



Just Tell Me What I Need to Know

Orientation for Clerkship Coordinators in Medical Student Education

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JUST TELL ME WHAT I NEED TO KNOW!

AN ORIENTATION FOR CLERKSHIP COORDINATORS IN MEDICAL STUDENT EDUCATION

The intent of this orientation handbook is to provide you with a framework of medical student education at UWSMPH and to give you a quick reference guide for the resources you may routinely need.

Coordinators play a key role in successful medical education programs. Coordinators who are properly oriented are able to learn the many facets of the job more quickly and function at a higher level overall. An orientation that includes an overview of school structure, a summary of policy and procedures, and an explanation of processes also results in parity across sites in a statewide campus.

Medical student education is a fast paced environment and is always changing whether you are a University based coordinator or a hospital/clinic (regional) coordinator. Each semester will bring exciting new challenges and opportunities. Your fellow coordinators are available for assistance and guidance, please see the contact list on the Coords/Admins Learn@UW site (for access to the site, see page 5 of this document).

Whether you are a novice or seasoned coordinator this orientation handbook is for you.

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This handbook will be reviewed and updated at regular intervals. Due to the curriculum transformation, the first review will occur in June 2014. Your feedback will be requested at that time via an online survey. Thereafter, the handbook will be reviewed annually and your feedback will again be sought.

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UWSMPH Clerkship Coordinator/Administrator Orientation

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UWSMPH Clerkship Coordinator/Administrator Orientation

List of Contacts

This list contains confidential contact information. Please do not distribute.

Accommodations	
Affiliation Agreements database – access	
Bloodborne Pathogens Exposure	
Email listserve – students, to obtain access to:	
Emergency Fund – students	
Exams, NBME	
Houses (Learning Communities, students)	
ID badges – students	
Learn@UW https://learnuw.wisc.edu/	
Leave of Absence (LOA) & Drops	
Letter of Good Standing and Sterile Technique	
Locker rooms – access for students	
Lockers – students	
Mailboxes – students, to obtain access to:	
Medical Education Office (MEO)	
Mistreatment or Harassment of Students	
New Course – creating a New Course	
OASIS	
Ombuds Office	
On call rooms, to obtain door code(s):	
Operating Room (OR)-access UWHC	
OSCE – scheduling and general information	
Pagers – students	
Plagiarism	
Scrubs UWHC Scrubs Meriter (also for ID badge, EMR) Scrubs St. Marys (also for ID badge, EMR)	
Transportation Services, UW	
Visiting Students	
White Coat, students	
YEPSA	

Role of the Clerkship Coordinator/Administrator

The role of the clerkship coordinator/administrator is complex and encompasses a comprehensive list of responsibilities. These professionals are organized, efficient, flexible and trustworthy. They facilitate, advocate and problem solve. Multiple titles are associated with this position, such as education coordinator, curriculum coordinator, and student coordinator. For the purposes of this handbook the term 'Coordinator' will be used.

Coordinators at the University of Wisconsin School of Medicine and Public Health (UWSMPH) are responsible for all aspects of the clerkship or course. This can include overall orientation, curriculum, tracking requirements, evaluation and everything in-between. These responsibilities encompass all students including traditional, TRIUMPH, WARM and visiting students.

Madison Coordinators work closely with regional site Coordinators and consider them partners in the successful implementation of the clerkship. Simply put, the regional coordinators provide structure, support and organization for our students in our statewide campus.

Each department, division or site is responsible for determining the job duties of their coordinator(s).

Problem Solving

When problems arise, many times the Coordinator is the first to know. From students dropping in unexpectedly with concerns to faculty needing resources quickly, the Coordinator is the “go-to” person. A calm demeanor and can-do attitude are critical characteristics needed in these situations. Attentive listening can also be effective.

When faced with student concerns, it is helpful to first consider existing SMPH and/or clerkship policy. It is essential that all students are treated equally and fairly. Therefore, when weighing options, it is important to remember your actions may set a new precedent and others will expect the same. Coordinators are encouraged to consult with one another in an effort to enhance communication and increase parity across sites. A list of Coordinators is available on the Coords/Admins Learn@UW site.

Please contact **Christie Legler**, UWSMPH Madison (Christie.legler@fammed.wisc.edu); **Elizabeth Bingman**, UWSMPH Madison (bingman@surgery.wisc.edu) or **Morgan Rabatine Nagel**, Bellin Health Green Bay (MJRaba@bellin.org) for access to the Coords/Admins Learn@UW site.

*Communication is key – and a consistent exchange of information is encouraged and supported. All clerkship and course Coordinators/Administrators are invited to attend the Coords/Admin meetings either in person or by phone. This is a great opportunity to share ideas, problem solve, learn from each other and support one another. For additional information, see **Appendix A** [Coords/Admin meeting schedule].*

Professional Development Opportunities – Clerkship Coordinator

UWSMPH Coordinators/Administrators Meetings

The Coordinators/Administrators meet every other month to review updates, discuss current issues and identify solutions to problems. By connecting Madison and regional coordinators we are able to increase parity across sites and learn from one another. Notices and new information are shared via the Coords/Admins list serve. All Coordinators and Administrators are welcome! For additional information or to be added to the listserve, contact Christie Legler (Christie.legler@fammed.wisc.edu).

UWSMPH Medical Education Day

Medical Education Day is held each year in Madison to provide updates on the MD curriculum; faculty and staff development and opportunities for collaboration between Madison clerkships and regional sites across the state. Most clerkships take advantage of this opportunity to meet with their statewide partners after Med Ed Day.

Coordinator specific sessions are offered each year at Medical Education Day. Coordinators present relevant topics to their peers in a welcoming and friendly setting. This is a great opportunity to practice your presentation skills. All coordinators are encouraged to attend.

Certification in Undergraduate Medical Education

The Administrator/Coordinator Certification in Undergraduate Medical Education (ACUME) is a robust certification process developed *by* clerkship coordinators - *for* clerkship coordinators. The certification process involves three required workshops followed by participation in select professional development activities and concludes with the creation of a portfolio and monitored assessment. <http://acumecertification.com/>



Administrator Certificate Program

The Clerkship Administrator Certificate Program is offered through the Central Group on Educational Affairs (CGEA). Participants attend three workshops and complete a career enhancement project. <http://www.cgea.net/brochureCACP.pdf>

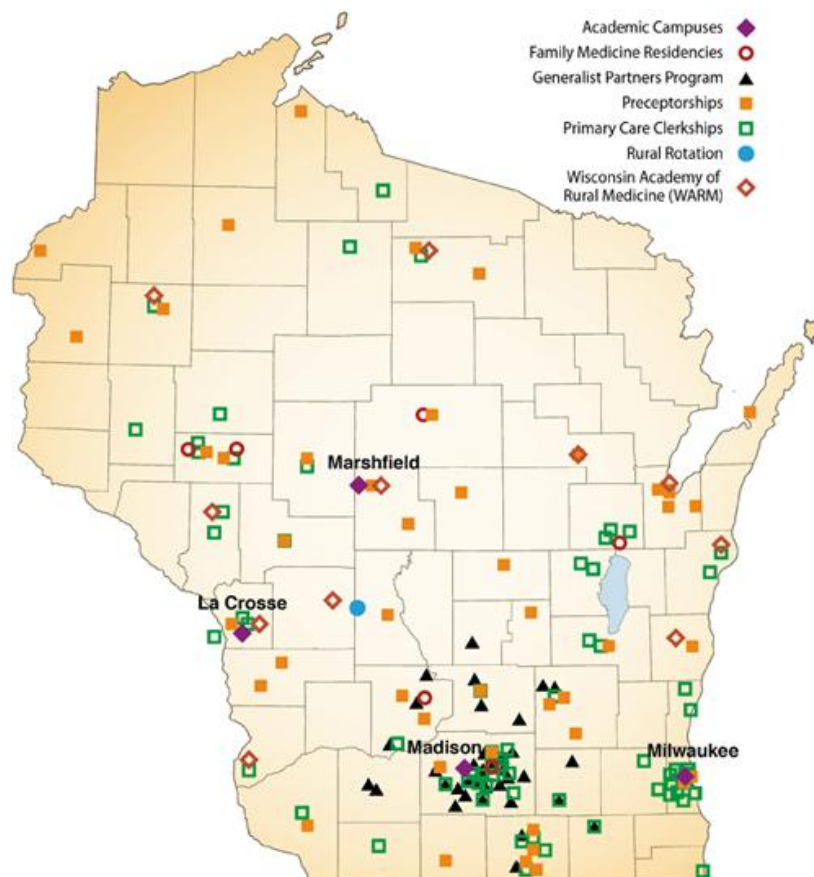


University of Wisconsin
**SCHOOL OF MEDICINE
AND PUBLIC HEALTH**

UWSMPH – An Overview

The UW School of Medicine was founded in 1907 as a two year basic science program. In 1925 it became a four year program, and in 2004 moved to the Health Science Learning Center (HSLC). We became the School of Medicine and Public Health in 2006 signaling the transformation to the nation's first school to fully integrate public health and medicine. UWSMPH has four major sites on the UW campus: the Health Sciences Learning Center that houses education, administration and the Ebling Library; the Medical Sciences Center (MSC) where education and research are conducted; the Clinical Science Center (CSC) where education, research and patient care take place through the UW Hospital and Clinics, the American Family Children's Hospital and the Carbone Cancer Center; and the Wisconsin Institutes for Medical Research (WIMR) where interdisciplinary research is conducted.

The UWSMPH has more than 1,200 faculty members in clinical, basic and applied science departments, as well as many supporting institutes and centers across the UW Madison campus. Students are taught by faculty, residents and fellows in a variety of clinical departments and by hundreds of volunteer clinical faculty and residents around the state – creating a unique statewide campus.



Clinical Departments include:

Anesthesiology, Dermatology, Family Medicine, Human Oncology, (Internal) Medicine, Neurological Surgery, Neurology, Obstetrics and Gynecology, Ophthalmology and Visual Sciences, Orthopedics and Rehabilitation, Pathology and Laboratory Medicine, Pediatrics, Psychiatry, Radiology, Surgery, and Urology.

Degree programs offered at UWSMPH include:

MD Program, MD/MPH Program, Medical Scientist Training Program (MD/PhD), Graduate Programs, Master of Public Health, Genetic Counseling Program, Doctor of Physical Therapy, Physician Assistant Program, Radiologic Technology School and Ultrasound (Sonography) School.

The MD Program at UWSMPH

In the first year of medical school, students work to increase their knowledge and understanding of the biology of the normal human. The curriculum includes molecular, cellular and organ systems approach to normal structure and function. There is an emphasis on development of beginning doctoring skills and medicine from a public health viewpoint. Year two builds on what was learned in year one, with a focus on disease process and therapeutics.



The Patient, Doctor and Society (PDS) course is part of the first and second year curriculum. PDS 1 through PDS4 is a four semester course that teaches the biological, psychological and social aspects of patient centered care. The course also teaches students effective communication skills, physical examination skills, professionalism, evidence based medicine and health care in society. Students attend lectures, case conferences, small groups and clinic visits.

The PDS clinic visits are referred to as the 1st and 2nd Year Preceptorship Program (formerly called Generalist Partnership Program, or GPP). Students are matched with a generalist preceptor and spend at least three sessions during the semester at his/her clinic. These sessions provide students with the opportunity to interact with patients and develop their communication and physical examination skills.

In the third and fourth years, students rotate through required and elective clinical clerkships and courses across Wisconsin. UWSMPH uses a statewide campus to provide students with a firsthand understanding of diverse health care delivery systems. The fourth year is tailored to each student's interests and career goals.

In 2013 UWSMPH leadership announced a curriculum transformation intended to, *"longitudinally integrate basic biomedical science, clinical training, public health, humanism,*

and interprofessional experience into our education and training programs". Early transformation workgroups began to form in June with later workgroups planned for the fall and winter. The full rollout of the new curriculum is expected in the fall of 2015.

Other Medical Student Training Programs

MD/MPH Program (MD with Masters in Public Health)

The MD/MPH degree is a five-year program for students interested in becoming fully trained in public health. Students typically complete their Masters in Public Health (MPH) degree between their 3rd and 4th years of medical school. This includes about 30 credits of required course work (with an additional 12 credits taken during medical school). Students then re-enter their 4th year of medical school and resume clerkships, courses and interviews for residency. Students must apply and be admitted to the MPH program separately.

Medical Scientist Training Program (MSTP – also called MD/PhD)

The Medical Scientist Training Program provides integrated graduate training in scientific research and clinical medicine leading to the MD/PhD degree. Students in the MSTP program typically complete the first two years of medical school while also doing research rotations. A ward clerkship is taken during the summer after second year and a longitudinal clinical experience is taken throughout graduate school to minimize the transition between graduate studies and medical studies. Students spend about four years on their PhD work and then return to the third and fourth year clerkships.

Public Health Path of Distinction (PoD)

This new course began in January 2013. It was created to provide a formal option for medical students to merge their medical training with the principles of public health. Students in the PoD program participate in a meaningful series of courses and service learning experiences.

Training in Urban Medicine and Public Health (TRIUMPH) Program

The TRIUMPH program was established in 2008 to address the shortage of physicians in urban areas of Wisconsin. The program combines existing third year clerkships in Milwaukee, the 4th year preceptorship, electives and community and public health experiences. Students interested in reducing health disparities and working with urban populations can apply for the TRIUMPH program during their second year of medical school. In 2011 TRIUMPH increased its capacity by creating an abbreviated version of the program called Mini-TRIUMPH. In 2014 the program increased capacity again, creating more spots for full TRIUMPH (and discontinuing Mini-TRIUMPH). Students in the TRIUMPH program participate in the lottery scheduling process, however they have limited grids to choose from based on capacity at TRIUMPH teaching sites.



Madison Campus Note ~

The Madison central clerkship is ultimately responsible for all aspects of the rotation for all students including TRIUMPH and WARM students. This includes assuring all students receive the clerkship's orientation, curriculum and evaluation. The central clerkship is also responsible for assuring all students meet the clerkships ED2 and documentation requirements (see pages 30 & 67) and other curricular activities. The central clerkship configures and maintains all grades and reviews grade distribution annually to assure all sites are within Educational Policy Committee (EPC) guidelines for grade distribution.



Regional Campus Note ~

As an extension of the UWSMPH system some but not all sites host TRIUMPH and WARM students. Regional coordinators should work closely with Madison clerkship coordinators to assure all students are provided with the support and tools needed to be successful.

Wisconsin Academy for Rural Medicine (WARM) Program

The WARM program was created to address the shortage of physicians practicing in rural areas of Wisconsin. Students interested in the WARM program apply through a separate competitive admission process (not through the traditional UWSMPH process). The goal of the WARM program is to admit students who plan to practice medicine in rural communities, ultimately helping to improve the health of the area.

WARM students spend the first two years in Madison and then relocate during their 3rd and 4th years to complete the clinical requirements. Students are matched with a site (La Crosse, Green Bay, Marshfield) for their clinical training. During the fall of their second year, WARM students meet to decide their placements based on personal interest and capacity of the sites. If the group is not able to come to consensus, they use a lottery to determine sites.

