Family Medicine Clerkship Site Preference Process

After the rising 3rd year class meeting with Dr. Levine you may submit your site preferences for your Family Medicine (FM) Clerkship. All students, including Houston-based, must submit their site preferences in our preference system. Our goal is to provide each student an opportunity to learn at a site that meets your interests, so your site preferences are important. Students who do not submit site preferences in a timely manner will be assigned to an available site with provided housing. Students scheduled for their FM clerkship in the first and second rotations (July & August) should complete the process as soon as possible once it opens. The deadline for all is April 24, 2017.

For additional information, please read “Preference Instructions” posted on this website.

Submit Family Medicine Site Preferences by logging on to the Family Medicine Online Clerkship website.

1. The web address is: https://ifammed.utmb.edu/predoc_clerkship/Default.aspx
2. Please read the “Preference Instructions” – the list of sites is available to view at the bottom of the instructions.
3. Begin the “Review & Submit Preferences” process.

If you are interested in proposing a site, please see requirements on the next page. The final page is basic expectations for preceptors considering taking students. If interested, you could share that piece with them.

Site assignments will be emailed to students about 4 weeks prior to the start of their rotation. Site assignment information can be accessed by logging into our website. The Clerkship Syllabus is available on the website as well as in Blackboard for Course IMC 3012 Family Medicine Clerkship.

Everything must be captured in our preference system website as I cannot track email placement requests for 240+ students. Tell me everything I need to know about you including where you have free available housing already.

It is very important to utilize the comment box for each choice to clarify where you have available housing with a zip code. In your 3rd choice comment box, list city and zips for all housing in Texas that are not already listed in one of the others (ideas are grandparents, siblings, previous roommates, other family members, family friends, etc.)

Remember to be considered for one of our 4 sites in Galveston, or commutable from Galveston, you must provide justification in the comment box for your selection. Compelling issues that justify need to have placement in Galveston or Galveston-Commutable locations:

1. Students with children
2. Students with other dependents they are supporting (such as an ill spouse or ill parent)
3. Students with a documented medical, emotional, or academic issue that requires they seek regular services (e.g. counseling, tutoring) close to Galveston.
4. Other unusual or compelling financial or psychosocial issues will be considered.

Those situations NOT considered as justifications include:
1. Need to accommodate pets
2. Research
3. Lack of reliable transportation
4. Current lease in Galveston

Contact FM Clerkship Coordinator Layne Dearman at lmdearma@utmb.edu for access issues, questions, or if you need the process opened back up for updating. Updates are allowed within 90 days of the start date of the rotation.
Requirements for Community Physicians for Family Medicine Clerkship Students

Proposed sites and community physicians must be submitted a minimum of 5 months prior to the start of your clerkship rotation. UTMB Health now requires additional credentialing in order for community physicians to be allowed to teach our medical students. To propose a site/physician, complete the Site Proposal section during the clerkship preference process. You will need to provide the name, address, phone number, and email address of the physician and site where you would like to work. If your proposed site is approved, we will take this as your first choice. If the site is not approved, we will review the other three choices submitted. Please verify the following prior to proposing the site:

All Family Medicine sites must meet the following requirements:

1. Physician must be in good standing with the Texas Medical Board with no history of issues. Check here: Texas Medical Board
2. Physicians: MDs must be board certified by the American Board of Family Medicine, check here: American Board of Family Medicine; DOs must be AOA Board Certified check here: AOA Board Certification Website
3. Physician must be full-time and see between 20-30 patients in an ambulatory setting per week (full-time physicians often take 1/2-day off during the week)
4. Physician must see a broad range of FM-type problems and patients of a broad age range. The purpose is for the student to have good exposure to what Family Medicine is like.
5. Physician must be willing to allow students to do history and physicals and to present the cases to them (including differential diagnosis and management plan); physician should be willing to allow student to do this with 5-7 patients per half-day.
6. It does not matter if the physician is in a solo practice or a group. If it is a group practice, there should be one FM physician who is willing to accept the responsibility as the primary preceptor. This physician must be willing to take the time to teach the student, provide feedback on a daily basis assessing the student’s clinical skills, and complete both the mid-clerkship evaluation form and the final online evaluation form.

The coordinator will confirm the credentials and additional information will be requested from the physician. UTMB requires teachers of medical students to have a faculty appointment with the sponsoring department. Additional information will be requested to begin this process which includes a criminal background check.

Our website contains the current Faculty Handbook for community preceptors and the course syllabus and forms for students. https://ifammed.utmb.edu/predoc_clerkship/Default.aspx

Contact FM Clerkship Coordinator Layne Dearman (lmdearma@utmb.edu) if you have questions or need additional information.
Requirements for Sites with Community Physicians as Preceptors for Family Medicine Students

1. Physician is in good standing with the Texas Medical Board with no history of issues.
2. MD is board certified by the American Board of Family Medicine; DO is AOA Board Certified.
3. Physician is full-time and sees between 20-30 patients in an ambulatory setting per week (full-time physicians often take 1/2-day off during the week)
4. Physician sees a broad range of FM-type problems and patients of a broad age range. The purpose is for the student to have good exposure to what Family Medicine is like.
5. Physician is willing to allow students to do history and physicals and to present the cases to them (including differential diagnosis and management plan); physician is willing to allow student to do this with 5-7 patients per half-day.
6. If it is a group practice, there is one FM physician willing to accept responsibility as the primary preceptor. This physician is willing to take the time to teach the student, provide feedback on a daily basis assessing the student’s clinical skills, and complete:
   a. Mid-Clerkship Feedback Form - to discuss your assessment of the student’s progress during weeks 1 and 2. Complete the mid-clerkship rating form and sign. Fax to clerkship office.
   b. Online Clinical Performance Evaluation is completed online at the end of the clerkship. You will receive further instructions by email at the end of the rotation about access.

FM Clerkship Course Requirements for students include:

1. Clinical Encounter Logbook - Maintaining a logbook is a requirement of the LCME (Liaison Committee on Medical Education, an organization that accredits medical schools.) No patient identifiers are included. A minimum of 100 patients must be seen in the outpatient setting during the course. We hope students see between 5-7 patients per half day and work up to “full participation” for the majority of the patient encounters. (Full Participation = elicited HX, performed PE, and participated in medical decision-making.)
2. Assignments and Quiz - Students complete assigned online cases during any ½-days off and on weekends during the clerkship, not during time in the clinic.
3. NBME FM Subject Examination – Students finish their clinical time at 5PM on the fourth
   Wednesday of the rotation in order to travel and have study time prior to the exam on the final
   Friday.

If the physician agrees to take a UTMB-FM student, then the coordinator will follow up with a
confirmation by mail 3-4 weeks prior to the start of the rotation. UTMB requires teachers of medical
students to have a faculty appointment with the sponsoring department. Additional information will be
requested to begin this process.

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and forms for students. [https://ifammed.utmb.edu/predoc_clerkship/Default.aspx](https://ifammed.utmb.edu/predoc_clerkship/Default.aspx)