

ACE Sub-Internship Syllabus

FY20-21

A. Sub-internship (Sub-I) information-

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Administrator	Phone	Office	Campus
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B. Overview of Sub-I

The student will function as a Sub-Intern on the Family Medicine services at Via Christi, Wesley, or Salina medical centers. Each student will work closely with faculty and residents and play an important role in the team care of inpatient, outpatient, and obstetric patients. The course is designed to maximize student opportunity to take responsibility for patients while ensuring support and active teaching by faculty and residents.

Material	Software	URL
Schedule		Provided to the student by the residency program coordinator.
Student performance		CPA form will be completed by assigned preceptor and reviewed by course director. The course administrator will email reviewed CPA to student and grade will be assigned in Enroll & Pay.
Course & faculty evaluations	OASIS	Link to the evaluations will be emailed via OASIS
Concern and Praise cards	OASIS	Link to provide feedback will be emailed via OASIS

C. Course Competency Assessment

Assessment of competencies will take place throughout the SubI. Faculty ratings during small group activities, preceptor visits, clinical skills and simulation exercises as well as other activities will evaluate your skills and abilities in additional competencies as you apply your knowledge and collaborate with patients and colleagues. Competency evaluations will be aggregated into ratings of Meets Expectations or Below Expectations.

The competencies of the Subinternship are as follows:

1. Gather an accurate history in a prioritized, organized manner, with respect to the patient and tailored to the clinical situation and specific patient encounter.
2. Perform an accurate physical exam in a prioritized, organized manner, and with respect for the patient, tailored to the clinical situation and specific patient encounter.
3. Develop a logical prioritized differential diagnosis as the basis for informed decisions about diagnostic and therapeutic interventions. (added to address patient assessment before plan)
4. Synthesize and present an evidence-based plan of care for his or her patients.
5. Under senior resident and/or attending supervision, assume the care of patients not covered by an intern, including documentation of clinical encounters in the patient record.
6. Describe the indications, contraindications, risks and mechanics behind procedures pertinent to the discipline of the sub-internship.

7. Under senior resident and/or attending supervision, enter and discuss orders and prescriptions .
8. Recommend and interpret common diagnostic and screening tests and imaging required for the area of practice.
9. Form clinical questions and retrieve evidence to advance patient care.
10. Under resident and/or attending supervision, give or receive a patient handover to transition care responsibility.
11. Demonstrate dependability, trustworthiness, and an attitude of prioritizing the needs of his/her patients above his/her own needs.
12. Collaborate effectively as a member of an interprofessional team.
13. Under supervision, assist with the discharge process including discharge summaries, medication reconciliation, and medical follow-up coordination.

Students will be assessed as 'Meets Expectations' or 'Below Expectations' on their knowledge, skills, behaviors, and attitudes in the following professional activities:

- 1) Behave professionally
 - Consistently demonstrate respect, compassion, integrity and honesty; seeks and readily responds to feedback; consistently arrives on time for educational/clinical activities; meets deadlines in a timely manner; consistently considers the needs of patients, families and colleagues above own needs; maintains patient confidentiality; willingly acknowledges errors.
- 2) Gather a history and perform a mental status/physical examination.
 - 2a) Gathers an accurate history in a prioritized, organized manner, and with respect for the patient. The history should be tailored to the clinical situation and specific patient encounter.
 - 2b) Performs an accurate mental status/physical exam in a prioritized, organized manner, and with respect for the patient. The mental status/ physical examination should be tailored to the clinical situation and specific patient encounter.
- 3) Prioritize a differential diagnosis following a clinical encounter.
 - Integrates patient data to formulate an assessment, develops a list of potential diagnoses that can be prioritized, leading to selection of a working diagnosis.
- 4) Recommend and interpret common diagnostic and screening tests.
 - Selects and interprets common diagnostic and screening tests using evidence-based and cost-effective principles.
- 5) Document a clinical encounter in the patient record.
 - Provides accurate, focused and context-specific documentation of a clinical encounter in either written or electronic formats.
- 6) Provide an oral presentation of a clinical encounter.
 - Concisely presents a summary of a patient encounter to achieve a shared understanding of the patient's current condition.
- 7) Form clinical questions and retrieve evidence to advance patient care.
 - Identifies key clinical questions in caring for patients, identifies information resources, and retrieves information and evidence that will be used to address those questions.

8) Collaborate as a member of an interprofessional team.

- Actively participates in team decision-making, supportive of the roles and contributions of other professions, works effectively in team-oriented patient care.

D. Subl Learning Activities

The course design assumes that students learn best when they are actively involved with the curriculum content through multiple learning activities as outlined below. Students are expected to participate in all learning activities and complete all assignments on time.

