

Pediatric Clerkship Syllabus




Academic Year 2026-2027

Section A – Pediatric Clerkship Curriculum	2
Clerkship Information.....	2
General Clerkship Information and Contacts	2
Clerkship Description.....	3
Clerkship Learning Objectives	3
Clerkship Requirements	4
Attendance Requirements	4
Required/Recommended Reading and Resources.....	4
Didactic/Interactive Learning/Simulation Sessions (Schedule).....	4
Required Clinical Experiences: Procedures and Diagnoses (Px/Dx) Log.....	4
Px/Dx Alternative Experiences	5
Observable Learning Activities/Other Requirements	5
Clerkship Specific Assessment Process.....	6
Mid-Clerkship Formative Assessment	6
Summative Clinical Assessment	6
Calculating the Final Grade.....	6
Additional Clerkship Information	8
Section B – Clerkship Policy and Resources	9
General Information	9
Learning Environment Office.....	9
Educational Program Objectives	9
Attendance Requirements	10
Required Clinical Experiences: Procedures and Diagnosis (Px/Dx) Additional Information	10
Assessment Process.....	11
Conflict of Interest.....	12
Standardized Grading Process.....	12
Required Student Evaluation.....	13
Deadline Compliance.....	13
Additional Resources.....	14
Rural Health Professions Program.....	14
Urgent/Emergent Health Care Services	14
Expectations for Mobile Communication.....	15
Accessibility and Accommodations	15
Curriculum Management Systems	15
OASIS: Course Schedule.....	15
Course Catalog.....	15
myTIPreport Formative Assessment Application	16
Student Use of University Sponsored Educational Material	16
Student Code of Conduct	16

Section A – Pediatric Clerkship Curriculum

Clerkship Information

General Clerkship Information and Contacts

Credit Hours	4
Course Code	PEDP 835
Clerkship Length	4 weeks (2 weeks inpatient, 2 weeks outpatient)
Clerkship Website and Contacts	Pediatric Clerkship Website and Contacts
Clerkship-Specific Resources	D2L , OASIS , one45
Clinical Sites	For a list of clerkship sites and addresses, please see: Course Catalog
Prerequisites	All students must successfully pass all foundational courses* to progress to the third year. *Link to Policy: Enrollment, Progression and Grading for Pre-Clerkships (Foundational) Policy
Corequisites	Enrollment in PPD3 with participation in and successful completion of the corresponding PPD3 content.
Clerkship Director: Jorge Masuello, MD 	Office Phone: 602-320-7410 UArizona Email: jmasuello@arizona.edu Office Location: 1919 East Thomas Road Phoenix, AZ 85016
Clerkship Co-Director: Paul Tran, MD 	Office Phone: 602-827-2078 UArizona Email: paultran@arizona.edu Preferred Email: ptran@phoenixchildrens.com Office Location: 1919 East Thomas Road Phoenix, AZ 85016
Clerkship Coordinator: Huda Biout 	Office Phone: 602-827-2653 UArizona Email: hudashrourou@arizona.edu Office Location: Health Sciences Education Building (HSEB), B512B 435 N 5 th St. Phoenix, AZ 85004

Medical Student Program Coordinator at PCH: Lorin Akers	Office Phone: 602-933-0856 Email: lakers@phoenixchildrens.com Office Location: Phoenix Children’s Hospital 1919 E Thomas Rd. East Bldg, 2nd Floor Phoenix, AZ 85016
Medical Student Program Manager at PCH: Steven Allen	Office Phone: 602-933-0778 Email: sallen5@phoenixchildrens.com Office Location: Phoenix Children’s Hospital 1919 E Thomas Rd. East Bldg, 2nd Floor Phoenix, AZ 85016

Course* = Any component of the curriculum where a grade is earned.

Clerkship Description

The Pediatric Clerkship utilizes a variety of supervised clinical settings exposing students to a broad array of patients as well as organized interactive learning experiences and directed readings allowing students to establish a solid foundation of skills and knowledge for their future career.

Clerkship Learning Objectives

Each Pediatric Clerkship objective listed below has been mapped with relevant competencies, i.e., patient care and procedural skills, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice and is available within [one45](#).

1. Perform age-appropriate pediatric assessments, including history taking and physical examination informed by developmental stage and encounter context.
2. Interpret pediatric growth parameters and vital signs to distinguish normal from abnormal findings.
3. Apply clinical reasoning to prioritize problems and generate differential diagnoses for common pediatric presentations.
4. Develop evidence-informed management plans for well-child and acute care encounters, incorporating preventive care and anticipatory guidance.
5. Document accurate and pertinent clinical information and update care plans based on evolving data and best evidence.
6. Communicate effectively with patients, families, and interprofessional team members through clear oral and written presentations.
7. Interpret commonly used pediatric laboratory and imaging studies to inform clinical assessment and decision-making.
8. Anticipate and address patient and family needs, including communication support, resource navigation, and care coordination.
9. Provide developmentally appropriate health education, safety counseling, and preventive guidance to children and families.
10. Demonstrate professionalism through integrity, accountability, respect, and adherence to ethical standards in all clinical interactions.
11. Engage in self-directed learning through receptiveness to feedback, reflection on performance, and ongoing improvement.

