WELCOME TO THE FAMILY MEDICINE CLERKSHIP

On behalf of our faculty across the WWAMI region, we would like to welcome you to your clerkship experience. We hope that you will find your clerkship to be intellectually challenging and rewarding. You will spend six weeks working side by side with family physicians and family medicine residents caring for patients. Our teachers work hard to provide you with an excellent learning experience, and we appreciate and welcome feedback. If you have questions or concerns about your clerkship, please feel free to contact us at (206) 543-9425.

Best wishes for a successful clerkship experience,

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Updated August 2013
University of Washington Family Medicine Clerkship

FACULTY AND STAFF:

**Clerkship Director** - Misbah Keen, MD, MBI, MPH
The Clerkship director is responsible for overseeing the curriculum, grading and faculty development.

**Associate Clerkship Director** – Jeanne Cawse-Lucas, MD
The Associate Clerkship director works closely with the Clerkship Director overseeing the curriculum, grading and faculty development.

**Clerkship Coordinator** – Lisa Le, BA
The Clerkship Coordinator is the day-to-day contact for the Seattle clerkship office. The Clerkship Coordinator will contact you about your site, send you reminders during the clerkship and can answer general questions about the clerkship.

**Site Director**
The Site Director, who may also be referred to as “Faculty Coordinator” or “Primary Preceptor”, is your central contact person during your rotation and the individual who will perform mid and end of clerkship evaluations. While most sites have a single Site Director, a few sites have Co-Directors.

**Site Coordinator**
Site Coordinators provide primary administrative support for the clerkship at the site including organizing important paperwork, creating student clinical schedules, acting as a central contact for the site and assisting students with any administrative issues during the clerkship. It is important to contact this person several weeks before your clerkship, allowing ample time to complete necessary site paperwork, so you may begin your clerkship on time. Not every site has a designated Site Coordinator in which case the Site Director will guide you through administrative tasks.
PREPARATION AND ORIENTATION

Below is a list of what you should do before arriving at your clerkship site and what to expect from your orientation when you arrive.

Four to Five Weeks Before
- Review the detailed site description, site requirements and transportation requirements that will be emailed to you by the Clerkship Coordinator.

Two to Three Weeks Before
- Contact your Site Director and/or Site Coordinator and send him/her the Student Summary Sheet.
- If relevant to your rotation, confirm with the Site Director or Site Coordinator where to get keys for your apartment and where to go on your first day of the clerkship.
- Ask your Site Coordinator about any site-specific paperwork you may need to fill out prior to your clerkship. Completion of this paperwork is vital to ensure you have access to all administrative programs on the first day of your clerkship.
- Familiarize yourself with the clerkship syllabus. Pay close attention to the four curricular areas, your required tasks, the readings links and the evaluation policies. If you have questions about this information, please contact the Clerkship Coordinator or Clerkship Director at (206) 543-9425.

One Week Before
- Review absence policy and duty hours.
- Mark your final exam day on your calendar. This is on the last Thursday of the rotation (10:00 AM to 12:30 PM Pacific Time).
- Register for FmCases, SIMPLE and CLIPP Cases at this website using your UW email address: http://www.med-u.org/register/
- Prepare for lodging / travel and specifics including transportation and appropriate weather and clinical attire. Contact your site if you have questions.
- Visit and bookmark the Family Medicine Clerkships “Info for Students” webpage here: http://depts.washington.edu/fammed/education/courses/clerkship/info
- From there, click on the “Clerkship Assignment Tracker” link and log on to the Assignment Tracker, where you should take time to familiarize yourself with the weekly requirements of the Clerkship.

First Week Orientation
Your clerkship orientation will be completed at your clinical site. You will need to participate in a required Webinar from 12 to 1PM PST on the first day of your rotation. This webinar will review the clerkship website, policies, goals, objectives and requirements for successful completion. You should receive login information about this webinar from the clerkship coordinator roughly a week before the webinar.
You should also expect to receive the following at your site-specific orientation:

- A schedule for your clerkship, including call duties
- Key contact information for site faculty and staff
- A safety briefing and a tour of the clinical facilities
- Passwords for electronic medical record systems and any needed orientation to the system
- A meeting with your primary preceptor to discuss your duties
GOALS AND OBJECTIVES

Our goal is for you to learn and apply the key components of the Family Medicine approach to health care during your clerkship:

1. **Biopsychosocial Aspects of Care**
   Family Physicians gain insight into psychological, social and cultural factors that affect health through eliciting and understanding the patient's perspective on their illness.

2. **Comprehensive Care**
   Family Physicians care for all of a patient’s needs, including acute care, chronic illness care and preventive care. This care spans the lifetime of the patient and acknowledges the role family plays in the care of the individual.

