

It is the sole responsibility of the student to check AIMS for schedule updates daily!

**Northeast Ohio Medical University
College of Medicine**

Emergency Medicine Clerkship, EMED-83007

3 Credit Hours

Course Syllabus

AY 2020-2021

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COURSE DESCRIPTION

General Description

The Northeast Ohio Medical University M3 Emergency Medicine Clerkship is a continuous three-week clinical rotation focused on the undifferentiated patient in the acute care setting. This core curriculum is designed to provide all M3 students with an introduction to the basic knowledge, skills and attitudes of emergency medicine that are essential to the fundamental education of all physicians. Students, working with residents and emergency medicine physicians, will encounter a wide range of patients, presenting complaints and levels of acuity. Learning is primarily through direct patient care experience and bedside teaching, supplemented with lectures, directed readings and simulation. The clerkship is designed so ensure that all students, regardless of their intended career path, have a broad exposure to emergency medicine.

Course Type

This course is solely a College of Medicine Course for M3 students taking place at medical facilities under the supervision of clinical site supervisors and their designated staff.

Course Enrollment Requirements

Successful completion of M1 and M2 years of study.

Trainings	Screenings	Immunizations
HIPPA BLS OSHA ACLS Responsible Conduct of Research Human Subjects Research	Criminal Background Check Toxicology Screen TB Test	Hepatitis B, MMR, Tdap, Varicella (required upon matriculation) Flu shot

Student Assignment

Students are assigned to one of the eleven hospital sites. All sites offer the benefits of a teaching hospital with outstanding attending faculty. The clerkship teaching sites are bound by shared learning objectives as well as a common curriculum. Teaching sites are closely monitored to ensure equity. The depth and scope of clinical encounters during the three-week clerkship are comparable among sites as evidenced by student feedback, clerkship evaluations and the Clinical Skills Experience Portfolio.

Work Hours

Students will work an average of 45 hours per week for each of the 3 weeks. The schedule will encompass all shifts, including 2 week-end shifts. The schedule will consist of a minimum of nine shifts of at least eight hours each, conferences and videos.

Daily schedules will be distributed by sites no later than Day 1 of each rotation. Some sites may send schedules prior to arrival for the first day.

In compliance with guidelines established by the Liaison Committee on Medical Education (LCME) and in accordance with the NEOMED Curriculum Contact Hours Policy, students will not be required to work longer hours than residents.

COURSE ADMINISTRATION

Dr. Rebecca Merrill is the Clinical Experiential Director for the Emergency Medicine Clerkship and in collaboration with Dr. David Sperling, Senior Director of Clinical Experiential Learning, and Dr. Susan Nofziger, Director of M3 Clinical Experiences, provides oversight for the clerkship. In her role as Clinical Experiential Director, Dr. Merrill is responsible for ensuring that implementation of the Emergency Medicine Clerkship curriculum is consistent across all teaching sites.



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Susan Nofziger, M.D.
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Course Coordinator(s)



David Ruble, M.S.
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Hospital Sites and Clerkship Site Directors

The facilities for clinical instruction for the Emergency Medicine Clerkship are those institutions and residency training programs that have committed themselves to the Northeast Ohio Medical University College of Medicine for participation in the undergraduate training of the NEOMED students. Site Directors are designated at each hospital that provides a clerkship experience.



Thomas Kinney, M.D.
Aultman Hospital



Kristin Drogell, M.D.
Cleveland Clinic Akron
General



Julie Swartz, M.D.
Mercy Health, St. Vincent
Medical Center (Toledo)



