



## BCC 7176 Family Medicine Sub-Internship 2022-2023

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# Contents

Overview .....	3
Course Description .....	3
Orientation and Syllabus Review .....	3
Scheduled Hours/On-Call .....	3
Required Assignments .....	3
Required Assignment 1: Clerkship Educational Goals and Reflection.....	3
Required Assignment 2: Interprofessional Activities .....	4
Required Assignment 3: Transition of Care Handoffs .....	4
Required Assignment 4: Faculty Observed History and Physical .....	4
Required Assignment 5: Transitions Project .....	5
Patient Care.....	5
Inpatient Care .....	5
Patient Log Requirements using the Encounter Tracking System (ETS) .....	5
Patient Log (ETS) Monitoring Policy .....	6
Alternate Educational Experiences .....	6
Written Documentation of Patient Encounters .....	6
Online Curriculum .....	6
Aquifer Online Cases.....	6
Meetings .....	6
Clerkship Director Meeting.....	6
Clerkship Exams .....	7
Formative.....	7
Summative.....	7
Learning Resources .....	7
Institutional Resources .....	7
Required Reading.....	7
Evaluation .....	7
Clerkship Specific Grading .....	7
Formative Evaluation.....	8
Summative Evaluation.....	8
Grade Assignment .....	8
Course Objectives .....	8
Policies .....	9
Absence and Attendance Policy .....	9
Academic Honor Policy.....	9
Americans with Disabilities Act .....	9
Clinical Experience and Education (formerly Duty Hours or Work Hours) Policy .....	10
Office of Student Counseling Services.....	10
Student Mistreatment Policy.....	10
Syllabus Change Policy.....	11

# Overview

## **Course Description**

The Family Medicine Sub-Internship is a four-week competency-based clerkship in family medicine, through which the students are expected to actively participate in the care of hospitalized patients. Students will be exposed to the full spectrum of care provided by family physicians with an opportunity to provide inpatient care to patients of all ages and a broad range of conditions. Students are expected to assume an expanded level of clinical responsibility for evaluation and management, consistent with an acting intern. Students will participate as a member of interprofessional teams and will work effectively in that capacity to facilitate the optimal care of patients in the hospital setting. Students will be exposed to, and have the opportunity to participate in, a variety of procedures commonly performed by family physicians. Students will be assigned to the inpatient family medicine service of a residency program and will participate in the care of hospitalized patients with complex medical needs. Where appropriate, students may also participate in ambulatory encounters that provide additional exposure to the full scope of family medicine and augment their learning, although ambulatory encounters are not required. Students are expected to participate in morning reports, noon conferences, and other available educational offerings.

## **Orientation and Syllabus Review**

Students are required to view the [Family Medicine Sub-Internship Orientation video](#) and read the syllabus to be familiar with clerkship expectations before beginning the clerkship. A site-specific orientation will occur at the assigned clinical site before the initiation of clinical activities. Students are responsible for communicating with Clerkship Faculty before the start date of the clerkship to coordinate meetings.

## **Scheduled Hours/On-Call**

The sub-internship is four weeks in duration and will consist of inpatient care and on-call shifts. Students will **work 6 full days per week** and take assigned night and weekend calls at least once weekly. For this sub-internship, night and weekend call refers to overnight call. **Each student will spend a minimum of 21 days** participating in patient care activities during the 4-week sub-internship. On-call responsibilities are based on the Clinical Faculty or resident call schedule but will not be more frequent than once every four days. Specific schedules are determined at each site and will be communicated to the student during on-site orientation or on the first day of the clerkship. Work hours are to be documented in ETS daily.

# Required Assignments

## **Required Assignment 1: Clerkship Educational Goals and Reflection**

The purpose of this assignment is to enhance the student's ability to recognize their own learning needs and develop a strategy to meet those needs. Students will choose one educational goal specific to their current learning needs, appropriate for the specific learning environment, and that can be achieved in a 4-week sub-internship. Students must discuss a preliminary plan regarding their personal goals with their assigned Clerkship Faculty and Clerkship Director by the end of the first week of the clerkship.

