

University of South Florida
College of Medicine



Introduction to Dermatology,
Orthopedics, and Rheumatology
(IDOR)

THIRD and FOURTH YEAR
ELECTIVE/ELECTIVE

BCC 8116 001

Syllabus

2017-2018

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IDORs Director's Welcome

Welcome to the 3rd and 4th year elective/elective Skin & Bones. We hope that these four weeks will be educational and rewarding. This course will provide you with a foundation of knowledge of some of the most common disorders seen by physicians serving in primary care roles. Through clinical exposure and a series of interactive, hands on workshops you will have the opportunity to develop skills in the evaluation and management of patients with musculoskeletal, rheumatologic and dermatologic diseases. These conditions have a huge impact on society.

In the U.S., one in every three Americans is treated for chronic musculoskeletal impairment or injury. In addition, a study in 2005 revealed that at any given time, one in every three people in the U.S. suffers from a skin disease.

You will receive hands-on instruction in various techniques used in these specialties including joint aspiration and injection, skin biopsy and suturing techniques, and the full musculoskeletal examination. You will be expected to become proficient in both musculoskeletal and dermatologic examinations and recognition of various disorders. This elective will give you the opportunity to see initial diagnoses of both acute and chronic conditions, as well as follow-up care.

The strength of this elective, in addition to the outstanding and innovative curriculum, is our dedicated, enthusiastic faculty. Immerse yourself into our world for the next month. Get set for an awesome experience!

Sincerely,

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IDORs Leadership

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Competencies

New AAMC Competency Domain	MCOM Program Objectives	Specific Objectives	Teaching Methods	Evaluation Methods
Patient Care	pc1: Demonstrate patient-tailored history and physical diagnosis skills.	<p>Perform an appropriate history and physical examination on patients with common systemic rheumatologic disease, dermatologic, orthopedic and other musculoskeletal conditions.</p> <p>Organize, synthesize, and interpret medical information that is obtained from patient records as well as findings from a history and physical examination.</p> <p>Incorporate evidence-based approach to history and physical exam.</p>	Clin Exp SG:W Text	Pre:S SG:OP
	pc2: Demonstrate evidence-based test ordering skills.	<p>Recognize the clinical, laboratory, and radiographic features of the more common rheumatologic, dermatologic, orthopedic and musculoskeletal diseases</p> <p>Become familiar with the various imaging modalities utilized for musculoskeletal radiology.</p> <p>Recognize and describe the common diagnostic imaging findings seen in musculoskeletal radiology.</p> <p>Understand MRI fundamentals, and be able to recognize common diagnostic MRI findings seen in musculoskeletal radiology.</p>	Cl Exp Text OLD SG:W	Pre: S SG:OP

	pc3: Demonstrate logical differential diagnosis, critical and clinical reasoning skills.	Demonstrate principles of clinical reasoning to construct a differential diagnosis when evaluating patients with systemic rheumatic disease, dermatologic, orthopedic, and other musculoskeletal conditions	Clin exp Text OLD SG:W	Pre:S SG:OP
	pc4: Demonstrate essential technical skills.	Identify the indications for performing a shave biopsy versus a saucerization procedure Demonstrate competence in performing and suturing a punch biopsy, and an elliptical excision Describe the relevant anatomy, list indications and contraindications to joint injection/aspiration. Demonstrate proper joint and soft tissue injection techniques.	Clin Exp SG:W OLD	SG:W Pre:S
	pc5: Demonstrate evidence-based selection of appropriate therapies.	Demonstrate evidence-based selection of appropriate therapies of patients with common systemic rheumatic disease, dermatologic, orthopedic, and other musculoskeletal conditions.	Clin exp Text OLD SG:W	SG:OP Pre:S
	pc6: Demonstrate patient-centered, empathetic, holistic care for patients.	Demonstrate empathy with patients and their families across a broad range of clinical, psychosocial and cultural settings. Demonstrate effective and culturally sensitive communication and care with patients.	Clin Exp	Pre:S
Medical Knowledge	<i>Demonstrate appropriate knowledge of the below domains relevant to general medical practice:</i>	.		
	mk1: Molecular/Cellular Biology, Immunology, Biochemistry and Genetics	Understand the immunologic basis of the common AI rheumatic disorders	Clin exp Text OLD	SG:OP