Rural and Urban Scholars in Community Health (RUSCH)

The RUSCH program is a pre-med pipeline developed by UWSMPH in partnership with UW-Milwaukee, UW-Platteville and UW-Parkside. The RUSCH program selects student from diverse backgrounds who demonstrate an interest in practicing rural and urban medicine in underserved areas of Wisconsin. Students are selected through a competitive process.

Visiting Students

UWSMPH accepts US visiting medical and osteopathic students in their final year of training. Visiting students may apply for 4 to 8 week rotations. Visiting students are

required to complete the SMPH application process as outlined on the visiting medical student web site. <http://www.med.wisc.edu/education/visiting-students/main/377>. Some departments require additional information and/or steps in the application process and that information is outlined on the visiting medical student web site under Department Links. Visiting student applications typically open in April or May each year, after all SMPH students have been placed into clerkships/courses. Each clerkship/ course determines their capacity for visiting students and enters that information into OASIS. UWSMPH does not provide housing or parking for visiting students. Departments may elect to assist visiting students with housing or parking if they so choose.

Clinical Years Requirements for the MD Program

The UWSMPH determines the Clinical Years Requirements for students seeking an MD degree. Please see **Appendix B**, Clinical Years Requirements, or the Coord/Admins Learn@UW site.

Each student, regardless of training track is required to complete a variety of core and required clerkships. Core clerkships are scheduled during the 3rd year of medical school and typically must be completed before the student may progress to the next year.

Core Clerkships include:

Core clerkships include 3rd year Internal Medicine, Surgery, Primary Care, Pediatrics, Ob/Gyn, Psychiatry and Neurosciences

Required Clerkships include:

Anesthesiology and Radiology, both of which can be taken during the 3rd or 4th year.

Required clerkships may be completed in the 3rd or 4th year. All medical students, regardless of training track must successfully complete each Core Clerkship and Required Clerkship in order to graduate from the MD program.

A total of 80 credits are required for graduation from the MD program. Students are expected to earn 48 credits during the 3rd year through core and required clerkships/courses and electives followed by 32 credits in the 4th year through required clerkships/courses and electives. Typically each week of a clerkship or course translates into one credit.

During the 4th year, 18 credits must be earned in clinical care electives within the UW clinical campus – including La Crosse, Marshfield and Milwaukee sites as well as the 4th Year Preceptorship. Research, Extramural Electives and some Individualized 4th Year Clerkship rotations do not meet this requirement. Students should be referred to Student Services for questions relating to required credits.

Capacity, Grids, Lotteries and Student Schedules

Capacity

Each clerkship/course is responsible for determining the number of students they can accommodate at each of their teaching sites, for each of their teaching periods. Student services will communicate the number of students expected to advance to the 3rd year. This number will include students returning to clinical responsibilities from other programs such as MD/PhD and MPH. Typically SMPH negotiates the number of students to be assigned at our large partner sites (i.e. Gundersen- La Crosse, Aurora-Green Bay and Milwaukee, and various Marshfield Clinic sites). Clerkship coordinators and directors are responsible for reporting the number of students that can be accommodated in Madison, as well as providing overall capacity limits at each site, for each teaching period. For example, a clerkship that sends students to four different sites would report on the capacity for each site, for each of the clerkship periods/dates.

Grids

Each spring, student schedules are created using a complex system of grids and lotteries. The process begins with Student Services using clerkship capacity information to create scheduling grids. The grids offer students a variety of options regarding the sequence in which they will complete clerkships. The grid options are offered to students and they rank their priority order for desired clerkship(s), and also their location preference (ie Green Bay, La Crosse, Marshfield, Milwaukee, Madison). Student choices are processed through a series of lotteries in OASIS resulting in student schedules for the academic year.

Schedules

Once lotteries have been run, student schedules will appear on OASIS. Some changes will occur throughout the year due to a variety of circumstances. Students with unique situations may request all their clerkships be scheduled in Madison. In these cases, students work directly with Student Services to gain approval and scheduling assistance.

Calendars, Dates, and Events

Teaching dates

Teaching dates are set by the medical school each year and include clerkship/course start and end dates with the final Friday typically designated as exam dates. Clerkships have some autonomy in setting exam dates, however most continue to hold exams on the last one or two days of the rotation. The overall exam schedule and other details can be obtained by contacting the Medical Education Office, Assessment and Testing staff.

3rd and 4th year medical students typically begin the academic year on the first Monday after the 4th of July holiday. Students have winter break the last week of December and first week of January, starting rotations again the following Monday. Summer break typically

occurs the last week in June and first week of July. Please see [Appendix C](#) or the Coord/Admins Learn@UW site.

Holidays – excused

In addition to winter and summer break, all students are excused on the following holidays: Labor Day, Martin Luther King Day, Memorial Day and Thanksgiving Day. Note: students in Core Clerkships and Required Clerkships are excused the Wednesday before Thanksgiving beginning at 5:00 PM through Sunday. Students in other clerkships (ie 4th year courses/electives) are expected to follow the rotations schedule and may be expected to work on the Friday after Thanksgiving as well as the weekend.

In accordance with Faculty document 488a, faculty are asked not to schedule mandatory exercises on certain dates including Rosh Hashana (begins at sundown), Yom Kippur (begins at sundown), Thanksgiving, Good Friday and Commencement weekend. The Medical School Teaching dates (with list of holiday dates, required attendance, etc) is available on the Coord/Admin Learn@UW web site.



Madison Campus Note ~

All students are expected to attend Core Days in Madison regardless of the track (traditional, TRIUMPH, WARM). Madison coordinators should communicate dates of Core Days & holidays at the beginning of the academic year. It is also helpful to send a reminder note to regional coordinators as the year goes on.

Core Curriculum & Advising Days

During the third and fourth years, all students in the MD program at UWSMPH are required to attend Core Curriculum and Advising Days at the Health Sciences Learning Center in Madison. The first Core Day is the Transitional Clerkship, held in July which orients students to their clinical years. Please see [Appendix D](#) for the Core Day schedule (traditional and WARM students) or the Coords/Admins Learn@UW site.

The WARM program conducts additional Core Days specifically for WARM students. The Core Days are held at the main WARM hubs (La Crosse, Marshfield, Green Bay-Aurora).

Transitional Clerkship

Prior to beginning the 3rd year, students are required to participate in the Transitional Clerkship. This 2-3 day event provides an orientation to the clinical years and is considered the first of the Core Curriculum Days. A variety of useful topics are



Regional Campus Note~

Regional coordinators will need to work CORE days into their medical student calendars and remind the teaching team that students will not be in the Hospital or Clinic on these dates. Please reference the CORE Day Release Policy, which can be found on the Coords/Admins Learn@UW site.

covered including patient safety, EMR compliance, working on an inter-professional health care team and strategies for success. In addition, students are taught to gown and glove, receive training in the UWHC EMR and meet with 4th year medical students for question and answer sessions. Pager distribution occurs at on the final afternoon of Transitional Clerkship (with the exception of WARM students who will spend their 3rd year away from Madison).

Leave of Absence (LOA)/drops

Students may request a leave of absence through the Student Services Office. Students granted a leave are dropped from clerkship rosters on OASIS. When the student is ready to resume clinical clerkships, the Student Services Office will work with the student to re-register and re-create a grid/schedule. Coordinators should communicate with student services as needed regarding their clerkship capacity.

Changes to new year – July!

Prior to the start of each academic year, clerkships review their ED2 requirements (see pages 30 & 67), grading rubric and overall curriculum. Any changes involving assessment and grading must be made prior to the start of the year to assure all students are evaluated fairly and consistently. That said, clerkships may pilot a change in the curriculum or requirements partway through the year to gauge its merits prior to full implementation. The key is: configuration of grades does not change.

Policies

UWSMPH policies include (but are not limited to) the following:

- Clerkship Exam Policy
- Clinical Years Attendance Policy
- Core Day Dismissal Policy
- HIPPA and FERPA
- Last Clinical Day Release Policy
- Match Day Policy
- Mobile Device Policy
- Plagiarism and Professional Behavior Code
- Snow and Safety Emergencies Policy
- Work Hours Policy

Please see Appendix or the Coords/Admins Learn@UW site for copies of current policies.



Regional Campus Note ~ Please make your teaching staff aware of the policies applicable to hosting students. You will need to follow SMPH policies related to absences, grading, evaluations, etc and your site policies relating to EMR, etc.

Clerkship Exam Policy

Students are expected to take clerkship exams as scheduled. However there are times when a student must reschedule an exam due to personal or family illness, etc. The Clerkship Exam Policy details the required steps students must follow to reschedule an

exam. It also provides direction for students who postpone or fail an exam and lists the school's exam make up dates. [See Appendix E.](#)

Clinical Years Attendance Policy

Students are expected to participate in all clerkship activities as assigned. The UWSMPH Clinical Years Attendance Policy clearly outlines the process for granting time off to students, the amount of time allowed and in what instances time off is granted. It goes without saying students are excused for personal health appointments, personal illness and family illnesses. That said, students may be required to make up time if they exceed the limit for time off.



While it is the student's responsibility to communicate absences with their attending/team, it is helpful to all when the Coordinator facilitates the communication as well.

Students in the 4th year request time off for interviews and Step 2 exams by submitting a Request for Absence from a Clerkship form. The policy states students are also expected to submit a copy of either the Step 2 or interview confirmation. The amount of time allowed off is based on the length of the clerkship. That said, it's important to recognize interviews and Step 2 exams are a part of the student's training and subsequent match. Therefore, we need to do our best to work with students to facilitate the time off and schedule make up work as needed. This may be easier for Clerkships with weekend and call responsibilities, but creative solutions are appreciated by all. [See Appendix F.](#)



Core Day Dismissal Policy

This policy outlines the release time for students to return to Madison for Core Day activities. The release time is based on their proximity to Madison (i.e. more or less than a 2-hour drive away). This policy can also be referred to when determining release time for students to return for other exams. As always, weather should be taken into consideration when students are expected to travel. [See Appendix G.](#)

HIPPA and FERPA

The Health Insurance Portability and Accountability Act (HIPAA) was enacted in part to maintain the privacy of patients' medical and personal information by creating national standards to protect personal health information. HIPAA sets boundaries on the use and release of these records. [See Appendix H.](#)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the privacy of student educational records, access to those records, and disclosure of information from them.



Madison Campus Note ~ Coordinators may only share basic student information i.e. name, photo and contact information - with the site coordinators and those working with the student (faculty, nursing, & those facilitating training in the EMR, etc). Coordinators may not provide information to parents, family, friends or other students. If a site requires information such as copy of TB testing or titers you may contact the student and ask him/her to provide the information to the site or you can offer to send on his/her behalf. It is recommended you have the consent in writing via email.



Regional Campus Note ~

FERPA means you can't forward the student's information to a third party without their permission. This also means that when communicating with students prior to their arrival you can't share names or contact information of other students that will be rotating at the site during that time.

Last Clinical Day Release Policy

Most students assigned to regional sites, will return to Madison for exams. These students need adequate time to check out of their housing and safely travel back to Madison. It is also important that students are released from their clinical duties in the least disruptive manner. This policy gives regional sites the ability to release students at noon, therefore reducing any distraction created. [See Appendix I.](#)

Match Day Release Policy

Fourth year students are excused to participate in Match Day activities and are not to be assigned to call the night before. This policy also states release times for students at regional sites. [See Appendix J.](#)

Mobile Device Policy

This policy provides guidelines for students regarding the use of mobile devices in the clinical setting and what is considered appropriate and professional. [See Appendix K.](#)

Plagiarism and Professional Behavior Code (also see Professionalism)

UWSMPH policies on plagiarism are consistent with Chapter 14 of the University of Wisconsin System Administrative Code (UWS14) on academic misconduct. Plagiarism is a serious violation and will not be permitted. **See Appendix L.**

Record Retention

It is important to review and understand record retention policies. At a public institution such as UW, this can cover everything from meeting minutes to grade disputes. Records and information, regardless of format are subject to state and federal records laws as well as University policies.

Record retention at UW can be complicated. Several factors are taken into consideration including the enrollment status of the student and whether the student was admitted or not. Additional information and the records schedule is available on the UW Madison web site:
<http://archives.library.wisc.edu/records/rda.html#general-records>



Regional Campus Note ~

You will need to check with your specific policy, if one exists, however many institutions keep records (signed forms, immunizations, exams, evaluations, etc) for a minimum of 7 years.

Religious Observance

In accordance with Faculty document 488a, faculty are asked not to schedule mandatory course requirements on dates when a religious observance may cause a substantial number of students to be absent. However, a conflict can still arise for an individual student. When this occurs, the student must submit a Request for Absence From a Clerkship form to the clerkship/course coordinator. These requests should be approved whenever possible. If the time requested off exceeds the limit, students should be provided with options to make up the time and/or work.

Snow and Safety Emergency Policy (Inclement Weather)

It is important to be clear about your clerkship's expectations regarding inclement weather. The UW policy states if the UW Madison campus closes, all UW students are excused. However, students may be at sites outside of Madison that are not affected by weather. In those instances, Madison coordinators should communicate with regional coordinators and students to prevent any confusion about expectations. **See Appendix M.**

It is also important to recognize the varying levels of ability and comfort when it comes to driving in snow and inclement weather. Students should be given plenty of time to travel including when returning to Madison for exams. Input from the regional site coordinators is instrumental when these situations arise. It's also important to note, site coordinators

may need to travel during inclement weather in their area, and consideration of their circumstances is also warranted when releasing students from regional sites.

Work Hours Policy

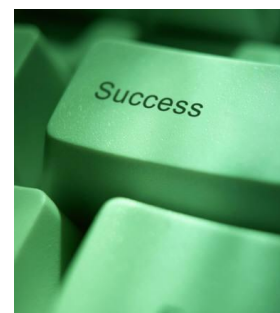
The work hours policy limits students from working more than 80 hours on average per week. Students will work more hours when taking overnight call, therefore the average number of hours is considered, not daily hours. A copy of the policy is available on the Coords/Admins Learn@UW site and includes the reporting contacts if a student feels they have worked hours in excess of the policy. Each student is asked to report this (yes or no) on the course evaluations they complete on OASIS. [See Appendix N.](#)

Orientation to the Clerkship

Orientation is a key component of the clerkship. This is your opportunity to help students be successful on your clerkship. The SMPH Medical Education Office (MEO) provided the following and suggests these components be included in your clerkship orientation, handbook and/or web site.

