
PSRY5000 PSYCHIATRY CLERKSHIP

DEPARTMENT OF PSYCHIATRY & HEALTH BEHAVIOR
Medical College of Georgia at Augusta University

Dr. Sameera Azeem, Clerkship Director

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PROGRAM OVERVIEW

Y3 Medical Students will engage in a **three-week** Psychiatry clerkship experience designed to educate, cultivate, and assess students' knowledge in the field of Psychiatry by instituting a positive and professional learning environment with both academic and clinical opportunities to address the following MCCG and Clerkship objective categories:

- Medical Knowledge
- Patient Care
- Practice-Based Learning
- Communication and Collaboration
- Medical Professionalism and Ethics
- Systems-based Practice
- Practical Management and Self-Care
- Community Health and Advocacy

PROFESSIONAL BEHAVIOR EXPECTATIONS, POLICIES & PROCEDURES

If any of the following are not done, we reserve the right to lower your professionalism grade:

Attendance

Recognizing the need to have sufficient time in the clinical learning environment:

- May not miss more than 2 days of this 3-week clerkship. If time missed is significant, it may be best to repeat the rotation in its entirety. This policy applies to all rotations, including both on-campus and off-campus.
- Students must meet with the Associate Dean for Curriculum, Augusta (or the Chair of Clinical Sciences on the Athens Campus) prior to the start of the rotation or as soon as feasible if:
 - they need to be away from their clinical responsibilities on any required rotation for more than three days or three 26-hour periods, or
 - they are required to be away for more than seven days or seven 26-hour periods during an academic year.

All absences must be excused. Requests for excused absences should be made as soon as feasible.

- Examples of excused absences:
 - Personal illness and family emergencies
 - Absence for Health Care
 - As professionals, when possible, they should choose appointments that interfere the least with educational responsibilities. If such absences exceed one appointment per month, a formal medical excuse must be obtained and submitted.
 - Observance of Religious Holidays
 - The time away from the rotation will not impact student evaluations. (If this absence results in significant time away from clinical experiences, students may be required to schedule make-up time.)
- Unexcused absences can be potentially made up by taking call. See coordinator to arrange in the event of an unexcused absence.
- For all campuses: At the end of each clerkship, the Clerkship Director, Site Clerkship Director, or Chair of Clinical Sciences must report all student absences, planned or otherwise, to the appropriate Class or Campus Student Affairs Dean.

When absent, inform your preceptor, resident(s), and coordinator.

- If on a regional campus, inform the site clerkship director as well.

PROFESSIONAL BEHAVIOR EXPECTATIONS, POLICIES & PROCEDURES

If any of the following are not done, we reserve the right to lower your professionalism grade:

Attire

- Check with your preceptor for specifics. | Professional attire; White coats (no scrubs unless in Emergency); AU ID.
- No visible tattoos; No jeans; No sandals; No ties.
- Keep pens/writing utensils and phones tucked away.

Communication

- Check AU email for announcements and information daily.
- Accept all calendar invites.

Physical Safety/Violence

- It is important that you follow all safety instructions from rotation or site personnel and that you always be cognizant of safety considerations.
- If a patient should become violent, it is not your task, as a medical student, to intervene. Indeed, it is best that the job of containing a violent patient be left to those who know how to do it: the staff and Public Safety.
- Be sure to review the Clerkship Safety Guidelines in D2L.

Undue Familiarity

- Obligation to avoid any sexual activity with his or her patient, no matter how the patient behaves.

Confidentiality | HIPPA

- No photographing or recording patients.
- Remember that you are a part of a treatment team, and within such teams it is expected that all relevant and important information will be communicated to other team members.

Respect, Empathy, and Compassion

- The Golden Rule is just as valid in psychiatry as it is in other aspects of life. Insensitive, hurtful, thoughtless, demeaning, or stigmatizing comments will not be tolerated.



[Click image above to access full policy details.](#)

POSITIVE LEARNING ENVIRONMENT & COURSEWORK

We promote mutual respect between the learner and teacher and promote professionalism in the environment, free of mistreatment, such as:

- Threat of harm/physical abuse
- Speaking insultingly, harshly or unjustly to or about a student
- Public belittling or humiliation
- Being asked to perform services unrelated to education or patient care (shopping, errands)
- Threat of grading as a reward or punishment for inappropriate requests
- Offensive remarks based on one's gender, racial, ethnic, religious identity, national origin, disability, or sexual orientation
- Taking credit for another student's work
- Intentional neglect

Online and in-person reporting is available to students. Reach out to your Clerkship Program Coordinator to report any concerns.

POSITIVE LEARNING ENVIRONMENT & COURSEWORK

Reading Materials & Resources

Required Reading | DSM 5 | Diagnostic and Statistical Manual of Mental Disorders | 5th Ed. (APA)

Required Books | See Desire2Learn for a list of recommended ebooks

- Psychiatry – 3rd Ed. (Janis L. Cutler, MD)
- Introductory Textbook of Psychiatry – 6th Ed. (Black, D & Andreasen, N)
- NMS Psychiatry – 6th Ed. (Thornhill, J)
- Synopsis of Psychiatry Behavioral Sciences/Clinical Psychiatry – 11th Ed. (Sadock, B & Sadock, V)

Recommended Journals | All titles available online through Greenblatt Library

- *The American Journal of Psychiatry*
- *The Journal of Clinical Psychiatry*
- *JAMA Psychiatry*
- *Psychosomatics*
- *Biological Psychiatry*
- *American Journal of Geriatric Psychiatry*
- *Journal of Psychiatric Research*
- *Journal of American Academy of Psychiatry and the Law*
- *Journal of the American Academy of Child & Adolescent Psychiatry*

POSITIVE LEARNING ENVIRONMENT & COURSEWORK

Clerkship Systems & Support



DESIRE TO LEARN (D2L)

LMS to access course content including syllabus, policies, procedures, forms, assignments and assessments.

- Weekly Modules
- Mid-Rotation Feedback Form
- Psychiatric History (Interview) and MSE Form
- Departmental Exam



BOX

Student Folder provided via "Welcome Email."

