



Office of Medical Education  
Division of Academic Affairs  
Brody School of Medicine  
East Carolina University

SOP #	6.2.2
Version #	5
Implementation Date	July 1, 2017
Last Reviewed/Update Date	12/20/2023
Approval by ECC	12/20/2023

Heading: Required Clinical Experiences (6.2)  
Competencies, Curriculum Objectives and  
Curriculum Design

### SOP Title: Logging of Required Clinical Experiences (6.2.2)

#### Rationale

The faculty of a medical school define the types of patients and clinical conditions that medical students are required to encounter, the skills to be performed by medical students, the appropriate clinical settings for these experiences, and the expected levels of medical student responsibility.

The core clinical required rotations of the third and fourth years of medical school prepare students to practice effectively and with increasing independence as they transition to resident physicians. As such, the Clinical Curriculum Committee has determined those clinical experiences, involving specific diagnoses and clinical skills, that are essential elements required for graduation from medical school in preparation for increasing levels of responsibility.

The purpose of this logging policy is to ensure that every student participates in all the required clinical experiences, distributed throughout the core M3 and M4 clerkships. Clinical clerkship directors and the Office of Medical Education monitor the fulfillment of logging requirements in order to ensure the adequacy and equivalence of patient experiences for each student and site and make adjustments as needed.

#### Scope

The process of logging clinical experiences includes the development and review of required clinical experiences, identification of alternative methods to achieve these experiences if not accomplished in clinical setting, distribution of these experiences throughout the core clerkships, student documentation of the experiences, and oversight by clerkship directors, curriculum committees, and the Office of Medical Education.

#### Stakeholders Affected by this Policy

Compliance with this policy is mandatory for all Brody School of Medicine clerkship directors and coordinators, medical students, and indicated Office of Medical Education faculty and staff.

#### Definitions

Logbook: Refers to the centrally managed, web-based logging system for monitoring student completion of the required clinical experiences and skills within each clinical block.



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Required Clinical Experiences/Skills: The combination of clinical conditions, signs, symptoms, procedures, or skills, the level of student responsibility, required setting, acceptable alternative methods, and the distribution across the required clerkships.

Criteria for Level of Involvement of Clinical Conditions and Procedures/Skills:

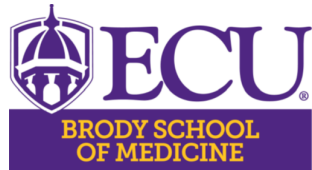
**Full Involvement/Performed:** Rounds on the patient; interviews patient, obtains consent and completes history and physical examination; writes notes; contributes to diagnostic and/or treatment plan for patient; responsible for following patient for the course of treatment. Student physically participates in procedures on the patient and is responsible for interpreting data.

**Limited Involvement/Observed:** Student participates in rounds but does not perform history or physical examination primarily. Student is present for the procedure, including critical aspects of history and either observes the entire procedure, or performs limited physical examination to identify abnormalities. Not responsible for notes, diagnostic or treatment plan, or continuity of care.

Alternative Method: As specified by the Clinical Curriculum Committee and the Executive Curriculum Committees, a method other than a patient encounter may be used to meet a required clinical experience. These methods may include simulation, simulated task trainer, lab, workshop, or a targeted patient encounter.

Targeted Patient Encounter: Clinical supervisors can assist students in identifying patients with the required clinical conditions and intentionally involve the student in the patient’s care in order to facilitate learning.

Completion of logging requirements: Refers to evaluating a patient with the required clinical condition and logging of all required information in the Elentra system.



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## Responsibilities

**Multiple people contribute to the distribution, collection, and data entry.**

**Student:** Responsible for logging experiences in a timely fashion and monitoring progress on achievement of required clinical experiences. The student is responsible for taking the log to mid-clerkship feedback meeting for review with clerkship director and for seeking out faculty and the clerkship director if they experience difficulty in achieving logging requirements.

**Curriculum Management Specialist:** Primary contact for clerkship directors, clerkship coordinators, and students for questions related to data entry and reports. This person is responsible for generating the clerkship cohort log for required clerkship experiences' one week before the end of the rotation and again at the end of the clerkship. This information will be communicated to the course and clerkship directors. This person will be responsible for generating spreadsheets for presentation at the Clinical and Executive Curriculum Committees.

