

College of Medicine

Med 3-4 Handbook

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OVERVIEW: YEARS 3 AND 4

Med 3-4 Academic Program Committee

The Med 3-4 Academic Program Committee is charged with responsibility of certifying that a student has completed the technical requirements for Med 3-4 (i.e. the individual required clerkships and electives), and also is qualified to continue studies in an internship or residency. Factors to be evaluated include: student's attitude toward patient care, motivation, attendance, clinical problem solving ability, adequacy of clinical medicine knowledge base, evidence of increasing clinical competence over time, and general suitability to be a physician.

Requirements for Starting Med 3-4

In order to be promoted to Med 3 students must have:

- Successful completion of med years 1 and 2
- Successful completion of PD 1 & 2 and PCM 1 & 2
- A USMLE Step 1 passing score or proof of testing date prior to June 30
- Satisfactory completion of the Introduction to Clinical Medicine General Clerkship

Students who have passed Med 1 and Med 2 and all PD and PCM requirements will be promoted to a rank of 2.5. Students will be promoted to a rank of 3 when they complete ICM and the USMLE Step 1.

Med 3-4 Curriculum Requirements

The Core Curriculum requirements for students in their 3rd year are satisfactory completion of:

- Internal Medicine - 8 weeks
- Pediatrics -8 weeks
- Neuroscience/Psychiatry - 8 weeks
- Surgery - 8 weeks
- Obstetrics/Gynecology – 6.5 weeks
- Clinical Skills Immersion Course – 1.5 weeks, following the Ob/Gyn clerkship
- Ambulatory Care – 8 weeks (4 weeks Family Medicine and 4 weeks Selective)

The requirements for students in their 4th year are satisfactory completion of:

- DOC-1 – Emergency Medicine - the Undifferentiated Patient
- DOC-2 – Ambulatory General Internal Medicine
- DOC-3 – the Patient with Chronic Care Needs
- DOC-4– Medical or Surgical Subinternship
- Four additional electives

DOCs (Differentiation of Care Selectives) and electives are each four weeks in length.

LCME guidelines mandate that all required clinical clerkships must be completed under the supervision of the College of Medicine faculty. Therefore, students **must complete required rotations at The Ohio State University Hospitals and affiliates**. All Core Curriculum clerkships and the DOCs are "required clerkships." Three 4-week blocks, during the Med 4 year, may be taken as vacation time, or additional electives may be scheduled. Certification of successful completion of Med 3-4 will be judged

by a student's overall performance in clinical work. Successful completion of the individual clerkships may not constitute passing of the overall Med 3-4 program. For example, several borderline "satisfactorious" in individual clerkships may be judged to be, on an overall basis, an unsatisfactory performance in Med 3-4. A student may not be certified to graduate if they are not deemed prepared for residency.

POLICIES AND PROCEDURES

Evaluations in Med 3-4

The College of Medicine officially recognizes only pass/fail grades for medical students. For internal use, grades issued by departments for Med 3-4 students include:

- Honors
- Letter of Commendation
- Satisfactory
- Incomplete
- Exam Unsatisfactory (EU)
- Unsatisfactory
- Withdraw

Composite summaries of each student's performance are entered by the departments into MedSTAR. These summaries are part of the official student record in the college office. Evaluations from individual preceptors, attendings, and house staff are kept on file in the respective departments. Any questions regarding departmental grades should be directed to the departments.

Honors: Awarded based on criteria set within each clerkship.

Letters: Awarded based on criteria set within each clerkship.

Satisfactory: Awarded based on criteria set within each clerkship.

Unsatisfactory:

An **Unsatisfactory** grade indicates academic/clinical or noncognitive performance is not at an appropriate level upon completion of the rotation. Additional work is required to bring the performance level to appropriate standards. Required remediation is the decision of the department submitting the Unsatisfactory evaluation. Examples of unsatisfactory performance:

- Clinical skills do not meet expected level.
- Clinical application of knowledge base is inadequate.
- Interpersonal relations need improvement.
- Initiative and self-motivation need improvement.
- Performance standards impaired or not met due to professional, health, mental, psychosocial, and/or emotional problems.