1. Clinical

Specific duties include:

1. Participate in the Initial assessment and workup of new patients.
2. Develop treatment plans using evidenced-based principles.
3. Participate in writing orders and learning hospital administrative procedures.
4. Participate in the check-out and communication of patient care information.
5. Participate in discharge planning and follow-up arrangements.
6. Participate in on-call experiences.
7. Perform emergency room evaluations of patients.
8. Participate in family and team meetings.
9. Provide care in residency outpatient offices utilizing the EMR.
10. Participate in surgery, obstetrical care, and procedures.

2. Didactic

1. Attendance at all morning report, afternoon didactics, and other residency learning activities.

E. Subl requirements

The resident faculty member assigned as primary preceptor to the student's Subinternship will complete the Clinical Performance Assessment (CPA) using feedback from residents who worked with the student throughout the duration of the rotation. The CPA will be submitted to the course director for review. The course director will assign the student's final grade utilizing the CPA and the student's demonstration of professionalism throughout the rotation.

F. Subl Assessment

The grading scale for each Subl is Fail and Pass. A lapse of professionalism may interfere with the ability to acquire Pass.

Professional behavior competencies include: consistent demonstration of respect; compassion; integrity and honesty; seeking and readily responding to feedback; modeling responsible behavior; consistently arriving on time for clinical activities; consistently available for clinical responsibilities; meeting deadlines in a timely manner; consistently considering the needs of patients, families and colleagues above own needs; maintaining patient confidentiality; working effectively in team-oriented patient care; willingly acknowledging errors.

MidSubl feedback

At the midway point of the Subl, students will meet individually with the Subl Director at an assigned time. The student will also be advised on their current progress on the rotation, and any concerns the student may have, or suggestions for improving the experience, will be discussed.

G. Remediation-information regarding Request for Grade review etc.

Request for Grade Review

Grades are personal and confidential information that will only be discussed with the student (and other persons with the student's written permission and in the student's presence) in a Subl director's office.

Students who wish to request a grade review must follow this procedure:

1. Students wishing to contest their grade or an evaluation must submit a request in writing to a course director. All requests for consideration must be submitted within 30 days of the posting of the grade by the Registrar and must contain the rationale for the challenge. After receiving the request a course director will meet with the faculty responsible for the evaluation, if indicated. If the director determines that a meeting between the student and faculty would help clarify the basis of the evaluation and result in a beneficial discussion, he/she will arrange a meeting with the student, faculty and director. A director will present her/his recommendation to the department Chair. If necessary, the Chair may meet with the student before the department's decision is made. The department's decision will be presented to the student within two weeks of receipt of the student's concern.
2. If the student feels that their concern has not been adequately addressed by the department, he/she may present their concerns in writing to the Associate Dean for Student Affairs. The Associate Dean will refer the issue to the Academic Committee upon student request. The Academic Committee will review the issue within 60 days of receiving the request. If the student does not accept the decision of the Academic Committee, she/he may appeal to the Executive Dean for a final decision.
3. Neither the Academic Committee nor Executive Dean shall unilaterally change the grade or evaluation. The grade or evaluation will be changed only if the department Chair agrees.
4. The primary concern of the Associate Dean, Academic Committee, and Executive Dean upon appeal will be whether the student was treated fairly, whether the student was treated as other students in the class and that the process of evaluation was conducted in accordance with departmental policy. The Associate Dean, Academic Committee and Executive Dean will not contest the validity of test questions or the validity of faculty observations of the student as long as there is no evidence that the observations were unfairly biased.
5. The student will have 10 working days in which to accept or reject the decision offered at any level of appeal, with the exception of the Executive Dean's opinion which is final. Once the student accepts the decision at any level of appeal and does not appeal to the next level, the decision is considered final and is not open for further discussion. Grade review policy

H. Subl and Teacher Evaluations

At the end and during the subinternship, you will receive by e-mail Subl and teacher (faculty, resident) evaluations. As a participant in these learning activities, it is your professional responsibility to complete these evaluations. Your constructive feedback is valuable, as it helps us to continually improve the experience(s) we offer our students. Your responses are strictly confidential. Evaluation results are reported to those responsible for making changes to the curriculum (i.e., director and curriculum oversight

committees).

- Be clear, specific, and focus on behaviors that can be changed and are under the recipient's control.
- Try to balance positive observations with areas that need improvement.
- Don't overwhelm the recipient: one or two well-crafted observations are better than a long list of generalities.

I. Policies

1. Attendance

Attendance at and preparation for learning activities are core professional responsibilities for physicians in training.

