University of Texas Medical Branch
School of Medicine
Universal Clerkship Syllabus
2015-2016
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IMPORTANT NOTES

- No changes are allowed to your track schedule once it is finalized.
- You must take at least one elective during the 3rd year.
- UTMB no longer issues or requires pagers. All students will provide cell numbers to each clerkship coordinator in order to receive text pages or calls for urgent or mandatory issues.

PROFESSIONALISM – UTMB SOM STUDENT HONOR PLEDGE

On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

A course/clerkship director or coordinator who either directly experiences, or receives a report of potentially unprofessional behavior is encouraged to discuss the concerns directly with the student, and has the options of

- including professionalism concerns in the student’s formal course/clerkship evaluation; or
- submitting an Early Concern Note; or
- including professionalism concerns in the student’s evaluation and submitting an Early Concern Note; or determining that no action is indicated.

DRESS CODE
Students are expected to dress professionally during the clerkship. Your white coat should be clean, pressed, and worn at all times, along with your badge when you are involved in patient care. Closed toe shoes must be worn. Your nails must be short and artificial nails are not permitted. Your hair must be contained. Scrubs may be worn only as directed by your clerkship. They may not be worn as a replacement for clean clothes unless warranted.

**CLERKSHIP CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Clerkship/ Dept</th>
<th>UTMB Directors</th>
<th>Austin Directors</th>
<th>Galveston Coordinators</th>
<th>Galveston Phone / Fax</th>
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<table>
<thead>
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REQUIREMENTS FOR BEGINNING THIRD YEAR

COMPLIANCE TRAINING
To complete the training, please visit the UTMB Online Training System (log in with UTMB username and password). Once on this site, please complete the training module entitled "Annual Student Required Training". If further assistance is needed, please call the following numbers: IS Help Desk at 409-772-5200 or the HR Training and Organizational Development Office at 409-747-6700.

The "Annual Student Required Training" is a course that combines the following subjects into one course required annually for all students: General Compliance, HIPAA, Information Protection, Sexual Harassment, Fire Safety, Isolation Precautions and Standard Precautions. Many of our volunteer ambulatory sites will not let you enter their locations without proof of this training.

DRUG TESTING
1. It is the policy of UTMB to provide a safe workplace for all employees, students, and patients. The SOM requires that all Year 3 and Year 4 students have a negative urine drug screen prior to enrolling in any course or clerkship.

2. The substances tested for will be amphetamines, cocaine, marijuana, opiates, and phencyclidine (PCP).

3. Students may not begin or continue coursework (clinical or non-clinical) until a negative ("clear") test report is received.

4. A student’s test is not considered positive until a Medical Review Officer determines that the results are not due to legally prescribed prescription medications and the student has been offered the opportunity to have the original sample retested at the student’s expense.

5. A positive test will result in a report to the Associate Dean for Student Affairs for intervention and/or possible disciplinary action as authorized by The University of Texas System Regent’s Rules and Regulations and/or UTMB policy.

6. Drug test results will remain separate from the academic record.

RESPIRATORY MASK FIT TESTING
Healthcare workers who may care for patients with airborne infectious diseases are required to be fit-tested annually. The goal of this program is to improve personnel safety in the healthcare environment through appropriate use of Personal Protective Equipment.
Anyone that wears a respirator must be medically evaluated through Employee Health (x-79172). After medical approval is received you can move forward to schedule the (N95 – PAPR) training and fit-testing. A fit-test is required for every model of tight-fitting respirator worn. The medical evaluation and fit-test must be repeated annually.

Students will be notified of available dates for registration. Below is a description of the process for fit testing.

Healthcare workers who may care for patients with airborne infectious diseases will be fit-tested annually.

A. The first step in fit-testing is filling out a health evaluation form
   1. Health evaluation forms will be sent to HCWs on the list for fit-testing.
   2. The completed form must be returned to the Student Wellness Office.
   3. The forms will be reviewed by Student Wellness Service staff. If there are no medical contraindications to using an N-95 respirator, the healthcare worker’s name and contact information will be sent to Environmental Health and Safety (EHS) and will be given an appointment to be fit-tested.
   4. If the staff reviewing the medical history form has one or more concerns about the fit-testing candidate’s health relative to wearing an N-95 respirator, he/she may request that the person come in for an assessment by a physician. The physician will determine whether or not fit testing will be offered to the healthcare worker.

B. When a healthcare worker receives an appointment for fit-testing, they must present themselves at the place and time to which they have been appointed on time. HCWs who fail to appear for their appointment will be reported to their supervisor.

Fit-testing Site
A. Fit-testing will take place in the Materials Management Building located at Mechanic and 13th Street or as designated by EHS.
B. Fit-testing will be performed by EHS staff.

