GRADING:
Inpatient Evaluation 40%
Outpatient Evaluation 5% (attendance and participation)
Standardized Patient Exam 25%
NBME Shelf Exam 20%
Psychiatric Evaluation case write-up (which will be scored) 10%

CLINICAL AND WARD RESPONSIBILITIES:
Part of your rotation will involve two to four weeks on an inpatient Psychiatry Unit with a mix of outpatient opportunities interspersed. It is your responsibility to follow your clinical and academic schedule as given to you by the Office of Medical Student Education in Psychiatry. If you have any questions about your schedule, you should contact the Clerkship Coordinator immediately to get your questions resolved. If you miss a clinical rotation, that rotation must be made up before a grade will be issued to student affairs.

Work-up and follow up to five patients. (Patients assignments will be staggered so that students are not overwhelmed with five cases on the first day.)

Assignments of patients should include exposure, when possible, to the following major mental illnesses: schizophrenia, bipolar disorder, major depressive disorder, PTSD and anxiety disorders. Both genders should be represented in each student’s caseload. Students should participate fully in team meetings, reporting initial evaluations of patients and commenting on their progress on a regular basis.

Students should be assigned topics to research and report back on to the treatment team on a regular basis and should participate fully in chart documentation (with countersignatures) of patient data. Guidelines on writing progress notes are available on the Clerkship MyTulane/Blackboard site.

Students should participate in group psychotherapy sessions. Students will be coached on the proper form in carrying out and documenting the psychiatric evaluation, progress notes, and in making oral reports at team meetings.

Students will be observed from start to finish completing a psychiatric evaluation, including the mental status examination and the physical examination. (Residents should demonstrate the correct form in advance.)

Students should practice providing psycho-education to inpatients, family members and friends. Students will receive feedback about the quality of their work on a regular basis. It is essential that students receive feedback midway through their rotation.

ACADEMIC RESPONSIBILITIES:
Students will be provided with a didactics schedule along with a list of make-up work for missed didactics. There will be a sign-in sheet at each of the academic activities in which students participate. If your signature is not on the sign-in sheet, you will be counted absent and must complete assigned make-up for the activity missed.

- **Substance Use Disorders Training**
  Excused absence approval required. If a student misses either of the two-day sessions at River Oaks and Addiction Recovery Resources, make-up work is as follows:
  On the Psychiatry Clerkship Blackboard site’s Main Info Page, left sidebar, click Learning Modules, scroll to Module 7 and on the Module 7 page, scroll to the bottom to find Substance Use Disorders Modules by Dr. Don Gallant. View all those modules, return to the Module 7 main page and complete the quiz. E-mail the completed quiz to mhoehn1@tulane.edu.

- **Case Conferences**
  There will be two required Case Conferences during the Psychiatry Clerkship, with cases in Adult Psychiatry and Child Psychiatry. Dates and meeting rooms will be included on the Didactics Schedule given to you at Orientation. If you have an excused absence on one of the Case Conference days, we require you to read the cases and answer the questions in the related Case Conference Packet, and e-mail those answers to
the Clerkship Coordinator. If your absence is a planned one, your answers are due before the case conference.

- **Required Lectures for this block:**
  Grand Rounds: Adult Psychiatry (see didactics schedule for dates and times). Fridays, 12:00 – 1:00 pm, Room 1027, Tidewater Building. Topics TBA.
  Child Psychiatry Grand Rounds on selected dates (see didactics schedule). Fridays, 10 – 11 am, Room 1439 Murphy Building
  High Yield Psychiatry lecture, (see didactics schedule), Room 1027 Tidewater, Fridays (time TBA)
  Psychopharmacology (with related reading included in your Orientation packet), Room 1027 Tidewater (time TBA)
  Occasional special lectures (required) (TBA)

- **Psychiatry Reflection:**
  All students are to do a written reflection on their Psychiatry clerkship. This should be type-written and between 1-2 pages. It can be emailed to the program coordinator and should be turned in during the last week of your clerkship (no later than Friday of that week). If you need additional time, please request it.
  Prompts for Essay/Reflection:
  What is the most important or surprising thing you learned from this rotation?
  How do you think you will use what you learned in your Psychiatry clerkship in your future career (whatever that may be)?

- **Case Summary**
  **Recommended Reading:** (on the Blackboard website under ORIENTATION: REQUIRED AND RECOMMENDED READINGS)
  Choose: A patient on your inpatient unit.
  *Format for the psychiatric evaluation should be similar to the format used on your clerkship, including:*
  - Chief Complaint
  - History of Present Illness
  - Psychiatric Review of Systems
  - Past Psychiatric History
  - Family Psychiatric History
  - Past Medical and Surgical History
  - Medicines
  - Allergies
  - Developmental History
  - Social History
  - Vitals Signs (if applicable and available)
  - Mental Status Exam
  - Pertinent Lab/Imaging findings (if applicable and available)
  - Assessment, including formulation based on bio-psycho-social model
  - Diagnoses
  - Treatment Plan, including safety plan

The reflection essay should be e-mailed to: mhoehn1@tulane.edu and should be submitted by Friday, the last day of your block.