**Clerkship Coordinator:** Responsible for instructing the students to bring a copy of patient experiences log and the mid-rotation reflection form to the mid-rotation feedback meeting. Responsible for reviewing reports and communicating with the students and clerkship directors about deficiencies one week before the end of the clerkship and at the end of the clerkship.

**Clerkship Director:** Responsible for communicating the purpose of required experiences and clerkship specific experiences in the syllabus and during the clerkship introductory session. Additionally, the Clerkship Director will require that students complete the mid-rotation feedback reflection and will bring a copy to the mid-rotation feedback session. The Clerkship Director will assist the student in identifying opportunities to participate in the care of patients with the required clinical experiences. This person is responsible for communicating with the student if the requirements have not been met and will submit a grade of "In Progress" until all clerkship requirements are submitted. Any professionalism concerns due to incomplete or late logging will be directed to the Office of Student Affairs by the Clerkship Director.

**Associate Dean for Medical Education:** The Associate Dean, or their designee, is responsible for implementing the process defined by the curriculum committees to annually review the required clinical experiences, the appropriate level of responsibility, and the appropriate clinical setting. This position is expected to provide aid, guidance, and resources as needed throughout these processes. This person is responsible for ensuring compliance with the policies and reporting the process, required clinical experiences, and compliance to the curriculum committees.

**Curriculum Committee:** Responsible for the development of required clinical experiences, including the types of patients, clinical conditions, and skills that medical students are required to encounter, the appropriate clinical settings, the expected levels of medical student responsibility, distributions across the clerkships, and acceptable alternative experiences. The Clinical Curriculum Committee, with oversight from the Executive Curriculum Committee, is responsible for the development, oversight, and yearly review of these required clinical conditions.



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Procedures for Implementation and Review

Required Clinical Experiences

To successfully complete each core clinical clerkship, a student must complete all of the required clinical experiences assigned to that clerkship.

Student Logging of Clinical Experiences

For each core clinical clerkship, students must log at least one patient encounter or alternative method for each clerkship specific required clinical experience (condition/skill) including level of responsibility and clinical setting before the last day of the clerkship. Clerkship Director must approve the request to utilize an alternative method.

Each student will review their patient log with the clerkship director or designee during the required mid-rotation feedback session held at the midway point of the rotation. As needed, changes will be made to ensure that students have the opportunity to meet the required clinical experiences.

Falsifying patient encounters will constitute a violation of the student honor code and will be referred to the appropriate disciplinary committee for further action.

If, by the end of the clerkship, the logging requirements are not completed, as evidenced by the submission of required log reports to the clerkship director, a grade of “In Progress” will be assigned to the student until the log is received.

Failure to comply with the policy and turn in documents by the specified time will result in documentation and referral to the Student Professionalism and Community Standards Committee.

Central Monitoring by the Clerkship and Office of Medical Education

All Clerkships will introduce logging requirements in the clerkship orientation and the syllabus/Blackboard will identify clerkship-specific patient experience requirements.

Clerkship Directors and Clerkship Coordinators will distribute the list of required clinical experiences, along with institutional and clerkship objectives, to all faculty and residents involved in teaching.

Clerkship Directors or designee will meet with students during the mid-rotation feedback sessions to review patient log data and to assist students in identifying additional opportunities to evaluate patients with the required clinical conditions or develop a plan to



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utilize an alternative method. Clerkship Director must approve the request to utilize an alternative method.

One week before the end of the required core clerkships, a compliance report will be generated by the Curriculum Management Specialist and sent to the Clerkship Director, Clerkship Coordinator, and the Associate Dean for Medical Education. The Clerkship Director or Designee (Clerkship Coordinator) will contact each student with logging deficiencies to remind them of the requirements and deficiencies.

At the end of the clerkship, the Curriculum Management Specialist will generate a final report of required clinical experiences. Any student not in compliance with the policy will receive a grade of “In Progress” and will be reported to the Student Professionalism and Community standards Committee.

