BCC 7150
Psychiatry Clerkship
2024-2025

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Contents

Overview

Course Description

Students will participate in this clerkship as either a 6-week block or through the Longitudinal Integrated Curriculum (LIC). The Psychiatry Clerkship is a required clinical experience that provides third-year students with a solid foundation in the fundamentals of the evaluation, diagnosis, treatment, and appropriate referral of patients with mental health disorders. The student will be assigned to one or more Clerkship Faculty. A variety of learning opportunities are offered in community-based settings and include inpatient and outpatient psychiatry treatment programs, emergency departments, consultations/liaison services, residential treatment programs, correctional facilities, and others. The goal of the required six-week Psychiatry Clerkship is to provide the student with an experience that emphasizes patient evaluation and treatment in multiple settings. Diverse opportunities provide an extensive array of complementary and enriching experiences. For example, students may be exposed to the treatment of coexisting psychiatric and medical illnesses through consultations done in a general hospital. They may likewise gain the skills necessary to intervene and treat the most acutely ill patients in urgent care settings, such as the emergency room. The use of electroconvulsive therapy (ECT) may be an additional treatment modality offered on some campuses. All major psychiatric diagnostic categories will be addressed. Though the focus is primarily on adults, there will be exposure to the care of adolescents and children when possible. When appropriate, basic science correlations are also addressed.

Orientation and Syllabus Review

Students are required to read the syllabus located on the [Office of Medical Education](#) site to become familiar with expectations before beginning the clerkship. Students will also use the [Canvas M.D. Clerkships AY2024-2025](#) site Psychiatry Clerkship homepage to access course material. 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.

Longitudinal Integrated Curriculum (LIC)

General information and policy regarding the Longitudinal Integrated Curriculum (LIC) in Marianna can be found on the syllabi page of the [Office of Medical Education](#) website.

Scheduled Hours/On-Call

Students in the Psychiatry Clerkship will be assigned to one or more psychiatry faculty and will follow the same work schedule as their faculty physicians. Students enrolled in the clerkship will work at least 4 full days per week with assigned Clerkship Faculty, as one day per week is allotted for participation in Doctoring 3 and Longitudinal Clerkship. During off-cycle rotations during which Doctoring 3 is not scheduled, students will work 5 days per week with the Clerkship Faculty. Students enrolled in the LIC will participate on the schedule provided by the Clerkship Administrator at the Marianna rural training site. Students are not required to be on-call overnight during the Psychiatry Clerkship, although many may have the opportunity to work in the urgent care or emergency setting. Possibilities include general hospital emergency rooms, direct admission centers for inpatient behavioral medicine centers, and triage in outpatient facilities. **Work hours must be documented in the** [Encounter Tracking System (ETS)](#) **daily.**

Required Assignments

Completion of all assignments with a satisfactory and timely submission is a clerkship requirement. If Student Academics is unavailable students will email their documents to their Clerkship and Education Director.

Required Assignment 1: Ethics Module

The Ethics Module is a required self-study that addresses some of the more common professionalism, ethical and boundary issues encountered in psychiatry. Students must read the entire module articles and self-study guide located on the [Canvas M.D. Clerkships AY2024-2025](#) Psychiatry page and be prepared to discuss it with their Clerkship Director and peers at one of the weekly educational meetings.

Submission

- Document completion of this assignment as an **Educational Activity in ETS** by selecting "[PSY] Completion of Ethics Module Self-Study" in the drop-down menu.

Required Assignment 2: Psychiatry Project

Students are required to complete a project during the Psychiatry Clerkship and may choose from one of the following four options. Project selections must be **approved** by the Clerkship Director **in advance** and be appropriately edited to

reflect that the student is a candidate for a doctoral-level degree (e.g., correct grammar, spelling, logical syntax).

1. Create a 15-slide PowerPoint on any psychiatric topic to be presented to peers at Clerkship Rounds; the presentation should be approximately 20 minutes.
2. Present and lead a thorough and detailed discussion of a relevant journal article to peers at Clerkship Rounds; the presentation should be approximately 20 minutes.
3. Write an essay on a unique experience during the clerkship such as attendance at a legislative session or court hearing; the paper should be 1000-1500 words.
4. Assist preceptor in a special project such as presentation of grand rounds or D3 session, participate in writing healthcare policy, creating patient education or other resources, or involvement in research. Confirmation of participation must be provided by the supervising faculty to the Clerkship Director and the Education Director. The student is responsible for a brief write-up or other documentation of the content of this project option.
5. During the year, there are two D3 sessions *Anxiety and Depression: Can a Patient Have Both?* and *Substance Abuse* which are given by students in a grand rounds format. If either of these occurs during your clerkship, these will count as your project. Your Clerkship Director will assist with organizing this presentation.

