

<b>Policy Title</b>	<b>Logging Required Clinical Experiences during Phase III</b>
<b>Policy Intent</b>	
<p>The Phase III Clinical Core provides fundamental clinical education to prepare students to practice medicine effectively and independently. As such, the clinical blocks expect students to participate in specific clinical experiences, involving specific diagnosis, developing clinical skills, and engaging in increasing levels of responsibility.</p> <p>The purpose of this logging policy is to ensure that every student participates in all the clinical experiences required by each clinical block, and to enable clinical block directors, and thus CUSOM, to monitor the adequacy of patient experiences for each student and site, and make adjustments as needed.</p>	
<b>Policy Definitions</b>	
<p><u>Logger</u>: Refers to the centrally managed, web-based logging system for monitoring student completion of the required clinical experiences and skills within each clinical block.</p> <p><u>Required clinical experiences</u>: The combination of conditions, signs, symptoms, procedures, or skills, and levels of student responsibility required by each clinical block.</p> <p><u>Alternative method</u>: As specified by each clinical block, a method other than a patient encounter that a student may use to meet a required clinical experience. These methods may include lecture, simulations, or readings from a required text.</p> <p><u>Completion of logging requirements</u>: Refers to both the logging of all required clinical experiences for a given clinical block <i>and</i> the submission of required paperwork or files.</p>	
<b>Policy</b>	
<p><b>1.0 Required Clinical Experiences</b></p> <p>1.1 To successfully complete each clinical block, a student must complete all of the required clinical experiences of that clinical block, with a live patient, or if necessary using the specified alternative method.</p> <p><b>2.0 Monitoring at the Phase and Course Level</b></p> <p>2.1 Logger data reported to each Clinical Block Director will include completion rate of required clinical experience and alternative method, for each clinical block overall and by site.</p> <p>2.2 Logger data for the current academic year will be reviewed at a CBD meeting at least once <u>during</u> the academic year to allow for clinical block directors to make adjustments in order to ensure that all students will meet the required clinical experience by the end of their course period.</p> <p>2.3 Logger data will be included in each clinical block CQI report, and be reviewed as part of the presentation of the clinical block CQI report.</p>	

### **3.0 Student Logging of Clinical Experiences**

- 3.1 For each clinical block, students must log at least one patient encounter or alternative method for each required clinical experience before the end of the clinical block. Individual clinical blocks may add logging requirements and students, as well, may log as many experiences as desired.
- 3.2 Students will update their logger weekly using the centrally managed, web-based logging system. (See related policy below on "Duty Hours.")
- 3.3 Each student will review his or her logger data with the clinical block director or designee at the mid-point of any blocks that are 4 weeks or longer in length. As needed, changes will be made to ensure the students meet the required clinical experiences. Blocks that are less than 4 weeks long will review patient and duty hour logs at the end of the block.
- 3.4 Students falsifying patient encounters will have violated the student honor code, and will be referred to the Student Honor Council for discussion of the consequence of their academic dishonesty.
- 3.5 If, by the end of a block, the logging requirements are not completed, as evidenced by the submission of required log reports to the block director, a grade of Incomplete Pass (IP) will be assigned to the student until the logs are completed.

Information Related to the Policy Implementation
<b>Related Policies</b>
Related Policy: <u>Duty Hours</u> – Students are required to log, on a weekly basis, their compliance with duty hour policies, and if they were not able to comply with those policies during that week, provide the reasons for their inability to comply.
<b>Implementation Guidelines</b>
<p><u>Informing students at the start:</u> Logging requirements, how to log, and consequences for not logging will be discussed during ICC 7001. These same topics, along with the list of required clinical experiences for each clinical block should be included in the syllabi and orientations of each clinical block. Standard PowerPoint materials and sample syllabi language is available.</p> <p><u>Reminding students weekly:</u> Weekly reminders to students to complete their logging requirements assists students in meeting their logging requirement, especially prior to the review of a student logger data with the clinical block director/designee.</p> <p><u>Technical Support:</u> The Office of Instructional Technology provides technical support with regard to the development, management, and use of the logger.</p>

<b>Policy Title</b>	<b>Logging Requirements during Phase III</b>
<b>Policy Summary</b>	
<b>Policy Scope</b>	Phase III students enrolled in the Medical Degree Program, at the University of Colorado School of Medicine.
<b>Effective Date</b>	AY 2015-2016
<b>Target Review Period</b>	Yearly
<b>Primary Governance Cmte</b>	Clinical Block Directors Sub-Committee
<b>Unit or People Involved in Implementing the Policy</b>	Clinical block directors, Phase III Operations Coordinator, Assistant Dean of the Clinical Core, Office of Student Life
<b>CUSOM Website Location</b>	

Authorization/Change History of Policy	
4/13/2016	CBD approved: Sections 2.1, 3.5
3/11/2015	CBD approved: Sections 3.1, 3.2, 3.4
1/14/2015	CBD approved: Sections 1.1, 2.2, 2.3, 3.3