

# SYLLABUS: University of Washington Family Medicine Clerkship (FMC)

## FMC Syllabus 2024-2025: Table of Contents

<b>WELCOME TO THE FAMILY MEDICINE CLERKSHIP</b> .....	<b>2</b>
<b>FACULTY AND STAFF</b> .....	<b>3</b>
<b>PREPARATION AND ORIENTATION</b> .....	<b>4</b>
Five Weeks Before .....	4
Four Weeks Before.....	4
One Week Before.....	4
First Week Orientation .....	5
<b>GOALS AND OBJECTIVES</b> .....	<b>5</b>
Family Medicine Clerkship Goals.....	5
FMC Objectives .....	6
<b>OVERVIEW AND ASSIGNMENTS</b> .....	<b>6</b>
<b>Curriculum Overview</b> .....	<b>6</b>
1. Clinical Knowledge and Skills .....	6
2. Effective Patient Centered Care (EPCC).....	7
4. Professionalism .....	7
<b>Administrative Activities</b> .....	<b>8</b>
1. Participate in the Orientation Webinar .....	8
2. Complete Assignment Tracker & Clinical Encounters Tracker .....	8
3. Schedule and Actively Engage in Mid/End-of-Clerkship Reviews.....	8
4. Complete the FMC Final Exam.....	8
<b>EVALUATION</b> .....	<b>9</b>
Faculty Evaluation of Student .....	9
Medical Student Evaluation of Clerkship.....	9
Grading Criteria (2023-2024 Academic Year) .....	9
<b>SAFETY</b> .....	<b>12</b>
Infection Prevention.....	12
Sharps Management .....	12
Immunization.....	13
<b>POLICIES</b> .....	<b>13</b>
Travel .....	13
Ethics.....	13
Equal Opportunity Policy* .....	13

# University of Washington Family Medicine Clerkship (FMC)

## WELCOME TO THE FAMILY MEDICINE CLERKSHIP

On behalf of our faculty across the WWAMI region, we would like to welcome you to your clerkship experience. We hope that you will find your clerkship to be intellectually challenging and rewarding. You will spend four weeks working side by side with family physicians and family medicine residents caring for patients. Our teachers work hard to provide you with an excellent learning experience, and we appreciate and welcome feedback. If you have questions or concerns about your clerkship, please feel free to contact us at [fmclerk@uw.edu](mailto:fmclerk@uw.edu). Best wishes for a successful clerkship experience!

Misbah Keen, MD, MPH, MBI  
Clerkship Director  
[mkeen@uw.edu](mailto:mkeen@uw.edu)  
(206) 543-9425

Toby Keys, MA, MPH  
Clerkship Associate Director  
[keyst@uw.edu](mailto:keyst@uw.edu)  
(206) 543-2573

Rachel Ellenbogen, MD, MS  
Clerkship Faculty  
[Rle9@uw.edu](mailto:Rle9@uw.edu)

Max Keyes  
Clerkship Program Manager  
[fmclerk@uw.edu](mailto:fmclerk@uw.edu)  
(206) 616-7890

# University of Washington Family Medicine Clerkship (FMC)

## FACULTY AND STAFF

### The Family Medicine Clerkship Team (Faculty and Staff in Seattle):

#### **Clerkship Director** -- Misbah Keen, MD, MBI, MPH

The Clerkship director is responsible for overseeing the curriculum, grading and faculty development.

#### **Clerkship Associate Director** – Toby Keys, MA, MPH

The Clerkship director is responsible for overseeing the curriculum, grading and faculty development.

#### **Clerkship Faculty** – Rachel Ellenbogen, MD, MS

The Clerkship faculty is responsible for overseeing the curriculum, grading and faculty development.

#### **Clerkship Program Manager (Administrator)** – Max Keyes

The Clerkship Program Manager is the day-to-day contact for the Seattle clerkship office. Max will contact you about your site, send you reminders during the clerkship, and can answer general questions about the clerkship.

