

Student Syllabus

Continuity of Care Clerkship (FamMed 310A)
Academic Year
2018 – 2019

Welcome to the Continuity of Care Clerkship!

The Continuity of Care Clerkship is designed to give you exposure to the longitudinal aspects of health care in the specialty of your choice. Distinct from traditional clerkships, this clerkship offers chronic care training in the context of the patient's life history. In addition to medical knowledge, we hope you will learn about the challenges and rewards of primary and specialty care, e.g., long-term relationships with patients and colleagues, economic challenges and time management. This perspective will better prepare you to make career decisions and to be a better clinician in whatever specialty you choose.

The clerkship started as a small pilot elective clerkship with the first orientation and didactic lecture on September 15, 1999. We welcome and request your ongoing feedback and evaluation of the clerkship as we strive to make it the best possible experience for the students, preceptors, and the patients that it serves.

Sincerely,

Amelia Sattler, MD
Clerkship Director
amelia.sattler@stanford.edu

Anthony Duong
Administrative Assistant
aduong91@stanford.edu

Continuity of Care Clerkship Website:
med.stanford.edu/shield/Programs/clerkship.html

We are indebted to the work of many people in the creation of this clerkship. In addition to the above clerkship organizers, we thank the following:

Eva Weinlander, MD (former Clerkship Director)
Erika Schillinger, MD (former Clerkship Director)
Elizabeth Malcolm, MD (former Clerkship Director)
Robert Fletcher, MD (Harvard Primary Care Clerkship)
J. Eddie Atwood, MD (PAVAMC)
Steve Harris, MD (SCVMC)
Michael Jacobs, MD (Primary Care at Stanford)
Sam LeBaron, MD (Family Medicine at Stanford)
Lars Osterberg, MD (PAVAMC)

Ted Sectish, MD (Pediatrics at Stanford)
Elizabeth Stuart, MD (Pediatrics at Stanford)
Kelly Skeff, MD (Medicine at Stanford)
Tory Davis, MD
Jenn Stringer (Curriculum Web Project at Stanford)
Reini Jensen, MD
Rachel Steinhart, MD
Deborah Merrill
Elliott Wolfe, MD

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Clerkship Goals & Objectives

- 1) Evaluate and manage patients presenting with a wide variety of problems commonly seen in outpatient medical practice.
- 2) Study the natural history of disease and the evolution of biological processes over time.
- 3) Understand the impact of chronic illness on patients and their families.
- 4) Address cross cultural and socioeconomic issues that affect health and well-being.
- 5) Incorporate health promotion and disease prevention activities into the daily care of patients.
- 6) Learn techniques for using the best available medical evidence to personalize treatment plans.
- 7) Consider cost-effective principles when making medical decisions.
- 8) Recognize the leadership role of the physician in coordinating patient care and learn to work effectively as a member of a multi-disciplinary health care team.
- 9) Learn appropriate breadth and depth of patient presentations in the specialty chosen.
- 10) Develop techniques for effective and efficient communication with patients.
- 11) Learn to balance competing professional responsibilities (for example, obligations to both inpatient and outpatient care).

Clerkship Requirements & Expectations

Prerequisites

1. Pass Q-6
2. Advance to clinical status by the CP3 Committee
3. Completion of **one** of the following clerkships: FamMed 301A, Peds, Internal Medicine, Ambulatory, **OR** Ob/Gyn

Prior to starting the Clerkship

1. Complete the electronic **Pre-Clerkship Survey**
2. Find a preceptor
 - Already have a preceptor in mind? Please include information about your preceptor in your Pre-Clerkship Survey.
 - Need help finding a preceptor? Please let us know via email!
3. Complete an Orientation Session with Dr. Sattler
4. Decide on Traditional Track vs Quality Improvement (QI) Track

Clerkship Requirements

Traditional Track:

