

PSC 610
Child and Adolescent Psychiatry
Elective Rotation Syllabus

PSYCHIATRY

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At MSUCHM, we are constantly working to improve our curriculum and to meet new LCME accreditation guidelines. We need to meet the challenges of modern medicine that force us to innovate. While major changes will generally be instituted at the beginning of the school year, most minor changes may be implemented semester to semester.

Please be mindful of the need to read your syllabi before beginning your rotations.

Table of Contents

Introduction and Overview to CHM Electives.....	3
Introduction and Overview to PSC 610 Child and Adolescent Psychiatry.....	3
Goals and Objectives.....	4
References.....	5
Student Responsibilities.....	6
PSC 610 Rotation Academic Requirements.....	7
PSC 610 Rotation Clinical Requirements.....	7
Evaluations.....	8
Grading for Electives.....	9
Procedure for Appealing a Clerkship Grade Block III.....	10
Fourth Year Electives Clerkship Enrollment, Attendance and Orientation Policies...	11
Fourth Year Immunization and Related Requirements.....	11
Exposure Incidents Protocol.....	12
Special Considerations.....	12

Introduction and Overview to CHM Electives

Clinical Elective Clerkships are offered for MSU College of Human Medicine students in all seven community campuses. MSU College of Human Medicine students should work through their community assistant dean's office to schedule electives within the College of Human Medicine system or outside the college system using VSAS to schedule electives with educational institutions participating in VSAS. Not all institutions participate in VSAS, so students should check with their community assistant dean's office for assistance. Some CHM electives are open to MSU College of Osteopathic Medicine students.

Electives must be taken in continuous four-week blocks with the same preceptor, office or service. Except for the one third year elective available in conjunction with the four-week Psychiatry clerkship, Michigan State University College of Human Medicine Page 57 Handbook For Students Entering Block III in 2015 electives may be taken only after the six basic clerkships have been completed. A request to change an elective clerkship once it has been scheduled must be submitted at least 60 days prior to the elective start date using the "Request to Change a Scheduled Clerkship" form which is available in your community assistant dean's office.

Introduction and Overview to PSC 610 Child and Adolescent Psychiatry

Child and Adolescent Psychiatry is a 6 credit hour, 4 week elective course is designed to give students interested in Psychiatry a more focused experience in the area of child and adolescent psychiatry. The student will work with attendings and/or residents in a variety of settings that may include a combination of outpatient clinics, residential facilities, hospitals, rural community mental health facilities, and/or schools.

Goals and Objectives

- Expose medical students to the field of child and adolescent psychiatry.
- Provide them with experience in a variety of different settings and with a diverse patient population.
- Have them work directly with child and adolescent psychiatrists and/or child psychiatry fellows in various facilities.
- Provide the students with information regarding the field of child and adolescent psychiatry as a career choice

References

Recommended

Child & Adolescent Psychiatry, fourth edition, 2012, Washington, DC: American Psychiatric Association

Student Responsibilities

During the 4 weeks of the rotation, the student is required to meet clinical and academic responsibilities:

- *The student **will** meet the following **clinical responsibilities** during this rotation:*
 - *Daily clinical rounds with preceptor*
 - *Prompt attendance for all rounds, team meetings, patient interviews and any other clinical activity as directed by preceptor*
 - *Demonstrates professional dress and attitude throughout the rotation*
 - *Effectively communicates with patient, staff, attendings, house staff, family and other interested parties*
 - *Documents encounters as directed by clinical preceptor*

- *The student **will** meet the following **academic responsibilities** during this rotation:*
 - *Read any recommended materials as suggested by preceptor*
 - *Follow-up clinical questions with a thoughtful review of pertinent literature*
 - *Complete all paperwork associated with the experience in a timely manner*

Pass/Fail. Preceptor(s) will be asked to submit a standard Elective Clinical Performance Evaluation at the conclusion of the clerkship. Faculty are encouraged to provide ongoing feedback throughout the elective rotations.

Meeting or not meeting the above responsibilities will be used by the instructor of record in the determination of the final grade in the course (See “Corrective Action Process for Deficient Academic Requirements” Below).