Clerkship Requirements

Attendance Requirements

All clerkship experiences are mandatory, and any absence must be recorded via the absence tracking system. To submit an absence request, please use [Formsite](#). Excused absences will be remediated as deemed appropriate by the clerkship director. Please see section B for COM-P attendance policies.

Remediation: Return for an equivalent shift (inpatient only) or complete two Aquifer cases per missed shift (inpatient or outpatient)

Clinical Hours and Overnight/Call: Because clerkship sites in the COM-P distributed model have varied hours, clinical structure, and overnight (call) coverage schedules, students in the Pediatric Clerkship will have equivalent, though not identical, schedules and clinical learning opportunities.

Exact schedules will vary based on clinical and educational opportunities at each site, and adaptations may need to be made based on unpredictable clinical factors or faculty availability.

Required/Recommended Reading and Resources

Required/Recommended:

1. [Pediatric Aquifer Cases](#)

Didactic/Interactive Learning/Simulation Sessions (Schedule)

1. Shelf Review

This schedule can be found in [one45](#).

Required Clinical Experiences: Procedures and Diagnoses (Px/Dx) Log

Below is a list of Px and Dx commonly encountered on the Pediatric Clerkship, as well as an associated theme to reflect upon. If not yet encountered in a previous clerkship, each item from the list below must be completed by the end of the Pediatric Clerkship. All highlighted Px/Dx are required to be completed during the Pediatric Clerkship, even if encountered on previous clerkships. This means a student will be required to confirm encounters for the highlighted Px or Dx items, indicating that it was seen during the Pediatric Clerkship timeframe.

Required Procedures	Clinical Setting	Level of Responsibility	Alternative Experience	Associated Theme
I was observed taking the relevant portions of the history for care of an infant	Inpatient or Outpatient	Perform Procedure	Aquifer Case 2	Evidence Based Medicine and Public Health
I was observed performing the relevant portions of the exam on an infant	Inpatient or Outpatient	Perform Procedure	Aquifer Case 2	Evidence Based Medicine and Public Health
HEADSS interview	Inpatient or Outpatient	Perform Procedure	Aquifer Case 5	Evidence Based Medicine and Public Health
Interpret weight, height, OFC, BMI	Inpatient or Outpatient	Perform Procedure	Aquifer Case 26	Evidence Based Medicine and Public Health
Interpretation of vital signs (age 0- 1yr)	Inpatient or Outpatient	Perform Procedure	Aquifer Case 2	Evidence Based Medicine and Public Health
Interpretation of vital signs (age 1- 5yr)	Inpatient or Outpatient	Perform Procedure	Aquifer Case 3	Evidence Based Medicine and Public Health
Interpretation of vital signs (age 6- 12yr)	Inpatient or Outpatient	Perform Procedure	Aquifer Case 4	Evidence Based Medicine and Public Health

Interpretation of vital signs (age 13-20yr)	Inpatient or Outpatient	Perform Procedure	Aquifer Case 5	Evidence Based Medicine and Public Health
mCHAT (autism screening tool)	Outpatient	Perform Procedure	Simulation	Evidence Based Medicine and Public Health
PEDS tool (development screening tool)	Outpatient	Perform Procedure	Simulation	Evidence Based Medicine and Public Health

Required Diagnoses	Clinical Setting	Level of Responsibility	Alternative Experience	Associated Theme
Abdominal pain in pediatric patient	Inpatient or Outpatient	Actively Participate in Care	Aquifer Case 27	Evidence Based Medicine and Public Health
Fever in pediatric patient	Inpatient or Outpatient	Actively Participate in Care	Aquifer Case 10 & 11	Evidence Based Medicine and Public Health
Growth and/or developmental delays and/or concern	Inpatient or Outpatient	Actively Participate in Care	Aquifer Case 26 & 28	Evidence Based Medicine and Public Health
Hyperbilirubinemia	Inpatient or Outpatient	Actively Participate in Care	Aquifer Case 8	Evidence Based Medicine and Public Health
Respiratory tract infection: upper and/or lower	Inpatient or Outpatient	Actively Participate in Care	Aquifer Case 12 & 14	Evidence Based Medicine and Public Health
Well-child exam: toddler	Outpatient	Actively Participate in Care	Aquifer Case 3	Evidence Based Medicine and Public Health
Well-child exam: school-age	Outpatient	Actively Participate in Care	Aquifer Case 4	Evidence Based Medicine and Public Health

Px/Dx Alternative Experiences

Students are expected to meet the required clinical experiences and procedures listed on the [Global Px/Dx list](#) before proceeding to fourth year, or, for 3-year MD students, before proceeding to advanced rotations, such as sub-internship/selectives. If the student does not encounter all the required clinical experiences as listed within the Px and Dx table above, completed by the end of the Pediatric Clerkship, the student will remedy the deficiency by completing the alternative experience utilizing the process below:

1. The student is responsible for monitoring their Px/Dx log and communicating their progress and learning goals with supervising faculty throughout each clerkship. This will allow for proactive attainment of these required encounters. If an alternative experience is needed for a procedure or diagnosis, the student must notify the clerkship director or designee and take responsibility for proactively completing any alternative experience/requirement a minimum of seven days prior to the end of the clerkship.
2. The clerkship director will assign an alternative experience/requirement to be completed.
3. Once the alternative experience/requirement is completed, the student will log this in OASIS by selecting the type of *Patient Encounter* in the drop-down menu.

