



DARTMOUTH MEDICAL SCHOOL
Office of Clinical Education
Dartmouth-Hitchcock Medical Center
One Medical Center Drive - HB 7015
Lebanon, NH 03756
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http://dms.dartmouth.edu/admin/clinical_ed/

CLINICAL EDUCATION CLERKSHIP GUIDE

Clinical Education Office

Eric A. Shirley, MD	Assistant Dean Clinical Education
Susan N. Harper, MD	Assistant Dean Medical Education
Elizabeth Johns	Administrative Director for Clinical Education
Polly Moran	Administrative Assistant for Clinical Education

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 Listing
Office of Clinical Education

Department	Director	Coordinator	HB	Phone
Assistant Dean, Clinical Education	Eric A. Shirley, MD	Polly Moran	7015	650-8802
Admin Director, Clinical Education	Elizabeth Johns	Polly Moran	7015	650-8802
ICE	Eric A. Shirley, MD	Elizabeth Johns	7015	650-8802
Family Medicine	Melanie Lawrence MD Cathy Morrow MD Scottie Eliassen	Sandi Cragin	7250	650-4920
Medicine (Inpatient)	Lin Brown, MD, Hugh Huizenga, MD, & Roshini Pinto-Powell, MD	Pam Frazier	7500	653-3519
Geriatric & Ambulatory Medicine	Deborah Peltier, MD & Roshini Pinto-Powell, MD	Pam Frazier	7500	653-3519
Neurology	Morris Levin, MD	Shannon Darrah	7999	650-5458
OB/GYN & Women's Health	E. Rebecca Pschirrer, MD	Lori L. Avery	7420	653-9295
Pediatrics	Todd Poret, MD & Leslie Fall, MD	Alison Ricker	7450	653-6076
Psychiatry	Don West, MD	Shannon Leach	6143	646-9488
Surgery	Ken Burchard, MD & Horace Henriques, MD	Christina Cole	7800	650-7693

Structure of Year 3 and Year 4 Curriculum Dartmouth Medical School

- For the academic year starting in June 2009, the structure of Year 3 has been changed and will be made up of seven 7 week blocks, which allows all students the opportunity for one or more electives in Year 3. Students will take the following six clerkships during Year 3: Inpatient Medicine, Surgery, Pediatrics, Psychiatry, OB-GYN/Women's Health, and Family Medicine.
- - Year 3 at Dartmouth Medical School begins with a required three-day ICE/Introduction to year 3 which runs from Monday, June 22nd through Wednesday, June 24th. This session covers both clinical and administrative topics required prior to the start of clerkships. The clerkships will begin on Thursday June 25th and Friday, June 26th.
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- The 7 week clerkships will start on a Thursday and end on a Wednesday seven weeks later. 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 Dartmouth for end-of-clerkship exams, presentations, feedback and class meetings.
- In the remaining 7 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. For most third year students the Elective block will be in December or later. 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 prerequisites 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 new 7 x 7 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/Women's Health, Family Medicine and Psychiatry need to be completed by the end of the clerkship block ending in November 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 orientation to Year 3, during a two day period early in Thanksgiving week 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 1 week 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 evening after Block 3 in November 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 as well as one or two skill stations. 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 (16-28 weeks)
 - e) A minimum of two weeks of a surgery oriented "selective" which may include rotations in the ICU (not the CCU), the ED, anesthesia or specialties.
 - f) 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. GAM 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.

YEARS 3 and 4 REQUIREMENTS

Office of Clinical Education

HB 7015 • Tel: 650-8802

ICE

Orientation, ICE, OSCE's, Mock Interview course 2 weeks

Courses/Clerkships

Family Medicine Clerkship 7 weeks

Medicine (Inpatient) Clerkship 7 weeks

Pediatrics Clerkship 7 weeks

Psychiatry Clerkship 7 weeks

Surgery Clerkship 7 weeks

OB/GYN & Women's Health 7 weeks

Geriatric & Ambulatory Medicine (GAM) 4 weeks

Neurology 4 weeks

Electives

16 weeks minimum

30 weeks maximum

- Of these electives, a minimum of 12 weeks must be clinical
- 6 weeks credit maximum for research
- Diversity of electives required
- 2 week selective required-
 - Surgery specialty or more general surgery
 - Anesthesia
 - ICU (not CCU)
 - ED