III. Fit-testing Procedure
A. Healthcare workers and students.
B. EHS staff conducting fit-testing will choose a respirator for each person fit-tested based on shape and size of their face. Fit-testing will continue until fit-testing is successful with a particular mask.
C. After the person has been fitted to an N-95 respirator, they will be instructed on how to fit check the N-95 respirator every time they don the respirator.
D. Healthcare workers who cannot be fit-tested to one of the 5 respirators will be provided by EHS with a half- or full-face respirator with HEPA filters or a powered air purifying respirator (PAPR).
E. Each person successfully fitted to an N-95 respirator will be issued a card containing the following information.
   1. Name
   2. Date fit-tested and date for next fit-test
   3. Data on the respirator to which they were fit-tested
      a) Manufacturer
      b) Model Number
      c) Size
   4. Result of Fit-test (pass, initials of the staff member who performed fit-test)
5. Test method and instrument used

**EPIC TRAINING**
All students must complete the EPIC Training for Medical Students prior to the start of the Clinical Skills Experience in June. Students will be notified of the available dates and will be allowed to select from those dates.

**IMMUNIZATIONS**
Some away locations will require immunizations that are not required by UTMB. Those can be dealt with on a case by case basis. For information on what immunization records are required by UTMB and most other healthcare organizations, please visit: [http://www.utmb.edu/studenthealth/immunization.asp](http://www.utmb.edu/studenthealth/immunization.asp). Make sure your immunizations are up-to-date prior to the start of third year.

a. Log into MyStar
b. Click on the 'Student Center' tab on the left.
c. Scroll down to the 'Personal Information' section and click on the 'Immunization Information" link.
d. A link to your immunization records can be found on this page.
e. If you can't access your immunization records, please visit UTMB's Student Wellness office for a hard copy of your records.

**COMMUNITY SITE ROTATIONS**

*Site Preference Ranking* – Your community site preferences will be requested in early spring. Use this website to rank your rotation and ambulatory site preferences for the 3rd year Family Medicine, Pediatric and Internal Medicine Clerkships and the 4th year Ambulatory Community Selective (ACS). If no site preferences were indicated, you may be assigned wherever we have space. We will not send you someplace without housing unless you request such a location, e.g. you ask to be placed in your hometown and plan to stay with your family.

**HOUSING**
For information about available housing in Galveston (students returning to Galveston from Austin/Houston), contact the Office of Clinical Education at 409-747-0269. Housing is solely for the use of the student assigned - significant others and pets are not allowed to join the student.

For information about available housing in Austin (students traveling to Austin for individual clerkships or electives), contact Tricia McElligott ([tmmcelligott@seton.org](mailto:tmmcelligott@seton.org)) at 512-324-7860. Housing is solely for the use of the student assigned - significant others and pets are not allowed to join the student.
For information about available housing in Houston (Galveston students completing individual clerkships or electives in Houston), contact Frances Dawe (fndawe@utmb.edu) at 409-747-0269.

Housing is solely for the use of the student assigned - significant others and pets are not allowed to join the student.

**COUNSELING AND MENTAL HEALTH SERVICES**

**GALVESTON**

A variety of counseling services are available to help students adjust to an academic health science center’s life, cope with personal challenges, gain self-awareness, and address psychological concerns.

Students may meet with a counselor for an initial screening and evaluation to determine how the student’s biopsychosocial needs can best be met. Concerns frequently addressed in brief counseling at CAPS include academic, career, stress, depression, anxiety, self-esteem, body image, concerns related to cultural background or identity, concerns about family, romantic, or interpersonal relationships.

Students with presenting issues that are best addressed at CAPS can participate in brief individual or couples counseling. If it is determined that the student's needs will best be met by adjunctive providers, the counselor will provide the student with appropriate referrals or resources.

Counseling appointments begin on the hour and last 30-60 minutes. You can help us provide the best possible service by arriving on time for your appointments and by canceling or rescheduling appointments as early as possible when an appointment must be missed.

Call (409) 747-9508 to make an appointment. Students experiencing an emergency should contact the Campus Police at extension (409) 772-1111 immediately or call 911.

**AUSTIN**

(512) 471-3515 or (512) 471-2255
UT CMHC offers mental health assessments for all current students. In general, services that are provided at CMHC include short-term individual therapy, group therapy, psychiatric services, and assistance with referrals to the community. To receive services, call (512) 471-3515 between 8:00 a.m. -4:00 p.m. to schedule an appointment.

Services are provided Monday through Friday between 8:00 a.m. – 5:00 p.m. CMHC is located in the Student Services Building, 100 W. Dean Keeton Street, 5th Floor.

In addition, counseling and referral services are available 24 hours a day, 365 days a year through UT Telephone Counseling. Telephone Counseling is a confidential service of CMHC, and is staffed by mental health professionals who are specifically trained to deal with concerns relevant to university students. Telephone Counseling can be reached at (512) 471-2255.

For additional information on CMHC services, please visit the website at http://www.utexas.edu/student/cmhc/.

**HOUSTON**

Students have access to counseling and mental health services through the UT Health Science Center and MD Anderson Cancer Center. To serve students they have a licensed Psychiatrist (Dr. Sudhakar Selvaraj) who carries out assessments and prescribes medications. Dr. Selvaraj is available at Student Health on Mondays and Thursdays from 9:00AM to 4:30PM. An on call Psychiatrist is available after hours if needed. Please call our after-hours number at 713-500-5173 if you need assistance after 5:00PM.

Also available is a Psychologist (Dr. Mary Robinson) who performs psychological testing and counsels on various topics including, but not limited to stress management, personal conflicts and family related problems. She is available Monday – Friday from 9:00AM to 4:30PM. All visits are confidential and not shared with Student Affairs or faculty unless you dictate so.