	mk2: Anatomy, Histology, and Embryology	Describe the relevant anatomy relating to MSK examination joint aspiration, injection of the knee and shoulder Recognize and understand the basic histopathology of common dermatologic disorders.	Clin exp Text OLD SG:W	Pre:S SG:OP SG:W
	mk3: Normal Cellular, Organ, and Systems Physiology	N/A		
	mk4: Pathophysiology of Common Diseases	Recognize and Understand the pathophysiology of common musculoskeletal, rheumatologic and dermatologic diagnoses,	Clin exp Text OLD SG:W	SG:OP
	mk5: Pharmacology	Learn the pharmacologic agents used to treat the common rheumatologic, dermatologic, and MSK syndromes	Clin exp Text SG:W	Pre: S SG:OP
	mk6: Microbiology	Identify the common organisms causing septic arthritis, and skin infections	Clin exp Text OLD	Pre:S
	mk7: Social-Behavioral Science	N/A		
	mk8: Informatics and evidence based medicine	Learn to apply evidenced based medicine strategy to diagnose and manage common rheumatologic, dermatologic and MSK syndromes	Clin exp	Pre:S SG:OP
	mk9: Epidemiology and Public Health	Understand the epidemiology of the more common rheumatologic, dermatologic and MSK syndromes	Clin exp Text OLD SG:W	SG:OP
	mk10: Basics of Health Systems and Finance	Learn to recognize the impact of health systems and finance on the medical care of patients in various clinical settings.	Clin exp	Pre:S
Practice-based Learning and Improvement	pbl1: Self-assess knowledge gaps, set improvement goals , perform activities to accomplish these.	Pursue excellence through commitment to professional competence and self -reflection. Recognize personal limits in knowledge, experience, ability and resources. Develop skills to maintain a life-long commitment to positive self-care.	Clin exp	Pre:S

		<p>Maintain a life-long commitment to clarifying personal values, beliefs, motivations, strengths and limitations relevant to his/her practice of medicine.</p> <p>Recognize and reflect on one's own personal bias and reaction to persons from different backgrounds.</p>		
	pbl2: Use information technology and medical literature to inform clinical decisions.	Use all available resources: computer based: Up-to-date, PubMed, online texts, Canvas to enhance knowledge for the care of patients on a case by case basis.	Clin exp	Pre:S SG:OP
	pbl3: Demonstrate teaching skills (e.g. of patients, peers, junior students) using principles of adult education.	<p>Demonstrate oral presentation of patient information in a clear and efficient manner when communicating with preceptors and peers.</p> <p>Prepare an oral presentation on a relevant clinical or basic science aspect of a case and deliver to colleagues.</p>	Clin exp SG:W	SG:OP
Interpersonal and Communication Skills	ipc1: Communicate effectively with health science colleagues.	Practice communication with other health professionals involved in the care of patients (i.e. nurses) to optimize care.	Clin exp	Pre:S
	ipc2: Communicate effectively and sensitively with patients, adjusting language and style in order to incorporate their knowledge, values, and culture	Practice communicating with patient of varying backgrounds in various clinical settings and specialties.	Clin Exp	Pre: S
	ipc3: Create accurate and appropriate medical records	Practice preparing organized and accurate patient assessments in the medical record to include history, physical exam, and assessment /plan.	Clin Exp	Pre:S
	ipc4: Work collaboratively as a member of a medical team with understanding of principles of handoffs and appropriate consultations.	Recognize when a patient's clinical presentation or course warrants referral for further rheumatologic/orthopedic or	Clin exp SG:W	Pre:S

