



## Program Information

### Background Requirements

1. A baccalaureate degree from an accredited college or university that will be conferred by the start of the program with a preferred overall and science GPA of 3.0.
2. Ability to commit 16-20 hours/week of clinical scribing once starting the program. This 16-20 hours/week may be with one provider solely (EX: 2.5 days of their clinic schedule) or combination of providers (EX: 1.5 days with provider A and 1 day with provider B). Schedules usually are set at the beginning of the year and stay the same for the entire 13-month participation in the program.

### Training

1. Starts in May, 1 month prior to the official start date, and includes **10+ virtual training modules** that are meant to build **foundational knowledge required** for a medical scribe.
  - a. Current modules include (but are not limited to) HIPAA, professionalism, anatomy, medical terminology, breakdown of a SOAP note, introduction to patient encounter, management of chronic conditions, medications, and recently added telehealth scribing.
2. Each new Fellowship Class officially starts in June of each year. During this month they train directly with an OUTGOING scribe that has worked with the COMET Mentor that the INCOMING scribe has been paired with.
  - a. This on-the-job training includes direct shadowing of the outgoing scribe and direct feedback of the incoming scribe in their first sessions.



**Difference between COMET and Traditional Medical Scribe Programs**

| COMET Fellows VS. Medical Scribes   |  |
|---|--|
| COMET Fellows*  | Medical Scribes                                |
| - Part of an education program with 1+ year mentorship with multiple Stanford providers | - A job with transient mentorship              |
| - Education workshop opportunities, application support, school interview guidance      | - None   |
| - Fellowship with cohort (Socials, COMET Connections)                                   | - No fellowship                                |
| - Research opportunities and support  | - No guaranteed research opportunity           |
| - Eligibility to apply for Chief Scribe leadership position (Paid)                      | - Senior scribe without leadership opportunity |

\* COMET Fellows are considered **unpaid interns**. However, instead of interns, we call our scribes, “Fellows,” as part of our intention to build a “[Fellowship](#)” aspect that many of our scribes are seeking as part of their participation in the program.

**Mentorship and Other Opportunities (Research, Letters of Rec,...etc.)**

1. We market our program as a [mentorship experience](#) between scribe and provider, as opposed to a more professional relationship of other “traditional” scribing jobs. This **mentorship can take whatever form is conducive to your clinic/workflow**, but common practices have been:
  - a. Treating medical scribes like medical students by **highlighting specific clinical pearls** seen in a particularly interesting patient encounter/clinic day.
  - b. **Inviting your scribes** to grand rounds, journal clubs, other talks or educational opportunities
  - c. Creating a space, when appropriate, for **questions regarding your experiences** entering the medical field, finding your current specialty, or reaching your current position
  - d. If your clinic is particularly busy, finding a designated weekly time (10-15 min) to answer any questions for that week



2. [Research](#) is an optional component of our program, but many of our Fellows join our program with the intention of working on research. Again this can take many forms, but some common examples in the past have been:
  - a. Inviting the scribe to participate on a research/QI project (collecting data, reviewing charts, generating surveys)
  - b. Being included on a research abstract/poster that is presented at a national conference
  - c. Attending research meetings to get a better understanding of what clinical research looks like
  - d. The leadership team also puts on monthly research workshops to supplement the experiences of the scribes and provide foundational knowledge on parts of an abstract, HIPAA/CITI training compliance, and outline of IRB/HSR Determination
  
3. Letters of recommendation are completely optional, and of course at the provider's discretion
  - a. Many of the fellows ask for letters around  $\frac{3}{4}$  of the way through the Fellowship year to utilize in their future application cycles
  - b. However, some fellows may be currently applying to health professional schools and may ask for letters earlier

### **Potential Pilots**

“Pilots” is our first step when we have new providers that may be interested in becoming COMET Mentors. Normally, an outgoing scribe with a year of experience with a provider/clinic trains an incoming scribe. We have found this very successful in building upon the virtual training curriculum, but do highlight a learning curve in the first quarter as scribes start to expand their mastery of the different sections of the SOAP note. In a pilot with [new providers](#), there may be a somewhat longer investment period for a scribe to acclimate to a new clinic that our program has not developed a training guide on. However, after this investment period, a continued partnership would set up this scribe to train the following fellowship class. Many of our [current COMET Mentors](#) have now been with the program for several years.