



FAMILY MEDICINE REQUIRED CLERKSHIP COURSE SYLLABUS FMMD701, CRN (varies)

The Mission of the College of Medicine and Life Sciences is to improve the human condition. We do this by providing a world-class education for you (the next generation of physician and scientists), by creating knowledge that is translated into cutting edge clinical practice and research.

Contact Information

Clerkship Director



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Clerkship Coordinator



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Clerkship Office

Location: Dowling Hall, Suite 2200
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Hours: 9:00am – 5:00pm, or by Appointment

Course Description

The faculty, fellows, residents, and staff of the Department of Family Medicine, its affiliated residency programs and AHEC sites welcome you to the new third year Family Medicine Clerkship. This clerkship will serve as an introduction to the clinical specialty of Family Medicine. Family Medicine is the specialty of breadth, and you will be taught on a broad array of topics, but we will especially focus on the ENT, integumentary, and musculoskeletal systems as part of the larger third year curriculum. We look forward to working with you during the next six weeks.

This course follows the Third-Year Medical Student Academic Calendar, for key dates please follow this link:

<https://www.utoledo.edu/med/md/curriculum/curriculum3/pdfs/M3%202021-2022%20Clerkship%20Dates%20FINAL120320%20posted%20120820.pdf>

Rotation Overview

The Family Medicine clerkship is designed as a competency-based, community-centered learning experience. The goals of the clerkship are:

1. To provide opportunities that will help students develop knowledge of practices, skills, attitudes, and principals that is essential to the family physician.
2. To provide a representative sample of the range of common problems and their presentations encountered in family practice.
3. To use community-centered clinical experiences as authentic contexts for students' mastery of the competencies of Family Medicine.
4. To provide integration of primary care content in the M3 curriculum.

Family physicians provide comprehensive and continuing health care to every member of the family, regardless of age, sex, or the nature or presentation of the problems encountered. You will have daily opportunities to apply your clinical knowledge and skills to a wide and diverse range of patient problems and presentations. These will incorporate medical, psychosocial and preventive aspects. Discussions with family medicine preceptors and residents will allow you to assess the accuracy of your knowledge and to develop it further. Patient encounters will provide opportunities for you to practice and improve your skills. Didactic lectures, projects, virtual patient cases, and other online materials will supplement the clinical component of this clerkship.

Core Course Objectives and related Competencies

CC	Clerkship objective	Instructional method	Outcome measure
PC-1 PC-3	1. Elicit historical data including: pertinent history of present illness, past medical history, family history, and social history for patients presenting with common problems in the family medicine setting.	Clinical Experiences- outpatient Didactics Observation Clinic	Clinical Competency Evaluation Formative feedback OSCE (Summative)
IPC-1	2. Demonstrate proficiency in interpersonal communication skills and interviewing techniques.	Clinical Experiences- outpatient Didactics Observation Clinic	Clinical Competency Evaluation Formative feedback OSCE (Summative)
PC-2 PC-3	3. Perform the appropriate physical examination for patients presenting with common problems in the family	Clinical Experiences- outpatient Observation Clinic	Clinical Competency Evaluation Formative feedback