		<p>dermatologic evaluation and treatment.</p> <p>Understand the role of PT, OT and athletic trainers in the management of patients with MSK disorders.</p>		
Professionalism	<p>p1: Demonstrate responsibility and accountability in practice.</p>	<p>Demonstrates reliability and preparedness for learning activities.</p> <p>Maintains a positive educational attitude.</p> <p>Demonstrates integrity and honesty in interactions with others including peers, faculty, patients and families.</p> <p>Identifies and willingly acknowledges errors.</p>	<p>Clin exp SG:W</p>	<p>Pre:S SG:OP</p>
	<p>p2: Respond appropriately and effectively to feedback.</p>	<p>Provide constructive feedback to peers/colleagues and utilize feedback from multiple sources to improve professional skills.</p>	<p>Clin exp SG:W</p>	<p>Pre:S SG:OP</p>
	<p>p3: Demonstrate respectful and ethical behavior with patients (e.g. HIPPA), colleagues, and society (e.g. relationships with pharmaceutical and other business interests).</p>	<p>Understand integration of patient-centered, “every day” ethics into an overall practice model.</p> <p>Establish and maintain effective, collaborative professional relationships with peers, colleagues, and other health care professionals.</p> <p>Understand informed consent, disclosure, and shared decision-making relevant to inter-professional ethics.</p>	<p>Clin exp</p>	<p>Pre: S</p>
	<p>p4: Engage in appropriate communications with others, respecting confidentiality.</p>	<p>Safeguard patient confidentiality through adherence to HIPAA in retrieval and documentation of medical information in paper as well as electronic clinical information systems.</p>	<p>Clin Exp</p>	<p>Pre:S</p>

Systems-Based Practice	sbp1: Effectively participate in and coordinate care within a variety of clinical settings.	Participate in the care of patients with rheumatologic, orthopedic, and dermatologic conditions in a variety of clinical settings	Clin exp	Pre: S
	sbp2: Participate in investigating systems errors and implementing potential solutions.	N/A		
	sbp3: Incorporate knowledge of health systems and cost of care into medical decisions.	Learn to identify the importance of cost consideration in the care of patients with rheumatologic, orthopedic, and dermatologic conditions in a variety of clinical settings.	Clin exp	Pre:S
Inter-professional Collaboration	ic1: Work with other health professionals with respect and collaboration.	Identify the roles and interrelationships of health professions comprising health care teams. Develop professionalism required to work effectively on health care teams.	Clin Exp	Pre:S
	ic2: Engage in self-improvement by learning from other health professionals.	Develop a strategy to adapt positive feedback and incorporate positive role modeling	Clin Exp	Pre:S
	ic3: Share information with other health professionals effectively, so as to optimize team performance and patient outcomes.	N/A		
	ic4: Work with other health professionals to develop effective teams in order to optimize patient outcomes.	Recognize when a patient's clinical presentation or course warrants referral for further rheumatologic/orthopedic or dermatologic evaluation and treatment. Understand the role of PT, OT and athletic trainers in the management of patients with MSK disorders.	Clin exp	Pre:S

Personal and Professional Development	ppd1: Demonstrate altruism by demonstrating service-based learning in a community setting.	N/A		
	ppd2: Demonstrate self-awareness and the ability to seek help appropriately.	N/A		
	ppd3: Demonstrate healthy coping mechanisms in response to stress.	Learn to manage competing demands of personal life and professional responsibilities	Clin exp SG:W	Pre:S SG:OP
	ppd4: Demonstrate flexibility in response to change.	Learn to adapt to different preceptors, and clinical settings	Clin Experience	Pre:S
	ppd5: Effectively manage conflicts between personal and professional responsibilities.	Learn to manage professional responsibilities in the face of lifes competing demands	Clin exp SG:W	Pre:S
	ppd6: Demonstrate trustworthiness that makes colleagues feel secure in patient care venues.	Work with colleagues, and patients to ensure respect and trust	Clin exp SG:W	Pre:S
	ppd7: Demonstrate an appropriate level of self - confidence that puts colleagues and patients at ease.	Practice skills and trustworthy behavior in order to gain the confidence needed to assure patients and colleagues feel at ease	Clin exp SG:W	Pre:S
	ppd8: Recognize that ambiguity and uncertainty are normal parts of health care and respond by using appropriate resources in dealing with it.	Remain open to the idea that you will be in clinical situation in which there is no one correct answer.	Clin exp	Pre:S
	ppd9: Show leadership skills that enhance team functioning, the learning environment, and/or the health care system.	Read and prepare for all sessions to be able to maximally contribute to group learning.	Clin exp SG:W	Pre:S SG:OP

