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LOMA LINDA UNIVERSITY

School of Medicine

FAMILY MEDICINE

PRECEPTOR GUIDE

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MESSAGE FROM THE DIRECTOR:

Thank you for your dedication to medical student education.

Your time spent with a 3rd year student can be the first encounter that the student has ever had with a Family Medicine provider and will be an introduction to the field.

Your time and commitment to education is greatly appreciated and your role in preparing future physicians is vital to our educational mission.

This preceptor guide will function as a communication tool between the clerkship office and the preceptor. In this guide, you will find the clerkship goals and objectives, grading criteria and breakdown, required patient encounters, as well as evaluation processes and tools.

May God bless you and reward your efforts,



Wessam Labib, M.D., MPH
Director of Medical Student Education

Loma Linda University School of Medicine Mission Statement

Our Mission

To continue the healing and teaching ministry of Jesus Christ, “To Make Man Whole.”*

Preparing the Physician

Our purpose is the formation of Christian physicians, providing whole-person care to individuals, families and communities. Fulfilling this responsibility requires:

Education

Creating an environment in which medical students, graduate students and residents will acquire the knowledge, skills, values and attitudes appropriate to Christian health professionals and scholars.

Research

Cultivating an atmosphere of inquiry and discovering new routes to wholeness through basic and clinical research.

Service

Providing timely access to cost-effective, comprehensive whole-person care for all patients without regard for their circumstances or status.

Developing the Whole Person

The Christian view of wholeness holds that the needs of patients go beyond the healing of the body and that the development of students involves more than the training of the mind. We are dedicated to promoting physical, intellectual, social, and spiritual growth in our faculty and students, and to transforming our daily activities into personal ministries.

Reaching the World

Providing whole-person care wherever the opportunity arises; participating with the world community in the provision of local medical education; providing international physicians and scientists the opportunity for professional interaction and enrichment; sharing the good news of a loving God as demonstrated by the life and teachings of Jesus Christ. These are the goals of the students, faculty and graduates of the LLU School of Medicine.

*Luke 9:6

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CLERKSHIP SUMMARY:

The 3rd year Family Medicine Clerkship is a required 4-week outpatient experience.

Didactics:

Three Mondays on each clerkship will be dedicated to didactics. Didactics topics are provided in this guide.

Clinical Education:

Students are expected to spend at least 32 hours per week in an outpatient clinical setting. Required patient encounters during the student's clinical experience are provided in this guide.

OSCE (Objective Structured Clinical Examination):

Students are required to pass Two OSCE sessions at the end of the Family Medicine Clerkship. These sessions are focused on chronic disease management (i.e. diabetes), musculoskeletal exams, and psychosocial situations (i.e. domestic violence, discussion of goals of care, code status).

NBME Family Medicine Subject Exam:

All students are required to pass the NBME Family Medicine Subject Exam.

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CLERKSHIP GOALS AND OBJECTIVES:

The goal of the family medicine clerkship is to teach the concepts and practice of family-centered primary health care. This will provide a useful introduction for students who will be entering Family Medicine and other primary care specialties; it will also help students entering other fields to apply these principles in their chosen specialties, and to understand the role of the family physicians they interact with.

OBJECTIVES: By the end of the rotation the student will be able to:

1. Describe how six basic principles of family medicine (continuity of care, comprehensiveness, coordination of care, community, prevention, and family) are applied by practicing family physicians in their care of patients.
2. Assess patients with common problems like fatigue, chest pain, abdominal pain, sore throat, diabetes, hypertension, and headache in an organized manner.
3. Provide basic diagnosis and treatment for several specific clinical entities, including hypertension, asthma, diabetes, respiratory infections, vaginitis and common causes of musculoskeletal pain.
4. Recognize psychosocial problems such as depression and anxiety, and screen for substance abuse and domestic violence, in patients presenting with other problems.
5. Practice integrative, whole person care by assessing the strengths and stresses of patients in the context of their family, community, support systems, and spiritual life.
6. Identify and provide appropriate components of preventive care for children, pregnant women, and other adults.
7. Conduct office visits in a time-effective manner, document them in SOAP format, and plan care in ways that reflect understanding of the principles of utilization management.
8. Chronic disease management using electronic medical records.
9. Interact with other disciplines and support staff in a productive and a professional way.
10. Become familiar with and learn how to deal with cultural differences.
11. Incorporate basic science into patient's clinic care. E.g.: microbiology and pharmacology.
12. Recognize socioeconomic issues and their correlation with disparities in health care, such as poor healthcare access, uninsured patients, etc.

