University of Missouri – Kansas City School of Medicine
Department of Community and Family Medicine

Medicine 9471 - Family Medicine 1 Clerkship
5 Credit Hours

Course Description: Exposes students to the unique specialty that focuses on the family. Students experience the art of medicine as well as science, working with patients in the context of their family and community. Includes care of the child, the adolescent, pregnant women, young and middle-aged adults, and the elderly. Addresses ambulatory medicine, prevention and health maintenance.

FM I Clerkship Director - Miranda Huffman, MD, MEd
816-374-7706 (pager)
816-404-7119 (academic office)
Preferred contact - huffmanmm@umkc.edu
Office hours for Dr. Huffman are by appointment at either Lakewood or Hospital Hill
https://calendly.com/mirandahuffman

Medical Student Coordinator - Gayle Price
816-404-7146 (office)
(fax) 816-404-7143
(cell) 816-416-6003
Preferred contact - Gayle.Price@tmcmed.org

**To communicate with Gayle, please use her TMC email address and not her UMKC email address.**

Our offices are on the third floor Professional Services Building (PSB) at Truman Medical Center – Lakewood.

An up-to-date version of the clerkship calendar, including due dates, optional noon conferences, and required didactics, is maintained at:
https://calendar.google.com/calendar/embed?src=dkmflb7be9cq0nra61tl8mem04%40group.calendar.google.com&ctz=America/Chicago
Welcome Students!

Family physicians provide first contact, ongoing, and preventive care to all patients regardless of age, gender, culture, care setting, or type of problem. Rather than focusing on one organ system or type of patient, family medicine is an approach to patient care that treats each individual as unique with a personality and social system that affects his or her attitude toward health care. Family physicians are also focused on their community as a whole and recognize that many of the things that impact a patient’s health occur outside of the exam room and hospital.

The UMKC SOM curriculum enhances your exposure to this primary care specialty during two required Family Medicine rotations:

- In Year 4, the Family Medicine I Clerkship (FM I) exposes you to urban and suburban family medicine where family doctors have to shift their role to meet the needs of their community. You will be assigned to clinical rotations in the ambulatory, inpatient, and community settings.
- In Year V, the Family Medicine II Preceptor rotation (FM II) is in a rural setting where you work one-on-one with a family physician in a private practice setting. The experience highlights the unique opportunities for continual, comprehensive care for patients and their families in the context of their community.

These two rotations complement one another and are considered a continuation of family medicine education in the UMKC SOM 6-year program curriculum.

Our faculty and resident staff are committed to providing an outstanding educational experience for medical students.

We welcome your feedback on the clerkship and your experience. I am excited to be on this journey with you as you explore the role of the family physician in the healthcare system.

Miranda M. Huffman, MD, MEd
FM I Clerkship Director
Course Expectations

**Before Rotation Responsibilities**

☐ Read the entire syllabus carefully
☐ Log on to your TMC e-mail to verify that you have access. If you do not have access, email gayle.price@tmcmed.org right away using the subject line, "Clerkship Rotation."
☐ Go to the Aquifer website (http://www.aquifer.org/fmcases) and create an account using your UMKC email. If you already have an account, verify that your login is active.
☐ Complete the questions in the Google survey to share with your preceptor. It’s a good idea to keep a copy of your goals for yourself
☐ Send Gayle your clinic time, any schedule conflicts, and requests for excused absences.
☐ Review your schedule at orientation for any conflicts or errors.

**During the Rotation Responsibilities**

√ Bring a laptop or tablet to each clinical assignment.
√ Check your e-mail at least twice per day (once after 1700) for schedule changes.
√ Respond promptly (within 24 hours) to communications from clerkship staff.
√ Participate in small group discussions.
√ Demonstrate a positive attitude.
√ Follow dress code and have a tidy appearance.
√ Engage with patients and their family as well as all members of the clinical team.
√ Ask for help when needed.
√ Bring reading materials relevant to family medicine to review during downtimes.
√ If an activity is canceled, contact Medical Student Coordinator, Gayle Price for further instructions. Do not leave without discussing with her first.

### Professionalism Checklist

<table>
<thead>
<tr>
<th>PICO Research Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism Reflection</td>
</tr>
<tr>
<td>Observed patient encounter</td>
</tr>
<tr>
<td>Three field notes to mid-month</td>
</tr>
<tr>
<td>Two additional field notes after mid-month</td>
</tr>
<tr>
<td>Two interprofessional feedback forms</td>
</tr>
<tr>
<td>Arrive on time for didactics</td>
</tr>
<tr>
<td>One45 log partial completion by mid-month</td>
</tr>
<tr>
<td>Completion of 20 Aquifer family medicine (fm) CASES</td>
</tr>
<tr>
<td>Completion of all 4 quizzes with scores &gt;70%</td>
</tr>
</tbody>
</table>

### Other Activities

<table>
<thead>
<tr>
<th>Attendance at Sojourner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule and attend community selective experiences</td>
</tr>
<tr>
<td>Complete self-study for community selective</td>
</tr>
<tr>
<td>Schedule mid-block session</td>
</tr>
</tbody>
</table>
Goals and Objectives

At the end of the clerkship, the student will be able to:

1. Discuss the principles of care from the family medicine perspective
2. Gather information, formulate a differential diagnosis, and propose plans for the initial evaluation and management of patients with common presentations
3. Manage follow-up visits for patients with one or more chronic problems
4. Develop evidence-based health promotion and disease prevention plans for patients of any age or gender
5. Demonstrate competency in advanced elicitation of history, communication, physical examination, and critical thinking skills

I. Interpersonal and Communication Skills
   a. Goal:
      i. Communicate effectively with patients, family members, and healthcare providers to ensure the delivery of quality patient care.
   b. Objectives:
      i. Use motivational interviewing skills to encourage patient compliance with recommended treatments and lifestyle changes.
      ii. Demonstrate non-verbal communication skills that convey compassion and engagement with patients, family members, and the medical team.
      iii. Explain the risks and benefits of a diagnostic approach or treatment to encourage active involvement by patients in treatment decisions.
      iv. Communicate with clerkship faculty and staff in a professional manner via e-mail.
      v. Demonstrate active listening skills including reflective statements and summary statements to ensure effective communication with patients.

II. Professionalism
   a. Goal:
      i. Interact in a professional manner with patients and their families, peers, and the healthcare team.
   b. Objectives:
      i. Attend student interactive sessions and participate in discussions.
      ii. Complete all assignments by the posted deadline.
      iii. Discuss professional dilemmas in small group discussions.
      iv. Provide honest and reliable information when presenting patients to the attending, preceptors, and residents.
      v. Acknowledge errors.
      vi. Arrive on time to all scheduled assignments.
      vii. Present yourself as a professional member of the team through your choices in your clothing, grooming, language, and general demeanor.
viii. Explore the need to balance competing demands on the time of physicians.