**To schedule with Dr. Selvaraj or Dr. Robinson, please call Student Health at 713-500-5171.**

**Please do not hesitate to call. Urgent appointments are available upon request.**

**STUDENT MISTREATMENT**

**HOW TO REPORT STUDENT MISTREATMENT:**

- To your course or clerkship director
- To an Education or Student Affairs Assistant or Associate Dean
- To the Student Ombudsman ([www.utmb.edu/ombudsman/](http://www.utmb.edu/ombudsman/), 409-747-9055 in the Jamail Center)
Online [www.utmb.edu/professionalism/reporting-disrespectful-behavior.aspx](www.utmb.edu/professionalism/reporting-disrespectful-behavior.aspx) (can be anonymous)

- Sexual/gender discrimination, assault or harassment – Title IX office, 2.126 Jamail, TitleIX@utmb.edu or [www.utmb.edu/studentservices/titleix.asp](www.utmb.edu/studentservices/titleix.asp)

Put it in the evaluation of your course/faculty with as much detail as you can comfortably provide. If we don’t know about it, we can’t fix it.

**Absence Policy**

**Absence Definitions**

Students are expected to attend all required activities. Each course and clerkship (“course”) publishes its required activities. An absence is any instance when a student is not physically present at an activity. Students should not assume they are allowed any absences at their discretion or for their personal convenience. Absences are considered acceptable only when unavoidable, which include two types of circumstances:

1. When unavoidable and **anticipated**, as in a residency interview or presentation at a professional meeting. Students are strongly encouraged to schedule interviews during vacation periods to avoid conflict with scheduled courses.
2. When unavoidable and **unanticipated**, as in personal illness or family tragedy.

**Actions Required by the Student**

In the event of any of these absences, students must (in advance when anticipated, and as soon as possible when unanticipated):

1. Notify their supervising faculty (e.g. facilitator, clinical attending, or preceptor); and
2. Notify their course/clerkship director

**Consequences of Absences**

1. Absences (for approved reasons listed above) that total no more than three days in a single course are a matter between the student and the course. For the Practice of Medicine courses, this is defined as three days of absences for the entire academic year. In all cases, the student is responsible for the material missed while absent. At the discretion of the course director, the student may be required to provide documentation of the reason for absence, and be required to complete supplementary assignments to make up for missed activities, but the course is not required to provide repeat or make-up opportunities for missed assignments.
2. Absences for reasons other than those listed above, or failure to report an absence as described above is considered unprofessional behavior and will be reflected in the student’s evaluation and may be grounds for failure of the course.
3. Absences (for approved reasons listed above) in any course that exceed three days are a matter that require consultation with the Associate Dean for Student Affairs (ADSA). In the event of excess absences, the ADSA will either
a. determine that a student must withdraw from the course, which will result in the course assigning a permanent transcript grade of “Withdraw”, “Withdraw Passing” or “Withdraw Failing” (any of which requires the student to repeat the course in its entirety); or

b. defer action to the course director who will then either

i. require the student to make-up the missed time prior to the end of the course, if feasible;

ii. assign a temporary grade of “Incomplete” (which requires the student to complete remaining course requirements), or

iii. assign a grade of “F” (Fail) for the course. A course failure based on excessive absences results in a requirement that the student complete a Professionalism Remediation Program as in addition to repeating the course.

4. Student absences will be tracked longitudinally. The name of any student demonstrating a pattern of multiple absences per course will be forwarded to the Office of the ADSA, who will contact the student and schedule an appointment to discuss the nature of the recurring absences.

Special Circumstances

1. Examinations: Because of the difficulty in rescheduling examinations, permission to be excused from high-stakes (e.g. mid-term, final, clinical skills) examinations must be obtained in advance from the ADSA, and is limited to reasons of health, personal tragedy, religious holy days (see below), or presentation at a national professional meeting. Although requests for exceptions will be considered on a case-by-case basis, residency interviews, family events and personal travel generally are not considered reasons for missing an examination. A student with an unapproved absence from any examination will receive a grade of zero for the examination.

2. Other Curricular Requirements: It may occasionally be necessary for students to complete curricular requirements while enrolled in another course. Participation in the Year 4 Integrated Curriculum Evaluation Exercise and any other school-based required activities will not be considered a course absence. Other absences, including those for USMLE licensing examinations will count toward the limits specified above.

3. Religious Holy Days: The Texas Education Code, Section 51.911 provides that students may be absent from class for the observation of a religious holy day. Absences for religious holy days must be excused in advance by the ADSA. The student will be allowed to take a make-up examination or complete assignments from which the student is excused within a reasonable time after the absence as determined by the course director. Such absences will not count toward the limits specified above.

Holiday Guidelines

The UTMB Student Holidays for 2015-16 are listed in the Academic Calendar. As patient care activities continue during the holiday periods, medical students with clinical responsibilities are expected to maintain their clinical activity during holiday periods. For Monday holidays, students will be guaranteed at least one full day off during the 3 day weekend. For the thanksgiving holiday, students will be given Thursday through Sunday off. Thanksgiving is the only guaranteed holiday for medical students. If the Fourth of July is on a weekday, students will be given that day off. Students choosing to complete electives during Period 13 (over the winter holiday) should be prepared to work through the holidays; generally schedules can be arranged to permit 3 days off over either Christmas or the New Year, or other holiday period as desired. If students are assigned to an outpatient clinical rotation during the holiday period, they will follow the clinic holiday schedule.
WEATHER EMERGENCIES

Disaster/Weather Emergencies: Galveston based students

In the event of a disaster or emergency weather conditions, please refer to the following lines of communication for more information:

Call the UTMB hotline at (409) 77-ALERT (772-5378) or toll free at (888) 772-5449; or Call the UTMB main operator at (409) 772-1011.

