PROCEDURE FOR DOCUMENTATION AND MONITORING OF
STUDENT CLINICAL ENCOUNTERS AND PROCEDURAL SKILLS

Procedure Statement
The clinical encounters and procedural skills necessary to lead to competence in each of the
core clerkships have been defined by the faculty and will be reviewed annually by the
Clinical Curriculum Subcommittee of the Committee for the Undergraduate Medical
Education Curriculum (CUMEC). Students are required to document level of
involvement/supervision with patients for their clinical encounters and procedures* or with
alternative learning experiences in these essential areas. Alternative learning experiences
include simulated patients or computerized cases. These requirements will be discussed at
the annual third year orientation and the orientation to each clerkship.

Clerkship directors will review clinical encounter and procedural logs by the mid-point of
the clerkship to monitor the student experience and to make recommendations for acquiring
exposure to areas which are lacking. Students will complete logs by the final day of the
clerkship. Students are not permitted to sit for the final clerkship examination if encounter
and procedural logs are not complete. Clerkship directors are responsible for ensuring that all
students experience the minimal clinical exposure required and that documentation of such is
provided.

Reports from each clerkship will be reviewed by the Assistant Dean for Clinical Education
within 2 weeks of the completion of each clerkship and discussed with the clinical clerkship
director if necessary. A summary report of clinical experiences will be reviewed annually by
the Clinical Curriculum Subcommittee of the Committee for the Undergraduate Medical
Education Curriculum (CUMEC) and forwarded for review to the CUMEC.

*The levels of involvement/supervision are:
   a) Observed - did not participate, learned by watching.
   b) Assisted - took an active role assisting in the clinical encounter or
      procedure with other physicians or qualified technicians supervising.
   c) Performed independently- completed an independent assessment and plan or
      performed the procedure, under supervision.
Reason for Procedure/Purpose
To ensure monitoring and documentation of student clinical encounters and procedural skills. To ensure comparability across clerkship sites.

Who Needs to Know This Procedure
Faculty, Clerkship directors, Medical students, Residents and Fellows

Who Approved This Policy
Committee on the Undergraduate Medical Curriculum

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History/Revision Dates
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