III. Medical Knowledge
   a. Goal:
      i. Apply knowledge and principles learned in the basic science coursework to the care of patients.
   b. Objectives:
      i. Use a knowledge of human anatomy and physiology to develop a differential diagnosis for a patient presenting with acute and undifferentiated complaints.
      ii. Apply knowledge on the pathophysiology of chronic diseases when recommending lifestyle changes and monitoring for disease progression.
      iii. List recommended screening tests for early identification of treatable condition in adult and pediatric patients.
      iv. List common bacterial pathogens that infect various organ systems to inform choices in antibiotic regimens.
      v. Participate in the required weekly on-line interactive Aquifer family medicine CASES and quizzes.
      vi. Recommend lifestyle changes to obese patients that can promote weight loss.

IV. Practice-Based Learning and Improvement
   a. Goal:
      i. Recognize strengths and weaknesses across the competencies to develop an individual learning plan for this clerkship that can serve as a foundation for maintaining a habit of lifelong learning.
   b. Objectives:
      i. Develop five goals for the rotation. Share these goals with your faculty and resident preceptors and discuss your plan to achieve these aims during the mid-block evaluation session.
      ii. Use point-of-care tools to access evidence to guide your evaluation
      iii. Recognize your individual knowledge gaps and consider ways to fill in those gaps.
      iv. Ask questions of those around you to gain a deeper understanding of family medicine topics.
      v. Ask clinical questions using the “PICO” format, identify resources that can help answer those questions, and present the answer to peers.

V. Systems-Based Practice
   a. Goal:
      i. Work with a variety of disciplines to ensure patients receive comprehensive and coordinated care.
   b. Objectives:
i. Use available resources to help patients secure necessary durable medical equipment or home health services.
ii. List the ways family physicians interact with community resources to assist patients with obtaining maximum health.
iii. Consider the costs of medications and diagnostic evaluations when recommending these services.
iv. Work with patients to identify areas where their social environment may impact their health.
v. Apply methods of health promotion and disease prevention through the use of written protocols, risk identification, screening for disease, and counseling asymptomatic patients.
vi. Identify tools used by organizations, including medical schools, to provide medical care to underserved patients
vii. Describe the impact that access to primary care can have on a community.

VI. Patient Care
   a. Goal:
      i. Perform focused histories and physical examinations.
   b. Objectives:
      i. Develop a differential diagnosis to guide your history taking and physical examination
      ii. Use a mixture of open and closed-ended questions to obtain a history from a patient
      iii. Use patient-centered language to ask sensitive questions.
      iv. Develop and justify a differential diagnosis for an acute, undifferentiated complaint.
Clerkship Structure

Your clerkship time is composed of three parts:

1. **Preceptor experience** - Two weeks with a community or academic preceptor
   a. This experience is designed to show the core work of family medicine with a focus on ambulatory care of acute and chronic problems as well as preventive care

2. **Specialty selective experience** - One week with a family medicine specialty
   a. Options:
      i. Sports medicine
      ii. Women’s health
      iii. Inpatient adult medicine
      iv. Dermatology and procedures
   b. This experience is designed to show some of the ways that family physicians meet the needs of their patient population through additional training and focus on one aspect of family medicine

3. **Community selective experience** - One week exploring the role of family medicine in the community
   a. Options:
      i. Integrative medicine
      ii. Interprofessional medicine
      iii. Underserved medicine
   b. This experience is designed to show ways family physicians interact with other health care professionals and community organizations

You will be given the opportunity to select your preferred experiences before starting the rotation on a first come, first served basis. You may switch with an agreeable peer.

You must have your choices in by the due date. Students who do not select an option by the deadline will be assigned selectives and preceptor sites.

Please see Blackboard for additional information on each part of the clerkship.
Clinical Expectations and Opportunities

Students should plan to do the following independently when in a clinical environment (a physician is nearby and available for questions but not providing direct supervision):

- Evaluate patients with stable vital signs and clinical situation
- Obtain history
- Perform physical exams other than invasive personal exams
- Counsel patients on behavior change
- Assist with discharging patients
- Compose a note that is reviewed by a physician for documentation in the electronic health record
- Return patient phone calls
- Notify patients of lab results

Students should do the following only with IMMEDIATE and DIRECT supervision (a supervising physician in the room with the student):

- Put orders in the electronic health record for physician co-signature
- Perform a procedure that requires breaking the skin (see examples below)
- Perform an invasive personal exam (genitals, anorectal, hernia, or breast)
- Obtain informed consent
- Evaluate an unstable patient (e.g., acute respiratory distress, abnormal vital signs that have not yet been reviewed by the physician)

Students should NEVER:

- Enter orders or document notes under a physician’s log-in
- Give verbal orders to a nurse or other member of the healthcare team

Students may be able to perform the following procedures with permission and immediate supervision from the supervising physician (resident or attending) and patient:

- Venipuncture
- Peripheral intravenous line placement
- Intramuscular injection
- Trigger point injection
- Joint injection or aspiration
- Pap smear
- Splint placement
- Skin biopsy (punch or shave)
- Cryotherapy
- Ear irrigation
- Cervical check in laboring patient with intact membranes
- Delivery of the placenta after vaginal delivery
- Nasogastric tube placement
Students may be able to observe and assist the following procedures with permission from the supervising physician (resident or attending) and patient:

- C-section
- Vaginal delivery
- Vasectomy
- Newborn circumcision
- Point-of-care ultrasound
- Skin biopsy (elliptical excision)
- Incision and drainage
- IUD insertion or removal
- Nexplanon insertion or removal
- Endometrial biopsy
- Paracentesis
- Thoracentesis
- Central intravenous line placement
- Cast placement or removal
- Laceration repair
- Lumbar puncture
- Nerve blocks
- Other procedures as applicable if agreeable to patient and supervising physician

**one45 Journal**

- Students are expected to complete all items listed in the one45 journal. If a student does not believe they will have the opportunity to complete all elements, they should contact Dr. Huffman 24 hours before sitting for the final exam for an alternative experience.
- It is strongly recommended you enter patients every day.
- Document every patient you come into contact with during the clerkship and document every problem addressed during the visit as well as all procedures completed. If a patient has more than one problem, include all current problems discussed during the day's visit.
- After you have met minimum requirements, continue to add to the list to show the breadth of your experience.
- Your required encounters should all be met during your preceptor time. You should log patients encountered during your selectives as well.
- Students must enter all required patient data into the PTS by midnight of the last day of the clerkship to show their clerkship requirements have been met. **Students who fail to meet this PTS requirement will have their final grade in the clerkship reduced by one level (e.g., honors to high pass).**
<table>
<thead>
<tr>
<th>Required Procedures/Activities to be Completed on Any Patient</th>
<th>Min # required</th>
<th>Level of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contraceptive counseling</td>
<td>1</td>
<td>O</td>
</tr>
<tr>
<td>Pelvic exam with speculum</td>
<td>1</td>
<td>O</td>
</tr>
<tr>
<td>Diabetic foot exam</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Smoking cessation counseling</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>DASH diet counseling</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Medication reconciliation</td>
<td>5</td>
<td>P</td>
</tr>
<tr>
<td>Knee exam</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Shoulder exam</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Back exam</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Neurological exam</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Ear, nose, and throat exam</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Interpret the PHQ-9 in a patient who presents with confirmed or potential diagnosis of depression</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Explain a new medication to the patient</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Obtain vitals and room a patient</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Obtain a comprehensive family history</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Obtain a complete social and cultural history (ask about occupation, education, military service, living situation, religion/spirituality, hobbies)</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Obtain a complete diet history (daily diet, food allergies or intolerances, snacks, binge eating)</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Write an exercise prescription (<a href="http://www.indiana.edu/~k562/rxex.html">http://www.indiana.edu/~k562/rxex.html</a>)</td>
<td>1</td>
<td>P</td>
</tr>
<tr>
<td>Determine risk of coronary artery disease using the ASCVD Calculator</td>
<td>1</td>
<td>P</td>
</tr>
</tbody>
</table>