The department must notify the student promptly of an Unsatisfactory grade. The student will be required to meet with the Med 3-4 Student Review Subcommittee. Failure to remediate may be considered cause for dismissal. It is the student's responsibility to arrange make-up of an Unsatisfactory grade through the Med 3-4 Office and the respective departmental office.

College rules mandate that an Unsatisfactory grade must be made up within 12 months from the conclusion of the rotation for which that grade has been assigned EXCEPT when the grade was assigned for failure of the course examination. If a Satisfactory grade has not been recorded in the allotted time, the student will not be permitted to pursue any other clinical rotations until the remediation is completed. The student will be required to meet with the Med 3-4 Student Review Subcommittee, and the failure to remediate may be considered cause for dismissal. A leave of absence will not count into the 12-month timeframe.

Incomplete:

An **Incomplete** grade indicates specific requirements of the rotation are not yet met.

Examples of requirements not met:

- Paper due
- E-value documentations
- Deficiencies in diagnosis and procedural experiences
- Logs, ECT
- Required quizzes
- Significant clinical time missed (see "Absences from Med 3-4 Assignments")

Departments are expected to notify a student of an Incomplete grade within 2 weeks of the conclusion of the rotation. College rules mandate that ALL departmental requirements must be completed within **6 months**** of the end of the rotation, or the grade will be changed to Unsatisfactory. A leave of absence will not count into that time. The clerkship submitting the changed grade will determine the remediation required.

**Students must note that requirements for logging of diagnoses and procedures for the Med 3 clerkships must be completed within 30 days of the end of the clerkship, not the 6 month time frame described above. Clerkships will immediately assign a grade of Incomplete to a student who has not completed the logs at the end of the rotation, and may change that grade to Unsatisfactory and require additional clinical experiences for students who do not meet the time requirements. Required logs for Med 4 rotations must be completed within 7 days of the end of the rotation. Students whose logs remain incomplete may be assigned the grade of Unsatisfactory and required by the clerkship director to complete additional clinical experiences to fulfill the diagnoses and procedure standards. Students who have not been able to fulfill the clinical experiences required for documentation on the logs have not satisfied the clerkship requirements and should contact the clerkship director to arrange for additional experiences.

Any grade that has been changed to Unsatisfactory must be properly resolved according to the policy described above under "Unsatisfactory" (i.e., within 12 months from the conclusion of the rotation, not 12 months from the assignment of the Unsatisfactory grade). No deviation from this policy will be allowed without prior written approval from the chairperson of the respective departmental medical education committee. Any such approval must be received before the 6-month period has expired.

It is the student's responsibility to arrange make up of Incomplete grades through the respective departmental education offices in a timely manner. It is the responsibility of the

department office to issue an Unsatisfactory grade as soon as an Incomplete grade has been changed to an Unsatisfactory. The department will also notify the student, but students should maintain a keen awareness of such deadlines. The department substituting an Unsatisfactory grade for an Incomplete grade is responsible for determining the requirements for remediation of the Unsatisfactory grade. These requirements will be communicated to both the student and the Med 3-4 Office.

Exam Unsatisfactory:

Students who fail the clerkship examination, but pass the other clerkship requirements will receive a grade of **EU (Examination Unsatisfactory)**. Students with an EU examination grade will be required to re-take and pass the clerkship examination within 12 weeks of the original examination administration. Failure on the second attempt of a clerkship examination will result in U (Unsatisfactory) grade for the clerkship. The Unsatisfactory grade will remain on the student's record until remedial coursework, as prescribed by the clerkship director, is completed. This remedial coursework must be completed before a student is promoted to Med 4 status. Students with pending remediations will not be permitted to take away electives.

