Phase 3 Standard Policies and Procedures
2015-2016

The third year of the curriculum is one of the most exciting years of your medical education because it is the first real opportunity for you to be directly involved in patient care. Caring for patients is one of the most rewarding aspects of our profession. Our goal is to provide you with the highest quality clinical experiences. The following policies are to help guide you in your role as a health care professional in providing your patients the highest quality of care possible.

Attendance

1. Patient care teams are responsible to each other in order to provide high quality care and a good learning environment. Being absent or late, even for good reasons, may impact the team. Therefore, if a student is absent or late for any reason, s/he is required to contact the attending physician and/or resident for that rotation, and the clerkship director’s office that day to let them know of the absence or lateness.

2. The clerkship director must excuse all absences. Personal illness and family emergencies are examples of absences that are excused. Other requests for absences should be made as soon as feasible. Recognizing the need to have sufficient time in the clinical learning environment, if approximately 15% of a rotation is missed by absence (3 days in 4 weeks, 5 days in 6 weeks, 6 days in 8 weeks) a decision will be made by the clerkship director as to how best facilitate your learning so that you have adequate clinical exposure and time off can be made up. If time missed is significant, it may be best to repeat the rotation in its entirety. This policy applies to all rotations, including both on-campus and off-campus.

3. Students should meet with the Senior Associate Dean for Curriculum prior to beginning Phase 3 if: (1) they need to be away from their clinical responsibilities on any required rotation for more than three days or three 26-hour periods or if (2) they are required to be away for more than seven days or seven 26-hour periods during an academic year. In such instances, the Senior Associate Dean for Curriculum will work with the student to modify the curriculum to ensure the student meets the educational requirements for graduation.

Approved by the COC on January 26, 2006

4. Excused Absence for Health Care
Medical students are encouraged to obtain health care and will be excused from course and clerkship activities to seek their own health care. As professionals, when possible, they should choose appointments that interfere the least with educational responsibilities. If such absences exceed 1 appointment per month, a formal medical excuse will need to be obtained.

Approved by COC on December 2, 2014
5. As a culturally sensitive institution, MCG respects the desire of individuals to be absent for observance of major religious holidays that are personally observed.

Policy for Medical Students’ Observance of Religious Holidays

Students should meet with the clerkship director (or designee if the clerkship director is not available) prior to the beginning of the rotation to make him/her aware of their religious obligations. The clerkship director will notify the attending physician that the student has permission to be away from their clinical responsibilities for the time the religious observance(s) take(s) place. In addition, students should meet with their attending physician and resident to make arrangements for the care of their patients. If possible, students should arrange for a colleague on the rotation to cover their patients. The time away from the rotation will not impact students’ evaluations. (If significant absence results (see Section 1) time off may need to be made up.)

6. Vacation Schedule. Vacations begin and end on the following dates.
   - Thanksgiving Holiday: November 26 – November 29, 2015
   - Spring Holidays: April 2 - 10, 2016

7. Holidays
   - Independence Day: July 3, 2015
   - Labor Day: September 7, 2015
   - Martin Luther King Day: January 18, 2016
   - Memorial Day: May 30, 2016
   - Columbus Day (VA holiday only)
   - Veterans Day (VA holiday only)
   - President’s Day (VA holiday only)

8. Dress Code for Clinical Activities: In order to create an environment of professionalism for our patients and colleagues, students are expected to dress professionally in appropriate attire and maintain a neat and clean appearance. Professional attire is a shirt and tie for men (unless instructed otherwise) and slacks/skirt with a blouse or dresses for women. As members of the medical community, all students engaged in patient care activities should wear a clean, short white coat (unless instructed otherwise by the attending physician) and have the required student identification visible. For safety reasons, no open-toed shoes or sandals should be worn. Cologne, perfume, or after shave are not appropriate in the clinical environment as patients may be allergic. Students are to adhere to the professional dress standards of their assigned clinical sites. Appearances that have the potential to offend or distract patients must be avoided. Examples of these appearances include but are not limited to:
   - Easily visible tattoos or body piercing (e.g., lip, eyebrow, tongue)
   - Unusual hair coloring or style
• Casual clothing (e.g., jeans and shirts without collars for men.)
• Revealing or ill-fitting clothing
• Unwashed or unkempt appearance

9. Policy on Student Clinical Duty Hours

A. In order to assure proper balance of patient care and study, in no case will medical students exceed ACGME requirements for residents. Specifically:
• Duty hours must be limited to 80 hours per week, averaged over a 2-week period, inclusive of all in-house call activities.
• Medical students must have at least 10 hours, free of duty between scheduled duty periods.
• Students must have at least 1 day off per 7-day week averaged over a 4-week period.

Approved by the COC on December 2, 2014

B. Students do not take call on the Wednesday night prior to the Thanksgiving Holiday and may leave that afternoon after all their patient care responsibilities have been completed.

C. Students do not take call on the Friday PM prior to the Spring Holiday and may leave after all their patient care responsibilities have been completed.

D. Students do not take call the day prior to the NBME Subject Examination and may leave at noon on that day provided that morning patient care responsibilities have been completed. If traveling more than 2 hours to take the exam, the student is excused the entire day prior.

