

MARIAN UNIVERSITY
COLLEGE OF OSTEOPATHIC MEDICINE

2023-2024
Preceptor Handbook

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MU-COM Clerkship Policies

Supervision:

- Medical students participating in clinical activities and in patient care must be supervised by physicians, nurses and other licensed practitioners who are practicing within the scope of their own practice as delineated by the credentialing body of the clinical site. Faculty supervising students must be in good standing, and credentialed by the medical school's affiliated institution where the faculty member practices. Student can provide duties within the scope of practice of their preceptor under supervision of the preceptor.
- The applicable MU-COM policy can be found in the [MU-COM Student Handbook](#)

Fatigue Mitigation:

- MU-COM student work hours on clerkships are limited to no more than 80 hours per week, and must receive 1 day in seven free from patient care and educational obligations, both are averaged over a 4-week period.
- The applicable MU-COM policy can be found in the [MU-COM Student Handbook](#)

Inclement Weather:

- The MU-COM inclement weather policy does not apply to students participating in clerkships. Students must follow the policy as determined by their supervising preceptor.
- If students are concerned about commuting in extreme weather conditions, they should use their best judgment and notify their preceptor if they are unable to attend.

Student Recordkeeping and FERPA:

- The MU-COM FERPA Agreement states:
 - Consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA), I understand that I will not communicate any information regarding a student's grades or evaluation with anyone except the student and authorized individuals at Marian University College of Osteopathic Medicine.
- Preceptors attest to this agreement with each MU-COM Clerkship Evaluation Form
- The applicable MU-COM policy can be found in the [MU-COM Student Handbook](#)

Preceptor Recusal:

- Students may receive health care services, through a therapeutic relationship, from an assigned clinical preceptor so long as that provider recuses himself or herself from any and all academic assessment or decisions regarding promotion of the student receiving those services.
- It is the responsibility of the clinical preceptor and/or student to notify the school if a therapeutic relationship has been created. Upon notification, MU-COM will take the steps necessary.
- The applicable MU-COM policy can be found in the [MU-COM Student Handbook](#)

MU-COM Clerkship Curriculum

Year 3 – Overview

Clerkship	Length	Course
Clinical Colloquium 1	1 month	MED 803
Family Medicine	2 months	MED 800, 801
Internal Medicine	2 months	MED 810, 811
Surgery	2 months	MED 835, 836
Pediatrics	1 month	MED 850
Psychiatry	1 month	MED 860
Obstetrics/Gynecology	1 month	MED 840
Electives*	1 month	MED 9XX
Clinical Colloquium 2	1 month	MED 804

Year 4 – Overview

Clerkship	Length	Course
Emergency Medicine	1 month	MED 822
Primary Care Selective	1 month	PCS 9XX
Internal Medicine Selective	1 month	IMS 9XX
Surgery Selective	1 month	SUR 9XX
Sub-Internship	1 month	MED 907
Electives*	5 months	MED 9XX

*One month of vacation may be utilized instead of one elective during the third or fourth year.

Internal Medicine Selectives (select one)

Clerkship	Course
Cardiology	IMS 922
Endocrinology	IMS 928
Gastroenterology	IMS 932
Hematology/Oncology	IMS 938
Critical Care Medicine	IMS 940
Internal Medicine Sub-Specialty	IMS 943

Clerkship	Course
Pulmonary Disease & Critical Care	IMS 962
Oncology	IMS 972
Nephrology	IMS 978
Rheumatology	IMS 980
Infectious Disease	IMS 982
Hospice/Palliative Care	IMS 986

Surgery Selectives (select one)

Clerkship	Course
Anesthesia	SUR 920
Cardiothoracic Surgery	SUR 925
Colon and Rectal Surgery	SUR 930
General Surgery	SUR 935
Gynecology and Obstetrics Surgery	SUR 940
Gynecological Oncology	SUR 945
Orthopedic Surgery	SUR 950
Otolaryngology-head and Neck Surgery	SUR 953
Neurological Surgery	SUR 955

Clerkship	Course
Ophthalmic Surgery	SUR 960
Oral and Maxillofacial Surgery	SUR 965
Urology	SUR 968
Pediatric Surgery	SUR 970
Plastic and Maxillofacial Surgery	SUR 975
Vascular Surgery	SUR 980
Wound Management	SUR 985
Trauma Surgery	SUR 990
Interventional Radiology	SUR 995

*Above are examples of Internal Medicine Selectives and Surgery Selectives, other rotations reviewed per request

Clerkship Expectations

Evaluations

All clerkships (both 3rd and 4th year) require the completion of the preceptor evaluation of the student to establish a final grade.

Expectations of Preceptors:

- Submit all evaluations within 7 calendar days from the end of clerkship
- Actively engage with their students and provide feedback on performance throughout the course of the clerkship.
- Provide mid-clerkship feedback to student, and provide suggestions to implement any recommended improvements.
- Review student evaluations with them prior to the completion of the clerkship.