**Acute and Subacute complaints**

<table>
<thead>
<tr>
<th></th>
<th>Min # required</th>
<th>Level of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdominal pain</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Acute joint pain (other than back)</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Condition</td>
<td>Code</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------</td>
<td>-------</td>
</tr>
<tr>
<td>Acute viral or bacterial illness of respiratory system</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Changes in urination</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Chest pain or Palpitations</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Cough</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Dizziness</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Fatigue</td>
<td>2</td>
<td>S</td>
</tr>
<tr>
<td>Headache</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Low back pain</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Menstrual or sexual concerns</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Rash or Skin Lesion</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Shortness of breath or wheezing</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td><strong>Chronic Conditions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anxiety or Depression</td>
<td>2</td>
<td>S</td>
</tr>
<tr>
<td>Asthma</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>COPD</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Chronic pain</td>
<td>2</td>
<td>S</td>
</tr>
<tr>
<td>Coronary artery disease</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Hypertension</td>
<td>3</td>
<td>S</td>
</tr>
<tr>
<td>Hyperlipidemia</td>
<td>3</td>
<td>S</td>
</tr>
<tr>
<td>Obesity</td>
<td>3</td>
<td>S</td>
</tr>
<tr>
<td>Substance abuse (alcohol or illicit drugs)</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Type 2 Diabetes</td>
<td>3</td>
<td>S</td>
</tr>
<tr>
<td>Pediatric patient (less than age 18)</td>
<td>1</td>
<td>S</td>
</tr>
<tr>
<td>Geriatric patient (older than age 65)</td>
<td>2</td>
<td>S</td>
</tr>
<tr>
<td>Young adult patient (age 18 to 30)</td>
<td>2</td>
<td>S</td>
</tr>
<tr>
<td>Middle Age Adult (36-64 years)</td>
<td>6</td>
<td>S</td>
</tr>
<tr>
<td>Wellness visit</td>
<td>2</td>
<td>S</td>
</tr>
</tbody>
</table>

O = observed (you have watched a faculty member or resident complete the activity)
Tuesday, March 6, 2018

P = performed (for activities, you should personally complete the task with supervision and feedback as necessary)
S = seen (you saw a patient with the complaint on your own, observed a resident or faculty member seeing the patient, or have completed the Aquifer fmCASES with the complaint or in the expected age range)
Additional Expectations

Aquifer fmCASES and Weekly Quizzes

- Of the 40 cases available, 20 have been selected for the FM I Clerkship. The rest will be covered during the FM II Clerkship, but you may do them at any time if you choose.
  - Week 1: Complete fmCASES 1, 2, 6, 10, 30
  - Week 2: Complete 5 fmCASES 8, 11, 16, 23, 29
  - Week 3: Complete 5 fmCASES 3, 13, 14, 19, 25
  - Week 4: Complete 5 fmCASES 9, 12, 17, 18, 24
- The student should plan to dedicate 60 to 90 minutes of study time per case; some will may longer.
- Each week, a quiz will be available on Blackboard for a set period to time to allow you to assess your learning. The quizzes will help you recognize areas of weakness and improve performance during the clerkship and on the final examination.
  - The student must take the quiz at the scheduled time.
  - Students should not share the questions, in any format, with other students.
  - Students are expected to complete the quizzes by themselves but are welcome to use the Aquifer fmCASES while taking the quiz.
  - If questions or answers are shared with anyone at any time, this will be considered a violation of the SOM's Honor Code and will be reflected in the Oasis evaluation as an unprofessional activity.

Sojourner Clinic

- Students will attend at least one Sunday at the Sojourner clinic.
- Sign-ups are at sojournerhealthclinic.com.
- Students should arrive by 11:15 to Grand Avenue Temple at 205 E 9th St, KCMO, 64106.
- Attire is scrub pants and navy T-shirt or clinic attire. No White Coat! Bring your stethoscope and pen.
- Students are expected to participate in all clinic activities fully.
- Failure to attend Sojourner clinic at some point in the month will be treated as an unexcused absence.
- If a student is scheduled to attend Sojourner on the last Sunday of the month and Sojourner is cancelled without advance notice (for example, due to inclement weather), students may complete a clinic session during the first 2 weeks of the following month.

Didactic Sessions

- Five half days are assigned for learning sessions (four Tuesday afternoons and one Friday afternoon)
  - Tuesday afternoon sessions:
- Integrated Approaches to Back Pain (1 hour) and PICO Project (1 hour) ***
- Cardiovascular Medicine (2 hours) and Professionalism (1 hour) ***
- Preventive Medicine (1 hour) and Dyspnea (1 hour)
  - *** Additional preparation and participation is required
  - Friday afternoon sessions:
    - Yoga (1 hour)
    - Physiology (1 hour)
    - Geriatrics (1 hour)

- Attendance is mandatory. Unexcused absences will follow the unexcused absence policy.
- Please refer to individual emails from the medical student coordinator for times and locations.
- If afternoon sessions are scheduled on the student's day of continuity clinic, students should inform his or her docent of the mandatory attendance and need for timely arrival. The only exception to this is students who have Friday continuity clinic. Students are excused from the Friday noon lecture but are expected to arrive on time for the 1 p.m. lecture.
- Students should interact with the leader of the sessions and other medical students.