PSC 610 Rotation Academic Requirements

Requirements	Submission Method	Due Date	Grade Percentage
Students are required to complete any additional assignments not listed above or below per the guidelines of their site or attending.		[

PSC 610 Rotation Clinical Requirements

Requirements	Submission Method	Due Date
Clinical Preceptor Evaluation (CPE) of Student <i>*the determination of a satisfactory preceptor evaluation is governed by the University's Policy for Retention, Promotion, and Graduation*</i>	Preceptor reviews final Elective CPE with student and submits to Community Administrator for Processing	Within 2 weeks of the end of the rotation

Evaluation

The grades of Pass (P) and No Pass (N) are available in elective clerkships. Grades are assigned based on the Elective Clinical Performance Evaluation (Elective CPE) and completion of all requirements of the course, which may in some cases entail a paper, presentation or other assignment. Failure to meet attendance requirements or complete assignments may result in the N grade. The Elective CPE form may be found in an addendum in this handbook (see Addendum H). Grading criteria are as follows: Pass: No more than three marks in the “Below Expectations” category and no “Below Expectations” marks in professionalism on any of the CPE forms completed for a given elective. No Pass: More than three marks in the “Below Expectations” category OR one or more marks in “Below Expectations” for professionalism. Elective CPE forms are sent to the preceptor(s) to whom the student is assigned. Students may also be asked to supply names of other individuals with whom they worked during an elective clerkship. A final grade will not be issued until the evaluation forms have been returned. A copy of each completed evaluation form is kept in the student file in the Community Assistant Dean’s office.

It is ultimately the student’s responsibility to make certain that all Elective Clinical Performance Evaluations have been submitted and received by their Community Assistant Dean’s office within four (4) weeks of the end of the clerkship. If the student encounters difficulty getting an elective CPE returned, the student must notify their Community Administrator by the end of the four-week deadline. A grade cannot be reported until the elective CPE is received. The method of distribution and return varies from community to community, so make certain you know the guidelines for your own campus. A diploma will not be issued until all Elective Clinical Performance Evaluations are received and processed by the departments responsible for grading. You may want to review your file periodically in the Community Assistant Dean’s office to check for evaluations and on-line in STU-INFO for grade changes for both required and elective clerkships.

Additional student evaluations, which will be discussed with students in advance, may include written or oral examinations, oral presentations, papers, or observed clinical assessments.

Grading for Electives

http://humanmedicine.msu.edu/Medical_Education/BLOCK_III/2015/2015-16_BlockIII_Handbook_Classof2017.pdf

The College of Human Medicine is authorized to use the Pass/No Pass system of grading. All elective courses taken by medical students have been approved by the University Committee on Curriculum for Pass/No Pass grading. Within the approved grading system, and in keeping with Faculty Rights and Responsibilities, the faculty for a given course has the final authority for the grade assigned to the individual student.

Grading criteria for individual clerkships are established for each academic year and published in clerkship handbooks. Students are evaluated using the grading criteria for the academic year in which they are enrolled in a given clerkship.

1. The Pass (P) grade

The Pass grade (P) is given when the student has passed all required components of the course

2. The Conditional Pass (CP) grade

The Conditional Pass (CP) is given when the student has either:

Passed all but one of the required components of the course; or

Completed all course requirements but failed to meet the overall pass level by a narrow margin, as defined in the clerkship syllabus.

The CP grade is issued when the deficiency is specific and remediable by specific action on the part of the student. Receiving a CP grade in two or more components will result in a final grade of No Pass (N) for the course.

When the remediation activity is completed or the time allocated to the remediation has expired, the CP grade will be changed to CP/P (Pass) or CP/N (No Pass), as appropriate. The Conditional Pass (CP) will remain on the student's record and transcript. Failure to complete the specified remediation by the due date will result in a grade of CP/N.

3. The No Pass (N) grade

The No Pass (N) grade is given when the student receives a Conditional Pass (CP) grade on two or more required components of the course, or fails a single requirement defined as resulting in an N grade in the course.

4. The Extended (ET) marker

The Extended (ET) marker is given to students who are unable, because of extenuating circumstances, to complete clerkships or courses within the scheduled timeframe. It is also used for split clerkships in the Upper Peninsula campus only, where the final grade is rendered only after the second half of the clerkship is

completed. The ET marker does not indicate an academic problem and is not used for this purpose.

5. The No Grade Reported (NGR) marker

The NGR (No Grade Reported) marker is automatically recorded by the University records system when student grades are not reported within five days of the end of the course. As soon as grades are submitted and recorded by the department, the NGR marker is erased and does not appear in the updated student record or on printed transcripts. Because the process of compiling the Elective Clinical Performance Evaluation (Elective CPE) typically takes 3-4 weeks after the end of the clerkship, most students will receive a temporary NGR marker until their Elective Clinical Performance Evaluation (Elective CPE) is prepared and final grade reported.

