



BCC 7112 Internal Medicine Clerkship 2021-2022

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Overview

Course Description

Students will participate in the Internal Medicine Clerkship as either a 6-week block or through the Longitudinal Integrated Curriculum (LIC). This clerkship will introduce the student to the varied aspects of medical care for adults. Emphasis is placed on enhancing the skills of taking a history, performing a physical examination, presenting these findings, developing a differential diagnosis for common clinical presentations and problems and finally, developing evidence-based high-value management care plans. The skills of data analysis and critical thinking about diseases in patients are stressed. Students will participate in the evaluation and care of outpatients and inpatients primarily under the supervision of the College of Medicine internal medicine faculty physicians.

This is an apprenticeship-style experience with an internal medicine Clerkship Faculty member allowing for experiential learning. Students will also have the opportunity to learn about many of the ancillary services and medical specialties that occur inside and outside of the hospital setting and are encouraged to follow their patients for consultations and procedures.

Orientation and Syllabus Review

Students are required to view the [Internal Medicine 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

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. Students in the LIC should plan to take the NBME Internal Medicine Clinical Subject Examination during the spring semester, after other clerkship requirements have been met.

Scheduled Hours/On-Call

The Internal Medicine Clerkship is six weeks in duration and will consist of both ambulatory and inpatient care. Students will work at least four 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 when Doctoring 3 is not scheduled, students will work five days per week with Clerkship Faculty.** Students enrolled in the LIC will participate according to the schedule provided by the Clerkship Administrator at the Marianna rural training site.

Students may be on-call at the discretion of the Clerkship Faculty. The call frequency will not exceed every fourth night and will **not** require overnight call. Each student will work at least two weekend days during the six-week clerkship unless otherwise directed by Clerkship Faculty. Work hours are to be documented in ETS on a daily basis.

Assignments

Required Assignment 1: On Being a Patient

The student will submit a short (less than 500 words) essay *on the following topic*: “Reflect on the psychosocial aspects of being a patient in the hospital setting, focusing less on the HPI and more on the patient’s comfort, fears, and thoughts on being in the hospital. How would YOU feel if you were in your patient’s place?”

Submission

Students will submit as a Microsoft Word document to be uploaded into Student Academics by **5 p.m. on Friday of the LAST week of the clerkship**. The Education Director will evaluate this assignment.

Required Assignment 2: Case Presentation

A concise oral case presentation to the Clerkship Director toward the end of the clerkship. This will assess students’ case presentation skills.

Submission

Students will give an oral presentation on a patient they have seen, including history, exam, diagnostic data, assessment and plan within 5 minutes. Some Clerkship Directors may require a written note as well.

Required Assignment 3: Faculty Observed Clinical Encounter

Clerkship Faculty will observe at least one partial history and physical examination by the student. **It is the student’s**

responsibility to ensure that the Clerkship Faculty has observed and signed off on at least one clinical observation of a partial history and exam.

Submission

Students will document **at least one (1)** faculty observation of a partial history and physical as an **Educational Activity in ETS** by selecting “[IMSI] Completion of Faculty Observation of Partial H & P” in the drop-down menu.

Patient Care

Overview and Participation

Students will participate in both ambulatory and inpatient care of patients during this clerkship. Students are assigned to work with one or more Clerkship Faculty members during the six-week rotation. The clerkship will be structure so that the student will spend approximately 4 weeks in the inpatient setting and 2 weeks in the ambulatory setting. Direct clinical observation by internal medicine faculty is the *primary* method of student evaluation. Each student will record and present appropriate clinical data daily to their Clerkship Faculty member. The Clerkship Director or Clerkship Faculty will observe and verify that each student has met competency standards in these performance areas:

- History and Physical Examination
- Concise Oral Case Presentation
- Chart Documentation
- Clinical Diagnostic Decision Making (Critical Thinking)

Patient Log Requirements using the Encounter Tracking System (ETS)

