third attempt - Dismissal.

### Op-Log Policy

1. Students are required to complete Op-Log entries on **all** patients with whom they have direct, “hands-on” clinical contact—e.g., take all, or significant part of the patient’s history, conduct a physical examination, perform or assist in diagnostic or treatment procedure, write orders, participate in treatment decisions, etc. A student will also be expected to complete Op-Log entries on patients seen with an attending or resident where clinical teaching and learning through observation is an explicit goal of the encounter.
2. Students will document each problem/diagnosis addressed by the student at the time of the encounter e.g., if a patient has the following diagnoses listed on his/her record—DM type 2, Hypertension, and Osteoarthritis, but the student only addresses the OA during the encounter, OA is the only problem that would be recorded in Op-Log for that encounter.
3. **Students are expected to record their encounters in OP-Log on at least a weekly basis.** Regardless of where the assessment falls in a week, students must have their Op-Log recordings up-to-date at least 24 hours prior to scheduled mid-block of clerkship formative assessment and by 5:00 pm the Monday of NBME week. For hospitalized patients, a student will complete an entry at the time of patient discharge OR when the student’s responsibility for caring for a patient ends.
4. **Timely, complete, and accurate clinical encounter Op-Log entries will be a component of the clerkship assessment. Students who do not meet expectations in the documentation of their clinical experiences will not be eligible for “Honors” designation.**
5. Students will not document “incidental” patient-encounters. Each clerkship will operationally define “incidental encounters for its purposes. Routine follow-up visits with hospitalized patients do not need to be documented in Op-Log (see #3 above).
6. We expect that students will document a minimum number of encounters per clerkship. Please note that these are minimum expectations, and as such a student may not qualify for Honors if they only meet the minimum expectation (Honors designation indicates a student went above and beyond).
7. Deliberate falsification of Op-Log entries is an honor code violation.

## COMMON REQUIREMENTS

### Year 3:

#### 1. End of Year 3 OSCE

- a. Background
  - i. Cases are designed to elicit a process of history taking and physical examination that demonstrates the examinee's ability to list and pursue various plausible diagnoses. Diagnostic reasoning will be evaluated in the note portion of the examination
- b. Objective
  - i. Ensure competency in history, physical examination and diagnostic reasoning appropriate to the level of the student
- c. Scoring and Grading
  - i. The student will receive two sub-scores
    1. **Integrated clinical encounter**- consisting of:
      - a. Standardized Patient Checklist covering key elements of history and physical examination
      - b. SOAP note in the standard USMLE format with a focus on the assessment and plan and organization of the note
    2. **Communication and Interpersonal Skills**
      - a. Uniform checklist across all cases with focus on fostering the relationship, gathering the information, providing information, helping the patient make decisions, and supporting emotions
- d. Must pass each category (Integrated clinical encounter AND Communication and Interpersonal Skills) across all 6 cases
  - i. **Minimum passing score 75%**
- e. Remediation
  - i. If a passing score in either category or both is not achieved, the student will be required to repeat all stations of the examination.
  - ii. If a passing score on either category or both is not achieved on the second attempt, the student will be referred for individual remediation.
  - iii. Successful completion of remediation is required to begin Year 4 coursework.
- f. YOU MUST COMPLETE YEAR 3 BEFORE TAKING USMLE STEP 2 CS.

### Year 4:

#### 1. Comprehensive Clinical Sciences Examination (CCSE)

- a. Class of 2017: Each student is **highly encouraged** to take the CCSE at the beginning of Year 4 to determine readiness to take USMLE Step 2 CK.

- b. Class of 2018 and beyond: Each student is **required** to take the CCSE at the beginning of Year 4 to determine readiness to take USMLE Step 2 CK.
- c. The Associate Dean for Student Affairs will discuss with the student if the score is of concern and decide on a plan of action.
- d. YOU MUST COMPLETE YEAR 3 BEFORE TAKING USMLE STEP 2 CK.

## **2. Procedure Workshop**

- a. This is a simulation based curriculum for fourth year medical students in general procedural skills to review and assess competency in the following: Bag-valve-mask ventilation, adult and infant intubation, venipuncture, IV line placement, NG tube placement, and male and female bladder catheterization.
- b. Each fourth year student is required to complete the pre-work and workshop and to achieve a passing score at each station.
- c. Fourth year students will attend the workshop either during their Sub-Internship or Critical Care rotation.
- d. This is required and students must complete prior to graduation.

