

Appendix B: Quick Guide and Assignment Forms

Mind & Medicine

The following are brief snapshots of the requirements for each clerkship. Please be aware that although these are the requirements, students are still responsible for all of the information contained in this syllabus.

Internal Medicine Clerkship

Selective	Resident/Attending	Due	Date Completed
Patient Evaluation Note 1			
Patient Evaluation Note 2			
Patient Evaluation Note 3			
Patient Evaluation Note 4			
• While at UMC may attend Noon Conference 1200-1300 Monday-Friday. • Refer to Amion for topics. If selective is at WBAMC attend morning report from 0745-0900. • Attend MANDATORY Didactic Series (regardless of your scheduled rotation) on Wed afternoon from 1-5 PM • Off campus selective (SA or WBAMC or THOP or Kindred) attend conference as required by respective site directors.			
Ambulatory	Resident/Attending	Due	Date Completed
Office Visit Note 1			
Office Visit Note 2			
Office Visit Note 3			
• At least one completed assessment card needed for each office visit. Need at least 3 half day sessions.			
Wards	Resident/ Attending	Due	Date Completed
Observed H&P, #1 (assigned while atUMC-EP)			
H&P, #1 Signed & Annotated Written			
H&P, #2 Signed & Annotated Written			
H&P, #3 Signed & Annotated Written			

Admission Orders, Signed, #1			
Transition of care, IPASS sign-out form, #1			
1 EBM worksheet (assigned while at UMC/EP)			
• <i>Attend bedside rounds at scheduled time if on UMC wards.</i> • <i>While at UMC EP attend Noon Conference 1200-1300 Monday-Friday.</i> • <i>Refer to Amion for topics. If you are scheduled at WBAMC attend morning report from 0745-0900.</i> • <i>Attend MANDATORY Didactic Series (regardless of your scheduled rotation) on Wed afternoon from 1-5 PM</i> • <i>For wards off campus (SA or WBAMC or THOP) attend the conference as required by the respective site directors.</i>			

Additional Requirements	Due	Date Completed
30 Op Log entries --20 mandatory diagnostic conditions		
Mini Quality Improvement Reflection Instructions -- answer the questions by end of block (500 words or less)		

Internal Medicine – Mid-Clerkship

DUE by Mid-Clerkship Assessment	
Completed Y/N	Assignment
	15 Op Log entries (10 mandatory diagnostic conditions)
	2 total Written H and Ps
	1 Admission Orders
	1 IPASS Sign out form
	1 Office visit note from AMB
	1 Office visit card
	4 Office Visit or Patient Evaluation Notes (if selective is completed by that time)
	Observed H and P x 1 (if assigned by that time)
	EBM worksheet x1 (if assigned by that time)

* UPLOAD EVERY ASSIGNMENT COMPLETED AFTER EACH INTERNAL MEDICINE ROTATION.

Psychiatry Clerkship

Inpatient	Due	Date Completed & Uploaded	Signed/Dated (Y/N)	Completed by Mid-Clerkship (Y/N)
Observed Comprehensive Evaluation, Inpatient #1				
Progress Note, Inpatient #1				
Progress Note, Inpatient #2				
Scale, Inpatient #1				
Scale, Inpatient #2				
Scale, Inpatient #3				
Preceptor Assessment, Inpatient #1, Faculty				
Preceptor Assessment, Inpatient #2, Faculty				
Preceptor Assessment, Inpatient #3, Faculty				
Health Matrix, Inpatient				
Outpatient	Due	Date Completed & Uploaded	Signed/Dated (Y/N)	Completed by Mid-Clerkship (Y/N)
Observed Comprehensive Evaluation, Outpatient #1				
Progress Note, Outpatient #1				
Progress Note, Outpatient #2				
Scale, Outpatient #1				
Scale, Outpatient #2				
Scale, Outpatient #3				
Preceptor Assessment, Outpatient #1, Faculty				

Preceptor Assessment, Outpatient #2, Faculty				
Preceptor Assessment, Outpatient #3, Faculty				
Health Matrix, Outpatient				