Students should enter patient encounter data into the Encounters Tracking System (ETS) *daily*. This data will be reviewed weekly with the Clerkship Director to ensure that appropriate numbers of patients are being seen, and that the patient mix reflects common internal medical problems without undue duplication. Students are required to record a minimum of **80** patient encounters during the Internal Medicine Clerkship, and **at least 50** of these must be **inpatient** encounters. Students should understand the following topics, commensurate with their level of training. Students are required to evaluate the following categories of problems/diagnoses in new or established patients in the following settings and with the appropriate level of participation. Students are required to document procedures at the level of **assist or perform**. Failure to record required patient care by 5:00 pm on the last day of the Clerkship will result in a grade of “IR” (incomplete, requires remediation); the student will therefore be ineligible for honors and additional time on the Clerkship may be required. If a student fails to meet this deadline, they risk failure for the clerkship. Those problems and procedures marked with an asterisk* are required to be seen and must be completed in the clinical setting and require direct patient contact.

Category	Minimum Required	Problems/Conditions	Location of Service	Level of Participation		
				Observe	Assist	Perform
Behavioral	1	Major depressive disorder*	Inpatient or Outpatient			X
	At least 3 from category	Bipolar disease	Inpatient or Outpatient	X		
		Generalized anxiety disorder	Inpatient or Outpatient			X
		Insomnia	Inpatient or Outpatient		X	
		Opioid misuse	Inpatient or Outpatient		X	
		Pain management	Inpatient or Outpatient		X	
		Substance abuse	Inpatient or Outpatient		X	
Cardiovascular disease	1	Coronary artery disease*	Inpatient or Outpatient			X
	1	Heart failure*	Inpatient or Outpatient			X
	1	Hypertension*	Inpatient or Outpatient			X
	At least 1 from category	Arrhythmia/dysrhythmia	Inpatient or Outpatient		X	
		Thromboembolic disease	Inpatient or Outpatient		X	
Valvular heart disease		Inpatient or Outpatient		X		
Elder care	1	Delirium	Inpatient or Outpatient		X	
	1	Dementia	Inpatient or Outpatient		X	
	1	Urinary incontinence	Inpatient or Outpatient		X	
Endocrine	1	Diabetes mellitus*	Inpatient or Outpatient		X	
	1	Dyslipidemia*	Inpatient or Outpatient			X
	1	Obesity*	Inpatient or Outpatient		X	