3. **Continuity of Care**
   Family Physicians provide care over the lifetime of a patient. The care plan can be augmented by consultants and other healthcare professionals, but the Family Physician takes primary responsibility for the health and well being of the patient.

4. **Context of Care**
   Family Physicians develop treatment plans collaboratively with patients and families that are evidence-based, safe and produce high quality outcomes that enhance functional status and quality of life in a culturally responsive manner.

5. **Coordination and Integration of Care**
   Family Physicians are the managers of the patient’s overall healthcare plan. The Family Physician collaborates with specialists and other healthcare professionals in disease management, health promotion and patient education.

**Four Primary Objectives:**

a. Learn and apply **knowledge of common problems, wellness and prevention** within the framework of the Family Medicine approach to patient care.

b. Learn and apply **effective patient-centered care skills**, including discussing health behaviors with patients and using a patient-centered approach to the electronic health record.

c. Learn about **principles of family medicine and critical role of family physicians in modern healthcare systems**.

d. **Act professionally** in the care of patients, care of families and in interactions with your health care team and communities.
OVERVIEW AND ASSIGNMENTS

Curriculum Overview

The clerkship curriculum focuses on four core areas. The Family Medicine Assignment Tracker outlines the weekly requirements with respect to these core areas and will help you fulfill the requirements of the clerkship.

1. **Clinical Knowledge and Skills**
   During your clerkship, we anticipate that you will have contact with patients with many common problems. These problems are listed on the Family Medicine Assignment Tracker, and you should review the Common Conditions list within the Tracker. As you see patients with these conditions, track your interactions with them. We also provide access to FmCases (Interactive modules featuring common family medicine cases), SIMPLE (internal medicine cases) and CLIPP (pediatric cases). The Tracker indicates cases related to each common problem. You are not explicitly required to complete all these cases; however, the final exam is entirely based on the online modules.

2. **Effective Patient Centered Care (EPCC)**
   Effective patient-centered care translates the art of medicine into defined and learnable skills. These skills include exploring the patient's needs and beliefs, counseling patients about health behaviors, incorporating the electronic health record into the visit and co-creating a plan. Follow the week-by-week plan in the Assignment Tracker to develop your skills in this area.

3. **Other Curricula**

   A) **Articulating and Reflecting Tacit Expertise (ARTE)**
   The goal of the ARTE program is to increase your understanding of the process and content of a family physician’s thinking while increasing your capacity for reflection (mindfulness) along side your preceptors. The ARTE program consists of a series of online modules accessible through the Assignment Tracker.

   B) **Principles of Family Medicine**
   C) **Critical Role of Family Physicians within modern healthcare systems**
   Both of these curricula consist of online modules accessible through the Assignment Tracker

4. **Professionalism**
   Professional behavior is a skill that students and faculty will develop and refine throughout their careers. Using the expectations listed on our website, students should reflect on their skills and attitudes and seek help when appropriate.
Administrative Activities

You are required to complete a set of administrative activities to guarantee satisfactory progress in your clerkship.

1. Update Your Assignment Tracker at the End of Every Week
   Failure to update the form every week, including Week Six, will have an impact on your grade. Any missing requirements will result in a make-up assignment to be determined by the Seattle clerkship office. Be sure to document your encounters with Common Conditions.

2. Participate in the Orientation Webinar. (First Monday 12 to 1PM PST)
   Students are expected to participate in an online webinar orientation on the first Monday of the clerkship rotation from 12 to 1PM Pacific Time. Holiday schedule may change the time / day of the Webinar and you should receive an email from the clerkship coordinator with login details and exact time / date, roughly a week before the webinar.

3. Participate in Clinical Reasoning Webinar. (Third Monday 12 to 1PM PST)
   During this webinar we will go over 14 multiple choice questions taken from FmCases. The questions are identical in format to the final exam and will be based on four FmCases: Case 2 (Adult Prevention), Case 4 (Ankle Sprain and UTI), Case 6 (Diabetes), and Case 21 (Flu, Pneumonia, Pediatric Obesity). This webinar is hosted by the Seattle Clerkship Team and UWSOM Academic Skills Counselor, Jamey Cheek. Holiday schedule may change the time / day of the Webinar and you should receive an email from the clerkship coordinator with login details and exact time / date, roughly a week before the webinar.

4. Schedule and Actively Engage in Mid/End of Clerkship Reviews
   The purpose of these reviews is to provide you with summative and formative feedback on your performance and track your completion of the clerkship curriculum. Reviews are held with your Primary Preceptor or the Site Director.

   Be sure to print out two copies of your assignment tracker to bring to each review session.

