



**Clerkship and Senior Medicine  
Policy and Procedure Handbook**

**CLASS OF 2022**

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**KENT STATE**  
UNIVERSITY  
**College of Podiatric Medicine**

This handbook has been developed to provide you with helpful information for your Clerkship and Senior Medicine Rotations. It also provides the policies and procedures that you will be expected to know, understand and follow as you move out of the classroom and into the arena of Clerkship and Senior Medicine Rotations.

Clerkship directors will assess your performance in several areas, basic knowledge, communication skills, analytical skills, problems solving, basic podiatric skills and character qualities. These character qualities largely include your maturity, things like: can you follow rules, do you have a sense of responsibility and motivation, can you work independently or are you more comfortable with supervision, can you work with people (including patients, staff and other members of the health care team), can you accept and respond reasonably to constructive criticism, can you be depended on (do you arrive when expected, on time and well-kept)?

If during the course of your clinical rotations you have any questions or concerns, please contact the Office of Academic Services & Institutional Research.

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## **Clinical Rotations and Course Descriptions**

As a fourth-year student at Kent State University College of Podiatric Medicine, you will complete six (6) months of core rotations. Core rotations are mandatory rotations that you will be scheduled in according to your 4<sup>th</sup> year clinic group assignment.

Students will be randomly assigned into groups twice-once for 3<sup>rd</sup> year clinical rotations and once for 4<sup>th</sup> year clinical rotations by the Office of Academic Services and Institutional Research. Switching of groups and/or rotation months is not permitted.

## **Core Rotations**

- **CLI 80441-Senior Clinical Rotations 1 and CLI 80442-Senior Clinical Rotation 2**
  - These are two separate rotations spent at the various Cleveland Foot and Ankle Center locations, with emphasis on competencies needed to enter the next stage of podiatric training. Experiences are gained in the school's main clinics and other various clinic sites affiliated with the college. Each rotation is under the direction of the KSUCPM clinical faculty. *CLI 80442-Student can opt to complete this month at Independence or clerkship. If you replace CLI 80442 with a clerkship, you are then required to do 6 clerkships with the option to complete 7.*
- **CLI 80445-Senior VA Rotation**
  - This is a one-month rotation spent at DVA-Cleveland or DVA-Salem with emphasis on the skills necessary to function effectively in government healthcare facilities. This is under the discretion of a KSUCPM adjunct faculty member.
- **CLI 80455-Community Medicine**
  - This is a one-month rotation that takes place at several college operated community medicine clinics throughout the city of Cleveland. Training in this rotation affords you the opportunity to provide care and develop an understanding/appreciation of community-based health problems. This rotation is under the discretion of KSUCPM faculty and adjunct faculty.
- **CLI 80521 and CLI 80522-Senior Medicine Rotation**
  - This is a two-month consecutive rotation that places you in a non-podiatric based medical service at an affiliated hospital. You will be instructed in skills, values, and knowledge necessary to perform both complete and focused medical histories and physicals. This rotation is under the discretion of the KSUCPM adjunct clinical faculty.

## **Clerkship Rotations**

- **CLI 80460, CLI 80465, CLI 80470, CLI 80475, CLI 80480, CLI 80485**
  - Mandatory rotations that you will schedule yourself through AACPM's DPM Clerkship website in the months that are allotted. There are six (6) months within the 4<sup>th</sup> year scheduled that are strictly for clerkship rotations. You are required to complete five (5) months of clerkship rotations. You have the option of filling CLI 80442 with either Senior Clinical Rotation-Independence or with a clerkship. If eligible, you may choose to take one (1) of the six (6) months allotted for

clerkship rotations as an elective month. *Please Note: Clerkship rotations cannot be scheduled during any month where you are scheduled to complete a core rotation.*

- Clerkship rotations are one-month long rotations that make up 6 months of your 4<sup>th</sup> year schedule and are designed to enhance your clinical education and patient exposure.
- **CLI 80490** (students can elect to complete this in their 4<sup>th</sup> year, pending approval from the Office of Academic Services and Institutional Research, Dean, and Senior Associate Dean)
  - **Arezzo, Italy Clerkship-Student Eligibility**
    - This rotation is not offered during the months of August, December, and January
    - If you already have a clerkship or clinical rotation scheduled, you cannot replace/switch it to schedule the Arezzo, Italy clerkship
    - The student must be in good academic standing with no deficiencies or failures when applying
    - If you are approved for the Italy clerkship, you must remain in good academic standing with no deficiencies or failures after selection.
    - Passage of NBPME Part I the first time.
    - Applicants must have a GPA of 3.0 or higher to be eligible.
    - No health-related or other contraindications to international travel
    - The student must have satisfactorily passed a drug test.
    - The student must be up to date on all the KSUCPM required healthcare immunizations.
    - An interview may also be required by the college administration.
    - The student must fill all their months in their 4<sup>th</sup> year, as they are not eligible to take a month off.