Please see section B for information related to Px/Dx compliance.

Observable Learning Activities/Other Requirements

Criteria	Total
Quiz score or Aquifer case completion	Up to 10 points
Teaching conference participation + completing clerkship requirements	Up to 10 points

1. Quiz score or Aquifer case completion: up to 10 points.
 Aquifer cases: Successful completion of 12 cases or more = 10 points; 10-11 = 9 points; 8-9 = 8 points; 7 = 7 points; 6 = 6 points; 5 cases = 5 points; 4 cases = 4 points; 3 cases = 3 points; 2 cases = 2 points; 1 cases = 1 point.

The Aquifer cases are found on the [Aquifer](#) website.

If students choose the quiz score for up to 10 points, they must complete the quiz (to be administered on week 4 of the clerkship). The quiz score with decimals below <0.5 will be rounded down; score with decimals ≥ 0.5 will be rounded up. The final score of the quiz will be multiplied by 0.10.

The 12 required Aquifer cases for the Pediatric Clerkship can be found on the course website. It should be noted that these cases are distinct from the 8 cases separately required during PPD3.

2. Teaching conference participation + timely submission of direct observation cards, EHR self-assessment, duty hours and logging of procedure and diagnoses (Px/Dx): up to 10 points.
 - Incomplete diagnoses list will be a point deduction in the “Other” category.
 - Incomplete procedures will be a point deduction in the “Other” category.
 - Incomplete time logs will be a point deduction in the “Other” category.
 - Incomplete Direct Observation Card will be a point deduction in the “Other” category.

Clerkship Specific Assessment Process

Mid-Clerkship Formative Assessment

Throughout the clerkship, faculty (including nurse practitioners and physician assistants with faculty title), and residents engaged in student teaching and supervision will provide formative feedback in a variety of formats (e.g., review of progress notes, H&P, direct observation forms, informal verbal feedback and written narratives, PRIME+ form, NCAT, etc.) that may be communicated by writing or verbally. The purpose of this feedback is to identify strengths and opportunities for improvement.

During the Pediatric Clerkship, the student will request at least 1 PRIME+ form every 2 weeks via [myTIPreport](#). Residents and/or fellows can complete PRIME+ formative feedback requests, as well. This will serve as an ongoing formative assessment and contribute to the mid-clerkship feedback provided to students. Additionally, the clerkship director will meet with each student at a mid-point of the clerkship to check in, discuss the formative feedback, Px/Dx logging, duty hours, and any other questions or concerns the student or director may have.

Summative Clinical Assessment

Significant interaction in the Pediatric Clerkship is defined as working with the students for at least five days. Attending physicians (with faculty title) can complete an end-of-rotation (EOR) assessment form. In the instance that only one EOR assessment is submitted, it will need to be a collaborative assessment from the preceptors who had significant interaction with the student. When only a single faculty member has been assigned to work with a student, this faculty member must provide the assessment for the student. The clerkship EOR assessment form is distributed through [one45](#). Resident and faculty feedback on the PRIME + forms will be used by the site directors and/or the clerkship director for their summative assessments.

NBME Shelf Exam

The NBME shelf exam will be offered twice at the end of the clerkship, the afternoon of the last Friday or Sunday immediately following the clerkship allowing for personalization and flexibility. See Section B of syllabus for more details. The Friday morning of the last week of the clerkship will be a dedicated study day.

Calculating the Final Grade

The clerkship grading calculator is posted in [one45](#) to provide assistance in calculating the final clerkship grade. The grading calculator is meant to be used as a tool, and all final determinations will be made using the tables below:

Component Score Calculations:

CLINICAL (50%)		REQUIRED ACTIVITIES/OTHER SCORE (20%)	EXAMINATION (30%)		COMPOSITE		Notes
Score	Component Score		Score	Component Score	Score	Qualifies for	
≥2.6 – 3.0	Honors		≥84	Honors	≥90	Honors	Honors IF: <ul style="list-style-type: none"> • Composite score is within Honors range, • Clinical category grade is honors, • Qualifying shelf score meets at least the High Pass cutoff, • Completed all PPD3 specialty-specific requirements and all Px/Dx and Duty Hour Logging by the stated deadline(s).
≥2.3 – 2.59	High Pass		≥79	High Pass	≥85-89.99	High Pass	High Pass IF: <ul style="list-style-type: none"> • Composite score is within High Pass range and • Clinical score is at least within High Pass range.
≥2.0 – 2.29	Pass	Pass ≥ 12 points (≥60%)	≥63	Pass	≥64.00-84.99	Pass	Pass IF: <ul style="list-style-type: none"> • Composite score is within Pass range and • Clinical score is at least within Pass range.
<2.00	Fail	Fail < 12 points (<60%)	<63	Fail	<64	Fail	

Final Grade:

The non-failing final grade (honors, high pass, pass) is determined in the following manner:

- 1) qualification of the corresponding composite score
- 2) then ensuring that the clinical component score is at least in the qualifying grade range
- 3) then ensuring that the exam component score is in the qualifying grade range or within one grade range below.
- 4) Confirming that those students qualifying for honors in all of the above have also completed all of the specialty-specific content assigned during the corresponding PPD3 week and all Px/Dx and Duty Hour logging by the stated deadline(s).