	1	Thyroid disease*	Inpatient or Outpatient		X		
Gastrointestinal disease	1	Abdominal pain*	Inpatient or Outpatient		X		
	1	GERD*	Inpatient or Outpatient			X	
	At least 5 from category		Cholecystitis	Inpatient or Outpatient	X		
			Diverticulitis	Inpatient or Outpatient	X		
			Diverticulosis	Inpatient or Outpatient	X		
			Gastritis	Inpatient or Outpatient		X	
			GI bleed lower	Inpatient or Outpatient	X		
			GI bleed upper	Inpatient or Outpatient	X		
			Inflammatory bowel disease	Inpatient or Outpatient		X	
			Irritable bowel syndrome	Inpatient or Outpatient		X	
			Pancreatitis	Inpatient or Outpatient	X		
	Peptic/gastric ulcer	Inpatient or Outpatient		X			
Hematology/ oncology	1	Anemia*	Inpatient or Outpatient		X		
	At least 1 from category		Common solid cancers (Breast, colon, lung, pancreatic, prostate or skin)	Inpatient or Outpatient	X		
			Lymphoma	Inpatient or Outpatient	X		
			Leukemia	Inpatient or Outpatient	X		
Infectious disease	1	Pneumonia, other*	Inpatient or Outpatient		X		
	1	Viral upper respiratory infection*	Inpatient or Outpatient			X	
	At least 3 from category		Cellulitis	Inpatient or Outpatient		X	
			Conjunctivitis	Inpatient or Outpatient		X	
			HIV infection	Inpatient or Outpatient		X	
			Hospital acquired infections	Inpatient or Outpatient		X	
			Sepsis	Inpatient or Outpatient	X		
			Strep pharyngitis	Inpatient or Outpatient			X
	Urinary tract infection	Inpatient or Outpatient		X			
	Viral pharyngitis	Inpatient or Outpatient			X		
Neurologic disease	At least 3 from category		Dizziness/vertigo	Inpatient or Outpatient		X	
			Headache	Inpatient or Outpatient			X
			Seizure	Inpatient or Outpatient		X	
			Stroke	Inpatient or Outpatient		X	
			Transient ischemic attack	Inpatient or Outpatient		X	
Pulmonary disease	At least 2 from category		Asthma	Inpatient or Outpatient		X	
			COPD	Inpatient or Outpatient		X	
			Interstitial lung disease (DPLD)	Inpatient or Outpatient	X		
			Sleep apnea	Inpatient or Outpatient		X	
Renal disease	1	Acute kidney injury*	Inpatient or Outpatient	X			
	1	Chronic kidney disease*	Inpatient or Outpatient	X			
Rheumatologic disease	1	Osteoarthritis*	Inpatient or Outpatient			X	
	At least 2 from category		Autoimmune disease (Lupus or rheumatoid arthritis)	Inpatient or Outpatient	X		
			Chronic back pain	Inpatient or Outpatient			X
			Fibromyalgia	Inpatient or Outpatient		X	
			Osteoporosis	Inpatient or Outpatient			X
Social determinates of health	At least 2 from category		Food insecurity	Inpatient or Outpatient	X		
			Homelessness	Inpatient or Outpatient	X		
			Lack of insurance	Inpatient or Outpatient	X		
Minimum Required	Procedure			Level of Participation			
				Observe	Assist	Perform	
1	Adult immunization screening					X	
1	EKG interpreted					X	
1	EKG performed					X	
1 from either	Preventative health screening: Aspirin use for CVD prevention					X	
	Preventative health screening: Health diet screening						
1	X-ray interpreted					X	

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 needed patients for you to see. If these opportunities for specific patient encounters do not occur, the student will be exposed to the conditions/diseases secondarily through reading assignments, completion of Aquifer Cases, or discussions with the Clerkship Director.

Level of participation in patient care is determined by the student 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 requirement due to circumstances beyond their control, the Education Director will determine an appropriate alternative educational experience. The student will record as instructed in ETS. Utilization of alternative educational activities is monitored by the curriculum committee on a regular basis.

Online Curriculum

Aquifer Online Cases

The self-directed learning program Aquifer Internal Medicine is a **required** activity for this rotation. **A total of 9 Aquifer Internal Medicine modules must be completed as follows: Modules 11 (abnormal liver chemistries) and 19 (anemia), plus at least SIX (6) additional modules and one High Value Care module** during the 6-week rotation. The assessment questions for each module must be completed for full credit. Because these modules require a minimum of 45 minutes to complete, students are encouraged to begin these early in the clerkship. Clerkship directors will review the Aquifer log at the mid-clerkship evaluation. Students should choose topics related to clinical cases they have seen or cases that will fill in gaps in their knowledge. A list of all [Aquifer Internal Medicine](#) and High Value Care modules is available on [Canvas](#).