Submission
- Upload the Psychiatry Project into the "Project Documents" tab for the course in Student Academics by **5:00 PM on the LAST day of the clerkship**.

Evaluation
- The Education Director will review this project.

Required Assignment 3: Comprehensive Psychiatric Examination Write-up
Students must demonstrate proficiency in performing, writing, and presenting at least one Comprehensive Psychiatric Examination Write-up to include a thorough risk assessment for suicidal and violent potential as well as assessing for cognitive impairment and substance abuse. **Students MUST use the write-up template available on** Canvas M.D. Clerkships AY2024-2025 Psychiatry page**.**

Submission
- Upload the Comprehensive Psychiatric Write-up as a Word document to the "Project Documents" tab for the course in Student Academics by **5:00 PM on the LAST day of the clerkship**.
  AND
- Document the completion of the assignment as an **Educational Activity in ETS by selecting** "[PSY] Completion of Comprehensive Psychiatric Examination Write-up" in the drop-down menu.

Evaluation
- The Education Director will review this project.

Required Assignment 4: Formative Exam on Canvas
Following completion of the required study assignments, students must take the 26-question required quiz **by the end of week 6 of the clerkship**. Quiz instructions are located on the Canvas M.D. Clerkships AY2024-2025 Psychiatry page. Students will receive performance information (answer explanations) to help guide further study and fill knowledge gaps.

Submission
- Students will document this as an **Educational Activity** in ETS by selecting "[PSY] Completion of Canvas formative quiz by end of clerkship week 6" in the drop-down menu.

Patient Care

Overview and Participation
Students will participate in the care of patients with psychiatric illnesses. Though primarily there are two settings for patients to be examined and treated, inpatient and outpatient, students will usually have the chance to examine patients on general medical wards doing consults, in emergency/urgent care centers, substance abuse treatment facilities, and residential facilities, correctional facilities, etc. Students are expected to perform psychiatric evaluations and complete procedure requirements no matter the location. Students will be provided opportunities to both observe and participate directly in supervised patient care by their Clerkship Faculty. Ethical issues will be discussed on a case-by-case basis as they present themselves during patient care.

Following a hospitalized psychiatric patient helps gain an appreciation for the full range of psychiatric illnesses and the

variety of treatment options that are available to those patients with severe illnesses. Learning the skills needed for interventions and treatments done in the most acutely ill patients will be achieved from time spent in emergency rooms and other urgent care areas. In outpatient clinics, students are more likely to develop an appreciation for the ongoing maintenance of a stable patient. Delivery of care to all populations is discussed (children, adolescents, adults, elderly, culturally diverse groups, developmentally disabled, etc.). Students will be exposed to the diagnosis and treatment of substance use disorders and alcohol abuse and addiction.

Students will demonstrate an understanding of how patients from diverse cultures, practicing a variety of religions, and holding different belief systems perceive symptoms, diseases, and health care, particularly, mental health care. Due to our distributed model, students will see demographic influences on health care. Students must have self-awareness of any personal biases they may have regarding the delivery of health care regarding gender, culture, race, sexual preference, and beliefs or creeds that differ from their own.

Patient Log Requirements using the Encounters Tracking System (ETS)

Students should enter patient encounter data into the Encounters Tracking System (ETS) daily. Students **are required to record a minimum of 25 patient encounters** during the Psychiatry Clerkship. Students will record all clinical problems and procedures that were part of patient encounters. The table below lists the required procedures and problems, including the location of service and the expected level of participation.

- Students who have difficulty seeing a patient within a problem or procedure category should notify their Clerkship Director with sufficient time to **enable remedial action**.
- The problems and/or procedures marked with an asterisk* must be completed in the clinical setting and require direct patient contact. The remaining conditions should be seen in the clinical setting but may be fulfilled by alternate educational activities as determined by the Education Director.