As an example, a student with a composite score in the honors range must also have a clinical component score in the honors range and an exam component score in the honors or high pass range in order to receive a final grade of honors. If that student's clinical component was in the high pass range, then the highest grade they would be eligible for would be high pass, even if the composite score fell in the honors range. Similarly, if the student's exam component score was in the pass range, then the highest grade the student would be eligible for would be high pass, regardless of their overall composite score.

This is summarized in the table below

Final Grade	Composite Score (50% clinical + 30% exam + 20% other)	Clinical Component Score	Exam Component Score
Honors	Honors	Honors	Honors or High Pass
High Pass	High Pass	High Pass or Honors	Honors, High Pass, or Pass
Pass	Pass	Honors, High Pass, or Pass	Honors, High Pass, or Pass
Fail: See list below			

The student fails the clerkship if ANY of the following occur:

1. The clinical score is < 2.00
2. Receive a final Level 1 on two or more different EPOs*
3. Failure of the shelf exam on both initial** and one retake attempt
4. Achievement of a score of less than 60% from the "REQUIRED ACTIVITIES/OTHER"
5. Achievement of a total composite score of Fail

*For the purpose of assessment in clerkships, an individual EPO rating of Level 1.5 will not be considered a Level 1 as defined in the [Competency Assessment Policy](#).

**A student who retakes the shelf examination due to failing on the first attempt is not eligible for a final clerkship grade of Honors or High Pass as outlined in the [Grading and Progression in Clerkships and Selectives Policy](#).

Additional Clerkship Information

- Be Involved! Take advantage of the breadth and depth of supervised clinical experiences readily available in each setting. Consider the relevance of assessing, treating, and learning comfort with pediatric patients as you prepare for your own career path.
- Diligently review the "Welcome to the Pediatrics Clerkship" email before your first day. The email will include a summary of requirements and practical advice.
- Please don't hesitate to reach out to your clinical site directors, the clerkship directors and coordinators with any questions.

Section B – Clerkship Policy and Resources

General Information

Prerequisites: All students must successfully pass all pre-clerkship courses* to progress to the third year and must have taken USMLE Step 1. Link to policies:

[Enrollment, Progression and Grading for Pre-Clerkships \(Foundational\) Years Policy](#)

[United States Medical Licensing Examination \(USMLE\) Timing and Failure Policy](#)

Students are responsible for their own transportation to and from, and parking fees at clinical sites as indicated in the [Clinical Site Placement and Transportation Policy](#).

Learning Environment Office

The Learning Environment Office (LEO) provides guidance, support, and information to students on professionalism issues and challenges they may face in the learning environment. The LEO supports students in the development of strong, positive professional practices with peers, faculty, patients and the broader community through effective communication and conflict management.

- Have a question or are unsure how the LEO process works, call or text (602) 827-2328.
- Professionalism concerns may be reported directly to the course* director, the LEO liaisons or in the student evaluations of the clerkship, site, and faculty, which links to the LEO form.
- The [Learning Environment Feedback Form](#) is an online mechanism for students to report any concerns, including those about supervision, across the four-year curriculum. This mechanism ensures confidentiality and is collected directly by the LEO and allows the student to track their report through the process to action.
- A professionalism lanyard card with a LEO QR code for direct, real-time reporting of exemplary examples of professionalism or concerning professionalism/mistreatment behaviors has been distributed to each student.



The University of Arizona College of Medicine – Phoenix (COM-P) is committed to creating and maintaining an environment free of discrimination, harassment, and retaliation that is unlawful or prohibited by university policy. Please see the [Reporting Mistreatment or Harassment of Medical Students Policy](#), the [Anti-Harassment and Nondiscrimination Policy](#) for additional information. In addition, professional attributes are expected of all students. These attributes are within the [Teacher Learner Compact Policy](#).

Website and contact information for the Learning Environment Office can be located [here](#).

Educational Program Objectives

The Educational Program Objectives (EPO) are competencies and measurable objectives by which attainment of each can be assessed. The full text of COM-P EPO's can be accessed in the [Educational Program Objectives Policy](#) and requires dissemination as noted in the [Orientation of Educators to Curricular Objectives Policy](#).

In addition to EPOs, the clerkship objectives are closely tied to student learning outcomes. COM-P measures these outcomes both quantitatively (via National Board of Medical Examiners [NBME] shelf exams) and qualitatively (via behavioral competency assessments).

Attendance Requirements

All clerkship experiences are mandatory, and any absence must be recorded via the absence tracking system. To submit an absence request please use [Formsite](#).