Meetings and Lectures

Clerkship Directors at the regional campuses will meet with students once per week for teaching, evaluation, review of patient log, Aquifer data, workhours and feedback. General medicine topics are discussed at this weekly meeting. The discussion may include the following: discussion of interesting cases seen during the week, review of materials read prior to the meeting, discussion of ethics topics (see Canvas) based on cases presented by the students, review of EKGs, practice oral case and disease presentation skills, and review of NBME-style questions. The Clerkship Director will assign relevant journals articles on selected internal medicine topics for discussion and evaluation during the weekly meetings, which may include topics such as heart failure, atrial fibrillation and acute kidney injury. The articles will be available on Canvas. The Clerkship Director may assign Aquifer cases and/or completing reading assignments for any uncovered topics/diagnoses. Formal and informal daily teaching sessions and rounds with the Clerkship Faculty physician (and residents at some sites) are a major part of the six-week experience. **Didactic sessions** may be available through grand rounds, morning report, noon lectures, and/or sessions with the Clerkship Faculty member or Clerkship Director, depending on location and the Clerkship Faculty's schedule. A post-clerkship debriefing may be held as a group with the Clerkship Director at the end of the clerkship.

Clerkship Exams

Formative Exam

A 68-item formative exam will be available on [Canvas](#) IM clerkship homepage beginning in week 3 of the clerkship and is required to be completed by the end of Week 5 of the clerkship. The [NBME's Self-Assessment Services \(NSAS\)](#) Clinical AY 2021-2022

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 Exam

At the end of the clerkship, students will take the 110-question NBME Clinical Subject Examination in Internal Medicine.

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

Most clerkship related texts are available through the COM Library's [Internal Medicine Subject Guide](#). Students should use *Step-Up to Medicine, 5th edition* as their basic text. Readings in Harrison's Principles of Internal Medicine, 20th edition or Andreoli and Carpenter's *Cecil Essentials of Medicine, 10th edition* should be used to supplement the material from *Step-Up to Medicine*.

Recommended Reading

Students are encouraged to practice lifelong learning skills and to read about the patients they are seeing by using the resources recommended in this syllabus. In addition, journal articles of interest are posted on **Canvas**.

Electronic Resources

Students should review these electronic resources internists find useful, located on the IM subject guide:

- Epocrates Essentials
- DynaMed Plus
- ePSS Tool (USPSTF)
- QCalculate or MDCalc
- UpToDate
- Hopkins Antibiotic Guide (through UCentral)
- Washington Manual of Medical Therapeutics-through UCentral

Other Recommended Resources

- *Rapid Interpretation of EKGs* (Dubin) 2000
- OnLine MedEd Internal Medicine videos

Evaluation

Clerkship Specific Grading

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

1. **If any assignments are submitted late or remediation is required, the student is no longer eligible for honors**, and will be assigned an initial grade of IR (Incomplete Remediation) until remediation has been completed
2. **Any breach in professionalism renders a student ineligible for honors**, including failure to document work hours accurately
3. At least 80 patient encounters, with at least 50 in the inpatient setting (pass/fail)
4. Completion of ALL required problems and procedures (pass/fail)
5. Completion of 8 Aquifer Internal Medicine modules and 1 High Value Care module (pass/fail) with self-assessment questions
6. Documentation of at least one observed clinical encounter in ETS (pass/fail)
7. Completion of formative exam by the end of Week 5 (pass/fail)
8. Accurate and timely recording of work hours (pass/fail)
9. Active participation in weekly Clerkship Director meetings including assigned journal articles (pass/fail)
10. Submission of essay "On Being a Patient" by end of the clerkship (pass/fail)
11. Concise oral presentation to Clerkship Director (pass/fail)

12. Clinical performance must be exemplary to be considered for honors
13. NBME must be at 75th percentile or higher to be eligible for honors consideration and must be at the 10th percentile to pass the clerkship

Formative Evaluation

A mid-clerkship evaluation is completed at the mid-point of the Clerkship by the Clerkship Director and will provide feedback to the student on progress in the clerkship. This will include progress toward achievement of clerkship objectives, competencies, assignments and required encounters. See the [Canvas M.D. Clerkships AY 2020-2021 site](#) for student user workflow guide.

Summative Evaluation

An evaluation of student clinical performance will be completed by the assigned Clerkship Faculty at the end of the clerkship. Students may be evaluated by the principle resident they work with and this information will be used by the Clerkship Director for their final summative report 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 it is possible for any student to earn the 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.