- Information is also available via the web at www.utmb.edu/alert. Should the UTMB web server go down, a second server is in place as a backup and will be available via UTMB’s normal URL: www.utmb.edu. Additionally, an informational site will be activated at www.utmbinfo.com.
- Monitor local television and radio stations including KPRC/950 AM, KTRH/740 AM and KIKK/96 FM in Houston.

Disaster/Weather Emergencies: Houston based students and those traveling in Houston

UTMB students will follow delays and closure times posted by UT Health Science Center Houston. Refer to policies of UT Health Emergency Communications: https://med.uth.edu/harrishealth/useful-links/

Stay informed of local weather conditions, watches and warnings from the National Weather Service, view area evacuation maps and current Houston traffic conditions.

In a serious weather emergency, students may find out whether the institution is officially open by the following means:

- Tune in to local radio and television stations.
- Students may call 713-500-9996.
  - Closings and other emergency conditions will be posted on this Web site: https://www.uthealthemergency.org/
- If Houston phone numbers listed above are out-of-order, please call toll-free, 1-866-237-0107 for university closure information.

For more information see University Closure in Severe Weather in the Handbook of Operating Procedures (HOOP) or the Emergency Management Plan.

2015-2016 Universal Syllabus
PUBLIC TRANSPORTATION TO THE TEXAS MEDICAL CENTER

- METRO - Visit METRO Responds for continuing information regarding service status.
  - TREKEXPRESS/Fort Bend County Transit - For status on service, call 281-633-7433 or 713-965-1711.
  - Woodlands Express
  - Research Forest Park & Ride 936-273-6100
  - Sawdust Park & Ride 281-363-0882

Disaster/Weather Emergencies: Austin based students
UTMB students in Austin will follow delays and closures announced by the main UT Austin campus.
Refer to policies of UT Austin.
http://www.utexas.edu/emergency/
http://www.utexas.edu/safety/preparedness/weather/

In all instances, students should use their best judgment, exercise caution and stay in communication with their coordinators and attendings if they have any questions about whether or not to travel to their sites in the event of inclement weather. Students should not put themselves in danger, but should also not make assumptions about whether or not they are excused from service. They should follow local news sources and assess when it is safe to travel, coming late if necessary rather than risking driving in dangerous conditions.
OCCUPATIONAL EXPOSURE TO BLOOD BORNE DISEASES AND INFECTIOUS PATHOGENS

D1. Students who are off campus and 2 hours or LESS away from UTMB
A. Notify your faculty immediately
B. Between 8am-5pm, come directly to campus and UTMB Student Health or call Student Health at 409-747-9508 for guidance. Try to seek treatment within 2 hours.
C. After hours, weekends, or holidays call the UTMB Access Center at 409-772-2222 or go directly to the UTMB Emergency Room for initial evaluation and then follow up with Student Health the next day. Try to seek treatment within 2 hours of the exposure. Follow up with Student Health the next business day. Student baseline labs to be drawn are HIV, HCV, and HBsAntibody.
D. Have the clinical facility draw and run the source labs for HIV, HCV, and HBsAg. Follow the clinical facility’s protocol for source lab and find out the contact person at the facility for the source lab results. Have your faculty assist in this process.
E. School of Medicine student’s in the Houston and Austin based programs; follow the prearranged protocol with specific facilities.

D2. Students who are off campus and MORE than 2 hours away from the UTMB
A. Notify your faculty immediately
B. Between 8am-5pm, call Student Health at 409-747-9508 for guidance as soon as incident occurs or follow the clinical facility’s protocol for initial evaluation. Try to seek treatment within 2 hours of the exposure. Always follow up with Student Health. Student’s insurance should be billed if necessary for treatment.
C. If after hours, weekends, or holidays, call the UTMB Access Center at 409-772-2222 for guidance, follow the clinical facility’s protocol for initial evaluation or go to the nearest Emergency room. Try to seek treatment within 2 hours of the exposure. Follow up with Student Health the next business day. Student’s insurance should be billed if treatment is necessary. Student baseline labs to be drawn are HIV, HCV, and HBsAntibody.
D. Have the clinical facility draw and run the source labs for HIV, HCV, and HBsAg. Follow the clinical facility’s protocol for source lab and find out the contact person at the facility for the source lab results. Have your faculty assist in this process.
E. School of Medicine student’s in the Houston and Austin based programs; follow the prearranged protocol with specific facilities for evaluation.

D3. If the student’s insurance is billed for an occupational exposure in scenario D2, and a bill is received for the balance, students should contact Student Health at 409-747-9508 immediately after receiving the bill.
Billing instruction for Students Off Campus Exposure
Student’s Insurance should be billed
Balance after insurance brought to Student Health by the student or contact Student Health at 409-747-9508.
**AUSTIN STUDENTS**

**Post-exposure Protocols**

**Students rotating in a Seton Hospital**: report to the ER in the Seton facility where you are working. Make sure your preceptor and charge nurse know what is happening.

