

**Ohio University College of Osteopathic Medicine (OU-COM)
Centers for Osteopathic Research and Education (CORE)
Osteopathic Family Medicine 1 (OCOM 819)
Year 3 Family Medicine Clerkship**

Appendix F

STUDENT RESPONSIBILITIES AND PROTOCOLS

General

You are responsible to your preceptor, CSF, CORE assistant dean, and CORE administrator during clinical duty hours throughout this clerkship. Compliance with the general rules and regulations established by the preceptor, assigned CORE hospital, and any other individuals or facilities associated with your clinical training is expected of you.

You are to direct questions regarding radiology, preceptor, facilitator, and small group assignments to the CORE administrator at your assigned CORE hospital. ***You must be under the direct supervision of a preceptor or his/her designee while in the clinical setting and a facilitator during Weekly Clerkship Seminars. The instructor of record has the final authority for all curricular and clinical aspects of this course.***

Conflicts

You are expected to notify the CORE administrator at your assigned CORE hospital of any problems or concerns you may have during the clerkship. You are encouraged to discuss difficulties as they arise with your preceptors and/or facilitators to prevent a more complicated situation from developing later. If a major conflict occurs between you and your preceptor or facilitator, you should immediately notify your CORE assistant dean and/or CORE administrator to resolve the conflict. If the conflict cannot be resolved satisfactorily, the CORE assistant dean and the instructor of record will decide what further action, if any, needs to be taken. If a matter requires immediate attention and your CORE assistant dean and CORE administrator are not available, you are to contact Judith Edinger, director of pre-doctoral education and coordinator for this clerkship, at the college on main campus, by calling (740) 593-0157 or 1-800-841-6626 or e-mailing her at edinger@ohio.edu.

Histories and Physicals

Besides the required learning activity for the clerkship, your preceptor and/or CORE assistant dean may assign you to do additional histories and physicals at the base CORE hospital with fourth-year students, interns, or residents.

The college promotes the concept that histories and physicals done by students should be based on educational objectives, rather than service. The preceptor, house officer, or attending physician must review all histories and physicals completed by the student for appropriate comment and signature. You should request and receive feedback about your history taking and physical examination skills to maximize the learning potential of this activity.

Other Didactic Experiences

You may choose or may be required by your CORE assistant dean to attend other didactic functions at your assigned CORE hospital. Such didactic functions may include the Clinical Years 3 and 4 clinical case conferences (CCC), intern lecture series, guest speaker presentations, tumor board, clinical skills labs, or other activities scheduled on the same day as your Weekly Clerkship Seminars or another designated day of the week. The CORE staff is encouraged by the instructor of record to provide such additional learning experiences for the students, especially clinical skills labs in Osteopathic Manipulative Medicine.

You must have approval of your CORE assistant dean and/or CORE administrator before participating in any didactic activities of personal interest that are not course requirements or planned by the CORE staff.

Medical Records/Charting

Clinical sites differ in the responsibilities given to students for medical records. Some sites allow students to write their full progress note and orders directly on the patient chart. These are then immediately co-signed by the supervising physician. Other sites have students make their chart entries on a separate page set aside for "Student Progress Notes." Most notes are written in SOAP (S-Subjective, O-Objective, A-Assessment, P-Plan) format. Dictation of progress notes by students is allowed by some sites with subsequent review and approval of the notes by the attending physician.

You are responsible for obtaining specific charting instructions from your preceptor. You should be aware of proper procedure and should date and sign everything entered on a medical record with both name and educational status (e.g., John Doe, MS3).

Malpractice Insurance Coverage

Students are covered by professional liability (malpractice) insurance through the college while on this clerkship.

Under no circumstances should you discuss the case or correspond with the plaintiff or the plaintiff's attorney. If you are contacted by an attorney or other individual concerning pending litigation for a patient in whose care you participated, the student should immediately notify:

Judith Edinger, M.S.Ed.
OU-COM, 222 Grosvenor Hall
Athens, Ohio 45701
Phone: (740) 593-0157, Fax: (740) 593-9557
E-mail: edinger@ohio.edu

Personal Health Insurance Coverage

You are required by Ohio University to have medical insurance to cover personal expenses due to unexpected accidents or illness. The Ohio University Student Accident and Sickness Insurance plan is mandatory for eligible students unless they have filed a written application of exemption from coverage (Refer to the Ohio University Graduate Catalog section on "Medical Requirements").

Absence Due To Illness

If you are unable to meet his/her obligations due to illness, you must **personally** notify your preceptor, CSF and the CORE administrator. ***You do not have the benefit of "sick time."*** ***Absences due to illness must be made up***. Therefore, a student who has been ill must make arrangements with the:

1. preceptor to make up missed clinical days
2. facilitator to make up learning activities not completed during seminars
3. physician(s) teaching the radiology component to make up missed cases
4. facilitator to make-up missed medical ethics sessions (if offered fall quarter)
5. CORE administrator to make up didactic activities and complete curricular requirements before the end of the clerkship

Temporary Absence

“Temporary absence” means *short periods* away from clerkship activities that a student must take to attend to *important* personal business that cannot be handled before or after scheduled clinical duty hours. You must request permission from your preceptor for the exact amount of time needed off. If a seminar day, permission must also be obtained from the CSF. If a didactic session is scheduled, then permission must be obtained from the CORE assistant dean as well. *It is essential that you confer with the CORE administrator to make up the missed hours throughout the course of the clerkship.* Although there are no restrictions concerning temporary absence, you and the respective CORE Clinical Faculty should use good judgment regarding this matter.

Withdrawal Or Leave Of Absence

If you chooses to withdraw from this clinical course or need an *extended period* away from educational activities due to *prolonged* illness or very important personal matters, you must contact OU-COM’s associate dean for pre-doctoral education, who is also the instructor of record of OCOM 819. You will be expected to follow the pertinent section of the college’s “Committee on Student Progress (CSP) Guidelines.”

The Family Medicine Clerkship is only offered once each fall quarter. This course is a prerequisite to all other clinical rotations. If you withdraw or request a leave of absence, the next time this course will be offered is the fall of 2007.

Vacation

No vacation time may be taken or scheduled during the Family Medicine Clerkship.

Dress

You are to wear clean, white clinical jackets over appropriate attire in the clinical setting. The OU-COM color-coded (maroon) photo I.D. badge issued by Academic Affairs in June 2006 must be visibly worn when in the hospital, preceptor’s office and other clinical settings, to ensure your identification as a “third-year student physician.”