Internal Medicine Clerkship Objectives	Educational Program Activities (EPAs)	Educational Program Objectives (EPOs)	Assessment
Demonstrate ability to perform and interpret EKG, and interpret a chest x-ray.	1.2	3, 10, 12	<ul style="list-style-type: none"> • Clerkship Director observation • End of clerkship exam • Faculty observation • Online modules
Demonstrate the ability to conduct a focused history appropriate to the patient's chief complaint and history of present illness.	1.3	1	<ul style="list-style-type: none"> • Clerkship Director observation • Faculty observation
Demonstrate the ability to conduct a focused physical exam using appropriate techniques.	1.3	1	<ul style="list-style-type: none"> • Clerkship Director observation • Faculty observation
Demonstrate the ability to perform appropriate health maintenance.	1.3	2, 3, 4, 12	<ul style="list-style-type: none"> • Clerkship Director observation • End of clerkship exam • Faculty observation • Online modules
Demonstrate the ability to diagnose, evaluate and construct a treatment plan for common illnesses in internal medicine.	1.3, 1.4, 1.6, 1.7, 2.3, 2.4, 2.5	2, 12	<ul style="list-style-type: none"> • Clerkship Director observation • End of clerkship exam • Faculty observation • Online modules
Demonstrate facility in the application of medical informatics technology and critical appraisal of the medical literature in making diagnostic and management decisions in internal medicine.	3.4, 3.6, 3.7, 3.9, 3.10, 8.5, 8.7, 8.8	3, 7	<ul style="list-style-type: none"> • Clerkship Director observation • Faculty observation
Demonstrate the ability to convey appropriate information orally to other health care personnel in a concise manner.	4.2, 4.3, 7.1, 7.3, 7.4, 8.5, 8.7	4, 5, 6	<ul style="list-style-type: none"> • Clerkship Director observation • Faculty observation • Oral presentation
Demonstrate the ability to document written admission history and physical exam, progress notes and orders.	4.5	4, 5, 6	<ul style="list-style-type: none"> • Clerkship Director observation • Faculty observation • Oral presentation • Patient documentation

Display and demonstrate professionalism in all interactions with patients, colleagues and staff.	5.1, 5.2, 5.3, 5.4, 5.5, 7.1, 7.2, 7.3, 7.4 8.5, 8.7	9	<ul style="list-style-type: none"> • Clerkship Director observation • Education Director evaluation of assignments • Faculty observation
Demonstrate knowledge about how the social determinates of health impact patients.	2.4, 2.5, 3.9, 4.1, 5.5, 9.1, 9.2		<ul style="list-style-type: none"> • Clerkship Director observation • Education Director evaluation of assignments • Faculty observation • Oral presentation • Patient documentation
Discuss the impact of cost and value in healthcare.	1.3, 1.5, 6.3, 6.4	3, 4, 7	<ul style="list-style-type: none"> • Clerkship Director observation • Education Director evaluation of assignments • Faculty observation • Oral presentation • Online modules

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 [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, <https://dsst.fsu.edu/oas/>

College of Medicine Student Disability Resources

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 Student Counseling Services and the FSU Office of Accessibility Services 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 the medical degree.

Clinical and Educational Work Hours Policy

The FSU College of Medicine uses the Accreditation Council for Graduate Medical Education requirements regarding clinical experience and education as a guideline for our policy. Our goal is to provide a structure that promotes a culture of patient safety and student education, and also facilitates personal-professional balance and well-being for the student.

- Clinical experience and scheduled educational activities must be limited to no more than 80 hours per week, when averaged over a 4-week period.
- 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 this 4-hour period. After a 24-hour period 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.
- 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.

Documentation of time spent on clinical experience and education

Students must use ETS to document by self-report their daily 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 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 hours include reading about patient conditions and procedures, self-directed study for clerkships/courses, work completed for assignments, learning modules and assigned reading.

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 he/she is 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.