Key to abbreviations above:

Type of Method	Abbreviation	
Clinical Experiences	CL Exp	Clinical Experiences: Derm, Ortho, Rheum clinics
Didactics	SG: W	Small Group workshops
	OLD	Online didactics :Rheum , Derm, Ortho
	Text	Rheumatology, Derm, Ortho
Assessments		
	Pre: S	Preceptor Summative Evaluations
	SG:OP	Oral Case Presentation

Course Goals

At the successful completion of this course students will be able to:

1. Perform an appropriate history and physical examination on patients with common systemic rheumatologic disease, dermatologic, orthopedic and other musculoskeletal conditions.
2. Recognize the clinical, laboratory, and radiographic features of the more common rheumatologic, dermatologic, orthopedic and musculoskeletal diseases
3. Understand the pathophysiology of the common rheumatologic, dermatologic, orthopedic, and musculoskeletal diagnoses.
4. Construct an appropriate differential diagnosis when evaluating patients with systemic rheumatic disease, dermatologic, orthopedic, and other musculoskeletal conditions
5. Apply the skills and medical knowledge learned during the didactic sessions to evaluate patients in rheumatology, dermatology, orthopedics, and sports medicine clinics and design an appropriate differential diagnosis, and diagnostic and therapeutic plans for the more common conditions.
6. Develop skills of professionalism, interpersonal communication, systems based practice, and practice based improvement in the clinical setting
7. Competently describe the morphology of all skin lesions and dermatologic conditions using accurate and pertinent dermatologic terms
8. Learn to recognize the differences between normal and pathological findings on radiographs, MRI and CT examinations of joints, bones, spine, and musculoskeletal structures.
9. Have an understanding of the indications for and limitations of specific musculoskeletal radiology procedures including radiographs, radionuclide bone scans, arthrograms, CT, and MRI scans in musculoskeletal imaging.
10. Learn to recognize basic anatomic structures as they appear on imaging studies in the normal patient and in common disease states.
11. Be able to identify the appropriate imaging modality to evaluate common musculoskeletal complaints.
12. Describe the relevant anatomy, list indications and contraindications to joint injection/aspiration.
13. Demonstrate proper joint and soft tissue injection techniques
14. Identify the indications for performing a shave biopsy versus a saucerization procedure
15. Demonstrate competence in performing and suturing a punch biopsy, and an elliptical excision
16. Recognize when a patient's clinical presentation or course warrants referral for further rheumatologic/orthopedic or dermatologic evaluation and treatment.
17. Develop the ability to process case-based information and interpret and apply the information in the context of signs and symptoms manifested by patients with musculoskeletal disorders.
18. Understand the role of PT, OT and athletic trainers in the management of patients with MSK disorders
19. Gain an understanding of the role of the radiologist as a diagnostic consultant by understanding the radiographic signs and images of medical imaging.

Course Logistics

Clinical Experience

The Skin & Bones elective is **four** weeks in duration. You will rotate through outpatient dermatology, rheumatology and orthopedic sites both at USF and off campus, and the duration of each experience is as follows. See individual rotation schedules for your individual preceptors and locations.

1.3 week dermatology, 1.3 weeks rheumatology, 1.3 weeks MSK

Clinical sites

(Detailed directions on Canvas):

- *University of South Florida Medical Clinic North*
- *University of South Florida Medical Clinic South*
- *James A. Haley VA*

Access to patient records at JAHVA is mandatory for a successful IDORs rotation. If you are not able to obtain access prior to the start of your rotation, you may need to re-schedule once your access is complete.

- *Moffitt Cancer Center*
- *Tampa General Hospital Health Park Specialty Clinic*

Didactic Sessions Format

Orientation

Dr. Valeriano will hold an orientation on the **first** Monday morning of each rotation. After orientation, you will meet with Dr. Jamie Cooper in the Office of Educational Affairs, MDC 1120, to check out course materials and clarify any remaining questions. Finally, you will report to your first scheduled rotation.