	medicine setting.	Didactics	OSCE (Formative)
MK-1 MK-3 PC-2	4. Demonstrate appropriate clinical skills regarding examination of the ENT, integumentary, and musculoskeletal systems.	Clinical Experiences-outpatient Observation Clinic Didactics	Clinical Competency Evaluation Formative feedback OSCE (Formative)
PC-7	5 Order and interpret appropriate laboratory and diagnostic tests to aid in the differential diagnosis of common problems seen in the family medicine setting.	Clinical Experiences-outpatient Observation Clinic Didactics Aquifer FM cases	Clinical Competency Evaluation Formative Feedback OSCE (summative) NBME Subject Exam
MK-6 MK-8 PC-8	6. List and discuss the principles, elements and sequencing of appropriate treatment modalities for common problems in the family medicine setting.	Clinical Experiences-outpatient Didactics	Clinical Competency Evaluation OSCE (summative)
MK-3 MK-4 MK-5 PC-8 IPC-2	7 Present information gathered in an organized way and to come to a reasoned differential diagnosis.	Clinical Experiences-outpatient Observation Clinic Didactics	Clinical Competency Evaluation Formative Feedback OSCE (summative)
MK-2 MK-4 MK-5 PC-3	8. Formulate critical differentiating history questions, physical examinations and/or diagnostic tests that will be successful in differentiating disease.	Clinical Experiences-outpatient Observation Clinic Didactics	Clinical Competency Evaluation Formative feedback OSCE (summative)
SBP-1	9 Identify and discuss the continuity issues relevant to the successful management of patients in a family medicine setting.	Clinical Experiences-outpatient Didactics	Clinical Competency Evaluation
SBP-1 SBP-2 SBP-3	10. Identify and discuss pertinent "systems" issues which would need to be addressed for optimal management of the patient's condition.	Clinical Experiences-outpatient Didactics	Clinical Competency Evaluation
MK-15	11. List and discuss the monitoring and screening activities important for control of disease and prevention of complications.	Clinical Experiences-outpatient Didactics Aquifer FM cases	Clinical Competency Evaluation
MKC-16 IPC-1 IPC-2 IPC-3 SBP-1 SBP-2	12 Identify and discuss the important "physician coordination" issues that would need to be addressed for optimal management of the patient's condition.	Clinical Experiences-outpatient Didactics	Clinical Competency Evaluation

SBP-3			
SBP-2 SBP-3	13. Identify, list and discuss the important economic issues which would need to be addressed to optimize the management of the patient's condition.	Clinical Experiences- outpatient Didactics	Clinical Competency Evaluation
SBP-3	14 Describe the role of the family physician related to women's health issues.	Clinical Experiences- outpatient Didactics	Clinical Competency Evaluation
MK-9	15. Identify and discuss ethical issues encountered in family medicine.	Clinical Experiences- outpatient Didactics	Clinical Competency Evaluation
MK-6 MK-10	16. Identify important patient concerns when caring for geriatric patients in ambulatory and extended care facility settings.	Clinical Experiences- outpatient Didactics	Clinical Competency Evaluation
MK-9 MK-11 MK-13 PC-1 PC-2 PC-3 PB4 PB5 PB7 IPC3 IPC4 SBP-2	17. Explain an approach to eliciting a history, performing a physical exam and communicating for diverse, at-risk populations, including mentally retarded/developmentally delayed (MR/DD) patients.	Clinical Experiences- outpatient Didactics	Clinical Competency Evaluation
MK-1 MK-4 MK-5	18. Students will be able to evaluate common injuries seen in a Family Medicine setting.	Clinical Experiences- outpatient Didactics Aquifer FM cases	Clinical Competency Evaluation OSCE (summative)
MK-12 IPC-1 PBL-6	19. Describe strategies involved in educating patients for behavior changes.	Clinical Experiences- outpatient Didactics	Clinical Competency Evaluation
MK-12	20. Explain the impact of psychosocial factors on health and illness.	Clinical Experiences- outpatient Didactics	Clinical Competency Evaluation
MK-7 PBL-4 PBL-5 PC-10	21. Describe resources and be able to produce articles/books/journals that support evidence-based practice.	Clinical Experiences- outpatient Observation Clinic Didactics Aquifer FM cases	Clinical Competency Evaluation NBME Subject Exam (summative)
MK-14 PB-1 PB-2 PB-3 PB-4	22. Meet or exceed the institutional standards for professional behaviors as described in the Clerkship Manual.	Clinical Experiences- outpatient Observation Clinic Didactics Aquifer FM cases	Clinical Competency Evaluation Formative feedback

PB-5			
PB-6			
PB-7, 8			

Required Attendance

Each clinical site will provide a schedule designating your clinical activities for your rotation. In addition, there are additional sessions required of all students during the Family Medicine Clerkship. **These sessions are required unless otherwise stated.** Please note that these sessions take precedence over any scheduled activities at all clerkship sites. Also note that the day of the week is subject to change depending on university holidays.