## **Researching Clerkship Rotations**

Researching programs in advance is a critical step in the decision-making process. A handful of residencies select their residents exclusively from students who have completed clerkship rotations with them. The Office of Academic Services and Institutional Research will do its best to assist and provide guidance to you in making confident and well-suited selections for your Clerkship Rotations. There are several methods of research you can do to help you make well-informed decisions about which clerkship/residency programs will suit your needs.

- **AACPM Website**-American Association of Colleges of Podiatric Medicine ([www.aacpm.org](http://www.aacpm.org)) is where you will find information about clerkship programs. The website provides a Clerkship Handbook which lists all approved hospitals that have active clerkship programs. This handbook will give you the contact information and application requirements for each clerkship program. **The Clerkship Handbook for the Class of 2022 will be available in the Summer of 2020, at [www.acpm.org](http://www.acpm.org). You will use the handbook when applying to clerkships.** You will also want to look at the CASPR Directory of participating residency programs. While the current directory was posted for

the purpose of aiding the Class of 2021 as it applies for residencies (a similar directory will be made available for the Class of 2022). In addition to looking at the Clerkship Handbook and CASPR Directory of participating programs, you may also find it very helpful to review the information provided in the lists and charts section of their website. Here you will find lists detailing the programs that have minimum GPA requirements, class rank requirements, etc.

- **Podiatric Scope of Practice** –Knowing how each state’s medical board defines the Doctor of Podiatric Medicine and the human foot and what specific provisions/privileges it grants to the podiatric physician is key to helping you make a well-informed decision about what clerkship/residency programs will best help you reach your podiatric aspirations. The American Podiatric Medical Association provides a Podiatric Scope of Practice on their website at [www.apma.org](http://www.apma.org). To obtain this information you must have a Member Account. As podiatric medical students each of you has the privilege of having a Member Account and using this very helpful website at no cost. During your first year at KSUCPM you were automatically enrolled in the APMSA and should have received a letter from them that outlined the benefits of your membership. Included in that letter was your specific Member ID and Log-in. All you need to do to access the Scope of Practice on the APMA website is plug in the Member ID and Log-in that was assigned to you. If you have misplaced the letter you received or do not remember your ID and Log- in, just call APMA Member Services at 1-800-275-2762 and they can give you that information.
- **Residency State Requirements** -**American Association of Colleges of Podiatric Medicine (AACPM)**-For the most current information regarding state licensure, contact the individual state licensing board. Contact information by state is provided by the Federation of Podiatric Medical Boards at [www.fpmb.org/memberboards.asp](http://www.fpmb.org/memberboards.asp).
- **Clerkship Program Profiles** -The Office of Academic Services and Institutional Research maintains files with information on clerkships. You can stop by and see if a program you are interested in has provided the school with any information to be given to students.
- **Feedback Requests**-You can request clerkship feedback from students who have rotated at the program you are interested in by contacting our office
- **APMSA Residency Surveys** - You can login to APMA to view residency surveys. These surveys provide a resident “point of view” and can give you a unique view of a residency program from an insider’s perspective.
- **Visit the Program** –Students can visit clinical programs when they have free time in their schedules; however, KSUCPM’s malpractice insurance policy does not provide coverage for students who, in their free time, choose to visit (shadow), work voluntarily, or are otherwise privately employed in clinics, hospitals, or physician’s offices. While visits and shadowing are permitted, students must limit their activities strictly to observation. If a student participates in direct patient care outside of a scheduled rotation, they do so at their own risk are not covered by College’s Malpractice.
- **Residency Fair** –KSUCPM hosts a Residency Fair every year during the fall semester. All students are welcome to attend, but the fair is **mandatory** for third year students. Many programs from around the country come to share information and speak with interested students about what their residency programs have to offer. This is a terrific way to meet residency directors/residents face to face and a nice alternative to those students who may not have the time or money to visit programs. **The 2020 Residency Fair will be held on**

**Friday, August 14<sup>th</sup>, 2020 from 9:00am to 2:00pm at the Crowne Plaza Hotel Be sure to mark your calendars, as it is mandatory that you attend.**