Curriculum and Assessment:

1. An overview/introduction of the clerkship discipline: what is Ob-Gyn; Family Medicine, Surgery, etc.
2. Clerkship Goals and Objectives.
3. How is the Clerkship organized? Prepare students for more than just the schedule but how the rotation is divided, i.e. by subspecialty service; mentor sessions; conferences, etc. Required textbooks, manuals, and readings.
4. List particular procedures or processes every student should do or observe at some point, and who is responsible for tracking this or helping students obtain those opportunities. Include information if there is a printed or electronic logbook that students must complete.
5. Overview of Evaluation, including mid-clerkship evaluation. Describe how students will receive feedback and be assessed on achievement of educational objectives. Be specific about whether students should ask for feedback if they are not getting it. Describe testing and grading and exam procedures. Be explicit about policy for being excused from exams.



Logistics:

1. Directions to the clinic/site, where students should park, when and exactly where students should report, and where students may pick up keys and other essentials at the start of the rotation.
2. Scheduling information, including an overview of the clerkship's scheduled rounds and lectures, students' expected hours, call schedule (if applicable), policies on student

absences, whether students should give priority to what they are doing on rounds or a lecture that may be occurring simultaneously (they get conflicting information), who must be contacted when a student will be absent, and what students should do when lecturers are unexpectedly absent.

3. A tour of the clinic/facility that includes where students should report each day, where all the various supplies are located, where bathrooms and break areas are, and where labs or other places a student might be sent are.
4. A walk-through of how to use any computer systems, essential equipment, or information technology that students will be expected to use that is specific to the site. Include information on where to find cue sheets, references, or other help if needed.
5. Information on what to do in emergencies involving a patient, the student, or the facility (fires, tornado warnings, etc.). Warnings of biohazard issues, infection control reminders. Contact information of who student calls when health is of concern (i.e. needlestick).
6. An introduction to the key members of the clerkship staff and clinical team, with explanations of their roles, their general availability, and which members students should go to first with various questions or concerns.
7. Pager numbers and other contact information for all team members that students may need to contact during their rotation, including fellow students. Instructions on pager use or special numbers to dial that are particular to that clinic/location.

General Expectations:

1. An explanation of the student's role on the clinical team and a walk through of what will be expected of them in a typical day, especially in the clinics/wards/OR.
2. A list of things third-year students are expected to do each day without being asked and also what things student should always ask about before doing.
3. Reviews of the charts and forms a student will be expected to read or complete and examples of how to do this.
4. Professional expectations – honor/integrity, confidentiality, accountability, respect for others, appearance.
5. General hints to make the rotation successful: be on time, etc.



Other Essential Information

Providing detailed information on EMR training/access, ID badges, lockers, mailboxes, pagers and other logistics will make the student's transition to your clerkship or site smoother. Most of the information below is specific to students rotating in the Madison area. Regional coordinators provide similar information to students rotating at their site(s).

Blood Borne Pathogens Exposure



Although needlesticks and other sharps injuries are the most common means of exposure for health care workers, bloodborne pathogens can also be transmitted through mucous membranes and non-intact skin. Hospitals and clinics manage exposures for their employees, and typically (but not always) provide the same to students on clinical rotation at their facility. It is important to provide students with instructions/guidelines in the event they sustain a bloodborne pathogen exposure.

Basic instructions for students include:

1. Seek care for the injury immediately.
2. Notify the facility's coordinator for employee health and/or infection control issues immediately.
3. Notify the preceptor or clinical instructor as soon as practical.
4. Contact SMPH Student Services to report the incident (for documentation purposes only) at 608-263-4920. This can be done the next business day.

Employee health staff at most facilities are typically very experienced in the management of exposures and the issues surrounding them. For follow up care, students should use University Health Services (UHS). UHS provides primary care for UW-Madison students, but does not cover services provided elsewhere. If it is not practical for students to come to UHS for care, the cost of services incurred is the responsibility of the student or the student's insurance.

Students in Madison can contact University Health Services for advice, consultation, or follow-up as needed:

Craig Roberts PA-C (608) 262-6720 pager 265-7000, # 4555
UHS appointments/info (608) 265-5600 8:30 a.m. - 5 p.m. weekdays.

Electronic Medical Record (EMR) access and training



Third year students receive training on the UWHC EMR during Transitional Clerkship. Madison coordinators who assign students to other local sites (including Dean Clinics, Associated Physicians, etc) will need to facilitate communication between the student and the site for EMR access and training.

Students rotating to Meriter Hospital and clinics (including Associated Physicians) must complete on-line training modules prior to the start of their rotation. Students must report to the Medical Staff Services office on their first day (or prior to). The Medical Staff Services office is located on 1 North at Meriter Hospital, next to the medical library. Madison coordinators are responsible for notifying students of this requirement and providing student information (photo, email, rotation dates and clerkship) to the Meriter staff.

The Coordinator at St. Mary's Hospital contacts students directly for the last 4 numbers of their social security number (needed for EMR access). Madison coordinators are responsible for notifying students they will be contacted and for providing student information (photo, email, rotation dates and clerkship) to the St. Mary's staff.

Emergency Fund \$\$ for Students



Unexpected emergencies can occur and students may suddenly be faced with a situation that limits their ability to complete a rotation due to financial constraints. Examples include loss of transportation (ie car stolen/ damaged) loss of housing, etc. In these extreme cases students may apply for an "emergency loan" through the Medical School by contacting the Office of Financial Aid at 608-262-3060.

Houses (Learning Communities)



Medical students are assigned to learning communities in SMPH called houses. The houses were developed to foster communication and learning among students and faculty. There are five houses: Bamforth, Bardeen, Gundersen, McPherson and Middleton. Each consists of 30-35 students from years 1 through 4. Each house has four or five faculty mentors and a staff representative. House assignments are located on OASIS. A complete list can be obtained through the Student Services Office.

Housing:



Students rotating at SMPH regional sites are provided with safe housing at no cost (to them). It's important to note that options vary, and students may share housing at some sites. Students may also opt to stay with friends or relatives who live within commuting distance.



ID Badges

First year medical students are issued their ID badge during orientation week. This provides them access to the HSLC, library and UWHC. Prior to the start of 3rd year, students complete documentation, fingerprinting, and the background check required to obtain a VAH (Veterans Administration Hospital) ID badge. The exception to this, are students in the WARM program. WARM students do not obtain a VA badge until their 4th year and then, only if they plan to do a rotation at the VAH.

Students rotating at Meriter will be issued an ID badge prior to or on the first day of their rotation. Students must report to the Medical Staff Services office on their first day (or prior to). The Medical Staff Services office is located on 1 North at Meriter Hospital, next to the medical library. Madison coordinators are responsible for notifying students of this requirement and providing student information (photo, email, rotation dates and clerkship) to the Meriter staff.

Students rotating at St. Mary's Hospital should receive information about obtaining an ID badge from the St. Mary's coordinator. Madison coordinators are responsible for providing student information (photo, email, rotation dates and clerkship) to the St. Mary's staff.

Immunizations and TB Test Records



Student immunization records are available on OASIS (under academic history). Some clinical sites may require these records prior to a student starting the rotation. Coordinators may release this information only after gaining permission from the student. Coordinators should consider obtaining the approval in writing (via email). Some students may prefer to send the information him/herself.



Letter of good standing and sterile technique and training

Some sites may request a letter of good standing prior to the student's arrival. This is a form letter generated by Student Services stating UWSMPH students coming to the site are in good standing and have been trained in sterile technique. Contact Student Services for a copy of the letter.



Locker Rooms - UWHC

Access to the UWHC male and female lockers rooms is regulated by UWHC security. Prior to the start of 3rd year, SMPH provides a list of student names to UWHC security and requests access for two years (3rd and 4th years). UWHC grants access via the student's ID badge. If a student finds their access does not work, they should contact UWHC Security by stopping by their office at E6/206 or calling 263-7065. Student's need to provide their name, access requested (male/female), the clerkship they are currently on and the coordinator's name and phone number. On occasion a student's access will

expire due to a leave of absence or other extension of their learning such as time away pursuing an MPH or PhD. Students or coordinators should contact the UWHC security and request access to the appropriate locker room be reinstated.



Lockers UWSMPH

Student lockers are on the first floor of UWHC near the cafeteria. Lockers are assigned at Transitional Clerkship for M3s and they keep their locker assignment throughout their 3rd and 4th years. Students should be referred to Student Services with questions/concerns regarding locker assignments.



On Call Rooms – UWHC

Male and female overnight call rooms are available for students taking call at UWHC. They are located on the first floor near the mailroom in G5/155 (women's) and G5/153 (men's). Each has a door code that may be obtained by contacting the Student Services Office.



Operating Room (OR) UWHC

UWHC's policy 1.24 covers visitors in surgical services/OR. The policy outlines who is allowed in the operating rooms and what process must be followed to gain access. All student education programs have an approved Clinical Affiliation Agreement on file with UWHC legal services. All students on clinical rotations are required to have met specific criteria such as health screening requirements, training in standard precautions, blood borne pathogens, etc. All 3rd and 4th year medical student rotations are pre-approved as a part of the medical school clerkships. 1st and 2nd year medical students must attend training prior to being admitted. This training is organized through the Department of Surgery. It's important to note, that in addition to medical students, there are nursing students, surgical technology students, physician assistant students, perfusion students, EMT/Paramedic students, physicians/visiting professors, and other hospital personnel who require training in this setting. Questions regarding OR access can be directed to OR staff or the surgery clerkship coordinator.



Pagers SMPH/UWHC

Pager distribution occurs on the final afternoon of Transitional Clerkship (with the exception of WARM students who will spend their 3rd year away from UWHC and Madison). If a student loses/ruins their pager, they are responsible for purchasing another and should contact paging at the University Avenue office at 608-262-2122.



Patient Safety Curriculum

This course is managed by the UWSMPH Medical Education Office (MEO) and is required for all 3rd year medical students. Clerkships are asked to remind students of this requirement during orientation. Students are expected to complete online modules in patient safety and a medication reconciliation activity in the clinical setting. Questions should be directed to the MEO.

Scrubs (UWHC)



Incoming 3rd year students receive access to scrubs through the Department of Surgery clerkship coordinator. To ensure an adequate number of scrubs is available for faculty, residents and fellows, students are asked to wear scrubs only when working in the operating room (ie surgery, anesthesiology). Scrubs are dispensed by a machine located in the male/female locker rooms. On occasion a student's access will expire due a leave of absence or other extension of their learning such as pursuing an MPH or PhD. Students or coordinators should contact the email listed on the front of the scrub dispensing machine and request access be reinstated. It typically takes a few days for requests to be granted. Until that time, disposable scrubs are available on a cart toward the back of each locker room.

Scrubs (Meriter, St. Mary's, VAH)

Students rotating at Meriter or St. Mary's will receive information from the respective site coordinator regarding access to scrubs. For students rotating at the VAH, scrubs are available on the shelving in each of the locker rooms.

Student Mailboxes SMPH



Student mailboxes are assigned through Student Services. 1st and 2nd year students mailboxes are located in Student Services on the second floor of the HSLC. 3rd and 4th year student mailboxes are located in UWHC, past the on-call rooms toward the inpatient pharmacy. Like lockers, 3rd year students keep their mailbox throughout their 3rd and 4th years. On occasion, clerkships may want to provide information to a student(s) via their student mailbox. Coordinators may obtain a key to the student mailboxes by contacting Student Services.

Transportation/Gas Reimbursement for Students



Students are responsible for their own transportation, parking and associated costs regardless of site/location. Coordinators are asked to take driving distance into account when making preceptor/clinical assignments. Students may apply for parking (UWHC) through UW Transportation Services. The route 80 bus offers service to most areas of the campus and is free of charge. Nighttime transportation is available through the university's SAFE (Safe Arrival For Everyone) service. SAFE is available to students, faculty, staff and university guests. To request service, please call: 608-262-5000.

White Coats



Medical students receive their white coat at the official White Coat Ceremony, which occurs during the fall of their first year. Leaders from UWSMPH, the Wisconsin Alumni Association and the Wisconsin Medical Society welcome the new class during this occasion.

Students wear a shorter white coat, while faculty, residents and fellows wear longer white coats, embroidered with their name and Department. The UW Bookstore at the HSLC in Madison keeps a few extra shorter/student white coats behind the counter in the event a student needs a replacement coat. Students should be directed to the bookstore and should speak with the staff there.

Exams and Assessments

Students are assessed on their knowledge and skill through end of clerkship/course exams. Clerkships are responsible for determining what exam tool(s) they will use and the schedule they will follow. Many clerkships use National Board of Medical Examiners (NBME) exams. The NBME is an independent, not-for-profit organization that assesses healthcare professionals.

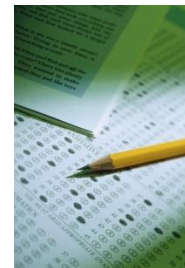
NBME exams are scheduled and proctored by the assessment office at SMPH (part of the Medical Education Office). Due to limited space, careful scheduling is needed to accommodate all clerkship testing. In house exams, developed at the School/Department level are proctored by clerkship staff.

Objective Structured Clinical Exam (OSCE)

Some clerkships give an OSCE in addition to a written exam. OSCE's are held in the Clinical Teaching and Assessment Center (CTAC). CTAC staff schedule specially trained assessors called standardized patients (SPs). Students interact with the SPs who role-play a particular illness/symptom. The SP uses a detailed checklist created by the clerkship faculty to assess the student's clinical skills including communication.

United States Medical Licensing Examination (USMLE)

The USMLE is a three step exam for medical licensure in the United States. The Step 1 and Step 2 exams are taken during medical school, while the Step 3 Exam is typically taken during the first or second year of postgraduate training. Step 1 and Step 2 must be passed before becoming eligible to take Step 3.



The Step 1 Exam assesses concepts of the basic sciences to the practice of medicine. There are approximately 322 multiple choice questions. This is a one day test and most students will take this exam at the end of their second year.

The Step 2 Exam has two components. The Step 2 Clinical Knowledge (CK) assesses the application of medical knowledge, skills and understanding of clinical science with emphasis on health promotion and disease prevention. This is a multiple choice exam and is typically taken in the 4th year. The Step 2 Clinical Skills (CS) exam uses standardized patients to test medical students on their ability to gather information from patients, perform physical exams and communicate their findings to the patients and their colleagues. This exam is typically taken in the 4th year of medical school.

YEPSA (Year End Professional Skills Assessment)

The YEPSA is a multi-station performance based exam taken by UWSMPH students. It is essentially a huge OSCE (Objective Structured Clinical Exam). Students take the YEPSA at the end of the 3rd year and must pass in order to graduate from UWSMPH. The YEPSA Release Policy outlines the release times for students in Madison, students an hour away from Madison and students more than an hour away. The policy also covers restriction for students being assigned to taking call.

The YEPSA is held in early June and is organized and conducted by the Clinical Teaching and Assessment Center (CTAC) staff, located in the HSLC. Madison Coordinators may be responsible for recruiting faculty and residents to assess students during the YEPSA. Clerkships/Departments are contacted by CTAC staff with details and instructions for the number of faculty needed and dates/times of the exam.

After the June YEPSA, Madison Coordinators and Directors will receive a list of students that require remediation in order to successfully pass the YEPSA. Each clerkship is responsible for determining the content of the remediation and how it will be provided to students. Typically Coordinators are responsible for selecting dates, scheduling faculty and organizing handouts, audiovisual equipment and meeting space.

