Office of Clinical Education  
Dartmouth-Hitchcock Medical Center  
One Medical Center Drive - HB 7015  
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http://geiselmed.dartmouth.edu/admin/clinical_ed/

CLINICAL EDUCATION  
CLERKSHIP GUIDE

Clinical Education Office  
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Office Location  
Floor 4 of the Rubin Building at Dartmouth-Hitchcock Medical Center,  
at DHMC main entrance/rotunda, turn right, travel down glass hallway,  
take open staircase to next floor, first door on left, go to end of hallway.
Clerkship Contact List URL:

http://geiselmed.dartmouth.edu/admin/clinical_ed/pdf/clerkship_contact.pdf
Year 3 and Year 4 Curriculum
Geisel school of Medicine at Dartmouth

• Year 3 is made up of 3 six week clerkships (Family Medicine, OB/GYN & Psychiatry) and 3 eight week clerkships (Medicine, Surgery & Pediatrics) which allows all students the opportunity for six weeks of electives in Year 3.

• Year 3 at Geisel School of Medicine begins with a required three-day ICE/Introduction to Year 3 which runs from Monday through Wednesday in mid to late June. This session covers both clinical and administrative topics required prior to the start of clerkships. The clerkships will begin on Thursday.

• The clerkships will start on a Thursday and end on a Tuesday. The Thursday start allows clerkship orientation and activities such as simulation exercises to occur prior to travel to more distant sites. At the end of the block students will come together at Geisel for end-of-clerkship exams, presentations, feedback and class meetings.

• In the remaining 6 week block (the Elective block) one or two electives can be done, or the Neurology or Geriatrics and Ambulatory Medicine clerkship can be completed. One or more weeks of vacation are also encouraged during the Elective block. Clerkships are scheduled through a lottery system which takes place during April of Year 2.

• Year 3 electives may be done in any discipline where the departmental pre-requisites have been met and where there is capacity. Students will have the opportunity to sign up for electives after the clerkship lottery in April of Year 2.

• On occasion students may have to delay a clerkship into Year 4, though with the 6week and 8 week curriculum structure this should be uncommon. If it does occur, the Medicine and Surgery clerkships need to be completed by the end of August for inclusion of those evaluations on the Dean’s letter. Pediatrics, OB-GYN, Family Medicine and Psychiatry need to be completed by the end of the clerkship block ending in December of Year 4.

• A course called “Interdisciplinary Clinical Exercises (ICE)” includes topics not uniformly covered in any specific clerkship. OSCE’s (see below) are also part of this course. These sessions will be held during the introduction to Year 3, during a two day period prior to the winter vacation break and over a few days at the end of Year 3. Students are required to attend all ICE sessions. The course is Pass-Fail, and carries 2 weeks of credit on the transcript. There will be periodic assessments of knowledge, which take the form of self-study web-based quizzes to be done after certain ICE topics. All requirements of the ICE course must be completed by June 30 after the end of Year 3. A more detailed description of this course can be found later in this handbook.

• OSCE sessions occur twice a year during the evenings of ICE before winter break and at the end of Year 3 in June. Each student will do a total of two OSCE’s over the course of Year 3. Students are assigned to one of 7-8 different OSCE cases depending
on the clerkships completed over the previous clerkship blocks. Feedback goes to students on areas of strength and weakness, and to clerkship directors so they can see how well their clerkships are covering necessary skills. OSCE performance is assessed on a Pass-Fail basis.

- A student needs to pass both the knowledge portion (see above) and the skills (OSCE) portion in order to pass the ICE course. In the rare situation when a student fails either portion of this course, the Assistant Dean for Clinical Education will develop a pathway for remediation that should be completed early in Year 4.

- Other requirements for the Year 3-4 continuum include:
  a) Geriatric & Ambulatory Medicine (GAM) (4 weeks)
  b) Neurology (4 weeks)
  c) Subinternship (4 weeks)
  d) Electives (16-32 weeks)
  e) Year 4 coursework (Clinical Pharmacology, Health Society and the Physician, Advanced Medical Sciences, ACLS/PALS). This is done in February-March of Year 4.

- GAM is a 4 week required clerkship with orientation on the Monday that the clerkship begins. GAM must be completed by May of Year 4.

- Neurology is a 4 week required clerkship with orientation on the Monday that the clerkship begins. Neurology must be completed by May of Year 4.