Min. Req.	Problem/Condition	Location of Service	Min. Level of Participation		
			Observe	Assist	Perform
1	Attention deficit/hyperactivity disorder	Inpatient or Outpatient	X		
1	Personality disorder	Inpatient or Outpatient	X		
1	Posttraumatic stress disorder	Inpatient or Outpatient	X		
1	Bipolar disorder*	Inpatient or Outpatient		X	
1	Dementia	Inpatient or Outpatient		X	
1	Anxiety disorder*	Inpatient or Outpatient			X
1	Depressive disorder*	Inpatient or Outpatient			X
1	Schizophrenia/psychotic disorder*	Inpatient or Outpatient			X
1	Substance abuse disorder	Inpatient or Outpatient			X
Min. Req.	Procedure		Min. Level of Participation		
			Observe	Assist	Perform
1	Dementia assessment (choose from Cognitive assessment, Full mental status evaluation, Mini-COG, MoCA, or MMSE) *				X
1	Depression assessment (choose from Beck, PHQ9, or Zung) *				X
1	Generalized Anxiety Disorder Screening (GAD-7) *				X
1	Substance abuse screening (choose from AUDIT, CAGE, DAST-10, or ORT) *				X
1	Suicide assessment (C-SSRS)				X

Alternate Educational Experiences

For students 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. Additional clinical encounters are the preferred method to complete the requirements of this clerkship. Students may be exposed to the conditions or diseases secondarily through reading assignments, completion of Aquifer 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 FSU COM Curriculum Committee regularly.

Online Curriculum

Students are encouraged to view the following list of video clips on psychiatric symptoms available in the [Psychiatry and Behavioral Sciences Subject Guide](#) on the "Podcasts and Videos" tab.

1. Catatonia
2. Clang associations

3. Command hallucinations
4. Derailment
5. Flat affect
6. Grandiose delusions 1, 2 and 3
7. Mania
8. Pressured speech

Clerkship Director Meeting

Students will participate in required weekly educational meetings conducted by the Clerkship Director or Clerkship Administrator. These weekly meetings will include case presentations, discussion of required readings, and provide feedback on student performance. These small groups also emphasize the course goals and objectives, demonstrate an understanding of the DSM-5, and emphasize psychopharmacology, mandatory procedures, and diagnosis. This meeting will include a discussion of clinical experiences, progress on documentation of patient encounters in ETS, and any challenges or concerns. A mid-clerkship evaluation 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 Clerkship Director's weekly meetings with documented in the mid-clerkship evaluation.

Clerkship Examinations

Summative Examination
At the end of the clerkship, students will take the 110-question NBME Clinical Science Subject Examination in Psychiatry. LIC students will take the exam according to the LIC policies document and are encouraged to delay until near the end of the academic year.

Optional Formative Self-Assessment
The [NBME's Self-Assessment Services (NSAS)](link) 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.

Learning Resources

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

Required Reading
The required textbook readings for this clerkship are located in the [Psychiatry and Behavioral Sciences Subject Guide](link).
- [Diagnostic and Statistical Manual of Mental Disorders 5th Edition (DSM-5) by the APA](link)
- [Introductory Textbook of Psychiatry 7th edition by Black and Andreasen](link)
- [Case Files: Psychiatry 6th edition by Toy and Klamen](link)

Students are required to follow a 3-week, structured schedule of required readings, case studies, and videos that address essential content designed to maximize understanding of the clerkship content. In addition to specifically assigned cases, students should review these screening instruments and videos which demonstrate important psychiatric symptoms designed to master clerkship content and understand the essentials of psychiatric practice. The complete reading list is located on the [Canvas M.D. Clerkships AY2024-2025](link) Psychiatry page, and summarized in the following table.

Weeks 1- 3 Self-Study Guide

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Intro. Textbook of Psychiatry	Chapter 1 Chapter 2	Chapter 3 Chapter 4	Chapter 11 Chapter 14	Chapter 5	Chapter 6
Case Files Psychiatry		• Tourette Disorder • Enuresis, Nocturnal Type	• Attention-Deficit/ Hyperactivity Disorder	• Schizophrenia • Schizoaffective Disorder	• Bipolar Disorder (Child) • Major Depressive Disorder with Psychotic Features • Cyclothymic Disorder • Major Depressive Disorder

Videos on Psychiatry Subject Guide				• Catatonia • Clang Associations • Command Hallucinations • Derailment • Flat Affect • Grandiose Delusions 1, 2 and 3	• Derailment Mania • Pressured Speech
Review on Canvas	Comprehensive Psychiatry Exam Write-up template				Zung Self-Rating Depression Scale PHQ