1. Clerkship orientation/lectures (location: Virtual, blackboard collaborate ultra)
 - a. First day of the rotation
 - i. Dr. Bodi – Orientation
 - ii. Dr. Frank – Anatomy Refresher
 - iii. Dr. TBD – Geriatrics
 - iv. Dr. Gohara – Pathology in FM

2. Classroom sessions (location: blackboard collaborate ultra, unless otherwise stated as in-person in [CCC Conference room- 3333 Glendale Ave.](#) or [St. Luke’s Family Medicine Residency, 7045 Lighthouse Way, Perrysburg, OH 43551](#))
 - a. Fourth Thursday of the rotation (see schedule)
 - i. [Dr. Brennan – Nutrition](#)
 - b. Fourth Friday of the rotation (see schedule)
 - i. [Dr. Szymanski – Otitis Media & Low Back Pain](#)
 - ii. [Dr. Zona – Dermatology](#)
 - iii. [Dr. O’Brien – Pharmacology](#)
 - iv. [Dr. Schaefer – Exercise is Medicine & Test Review](#)
 - v. [Dr. Schultz – Asthma](#)

3. OSCE (location: Hillebrand Clinical Skills Center)
 - a. Fourth week of the rotation (see schedule)

4. Debriefing with UT Family Medicine Clerkship Director
 - a. Last week of the rotation (see schedule for specific day/time)

5. NBME Exam
 - a. Last day of the clerkship (additional information sent by Testing Center)

Required Clinical Experiences

During the Family Medicine Clerkship, students are required to evaluate patients in the following diagnostic categories representing the common problems seen in a family practice setting. This provides the core of the family medicine experience. Most patients will be seen in ambulatory settings. Students are required to keep their logs up to date and the logs will be monitored daily to ensure adequate experience. If multiple problems are addressed with one patient at a given encounter, then up to four appropriate diagnostic categories can be entered for that patient. Students will use the 5 Level of Involvement checklist in Med Ed to determine if a patient encounter meets the minimum level of involvement to count towards this requirement.

It is the student's responsibility to see and log the required number of cases in each diagnostic category; please contact the Clerkship Director if you are having difficulty finding patients in certain categories.

Family Medicine Clerkship			Levels of Involvement				
			Independently Gathered History Information	Independently Performed Physical/MSE	Presented Patient Case	Opportunity to Offer and Discuss ddx	Opportunity to Offer and Discuss Management Options
Clinical Experience		Required #					
	Well Woman Annual Exam (18-64)	1	x	x	x	x	x
	Well Male Annual Exam (18-64)	1	x	x	x	x	x
	Hypertension	2	x	x	x	x	x
	Heart Failure	2	x	x	x	x	x
	Type 2 Diabetes	2	x	x	x	x	x
	Hyperlipidemia	2	x	x	x	x	x
	COPD/Asthma	2	x	x	x	x	x
	Chronic Arthritis/Joint Pain	2	x	x	x	x	x
	Obesity	2	x	x	x	x	x
	GERD	2	x	x	x	x	x
	Depression	2	x	x	x	x	x
	Anxiety	2	x	x	x	x	x
	Cough	2	x	x	x	x	x
	Dysuria	2	x	x	x	x	x
	Rash	2	x	x	x	x	x
	Headache	2	x	x	x	x	x
	Acute MSK Pain/Acute injury	2	x	x	x	x	x

	Back Pain	2	x	x	x	x	x
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If you are unsure of the appropriate category for a given diagnosis, you can discuss it with your preceptor or with the Clerkship Director.

Students are required to use the electronic, web-based database to keep a log of patient workups documenting the types of patients seen and the level of responsibility. Procedures may also be logged. Students are expected initially to log in to the RocketMed portal, <https://rocketmed.utoledo.edu/>, for each patient they encounter, and up to four diagnoses can be entered for each patient. Once the required cases have been entered (i.e. two per diagnostic category), students are expected to enter two patient encounters per day. Students are encouraged to log cases that are particularly interesting or educational. One can still enter them on a weekly basis, i.e.: all ten cases for the week can be entered on Sunday. The expectation is that by Monday morning of each week the cases will be updated.