**Students who are working outside of a Seton facility** (i.e. Trinity clinic, Medical Examiner’s office) should go to the nearest Seton ED. Ideally within 2 hours of exposure.

The student should also request that the off-site facility (where they are working) test the source patient at the site where the exposure occurred. This frequently fails to happen or reporting occurs so late the source patient has already left the facility. They should draw 1 gold top & 1 purple top and the student should bring the source blood to the ED when they come.

**Instructions immediately post exposure:**

Clean the area of exposure or injury with soap and water or flush mucous membranes thoroughly

- Report exposure to your Charge Nurse and accompanying Faculty
- Call the Seton HURT line to report your exposure 512-324-4878 or in-house at ext. 44878. Have the source patient name and Medical Record number if possible
- Seek Immediate care in the emergency department
- Register as a Seton Worker’s Compensation case – Do not use your personal insurance.
- Obtain treatment
- Students should sign a release of medical information to facilitate follow-up care so results can be sent to UTMB or the school of any visiting non-UTMB student

**WITHIN 24 HOURS OF EXPOSURE**

Students must report the exposure to the ORME office as soon as possible for further instructions and to fulfill Seton accident reporting protocols. Call 512-324-7860 or direct dial in house ext. 77801 OR Weekends, Holidays, and after hours reporting can be made through the UTMB Access Center 1-800-917-8906.

Complete the DOER’s accident report with your charge nurse or the Seton Occupational Health Nurse as directed.
After the initial ED visit follow-up care will be directed by the UTMB Student Wellness office. Local care can be arranged with UT Austin Health Services (as contracted) or students may seek follow up care from their own primary care provider. However, direction from the UTMB Student Wellness office is required.

Visiting Students should contact their school for further instructions once they have sought initial treatment.

UTMB LINKS RELATED TO EXPOSURES: HTTP://WWW.UTMB.EDU/STUDENTHEALTH/

**GRADING POLICY**

Grades are based on an overall evaluation of student performance, and thus reflect more than just examination averages. Courses frequently include formal examinations of knowledge and clinical skills as well as faculty judgments of student ability based on daily interactions. **Satisfactory performance in each component is required to receive a passing grade.** The grade in each course will be entered on the permanent academic record of the student. No USMLE results are included on the UTMB transcript. Except for the symbol “I”, no grade is ever removed from the academic record. When a student with a failing (F) grade in a course repeats that course in its entirety, the new course grade will be entered on the transcript in addition to the student’s initial grade. Under specific conditions described further in Section 4.1.2 below, a student with a failing (F) grade in a course may be allowed to complete re-examination(s), as opposed to repeating the course in its entirety. In such cases, successful completion of the re-examination(s) will result in the original grade entry of “F” being changed to “F/P”, with a notation to indicate that the course was subsequently passed through successful completion of additional work. Failure to successfully complete the re-examination(s) will result in the original grade entry of “F” being changed to “F/F”, with a notation to indicate that additional work was not successfully completed.

All required Year 1 and 2 courses use the following grading scale:

**Pass (P):** The student has successfully completed all components of the course in an acceptable manner.

**Fail (F):** The student has not successfully completed two or more components of the course, or has had excessive absences, or has not exhibited expected professional behavior.

**Partial Competency (PC):** Assigned if a student has not satisfactorily completed a component of a course that allows remediation before a final grade is determined.

All required clerkships use the following grading scale:
Honors (H): refers to consistent mastery of the course objectives where the student performs at a distinguished level. Year 3 and Year 4 required courses may award a grade of Honors (H) to a maximum of 15-20% of the students enrolled in the course during the academic year. University of Texas Medical Branch Page 4 of 21 Academic Advancement Policies School of Medicine Approved by the SOM Curriculum Committee 05/29/15

High Pass (HP): refers to frequent command of course objectives where a student performs above the level expected for the level of training.

Pass (P): refers to an acceptable or expected level of performance.

Partial Competency (PC): Assigned if a student has not satisfactorily completed a component of a course that allows remediation before a final grade is determined.

Fail (F): refers to failure to achieve an acceptable level of performance on two components or on any clinical evaluation, or has not exhibited expected professional behavior.

All other courses, such as electives, Clinical Skills Experience, selectives and minimesters (including electives designated as Acting Internships, Ambulatory Community, Basic Science/Humanities and other selectives), and the Integrated Curriculum Evaluation Exercise (ICEE), use the following grading scale:

Satisfactory (S): refers to an acceptable level of performance.

Fail (F): refers to failure to achieve an acceptable level of performance, or has not exhibited expected professional behavior.

No grade point average is calculated for the purpose of routine rankings. However, the Curriculum Committee has developed a mechanism for identification of relative student performance for selected academic recognition and scholarship purposes only. Other grades and symbols appearing on the academic record are:

“W” Withdrawal—Assigned if a student withdraws prior to an evaluation.

“WP” Withdrawal—Assigned if a student withdraws prior to the completion of a course, while his or her work is of a passing quality.