**Mid-Block Feedback Session**

- You are responsible for scheduling your session no later than Wednesday of the 3rd week of the block:
  - If you are assigned to Hospital Hill Pavilion Preceptor, you will meet with Dr. Crumpecker and should contact her to schedule your mid-block.
  - If you are assigned to Lakewood Pavilion Preceptor, you will meet with Dr. Barnett and should contact Gayle Price to schedule your mid-block.
  - All other students will schedule with Dr. Huffman by visiting [https://calendly.com/mirandahuffman](https://calendly.com/mirandahuffman).
- The student will bring the following:
  - A printed copy of the updated one45 Journal
  - A completed copy of the Mid-Block Feedback Session Guide
  - At least three (3) Field notes
- During the session, the faculty will:
  - Review the one45 log and make recommendations for 100% completion before the end of the rotation.
  - Discuss the student’s personal goals and plans for attainment.
  - If the student is performing at less than satisfactory pass level, the course director, and the student will establish specific behavioral criteria to enhance improvement. A minimum of weekly re-evaluation sessions will take place to monitor performance improvement.
Observed Patient Encounter

- Students must be observed by an attending or resident performing a history and physical examination on an established patient with an acute complaint or follow-up of a chronic illness.
- The OPE must be completed during the preceptor portion of the family medicine clerkship.
- Students must return the completed OPE to the Medical Student Coordinator no later than the start of the final examination.

Field Notes

- Field notes are opportunities for students to receive formative feedback from physicians. Comments and scores are NOT part of the student's final grade but rather provide students the opportunity to determine how they are progressing through the clerkship.
- Students must bring at least three (3) field notes to their mid-block session. Students must complete and hand-in to the Medical Student Coordinator at least two (2) additional field notes to their final examination.

Sample Field Note

Clerkship Student Field Notes

Student Name: ________________________________

****These documents are for student formative feedback only and are not part of their final grade****

<table>
<thead>
<tr>
<th>Patient Care Skills</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Below Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Knowledge</td>
<td>Exceeds Expectations</td>
<td>Meets Expectations</td>
<td>Below Expectations</td>
</tr>
<tr>
<td>Professionalism</td>
<td>Exceeds Expectations</td>
<td>Meets Expectations</td>
<td>Below Expectations</td>
</tr>
<tr>
<td>General Attitude</td>
<td>Exceeds Expectations</td>
<td>Meets Expectations</td>
<td>Below Expectations</td>
</tr>
<tr>
<td>Communication</td>
<td>Exceeds Expectations</td>
<td>Meets Expectations</td>
<td>Below Expectations</td>
</tr>
</tbody>
</table>

What should the student work on in order to consistently exceed your expectations?
Interprofessional Feedback Forms

- Students will have the opportunity to work with non-physician members of the healthcare team throughout the clerkship.
- Feedback forms may be given to any non-physician individual to provide feedback on the student’s professionalism and communication skills.

Sample Interprofessional Feedback Form

**Evaluation from Non-Physician Evaluators**
Social Work, Nursing, Case Management, Clerkship Coordinator

<table>
<thead>
<tr>
<th><strong>Please circle the student’s level during your time together</strong></th>
<th>Exemplary</th>
<th>Satisfactory</th>
<th>Needs attention</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional behavior</strong> (sample behaviors – arrives on time, professional attire, remains engaged)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Teamwork skills</strong> (sample behaviors – offers to help when appropriate, listens and speaks respectfully to all team members)</td>
<td>Exemplary</td>
<td>Satisfactory</td>
<td>Needs attention</td>
</tr>
<tr>
<td><strong>Patient communication</strong> (sample behaviors – uses patient-centered language, professionally-warm behavior)</td>
<td>Exemplary</td>
<td>Satisfactory</td>
<td>Needs attention</td>
</tr>
<tr>
<td><strong>Personal development</strong> (sample behaviors – reflects on personal strengths and weaknesses, seeks and responds to feedback)</td>
<td>Exemplary</td>
<td>Satisfactory</td>
<td>Needs attention</td>
</tr>
</tbody>
</table>

What went well?

What went wrong?

What should the student do differently next time?
**Requirements and Grading**

Being a successful physician requires meeting certain expectations above and beyond those of the non-physician. It is expected the student will meet these high professional standards in all matters relating to the Family Medicine I Clerkship. The student must pass the UMKC-SOM Professionalism Competency to pass the Clerkship.

<table>
<thead>
<tr>
<th>25%</th>
<th>15%</th>
<th>35%</th>
<th>15%</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPE – Preceptor</td>
<td>CPE – Other Evaluations from Physicians</td>
<td>Final Exam</td>
<td>OSCE</td>
<td>Professionalism Checklist</td>
</tr>
<tr>
<td>Honors</td>
<td>3.5 or above</td>
<td>3.6 or above</td>
<td>80 or above</td>
<td>3.3 or above</td>
</tr>
<tr>
<td>High Pass</td>
<td>3 to 3.49</td>
<td>3.1 to 3.59</td>
<td>70 to 79</td>
<td>2.93 to 3.29</td>
</tr>
<tr>
<td>Satisfactory Pass</td>
<td>2.5 to 2.99</td>
<td>2.6 to 3.09</td>
<td>60 to 69</td>
<td>2.53 to 2.92</td>
</tr>
<tr>
<td>Marginal Pass</td>
<td>2.0 to 2.49</td>
<td>2.1 to 2.59</td>
<td>50 to 59</td>
<td>2.13 to 2.52</td>
</tr>
<tr>
<td>Fail</td>
<td>Less than 2.0</td>
<td>Less than 2.1</td>
<td>Less than 49</td>
<td>Less than 2.13</td>
</tr>
</tbody>
</table>

**Final Grade:** Please note that the ranges listed above are provided to give the student guidance as a target to aim for within each of the components that make up the final summative grade. The students' final points will be calculated by using the formula given above, and final grades will be determined by the scale provided below. For example a student could earn an Honors in CPE-attending & residents, High Pass in CPE-preceptor, High Pass on the exam, Satisfactory Pass on the Integrative Medicine research, Marginal Pass on the professional experience reflection, and Fail the H&P and earn a Satisfactory Pass as the final grade.

The following formula is used to convert students' grades on each component into their final grade: 

\[(\text{Clinical Performance Evaluation} - \text{Preceptor} \times 0.25) + (\text{Clinical Performance Evaluation} - \text{Other Physicians} \times 0.15) + (\text{Clerkship Exam/25} \times 0.35) + (\text{Objective Structured Clinical Exam X} \times 0.15) + (\text{Professionalism Checklist X} \times 0.1)\]

**Final Points Cut Scores:**
- Honors = 3.53 – 4.00
- High Pass = 2.97 – 3.52
- Satisfactory Pass = 2.41 – 2.96
- Marginal Pass = 1.85 – 2.40
- Fail = <1.85
Grade Components:

- **Professionalism**
  - Students who earn a “Fail” evaluation in any one sub-component of the professionalism competency evaluation or who average less than 2.0 on the professionalism competency will fail the clerkship.

- **Clinical Performance Evaluation (CPE)**
  - You should give a clinical performance evaluation (CPE) form to all physicians (faculty and residents) with whom you work, including faculty at Sojourner. A copy of the assessment is available on Blackboard.
  - Your average CPE from all physicians with whom you work during preceptor will make 25% of your grade; your average CPE from all other physicians with whom you work during selectives will make 15% of your grade.

