

## Appendix B: Quick Guide and Assignment Forms

### Mind & Medicine

*The following are brief snapshots of the requirements for each clerkship. Please be aware that although these are the requirements, students are still responsible for all of the information contained in this syllabus.*

### Internal Medicine Clerkship

Selective	Resident/Attending	Due	Date Completed
Patient Evaluation Note 1			
Patient Evaluation Note 2			
Patient Evaluation Note 3			
Patient Evaluation Note 4			
<ul style="list-style-type: none"> <li>While at UMC may attend Noon Conference 1200-1300 Monday-Friday.</li> <li>Refer to Amion for topics. If selective is at WBAMC attend morning report from 0745-0900.</li> <li>Attend MANDATORY Didactic Series (regardless of your scheduled rotation) on Wed afternoon from 1-5 PM</li> <li>Off campus selective (SA or WBAMC or THOP or Kindred) attend conference as required by respective site directors.</li> </ul>			
Ambulatory	Resident/Attending	Due	Date Completed
Office Visit Note 1			
Office Visit Note 2			
Office Visit Note 3			
<ul style="list-style-type: none"> <li>At least one completed assessment card needed for each office visit. Need at least 3 half day sessions.</li> </ul>			
Wards	Resident/ Attending	Due	Date Completed
Observed H&P, #1 (assigned while at UMC-EP)			
H&P, #1 Signed & Annotated Written			
H&P, #2 Signed & Annotated Written			
H&P, #3 Signed & Annotated Written			
H&P, #4 Signed & Annotated Written			
H&P, #5 Signed & Annotated Written			
H&P, #6 Signed & Annotated Written			

H&P, #7 Signed & Annotated Written			
H&P, #8 Signed & Annotated Written			
H&P, #9 Signed & Annotated Written			
H&P, #10 Signed & Annotated Written			
Admission Orders, Signed, #1			
Admission Orders, Signed, #2			
Admission Orders, Signed, #3			
Admission Orders, Signed, #4			
Transition of care, IPASS sign-out form, #1			
Transition of care, IPASS sign-out form, #2			
Transition of care, IPASS sign-out form, #3			
Transition of care, IPASS sign-out form, #4			
1 x 31 things in 3 minutes forms (assigned while at UMCEP)			
1 EBM worksheet (assigned while at UMC/EP)			
1 Matrix			
<ul style="list-style-type: none"> <li>• Attend bedside rounds at scheduled time if on UMC wards.</li> <li>• While at UMC EP attend Noon Conference 1200-1300 Monday-Friday.</li> <li>• Refer to Amion for topics. If you are scheduled at WBAMC attend morning report from 0745-0900.</li> <li>• Attend MANDATORY Didactic Series (regardless of your scheduled rotation) on Wed afternoon from 1-5 PM</li> <li>• For wards off campus (SA or WBAMC or THOP) attend the conference as required by the respective site directors.</li> </ul>			

Additional Requirements	Due	Date Completed
30 Op Log entries --20 mandatory diagnostic conditions		

## Internal Medicine – Mid-Clerkship

DUE by Mid-Clerkship Assessment	
Completed Y/N	Assignment
	31 things in 3 minutes x1 (if assigned by that time)
	EBM worksheet x1 (if assigned by that time)
	Observed H and P x 1 (if assigned)
	Matrix x 1 (if assigned by that time)
	4 Office Visit or Patient Evaluation Notes (if selective is completed by that time)
	5 Written H and Ps
	2 Admission Orders
	15 Op Log entries (10 mandatory diagnostic conditions)
	2 IPASS Sign out form
	1 Office visit note from AMB
	1 Office visit card

## Psychiatry Clerkship

Inpatient	Due	Date Completed & Uploaded	Signed/Dated (Y/N)	Completed by Mid-Clerkship (Y/N)
Comprehensive Evaluation, Inpatient #1				
Progress Note, Inpatient #1				
Progress Note, Inpatient #2				
Scale, Inpatient #1				
Scale, Inpatient #2				
Scale, Inpatient #3				
Preceptor Assessment, Inpatient #1, Faculty				
Preceptor Assessment, Inpatient #2, Faculty				
Preceptor Assessment, Inpatient #3, Faculty				
Health Matrix, Inpatient				
Outpatient	Due	Date Completed & Uploaded	Signed/Dated (Y/N)	Completed by Mid-Clerkship (Y/N)
Comprehensive Evaluation, Outpatient #1				
Progress Note, Outpatient #1				
Progress Note, Outpatient #2				
Scale, Outpatient #1				
Scale, Outpatient #2				
Scale, Outpatient #3				
Preceptor Assessment, Outpatient #1, Faculty				