### **Submission**

Students will **email** their educational goals to their Clerkship Director for feedback **by the end of the first week** of the sub-internship.

**At the end of the sub-internship**, students will create a strategy for self-improvement that includes appropriate evidence-based resources, with pre-selected specific targets by which they will assess their progress. Using these targets, the student will track the advancement of their skills, knowledge, or behaviors throughout the sub-internship. Students are encouraged to seek and incorporate feedback from both Clinical Faculty and their Clerkship Director before submitting their final report.

### **Submission**

Students will upload their clerkship educational **goals reflection** to the "Project Documents" tab for the course in Student Academics **by 5:00 PM on Friday of the last week of the clerkship**. Evaluation of this assignment will be completed by the Education Director. Completion of this assignment in a satisfactory fashion and timely submission is a clerkship requirement. *If Student Academics is unavailable students will email their documents directly to the Education Director.*

Evaluation Rubric for Personal Educational Goal:

Component	Expectations			Feedback
	Does Not Meet	Meets	Exceeds	
Specific and achievable				
Targets measurable				
Resources identified				
Lessons learned				
Next steps				
Insight				
<b>Overall Evaluation</b>				

**Required Assignment 2: Interprofessional Activities**

Interprofessional relationships and working as an integral member of a team are important physician activities. Students should function collaboratively on health care teams that include health professionals from other disciplines as they provide coordinated services to patients. Students may do this as part of the healthcare team when acting as or requesting a consultation. Students can utilize and enhance their expertise by understanding and engaging the unique and diverse knowledge, skills, and abilities of other professionals to enhance team performance and maximize the quality of patient care. Working with other professionals will enhance patient safety and improve the quality and value of care.

**Submission**

Students will document **at least two (2)** interdisciplinary or case management conferences as an **Educational Activity in ETS** by selecting “[FMSI] Participation in Interdisciplinary or Case Management Conference” in the drop-down box. The assessment of this requirement will be completed by the Clerkship Director.

**Required Assignment 3: Transition of Care Handoffs**

To prepare the student for PGY1 responsibilities, the student is expected to learn and be evaluated on both giving and receiving patient handoffs by residents and/or Clerkship Faculty.

**Submission**

Students will document their completion of **at least two (2) handoffs** as an **Educational Activity in ETS** by selecting “[FMSI] Participation in Patient Care Handoff” in the drop-down menu. This will be evaluated by the Clerkship Faculty and the Clerkship Director and may require brief documentation of the activity.

**Required Assignment 4: Faculty Observed History and Physical**

Clerkship Faculty will observe at least one history and physical examination clinical encounter by the student. It is the **student’s responsibility** to make sure this observation occurs.

**Submission**

Evaluation Rubric: Components		Does not meet expectations	Meets Expectations	Feedback
Discharge summary OR Transfer summary	Organization			
	Pertinent details			
HIPAA	Follow up plan			
	Evidence of hand-off			
Reflection	HIPAA compliant			
	Challenges			
	Lessons learned			
	Medication reconciliation findings with attention to patient safety, the potential for medical error, and adherence challenges			
	Thoughts on patient education and health literacy			
	Importance of care team at discharge			
Overall evaluation	Systems insight			

Students will document **at least one (1)** faculty observation of a history and physical examination clinical encounter as an **Educational Activity in ETS** by selecting “[FMSI] Completion of Faculty Observation of Clinical Encounter” in the drop-down menu.

### Required Assignment 5: Transitions Project

The Transitions Project highlights the importance of proper management of a patient transition at the time of discharge from the hospital or transfer to another healthcare facility, including an interprofessional collaboration that must occur for a successful discharge. **Eligible patients are those admitted, followed throughout hospitalization, and discharged/transferred by the student.** Complete project instructions are located on the [AY2022-23 MD Clerkship Org Site](#) FMSI homepage.