- ECT Schedule
- Grand Rounds Schedule
- Specific Site Information
- Student Calendar by Site
- Locker Assignments
- Survival Guide | You may also pick up a hard copy at the front desk of Stoney.



ONE45

Web Management System for medical community.

- Forms
 - Clerkship and Enrichment Student Clinical Assessment
 - Evaluation of Faculty/Resident
 - Phase 3 Clerkship
- Logs
 - Student-Patient Encounter Logs (SPEL)
 - IPE Exercise
 - Neurostimulation Experience Attestation as Yr3 Psych Clerks Call Log



AUGUSTA UNIVERSITY EMAIL

Outlook Rotation Group
Be sure to check daily/set up alerts.

- Emails
- Documents/Links
- Calendar Invites for Educational Activities and Events
- W@G

POSITIVE LEARNING ENVIRONMENT & COURSEWORK

Navigating D2L

Begin navigating your course with "Welcome! Start Here!" to review all:

- Goals and Objectives
- Policies, Grading, Schedules and Site Locations

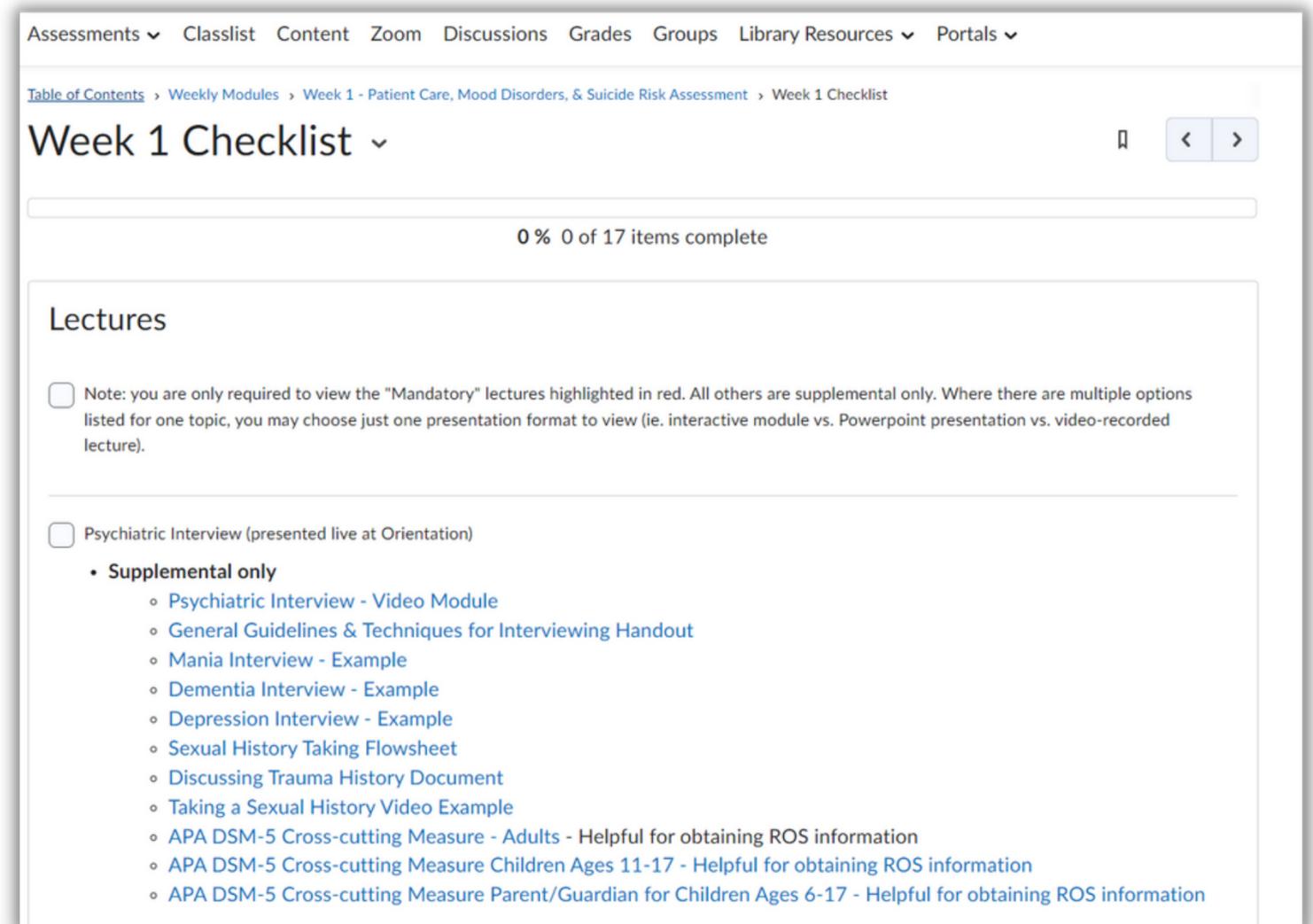
Next, select "Weekly Modules" to access each week's checklist of resources, assignments and assessments to complete.

To best prepare for your NBME Shelf Exam, please review all provided materials including those labeled "Supplemental only."

Be mindful of all due dates and times. Some assignments/forms have special due dates and times.

- Week 1 | Due on Sunday by 10 PM.
- Week 2 | Due on Sunday by 10 PM.
- Week 3 | Due on Friday by 8 AM.

Reminder | D2L does **NOT** auto-save. You must upload your attachments and select "Submit" to complete the submission process.