1. Complete a total of 30 Clinic Sessions - use the weekly clinic check-in tracker to submit clinic dates attended
2. Attend a total of 6 Continuity Group Sessions (see below)
3. We ask your preceptor to submit mid- and final clerkship evaluations
4. Make a 20-minute presentation to your peers, inspired by a patient you saw in clinic
5. Complete closing documents: an evaluation of your preceptor and the Post-Clerkship Survey

QI Track:

1. Complete a total of 27 Clinic Sessions - use the weekly clinic check-in tracker to submit clinic dates attended
2. Attend a total of 9 Continuity Group Sessions, including Project (even periods) and Presentation (odd periods) Group Sessions (see below)
3. We ask your preceptor to submit mid- and final clerkship evaluations
4. Complete Institute for Healthcare Improvement (IHI) Quality Improvement Course, IHI Basic Certificate in Quality & Safety OR Principles and Practice of Healthcare Quality Improvement (MED 210)
5. Present project A3 to Continuity Clerkship students
6. Present/submit completed A3 to clinic manager
7. Complete closing documents: an evaluation of your preceptor and the Post-Clerkship Survey
8. Present project at a local or national conference (optional)
9. Submit project for publication to a peer-reviewed journal (optional)

Note: Two absences are allowed in the CCC. One can be applied to a Group Session and one can be applied to a Clinic Session.

Group Sessions

For all CCC students, during the first week of each **ODD PERIOD**, please plan to attend the CCC Presentation Group Session **instead of** going to clinic. These Group Sessions are an opportunity to gather with other Continuity students and hear peer presentations. These occur on the **first Wednesday** of each **ODD PERIOD** at **1:30 pm** unless announced otherwise. You will not attend clinic these weeks as we are only able to excuse you from other clerkships once per week.

If you are in the QI Track, please also plan during the first week of each **EVEN PERIOD** to attend the CCC Project Group Session on **Wednesday** at **1:30 pm** instead of going to clinic. These Group Sessions are in addition to the Presentation Group Sessions and are an opportunity to learn QI methodology and help you complete a clinic-based QI project.

	Monday	Tuesday	Wednesday	Thursday	Friday
ODD PERIOD			PM CCC Presentation Group Session		
				PM CCC Clinic	
				PM CCC Clinic	
				PM CCC Clinic	
EVEN PERIOD			PM CCC Project Group Session	OR	PM CCC Clinic
				PM CCC Clinic	
				PM CCC Clinic	
				PM CCC Clinic	

Presentation Group Sessions

- Up to seven 20-minute student presentations about their CCC experience
- Brief check-in for students with ongoing QI projects

Project Group Sessions

- Didactic QI instruction, project support and project time for students choosing to pursue the QI Track

Clerkship Expectations

Clinic:

- You are responsible for setting up a clinic schedule with your preceptor and letting them know in advance when you will not be in clinic for any reason.
***Tip from previous students:** Email your preceptor each week to let them know if you will be in clinic or if you will be away that week so that they clearly know when to expect you.*
- You are responsible for communicating **clearly, early and often** with your other clerkships about your participation in Continuity. Participation in Continuity will not affect your clerkship grades, but how you handle communication around

- your participation will be reflected in your Professionalism grade for each clerkship. This is an opportunity for you to shine!
- You will be excused from clerkships **one half day per week** to attend Continuity. You may “overlap” a total of 6 clinic sessions, meaning that for 3 weeks during the Clerkship you can go to 2 clinic sessions in a week if you are not on another clerkship and have the permission of your preceptor.
 - Our hope is that you will be the primary physician for a cohort of patients. When possible, you will be responsible for evaluation, diagnosis and treatment of clinical problems as well as follow up, including contacting patients outside of clinic (phone calls, etc) if need be.
 - By the second or third week in clinic you should be seeing patients independently and formulating your own plans for their care.
 - Your preceptor is responsible for supervising all of your work.
 - Please **do not attend** Continuity during your Sub-I and away rotations.
Please let Anthony know the start and end dates of when you will be stepping away so that he can put a “hold” on weekly attendance tracker emails.
 - Please **do not attend** Continuity clinic when you are on call.

