TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER℠
EL PASO

Paul L. Foster School *of* Medicine

Common Clerkship Policies

Office of Medical Education

AY 2025-2026

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Office of Accessibility Services

TTUHSC EP is committed to providing access to learning opportunities for all students with documented learning disabilities. To ensure access to this course and your program, please contact the Office of Accessibility Services (OAS) by calling 915-215-4398 to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical setting. Accommodations are not provided retroactively, so students are encouraged to register with OAS as soon as possible. More information can be found on the OAS website:
https://elpaso.ttuhsc.edu/studentservices/accessibility/default.aspx

Counseling Assistance

TTUHSC EP is committed to the well-being of our students. Students may experience a range of academic, social, and personal stressors, which can be overwhelming. If you or someone you know needs comprehensive or crisis mental health support assistance, on-campus mental health services are available Monday- Friday, 9 a.m. – 4 p.m., without an appointment. Appointments may be scheduled by calling **915-215-TALK (8255)** or emailing support.elp@ttuhsc.edu. The offices are located in MSBII, Suite 2C201. Related information can be found at https://elpaso.ttuhsc.edu/studentservices/student-support-center/get-connected/ Additionally, the National Suicide Prevention Lifeline can be reached by calling or texting **988**.

Reporting Student Conduct Issues:

Campus community members who observe or become aware of potential student misconduct can use the Student Incident Report Form to file a report with the Office of Student Services and Student Engagement. Student behaviors that may violate the student code of conduct, student handbook, or other TTUHSCEP policies, regulations, or rules are considered to be student misconduct. This includes, but is not limited to, plagiarism, academic dishonesty, harassment, drug use, or theft.

TTUHSC El Paso Campus CARE Team:
The university CARE Team is here to support students who may be feeling overwhelmed, experiencing significant stress, or facing challenges that could impact their well-being or safety. If your professor notices any signs that you or someone else might need help, they may check in with you personally and will often connect you with the CARE Team. This is not about being "in trouble"—it's about ensuring you have access to trained professionals who can offer support and connect you to helpful resources. Additionally, if you have any concerns about your own well-being or that of a fellow student, please don't hesitate to reach out to let your professor know. You can also make a referral to the CARE Team using [CARE Report Form](#). Your health, safety, and success are our top priorities, and we're here to help.

Attendance Policy

Attendance at clinical duties and didactics is mandatory. Attendance demonstrates accountability and professionalism. **Unexcused absences will not be tolerated and may result in disciplinary action, potentially including referral to the Office of Student Affairs and the Grading and Promotions Committee.**

Students have allotted institutional holidays as stated on each academic calendar. Academic calendars are posted on the Office of Medical Education website and can be found at: https://elpaso.ttuhsc.edu/som/dme/academic-calendars.aspx.

Students assigned to WBAMC will be excused from duty on institutional holidays. Students will be expected to work on Military Training Days that do not coincide with institutional holidays. If the WBAMC clinic to which the student is assigned is closed, the student will be assigned duties on another campus for the day.

Students are required to attend both the first and last days of the rotation. The only excused absences will be for interviews, illnesses (with doctor's note), or documented family emergency. Students will not be excused in order to depart for an away or international rotation.

Absences are only excused at the discretion of the Clerkship/Course Director in conjunction with the Associate Dean for Medical Education or their designee. The absence request must be sent through the designated system in Elentra to be considered. Direct requests to the Clerkship/Course Director will not be considered. Absences include urgent/emergent situations without advance notice and planned absences.

Commonly excused urgent/emergent situations include:

- Illness/urgent or emergent health care appointment
- Family Emergency
- Death in the Family

Commonly excused planned absences include:

- Religious Holidays (please see the Religious Holy Days Policy)
- Presenting at a National Conference (limited to attendance for the presentation)

- Special family events, such as "once in a lifetime events." For example, the wedding of first degree relatives (limited to the attendance for the wedding).
- Cultural holidays (refer to policy)
- Interviews for Residency (MS4 only)
- Planned appointment with a health care provider

All excused absences, including special requests (if approved) will be counted toward the cap of excused absences and may require make-up time at the discretion of the Clerkship Director/Administration even if < 6 days per semester. All absences totaling 6 days or more per semester must be reviewed with the Associate Dean for Student Affairs.

Planned Absences

All planned absences must be reported through Elentra as early as possible when the student first discovers the need for the absence but no later than 2 weeks in advance unless there are extenuating circumstances. For example, it is not acceptable for a student to wait to see if their unscheduled time during ambulatory week coincides with their doctor's appointment and then request the time off after the schedules are released. If a student is requesting unscheduled time for a planned absence for a doctor's appointment, a note must be submitted from the provider stating that they were evaluated with proof of time and date. The note should **not** contain any private health information.