- **Contact the Program of Interest** -If you have utilized all the above methods of research and still find that you have unanswered questions about a program, please feel free to contact the program directly. Their contact information is in the Clerkship Handbook.
- **Affiliation Agreements**-We must have an affiliation agreement in place for you to rotate at that hospital. Periodically, the Office of Academic Services and Institutional Research will send out the affiliation agreement list or you may request a copy to be sent via email. If we do not have an affiliation agreement with a program you are interested in, you are not permitted to commit to this program.
- **Adjunct Clinical Faculty**-Majority of the clerkship directors have an approved adjunct appointment on file here at KSUCPM. Some directors wish not to complete this application. *Students who spend any time with a clerkship director who does not have an Adjunct Clinical Faculty appointment do so at their own risk.*

### **Selecting Clerkship Rotations**

- **Location**-Are you limited to a certain location? Can you afford the bare expenses (airfare, housing)? You need to consider all costs associated with living in an area.
- **Type of Residency**-When considering a clerkship program also consider what type of residency program is associated with it (PMSR or PMSR/RRA). Does the residency program teach the specific skills you want to acquire during your post-graduate training?
- **Self-Assessment**-Are you self-confident and quick on your feet? Can you handle long hours? Do you find it easy to adapt to new environments/situations? Be honest with yourself and select clerkship programs that are a good match for your academic credentials and your personality/temperament.
- **Potential for Growth**-Select clerkship programs that will provide you experiences in areas in which you may recognize a weakness in your training or one that concentrates on a subject matter in which you have an interest.
- **Financial Needs**-You must be aware of financial demands of each program before you commit yourself to a program. Your 4<sup>th</sup> year will by far be your most expensive. Select programs that will allow you to stay within your projected financial budget. Many programs do not provide room and board. You will also need to consider travel expenses and residency application and interview fees. *Overextending yourself financially will not be an acceptable excuse to back out of a scheduled clerkship/senior medicine rotation.*
- **Residency Opportunities**-Selection of clerkship programs solely because of their associated residency programs may shortchange your overall clinical education. If you decide that you are no longer interested in a certain residency program but have committed yourself to complete a clerkship rotation with that program, you are still committed to attend the clerkship rotation. *Failure to attend a program for this reason will warrant a professionalism deficiency evaluation, failure of the rotation, make-up the rotation at the end of the academic year and be placed on academic program for the remainder of your 4<sup>th</sup> year.*
- **Rotation Hours**-Rotation hours differ from program to program, so this must be taken into consideration when selecting.
- **Cost**-It is difficult to estimate the total cost of your 4<sup>th</sup> year, but you will need to consider CASPR/CRIP costs, travel to/from programs, housing, food, etc. You are encouraged to speak with the financial aid office about what your options are if an emergency were to arise.

- **Commitments**-Each clerkship and senior medicine rotation holds a separate grade which is 4 credit hours each. Also, each clerkship is counted as a separate class which is weighted towards your GPA. By committing to a clerkship, you are required to complete it as it will count towards your graduation requirements. You are required to complete all clerkships in which you commit. If you do not meet your commitments, you will run the risk of the following:
  - **Fail the rotation**
  - **Academic probation for the remainder of the 4<sup>th</sup> year**
  - **Professionalism Deficiency**
  - **Required to make up the rotation at the end of your academic year**
  - **Dismissal from the program if more than one clinical rotation is failed in an academic year or if a failure occurs while you are on academic probation.**

## **Applying to Clerkship Rotations**

There are 3 types of clerkship programs that can fill your clerkship schedule. They are defined as follows:

- **Office-Based (Private Practice) Clerkship:** Program that trains a student solely in a podiatrist's office. *Students who wish to complete more than one private practice rotation must get approval from the Office of Academic Services & Institutional Research.*
- **Hospital-Based Clerkship:** Program that trains a student solely in the podiatry department at a Hospital.
- **Non-Podiatric Clerkship:** Non-podiatric based programs take place in private offices with physicians who specialize in a field of medicine other than podiatry. This rotation is an option, but it will require special consideration and approval from the Office of Academic Services & Institutional Research. *Please Note: No more than 1 month in your 4<sup>th</sup> year schedule can be used for this type of rotation.*

You will notice that some of your scheduled rotations consist of five (5) weeks. During a five (5) week rotation you are expected to complete all 5 weeks. However, some programs allow students to be released after completing 4 weeks. **You should not ask to leave a clerkship after 4 weeks. The Clerkship Director will grant you permission to leave a rotation.** You should refrain from scheduling any visits to other programs or making other plans until after you have received permission from the director to do so. Some directors may want you to stay the fifth week due to patient coverage and scheduling needs. **Always get permission or you could run the risk of failing a rotation.**

## **Student Malpractice Insurance Coverage Policy**

First, second, third and fourth year students can visit clinical programs when they can find the free time in their schedules to do so; however, KSUCPM's malpractice insurance policy does not provide coverage for students who, in their free time, choose to visit (shadow), work voluntarily, or are otherwise privately employed in clinics, hospitals, or physician's offices. While visits

and shadowing are permitted, students must limit their activities strictly to observation. If a student participates in direct patient care outside of a scheduled rotation, they do so at their own risk are not covered by College's Malpractice.