If a student receives a WP after completing 4 or more weeks of a clerkship the student may be granted credit for a single four-week elective in the same field as the interrupted clerkship. The student will then repeat the clerkship in its entirety after returning to the curriculum.

“WF” Withdrawal—Assigned if a student withdraws prior to the completion of a course, while his or her work is not of a passing quality.

“I” Incomplete—temporarily assigned if a student, for reasons beyond his or her control, has not completed all required work for a course by the end of the course. A grade of “I” that has not been resolved within 30 days automatically reverts to a grade of "F” (Fail) unless a specific plan and date for its resolution have been approved by the course director and submitted to the Office of Enrollment Services.
“PC/P” Assigned following successful completion of a course in which an initial grade of “PC” was assigned.

“PC/F” Assigned following failure to satisfactorily complete all components of all remaining courses in a curriculum year OR unsuccessful reexamination in the course in which an initial grade of “PC” was assigned. This denotes failure to achieve an acceptable level of performance, and is equivalent to a grade of Fail (F) in all respects; including criteria for dismissal (see Section 4.1 below). University of Texas Medical Branch Page 5 of 21 Academic Advancement Policies School of Medicine Approved by the SOM Curriculum Committee 05/29/15

“PC/W” Assigned following receipt of a single PC grade in Years 1 or 2, if the student is placed on leave of absence and thus is ineligible to remEDIATE the course through re-examination (see Section 4.1.2(3) below). The student must repeat the course in its entirety after returning from his or her leave of absence.

**NBME Subject Exams**

All clerkships require that students score at the 5th percentile of the previous academic year norm on the NBME subject exam in order to pass the course. Failure of the subject exam will result in a grade of PC.

Re-examination will occur at the end of a 4-week study period at the next regular course examination date after completing all other courses of the year. If a second PC is received in another clerkship, both PC’s will revert to PCF and both courses must be repeated in their entirety.

**Grade Appeals Process**

SOM policy states you must notify the Course Director of your intent to appeal within five (5) working days of the posting of the course grade by the Registrar. If the decision is unchanged after review by the Clerkship Education Committee, the student also has the right to contest the decision to the Academic Review Committee as described in the Academic Policies.

**Requirements of USMLE Performance**

(a) Step 1 of the United States Medical Licensing Examination (USMLE) must be taken prior to the first day of Clinical Skills Experience. Students who have successfully completed Year 2 are conditionally promoted to Year 3 pending results of the examination.

(b) Students who receive a failing grade on their first effort on USMLE Step 1 are required to withdraw from the curriculum no later than the conclusion of the specific course they are taking at the time the failing grade is received. They are then placed on leave of absence or academic reassignment for a period not to exceed one year, upon consultation with the Associate Dean for Student Affairs. After a period of preparation, the student may retake the USMLE Step 1, followed by conditional resumption of the Year 3 curriculum. A student who chooses to withdraw immediately from the curriculum after receipt of a failing USMLE grade, before completion of the specific course they are taking at the time they receive their failing grade, has the following options:
(1) Course withdrawal (grade of W, WP, or WF, as appropriate). In such cases, the student receives no credit for work completed, and will repeat the clerkship in its entirety after returning to the curriculum.

(2) Grade of Incomplete, which can only be granted in consultation with the course director, who retains the right to determine if an Incomplete is appropriate given the work completed to date. The student will then complete the remaining clerkship requirements after returning to the curriculum.

(3) Credit for a single four-week elective in the same field as the interrupted clerkship, if the student has completed at least four weeks of coursework in a satisfactory manner. The transcript will reflect a Withdrawal grade for the clerkship. The student will then repeat the clerkship in its entirely after returning to the curriculum.

(c) Students who receive a failing grade on their second effort on USMLE Step 1 are required to withdraw from the curriculum no later than the conclusion of the specific course they are taking at the time the failing grade is received. They are then placed on leave of absence or academic reassignment for a period not to exceed one year, upon consultation with the Associate Dean for Student Affairs. After a period of preparation, the student may retake the USMLE Step 1. The student may not resume coursework until a passing USMLE Step 1 score is received in the Office of Enrollment Services.

(d) Failure of the USMLE Step 1 on three attempts will result in immediate withdrawal from the curriculum and a determination of dismissal by the Academic Progress Committee, absent extenuating circumstances.

(e) Step 2 of the USMLE (which includes both Clinical Knowledge and Clinical Skills examinations) is typically taken upon completion of Year 3 requirements. Both the Step 2 Clinical Knowledge component and Step 2 Clinical Skills component must be taken no later than six calendar months prior to the student’s anticipated graduation date (November 30 for regular May graduation candidates), unless an extension has been requested and approved in advance by the Associate Dean for Student Affairs. Failure to attempt the USMLE Step 2 by this deadline will result in the student being reported to the Associate Dean for Student Affairs, and may result in a delay in the student’s eligible graduation date or other penalty, even if all other graduation requirements are completed. A passing score on USMLE Step 2 is required for graduation. Failure of the USMLE Step 2 on three attempts will result in the Academic Progress Committee making a determination of dismissal, absent extenuating circumstances. University of Texas Medical Branch Page 6 of 21 Academic Advancement Policies School of Medicine Approved by the SOM Curriculum Committee 05/29/15