A smaller YEPSA is held in November to accommodate those students who were not eligible to take the YEPSA in June (i.e. out of sync schedule) and those students who did not pass the June YEPSA. The CTAC staff manages this event as well, and the recruitment process for assessors is the same.



Madison Campus Note ~

When selecting remediation dates it's helpful to check the student's schedules on OASIS. Coordinators should offer dates to accommodate those who may be doing away rotations. Students who are assigned to sites outside of Madison (but in WI) are expected to return to Madison for YEPSA remediation.

Evaluations

Evaluation (Student Performance Evaluation)

Students are evaluated at the end of each clerkship/course using the appropriate UWSMPH student performance evaluation. There are currently several versions, some of which are named specifically for a clerkship. For example, Radiology has a specific evaluation tailored to the clerkship. Clerkships that do not have a specific evaluation use the standard SMPH student clinical evaluation.

Toward the end of the clerkship/ course, faculty who have worked closely with the student are asked to complete a student performance evaluation. Students are evaluated on patient care skills, medical knowledge, practice-based learning and improvement, systems-based practice, interpersonal and communication skills and professionalism. Evaluators are asked to provide specific comments on the student's overall performance in one or two areas on the form. Evaluators are asked to discuss the evaluation with the student.

Madison and regional site coordinators will work together and determine the most effective and efficient way to facilitate the completion of the student performance evaluations, in a timely manner.

Comments entered "above the line" are transferred verbatim to the student's MSPE (formerly known as the Dean's letter). Comments "below the line" are for the student only. Please see [Appendix O](#) for additional information regarding professionalism and documentation in the performance evaluation.

Mid Rotation Feedback

LCME ED-31 stipulates all medical students receive mid rotation feedback early enough in the rotation to allow sufficient time for remediation. Students are encouraged to seek feedback on a regular basis. Students on Core and Required Clerkships will submit a minimum of 1 mid rotation feedback form to the clerkship (some clerkships require more). A copy of the UWSMPH mid rotation feedback form is available on OASIS. Some clerkships use their own form, having added questions specific to their clerkship. See pages 30 and 67 for more information on LCME and ED's.



Madison Campus Note ~

The Madison clerkship is responsible for assuring all students meet this requirement and for maintaining all records including WARM and TRIUMPH students. Madison coordinators should provide a copy of their clerkship's form to their site coordinators.



Regional Site Note ~

Even though evaluators can and should actively offer feedback daily this is the formalized process and ensures the student receives feedback. This also eliminates end of rotation grading surprises. ALL EVALUATIONS will be submitted in writing to SMPH for recording purposes. The site coordinator will help facilitate this process for students to meet requirements and submit the completed forms to the Madison clerkship.

Course, Clerkship and Faculty Evaluations

Students are required to complete evaluations on the clerkships and courses they have completed. Students are also expected to evaluate the faculty and residents they have worked with. The evaluations are set up on OASIS allowing reports to be run at specific intervals. These reports are used to provide feedback to faculty, residents and clerkships. Clerkships may add additional questions to the standard form and may create additional evaluations to gather clerkship specific information and input from students.

The general rule is a minimum of 3 students must evaluate a faculty or resident before the evaluation may be released. This is done to protect the student's identity. Questions regarding release of evaluations should be directed to the Medical Education Office.

Professionalism – Students

All medical students are subject to the rules and regulation contained in UWS 14, 17 and 18 (University of Wisconsin System Administrative Code). In addition, students must adhere to the Medical School's Professional Behavior Code. SMPH students are expected to demonstrate intellectual honesty, exemplary moral and ethical character, a responsible civil attitude toward patients and fellow health care workers, and a strong sense of personal integrity.

In cases of non- egregious behavior (late to 1-2 lectures) it is advised the details be documented in the student's performance evaluation, "below the line" (in the section, comments for the student only). This documentation allows the Student Services Office to review past performance of students when necessary. A flow chart outlining the documentation



process is available on the Coordinators/Administrators Learn@UW site. Also see [Appendix O](#).

In cases of suspected breach in professional behavior, the Associate/Assistant Dean for Students is notified in writing. The allegations are communicated to the student by the Associate/Assistant Dean for Students who then investigates and reviews all the information. The Associate/Assistant Dean for Students then determines if the allegations potentially violate the Professional Behavior Code. If so, an explanation is provided to the student, and he/she is notified the case will be presented to the Student Promotions Committee (SPC).

Forward Feeding

Forward feeding is the sharing of confidential information about a student's performance and progress with others. UWSMPH does not practice forward feeding regardless of the intent (e.g. you want to help a student by providing additional information to another coordinator). All student information regarding academic progress and professionalism is considered confidential with the exception of communication to the Student Services Office.

Opening a New Clinical Site/Location

Ideally, the Madison clerkship coordinator will be involved early on when a new site is being considered. The Madison coordinator should work closely with the regional coordinator to complete the required Checklist for Core/Required Clinical Sites. The Madison clerkship provides a letter of support and submits the packet for Educational Policy Committee (EPC) approval. The site director or site lead will be invited to join the EPC meeting (in person or teleconference) to discuss the proposed site and answer any questions EPC members may have. A flow chart outlining the process and an example are available on the Coords/Admins Learn@UW site. [See Appendix P](#).

Creating a New Course

Creating a new course can be exciting and rewarding, yet complicated. It is advised you contact the Medical Education Office (MEO) early to discuss the process and receive guidance. Working with the MEO early on to develop a new course can save you and your faculty time and effort. All new courses must be approved by the Education Policy Committee (EPC). Please see [Appendix Q](#) for additional information.

Affiliation Agreements

Periodically, the UWSMPH negotiates affiliation agreements with the larger off site campuses (Green Bay, La Crosse, Marshfield, Milwaukee) along with Madison hospitals (Meriter, St. Mary's, Veterans Administration). These agreements serve as contracts that

outline the responsibilities of each partner in regards to medical training for our students and residents. Agreements with smaller clinical settings such as community clinics can be initiated at the clerkship level.

It is advised that all agreements be written to cover all of UWSMPH instead of one clerkship or department. This will minimize the number of agreements needed and prevent confusion regarding the coverage for students. In order to prevent duplicates, it is also recommended the coordinator performs a search in the UWSMPH *Educational Affiliations Database* to see if an agreement currently exists. To request access to this database, please see the contact information on page 4 of this document.

Once the affiliation agreement has been finalized, a copy should be sent to 4287A HSLC for inclusion in the database. A copy of the standard affiliation agreement is available on the Coordinators Learn@UW site along with instructions for completing and submitting the form.



Clinical Adjunct Faculty Appointments

Hundreds of physicians from around the state volunteer their time and talent by serving as community teachers and mentors for our students. Medical students are placed at various educational sites where they enjoy experiences with community faculty at hospitals and clinics throughout Wisconsin. UWSMPH enjoys a rich relationship with volunteer teaching faculty statewide.

The Liaison Committees on Medical Education (LCME) mandates volunteer teaching physicians who spend a significant amount of time (25 hours or more per year) with students be provided an appointment within the school. At SMPH, clinical adjunct faculty appointments (previously called volunteer faculty) are given to physicians meeting this criteria. Appointments are made by the host department and finalized in the Human Resources Department at SMPH. Instructions for completing this process are available on the Coordinators Learn@UW site. [See Appendix Q.](#)

LCME (Liaison Committee on Medical Education)

The LCME is the nationally recognized accrediting authority for medical education program leading to the MD degree in the United States and Canada. The usual period of full accreditation is 8 years. LCME accreditation establishes eligibility for some federal grants and programs (e.g. Title VII funding).



Students and graduates of LCME-accredited medical schools are eligible to take the United States Medical Licensing Examination (USMLE) and are eligible to enter residencies approved by the Accreditation Council for Graduate Medical Education (ACGME). Accreditation is voluntary.

To become LCME accredited, medical schools must meet national standards outlined in the *Functions and Structure of a Medical School* document, available at <http://www.lcme.org/standard.htm>. This document is divided in the following sections:

- Institutional Setting, IS-1 through IS-16
- Educational Program for the M.D. Degree, ED-1 through ED-47 (ED=Educational Directives)
- Medical Students, MS-1 through MS-37
- Faculty, FA-1 through FA-14
- Educational Resources, ER-1 through ER14

Most often, Coordinators will need to be familiar with the ED's. These directives define central oversight of core conditions each student must encounter (ED-2); comparable educational experiences across sites (ED-8); student clinical experiences must include inpatient and outpatient (ED-16); a medical school must teach students ethics and human values (ED-23), etc. A list of LCME EDs is available on the Coords/Admins Learn@UW site.

Match Day

Matching Services

There are 3 civilian residency match services: the National Residency Matching Program (NRMP), the San Francisco Match and the Urology Match. The San Francisco and Urology Matching Services begin and end their process earlier than the NRMP Match. Residency application deadlines are usually in the early fall and the matching process ends in January when the results are released. Student entering military –sponsored residency programs use similar matching services.



Access to residencies is a competitive process known as "the Match". Fourth year medical students usually begin the application process at the beginning of their fourth year in medical school. After they apply to programs, applications are reviewed and invitations are offered for interviews. This typically occurs between October and February. After interviews, students submit a "rank order list" to a centralized matching service (National Resident Matching Program - NRMP) by February. Likewise, residency programs submit a "rank order list" of their preferred applicants to the same service. The process is blinded, so applicants and programs do not see each other's list.

The two lists are combined by an NRMP computer which creates matches using an algorithm. On the Monday prior to Match Day, students learn from the NRMP if they matched - but not where.

If they matched, they must wait until Match Day (the third Friday of March) to find out where. Match results are announced in ceremonies at medical schools across the United States on Match Day. Students entering the Match system are contractually obligated to go to the residency program at the institution to which they were matched. The same applies to the programs; they are obligated to take the applicants who matched into them.

For students who don't Match, a list of locations with unfilled residency positions is released the following day. These students are eligible to participate in the Match Week Supplemental Offer and Acceptance Program (SOAP). Additional information on the Match and SOAP is available at: <http://www.nrmp.org/>

All 4th year students are excused from service to attend Match Day. The policy is available on the Coord/Admin Learn@UW site. Clerkships may excuse spouses and siblings of those participating in the Match so they are able to attend this important event.

It is important to note the SOAP process may take days, and the student may request to be off service during this stressful time. Clerkships should work closely with students to provide them with the opportunity (time) to respond to SOAP offers for residency placement.

Electronic Resources

Email Listservs, SMPH

Email is a quick and easy way to communicate with medical students. Several email listservs have been created to facilitate this process, and are known as the ssmed lists. Lists have been created for each class (years 1 through 4), each House (Learning Community), and a list that reaches all medical students years 1 through 4. The Student Services Office maintains the lists, and should be contacted for access. Students are expected to pay close attention to their email accounts and for reading ssmed emails promptly.

Learn@UW

Learn@UW is a collection of online tools available for course creation, communication, collaboration, content delivery and student assessment. Learn@UW can be used to develop stand-alone online courses, for distance education, and for creating resource rich



Madison Campus Note ~

Madison coordinators should assure all site coordinators have access to their clerkship/course on Learn@UW.

web sites to supplement courses. The majority of clerkships and courses at UWSMPH maintain their curriculum on Learn@UW.

Learn@UW provides students with a customized and personalized online learning experience. Instructors can use a variety of features including the following:

- Specific web site for each course
- Password protection and authentication for enrolled students
- Online quizzes, surveys and tests
- Threaded discussions and chat groups
- Document storage, sharing, and management
- A course event calendar
- A grade book
- Integration with My UW-Madison

Coord/Admin Site on Learn@UW

The Coordinators determined a central site was needed to maintain coordinator specific information such as current SMPH policies, written procedures and forms, Core Day and other calendar events, agendas and supplemental information from our bi-monthly meetings and other general information. To that end, the Clerkship Coords/Admins course was created on Learn@UW. Please contact Christie Legler, UWSMPH Madison (Christie.legler@fammed.wisc.edu); Elizabeth Bingman, UWSMPH Madison (bingman@surgey.wisc.edu); or Morgan Rabatine Nagel, Bellin Health Green Bay (MJRaba@bellin.org) for more information or access to the site.

All Coordinators ~ The Coords/Admins site is managed by Coords/Admins and used to store useful information including policies and 'how to' instructions. You will also find a widely used calendar for your reference and list of current Coords/Admins that are happy to serve as a resource to you.

Coordinator Bios on Coords/Admin Learn@UW Site

Clerkship Coordinator Bios were developed in an effort to know one another better and provide a resource for all coordinators. As new coordinators are welcomed, we would like an established venue (in addition to our bi-monthly meetings) to connect and provide support to one another. Bios are available on the Coords/Admins Learn@UW site.

SMPH Web Site and Online Curriculum

UWSMPH's core curriculum is listed online. Each clerkship has a home page with items such as goals/objectives, expectations, learning activities, feedback/evaluations/grading, educational resources, and more. This is helpful information for coordinators, students,

and teaching faculty. Clerkships should review their content prior to the start of the new academic year. Updates should be sent to the Medical Education Office.

<http://www.med.wisc.edu/education/md/curriculum/years-3-4/main/120>



Madison Campus Note ~

Be sure to update information in all OASIS catalogs prior to the start of the new academic year. You may want to eliminate specific dates when possible to decrease the amount of updates required each year. For example, instead of noting a course is available starting January 8, you could say the course becomes available in the spring semester. Contact the OASIS Manager with questions and/or requests for training on OASIS.



Regional Campus Note ~

You will need to request a username and password in order to access OASIS. The UWSMPH OASIS Manager can set this up for you (see Contacts page: OASIS Manager). You can request training at that time, or ask a Madison coordinator (all are happy to help or refer you to someone who can assist). You will be given access to the clerkships/courses you work with. Please do not change catalog information that is shared without first discussing with the Madison clerkship coordinator. You can arrange for your preceptors to complete student performance evaluations on OASIS as well.

OASIS (Online Access to Student Information and Scheduling)

All student academic and personal information is maintained on OASIS. It is used to run multiple lotteries to create student schedules. All student performance evaluations, faculty evaluations and course/clerkship evaluations are maintained on OASIS as well. All student information is protected by the Federal Education and Privacy Act (FERPA).



Look for the
? Help on this
topic and
Tutorials located
throughout OASIS.

Other Resources –for Faculty, Staff, and Students

Accommodations – Students

Students with a documented disability apply for exam accommodations through the Technical Standards Committee. The Technical Standards Committee makes final decisions when/if a student is granted official exam accommodations such as additional time to complete exams. Students with exam accommodations must contact the clerkship coordinator/director at the beginning of the clerkship to discuss testing accommodations. The Office of Assessment and Testing will work with the clerkship to set a date and time for the exam that meets the student's needs.

Typically when an accommodation is not exam related (i.e. mobility, medical condition) the clerkship staff are contacted well in advance. Clerkship staff work closely with the medical school staff to problem solve and facilitate the accommodation(s) needed for the student to be successful.