Failure to comply with these requirements will result in a loss of one point in the Departmental Program grade. If after 10 days requirements are still not satisfied, a meeting will be arranged with the Clerkship Director for a Professionalism Behavior Report.

Educational Resources, Textbooks and Other Materials

There are a number of quality online resources on a variety of clinical aspects of the common problems seen by family physicians. The American Academy of Family Physicians maintains an excellent website (www.aafp.org) with links to review articles from the Journal American Family Physician on many relevant topics. Reviewing these articles will enhance your understanding of these problems and your ability to apply the essential competencies of family medicine to them. Students are able to register on the site for free; unregistered visitors do not have access to the article from the past year. Registering on the site also allows students access to multiple-choice board review questions which, although not designed for preparing for the NBME Family Medicine Subject Exam, are successfully used by students across the country to help prepare for the exam.

<https://blackboard.utdl.edu> Blackboard contains rotation-specific information and announcements. If you have trouble accessing your account, contact Jeff Perry 419-383-8835 or send requests to UTLV@utoledo.edu

Mid-Clerkship Feedback

During the 3rd week of the rotation you will be given formative feedback by your preceptor. They will complete Mid-Clerkship Formative Feedback Form (sent to you by Coordinator) that will be reviewed with you and turned in to the clerkship. It is the student's responsibility to ensure they receive the feedback from their preceptors. The Clerkship Director will review this form, case log entry, and other relevant materials. If necessary, a meeting will be scheduled with the Clerkship Director to address any concerns that come to light based on performance to date.

Grading

Your clerkship grade will consist of 3 components:

Overall Grade	1. CCE profile	2. NBME (PERCENTILE based on National NBME average from the previous year)	3. Departmental Education Program %
Fail	Fail PC**	< 5%	< 60
Defer	Pass/High Pass/Honors	≥5 th	<60
	Pass/High Pass/Honors	<5 th	≥ 60
	Pass/High Pass/Honors	<5 th	<60
	Fail (PROF*) OR (PBLI or IPCS)***	≥5 th	>60
Pass	Pass	≥5 th	≥ 60
High Pass	Pass	≥ 55 th	≥ 75
	High Pass	≥5 th	≥ 60
	Honors****	≥5 th	≥ 60
Honors	Honors	≥ 55 th	≥ 75

PROF = Professionalism; PC = Patient care; PBLI = Practice Based Learning and Improvement; IPCS = Interpersonal Communication Skills

* Remediation through OSA/conduct and ethics committee

** Repeat clerkship

*** Remediation determined by Clerkship Director

**** **High Pass (with Clinical Excellence)**– will be distinguished on the MSPE on the end of clerkship narrative

PLEASE READ FOLLOWING SECTIONS FOR ADDITIONAL INFORMATION!

1. Clinical Competency Evaluation (CCE) performance

- a. Weighting of preceptor evaluations – the weight of each preceptor evaluation will be determined by the amount time (direct contact hours) a student has with each preceptor:

Direct Contact Hours	Weight
Extensive (>40 hours)	X16
Substantial (11 to 40 hours)	X8
Moderate (5 to 10 hours)	X4
Limited (1 to 4 hours)	X2
No Contact (<1 hour)	0

- b. Your CCE grade will be based on your performance in each of the 5 competencies.
- To qualify for CCE honors a student must have HONORS IN PROFESSIONALISM.
 - If the professionalism grade is HP or Pass, the highest CCE grade that can be assigned is HP.

Competency Grades for Patient Care, Interpersonal Communication Skills, Systems Based Practice, and Practice Based Learning and Improvement	PROFESSIONALISM		
	HONORS	HIGH PASS	PASS
4H	H	HP	HP
3H+1HP+0P	H	HP	HP
3H+0HP+1P	H	HP	HP
2H+2HP+0P	H	HP	HP
2H+1HP+1P	H	HP	HP
2H+0HP+2P	HP	HP	HP
1H+3HP+0P	HP	HP	HP
1H+2HP+1P	HP	HP	HP
1H+1HP+2P	HP	HP	P
1H+0HP+3P	HP	HP	P
0H+4HP+0P	HP	HP	HP