## **3. Critical Care Core Curriculum**

- a. This will include a series of online interactive modules with a discussion board that will address core topics that represent foundational knowledge and apply across critical care settings. Examples of topics addressed include: nutritional support in the critical care setting, assisted ventilation and interpretation of arterial blood gases, hemodynamic monitoring, and physiology and common causes of shock.
- b. Completion of modules and quizzes and participation in discussion boards is required.
- c. If modules are not completed by the end of the rotation, the student will receive a grade of incomplete until all modules are completed in a satisfactory manner. Failure to complete these modules by an assigned deadline could result in a professionalism concern.

## **CME Requirement**

**The CME Requirement is a prerequisite to graduation!**

### **Purpose/Goals of Requirement:**

- Expose students to the full continuum of medical education including Continuing Medical Education;

- Provide students opportunities to broaden their clinical training by participating in approved Type 1 CME events;
- Reinforce the fact that all physicians are expected to be active, life-long learners and to take responsibility for maintaining and expanding their knowledge base.

### Requirement:

- **A minimum of 10 documented Type 1 credits must be completed by March 1 of the MS 4 year;**
- Credits must be earned in at least three (3) different disciplines (e.g., Internal Medicine and IM sub-specialties, Surgery and surgical subspecialties, OB-GYN, Pediatrics and pediatric sub-specialties, Psychiatry, Family Medicine, etc.);
- At least 5 of the credits must involve “live” sessions;
- Clerkship required learning activities that “happen” to carry CME credit (e.g., the Lactation Curriculum in OB-GYN) **will not count** toward meeting the CME requirement **except** for Grand Rounds Sessions that have been approved for Type 1 credit by the CME office that students are required to attend as part of a rotation.

### Documentation:

- Student participation in PLFSOM CME approved events will be documented via medical student sign-in sheet;
- Students are required to provide acceptable documentation (e.g., certificates of completion, transcript of credits, and/or photo of sign-in sheet) to Lourdes Davis in the Office of Medical Education;
- Ms. Davis will update students quarterly about their individual status in meeting requirement

## Duty Hours Policy

Preamble: The School of Medicine has the responsibility to develop and implement work hour policies for medical students, especially those on clinical clerkship rotations, in accordance with LCME Element 8. These policies should promote student health and education.

1. Students should not be scheduled for on-call time or patient-care activities in excess of 80 hours per week.
2. Students should not be scheduled for more than 16 continuous hours.
3. Students should have 10 hours free of duty between scheduled duty periods.
4. Students should have at least one day off each week averaged over a one month period.
5. Students should not have more than 6 consecutive nights on night float duty.
6. This policy applies to all clerkships/rotations in the third and fourth year at Paul L. Foster School of Medicine.
7. The clinical departments will determine the frequency of overnight call, but it should not be more frequent than every 4th night.
8. It is anticipated that student attendance at clerkship seminars, conferences, and other didactic sessions will be facilitated by this policy and that provisions in this policy are not the basis for missing these sessions. Requests for excused absences from these sessions should be submitted to the clerkship director or his/her designees on an individual basis.
9. Variances from this policy must be approved by the Associate Dean for Student Affairs.

## **Clerkship Requirements for Reporting Duty Hours**

Students must report their duty hours in the online scheduling system within 48 hours of the end of each event. Failure to enter duty hours more than 5 times in a Clerkship will result in a slight concern notation on the student's professionalism evaluation (completed by the Clerkship Coordinator).

## **Additional Policies**

There are a number of policies dictated by the Office of Student Affairs. Students are expected to be familiar with all policies in the Student Affairs Handbook

(<http://el Paso.ttuhs.c.edu/fostersom/studentaffairs/SAHandbook2014Revised.pdf>) with special attention paid to the following:

- Dress Code
- Needle Stick Policy
- Standards of Behavior in the Learning Environment
- Medical Student Code of Professional and Academic Conduct
- Religious Holy Days
- Missed Graded Activities
- Evaluation Policy

Students are expected to be familiar with policies regarding the Advanced Training and Simulation Center (ATACS) and to abide by these policies when attending sessions in the ATACS Center.