

June 26, 2017

Dear Required and Elective Clerkship Administrators and Directors,

To clarify the communication process between students and some clerkship sites, the School of Medicine has established a policy and guideline to help facilitate communication prior to required and elective clerkship start dates. The Elective Clerkship Committee convened a workgroup to create the guideline for all clerkship administrators, site coordinators, and students. Members of the workgroup are Lauren Jacobson (MS4), Julie Campbell (MS4), Kathryn Jansen (Department of Surgery), Teresa Jewell (Department of Rehabilitation Medicine), Lan Nguyen (Department of Medicine) and Holly Rickett (Department of Orthopaedics and Sports Medicine). On May 1, 2017 the Elective Clerkship Committee approved the following policy and guidelines effective July 1, 2017.

Policy statement

Effective July 1, 2017, students on required and elective clerkships will receive communication from the department responsible for the required or elective clerkship no later than 6 weeks prior to the clerkship start date.

Please see below for our new guidelines.

1. Send an email to all students in your required or elective clerkship no later than 6 weeks prior to the start of the clerkship.

In that email, please state the following:

- You are registered for *** Clerkship, beginning on *** date.
- Here is contact information for your site coordinator and credentialing contact or link to the website that will contain the contact information and/or credentialing contact for your site :
 - Link
- Students are expected to contact their site with an introduction 4 weeks in advance to a rotation. However, depending on the site, students may not receive communication from the site until 2 weeks prior to the elective. Site coordinators are responsible for giving site specific credentialing information and other site details. Please see the department website for specific credentialing deadlines. Please note that credentialing may be required to be submitted earlier than 6 weeks prior to the start date at some sites.
- Please include the following information as well:
 - General reminder about importance of credentialing, particularly at Seattle Children's, VA and WWAMI sites
 - A general disclaimer about UW IT requesting access for EPIC/ORCA
 - EHR training – if student's have not had any training for the UW system, they will receive link to training 10 days ahead for EPIC training and information about ORCA training

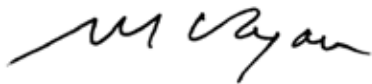
Michael J. Ryan, MD

University of Washington 1959 NE Pacific Street, Health Sciences Center Suite A-300, Box 356340 Seattle, WA 98195
(206) 543-5562 – mjryan@uw.edu

- Include the LMS link that will show them what trainings they have completed. If above trainings are not complete by Wednesday before starting, may not be able to complete required activities for rotation
 - Any extra info about lectures, assignments, etc. specific to your clerkship
 - Any FAQs that you get – information about transportation to sites, questions about call, obtaining badges, etc.
2. Send an email to your site coordinators with the policy and guidelines for student communication prior to the elective clerkship start date. Include the hospital/training site credentialing contact person on the communication. To assist an email has been drafted for you to customize (see attached). Some sites require credentialing to be initiated earlier than 6 weeks prior to the start date. Customize the dates in your communication to site coordinators as needed.
 3. Curriculum will send an email to the Explore and Focus phase medical students quarterly to remind them of the protocols for pre-clerkship communication (see attached).
 4. The workgroup created a checklist to help you track communication tasks. Please customize the checklist to meet your needs.

Thank you for your contributions to medical student education!

Best regards,



Michael J. Ryan, M.D.
Associate Dean for Curriculum
University of Washington, School of Medicine
Associate Professor, Department of Medicine
Division of Nephrology, Harborview Medical Center
Health Sciences Building, A300
Box 356340, Seattle, WA 98195
206-543-5562 | mjryan@uw.edu



Clerkship Administrator Email to Site Coordinators with copy to Clinical Regional Administrator

Dear Site Coordinators,

To clarify communication process between students and some clerkship sites, the School of Medicine has established a policy and guideline to help facilitate communication prior to elective clerkship start dates. The Elective Clerkship Committee convened a workgroup to create the guideline for all clerkship administrators, site coordinators, and students. On May 1, 2017 the Elective Clerkship Committee approved the following policy and guidelines effective July 1, 2017.