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ROLE OF THE PRECEPTOR:

FACULTY APPOINTMENT:

It is the responsibility of the preceptor to keep their faculty appointment with Loma Linda University current. Any questions or for new applications, please contact Suzanne Emslie at 909-558-6510 or email her at semslie@llu.edu.

SUPERVISING THE STUDENT:

Observation: Preceptors are required to observe students taking full history and completing a full physical exam at least once during the clerkship, but multiple observations is preferred.

Assessment: Preceptors are required to assess student's clinical problem solving, level of competence, and safety. Preceptors are encouraged to delegate increasing levels of responsibility according to the assessed level of student competency.

Volume: It is recommended that students start with 2-3 patients per half day in the first few days, increasing gradually to 5-6 per half day thereafter. **Students are to write at least 2 notes per half day to be evaluated by the preceptor for feedback.** *If students do not have immediate access to electronic medical records, please advise the students to complete a handwritten note until access is granted.*

Characteristics of a successful clinical experience:

- *Hands-on experiences with minimal shadowing*
- *Meeting with the student at the beginning of the clerkship to set expectations*

MID-ROTATION FEEDBACK TO THE STUDENT:

Loma Linda University School of Medicine requires that the preceptor MUST sit privately with the student midway through the clerkship to give feedback on student performance to date. Areas of need should be identified and then addressed in the latter half of the preceptor-ship experience. A mid-rotation evaluation form will be emailed to the preceptor on the ONE45 system.

EARLY RECOGNITION OF LEARNING OR PROFESSIONALISM CONCERNS:

The clerkship director is committed to providing additional educational support and guidance as required for the student's successful completion of the program. The director should be notified as soon as possible if the preceptor and/or student identifies significant deficiencies or anticipates a "below expected" performance in any other areas of the evaluation.

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FINAL EVALUATION:

It is imperative that the preceptor and student meet for 15-30 minutes to review the student's final clinical and professional performance. This session allows for a vital educational interchange between the preceptor and the student. You will receive an automated e-mail from the ONE45 system. ***All final evaluations are to be completed within ONE WEEK after the end of the clerkship to avoid unnecessary delays in releasing grades to the students.***

How to evaluate student performance:

- *Marginal - At the lower limits of qualification for success in the medical profession.*
- *Appropriate – Manifests the skills commensurate with their level of training.*
- *Outstanding- Exceptional Performance; Exceeds all expectations.*

Students will be evaluated on the following:

| Clinical Performance: | Professionalism & Lifelong Learning: |
|---|---|
| <ul style="list-style-type: none"> • History/Interview • Physical Examination • Written Documentation • Oral Communication • Interpersonal Skills • DDx/Problem Solving • Evidence-Based Learning & Information Seeking • Whole Person Care | <ul style="list-style-type: none"> • Shows initiative for own learning • Responds appropriately to feedback & authority • Aware of own limitations and solicits and incorporates feedback to improve performance • Takes responsibility for share of teamwork • Arrives on time & leaves only when responsibilities are completed • Presents self in a professional manner (i.e., demeanor, dress, hygiene) • Treats patients and colleagues with respect • Sensitive to people of other racial, religious, and ethnic backgrounds • Cares about the feelings and needs of others • Demonstrates integrity in interactions. • Demonstrates knowledge of concepts in clinical ethics (i.e., consent, autonomy, surrogacy, advanced care planning, etc.) |

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REQUIRED PATIENT ENCOUNTERS:

Patient Care

Chronic conditions or disease diagnosis or follow-up check:

Hypertension
Hyperlipidemia
Low back pain
Diabetes
Osteoarthritis

Acute conditions/disease-diagnosis or follow-up:

Headache
Dyspepsia/GE reflux/GI complaints
Abdominal or pelvic pain
Otitis media
*Musculoskeletal complaint **2 exams required (neck, shoulder, back, knee, ankle, other)*
URI, bronchitis, sinusitis

Well patient visits:

Adult wellness visit

Students are required to OBSERVE the following procedures/skills:

Pelvic/pap exam
Dermatology Procedure (ex: cryotherapy, skin biopsy, botox)

Counseling and/or Patient Education:

Common acute or chronic condition
Medication use and side effects
Smoking cessation
Weight loss

Students will also log which additional procedures or skills that they complete, participate in, or observe (these are not required):

Common procedures:

Anoscopy / Casting / Splinting / Colposcopy / EMB / Freeze skin lesions / Injection of joints / Nasolaryngoscopy / Sigmoidoscopy / Skin biopsy / Toenail removal / Treadmill / Trigger point injection / Vasectomy

Continuity of care:

Students much contact at least one patient more than one time. (follow-up visit or follow-up phone call)

Care of family::

Care for at least two members of one family OR work with family members on the care of a patient.

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DIDACTIC TOPICS:

While on the Family Medicine Clerkship, students will attend lectures reviewing the following topics:

Introduction to Family Medicine

Musculoskeletal Disorders

Rheumatology

Pain Management

Discussing Code Status / Goals of Care

Motivational Interviewing

Cultural Competency

Geriatrics

Domestic Violence

Diabetes

Dermatology

Small Group Discussion & Professionalism

Ear Infections: Otitis Externa and Otitis Media

Patient Centered Medical Home

Whole-person Care

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SUMMARY OF GRADES:

| | |
|-----|-----------------------------------|
| 45% | NBME Family Medicine Subject Exam |
| 30% | OSCE |
| 15% | Preceptor Evaluation |
| 5% | In-house Test |
| 5% | Action Plan Worksheet |

HONORS CRITERIA:

Selection for “Honors” will be based on the student’s overall weighted grade for the clerkship.

Requirements for Honors Grade:

1. All requirements for a Satisfactory grade must be met without remediation.
2. A weighted score of 88% and above will receive Honors.

A weighted score of 84% and above will be designated as High Pass.

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STUDENT WORK HOURS:

In general, students should not work more than interns and residents. Therefore, the residency work hour limitations will also apply to students as follows:

1. Students will not work more than 80 hours per week.
2. Students will have one day in seven off, when averaged over four weeks.
3. Students will be held to the limitation of 24 hours maximum work shift, with an additional 4 hours allowed for handoff of care and educational activities.
4. Students should have 8 hours free of duty between work shifts.
5. After a 24-hour shift, students should have 14 hours free of duty.

Work hours activities include patient care and all required educational activities. Studying, reading and academic preparation do not count towards the work hour maximums. Travel time to rotations does not count as work hours.

Students should be allowed to attend church services on Saturday or Sunday, upon request.

FACULTY DEVELOPMENT VIDEO:

All preceptors are asked to review a 15-minute faculty development video that will provide information on how to evaluate students clinically. It will also discuss what we expect from our students and faculty during the 4-week clerkship. The video is a way of communicating with you without putting any pressure on your schedule. Viewing this video is one of the requirements to maintain your LLU School of Medicine faculty appointment, as it counts as a faculty development session.

<http://students.mymedhome.com/intro/>

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CLERKSHIP OFFICE ADMINISTRATION:

| | PHONE | INTERNAL | EMAIL |
|--|--------------|----------|------------------|
| Wessam Labib, MD, MPH | 909-558-6508 | 66508 | wlabib@llu.edu |
| <i>Director of Medical Student Education</i> | | | |
| Kimberly LaBelle | 909-558-6508 | 66508 | klabelle@llu.edu |
| <i>Clerkship Coordinator</i> | | | |