(f) Failure to pass the USMLE Step 1 within 24 calendar months from the end of Year 2, or the USMLE Step 2 (both the Clinical Knowledge and Clinical Skills examinations) within 24 calendar months from the end of Year 3 will result in the Academic Progress Committee making a determination of dismissal, absent extenuating circumstances. Time during which a student is on an approved leave of absence for medical reasons following either Year 2 or Year 3 is not included in determining these deadlines.
ACADEMIC ADVANCEMENT POLICIES

HTTP://WWW.UTMB.EDU/IMO/POLICIES.ASP

DUTY HOURS

During the clinical curriculum, no week may contain more than 80 hours, and the average across the weeks of the clerkship should be no greater than 60 hours/week. Students are guaranteed at least one day off per week. You will be asked to record your working hours in New Innovations approximately quarterly so we may assess clerkship compliance with this standard.

MID-POINT FEEDBACK

All clerkships are required to provide feedback to each student at the mid-point of the clerkship. Tracking of the mid-point feedback will be described at the clerkship orientation.

CASE LOGGING

Students are required to record all patient experiences in the New Innovations Case Logger. It is your responsibility to review the case logger table for your particular clerkship. If you are unable to see a specified type of patient, be sure to alert your clerkship director so they can provide alternative means for you to accomplish that objective or reassign you clinically. If you use an alternative (e.g., computer case), please indicate that in New Innovations.

New Innovations (NI): www.new-innov.com
For login: Institution = UTMB, use your UTMB username and email to retrieve your password
To use the Mobile software, select Mobile Software in the Main section of the menu

CLINICAL REASONING INSTRUMENT (CRI)

All students are required to complete one Clinical Reasoning Instrument approximately weekly during each clerkship.

By the end of the third year students will demonstrate the ability to:

- Organize the relevant findings from a patient encounter into a focused oral presentation of the patient
- Generate a differential diagnosis, supported with pertinent positive and negative data
- Describe next steps in the diagnostic and therapeutic management of the patient
Tool:

- The form that is being used for this activity is currently used to guide written patient notes following patient activities in the standardized patient center
- The format mirrors the materials that students use during their USMLE Step 2 Clinical Skills examination
- The expectation is that the student will use the front of the form to record data from the patient encounter. Students should be encouraged to record all relevant information obtained.
- The recording of data should follow a standard format (see below) but can be bullet points or short statements – the form is intended to be a vehicle to guide the student’s thinking and to help the student organize his/her oral presentation and not to be used as a chart note
- The back of the form asks for up to three diagnoses, with the most likely diagnosis listed first
- The students should defend each diagnosis with both positive and negative findings.
- The plan should focus on diagnostic testing “next step” recommendations. Therapeutic management may be discussed but skill at this will vary depending on the student’s level of training

AUTOPSY EXERCISE

PURPOSES OF THE AUTOPSY

Autopsies have very important purposes in the medical setting. The mission of a hospital autopsy service is to help family and doctors understand the causes of a patient’s demise, to document response to treatment, to determine if there are genetic components to diseases that may be relevant to surviving family members, and to support education of medical professionals. In the forensic setting, autopsies also have important medico-legal purposes, such as determining the “cause” and “manner” of death (e.g. natural, homicide, suicide, accident, etc.). Information derived from autopsy frequently helps doctors take care of future patients. Often autopsy helps families gain a sense of “closure” and understanding, which may facilitate the grieving process.

For more general information about autopsies, please see the attached file, “Aiding the Living by

We believe it is important for all medical students to have the opportunity to observe an autopsy during their medical school careers. Specific goals and objectives of this exercise are listed below.
GOALS AND OBJECTIVES OF THE AUTOPSY EXERCISE

At the completion of this experience, the student should be able to:

- Explain the clinical and medico-legal reasons for performing an autopsy.
- Understand the indications for notifying the medical examiner after a death.
- Know who is legally authorized to give consent for autopsy.
- Review a patient’s complete medical record to identify questions to address in autopsy.
- Correlate the clinical history and laboratory results with the gross autopsy findings in a given patient.
- Determine the cause of death based on gross autopsy findings, in the appropriate pathophysiologic sequence.
- Complete a death certificate worksheet.
- Reflect on what was learned from the autopsy and what questions remained unanswered in a brief written report.

SCHEDULING CONSIDERATIONS FOR GALVESTON-BASED STUDENTS:

Any student who is involved in the care of an autopsied patient should attend the autopsy. The student will be excused from their clerkship duties on the day of the autopsy. Students who do not have the opportunity to participate in an autopsy prior to their Surgery Clerkship will be scheduled for the autopsy exercise during the Surgery Clerkship.