- The subinternship must be at least 4 weeks in length and is done in Year 4. Specific information on subinternship requirements are on the DMS web site.
Class of 2015 Graduation Requirements Years 3/4

Checklist

Year 3 - Complete the following clerkships:

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>CFM 306 - 6 weeks</td>
</tr>
<tr>
<td>Inpatient Medicine</td>
<td>MEDI 301 - 8 weeks</td>
</tr>
<tr>
<td>OB/GYN</td>
<td>OBGY 304 - 6 weeks</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>PEDS 305 - 8 weeks</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>PSCH 302 - 6 weeks</td>
</tr>
<tr>
<td>Surgery</td>
<td>SURG 303 - 8 weeks</td>
</tr>
<tr>
<td>Interdiscip. Clin. Exercises</td>
<td>ICX 308 - 2 weeks</td>
</tr>
</tbody>
</table>

Year 4 - Complete the following clerkship and subinternship:

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neurology</td>
<td>MEDI 401 - 4 weeks</td>
</tr>
<tr>
<td>Geriatrics/Ambulatory Med.</td>
<td>MEDI 307 - 4 weeks</td>
</tr>
<tr>
<td>Subinternship</td>
<td>(4 weeks)</td>
</tr>
</tbody>
</table>

Complete 16 weeks of individually scheduled electives:

At least 12 weeks Clinical
Minimum 6 weeks outside a chosen specialty

Complete 4 required courses:

1) HSP (Health, Society and the Physician - CFM 404)
2) CPT (Clinical Pharmacology and Therapeutics - PHAR 405)
3) AMS (Advanced Medical Sciences - MDED 406)

4a) ACLS (Advanced Cardiac Life Support - MDED 407)
 or
4b) PALS (Pediatric Advanced Life Support - PEDS 408)

Note: All students must take HSP, CPT, AMS and either ACLS or PALS. Only students with a specialization in Pediatrics or Family Medicine have the option of completing PALS. All others should plan to take ACLS.

Completion of USMLE Step 1 (passing score required if entering 2012 or after)
Completion of USMLE Step 2 CS (Clinical Skills) by November 15 of Year 4
Completion of USMLE Step 2 CK (Clinical Knowledge) by December 15 of Year 4
The Geisel School of Medicine Policy On Absences From Clerkships

It is an expectation that students will be present for all scheduled activities during their clinical clerkships, but there are events in all our lives that sometimes result in the need to miss one or more days from a clerkship. The purpose of this policy is to clarify and standardize which reasons for absences are considered to be potentially excused absences and which are not, to explain the process of requesting absences, and to describe how lost time may be made up.

The guidance contained in this policy covers a large majority of reasons for student absences observed over many years, but is not meant to be all inclusive. There are other events that may cause a student to be absent, and there are also extenuating circumstances that may occur. In those cases the individual clerkship will be called on to make fair and well-reasoned decisions.

This policy was prepared with the recognition that Geisel medical students are hard-working professionals with a strong vested interest in their own learning.
<table>
<thead>
<tr>
<th>Event</th>
<th>Absence Excused?</th>
<th>Make Up Time Needed?</th>
<th>6 or 8 week clerkship</th>
<th>4 week clerkship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student illnesses, including infections that could put patients or other staff at risk</td>
<td>Yes</td>
<td>If &gt; 2 days missed</td>
<td>If &gt; 1 day missed</td>
<td></td>
</tr>
<tr>
<td>Illness or death of a close family member or close friend</td>
<td>Yes</td>
<td>If &gt; 2 days missed</td>
<td>If &gt; 1 day missed</td>
<td></td>
</tr>
<tr>
<td>Presentation at a medical conference</td>
<td>Yes, if notification &gt;2 months ahead</td>
<td>If &gt; 2 days missed</td>
<td>If &gt; 1 day missed</td>
<td></td>
</tr>
<tr>
<td>Religious or cultural holidays</td>
<td>Yes</td>
<td>If &gt; 2 days missed</td>
<td>If &gt; 1 day missed</td>
<td></td>
</tr>
<tr>
<td>Wedding (student is bride or groom)</td>
<td>Yes, if notification &gt;2 months ahead</td>
<td>If &gt; 2 days missed</td>
<td>If &gt; 1 day missed</td>
<td></td>
</tr>
<tr>
<td>Residency interview or orientation</td>
<td>Yes</td>
<td>If &gt; 2 days missed</td>
<td>If &gt; 1 day missed</td>
<td></td>
</tr>
<tr>
<td>NBME exam – Skills exam in Year 4</td>
<td>Yes</td>
<td>If &gt; 2 days missed</td>
<td>If &gt; 1 day missed</td>
<td></td>
</tr>
<tr>
<td>Personal days (such as a birthday)</td>
<td>No</td>
<td>Yes – for all days missed</td>
<td>Yes – for all days missed</td>
<td></td>
</tr>
<tr>
<td>Vacations</td>
<td>No</td>
<td>Yes – for all days missed</td>
<td>Yes – for all days missed</td>
<td></td>
</tr>
<tr>
<td>Family or school reunions</td>
<td>No</td>
<td>Yes – for all days missed</td>
<td>Yes – for all days missed</td>
<td></td>
</tr>
<tr>
<td>Attending a medical conference</td>
<td>No</td>
<td>Yes – for all days missed</td>
<td>Yes – for all days missed</td>
<td></td>
</tr>
<tr>
<td>Attending a wedding</td>
<td>No</td>
<td>Yes – for all days missed</td>
<td>Yes – for all days missed</td>
<td></td>
</tr>
</tbody>
</table>
Communications