## **Preparing Additional Materials for your Clerkship Application**

Being organized is the key to keeping yourself on track during the application process, so it is suggested that you create a file for each program you will be applying to and keep all documents pertinent to each program in those files. You are also encouraged to upload all hard copy documents into PDF files on your computer, as you may be asked to send your application and additional documents to programs via email.

To obtain a copy of your transcript:

- **Unofficial:** Print a copy from your Flashline account
- **Official:** Login to your Flashline account to make a request.

To obtain a copy of your immunizations:

- Login to your CASE account and print a copy of your summary immunizations.

To request the following, fill out a form outside of our office or request a DocuSign form.

- Part I, Part II, CSPE board scores
- Enrollment Verification/Letter of Good Standing
- Class Ranking
- GPA
- HIPAA/OSHA training letter
- Background Check
- Drug Test
- Certificate of Insurance/Malpractice Insurance

**Photograph**-Each student will upload their photograph to AACPM's DPM Clerkship website and CASPR application. Please be sure to take a professional looking head shot of yourself.

**Curriculum Vitae (CV)**- Nearly every clerkship program will request that you send a Curriculum Vitae (CV) along with your application. It is important to understand the difference between a CV and a Resume. A Resume is a short synopsis of your career goals and employment history and is typically limited to two pages in length. Its main purpose is to get the writer an interview and ultimately a job. A Curriculum Vitae, commonly referred to as CV, is a longer (two or more pages), more detailed synopsis than a Resume. It includes a summary of your educational and academic background, as well as teaching and research experience, publications, presentations, awards, honors, affiliations, and other details.

Prepare your CV in a format that you are comfortable with that presents your information in the way you want it to be presented. You can find a collection of CV writing resource materials in the library or go to <http://libguides.cpm.kent.edu/creating-CV>

## **Scheduling Clerkship Rotations**

After you have submitted your clerkship application online to programs, you will follow the round schedule provided by AACPM. As you begin to accept positions, there are several key factors to keep in mind.

- **Correspondence with programs**-All correspondence with programs should be done in writing. You should retain the emails, as you may need to refer to them later if an issue arises. Clerkship programs will be corresponding with many students and it is very easy for misunderstandings and errors to occur during scheduling.
- **Deadline for submission of scheduling worksheet**-You are expected to submit your completed scheduling worksheet, clerkship scheduling form, and written correspondence to the Office of Academic Services & Institutional Research by date TBD.
- **Clerkship paperwork requirements**-It is your responsibility to know what each clerkship program requires of you and to have the documents readily available to send prior to the start of your rotation.
- **Scheduling rotations at the same site as other students**-If you are coordinating travel with another student to the same program, and one student is no longer eligible or has an approved schedule change, you will still be required to attend your schedule rotation. Costs that are incurred by having to make new travel plans, housing reservations, etc. will not be an approved reason to cancel your rotation.
- **Private practice rotation or non-podiatric rotation**-You will need an email confirmation from the private practice or non-podiatric office stating the month they have accepted you for at their program. A copy of this email along with the scheduling form must be submitted to the Office of Academic Services & Institutional Research.
  - For a podiatric physician to have the ability to educate a student during a private office-based clerkship, he/she must have an Adjunct Clinical Faculty Appointment with KSUCPM. To obtain this appointment, physicians must complete paperwork and submit certain documents to be reviewed and approved by the Office of Academic Services and Institutional Research. If the office is out of the scope of practice of podiatry, then approval may be required by the Senior Associate Dean.
  - The Office of Academic Services and Institutional Research keeps records of all podiatric physicians who have, an Adjunct Clinical Faculty Appointment with KSUCPM.
  - You can elect to complete a private practice with an Adjunct Clinical Faculty that is already on file, or you can complete this rotation with a doctor that has yet been approved as an Adjunct Clinical Faculty. For a doctor who is not an Adjunct Clinical Faculty, we will need to send them paperwork to complete. An adjunct application must be completed and approved before the student starts a private practice rotation.