Grade Review Process

Student request for review of grade:

1. A student who has concerns regarding a grade from a rotation should meet with the clerkship director to discuss those concerns prior to formally requesting review of a grade.
2. A student who wishes to request formal review of the grade must notify, in writing, the chairperson of the department issuing the grade. The request for review must be submitted within 21 days of receiving the grade.
3. The chairperson shall, within five days, appoint a committee of faculty members.
4. The Committee will meet with the student to review the grade and to make a recommendation to the department chairperson. The chairperson of the department makes the final decision and will notify the student in writing.
5. Departments may institute policies that incorporate additional procedures, but must meet these guidelines.
6. If the student disagrees with the departmental decision, he/she may request review by the Med 3-4 Academic Program Committee. A request for further review must be submitted in writing to the Chair of the Med 3-4 Committee within ten days of notification of the departmental committee decision.
7. A designated ad hoc subcommittee will review the case to determine if proper departmental and Med 3-4 policies have been followed and that the student has received due process. The student will be notified in writing of the subcommittee's decision.

Departmental Request for Review of Student:

The following question appears on all composite evaluations:

Does any aspect of this student's performance warrant further review?

Individual faculty members may use this request to alert the departmental evaluation committee to any concern regarding student performance, including but not limited to:

- Academic performance
- Professional conduct
- Disregard for or jeopardizing patient care
- Attitudinal/motivational problems
- Interpersonal relationship problems

- Physical/mental/emotional health problems
- Suspected substance abuse

The department evaluation committee or chairperson may use this request to alert the Med 3-4 Student Review Subcommittee to any concern regarding student performance. Notification that review is warranted serves as a request for a full review of the student's file and may or may not result in a recommendation from the Med 3-4 Student Review Subcommittee for further action.

Med 3-4 Student Review Subcommittee:

Students subject to review by the Med 3-4 Student Review Subcommittee are those who:

- Receive an "Unsatisfactory" grade or an "Incomplete" grade in any clerkship or elective.
- Have received on the grade card a "yes" in response to the question, *"Does any aspect of this student's performance warrant further review?"*
- Receive from a faculty member or preceptor an expression of concern about their ability, performance, or behavior.
- Are failing to make satisfactory progress through the Med 3-4 curriculum.
- Demonstrate repeated marginal performance.
- Fail Step 2CK or Step 2 CS of the USMLE.

Procedures for review of a student

1. A student whose academic status or overall performance is subject to question will have his/her records reviewed by, and a personal interview scheduled with, the Med 3-4 Student Review Subcommittee. Any student placed on formal review status will be so notified in writing. Recommendations from the Student Review Subcommittee for further evaluations, remediations, or academic dismissal will be reported to the Chair of the Med 3-4 Committee.
2. The Med 3-4 Student Review Subcommittee will carefully monitor the student's performance through monthly review of the student's record. Reports and recommendations will be made to the Med 3-4 Committee when deemed necessary.
3. A student will not be permitted to take an elective outside of the University and its affiliated hospitals while on formal review status unless the Med 3-4 Student Review Subcommittee has approved the elective.
4. The Med 3-4 Student Review Subcommittee will review the student's future electives and regular rotations for identification of any curricular deficiencies and make recommendations for correction of these deficiencies.
5. The student will be removed from review status when, after monthly review, the Med 3-4 Student Review Subcommittee decides there is no continuing cause for special monitoring of the student's performance. The student will be notified in writing.

Schedule Changes:

MEDICINE YEAR 3

1. All requests for schedule changes must be submitted in writing to the Med 3-4 Office for the Med 3-4 Director to review. A student must have a compelling reason to request a change. Changes can only be made on a space available basis.
2. A request to postpone a required clerkship during the third year must be submitted in writing to the Med 3-4 Office. Permission to postpone a required clerkship, possible only in cases of documented need, may only be given by the Med 3-4 Director or designee. A request by a student to postpone a second required clerkship during the third year necessitates meeting with the Med 3-4 Program Director to discuss the reasons for postponement and possible alternatives.
3. Under unusual circumstances, a student may need to withdraw from a clerkship after the clerkship begins. Students are required to obtain final approval from the Med 3-4 Academic

Program Director. Students are encouraged to first contact the Clerkship Director where they are assigned to investigate all available options before requesting to withdraw

4. All third-year clerkships must be completed within 16 months of the start of the third year. The Med 3-4 Student Review Subcommittee will review any student who fails to complete the major clerkships within 16 months. Failure to make satisfactory progress toward the M.D. degree may be considered cause for dismissal.
5. No more than two electives may be taken prior to the completion of all third-year clerkships, unless the Med 3-4 Office grants special permission.