The screenshot displays a D2L course interface. At the top, there is a navigation menu with options: Assessments, Claslist, Content, Zoom, Discussions, Grades, Groups, Library Resources, and Portals. Below this, a breadcrumb trail reads: Table of Contents > Weekly Modules > Week 1 - Patient Care, Mood Disorders, & Suicide Risk Assessment > Week 1 Checklist. The main heading is "Week 1 Checklist" with a dropdown arrow and a search icon. A progress bar indicates "0% 0 of 17 items complete". Under the heading "Lectures", there is a note: "Note: you are only required to view the 'Mandatory' lectures highlighted in red. All others are supplemental only. Where there are multiple options listed for one topic, you may choose just one presentation format to view (ie. interactive module vs. Powerpoint presentation vs. video-recorded lecture)." Below this, there is a checkbox for "Psychiatric Interview (presented live at Orientation)". Underneath, a section titled "Supplemental only" lists several items: "Psychiatric Interview - Video Module", "General Guidelines & Techniques for Interviewing Handout", "Mania Interview - Example", "Dementia Interview - Example", "Depression Interview - Example", "Sexual History Taking Flowsheet", "Discussing Trauma History Document", "Taking a Sexual History Video Example", "APA DSM-5 Cross-cutting Measure - Adults - Helpful for obtaining ROS information", "APA DSM-5 Cross-cutting Measure Children Ages 11-17 - Helpful for obtaining ROS information", and "APA DSM-5 Cross-cutting Measure Parent/Guardian for Children Ages 6-17 - Helpful for obtaining ROS information".

POSITIVE LEARNING ENVIRONMENT & COURSEWORK

Mid-Rotation Feedback Form | Feedback for Improvement

- Located in D2L.
- Only use the version located in D2L.
- Schedule with Preceptor (not a resident).
- Print, Review and Complete with Preceptor.
- Upload to D2L assignment folder by 5 PM on Friday of Week 2 of clerkship.
- Use this data to improve your clerkship performance and experience.



Mid-Rotation Feedback				
Student Name: _____		Preceptor Name: _____		
Clerkship: _____		Site: _____		
		Date: _____		
Student to complete prior to meeting				
Strengths:		Opportunities for improvement:		
1)		1)		
2)		2)		
3)		3)		
Preceptor to complete during meeting				
How well was the student able to...	Not observed	UNABLE to Perform	Needs SIGNIFICANT ASSISTANCE to perform	Needs LITTLE ASSISTANCE to perform
- prepare for the days' work? (CBO 5.6)				
- complete assigned work in a timely fashion? (CBO 5.6)				
- handle confidential information discreetly? (CBO 5.2, 5.3, 5.4)				
- obtain accurate, complete and relevant patient histories? (CBO 2.2)				
- complete an appropriately complete or focused physical exam? (CBO 2.3)				
- develop a sound differential diagnosis? (CBO 2.6)				
- formulate an appropriate diagnostic or therapeutic plan? (CBO 2.4, 2.5, 2.7)				
- utilize evidence-based resources to answer clinical questions? (CBO 3.1)				
- Demonstrate knowledge essential to patient care? (CBO 1.1, 1.2, 1.4, 1.5)				
- effectively record/document patient encounters? (CBO 4.3, 4.4)				
- deliver oral presentations that are clear, organized and accurate? (CBO 4.3, 4.4)				
- develop effective rapport with diverse patients and Families? (CBO 4.1, 4.2, 5.5)				
- respond effectively to and implement feedback? (CBO 3.2, 3.3, 3.4)				
- show curiosity and desire to improve own performance/skills? (CBO 3.5)				
- work effectively with healthcare team members? (CBO 6.1)				
- Recognize external factors that affect patient health and advocate for them (e.g. social determinants, smoking, obesity, substance use)? (CBO 6.3, 8.1, 8.2, 8.3)				
Strengths:		Opportunities for Improvement		
1)		1)		
2)		2)		
3)		3)		
Signatures/Date:				
Faculty (REQUIRED) _____		Student (REQUIRED) _____		
		Resident _____		
Additional Comments by Preceptor:				

POSITIVE LEARNING ENVIRONMENT & COURSEWORK

Psychiatric History and Mental Status Exam Form

- Located in D2L.
- Schedule with Preceptor (not a resident).
- Print, Review and Complete with Preceptor.
- Upload to D2L assignment folder by 8 AM on the last day of clerkship.

Evaluation and Feedback Form: Observed Psychiatric History and Mental Status Exam
Updated 1/25/2021

This is required for successful completion of your Psychiatry Clerkship!
Schedule time with one of your faculty preceptors and complete the form prior to the last clinical day of your clerkship.

Upload the completed form to the designated D2L folder and keep a copy for your records by 8am on the final day of your clerkship.

Name of Student: _____ Date Performed: _____

Kalamazoo Essential Elements Communication Checklist (Adapted)*
How well does the learner do the following:

	1 Poor	2 Fair	3 Good	4 Very Good	5 Excellent
A. Builds a Relationship (includes the following): • Greets and shows interest in patient as a person • Uses words that show care and concern throughout the interview • Uses tone, pace, eye contact, and posture that show care and concern					
B. Opens the Discussion (includes the following): • Allows patient to complete opening statement without interruption • Asks "Is there anything else?" to elicit full set of concerns • Explains and/or negotiates an agenda for the visit					
C. Gathers Information (includes the following): • Begins with patient's story using open-ended questions (e.g. "tell me about...") • Clarifies details as necessary with more specific or "yes/no" questions • Summarizes and gives patient opportunity to correct or add information • Transitions effectively to additional questions					
D. Understands the Patient's Perspective (includes the following): • Asks about life events, circumstances, other people that might affect health • Elicits patient's beliefs, concerns, and expectations about illness and treatment • Responds explicitly to patient's statements about ideas and feelings					
E. Shares Information (includes the following): • Assesses patient's understanding of problem and desire for more information • Explains using words that patient can understand • Checks for mutual understanding of diagnostic and/or treatment plans • Asks if patient has any questions					

Evaluation and Feedback Form: Observed Psychiatric History and Mental Status Exam
Updated 1/25/2021

	Poor	Fair	Good	Very Good	Excellent
F. Reaches Agreement (IF new/changed plan) (includes the following): • Includes patient in choices and decisions to the extent s/he desires • Asks about patient's ability to follow diagnostic and/or treatment plans • Identifies additional resources as appropriate					
G. Provides Closure (includes the following): • Asks if patient has questions, concerns or other issues • Summarizes/asks patient to summarize plans until next visit • Clarifies follow-up or contact arrangements • Acknowledges patient and closes interview					

Comments: _____

*Adapted from: Essential Elements: The Communication Checklist, copyright Bayer-Fetzer Group on Physician-Patient Communication in Medical Education, May 2001, and from the Bayer-Fetzer Conference on Physician-Patient Communication in Medical Education. Essential Elements of Communication in Medical Encounters: The Kalamazoo Consensus Statement. Academic Medicine 2001; 76:390-393.