Lectures

All didactic lectures will be posted in Canvas which you may access at <https://my.usf.edu> using your NetID and password.

Didactics Schedule

See Canvas for the current schedule.

Online Didactics

- **Rheumatology:** All Rheumatology Online Lectures are mandatory and will be available on Canvas.
- **Arthur:** An Interactive web based program to help facilitate learning of differential diagnosis based on presentation of various patterns of joint involvement.
- **Orthopedics:** No specific online didactics
- **Dermatology:** All Dermatology Online Lectures are mandatory and will be available on Canvas.

Textbooks and Other Course Materials

Required- Textbooks will be loaned to students for the duration of the period. Students are to return the texts to Ms. Cooper not later than Friday of Week 4. Students will not be issued a grade until all textbooks are returned.

Rheumatology Text

Klippel J. (Ed) *Primer on the Rheumatic Diseases*, 13th Edition, Arthritis Foundation

See below for required readings

This text can be accessed through the Shimberg Library

Dermatology Text

Lookingbill & Marks *Principles of Dermatology*, 4th edition. Saunders

See below for required readings

Musculoskeletal Text

Skinner HB, Fitzpatrick M. Current Essentials: Orthopedics, McGraw-Hill Medical

The text is available in an online version through the Shimberg Health Sciences Library website. To access the text:

1. Go to the [Shimberg Health Sciences Library](#) website.
2. Select the [Library Catalog](#) link.
3. Type or paste "Current Essentials: Orthopedics" into the search window. Click 'Search'.
4. Select the link: [Click For Online Full Text](#)
5. The text will appear. It is organized by chapters.

Assessments

Clinical Evaluation

Students will be evaluated by their preceptors throughout the course of the rotation based on their medical knowledge, clinical skills (including history taking, physical examination, and verbal presentations), problem-solving skills and clinical judgment (including the ability to form a differential diagnosis, use laboratory and imaging results, plan treatment and follow-up, and complete progress notes), professional attributes (reliability, motivation, responsibility, use of medical literature and other resources, and openness to instruction and feedback), and interpersonal relationships (with patients, colleagues, staff, and preceptors).

Final Preceptor Evaluation

Preceptors will provide a final summative evaluation for the students. Each student will have 3 summative evaluations (one from each of the specialty areas). Evaluations are being done through E*Value. Faculty preceptors who have worked with the student for 4 or more half day sessions will be asked to fill out evaluations.

Coursework Evaluation

Case Presentation (10 minutes)

Students will prepare a 7 minute presentation which incorporates an appropriate case seen during the rotation clinical experience. The case can be orthopedic, rheumatologic, or dermatologic, or perhaps cross multiple disciplines. The areas of discipline will be assigned to the students at the start of the rotation. There will be 3 minutes for feedback. The grading rubric, specific instructions, and case presentation template are available on canvas.

Suturing Workshop

Students must demonstrate competencies in the suturing workshop including professionalism, preparedness, skill, and participation.

MSK exam workshop

Students must demonstrate competencies in the MSK exam workshop including professionalism, preparedness, skill, and participation.

Joint Injection Workshop

Students must demonstrate competencies in the joint injection workshop including professionalism, preparedness, skill, and participation.

Grading

Final grades will be submitted to the registrar's office within four weeks of the completion of the rotation. Students that have not submitted the required assignments (including remediation assignments) by the deadline will receive an 'I'. The components of the elective grade are listed below. **Professionalism will be evaluated in every activity throughout this elective.**

COMPONENT	PERCENTAGE
Preceptor Evaluations (1 each derm, rheum, ortho preceptor)	60%
Case Presentation	30%
Professionalism (to include timely completion of ungraded assignments, participation in workshops, and clinical responsibilities)	10%

Elective Grade Determination

Students must successfully complete each component of the course in order to receive a passing grade. If a student is found to be deficient in any one component of the elective/elective, he or she may receive an "incomplete" or "failure" and be required to remediate.

Elective Remediation

It is the expectation that all students attend all required activities within this course. When that is not possible the following remediation plans will be applied:

Missed Clinics

Students who miss clinic may be required to make up each day or half day missed, depending on the nature of the absence.