Chad Donley, M.D.
Mercy Health, St. Elizabeth
Youngstown Hospital



Lauren Fredrickson, M.D.
Salem Regional Medical
Center



Steven T. Haywood, MD
Summa Health System, Akron
City Hospital



Arnold Feltoon, M.D.
UH Portage Medical Center



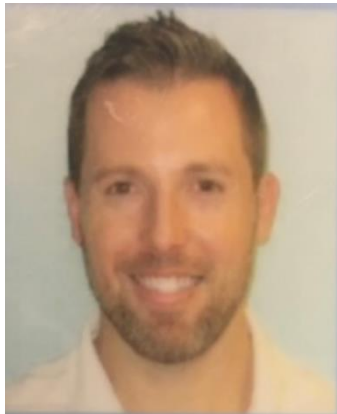
Matt Voll, DO
Union Hospital



Carla O'Day, M.D.
St. Vincent Charity Medical
Center in Cleveland
St. Vincent Charity Medical
Center (Cleveland)



Frank Heinselman, M.D.
Trumbull Regional
Medical Center



Sonny Bare, M.D.
Western Reserve Hospital

Orientation

All students are required to watch the orientation videos prior to start of the clerkship. Please refer to the Emergency Medicine folder on AIMS M3 Clerkships Site.

The clerkship begins with orientation focusing on clerkship goals and objectives, student responsibilities, schedules and assessment methods. Students will be provided information about relevant hospital policies and procedures, personnel contact information, meal allowances (if provided) and parking.

First Day Reporting

In addition to the information provided below, students may receive first-day reporting information directly from their clinical sites. If that information differs from the information provided below, please follow the instructions provided directly from the sites.

Please use the First Day Reporting Information files on AIMS for information following the first rotation of the year. This document is updated regularly throughout the year while the Syllabi are only updated prior to the start of a new academic year. You can find this document in the Emergency Medicine Tab under Course Information & Syllabus.

Where and When to Report on First Day of Clerkship		
You will need your student ID, white coat and license plate number.		
Cleveland Clinic Akron General	8:30 a.m.	At 8am, the students are to report to the Medical Education Office located in the Ground Floor Annex to the Main Hospital. At 8:30am, they are to report to the Department of Emergency Medicine, Room 1036. <i>Note: Park in employee Lot A across from main entrance to hospital.</i>
Aultman Hospital	7:15 a.m.	Aultman Medical Education, First Floor, Education Building (adjacent to the parking deck; do not enter the hospital). Ask for Ms. Marie Hoyle (330.363.5434). <i>Note: Park in the Seventh Street visitors parking deck.</i>

Mercy Health St. Elizabeth Youngstown Hospital	8:30 a.m.	Undergraduate Medical Education, 2 South. You may park in the free lot behind the Outpatient Rehabilitation Center on Caroline Avenue. Caroline Avenue is directly across from the Belmont Avenue hospital entrance. Go down Caroline Street and turn left into the parking lot. Please park in the back of the lot on the higher level. Enter St. Elizabeth Youngstown Hospital at the Belmont Avenue entrance. Take elevator B to the second floor, turn left towards the medical library.
Mercy Health, St. Vincent Medical Center (Toledo)		2213 Cherry St. ACC Building 1st floor – GME area; Toledo, OH 43608
Salem Regional Medical Center		Contact Dr. Lauren Fredrickson 1-2 weeks prior to start of your rotation at lauren.fredrickson@salemregional.com to arrange orientation.
Summa Health System - Akron City Hospital	7:00 a.m.	Students should report to Summa, Akron City Hospital, Medical Education at 7:00 a.m. to get a badge and arrive in the Emergency Department Waiting area to be picked up by 7:30 a.m.
Trumbull Regional Medical Center	8:00 a.m.	Meet in the Emergency Room waiting room of Trumbull Regional Medical Center. Information will be emailed to you prior to the start of the clerkship.
UH Portage Medical Center		Please contact Dr. Arnold Feltoon at arnold.feltoon@uhhospitals.org and be sure to cc Jami Englehart Jami.Englehart@UHhospitals.org 1 week prior to start of your rotation. They will respond to you with reporting instructions for your first day. Please note that all physician emails are confidential and should not be shared. You will also need to obtain an ID badge from the human resources department during your first day if you did not stop up and do this prior. (Hours 7:30 – 4, M-F)