- **Private Practice outside of US**-If you wish to complete a private practice rotation outside of the US, you will need to complete an application with Global Education besides the paperwork for KSUCPM. There is a \$60 application fee, plus you will pay \$12.60/week while on rotation for medical insurance.
- **Schedule changes are not allowed**-You are to fulfill all commitments to a program once you have agreed to attend. Applying to a program does not commit you to go, but if you have been accepted by a program, then you have committed yourself to going there.
  - **Clerkship Schedule Change Policy**
    - Clerkship programs provide students with clinical exposure and training. In return, the programs receive much needed help in clinical settings. When students withdraw from programs, they jeopardize rotations at clerkship programs for future students and promote a negative perception of KSUCPM and our students.
    - Once a student selects a Clerkship or Senior Medicine rotation, the student is required to attend that specific rotation for the month chosen. Schedule changes, including dropping rotations or switching months, are not permitted. Students who do not attend a scheduled rotation will fail the rotation, will be required to make-up the rotation beginning May of the student's 4<sup>th</sup> Year (location and specifics of make-up rotations will be assigned to the student by the Office of Academic Services and Institutional Research), receive a professional deficiency, and will be placed on academic probation. In rare cases, schedule changes may be permitted provided that the student can demonstrate extreme circumstances that will prevent the completion of a rotation. Students who wish to be considered for this type of schedule change must submit the request in writing along with supporting documentation to the Office of Academic Services & Institutional Research. Once the request is reviewed, the student will be sent notification of the decision either approving or denying the requested schedule change. If the request is denied, the student will be required to attend the rotation as scheduled.

**Unapproved Schedule Change:** If a schedule change is made without approval it will result in:

1. A professionalism deficiency
2. A NF (Never attended Fail) for the rotation
3. Academic Probation for remainder of the 4<sup>th</sup> year
4. The rotation will be made up at the end of the 4<sup>th</sup> year

**You are not to attend an unapproved clerkship. If you have to make up a rotation the dates and location will be determined by the Office of Academic Services and Institutional Research.**

- **Schedule Approval**-Your 4<sup>th</sup> year schedule must meet the approval of the Office of Academic Services & Institutional Research. Your schedule will be reviewed once you have submitted it to the office. If any problems are found, you will be contacted with the appropriate steps to correct it. Problems can be avoided by following all the procedures

and policies laid out in this handbook.

### **Procedures for Requesting a Schedule Change**

Do not contact the Director of the program regarding a schedule change before you have spoken with the Office of Academic Services & Institutional Research. If you contact the program first, you may receive a professionalism deficiency.

If you feel you have just cause for requesting a release from a clerkship program you have scheduled, you must submit the following in writing to the Office of Academic Services & Institutional Research.

- The name of the program that you wish to cancel.
- The month that you are scheduled to attend the program.
- Your reasons and supporting documentation for requesting a release from your scheduled program.

After reviewing your request, the Office of Academic Services & Institutional Research will contact you on the decision. If it is deemed that you **do** have a just cause to request a release from a rotation, you will be advised on how to proceed. If it is deemed that you **do not** have a just cause, you will still be required to attend your scheduled rotation. An unapproved schedule change will follow the clerkship schedule change policy.

*Do not cancel a rotation or fail to attend a rotation without notifying the Office of Academic Services & Institutional Research **first**.*

### **Clinical Exception Policy (4xx Clinical Rotations)**

Students completing 4xx level clinical rotations (during the 3<sup>rd</sup> year fall or at any point in their 4<sup>th</sup> year) may request, due to personal reasons, a one-time change in their clinical schedule. These requests will be evaluated, and a decision will be made by the Office of Academic Services & Institutional Research. Switches to a student's clinical schedule are rare and will only be approved in the event of extreme and extenuating circumstances. Documentation must be provided.

The process for requesting a clinical schedule change due to medical reasons may be found under the Leave of Absence policy.

### **Preparing for Clerkship Rotations**

- **Contacting programs before rotation**-You should contact programs at least 60 days prior to the start of your rotation so that you can be sure they have all the necessary paperwork needed and so you can determine where/when you need to report. Failure to meet this requirement may result in not attending the rotation, failing grade, professionalism deficiency, and placed on academic probation for the remainder of your 4<sup>th</sup> year. You would be required to make up this rotation at the end of the academic year.

- **Staying in touch**-Email is our main communication with students while you are here on campus or away. Emails from the Office of Academic Services & Institutional Research usually have specific times/dates that paperwork must be turned in, so pay close attention to the details. Login to your Flashline account to make sure you have the most current phone number listed, as emergencies arise from time to time and a clerkship director may need to reach you.
- **Goals and Objectives of Clerkship Rotations**- The core philosophy behind the training you will receive at clerkship programs is that people learn best when they actively participate in their own learning. Clerkship programs will expect you to learn while you are with them and take a responsible and professional approach to the experience.