Timely communication between the student and clerkship director is essential to any episode of student absence from clerkship activities.

For events that can be planned well in advance, such as a wedding, the advance planning should ideally begin prior to the lottery where clerkships are chosen in order to pick a clerkship or elective block that does not have night or weekend call at the time of the event. This will avoid missing any clerkship time. The Family Medicine clerkship, GAM, Neurology and most electives do not have night or weekend call.

For other events that can be planned in advance, but become known after the clerkship schedule is set, students should make a request to the clerkship director regarding the proposed absence as soon as the dates of the event are known. Call schedules can sometimes be adjusted to free up a given weekend day or night.

For unforeseen events such as an illness or family emergency, students are expected to notify their preceptor/ward team and the clerkship office of any missed time and its duration as soon as possible.

Making up missed time

The Year 3-4 policy at the Geisel School is that students may have up to two days of excused absence on a six or eight week clerkship before make-up time is required, and up to one day for a four week clerkship. Unexcused absences will always require make-up time, and in addition have the potential for being regarded as a breach of professionalism which could be referred to in grade narratives and could affect a student’s overall grade. It is the student’s responsibility to work with the clerkship director to plan any necessary make-up time.

Consequences of unexcused absences

An unexcused absence is a potentially serious matter and may be looked upon as a breach of professionalism. It is expected that the student would be counseled by the clerkship director about such an episode, and that it would be an important element in the assessment of the student’s professionalism competency in the clerkship grade narrative prepared for the student.

Other potential consequences of unexcused absences will depend on the seriousness of the matter and might include inability to receive an honors grade on the clerkship, reduction of a clerkship grade, failure of a clerkship, counseling by the Assistant Dean for Clinical Education or a formal Letter of Concern for the student’s file, particularly if there is a pattern of absences across clerkships.
Diversity Expectation

The Medical Education Committee has established an expectation that all Geisel medical students complete four weeks or more of a clinical experience at a site that offers patients who differ significantly in cultural, ethnic, socioeconomic, or other backgrounds from patients more commonly seen in New Hampshire and Vermont.

Eligible experiences could include some required clerkships, some clinical electives, and some experiences during the summers following Years 1 and 2. Established clerkship sites that meet this expectation include:

- Family Medicine sites in Arizona, New Mexico, San Francisco, CA and Valdes, AK
- OB-GYN sites in Hartford, Connecticut, Portland, Maine, Nashua, NH, and California Pacific Medical Center, San Francisco, CA
- Pediatrics site in Maine, California, New Mexico and Arizona
- Inpatient Medicine- California Pacific Medical Center, San Francisco, CA
- Neurology- California Pacific Medical Center, San Francisco, CA
- Psychiatry- California Pacific Medical Center, San Francisco, CA

The Associate Dean for Clinical Education can provide advice about whether other elective sites selected by students meet the diversity expectation.

It is recognized that it may be a hardship for a few students in each class to fulfill this expectation. An example might be a single parent with young children who is unable to leave the local area for a prolonged period. Concerns about the costs of travel to distant sites have been raised, and have been addressed by enhancements to the financial aid package. If you feel you are unable to meet this diversity expectation before graduation from Geisel, you should arrange a discussion with the Associate Dean for Clinical education.
Clerkship Grading/Evaluation Policy

Students are evaluated by their preceptors and clerkship directors based on student performance in the following areas of competency:

• Medical Knowledge
• Patient Care
• Interpersonal and Communication Skills
• Continuous Personal Learning and Improvement
• Professionalism
• Practicing Medicine in a Complex Health Care System

Grades are assigned by each clerkship based on the results of evaluations by preceptors, exams, projects and other assignments given by the clerkship director. Individual clerkship evaluation and grading policies are found in each clerkship section of this Clerkship Guide.

Clerkships, subinternships and electives in Years 3 and 4 are graded on an Honors – High Pass – Pass – Fail basis, with Honors reserved as a grade of distinction.