<p>Union Hospital</p>	<p>8:00 a.m.</p>	<p>Please email Dr. Matt Voll at Vollm1@ccf.org and copy Rachel Nolen at Nolenr@ccf.org 11 days prior to your first shift. All computer access paperwork will need to be completed prior to the beginning of the clerkship. They will direct you as to where to be in the Emergency Department for your initial orientation. This will take place prior to your first shift. Any and all questions should be directed to them.</p>
<p>St. Vincent Charity Medical Center (Cleveland)</p>	<p>8:30 a.m.</p>	<p>Office of Graduate Medical Education located on the 3rd floor of the West Building – office number 323W, 338W or 342W; 2351 East 22nd Street. Note: 1) Park in the East 22nd Street Visitor’s Lot directly across from the main entrance to the hospital. Parking will be validated only if you park in this visitors’ lot. At orientation, you will be issued a complimentary parking pass for the remainder of the rotation. 2) Report to the front desk of the hospital or the security booth and tell them that you have an appointment with the Office of Graduate Medical Education. Coordinator will e-mail you paperwork that needs completed and sent back prior to start of rotation.</p>
<p>Western Reserve Hospital</p>	<p>8:00 a.m.</p>	<p>Park in visitor lot “E” and enter through the back Entrance 1. Follow the hallway to the left toward the Medical Education Suite which is located on the 1st floor near Auditorium 1. You will then go to the 4th floor computer training room to have a short EMR training session. We will then have a short orientation and provide your name badge/scrubs, etc. Please bring a personal check with you to orientation. We request that visiting students pay a \$25 deposit. Make checks out to Western Reserve Hospital. We'll destroy the check when you complete the rotation and return your ID badge and scrubs you might have used on rotation. In preparation for your paperwork, please know your license plate number (perhaps take a picture so you have it on your phone). If you plan to use a locker at WRH, please be sure to bring your own lock.</p>

COURSE GOALS

Course Sequence and Links with College of Medicine Program Courses

This course immerses students in the clinical setting after their first two foundational years of medical education. This course introduces students to multiple medical disciplines in the clinical and simulated setting which prepares them for selecting electives in their M4 year.

Clerkship Objectives

Educational Program Objectives are consistent across all seven clerkships and are aligned with NEOMED's overall program objectives. Throughout the clerkships, students will continue to learn and refine skills, knowledge, attitudes and professional behavior to move towards demonstrating entrustable behaviors. These competencies form the basis for the Student Performance Evaluation that is used to assess student performance in all clerkships.

Students will:

1. Provide general and preventative care for a diverse patient population presenting to the emergency department.
2. Demonstrate empathetic, honest and bi-directional communication with patients and families.
3. Gather patient information for an undifferentiated chief complaint in a hypothesis-directed manner and perform an accurate physical examination.
4. Demonstrate clear, effective and complete communication with the interprofessional health care team in both written and verbal forms.
5. Develop a differential diagnosis for undifferentiated, acutely ill or acutely injured patients presenting to the emergency department with appropriate prioritization and recommended diagnostic testing
6. Generate an assessment and management plan focused on immediate life threats and reasoning for the plan by applying their medical knowledge of clinical disorders, sick vs non-sick and stable vs non-stable patient.
7. Apply knowledge of evidence-based medicine to answer patient care related questions.
8. Formulate individual learning goals based on personal strengths and limitations, respond appropriately to feedback and seek help when needed.
9. Display professional behavior and a commitment to ethical principles including respecting patient autonomy and responding to patient needs that supersedes self-interest.

Instructional Methods/Learning Strategies

Each clerkship rotation will be composed of a combination of clinical activity and related materials, didactics, simulation, reading as well as a variety of other activities.

Clinical activity: The number of shifts will be no fewer than nine [9] and include days, evenings, nights and weekends, and span all three weeks of the clerkship.

Simulation: Opportunities to learn through simulation may occur locally, at NEOMED, at ABIA or at any of the NEOMED emergency medicine residencies.