Excused absences will be remediated as deemed appropriate by the clerkship director and are not to exceed 0.5 days per week on average. Exceptions to this may be considered in consultation with the clerkship director and the dean, student affairs/or designee. Please see link to the following policies:

- [Years 3 and 4 Coursework and Examination Absence Policy](#)
- [Leave of Absence and Withdrawal from Medical School Policy](#)

Required Clinical Experiences: Procedures and Diagnosis (Px/Dx) Additional Information

COM-P, in accordance with the [Core Clinical Skills Observation Policy](#), monitors and tracks the types of patients and clinical conditions that medical students must encounter, so as to remedy any identified gaps in patients, Px or Dx across clinical sites. Details of supervision expectations for student clinical encounters can be reviewed in the [Faculty Supervision of Medical Students in Clinical Learning Situations Policy](#) and the [Faculty Supervision of Sensitive Physical Examination Policy](#). Procedures and clinical conditions will be recorded in the student's Px/Dx attestation. Students should monitor their Px/Dx progress for each clerkship to be reviewed with the site or clerkship director at the mid-clerkship and end of clerkship review.

All highlighted Px/Dx on the global Px/Dx list, and demarcated on each individual clerkship's syllabus, must be encountered on the designated clerkship, even if also encountered on previous clerkships. Failure to complete required Px/Dx logging by the deadline will render a student ineligible for a grade of Honors in the clerkship.

Across the third year, students must encounter the assigned clinical conditions, diagnoses, and procedures at the indicated level of student responsibility. The standardized levels of student responsibility include the following:

1. **Observe and discuss:** observing the key elements of care (e.g., physical exam, procedure, etc.) as they are performed by another member of the team and discussing the case, condition, and relevant clinical aspects with the team.
2. **Actively participate in care:** observing and discussing, but also indicates increased active responsibility for the patient, such as performing a physical exam and workup, entering progress notes or history and physicals (H&Ps), presenting the patient on rounds, scrubbing into a case, and/or counseling or discussing prevention with the patient.
3. **Perform procedure:** actively participate in care and is additionally defined as the student performing the procedure with supervision.

To best prepare you for the NBME shelf exams and your future career in medicine, the following scaffolding outlines the minimum understanding of each Px and each Dx. To provide the opportunity for self-directed learning, your approach to mastery of each component is up to you.

List for each Px

1. Explain the anatomy and pathophysiology related to the Px
2. Define relevant pharmacology to the Px
3. Summarize the informed consent process (including risks, benefits, indications, and alternatives) for the Px
4. Compare associated imaging modalities for the Px
5. Analyze potential complications and prevention or management strategies for the Px
6. Understand post procedural care, patient education, and anticipatory guidance for the Px
7. THEME: Reflect upon the assigned theme objective related to Px

List for each Dx

1. Define the key epidemiological characteristics of Dx
2. List the risk factors for acquiring Dx
3. Describe the pathophysiology of Dx

4. Create a differential diagnosis algorithm for Dx
5. Develop and initiate an effective treatment plan for Dx
6. Obtain a relevant history and physical examination for Dx
7. THEME: Reflect upon the assigned theme objective related to each Dx

Assessment Process

Professionalism Assessments

Professional conduct is a core element of professional identity formation and COM-P students are held to the standards of a future physician. The [Competency Assessment Policy](#) and [Professionalism Assessment Policy](#) detail follow-up and implications for those students not meeting expectations.

Formative Assessments

Any significant deficiencies or concerns should be communicated by the faculty to the clerkship and/or site director with written documentation that the feedback has been provided to the student. If deficiencies or problematic issues are noted late in the clerkship, timely feedback will be given by an assessor to offer the student the opportunity to improve. Ideally this should have occurred prior to assigning a score of <2.0 on an EPO. The clerkship director maintains the ability to assign a summative Level 1 for an egregious action even late in a clerkship.

Mid-Clerkship Formative Assessment

A mid-clerkship formative assessment for each student is required as per the [Competency Assessment Policy](#) and the LCME. The mid-clerkship formative assessment will be completed by the clerkship director, site director, or a designated faculty member at the student's primary clinical site using a COM-P mid-clerkship formative assessment form. The mid-clerkship formative assessment form is distributed through myTIPreport. The mid-clerkship formative assessment form will serve as the mid-clerkship formative assessment. The student's mid-clerkship performance will be reviewed by the clerkship director, and a one-on-one meeting will occur between the student and the clerkship director or designee to review mid-clerkship feedback.

Summative Assessment

COM-P has internal deadlines for completion of the summative assessment form(s) to ensure the LCME 6-week requirement is met. Contributing end-of-rotation (EOR) form(s) is to be completed by the faculty within two weeks of the rotation ending. This will allow clerkship directors to complete the final grades as close to the four-week mark as possible. All EOR assessment forms and the clerkship final grade form can be viewed by students in one45 six weeks after the end of the clerkship according to the [Final Grades Reporting Timeline Policy](#) in accordance with the LCME.

What to do if an assessor is not listed in one45 or myTIPreport

Contact the COM-P coordinator (PBC-Evaluation@arizona.edu) and the clerkship director.

