



## Year 3 Family Medicine Clerkship, Part 1 Forms and Deadlines Checklist

Student Name: \_\_\_\_\_

CORE Base Hospital: \_\_\_\_\_

**To the CORE Administrators/Administrative Assistant:** *This Record Sheet has been provided to use for logging in and initializing by date receipt of all paperwork submitted per student.. All original evaluation forms are to be forwarded to the Office of Pre-Doctoral Education in Academic Affairs on main campus along with this form signed by the CORE Assistant Dean and CORE Administrator. All forms/exams completed by students and submitted either on BlackBoard or New Innovations must be checked by the CORE office prior to submitting a passing grade.*

Date submitted to CORE  
Office or completed on  
New Innovations or  
BlackBoard

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### EVALUATION FORMS

1. Preceptor Evaluation of Student Performance
  - A. Mid-Clerkship (Preceptor completes during week two) (E-1)
  - B. End of Clerkship (Preceptor completes during week four) (E-2)\*  
(Log-on to [www.new-innov.com](http://www.new-innov.com) to complete this form or use the form E-2)
2. Facilitator Evaluation of Student Seminar Performance (E-3)  
(Facilitator completes during week four.)
3. Student Evaluation of Preceptor and Rotation (E-4)\*  
(Student completes during week four. Log-on to [www.new-innov.com](http://www.new-innov.com) to complete.)

### CLERKSHIP EXAMS

1. Honor Code Forms submitted on New Innovations
  - A. Pre-clerkship Exam (Completed during week one)
  - B. Post-clerkship Exam (Completed within 2 weeks of the end of Part 1.)
2. Exams completed and submitted via BlackBoard
  - A. Pre-clerkship Exam (Completed during week one)
  - B. Post-clerkship Exam (Completed within 2 weeks of the end of Part 1.)

### LEARNING ACTIVITIES

1. Student Learning Profile (LA-1)  
(Student completes prior to day one, and shares with Preceptor and Facilitator)
2. Facilitator Feedback on Student Required Learning Activities (LA-2)  
(Clerkship Seminar Facilitator completes as appropriate during student presentations)
3. Preceptor Checklist of Student Focused H&P (LA-3)
  - A. Mid-Clerkship (Preceptor completes during week two.)
  - B. End of Clerkship (Preceptor completes the same form during week four.)
4. Student Focused H&P SOAP Note Write-up (Student submits to preceptor for evaluation, but does not turn in to CORE office.)
  - A. Mid-Clerkship (Student completes during week two.)
  - B. End of Clerkship (Student completes by end of week four.)
5. Preceptor Scoring Sheet of Student Focused H&P SOAP Note (LA-4)
  - A. Mid-Clerkship (Preceptor completes during week two.)
  - B. End of Clerkship (Preceptor completes the same form by end of week four.)
6. Student Procedure Logs/Log Report\*(Log-on to [www.new-innov.com](http://www.new-innov.com) to complete)  
(Student completes at end of week four, prints out, and must have signed by Preceptor)

NOTE: Students are responsible for the submission of all evaluation, honor code, and learning activity forms as they are completed. Please make certain that your preceptor and clerkship seminar facilitator complete the appropriate forms by the specified week of the clerkship. **All forms can be found in Appendix G of the course syllabus.**

**\* Affiliate COM Students are expected to do all OUCOM evaluation forms except for E-2 and E-4 and are expected to do all Learning Activities, but may complete their logs and final evaluation through their school's system. ACOM students do not take the OU-COM pre- or post-rotation exams.**

\_\_\_\_\_  
CORE Assistant Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CORE Administrator Signature

\_\_\_\_\_  
Date



## Year 3 Family Medicine Clerkship, Part 2 Forms and Deadlines Checklist

Student Name: \_\_\_\_\_ CORE Base Hospital: \_\_\_\_\_

**To the CORE Administrators/Administrative Assistant:** *This Record Sheet has been provided to use for logging in and initializing by date receipt of all paperwork submitted per student. All original evaluation forms are to be forwarded to the Office of Pre-Doctoral Education in Academic Affairs on main campus along with this form signed by the CORE Assistant Dean and CORE Administrator. All forms/exams completed by students and submitted either on BlackBoard or New Innovations must be checked by the CORE office prior to submitting a passing grade.*

Date submitted to CORE  
Office or completed on  
New Innovations or  
BlackBoard

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\_\_\_\_\_

### EVALUATION FORMS

1. Preceptor Evaluation of Student Performance  
End of Clerkship (Preceptor completes during week two) (E-2)\*  
(Log-on to [www.new-innov.com](http://www.new-innov.com) to complete this form or use the form E-2)
2. Student Evaluation of Preceptor and Rotation (E-4)\*  
(Student completes during week two. Log-on to [www.new-innov.com](http://www.new-innov.com) to complete.)

### LEARNING ACTIVITIES

1. Student Learning Profile (LA-1)  
(Student completes prior to day one, and shares with Preceptor)
2. Student writes draft prior to day one and Student and Preceptor complete Clarification of Learning Objectives (LA-5) on day one.
- 3.. Preceptor Checklist of Student Focused H&P (LA-3)
  - A. Mid-Clerkship (Preceptor completes during week one.)
  - B. End of Clerkship (Preceptor completes the same form during week two.)
4. Student Focused H&P SOAP Note Write-up (Student submits to preceptor for evaluation, but does not turn in to CORE office.)
  - A. Mid-Clerkship (Student completes during week one.)
  - B. End of Clerkship (Student completes by week two.)
5. Preceptor Scoring Sheet on Student Focused H&P SOAP Note (LA-4)
  - A. Mid-Clerkship (Preceptor completes during week one.)
  - B. End of Clerkship (Preceptor completes the same form by week two.)
6. Student Procedure Logs/Log Report\*(Log-on to [www.new-innov.com](http://www.new-innov.com) to complete)  
(Student completes at end of week two, prints out, and must have signed by Preceptor.)
7. On-line Family Medicine Clerkship modules submitted via BlackBoard
  - A. Cultural Competency Year 3 Module
  - B. Quality of Care/Safety Year 3 Module
  - C. EBM Year 3 Module
8. Student writes and submits a one-to-two page paper summarizing how objectives set on day one (using form E-5) were met.

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NOTE: Students are responsible for the submission of all evaluation and learning activity forms as they are completed. Please make certain that your preceptor and clerkship seminar facilitator complete the appropriate forms by the specified week of the clerkship. *All forms can be found in Appendix G of the course syllabus.*

*\* Affiliate COM Students are expected to do all OUCOM evaluation forms except for E-2 and E-4 and are expected to do all Learning Activities, but may complete their logs and final evaluation through their school's system. ACOM students do not take the OU-COM pre- or post-rotation exams.*

\_\_\_\_\_  
CORE Assistant Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CORE Administrator Signature

\_\_\_\_\_  
Date