Didactics: Participation in curricula from both NEOMED emergency medicine residencies and the NEOMED pediatric emergency medicine fellowship is encouraged. Reading: Is required as assigned from the Emergency Medicine Clerkship Primer, and encouraged from one of the two main emergency medicine textbooks (Rosen or Tintinalli). **See Appendix A for the required reading list.** A good text for student purchase is EM Secrets.

Additional Activities: Extra activities that involve emergency medicine sub-specialties such as EMS ride-along, hazmat, poison center, hyperbaric or palliative care, are encouraged.

A variety of learning strategies will be used during the clerkship to help you achieve your goals.

Strategies may include but are not limited to:

- Patient encounters in the emergency department
- Small group discussions
- Conferences and lectures
- Workshops
- Core educational lecture videos
- Textbooks
- Simulation

Student Conferences

Clerkship students may meet with the Clerkship Site Director (or designated faculty) to discuss recent patient encounters. These sessions provide structured time for students and a faculty leader to discuss:

- diagnosis and management of acute care problems and patients,
- principles and processes of patient care in emergency medicine,
- care of a patient in the context of his/her family, and
- community health issues and resources.

You are expected to help lead the discussions and share information with your peers. These and other problem-based learning principles will be engaged to aid in the development of lifelong learning skills. You are expected to come to each conference prepared to:

- give a clinical presentation based on a recent patient encounter, including specific information on any use of alternative medicine,
- discuss clinical reasoning, differential diagnoses and decision making related to that patient and symptoms, and report on knowledge gained from preparatory research for the discussion.
- You may be given an assignment for the next session.

Tips for Student Conferences:

- Relax and enjoy the process!
- Make sure your topic is different from what other students are presenting.
- Research your area of interest and demonstrate preparation. Present information that is practical. How will the information help you and others better assess and/or manage the patient and his/her problem?
- Present in a creative manner. Use handouts when available. Provide a copy of articles for everyone.
- Make the presentation interesting. Address what is important/pertinent.
- Involve your audience. Keep their interest by giving them something to do.
- Define learning issues – something you want to know more about.
- Follow up on learning issues with the group.
- Ask questions of your peers when they are presenting. Be an active listener during presentations.

Pathway Articulation

Not applicable.

Academic Integrated Management System (AIMS)

The online learning and collaboration system, Academic Integrated Management System (AIMS), will be used in M3 to post clerkship educational materials including, but not limited to, course and clerkship

syllabi, day one reporting instructions, clerkship materials and core curriculum lecture videos. The web address for AIMS is: <https://aims.neomed.edu/portal>. It is the sole responsibility of the student to check for updates daily.

A separate subpage has been created for each clerkship on the M3 Clerkships Site. Students are expected to refer to these materials to become knowledgeable of the requirements, details of preparation and scheduling of NEOMED activities for each clerkship.

COURSE GRADE

Final Grade Determination

The Emergency Medicine Clerkship is a pass/fail clerkship with no honors option.

Assignment/Assessment	% of Final Grade	Grade Criteria*	Type of Feedback	Date Scheduled/Due
Student Performance Evaluation <ul style="list-style-type: none"> • Patient Care • Interpersonal and Medical Communication • Knowledge for Practice • Practice-Based-Learning and Improvement • Systems-Based Practice • Professionalism 	100%	Behavioral anchors for each rating in each competency element and (2) the formula for final rating/grade	Rubric with Narrative Feedback	Feedback is recorded throughout the clerkship via student evaluation forms. The Clinical Grade will be generated at the conclusion of the course by the clerkship site director and submitted for final review and grade assignment to the Clinical Experience Director.
Assignment/Assessment	% of Final Grade	Grade Criteria	Type of Feedback	Date Scheduled/Due
Clinical Skills Experience Portfolio (CSEP)	0%	Satisfactory completion required	Checklist of required activities	Mid-course and end of rotation meeting with Site Director
Total Course	N/A			

*A copy of Student Performance Evaluation with grading criteria as well as Competency Objectives

are posted under Clerkship Overview on AIMS

Formative, Mid-course and End of Rotation Feedback

The Emergency Medicine Clerkship places emphasis on providing students with continuous feedback on their knowledge, skills and attitudes. Your Student Performance Evaluation form will reflect the feedback provided to you throughout the rotation. A mid-rotation meeting may be scheduled for you to:

- discuss your performance based on the assessment forms completed by faculty during the week of the rotation and a self-assessment of your performance,
- review clinical progress via your Clinical Skills Experience Portfolio,
- plan activities for the week to match your learning objectives, and
- address any problems or concerns.