- **Final Exam**
  - Final exam questions are based on the teaching points and learning objectives of the assigned Aquifer Family Medicine Cases.
  - It is recommended the student take notes while studying the cases and preparing for the weekly quizzes.
  - Administered the last Friday of the block at TMC – Lakewood (see your schedule for date/time).
  - Minimum score for passing the Clerkship Exam is 49 points.
  - You will receive an incomplete grade in the course until the final examination is completed with a passing score. An incomplete grade, for any reason, will result in a final grade no higher than a Satisfactory Pass, regardless of the score on the second attempt of taking the final examination.

- **Objective Structured Clinical Examination (OSCE)**
  - Students will complete two cases. One case will require students to use motivational interviewing techniques to counsel a patient to lose weight. The second case will involve an office visit with Chris Williams, who will have one of three possible chief complaints (chest pain, back pain, or difficulty breathing). The final grade will be out of four total points with the following breakdown:
    - Checklist by standardized patient for Mr. Williams case – 1.3 points
    - Note written on Mr. Williams, graded by clerkship director – 1.3 points
    - Checklist by faculty observing motivational interviewing case – 1.4 points
  - If students do not arrive by their scheduled time or have an unexcused absence on the date of the OSCE, they will receive no credit for the OSCE and no remediation opportunities will be offered.
  - No excused absences with advance notice will be given for the OSCE times. If a student has an unplanned excused absence for the OSCE with appropriate documentation (see note on acceptable documentation under excused absence policy), they will be assigned an “incomplete” grade and be given the opportunity to take the OSCE in a future clerkship month according to the Incomplete Grade policy.

- **Professionalism Checklist**
Students are expected to complete several tasks throughout the rotation to demonstrate time management, organization, and professionalism

- Complete all 10 – 4 points
- Complete 9 – 3 points
- Complete 8 – 2 points
- Complete 7 – 1 point
- Complete 6 or less – 0 points

Tasks to complete:

- PICO Research Project (to be presented at Integrative Medicine and Back Pain session with Dr. Barnett – see Blackboard for instructions)
- Professionalism Reflection Preparation and Participation (read article posted on Blackboard and participate in class discussion)
- Observed patient encounter (completed during preceptor portion of clerkship, any score acceptable)
- Three field notes before mid-month (any score acceptable)
- Five total field notes (at least three before mid-month, at least two after mid-month) before final exam (any score acceptable)
- Two feedback forms from interprofessional team members (average score of 8)
- Arrive on time for didactics, final exam (if in clinic on Friday, arrive at lecture by 1p)
- One45 log partially completed, presented at mid-block session
- Completion of 20 Aquifer fmCASES
- Completion of 4 quizzes with score >70%

If students are unable to attend the PICO Research or Professionalism Reflection session due to an excused absence, they may write a 300-word reflection to be graded by Dr. Huffman and receive full credit for participation in the event.

Incomplete Grades

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course because of illness or substantial grounds beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for the students to finish the remaining work without re-enrolling in the course or attending additional classes.

This policy applies to all courses, both required and elective. “Incomplete” grades received must be satisfactorily removed within one calendar year. If an “Incomplete” grade remains at the end of the calendar year, the grade will lapse to a “no Credit,” “Fail,” or “F.”
Recommended Learning Materials:

- Symptom to Diagnosis, 3e online version
- JAMA Rational Clinical Examination
- Family Medicine PreTest
- Case Files Family Medicine
- First Aid USMLE Step 2CK
- Family Practice Board Review books: Bratton, Swanson, Wilbur, NMS

Recommended Websites:

  - AAFP Website review questions (must be a member, but membership is FREE for students)
  - Review articles
- USPSTF Guidelines http://www.uspreventiveservicestaskforce.org/BrowseRec/Index

Recommended Apps:

- AHRQ ePSS
- AFP by Topic
- Qx Calculate
- ASCVD Risk
- Shots by STFM
- GoodRx
- CDC Vaccine Scheduler
- CDC Contraception
- LactMed
**Excused and Unexcused Absences**

UMKC SOM Policy on Excused Absences from Required Clinical Clerkships

The school recognizes there may be a need for students to take time away from clinical responsibilities, i.e. emergencies, death in the family, hospitalization. Excused absences must be approved by the Clerkship Director and will be accommodated only to the extent that such absences do not interfere unreasonably with the goals and objectives established for the clerkship.

Per Council on Evaluation policy, "A student will receive a 'Fail/No Credit' grade if s/he is absent for any reason, either excused or unexcused . . . More than five working days from a one-month required rotation or more than ten working days from a two-month required rotation."

Students requesting an excused absence from a clinical clerkship for any reason must make arrangements with the Clerkship Director; failure to do so two weeks before the clerkship start date may result in an unexcused absence. Students must complete the "Request for Clinical Clerkship Excused Absence" form and follow the procedures as listed below and on the form:

1. Obtain a Request for Clinical Clerkship Excused Absence form from the website or the student's ETC.
2. Take the completed form to the Clerkship Coordinator FIRST and the Clerkship Director (or docent, in the case of Docent Rotation or Clinic) for their signatures. (Do not just leave the form to be signed; student must speak directly to the Rotation Coordinator and Director to obtain their signature.)
3. The Coordinator will return the signed form to **http://med.umkc.edu/curriculum/clerkship/#residency**

   Unexcused Absences- occur when any of the above conditions are not met. If a student is not excused for an absence the following consequences apply:

   1. Students that receive a single unexcused absence will be notified by the clerkship director and will receive a 0.25 deduction in the professionalism section of their overall clinical performance evaluation score.
   2. For a second unexcused absence, the student will be notified by the clerkship director and their overall clerkship grade will be reduced by one grade level.
   3. For a third unexcused absence, the students will immediately fail the clerkship due to unprofessional behavior.

For any unanticipated absences, students should immediately notify their clerkship director and coordinator by phone AND email at the time of the event or as soon as possible following the event. Upon return, the student is required to submit the Request for Clerkship Excused
Absence form signed by their Docent and submitted to the Clerkship Director (via Clerkship Coordinator).

**Family Medicine Clerkship Specific Policy on Excused and Unexcused Absences**

**Excused absences** will occur in the following situations:

1. **Advance notice:**
   a. Student completes a “Request for Clinical Clerkship Excused Absence” form which is submitted to the Medical Student Education Coordinator, Gayle Price, at gayle.price@tmcmed.org no later than the 14 days before the start of the block. Submissions after this deadline will not be considered.
   b. Students have limited weekend responsibilities and requests for activities on the weekend will be honored.
   c. Reasonable requests for excused absences with notice: conferences at which the student is presenting; court appearances; specialty medical appointments.
   d. *No excused absences will be granted to miss either the orientation session, the OSCE session, or the final examination.*

2. **Emergency situations:**
   a. If a student believes they will not be able to attend required clerkship activities, they should immediately notify by e-mail or phone Medical Student Education Coordinator, Gayle Price, at gayle.price@tmcmed.org and Clerkship Director, Dr. Miranda Huffman, at huffmanmm@umkc.edu. Students should also notify their supervising faculty or resident if they have their contact information.
   b. Students who miss more than one full day (two half days) for personal illness are required to provide written documentation of their illness from a non-related physician, nurse practitioner, or physician assistant (please note that docent physicians should not providing these notes). All other reasons for missed work require documentation to be turned into Medical Student Education Coordinator, Gayle Price, at gayle.price@tmcmed.org, within 24 hours of the absence (e.g., obituary, death certificate, car repair receipt, tow truck receipt).
   c. Reasonable reasons for excused absences in emergency situations: acute febrile illness; acute gastrointestinal illness; illness or injury that requires care in an emergency room or admission to the hospital; death of a close family member (parent, sibling, spouse, child, grandparent, aunt, uncle) or close friend (roommate); non-drivable car.