0H+3HP+1P	HP	HP	HP
0H+2HP+2P	HP	HP	P
0H+1HP+3P	HP	HP	P
0H+0HP+4P	P	P	P

c. Example: if the following grades are assigned for each competency:

- i. **Professionalism = HONORS**
- ii. Interpersonal Communication Skills = HONORS
- iii. Patient care = PASS
- iv. Systems Based Practice = PASS
- v. Practice Based Learning & Improvement = PASS

CCE GRADE = HIGH PASS
Professionalism = HONORS
1H + 3P

CLINICAL COMPETENCY EVALUATION

Student Name

This report provides an overall assessment of the student performance during clerkship. The overall level of performance is indicated by the number of stars and is reflective of the specific combination of performance levels across 5 competencies. For each competency, strengths and areas needing attention are explained.

HIGH PASS

Total evaluations: 2

- Competency: Professionalism**

 - Exceptional performance** being on-time, prepared for assigned responsibilities, receptive to feedback and displaying integrity, honesty and ethical values in all interactions
 - Very good performance** in the area of cultural competence
- Competency: Interpersonal & Communication Skills**

 - Exceptional performance** communicating information to patients
 - Very good performance** with your listening skills, including verbal and non-verbal facilitation and using open-ended questions
- Competency: Patient Care**

 - Exceptional performance** including pertinent positive and negatives in HPI and giving a comprehensive patient presentation
 - Good performance** in the area of differential diagnosis for clinical encounter and development of appropriate diagnostic plans
 - Pay more attention** to organizing patient presentation and providing comprehensive documentation
- Competency: Practice-Based Learning & Improvements**

 - Very good performance** in identifying clinical questions, taking initiative and applying information to patient care
- Competency: Systems-Based Practice**

 - Good performance** in suggesting ancillary resources and identification of errors

- Honors
- High Pass
- Pass
- Fail

- d. **High Pass with Clinical Excellence** – Students who receive a CCE grade of HONORS but do not meet requirements for an overall clerkship grade of honors, a special designation will be noted in the final MSPE narrative that will highlight the student’s clinical performance:

“Student X’s overall grade for the XX clerkship is High Pass. Of note, this student performed at the honors level in his/her clinical performance.”

- e. Fail in one competency for assessment of clinical performance will result in the following
- i. If a student fails Professionalism, Practice-Based Learning and Improvement, or Interpersonal and Communication Skills, a grade of DEFER will be assigned and REMEDIATION will be required. Once the remediation is successfully completed, the student’s transcript grade will be changed to a PASS.
 - ii. If a student fails Patient Care, a grade of FAIL will be assigned, and the clerkship must be REPEATED in its entirety.
 - iii. The lowest grade possible for the systems-based practice competency is a pass.

2. **NBME subject exam**

- a. Honors: \geq 55 %tile (score of 78 and above)
- b. HP/P: 5-54 %tile (score of 64 – 77)
- c. Fail < 5%tile* (less than 64)

* Students must achieve the 5th percentile on the NBME subject examination to successfully complete the clerkship. Failure to achieve the 5th percentile will require the student to retake the subject examination and a grade of DEFER will be assigned. A second attempt on the NBME subject examination must be completed within one year from the first attempt. If the student achieves the 5th percentile or higher on the second attempt a grade of PASS will be assigned. PASS is the highest grade that can be achieved after a DEFER grade. If a student fails the NBME exam on a second attempt, then the final grade is FAIL and the clerkship must be repeated.

3. **Departmental educational program (20 points total)— distribution unique to each clerkship**

- a. Honors: \geq 75% (\geq 15 points)
- b. HP/P: 60-74% (12-14 points)
- c. Fail < 60% (<12 points)

A minimum of 60% (12 total points) must be achieved in the Departmental Education Program. If a student does not meet the minimum threshold a grade of DEFER will be assigned until remediation is completed. PASS is the highest grade that can be achieved after a DEFER grade.