Procedure for Appealing a Clerkship Grade Block III

Students wishing to appeal a clerkship grade should start immediately after the grade is issued with the informal administrative procedure for handling complaints. The process for this is as follows: A. The student meets with the appropriate Community Clerkship Director to discuss his or her concerns. If the dispute is resolved to the student's satisfaction, no further action is required. B. If the issue is not resolved with the Community Clerkship Director, the student meets with the Lead Clerkship Director from the appropriate CHM clinical department. If the dispute is resolved to the student's satisfaction, no further action is required. C. If the issue remains unresolved, the student meets with the CHM Department Chair or designee. The Chair may hold a department administrative meeting with the student to seek resolution; this is not a formal hearing process.

If the student's concern remains unresolved after working through the informal administrative procedure, the student can use the formal grievance procedure. This involves the student requesting a grievance hearing before the CHM hearing body. The letter requesting a hearing should be addressed to the Senior Associate Dean for Academic Affairs, who upon receipt will forward the request to the chair of the college hearing body. Requests to formally grieve a grade must be initiated by the midpoint of the semester following the semester in which the grade in question was posted, per MSU policy. Grievances initiated after this deadline will not be considered. For more detailed information about grievances, see Article 5 of the MSU Medical Students Rights and Responsibilities (MSRR) document.

Fourth Year Elective Clerkship Enrollment, Attendance and Orientation Policies

Clerkship enrollment, attendance and orientation policies and procedures are the same for fourth year required and elective clerkships as for third year clerkships. See http://humanmedicine.msu.edu/Medical_Education/BLOCK_III/2015/2015-16_BlockIII_Handbook_Classof2017.pdf

Fourth Year Immunization and Related Requirements

The Centers for Disease Control recommends that individuals participating in a medical or veterinary health care setting receive specific vaccinations. At Michigan State University, all Health Care Professions Students are required to have their vaccination records on file with the Office of the University Physician.

CHM and other Health Professions students can view their immunization status and print official documentation from the Veterinary and Healthcare Professional Student Immunization Site, up to two years after graduation, online at: <http://hcpimmunize.msu.edu>. Most students find it helpful to have access to this information while moving between clinical rotations and residency.

The Office of the University Physician at Michigan State University must have complete and accurate documentation about your immunization status to ensure that you and your patients are protected during clinical training. Health care professional students will not be allowed to participate in clinical experiences until this information has been submitted, evaluated, and is in compliance with the Centers for Disease Control and Prevention Guidelines for health-care workers.

Information from the Student Immunization Record Form will be entered into a secure web based record: <http://www.uphys.msu.edu/resources/healthcare-professional-student-immunizations>. You will have access to this web site and be able to print out your information. Please go to <http://occhealth.msu.edu/forms/StudentImmuneForm2012CLSOnly.pdf> for the complete list of all immunization requirements.

Prior to the beginning of the fourth year, you must verify and update some requirements in order to maintain compliance. These include but may not be limited to:

- 1) Yearly TB test required: At the end of your 3rd year you will need to have a PPD (TB test) done. Once this had been read, you will receive a verification form and this form must be faxed to the Office of the University Physician, Attn: Occupational Health Nurse at (517) 355-0332, e-mailed to occhealth@hc.msu.edu, or mailed to: HCP Student Immunizations Office of the University Physician Olin Health Center 463 East Circle Drive, Room 346 East Lansing, MI 48824 Fax: (517) 355-0332.

- 2) Flu/influenza vaccine verification must be faxed to the University Physician's Office at (517) 355-0332 or mailed to the address above.
- 3) Bloodborne Pathogen Training: Students must update their certification on a yearly basis. The refresher course is offered as an on line training module at MSU. You will find it at: <http://www.oeos.msu.edu/TRAIN/BPA/>. The login is your regular MSU e-mail address and password. Once you have completed the training, you will be asked what medical school you want the certification sent to and you should indicate the College of Human Medicine. Once CHM receives the refresher certification, then they will contact the Office of the University Physician to update your immunization records.

Exposure Incidents Protocol

A form has been developed by the University to report exposure incidents. These forms will be on file in your CAD's office. You can also access the form at http://occhealth.msu.edu/forstudents/needlestick/report_z.pdf
Please make yourself familiar with the procedure and the form.

Special Considerations

The College of Human Medicine and the MSU Resource Center for Persons with Disabilities (RCPD) are committed to providing equal opportunity for participation in all programs, services and activities. The mission of the RCPD is to lead MSU in maximizing ability and opportunity for full participation by persons with disabilities.