MEDICINE YEAR 4

1. All requests for schedule changes should be done using the add/drop feature on the MedSTAR website. Instructions are provided.
 - a. If the request is made at least 30 days in advance, no special permission is needed to request the change.
 - b. If the request is made 15-29 days before a rotation is scheduled to begin, students need written permission from both departments involved.
 - c. Requests for changes **WILL NOT BE CONSIDERED** by departments within 15-29 days prior to the beginning of the course unless there are compelling reasons. Both departments involved must give written approval of such proposed change.
 - d. **NO CHANGES WILL BE CONSIDERED IF THE ROTATION IS SCHEDULED TO BEGIN IN FOURTEEN DAYS OR LESS.**
2. Under unusual circumstances, a student may need to withdraw from a rotation after the course begins. Students are required to obtain final approval from the Med 3-4 Academic Program Director. Students are encouraged to first contact the Course Director where they are assigned to investigate all available options before requesting to withdraw.
3. Any away rotation taken for academic credit must be approved through the appropriate department granting credit for the course. The student must contact the department and ascertain what requirements must be met for the rotation to be completed and the schedule changed.

Absences from Med 3-4 Assignments:

The OSU College of Medicine promotes a professional environment in which students are able to fulfill their educational and patient care responsibilities and communicate comfortably their needs. **Students are expected to be present for all assigned learning experiences.** Any absence from Med 3-4 assignments must be accounted for through the appropriate medical education offices in the departments and absence from specific rotation requirements may require make-up work.

Necessary absences during Med 3-4 are limited to three days over an 8-week assignment and two days over a 4-week assignment. Absence which exceeds these limits will require additional assignments and may result in a grade for the rotation of Incomplete or Unsatisfactory until resolved.

Students are encouraged to use unscheduled time for personal needs. It is acknowledged that students do need to attend to healthcare needs and that some medical, dental, and other personal issues cannot be resolved except during regular business hours. **For absence that cannot be resolved except during regular business hours, students may request time off from clerkship responsibilities within the days allotted. * Prior notification and approval of the clerkship director is required.** Absence without notification may negatively affect patients, your fellow students, and staff and is considered unprofessional.

In cases of absence for serious injury, illness, or personal emergency such as a death in the family, the student must call the appropriate faculty person or coordinator in charge of student assignments within two hours of the start of the session that will be missed. Upon return, the student needs to complete the absence form indicating illness as the reason for absence.

For causes other than serious injury, illness or personal emergency, students must submit the required form to request approval of absence (https://medstar.osumc.edu/sites/medstar/studentportal2/pdfs/Absence_Approval_Request.pdf) at least two weeks in advance of the time off requested. If the requested absence will be within the first two weeks of the rotation, the student must contact the clerkship director or education coordinator of that course prior to the start of the rotation to discuss the request. Students should be aware of and consider carefully the days and times of specific course requirements and avoid requesting absence during any required or scheduled activities such as orientation, didactic sessions, and exam times. The clerkship director will determine any make-up assignments for a missed component or for absences exceeding the limit. Students selected to present papers at national meetings may be given time off at the discretion of the clerkship directors. When approval is received, the student should ensure that both the clerkship director and preceptor are informed of the specific times the student will miss.

For absences involving travel outside the Columbus area, no travel arrangements should be finalized before obtaining approval from the clerkship director. Fourth-year students requiring larger amounts of time away from a rotation for interviewing purposes should use a vacation month for that purpose.