Evaluation and Feedback Form: Observed Psychiatric History and Mental Status Exam
Updated 1/25/2021

	Yes	No
ID/General Appearance & Behavior		
Speech		
Psychomotor Behavior		
Mood		
Affect		
Thought Process		
Thought Content		
Perception		
Insight		
Judgment		
Cognition (as applicable)		

Comments on MSE: _____

Name of faculty/attending (printed): _____

Signature of faculty/attending: _____ Date: _____

Student Attestation: I have been observed completing a psychiatric interview and presenting a mental status exam by my faculty preceptor/attending and received helpful feedback from him/her.

Student Signature: _____ Date: _____

POSITIVE LEARNING ENVIRONMENT & COURSEWORK

Departmental Exam

- All D2L assignments and assessments are designed to help you prepare for the NBME Shelf Exam.
 - Weekly multiple choice vignettes have a five (5) minute time limit.
 - Essay questions have a two (2) hour time limit and are graded by Dr. Azeem or Dr. Shuler. Your grade will show as a zero (0) until graded.
 - Assignments and assessments will NOT be reopened after the deadline.
 - NO LATE WORK ACCEPTED.
- All D2L work (Departmental Exam) will count as ten percent (10%) of your final clerkship grade.

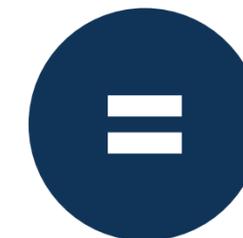
D2L Week 1
Assignments
and
Assessments



D2L Week 2
Assignments
and
Assessments



D2L Week 3
Assignments
and
Assessments



Departmental
Exam Score
that is 10% of
your final
clerkship grade.

EDUCATIONAL ACTIVITIES & EVENTS

ALL Educational Activities and Events are MANDATORY.
Your professional grade will be impacted if you are not in attendance.



PRECEPTOR EXPERIENCE

Assigned Site| AUMC or ECRH
Duty Hours | Monday-Friday
8 AM-5 PM*
Report @ 1 PM on Day 1**
*Log each student-patient
encounter in One45 SPEL.*



GRAND ROUNDS (GR)

Virtual | AU Faculty & National
Speakers
11:30 AM-12:30 PM
2nd, 3rd, and 4th Thursdays
*Does not take place during
June/July rotations*



ACADEMIC HALF DAY (AHD)

Virtual | AU Resident
Thursdays
3-5 PM (Weeks 1-2)
1-3 PM (Week 3)
*Will complete case-based
discussion assignments that
will be uploaded to D2L.*



NEUROSTIMULATION EXPERIENCE (ECT & TMS)

Perioperative Procedure Center
1st Floor, South | BA 1500
*Be sure to access One45 to
attest to your experience under
Yr3 Psych Clerks Call Log.*



OUTPATIENT CLINIC EXPERIENCE

Stoney Building
Report to Front Desk and ask for
your assigned Resident.
*Student Lockers are located
here. Refer to your locker
assignment in your student
folder.*



INDEPENDENT PSYCHOLOGICAL EVALUATION

Conducted by student during
Duty Hours of Preceptor
Experience.
*Be sure to access One45 to log
within one of the required
SPELs.*

Scheduled by Coordinator | Check Student Calendar | Accept all Outlook Calendar Invites for applicable links, dates, and times.

Not scheduled by
Coordinator.

*Confirm details with Preceptor at the start of your rotation.

**Preceptor Experience Reporting Information:

- Athanasiati/Spearman | Report to Psychiatry Intake and Triage Office Suite located in the Psychiatry Suite/Consultation-Liaison Office | BA 3515 | Door Code | 9331
- Dexter | Emergency Department, D Pod | Office 1282 | Door Code is 3825 | Check in with the Resident on duty

EDUCATIONAL ACTIVITIES & EVENTS

Documentation in One45

Student-Patient Encounter Log_(SPEL)

- Log ALL patient encounters.
- Minimum of thirty (30) encounters within the recognized Psychiatry competency categories.
 - Examples on next slide.
 - You must log a minimum of one (1) from each of the required six (6) competency categories.
 - *Mood Disorders*
 - *Anxiety Disorders*
 - *Personality Disorders*
 - *Substance-Related and Addictive Disorders*
 - *Schizophrenia Spectrum and Other Psychotic Disorders*
 - *Neurodevelopmental Disorders*
 - Please note that "Competency Items" are not the same as student-patient encounters logged. One45 will show more competency items logged than encounters.
- If you do not encounter a specific type of patient in real life, you must complete the correlating ECHO Lecture/Vignette in D2L and document as a "computer-based case" on the SPEL.
- All patients must be logged by 8 AM on the day of the NBME Shelf Exam in order to:
 - be eligible for the assessment.
 - **NOT** receive a grade of "NR".
 - **NOT** receive a grade reduction of 4% from final average.