Medical Education Office (MEO)

The MEO serves as a valuable resource for curriculum, evaluation and assessment and faculty development. The main functions of the MEO include:

- Curriculum Operations and Policy (coordinates all 4 years of the curriculum)
- Curriculum Development
- Delivery & Evaluation (Public Health Integrative Cases, Core Days, course and clerkship evaluation)
- Student Assessment (oversees policies and procedures for formative and summative assessment of students, responsible for YEPSA)
- Faculty Development (provides consultation in instructional design, curriculum development, teaching skills, assessment and evaluation)
- Clinical Teaching & Assessment (oversees Clinical Teaching and Assessment Center and Standardized Patient Program – ie YEPSA and OSCE stations)
- Scholarship

The majority of the MEO staff are located on the 4th floor of the HSLC. For additional information, please see: <http://www.med.wisc.edu/education/md/curriculum/medical-education-office/38597>

Mistreatment or Harassment of Students

Incidents of harassment or mistreatment of any kind will not be tolerated. Objectionable behavior may be unintended but it can still be seen as abuse. Examples include belittling or

humiliation, insults, threats, threatening poor evaluation/grade, taking credit for another's work, disregarding safety of others, sexual harassment and discrimination based on race, gender, sexual orientation, religion, ethnic background, age, or physical ability. Student harassment can come from another student, a co-worker or a patient. Students are encouraged to notify the medical school (Dean for Students office and Ombuds office) as well as other resources including the Office for Equity and Diversity; the Campus Women's Center and the UW Police Department. Students can also use the Confidential Report/Consultation on Mistreatment Concern function on OASIS. Submissions through OASIS are sent directly to the Ombuds.

Ombuds Office

The ombudsperson at UWSMPH is an independent and confidential resource for faculty, staff and students. The ombudsperson provides a confidential environment for conflict resolution, a safe opportunity to raise concerns, and a comfortable setting for developing strategies. The ombuds works independent of the administrative and academic structures. The ombudsperson is impartial and strives to see that all at UWSMPH are treated fairly and equitably.

Student Services

The Student Services Office provides a variety of services and resources to medical students and staff. Some examples include:

- Overall management of the learning communities (houses), student interest groups, and student scholarships and awards;
- Maintains student lockers, mailboxes, on-call rooms, pager distribution, etc.
- Academic Support (tutoring, student support and counseling, test-taking and study skills strategies, time management, Step 1 and 2 preparation, review of course exam results)
- Career Advising (mentoring and residency information)
- OASIS management and maintenance of all student records (schedules, academic and personal, e.g. contact information, immunizations, etc)

Additional information on Student Services can be found at:

<http://www.med.wisc.edu/education/md/resources/student-academic-support-services/916>

Wisconsin AHEC (Area Health Education Centers)

AHEC is an outreach program for health professions education. The WI AHEC is part of a national network of programs for improving accessibility and quality of primary health care. WI AHEC works to improve the supply and quality of health care professionals in Wisconsin. It is comprised of seven regional Centers located in Manitowoc, Milwaukee, Madison, Cashton, Wausau, Superior and Marinette. The statewide program office is located at UWSMPH in the HSLC (4th floor).



Standing Committees at UWSMPH - Administration

Admissions Committee

This committee acts in the selection of applicants for admission to the UWSMPH for matriculation toward the MD degree (including those admitted under special programs and to advanced standing). The Admissions Committee may make recommendations to the faculty for change in the requirements for admission.

Clerkship Curriculum Committee (CCC)

The CCC is comprised of staff from the Medical Education Office, Clerkship Directors, Coordinators, Student Services staff and others. The committee meets monthly and is directed by the Medical Education Office. The CCC provides leadership, guidance and support to UWSMPH clerkships and courses.

Educational Policy Council (EPC)

The Educational Policy Council is responsible for curriculum planning and educational policy. The EPC implements educational policies, evaluates the effectiveness of the educational programs including curricular review and course approval, and serves as the hearing body for student appeals. The council shall act “in the best educational interests of the students, the medical profession and the people of the state of Wisconsin.”

Student Promotions Committee (SPC)

The Student Promotions Committee is responsible for reviewing academic progress of students not meeting the minimal academic requirements; reviewing allegations of student violations of the Professional Behavior Code; determining remediation and/or sanctions in cases involving unsatisfactory academic progress or of unprofessional behavior; reviewing and recommending academic policy revisions as needed; considering requests for leave of absence beyond one year; approving student promotions, and recommending to the School of Medicine and Public Health Faculty the graduation of all students who have completed the requirements for the Doctor of Medicine degree.

Year End Professional Skills Assessment (YEPSA) Advisory Committee (YAC)

The YEPSA Advisory Committee is responsible for reviewing and approving new YEPSA cases, setting examination dates, and developing policy as it relates to the YEPSA. This includes student eligibility, pass/fail criteria, remediation requirements, absence policy, exam regulations and rules of conduct, and list of core competencies.

Student Run Programs

Students enrolled in the MD program at UWSMPH are invited to participate in a variety of professional, special-interest, community service related and social groups. They include

government and advocacy groups, interest groups, community service organizations and social organizations.

Government and Advocacy Groups

These groups include the Medical Student Association (MSA); American Medical Association – Medical Student Section (AMA-MSS; American Medical Student Association (AMSA) and others.

Medical Student Interest Groups

Student interest groups exist for most specialties and disciplines. Other interest groups share a common interest or concern. These groups often have a faculty advisor who assists them with their goals.

Community Service Programs

Service focused organizations include Allied United for Health (AUH); Doctors Ought to Care (DOC); Mentor Achievement Program (MAP) and Medical Students Offering Maternal Support (MoMS). Additional information can be found at:

<http://www.med.wisc.edu/education/md/community-service/servicefocusedmedicalstudentorganizations/161>

MEDiC

In addition to the programs above, many SMPH students participate in the MEDiC program. Established in 1990, the program is student run and integrates students from the health sciences schools. Students work with health professionals to provide health care to those who currently do not have access. MEDiC has seven health clinics throughout Madison and its goals are twofold: first, to improve the health of the underserved in the Madison area and second, to educate University of Wisconsin-Madison health professions students.

UWSMPH History and Leadership

In 1948, Governor Nelson Dewey included a medical school in his plan for a newly established University of Wisconsin and in 1908, eight students matriculated in the new College of Medicine at UW. The curriculum was only two years in length and consisted entirely of basic science classes. A small number of faculty taught, and were either newly hired or were borrowed from the College of Letters and Science. More on the history of UWSMPH is available at:

<http://www.med.wisc.edu/about/history/main/45>

A complete list of the Deans in UWSMPH administration is available at:



<http://www.med.wisc.edu/about/administration/main/36>. The following abbreviated list is provided for your convenience.

Robert N. Golden, MD Dean, UW School of Medicine and Public Health

The University of Wisconsin School of Medicine and Public Health is led by Dean Robert N. Golden, MD. Dean Golden and a knowledgeable team of administrative associate deans are responsible for fulfilling the school's mission, vision and values.

Elizabeth Petty, MD Senior Associate Dean for Academic Affairs

All public health education programs fall under the purview of this Dean. Dr. Petty is responsible for medical student education; curriculum development; the Student Services Office; the Office of Rural Health; the Area Health Education Centers; and the Office of Continuing Professional Development.

Christine S. Seibert, MD Associate Dean for Medical Education

The Associate Dean for Medical Education ensures that the school achieves and maintains new MD standards set by the Liaison Committee on Medical Education (LCME), and oversees implementation of the changes. This Dean is responsible for the overall development, management and assessment of the MD curriculum.

Patrick E. McBride, MD, MPH Associate Dean for Students and

Gwen C. McIntosh, MD Assistant Dean for Students

These Deans lead the Student Services Office. The Student Services Office provides support services to medical students including but not limited to: academic support, support for extracurricular activities, career advising and OASIS management.

Byron Crouse, MD Associate Dean for Rural and Community Health

Coordinators will recognize the Associate Dean for Rural and Community Health as the person responsible for the Wisconsin Academy for Rural Medicine (WARM) program.

Patrick Remington, MD, MPH Associate Dean for Public Health

The Associate Dean of Public Health is charged with integrating public health into all our missions at UWSMPH.



Year 3/4 Clerkship Coordinator/Administrator Meetings

**Tuesdays, every other month
11:00 AM**



2013-2014 Dates:

Tuesday: July 16, 2013

Tuesday: September 17, 2013 1248 HSLC

Tuesday: November 19, 2013 1229 HSLC

Tuesday: January 21, 2014 1248 HSLC

Tuesday: March 18, 2014 1248 HSLC

Tuesday: May 20, 2014 1248 HSLC

CLINICAL YEARS REQUIREMENTS: Starting with Class of 2014

TOTAL CREDITS¹ REQUIRED FOR GRADUATION

80

3RD YEAR—48 (Minimum)/48 (Maximum)

3rd Year Credit Distribution

CREDITS	COURSES
44	Core Courses
+4	Required Courses and/or Electives
48	

3rd Year Core Courses—

Medicine	8
Surgery	8
Primary Care	8
Pediatrics	6
Ob/Gyn	6
Psychiatry	4
Neurology	4
	44

Pass YEPSA

3RD AND 4TH YEAR

Required Courses (These courses are required for graduation and may be taken any time during 3rd or 4th year.)

3rd/4th Year Required Courses—

Anesthesiology	2
Radiology	2
	4

4TH YEAR—32 (Minimum)/42 (Maximum)

Clinical Care Electives within the UW Clinical Campus

18 credits of the total 4th-year course requirement must meet the Clinical Care standard and must also be spent in the UW Clinical Campus. That includes the clerkships at the LaCrosse, Marshfield, and Milwaukee sites as well as the Preceptorship. NOTE: Research, Extramurals, and some Individualized Clerkships do not meet this requirement.

It is recommended that the 4th-year electives consist of a mixture of experiences with no more than 12 credits (including Extramurals and Individualized clerkships) in any one discipline.

4th Year Course Requirements—

Req. Medicine Sub-I	4
Surgery	4
Preceptorship	6
Electives	6 Direct Patient Care within the UW Clinical Campus
	12 Unrestricted electives*
	32

*Electives, Extramural, Research, Individualized Clerkships

Take Step 2--Clinical Knowledge and Clinical Skills

¹ Credits = Weeks

² A maximum of 8 Research credits and 12 Extramural credits will be applied toward the 32 4th-year credits required for graduation. 8 Extramural credits may be International experiences. Only research begun after 2nd year will receive credit.

N:\ACAD\MedEd\Clerkship Directors\Outline of New Curriculum 6_1_12.xls

UWSMPH Clerkship Coordinator/Administrator Orientation Appendix C

Medical School Teaching Dates --- 2013-2014		<p>** Attendance required by all Med3s *9/2 --Labor Day--Holiday for all students. *1/20 --Martin Luther King Day--Holiday for all students. *5/26 --Memorial Day--Holiday for all students. 9/4 Rosh Hashana2 begins at sundown 9/13 Yom Kippur2 begins at sundown 11/28 Thanksgiving1</p>
FALL	SPRING	
3rd Year Transitional Clerkship**		
Dates 7/1-7/2		
2 week Session	2 week Session	
Dates	Dates	
7/8-7/19	1/6-1/17	
7/22-8/2	1/20* -1/31	
8/5-8/16	2/3-2/14	
8/19-8/30	2/17-2/28	
9/2* -9/13	3/3-3/14	
9/16-9/27	3/17-3/28	
9/30-10/11	3/31-4/11	
10/14-10/25	4/14-4/25	
10/28-11/8	4/28-5/9	
11/11-11/22	5/12-5/23	
11/25-12/6	5/26* -6/6	
12/9-12/20	6/9-6/20	
8 Week Sessions	8 Week Sessions	
Dates	Dates	
7/8-8/30	1/6-2/28	
9/2* -10/25	3/3-4/25	
10/28-12/20	4/28-6/20	
4 Week Sessions	4 Week Sessions	
Dates	Dates	
7/8-8/2	1/6-1/31	
8/5-8/30	2/3-2/28	
9/2* -9/27	3/3-3/28	
9/30-10/25	3/31-4/25	
10/28-11/22	4/28-5/23	
11/25-12/20	5/26* -6/20	
6 Week Sessions	6 Week Sessions	
Dates	Dates	
7/8-8/16	1/6-2/14	
8/19-9/27	2/17-3/28	
9/30-11/08	3/31-5/9	
11/12-12/20	5/12-6/20	

Medical School Teaching Dates 2014-2015		
FALL SPRING 3rd Year Transitional Clerkship** Dates 7/1-7/2	SPRING	
2 week Session	2 week Session	**Attendance required by all Med3s *9/1 --Labor Day--Holiday for all students. *1/19 --Martin Luther King Day--Holiday for all students. *5/26 --Memorial Day--Holiday for all students. 9/24 Rosh Hashana2 begins at sundown 10/3 Yom Kippur2 begins at sundown 11/27 Thanksgiving1 4/3 Good Friday2--not a holiday 5/15 Commencement Weekend 1 Thanksgiving-Students in CORE clerkships (3rd year Medicine, Surgery, Primary Care, Pediatrics, Ob/Gyn, Neuroscience and Psychiatry) and REQUIRED clerkships (Anesthesiology and Radiology): Wednesday beginning at 5pm through Sunday. Students in any other course/clerkship: Follow the schedule of the course/clerkship. 2 In accordance with Faculty document 488a, faculty are asked not to schedule mandatory exercises on these dates.
Dates	Dates	
7/7-7/20	1/5-1/18	
7/21-8/3	1/19*-2/1	
8/4-8/17	2/2-2/15	
8/18-8/31	2/16-3/1	
9/1*-9/14	3/2-3/15	
9/15-9/28	3/16-3/29	
9/29-10/12	3/30-4/12	
10/13-10/26	4/13-4/26	
10/27-11/09	4/27-5/10	
11/10-11/23	5/11-5/24	
11/24-12/7	5/25*-6/7	
12/8-12/19	6/8-6/19	
8 Week Sessions	8 Week Sessions	
Dates	Dates	
7/7-8/31	1/5-3/1	
9/1*-10/26	3/2-4/26	
10/27-12/19	4/27-6/19	
4 Week Sessions	4 Week Sessions	
Dates	Dates	
7/7-8/3	1/5-2/1	
8/4-8/31	2/2-3/1	
9/1*-9/28	3/2-3/29	
9/29-10/26	3/30-4/26	
10/27-11/23	4/27-5/24	
11/24-12/19	5/25*-6/19	
6 Week Sessions	6 Week Sessions	
Dates	Dates	
7/7-8/17	1/5-2/15	
8/18-9/28	2/16-3/29	
9/29-11/9	3/30-5/10	
11/10-12/19	5/11-6/19	



UW School of Medicine and Public Health

Third & Fourth Year Core Curriculum and Advising Days

2013-2014

Monday & Tuesday, July 1 & July 2, 2013	HSLC
3rd Year Transitional Clerkship: Orientation to Clinical Years	Gwen McIntosh, MD, MPH & Faculty
Friday, September 20, 2013	HSLC
Morning 3rd Year Core Curriculum: Health Disparities	Shobhina Chheda, MD, MPH, Caroline Paul, MD & Faculty
Afternoon Getting Started on Residency Planning	Christopher Stillwell, MA & Patrick McBride, MD, MPH
Friday, February 21, 2014	HSLC
Morning & Afternoon 3rd Year Core Curriculum: Palliative Care	Jim Cleary, MD, Toby Campbell, MD, Ann Curtis, MD & Faculty
Late Afternoon Informational Session on Fourth Year Planning and Away Electives	Christopher Stillwell, MA & Patrick McBride, MD, MPH
Monday, March 17, 2014	HSLC
Morning & Afternoon 4th Year Core Curriculum: Emergency Preparedness	Michael Lohmeier, MD & Faculty
Friday, April 4, 2014	HSLC
Morning 3rd Year Core Curriculum: Unanticipated Outcomes	Gretchen Schwarze, MD, Jan Haedt, RN, BS, CPHRM & Faculty
Afternoon Specialty and Residency Advising	Christopher Stillwell, MA & Patrick McBride, MD, MPH

WARM Core Days 2013

Students at all sites attend:

- 9/13/13-9/14/13

Only student in Green Bay attend:

- 10/11/13
- 11/15/13
- 1/17/14
- 2/7/14
- 3/7/14
- 4/11/14
- 6/6/14

Only student in La Crosse attend:

- 10/18/13
- 11/15/13
- 1/24/14
- 3/21/14
- 4/18/14

Only students in Marshfield/Rice Lake attend:

- 11/1/13
- 12/11/13
- 1/27/14

Clerkship Examination Policy 2013-2014

Students are expected to take clerkship examinations when scheduled, however there are occasions when a student must reschedule or retake an exam. The *Year 3 and Year 4 Request to Reschedule an Exam for a Core or Required Clerkship* is located in OASIS Notices.

