

SYLLABUS: University of Washington Family Medicine Clerkship (FMC)

FMC Syllabus: Table of Contents

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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) 616-7890. Best wishes for a successful clerkship experience!

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FACULTY AND STAFF

The Family Medicine Clerkship Team (Faculty and Staff in Seattle):

Clerkship Co-Director -- Misbah Keen, MD, MBI, MPH

The Clerkship director is responsible for overseeing the curriculum, grading and faculty development.

Clerkship Co-Director – Jeanne Cawse-Lucas, MD

The Clerkship director is responsible for overseeing the curriculum, grading and faculty development.

Clerkship Program Manager (Administrator) – Samuel Griffin, MPA

The Clerkship Program Manager is the day-to-day contact for the Seattle clerkship office. Samuel will contact you about your site, send you reminders during the clerkship, and can answer general questions about the clerkship.

The Family Medicine Clerkship Site Faculty and Staff:

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 or Administrator

Site Coordinators or Administrators 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.

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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.

Five Weeks Before

- Mark your final exam day on your calendar: the last Thursday of the rotation (9:30 AM to 12:30 PM Pacific Time). The exam is only offered at this time.
- Review the detailed site description, site requirements, required forms, housing information and transportation requirements that can be found on the website > [Family Medicine Clerkship](#) > [Info for Students](#) > [Site Information](#)
- Get credentialing requirements and/or paperwork submitted to the appropriate person asap.
- If you have any questions, reach out to the Clerkship Program Manager at fmclerk@uw.edu.

Four Weeks Before

- Contact your Site Director and/or Site Coordinator and send him/her the [Student Summary Sheet](#).
- If relevant, confirm with the Site Director or Site Coordinator where to get keys for housing and where to go on your first day of clerkship.
- Ask your Site Coordinator about any other site-specific paperwork needed prior to your clerkship. Completion of this paperwork is vital to ensure access to all administrative programs on your first day.
- Familiarize yourself with the clerkship syllabus including the four curricular areas, your required tasks, the readings links and evaluation policies. If you have questions, please contact the Clerkship Manager or Clerkship Director at (206) 616-7890.

One Week Before

- Review absence policy and duty hours.
- Register on > [Aquifer \(formerly MedU\)](#) for fmCASES (Interactive modules featuring common family medicine cases), SIMPLE and CLIPP Cases using your UW email address.
- Prepare for lodging, transportation and appropriate weather and clinical attire.
- Bookmark the Family Medicine Clerkship > [Info for Students webpage](#):
- From there, click on the > [Assignment Tracker](#) link and log on to the Assignment Tracker, and familiarize yourself with the weekly requirements of the Clerkship.

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First Week Orientation

Your clerkship orientation will be completed at your clinical site. You will need to participate in a required Webinar from **12:00 to 1:00 PM PACIFIC TIME** on the **first day of your rotation**. This webinar will review the clerkship website, policies, goals, objectives and requirements for successful completion. You will receive login information for this webinar from the Clerkship Manager roughly a week before the webinar.

The following will be provided as part of your site-specific orientation:

- Your clerkship schedule, 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 orientation to the system if needed
- A meeting with your primary preceptor to discuss your duties
- The last THURSDAY of the rotation is the last day of the clerkship. This is also the day of the Final Exam - 9:30am-12:30pm. You are required to return to clinic after the exam unless your site director has excused you.

GOALS AND OBJECTIVES

Family Medicine Clerkship Goals

Our goal is for you to learn and apply the key components of the Family Medicine approach to health care during your clerkship. Here is a list of our goals and objectives:

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.

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FMC Objectives

At the end of the Family Medicine Clerkship, each student should be able to:

1. Discuss the principles of care within the framework of family medicine.
2. Gather information, formulate differential diagnoses, propose initial diagnostic evaluation, and offer management plans for patients with common presentations within the within the framework of the family medicine.
3. Manage initial evaluation and follow-up visits with patients needing longitudinal care such as chronic diseases and pregnancy, in a family medicine setting.
4. Collaboratively, with patient input, develop evidence-based health promotion/disease prevention plans for patients of any age or gender in a family medicine setting.
5. Demonstrate use of patient centered communication skills during history taking, physical exam, use of electronic health records, and collaborative decisions making in an outpatient setting.
6. Demonstrate professionalism in the care of patients and families, and in interactions with the health care team and communities.
7. Discuss the critical role of family physicians within any health care system.