Additional Requirements	Due	Date Completed & Uploaded	Done by Mid- Clerkship (Y/N)
30 Op Log entries --15 inpatient/15 outpatient --10 mandatory diagnostic conditions			
Didactics presentation			
Canvas Quiz #1			
Canvas Quiz #2			
Canvas Quiz #3			
Canvas Quiz #4			
Canvas Quiz #5			
Canvas Quiz #6			

Psychiatry – Mid-Clerkship

Reviewed at Mid-Clerkship Assessment	
Reviewed Y/N	Assignments & Assessments
	15 Op Log entries
	3 Canvas Quizzes
	Review of all assessment to date
	Professionalism
	Areas that would yield the greatest improvement
	Strongest skill area
	Status updated on required activities (Presentations, Documented H&P, Progress notes, Matrix form)

Family Medicine Clerkship

Assignment	Due	Date Completed	Uploaded to Elentra (Y/N)
SOAP Note #1	By noon Friday prior to MCF week		
SOAP Note #2	By noon Friday prior to MCF week		
SOAP Note #3	By noon Friday of Week 21		
SOAP Note #4	By noon Friday of Week 21		
Observed H&P (1 H&P encounter card)	By noon Friday of Week 21		
KEN Clinic Patient Chart Review			
- AM: Report at 8am on days schedule / PM: Report at 1pm on days scheduled. - These are assignments to be uploaded in canvas. - MCF: Mid Clerkship Feedback			

Weekly Assessment	Due	Date Completed	Uploaded to Elentra (Y/N)
Assessment(s) Week 1			
Assessment(s) Week 2			
Assessment(s) Week 3			
Assessment(s) Week 4			
Assessment(s) Week 5			
Assessment(s) Week 6			
Assessment(s) Week 7			
Assessment(s) Week 8			
Assessment(s) Week 9			
Students are encouraged to turn in more assessments than required. Paper copies should be turned in to the FM coordinator.			

Additional Requirements	Due	Date Completed	Uploaded to Elentra (Y/N)
30 Op Log entries			XXX
Hospice Pre-Test	Prior to First day of hospice		
Reflection + Hospice Post-Test	At end of Hospice Week		
Lecture: Data & Patient Navigator Class			
Promotora Experience			
Promotora Reflection	Due Monday after experience is scheduled		
AAFP #1-250 Questions	By noon Friday prior to MCF week		
AAFP #250-500 Questions	By noon Friday of Week 21		
Student led didactics	See Assignment Sheet		

Online FM Cases	Due	Date Completed	Uploaded to Elentra (Y/N)
<u>Case FM #3:</u> 65 y/o F with insomnia – Mrs. Gomez <u>Case FM #4:</u> 19 y/o F with sports injury – Christina Martinez <u>Case FM #5:</u> 30 y/o F with palpitations – Ms. Waters	By noon Friday prior to MCF week		
<u>Case FM #10:</u> 45 y/o M with low back pain – Mr. Payne <u>Case FM #12:</u> 16 y/o F with vaginal bleeding & UCG – Savannah Bauer <u>Case FM #14:</u> 35 y/o F with missed period – Ms. Rios	By noon Friday prior to MCF week		

<u>Case FM #22:</u> 70 y/o M with new-onset unilateral weakness – Mr. Wright <u>Case FM #24:</u> 4-week old female with fussiness – Amelia Arlington <u>Case FM #30:</u> 27 y/o F – Labor and delivery – Mrs. Gold	By noon Friday of week 21		
<u>Case PED #1:</u> Evaluation and care of the Newborn Infant – Thomas <u>Case PED #2:</u> Infant well child (2, 6, and 9 months) – Asia <u>Case PED #3:</u> 3 y/o well-child visit - Benjamin	By noon Friday of week 21		

Family Medicine – Mid-Clerkship

DUE at Mid-Clerkship Assessment	
Completed Y/N	Assignments & Assessments
	15 Op Log entries
	2 SOAP Notes
	Review of all assessments to this point
	AAFP #1-250 Questions, completed
	Online FM Cases (#3, 4, 5, 10, 12, 14)
	MCF Review Video

