

 <b>QUILLEN</b> <b>COLLEGE of MEDICINE</b> <small>EAST TENNESSEE STATE UNIVERSITY</small>	<b>Policy Name:</b>	Documentation of Clerkship Specific Required Procedures and/or Patient Types
	<b>Policy Number:</b>	MSEC-0313-14
	<b>Approving Officer:</b>	Kenneth Olive, MD
	<b>Agent(s) Responsible for Implementation:</b>	Clerkship Directors and M3 Students
<b>Original Approval Date:</b> 3-19-13	<b>Originator Name/Committee:</b>	Kenneth Olive, MD/EAD
<input type="checkbox"/> <b>New Policy Proposal</b>		<input checked="" type="checkbox"/> <b>Revision of Existing Policy</b>
<b>Revision Date(s):</b> 6/13/2017	<b>LCME Required Policy:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Policy/Procedure/Process Element(s): 6.2 Required Clinical Experiences The faculty of a medical school define the types of patients and clinical conditions that medical students are required to encounter, the skills to be performed by medical students, the appropriate clinical settings for these experiences, and the expected levels of medical student responsibility.  [Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below).	
<b><i>All policies will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i></b>		

**(A.) Policy Statement:**

Each clerkship has identified required and/or suggested procedures and/or patient types for all students to experience during the clerkship.

**(B.) Purpose of Policy:**

Clerkship specific procedures/patient types are to be documented in New Innovations, indicating if they observed, assisted or performed a skill and where the experience occurred.

This policy pertains to the LCME requirement of Element 6.2 (Required Clinical Experiences).

**(C.) Scope (applies to):**

Clerkship Directors and third-year medical students.

**(D.) Procedure:**

Clerkships must provide students with adequate exposure to a variety of learning opportunities. If a student has difficulty in accomplishing all required procedures or seeing required patient types they should request assistance from the clerkship director, preceptors, residents or fellow students in identifying opportunities. If the student is still unable to secure a procedural experience they should inform the clerkship director and request to complete in a simulated environment. It is the student's responsibility to be proactive in seeking out the identified educational experiences. To remediate any deficiencies an individualized plan will be developed by Academic Affairs and/or the relevant Clerkship Director.

A clerkship may provide the student a paper copy of the required experiences specific to that clerkship and require that each accomplished experience be validated by the observing faculty. This documentation assures the requirements of the clerkship are met by each student and builds the student's portfolio. A single observer cannot validate all of a student's documentation.

Students are expected to enter their documentation at least weekly into New Innovations and document at least 1/3 of the required clerkship procedures/patient types by the clerkship midpoint. Students' progress will be monitored by the Clerkship Director and Coordinator in addition to Academic Affairs.

Students are to document all clerkship identified experiences in the Case Logger module of New Innovations by the end of the clerkship. Only the electronic log will be accepted as evidence of meeting the requirements. The ability to log diagnosis or procedures into NI closes at midnight the last Friday of the clerkship rotation.

Those students who do not document in New Innovation accomplishing all clerkship specific required procedures/patient types by the end of the clerkship will have their final numeric grade lowered by 5%.

Annually the Clerkship Directors will submit upon request an updated list of required experiences to Academic Affairs for review and approval by MSEC.

<b>Approved by:</b>		<b>Policies Superseded by this Policy (policy name and number):</b>
<b>Name:</b> Kenneth Olive, MD		Policy update maintained same policy number
<b>Signature:</b>		
<b>Title:</b> Chair, MSEC		
<b>Date:</b> 3-19-13		
<b>Review/Revision Completed by:</b>		<b>Date</b>
<input type="checkbox"/> Office of the Dean		
<input checked="" type="checkbox"/> Academic Affairs		3-19-13; 5-09-17; 6-13-17
<input type="checkbox"/> Student Affairs		
<input checked="" type="checkbox"/> Medical Student Education Committee		3-19-13; 5-16-17; 6-13-17
<input type="checkbox"/> Student Promotions Committee		
<input type="checkbox"/> Faculty Advisory Council		
<input type="checkbox"/> Administrative Council		
<input checked="" type="checkbox"/> M3/M4 Clerkship/Course Directors		3-5-13; 5-10-17
<input type="checkbox"/> M1/M2 Course Directors		
<input type="checkbox"/> Student Groups/Organizations (describe):		