### The Family Medicine Clerkship Site Faculty and Staff:

#### **Site Director**

The Site Director, who may also be referred to as “Faculty Coordinator” or “Primary Preceptor” is your central contact person during your rotation and the individual who will perform mid and end of clerkship reviews with you. While most sites have a single Site Director, a few sites have Co-Directors.

#### **Site Coordinator or Administrator**

Site Coordinators or Administrators provide primary administrative support for the clerkship at the site including organizing important paperwork, creating student clinical schedules, acting as a central contact for the site and assisting students with any administrative issues during the clerkship. It is important to contact this person several weeks before your clerkship, allowing ample time to complete necessary site paperwork, so you may begin your clerkship on time. Not every site has a designated Site Coordinator in which case the Site Director will guide you through administrative tasks.

# University of Washington Family Medicine Clerkship (FMC)

## PREPARATION AND ORIENTATION

Below is a list of what you should do before arriving at your clerkship site and what to expect from your orientation when you arrive.

### Six Weeks Before

- Mark your final exam day on your calendar: the last Friday of the rotation.
- Review the detailed site description, site requirements, required forms, housing information and transportation requirements that can be found on the website > [Family Medicine Clerkship](#) > [Info for Students](#) > [Site Information](#)
- Get credentialing requirements and/or paperwork submitted to the appropriate person asap.
- If you have any questions, reach out to the Clerkship Program Manager at [fmclerk@uw.edu](mailto:fmclerk@uw.edu).

### Four Weeks Before

- Contact your Site Director and/or Site Coordinator and send them the [Student Summary Sheet](#).
- If relevant, confirm with the Site Director or Site Coordinator/Administrator where to get keys for housing and where to go on your first day of clerkship.
- Ask your Site Coordinator about any other site-specific paperwork needed prior to your clerkship. Completion of this paperwork is vital to ensure access to all administrative programs on your first day.
- Familiarize yourself with the clerkship syllabus including the four curricular areas, your required tasks, and evaluation policies. If you have questions, please contact the Clerkship Manager or Clerkship Director at [fmclerk@uw.edu](mailto:fmclerk@uw.edu).

### One Week Before

- Review absence policy and duty hours.
- Prepare for lodging, transportation and appropriate weather and clinical attire.
- Bookmark the Family Medicine Clerkship > [Info for Students](#) webpage.

# University of Washington Family Medicine Clerkship (FMC)

## First Week Orientation

Your clerkship orientation will be completed at your clinical site. You will need to participate in a required Zoom webinar from **12:00 to 1:00 PM PACIFIC TIME** on the **first day of your rotation**. This webinar will review the clerkship website, policies, goals, objectives, and requirements for successful completion. The Zoom link is located on the [Orientation page of the website](#).

The following will be provided as part of your site-specific orientation:

- Your clerkship schedule, including call duties
- Key contact information for site faculty and staff
- A safety briefing and a tour of the clinical facilities
- Passwords for electronic medical record systems and orientation to the system if needed
- A meeting with your primary preceptor to discuss your duties
- The last FRIDAY of the rotation is the last day of the clerkship. This is also the day of the final exam.

## GOALS AND OBJECTIVES

Our goal is for you to learn and apply the key components of the Family Medicine approach to health care during your clerkship. Here is a list of our goals and objectives:

### Family Medicine Clerkship Goals

#### 1. Biopsychosocial Aspects of Care

Family Physicians gain insight into psychological, social and cultural factors that affect health through eliciting and understanding the patient's perspective on their illness.

#### 2. Comprehensive Care

Family Physicians care for all of a patient's needs, including acute care, chronic illness care and preventive care. This care spans the lifetime of the patient and acknowledges the role family plays in the care of the individual.

#### 3. Continuity of Care

Family Physicians provide care over the lifetime of a patient. The care plan can be augmented by consultants and other healthcare professionals, but the Family Physician takes primary responsibility for the health and well-being of the patient.

#### 4. Context of Care

Family Physicians develop treatment plans collaboratively with patients and families that are evidence-based, safe and produce high quality outcomes that enhance functional status and quality of life in a culturally responsive manner.