Attendance on the days prior to and immediately after a holiday is mandatory and absences for illness will require a note from their physician.

Absences in the Third Year

During the third year, a student is expected to attend all clinical and didactic activities. If a student will be absent for any activity, they must obtain approval through the Elentra system. **If the Clerkship Director/s or administration determines that a student's absence(s) compromises the student's ability to attain the necessary competencies, they may require the student to make up days or complete alternate assignments even if the time missed does not exceed 6 days per block or 12 days during 3rd year.** If a student is required to make up time, this must be completed during unscheduled time and the hours worked must be in compliance with the duty hour policy. Typically, this is done in a block after the completion of other 3rd year requirements and before 4th year begins.

If a student is absent more than **6 days per block or 12 days during third year (including excused absences),** it will be reviewed by the Associate Dean for Student Affairs. Excessive absences could be a violation of the Student Code of Conduct and may be forwarded to the Grading and Promotions Committee.

If a student begins a third year clerkship block and then takes a prolonged leave ($\geq$ 2weeks), then the student will be required to:
- Make up any clinical time missed in the next open clerkship block (this would be Block 1 of the next academic year for students who are "on cycle" and Block 2 of the next academic year for students who are "off cycle")
- In addition to completion of the pending clinical work, the student must schedule all pending NBME exam/s and OSCEs .

- The NBME exams must be completed within 10 business days of the student's completion of pending clinical work or within 10 days of return to duty if no significant clinical work was pending. The student is responsible to contact the Clerkship Office to schedule the exam/s.
- All pending OSCE exams must be completed at the next available testing date which will be scheduled in collaboration with the TECHS center. The student is expected to contact the Clerkship Office to schedule the exam and must be on campus for the OSCE.
- Didactic material that is missed can be viewed through Elentra where videos, slides and readings are posted.
  - Students can meet with faculty to discuss any questions they have about didactic material
- There may be additional make-up assignments at the discretion of the clerkship directors.
- Make-up for the clinical time missed, coursework and testing will need to be completed before beginning year 4 clerkships. Students cannot be registered for 4th year until all 3rd year requirements are met.

Absences in the Fourth Year

In the fourth year, a student may have no more than **three** excused absences in a 4-week block without having to make up that time. **However,** if the Clerkship/Course Director determines that a student's absence(s) compromised the student's ability to attain the necessary competencies, they may require the student to make up days or assignments, regardless of the number of days missed. It is also at the discretion of the Clerkship/Course Director to give the student an alternate assignment to satisfy all or part of the make-up time. If a student is required to make up time, this must be completed during unscheduled time and the hours worked must be in compliance with the duty hour policy.

If a student is **absent more than 6 days in a semester** during fourth year, it will be reviewed by the Associate Dean for Student Affairs. Excessive absences could be a violation of the Student Code of Conduct and may be forwarded to the Grading and Promotions Committee.

Notification of Absence (Third and Fourth Year)

When a student is going to be absent, they are required to notify **all the following**:

1) the Clerkship Coordinator BEFORE their shift or assigned duties begin. Acceptable forms of notification are: email (preferred), phone call, or text message.

2) The Clerkship Office by uploading the absence to Elentra.

3) The clerkship specific contact via email – please see individual Clerkship Syllabus for Clerkship-specific contact information

Planned Absences:
A planned absence from a clerkship phase required activity must be reported as soon as the absence is planned AND **a minimum of two weeks in advance** (unless there is documentation that the delay was unavoidable). Non-compliance shall result in the absence being counted as unplanned and unexcused). The same notification rules listed in the previous paragraphs apply.

In the event of an emergency that results in an absence from clerkship duties, the student must notify the Clerkship Coordinator and Director as soon as possible. The student should upload an absence in Elentra as well.

Documentation of Absence (Third and Fourth Year)

The following absences require special documentation as they considered graded activities. A health care provider's note on the healthcare provider's letterhead or printed from their electronic health record is required. **Failure to obtain a health care provider's note in a timely manner (within 48 hours) may result in a serious professionalism concern, failure of the activity/exam, or failure of the course/clerkship and referral to GPC.**

If a student is absent for any of the following, then a health care provider's note is required:

- **Orientation Day** (MS3 and MS4) is a *Graded Activity*. Attendance is mandatory.
- **Additional graded activities include OSCE's, NBME subject exams and all other activities that contribute to a student's final grade (such as presentations).**
- **More than two consecutive days due to illness:** a health care provider's note on the healthcare provider's letterhead or printed from the provider's electronic health record is required.
- **When presenting at a national conference:** a copy of the invitation to present and travel itinerary is required.
- **When interviewing for residency** (MS4 only): a copy of the invitation to interview and travel itinerary is required.
- **Absences due to illness on the day before and after a holiday require a doctor's note.**
- **Planned absence for an appointment with a health care provider.**

Remediation and/or Make Up of NBME Exams (Third and Fourth Year)

1. Make-up of NBME exam due to an excused absence

   Students who miss an NBME exam due to an excused absence **must make arrangements with the Clerkship Office/Office of Medical Education** to make up the exam within 10 business days of the student's return to duties. The student is responsible for contacting the Clerkship Office to make the arrangements before they return or within 72 hours of their return.