Clerkship program directors, attendings, residents, and other various staff members will be part of your educational experience.

On the following two pages are the KSUCPM Clerkship Goals and Objectives. All clerkship programs affiliated with the school (both hospital and office based) are provided with a copy of these Goals and Objectives. You should go to each rotation prepared to work towards gaining competency in each of the listed goals and objectives. This will help you gain the most knowledge and experience throughout the course of your 4<sup>th</sup> year clerkship experiences.

## **KENT STATE UNIVERSITY COLLEGE OF PODIATRIC MEDICINE**

### CLERKSHIP GOALS AND OBJECTIVES

#### **GOAL I**

The podiatric medical student should develop an understanding of the policies and procedures of office practice/hospital practice.

##### **OBJECTIVES:**

1. Describe methods of and rationale for patient scheduling.
2. Describe methods of and rationale for patient processing for the initial visit and subsequent visits.
3. Describe methods of and rationale for scheduling of surgery and/or other procedures, in the office setting or in the hospital setting.

#### **GOAL II**

The podiatric medical student should develop an understanding of case presentation, charting and documentation procedures for the medical record.

##### **OBJECTIVES:**

1. Accurately, clearly, and concisely make a case presentation.
2. Accurately, clearly, and concisely chart an initial history and physical examination.
3. Accurately, clearly, and concisely write an outpatient visit progress

note. GOAL III

The podiatric medical student should develop an understanding of history and physical examination techniques and procedures and their interpretations.

OBJECTIVES:

1. When given a chief complaint be able to perform and interpret an appropriate history and physical examination including:
  - History of present illness
  - (N.L.D.O.C.A.T.)-Nature, Location, Duration, Onset, Course, Aggravated by, and past treatments
  - Significant Past Medical History
  - Medications
  - Allergies
  - Review of systems
  - Physical Findings
2. Develop an appropriate differential list.

GOAL IV

The podiatric medical student should develop an understanding of the indications for special tests and examinations and their interpretations based on the differential diagnosis.

OBJECTIVES:

1. When given historical and physical findings of foot problems, be able to order appropriate studies to aid in diagnosis.
2. When given results of special studies be able to interpret the results.

GOAL V

The podiatric medical student should develop an understanding of the process of evaluating the results of the history and physical as well as any other diagnostic tests in order to develop a provisional diagnosis.

OBJECTIVES:

1. When given historical, physical, and diagnostic test results, be able to arrive at an appropriate provisional diagnosis.

GOAL VI

The podiatric medical student should develop an understanding of the management strategies available to treat common podiatric medical conditions.

OBJECTIVES:

1. Describe treatment regimens for foot problems.
2. Suggest treatment(s) for specific foot problems.

## **Requirements for Satisfactory Completion of all 4<sup>th</sup> Year Rotations**

In order to receive full credit for core rotations and clerkship rotations, all the following must be completed at the end of each rotation.

- **Patient Logs**- You must submit a patient log for every patient encounter you experience (observed, assisted, or performed) for the core rotations and clerkship rotations. You will submit these logs via Typhon. The Office of Academic Services & Institutional Research will monitor your patient log submissions.
  - In Typhon you can view your clinical schedule, evaluations, and enter patient logs. Once you login you can view training videos on how to navigate the system.
  - Patient logs for each rotation must be completed by Monday at 8am after completion of the rotation. Failure to complete the logs by the deadline will lead to a professionalism deficiency as well as other possible disciplinary actions.
- **Student Feedback Evaluation**-You are required to complete a feedback evaluation for each clerkship and senior medicine rotation. You will submit your feedback evaluation in an online survey. When you complete the feedback evaluation, you will be automatically directed to a separate page asking for your name. This is a separate page that is in no way connected to your responses on the feedback portion. Your responses on the feedback evaluation are anonymous. The purpose of completing the feedback is to help future students when selecting clerkships.
  - Feedback evaluation for each clerkship and senior medicine rotation must be completed by Monday at 8am after completion of the rotation. Failure to complete the feedback evaluation by the deadline will lead to a professionalism deficiency as well as other possible disciplinary actions.
- **Satisfactory Evaluation**-Each rotation coordinator/clerkship director will submit an evaluation of your clinical performance. These evaluations will be requested and sent by the Office of Academic Services & Institutional Research on a monthly basis. As the evaluations are turned in, they will be reviewed, and you will be notified of any failures. You are encouraged to contact the Office of Academic Services and Institutional Research to review any paper evaluations we may have received.