#### Submission

Students will upload their transitions project to the “Project Documents” tab for the course in Student Academics by **5:00 PM on the last day of the sub-internship.** The **Education Director** or their designee will evaluate this assignment and provide written feedback. If the assignment is returned for revision, submitted late, or incorrectly, the student will be assigned an incomplete until remediation has been completed.

## Patient Care

### Inpatient Care

Students are expected to assume an expanded level of clinical responsibility consistent with a fourth-year medical student on a sub-internship and carry a **minimum load of at least 3 patients at all times.** If that is not possible, students will assist residents and attending physicians with their workload potentially assuming care of patients they did not admit. Students will participate in all aspects of inpatient care, including hospital admission, daily care, discharge, patient education, preventive care, and commonly performed inpatient procedures. Management expectations include:

1. Perform admission, history, and physical examinations;
2. Formulate initial problem lists, treatment plans, and write admission orders;
3. Make daily rounds, monitor the patient’s progress, write progress notes and order additional tests and/or treatments; and
4. Complete the discharge assessment and paperwork.

### Patient Log Requirements using the Encounter Tracking System (ETS)

Students should enter patient encounter data into the Encounters Tracking System (ETS) daily. Students are required to see a **minimum of 60 patient encounters in the inpatient setting.** Students will record a hospital admission and hospital discharge as a visit type in the inpatient setting. The table below lists the required visit types and problems for the clerkship. Those problems marked with an asterisk\* must be completed in the clinical setting and require direct patient contact.

Minimum Required	Visit Type	Minimum Level of Participation			
Minimum Required	Problem/Condition	Location of Service	Observe	Assist	Perform
1	Hospital Admission				
1	Hospital Discharge				
1	Abdominal Pain*	Inpatient Hospital			x
1	Cellulitis	Inpatient Hospital			x
1	Chest Pain (non-cardiac)	Inpatient Hospital			x
1	Chronic heart failure exacerbation*	Inpatient Hospital			x
1	COPD exacerbation*	Inpatient Hospital			x
1	Dehydration	Inpatient Hospital			x
1	DKA/Hyperglycemia	Inpatient Hospital			x
1	GI Bleeding (upper or lower)	Inpatient Hospital			x
1	Mental Status Changes*	Inpatient Hospital			x
1	Pneumonia (any type)	Inpatient Hospital			x
1	Sepsis	Inpatient Hospital			x
1	Syncope	Inpatient Hospital			x
1	TIA/CVA*	Inpatient Hospital			x
1	Unstable Angina*	Inpatient Hospital			x

Several conditions provide an excellent learning experience but are not always possible during a 4-week sub-internship. Whenever possible, students should participate in the care of patients with the following conditions (not required) in the care of pregnant women or children:

- Routine Labor and Delivery
- Hypertensive disorders of pregnancy
- Gestational Diabetes Mellitus
- R/O Sepsis, pediatric patient
- Gastroenteritis in a child
- Newborn care

### **Patient Log (ETS) Monitoring Policy**

Encounter data are monitored by the Clerkship Directors to assure that students are meeting clerkship requirements. If it becomes apparent that students are not encountering the required patient conditions, efforts will be made to specifically select the patients with the required conditions. The level of participation in the care of patients is determined by the student's involvement during the history, physical exam, assessment, and treatment plan. The complexity of these components will vary, but for the purposes of choosing a level of participation, three categories have been created, *all of which include supervision of the medical student*. The student will select the level of participation that most closely describes their involvement in the patient encounter, and will receive credit for documented participation at the required level or higher.

- **Observe** should be selected when the student observes a clinician conducting the patient encounter.
- **Assist** should be selected when the student assists a clinician in conducting the patient encounter.
- **Perform** should be selected when the student leads or conducts the patient encounter.