## University of Washington Family Medicine Clerkship (FMC)

### 5. Coordination and Integration of Care

Family Physicians are the managers of the patient's overall healthcare plan. The Family Physician collaborates with specialists and other healthcare professionals in disease management, health promotion and patient education.

### FMC Objectives

At the end of the Family Medicine Clerkship, each student should be able to:

1. Conduct the medical history using patient-centered communication with patients across the lifecycle.
2. Perform the appropriate physical examination with patients across the lifecycle.
3. Present well organized, appropriately focused and accurate oral case presentations for common patient presentations across the lifecycle.
4. Propose an initial diagnostic plan for patients with common primary care presentations.
5. Offer and communicate management plans for patients with common primary care presentations, including acute, chronic, and health maintenance visits, using collaborative decision making with patients.
6. Apply established and emerging scientific principles of clinical sciences to diagnostic and therapeutic decision making, clinical guidelines, and other aspects of evidence-based health care.
7. Produce complete and accurate write-ups for common patient presentations across the lifecycle.
8. Demonstrate full range of patient-centered communication skills in multiple clinical settings.
9. Demonstrate demeanor that puts patients, families, and members of the health care team at ease.
10. Coordinate patient care within the health care system.
11. Identify and perform learning activities to address gaps in knowledge, skills and/or attitudes.
12. Demonstrate effective partnership with others as a member of the health-care team or other professional group.
13. Demonstrate professionalism throughout the clerkship.

## OVERVIEW AND ASSIGNMENTS

### Curriculum Overview

The clerkship curriculum focuses on four core areas. The Family Medicine Assignment Tracker outlines the weekly requirements of these core areas and will help you fulfill the requirements of the clerkship.

#### 1. Clinical Knowledge and Skills

During your clerkship, you will have contact with patients with many common problems.

## University of Washington Family Medicine Clerkship (FMC)

Review the Common Conditions list via the Family Medicine Clinical Encounters Tracker. As you see patients with these conditions, track your interactions with them.

1. FAMED Asthma
2. FAMED Childhood ADHD
3. FAMED Childhood Immunizations
4. FAMED Chronic Obstructive Pulmonary Disease
5. FAMED Chronic Pain management
6. FAMED Depression
7. FAMED Diabetes Mellitus Type -2
8. FAMED Fever
9. FAMED Health Maintenance Adult 14 to 45 Female
10. FAMED Health Maintenance Adult 45 to 75 Female
11. FAMED Health Maintenance Adult 45 to 75 Male
12. FAMED Low Back Pain
13. FAMED Prenatal management
14. FAMED Substance Use / Dependence / Abuse

### 2. Effective Patient Centered Care (EPCC)

Effective patient-centered care translates the art of medicine into defined and learnable skills. These skills include exploring the patient's needs and beliefs, counseling patients about health behaviors, incorporating the electronic health record into the visit and co-creating a plan. Follow the week-by-week plan in the Assignment Tracker to develop your skills in this area.

You will be using the Patient Centered Observation Form (PCOF) three to four times during the rotation. It will allow you to get valuable feedback from your preceptors regarding your development of PCC skills. The form can be found on Assignment Tracker. The PCOF serves as the Mini-CEX for the rotation.

### 3. Resiliency Curriculum

Learn about resiliency and health care provider selfcare strategies.

### 4. Professionalism

Professional behavior is a skill that students and faculty will develop and refine throughout their careers. Using the expectations mentioned at our orientation webinar, in the FMC grade anchors, and in our FMC objectives, students will reflect on their skills and attitudes and seek help when appropriate.

# University of Washington Family Medicine Clerkship (FMC)

## Administrative Activities

You are required to complete the following administrative activities to guarantee satisfactory progress in your clerkship.

**NOTE: Times are noted in PACIFIC TIME, PT – please adjust appropriately for the time zone of your site.**

### 1. Participate in the Orientation Webinar

#### **First Monday, 12-1 PM PT**

Students are expected to participate in an online webinar orientation on the first Monday of the clerkship rotation from 12 to 1PM Pacific Time. Note that the UW holiday schedule may change the time/day of the webinar.