NBME Shelf Exam

The NBME shelf exam is an objective summative assessment associated with each clerkship. The NBME shelf exam will be offered twice at the end of the clerkship, the afternoon of the last Friday or Sunday immediately following the clerkship, allowing for personalization and flexibility. Students must inform the Office of Assessment and Evaluation of which shelf exam offering they are requesting by 8 am on the final Wednesday of the clerkship. Students who do not submit the form via [Smartsheet](#) requesting an exam will automatically be scheduled for a Sunday afternoon shelf exam.

In the case of an unexpected illness or circumstance, and the student is unable to sit for the NBME shelf exam as scheduled, or if technical issues arise during the examination, the student should notify the exams team immediately. The student will work with the associate dean, clinical curriculum and the exams team on scheduling a retake during an adjacent Personal Professional Development (PPD) week.

Conflict of Interest

It should be noted that faculty at COM-P who are family members of the student, have a personal relationship with the student, or are/have been health service providers of the student, may not be involved in the academic assessment or promotion of the medical student as described in the [Conflict of Interest - Physician-Student Personal Relationship Policy](#) and the [Conflict of Interest - Physician-Student Health Services Relationship Policy](#).

Standardized Grading Process

The final clerkship grade will be determined by the clerkship director using the composite score (consisting of clinical score, exam score, “other” score) and additional criteria for grading approved by the Curriculum Committee (explained further in the “Calculating the Final Grade” section below). The final clerkship grade will be divided into four categories: Honors, High Pass, Pass, or Fail (H, HP, P, F). Details regarding grading in the clerkships are included in the [Grading and Progression for Clerkships and Selectives Policy](#). Below is a listing of the components of the composite score:

1. **Clinical Score:** the clinical score accounts for 50% of the composite score and serves as the qualifier for the overall grade. The clinical score is derived through EOR assessment forms submitted for a student. The individual EPOs on an EOR form are first averaged together to derive an EPO score. When multiple EOR forms are submitted, EPO scores are calculated for each form and then weight-averaged together to derive a final clinical score. The weight of each EPO score is determined by the clerkship director based on contact time between the evaluator and the student, the evaluator’s prior grading patterns, or other factors as deemed necessary by the clerkship director. . The clerkship director will ensure that an adequate amount of information is available prior to calculating the clinical score, which may include incorporating feedback from narrative formative feedback tools, preceptor feedback, and/or additional requested comments from faculty. After grades are submitted, no further information will be sought, nor will additional assessments be accepted.
2. **Exam Score:** the NBME shelf exam score accounts for 30% of the composite score. A student who fails the shelf examination is given the opportunity to complete a one-time retake examination. If successful on the shelf retake, a final grade no higher than "Pass" can be earned for the clerkship. (See [Grading and Progression for Clerkships and Selectives Policy](#) for additional details.)
3. **Required Activities/“Other”:** the required activities/“other” score accounts for 20% of the composite score. It is the point total for the other observable learning activities specific to the clerkship. Students must attain a minimum 60% of these points to pass the clerkship.

** Each component of the grade, including the composite score, will be rounded to the hundredths place except for the NBME shelf exam, which is a round number.*

Calculating the Final Grade

See the clerkship-specific (section A) of the syllabus.

Additional Grading Criteria

1. To obtain a final grade of Honors a student must achieve a clinical score of Honors in addition to a composite score of Honors and a shelf exam score of at least High Pass.
2. To obtain a final grade of High Pass a student must achieve a composite score that meets the cut off for High Pass and at a minimum a clinical score of High Pass.
3. Failure of the shelf exam on both initial and one retake attempt results in Failure of the clerkship and necessitates repeat of clerkship in its entirety.

A Level 1, 1.5, 2, 2.5 or 3 is generated for each EPO based on the scale below as described in detail in the [Competency Assessment Policy](#).

Level 1 - Failure to meet even minimal expectations; the only grade that is appealable and the only grade that is tracked via advisor/dean, student affairs/Student Progress Committee

Level 1.5 - Acquiring necessary skills/behaviors to meet expectations

Level 2 - Meeting expectations

Level 2.5 - Acquiring skills/behaviors to exceed expectations

Level 3 - Exceeding expectations

*For the purpose of assessment in the clinical years, an individual EPO rating of Level 1.5 will not be considered a Level 1 as defined in the [Competency Assessment Policy](#).

A final summative Level 1 can be generated for an EPO based on the following ways:

- a) If two or more separate faculty raters assign a rating of Level 1 on the same individual EPO on an EOR form, this will result in a Level 1 regardless of the average score.
- b) Assigned by the clerkship director based on prolonged demonstration of performance not meeting expectations, a substantial incident, extreme behavior, or other events that warrant the summative Level 1 as determined by the clerkship director.

Narrative Feedback

The clerkship final grade form has two separate areas which include narrative feedback. The first area includes formative comments from the EOR forms (these are not included in the Dean's Letter/Medical Student Performance Evaluation [MSPE]). The second area includes formalized summative comments which will be included in the Dean's Letter. The summative final comments are generally not a direct "cut and paste" but rather a sample summary determined by the clerkship director. The clerkship director has the discretion to include or not include comments based on their interpretation of which comments best summarize the student's performance over the entirety of the clerkship. Students are not permitted to select specific comments to be included or excluded in their narrative grade form. Students do not grade or summarize their own performance. Any concerns regarding narrative comments may be addressed to the clerkship director, dean, clinical curriculum/or designee or dean, student affairs/or designee (see the [Student Progress Committee Procedures and Process for Dismissal Policy](#) for more information).