**For general clerkship time commitments, refer to the “Advice on Scheduling Personal Needs” document posted on MedSTAR.*

Away Electives:

- Students applying for away rotations, both within the United States or Internationally must be in good academic standing and have completed all Med 3 core rotations.
- Students will be permitted to do up to 4 rotations away.
- All away U.S elective requests must have approval from a department, which most closely aligns to the away elective, appropriate for the content of the elective.
- Students must fulfill the departmental requirements for approval, including specific written goals, objectives, learning activities, clinical duties, and program descriptions.
- Complete contact information must be on record for the elective (who, where, when and phone, fax, and/or email)
- Departments may set limitations on the number of students permitted to select away rotations and the months available. NO U.S. away elective will be approved for May.
- The rotation will be added to the student’s schedule for credit by the Med 3-4 office after receipt of the approved/signed Away Rotation Request Form. This form needs to be submitted at least 30 days in advance of the rotation.
- Evaluations for this rotation will be given to the student at the time of request for approval and must be returned following the rotation to the approving department for credit and grade. An M.D. or Ph.D. must do evaluations.
- Student must also meet all requirements established by the host institution, including such items as health insurance, liability insurance, immunization requirements, and support of the Dean’s office indicated through a “letter of good standing” or other established means.

- International Away Rotation information can be found at: <http://medicine.osu.edu/international>. Contact Jessica Small in the Office of Global Health Education in 021 Meiling Hall.

Leave of Absence (LOA):

- The Associate Dean for Student Affairs must approve a leave of absence lasting more than 30 days.
- The Med 3-4 Director approves a leave of less than 30 days.

Night Call:

The Med 3-4 Academic Program Committee supports night call for medical students as an integral, valuable, and vital component of the medical education process. The clinical departments will determine the policies for night call for students on their rotations. Students are expected to attend call as determined by the clinical departments and clerkships, but students may not be required to serve overnight call any more frequently than every third night. The departments will define the role of the student when on call on their services. Students should be notified during orientation of the policies and expectations for night call.

Duty Hours:

Clinical rotations for medical students should provide academic and clinical experiences intended to increase the students' knowledge and skills in caring for patients. To that end, the didactic and clinical responsibilities for students should be carefully planned and balanced with concerns for patient safety and student well being.

The following guidelines are modified from the ACGME resident duty hours standards, to take into account the effects of fatigue and sleep deprivation on learning and patient care.

- Medical student duty hours are defined as all clinical and academic activities related to the medical school curriculum and individual department requirements, i.e., patient care and related activities (both inpatient and outpatient,) time spent in-house during call activities, and scheduled academic activities such as didactic sessions and conferences. Duty hours do not include reading and preparation time spent away from the duty site.
- Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
- Students must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical activities.
- Adequate time for rest and for personal activities must be provided.
- In-house call is defined as those duty hours beyond the normal workday when medical students are required to be immediately available in the assigned institution. In-house call must occur no more frequently than every third night. Students should be excused from clinical work at noon following overnight call duties, but may stay for specific didactic or skill-training experiences which may occur in the afternoon.

Pagers:

All Med 3 and Med 4 students will be required to carry pagers during duty hours on all assigned rotations. Pagers need to be in working order and turned on so that students may be reached for patient care activities or administrative reasons. The pager number should be registered on the student's profile screen on the MedSTAR system, and needs to be provided to the clerkship coordinator, ward supervisors, or preceptors. The Med 3-4 Office can provide information to assist students in renting pagers.

Appearance Requirement Guidelines:

In accordance with the Professionalism Standards set forth in The Ohio State University College of Medicine Student Handbook, the following policy was developed to delineate guidelines regarding professional attire for any pre-clinical or clinical patient encounter, whether actual patients or simulated patients. Additional guidelines of affiliated hospitals or preceptors shall be observed. Students are expected to inquire prior to wearing any questionable items.

General Expectations of Appearance:

1. Identification

- a. White coats should be clean, wrinkle-free and in good repair
- b. Always display IDs in a visible location above the waist.