### 2. Complete Assignment Tracker & Clinical Encounters Tracker

Failure to update and complete these trackers will result in a Professional Concern on your evaluation and may negatively impact your grade.

### 3. Schedule and Actively Engage in Mid/End-of-Clerkship Reviews

The purpose of these reviews is to provide you with summative and formative feedback on your performance and track your completion of the clerkship curriculum. Reviews are held with your Primary Preceptor or Site Director.

*Review your Assignment Tracker progress in your reviews. Bring a printed copy or access it online during the meetings.*

Your Mid-Clerkship Review should be held during the third week of the clerkship. Your End-of Clerkship Review should be done in the sixth week of the clerkship. In both review meetings, your Site Director will share feedback about your performance in the rotation. Feedback may include things you did well and things that you should focus on during your next rotation. You are encouraged to ask questions during these meetings if it is unclear or if you need further guidance about improving your performance.

### 4. Complete the FMC Final Exam

1. In the event of a Fail on the exam, the student must retake the exam before end of Patient Care Phase
2. Students must be present for scheduled examinations, except in the event of acute personal illness or personal/family emergencies. Students who delay the clerkship exam must complete the Clerkship Exam Delay Attestation form prior to the start of the exam (or as soon as possible if there are extenuating circumstances). Please review the UW School of Medicine [Exam Reschedule Policy](#) for more information.



# University of Washington Family Medicine Clerkship (FMC)

## EVALUATION

### Faculty Evaluation of Student

At the conclusion of the clerkship, all faculty and residents who provided supervision of your work will evaluate you. Your Site Director is responsible for collecting and summarizing those evaluations to come up with your clinical grade and descriptive and summative comments. The Site Director will take into account the experience of each preceptor as well as the amount of time you spent with that preceptor.

The Family Medicine Clerkship uses this information to ensure consistency between your Clinical Grade and the evaluation comments and to assign your final grade. Your clinical grade, your exam grade, and comments from the feedback and evaluation forms are the determinants of your final grade. Review the Grading Criteria available on the website or in this syllabus to understand the breakdown of your grade.

### Medical Student Evaluation of Clerkship

On the last day of your clerkship, you will receive an email asking you to evaluate your Family Medicine Clerkship experience. Your responses are confidential and will not be shared with your preceptors until after your grade has been received. The *course/clerkship evaluation* is a requirement in order to view your final grade in eValue.

### Grading Criteria (2023-2024 Academic Year)

Students will receive three grades for their Family Medicine Clerkship:

1. **Clinical Grade**
2. **Final Exam Grade**
3. **Final Grade**

Clinical Grade represents 80% of final grade Exam represents 20% of final grade		
Clinical Numeric Grade	Numeric Point Range out of 80	Percent Range
Honors	76 to 80	95% or higher
High Pass	62 to 75	77.5% to 94.9%
Pass	40 to 61	50% to 77.4%
Fail	Less than 40	Less than 50%

## University of Washington Family Medicine Clerkship (FMC)

<b>Exam Grade: 20 points total</b> <b>Calculated by dividing Exam percent score by 5</b>	
Example: Student receives an Exam percent score of 80/100 Divide by 5 for an Exam grade of 16/20	
<b>Percent score of 58 and below is a failing grade</b>	
<b>Final Grade</b>	
<b>Numeric Point / Percent Range out of 100</b>	
Honors	91.7 to 100
High Pass	76 to 91.69
Pass	52 to 75.99
Fail	Less than 52
<b>Final grade will not be rounded</b>	
One "No" for a Professionalism item will lower the final grade by one tier- with exception of those who received a final pass grade.	
Two or more "Nos" for Professionalism items or one egregious breach in professionalism may result in a final grade of Fail. If students receive a professional concern from the FM Clerkship Office about either an incomplete clinical encounter(s) or assignment(s) the final grade will be lowered by one tier- with exception of those who received a final pass grade.	