A. Students who are unable to take a scheduled examination must do the following:

1. Obtain PRIOR approval from the Clerkship Director and final approval from the Office of Student Services to reschedule the exam. In the case of an emergency (death in the family or serious personal illness or illness of a spouse, partner or dependent child), the student must inform the Clerkship Director as soon as possible of his/her inability to take the exam at the scheduled time.
2. Once a request to reschedule an exam has been approved by both the Clerkship Director and the Office of Student Services, the exam must be taken at one of the following times:
 - a) At the established school exam make-up date(s)* for the semester in which the clerkship was taken, or
 - b) At a regularly scheduled end-of-clerkship exam date in the semester in which the clerkship was taken provided the date occurs while the student is not taking another clerkship.

B. Students who fail an exam must retake the exam no later than the scheduled make-up date(s)* for the current semester.

C. Students with a disability that is documented by the Technical Standards Committee and the Office of Student Academic Support Services will receive an accommodation. These students must contact the clerkship director at the **beginning of the rotation** to discuss testing accommodations. The clerkship director or administrator will designate the date and time for any in-house examination. For NBME exams, please notify the medical school's Testing Administrator, Alexa Smith at 265-9965.

- * Fall Semester Date: **January 3rd, 2014**
Spring Semester Date: **June 26th, 2014**

2013-2014 UWSMPH Clinical Years (3 and 4) Attendance Policy

Year 3 /4 students are expected to participate in all clerkship activities including the Transitional Clerkship and the CORE Curriculum sessions held several times during the third year in Madison. Students must obtain prior approval from the clerkship director for all absences from clerkship activities, and directors will report absences to the Associate Dean for Students where the absences will be recorded and periodically reviewed. The absence request form is available on OASIS under Notices (Planning for Third Year folder and General information - Forms & Instructions folder) and includes instructions regarding submission for approval.

Clerkships may excuse absences due to emergencies and certain professional activities. Examples of excused absences include a death in the family; religious holidays; serious personal illness, or illness of a spouse, domestic partner or dependent child. Requests to attend professional meetings will be considered if you are presenting research or serving as a delegate representing SMPH.

Absences for social events are less likely to be granted. However, if absence is desired for an important social event (member of a wedding party, la Quinceañera of sibling, 50th anniversary of parents etc.) an absence request form must be completed at least 1 month in advance of the beginning of the clerkship and for minimal amount of excused time to attend the primary element of the engagement. These requests will be reviewed by the individual clerkship directors, and students will be informed within 1 week if their request is granted. Please note that total time off a single clerkship (for all reasons) will be taken into account in granting of requests for absence to assure that students have maximal opportunity for adequate clinical exposure. All requests will be recorded in the Associate Dean of Students Office. Requests in excess of five (5) per academic year will automatically be reviewed by the Dean of Students.

For all clerkships, residents or faculty directly working with the student are NOT allowed to grant approval for absence. Please do not approach these individuals and realize approval granted by them is NOT official. Approval MUST be obtained as specifically designated for each clerkship. Information regarding contact person for this approval is available on the request form.

If a student anticipates having requirements that may lead to unique requests for time away, it is suggested that the student speak with the Associate Dean of Students prior to beginning the third year (or as soon as the requirements develop).

Appeal of denied request: If a student is not approved for a request, he/she may appeal in writing directly to the clerkship director within 72 hours. The clerkship director will then consult with the Clerkship Curriculum Committee and the Office of Student Services to reconsider the request.

Consequences of an absence: Clerkship directors are committed to making sure students receive adequate exposure to multiple experiences, therefore required make- up time for absences is likely. Significant absences may require a student to repeat a clerkship.

Consequences of a non-approved absence (excluding emergencies): Absence without prior approval is considered unprofessional behavior and may result in failure of a clerkship or lowering of a clerkship grade.

Religious Observances In accordance with UW - Madison Faculty document 488a, faculty are asked not to schedule mandatory course requirements on dates when a religious observance may cause substantial numbers of students to be absent. However, a conflict can still arise for an individual student. When this occurs, the student must submit a request to the course/clerkship director asking for permission to be absent from the scheduled mandatory course requirement. The course/clerkship director will decide upon the alternative means of meeting the requirement.

Excused Absences for Personal Health Care: Medical students are strongly encouraged to promote and maintain their own health and well being. Health care is available for all students through the University

Health Services and the student's private health insurance plan. However, since access to this health care is usually restricted between 8:00 a.m. and 6:00p.m., Monday through Friday, the following policies govern excused absences for personal health care treatment:

Non-Emergency Care - Students in the Greater Madison Area: UW faculty will excuse a medical student from classroom and clinical responsibilities to attend appointments for personal medical and dental care. It is the student's responsibility to schedule appointments that do not conflict with examination schedules, surgical procedures, morning rounds, or other important group teaching sessions. Excused absences for such appointments should typically be in the range of one to two hours. The student must notify the appropriate faculty member of a scheduled appointment as soon as possible and arrangements should be made at that time regarding any required make-up work. It is understood that a student's clerkship evaluation will not be influenced in any way by an excused absence for personal health care needs. Frequent, standing appointments do not apply as excused absences under this policy.

Non-Emergency Care -Students Outside the Greater Madison Area: Medical students doing short-term away rotations should make every effort to schedule their personal, non-emergency, medical appointments while in residence in Madison (since the Medical School cannot enforce a University policy with non-UW faculty). Students on longer assignments should work with local faculty and preceptors to ensure that time is allocated for personal health care needs. A list of statewide facilities and providers accepting the UW Student Health Insurance Plan (SHIP) is available at http://www.uhs.wisc.edu/display_story.jsp?id=640&cat_id=116

.In addition to the Year 3/4 attendance expectations outlined above, the faculty recognizes that fourth-year students have added responsibilities that will take them away from their fourth - year clerkships. These include residency interviews, and the USMLE Step 2 examinations, Clinical Skills and Clinical Knowledge.

Students are expected to avoid scheduling interviews or Step 2 testing on clerkship exam dates and orientation dates.

During interview months of November –January (October –December for early match), students will be allowed to take time off for interviews and examinations, but the total time allocated for absence will be prorated based on the length of the clerkship. The number of days allowed per clerkship based on the length of the clerkship is listed below.

Length of clerkship	Number of days allowed off
> 6 weeks	5 days, limit of 3 consecutive days
4 weeks	4 days, limit of 3 consecutive days
3 weeks	2.5 days
2 weeks	2 days

Students will be required to present proof of an interview invitation to the clerkship director as soon as they receive it. Clerkship directors may require that students make up absent time.

In order to assure that all students achieve educational goals deemed as required by the UWSMPH it is necessary for all students to engage fully in all required rotations. Absences from a course beyond those allowed by the Clerkship Absence Policy will interfere with fully achieving these goals. Third year students planning to apply for highly competitive residencies which may require more than 10-12 interviews should avoid scheduling the required fourth year rotations (Preceptorship, Medicine Sub-internship, and Surgery) during the height of interviewing (November to January). If this is not possible, it is the student's responsibility to contact the administrator(s) and course director(s) of the affected required fourth year clerkships well in advance (at least one month in advance) of the affected clerkship start date to discuss possible options for scheduling make-up time. Make-up time may extend beyond the regularly scheduled course time.

If a student decides to take the Step 2 Clinical Skills Examination outside of the residency interview months

(Oct-Dec or Nov-Jan), he/she will be allowed a maximum of 2 days off of the clerkship and must provide proof in advance that he/she is registered for the examination. If any required rotation components or exams are missed, the form of the make-up and the date are at the discretion of the clerkship. A student may need to alter his/her schedule (including any planned time off) to meet clerkship requirements.

UWSMPH Policy Regarding
On-Call Schedules Before and After
3rd or 4th Year Core Curriculum Days

SHOULD STUDENTS TAKE CALL BEFORE CORE DAY?

All students should be excused from taking call the night before a Core Day.

WHEN ARE STUDENTS EXCUSED?

Students who are at sites located further than a one-hour drive away from Madison should be excused at 2 p.m. the day before Core Days so that the students have adequate travel time to get to Madison.

Students who are in Madison or within one-hour of Madison should be excused by 10:00 pm the day before Core Day.

SHOULD MADISON STUDENTS ROUND ON CORE DAY?

Students who are doing rotations located at Madison-based hospitals or clinics will **not** be expected to make rounds on their patients on the morning of Core Day.

WHEN CAN STUDENTS RESUME CALL SCHEDULES AFTER CORE DAY?

Students who are doing a rotation in Madison or within a one-hour drive will be expected to resume their regular on-call schedule on the evening of the Core Day. Students located at training sites further than a one-hour drive from Madison should resume call schedules the day after the Core Day.

WHEN SHOULD STUDENTS BE EXPECTED BACK ON ROTATION?

Students who are doing rotations that are located further than a one-hour drive away from Madison should resume their regular duties by noon of the day following Core Day, and should take call that evening if they are already scheduled to do so.

Students who are doing a rotation in Madison, or within a one-hour drive of Madison, should contact their team at the completion of Core Day events.

We expect students to use their judgment regarding driving conditions in inclement

The following is from the UWSMPH Student Handbook:

HEALTH INFORMATION PORTABILITY and ACCOUNTABILITY ACT (HIPAA)

Students in clinical training programs at UW-Madison are required to learn about the health information privacy requirements of the Health Insurance Portability and Accountability Act (also known as the HIPAA Privacy Rule) that went into effect in April, 2003 (<http://hipaa.wisc.edu/trainingstudents>).

When students are at a health care facility for clinical training, they are covered by the Privacy Rule as a member of that facility's workforce. In addition to this training, a training site may require students to complete Privacy Rule training specific to that site. Students are expected to follow that site's policies and procedures, including those concerning health information privacy.

HIPAA Privacy Rule The Privacy Rule defines how health care providers, staff, trainees and students in clinical training programs can use, disclose, and maintain identifiable patient information, called "Protected Health Information" ("PHI"). PHI includes written, spoken, and electronic information and images.

PHI is health information or health care payment information that identifies or can be used to identify an individual patient. The Privacy Rule very broadly defines identifiers to include not only patient name, address, and social security number, but also, for example, fax numbers, email addresses, vehicle identifiers, URLs, photographs, and voices or images on tape or electronic media. When in doubt, you should assume that any individual health information is protected under the Privacy Rule.

All patients students come into contact with at a training site will have received a Notice of Privacy Practices, which describes in detail permitted uses and disclosures of PHI and patient rights under the Privacy Rule.

The following is from OASIS regarding FERPA:

Please Note: This information is intended for your use only. Student record information is protected by the Federal Educational Rights and Privacy Act (FERPA). No information regarding an individual student, other than that defined as directory information (without confidential flag), may be communicated to a third party without the express written consent of the student.

2013-14 UWSMPH Clerkship Statewide Campus Sites

Last Clinical Day Release Policy

All UW medical students completing traditional (non WARM, non TRIUMPH) clerkships at away campus sites will be released at *12:00 noon* on their last clinic day.

Rationale:

The current release time of 2:00 pm creates a disruptive situation where students are to be released from clerkship duties in the middle of outpatient clinic sessions or inpatient clinical care activities. As unplanned patient care needs frequently arise, students tend to be delayed from departure. Students have insufficient time to turn in all required end of rotation materials to site coordinators.

A 12:00 noon departure occurs at a natural gap in most patient care settings, allows the teacher and student to do a review of performance before departure without delaying patient care and lessens the student stressors to get all their items returned and checked by the clerkship coordinator at their campus site.

The noon departure time also allows earlier access to student housing units by housekeeping services which will create more prompt turnover of housing and allow earlier access for incoming students.

2014 UWSMPH Year 4 Match Day Rotation Release Policy

Match Week is Monday, March 17 – Friday, March 21, 2014.

Match Day is Friday, March 21, 2014. All M4s are excused from taking call on Thursday, the night before Match Day.

- M4s who are at sites located further than a one-hour drive from Madison:
 - Are released at 2:00pm on Thursday to allow adequate time to return to Madison.
 - Resume their duties by 1:00pm on Saturday if scheduled to do so.
- M4s who are at sites within a one-hour drive of Madison:
 - Are released at the end of their regular duties on Thursday.
 - Resume their duties by 8:00am on Saturday if scheduled to do so.
- M4s who are in Madison:
 - Are released at 9:00am on Friday.
 - Resume their duties at the usual time on Saturday if scheduled to do so.

2013-14 UWSMPH Policy on Using Mobile Devices on Clinical Rotations

Students must act appropriately and professionally on each clinical rotation regarding use of mobile devices. Respecting peers, faculty, staff and patients in lecture, conference settings, on the hospital wards, and in the clinics, students should:

1. Turn cell phone to vibrate
2. Refrain from text messaging, checking email, or talking on the phone while engaged in patient care and educational activities
3. Use iPads or other digital/electronic notepads exclusively for educational purposes or relevant patient care
4. Ask permission of faculty, attendings, residents and/or patients if he/she may use the digital device for referencing or note taking while working with them

Clerkship Plagiarism Policy 2013-2014

Third- and fourth-year students in the MD Program at the University of Wisconsin School of Medicine and Public Health must adhere to the school's plagiarism policy, as outlined in the Clerkship Directors' Consensus on Application of UWS 14 in Cases of Plagiarism.