   If a student must make-up more than one NBME from a third year block, they must all be taken promptly upon the student's return to duty within 10 business days of the student's return with spacing similar to that used in the two-week end of block exam period.

   Failure to contact the Clerkship Office within 72 hours of return to duty to schedule the pending exams will results in a professionalism concern and failure to take the pending exams within the 10 day limit will result in a failure on the first attempt for the exams.

2. Remediation of an NBME exam

   Third Year students who must **remediate** an NBME exam/s due to failure on the first attempt are required to successfully complete the exam before their Fourth Year coursework begins. Students cannot be registered for fourth year until all third requirements have been fulfilled. **It**

is highly recommended that students who fail any NBME on the first attempt contact the Office of Student Affairs for any assistance needed.

3. During fourth year, all **remediation** must be completed in time for certification for graduation.

Once the student decides on a date to remediate, please contact Mrs. Janssen a minimum of one week in advance to make arrangements.

NBME Subject Exam Vouchers:

Each third year student will receive 2 NBME subject exam vouchers for each subject exam each semester (total of 6 per semester). If a student has difficulty redeeming a voucher, they should check with the Clerkship Unit Manager, Lourdes Davis Janssen, on the 3rd floor of the CSB in the Clerkship Coordinator Office or email at Lourdes.Davis@ttuhsc.edu.

Please note that assistance with redeeming vouchers is not available after hours or on weekends/holidays. It is the student's responsibility to use the vouchers in advance so that all issues can be resolved prior to a testing date.

Students who purchase vouchers on their own will not be reimbursed.

NBME Early Testing Policy for Year 3 Clerkships:

Students have an option to take one or two of the NBME subject exams each semester during an early testing period. Students can also opt to keep the current scheduled dates during the 2-week testing period at the end of each block.

The rules regarding optional early testing are outlined below:

1. Each student may choose to take **one** or two NBME Subject exams during the early testing period.
2. Tests will be offered on Mondays. The dates will be listed on the community page for each block. There will be multiple dates offered to allow each student an opportunity to take one or two exams early during their ambulatory rotations.
   a. Note: *Students must choose a date during their ambulatory weeks*. For example, testing during IM wards or general surgery will not be allowed.
   b. Clinical schedules will not be altered due to early testing. Students are required to attend all scheduled clinical shifts.
3. Students may choose any one or two of the 3 NBMEs that they would normally take at the end of the block.
   a. Medicine and the Mind Block: Subject exams are required in Internal Medicine, Psychiatry and Family Medicine. *Choose up to two.*
   b. OBSEF Block: Subject exams are required in OB/GYN, Surgery and Pediatrics. *Choose up to two.*
4. If a student "opts in" for early testing, **this will count as the 1st attempt for the NBME.** The score will not be erased or discarded. The score will be officially recorded in the student record.

5. Students who opt to take one of the NBME exams early will be notified of the result once the score report is received. Students can also view their results through the NBME portal.
6. *Once a student sits for an early exam*, they can then choose to spread out their remaining exams during the end of block testing period.
    a. For example, during the regular 2 week testing period for Medicine and the Mind, NBMEs are administered on Friday of week 1 and Tuesday and Friday of week 2.
        i. For example, if a student takes the NBME scheduled for the second Friday, they can ask to spread the other 2 exams out and move the Tuesday exam to Friday of week 2.
    b. For example, during the regular 2 week testing period for OPSEF, NBMEs are administered on Tuesday of week 1 and Tuesday and Friday of week 2.
        i. For example, if a student takes the NBME scheduled for the first Tuesday, they can ask to spread the other 2 exams out and move the Tuesday exam from week 2 to Tuesday of week 1.
7. **The early testing dates are completely optional.** If a student does not choose to take an exam early, the default will be the 3 testing dates during the 2 week exam period at the end of the block.

How to schedule an early testing date:

If you would like to schedule an early testing date, please email Lourdes Janssen at lourdes.davis@ttuhsc.edu with the following information:

1. Date chosen for early testing
2. NBME subject exam chosen for early testing

*****Very Important*****

The NBME roster will lock one week prior to the selected testing date. Once the roster locks, the exam has been ordered and the student is expected to take the exam and all of the rules related to NBME testing apply.