   Your Mid Clerkship Review should be held during the third week of the clerkship. Your End of Clerkship Review should be done in the sixth week of the clerkship. In both review meetings, your Site Director will share feedback about your performance in the rotation. Feedback may include things you did well and things that you should focus on during your next rotation. You are encouraged to ask questions during these meetings if it is unclear or if you need further guidance about improving your performance.
UW Family Medicine Clerkship
FINAL EXAM Instructions

This exam will test your application of the clinical knowledge you have gained from the clerkship, as well as from the recommended Cases (33 FmCases and seven SIMPLE and CLIPP cases).

The examination is administered on Thursday of week six of the clerkship from 10:00AM to 12:30PM Pacific Time. You will be emailed the link for the exam by the Monday prior to the exam.

1. You will need to make arrangements with your lead faculty member to take the exam at the site using a site computer (usually the same computer you used for the practice exam). You will not be permitted to use your personal computer for the exam.

2. You are given 2.5 hours to complete 90 questions.

3. The exam is based exclusively on the 33 FmCases and seven SIMPLE and CLIPP cases delineated in the Assignment Tracker.

4. The exam is closed book. You may not use materials or ask anyone for help answering the questions during the exam.

5. The exam is based on an honor system. The honor system is considered violated when information which results in or could result in an unfair advantage for one or more students is given or received before, during or after a test. Students who violate the honor system are subject to failing the exam and/or clerkship.

6. You will be permitted to submit your exam only once and all submissions are considered final.

7. You will receive immediate feedback on total score and also how you scored in the following categories:
   • Diagnosis / Evaluation
   • Mechanisms of Diseases
   • Management / Therapeutics
   • Health Maintenance

8. Student final exam scores will count as one of the twelve scoring categories on the final evaluation. The Seattle Clerkship Office will assign this score after the rotation has been completed.
For the 2013-2014 school year, the final exam scores will be interpreted as follows:

5 score (80 percent and above)
4 Score (74 percent and above)
3 Score (Depending on the question set used, is between 58 and 62 percent and above)*
2 Score (Students scoring less than the cutoff for 3 will receive a 2)

*The exact cutoff for a 3 score (along with other score cutoffs) will be displayed at the end of the exam.

* This means that students will need to score at least 74 percent to obtain honors and also that a student cannot fail solely based on failing the final exam. These cutoffs were determined after careful analysis of national data from FmCases test administrations in US Medical Schools. The data was analyzed in collaboration with the UWSOM director of Educational Evaluation.

9. Please contact the Clerkship Coordinator as soon as possible with any technical concerns during the exam: 206.543.9425.

10. Exams will not be rescheduled. In case of an emergency, please contact the Clerkship Coordinator.
EVALUATION

Faculty Evaluation of Student

At the conclusion of the clerkship, all faculty and residents who provided in-depth supervision of your work will evaluate you based on the Clerkship Feedback and Evaluation Form (Grade Anchors). Please familiarize yourself with this form and ask your faculty for periodic feedback on how you are performing under this rubric. There is a link to the form from the Clerkship Info for Students page or here:


Your Site Director is responsible for collecting and summarizing performance evaluations from preceptors you worked with during your rotation. The Family Medicine Clerkship uses this information to ensure consistency between your numeric scores and the evaluation comments and to assign your final grade. Scores and comments from the feedback and evaluation forms are the major determinant of your final grade.

Student Evaluation of Course and Content

On the last day of your clerkship, you will receive an email asking you to evaluate your Family Medicine Clerkship experience. Your responses are confidential and will not be shared with your preceptors until after your grade has been received. The “Medical Student Evaluation of Clerkship” (i.e. course/clerkship evaluation) is a requirement in order to view your final grade in the E*Value Curriculum System.
UWSOM FAMILY MEDICINE CLERKSHIP
Grading Criteria (2013-14 Academic Year)

The Family Medicine Student Evaluation is composed of twelve scoring categories:

- Knowledge of Subject
- Data-Gathering Skills
- Clinical Skills
- Patient-Centered Care Skills
- Management Skills
- Integration Skills
- Communication Skills
- Relationships with Patients
- Professional Relationships
- Dependability and Responsibility
- Educational Attitude
- Clerkship Final Exam*

1. **Honors**
   Students must receive at least ten (10) scores of 5 and no score less than a 4 in any category for Honors.

2. **High Pass**
   Students must receive at least ten (10) scores of 4 or 5 and no score less than a 3 in any category for High Pass.

3. **Pass**
   The Pass grade reflects the performance of a student at the expected level for a third year clerkship student.

4. **Fail**
   A failing grade is based on student’s performance taken as a whole and not solely based on any one numeric profile. A 1 in any category will result in a failure. Multiple 2’s may result in a failure.