### **Alternate Educational Experiences**

Should the student be unable to complete and record a required clinical encounter or other clerkship requirements due to circumstances beyond their control, the Education Director will determine an appropriate alternative educational experience. Students may be exposed to the conditions/diseases secondarily through reading assignments, completion of Aquifer or OnlineMedEd cases, or discussions with the Clerkship Director, and will record as instructed in the ETS. The utilization of alternative educational activities is monitored by the curriculum committee regularly.

*For Transition of Care Handoffs:* Simulated handoffs with the Clerkship Director can be an alternate activity and the iPASS template should be used, see PDF template on Canvas. This will be evaluated by the Clerkship Faculty and the Clerkship Director and may require brief documentation of the activity.

### **Written Documentation of Patient Encounters**

Students will document patient encounters in the appropriate format (e.g. admission note, SOAP note, discharge summary) either in the electronic health record or in a Word document submitted to their faculty for review. Evaluation of students' charting of admissions and daily progress notes will be done by the Clerkship Faculty member during patient care activities. Students are expected to participate in and be evaluated on, their interprofessional communication (including requesting consultations).

## **Online Curriculum**

### **Aquifer Online Cases**

[Aquifer Family Medicine](#) is available as a resource for students in the sub-internship and has excellent links to other pertinent case resources.

## **Meetings**

### **Clerkship Director Meeting**

Students will participate in morning rounds, noon conferences, and other educational meetings when available. Students may be asked to present to residents at one of the educational meetings, and specific topics may be assigned. Students are required to **meet weekly** with the Clerkship Director throughout the clerkship; this may be via in-person meetings, zoom, telephone, or email. This meeting will include a discussion on clinical experiences, progress on documentation of patient encounters, personal educational goals, and any challenges or concerns. Mid-clerkship feedback will be completed by the Clerkship Director and will include feedback from the Clerkship Faculty. A review of student work hours will be part of the weekly meetings with the Clerkship Director and the mid-clerkship evaluation.

# Clerkship Exams

## **Formative**

The [NBME's Self-Assessment Services \(NSAS\)](#) Clinical Science Mastery Series offers a \$20 clerkship-specific exam preparation that includes in-depth answer explanations. Students may purchase an NSAS examination for any clerkship. Students in academic need should contact their Student Support Coordinator for more information on the institutional paid voucher availability policy.

## **Summative**

At the end of the clerkship, students will take the 110-question NBME Clinical Subject Examination for Family Medicine, with 2 additional modules on chronic care and musculoskeletal conditions.

# Learning Resources

## **Institutional Resources**

The [Maguire Medical Library](#) offers 24/7 remote access to online resources such as [Mobile Resources](#), [Point of Care](#), and [Subject Guides](#) to support the **core clerkships**.

## **Required Reading**

Students will need to locate and read pertinent journal articles and guidelines that assist in the evaluation and management of patients. There is no required text for this sub-internship, although additional readings may be assigned by faculty, the Clerkship Director, or residents to augment student learning. For each required problem in the clinical setting, an article on the treatment of these conditions is available on the [AY2022-23 MD Clerkship Org Site](#) FMSI homepage.

1. Acute Coronary Syndrome: Diagnostic Evaluation
1. Acute Coronary Syndrome: Current Treatment
2. Altered Mental State
3. Diagnosis of Acute Stroke
4. Dyspnea Due to Acute Heart Failure Syndrome
5. Evaluation of Acute Abdominal Pain in Adults
6. Management of COPD exacerbations

# Evaluation

## **Clerkship Specific Grading**

The standardized clerkship policy can be found on the [Office of Medical Education website](#).