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OVERVIEW AND ASSIGNMENTS

Curriculum Overview

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

1. Clinical Knowledge and Skills

During your clerkship, you will have contact with patients with many common problems. Review the Common Conditions list via the Family Medicine Assignment Tracker. As you see patients with these conditions, track your interactions with them. The Tracker indicates fmCASES (Interactive modules featuring common family medicine scenarios), SIMPLE (internal medicine) and CLIPP (pediatric) cases related to each Common Condition. You are not required to complete all the cases but the final exam is entirely based on these cases.

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.

You will be using the Patient Centered Observation Form (PCOF) at least four times during the rotation. It will allow you to get valuable feedback from your preceptors regarding your development of PCC skills. The form can be found on Assignment Tracker. The PCOF serves as the Mini-CEX for the rotation.

3. Professionalism

Professional behavior is a skill that students and faculty will develop and refine throughout their careers. Using the expectations mentioned at our orientation webinar, in the FMC grade anchors, and in our FMC objectives, students will reflect on their skills and attitudes and seek help when appropriate.

4. Optional Curricula

Found under Optional Curriculum on Assignment Tracker (A-D)

A. Principles of Family Medicine and Critical Role of Family Physicians within modern healthcare systems

B. Articulating and Reflecting Tacit Expertise (ARTE) Program

A series of online modules: 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.

B. ISIS Suturing Toolkit Curriculum

Instrument Handling, Knot Tying, Wound Closing I, Wound Closing II.

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C. Professional Resiliency Module

THRIVE! How to Make a Difference During your Medical Training & Career, a video by Dan Diamond, MD.

Administrative Activities

You are required to complete the following administrative activities to guarantee satisfactory progress in your clerkship.

NOTE: Times are noted in PACIFIC TIME, PT – please adjust appropriately for the time zone of your site.

1. Update 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, 12-1 PM PT

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 Manager with login details and exact time / date, roughly a week before the webinar.

3. Complete the Clinical Reasoning Practice Test

<https://canvas.uw.edu/courses/1249083/quizzes/1054933>

This Clinical Reasoning Practice Test is composed of 14 multiple choice questions that 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). You should receive an email from the Clerkship Manager with details and exact time /date, roughly a week beforehand.

4. Conference call with clerkship Co-Director about Practice test*

***You ONLY need to attend if you have questions about Clinical Reasoning Practice Test Call is on the third Monday 12-1 PM PT**

This will be offered if students express interest. Please reach out to the Clerkship Program Manager to let them know you would like to call in. This time is when you can call to discuss material with one of the Director. If you choose to call, make sure to schedule this with your site. The clerkship Co-Director will be available to help answer questions about any of the 14 multiple choice questions in the Clinical Reasoning Practice Test. You should receive an email from the Clerkship Manager with call-in information, roughly a week beforehand this call.

5. 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

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are held with your Primary Preceptor or the Site Director.

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.

6. Complete the FMC Final Exam: Exam Instructions

The examination is administered on the last Thursday during week six of the clerkship from 9:30AM to 12:30 PM Pacific Time. The exam must be taken at this time. There are NO EXCEPTIONS.

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 7 SIMPLE and CLIPP cases).

1. Make arrangements with your lead faculty member to take the exam at the site using your laptop or their clinic/hospital computers. If your site has internet connection issues, and you are in the Seattle area, you can take the test at our offices, Health Science Building E304. But you need to schedule this ahead (at least one week) of time with the Clerkship Manager.
2. You are given 3 hours to complete 100 questions. The test is now online through the Med-U portal. Full instructions are provided the morning of the test. You will receive a Student Exam Guide or Handout with log-in, passcode, and exam instructions on the morning of the exam.
3. The exam is based exclusively on the 33 fmCASES and 7 SIMPLE and CLIPP cases delineated in the Assignment Tracker.
4. The exam is closed book. You may use only the materials that Med-U allows for the test. These will be emailed to you by the Clerkship Manager prior to the test so you can print them out. One is a list of lab reference values and the other is a medications list. You may not 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 your score within 2-4 business days following the exam. The new Med-U test does not give an immediate score.
8. You must pass the final exam in order to pass the clerkship. In the event of a fail on the exam, remediation and a re-take of the exam will be required.