Augusta University
Psychiatry

*Date of patient contact:
20221118

*Age
--

*Race
 African American or Black
 American Indian or Alaska Native
 Asian
 Hispanic or Latino
 Native Hawaiian or other Pacific Islander
 White non-Hispanic
 Other

*Gender
 Male
 Female

*Patient Involvement
 Observed only
 Interviewed and/or Examined
 Simulated

Was this a simulated patient or computer-based case?
 Yes

*Diagnosis (May select multiple)

For those rotating on the Psychiatry clerkship: If you selected "substance withdrawal", "substance dependence" or "substance abuse" above, please specify the specific substance here:

Procedures Encountered/ Performed (Athens Campus Students Only)

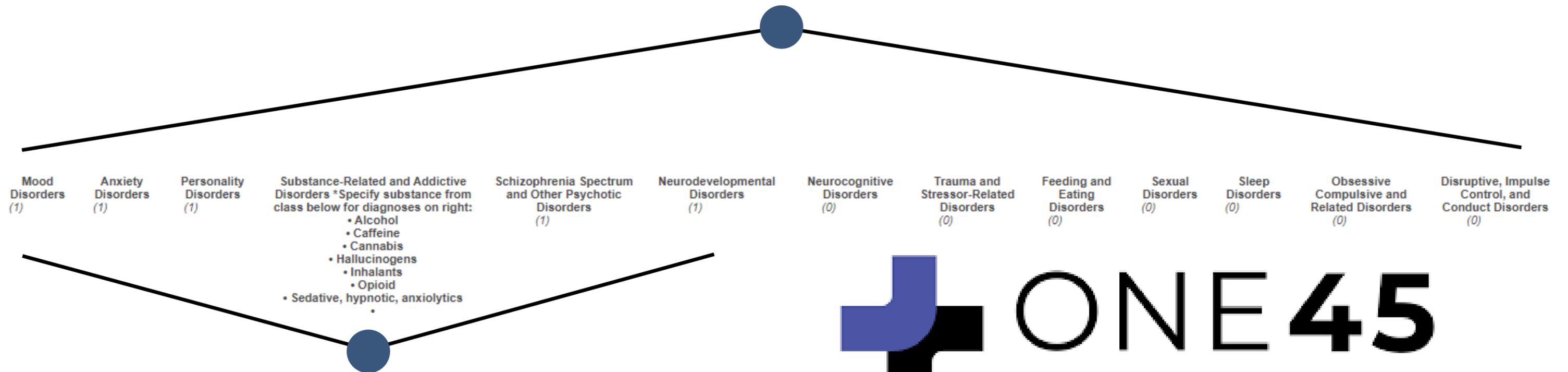
What resources did you use to learn more about this patient?
 Attending
 Internet Source
 Journal
 Medline/OVID
 Resident
 Textbook
 UpToDate

*Setting
 Inpatient
 Outpatient
 Simulated

EDUCATIONAL ACTIVITIES & EVENTS

Documentation in One45

Psychiatry Competency Categories to use when documenting Student-Patient Encounters



6 Required Categories
One (1) of each minimum



30 Total Required | Log all encounters

EDUCATIONAL ACTIVITIES & EVENTS

Documentation in One45

IPE Exercise

- Completed once during each clerkship. | Documented in SPEL on one of your required 30 encounters.
 - Identify a patient who requires care from another health professional or student.
 - Query the health professional about his/her education. Sample below.

IPE Questions: REQUIRED TO COMPLETE ONCE PER CLERKSHIP (unless noted by the individual clerkship)

Which health care professionals were involved in the care of your patient (list all)?

Which health care professional did you interview?

--

Did you interact with the health professional, a student or both?

--

Reflection: Identify what you learned about the content of care provided by this health professional, the process of working with other disciplines on the health care team, and what you could do next that would help improve how you work with health care professionals of this discipline in

Yr3 Psych Clerks Call Log

- Used to document Neurostimulation Experience.
- Be sure to select Dr. Rosenquist as your supervisor.

Date you completed ECT:
20221122

Supervisor:
PICK

I attest to completing the ECT experience.

No
 Yes

SUBMIT Commit responses.

SUBMIT AND START NEW LOG Commit responses and launch a new log pre-filled with the same values.

SAVE AND CLOSE Save current responses and keep log entry available in your logs tab for revision.

CANCEL Discard responses. Previously saved entries will be untouched.

SITES & CONTACT INFORMATION

Augusta Campus

AUMC, ECRH, EAMC,
VAMC, Serenity,
Lighthouse

Clerkship Program
Coordinator

Crystal Crawford, Ed.S.
crcrawford@augusta.edu

Stoney Building | EG
762.436.6454
Hours | 8 AM-5 PM
Monday-Friday

SW Campus

Affinity-Tifton, Valdosta
Psych Assoc., Phoebe
Behavioral

Clinical Rotation Coordinator
Elaine H. Blakenship, MA
229.312.1451
eblankenship@augusta.edu

Clerkship Program
Coordinator (Orientations &
Testing)
Christa Thrower
229.312.1426
ctthrower@augusta.edu

SE Campus

Psychiatric Medicine-
Savannah, Winn Army
Hospital-Ft. Stewart

Clinical Rotation
Coordinator
Malinda Moore
912.466.7540
marmore@augusta.edu

NW Campus

Highland Rivers-
Willowbrooke-Villa Rica,
NW Behavioral

NW Campus
Coordinator (Rome)
Vicki Wiles
706.802.5307
vwiles@augusta.edu

SITE ASSIGNMENTS

Site assignments and student schedules are located in your Student Folder in Box.

Evaluator = Preceptor = Attending that you will work with during the majority of your clerkship and who will complete your mid-rotation and final evaluations.

Be sure to review all documents and resources provided in Box. We have included a Survival Guide and site-specific information to guide your experience.

You are responsible for completing/attending all assigned duty hours and experiences.

Site Assignments Rotation #16 11/28-12/18			
Augusta University Medical Center		NW Villa Rica (NW)	
Student	Evaluator	Student	Evaluator
	(C/L) Drs. Spearman/Athanasiadi (BHU) Dr. Dexter (BHU) Dr. Dexter (C/L) Drs. Spearman/Athanasiadi		Dr. Barnett
East Central Regional Hospital		Northwest Behavioral Medicine (NW)	
Student	Evaluator	Student	Evaluator
	Dr. Cheeseman Dr. Cheeseman Dr. Cheeseman Dr. Shashank Dr. Shashank Dr. Shashank		Dr. Banov
Eisenhower Medical Center		Southern Psych Profess. - Senoia (SW)	
Student	Evaluator	Student	Evaluator
**Unavailable for the time being	Dr. Mooney		Dr. Savage
VA Uptown		Valdosta Psych Associates (SW)	
Student	Evaluator	Student	Evaluator
	Dr. Patharaja Dr. Kahn		
Lighthouse		Valdosta Legacy (SW)	
**Unavailable for the time being	Dr. Azeem	Student	Evaluator
			Dr. Patel
Notes/Comments		Unison Behavioral-Waycross (SE)	
		Student	Evaluator
			Dr. Kothari Dr. Kothari
		Psychiatric Medicine-Savannah (SE)	
		Student	Evaluator
			Dr. Mobley Dr. Mobley