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Intro. Textbook of Psychiatry	Chapter 7 Chapter 8	Chapter 9 Chapter 10	Chapter 15	Chapter 17	Chapter 20 Chapter 21
Case Files Psychiatry	• Generalized Anxiety Disorder • OCD in a Child	• Posttraumatic Stress Disorder	• Alcohol Withdrawal • Opioid withdrawal • Cocaine Disorder with Intoxication	• Schizotypal Personality Disorder • Antisocial Personality Disorder • OCPD	
Review on Canvas	ORT, AUDIT, CAGE and DAST-10			C-SSRS	

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Intro. Textbook of Psychiatry	Chapter 12	Chapter 13	Chapter 16	Chapter 18	Chapter 19
Case Files Psychiatry		• Fetish Disorder • Gender Dysphoria	• Vascular Dementia • Delirium		• Malingering
Review on Canvas	Mini Cog, MoCA and Mini-Mental Status Exam				

Recommended Reading

All additional readings are located on the [Psychiatry and Behavioral Sciences Subject Guide](#) and are provided for students to identify gaps in knowledge and supplement their learning. The DSM-5 Made Easy is highly recommended in addition to the multiple question and answer books on the topic of psychiatry. These are valuable for testing knowledge of psychiatry but are inadequate as the primary method of learning psychiatry.

Evaluation

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 [Canvas M.D. Clerkships AY2024-2025.](#)

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.

Grading

Year 3 and 4 Grading Policy

The standardized Years 3 and 4 Grading Policy for clerkships and courses is located on the [Office of Medical Education](#) site. The final grade is assigned by the Education Director and is based on all aspects of the clerkship, including clinical performance, attitude, performance during weekly Clerkship Director meetings, and the results of the NBME Clinical Subject Exam. There are no grade quotas, and any student can earn a grade of honors.

Clerkship-Specific Grading Criteria

1. Any breach in professionalism renders a student ineligible for honors
2. Any assignment submitted late or which requires 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
3. Failure to document timely and accurate work hours renders a student ineligible for honors
4. Clinical performance and content knowledge must be exemplary to be considered for honors or high pass
5. End of clerkship NBME examination must be at the
   a. 75th percentile or higher to be eligible for Honors consideration
   b. 60th percentile or higher to be eligible for High Pass consideration
   c. 10th percentile or higher to Pass
6. Active participation in weekly Clerkship Director meetings (pass/fail)
7. Satisfactory Clerkship Faculty and Clerkship Director evaluations documenting competency in all required domains
8. Satisfactory documentation of **at least 25** patient encounters in ETS (pass/fail)
9. Satisfactory documentation of all required problems and procedures at the indicated level of participation in ETS (pass/fail)
10. Satisfactory completion of the **ethics module** assignment **AND** record as an Educational Activity in ETS (pass/fail)
11. Satisfactory completion and timely **submission/upload** of **psychiatry project** in Student Academics (pass/fail)
12. Satisfactory completion and timely **submission/upload** of the c**omprehensive psychiatric write-up** (pass/fail)
13. Satisfactory completion and timely completion of **formative PSY quiz in Canvas** by the end of week 6 **AND** record as an Educational Activity in ETS (pass/fail)

Course Objectives

The following tables outline clerkship objectives and assessment methods for each, and are intended to be used as a guide for student learning. Each clerkship objective is mapped to the [FSU COM Educational Program Objectives (EPOs)](#) and the [ACGME Core Entrustable Professional Activities (EPAs)](#).

PSYCHIATRY COURSE OBJECTIVES		EPO
PSY-1	Demonstrate proficiency in information gathering, focused physical exam, evaluation, differential diagnosis, and documentation of patients with mental disorders.	1, 4
PSY-2	Justify a diagnosis using the DSM 5, and propose a comprehensive treatment plan incorporating evidence-based treatment for that specific illness, appropriate referral of patients, and transfer to another provider.	2
PSY-3	Evaluate suicidality and behaviors that may lead to self-harm or harm to others resulting from psychiatric illness, and identify the need for hospitalization versus outpatient, reporting, and duty to warn others.	2, 4, 6
PSY-4	Recognize signs, symptoms, and risk factors for substance intoxication and withdrawal.	1, 2
PSY-5	Recognize the impact of age and development on the presentation of mental illnesses and abuse across the lifespan.	7
PSY-6	Discuss the appropriate use and interpretation of laboratory, radiographic, and electro-physiologic studies indicated in psychiatric presentations.	1, 2
PSY-7	Discuss ethical issues in psychiatry and recognize boundary violations, transference and countertransference, biases against the mentally ill, barriers to care, and the unique challenges related to maintaining confidentiality of psychiatric information and informed consent in the psychiatric setting.	5, 7
PSY-8	Identify the contributions of non-physician providers in the care of patients with mental illness and demonstrate effective and appropriate communication with members of the care team.	4
PSY-9	Demonstrate research and presentation skills on psychiatric topics, including oral case presentations and the ability to self-assess and address learning needs.	3, 5