INSTRUCTIONS FOR STUDENTS WHO PARTICIPATE IN THEIR AUTOPSY DURING THE SURGERY CLERKSHIP:

- Students will be scheduled for their autopsy exercise by the Surgery Clerkship Coordinator (Shaine LeGrande, x20676).
- Surgery Coordinator or autopsy staff will contact students from the list by pager when there is an autopsy. A maximum of 3 students will participate in each adult autopsy, 2 for each pediatric autopsy.
- Students will be excused from their assigned rotation for the day of the autopsy. If the autopsy is completed before the end of the day, students may use that time to write the brief required report. Students are required to attend the entire autopsy. Failure to do so will result in repeat of the exercise.
- Students will report to the autopsy area (Clinical Science Building 512 or 519) no later than 9:15 and ask for the autopsy supervisor (Judy Smith) or Pathologist’s Assistant (Joy Grise). After a brief safety orientation, the students will review the medical record before the autopsy. Students will observe and participate in the gross dissection as appropriate or desired, working with the Pathology resident assigned to the case. At the end of the prosection, the gross findings will be reviewed with the attending pathologist. This will be followed by a discussion of death certification.
- Students will each prepare a brief individual report, described below. A group of students who attend the same autopsy may discuss the case, but each student must submit an individual, personally written report. The report should be completed at the end of the experience.
- The report will be turned in at the end of the day of the autopsy to Judy Smith in the Autopsy office to be distributed to the appropriate pathologist for evaluation.
- Grading will be Satisfactory/Fail. A passing grade must include an adequate effort on each component of the report. Graded reports will be returned to the Surgery clerkship coordinator, who will distribute copies with comments to student mailboxes.
- Grades will be reported as a part of the Surgery Clerkship grade.
If the report has not been completed by the end of the period, a grade of “Incomplete” will be issued. The students will then have 30 days to complete the report. Any student who has not completed the report within this time frame will receive an “F” and will be required to repeat the surgery rotation.

**INSTRUCTIONS FOR STUDENTS IN OTHER CLERKSHIPS:**

- If a student is on the service in which a patient dies, they should contact the autopsy office, x22870 to find out whether an autopsy will be done and what time to report to the autopsy suite.
- The student will be excused from their clerkship for the day of the autopsy.
- Procedures for the autopsy are exactly as described above.
- Autopsy staff will report to the Surgery Clerkship Coordinator the names of any students who complete the autopsy exercise in clerkships prior to Surgery clerkship. The P/F grade for this clerkship element will be recorded in the Surgery clerkship documentation.

**END OF CLERKSHIP EVALUATIONS**

At the end of your clerkship you will be required to evaluate the educational experience. The evaluation system can be accessed at: [https://ar.utmb.edu/clerkshipeval/auth/login.asp](https://ar.utmb.edu/clerkshipeval/auth/login.asp). This evaluation is available from 5:00 pm on the final day of the clerkship for one week. These evaluations are administered through the Office of Educational Development. Your candid responses to the questions will contribute to a thorough evaluation of the clerkship. All responses will be processed anonymously and a summary report will be reported to the clerkship director and the Curriculum Committee at the end of the academic year. Completion of this evaluation is required of all clerkship students.

In addition, students are asked to provide feedback about interactions with specific faculty and residents with whom they have worked. This feedback is essential to maintaining and improving the quality of instruction students receive during their clerkships. Please, take time to provide this valuable service for the benefit of other students.
REQUIRED AND RECOMMENDED CLERKSHIP TEXTBOOKS

FAMILY MEDICINE

Recommended Texts:
Case Files: Family Medicine (by Toy, Briscoe, Reddy, and Britton: ISBN # 9780071753951, 3rd edition, 2012), $35.95, has been a very popular resource for many students. It is available in the campus bookstore and also in a Kindle format. (http://guides.utmb.edu/ebooks-som)

In addition to this book, most students purchase some type of study guide to prepare for the Family Medicine NBME (shelf exam.)

Other possible texts include:
CURRENT Diagnosis & Treatment in Family Medicine by South-Paul , Matheny, and Lewis; ISBN # 978-0071827454 , 4th edition, 2015, $81.15 – can be found online through the Moody Medical Library (MML) (http://guides.utmb.edu/ebooks-som)


INTERNAL MEDICINE

Required Texts:

Recommended Texts:
Rapid Interpretation of ECG’s, Dubin, Dale, ISBN # 9780912912066, 6th edition, 2000, $48.00
MKSAP for Students 5 (highly recommended), (http://guides.utmb.edu/ebooks-som)


NEUROLOGY

Recommended Texts:


**For those with a greater interest in neurology, suggested supplemental texts are:**


**For those with an extensive interest in neurology, suggested supplemental texts are:**


**OB/GYN**

**Required Texts:**

**Recommended Texts:**

NMS OBGYN (National Medical Series), Pfeifer, ISBN # 9781608315765, 7th edition, 2012 $60.79


OR

**PEDIATRICS**
**Recommended Texts:**
(http://guides.utmb.edu/ebooks-som)

Case Files Pediatrics, Toy, E C; Yetman, R J; Hormann, M; Sheela, L; McNeese, M; Sanders, M J; Geltmeyer, A M ISBN # 978-0071766982, 4th edition, 2012 $40.05 McGraw-Hill Medical (http://guides.utmb.edu/ebooks-som)

**Primary reference used by the faculty:**


(http://guides.utmb.edu/ebooks-som)

(http://guides.utmb.edu/ebooks-som)

**PSYCHIATRY**

**Required Text:**

*In addition, the following book is required for students assigned in Austin:*

**Recommended Texts:**
SURGERY

Required Texts:

Recommended Texts:


Also available through the Moody Medical Library: http://guides.utmbe.edu/usmle.

The Library also has several Step 2 review books listed, plus Exam Master and Board Vitals review programs.