	Sunday November 27	Monday November 28	Tuesday November 29	Wednesday November 30	Thursday December 1	Friday December 2	Saturday December 3
Week 1	8am Week 1 D2L Assignments & Assessments OPEN	8:30 AM-12 PM Virtual Orientation 1 PM Report for Preceptor Experience			11:30 AM Virtual Grand Rounds 1 3-5 PM Virtual AHD 1	1-5 PM OP Clinic Experience Ezinne Kanu	
Week 2	10 PM Week 1 D2L Assignments & Assessments CLOSE	7:30-10:30 AM Neurostimulation Experience 8am Week 2 D2L Assignments & Assessments OPEN	1-5 PM OP Clinic Experience Rosie Gellman		11:30 AM Virtual Grand Rounds 2 3-5 PM Virtual AHD 2	Mid Rotation Feedback Form Due	
Week 3	10 pm Week 2 D2L Assignments & Assessments CLOSE	8am Week 2 D2L Assignments & Assessments OPEN			Last day of Clinical Duties 11:30 AM Virtual Grand Rounds 3 1-3 PM Virtual AHD 3	8 AM Virtual NBME Exam All completed coursework and forms are due by 8 AM to be eligible for the exam.	

NBME EXAM

Subject-Based Standardized Assessment



**The Medical College of Georgia
Office of Academic Affairs**

NBME Testing for Clerkship Students

Students will take each NBME subject exam at the end of each clerkship, encouraging adherence to a regular schedule of study. Students will retake all NBME subject exams by the end of the clerkship period, following a period of study, or when feasible depending upon student schedule per approval of the curriculum office in Augusta or Athens. The highest grade (of both shelf exams) will be used to calculate the final clerkship grade. All clinical evaluations will be finalized within 4 weeks of the end of the clerkship according to MCG's grading policy. Current appeal process and deadlines will apply to the clinical evaluation. A failed grade on a shelf exam will result in referral to academic advising, but not an academic deficiency. NBME cutoffs will remain the same, 5th percentile cutoff to pass with a C grade, 30th centile for a B and 70th centile for an A.

Assessment Details & Study Materials

- Study Guides will be sent to students during the clerkship. Access also via Box.
- Click [here](#) to access the NBME website for more information on our Psychiatry exam.
- Multiple choice questions
- Time limit



NBME EXAM

Subject-Based Standardized Assessment Scoring Conversion | AY 2022-2023

Conversion Tables Balance of AY 2022-2023 – Academic Year

Psychiatry:

Equated Percent Correct Equivalent Score	Converted Score	Equated Percent Correct Equivalent Score	Converted Score
51	40.7	74	71.3
52	42.0	75	72.7
53	43.3	76	74.0
54	44.7	77	75.3
55	46.0	78	76.7
56	47.3	79	78.0
57	48.7	80	79.3
58	50.0	81	80.7
59	51.3	82	82.0
60	52.7	83	83.3
61	54.0	84	84.7
62	55.3	85	86.0
63	56.7	86	87.3
64	58.0	87	88.7
65	59.3	88	90.0
66	60.7	89	91.3
67	62.0	90	92.7
68	63.3	91	94.0
69	64.7	92	95.3
70	66.0	93	96.7
71	67.3	94	98.0
72	68.7	95	99.3
73	70.0	96	100.0

Yellow highlighted cells indicate approximately 5th (C eligibility) and 70th (A eligibility) percentiles. Green highlighted cells indicate the 30th (B eligibility) percentile.

- The 70th percentile raw score (88) is set to convert to 90 to be eligible for an A.
- The 30th percentile raw score (81) is set to convert to 80 to be eligible for a B.
- The 5th percentile raw score (73) is set to convert to 70 to pass.
- A linear relationship is then created for all other converted scores.
- The raw score is neither a percent correct nor a percentile; which is why the conversion is needed.
- Conversion and cutoffs are calculated using the Quarter 1 national data for the first three months of an academic year and the Academic Year national data for the balance of the academic year.

NBME EXAM

MCG Clerkship Assessment Policies



**The Medical College of Georgia
Academic Affairs Office**

Last Day of Clerkship Policy

The last day of the clerkship is the day of the NBME Subject Exam. The last day of the clerkship is as noted in D2L for the LIC Campus in Rome.

Students must submit all requirements by 8am on the last day of the clerkship. Clerkships may impose earlier deadlines with a smaller penalty, but requirements submitted after 8am on the last day of the clerkship will result in a grade of "NR" on the transcript until all requirements are complete, and a 4% deduction from the final grade once reported.

The NR must be resolved within 30 days unless specific permission for a longer time period is obtained from the clerkship director in writing prospectively. If the NR is not resolved in a timely fashion, as noted above the grade will be an F.

- Currently our NBME exams are completed virtually.
- Virtual assessment administration instructions are sent to students each clerkship via email and includes important information regarding assessment date, time, technology & system requirements, log in and access codes, etc.
- Students must adhere to all assessment policies and instructions.
- Contact your Clerkship Coordinator immediately after orientation if you require a testing location with adequate Wi-Fi for testing.

Approved by COC on June 7, 2017
Revised by Phase 3 on February 21, 2018



**Medical College of Georgia
Academic Affairs**

NBME Subject Exam Campus Policy

NBME Subject Exams taken at the end of clerkships will be taken on the campus on which the student is assigned for the clerkship unless there are extenuating circumstances requiring the student to take the exam on a different campus. Such circumstances might include, for example:

- no planned testing on that date at that campus
- a greater distance to be traveled to return to the "assigned campus" versus the main or partnership campus,
- lack of housing,
- testing accommodations that are best managed on another campus.