---

**Clinical Grade:** The Family Medicine Clerkship Student Clinical Evaluation is composed of the scoring categories below (see Grade Anchors for details):

- **Patient Care (5 items)**
  - Conducts the medical history using patient-centered communication with patients across the lifecycle. (Item is double-weighted / 2X points)
  - Performs the appropriate physical examination with patients across the lifecycle. (Item is double-weighted / 2X points)
  - Presents well organized, appropriately focused and accurate oral case presentations for common patient presentations across the lifecycle. (Item is double-weighted / 2X points)
  - Proposes an initial diagnostic plan for patients with common primary care presentations. (Item is double-weighted / 2X points)
  - Offers and communicates management plans for patients with common primary care presentations, including acute, chronic, and health maintenance visits, using collaborative decision making with patients. (Item is double-weighted / 2X points)

## University of Washington Family Medicine Clerkship (FMC)

- **Knowledge of Practice (1 item)**
  - Applies established and emerging scientific principles of clinical sciences to diagnostic and therapeutic decision making, clinical guidelines, and other aspects of evidence-based health care. (Item is double-weighted / 2X points)
- **Interpersonal and Communication Skills (2 items)**
  - Produces complete and accurate write-ups for common patient presentations across the lifecycle. (Item is double-weighted / 2X points)
  - Demonstrates full range of patient-centered communication skills in multiple clinical settings. (Item is double-weighted / 2X the points)
- **Personal and Professional Development (1 item)**
  - Demonstrates demeanor that puts patients, families, and members of the health care team at ease.
- **System-Based Practice (1 item)**
  - Coordinates patient care within the health care system.
- **Practice-Based Learning (1 item)**
  - Identifies and perform learning activities to address gaps in knowledge, skills and/or attitudes.
- **Interprofessional Collaboration (1 item)**
  - Demonstrates effective partnership with others as a member of the health-care team or other professional group.
- **Professionalism (6 Yes/No items)**
  - Student demonstrates compassion, integrity, and respect for others.
  - Student demonstrates responsiveness to patient needs that superseded self-interest.
  - Student demonstrates respect for patient privacy and autonomy.
  - Student demonstrates accountability to patients, society, and the profession.
  - Student demonstrates sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities and sexual orientation.
  - Student demonstrates a commitment to ethical principles pertaining to provision or withholding of care, confidentiality, informed consent, and business practices, including compliance with relevant laws, policies, and regulations.

Each item (except for professionalism) will be scored from 1 to 4 , with some being double-weighted.

Upon completion of the Family Medicine Clerkship, you can view your final evaluation form on E\*Value by four weeks after the end of a rotation. Once the Department of Family Medicine has assigned your final grade, you will receive an email notification and a link to view it. Please note that because you will be able to view and print your final evaluations online, we will not be mailing hard copies.

The student can request to meet with the department for a guided review of grade and de-identified evaluative materials. Please check the department website for information on grading guidelines. After a grade review, if the student has a significant concern about their clerkship final grade or the

## University of Washington Family Medicine Clerkship (FMC)

summative comments, the student may submit a [written request](#) to the department to challenge their grade. Grade challenges will be entertained when there is an apparent mathematical error in computing the final grade or a technical problem with the evaluation process. After the clerkship director completes fact finding, student and director meet to discuss student's challenge. After the meeting, the clerkship director will contact the student in writing with the grade challenge decision. This complete process is detailed at [https://sites.uw.edu/medevalu/clrk\\_gradechallenge/](https://sites.uw.edu/medevalu/clrk_gradechallenge/).

## SAFETY

The Family Medicine Clerkship follows all School of Medicine Policies with regard to Bloodborne Pathogen Exposure and Infection Protection. The policy document can be found here:

<https://education.uwmedicine.org/md-program-policies-handbook/needlestick-blood-tissue-and-body-fluid-exposure-policy/>

Your site orientation should include a discussion of the safety policies and procedures at the site. You should learn the location of necessary protective equipment and ask for anything you find missing during your site orientation. Students are NOT covered by Workman's Compensation for injuries or illnesses that occur while participating in school activities. We strongly encourage you to buy both health and disability insurance. Health insurance is available to all University of Washington students. For more information, call the UW Student Insurance office at (206) 543-6202 or the HHPCC patient care coordinator at (206) 616-1881.