Administrative Issues

10. Supervision and Medical Student Scope and Practice

All medical students participating in required educational experiences are in engaged in educational environments wherein they are supervised by members of the faculty, and/or where present, residents. Faculty and residents are prepared for their roles as educators, are aware of the educational program objectives, and the generally expected limitations of medical student ability by level. All medical students are expected to perform medical activities within their approved scope of practice and must seek assistance if faced with a medical circumstance that is beyond their skill level or comfort. Adherence to this policy will be monitored by the Phase 3 Committee and COC, reviewed on a biannual basis and modified as appropriate.

Approved by the COC on December 2, 2014
11. NBME Subject Exam

A. NBME subject examinations are given on the final Friday of each clerkship. Students will not be permitted to take examinations early. If a student, regardless of the reason, does not take the examination at that time, s/he may take the examination on a day when NBME subject examinations are administered. With the exception of the NW campus, students may not take two NBME subject examinations in one day. Documented personal illness, the death and funeral of a family member or close personal friend, and family emergencies, are examples of legitimate reasons for not being able to take a scheduled examination. Visits to family and friends or pre-purchased airline tickets, etc. are not acceptable reasons to reschedule an examination. Since the exam is timed and proctored, if late, a student will not receive additional time to complete the test. Failure to comply with any of the NBME test administration policies, may result in a zero on the NBME subject exam.

B. Students must achieve at least the 5th percentile on each of the end-of-clerkship NBME subject examinations to pass the clerkship. If a student does not receive a passing score, s/he will receive a “D” for the clerkship regardless of the clinical grade. At a minimum, students will be required to remediate the deficiency by taking a four-week period to prepare for retaking the examination. Longer periods of remediation may be required depending on the deficiencies of the student. During this time, students may not be on a core clerkship, selective, or elective. Scheduled vacations are not considered part of the remediation. Students must take the month of July in the senior year as vacation to remediate deficiencies if the end-of-clerkship exam was failed prior to the June rotation. A student failing an end-of-clerkship exam in June will be required to remediate the deficiency during the August rotation. Students may retake up to two failed NBME subject exams, with the potential of raising the grade to a C. If the score on the retake is at or above the 5th percentile nationally, the final grade will change from “D” to “C” without annotation. If the score is less than the 5th percentile nationally, the final grade will change from “D” to “F” and the student will be required to repeat the entire clerkship. Students must achieve at least the 30th percentile to be eligible for a “B” and the 70th percentile to be eligible for an “A” on each of the end-of-clerkship NBME subject examinations.

NBME cutoffs for off-cycle students in the first 3 months of their third year will be scored using the first quarter score sheet as would students who are not off cycle in July, August, and September. The criteria used for first quarter students will be used for students in their first quarter of clerkships, even if they are taking them later in the academic year. If a student has an elective in one of the first three months, the elective counts toward the first “quarter”.

C. MCG Retake Policy

If a student has no failing NBME end-of-clerkship exams (has passed all of them), s/he will be permitted to re-take 1 subject exam with the possibility of raising the final
grade by 1 letter grade. This policy offers the students the opportunity to improve their performance. Academic Year national data is used to calculate cutoffs and conversion scores on the retake.

Approved by the COC on December 2, 2014

12. Testing Accommodations

In order to assure that proper arrangements are made, any student requiring special testing conditions must notify the clerkship director or coordinator before the start of the clerkship or on the first day of the clerkship.

13. Grade Appeal: Phase 3

If a student has a concern regarding a clinical grade, s/he must discuss it with the clerkship director first and not the attending physician or residents. A violation of this policy will result in a student forfeiting the right to officially appeal the grade.

Once a final grade is posted, students have two weeks to appeal a final grade in a course or clerkship if they think their evaluation is unjust by:

Step 1: Discuss a Concern
The student must discuss the concern with the clerkship director first and not with any other faculty member (e.g., the student's attending physician) who taught in the clerkship. A violation of this step will result in a student forfeiting the right to officially appeal the grade.

Step 2: Appeal a Grade
To appeal a grade, a student must submit to the clerkship director in writing within 2 weeks of the final grade being posted the reasons for the appeal and provide objective documentation, where appropriate, to support a change in a grade. The clerkship director reviews the student's appeal and may make a decision independently or may appoint an advisory ad hoc committee of at least three faculty members. The ad hoc committee makes a recommendation to the clerkship director. The clerkship director then makes a decision about the appeal and notifies the student in writing (may be electronic) of the decision within 2 weeks of receipt of the student's appeal.

Step 3: Appeal the Decision of the Clerkship Director
The student may appeal the decision of the clerkship director within one week of notice by the course/clerkship director by written request to the department chair for a departmental course or clerkship, or to the senior associate dean for curriculum if the course/clerkship is interdepartmental. The chair or senior associate dean may choose to decide the appeal independently or may appoint an advisory ad hoc committee of at least 3 faculty members who had not served on the prior ad hoc committee listed under step 2. The ad hoc committee makes a recommendation to the chair or the senior associate dean for curriculum. The chair or senior
associate dean for curriculum will then decide the matter and provide notice in writing to the student within 2 weeks of the written request for appeal at this level.