An end-of-rotation meeting will be scheduled to:

- discuss your performance since mid-rotation,
- review your Clinical Skills Experience Portfolio,
- review clerkship objectives and your initial learning plan to assess if and how all objectives were met, and
- review your feedback forms

Narrative Feedback

Summative feedback will be provided on the Student Performance Evaluation by Site Directors.

Patient Note

Prior to the end of the clerkship, select one of your patients, and write a patient note and submit it to your site director for critique.

Clinical Skill Experience Portfolio (CSEP)

The Emergency Medicine Clinical Skills Experience Portfolio (CSEP) is an electronic checklist of clinical experiences developed for the clerkship and designed for students to use to track their progress in developing knowledge and skill in the following areas:

- Diagnoses/Symptoms/Clinical Scenarios
- Physical Examinations
- Procedures/Technical Skills
- Additional Clinical Activities
- Additional Learning Activities

All items listed on the CSEP are required; i.e., students must document exposure to all of the listed experiences. Students are required to submit their CSEP electronically to the Clerkship Site Director for review at both the midpoint and the end of the clerkship. Instructions for accessing and entering data into CSEP in OASIS are under Clerkship Overview on AIMS.

EM CSEP

1. Abdominal pain
2. Back pain
3. Bleeding
4. Chest pain
5. Congestive heart failure
6. Chronic obstructive pulmonary disease exacerbation
7. Dizziness/vertigo/Syncope
8. Gastroenteritis

9. Headache
10. Head injury
11. Pneumonia
12. TIA/stroke

13. Upper or lower extremity pain
14. Urinary tract infection

Physical Exam

15. Abdominal Exam (PS)
16. Cardiovascular exam (PS)
17. Extremity exam (PS)
18. Neurologic Exam (PS)
19. Thoracic Pulmonary Exam (PS)

Additional Clinical Activities

20. Give an assessment-oriented patient presentation to attending or resident
21. Review chest Xray with attending or resident
22. Review EKG with attending or resident
23. Review musculoskeletal x-ray with attending or resident
24. Write and submit one patient note to clerkship site director

Additional Learning Activities

25. Clarify and submit rotation goals by end of Week One
26. Submit progress on personal goals by end of rotation
27. Complete mid-course feedback session with site director
28. Watch three online lecture videos on AIMS as outlines in syllabus – Principles of Emergency medicine/Patient Approach, Acute, Injury, Disasters
29. Read required chapters in Emergency Medicine Clerkship Primer (Clerkship Directors in Emergency Medicine 2008) as directed in syllabus and as needed to ensure familiarity with all diagnoses listed under "Diagnosis" section of CSEP
30. Active participation with at least 15 patients

Student-Specified Individual Learning Goals

The Liaison Committee on Medical Education (LCME), the accrediting body for medical schools, expects that the curriculum provides opportunities for self-directed learning experiences that involve medical students' self-assessment of learning needs and the independent identification, analysis and synthesis of information relative to their learning needs. Therefore, at the beginning of each clerkship rotation, each student will identify 3-5 learning goals, as appropriate. At the end of each clerkship, students will reflect on their attainment of their self-identified goals. Students will submit their goals and a summary of the achievement of those goals via a link on AIMS, which will provide a cumulative record of their personal learning goals for the entire clerkship year. Students also will be expected to make their site directors aware of their goals so that the clerkship learning experience may be enhanced and/or feedback provided accordingly.

Specifically, students must upload the initial goals for each clerkship by 5:00 p.m., Friday of the first week of each clerkship. This will give students sufficient time to become oriented to and familiar with the expectations of the clerkship. At the end of the clerkship, and prior to the final assessment meeting, students must record their progress toward achievement of each goal and prepare to discuss the status with their site director. Guidelines for writing SMART goals are provided on the AIMS site.