Presentations:

- Each student is expected to make a 20-minute presentation to the group.
- Presentations should highlight a patient you saw in clinic and focus on clinical information that is practically relevant to an audience with broad interests.

General:

- Please respond promptly to inquiries from the Clerkship Director and Coordinator.
- A passing grade for Continuity Clerkship is based on attendance, satisfactory completion of all course requirements, and preceptor evaluations.

Preparing to Start

1. Set a schedule with your preceptor for which days/times you will be working with them in clinic. Please schedule a minimum of 3 hours per session. If you are doing your Clerkship in a surgical sub-specialty, please also set a schedule for which days you will be working with your preceptor in the operating room.
2. Set and confirm your start date, time and location with your preceptor and arrange for an orientation to the clinic on the first day (see next section for more information about your first day in clinic).
3. Define your personal learning goals using the “Individualized Learning Plan” resources on the website and schedule a time to discuss these with your preceptor before getting started or shortly after starting the clerkship. Expect to adjust your goals as the clerkship progresses and based on your preceptor’s feedback.
4. Be sure to let your other clerkship teams know that you will be stepping away weekly to attend Continuity. This is an ongoing requirement.

Your First Day in Clinic

1. Please arrive to clinic early on your first day so that you are ready to start on time.
2. Please bring a copy of your Pre-Clerkship Survey and Individualized Learning Plan with you to share with your preceptor.
3. Orient to clinic setting, schedule, important people, types of patients, and services offered on-site.
4. During orientation with your preceptor be sure to clarify:
 - a. Expectations around note writing
 - b. Expectations for how many/which patients you will be seeing, how long you should spend in the room with patients and how your preceptor would like you to present (i.e. in front of patient or before going in).
 - c. Expectations around physical exam, counseling patients, discussions with patients and follow up of lab/imaging results/consults.
 - d. Ask preceptor to describe their style of supervision and teaching.
 - Will they teach in front of the patient?
 - Will they observe you during patient visits? How often will you observe them?
 - Will they plan to discuss a case in its entirety during the patient’s visit or will there be a time for teaching at the end of the day?
 - How should you handle a situation if a patient becomes too complex or time consuming?
 - When will time be set aside for feedback/checking in to check if plan is working and both of your expectations are being met?

Evaluation and Feedback

The Continuity of Care Clerkship offers a unique opportunity for students and preceptors to work together consistently over time. This arrangement facilitates the exchange of meaningful constructive feedback. To maximize your learning, please consider the following:

1. Discuss your personal goals for the clerkship in detail with your preceptor at the beginning of your Continuity Clerkship. We encourage you to write them down so that you can monitor and track your progress over time. One resource is to use an Individualized Learning Plan (see the Continuity website for more information).
2. Schedule “interactive feedback” sessions periodically throughout your Clerkship. Interactive feedback sessions involve:
 - a. Agree on goals
 - b. Self-assessment of achievements to date
 - c. Receive feedback from preceptor on self-assessment
 - d. Receive feedback from preceptor on achievements and performance
 - e. Respond to feedback
 - f. Develop an action plan to enhance competence
3. We will ask your preceptor to complete formal mid- and final-clerkship evaluations. We will request a mid-clerkship evaluation from your preceptor after you complete 10 clinic sessions. We will request a final evaluation after you complete your final clinic session. We will send you copies of these evaluations. Please use them as an opportunity to have a feedback session with your preceptor.

Clerkship Registration

Anthony Duong (aduong91@stanford.edu) will reach out to you when you are nearing completion of the clerkship requirements. Once you have completed all clerkship requirements, including the post-clerkship survey and preceptor evaluation, Anthony will ask Caroline Cheang to create an evaluation for you in E-Value. Once Dr. Sattler has signed you off in E-Value, the registrar will officially register you for the course. You will receive six units of credit for the full nine-period clerkship during the final quarter once all requirements are met and your final evaluation is submitted into E-Value.