1. **Any assignments that are submitted late or require remediation renders the student ineligible for honors** and will result in the assignment of an initial grade of IR (Incomplete Remediation) until remediation has been completed
2. **Any breach in professionalism renders a student ineligible for honors**
3. **Failure to document work hours timely and accurately renders a student ineligible for honors**
4. Document a minimum of **60** inpatient hospital encounters in ETS (pass/fail)
5. Document all required problems in ETS (pass/fail)
6. Satisfactory and timely performance on the clerkship educational goal and goal reflection (pass/fail)
7. Satisfactory completion and documentation of at least **two (2)** interprofessional activities and record as an Educational Activity in ETS (pass/fail)
8. Satisfactory completion and documentation of at least **two (2)** transitions of care handoffs and record as an Educational Activity in ETS (pass/fail)
9. Satisfactory competence/completion of at least **one (1)** faculty observed history and physical examination clinical encounter and record as an Educational Activity in ETS (pass/fail)
10. Satisfactory competence/completion of the Transitions Project (pass/fail)
11. Active participation in Clerkship Director meetings (pass/fail)
12. Satisfactory faculty and Clerkship Director evaluations documenting competency in all required domains
13. Document at least **one (1)** hospital admission and **one (1)** hospital discharge **visit type** in ETS (pass/fail)
14. Clinical performance must be exemplary to be considered for honors

15. NBME must be at the 75<sup>th</sup> percentile or higher to be eligible for honors consideration and must be at the 10<sup>th</sup> percentile to pass the clerkship

### **Formative Evaluation**

A mid-clerkship evaluation is completed by the Clerkship Director to provide feedback to students on their progress in the clerkship. This will include progress toward the achievement of clerkship objectives, competencies, assignments, and required encounters. A student workflow guide is available on the [AY2022-23 MD Clerkship Org Site](#).

### **Summative Evaluation**

An evaluation of student clinical performance will be completed by the assigned Clerkship Faculty at the end of the clerkship, as well as by the resident the student worked with during the clerkship. A final summative report will be completed by the Clerkship Director at the end of the clerkship. The Education Director will review all components of the clerkship and include an assessment of each in the final grade summary.

### **Grade Assignment**

The final grade is assigned by the Education Director and is based on all aspects of the clerkship, including clinical performance, attitude, and performance during the weekly meetings with the Clerkship Director, and the results of the NBME Clinical Subject Exam. There are no grade quotas, and any student can earn a grade of honors.

## **Course Objectives**

The following table outlines the clerkship objectives and assessment method for each, intended to be used as a guide for student learning. Each clerkship objective is mapped to the [FSU COM Educational Program Objectives \(EPOs\)](#) and [ACGME Core Entrustable Professional Activities \(EPAs\)](#). To view the complete table and for an overview of the curricular map for the clerkship years at the Florida State University College of Medicine, please visit the syllabi page of the [Office of Medical Education](#) website.

Family Medicine Sub-Internship Clerkship Objectives	Educational Program Objectives (EPOs)	Entrustable Professional Activities (EPAs)	Assessment
Demonstrate respect, empathy, compassion, responsiveness, and concern regardless of the patient's problems, and personal characteristics.	1.1, 5.5, 8.4	1	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Patient documentation</li> </ul>
Conduct accurate and thorough physical examination.	1.2, 1.3	1, 2, 3	<ul style="list-style-type: none"> <li>• Faculty observation</li> </ul>
Develop appropriate plans for diagnostic evaluation.	1.2, 1.3, 1.4	1, 2, 3	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Patient documentation</li> </ul>
Demonstrate the ability to assess the patient's unique circumstances and experience of illness and incorporate them into the patient's care.	1.3, 9.1, 9.4	1, 2, 3	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Oral presentation</li> </ul>
Demonstrate the ability to elicit an accurate and thorough medical history.	1.3	1, 2, 3	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Patient documentation</li> </ul>
Recognize normal and abnormal findings on physical exam.	1.3, 9.1, 9.4	1, 2, 3	<ul style="list-style-type: none"> <li>• End of clerkship exam</li> <li>• Faculty observation</li> </ul>
Evaluate health literacy by assessing patient's comprehension of verbal & written health information and assist patients in obtaining and understanding health information.	1.5	1	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Patient documentation</li> </ul>
Perform accurate clinical assessments that include appropriate differential diagnoses in the inpatient setting.	1.6	1, 2, 3, 10	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Oral presentation</li> <li>• Patient documentation</li> </ul>
Perform detailed medication review that includes indication, treatment targets, interactions, contraindications, and potential adverse events.	2.2	7, 13	<ul style="list-style-type: none"> <li>• End of clerkship exam</li> <li>• Faculty observation</li> </ul>
Describe basic bio-behavioral and clinical science principles used to analyze and solve problems related to the diagnosis, treatment, and prevention of disease.	2.2, 2.5	7, 13	<ul style="list-style-type: none"> <li>• End of clerkship exam</li> <li>• Education Director evaluation of assignments</li> <li>• Faculty observation</li> </ul>
Develop clinical questions and identify the evidence-based resources needed to provide excellent patient care.	2.3	7, 13	<ul style="list-style-type: none"> <li>• End of clerkship exam</li> <li>• Faculty observation</li> <li>• Patient documentation</li> </ul>
Demonstrate the effective use of pharmacotherapeutic agents and other therapeutic modalities.	2.3	4, 7, 13	<ul style="list-style-type: none"> <li>• Education Director evaluation of assignments</li> <li>• End of clerkship exam</li> </ul>