Students are responsible for:

- Knowing where they are supposed to be at all times.
- Asking for guidance if unsure (not knowing expectations is not acceptable).
- Performing according to the articulated guidelines – study them, know them and perform.
- Owning their education.

- Defining their learning agenda each day.
- Following all Hospital Institutional Policies as instructed

Course Remediation

Guidelines specified in the Compass will be followed. Remediation is a privilege. Students are not guaranteed the opportunity to remediate. Student professionalism, for example, or lack thereof, may be factored into the decision to offer remediation.

Remediation Process: Remediation forms must be signed by the Director of M3 Clinical Experiences. It is the responsibility of the Director of M3 Clinical Experiences in conjunction with the specialty Clinical Experiential Director to oversee and guide the remediation process to assure consistency with the policy.

Failed competency or “Below Expectations” rating in five or more individual items or “Below Expectations” in professionalism items on Student Performance Evaluation (SPE).

- Student must repeat clerkship in its entirety including the subject exam. The highest grade for a repeated clerkship is “Pass”.
- Repetition of clerkship will be scheduled by the College of Medicine /and Enrollment Services.
- Exception: Failure of Practice-Based Learning and Improvement Core Competency due only to failure of project only. In this case, remediation is as described above.

*Exception: Aggregate professionalism or performance concerns may result in referral to the Committee on Academic and Professional Progress (CAPP) rather than remediation.

Standards set forth by CAPP will supersede the Course Director’s intention to allow the student to remediate (i.e., a student who rises to the level of meeting with CAPP must first meet with this committee before being permitted to proceed with remediation plans).

CAPP Standards for Unsatisfactory Performance and Academic Action:

CAPP standards in the *Compass* are not limited to but include the following for referral to CAPP:

- Aggregate performance and/or professionalism concerns
- Failure of multiple subject exams
- Failure of any remediation
- Failure of a repeated clerkship

COURSE TEXTBOOKS AND INSTRUCTIONAL RESOURCES

Required Textbooks and Resources

The following texts are required for the Emergency Medicine Clerkship:

Clerkship Directors in Emergency Medicine. (2008) Emergency Medicine Clerkship Primer. A Manual for Medical Students. Lansing, MI: Clerkship Directors in Emergency Medicine. Available at: http://www.saem.org/docs/students/em-clerkship-primer_0_0.pdf?sfvrsn=2 (last accessed June 5, 2019).*

Marx J.A., Hockengerger, R.S., Walls, R.M. (2014) Rosen’s Emergency Medicine: Concepts and Clinical Practice, 8th ed. Philadelphia, PA: Saunders/Elsevier, Inc.

Tintinalli, J., Stapczynski J., Ma, O.J., Yealy D., Meckler G, Cline D. (2016) Tintinalli’s Emergency Medicine: A Comprehensive Study Guide, 8th ed. New York: McGraw/Hill.

Markovchick, V., Pons, P., Bakes, K., Buchanan, J. (2015) Emergency Medicine Secrets, 6th ed. Elsevier

*Primary reference

Optional Online Resources

EM loves FOAMED (Free Open Access to Medical Education)

- Websites, blogs, podcasts and videocasts
- Examples include:
 - ALiEM (Bridge to EM)
 - EMcrit (Scott Weingart, MD)
 - emDocs (ultrasound G.E.L.)
 - Life in the Fastlane (EKG)
 - R.E.B.E.L EM (Rational Evidence Based Evaluation of Literature in Emergency Medicine)
 - EM basic podcast
 - EM clerkship podcast

COURSE POLICIES& PROCEDURES

Students should refer to the NEOMED Policy Portal for a full list of Clerkship Course Policies (<https://www.neomed.edu/policies/>) and the NEOMED Compass, 2020-2021, for further details.