Case presentations

The remediation for this activity would first be to reschedule the presentation. If this is not possible due to time constraints, the student may prepare a PowerPoint presentation for review by the course director, and or co-directors.

Joint Injection Workshop

Review the Joint Injection Articulate Presentation on canvas

Suturing Workshop

Review the online videos on excisions, and suturing

MSK exam Workshop

Review the online videos on canvas

Please remember:

Remediation for students who fail to complete any course component is at the discretion of the Director.

Remediation for students exhibiting unprofessional behavior is at the discretion of the Director.

Students who need to remediate any portion of the elective due to an unexcused absence or a non-passing score on a course requirement will receive a maximum of “P” as their final grade.

All remediation needs to be completed within 30 days of completing the course in order to be eligible to receive an Honors as a final grade.

Grade Appeal

A student may appeal a Elective grade if the student has evidence that the grade was assigned in an erroneous manner. This is not a process for appeal of established Elective grading policies. Grade appeals must be submitted in writing or via email no later than three weeks after grades are posted in the registrar’s office. Exceptions to this policy can only be granted by the Associate Dean of Medical Education.

Course Evaluation

You must complete a course evaluation through eValue at the end of this elective. **Course evaluations are due no later than 10 days following the end of the elective.** Students failing to comply with this requirement will be reported to the Associate Dean of Student Affairs.

Academic Honesty Guidelines

Students attending the USF Morsani College of Medicine are awarded academic degrees in recognition of successful completion of coursework in the study of medicine. Each individual is expected to earn his or her degree on the basis of personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. Unprofessional behaviors cannot be tolerated in the university community and will be punishable, according to the seriousness of the offense, in conformity with established rules and procedures.

All students are required to abide by the USF Academic Dishonesty and Disruption of Academic Process Guidelines that have been accepted by the university and are displayed in detail in the USF Student Handbook.

a. Consequences Punishment for the violation of any of the academic honesty guidelines will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from the Morsani College of Medicine.

b. Appeal Students have the right to appeal disciplinary actions to the appropriate committee through the Morsani College of Medicine Office of Student Affairs. Such appeals must be submitted in writing within ten (10) business days of notification of the decision.

c. Requirement to Report Criminal Incident Students are required to report any interaction with the police resulting in an arrest or that results in being brought before the criminal justice system within fifteen (15) days of the incident. This requirement is independent of whether or not there is a conviction involved. Failure to report any incident will result in action by the APRC for unprofessional behavior. APRC action may result in disciplinary action up to and including dismissal from the M.D. Program.

As part of the MCOM Professionalism Initiative, all students of the Morsani College of Medicine are asked to abide by rigorous standards of academic honesty. Common violations of this include but are not be limited to:

- lying
- cheating
- stealing
- plagiarizing the work of others (this includes copying and pasting from internet resources without attribution)
- causing purposeful or neglectful damage to property
- impeding the learning process of a colleague
- jeopardizing patient care in any way
- failing to report others' violations

USF Student handbook: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf>

Professionalism

As a medical student at USF, you are responsible for adhering to the policies set forth in the College of Medicine M.D. Program Student handbook. You can access a copy of the handbook on the web site for the College of Medicine Office of Student Affairs located at <http://hsc.usf.edu/medicine/studentaffairs/>. Selected information from the handbook is highlighted below, some of which is specific only to this elective.

The following are behavioral descriptors which will be used in IDORs to evaluate professionalism:

MCOM Professionalism Anchors

Value Anchor	Behavior	Example
Responsibility and Accountability	Comes on time and is prepared	
	Informs others that he/she will be unable to attend	Informs faculty of intended absence from a mandatory meeting/class or clinical assignment well in advance so that consequences of absence can be addressed. Emergency absences are reported the same day
	Completes assignments, documentation and responsibilities on time	Submits all assignments when due. Completes charting on patients in a timely manner
	Complies with rules/procedures	Follows directions, rules and procedures; asks for clarification when needed
	Shares workload appropriately and takes on additional responsibilities when appropriate to help the team	Does equal share of work in a group project. Accepts or volunteers for reasonable share of absent member's duties/work when a team/group member is absent
	Responds to communications in a timely manner	Answers emails, pages, and returns phone calls promptly
	Acknowledges and accepts consequences of action	Acknowledges mistakes and accepts correction or action taken to remediate
Self-Assessment/Improvement	Accepts and modifies behavior in response to constructive feedback in an appropriate manner	Listens to feedback without being defensive, asks questions to clarify expectations, seeks examples of how to modify performance and constructs an action plan to address areas needing improvement.
	Acknowledges limitations of knowledge, authority and ability	Does procedures only under direct supervision
	Shows the appropriate level of self-confidence	Presents in class or rounds with clarity and consistency. Acknowledges gaps in knowledge. Asks questions to

		help consolidate knowledge and skills. Is not arrogant or withdrawn
	Asks appropriate questions	Asks questions relevant to the learning activity or case. Inquires about appropriate reference sources for furthering learning.
	Consistently goes beyond the minimum in seeking knowledge and professional expertise	Demonstrates reading about topics or cases beyond the assigned tasks. Demonstrates curiosity about clinical topics and identifies topics for further learning.
	Balances availability to others with care for one's self	Attends to own needs for nutrition, sleep and exercise without compromising care of patients. Acknowledges level of personal stress and acknowledges when help is needed. Asks appropriate people for assistance
	Provides leadership or participates in outreach to the community	Volunteers to help run and staff community and international health programs. Organizes others and helps teach wellness in the community.
Ethical Behavior	Attributes ideas appropriately	Avoids plagiarism; acknowledges and attributes ideas of peers and others
	Demonstrates honesty and integrity	Does not seek answers to exam questions during testing administration; does not communicate exam answers to subsequent examinees; documents authentically when providing patient care; does not copy previous work.
	Recognizes potential ethical dilemmas	Demonstrates awareness of potential sources of conflict between patients, providers and team members. Demonstrates awareness of conflicts of interest in the practice of medicine

How to Survive this Elective

Getting Help

Any student having academic or personal problems during the rotation is encouraged to contact the Director as soon as possible. In this way, we can provide you appropriate counseling during the rotation. If there are academic concerns regarding your rotation, we can make the appropriate suggestions. Alternatively, if there are other problems we can place you in contact with the appropriate services available to our medical students.

It is the responsibility of the student to advise the Director if he or she requires special accommodations.

Attendance Policy

During the clinical years, the student's responsibilities lie within the individual elective.

Attendance within Skin & Bones is a demonstration of attitude and professional behavior. This behavior impacts all members of the healthcare team including fellow students and patients. Any absence from the elective may have a direct impact on student performance, the broad-spectrum clinical experience, and evaluation of professionalism, overall grade and the successful completion of the elective.

Remediation in the form of additional clinical sessions, case studies, written material or oral presentations may be required for students with ANY absences from the elective.

Students are expected to attend all scheduled elective didactic conferences, lectures, workshops and scheduled clinics. **These are mandatory components in the Skin & Bones Elective.** Recognizing that situations may occasionally arise that require students to miss time from their lectures/clinical responsibilities, the procedures presented below will be followed when an unplanned absence is necessary:

Emergencies: for personal illness, family illness, etc.

The student will contact the direct supervising preceptor and resident/intern/rotation or section head as well as the Director in charge to report his/her absenteeism on the first day of being absent. He/she should indicate the nature of the unexpected illness or emergency. The Office of Student Affairs (OSA) must be notified of all absences by telephone (813-974-2068) or via e-mail at (kzwygart@health.usf.edu) It will be the prerogative of the Director, following consultation with the student, to excuse the absence or request additional information about the absence. This may include requesting a physician's note or an explanation of the absence in detail. The student absenteeism form [using the link provided here](#), will be completed by the student, then forwarded to Student Affairs and copied to the Director AND coordinator:

In order to be excused from a mandatory elective event, the student must first contact the Director, Dr. Valeriano (jvaleria@health.usf.edu), directly, then send a copy of the request to the Office of Student Affairs and the coordinator, Dr. Jamie Cooper (jcooper8@health.usf.edu). The Director will make the determination to grant or deny a request, as well as what, if any, remediation will be required.

