September 2014

Dear Clinical Educator,

Thank you for agreeing to serve as a clinical educator for students from the College of Human Medicine at Michigan State University. Our clinical education program could not succeed without the efforts of you and your colleagues, and we value your contributions. For your convenience, and to assure consistency in learning experiences for our students, we are attaching a copy of the handbook for the clerkship in which you teach our students. The handbook outlines the objectives of the clerkship and some specifics about your responsibilities.

**Michigan State University Code of Teaching Responsibility**

Satisfaction of teaching responsibilities by faculty is essential to the successful functioning of the University and the College. We recommend you take a few minutes to review the MSU Code of Teaching Responsibilities for faculty:

[http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=514](http://www.reg.msu.edu/AcademicPrograms/Print.asp?Section=514)

**Professional Development for Students, Residents and Faculty**

In addition to creating and delivering a strong academic curriculum, MSU CHM recognizes the need for an educational environment that encourages students, residents and faculty to strive for excellence as professionals. To this end, CHM Faculty Affairs has developed an overview of professionalism virtues, responsibilities and a process for professional growth. To download a copy of “The Virtuous Professional – A System of Professional Development for Students, Residents and Faculty” click on the following web link:

[http://www.chmfacultyaffairs.msu.edu/professionalism/VP.pdf](http://www.chmfacultyaffairs.msu.edu/professionalism/VP.pdf)

To support our faculty’s desire to strive for excellence as professionals, CHM piloted a Clinical Educator Professionalism Evaluation in two of our community campuses during the 2013-2014 academic year. The pilot asked students to evaluate the professionalism of their preceptors. To view the Clinical Educator professionalism Evaluation, click on the following web link:

[http://www.chmfacultyaffairs.msu.edu/professionalism/VPE.pdf](http://www.chmfacultyaffairs.msu.edu/professionalism/VPE.pdf)

Since the pilot went well with good initial results and feedback, CHM has implemented the Clinical Educator Professionalism Evaluation across all community campuses for the 2014-2015 academic year. Faculty members who have worked with at least three students during the academic year will receive annual feedback from their professionalism evaluations.
Supervising Medical Procedures Performed by Medical Students

The licensed physician responsible for care of a patient must be the educator who instructs the medical student to perform a procedure and must supervise the medical student while the student is performing the procedure. The supervising physician and the student share responsibility for determining the level of supervision needed: either direct supervision (i.e., the supervising physician is present while the student is performing the procedure) or indirect supervision (i.e., the supervising physician can be called into the room within a time span appropriate for that procedure).

MSU CHM Clinical Performance Evaluation (CPE)

MSU CHM uses a standardized Clinical Performance Evaluation (CPE) in all Block III clerkships to evaluate student performance on the following CHM SCRIPT educational competencies:

- Care of Patients (ACGME Patient Care)
- Interpersonal and Communication Skills
- Rationality (ACGME Practice-Based learning & Improvement)
- Transformation (ACGME Medical Knowledge)
- Integration (ACGME Systems-Based Practice)
- Professionalism

As a preceptor for MSU CHM clinical students, you will be asked to complete Clinical Performance Evaluations using the E*Value web-based evaluation system. The procedure is simple. You will receive an email notification from E*Value requesting that you complete an evaluation on-line. The subject line of the email will read “An Assignment Notice from E*Value.” Simply click on the web link provided in the email message and you will be taken directly into the E*Value website where you can complete (edit) or suspend the evaluation form. You will continue to receive weekly email reminders until the evaluation is either completed or suspended.

Please note that the deadline for submitting Clinical Performance Evaluations (CPEs) for MSU CHM students is 5pm Friday two weeks after the end of the clerkship. CPEs submitted after the deadline may not be taken into consideration for a student’s grade, so timely submission of evaluations is critical.

Clinical Performance Evaluation Grading Criteria

The Clinical Performance Evaluation (CPE) grading criteria for the MSU College of Human Medicine is the same for all clerkships. Results of the individual CPEs are compiled into a CPE Summary Report, which calculates a student’s CPE grade for the clerkship as follows:

Honors-Eligible Criteria

100% in the “Met Expectations” and/or “Exceeded Expectations” categories from all evaluators combined, with no unprofessional behavior notations.
Pass Criteria
80% or greater in the “Met Expectations” and/or “Exceeded Expectations” categories and no more than 2 unprofessional behavior notations from all evaluators combined.

Conditional Pass Criteria
Greater than 20% but no more than 40% in the “Below Expectations” category OR 3-4 unprofessional behavior notations from all evaluators combined.

No Pass Criteria: Any one of the following three conditions will result in a No Pass grade in the clerkship:
1. Greater than 20% but no more than 40% in the “Below Expectations” category AND 3-4 unprofessional behavior notations from all evaluators combined.
2. Greater than 40% in the “Below Expectations” category
3. 5 or more unprofessional behavior notations from all evaluators combined.

Note: “Not Applicable” results are not included in the final CPE grade calculation.

Comments on student performance are very helpful and may be included in the student’s Final Clerkship Evaluation prepared by the clerkship director as well as the Medical Student Performance Evaluation (MSPE) prepared by the community assistant dean.

Patient Encounter Log
Students on clinical rotations are required to keep an electronic log of their patient encounters. If you supervise students while seeing patients, you will be asked to review the patient encounters you supervised. Review of patient encounter log entries is done via passive email verification from the E*Value web-based evaluation system.

DiffInE Tool for Preceptors
MSU CHM has developed a tool for preceptors called DiffInE (“Differential diagnosis, Interview and Physical exam). We hope that preceptors using this tool will be better able to guide students as they learn to interview and examine real patients in real settings, and that it will enable teaching time to go more smoothly as well. For a short (6 minute) tutorial on why we developed this tool and how to use it, please access the following web link:

http://cwa.chm.msu.edu/resources/diffine.html

The DiffInE Tool is available on the College of Human Medicine Office of College-wide Assessment web site (http://cwa.chm.msu.edu/) under Assessment & Resources, Resources for Teachers, or you may go directly to the DiffInE tool by following this web link:

http://cwa.chm.msu.edu/resources/documents/DiffInE_tool.pdf
MSU Electronic Library Resources

Your MSU College of Human Medicine faculty appointment provides you with an MSU NetID, which gives you access to a number of MSU electronic resources including the Health Sciences Digital Library @ MSU.

To help you best use the digital library, access the link below for a document that describes available electronic resources for MSU faculty and students.

http://www.chmfacultyaffairs.msu.edu/documents/Library_Handout_for_Adjunct_Faculty-20110624.pdf

More information on your MSU NetID is available at https://netid.msu.edu/, and the internet gateway to the Digital Library @ MSU is available at http://www.lib.msu.edu/health/medicine/

MSU is pleased to offer these resources, and we hope you find them helpful.

Again, thanks for all of your efforts on behalf of our students.

Aron Sousa, M.D.  
Senior Associate Dean for Academic Affairs  
MSU College of Human Medicine