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9. For the 2018-2019 school year, the final exam scores will be interpreted as follows:

Honors	82% and above	grade adjustment: + 0.1
High Pass	75 to 81.9%	grade adjustment: No adjustment
Pass	55 to 74.9%	grade adjustment: – 0.2
Fail	less than 55%	Fail Clerkship

Students will need to score at least 82 percent to obtain honors. 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.

10. Please contact the Clerkship Manager as soon as possible with any technical concerns during the exam: **206-616-7890 or contact Aquifer directly at 603-277-2060 or exams@aquifer.org**.

11. Exams will not be rescheduled. In case of an emergency, contact the Clerkship Manager.

EVALUATION

Faculty Evaluation of Student

At the conclusion of the clerkship, all faculty and residents who provided 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 on the Clerkship Info for Students page under Evaluation Documents, FM Feedback and Evaluation Form (Grade Anchors).

Your Site Director is responsible for collecting and summarizing performance evaluations from preceptors you worked with during your rotation to come up with your clinical grade or Clinical GPA and descriptive and summative comments. The Family Medicine Clerkship uses this information to ensure consistency between your Clinical GPA and the evaluation comments and to assign your final grade. Your clinical grade, your exam grade, and comments from the feedback and evaluation forms are the major determinants of your final grade. Review the FM Grading Criteria available from the Info for Students page (or page 12 of syllabus) to understand the breakdown of your FMC grade.

Medical Student Evaluation of Clerkship

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 *course/clerkship evaluation* is a requirement in order to view your final grade in the E*Value Curriculum System.

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Grading Criteria (2018-19 Academic Year)

Students will receive three grades for their Family Medicine Clerkship:

1. **Clinical Grade**
2. **Final Exam Grade**
3. **Final Grade**

1. Clinical Grade: The Family Medicine Clerkship Student Clinical Evaluation is composed of eleven scoring categories:

- | | |
|----------------------------------|--|
| i. Knowledge of Subject | vii. Communication Skills |
| ii. Data-Gathering Skills | viii. Relationships with Patients and Families |
| iii. Clinical Skills | ix. Educational Attitudes |
| iv. Integration Skills | x. Dependability and Responsibility |
| v. Management Skills | xi. Professional Relationship |
| vi. Patient-Centered Care Skills | |

Each category will have a score from 1 to 5 and a GPA will be averaged based on aggregate of the scores. NOTE: A score of 1 in any category, will result in a Final Grade of Fail.

Honors	GPA of 4.9 to 5.0
High Pass	GPA of 4.2 to 4.8
Pass	GPA of 2.8 to 4.1
Fail	GPA of less than 2.8 OR a score of 1 in any category

2. Final Exam Grade: For the 2018-19 school year the final exam scores will be interpreted as follows: The national mean score for fmCASES final exam is 74.5 with a standard deviation of 7.5.

Honors	82 percent and above = Grade adjustment: +0.1
High Pass	75 to 81.9 percent = Grade adjustment: No adjustment
Pass	55 to 74.9 percent = Grade adjustment: -0.2
Fail	less than 55 percent = Failed clerkship (<i>updated 6/20/2017</i>)

3. Final Grade: The Final Grade is a combination of the Clinical Grade and the grade adjustment of the Final Exam Grade.

Honors	GPA 4.9 to 5.0
High Pass	GPA 4.2 to 4.8
Pass	GPA 2.6 to 4.1
Fail	GPA of less than 2.6 OR failed exam <u>OR a score of 1 in any category</u>

Upon completion of the Family Medicine Clerkship, you can view your final evaluation form on E*Value by 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.

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Students who have concerns about their final grade should submit the “Grade Appeal 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](#):

<http://www.uwmedicine.org/education/Pages/body-fluid-exposure.aspx>

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

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Immunization Program requirements. Please refer to the Student Handbook for more info.

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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 found on the Information for Students page.

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.

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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. FMC Clerkship Director:
 - a. Misbah Keen MD MBI, MPH, Family Medicine Clerkship Co-Director, email: mkeen@uw.edu, Telephone: (206) 543-9425
 - b. Jeanne Cawse-Lucas, MD Family Medicine Clerkship Co-Director, email: cawse@uw.edu, Telephone: (206) 543-9425
2. Contact University Ombudsman for Sexual Harassment and Dispute Resolution at (206) 543-6028.

**Discrimination is prohibited by Presidential Executive Order 112246, as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veteran's Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy.*