Neurology Clerkship

Inpatient Rotation (6 days, including 1 weekend day)	Due	Date Completed	
Day #1			
Day #2			
Day #3			
Day #4			
Day #5			
Day #6			
Neuro/Radiology Case Conference	Due by end of the inpatient week.	Upload to Elentra	
1 Code Stroke Card	Due by Mid-evaluation feedback Session (MCF)	Upload to Elentra	
1 Inpatient Observed H&P	Due by end of the inpatient week. See form in Elentra.	Upload to Elentra	
1 Inpatient Typed H&P	Due by end of the inpatient week. Signed note copy/paste into Word document.	Upload to Elentra	
- During the inpatient Neuroscience Clerkship, student will be assigned Monday through Saturday inpatient UMC Consultative services. Student will have a combination of day and evening shifts. - If you are unable to attend a minimum of 5 consecutive days due to commitments -please plan to switch the rotation to another week as this will not be permissible per Dr. Narvaez. - Neuro/Radiology Case Conference: Mandatory for students to attend this conference on Friday from 7:45 a.m. to 8:45 a.m. This can be the Neuro/Radiology Case conference, Tumor Board or Grand rounds. - Mandatory to attending Morning report in UMC 3rd floor (Neuro ICU) at 07:30 AM when on Day shift. - Mandatory to attend Noon lectures with the Neurology residents from Noon to 1 PM, except during Wednesday didactics or Neurology Academic Chief or Program director excuses them as the lecture/meeting is irrelevant to the students.			
Ambulatory (5-6 half days)	Due	Date Completed	
Office Visit Day 1			
Office Visit Day 2			
Office Visit Day 3			
Office Visit Day 4			
Office Visit Day 5			
Office Visit Day 6			
1 Ambulatory Observed H&P	Due by 4th/5th ambulatory clinic, don't wait until the end. See form in Elentra..	Upload to Elentra once completed by Neuro attending/resident and write your name and date.	
1 Ambulatory Typed H&P	Due by 4th/5th ambulatory clinic, don't wait until the end. Signed note copy/paste into Word document	Upload to Elentra with attending/resident name on paper and your name as well.	

- Outpatient Neurology clinic is located at Texas Tech Medical Center (Clinic building, basement). - Students to report to their clinics in Clinic building at 8:00am or 1:00pm.			
Additional requirements	Due	Date Completed	Uploaded to Elentra (Y/N)
10 Op Logs Entries	5 for MCF and 10 for Neuro Clerkship		N/A

Neurology– Mid-Clerkship

DUE at Mid-Clerkship Assessment	
Completed Y/N	Assignments & Assessments
	5 Op Log entries progress
	1 Code Stroke Card
	Inpatient Rotation Assignments
	Inpatient assessments to this point
	Ambulatory Rotation Assignments if Applicable only when Inpatient week not completed

Emergency Medicine Clerkship

Shifts:

UMC CLINICAL SHIFTS (5 required shifts)	Required hours
Shift #1	8 – 12 hr. shift
Shift #2	8 – 12 hr. shift
Shift #3	8 – 12 hr. shift
Shift #4	8 – 12 hr. shift
Shift #5	8 – 12 hr. shift
You are required to work all assigned hours.	

Lectures:

Lectures	Duration
POCUS (Point of Care US)	1.0 hour
Emergency Preparedness	1.0 hour
You are required to attend all scheduled lectures.	

Requirements:

M&M Block Requirements			
Required Assignments	Location	Clerkship Review	Due no later than...
Op-Log's - Minimum of 13 entries required - Include: - Abdominal Pain - Chest Pain 1 documented Observed H&P	Entry made into Op-Log system	Reviewed at Mid and Final	End of rotation
Observed H&P Encounter cards (Pink Cards) – 2 required	Elentra folder or submission to EM Clerkship Coordinator	Reviewed at Mid and Final	End of rotation
1 ED patient note	Elentra folder or submission	Reviewed at Final (end of block)	Due 7 days past last shift or by last day of rotation
1 Social History	Elentra folder or submission	Reviewed at Final (end of block)	Due 7 days past last shift or by last day of rotation
1 Patient Care follow-up	Elentra folder or submission	Reviewed at Final (end of block)	Due 7 days past last shift or by last day of rotation

Emergency Medicine – Mid-Clerkship

Reviewed at Mid-Clerkship Assessment	
	Assignments & Assessments
	13 Op Log entries progress (at least half by MCF)
	ED Patient Note, Social History, and Patient Care Follow up (reviewed and feedback provided appropriately in respect to scheduled shifts).
	Review of all assessments to this point