## Infection Prevention

Hand washing protects both patients and healthcare providers; wash hands before touching patients and before and after glove use. Gloves are worn before contact with the patient's mucous membranes or open skin, even for injections and suture removals. Contaminated gloves are removed and discarded into an appropriate waste container. Gowns and/or plastic aprons are used to cover areas of the skin or clothing that are likely to become soiled with body substances during patient procedures or care. Facial barriers including masks, glasses/goggles and face shields are worn whenever splashing or splatter of body substances into the mouth, nose or eyes could occur. Masks are also used for certain airborne diseases. Other barriers such as hair covers, shoe covers and boots may be used when extensive exposure to body fluids may occur (e.g., cystoscopy, vaginal delivery, multiple trauma).

## Sharps Management

- Make every effort to prevent accidental injury to yourself and co-workers.
- Discard all used sharps into rigid impervious containers.
- Do not routinely recap contaminated needles.
- Forceps may be used to carefully remove contaminated needles or knife blades.
- Additional "safe" sharp practices are applicable in the operating room or during special procedures.

# University of Washington Family Medicine Clerkship (FMC)

## Immunization

The School of Medicine requires all students to be in compliance with the Health Sciences Immunization Program requirements. Please refer to the Student Handbook for more info.

## POLICIES

The Family Medicine clerkship follows all policies set by the School of Medicine for the following areas:

1. Clerkship Scheduling Policy
2. Clerkship Absentee Policy
3. Work Hours Policy for Required and Elective Clerkships
4. Grade Challenge in the Required Clerkships
5. Planned Delay in Grade Reporting in the Required Clerkships
6. UWSOM Student Mistreatment Reporting and Response

These policies may be found in the University of Washington WWAMI Student Program Handbook. Students who feel that there has been a violation of any of the above policies should contact the Clerkship Co-Directors.

**For more information, go to the UW SOM Student Handbook found on the Information for Students page.**

## Travel

All clerkship travel questions are handled by the Dean's Office. For more information call the Travel Desk at (206) 685-7147 or go to: <http://depts.washington.edu/gowwami/>

## Ethics

Students should familiarize themselves with Ethics in Medicine at:

<https://depts.washington.edu/bhdept/ethics-medicine>

The aim of the resource is to expand and integrate bioethics education throughout the medical school curriculum. The topics, cases and resources are to be used as a resource by the UWSOM community and to supplement or support other teaching and learning throughout the curriculum.

## Equal Opportunity Policy\*

The Family Medicine Clerkship and the Department of Family Medicine reaffirm the University of Washington's policy of equal opportunity in education regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, disabled veteran or Vietnam era veteran status.

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is

## University of Washington Family Medicine Clerkship (FMC)

available at [Religious Accommodations Policy](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/)

(<https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>).

Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form](https://registrar.washington.edu/students/religious-accommodations-request/) (<https://registrar.washington.edu/students/religious-accommodations-request/>).

Students with concerns about their clerkship experience are encouraged to contact one or more of the following individuals:

1. FMC Clerkship Leadership Team:
  - a. Misbah Keen MD MBI, MPH, Family Medicine Clerkship Co-Director, email: [mkeen@uw.edu](mailto:mkeen@uw.edu), Telephone: (206) 543-9425
  - b. Toby Keys, MA, MPH Family Medicine Clerkship Associate Director, email: [keyst@uw.edu](mailto:keyst@uw.edu), Telephone: (206) 543-2573
  - c. Rachel Ellenbogen, MD, MS Family Medicine Clerkship Faculty, email: [rle9@uw.edu](mailto:rle9@uw.edu)
2. Contact University Ombudsman for Sexual Harassment and Dispute Resolution at (206) 543-6028.

*\*Discrimination is prohibited by Presidential Executive Order 112246, as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veteran's Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy.*