Required Student Evaluation

Assigned student evaluation of the clerkship, sites, faculty, and didactics is required. The student must complete evaluations in one45 in the required time frame. All comments will be expected to model constructive feedback using the W3 model and must contain references and comments to specific behaviors and/or events (positive or negative).

If the student does not complete the required assigned evaluations within one week following the conclusion of the clerkship, the student will be assigned a formative Level 1 for the EPO targeting Professionalism, Objective 2-2 "Completes duties and tasks in a thorough, reliable, and timely manner" and will be required to submit the missing evaluation data in narrative form within the second week following the conclusion of the clerkship.

Once the student has successfully submitted their evaluation in narrative form within the second week following the conclusion of the clerkship the student will have successfully demonstrated meeting expectations in professionalism.

If the student has not successfully submitted their evaluation in narrative form within the second week following the conclusion of the clerkship the student will be considered as having not met expectations and will trigger professionalism follow up as per the [Assessment and Evaluation of Students, Faculty and Curriculum Policy](#).

Deadline Compliance

The following must be completed as part of the clerkship requirements.

1. Duty hour logging is due at the end of the rotation by **Sunday at 11:59pm**. See the [Duty Hours Policy](#) for specifics regarding duty hour limits, documentation of hours, and a FAQ section.
2. Required Px/Dx logging is due at the end of the rotation by **Sunday at 11:59pm**.
3. Failure to complete Px/Dx and Duty Hour Logging by the assigned deadlines will make the student ineligible for Honors in the clerkship.

NOTE

- **A formative Level 1** will be given if the duty hour or Px/Dx log requirement is not completed by the end of the rotation **Sunday at 11:59pm**. The student will have until Tuesday at 11:59pm following the conclusion of the clerkship to remediate the duty hour or Px/Dx logging requirement. All logs must be completed accurately.
 - **A summative Level 1** will be given for any failure to properly complete the duty hour or Px/Dx log requirement by **Tuesday at 11:59pm** following the conclusion of the clerkship. **A grade of Incomplete** will be given until requirements are met.
 - The Level 1 will be on a single professionalism EPO related to accountability. Compliance with these deadlines will be determined by the clinical curriculum team and reported to the Office of Assessment and Evaluation.
 - A summative Level 1 will be taken into account as part of a comprehensive assessment and final grade. All summative, or “final” Level 1 ratings are tracked in accordance with COM-P policy See [Competency Assessment Policy](#) and [Professionalism Assessment Policy](#).
3. Completion of the mid-clerkship feedback forms (PRIME+) (see the [Competency Assessment Policy](#)).
 4. Completion of assigned site, faculty, and end of the clerkship evaluations (see the [Assessment and Evaluation of Students, Faculty and Curriculum Policy](#)).

Additional Resources**Rural Health Professions Program**

Students scheduled for rural rotations must complete required documents and attend a rural rotation orientation. Housing expenses are supported by the Rural Health Professions Program (RHPP) and funded by [Arizona Area Health Education Centers](#) (AzaHEC). Students are responsible for damages and incidental charges. Housing options vary depending on rotation location. In most cases, it is pre-arranged by RHPP staff; in others, the preceptor or health center hosting the student provides housing (occasionally in the home of the faculty). Occasionally, students are asked to make their own arrangements. At times, housing options are limited and may require sharing common areas and bathrooms with other students. Individualized accommodation requests cannot be guaranteed, therefore flexibility and a resilient attitude regarding housing are key to having a great experience. Once housing has been secured, changes are generally not allowed less than six weeks prior to the rotation. In addition to housing, AzaHEC also funds one round trip to and from the rural site and a small stipend applied to the student’s bursar’s account.

Contact Information: Director, RHPP - Jonathan Cartsonis, MD
Email: jcartsonis@arizona.edu, Phone: 602-684-0598

Urgent/Emergent Health Care Services**On-Campus and in the Immediate Phoenix Area**

Students can access the list of local healthcare services on the [COM-P website](#). Students are given a rectangular card that contains a list of emergency contact numbers and local healthcare service addresses and phone numbers. This card is placed in their identification holder along with their COM-P identification to allow easy access to healthcare information while at instructional sites. All information is accessible on the wellness website at <https://phoenixmed.arizona.edu/wellness>.

For a list of emergency contact numbers please visit the COM-P website at the following link: [Security - Emergency Numbers](#)

Off-Campus Outside of the Metro Phoenix Area

Students who are in need of urgent/emergent healthcare services, or other healthcare services, while on a remote/rural rotation can find healthcare resources on the [Course Catalog](#). Students may also contact the dean, student affairs or dean, clinical curriculum/or designees.

All sites are assessed for student safety. Details of this assessment are included in the [Training Site Safety Policy](#).