- Phase II: Attendance at all scheduled Phase II clinical activities is mandatory. Any excused absence must be approved by the Office of Student Affairs. *The process to be used for requesting an excused absence while in Phase II* is to contact the appropriate campus dean designated above. The student should also contact the Chief Resident and/or Attending Physician as well as the Course Administrator by e-mail or by phone/pager. You will be advised if/when any examination or required activity has been arranged. Each campus designee will determine if the request qualifies for an excused absence. Excused absences may be provided for birth, illness, accident, or death of a close family member. Students may be required to complete an additional assignment for their excused absence. The School of Medicine attendance policy allows a student to miss up to 2 days of a subI if the time is approved and excused by the campus designee. A student may be provided absences due to other medical school activities (e.g. officially representing the college, presenting at a national conference, attending national conference as the student leader of an organization, shelf exam retake). DO NOT PURCHASE NOR PLAN TRAVEL ARRANGEMENTS BEFORE RECEIVING APPROVAL FOR AN EXCUSED ABSENCE FROM YOUR CAMPUS REPRESENTATIVE LISTED ABOVE. Absences for personal reasons will not be granted. Unexcused absences from clinical duties can result in required remediation.
- Salina: On the Salina campus students are instructed to contact the Associate Dean for Clinical Experiences/Clerkship Director (Dr. Owings), as well as their attending physician and clerkship coordinator (Lucy Kollhoff), regarding an absence while in a Phase 2 experience. Dean Moser is then informed of such absences.

2. Inclement Weather Procedure for Students (Kansas City campus)

On-campus students only. Off-site students, please follow the direction of your clinical placement.

Notification Procedures: inclement weather policy

1. In the event that weather conditions (such as heavy snow, ice, extreme thunderstorms etc.) make travel to and from campus excessively difficult, time consuming, or hazardous, the University may declare that an inclement weather condition exists. The declaration may include a determination that campus will close. If a declaration of inclement weather is made, the University will strive to inform the campus community as soon as possible. If such determination is made in the morning before classes or clinical assignments start, the University will make every effort to inform the campus community by 5:30 a.m. When an inclement weather declaration is made, the campus community will be notified as follows:
2. RAVE Alert Messaging System for emergency notification to faculty, staff, employees, residents, and students.
3. If you have not registered for RAVE Alerts, enrollment is simple and you can opt out at any time. The system allows you to receive text and email messages when emergency notifications are sent out by KUMC.
4. Register for RAVE Alert via the Enroll & Pay system: Log in using the green KUMC campus login box, select

"Emergency Contact Info" listed under the Main Menu, and follow the instructions. An alert message will be posted on the KUMC website at www.kumc.edu.

Attendance Requirements - Campus Closing

1. Students *do not* attend classes when campus is closed.
2. Students are excused from all classes. No academic consequence otherwise assigned to missed attendance is incurred.
All planned class content will be provided students when the campus reopens.
3. Students in a clinical placement on the KUMC/UKHS campus *do not* report to their assigned schedule when campus is closed.
4. Students in clinical placements outside the KUMC/UKHS campus are required to follow the inclement weather guidelines of their assigned clinical site. If there is a question regarding attendance, students should contact their clinical site for expectations and follow their clinical site's guidelines.
5. Graduate students who have responsibilities for animals in the lab should report to complete those duties unless otherwise instructed by their supervisor.
6. Virtual classes will be held as scheduled since they do not require campus attendance.

3. Guidelines for Student Participation in Clinical Activities

Medical students rotate in clinical settings to learn all aspects of patient care, including obtaining patient histories, performing thorough physical examinations, formulating differential diagnoses, learning to make decisions based on appropriate laboratory and radiological studies and procedures, interpreting results of special studies and treatment, communicating with patients on all aspects of disease and prognosis and communicating with members of the health care team.

To this end, the medical student may participate in the following activities:

1. Access patients to obtain a medical history, perform a physical exam, and follow the inpatient and /or outpatient course.
2. Access the patient's entire medical record, including laboratory reports, x-ray reports, etc.
3. Perform appropriately supervised procedures as authorized by the patient's attending physician. For procedures such as drawing blood that the student has been trained for and declared competent in, the student may draw blood under direct supervision from faculty or residents.
4. Perform basic laboratory studies such as urinalysis, under appropriate supervision and review.
5. When the student is clinically prepared, write orders for specific patients. All of the orders written by a medical student must be reviewed and countersigned by the responsible resident or attending physician before forwarding to the nursing service.
6. Write progress notes that the responsible resident or attending physician will review and countersign.

Students **CANNOT**:

1. Write orders independently, without review and counter-signature by the responsible faculty member or resident.
2. Be the primary line of communication in the critical value reporting process.
3. Have sole responsibility for communicating vital patient related information to the patient or family members.