Grade Appeal Policy

Each course or clerkship director will determine a student’s grade. If the student believes a grade is unfair, the student may request reconsideration directly from the course or clerkship director. Each student is entitled to an explanation of exactly how the final grade was determined and to view the results of component quizzes, examinations, and evaluations that contributed to the final grade.

If the student still believes that the grade assigned by the director is unfair, the student should next approach the Department Chair for department-based courses. If the student is still not satisfied with the outcome of the decision, the student may then appeal to the Senior Associate Dean for Medical Education in writing stating the reasons why the grade is unfair. For courses that are not departmentally based, the student may appeal in writing directly to the Senior Associate Dean for Medical Education. The Senior Associate Dean for Medical Education is the final authority for grade.

Medical Education.
Geisel Housing Policy

Geisel provides an on-call facility at DHMC, and both the Clinical Education office and several clerkships maintain apartments where students may stay while doing clerkships away from the local area. Students sometimes also stay in bed and breakfast facilities or motels while doing clerkships at some sites. The following policies apply to use of these facilities.

1) At Geisel sponsored apartments distant from Geisel personal guests, family members and other visiting Geisel students may stay over for short periods of time (a weekend for example) only if there are no other students scheduled to use the apartment. Neither students nor guests may use Geisel apartments during vacations or other times that Geisel is not in session, or during times when they are not specifically assigned to be in the apartment.

2) If bed and breakfast or motel accommodations are used, Geisel (or the clerkship) will fund the necessary number of nights each week for a student to be at the clerkship site, but will not provide extra funding for family members or guests, such as the added cost of double occupancy.

3) Assignments to apartments are made in a way to maximize student comfort to the extent possible. In keeping with this premise, students must stay in the apartment where they are assigned. If a student wants to move to a different Geisel apartment s/he must clear it with the Clinical Education office or the clerkship (for clerkship sponsored housing) first.

4) If students elect not to use Geisel sponsored housing they will need to arrange and pay for the alternative housing.

5) Each student is responsible for the conduct of any family member or guest invited by that student and staying in Geisel sponsored housing.

6) Pets are not allowed in any of the housing facilities.

7) Apartments must be left clean and in good repair, both as a matter of professionalism and to avoid excessive cleaning costs being passed on to the most recent occupants. Specific ground rules regarding upkeep are posted at the apartments.

8) The on-call facility at DHMC can be used only by students who are taking call on a specific night. Students must sign up for rooms on the day they are on call and then vacate the next morning. Guests are not allowed to sleep in the DHMC on-call facility and are not allowed access to this area.

Transportation Policy

Each Geisel medical student is responsible for her/his transportation to and from Geisel learning sites, including sites for On Doctoring in Years 1 and 2 and those for clinical clerkships and electives in Years 3 and 4. Geisel School of Medicine is not responsible for transporting students and out of fairness to all students will not make site assignments or curricular adjustments for individual students based on transportation preferences. Public transportation in the Upper Valley is limited, serving only a few clinical sites such as DHMC and the VA, and even these sites are generally not served during the early morning, late evening and weekend hours often required when doing clerkships. As a result, all students are strongly urged to have a valid driver’s license and access to a car while at Geisel School of Medicine.
Geisel School of Medicine at Dartmouth

Military Rotation Information

Students receiving military scholarships spend 1 clinical rotation per fiscal year at a military site as part of their service obligation. Military rotations are acceptable with approval of dates and sites from the clerkship in advance. Military students are required to send confirmation copies from the clerkship and site to the Office of Clinical Education - HB 7015 prior to the lottery date. Military students must obtain approval from the clerkship of choice and the Office of Clinical Education must receive:

1) clerkship and scheduled time;
2) site, contact name, address, and phone of the site; and
3) approval confirmation from the clerkship. The deadline for arranging these clerkships falls prior to the Lottery.

Students on a military scholarship are allowed to complete a military rotation in the following:

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Rotation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Medicine</td>
<td>4 or 6 weeks of 6-week rotation</td>
</tr>
<tr>
<td>Medicine Inpatient</td>
<td>Not allowed</td>
</tr>
<tr>
<td>GAM</td>
<td>4 weeks of 4-week rotation</td>
</tr>
<tr>
<td>OB/GYN</td>
<td>4 weeks of the 6-week rotation</td>
</tr>
<tr>
<td>Neurology</td>
<td>4 weeks of 4-week rotation</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>4 weeks of 8-week rotation</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>Not allowed (subject to change)</td>
</tr>
<tr>
<td>Surgery</td>
<td>First 4 weeks of the 8-week rotation. Rotation must be on a teaching surgical service in a military hospital. Such an arrangement will be considered solely for those intending to apply to a military hospital for surgical training, and who have discussed this possibility with the clerkship.</td>
</tr>
</tbody>
</table>