			<ul style="list-style-type: none"> <li>• Faculty observation</li> </ul>
Apply the principles and methods of Evidence-Based Medicine to acquire, appraise, and assimilate new clinical information to improve patient care.	2.3	7	<ul style="list-style-type: none"> <li>• Education Director evaluation of assignments</li> <li>• Faculty observation</li> </ul>
Formulate and use strategies to support life-long learning to remain current with advances in medical knowledge and practice.	3.1, 3.2, 3.3, 3.4, 3.10	7	<ul style="list-style-type: none"> <li>• Clerkship Director observation</li> <li>• Education Director evaluation of assignments</li> <li>• Faculty observation</li> </ul>
Communicate diagnostic information and reasoning, intervention options, and a suggested plan of care with truthfulness, sensitivity, and empathy.	4.1	1	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Oral presentation</li> </ul>
Demonstrate culturally and linguistically appropriate interviewing skills with patients from diverse backgrounds.	4.1, 5.5, 9.1, 9.4	1	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Oral presentation</li> </ul>
Demonstrate effective oral communication skills with colleagues and other health professionals.	4.2	6, 8	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Oral presentation</li> <li>• Patient documentation</li> </ul>
Demonstrate effective written communication with colleagues and other health professionals, including comprehensive admission evaluation, progress notes on a hospitalized patient, and discharge summary.	4.5	5	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Patient documentation</li> </ul>
Display professionalism, high ethical standards, and integrity in relationships in all aspects of medical practice, especially concerning confidentiality, informed consent, and justice.	5.6	11, 13	<ul style="list-style-type: none"> <li>• Faculty observation</li> </ul>
Demonstrate respect for the contributions of medical colleagues, other health care professionals, agencies, and families, to the health of the individual and the health of the community.	7.1, 7.4	9	<ul style="list-style-type: none"> <li>• Faculty observation</li> <li>• Patient documentation</li> </ul>
Demonstrate the ability to utilize shared decision-making in negotiating a plan of care.	7.2	1, 2, 3	<ul style="list-style-type: none"> <li>• Faculty observation</li> </ul>
Recognize one's abilities and limitations, knowing when to request assistance.	8.1	9	<ul style="list-style-type: none"> <li>• Faculty observation</li> </ul>
Recognize and demonstrate the ability to address the unique needs of patients from underserved environments.	9.1	1	<ul style="list-style-type: none"> <li>• Faculty observation</li> </ul>
Demonstrate the ability to work effectively as a member of the health care team and interdisciplinary teams.	7.4	9	<ul style="list-style-type: none"> <li>• Education Director evaluation of assignments</li> <li>• Faculty observation</li> </ul>