Component	Learning Objective	Assessment
Patient care MAPS TO PSY1, PSY2, PSY3, PSY4, PSY5	1. Perform a complete psychiatric examination and document in a form satisfactory for the medical record. 2. Perform assessments and screens for cognitive impairment/ dementia; depression; safety and suicide risk; substance abuse 3. Demonstrate understanding of co-morbid mental, neurological, and mental illness. 4. Demonstrate appropriate referrals and transfer of a patient to another provider. 5. Recognize the patient requiring hospitalization. 6. Demonstrate sensitivity and compassion in interactions with patients and families when communicating difficult information.	• Performance rating/checklists • Utilize electronic resources to identify and incorporate evidence-based data • Recognition/implementation of duty to warn others about safety concerns
Required Patient encounters and procedures MAPS TO PSY1, PSY3, PSY4	1. Document a minimum of 25 patient encounters 2. Document the following procedure categories at the specified minimum number and level of participation: cognitive impairment/ dementia, depression, safety and suicide risk, substance abuse 3. Document the following problem categories at the specified minimum number and level of participation: Attention deficit/hyperactivity disorder, Personality disorder, Posttraumatic stress disorder, Bipolar disorder, Dementia, Anxiety disorder, Depressive disorder, Schizophrenia/psychotic disorder, Substance abuse disorder	• Weekly review of patients logs in ETS
Comprehensive psychiatric write-up MAPS TO PSY1, PSY2, PSY5, PSY6	1. Demonstrate proficiency in performing a comprehensive psychiatric examination, and documenting and presenting the results. 2. Demonstrate knowledge of psychopharmacology, psychotherapeutic interventions, and other modalities of therapy (i.e., ECT, TMS, Vagus Nerve Stimulation, etc.)	• Faculty review of write up that Includes safety and risk assessment for suicide, violence, and self-harm; assessment for cognitive impairment and substance abuse; DSM-V diagnosis and illness-specific, evidence-based treatment plan
Interprofessional collaborative skills MAPS TO PSY8	1. Demonstrate effective communication (both verbal and written) with treatment teams and staff in a manner helpful and appropriate to the setting.	• Performance rating/checklists of ICS competencies
Ethics module MAPS TO PSY7	1. Demonstrate an understanding of the most common types of ethical issues that arise in psychiatry. 2. Recognize such events in clinical scenarios and explain the ethical and legal concepts in each. 3. Reflect on how to respond to such situations.	• Review by ED
Weekly meeting with Clerkship Director MAPS TO PSY2, PSY5, PSY7, PSY9	1. Participate in analysis of performance on assignments and incorporation of feedback 2. Discuss case-related ethical issues 3. Demonstrate oral presentation skills 4. Review patient encounter progress and identify learning needs	• Mid-rotation feedback summary • Clerkship Director evaluation
Psychiatry project MAPS TO PSY9	1. Research and present on a psychiatric topic from one of the stated topics that includes adequate research, organization, clear citations	• Faculty assessment
NBME Psychiatry clinical science subject exam MAPS TO PSY2, PSY3, PSY4	1. Demonstrate knowledge and clinical reasoning to interpret clinical scenarios and answer basic, clinical, behavioral and social science questions related to psychiatry and mental health.	• Minimum score of 10th percentile

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 the [FSU COM Student Handbook](#) for details of the attendance policy, a notice of absences, and remediation. Students must use the [student absence request form 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 student's 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 the academic standards of the course while empowering the student to meet the 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 an 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, https://dsst.fsu.edu/oas/.

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

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 the 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.

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 to choose 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 a 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.

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 [FSU COM 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.