Points are awarded for successful completion of the projects along the following guidelines:

OSCE - 5 points. The OSCE, or Observed Structured Clinical Evaluation, is composed of a series of clinical tasks where you will interact with a standardized patient. There will be one station during this musculoskeletal-focused OSCE based upon a knee complaint. You will be evaluated on communication skills, performing an appropriate physical exam, proper differential diagnosis and plan, and ability to accurately and appropriately document the encounter. One station will be a standardized patient encounter where you need to conduct an interview, obtaining a proper history and performing an appropriate examination based on the complaint. The other station will require you to write a SOAP note based on the previous patient encounter. A minimum of one point is required to pass the OSCE.

Aquifer Quiz - 5 points. There will be a 20 multiple-choice question quiz covering the material on the 8 specified cases (over #1, #2, #6, #10, #11, #16, #25, #29). This will be available from 5-10pm, on the Blackboard site, the Monday prior to the NBME. (see clerkship calendar)

Aquifer Cases – 10 points. Students will be required to complete 20 of the Aquifer cases. The required 20 Aquifer Cases are 1, 2, 4, 5, 6, 8, 9, 10, 11, 14, 16, 18, 21, 25, 26, 27, 28, 29, 31, and 33

Loss of Departmental points

You will lose points in the Departmental Program for not completing assignments on time or any unexcused absence:

- 1 point – Each unexcused absence from clinic or lecture
- 1 point – Case logs not updated weekly
- 1 point – Each assignment not completed and turned in by due date

Failure (i.e. zero points) of any component of the departmental educational program requires a repeat of the component until it is successfully passed. A grade of DEFER will be submitted to the Registrar's Office pending successful remediation of the failed component(s) of the departmental educational program.

When a student has remediated all failed components of the departmental educational program, a final grade no higher than PASS will be submitted to the Registrar's Office.

Academic Policies – UT COMLS

Students are responsible for following the UT policies, which can be located here:

http://www.utoledo.edu/policies/academic/college_of_medicine/ this link includes, but is not limited to:

[COMLS Policy Supervision of Medical Students](#)

Excerpts from policy:

When performing any procedures or clinical activity which poses *any* risk to patient safety, students must be *directly* supervised by a faculty member or resident or fellow at the hospital or other clinical facility.

In certain clinical situations, Advanced Practice Providers (APP) such as Physician Assistants, Nurse Practitioners and Midwives may provide supervision, if noted to be within their scope of practice.

***Direct** Observation/Supervision: the observing/supervising physician is physically present with the student and patient.

****Indirect** Observation/Supervision: Once student assessed to be appropriate for indirect supervision, direct observation/supervision remains immediately available--the supervising physician is either physically within the hospital or other site of patient care or is immediately available by a reliable and rapid method of communication to provide direct observation.

Clerkship Excused Absences

Students must submit an absence request form to the Clerkship Coordinator for all absences. The Clerkship Director must approve the absence request. Unexcused absences may result in a Professional Behavior Report.

Policy:[Excused Absences from Required Academic Activities in the M.D. Program - 3364-81-17](#)

Learning Environment & Faculty Development

If there is a faculty or staff member who has demonstrated outstanding professionalism and contributed to your learning environment or has detracted from your experience, complete the Learning Environment Assessment and Event Report. This report is accessible from an icon in this course Black Board home page or you can go directly to the site at <http://utmc.utoledo.edu/learningenvironment>. All responses are anonymous. If you indicate that the event is of a serious nature and warrants immediate follow up, you will receive a prompt to enter a contact name and phone number.

Professionalism:

Students and physicians should maintain the highest standards of professionalism and have a number of professional responsibilities that they are obligated to uphold. Breach of a professionalism standard will result in a professionalism behavior report based on the institutional policy. Students can anonymously report significant breaches of professionalism by scanning the QR Code on their Badge Buddy. Policy: [3364-81-04-017-02 - Professionalism and Related Standards of Conduct for MD Students](#)

Conflict of Interest-Separation of Roles

The health professionals who provide sensitive medical and healthcare services to medical students will have no involvement in the academic, professionalism, or disciplinary evaluation, promotion, or dismissal of students receiving those services. If you are comfortable you may work with the provider, however, they may not evaluate you. Inform the Coordinator of any such relationships with the department prior to the start of the clerkship. Policy:

