



Longitudinal Integrated Clerkships General Information and Policy Guide 2018-2019

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Introduction

Students participating in the 6 core clerkships, Community Medicine, Doctoring 3 and flextime electives, as part of the Longitudinal Integrated Curriculum (LIC) are expected to master the same content and complete the same activities as students participating in traditional block clerkships. The primary differences are in clerkship logistics and deadlines, as outlined in this document.

LIC Calendar AY 2018-19										
5/28 - 5/31	6/1 -	6/4 - 6/15	6/18 - 6/22	6/25 - 10/19	10/22 - 11/16	11/19 - 12/14	12/17 - 1/4	1/7 - 4/12	4/15 - 5/10	
Regional Campus Orientation	CM Orient	Community Medicine	LIC Bootcamp	First Semester	Flex Time 1	Second Semester	Winter Break	Second Semester	Flex Time 2	M4 Year
				Pediatrics		Pediatrics		Pediatrics		
				Family		Family		Family		
				Psychiatry		Psychiatry		Psychiatry		
				Internal		Internal		Internal		
				OB/GYN/Surgery		Surgery/OB/GYN		Surgery/OB/GYN		
				Independent Learning		Indep. Learning		Indep. Learning		

LIC Basics

The Marianna LIC is designed to provide M3 students an equivalent educational experience to the traditional block clerkship model, but deliver it in a style that lends itself to more continuity over time with both patients, and faculty. **The LIC Academic Year is split into two semesters** for the purpose of the longitudinal integrated clerkship. The First Semester will run from Mid-June through Mid-October. The Second Semester will run from Mid-November through the end of March. Community Medicine will be included in a 2 week block prior to the start of the First Semester. The first flextime elective (discussed in detail below) will be delivered in a block fashion upon completion of the first semester, and the second upon completion of the second semester.

Length of Clerkships

The Internal Medicine, Family Medicine, Psychiatry, and Pediatrics clerkships will span the entire LIC year. They may be delivered as one half day every week, or one whole day every other week. General Surgery and OB/GYN will be single semester clerkships that will include two half days per week. One half day will be spent in the office setting, and the other half day in the OR setting.

Evaluations by Faculty

Formative evaluations will occur for Internal Medicine, Family Medicine, Pediatrics, and Psychiatry after completion of the first semester. Since both OB/GYN and Surgery are single semester clerkships, there will be a formative evaluation at the midpoint of each course. The LIC Clerkship Administrator will review with students individually on a regular basis, the assessments of faculty, encounter summaries as reported in Student Academics, project progress, and examination results (both “practice” and NBME Subject Examination). A final summative evaluation for each clerkship will occur at the completion of the requirements for that specialty.

Clinical Encounter Documentation

Students participating in the LIC will be responsible for entering the same number of total patients, same diagnoses/conditions and same procedures into the Encounter Tracking System (ETS) as students participating in traditional block clerkships. **Problems/procedures/screenings/counseling are “universal” in that they can be seen and entered on one clerkship and count for another.** For example – bacterial vaginosis diagnosed/treated in Family Medicine can be counted toward GYN numbers needed as well.

Patient encounter entry will be monitored throughout the year, and progress discussed with the Clerkship Administrator during the formative evaluations for each course. Students should enter patient encounters on a daily basis. Please refer to ETS instructions for details on encounter entry.

Project Submissions

Students participating in the LIC will be responsible for completing the same required projects as students participating in block clerkships. Progress on each project will be monitored and discussed during the formative evaluation for that specific clerkship.

Internal Medicine, Family Medicine, Psychiatry, and Pediatrics

- Any required project that is due at the **end of the first week** of the clerkship during a traditional block clerkship, will be **due by the end of the 6th week of the LIC**.
- Any required project that is due during the **middle of the clerkship** (weeks 2-5 of a traditional 6 week clerkship) will be **due by the end of the first semester of the academic year**.
- Any other required clerkship project—including those typically due at the end of a traditional block clerkship--will be **due by the end of the second semester of the academic year**.
- *Please be sure to check the individual syllabi for exceptions to this general policy.*

Surgery and OB/GYN

- Since Surgery and OBGYN are SEMESTER-long Clerkships – **1 week in a traditional block = 3 LIC weeks**. Timelines for submission of projects for these clerkships should be adjusted accordingly.
- **Any project may be completed and turned in at any time before the deadlines above.**

NBME Clinical Subject Examinations

Students participating in the LIC will have the option to begin NBME Subject Examination testing in any of the core clerkships on September 14. It is strongly suggested that one NBME Subject Examination be completed in September. Completion of **NBME Subject Examinations for Surgery or OBGYN** taken in the *first semester* of the year will be **required prior to the start of the second semester**. Because there are only 3 months of LIC after Winter Break, it is *strongly encouraged* that each student take **at least 3 exams prior to Winter Break**.

