

SYLLABUS: University of Washington Family Medicine Clerkship (FMC)

FMC Syllabus 2019-2020: Table of Contents

WELCOME TO THE FAMILY MEDICINE CLERKSHIP	2
FACULTY AND STAFF	3
PREPARATION AND ORIENTATION	4
Five Weeks Before	4
Four Weeks Before	4
One Week Before	4
First Week Orientation	5
GOALS AND OBJECTIVES	5
Family Medicine Clerkship Goals	5
FMC Objectives	6
OVERVIEW AND ASSIGNMENTS	6
Curriculum Overview	6
1. Clinical Knowledge and Skills	6
2. Effective Patient Centered Care (EPCC)	6
3. Professionalism	7
4. Optional Curricula	7
Administrative Activities	7
1. Update Assignment Tracker at the End of Every Week	7
2. Participate in the Orientation Webinar	7
3. Schedule and Actively Engage in Mid/End-of-Clerkship Reviews	7
4. Complete the FMC Final Exam: Exam Instructions	8
EVALUATION	8
Faculty Evaluation of Student	8
Medical Student Evaluation of Clerkship	8
Grading Criteria (2019-20 Academic Year)	8
SAFETY	10
Infection Prevention	10
Sharps Management	10
Immunization	11
POLICIES	11
Travel	11
Ethics	11
Equal Opportunity Policy*	11

University of Washington Family Medicine Clerkship (FMC)

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!

Misbah Keen, MD, MPH, MBI
Clerkship Co-Director
mkeen@uw.edu
(206) 543-9425

Jeanne Cawse-Lucas, MD
Clerkship Co-Director
cawse@uw.edu
(206) 543-9425

Samuel Griffin, MPA
Clerkship Program Manager
fmclerk@uw.edu
(206) 616-7890

University of Washington Family Medicine Clerkship (FMC)

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.

University of Washington Family Medicine Clerkship (FMC)

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. 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/Administrator 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.
- 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.

University of Washington Family Medicine Clerkship (FMC)

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. Friday is a travel day.

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. Here is a list of our goals and objectives:

Family Medicine Clerkship Goals

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

University of Washington Family Medicine Clerkship (FMC)

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.

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 and the critical role of family physicians within any health care system.
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.

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.

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

University of Washington Family Medicine Clerkship (FMC)

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.

C. WISH Suturing Toolkit Curriculum

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

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. 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.

2. 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.

3. 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.

Print out two copies of your Assignment Tracker to bring to each review session.

University of Washington Family Medicine Clerkship (FMC)

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.

4. Complete the FMC Final Exam

1. 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.
2. For the 2019-2020 school year, the final exam scores will be interpreted as follows:

Honors	84% and above	grade adjustment: + 0.1
High Pass	68 to 83%	grade adjustment: No adjustment
Pass	50 to 67%	grade adjustment: – 0.2; Max final GPA: 4.6. Not eligible for honors
Fail	less than 50%	Fail Clerkship

Students will need to score at least 84 percent to obtain honors on the exam. These cutoffs were analyzed in collaboration with the UWSOM director of Educational Evaluation.

3. 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 in this 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.

University of Washington Family Medicine Clerkship (FMC)

Grading Criteria (2019-20 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
- ii. Data-Gathering Skills
- iii. Clinical Skills
- iv. Integration Skills
- v. Management Skills
- vi. Patient-Centered Care Skills
- vii. Communication Skills
- viii. Relationships with Patients and Families
- ix. Educational Attitudes
- x. Dependability and Responsibility
- xi. Professional Relationship

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 4.7 to 5.0
High Pass	GPA of 4.2 to 4.6
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 2019-20 school year the final exam scores will be interpreted as follows:

Honors	84 percent and above = Grade adjustment: +0.1
High Pass	68 to 83 percent = Grade adjustment: No adjustment
Pass	50 to 67 percent = Grade adjustment: -0.2. Max final GPA: 4.6. Not eligible for honors
Fail	Less than 50 percent = Failed clerkship (<i>updated 3/20/2019</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 4.7 to 5.1
High Pass	GPA 4.2 to 4.6
Pass	GPA 2.6 to 4.1 <u>OR a score of 2 in any category</u>
Fail	GPA of less than 2.6 OR failed exam <u>OR a score of 1 in any category</u>

University of Washington Family Medicine Clerkship (FMC)

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.

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.

University of Washington Family Medicine Clerkship (FMC)

- 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. Please refer to the Student Handbook for more info.

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.

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:

University of Washington Family Medicine Clerkship (FMC)

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.*