[3364-81-04-016-05 - Separation of Roles to Assure Confidentiality in the Provision of Health and Counseling Services to Medical Students and Absence](#)

Assigned education hours

To ensure that there is an appropriate balance of assigned educational activities and self-directed learning, students' scheduled activities should:

- Not exceed 80 hours per week, with no more than 30 consecutive hours,
- Have at least 24 consecutive hours (1 day) of non-scheduled time per week.
- Notify the clerkship coordinator if they are approaching 70 hrs/week.

https://www.utoledo.edu/policies/academic/college_of_medicine/pdfs/3364-81-04-004-00%20%20Assined%20education%20hours%20for%20medical%20students%20during%20clinical%20clerkships.pdf

University Policies

Policy Statement on Non-Discrimination on the Basis of Disability (ADA)* The University is an equal opportunity educational institution. Please read [The University's Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance](#). Students can find this policy along with other university policies listed by audience on the [University Policy webpage](#) (<http://www.utoledo.edu/policies/audience.html/#students>).

Academic Accommodations

The University of Toledo embraces the inclusion of students with disabilities. We are committed to ensuring equal opportunity and seamless access for full participation in all courses. For students who have an Accommodations Memo from the Office of Accessibility and Disability Resources, I invite you to correspond with me as soon as possible so that we can communicate confidentially about implementing accommodations in this course.

For students who have not established accommodations with the Office of Accessibility and Disability Resources and are experiencing disability access barriers or are interested in a referral to health care resources for a potential disability, please connect with the office by calling 419.530.4981 or sending an email to StudentDisability@utoledo.edu.

Academic and Support Services

Please follow this link to view a comprehensive list of [Student Academic and Support Services](#) (<http://www.utoledo.edu/studentaffairs/departments.html>) available to you as a student

Safety and Health Services for UT students

Please use the following link to view a comprehensive list [Campus Health and Safety Services](#) available to you as a student.

Institutional Classroom Attendance Policy

Please be aware that the university has implemented an attendance policy, which requires faculty to verify student participation in every class a student is registered at the start of each new semester/course. If you have not attended/participated in class (completed any course activities or assignments) within this period, I am required by federal law to report you as having not attended class. This date varies by the part of term, in which your course started, these dates can be found here:

<https://www.utoledo.edu/offices/provost/mandatory-attendance-tracking.html>. Unfortunately, not attending/participating in class impacts your eligibility to receive financial aid, so it is VERY important that you attend class and complete course work early. Please contact me as soon as possible to discuss options and/or possible accommodations if you have any difficulty completing assignments.

Blood Borne Pathogen Exposure Protocols

Follow this link: https://www.utoledo.edu/policies/academic/college_of_medicine/pdfs/3364-81-04-016-04.pdf

In the event of blood or body fluid exposure:

When at The University of Toledo Health Science Campus:

1. Flush area thoroughly for 15 minutes; wash with soap if applicable.
2. Notify supervising faculty member or preceptor.
3. Always report to UTMC Emergency Department for initial assessment of injury and exposure.
4. Immediately obtain and submit all lab results from both you and the primary source of contact to Ruppert Health Center, Family Medicine.
5. Complete a UTMC employee injury report at [utoledo.edu/depts/safety/Forms.html](https://www.utoledo.edu/depts/safety/Forms.html) and send to Safety and Health.
6. After hours/weekends, call UT Emergency Department at 419.383.3888 to address questions or concerns.
7. Notify clerkship director of incident.

Whenever exposure occurs at a non-UTMC site:

Contact the supervisor or preceptor at site to find out individual protocol. Follow up treatment after initial treatment may be obtained at occupational health which is located in the Emergency Department of University of Toledo. Exposed medical student needs to bring appropriate records from outside facility to avoid delays in treatment. Occupational health can be reached at 419-383-5598. Also inform the clerkship office.

This syllabus is subject to change. Any and all updated UT COMLS policies supersede this syllabus.