First attempts at all 6 required clerkship NBME Subject Examinations should be completed by April 12, 2019 to allow for potential remediation during the Second flextime Block. THIS DATE WILL NOT BE ADJUSTED SO PLEASE PLAN YOUR TESTING SCHEDULES ACCORDINGLY!

The decision regarding when to take an exam should be made after consultation with the LIC Clerkship Administrator with additional input from other faculty advisors as needed. **Each student must turn in a list of test dates for the First Semester to the Tallahassee Regional Campus Student Support Coordinator by August 1, and a list of test date for the Second Semester by November 15.** Please be diligent in your scheduling and try not to change testing dates. This is taxing on both the Regional Campus Staff and the Main Campus Staff who coordinate the testing.

NBME testing of LIC students will occur at the regional campus on days when NBME Subject Exams are being taken by students completing the traditional block clerkships. These are conducted on the last Friday of those rotations. A list of available test dates for NBME testing is included below.

Available LIC NBME Subject Examination Testing Dates for the Class of 2020	
September 14, 2018	January 11, 2019
September 28, 2018	January 18, 2019
October 12, 2018	February 1, 2019
October 26, 2018	February 8, 2019 (FM Aquifer Test)
November 2, 2018	February 15, 2019
November 9, 2018	March 1, 2019
December 14, 2018	March 29, 2019
December 21, 2018	April 12, 2019

Successful completion of all LIC related coursework and NBME Subject Examinations will be required prior to participating in the second flextime elective.

NBME Practice Exams

NBME Clinical Science Self-Assessments (Practice Exams) are available for purchase to allow students an opportunity to gauge their clinical knowledge before an exam. Please discuss the appropriate use of this resource with Dr. Spence or Dr. Speights prior to purchase.

Grades

Students can expect to receive “I” grades at the end of both First and Second Semesters, and will receive a final grade for each clerkship at the end of the official University Spring Semester. Final grades for clerkships taken in the First Semester may occasionally be posted after winter break. Clerkship grades will be assigned based on the rubrics contained within the syllabus for that clerkship. Any questions regarding grading should be addressed to the Education Director for that course. If a student would like to appeal an assigned clerkship grade, they should consult the grade appeals policy and procedures located in the [Student Handbook](#).

Doctoring 3/Longitudinal

Most D3 Didactic sessions will be facilitated by the LIC Clerkship Administrator at Jackson Hospital. Occasionally, students will travel to the Tallahassee Regional Campus for a D3 session. There is no separate clinical Longitudinal Experience requirement for students completing D3 as part of the LIC. Students participating in D3 as part of the LIC will complete the Quality Improvement (QI) group project required by the D3 syllabus.

Community Medicine

Students will be enrolled in Community Medicine during the first 2 weeks of the LIC, and will complete the Community Medicine requirements prior to the start of the LIC Bootcamp and the First Semester. The available agencies from Community Medicine include – Florida Department of Health, Kindred Home Health, Covenant Hospice, and Jackson County Fire and Rescue. The **required** Community Medicine presentation will take place on the afternoon of **Friday June 15**.

White Space

Throughout the year, each student will be assigned three (3) half-day blocks of independent learning or “white space” time per week. White space time is designated for **experiential learning** (not reading/study time). The idea of white space is to allow the student to somewhat individualize their learning experience while still meeting the rigorous demands of third year. Students will be able to identify and participate in activities within the hospital or a private physician’s office of their choosing. The Clerkship Administrator will provide guidance as to appropriate activities to fill the time. **Students are not limited to one activity per half day, but must spend at least 1 hour in each activity.** Acceptable ideas for activities include (but are not limited to) – ER, OR, L&D, Radiology, Lab, Special Care Unit, Nursery, and extended office hours w/ Attending for interesting cases. If there is a question about a potential white space activity, please contact Dr. Spence or Dr. Speights.

