Professional Conduct

• Professional conduct is expected from all students at all times during the clerkship. This includes professional dress and timely attendance to rounds, conferences, and didactic sessions.
• Students are also expected to conduct themselves in a professional and caring manner when interacting with patients, families, team members, and colleagues.
• We consider lapses in professionalism at any point to be a serious offense that may affect your final grade in the clerkship. The effect can be lowering by a letter grade or failure of the clerkship.

Work Hours and Days Off

• Each hospital site has a different call schedule, which will dictate your days off and the times when you will be expected to be present in the hospital. Please discuss this with your Resident when you meet your ward teams.
• Students are required to comply with the ACGME Resident Duty Hour Regulations. Based on these regulations, students should not work more than 80 hours per week when averaged over a 4-week period, and should have one day off in seven free from clinical duties.
• Students will also have 10 hours free of duty between scheduled duty periods, and cannot work more than 16 hours straight.
• Students rotating at EUH will do one night of overnight call in 4 weeks. Students do not participate in overnight call at other sites.
• It is essential that you communicate your days off with your resident and attending.

Absences

• If you become ill or must be absent from the clerkship for any reason, even for one day or a part of the day, you are expected to notify your ward team and the Clerkship Directors immediately. Generally text/page resident and email Clerkship directors.
• Prolonged absences including religious absences and family emergencies must be discussed with the Clerkship Directors and Dean’s Office. Under these circumstances, the Department of Medicine Education Committee and the Dean’s Office will review a student’s record to determine if the student needs to repeat all or part of the clerkship to obtain a passing grade.
• Please note that all didactics are required educational experiences. Planned or Excused absences should be cleared in advance.

Communication during the Clerkship

• Email the Clerkship Director & associate CD weekly to let us know how you are doing on your teams.
• You are always welcome to discuss more if desired, but at minimum you must at least check in via email weekly.
• Let us know early if there are problems. You can call Drs Pittman or Law at any time if there is an issue.
• If things are going well, an email that says “Subject: Week 2 Doing well” is fine.
• Can say more if desired, but at minimum must at least check in weekly.
Work on the Wards
- Perform duties on the ward team and earn passing marks on the ward evaluations.
- Submit 18 Patient write-ups into the EMR
- Submit the paper patient log with all required patient types completed in One45
- Have all forms signed and observations completed on time
  - 1st half due on intersession day
  - 2nd half on last day

Attendance at Didactics
- Attend all didactics sessions and intersession
- Attend and complete the EKG curriculum
- Attend and complete the EBM curriculum

Professional behavior
Professional behavior is required at all times.

Communicate early and often
- Let us know if you have questions, comments or concerns. We are here to help!

Required Didactic Sections
- Wednesday 3:00-5pm Didactics with Clerkship Staff
- Mid-Clerkship Intersession didactics held all day between months 1 & 2 of clerkship
- Small-group EBM session (1x during the clerkship)
- Radiology & Ethics didactics incorporated into 1st didactic and Intersession

Patient Log
- Each student is required to see at least 18 patients.
  In order to track this requirement, we expect you to log your first 18 patients on the patient log which will be handed out at orientation.
- You will turn in this paper log at the end of the rotation! Due 5pm Last day of the clerkship.
  In addition to our paper log, the school of medicine requires you to document specific defined patient encounters (based on the clerkship objectives) in the NEW PATIENT LOG on One45.
- You have to document patients in One45 as necessary to capture the required encounters.
  Please note: one patient can fulfill multiple required encounter types.
  For example, if you have a patient with diabetes and hypertension who smokes and is homeless, you can include type 6, 10, 23, and 25.
  - A patient encounter is defined as any patient that you have had some type of meaningful contact with as defined by the following:
    - A patient you admitted, OR
    - A patient you have followed during their hospitalization, OR
    - A patient that you are not primarily following, but whom you have examined and whose presentation and management have been discussed by your team.
• **Procedures**
  Procedures you perform during the clerkship should be logged on One45, as required by the medical school. We do not require any specific procedures to be done during the Medicine Clerkship, but ask that you document the ones you actually do.

**Patient Write Ups**

• Please use the Clerkship [Oral Presentation Guide](#) and our [Guide to Admission Write-Ups](#) as the standards for doing your presentations and write-ups during the clerkship. Both of these documents are found on Blackboard.

• You are required to write-up a minimum of 18 patients during the clerkship.

• What should I include in my Admission Write-Up?
  o Complete History including Review of Systems, Medications, Past Medical History, Social History, and Family History
  o Complete Physical Examination
  o Assessment and Plan with a complete problem list including specific diseases or syndromes, symptoms, physical signs, abnormal labs or tests, prior established diagnoses, social problems, etc and degree of resolution

• What about submitting in the electronic chart?
  o You will complete your Admission Write-Ups in the Electronic Medical Record. Your write-up needs to be clearly labeled as a "Student Note" and should be cosigned by an Intern, Resident, or Attending according to the policy at each hospital.
  o Your notes are extremely valuable for the information they contain, but "an MD" will need to write a note in addition to yours for the attending to cosign for billing purposes.

• Are these write-ups graded?
  o In order to successfully complete the clerkship you have to submit all 18 write-ups in the EMR.
  o You are not graded on the quality of your write-ups but will be given feedback on them to make sure you are learning the critical skill of synthesis.
  o If you have not incorporated the feedback from the attending by the 2nd or 3rd write-up you could be asked to resubmit it.