## Policies

### ***Absence and Attendance Policy***

The College of Medicine has detailed attendance policies as they relate to each cohort and events that conflict with course schedules. See [FSUCOM Student Handbook](#) for details of the attendance policy, a notice of absences, and remediation. Students must use the [student absence request form](#) that is located on Student Academics. Extended absences from the clerkships are not permitted. Any absence from the clerkships must be **pre-approved by the Regional Campus Dean** before the beginning of the clerkship, using the student absence request form. The Clerkship Faculty, Clerkship Director, and Education Director must be notified of any absence in advance by the student, once approved by the campus dean. Under no circumstances should a student arrange with the Clerkship Faculty or elective faculty to be away from the rotation without first obtaining the approval of the campus dean. Any approved absence from a required clerkship may result in the student receiving a grade of “incomplete” and the student is expected to make up missed time and/or complete alternative/additional assignments before a final grade will be assigned. **Unapproved absences during the clerkship are considered unprofessional behavior, will result in a grade of “incomplete” until remediated, and may result in a grade of “fail” for the clerkship.** In the case of illness or other unavoidable absence, follow the same procedure outlined above, and notify everyone as soon as possible.

### ***Academic Honor Policy***

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>.)

### ***Americans with Disabilities Act***

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full

participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course. To receive academic accommodations, a student: (1) must register with and provide documentation to the Office of Accessibility Services (OAS); (2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and, (3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor. Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the Office of Accessibility Services, 874 Traditions Way, 108 Student Services Building, Florida State University, Tallahassee, FL 32306-4167; (850) 644-9566 (voice); (850) 644-8504 (TDD), [oas@fsu.edu](mailto:oas@fsu.edu), <https://dsst.fsu.edu/oas/>

### ***Clinical Experience and Education (formerly Duty Hours or Work Hours) Policy***

The FSU COM uses the ACGME requirements regarding clinical experience and education as a guideline for our policy. Our goal is to provide a structure that supports patient safety and student education and facilitates personal-professional balance and well-being.

- Clinical experience and scheduled educational activities must be limited to no more than 80 hours per week when averaged over 4 weeks.
- Students must have at least one day out of every 7 completely free from clinical duties and required educational activities when averaged over 4 weeks.
- Clinical experience must not exceed 24 hours of continuously scheduled assignments, with the exception that up to 4 hours of additional time may be used for effective transitions of care or student education. No additional patient care responsibilities may be undertaken during these 4 hours. After 24 hours continuously on call, students must have at least 14 hours free of clinical work and scheduled educational activities.
- Students should have 8 hours off between scheduled clinical experience and education periods.

**Documentation** of time spent on clinical experience and education:

Students will use ETS to document by self-report their daily work hours on required clerkships and courses. Students must enter daily hours to include both clinical experience and required educational activities. Failure to report work hours is considered a breach of professionalism.

Students will report the following:

- Clinical experience, including documentation in the medical record
- Required educational meetings (i.e. Doctoring 3, clerkship meetings, meetings with clerkship faculty, educational meetings at residency programs)
- **Hours that should not be included** in self-reported "work" hours include reading about patient conditions and procedures, self-directed study for clerkships/courses, work completed for assignments, learning modules, and assigned reading.

### ***Office of Student Counseling Services***

Candidates for the M.D. degree must be able to fully and promptly perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social. However, it is recognized that degrees of ability vary widely between individuals. Individuals are encouraged to discuss their disabilities with the College of Medicine's Director of the [Office of Student Counseling Services](#) and the FSU [Office of Accessibility Services](#) (OAS) to determine whether they might be eligible to receive accommodations needed to train and function effectively as a physician. The Florida State University College of Medicine is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to a medical degree.

### ***Student Mistreatment Policy***

"Mistreatment" arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age or sexual orientation. If a student feels they are being mistreated, the student should report this concern to the Division of Student Affairs (Student Support Coordinator, Assistant or Associate Dean for Student Affairs or the Regional Campus Dean). We treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind. Please refer to the Student Mistreatment Policy in the [FSUCOM](#)

[Student Handbook](#) and [report incidents of mistreatment](#) as soon as possible.

***Syllabus Change Policy***

Except for changes that substantially affect the implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.