Policy statement

Effective July 1, 2017, students on elective clerkships will receive communication about their clerkship no later than 6 weeks prior to the clerkship start date.

Guideline

You will receive an email from the student signed up for your clerkship no later than 4 weeks in advance. Please reply no later than two weeks prior to the clerkship start, although you may reach out to them any time.

Please provide them with information regarding orientation on the first day (including time, place, and person to meet with) as well as any credentialing information that they need completed.

If possible, students greatly appreciate receiving a general calendar of the rotation (including call, days at different hospitals, who they will be working with), as well as any other rotation requirements specific to your site. Examples of this would be any FAQs that you get, including information about transportation to your sites, badges, etc.

Feel free to contact me with any questions you may have.

Thank you for all your hard work.

****Clerkship Administrator and contact information**



Student Email sent by Curriculum quarterly

Dear Elective Clerkship UWSOM Students,

- You should expect an email 6 weeks in advance from the UWSOM departmental clerkship administrator confirming that you are enrolled in a clerkship in that department. Curriculum to include list of clerkship administrators in the email.
- That email will include a link to the website where you can find the name of your site coordinator as well as any specific credentialing information that will be needed.
- Contact your elective clerkship site with a brief introduction at least 4 weeks in advance. You can expect to hear back from them within 2 weeks. They will give you orientation information and any additional requirements for your clerkship.
- If you have not heard from your elective clerkship site two weeks prior to the start of your rotation, please contact the UWSOM elective clerkship administrator within the appropriate department.

A few general reminders:

- Many sites, particularly the VA and Seattle Children's, have strict credentialing requirements. If credentialing requirements are not met you will not be able to complete your rotation.
- This catalyst page link contains all contact information for elective clerkships: <http://blogs.uw.edu/medevalu/>
- The absence policy is available here: <http://blogs.uw.edu/medevalu/clerkship-policies/>

Thank you,

Curriculum
School of Medicine, Box 356340
University of Washington
Seattle, WA 98195

Michael J. Ryan, MD

University of Washington 1959 NE Pacific Street, Health Sciences Center Suite A-300, Box 356340 Seattle, WA 98195
(206) 543-5562 – mjryan@uw.edu

UWSOM Clerkship Administrator checklist for required clerkship to be adjusted for elective clerkships as applicable.

Pre-Clerkship Tasks

- 6 weeks prior to the start of each rotation:
 - Print enrollment roster from e*Value
 - Email any visiting students for UW Med Account info, CC the Regional Administrators in each respective WWAMI state.
 - Email students confirming enrollment and include any important instructions, CC the Regional Administrators in each respective WWAMI state.
 - Send notification email to elective site coordinators with finalized student registration, CC the Regional Administrators in each respective WWAMI state.
 - Email students on VA and SCH rotations (and any other sites with strict credentialing) to start pre-rotation credentialing process NOW, CC the Regional Administrators in each respective WWAMI state.
 - Add any communicated student absences to spreadsheet/word document, notify the elective site coordinator of the pending absences and tell them not to expect the student and remind the student to remind their team about the absences once the rotation begins.
- 5 weeks prior to the start of each rotation:
 - Create UW Med Accounts for any visiting students
- 4 weeks prior to the start of each rotation:
 - Submit computer activation for all visiting students in the next time frame
 - Create photo roster in InDesign
 - Create Excel Grading Spreadsheet if needed
 - Create Lecture Schedule if needed
- 3 weeks prior to the start of each rotation:
 - Complete any specific clerkship details (web forum access, etc.)
- 2 weeks prior to the start of each rotation:
 - Update Didactic schedule on website/update website in general.
 - Email clerkship curricular requirements and specific orientation information.
 - All site administrators and coordinators
 - Seattle students
 - WWAMI students
 - Any other staff, etc.
 - Create and mail orientation packets with assignments if necessary
 - Complete any badging requirements if necessary
- 1 week before
 - Last minute emergencies/questions

During-Clerkship Tasks

- Send reminders about didactics and any other requirements