The case summary should be e-mailed to aweiss3@tulane.edu, with a cc to mhoehn1@tulane.edu.

**File formats we can accept are: .pdf, .doc, .docx, and .txt.** Please name your files as in the following examples:
yourlastname_essay.file type (Johnson_essay.docx)
yourlastname_case.doc (Johnson_case.docx). **PUT YOUR NAME ON THE TOP OF THE DOCUMENT.**

**MYTULANE/BLACKBOARD** You will be added to the user list of the Psychiatry Clerkship’s MyTulane/Blackboard site. Clinical and didactics schedules, reading assignments, lectures, learning modules, and self-assessment quizzes on the course are located there (most quizzes are not required, but are put there as a study aid/self-assessment).

To access the Clerkship Blackboard site, log in to MyTulane using your e-mail user ID and password. The Tulane Psychiatry Clerkship site will be listed in “My Organizations”. If you have difficulty accessing the Clerkship site, please inform the Clerkship Coordinator immediately (504-988-5406 - e-mail mhoehn1@tulane.edu). Please take the opportunity to go to the site and look at the orientation material there in advance of Orientation. The "Orientation" link on the first page includes information you need for successful completion of the Clerkship and will include a link to any forms you need as well as required and recommended readings. Bring your pertinent questions to Orientation.
MID-POINT EVALUATION*:
This form will be provided to students at Orientation and is also available on the Clerkship Blackboard site. Students will give these evaluation forms to their inpatient attendings to fill out at the end of the second week of the rotation, and will return them to Psychiatry Medical Student Education office the following week by scan/e-mail, fax, or in person.

STUDENT LOG:
Keep a log of patient encounters on E*Value, where patients are seen, procedures (these can include personal contact, Mental Status Exam, Global Assessment of Functioning and Mini-mental Status exam), the diagnosis, and your level of participation. Logging should include the Standardized Patient on the Standardized Patient Exam. Logs are to be printed (both procedures and diagnosis) and handed in at the Shelf Exam. NOTE: DO NOT PRINT JUST THE SUMMARY. WE NEED YOUR COMPLETED LOGS.

Grades will not be released to Student Affairs until all logs have been turned in and all completed make-up work, essays, case write-ups, C/L attendance forms and mid-point evaluations are on file.

TESTING:
NBME Shelf Exam (25% of overall grade): The NBME SHELF exam will be administered on-line on the last day of the Clerkship. Students will need to bring their laptops and Tulane ID, and will be asked to run the check at the NBME link to be sure their computers can access the test. Time allowed to complete the exam: 2.5 hours.

A passing grade on the NBME Shelf Exam is 65 (which corresponds to the 5th percentile nationally). This is consistent with other clerkships at TUSOM.

Students who fail the Shelf will receive a grade of C (Condition) and are given one opportunity to retake the exam. Failure on the retake results in a grade of F and a requirement to re-do the Clerkship.

TO BE ELIGIBLE FOR HONORS, YOU MUST SCORE AT OR ABOVE THE 75th PERCENTILE
TO BE ELIGIBLE FOR HIGH PASS, YOU MUST SCORE AT OR ABOVE THE 50th PERCENTILE
Achieving these benchmarks does not automatically give you honors or high pass; however, they are required for consideration. They will be taken into account with the rest of your work while on your clerkship. It is possible there will be times where shelf scores are very close to the benchmarks, and in these cases, final grade is up to the discretion of the Director of Medical Student Education in Psychiatry.

Standardized Patient Exam (25% of overall grade). The Standardized Patient Exam will be administered in the SP Program area of 1555 Poydras and will be scheduled by the SP Program.

SPECIAL NEEDS:
Please notify the Program Coordinator at Orientation if you require any special accommodations beyond extra time for the Shelf Exam.

ABSENCES:
Students must contact Dr. Weiss regarding any planned absences. Students are responsible for notifying their inpatient attending, outpatient preceptors and the Clerkship Coordinator in advance of any anticipated absences and on the day of any unanticipated absence. Absences must be excused by Student Affairs. If you fill out a chit the day of your absence due to illness or other unforeseen situation, fill it out for the following day, as the system will not accept same-day requests for excused absence. In the explanation field, enter the correct date of absence along with your reason for being absent. If you plan to take a Step test, you must have an excused absence. Students are expected to make up clinical absences. Students are also expected to make arrangements to switch with another student if needed to fulfill clinical responsibilities.

YOUR SCHEDULE
You are responsible for following your schedule. Failure to do so will result in a loss of points in professionalism.