Documentation of white space activities is expected and required. The activities for each half day will be documented in the Encounter Tracking System (ETS). The Office of Medicine Education will provide instructions and support for documentation of independent learning activities. One entry per half day is required. There could be more than one if there are multiple experiences in that half day (e.g. 1:00-2:30 pm in Radiology with Dr. Campbell, 2:30-5:00 pm in ER with Dr. Harris). Educational time spent with Faculty outside of assigned office and hospital time (e.g. Peds Lectures with Dr. Bosse) will also need to be documented as White Space time.

Entry of full white space documentation for each week to ETS is required by 5PM on the Sunday following the activity. These documents will be evaluated by the Director of Rural Medical Education weekly for appropriateness, and completeness.

White Space on Surgery and OB/GYN Operative Days

There is a half day of white space built into the schedule following OR days for Surgery and OBGYN. This is to allow flexibility for students to complete all operative cases scheduled that day. If the operative cases encompass the entire white space afternoon, it should be documented as such. If cases are completed prior to the end of the day, the student should engage in another activity to fill the remainder of the four-hour white space block for that day.

LIC Bootcamp

LIC students will attend orientation at the Tallahassee Regional Campus during the designated orientation week. On Monday June 18, 2018, students will meet Dr. Speights for the LIC Bootcamp at Jackson Hospital. This bootcamp is an intensive orientation to the hospital and the LIC curriculum. During the week, students will practice taking histories and performing physical examinations on hospitalized patients under the supervision of Clerkship Faculty.

Each morning there will be a “morning report”, during which the students will give presentations, and practice assessment and plan skills. Skills labs including - Foley catheter placement, IV starts, suturing/knot tying, prescription writing, EMR documentation, sterile technique and basic fetal monitoring will also be covered. The goal of the LIC Bootcamp, is to give each student the basic skills they need to navigate the LIC curriculum.

Flextime Electives

Due to the layout of the LIC, flextime will be offered as two blocks. The first will run from October 22 – November 16, 2018. The second block will run from April 15 – May 10, 2019. Along with any clerkship specific prerequisites in place for electives, all LIC specific requirements that must be completed prior to beginning of the second flextime elective.

- All LIC related coursework and assignments completed and submitted
- All NBME Clinical Subject Examinations must be completed
- All course/faculty evaluations must be submitted
- If a student has not passed an NBME clinical subject exam, the time set aside for electives will be used for remediation
- If remediation is required for any reason, including clinical experience and breaches in professionalism, this will be completed in lieu of flextime elective

Flextime electives can be taken in Marianna or Tallahassee, based on the interests of the student, and the availability of electives at the regional campus. If the student has chosen a fourth year campus other than Tallahassee, special consultation with that Regional Campus Dean may allow electives to be taken at that campus.

Transition to M4 Year Regional Campuses

LIC students will have their choice of M4 year regional campuses, if space is available. Each student must communicate their choice of M4 regional campus to the Tallahassee Regional Campus Student Support by July 1, 2018 to ensure accommodations can be made for their choice.

Students have the option of making the transition to their M4 regional campus for the second flextime block if they desire, and **all M3 and LIC requirements** have been met. Prior to making an early transition to a regional campus, the student must contact the Regional Campus Dean and Student Support Coordinator 8-10 weeks prior to anticipated move to ensure the campus can accommodate their arrival, and that the flextime elective is available. Please note that an early transition can lead to additional expenses related to broken or extended leases.

Family Medicine Aquifer Exam

The Family Medicine clerkship has a required mid-rotation Aquifer Exam. The Aquifer Exam is taken just before the end of each rotation to gauge the student's readiness for the Family Medicine NBME Subject Examination. The Aquifer Exam will be administered at the regional campus and will be proctored in the same manner as an NBME Subject Examination. The Aquifer Exam for the LIC will be taken along with the regional campus cohort on February 8, 2019. This date is based on the historical perspective that LIC students take the Family Medicine NBME Subject Examination last. If you plan to take the exam prior to February, we will adjust your Aquifer Exam date accordingly.

Geriatrics

Since the inception of the LIC, Geriatrics has become a popular rotation for students to take in Marianna. Dr. Agens will approve Geriatric rotations in Marianna for early in the M4 year. If you are interested in staying or returning to Marianna for Geriatrics, please inform Dr. Spence and Dr. Agens early so that arrangements can be made for your selected month.