Up to two excused absences with notice (missing no more than four half days) or up to five excused absences in emergency situations (missing no more than ten-half days) will be allowed. Students may miss no more than ten half-days throughout the rotation. Students who miss more than this will receive an incomplete for the rotation and be expected to complete additional coursework in a future block.
An absence will be considered **unexcused** in any of the following situations:
- The student does not notify clerkship staff within one hour of the missed time.
- The student does not provide documentation to support the missed time within 24 hours of the absence.
- Student misses time for a reason other than those listed above without prior approval of the clerkship director.
- The student arrives more than 30 minutes late for an assigned activity and does not meet criteria for an excused absence.

**Policy on Student Duty Hours for Clerkships and Clinical Rotations**

Clerkships and clinical rotations must be committed to promoting student well-being and to provide a supportive educational environment.

The learning objectives for the clerkship/clinical rotations should not be compromised by reliance on students to see and manage patients

Didactic and clinical education must have priority in the allocation of students’ time.

Duty hour assignments must recognize that faculty and residents collectively have responsibility for the safety and welfare of patients.

Duty hours are defined as all clinical and academic activities related to the program: patient care, administrative duties related to patient care, time spent on-call and scheduled activities, such as a conference.

1. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call.
2. Students must be provided with one day in seven free from all required educational activities and clinical responsibility averaged over a four-week period, inclusive of call.
3. Adequate time for rest and personal activities must be promoted. Students should have 10 hours and must have eight hours, free of duty between scheduled duty periods and after in-house call.

**Call Definitions/Restrictions:**
1. Call is defined by individual clerkships and their policies apply.
2. No continuous on-site call duty should exceed 24 consecutive hours.
   i. Students may remain on duty for up to six additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care.
   ii. No new patients may be accepted after 24 hours of continuous duty.
   iii. Strategies to encourage rest and alertness for learning should be employed by the individual clerkship.
   iv. Students must communicate any deviation to the above “Call Policy” to their Clerkship Director, Clerkship Coordinator, and/or to their Attending.
3. Home call (pager) is not included in these hours of in-house call but students need to report the hours when called in to count toward the 80 hour limit.

4. Students taking at-home call must be provided with one day in seven off from all educational and clinical responsibilities, averaged over a four-week period.

Students’ evaluations of the clerkship will be used to monitor compliance with this policy. Clerkship directors agree to review student evaluations and are prepared to discuss compliance at the clerkship director subcommittee meetings. Council on Curriculum will also review compliance with this policy through the biennial review process. Students may report directly to the Clerkship Director, education coordinator for the clerkship, or the Council on Curriculum if required clinical duties or educational activities exceed the duty hours set forth by this policy.

Call Room Accommodations for Continuous Duty
For any clerkship that requires students to take in-house call for more than 16 hours of continuous duty, students must be provided a call room that allows for student privacy and the opportunity to study or sleep.

http://med.umkc.edu/curriculum/clerkship/#policy

Standards of Professional Conduct

Details of the policies, procedures, sanctions, and due process for violations of the University of Missouri School of Medicine Student Conduct Code are found at:


The clerkship director or faculty member shall report any alleged academic dishonesty to the School of Medicine Honor Council.

Examples of academic dishonesty include, but are not limited to, the following:

**Cheating** — 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; 4) in any way giving assistance to others who are participating in any of the three preceding types of behavior; or, 5) falsifying attendance records or other official documents.

**Plagiarism** — 1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; 2) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or 3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

The detection may involve the use of commercially available software.
Professional Demeanor

Details of the policies, procedures, sanctions, and due process for violations of the University of Missouri Student Conduct Code are found in the University of Missouri Kansas City General Catalogue: [http://med.umkc.edu/docs/coe/COE_Policy_Manual.pdf](http://med.umkc.edu/docs/coe/COE_Policy_Manual.pdf)

Patient Tracking Policy

The UMKC SOM learning objectives are articulated with the Competency-Based Curriculum and all required clinical clerkships must provide students with sufficient and consistent opportunities to satisfy these objectives. It is the responsibility of the individual clerkship faculty to confirm that their clerkship objectives support the goals of the Competency-Based Curriculum. They accomplish this partially by identifying which disease states/conditions/skills/procedures are essential, and partly by stating what level or responsibility should be achieved by each student, and by defining the appropriate clinical setting. Patient Tracking Software (PTS) exists to assist clerkship directors and clerkship faculty in assessing what students are experiencing during their clerkship and how closely they have met previously identified clerkship objectives. PTS also provides assistance to clerkships and the school in meeting the LCME ED-2 standard.

The following principles serve to guide clerkships in meeting this responsibility:

1. Clerkships are responsible for developing a list of clinical encounter and patient-type content (major disease states or conditions or clinical skills/procedures) that each student can reasonably expect to encounter during their clerkship. Most likely clerkships will identify general categories and provide specific disease states/conditions/skills/procedures which correspond to each of the identified categories.

2. The length of the content list(s) should be sufficient to satisfy the core clerkship objectives. At this time, there are no specific requirements on numbers of encounters. The clerkship must provide a mechanism for students to encounter this experience regardless of the time of year the clerkship is scheduled for a student.

3. The numbers of patients necessary to satisfy clerkship objectives is left to the individual clerkships to decide: however, these clerkship-defined numbers must be clearly identified for students.

Requirements on numbers of experiences should be set consistent with the following:

- The necessary time to experience the required numbers of patients should not exceed reasonable work hours for students.
- A single patient may satisfy multiple content items (disease states/conditions/skills/procedures), but the requirements for a meaningful encounter (defined by the clerkship) must be satisfied for each.
The level of student responsibility for each encounter must be defined (participation, observation, etc.), as well as the clinical setting in which the encounter takes place.

As a component of the required mid-rotation assessment, a mid-rotation review of reported PTS activities should be documented by the clerkship director for all students to determine what each student has already encountered and what he/she is likely to encounter over the remainder of the clerkship. A timely review should allow the clerkship director sufficient opportunity to provide the student with a personalized experience to help them meet all outstanding clerkship encounters which may include use of alternative methodology such as Aquifer CLIPP Case(s), fmCASE(s), assigned readings, simulation experience or oral presentation.