**Please see the CPM catalog for all policies and procedures.**

## **CLERKSHIP ATTENDANCE POLICY**

Participation in the external programs is a valuable and important part of the podiatric medical student's education. Attendance for the entire duration of the scheduled external experience is expected; therefore, 100% attendance is required by all students on rotation. All absences must be excused.

Once a student selects a Clerkship or Senior Medicine rotation, the student is required to attend that specific rotation for the month chosen. Schedule changes, including dropping rotations or switching months, are not permitted. Students who do not attend a scheduled rotation will fail the rotation, will be required to make-up the rotation beginning May of the student's 4<sup>th</sup> Year (location and specifics of make-up rotations will be assigned to the student by the Office of Academic Services and Institutional Research), receive a professional deficiency, and will be placed on academic probation. In rare cases, schedule changes may be permitted provided that the student can demonstrate extreme circumstances that will prevent the completion of a rotation. Students who wish to be considered for this type of schedule change must submit the request in writing along with supporting documentation to the Office of Academic Services & Institutional Research. Once the request is reviewed, the student will be sent notification of the decision either approving or denying the requested schedule change. If the request is denied, the student will be required to attend the rotation as scheduled.

### **Leave of Absence**

A currently enrolled student at the College of Podiatric Medicine is entitled to request a leave of absence when his/her personal life situation necessitates such a request. A leave of absence is an excused absence (one-day to a maximum of 30 calendar days) from scheduled course and/or clinical responsibilities. In rare instances, the senior associate dean can authorize a one-time extension of leave for an additional 30 calendar days per academic year. The request for an additional 30-day extension must be substantiated with the appropriate medical records submitted to the senior associate dean. A student who is granted a leave of absence due to psychological, emotional or other like reasons will be required to be evaluated by a counselor or physician, either of the college's choice or approved by the college, prior to return, ensuring the student is able to fully meet educational and/or clinical obligations.

Below are the procedures to requesting an official leave of absence.

1. Student secures the Leave of Absence form from the Office of Academic Services and Institutional Research, completes the form, returns it to and meets with the director or assistant director of academic services and Institutional Research. Any request form received without a complete explanation and supporting documentation for the request will be automatically denied.
2. If the Office of Academic Services and Institutional Research approves the request for leave, all appropriate faculty and staff members will be notified of the approval and the intended return date.
3. Upon returning from the approved leave of absence, the student meets with the director or assistant director of academic services and enrollment analytics to secure the "Return from Leave" form, completes the form and returns the completed form to the Office of Academic Services and Institutional Research. Once the return is approved, all appropriate faculty and staff members will be notified.

**NOTE:** Any requests for a leave of absence longer than 60 consecutive days will be viewed as a "Withdrawal" from the college and requested as such on the appropriate form secured from the Office of Academic Affairs. It is important to note that even though a currently enrolled student is on a leave of absence, the granting of the leave does not constitute a waiver of the student's responsibility for tuition, fees or academic assignments.

**Tardiness:**

Tardiness to any of the activities of an external rotation – including conferences, clinics, lectures, rounds, or other patient care activities – constitute a professional standards violation. Repeated incidents will result in disciplinary action including notice of professional deficiency and failing of the rotation.

**Clerkship directors will be advised to report all tardiness and requests to leave the program to the KSUCPM Office of Academic Services and Institutional Research. Absences and tardiness will be reported as part of the student evaluation.**

**2020 Clerkship Calendar**  
**For clerkships served March 2021 – May 2022**

**The clerkship calendar will be sent out at a later date and posted at**  
**[www.aacpm.org/clerkships](http://www.aacpm.org/clerkships)**

**Sample-Clerkship Evaluation**



**CLERKSHIP EVALUATION FORM**

Kent State University College of Podiatric Medicine

ATTN: Jaelyn Macomber

[E-mail evaluation to: imacomb1@kent.edu](mailto:imacomb1@kent.edu)

Phone: 216-916-7510

Fax evaluation to: 216-916-9430

STUDENT: \_\_\_\_\_ ROTATION DATE: \_\_\_\_\_

PROGRAM: \_\_\_\_\_ DIRECTOR: \_\_\_\_\_

**GENERAL INFORMATION**

**1) RELIABILITY AND RESPONSIBILITY:**

Satisfactory	Needs Improvement	Unsatisfactory
Student follows through on tasks		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student arrives on time for class, clinic, rounds, etc.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2) CRITIQUE**

Satisfactory	Needs Improvement	Unsatisfactory
Student accepts criticism and looks at self objectively		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student takes steps to correct shortcomings.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3) COMMUNICATION SKILLS**