- For example,
    - Absence on the early testing date related to illness will require a doctor's note.
    - "No Show" on the day of the scheduled exam will count as a failure on the first attempt.
- If you change your mind and decide that you do not want to take an exam early after you initially signed up, you must notify Mrs. Janssen one week prior to the scheduled test date – that is the Monday prior by 5 PM.

NBME Testing Rules:

The subject examinations are secure exams subject to all rules set forth by the National Board of Medical Examiners. These rules can be found on the NBME website at: https://www.nbme.org/common-questions/exam-rules-and-conduct.

All students are expected to arrive on time and to be prepared to begin the exam at the scheduled time.

a. Late arrival <10 minutes past scheduled start time:
   a. This will result in an event card placed in the student's ePortfolio.
b. Late arrival > 10 minutes past the scheduled start time:
   a. Student will not be permitted to enter the exam room or take the examination.
   b. The student will receive a score of "0" for the exam. It will counted as the first attempt for the subject exam. Remediation of the exam will be required.
c. Students are responsible to check their Elentra schedule for room assignments for the exams. Changes in the room assigned may occur due to other events at the university.

Credentialing of Medical Students

All medical students must maintain compliance with occupational health requirements in order to participate in clinical rotations. This is monitored by the Office of Student Affairs.

In addition, many health care facilities and offices require students to be credentialed to attend procedures and/or care for patients. The Office of Medical Education will work closely with Student Affairs and the individual clerkships to file the paperwork necessary for each facility. It is each student's responsibility to answer emails and comply with required appointments (such as for fingerprinting at WBAMC) and to complete all required paperwork in a timely manner. If students fail to comply with deadlines and are unable to attend a rotation as a consequence, it may be reflected in the student's final assessment as a professionalism issue. Please note that the Office of Medical Education and the appropriate clerkship will notify students if there are facilities that are **not approved** for medical student rotations. The students should not perform clinical duties or procedures at any facility that is not approved even if their community preceptor goes to that facility.

If a student does not complete the required credentialing process, then they may NOT enter that facility and work as a medical student.

Clinical Grading Policy

Student clerkship performance is based on the clerkship director's judgment as to whether the student honors, passes, or needs improvement on each of 8 competencies described by the PLFSOM discipline performance rubric. The final clerkship performance assessment is conducted at the end of the rotation based on the student's level of performance across the block. It is expected that over the course of the block, student performance will have improved in many or all categories, based on constructive feedback and growing familiarity with the clinical discipline and patient care. **In other words, the final assessment is not an average of the student's performance.   Competency grades are based on clinical assessments by faculty and residents, clerkship assignments and activities and professionalism as outlined in the clerkship syllabi. Clinical assessments are carefully reviewed by the clerkship directors and considered in relation to all students in the cohort and their use in the final grade is at the discretion of the clerkship director.**

Possible Final Grades are Honors, Pass, Fail, In Progress (PR) and Deferred (DE) unless otherwise specified. There is no cap or quota on the number of students eligible for Honors designation. The overall grade is based on the 8 competency scores as described below, the NBME score and the OSCE

score. No student who "needs improvement" in any competency on the final clerkship evaluation is eligible for honors.

A student who fails Professionalism may receive a Pass or a Fail overall at the discretion of the course/clerkship director, regardless of the scores on all other items.

Third and Fourth Year Required Clerkships

Overall grade is based on the assessment in each of the 8 competencies, NBME score (See Table 1 for clerkship designated thresholds for pass and honors), OSCE performance (if applicable), and professionalism

- **Honors,** if all of the following are true:
  - o Passes NBME exam, if applicable, at or above the clerkship designated score for honors on first attempt
  - o Passes OSCE, if applicable, on first attempt
  - o Minimum of 4 of the 8 individual competencies rated as "Honors" on the final clerkship evaluation
  - o No individual competency rated as "needs improvement" on the final assessment.
- **Pass** if all of the following are true:
  - o Passes NBME exam, if applicable, at or above the clerkship designated score for pass on the first or second attempt
  - o Passes OSCE, if applicable, on first or second attempt
  - o Minimum of 6 of the 8 individual competencies rated as pass or better on the final clerkship evaluation
  - o No more than 2 individual competencies rated as "needs improvement" on the final clerkship assessment
  - o Professionalism concerns are, in the judgment of the course director, not significant enough to warrant a Fail on the final clerkship evaluation.
- A **failing** clinical assessment is assigned if *any* of the following are true.
  - o 3 or more individual competencies rated as "needs improvement" on the final clerkship assessment
  - o NBME Exam, if applicable, below the designated clerkship score for pass after 2 attempts
  - o Failure on final exam (other than NBME), if applicable, after 2 attempts
  - o Fail on OSCE, if applicable, after 2 attempts
  - o Professionalism concern deemed by the course director significant enough to warrant a Fail on the final evaluation.
- If a student receives a final grade of "needs improvement" in 3 or more competencies in any of the clerkships, they will be referred to the Grading and Promotions Committee (GPC).
- If a student fails 3 NBME's or 2 OSCE's on the first attempt within the third year, they will be referred to the Grading and Promotion Committee and a notation will be made on the MSPE (Medical Student Performance Evaluation)

An **In Progress** grade (PR) will be assigned any student who has not completed required assignments or examinations or who has not fulfilled all clinical experience obligations, pending completion of the required work. This is a temporary grade used when the student's work has been satisfactory in quality and the work in a course extends beyond the semester or term due to factors that are beyond the student's control, for example due to illness or prolonged excused absence.