**Other Determining Factors:**

1. **Adherence to the time and attendance policy**
   Failure to adhere to the policy may result in a fail grade.

2. **Completion of the required curriculum tasks**
Failure to complete any part of the required curriculum, including timely entry of your experiences into your Assignment Tracker form, may impact your grade.

**Final Grade**

Upon completion of the Family Medicine Clerkship, students can view their final evaluation form on e*Value. Although some evaluations take longer than others to process, our goal is to have final evaluations posted within four weeks after the end of a rotation. Once the Department of Family Medicine has assigned your final grade, you will receive an email notification and a link to view it. Please note that because you will be able to view and print your final evaluations online, we will not be mailing hard copies.

Students who have concerns about their final grade should submit the “Grade Inquiry Form” listed on the clerkship website. Per the School of Medicine’s Policy for Grade Appeal in the Required Clerkships, all requests for grade review should be made before 12 weeks following the end of the clerkship. Requests made after 12 weeks will not be considered. The complete policy can be found in the School of Medicine Student Handbook.
SAFETY

The Family Medicine Clerkship follows all School of Medicine Policies with regard to Bloodborne Pathogen Exposure and Infection Protection. The policy document can be found here:

Your site orientation should include a discussion of the safety policies and procedures at the site. You should learn the location of necessary protective equipment and ask for anything you find missing during your site orientation. Students are NOT covered by Workman's Compensation for injuries or illnesses that occur while participating in school activities. We strongly encourage you to buy both health and disability insurance. Affordable health insurance is available to all University of Washington students. For more information, call the UW Student Insurance office at (206) 543-6202 or the HHPCC patient care coordinator at (206) 616-1881.

Infection Prevention
Hand washing protects both patients and healthcare providers; wash hands before touching patients and before and after glove use. Gloves are worn before contact with the patient's mucous membranes or open skin, even for injections and suture removals. Contaminated gloves are removed and discarded into an appropriate waste container. Gowns and/or plastic aprons are used to cover areas of the skin or clothing that are likely to become soiled with body substances during patient procedures or care. Facial barriers including masks, glasses/goggles and face shields are worn whenever splashing or splatter of body substances into the mouth, nose or eyes could occur. Masks are also used for certain airborne diseases. Other barriers such as hair covers, shoe covers and boots may be used when extensive exposure to body fluids may occur (e.g., cystoscopy, vaginal delivery, multiple trauma).

Sharps Management
- Make every effort to prevent accidental injury to yourself and co-workers.
- Discard all used sharps into rigid impervious containers.
- Do not routinely recap contaminated needles.
- Forceps may be used to carefully remove contaminated needles or knife blades.
- Additional "safe" sharp practices are applicable in the operating room or during special procedures.

Immunization
The School of Medicine requires all students to be in compliance with the Health Sciences Immunization Program requirements. For more information on this Program, refer to the Student Handbook.
POLICIES

The Family Medicine clerkship follows all policies set by the School of Medicine for the following areas:

1. Clerkship Scheduling Policy
2. Clerkship Absentee Policy
3. Work Hours Policy for Required and Elective Clerkships
4. Grade Appeal in the Required Clerkships
5. Planned Delay in Grade Reporting in the Required Clerkships
6. UWSOM Student Mistreatment Reporting and Response

These policies may be found in the University of Washington WWAMI Student Program Handbook. Students who feel that there has been a violation of any of the above policies should contact the Clerkship Co-Directors.

For more information, go to the UW SOM Student Handbook at:
Currently the Handbook is off line, it is expected to become available in August 2013, The Clerkship Absentee Policy is posted on the clerkship website under “Info for Students”

Travel
All clerkship travel questions are handled by the Dean's Office. For more information call the Travel Desk at (206) 685-7147 or go to:
http://depts.washington.edu/gowwami/

Ethics
Students should familiarize themselves with Ethics in Medicine at
http://depts.washington.edu/bioethx/.

The aim of the resource is to expand and integrate bioethics education throughout the medical school curriculum. The topics, cases and resources are to be used as a resource by the UWSOM community and to supplement or support other teaching and learning throughout the curriculum.
Equal Opportunity Policy*
The Family Medicine Clerkship and the Department of Family Medicine reaffirm the University of Washington's policy of equal opportunity in education regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status.

Students with concerns about their clerkship experience are encouraged to contact one or more of the following individuals:
1. Your Clerkship Site Director
2. Misbah Keen MD MBI, MPH
   Director, Family Medicine Clerkship
   mkeen@uw.edu, Telephone: (206) 543-9425
3. Contact University Ombudsman for Sexual Harassment and Dispute Resolution at (206) 543-6028.


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