Faculty shall not provide health services for students if they are directly involved in the assessment of the students; however, in the event of an emergency, faculty should perform services to stabilize a student until the appropriate transfer of care can occur. Please see the [Conflict of Interest - Physician-Student Health Services Relationship Policy](#).

COM-P requires that all students have an updated immunization record. Please see the [Immunization and Health Screening Policy](#) for details regarding the contents of the record.

In the event of any exposure to blood/bodily fluids through needle stick, inhalation, mucus membrane or skin exposure, or percutaneously, students must follow the required procedures as indicated in the [Student Exposure to Potentially Infectious Agents and/or Hazardous Materials Policy](#), with steps also outlined on the student occupational exposure procedure card that each student receives at the beginning of their clerkship year.

Expectations for Mobile Communication

The student must always be reachable during usual extended work hours and on-call hours, and if in a clinical setting, the student should respond within 15 minutes. Most students opt to provide their mobile number for texts; however, the pager and/or voice capability of the cell phone must be functional and available i.e., on the student's person for calls/pages daily. Not responding to calls or pages will be viewed as a deficit in *interpersonal skills and communication*, as well as *professionalism*. This may be reflected in the student's overall assessment (grade). Students who are unable or unwilling to utilize their personal mobile device while in their clinical rotation should reach out to the dean of student affairs/or designee to discuss alternatives.

Accessibility and Accommodations

The University of Arizona strives to make learning experiences as accessible as possible. If there is anticipation or experience of barriers based on disability or pregnancy, please contact the disability resource center (520-621-3268, <https://drc.arizona.edu/>) to establish reasonable accommodations.

Curriculum Management Systems

one45 is the curricular management system used to manage evaluations, EOR assessments, final grade forms, and may be used to access learning materials and schedules. In clerkships using only one45 for learning materials, general information about the clerkship rotations, such as syllabi, site information, learning objectives, materials for didactic sessions, links, etc. will be attached as handouts to each clerkship "course" under handouts and links within one45. one45 can be accessed at the web address: [one45](#).

Clerkships additionally using D2L may house this information through the D2L clerkship page. D2L can be accessed at the web address: [D2L](#)

Assessments are collected via one45, and automatic emails are sent to the attendings with instructions and reminders to complete. A list of pending and completed assessments can be reviewed in one45, if applicable. Students will use [OASIS](#) to log observed Px/Dx at clinical sites and duty hours. Students can use their smartphones to make log entries on-the-go, if allowed by site policy where the student is rotating.

OASIS: Course Schedule

COM-P uses a web-based scheduling system, OASIS. OASIS maintains site information, student schedules, course catalog, and various other details that are pertinent to the clinical rotations. OASIS has detailed, up to the minute course information and allows students to request schedule changes. All students will use this resource for any scheduling purpose throughout their 3rd and 4th year of clinical rotations. OASIS can be accessed on the web address: [OASIS](#)

Course Catalog

The Course Catalog provides course descriptions, location, first day reporting, and contact information for site directors and site coordinators. Students should utilize this resource at least two weeks prior to the start of a rotation for site instructions and expectation. The Course Catalog can be accessed on the web address: [Course Catalog](#)

myTIPreport Formative Assessment Application

myTIPreport is an application (app) used by COM-P to collect formative assessments and EOR student self-assessment/reflection for the clerkship rotations. myTIPreport can be accessed via the app and at the web address: [myTIPreport](#)

Formative assessments are collected via myTIPreport, and automatic emails are sent to faculty, fellows, or residents with instructions and reminders to complete. A list of pending and completed assessments can be reviewed in myTIPreport.

Student Use of University Sponsored Educational Material

Statement of copyrighted materials: All lecture notes, lectures, study guides and other course materials (besides the required reading) disseminated by the instructor to the students, whether in class or online, are original materials and reflect the intellectual property of the instructor or author of those works. All readings, study guides, lecture notes, and handouts are intended for individual use by students. These materials may not be distributed or reproduced for commercial purposes without the express consent of the instructor. Students who sell or distribute these materials for any use other than their own are in violation of the [Arizona Board of Regents Intellectual Property Policy](#). Violations of the instructors' copyright may result in course sanctions and violate the Code of Academic Integrity.

Student Code of Conduct

Medical students are required to follow the policies and codes of conduct governing all students at the University of Arizona. In addition, medical students are also bound by the COM-P [Honor Code Policy and Committee Procedures and Process for Dismissal](#) and the ABOR Student Code of Conduct.

COM-P recognizes the existence of generative artificial intelligence (AI) tools (e.g., ChatGPT & Grammarly) and the educational benefits they can provide when used ethically. It is imperative any use of generative AI is appropriately disclosed and referenced (e.g., APA, Chicago, MLA). Use of generative AI without citation is considered a form of plagiarism and therefore a breach of Academic Integrity. Students are advised to review assignment instructions for specific guidelines concerning the use of generative AI.

COM-P requires medical students to abide by the professional standards required of physicians under Arizona law students must also abide by A.R.S 32-1401, et.seq. which can be accessed at: <http://www.azleg.gov/arsDetail/?title=32>