A **Deferred grade (DE)** is a temporary grade that is given only when a student's work is unsatisfactory in a component of the course/clerkship and the work in a course extends beyond the semester or term based either on course policy or on a remediation plan established for the student by the school's Grading and Promotions Committee. For example, failure of the first attempt on an NBME or OSCE would result in a temporary grade of DE. If the NBME and/or OSCE is successfully remediated, the DE will be changed to PA. If the attempt at remediation of the NBME or OSCE is not successful, then the DE will convert to FA and the student will be referred to the Grading and Promotions Committee as per the GPAS policy.

Table 1: Clerkship Designated Scores for Pass and Honors

Clerkship	PLFSOM Equated Percent Correct Score required for PASS (>designated score)	PLFSOM Equated Percent Correct Score required for HONORS (>designated score)
Family Medicine	65	80
Surgery	61	80
Psychiatry	75	88
Internal Medicine	60	80
Pediatrics	65	84
OB/GYN	67	83

Please note:

1. Each Fourth Year Elective has its own grading assessment forms based on the eight core competencies and linked to the PLFSOM Program Goals and Objectives. . Final grades possible are Honors, Pass, and Fail. Please refer to the syllabus for each elective for more information on the specific grading policy.
2. Pass/Fail Grading   ;
   a. During third year, Intersession, Emergency Medicine, and the Family Medicine Longitudinal (OPSEF Block) are graded as Pass/Fail.
   b. During fourth year, the Bootcamp is graded as Pass/Fail.

Op-Log Policy

1. **Students are required to complete** Op-Log entries on **all** patients with whom they have direct, "hands-on" clinical contact—e.g., take all, or significant part of the patient's history, conduct a physical examination, perform or assist in diagnostic or treatment procedure, write orders, participate in treatment decisions, etc. A student will also be expected to complete Op-Log entries on patients seen with an attending or resident where clinical teaching and learning through observation is an explicit goal of the encounter.

2. Students will document each problem/diagnosis addressed by the student at the time of the encounter e.g., if a patient has the following diagnoses listed on his/her record—DM type 2, Hypertension, and Osteoarthritis, but the student only addresses the OA during the encounter, OA is the only problem that would be recorded in Op-Log for that encounter. If the student addresses more than one problem in a given encounter, then they should list the diagnosis primarily addressed at the visit first, and then the others diagnoses in order following this.

3. **Students are expected to record their encounters in OP-Log on <u>at least a weekly basis</u>.** Regardless of where the assessment falls in a week, students must have their Op-Log recordings up-to-date at least 24 hours prior to scheduled mid-block of clerkship formative assessment and by 5:00 pm the Monday of NBME week.

4. For hospitalized patients, a student will complete an entry at the time they assume care of the patient and each day that they have direct "hands on" contact.

5. **Timely, complete, and accurate clinical encounter Op-Log entries will be a component of the clerkship assessment. <u>Students who do not meet expectations in the documentation of their clinical experiences will not be eligible for "Honors" designation</u>.**

6. Students will not document "incidental" patient-encounters. Each clerkship will operationally define "incidental encounters for its purposes.

7. Each clerkship has identified mandatory conditions that students must encounter during the clerkship. If a student does not see a patient with the mandatory condition or procedure at the designated level of involvement, then an alternate assignment must be completed to fulfill the requirement. Please see the Op Log sections in each syllabus.

   a. Note that the required diagnosis must be listed first in the Op Log in order to fulfill the requirement.
   b. Each encounter logged can only be used to satisfy one requirement. For example, if a student sees a patient with chest pain who has DM and HTN, this entry will only satisfy the chest pain requirement. It will not satisfy 3 requirements.
   c. For specific diagnoses (such as colic or child abuse), this can be adjusted at the discretion of the clerkship director.

8. We expect that students will document a minimum number of encounters per clerkship. Please note that these are <u>minimum</u> expectations, and as such a student may not qualify for Honors if

they only meet the minimum expectation (Honors designation indicates a student went above and beyond).

9. Deliberate falsification of Op-Log entries is dishonest and will result in a referral to the Grading and Promotions Committee.