2. Clothing

- a. Shirts
 - Should be wrinkle-free, clean and in good repair
 - Should not be tight-fitting or revealing
 - Tank tops, halter tops, tops exposing midriff, and spaghetti-strap or shoulder-less dresses or tops are inappropriate
 - Proper undergarments should be worn at all times
- b. Skirts
 - Tight-fitting and revealing skirts are not permitted
 - Skirt length shall be no shorter than 3 inches above the top of the knee
 - Split skirts and dress shorts are permitted, provided that they fall within skirt guidelines
- c. Pants
 - Shall not be tight-fitting or excessively baggy
 - Should be wrinkle-free, clean and in good repair
 - Denim pants of any color, spandex, leggings, athletic wear, and sweat suits shall not be worn
- d. Socks and hosiery
 - Should be worn at all times in the hospital or clinic
- e. Scrubs
 - Should be clean, in good repair and presentable (i.e. not excessively wrinkled)
 - Scrubs are not to be worn as general attire on clinical assignments, whether inpatient or outpatient.
 - Some clinical areas may permit scrubs for assignments (surgery and Obstetrics/gynecology, on-call activities, or post-call assignments.) Students need to be aware of each hospital's or assigned area's policies.
 - Whenever scrubs are worn outside of the operating room areas, the students must wear white coat over them.
- f. Shoes
 - Should be clean and in good condition
 - Casual sandals, canvas sneakers, and open-toed shoes shall not be worn
 - Heels should not be taller than 3 inches

3. Other

- a. Accessories
 - Rings, bracelets, and necklaces are permissible if they are not hazardous to equipment operation or patient contact
 - No more than two earrings per ear is recommended
 - Body piercing is permitted in ears only; no other visible body piercing is permitted
 - Hats are not to be worn inside unless they are required parts of a uniform
 - Accessories that are part of a religious preference are given appropriate consideration

- b. Tattoos
 - Visible tattoos are not permitted
- c. Nails
 - Artificial nails are not permitted
 - Should be clean, manicured and kept less than ¼ inch long past the tip of the finger
 - Nail polish is not permitted in situations requiring aseptic care (e.g. surgery, obstetrics/gynecology)
 - If worn, nail polish should be of a single color and not chipped, cracked or peeling
 - No nail jewelry or nail art is allowed

4. Hygiene

- a. Daily healthy hygiene includes clean skin, hair and teeth and regular use of deodorant/antiperspirants, and regular dental hygiene
- b. Makeup and cologne/perfume should not be distracting.
- c. Cologne/perfume should be of a concentration that does not interfere with the respiratory health of patients.

5. Enforcement

- a. Department managers, attendings and housestaff may prohibit any student from working if he/she is wearing clothing that is offensive, unsafe, or not in compliance with the Hospital/Clinic and Department standards. Failure of any student to adhere to the standards will result in corrective action by his/her supervisor.

***Exceptions to these requirements for religious preference require prior approval of the supervising attending physician/Dean's Staff.**

Standards of Conduct in the Teacher-Learner Relationship:

The Executive Curriculum Committee approved the policy in March 2000. The policy clarifies what constitutes abuse in the teacher-learner relationship and includes mechanisms for handling complaints. The full policy can be viewed in the Student Handbook, Section 13.

<http://medicine.osu.edu/students/life/resources/handbook/pages/index.aspx>.

US Medical Licensure Examinations (USMLE):

Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS)

<http://www.usmle.org/>

Students must take and post a passing score on a national administration of both portions, clinical knowledge and clinical skills, of Step 2 of the USMLE to be eligible to graduate from the College of Medicine with the M.D. degree. All students must pass Step 2 CK and Step 2 CS by May 1 to be certified for graduation. Residency programs are increasingly requiring a confirmed passing Step 2 score prior to submission of the February student ranking in the National Residency Match Program. Med 4 students are required to take Step 2 CK and Step 2 CS by December 31 or have written permission from the Associate Dean for Student Affairs and Medical Education Administration to postpone. While the College does not set a limit on the number of attempts a student has to pass Step 2, the 6-year Rule (See Requirements for Graduation) effectively sets a time limit on passing and posting a score for Step 2. In addition, the National Board of Medical Examiners only allows 3 attempts in any 12-month period. For more information:

http://medicine.osu.edu/currentstudents/handbooks/student/2004_Academic_Affairs.pdf

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