The definition of academic misconduct is stated in UWS 14 and appears on the University of Wisconsin School of Medicine and Public Health Policy and Procedures Review document, which the students are asked to sign when they enter third year during the transitional clerkship orientation.

The code includes cheating on exams, representing the work of others as their own, collaborating with other students when prohibited, etc. A relevant passage in the definition of plagiarism is as follows:

... submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the source of those ideas ...

The clerkship directors who have encountered instances of plagiarism have made it clear to their students that they are expected to do original work that attributes and assimilates any works cited, reframes wording, and adds something new to the topic of the assignment.

There was general agreement that in case of future instances of plagiarism, the clerkship director will be responsible for communicating with the medical school dean of students at the time of suspicion of academic misconduct and before accusation is made.

Clerkship directors, in consultation with the medical school and campus dean of students offices, will follow the process to investigate and conduct hearings as outlined in UWS 14. These recommendations do not preclude individual faculty in clerkships from following UWS 14, but the clerkship directors will ask faculty teaching in their courses to consult with them as a matter of process.

If after investigation there is a confirmed case of plagiarism, the clerkship directors unanimously support the following recommendations for disciplinary sanction:

- For a first offense: The assignment deemed to have contained plagiarized material must be done over and graded on its merits. The grade for the course will be lowered one full letter value. A written reprimand will be placed in the student's file.
- For a second offense: The student will receive a failing grade in the course. Another written reprimand will be placed in the student's file. The student will be referred to the Student Promotions Committee.

UWSMPH Weather and Safety Emergencies Policy

Medical students participating in patient care activities are considered non-essential workers in cases of public safety emergencies. Weather emergencies fall into this category.

When there is a weather emergency declared in a Wisconsin county or municipality where students are participating in clerkship activities, students who need to drive to the clerkship site should be excused from the clerkship until the weather emergency is over.

If the UW-Madison campus is declared closed due to a weather emergency, all UW students - including medical students on clerkships statewide - are excused from on-site clerkship activities. However, students are strongly encouraged to report to the site if:

- 1) the site is located in a county or municipality included in the weather emergency but they do not need to drive to the site; or
- 2) there is no weather emergency in the county or municipality where their clerkship is located.

The Dean for Students office will notify all students, courses, and clerkships of the status of campus and closures via school listservs. Included will be:

Students: medall@wisc.edu

Course directors:

Year 2 Course Directors year2-coursedirectors@lists.wisc.edu

Year 1 Course Directors year1-coursedirectors@lists.wisc.edu

Clerkship Directors and Staff (Statewide Campus): clerkship-directors@lists.wisc.edu

University of Wisconsin School of Medicine and Public Health

Clinical Rotations Work Hour Policy

2013-14

The UWSMPH Clerkship Curriculum Committee developed a policy regarding the amount of time students spend in required activities, including the total required hours spent in clinical and educational activities during clinical rotations.

The Committee resolved to base the medical student work hour policy on the ACGME general guidelines. All clerkships must be committed to and be responsible for promoting patient safety and medical student well-being and provide a supportive educational environment. Clerkships must ensure that faculty provide appropriate supervision of medical students in patient care activities.

ACGME: Duty hours are defined as all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent inhouse during call activities, and scheduled activities, such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

UWSMPH Clerkship Duty Policy

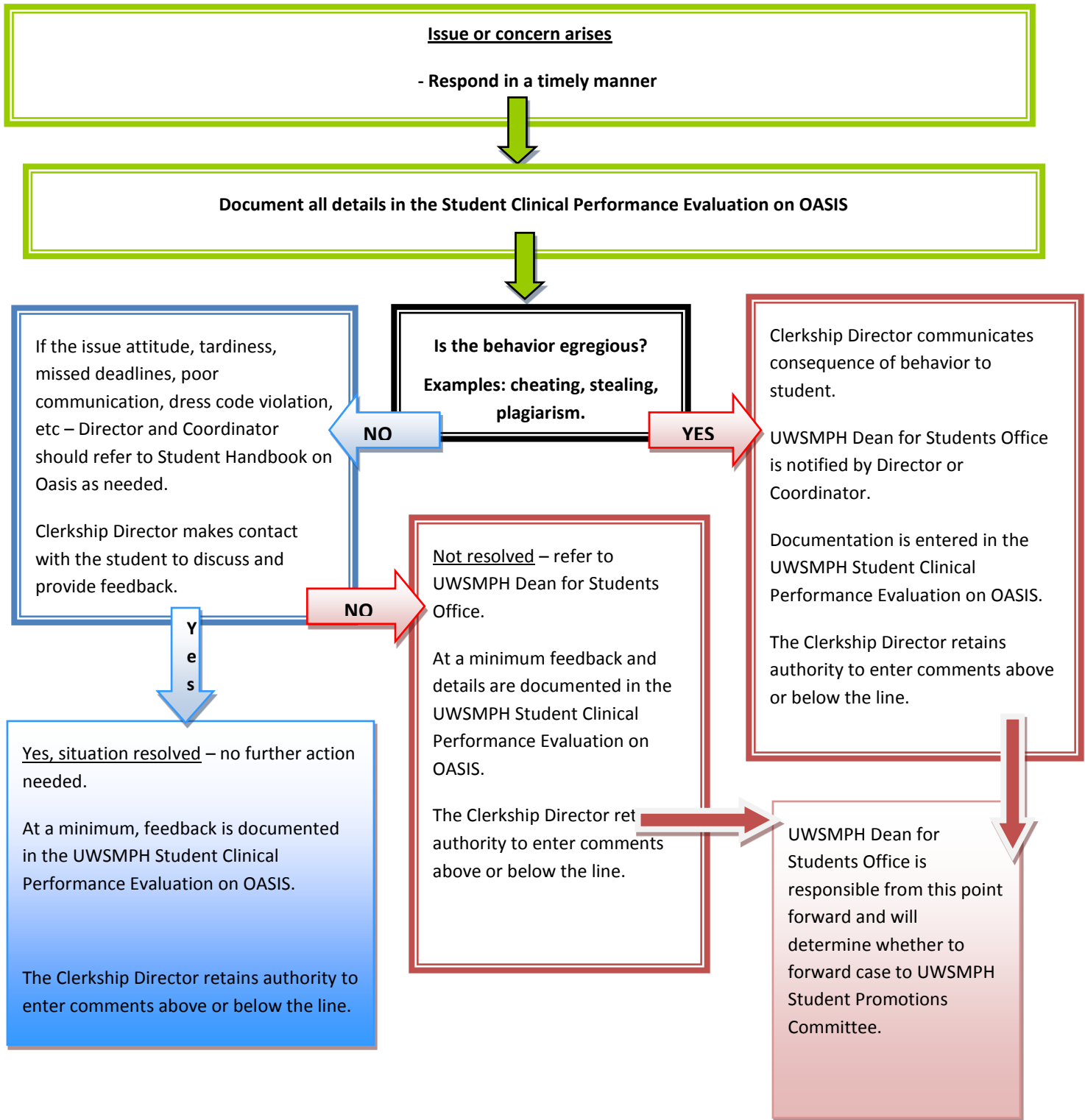
1. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
2. No duty shift shall exceed 24 hours, plus 6-hour sign-off.
3. Students are required to have at least one 24-hour period off per week on average.
4. All students are advised to report overages to the designated clerkship administrator, or the Associate Dean of Students, or the Ombudsperson.

Students will be made aware of this policy during Transitional Clerkship at the start of their 3rd year. It will also be posted on the Clerkship Web site, and included in all clerkship orientations. In addition, it will be included in the Student Handbook.

Reference: ACGME Web site: Information Related to the ACGME's Effort to Address Resident Duty Hours and Other Relevant Resource Materials http://www.acgme.org/acWebsite/dutyhours/dh_index.asp

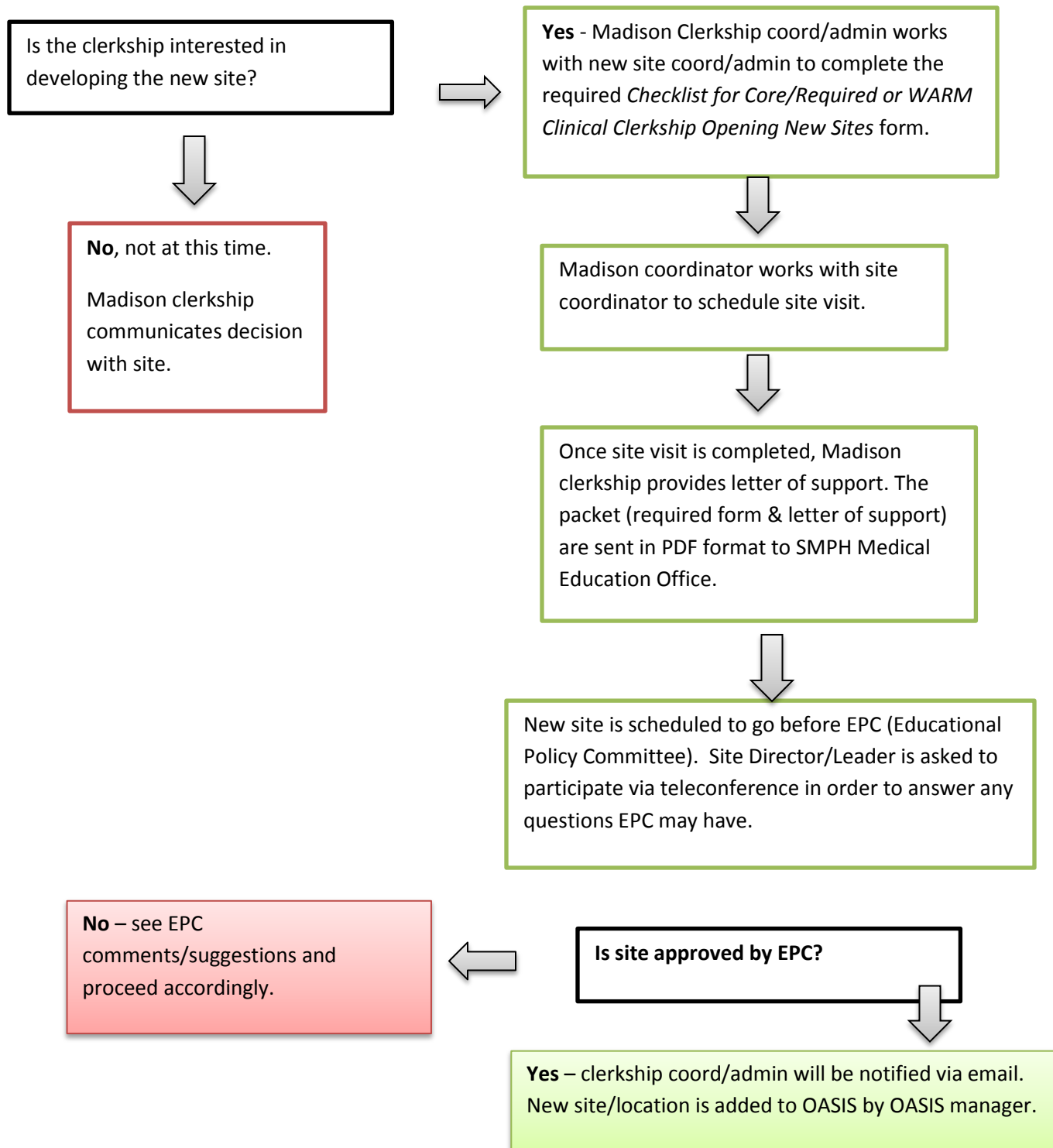
Accessed on 3/10/09

Guideline for Reporting and Documenting Medical Student Professionalism Issues Final 7/15/13



Opening a New UWSMPH Clerkship Site/Location

Please see *Clinical Years Rotation Approval Process* and *Checklist for Core/Required Clinical Clerkship Opening New Sites* form for additional information.



Attach a sample schedule –
and check the first box. List
the teaching faculty below
and check the second box.

Checklist for Core / Required Clinical Clerkships Sites

Clerkship: Insert name of Core/Required Clerkship here

Site: Insert name of potential new site here – be specific

☐

Sample daily student schedule for clerkship

☐

List of teaching faculty from new site, including contact information for site director(s) and coordinator(s).

Items below pertain to LCME accreditation and may be addressed in cover letter and/or by providing brief statements on this page.

1. Syllabus with course goals, objectives and core competencies (ED-2) have been disseminated by central clerkship and reviewed by site clerkship directors and coordinators.

☐

yes

☐

no

2. Any student not achieving all clinical core competencies and required experiences will be remediated by:

☐

same plan as central clerkship

☐

other (describe) _____

1) Check yes to indicating the site has received a copy of the clerkship syllabus / curriculum with goals, objectives, ED list from the Madison central clerkship. 2) Indicate how students will be remediated if needed. If not same as Madison clerkships – must indicate plan.

3. Briefly describe how teaching faculty and residents at the site will be oriented:

Indicate how site will orient their faculty and residents to teaching.

4. Briefly describe communication plan for *central* and *site* directors and coordinators including frequency of regularly scheduled phone calls and/or face-to-face contacts:

Indicate how Madison Clerkship Director(s) and Coordinator and Site Director and Coordinator will communicate.

5. Briefly describe the plan for giving mid-rotation feedback to students rotating at the new site, including who will be responsible for giving this feedback:

Indicate how medical students will receive mid rotation feedback at the site (including number of required forms for each student).

Site director

Indicate name and contact information (email, phone) of the Site Director.

Teaching faculty

Indicate names and contact information (email) of the site Teaching Faculty.

Student Programs Coordinator

Indicate the name(s) and contact information (email, phone) for the site Coordinator.

New Course Proposal Process

1. Department or faculty submits information for a proposed course to the appropriate faculty in the host department. This may be the education office/division within the Department, the clerkship coord/admin or other staff.
2. If supported, the proposed course information is forwarded to the coordinator or person responsible for starting the proposal process. At this point a meeting with proposing faculty, director and coordinator is warranted to discuss the logistics of the course prior to starting the official on-line course proposal.
3. A request for the next applicable course number is submitted via an email to the OASIS Manager (Terri Dolan, tdolan@wisc.edu).
4. Log into <https://courseproposals.wisc.edu/proposals/> to start a new course proposal. There is a step by step resource available on the site to walk you through the process.
 - a. Course type for all medical school proposals will be biological sciences.
5. There are several steps in the approval process so approval may take several months. All new courses must be approved by the Education Policy Council. There may be an option to set up a pilot or individualized clerkship course while you are waiting for the approval process to be completed.
6. Once the course is approved the OASIS Manager must activate the course number in OASIS.
7. After the course is activated the course catalog, availability, capacity and so on, must be created by the coordinator. Information to complete this can be found in the original course proposal.
8. Determine, with the director and faculty, how the course will be promoted to the students.
9. Have the OASIS Manager open the course for registration on OASIS once the course is set up and ready to go.