4. All students should enter patient data in the PTS on a weekly basis to provide adequate information for the mid-rotation assessment. Students who do not comply with this requirement will be penalized as defined by the clerkship director. Students must enter all required patient data into the PTS by midnight of the last day of the clerkship to show their clerkship requirements have been met. Students who fail to meet this PTS requirement will have their final grade in the clerkship reduced by one level (e.g., honors to high pass).

5. Students are responsible to register with the correct course and section numbers in the UMKC Pathway system in order to maintain correct rosters in the Patient Tracking System. Any discrepancies should be reported to the Clerkship Coordinator and the student’s ETC immediately.

Failure to register correctly does not excuse a student from this Patient Tracking Policy.

http://med.umkc.edu/curriculum/clerkship/#patient

Mid-Rotation Formative Assessment

Each course and clerkship will provide opportunities for formative assessment so that students can ascertain how well they are meeting the objectives of the course or clerkship and have time to correct identified issues. The formative assessment activities will be the responsibility of course directors and may include individual assignments such as practice questions and group activities such as quizzes, discussion of student questions in lecture, etc. Formative assessment in required clinical rotations/clerkships shall include the following: a director’s feedback, delivered in person or electronically, to each student about his/her strengths and weaknesses along with steps to correct deficiencies; a director’s completion of the mid-rotation assessment form on OASIS; an electronic or one-on-one discussion with each student about how well they are meeting clerkship expectations for patient encounters/conditions and performance/observation of procedures, and arrangements for alternate means for students to meet these expectations if need be.

Course Evaluation Compliancy Policy

The School of Medicine continually and systematically collects, utilizes, and responds to students’ feedback regarding medical school courses, rotations, and clerkships. Students’ perceptions are a critical component of the curriculum evaluation process. Student ratings and comments are carefully reviewed by faculty, department chairs, and the Council on Curriculum in order to promote positive curricular change.

Therefore, students are required to complete evaluations of all courses, rotations, and clerkships that the School of Medicine requires by using OASIS. The OASIS evaluation form will be available for student use for a total of 14 days, seven prior to the close of the course, rotation, or clerkship and seven after the course, rotation, or clerkship is over.

http://med.umkc.edu/curriculum/clerkship/#course

Subject Exam Policy

Number of attempts & time allowance to pass Subject Exam:

When a student fails a required subject examination in a clerkship, he/she must post a passing score within a four month period subsequent to the date of the failed examination. A student will be allowed to repeat the subject examination just once during that period. Failure to pass the subject examination within four months will mean failure of and re-enrollment in the clerkship. The subject examination schedule set by the Office of Education Support Services must be followed; no change in the schedule will be allowed except for documented illness or a family emergency.

No-show/unexcused absence:
A “no-show/unexcused absence” on the scheduled NBME subject examination or internally-written date scheduled at the end of the rotation results in a forfeiture of one of the two attempts. A second “no-show/unexcused absence” on an examination date scheduled by the student results in a failure of the rotation.

Multiple Subject Examination Failures
Effective for all first-time takers of subject exams:

1. Any student with two outstanding subject exams in different clerkships will not be permitted to enroll in any required clerkships until he/she has no more than one outstanding subject exam to complete. The student will receive remediation to address his/her difficulties and appropriate advising along with revision of his/her curriculum schedule.

2. If the student then has a third outstanding subject exam, he/she will not be permitted to enroll in any further required clerkship until all outstanding subject exams have been successfully completed.
Failure on First Attempt of Subject Examination/Internally Written Final Exam
Students who fail on their first attempt at a Subject Examination or internally written required examination are NOT eligible to receive Honors or High Pass in that Clerkship.

**Holiday Policy**

1. All students shall receive the following holidays off of rotations:
   a. Independence Day
   b. Thanksgiving
   c. Christmas Day
   d. Labor Day
   e. New Year's Day
   f. Memorial Day
2. Students shall not take call and will be excused by 5:00 pm the night before each of the above holidays.
3. Students will resume rotation duties the morning after each of the above holidays.
4. Each student may also receive one (1) personal day per school year (defined as June 1 through May 31).
5. With discretion of the Clerkship Director(s) students may also request other days off in keeping with current "Clinical Excused Absence and Interview Policy".
6. Clinical Clerkship Excused Absence forms must be obtained from the Student Affairs Office and returned to the Student Affairs Office with required signatures.
7. Student Personal Holiday Policy applies to Year 3, 4, 5, or 6 students for clinical experiences only.
8. The **Student Personal Holiday Request Form** must be filled out for the personal day and turned in at least 30 days before the beginning of their clerkship during which their holiday falls.
   a. Example: If your requested date is during a May clerkship (May 1-31), the deadline to submit your Request Form is March 31.
   b. This deadline also applies to dates requested during the 2nd month of a 2-month clerkship. For example, if your requested date falls in June during a May-June clerkship (May 1-June 30), the deadline to submit your Request Form is March 31.
9. No student will be excused on the date of a scheduled subject, clerkship, elective, or other exam.
   a. **NOTE:** It is the student's responsibility to make sure their holiday does not coincide with an exam.

[http://med.umkc.edu/docs/sa/Forms/Personal_Holiday_Request.pdf](http://med.umkc.edu/docs/sa/Forms/Personal_Holiday_Request.pdf)

**Inclement Weather Policy**
Should the Chancellor determine that classes are to be cancelled and/or the University closed due to inclement weather, the following steps shall be implemented for courses and clerkships by the School of Medicine:

If UMKC Volker campus has closed, there will be no School of Medicine course activities that day. This includes regularly scheduled lectures, laboratories and learning activities.

**Clinical activities will also be suspended in the following way**

1. If notification occurs by 5:30 a.m. using the UMKCAlert! System students are excused from clinical duties. The UMKC SOM will communicate an announcement from the Dean’s office by email to course directors, clerkship directors, program directors, and UMKC faculty and staff when this has occurred. Clerkship directors will also make efforts to communicate to faculty and to students on their rotation either by email or through Blackboard when clinical duties are suspended. Students do not report for clinical duty for that day. Students will also receive communication from the Dean’s office by email but may call or communicate with their clerkship director, attending or supervisory resident, or the coordinator for the clerkship to confirm.

2. If notification occurs during the day or before 3:00 p.m. for evening events and classes, the UMKC SOM will communicate an announcement from the Dean’s office to course directors, clerkship directors, program directors, and UMKC faculty and staff when this has occurred. Specific information regarding the weather status at the School of Medicine will be placed on the SOM website and SOM primary telephone number (816-235-1808) to reflect the same weather closure information on the UMKC primary website. The site and telephone recording will reflect information regarding any testing schedules that may be affected. Students should be excused immediately from clinical duties in order to return home safely. Clerkship directors should also make efforts to communicate to faculty, residents, and to students on their rotation by email or through Blackboard when clinical duties are suspended, especially if students will be coming to the hospital for clinical duties after business hours. Students will also receive communication from the Dean’s office by email but may call or communicate with their clerkship director, or attending or supervisory resident, or the coordinator for the clerkship if before 5:00 pm. If the closure occurs during a scheduled internal clerkship examination, contact the coordinator for information on when the examination will be rescheduled.