1. Attendance and Time Off Clerkships

- Attendance guidelines for all sessions are set forth in NEOMED’s policy Attendance at Instructional Sessions (available at: <https://www.neomed.edu/3349-ac-418-attendance-at-instructional-sessions/>).

Reason for Absence	Person(s) to Notify	When to Notify	Required Forms and Documentation
Emergency (e.g, flat tire, emergent health problem)	<ul style="list-style-type: none"> • Clinical Site - Clerkship/Elective Site Director and Coordinator* • Rootstown courses – Course Director and Curriculum Coordinator 	As soon as circumstances allow	Submit absence notification form available at https://www.neomed.edu/student-services/forms/ after you have discussed make-up plans with course/clerkship/elective site director.

<p>Personal Illness</p>	<ul style="list-style-type: none"> • Clinical Site - Clerkship/Elective Site Director and Coordinator* • Rootstown courses – Course Director and Curriculum Coordinator 	<p>ASAP when you realize you are sick and will not be able to attend</p>	
<p>Health care appointment for yourself or to accompany a family member</p> <p><i>You do NOT need to state the reason for or type of health care appointment.</i></p>	<ul style="list-style-type: none"> • Clinical Site - Clerkship/Elective Site Director and Coordinator* • Rootstown courses – Course Director and Curriculum Coordinator 	<p>With as much lead time as possible, preferably BEFORE clerkship/elective begins</p>	
<p>Presentation at Conference or fulfill a professional obligation.</p>	<p>College of Medicine using <u>College of Medicine Professional Conference/Obligation Request Form</u></p>	<p>At least six (6) weeks in advance of conference/professional obligation</p>	<p><u>College of Medicine Professional Conference/Obligation Request Form</u> along with evidence of acceptance to present at a professional conference or fulfill a professional obligation. → THE PROCESS DOES NOT END once you have submitted the above form. DO NOT MAKE TRAVEL PLANS.</p> <ol style="list-style-type: none"> 1. The COM will send written confirmation to let you know your request was received. Follow-up instructions will be provided. 2. Check with course director/clinical site director to determine if you can be excused from the curriculum; 3. if excused, submit an absence notification form (https://www.neomed.edu/studentservices/forms/) after discussing make-up plans with course/clerkship/elective director.

Religious Holiday Observation	College of Medicine. Submit “Request for religious holiday observation” form (College of Medicine)	<p>By July 1 – 5:00 pm</p> <ul style="list-style-type: none"> Holidays falling between July 2 and December 31 <p>By November 1 – 5:00 pm</p> <p>Holidays falling between January 1 – June 30.</p>	Submit “Request for religious holiday observation” form (College of Medicine) → THE PROCESS DOES NOT END here. <ol style="list-style-type: none"> The COM will send written confirmation to let you know your request was received and date(s) verified. Follow-up instructions will be provided. Check with course director/clinical site director to determine if you can be excused from the curriculum; if excused, submit an absence notification form (https://www.neomed.edu/studentserVICES/forms/) after discussing make-up plans with course/clerkship/elective director.
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* information for course/clerkship site directors and coordinators can be found on AIMS.

2. Curriculum Contact Hours

- In compliance with guidelines established by the Liaison Committee on Medical Education (LCME) and in accordance with the NEOMED Curriculum Contact Hours Policy, students will not be required to work longer hours than residents. <https://www.neomed.edu/3349-ac-409-curriculum-contact-hours/>

3. Clinical Supervision & Safety

- In accordance with LCME requirements, students should be appropriately supervised in learning situations that involve patient care and the activities supervised should be within the scope of practice of the supervising health care professional. <https://www.neomed.edu/3349-ac-408-clinical-supervision/>
 - Follow OSHA guidelines
 - Follow appropriate patient safety procedures (handwashing, mask, gloves as appropriate)
 - Follow safety guidelines as directed by the clinical sit
 - Recognize a potentially aggressive patient
 - history of aggression, mental health issue, drug or alcohol withdrawal, physical sign of anger or agitation
 - If you are in doubt, err on the side of caution
 - take a chaperone (fellow student or nurse, security)
 - Defusing the situation
 - listen, speak softly, acknowledge the concern, keep space between you and the patient, have an exit