For each student, all NBME subject exams will be scheduled on the campus on which the student is assigned on the final day of clinical duties for that clerkship. The campuses include:

- Main campus (testing in Augusta)
- Medical Partnership Campus (testing in Athens)
- Northwest Campus (testing in Rome)
- Southeast Campus (testing in Savannah)
- Southwest Campus (testing in Albany)

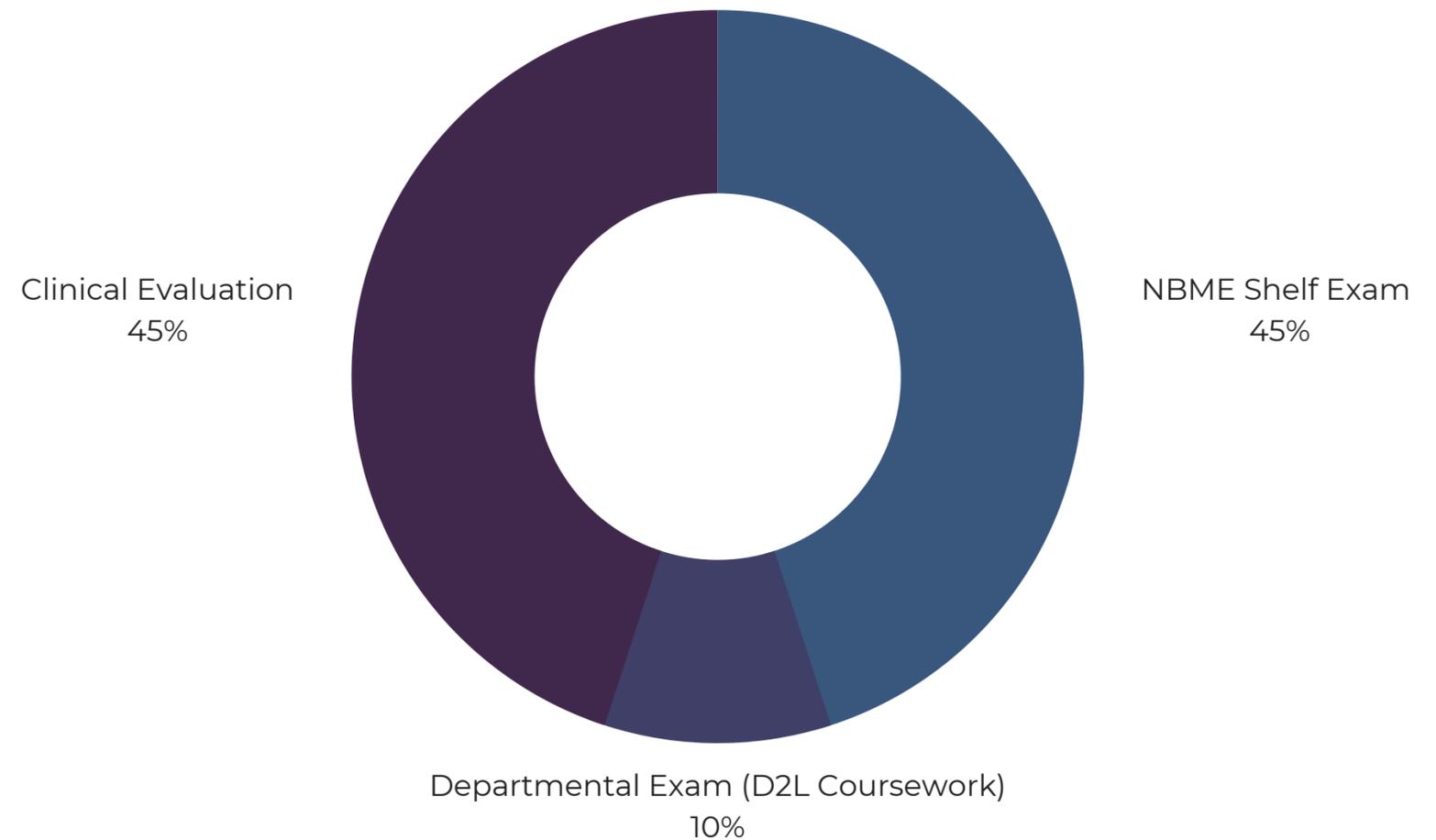
If a student feels that it would be advantageous for him/her to take the exam at another campus, he/she may submit a request to the curriculum office for a change in testing site by a deadline set forth by the curriculum office. Each student should be aware that requests will be granted or denied by the curriculum offices (Augusta and Athens) based on the ability of the campus/testing site to accommodate that student. The curriculum offices will manage and publish the exam rosters at an appropriate time.

CRITERIA FOR SUCCESS

Metrics used to assess knowledge and application of MCG and Clerkship objectives

Click [here](#) to access all MCG Curriculum Policies as they relate to grading and your clerkship.

- **Clinical Evaluation | 45%**
 - SPEL Patient Encounter Logs
 - One of which is your IPE Log
 - Procedure Log from Neurostimulation Experience
 - Clerkship and Enrichment Student Clinical Assessment
 - Primary calculation of clinical evaluation grade.
 - Completed by Preceptor
 - This is where your professional score is assessed.
- **Departmental Exam | 10%**
 - D2L Coursework | Assignments and assessments which include your Mid-Rotation Feedback Form and Psychiatric History and Mental Status Exam Form
- **NBME Shelf Exam Converted Score | 45%**



