

Tulane Family Medicine Clerkship Requirements

A reminder for preceptors- Updated August 2011

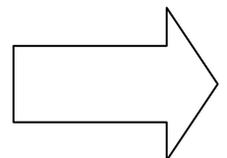
Getting started with your student:

- Spend time on the first day with your student discussing his/her background, blocks already completed, interests and personal goals for the block.
- Review "ground rules" for the remainder of the clerkship, such as:
 - Usual daily schedule, typical working hours, expected attire.
 - Expectations regarding "on call" and weekends. (The course does not impose specific call requirements on you, but we strongly encourage students to arrange some call or ER time with or through the preceptor)
 - How students will know which patients prefer not to see a student.
 - Assignment of exam rooms and other space to sit, read, do charting, make phone calls.
 - Expectations on charting and writing progress notes.
 - If/how/where the student can access a computer and the internet.

Course Requirements – Please support the student in fulfilling these requirements. *They all contribute to their grade.* Where your involvement is necessary, the student should bring the form or log to you for your review.

Students are expected to:

- Complete electronic logs (Px Dx) in E-Value. There is an iPhone app which allows students to log encounters in real time. If the student does not have the application, then they will need to keep log cards to transfer to the electronic log at a later time. Every patient and procedure seen or completed by the student should be entered into the log in a timely basis. Clerkship faculty will review the logs at Mid-block and at the end of the block.
- Complete 20 of the virtual fmCASES (family medicine cases at MED-U by Intime. There are 40 online cases, and the students get 2 bonus points for completing all the cases.
- Participate in outside clinical and community activities with you, as you see fit. We hope students will get to know your community well by shadowing your activities.
- Complete their own mid-block self-assessment and then a mid block feedback session with you using the midblock feedback form. Student must turn this in when they return to New Orleans for the mid-block seminars.
- Complete a community project which counts for 25% of their grade.



Reminders:

- With your concurrence, students may use up to one half-day of office time (eg, your half-day off) to complete required activities, such as working on the project and completing fmCASES.
- Students may, with your concurrence, spend up to one half-day per week in clinical activities of personal interest outside of the preceptor's office. This should not take precedence over course requirements. Your students may need your assistance in making arrangement for these experiences. Examples include working with another specialist like radiology, dermatology, orthopedics, or doing an ER shift.

You can help your student by:

- Asking him/her from time to time how it's going with their logs and completing the fmCASES, by inquiring about progress on their project, and by reviewing their logs and checklists.
- Suggesting activities outside of the office or in the community.
- Helping them balance their time between clinical care, reading/cases and accomplishing other course requirements.
- Allowing students increasing independence in patient care after an initial brief period of shadowing and as the block progresses.
- Giving students frequent and constructive pointers, feedback, and coaching.
- Watching students doing parts of a history or physical exam, and basing your feedback on this direct observation. This should also be logged by the student as direct observation—the highest form of supervision by preceptors/attending.
- Making plans for the 2nd half of the block in the context of the student's mid-block feedback form.
- Writing constructive verbal comments on the final evaluation form that are appropriate for a future Dean's Letter when they apply for residency.