<http://www.kumc.edu/som/medsos/GuidelinesforClinicalActivitiesbyMedicalStudents.html>

4. HIPAA rules

As a member of the healthcare team you must ensure patient confidentiality at all times. This means you must only disclose patient information to individuals who are directly caring for a patient. You can also only access/read the charts of patients with whom you have a therapeutic relationship. If you write down

or record electronically a patient's personal health information, make certain that information is kept secure.

5. Chaperones

A supervising faculty preceptor or resident should be in the room when you perform pelvic, female breast, rectal and male genital exams. If your preceptor feels you can do this without his/her supervision, use a chaperone. If you sense that you need a chaperone for a non-intimate exam, ask for help.

6. Special Accommodation Services

It is the policy of KUMC to accommodate students with disabilities, pursuant to federal and state law. Any student with a disability who needs an accommodation, for example in arrangements for exams, note taking, or access to events should contact the Academic Accommodations Services Office to ensure that such accommodations can be implemented in a timely fashion.

Cyn L Ukoko
1020C Student Center
913-945-7035
cukoko@kumc.edu

Online appointments may also be made at <https://medconsult.kumc.edu>. For online information about academic accommodations, please go to www.kumc.edu/accommodations.

7. Religious Accommodations

As part of our diversity and inclusion efforts, KU Medical Center is committed to creating and offering an environment where all differences are embraced and valued. This commitment includes the religious diversity of our students and employees. We have always provided accommodations for various religious practices to the best of our ability, but now we have a formal process in place to guide faculty, staff, students and other campus members making requests.

As long as accommodations do not interfere with the university's mission, vision, and ability to provide patient care, we will continue to provide reasonable religious accommodations when religious beliefs, practices or observances conflict with university policies or requirements. The religious accommodation policy outlines procedures for requesting accommodations under various circumstances for students, employees and any KU Medical Center member. In summary, the university will make all reasonable efforts to accommodate requests for absences for religious observances, exemptions from participation in activities that conflict with religious beliefs, requests to wear specific religious attire and requests to engage in religious practices. [View the official policy](#), located in the KU Policy Library. [Religious Accommodations Request Form](#).

8. Intellectual Property

Sharing of faculty curriculum content (i.e., slides, syllabi, images, etc.) with outside commercial agencies without written permission from KUMC's administration and faculty members is a violation of KUMC's Copyright Policy and Guidelines as well as a potential violation of federal copyright laws. If any company approaches you to share curriculum material, please decline and immediately notify Dr. Anthony Paolo (apaolo@kumc.edu) or Dr. Mark Meyer (mmeyer@kumc.edu) on the KC campus, Dr Garold Minns (gminn@kumc.edu) on the Wichita campus and Dr. Bob Moser (rmoser@kumc.edu) on the Salina Campus with any relevant information.

9. Learning Environment

The faculty-student relationship must be built on a foundation of mutual trust and respect.

Faculty must:

1. Provide the opportunity for students to learn the knowledge, skills, attitudes and behaviors which will enable them to become competent physicians.
2. Treat students with respect as individuals and future colleagues.
3. Model professional behavior at all times.

Students must:

1. Put forth their best effort to learn and exhibit professional behavior towards each other, faculty, and patients.
2. Show respect for faculty as their teachers and mentors in the process of becoming physicians.
3. Model professional behavior at all times.

Reporting of student concerns, faculty concerns, student mistreatment, etc. can be accomplished using the [electronic form](#) on the [Student Affairs homepage](#).

In addition to the form, students can report mistreatment or concerns to any of the campus faculty liaisons, the Associate Dean for Student Affairs or campus designee, EOO for the university, or any trusted faculty or staff member. It is the responsibility of the ombudsmen or whomever receives a student concern to bring the concern to Associate Dean for Student Affairs in Kansas City, Dean in Wichita, or Dean in Salina for follow-up.

10. Weapons Policy

KUMC Weapons Policy prohibits faculty, staff, students, and visitors from carrying weapons of any type on the Kansas City, Kansas and Salina campuses. For additional information, please see the KUMC Procedures for Implementing University Wide Weapons Policy. Students who conceal carry on the Lawrence or Edwards campuses are responsible for making alternative arrangements when attending classes in Kansas City or Salina. Students can transfer a handgun from a backpack or purse to a secure location such as the trunk of their locked vehicle.

Individuals who violate the weapons policy or procedures may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

Wichita Campus: Concealed carry of handguns is permitted on the Wichita campus. Individuals who choose to carry concealed handguns are solely responsible to do so in a safe and secure manner in strict conformity with state and federal laws and KU weapons policy and KUMC implementing procedures.