



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER,
EL PASO

Paul L. Foster School of Medicine

Common Clerkship Requirements

Office of Medical Education

AY 2015-2016

Table of Contents

Office of Medical Education Contacts (MS3 and MS4).....	2
Attendance Policy	2
Absences in the Third Year	2
Absences in the Fourth Year	2
Notification of Absence (Third and Fourth Year).....	3
Documentation of Absence (Third and Fourth Year).....	3
Remediation and/or Make Up of NBME Exams (Third and Fourth Year)	3
AY 2015-2016 NBME’s will be administered on the following dates:	3
Clinical Grading Policy.....	4
Third Year.....	4
Fourth Year – AY 2015/2016 for Class of 2016 only*	5
Referral to Grading and Promotion	6
Op-Log Policy	7
CME Requirement.....	8
Purpose/Goals of Requirement:	8
Requirement:	8
Documentation:	8
Duty Hours Policy.....	8
Clerkship Requirements for Reporting Duty Hours	9
Additional Policies.....	9

Office of Medical Education Contacts (MS3 and MS4)

Name	Title	Phone	Email
Richard Brower, MD	Associate Dean for Medical Education	(915) 215-4392 (Barbara Stives)	Richard.Brower@ttuhsc.edu
Maureen Francis, MD	Assistant Dean for Medical Education	(915) 215-4392 (Barbara Stives)	Maureen.Francis@ttuhsc.edu
Lourdes Davis	Course Coordinator, Years 3 & 4	(915) 215-4393	Lourdes.Davis@ttuhsc.edu
Maryann Dennis	Course Coordinator, Year 3	(915) 215-5552	Maryann.Dennis@ttuhsc.edu

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.

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

In the Third Year, a student may have no more than **five** excused absences in a 16 week block without having to make up that time. **However**, if the Clerkship 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.

If a third year student exceeds five days of absence, they will have to use vacation time to make up those days as decided by the Clerkship Director(s). It is also at the discretion of the Clerkship Director to give the student an alternate assignment to satisfy all or part of the make-up time.

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.

If a fourth year student exceeds three days of absences, they are required to use vacation or flex time to make up those days as decided by the Clerkship/Course Director. 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.

Notification of Absence (Third and Fourth Year)

When a student is going to be absent, they are required to notify 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.**

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.

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 2015-2016 NBME's will be administered on the following dates:

- Friday, July 31st
- Friday, August 28th
- Friday, September 25th
- Tuesday, October 20th
- Friday, October 23rd
- **Friday, November 13th**
- Friday, November 20th
- **Friday, December 11th**
- Friday, December 18th
- **Friday, January 22nd**
- Friday, January 29th
- Tuesday, February 23rd

- Friday, February 26th
- Friday, March 25th
- Friday, April 22nd
- **Thursday, May 12th**
- Thursday, May 19th
- Tuesday, June 14th
- Friday, June 17th
- **Friday, June 24th**
- **Friday, July 1st**
- **Friday, July 8th**

Dates in red are additional testing dates.

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 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 60th 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 6th 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 6th 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.

Fourth Year – AY 2015/2016 for Class of 2016 only*

*Beginning AY 2016/2017, the Third Year policy will carry forward.

Overall Fourth Year Clerkship grade **in required rotations** is based on the assessment in each of the 8 competencies:

- **Honors**, there are 2 possible pathways:
 - **Pathway 1** if all of following are true
 - Passes NBME exam, if applicable, at the 75th percentile or above on first attempt
 - Passes OSCE, if applicable, on first attempt
 - No individual competency rated as “needs improvement” on the final assessment.
 - **Pathway 2** if all of the following are true
 - Passes NBME exam, if applicable, at the 55th percentile or above 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 6th 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 6th 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 fourth year rotations, they will be referred to the Grading and Promotions Committee (GPC).

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: <ol style="list-style-type: none"> a. Fail clinical component OR b. Fail Professional component OR c. Fail 2 attempts at the NBME OR d. Fail 2 attempts at the OSCE 	GPC may recommend: <ol style="list-style-type: none"> a. One month remediation in the fourth year in that discipline without receiving elective credit OR b. Repeat of third year OR c. Dismissal

Failure of two clerkship (same definition as above)	GPC may recommend: a. Remediation OR b. Dismissal
Failure of the NBME in three different clerkships	GPC may recommend: a. Remediation OR b. Repeat of the third year OR c. Dismissal
Failure of three clerkships	GPC may recommend: a. Repeat of third year OR b. Dismissal
Rating of “Needs Improvement” in the same competency on three or more Clerkship final assessments	GPC may recommend: a. Remediation OR b. Repeat of the third year OR c. 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.

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 ED-38. 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 at least one day off each week averaged over a one month period.

4. This policy applies to all clerkships in the third year as well as required and elective fourth year courses at the Paul L. Foster School of Medicine.
5. The clinical departments will determine the frequency of overnight call, but it should not be more frequent than every 4th night.
6. 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.
7. 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