Preceptor Assessment, Outpatient #2, Faculty				
Preceptor Assessment, Outpatient #3, Faculty				
Health Matrix, Outpatient				

Additional Requirements	Due	Date Completed & Uploaded	Done by Mid- Clerkship (Y/N)
30 Op Log entries --15 inpatient/15 outpatient --10 mandatory diagnostic conditions			
Didactics presentation			
Canvas Quiz #1			
Canvas Quiz #2			
Canvas Quiz #3			
Canvas Quiz #4			
Canvas Quiz #5			
Canvas Quiz #6			

## Psychiatry – Mid-Clerkship

Reviewed at Mid-Clerkship Assessment	
Reviewed Y/N	Assignments & Assessments
	15 Op Log entries
	3 Canvas Quizzes
	Review of all assessment to date
	Professionalism
	Areas that would yield the greatest improvement
	Strongest skill area
	Status updated on required activities (Presentations, Documented H&P, Progress notes, Matrix form)

## Family Medicine Clerkship

Assignment	Due	Date Completed	Uploaded to Elentra (Y/N)
SOAP Note #1	By noon Friday prior to MCF week		
SOAP Note #2	By noon Friday prior to MCF week		
SOAP Note #3	By noon Friday of Week 21		
SOAP Note #4	By noon Friday of Week 21		
Observed H&P (1 H&P encounter card )	By noon Friday of Week 21		
KEN Clinic Patient Chart Review			
<ul style="list-style-type: none"> <li>• AM: Report at 8am on days schedule / PM: Report at 1pm on days scheduled.</li> <li>• These are assignments to be uploaded in canvas.</li> <li>• MCF: Mid Clerkship Feedback</li> </ul>			

Weekly Assessment	Due	Date Completed	Uploaded to Elentra (Y/N)
Assessment(s) Week 1			
Assessment(s) Week 2			
Assessment(s) Week 3			
Assessment(s) Week 4			
Assessment(s) Week 5			
Assessment(s) Week 6			
Assessment(s) Week 7			
Assessment(s) Week 8			
Assessment(s) Week 9			
<ul style="list-style-type: none"> <li>• Students are encouraged to turn in more assessments than required. Paper copies should be turned in to the FM coordinator.</li> </ul>			

Additional Requirements	Due	Date Completed	Uploaded to Elentra (Y/N)
30 Op Log entries			XXX
Hospice Pre-Test	Prior to First day of hospice		
Reflection + Hospice Post-Test	At end of Hospice Week		
Lecture: Data & Patient Navigator Class			
Promotora Experience			
Promotora Reflection	Due Monday after experience is scheduled		
AAFP #1-250 Questions	By noon Friday prior to MCF week		
AAFP #250-500 Questions	By noon Friday of Week 21		
Student led didactics	See Assignment Sheet		

Online FM Cases	Due	Date Completed	Uploaded to Elentra (Y/N)
<u>Case FM #3:</u> 65 y/o F with insomnia – Mrs. Gomez  <u>Case FM #4:</u> 19 y/o F with sports injury – Christina Martinez  <u>Case FM #5:</u> 30 y/o F with palpitations – Ms. Waters	By noon Friday prior to MCF week		
<u>Case FM #10:</u> 45 y/o M with low back pain – Mr. Payne  <u>Case FM #12:</u> 16 y/o F with vaginal bleeding & UCG – Savannah Bauer  <u>Case FM #14:</u> 35 y/o F with missed period – Ms. Rios	By noon Friday prior to MCF week		



<p><u>Case FM #22:</u> 70 y/o M with new-onset unilateral weakness – Mr. Wright</p> <p><u>Case FM #24:</u> 4-week old female with fussiness – Amelia Arlington</p> <p><u>Case FM #30:</u> 27 y/o F – Labor and delivery – Mrs. Gold</p>	By noon Friday of week 21		
<p><u>Case PED #1:</u> Evaluation and care of the Newborn Infant – Thomas</p> <p><u>Case PED #2:</u> Infant well child (2, 6, and 9 months) – Asia</p> <p><u>Case PED #3:</u> 3 y/o well-child visit - Benjamin</p>	By noon Friday of week 21		