**Policy on Appointment of Clinical Adjunct Professors
School of Medicine and Public Health
University of Wisconsin-Madison**

Clinical Adjunct Professors are essential to the educational, research, and service missions of the School of Medicine and Public Health. They make vital contributions through a wide variety of activities while employed outside of the UW-Madison.

Clinical Adjunct Professors are usually recommended for appointment by a department chair and then approved for appointment by the Dean (or dean's designee) of the School of Medicine and Public Health (SMPH). Appointments and reappointments will comply with policies and procedures established by the SMPH and the University of Wisconsin-Madison, in addition to those established by departments. In recognition of the valuable services provided by Clinical Adjunct Professors, certain privileges are granted along with the appointment (e.g., access to library resources and services). This document sets forth the minimum requirements set by the SMPH. Individual departments and academic units may have additional requirements.

The formal titles granted to individuals appointed on this track follow the Clinical Adjunct Professor title series (Assistant, Associate, Full), as shown below:

Clinical Adjunct Assistant Professor, Department of XXXX
Clinical Adjunct Associate Professor, Department of XXXX
Clinical Adjunct Professor, Department of XXXX

Clinical Adjunct Professors may use their titles in presentations and scientific publications, and in venues where they are contributing to the missions of the SMPH. Clinical Adjunct Professors of the SMPH may not use their titles in any advertisements or direct or indirect practice marketing programs, including the yellow pages of telephone books or in any other media. The title and/or affiliation may not be used in conjunction with any industry sponsored presentations other than those specifically approved by the SMPH.

Criteria for Appointment or Reappointment

Individuals being considered for an appointment or reappointment must:

- A Have an active medical/professional license if they are a physician or other licensed clinical provider.
- B. Agree to perform and provide annual documentation of at least twenty-five hours of annual service on behalf of the SMPH in any combination of activities such as those listed in Service Activities below. Initial appointments will run through June 30. Reappointments will be for 3 years. Reappointment will be contingent on performance and documentation of service to the department in the activities listed. These appointments are terminated automatically unless renewed; no notice is required to end the appointment at the conclusion of the term of appointment.

Examples of Service Activities (not inclusive):

- 1. Supervise/teach SMPH medical students, other SMPH students (e.g., PA students, MPH students), or department residents and fellows in clinical settings (e.g direct supervision of a medical student on a hospital service or in a clinical setting).

2. Provide lectures to SMPH medical students, other SMPH students, or department residents and fellows (e.g. deliver a department lecture).
3. Staff an SMPH affiliated volunteer clinic for underserved populations (e.g. MEDIC).
4. Develop and present educational materials or moderate Grand Rounds or M&M conferences that are sponsored by the SMPH.
5. Actively participate in or moderate a journal club for SMPH students.
6. Present at national, state, or local specialty society meeting in conjunction with their SMPH department or academic unit.
7. Mentor SMPH residents in a structured setting.
8. Moderate or present at SMPH department lectureships or symposia.
9. Collaborate with SMPH department faculty in funded research.
10. Participate in the formal evaluation of SMPH medical student skills, such as the Year End Professional Skills Assessment.
11. Present at SMPH Continuing Medical Education activities.
12. Participate in quality improvement programs related to the UW Health enterprise.
13. Provide administrative leadership and/or participation in administrative activities related to the UW Health enterprise.
14. Provide leadership and/or participation in SMPH curriculum development, organization or oversight.
15. Perform other activities not listed here that advance their SMPH departmental missions which are recognized by the dean or department chair as fulfilling their SMPH service commitment.

Process for Initial Appointment

Individuals being considered for appointment must provide the following information to the appointing department/program:

1. Cover letter outlining planned service contributions.
2. Updated CV compiled in the format provided in Attachment C.
3. Two letters of support from peers or colleagues who can attest to candidate's aptitude to advance the clinical, educational, research or administrative missions of the department. Letters should be mailed by the writer directly to the department/academic unit.
4. Stated agreement to perform at least 25 hours of service such as those in the activities listed.
5. Completed and signed data form (Attachment A), CV and any additional documentation that may be required by the department or academic unit.

Once departments/academic units have received the above, they will prepare a letter of appointment for review by the Dean's Office. Departments will also provide a copy of the UWMF policy on Interactions with Industry to all clinical adjunct faculty and inform them that their Clinical Adjunct Professor title cannot be used in any setting that would violate the restrictions in that policy.

Process for Reappointment

Candidates for reappointment must provide the following information to the appointing department/program:

1. Updated CV compiled in the format attached as Attachment C
2. Documented performance of all relevant service per year since the last appointment using the form in Attachment B
3. Completed, signed data form

Promotion policies and procedures for this faculty track are described elsewhere.

Termination

Clinical Adjunct Professors continue their association with the SMPH appointing department or unit as long as that association is mutually agreeable by both parties. If the SMPH appointing department or unit has specific criteria for appointment or renewal in addition to the criteria in this policy, Clinical Adjunct Professors must meet both sets of criteria. The SMPH appointing department or unit may terminate a Clinical Adjunct Professor appointment at any time with no right of appeal. Examples of reasons for termination include but are not limited to:

1. For cause prior to the appointment end date at the discretion of the department or academic unit
2. Clinical Adjunct Professor has not met the minimum requirement for appointment during their current appointment period
3. Clinical Adjunct Professor resigns or moves from the service area and is no longer able to provide service to the department or academic unit

Authority to recommend termination of Clinical Adjunct Professor appointments to the Dean or designee rests with the department chair or director of the unit if he/she has been delegated such authority by the Executive Committee. Notice of termination is prepared by the department or unit for review and approval by the Dean's Office.

Acronyms and Glossary of Terms for UW SMPH

699 Course

This is a course for undergraduate students. Typically students work directly with faculty to arrange work on a project in the faculty lab. Students earn credit toward their undergraduate degree however; the 699 course does not qualify for credit in the MD program.

AAMC

Association of American Medical Colleges www.aamc.org

ACGME

Accreditation Council for Graduate Medical Education (ACGME) is responsible for the accreditation of post-MD medical training programs within the United States.

www.acgme.org

AOA

Alpha Omega Alpha (AOA) is the Medical honor society. www.alphaomegaalpha.org

Affiliation Agreement

Formal relationship between a medical school and a sponsoring institution. Instructions and form are located on the Clerkship Coordinators Learn@UW site.

Clinical Adjunct Faculty

The UWSMPH has hundreds of volunteer physician teachers. Physicians outside of the UW system are required to hold a volunteer appointment as a Clinical Adjunct Faculty (previously called Volunteer Faculty Appointments). Physicians submit their CV, a letter of intent to teach a minimum of 25 hours per year on average along with two letters or recommendation to the Department they are seeking appointment with. Clinical Adjunct Faculty appointments provide access to the extensive UW library system, a wisc account (email and library) and access to various UW Madison facilities. Clinical Adjunct Faculty appointments are valid for 3 years.

Clinical Year Rotation Approval Process

All new clinical sites need to go through the approval process. The process begins with the Clerkship Director and Coordinator and the proposed new site director, then goes to the EPC (Educational Policy Council) for final approval.

Core Day

Core Curriculum and Advising Days are held during the year. All 3rd year students (including WARM & TRIUMPH) return to Madison for these. Curriculum topics include, Health Disparities, Palliative Care and Unanticipated Outcomes. Two residency planning and advising sessions are included. 4th year students have one Core Day per year.

DO (Doctor of Osteopathy)

A DO degree requires four academic years of study. The American Osteopathic Association Bureau of Professional Education accredits colleges of osteopathic medicine in the United States that grant the DO degree.

EDs / Educational Directives (also referred to as standards)

LCME Accreditation standards covering Educational Programs for the M.D. Degree.

<http://www.lcme.org/functionslist.htm#educational%20program>

ERAS

Electronic Residency Application Service. ERAS is produced by AAMC to provide residency applications, letters of recommendation, Dean's Letters, transcripts, and other supporting documents to residency program directors electronically.

www.aamc.org/audienceeras.htm

Extramural Elective

An extramural elective is an away rotation. Students in their 4th year of medical school may decide to do a rotation(s) at another medical school. This is a great opportunity to check out a residency program while earning credit. Some schools use 4th year visiting student rotations as "audition rotations". This allows the student to audition for the residency program and save the cost of returning during interview season. It also allows the residency programs to audition the student(s) therefore increasing the number of people they can interview.

FERPA

Family Educational Rights and Privacy Act. Covers rights of students regarding reviewing, amending, and disclosing educational records or personal information. This is the HIPPA rule for education. www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

First and Second Year Preceptorship

Beginning 2012-2013 this is the new name for the GPP (Generalist Partnership Program) that matches first and second year students with preceptors.

GPP: Generalist Partnership Program matches first and second year students with preceptors.

Forward Feeding

Term used to describe sharing of confidential student information from one clerkship/course to another. For example, if a student is chronically late to lecture on a clerkship and the clerkship director or administrator shares that information with another clerkship director or administrator – that is forward feeding. Forward feeding is not allowed at UWSMPH even if the intention is “good” (ie trying to provide support and guidance to the student in question).

GME

Graduate Medical Education. An office sponsoring and managing residency and fellowship programs accredited by the ACGME.

Grids

The Student Services Office develops a set of scheduling options for 3rd Year students referred to as grids. Students rank their choices for clerkship location and timing. Grids are developed based on the number of available slots per clerkship, per site.

Individualized 4th Year Clerkship

This is a course created by a student, perhaps with assistance from a faculty member. This course is typically used by 4th year students to pursue credit working in a specific area of interest where a 4th year course is not currently offered. This course should not be used as an end-around to gain placement in a course that is full. Students must submit specific information (goals, objectives, faculty and clinical site information) to the host Department and Student Services for approval.

IRB

An Institutional Review Board is established by research institutions to ensure the protection of rights and welfare of human research subjects participating in research conducted under their auspices.

LCME

The Liaison Committee on Medical Education LCME is the nationally recognized accrediting authority for medical education programs leading to the MD degree in the United States and Canada. The LCME is sponsored by the Association of American Medical Colleges and the American Medical Association.

Learn@UW

Web based learning environment used at UW.

Lottery

3rd year medical students rank their choices and a series of lotteries are run in OASIS to create their schedules. These lotteries place 3rd year students into grids and 4th year students into required courses and electives. Lotteries are typically run March - May.

MAMA Dollars

Mission Aligned and Management Allocation – these funds are distributed through SMPH to Departments to support medical student education.

Medical Education Day

This is an annual professional development event held at the HSLC. The Medical Education Office (MEO) at UWSMPH is responsible for all aspects of Med Ed Day.

Medical Education Office

The MEO is responsible for school wide events such as 1st & 2nd year Integrative Cases and Core Days for 3rd & 4th year students. They are also responsible for all aspects of the annual Medical Education Day; they provide support to clerkships and courses with development of new courses and sites; curriculum development; student performance evaluation; faculty evaluation; exams; experience requirements, etc.

MSPE

Medical Student Performance Evaluation. Formerly referred to as the “Dean’s Letter”. Faculty may provide comments in two separate areas of the MSPE.

Comments *above the line*: these comments are transferred verbatim to the Dean’s letter.

Comments *below the line*: are for the student only and are not transferred to the Dean’s letter. Students may need reminding of this.

NBME (National Board of Medical Examiners – aka – the Shelf)

The independent, not-for-profit organization that provides assessment and testing for healthcare professionals. Specifically, UWSMPH uses NBME end of clerkship exams. NBME also develops and manages the USMLE (United States Medical Licensing Examination).

OASIS (Online Access to Student Information and Scheduling)

The web based system used at UWSMPH for medical student registration, student performance evaluation, faculty and course evaluation, tracking clinical experiences, etc.

OSCE (Objective Structured Clinical Examination)

Often used in health sciences, this exam is used to test clinical skill performance and competence in skills such as communication, clinical examination, medical procedures, radiographic image evaluation and interpretation of results.

Patient Safety Curriculum

This is required curriculum for all 3rd year medical students. This course is managed by the UWSMPH Medical Education Office (MEO). Students complete online modules in patient safety and a medication reconciliation activity in the clinical setting. Deadlines for completion are typically in the spring. Questions regarding the curriculum should be directed to the MEO.

Patient, Doctor and Society (PDS)

This is a course taught in the 1st and 2nd years of Medical School at UWSMPH. It focuses on biological, psychological and social aspects of patient centered care. Students learn communication skills, physical exam skills, evidence-based medicine, professionalism and health care in society. PDS includes lectures and case conferences, small group work and clinic visits with preceptors (GPP or 1st and 2nd year preceptorship).

Program Director

The physician designated with authority and accountability for the operation of the residency/fellowship program.

RUSCH (Rural and Urban Scholars in Community Health)

A pre-med pipeline program designed to recruit and prepare motivate students who wish to serve rural and urban communities.

<http://www.med.wisc.edu/education/md/rusch/rural-and-urban-scholars-in-community-health/25063>

SASS

Student Academic Support Services. Staff in the office of SASS are experts in the field of medical education and provide various services to help medical students achieve their full academic potential.

Student Handbook

The handbook for UWSMPH students, posted on OASIS (under notices) contains policies governing students, curriculum requirements, a list of services available to students, and information on residency and the Match.

TOEFL

Test of English as a Foreign Language. Required examination for graduate school applicants whose native language is not English. www.ets.org/toefl

Transitional Clerkship

Mandatory event for all incoming 3rd year medical students. TC is designed to relieve anxiety and prepare students for the clinical years. Transitional clerkship occurs the first week in July and is 1.5 to 2.5 days in length subject to the July 4 holiday.

TRIUMPH (Training in Urban Medicine and Public Health)

A program within UWSMPH committed to providing health care for urban populations and to reduce health disparities. Students spend the majority of their clinical time in Milwaukee. <http://www.med.wisc.edu/education/md/triumph/main/681>

USMLE (United States Medical Licensing Examination)

While the individual licensing boards grant the license to practice medicine, all medical boards in the US accept a passing score on the USMLE as evidence that an applicant demonstrates the core competencies to practice medicine.

WARM (Wisconsin Academy for Rural Medicine)

A program within UWSMPH with a focus on training future physicians for rural and underserved Wisconsin. <http://www.med.wisc.edu/education/md/warm/wisconsin-academy-for-rural-medicine/187>

YAC (YEPSA Advisory Committee)

This UW SMPH standing committee is responsible for reviewing and approving new YEPSA cases, setting examination dates, and developing policy as it relates to the YEPSA.

YEPSA (Year End Professional Skills Assessment)

A comprehensive Objective Structures Clinical Exam administered at the end of Year 3. Students must take the exam and pass it in order to meet degree requirements at UW SMPH. The exam involves multiple clinical stations, each drawn from a clinical core competency list that is developed by the Year 3 clerkship directors and distributed to students at the beginning of Year 3.

UWSMPH Clerkship Coordinator/Administrator Orientation

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