

**UNIVERSITY OF MICHIGAN MEDICAL SCHOOL**  
**M2 CLINICAL TRUNK - FAMILY MEDICINE CLERKSHIP**  
**2024 - 2025 PRECEPTOR MANUAL**

The preceptor manual includes information about preceptor and student requirements, expectations, and assignments; as well as important medical school links that need you will need to review.

**Clerkship Description**

The Family Medicine Clerkship is a required four-week clinical rotation for second year (M2) medical students. The goal of this clerkship is to expose each student to ambulatory family medicine in a community-based clinical setting. Students will attend didactic teaching sessions which will present core concepts of Family Medicine and allow them to develop a knowledge base which will be reinforced throughout their clinical experiences in Family Medicine clinic sites.

The Family Medicine Clerkship provides students an opportunity to learn about the comprehensive diagnosis and management of patients with common undifferentiated problems, as well as provisions of chronic disease management. In addition, students will experience the key features of Family Medicine such as diagnosis and management in the ambulatory setting, continuity of care, appreciation of the impact of social determinants of health on healthcare outcomes across populations, preventive medicine, and the team-based approach including involvement with community agencies. The clerkship experience will also provide opportunities for the students to improve their skills in doctor-patient communication, history-taking and physical examination, differential diagnosis formation, stepwise decision-making to yield a cogent therapeutic plan, and office-based procedures.

**Preceptor Responsibilities and Expectations**

- **Clinic Expectations**
  - Work one-on-one with your assigned medical student during your clinic session, providing appropriate oversight of patient care. Try to directly observe history taking and/or physical exam skills and provide real-time feedback.
  - Please adhere to the students note expectation of only **ONE** note per session.
  - Students are not expected to read about patients prior to clinic. It is recommended to discuss goals and expectations together at the start of a clinic session to help anticipate which patients students should see (students are required to log a certain number of encounters, including at least 5 virtual encounters, and several visit types common in family medicine, to ensure they get a robust and balanced clinical experience).

- **Formative Feedback Requests**
  - Requested by a student via ARB (website used by medical students for evaluations/feedback/grades: [UMMS ARB](#) ) during the Weeks 1 and 3. If you are sent a request it needs to be filled in out in person by the end of that Friday's clinic session.
- **Student Reflection-Midway Feedback Form**
  - Requested by a student (that you worked with at least twice) during Week 2; this needs to be done in person by the end of Wednesday's clinic that week.
- **Final Student Evaluations**
  - Student evaluations are due 2 weeks from the end of the clerkship.
  - Please consider utilizing the self-assign link to start evaluations prior to the end of the clerkship. Will be sent out each cohort with other site-specific information (schedules, etc.).
  - The requirement is a minimum of ONE session worked with a student.

If you do not complete your evaluation for the student(s) you worked with that period, you will not receive the eRVU.

#### **Clerkship Contact Information**

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### 2024 - 2025 PRECEPTOR MANUAL

#### University of Michigan Medical School Educational Links

The [Educator guide](#) is a comprehensive resource designed to support your vital role in shaping the future of healthcare through medical education.

Policies and procedures to review before filling out assessment forms:

1. [UMMS Competencies & Objectives for Medical Student Education](#)
2. [UMMS Bulletin & Medical School Policies](#)
  - a. UMMS Learning Environment (pg. 12-16)
  - b. UMMS Medical Student Clinical & Education Activity Hours Policy (pg. 17-18)
  - c. UMMS Conflict of Interest Policy (pg. 19)
  - d. UMMS Technical Standards (pg. 30-32)
3. [SPG 601.22](#) Prohibitions Regarding Sexual, Romantic, Amorous and/or Dating Relationships Between Teachers and Learners
4. Words Matter: Mitigating bias in assessment. A [handout](#) describing actions to take to mitigate the unintended harmful downstream effects of bias in narrative assessment.
5. Clerkship specific Required Clinical Experiences (RCEs) can be found in the [Educator Guide](#) (policies & procedures section)

For those without level 2 Michigan Medicine access, please refer to this [Dropbox folder](#) for materials.

#### Department Website Resources

Family Medicine Predoctoral Education Site

[Medical Student Education](#) | [Family Medicine](#) | [Michigan Medicine](#) | [University of Michigan \(umich.edu\)](#)

#### Precepting Microskills

### One-minute preceptor: Diagnose and Teach!



**Commitment:** "What do you think?"

- Options (to tailor to learner): Dx, labs/imaging, Tx plan, counseling, follow up, back up plan

**Probe:** "What led you to that?" "What else did you consider?"

**Teach:** Consider time available

- Options: small pearls, resource, teaching scripts

**Reinforce:** Specific feedback! Can be global or small.

**Correct:** Specific, sensitive feedback! Can be global or small.

- "Next time, try..."

## Helpful excerpts from Student Manual:

### Clerkship Goals

At the end of the family medicine clerkship, each student should be able to:

- Discuss the principles of family medicine.
- Gather information, formulate differential diagnoses, and propose plans for the initial evaluation and management of patients with common presentations.
- Manage follow-up visits with patients having one or more common chronic diseases.
- Develop evidence-based health promotion/disease prevention plans for patients of any age or gender.
- Demonstrate competency in advanced elicitation of history, communication, physical examination, and critical thinking skills.
- Discuss the critical role of family physicians within any health care system.

### Excursion Day

**This is an optional (not required) experience - students will NOT be evaluated.**

Students will be presented with a list of available options to participate in Excursion Day. This is **NOT** a required activity, although it is encouraged for each student to participate. The Excursion Day is not evaluated or part of the final grade; it is available as an opportunity for students to see the breadth of family medicine outside of the outpatient clinics. These opportunities include hospital rounds, nursing home rounds, home visits, deliveries, and other "after hours" activities. There may also be opportunities for students to observe and assist during minor surgeries and procedures within the clinic setting.

### Family Medicine Clerkship Textbook

Our required textbook for the clerkship is ***Case Files Family Medicine 5th Edition*** by Toy, Briscoe, Britton, Heidelbaugh (2020). This textbook correlates highly to the content on the NBME examination and the Society of Teachers of Family Medicine National Clerkship Curriculum. Core clerkship topics and teaching sessions are addressed by chapters in this text. Students can access the book at the following link:

<https://casefiles-mhmedical-com.proxy.lib.umich.edu/CaseTOC.aspx?gbosContainerID=250&categoryID=40973>