At the full discretion of the Director, excused absences may require remediation of missed elective work, additional days and/or additional material and may proportionally affect the final grade of the elective.

Excused absence remediation for Biopsy/Suturing Workshop

If you have an excused absence for this workshop, you will need to:

- View the "Skin Biopsy Technique" PowerPoint
- Print the remediation assessment
- Take the remediation assessment to a dermatology preceptor you are working with to be signed off
- Submit the form to Ms. Cooper either in person, or scan and send to jcooper8@health.usf.edu.

Excused Absence Remediation for Joint Injection Workshop

If you have an excused absence for this workshop, you will need to:

- View the Articulate "Joint Injection" Presentation
- Print the remediation assessment
- Take the remediation assessment to a rheumatology or orthopedic preceptor you are working with to be signed off
- Submit the form to Ms. Cooper either in person, or scan and send to jcooper8@health.usf.edu.

Excused Absence Remediation for MSK Exam Workshop

If you have an excused absence for this workshop, you will need to:

- Print the remediation assessment
- Take the remediation assessment to an orthopedic preceptor you are working with to be signed off
- Submit the form to Ms. Cooper either in person, or scan and send to jcooper8@health.usf.edu.

Scheduled Time Off: for interviews, out of town meetings, etc.

The student will submit a written request to the Director Dr. Valeriano (jvaleria@health.usf.edu) for permission to miss any clinic or ward experience, scheduled exams, elective projects, or mandatory sessions for interviews or out of town meetings. <http://hsc.usf.edu/medicine/studentaffairs/Absence+Forms.htm>

A copy of the written request must be sent to the Office of Student Affairs and the coordinator, Ms. Jamie Cooper (jcooper8@health.usf.edu). The request should be submitted as soon as the student knows of the scheduled event, **PRIOR** to the start of the elective. Last minute requests (received after the start of the elective) will require supporting documentation. **The decision to grant or deny the request and determine subsequent action will be at the full discretion of the Director. As such, any excused absences may require remediation of missed elective work, additional days and/or additional material and may proportionally affect the final grade.**

Consideration will be given for activities such as elected student representation to various committees and/or organizations. The Director will respond to the student's request in writing, with a copy to the Office of Student Affairs. The student must provide any supporting documentation requested to the Office of Student Affairs addressing absenteeism. **Students who miss scheduled hours are expected to acquire the same level of competency as other students involved in the elective. Lectures, reading assignments and work load will not be re-created or offset to accommodate any absences.**

Opportunities for remediation of missed clinical time, mandatory elective components and/or additional material (if deemed necessary by the individual Director) will be scheduled so as to not impact the clinical experience of the other students in the elective, or detract from the required components of the current elective or other elective in which they are enrolled. Written permission from the current Director is required for absences for any instances of remediation.

In the student's elective year (4th Year), it is recommended that no time is used from a required elective to fulfill any missing components from another required elective unless the student receives permission in writing from the affected Director and it is copied to the Associate Dean for Student Affairs, the Associate Dean for Undergraduate Medical Education and the Vice Dean for Educational Affairs.

Excused absences may proportionally affect final grade and/or may require remediation of missing course work, additional days and/or additional material at the discretion of the Director.

Students are expected to fulfill all time commitments for the elective. All missed time must be made up. The appropriate timing for the remediation will be subject to the Director's discretion and should be fulfilled within a 2 month period.

Mandatory components from all required electives must be completed prior to graduation.

This elective (as with all electives within the college) cannot grant permission for anticipated missed time in other electives (this includes periods around holidays).

Medical Student Hours in Clinical Years

See Student Handbook for details.

Holidays and Religious Observations

Students are expected to notify their Directors/coordinators if they intend to be absent for an announced examination, in accordance with this policy, prior to the scheduled religious holiday.

See Student Handbook for details.

Professional Behavior

For appropriate dress and professional values see Student Handbook.

Standard Precautions (formerly called Universal Precautions)

See Student Handbook for details.

HIPAA and Patient Confidentiality

See Student Handbook for details.

Academic Honesty

See Student Handbook for details.