## Family Medicine – Mid-Clerkship

DUE at Mid-Clerkship Assessment	
Completed Y/N	Assignments & Assessments
	15 Op Log entries
	2 SOAP Notes
	Review of all assessments to this point
	AAFP #1-250 Questions, completed
	Online FM Cases (#3, 4, 5, 10, 12, 14)
	MCF Review Video

## Neurology Clerkship

Inpatient Rotation (6 days, including 1 weekend day)	Due	Date Completed	Attending
Day #1			
Day #2			
Day #3			
Day #4			
Day #5			
Day #6			
Neuro/Radiology Case Conference			
1 Code Stroke Card	Due by Mid evaluation feedback session		
1 Inpatient Observed H&P	Due by end of the inpatient week. See form in Elentra.		
1 Inpatient Typed H&P	Due by end of the inpatient week. Signed note copy/paste into Word document.		
<ul style="list-style-type: none"> <li>During the inpatient Neuroscience Clerkship, student will be assigned Monday through Saturday inpatient UMC Consultative services. Student will have a combination of day and evening shifts.</li> <li>If you are unable to attend a minimum of 5 consecutive days due to commitments -please plan to switch the rotation to another week as this will not be permissible per Dr. Yerram.</li> <li>Neuro/Radiology Case Conference: Mandatory for students to attend this conference on Friday from 7:45 a.m. to 8:45 a.m. This can be the Neuro/Radiology Case conference, Tumor Board or Grand rounds.</li> <li>Mandatory to attending Morning report in UMC 3<sup>rd</sup> floor (Neuro ICU) at 07:30 AM when on Day shift.</li> <li>Mandatory to attend Noon lectures with the Neurology residents from Noon to 1 PM, except during Wednesday didactics or Neurology Academic Chief or Program director excuses them as the lecture/meeting is irrelevant to the students.</li> </ul>			
Ambulatory (5-6 half days)	Due	Date Completed	Attending
Office Visit Day 1			
Office Visit Day 2			
Office Visit Day 3			
Office Visit Day 4			
Office Visit Day 5			
Office Visit Day 6			
1 Ambulatory Observed H&P	Due by end of last scheduled ambulatory clinic. See form in Elentra.		
1 Ambulatory Typed H&P	Due by end of last scheduled ambulatory clinic. Signed note copy/paste into Word		

	document.		
<ul style="list-style-type: none"> <li>Outpatient Neurology clinic is located at Texas Tech Medical Center (Clinic building, basement).</li> <li>Students assigned to Ambulatory Morning clinic will be required to attend Morning report in UMC 3<sup>rd</sup> floor (Neuro-ICU) at 7:30 a.m. They will report to their clinics in Clinic building after Morning Report.</li> </ul>			
Additional requirements	Due	Date Completed	Uploaded to Elentra (Y/N)
10 Op Logs Entries			N/A
Online MedED Cases			

## Neurology– Mid-Clerkship

DUE at Mid-Clerkship Assessment	
Completed Y/N	Assignments & Assessments
	5 Op Log entries progress
	1 Code Stroke Card
	Inpatient Rotation Assignments
	Ambulatory Rotation Assignments
	Online MedEd Cases
	Review of all assessments to this point

## Emergency Medicine Clerkship

Clinical Shifts	Resident/Attending	Date Completed	Uploaded to Elentra (Y/N)
4-5 Required Shifts			
Shift #1			
Shift #2			
Shift #3			
Shift #4			
+/-Shift #5			
<b>Minimum requirement: 40 hours</b>			
Assignments	Due	Date Completed	Notes
13 Op Log entries - Abdominal Pain - Chest Pain	By end of rotation		
Toxicology Emergencies Didactics (1.0 hr)			
Point of Care Ultrasound Didactics (1.0 hr)			
1 ED Patient Note	Due 07 days past last shift		
1 Social History	Due 07 days past last shift		
eFAST POCUS module Core Ultrasound	Due 07 days past last shift		
1 Patient Care Follow Up	Due 14 days past last shift		

## Emergency Medicine – Mid-Clerkship

Reviewed at Mid-Clerkship Assessment	
Reviewed Y/N	Assignments & Assessments
	13 Op Log entries progress
	Toxicology & Ultrasound Didactics
	ED Patient Note, Social History, and Patient Care Follow up
	eFAST POCUS Module in Core Ultrasound
	Review of all assessments to this point