Sub-internship (in area of student's choosing)

4 weeks

Year 4 Coursework (Feb and Mar of Year 4)

Health, Society and the Physician 2.5 weeks

Clinical Pharmacology 2.5 weeks

Advanced Medical Sciences 1 week

ACLS 1 week

Absenteeism Policy
Office of Clinical Education
DHMC – HB 7015, 1 Medical Center Drive
Lebanon, NH 03756
603-650-8802

Circumstances for Student Absenteeism

Illness

Student absence from a clerkship may be necessary due to illness. In the event an illness prevents attendance, the student is instructed to:

- Notify the ward attending or clinic preceptor.
- For absences totaling greater than 2 days in a 4-week clerkship or 3 days for a 7-week clerkship, the clerkship director should also be notified.

Conference or Interviews

Student may request time off for special events or extenuating circumstances (such as a presentation at a conference or interviews). Note the following:

- These requests should be discussed well in advance with the clerkship director and the ward attending or clinic preceptor. Approval is given on a case by case basis.

All Other

Contact Clerkship for policy.

Absenteeism Requirements

In the event of absence, the following must be made up:

- Course requirements, such as exams or presentations.
- Make-up missed activities before a grade is assigned.
- A grade of Incomplete may be issued until the student makes up for any lost time.

Maximum Absenteeism Allowance

The allowance is based upon the length of the rotation and approval must be acquired

3 days for 7-week rotations

2 days for 4-week rotation

Maximum Absenteeism Allowance Exceeded

If an approved absence exceeds the maximum allowance, a grade of "Incomplete" may be issued until the student fulfills the "Absenteeism Requirements" stated above. It is expected that lost time will be made up. If an absence is not approved, a grade of "Fail" may result.

Diversity Expectation

The Medical Education Committee has established an expectation that all Dartmouth 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 Alaska, Arizona, and Rhode Island
- OB-GYN / Women's Health sites in Hartford, Connecticut, Portland, Maine and Nashua, NH, California Pacific Medical Center, San Francisco, CA
- Pediatrics site in Maine and California
- 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

Dr. Eric Shirley, the Assistant 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 Dartmouth, you should arrange a discussion with Dr. Shirley.

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 Appeals

If a student disagrees with the grade assigned, s/he has the option of appealing the grade. In brief, this is a process that may have up to three steps:

- 1) First is an appeal to the clerkship director for a review of the evaluations and the grade assigned.
- 2) If the student is not satisfied with the results of the appeal to the clerkship director, the student may then ask the department chair for a review.
- 3) If still not satisfied, an appeal may then be made to the Assistant Dean for Clinical Education, whose role is largely one of insuring that all appropriate information was considered in the grade determination, and that the clerkship followed its grading policy.

Maine/FAME ACCESS Requirement Information

Office of Clinical Education
HB 7015 • Tel: 650-8802

Maine Access Program students are required to complete rotations in Maine during both the third and fourth years.

Year 3

In the third year, the Family Medicine rotation must be done at either the Augusta, Maine or Fairfield, Maine site.

Year 4

During the fourth year, a clerkship or an elective rotation must be completed at a medically underserved rural site.

Military Rotation Information

Office of Clinical Education
HB 7015 • Tel: 650-8802

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:

Family Medicine	4 or 7 weeks of 7-week rotation Keys site may fulfill military obligation
Medicine Inpatient	Not allowed
GAM	4 weeks of 4-week rotation
OB/GYN & WH	4 weeks of the 7-week rotation
Neurology	4 weeks of 4-week rotation
Pediatrics	4 weeks permissible of 7-week rotation
Psychiatry	Not allowed (subject to change)
Surgery	First 4 weeks of the 7-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.

DMS YEAR 3 Schedule

2009-2010 School Calendar

Key

ICE
Thanksgiving
Winter Break
4th Year Block Overlap
Mock interview Course

June 2009						
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Block 1
Block 2
Block 3
Block 4
Block 5
Block 6
Block 7

December 2009						
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4TH YEAR SCHEDULE

2009-2010 School Calendar

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4TH YEAR SCHEDULE

2010-2011 School Calendar

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