Class Ranking Formula

Class rank will be calculated at the completion of third year clerkships and will be included in the student's MSPE prepared by the Office of Student Affairs. The ranking will be based on competency grades, professionalism, NBME scores and OSCE performance. Contribution of each element will be as follows:

*   40% based on competency grades from 8 third year clerkships in Knowledge for Practice, Patient Care, Interpersonal and Communication Skills, Practice Based Learning and Improvement, System-based Practice, Interprofessional Collaboration and Personal and Professional Development. Input from each clerkship will be proportional based on number of credit hours/year.
*   10% based on performance in the end of block OSCEs
*   40% based on NMBE subject exam scores from the 6 third year clerkships. Note that NBME exams are not required in Emergency Medicine and Neurology during third year,
*   10% based on competency grades in Professionalism from all 8 third year clerkships

Referral to Grading and Promotion

It is the responsibility of each student to familiarize themselves with the Grading, Promotion and Academic Standing Policy (GPAS). The GPAS Policy can be found on the UME Program Policies and Forms web page at the following link: https://elpaso.ttuhsc.edu/som/ome/cepc/policies.aspx

Common Course Requirements: Year 3

1. Intersessions

*   There will be three intersessions in the third year
    *   One week prior to the start of Block 1
    *   One week prior to the start of Block 2
    *   Two weeks at the end of the academic year after the conclusion of Block 2
*   The entire class will participate in the activities. Content will integrate the experiences in the clinical rotations during Year 3 with concepts from the Year 1 &2 coursework.
*   This is a 4-credit course required for graduation.
*   Attendance and participation in the intersession activities is **mandatory**.
*   Please refer to the Intersession Syllabus for complete details and to review the objectives, a sample calendar and assessments.

2. End of Block OSCE

- Students at the end of each block are required to take and pass on OSCE exam.
    - The exam typically consists of 5 to 6 cases. The cases combine clinical skills/reasoning from the block clerkships.
    - The OSCE may also include skill demonstration stations (see specific clerkship/block syllabi)
    - Grading of the OSCE Standardized Patient cases
        - The student will receive two sub-scores
            - Integrated clinical encounter- consisting of:
                - Standardized Patient Checklist covering key elements of history and physical examination
                - SOAP note in the standard format with a focus on the assessment and plan and organization of the note
                - Additional elements, such as oral case presentations to assess clinical reasoning
            - Communication and Interpersonal Skills
                - Uniform checklist across all cases with focus on fostering the relationship, gathering the information, providing information, helping the patient make decisions, and supporting emotions
        - Must pass each category (Integrated clinical encounter AND Communication and Interpersonal Skills) averaged across the 5 cases.
        - Minimum passing score 70% each for CIS and ICE component for each case
    - Remediation
        - If a passing score in either category or both (CIS and ICE) is not achieved, the student will be required to repeat the case/cases that not meet the minimum passing score
        - If a passing score on either category or both is not achieved on the second attempt, the student will be referred to Grading and Promotions for failure of the clerkship.

3. End of Year 3 OSCE
- Background
    - Cases are designed to elicit a process of history taking and physical examination that demonstrates the examinee's ability to list and pursue various plausible diagnoses. Clinical reasoning will be evaluated.
- The EOY OSCE is scheduled during the May Intersession.
- Objective
    - Demonstrate competency in history, physical examination skills, and diagnostic reasoning appropriate to the level of the student

- o Accurately document a focused history, physical examination, assessment and corresponding clinical reasoning in the record.
- o Make informed decisions about the initial diagnostic work-up for each scenario and document in the record.
- o Demonstrate communication skills in providing patient education and counselling when appropriate to the situation.
- o Demonstrate sensitivity, compassion, integrity, and respect for all people.
- Scoring and Grading
  - o The student will receive two sub-scores
    - **Integrated clinical encounter**- consisting of:
      - Standardized Patient Checklist covering key elements of history and physical examination
      - SOAP note in the standard format with a focus on the assessment and plan and organization of the note
      - Additional elements, such as oral presentation, may be added to assess clinical reasoning
    - **Communication and Interpersonal Skills**
      - Uniform checklist across all cases with focus on fostering the relationship, gathering the information, providing information, helping the patient make decisions, and supporting emotions.
        - o Note: there will be modifications for pediatric cases and telephone encounters
- Must pass each category (Integrated clinical encounter AND Communication and Interpersonal Skills) across all 6 cases
  - o **Minimum passing score 75%**
- **Remediation**
  - o If a passing score in either category or both is not achieved, the student will be required to repeat all stations of the examination.
  - o If a passing score on either category or both is not achieved on the second attempt, the student will be referred to Grading and Promotions.
- Successful completion of remediation is required to begin Year 4 coursework.