Logbook data for required clinical experiences will be centrally reviewed with the curriculum committees at least annually.

Logbook data and required clinical conditions, settings, and level of student responsibility, and alternative methods will be reviewed once a year to allow the Clinical Curriculum Committee to make recommendations to the Executive Curriculum Committee for updating the list of required experiences in required clerkships or required clinical experiences to ensure learning needs are met in an evolving environment.

Schedule for Review and Update

This policy may be reviewed and revised as necessary, but at least every three years.

Related Policies

None

Applicable Laws, Regulations & Standards

LCME Element 6.2  
 LCME 8.6 Monitoring of Completion of Required Clinical Experiences



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Appendix

**A: List of Required Clinical Experiences**

	Required Clinical Experience	Clinical Setting	Patient Type	Level of Involvement	Alternative Learning Experience
FAMILY MEDICINE	Musculoskeletal complaint	Outpatient	Adult	Full	Targeted patient encounter
	Congestive heart failure/chronic	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
	Coronary artery disease	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
	Cough/upper respiratory infection	Outpatient	Adult &/or Child	Full	Targeted patient encounter
	Dementia	Outpatient	Adult	Limited	Targeted patient encounter
	Diabetes/chronic	Outpatient	Adult	Full	Targeted patient encounter
	Headache	Inpatient or Outpatient	Adult &/or Child	Full	Targeted patient encounter
	Hyperlipidemia	Outpatient	Adult	Full	Targeted patient encounter
	Hypertension/adult	Outpatient	Adult	Full	Targeted patient encounter
	Nausea/vomiting	Inpatient or Outpatient	Adult &/or Child	Full	Targeted patient encounter
	Nutritional counseling	Inpatient or Outpatient	Adult &/or Child	Full	Targeted patient encounter
	Rachis/evaluation of	Outpatient	Adult &/or Child	Full	Targeted patient encounter
	Urinary tract infection	Inpatient or Outpatient	Adult &/or Child	Full	Targeted patient encounter
	Well adult visit/clinical prevention	Outpatient	Adult	Full	Targeted patient encounter
	Finger stick glucose/perform & interpret	Inpatient or Outpatient	Adult	Performed	Targeted patient encounter
Urinalysis/interpret	Outpatient	Adult &/or Child	Performed	Targeted patient encounter	
INTERNAL MEDICINE	Anemia	Inpatient	Adult &/or Child	Full	Targeted patient encounter
	Chest pain/acute	Inpatient	Adult	Full	Targeted patient encounter
	Congestive heart failure/acute	Inpatient	Adult	Full	Targeted patient encounter
	Chronic obstructive pulmonary disease/chronic asthma	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
	Hyperglycemia/acute	Inpatient	Adult	Full	Targeted patient encounter
	Fluid/electrolyte/acid-base disorders	Inpatient	Adult	Full	Targeted patient encounter
	Hemostatic disorders of	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
	Mental status/alter	Inpatient	Adult	Limited	Targeted patient encounter
	Renal failure	Inpatient or Outpatient	Adult &/or Child	Limited	Targeted patient encounter
	Shortness of breath/adult	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
	Liver disease	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
	Blood gas/interpret	Inpatient	Adult	Performed	Targeted patient encounter
	Chest X-ray/interpret	Inpatient	Adult	Performed	Targeted patient encounter
	Palliative care/end of life care	Inpatient	Adult &/or Child	Limited	Targeted patient encounter/simulation
	Pulse oximetry	Inpatient	Adult	Performed	Targeted patient encounter
Informed consent	Inpatient	Adult &/or Child	Performed	Simulation	
OB/GYN	Abdominal pain in pregnancy	Inpatient or Outpatient	Pregnant	Limited	Targeted patient encounter
	Contraction/labor	Inpatient or Outpatient	Pregnant	Full	Targeted patient encounter
	Hypertension/pregnancy	Inpatient or Outpatient	Pregnant	Limited	Targeted patient encounter
	Pregnancy/abnormal/acute	Inpatient	Pregnant	Full	Targeted patient encounter
	Vaginal bleeding or discharge/abnormal	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
	Cervical labor exam	Inpatient	Pregnant	Performed	Targeted patient encounter
	Vaginal delivery/normal	Inpatient	Adult	Observed	Simulation
	Urethral catheterization	Inpatient	Adult &/or Child	Performed	Targeted patient encounter
Wet mount/pap smear w interpretation	Inpatient or Outpatient	Adult	Performed	Targeted patient encounter	