CRITERIA FOR SUCCESS

Clerkship and Enrichment Student Clinical Assessment

 Augusta University MCG: Augusta: Yr3 Psych Clerks		Evaluated By: evaluator's name Evaluating : person (role) or moment's name (if applicable) Dates : start date to end date												
*indicates a mandatory response Psychiatry Clerkship Faculty Observation & Feedback on Psychiatric History & Mental Status Exam DOCTOR-PATIENT RELATIONSHIP														
Rapport/Alliance														
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Introduces self to patient	<input type="checkbox"/>	<input type="checkbox"/>												
Puts patient at ease	<input type="checkbox"/>	<input type="checkbox"/>												
Asks if patient understand/explains purpose of interview	<input type="checkbox"/>	<input type="checkbox"/>												
Responds appropriately to patient's feelings	<input type="checkbox"/>	<input type="checkbox"/>												
Comments														
Eliciting data														
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Moves from open-ended to specific	<input type="checkbox"/>	<input type="checkbox"/>												
Follows patient's leads/cues to explore important issues and feelings	<input type="checkbox"/>	<input type="checkbox"/>												
Makes interview a positive experience for patient	<input type="checkbox"/>	<input type="checkbox"/>												
Comments														
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DOCTOR-PATIENT RELATIONSHIP OVERALL COMPETENCY														
Comments														
CONDUCT OF THE INTERVIEW														
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Adequately Performed														
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Presenting symptoms	<input type="checkbox"/>	<input type="checkbox"/>												
Comments														
Past psychiatric history														
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Treatment history (hospitalization, medication, psychotherapy, somatic therapies)	<input type="checkbox"/>	<input type="checkbox"/>												

Comments																								
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Family psychiatric history	<input type="checkbox"/>	<input type="checkbox"/>																						
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Substance abuse history	<input type="checkbox"/>	<input type="checkbox"/>																						
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Legal history	<input type="checkbox"/>	<input type="checkbox"/>																						
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Adequately Performed																								
No	Yes																							
<input type="checkbox"/>	<input type="checkbox"/>																							
Risk (suicide/homicide)	<input type="checkbox"/>	<input type="checkbox"/>																						
Comments																								
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<input type="checkbox"/>	<input type="checkbox"/>																							
Mental Status Examination	<input type="checkbox"/>	<input type="checkbox"/>																						
Appearance	<input type="checkbox"/>	<input type="checkbox"/>																						
Behavior/Demeanor	<input type="checkbox"/>	<input type="checkbox"/>																						
Attention/Concentration	<input type="checkbox"/>	<input type="checkbox"/>																						
Affect/Mood	<input type="checkbox"/>	<input type="checkbox"/>																						
Speech	<input type="checkbox"/>	<input type="checkbox"/>																						
Thought content	<input type="checkbox"/>	<input type="checkbox"/>																						
Thought process	<input type="checkbox"/>	<input type="checkbox"/>																						
Cognitive (intellectual, counting/calculating, abstract thinking, judgment/insight)	<input type="checkbox"/>	<input type="checkbox"/>																						
Comments																								

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Past Medical & Surgical History								
Comments								
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<input type="checkbox"/>	<input type="checkbox"/>							
CONDUCT OF THE INTERVIEW OVERALL COMPETENCY								
Comments								
The following will be displayed on forms where feedback is enabled... (for the evaluator to answer...)								
*Did you have an opportunity to meet with this trainee to discuss their performance? <input type="checkbox"/> Yes <input type="checkbox"/> No								
(for the evaluatee to answer...) *Did you have an opportunity to discuss your performance with your preceptor/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No								

Assessment Form is automatically sent to your assigned Preceptor in One45. Student will not send out to preceptor. Dr. Azeem will also complete. Do not send any additional feedback forms from One45 to your preceptor. If you work with a resident and would like his/her/their feedback, you may send him/her/them the optional [PSRY5000 Resident Feedback Form](#).

Student will automatically be sent the PSRY5000 [Evaluation of Phase 3 Clerkship](#) form and an [Evaluation of Faculty/Resident](#) form to complete.

CLERKSHIP GRADE APPEAL POLICY

Grade Appeals: Courses or Clerkships

Once a final grade is posted, students have two weeks to appeal a final grade in a course or clerkship if they think their evaluation is unjust by:

Step 1: Discuss a Concern

The student must discuss the concern with the module or clerkship director first and not with any other faculty member (e.g., the student's attending physician) who taught in the module or clerkship. A violation of this step will result in a student forfeiting the right to officially appeal the grade.

Step 2: Appeal a Grade

To appeal a grade, a student must submit to the module or clerkship director in writing within two weeks of the final grade being posted the reasons for the appeal and provide objective documentation, where appropriate, to support a change in a grade. The module or clerkship director reviews the student's appeal and may make a decision independently or may appoint an advisory ad hoc committee of at least three faculty members.

The ad hoc committee makes a recommendation to the module or clerkship director. The module or clerkship director then makes a decision about the appeal and notifies the student in writing (may be electronic) of the decision within two weeks of receipt of the student's appeal.

Step 3: Appeal the Decision of Course, Clerkship or Module Director

The student may appeal the decision of the module or clerkship director within one week of notice by the course/clerkship or module director by written request to the department chair for a departmental course or clerkship, or to the associate dean for if the course/clerkship/module is interdepartmental. The chair or associate dean may choose to decide the appeal independently or may appoint an advisory ad hoc committee of at least three faculty members who had not served on the prior ad hoc committee listed under step 2. The ad hoc committee makes a recommendation to the chair or the associate dean for . The chair or associate dean for will then decide the matter and provide notice in writing to the student within two weeks of the written request for appeal at this level.

Step 4: Appeal of the Decision of the Departmental Chair or Associate Dean for Curriculum

If a student does not agree with the decision of the department chair or associate dean for , the student may appeal the decision in writing within one week of prior notice by the chair or associate dean for to the vice dean for academic affairs. The vice dean for academic affairs may decide the appeal independently or appoint an advisory ad hoc committee comprised of at least three faculty members who had not previously participated in this appeal process. The ad hoc committee makes a recommendation to the Vice Dean, who will then decide the matter. Typically, appeals at this level are for procedural concerns only. The student will be notified of the decision within two weeks of the request for appeal. This is the final level of appeal for a grade.

QUESTIONS?



Next Steps...

1. Read all emails sent by Coordinator.
2. Accept all calendar invites sent by Coordinator.
3. Review all documents and resources in Box Student Folder.
4. Review D2L course content including syllabus, policies, procedures, forms, assignments and assessments. Create a schedule to plan for success.
5. Meet with you preceptor at **1 PM** today at your assigned location.