4. **Comprehensive Clinical Sciences Examination (CCSE)**
   - Each student is **required** to take the CCSE at the end of Year 3 during the May Intersession to determine readiness to take USMLE Step 2 CK.
   - The Associate Dean for Student Affairs or their designee will discuss with the student if the score is of concern and decide on a plan of action.
   - **Completion of Year 3** is required before taking USMLE STEP 2 CK.
     - o Please note that missing time to take Step 2 CK during Block 3 will result in an unexcused absence. Please see the attendance policy on page 2.

- o Unexcused absences may result in disciplinary action, potentially requiring a student to repeat a clinical block or rotation.

Common Course Requirements: Year 4

Critical Care Core Curriculum

- This is a series of online interactive modules available through the Society for Critical Care Medicine that address core topics that represent foundational knowledge and apply across critical care settings. Examples of topics addressed include: airway management, and interpretation of arterial blood gases, and common causes of shock. (See specific syllabi)
- Completion of assigned modules and quizzes is required.
- If modules are not completed by the end of the rotation, the student will receive a grade of In Progress until all modules are completed in a satisfactory manner. Failure to complete these modules by the assigned deadline could result in a "needs improvement" in the professionalism competency on the final assessment.

Longitudinal Ultrasound Experience
- Weekly online modules that are self-paced and asynchronous to provide students with foundational understanding of ultrasound, including image acquisition techniques, anatomy visualization, and basic ultrasound image interpretation
- Online platform: CoreUltrasound
- Fall semester will have 28 modules and Spring semester will have 20 modules
- All modules must be completed by the last Friday of each semester
- Pass/Fail course
- Please see the course syllabus for more information.

Common Course Requirements: Year 3 & 4

Documentation in the Electronic Medical Record

- It is a privilege for our medical students to document in the electronic record at Texas Tech Health Sciences Center El Paso and our affiliated hospitals and clinics.
- Student notes entered in any electronic health record as part of a clerkship experience or requirement must be completed by the student in a timely fashion and routed to the appropriate resident and faculty.
- Delinquent notes in all electronic health records, including EHRs at our affiliated institutions, must be resolved promptly.

- Failure to respond to requests by medical records at the clinical site of the rotation may result in a professionalism concern leading to a final grade of "needs improvement" and/or failure of the clerkship.
- The student's diploma will not be released until all delinquent records are cleared.

USMLE: Important Dates and Reminder

1. USMLE Step 1
    a. Students **must** take Step 1 prior to the start of third year orientation and clerkships.
        i. If a student receives their score and does not pass, please refer to the GPAS policy available at: https://elpaso.ttuhsc.edu/som/ome/cepc/policies.
    b. Students returning from a Leave of Absence must take and receive a passing score on Step 1 prior to the start of the clerkships. Please see the GPAS Policy and the Student Handbook.
2. USMLE Step 2 CK
    a. Students must take their first attempt at Step 2CK **before October 31 of their 4th year**. Students who do not meet the deadline will be suspended from 4th year clerkships/courses until they take the examination.
    b. Obtaining a passing score on Step 2 CK is a graduation requirement. Please refer to the GPAS policy for additional details, available at: https://elpaso.ttuhsc.edu/som/ome/cepc/policies.

CME Requirement

The CME Requirement is a prerequisite to graduation!

Purpose/Goals of Requirement:
- Expose students to the full continuum of medical education including Continuing Medical Education;
- Provide students opportunities to broaden their clinical training by participating in approved Type 1 CME events;
- Reinforce the fact that all physicians are expected to be active, life-long learners and to take responsibility for maintaining and expanding their knowledge base.

Requirement:
- **A minimum of 10 documented Type 1 credits must be completed by** <u>March 1</u> **of the MS 4 year**;
- Credits must be earned in at least three (3) different disciplines (e.g., Internal Medicine and IM sub-specialties, Surgery and surgical subspecialties, OB-GYN, Pediatrics and pediatric sub-specialties, Psychiatry, Family Medicine, etc.);
- At least 5 of the credits must involve "live" sessions;

- Clerkship required learning activities that "happen" to carry CME credit (e.g., the Lactation Curriculum in OB-GYN) **will not count** toward meeting the CME requirement **except** for Grand Rounds Sessions that have been approved for Type 1 credit by the CME office that students are required to attend as part of a rotation.

Documentation:
- Student participation in PLFSOM CME approved events will be documented via medical student sign-in sheet;
- Students are required to provide acceptable documentation (e.g., certificates of completion, transcript of credits, and/or photo of sign-in sheet) to Christy Graham in the Office of Medical Education;
- Mrs. Graham will update students quarterly about their individual status in meeting requirement

Duty Hours Policy

Preamble: The School of Medicine has the responsibility to develop and implement work hour policies for medical students, especially those on clinical clerkship rotations, in accordance with LCME Element 8. These policies should promote student health and education. This policy applies to all clerkships/rotations in the third and fourth year at Paul L. Foster School of Medicine. Variances from this policy must be approved by the Associate Dean for Student Affairs.