Yes	No
Student listens well.	
<input type="checkbox"/>	<input type="checkbox"/>
Student effectively identifies emotional concerns of patients.	
<input type="checkbox"/>	<input type="checkbox"/>

**4) HONESTY AND INTEGRITY**

Satisfactory	Needs Improvement	Unsatisfactory
Student adheres to professional and/or ethical standards.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5) RESPECT FOR PATIENTS**

Satisfactory	Needs Improvement	Unsatisfactory
Student maintains patient's confidentiality.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student demonstrates empathetic behavior and is considerate to patients		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6) GENERAL STUDENT TRAITS**

No	Yes
Student demonstrated change in personality or excessive irritability/anger beyond control	
<input type="checkbox"/>	<input type="checkbox"/>

Additional Comment if yes:

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PODIATRIC SKILLS

7) Which of the following words or statements would you use to describe this student's attitude and motivation? (mark all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Empathetic                | <input type="checkbox"/> Hesitant                                       |
| <input type="checkbox"/> Enthusiastic              | <input type="checkbox"/> Impatient                                      |
| <input type="checkbox"/> Sympathetic               | <input type="checkbox"/> Lazy   |
| <input type="checkbox"/> Conscientious             | <input type="checkbox"/> Arrogant                                       |
| <input type="checkbox"/> Mature                    | <input type="checkbox"/> Stubborn                                       |
| <input type="checkbox"/> Dedicated                 | <input type="checkbox"/> Bored  |
| <input type="checkbox"/> Hard Working              | <input type="checkbox"/> Makes inappropriate demands                    |
| <input type="checkbox"/> Motivated                 | <input type="checkbox"/> Is abusive and critical during times of stress |
| <input type="checkbox"/> Behaves Respectfully      | <input type="checkbox"/> Other, Please specify: _____                   |
| <input type="checkbox"/> Accepts blame for failure |   |
| <input type="checkbox"/> Apathetic                 |   |

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8) The student's ability to accurately, clearly, and concisely make an oral case presentation:

Satisfactory	Needs Improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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9) The student's ability to accurately, clearly, and concisely chart:

Satisfactory	Needs Improvement	Unsatisfactory
An initial history and physical examination		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An outpatient or inpatient progress note		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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10) The student's ability to accurately, clearly, and concisely perform and interpret the findings of the history and physical examination

Satisfactory	Needs Improvement	Unsatisfactory
Allergies		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review of systems		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical findings		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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11) When given the results of a history and physical examination, the student's ability to develop a list of differential diagnoses/working diagnoses

Satisfactory	Needs Improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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12) When given a differential diagnosis, the student's ability to identify special tests and examinations to aid in the diagnosis

Satisfactory	Needs Improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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13) When given the results of special tests and examinations, the student's ability to arrive at an appropriate provisional diagnosis

Satisfactory	Needs Improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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14) When given a provisional diagnosis, the student's ability to formulate appropriate management strategies

Satisfactory

Needs Improvement

Unsatisfactory

15) Did the student request time off? If yes, please enter the number of days and state whether or not it was approved by the Clerkship Director.

Yes

No

Additional Comment: \_\_\_\_\_

16) Other final comments:

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17) Final Grade (Overall Evaluation):

Pass

Fail

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Must be signed with a pen (electronic signatures are not accepted)



**Academic Services & Institutional Research**

Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Student ID number: \_\_\_\_\_

I am requesting the following service from Academic Services & Enrollment Analytics:

- Enrollment Verification/Letter of Good Standing – letter verifying student’s enrollment status, academic standing, dates of attendance and/or anticipated graduation date.
- Class Ranking – letter providing student’s ranking in percentage by class following the most recently completed semester.
- OSHA/HIPAA Letter
- National Board Scores      Part I \_\_\_\_\_ Part II \_\_\_\_\_ CSPE \_\_\_\_\_
- Graduation Verification – letter verifying student’s graduation date and degree earned.
- Copy of Certificate of Insurance/Malpractice Insurance
- Drug Test Results
- Receive a copy my 4<sup>th</sup> year evaluation (Specify Program) \_\_\_\_\_
- Background Check Results
- Request Student Feedback from Clerkship/Senior Medicine Rotations (Specify program) \_\_\_\_\_
- Other – Please Specify: \_\_\_\_\_

\_\_\_\_\_  
\*Unofficial Transcripts – Login to your Flashline account\*

Mail/Email to:

- I will pick up
- Send to my email: \_\_\_\_\_

I authorize Kent State University College of Podiatric Medicine to release the above information.

Student’s Signature: \_\_\_\_\_ Date Requested: \_\_\_\_\_

**(Must use a blue/black pen. Electronic signatures will not be accepted)**