Federal and state laws provide protection against discrimination on the basis of disability in post-secondary education. The Americans with Disabilities Act defines disability as "a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment." Disabilities involve substantial limitations and are distinct from temporary or common conditions that do not substantially limit major life activities.

Students who have been diagnosed with a disability (physical, sensory, cognitive, or psychological) that substantially limits a major life activity and would like to request a disability-related accommodation to participate in MSU programs must register with the MSU RCPD as outlined below. Please note that information shared with the RCPD is kept strictly confidential, and self-identification is voluntary.

Students must take the following steps to expedite the accommodation process:

- a) Students wishing to request an accommodation must formally identify as an MSU student with a physical, sensory, cognitive or psychological disability via secure/confidential web registration. Students must initiate this process by visiting www.rcpd.msu.edu and selecting "Login to My Profile".
- b) Upon student self-identification, an RCPD Disability Specialist will contact the student

to schedule a confidential needs assessment. The specialist will require submission of recent medical or diagnostic documentation of disability prior to registration with the office.

As each disability is unique, an RCPD specialist will provide details on what constitutes appropriate documentation for a particular disability. At a minimum, documentation of a disability must appear on official letterhead from a licensed medical, diagnostic or psychological professional and include a diagnosis, scope or degree of involvement, and summary of related functional limitations. Full details about the RCPD and disability issues at MSU are available at www.rcpd.msu.edu. As many reasonable accommodations require significant pre-planning, registration with the RCPD prior to situations requiring accommodations is essential. **Students who have obtained VISA forms or a VISA with accommodations prior to entry into Block III should schedule a meeting with their Community Administrator/Community Assistant Dean at least 60 days prior to the first clerkship if at all possible.** The CA may share the VISA with department clerkship administrators and clerkship directors.

To request accommodation in Block III clerkships or courses, students must follow the process outlined below:

1. **The student must register with the RCPD at least 60 days prior to the first clerkship when accommodation may be required, so that a Verified Individualized Services and Accommodations (VISA) form and if applicable, a VISA Addendum, can be issued and available 30 days prior to that clerkship.** While VISAs are relevant for coursework, clerkships by their nature as practical experiences commonly require more specific details supplied through a VISA Addendum.

If a student's disability is identified too late to meet the 30-day deadline, the CHM community campus will work as quickly as possible to provide the requested accommodations, but accommodations cannot be guaranteed.

2. **The student must forward a copy of their current VISA and/or VISA Addendum to the CHM Academic Support Director Wrenetta Green or Assistant Director Renoulte Allen who will share in advance (ideally within 30 days) with the appropriate CHM Community Administrator prior to the clerkship in which accommodation is desired. Expired VISAs and VISA Addendums will not be accepted and will not guarantee accommodation.**
3. **For each clerkship in which accommodations granted in the VISA and/or VISA Addendum are desired by the student, the student must email the Clerkship Director, copying the Community Administrator, to request the specific accommodations which the student desires in the upcoming clerkship. This email must be received by the Clerkship Director ideally 30 days prior to the first day of the upcoming clerkship.** This lead time is necessary because each clerkship is a unique practical experience. Collaborating with the Clerkship Director, Community Administrator, and RCPD in advance of each new clerkship ensures that

accommodations are implemented in a manner that maintains essential elements and learning objectives of the clerkship. If accommodations are requested less than 30 days prior to a clerkship, the Community Administrator/Clerkship Director will attempt to respond but cannot guarantee that accommodations will be in place at the beginning of the clerkship.

4. If accommodations other than for NBME subject exams are requested, the Community Administrator will arrange a meeting with the Community Clerkship Director and student to discuss the accommodations request. Members of the RCPD staff and Block III administration may be involved in this meeting, if necessary.
5. **Students must repeat steps 2-5 above for each clerkship for which accommodation is desired. Once a VISA has been issued, an email request to the Clerkship Director and Community Administrator (as outlined in #3 above) must be submitted at least 30 days prior to the clerkship in order for accommodation(s) to be implemented for the clerkship.**
6. **Students with a VISA must register at the end of each semester with the RCPD.**

Please note that extended time accommodations will normally not be granted for those assessments on which students must be able to perform the relevant tasks within a timeframe that represents the typical demand on a developing physician. The clerkship handbook will outline which assessments fall into this category.

Questions about this process should be discussed with the student's CHM Community Administrator or MSU RCPD staff.