1. Students should not be scheduled for on-call time or patient-care activities in excess of 80 hours per week.
2. Students should not be scheduled for more than 16 continuous hours (except as noted in #8 below).
3. Students should have 10 hours free of duty between scheduled duty periods.
4. Students should have at least one day off each week averaged over a one-month period.
5. Students should not have more than 6 consecutive nights on night float duty.
6. It is anticipated that student attendance at clerkship seminars, conferences, and other didactic sessions will be facilitated by this policy and that provisions in this policy are not the basis for missing these sessions. Requests for excused absences from these sessions should be submitted to the clerkship director or his/her designees on an individual basis.
7. During 4th year **required** clinical rotations, such as the Sub-Internship selectives, the clerkship director may require overnight call to prepare students for internship and residency. In this case, call rooms must be available for the student's use at the facility and duty hours must not exceed 24 hours of continuous scheduled clinical assignments. Up to 4 hours of additional time may be used for activities related to patient safety, such as transitions of care. The clinical departments will determine the frequency of overnight call, but it should not be more frequent than every 4th night.
8. Duty hours are counted from Sunday to Saturday each week.

Clerkship Requirements for Reporting Duty Hours

Duty hours are tracked through the EZ Check Me system. Students must check in when they arrive on shift, and check out as they are leaving. If something goes wrong with the app, it is the student's responsibility to report this to the clerkship coordinator.

Additional Policies

There are a number of policies dictated by the Office of Student Affairs. Students are expected to be familiar with all policies in the Student Affairs Handbook (http://elpaso.ttuhsc.edu/fostersom/studentaffairs/SAHandbook2014Revised.pdf) with special attention paid to the following:

- Dress Code
- Needle Stick Policy
- Standards of Behavior in the Learning Environment
- Medical Student Code of Professional and Academic Conduct
- Religious Holy Days
- Missed Graded Activities
- Evaluation Policy
- Off Cycle Policy

Students are expected to be familiar with policies regarding the Training and Educational Center for Healthcare Simulation (TECHS) and to abide by these policies when attending sessions in the TECHS Center.

Appendix 1: Educational & Clinical Professionalism

Educational and clinical professionalism are expected throughout the Year 3 & 4 Clerkships. The student will demonstrate the principles of altruism, accountability, duty, integrity, respect for others, and lifelong learning which are central to medical professionalism.

The student will demonstrate a commitment to meeting professional (clinical and educational) responsibilities and adherence to high ethical standards. The student will demonstrate behavior, demeanor, speech, and appearance consistent with professional and community standards.

Educational Professionalism – including but not limited to:

The student will:

- Be proactive and accountable for their education showing a growth mindset.
- Attend/complete all required educational (and pre-educational) activities, including credentialing documentation, clinical assignments, didactics, simulations, as well as complete preparation for activities.

- Complete all assignments in a timely manner.
- Demonstrate appropriate cell phone and laptop/tablet use – no texting, emailing, etc. when expected to be attentive to faculty/presenter.
- Update Op-Log on (at minimum) a weekly basis.
- Enter accurate duty hours daily.
- Dress and groom appropriately.
- Be respectful to all those (including other students) involved in your education.
- Manage professional biases in the educational setting.
- Commit to treat faculty, residents, staff, patients, community partners, and fellow students with respect and courtesy.
- Demonstrate flexibility and adaptability in response to changing circumstances. They will understand that schedules may need to change.
- Notify, in a timely manner, the appropriate people (e.g., team attending, team senior resident, clerkship coordinator) if they are going to be late or absent.

Clinical Professionalism - including but not limited to:

The student will:

- Interact professionally with patients, families, and team.
- Respect personal and professional boundaries.
- Be where they are supposed to be when they are supposed to be there, and be ready to learn.
- Appropriately use cell phones and laptops/tablets.
- Dress and groom appropriately.
- Display dedication to the highest ethical standards governing physician-patient relationships, including privacy, confidentiality, and the fiduciary role of the physician and health care systems.
- Manage personal biases and personal situations so as not to interfere with providing the best care to your patients and being the best team member to your team.
- Be willing to step up to the plate and do your part for your team to help with the workload.
- Demonstrate flexibility and adaptability in response to changing circumstances.
- Notify, in a timely manner, the appropriate people (e.g., team attending, team senior resident, clerkship coordinator) if they are going to be late or absent.

Failure to meet standards may result in "Needs improvement" as Professionalism competency grade and may result in being ineligible for Honors as final grade. Repeated or egregious lapses may result in failure of Clerkship.