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	Required Clinical Experience	Clinical Setting	Patient Type	Level of Involvement	Alternative Learning Experience	
PEDIATRICS	Pediatric blood pressure measurement	Inpatient or Outpatient	Child	Full	Targeted patient encounter	
	Behavioral concern, pediatric	Inpatient or Outpatient	Child	Full	Targeted patient encounter	
	Developmental concern	Outpatient	Child	Full	Targeted patient encounter	
	Fever/child	Inpatient or Outpatient	Child	Full	Targeted patient encounter	
	Newborn (healthy)	Inpatient	Child	Full	Targeted patient encounter	
	Newborn with problem or risk	Inpatient or Outpatient	Child	Full	Targeted patient encounter	
	Pharyngitis	Outpatient	Child	Full	Targeted patient encounter	
	Respiratory distress/child	Inpatient or Outpatient	Child	Full	Targeted patient encounter	
PSYCHIATRY	Well child visit/clinical prevention	Outpatient	Child	Full	Targeted patient encounter	
	Suicide risk	Inpatient or Outpatient	Adult	Full	Targeted patient encounter	
	Psychiatric assessment/acute	Inpatient	Adult	Full	Targeted patient encounter	
	Substance abuse	Inpatient or Outpatient	Adult	Limited	Targeted patient encounter	
	Violence assessment	Inpatient or Outpatient	Adult	Full	Targeted patient encounter	
	Mental status exam	Inpatient	Adult	Performed	Targeted patient encounter	
	SURGERY	Abdominal pain/acute	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
		Breast mass/evaluation	Inpatient or Outpatient	Adult	Full	Targeted patient encounter
Trauma		Inpatient	Adult	Limited	Targeted patient encounter	
Abscess incision/drain		Inpatient or Outpatient	Adult	Observed	Targeted patient encounter	
Digital rectal examination		Inpatient or Outpatient	Adult	Performed	Targeted patient encounter	
Suture laceration repair		Inpatient or Outpatient	Adult &/or Child	Performed	Simulation	
Nasogastric/orogastric intubation		Inpatient	Adult	Performed	Simulation	
Removal of skin staples/cutures		Outpatient	Adult &/or Child	Performed	Simulation	
EMERGENCY	Minimally invasive surgery	Inpatient or Outpatient	Adult	Observed	Targeted patient encounter	
	ABI/Vascular assessment	Inpatient or Outpatient	Adult	Performed	Targeted patient encounter	
	Acutely ill/unstable patient	Inpatient or Outpatient	Adult &/or Child	Limited	Targeted patient encounter	
	Closed head injury	Inpatient or Outpatient	Adult &/or Child	Full	Targeted patient encounter	
	Cardiac arrhythmia	Inpatient or Outpatient	Adult	Limited	Targeted patient encounter	
	Fever/adult	Inpatient or Outpatient	Adult	Full	Targeted patient encounter	
	Anesthesia/local infiltration	Inpatient or Outpatient	Adult	Performed	Targeted patient encounter	
	EKG/head placement/Perform & Interpret	Inpatient or Outpatient	Adult	Performed	Targeted patient encounter	
Neuro PM&R	Peripheral IV	Inpatient or Outpatient	Adult	Performed	Simulation	
	Ventilation/bag-valve-mask	Inpatient or Outpatient	Adult	Performed	Simulation	
	Ultrasound	Inpatient or Outpatient	Adult	Performed	Targeted patient encounter	
	Chronic pain	Inpatient or Outpatient	Adult	Full	Targeted patient encounter	
Stroke/TIA/acute	Inpatient	Adult	Full	Targeted patient encounter		

Required Clinical Experiences Pocket Card given to each student.