3. **Subject examinations**
   a. If classes are cancelled at the time a subject examination is scheduled, the Office of Medical Education and Research will not administer the subject exam that day, but will reschedule it for the following evening. For CBSE on Saturdays, OMER will notify students and proctors by e-mail that it will be rescheduled and depending on the weather possibly for Saturday afternoon or Sunday afternoon.
   b. For students on Preceptorship, refer to the syllabus on the procedure for inclement weather that occurs for your area.
c. Students will be responsible for providing up-to-date e-mail addresses on OASIS and for checking their e-mail for notification

**Family Medicine Specific Inclement Weather Policy**

If Lee’s Summit school district is closed due to snow or icy conditions (but not if closed due to cold), students are not required to report to clinical duties and should use the time as independent study. If students are concerned about their safety when reporting for evening call, they should contact the student coordinator for guidance.

**RESOURCES & POLICY STATEMENTS**

**Academic Calendar**
Students are encouraged to review important add, drop or withdraw dates: [http://www.umkc.edu/registrar/acal.asp](http://www.umkc.edu/registrar/acal.asp)

**Academic Honesty**
The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism or sabotage, is adjudicated through the [University of Missouri Student Conduct Code](http://www.umkc.edu/registrar/acal.asp) and [Rules of Procedures in Student Conduct Matters](http://www.umkc.edu/registrar/acal.asp).

*(Academic units may have additional student codes of behavior to be referenced, i.e. Honor Codes.)*

**Academic Inquiry, Course Discussion and Privacy** *(Choose one of the following to include in the syllabus-- Faculty allowing recording or Faculty not allowing recording.)*

**Faculty allowing recording** - University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in [Section 200.015 of the Collected Rules and Regulations](http://www.umkc.edu/registrar/acal.asp). In this class, students may make audio or video recordings of course activity unless specifically prohibited by the faculty member. However, the redistribution of any audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the faculty member and of any students who are recorded, including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

**Attendance Policy**
Students are expected to attend and participate in classes. Advance notice of attendance policies of academic units and individual instructors should be given, and such notice should be in writing. Students should notify instructors of excused absences in advance, where possible.
Students who have an excused absence are expected to make arrangements with instructors for alternative or makeup work. Such arrangements should be made in advance of the absence, where possible. Instructors should accommodate excused absences to the extent that an accommodation can be made that does not unreasonably interfere with the learning objectives of the course or unduly burden the instructor. Attendance policies shall be applied in a non-discriminatory manner.

Campus Safety
Inclement weather, mass notification, and emergency response guide: 
http://www.umkc.edu/umkcalert/

Counseling and Health Services Available at UMKC
UMKC students may experience many challenges in their lives while attending college – stress, depression, suicidality, trauma, relationship issues, health concerns, etc. As your professor I care about your success and well-being, and want to make you aware of some helpful resources on campus. The UMKC Counseling Center (http://www.umkc.edu/counselingcenter/), located at 4825 Troost in Room 206, offers a wide range of supportive services to students. Appointments can be made by calling 816.235.1635. UMKC Student Health and Wellness (http://info.umkc.edu/studenthealth/), located at 4825 Troost in Room 115, offers a full range of health care and promotion services. Appointments can be scheduled online or by calling 816.235.6133. The MindBody Connection (http://www.umkc.edu/mindbody/) is located in the Atterbury Student Success Center in Room 112 and offers a variety of stress-reduction services.

Disability Support Services
To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Services for Students with Disabilities (OSSD) as soon as possible. To contact OSSD, call (816) 235-5696. Once verified, OSSD will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. For more information go to http://www.umkc.edu/disability/

English Proficiency Statement
Students who encounter difficulty in their courses because of the English proficiency of their instructors should speak directly with their instructors. If additional assistance is needed, students may contact the UMKC Help Line at 816-235-2222 for assistance.

Grade Appeal Policy
Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. The University grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:
• The assignment of a grade to a particular student on some basis other than the performance in the course.
• The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (Note: Additional or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)
• The assignment of a grade by a substantial departure from the instructor’s previously announced standards.

Discrimination Grievance Procedures for Students
Discrimination Grievance Procedures for Students can be found here:  
http://www.umsystem.edu/ums/rules/collected_rules/grievance/ch390/grievance_390.010

Statement of Human Rights
The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. Commitment to the policy is mentored by the Division of Diversity, Access & Equity, but it is the responsibility of the entire university community to provide equal opportunity through relevant practices, initiatives and programs.

Title IX
Under the University of Missouri’s Title IX policy, discrimination, violence and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC’s Title IX Office webpage (http://info.umkc.edu/title9/) or contacting UMKC’s Title IX Coordinator, Mikah K. Thompson (816.235.6910 or thompsonmikah@umkc.edu).
Additionally, you can file a complaint using UMKC’s online discrimination complaint form, which is located at http://info.umkc.edu/title9/reporting/report-online/

While most UMKC employees are required to report any known or suspected violation of Title IX, students may seek confidential guidance from the following campus locations:

<table>
<thead>
<tr>
<th>UMKC Counseling Service Volker Campus</th>
<th>UMKC Counseling Service Health Sciences Campus</th>
<th>Student Health and Wellness</th>
</tr>
</thead>
<tbody>
<tr>
<td>4825 Troost Ave, Suite 206</td>
<td>Health Sciences Building 1418 2464 Charlotte</td>
<td>4825 Troost Ave., Suite 115</td>
</tr>
<tr>
<td>Kansas City, MO 64110</td>
<td>Kansas City, MO 64108</td>
<td>Kansas City, MO 64110</td>
</tr>
<tr>
<td>Phone – (816) 235-1635</td>
<td>Phone – (816) 235-1635</td>
<td>Phone - (816) 235-6133</td>
</tr>
<tr>
<td></td>
<td>(open Tuesdays, 1-5pm)</td>
<td></td>
</tr>
</tbody>
</table>
UMKC Connect
Important information is available to undergraduate students in UMKC Connect accessed through Blackboard. Throughout the term, students may receive emails regarding course grades or academic performance. Students are expected to address information posted in a timely fashion. This information may be shared with the student’s Success Network made up his or her academic advisor(s) and other campus resources so that UMKC may fully support the student’s success.

Note on Externship Students
The FM I Clerkship is a one month required rotation scheduled during Year 4. At various times throughout the year, an externship is offered to medical students from UMKC and outside institutions. UMKC students are given priority for scheduling for the clerkship activities. Externs are given a separate and unique curriculum/schedule from the clerkship students.