Evaluation Submission Guidelines

- **New Innovations** – Evaluations are directly entered into this site via email link sent 7 days prior to the end of the clerkship www.new-innov.com
 - Username/Passwords are available via the Preceptor Welcome packet
 - Further instructions and password resets can be requested from MU-COM Clerkship Coordinator Kasey Myers, kmyers2@marian.edu
- **Email** – Electronic or scanned evaluations can be submitted by preceptors directly to mucom-clerkships@marian.edu or to appropriate MU-COM Clerkship Coordinator
- **Hand Delivered** – Printed evaluations can be hand delivered by the student to MU-COM. If returned in an envelope, clinical preceptors are required to seal and sign the back of the envelope.
- **Mailed** – Printed evaluations can be mailed directly to MU-COM at this address:
Clinical Coordinators
Marian University COM- Evans Center 3rd Floor
3200 Cold Spring Road
Indianapolis, In 46222

**Any evaluations not submitted according to above guidelines will be returned to the preceptor.*

Student Evaluation of Core Clerkships

- Students are required to evaluate each core clerkship within 7 days of completion
- The feedback obtained is anonymous to preceptors, and is used only in aggregate, after being de-identified
- Feedback will be provided biannually to designated personnel for each site, provided a minimum number of evaluations have been received to MU-COM

Core Clerkships

Core clerkships are 1-month in length. Successful completion of all core clerkships is required for graduation.

- To receive five (5) credit hours for a one-month clinical rotation, MU-COM requires that students complete at least 140 hours clinically-relevant activities.
- These activities can include, but are not limited to:
 - Direct patient care, participating in teaching rounds and patient conferences, reviewing literature, completing required rotation-specific reading assignments and online modules, and engaging in indirect patient care (ie: Telemedicine)

Selective/Elective Clerkships

These clerkships provide opportunities for students to explore areas of professional interest. They are either ½ month or 1 month in length, and can be clinical or non-clinical.

Clinical Elective

- A clinical elective provides an experience that relates to patient care and can include, but is not limited to: simulated training, telehealth, telemedicine and online clinical rotations.

Non-Clinical Elective

- A non-clinical elective provides an academic or research-based experience. In the absence of extenuating circumstances, a total of 2 clerkships taken can be non-clinical. Requests to enroll in additional non-clinical electives must be approved by the Assistant/Associate Dean of Clinical Affairs (or their designee).

Rotation Restrictions

Family

- Students can complete one elective or selective clerkship with a family member serving as their preceptor. Students are not permitted to complete core clerkships with immediate family as their preceptor.

Same Preceptor

- A student can only rotate with the same preceptor a maximum of 3 months during their clerkship years.

Same Specialty

- During the fourth year, a student is limited to a maximum of 5 months in any given specialty area.

Clerkship Attendance

The expectation is 100% attendance. If an absence is unavoidable, please follow the following guidelines:

- Any absence (unless emergent) must be approved in advance by the preceptor or course director. The time off for these absences should be made up through coordination with the preceptor or course director.
- Any emergent absence should be reported to the preceptor or course director and to the MU-COM Clerkship Coordinator within 24 hours of the event (this is not meant to be punitive, rather to keep MU-COM informed in case the preceptor inquires about the student or if the situation requires further absences).
- Prolonged illness and bereavement will be handled on a case-by-case basis with Student Affairs, Clinical Affairs, and the clinical site.
- Days off that are approved through MU-COM (i.e.: extended illness, bereavement, interviews, COMLEX, conferences, etc.) will be communicated by the Clerkship Coordinators to the preceptor.

Interviews

- During their fourth year, students are permitted to take a maximum of 4 days off per clerkship to participate in residency interviews.
- Students need to work with their preceptor to schedule the necessary days off and can arrange to make up time if necessary.
- Upon receipt of the Interview Leave Request Form, preceptors will be notified of approved interview absences by the Division of Clinical Affairs.

Preceptor Resources

- MU-COM Clinical Preceptors: Library Portal
 - <https://libguides.marian.edu/clinicalfaculty>
- STFM Teaching Physician Access
 - www.teachingphysician.org/login
 - MU-COM Username: PrecLogin
 - MU-COM Password: preceptor78
- OnlineMedEd
 - Preceptors can receive access to OnlineMedEd, with clinical video lessons, cases, and question banks. These are required curricula for MU-COM OMS3 students during core clerkship rotations.
 - If you are interested in access, please email the Third Year Clerkship Course Director.

MU-COM Contact Information

Leadership	Position	Contact Information
Dr. Amanda Wright	Dean, MU-COM	awright2@marian.edu
Asst. Dean Rhonda Garrison	Assistant Dean, Continuum of Physician Education	317- 955-6260 rgarrison@marian.edu
Dr. Anthony Martin	Assistant Dean, Clinical Affairs Assistant Professor of Internal Medicine 4 th Year Clerkship Course Director	317-955-6268 amartin2@marian.edu
Dr. Jesse Clark	Assistant Professor Family Medicine 3 rd Year Clerkship Course Director	317-955-6606 jnclark2@marian.edu
Clerkship Coordinators	Expertise Area	Contact Information
Maxine Gries	3 rd year scheduling 1 st Day Instructions Clerkship, Housing Questions	317-955-6181 mgries@marian.edu
Paula Meyer	Affiliation Agreements VSLO	317-955-6623 pmeyer@marian.edu
Sarah Price	4 th year scheduling 1 st Day Instructions Offerings in New Innovations	317-955-6289 sprice1@marian.edu
Kasey Myers	New Innovations Questions Evaluations Administration	317-955-6622 kmyers2@marian.edu
Tyler Fletcher	Ascension St. Vincent Liaison 1 st Day Instructions ASTV/AMG Scheduling	tyler.fletcher@ascension.org
Student Affairs	Position	Contact Information
Asst. Dean Clint Whitson	Assistant Dean, Student Affairs Student Wellness Concerns	317- 955-6611 cwhitson@marian.edu
Chris Parr	Director of GME Advising and Applications	317- 955-6605 cparr@marian.edu
Elisha Hancock	Career Advisor and GME Specialist for Health Professions	317-955-6367 ehancock@marian.edu