4. Grade Dispute

- Grade Dispute guidelines are set forth in NEOMED’s College of Medicine policy Grade Dispute (available at: <https://www.neomed.edu/3349-ac-405-grade-dispute/>). A Grade Dispute is a formal request to change a Final Grade based on: 1) arithmetic,

procedural or clerical error, 2) arbitrariness and capriciousness or 3) prejudice. Only Final Grades may be disputed. If a student disagrees with his/her Final Grade for a clerkship, the student must first discuss the matter with the Clerkship Site Director assigning the grade within five (5) working days of posting of the Student Performance Evaluation, as well as notify, in writing M3-M4GradeDispute@neomed.edu regarding the intent. Please refer to the policy for additional details on grade disputes.

5. Mistreatment

- Any issues or concerns regarding the clerkship, house staff, personnel, patient availability, etc., should be addressed to the Clerkship Site Director. Issues or concerns should be addressed as quickly as possible to foster early resolution. Every student has the right to learn in a professional atmosphere. Any issues or concerns regarding the course, course faculty and staff, etc., should be addressed to the Course Director or the Director of M3 Clinical Experiences. Concerns regarding misconduct also may be reported confidentially or anonymously using the Inappropriate Behavior Reporting Form found at <https://www.neomed.edu/student-services/forms/>. Students who feel they have been harassed or discriminated against should discuss the matter with their faculty advisor, the Director of Student Wellness and Counseling, or the Chief Student Affairs Officer.

6. Professionalism

- ***Academic Misconduct:*** NEOMED students sign and are held to the “Expectations of Student Conduct and Professional Behavior” and must abide by all student policies contained within *The Compass*. Included within these expectations are policies regarding students’ academic conduct. NEOMED students are expected to comply with the following academic standards and to report any violations to the Office of Student Affairs. Failure to do so may result in referral and review by either CAPP or the Student Conduct Council.
- In accordance with the NEOMED policy on proper attire as stated in the Compass, students are required to dress appropriately and professionally for all clinical activities. The hospitals and their academic departments reserve the right to determine appropriate attire for their sites and may impose additional requirements.

7. Shadowing

- No shadowing is permitted during M3 clerkships.

Appendices

Appendix A. Reading List

You are required to read the following chapters, as assigned, from Emergency Medicine Clerkship Primer (Clerkship Directors in Emergency Medicine 2008). All readings should be completed by Wednesday or Monday, as indicated, in the week assigned.

- By Wednesday of Week 1
 - Chapter 1: Introduction to the Specialty of Emergency Medicine
 - Chapter 2: Introduction to the Emergency Medicine Clerkship
 - Chapter 4: Unique Educational Aspects of Emergency Medicine
 - Chapter 5: Differences Between the Emergency Department, the Office, and the Inpatient Setting
 - Chapter 6: Undifferentiated and Differentiated Patients
 - Chapter 7: Performing a Compliant-Directed Physical Examination
 - Chapter 8: Data-Gathering Skills
 - Chapter 9: Developing a Case-Specific Differential Diagnosis
 - Chapter 16: Enhancing Your Oral Presentation Skills
 - Chapter 22: How to Get the Most Out of Your Emergency Medicine Clerkship
 - Chapter 23: Introduction to the Core Competencies
- By Monday of Week 2
 - Chapter 10: Diagnostic Testing in the Emergency Department
 - Chapter 11: Developing Your Plan of Action
 - Chapter 12: Diagnosis: Is It Possible? Is It Necessary?
 - Chapter 13: Disposition of the Emergency Department Patient
 - Chapter 14: Discharge Instructions
 - Chapter 15: Documentation
 - Chapter 20: Procedural Skills
- By Monday of Week 3
 - Chapter 17: Interacting with Consultants and Primary Care Physicians
 - Chapter 18: Patient Satisfaction – Meeting Patients’ Expectations
 - Chapter 19: Providing Anticipatory Guidance

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