Step 4: Appeal of the Decision of the Departmental Chair or Senior Associate Dean for Curriculum. If a student does not agree with the decision of the department chair or senior associate dean for curriculum, the student may appeal the decision in writing within one week of prior notice by the chair or senior associate dean for curriculum to the vice dean for academic affairs. The vice dean for academic affairs may decide the appeal independently or appoint an advisory ad hoc committee comprised of at least 3 faculty members who had not previously participated in this appeal process. The ad hoc committee makes a recommendation to the vice dean, who will then decide the matter. Typically, appeals at this level are for procedural concerns only. The student will be notified of the decision within 2 weeks of the request for appeal. This is the final level of appeal for a grade.

Approved by the COC on September 13 2012

14. Clerkship grades are based on the following scale.

   A: 90-100
   B: 80-89.99
   C: 70-79.99
   D: 60-69.99
   F: Below 59.99

Final grades for the clerkships are not rounded up.

15. Grade Submission Deadline: All grades for modules and clerkships will be submitted within 6 weeks of the completion of the module or clerkship.

Approved by the COC on December 2, 2014

16. For each of the clerkships, students must complete the Student Patient Encounter (SPEL) and procedure logs using one45 to fulfill the requirements for the clerkship.

17. Student participation in Mid-Rotation Feedback Policy

MCG has policies to ensure that students receive mid-rotation feedback. Mid-rotation student evaluation forms are required to be filled out by student and faculty approximately at the mid-point of all clinical clerkship rotations of four weeks or more. The process begins with student initiation and is completed by faculty. As this is considered very important, if a student does not initiate the process, it will lead to an incomplete grade in the clerkship.

Approved by COC on March 10, 2015
18. Student evaluations of the educational program are important for each of the clerkships, students must submit an evaluation on the faculty, residents, and clerkship to fulfill the clerkship requirements. A student’s grade will not be posted until the evaluations have been submitted to Evaluation Services. Student evaluations are not released to faculty or departments until grades are submitted.

19. Official electronic communication will be via email to your gru.edu account. Students are responsible for all information sent via email. All students should routinely check their e-mail regarding clerkship announcements and information.

20. If a student has had a recent name change, s/he must notify the Registrar and the Curriculum Office before the start of the clerkship or on the first day of the clerkship.

21. Requesting a Change in Clerkship Site Assignment

Initial clerkship site assignments are part of the third year lottery. Students may request a change in site assignment at least 4 weeks before the start of a clerkship. If a student wants to request a change in site assignment, s/he must contact the clerkship director's office to make the request. If there is an available site and all relevant parties are in agreement, the student may change sites.


Within 30 Minutes of Augusta

1. Cleanse wound with soap and water, or irrigate splash areas (i.e., eyes, mucous membranes) with normal saline or water.
2. Notify attending/nurse supervisor to order lab from source patient.
3. Fill out hospital incident report. Please record source's name and pertinent demographics. (KEEP COPY)
4. Report to Student Health Services (706-721-3448), located in Pavilion II, Monday-Friday, 8:30 AM - 5:00 PM. If closed, report to GHSU ER (706-721-4951) within 3 hours of injury.
5. For questions, call Pepline at 1-888-448-4911.

Outside the Augusta Area

1. Cleanse wound with soap and water, or irrigate splash areas (i.e., eyes, mucous membranes) with normal saline or water.
2. Notify attending/nurse supervisor to order lab from source patient.
3. Fill out hospital incident report. Please record source's name and pertinent demographics. (KEEP COPY).
4. Report to facility Occupational Health or Emergency Department for lab and assessment for HIV prophylaxis (within 3 hours of injury)
5. For questions, call Pepline at 1-888-448-4911
6. Follow-up at Student Health Services or designated clinic as indicated.

Students must notify the attending physician and clerkship coordinator and/or director of the incident. The clerkship coordinator or director will notify the class associate dean for student affairs of the occurrence.

23. Information for M4 students:

The fourth year is ten months in length. Students must complete two clerkships and two selectives. All students must complete an adult ambulatory clerkship, an emergency medicine clerkship, an acting internship selective, and a critical care selective. The remainder of the fourth year consists of at least three electives. Students may take additional electives during the academic year. Of these three required electives, one must be at an MCG-affiliated site.

- Only one international experience may fulfill the elective requirements for graduation.
- Students may only receive graduation credit for one research elective regardless of the length of the experience. A student may do research electives in different areas of interest; however, only one of these electives fulfills the elective requirements for graduation.
- If a student did not complete a third year elective, s/he must do a total of four electives in the fourth year to fulfill the requirements for graduation. Two of the four electives must be on-campus.
- The Curriculum Office must approve off-campus electives for graduation credit.
- According to institutional policy, students may not receive retroactive credit for electives that were not approved by the Curriculum Office (http://www.gru.edu/mcg/coffice/documents/retroactive-credit-policy.pdf)

Approved in its entirety by Phase 3 Committee and COC. June 2015