

## **MSTP Clinical Tutorial Guidelines and Forms**

The MSTP clinical tutorial is a longitudinal clinical experience for PhD-phase MSTP students with the following goals.

1. To enhance interviewing skills, physical examination skills and ability to interact comfortably and effectively with patients and professionals in clinical settings in preparation for clinical clerkships
2. To explore relationships between research interests and clinical issues that may be combined in the career of a medical scientist, and to gain insight into which clinical fields mesh best with the student's own scientific interests
3. To receive two weeks clinical elective credit for the MD4 year
4. To fulfill the CPCP requirement

Students can get both clinical elective and CPCP credit at the same time. The CPCP requirement needs to be met only once; after completing CPCP, students can take MSTP Clinical Tutorial without the online CPCP components.

### Guidelines and Expectations for Clinical Tutorials

1. The tutorial placement should be for a full academic year, starting in ~October and extending through ~May. Students should NOT do Clinical Tutorial in the first year in the PhD phase.
2. Students may do one or two years of Clinical Tutorial, but not more than two years. If Clinical Tutorial is taken for two years, students are encouraged to choose a different preceptor and different clinical field for the second year.
3. The primary responsibility of students in the research years is completion of the thesis. Therefore, it is recommended that the clinical tutorial begin in the second year of research. This allows the student to become comfortable in the laboratory during the first year, and also allows sufficient time to complete 1-2 years of tutorial before the thesis defense.
4. Tutorials are often conducted in an ambulatory setting that allows ample opportunity to conduct patient interviews and physical examinations. Other types of clinical setting are possible. Students are encouraged to choose Tutorial settings that will enable them to explore clinical fields and specialties that they may enter, but general medicine placements may also be fruitful.
5. It is not always necessary for students to learn procedures or to study in detail the diseases they may encounter in the clinic, but these activities may be included; expectations should be discussed in advance by the student and the preceptor.
6. Students should spend no more than 2-3 hours per week in the clinic, and schedules should be flexible enough to accommodate commitments that may arise around students' research (including classes, seminars, thesis committee meetings, etc.).
7. A student should be punctual in arriving at the designated starting time, and should inform their preceptor if they must miss a clinic session. A maximum

of three scheduled clinic sessions per semester are considered excusable absences.

8. The student should arrive in appropriate professional attire, prepared to function in the clinical setting. Guidance may be obtained from the MSTP Clinical Associate Director or the clinical preceptor.

#### Clinical Elective Credit

1. Students and preceptors will review these guidelines and the evaluation form together, sign the Clinical Tutorial agreement form to signify acceptance of these guidelines, and return a copy to the MSTP office BEFORE beginning a tutorial. This must be done to receive elective credit.
2. At the end of each Tutorial, an evaluation form must be completed by the clinical preceptor and given to the student to submit to the MSTP office. *Please return the evaluation promptly*, as it is necessary for the student to receive elective credit for the tutorial.
3. Students must complete an exit survey at the conclusion of each tutorial. The MSTP office will send a link to the survey.

#### Fulfillment of CPCP Requirement

1. The Clinical Tutorial fulfills the CPCP requirement only if the clinical activity occurs in a patient-based setting. Clinical settings that are not sufficiently patient-based, e.g. Pathology or Radiology, will not satisfy the CPCP requirement. A student may do their second clinical tutorial in a non-patient-based setting after completing the CPCP requirement.
2. To obtain CPCP credit, students must complete the CPCP registration form, below, and email it to CPCP administrator Kurtis Hoffman. This credit is required to return to third year of medical school so it is important that you are registered.
3. Kurtis will communicate with the student about the CPCP requirements.
4. Students will still earn two weeks clinical elective credit when using the Tutorial to fulfill part of the CPCP requirement.
5. The CPCP component is not necessary if a student has already satisfied the CPCP requirement in an earlier year of Clinical Tutorial.

## Clinical Tutorial Tips for Students

### What to bring with you to your Clinical Tutorial:

1. Small notebook to write down clinical items to look up that night, assignments
2. 3 x 5 note cards
3. Pen
4. White coat
5. Stethoscope
6. Reflex hammer
7. Pocket-size pharmacy (PHARMACOPEIA) and antibiotic (SANFORD) books

### Professionalism expectations:

1. Dress professionally (business casual, err on being too formal if necessary), including your white coat.
2. Maintain good communications with your preceptor.
3. Exchange phone numbers and emails on the first day.
4. Let your preceptor know if you will be out...things happen. (I like having the student's number because I might be out and have forgotten to let the student know of my absence.)
5. Let your preceptor know in advance if you know you will have to miss a session.
6. Let your preceptor know what the date of your final session will be.

### How to optimize the clinical tutorial experience:

1. Ask your preceptor lots of questions.
2. Use your 3 x 5 cards for notes to review later.
3. Write down a few things each session to look up that night.
4. If your clinical tutorial is also counting for the CPCP credit, ask your preceptor if they can give you feedback on your write-ups before they are submitted. The CPCP coordinator grades all the students but your preceptor has a chance to really individualize your feedback.
5. Keep up with the CPCP logging and online requirements as they will be checked before you are allowed to return 3<sup>rd</sup> year.
6. Try to teach your preceptor as well. Bring back information about a topic that was discussed the week before.

## MSTP Clinical Tutorial Agreement Form

We have read and discussed the Guidelines and Expectations for Clinical Tutorials, and have agreed on a working schedule. We will complete the evaluation form (preceptor) and the online exit survey (student) when the Tutorial is concluded.

Student's Name: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_

Department/Division/Clinical setting: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Preceptor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Will this Clinical Tutorial be used to fulfill the CPCP requirement? Yes  No

If yes, students must complete the CPCP Registration form.

Please sign and return to the MSTP.  
(A photo of the completed form is acceptable)

phone 216-368-3404

mstp@case.edu

# MSTP CPCP Registration for Credit Form

**\*\*\*Please upload completed form to your personal CPCP Uploads folder in Box\*\*\***

## Student Information

Full Name:  Matriculation Year:

Case Email:

CPCP Start Date:  Anticipated CPCP Completion Date:

Student Signature:  Date:

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## Preceptor Information

Preceptor Full Name:

Preceptor Email:

Clinic Location(s):

Preceptor Field(s) of Study:

Preceptor Case ID (if known):  Telephone

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## CPCP Assignments

*(office use only)*

EMR Activity  SOAP Note #1  Preceptor Evaluation

IHI Module  SOAP Note #2  Date of Completion:

**MSTP Clinical Tutorial Evaluation Form**  
**(Course Code MEDS 4010M)**

To be completed by preceptor and returned to student.  
 The student must return the form to [mstp@case.edu](mailto:mstp@case.edu).  
 (Photos of each completed page are acceptable.)

Student's Name \_\_\_\_\_ Dates of tutorial \_\_\_\_\_ - \_\_\_\_\_

Mentor's Name \_\_\_\_\_ Clinical Setting \_\_\_\_\_

HISTORY	Exceeds	Meets	Beneath	Not observed		
consistently elicits complete or appropriate histories	5	4	3	2	1	0
includes pertinent positives and negatives	5	4	3	2	1	0
has improved during the term of this tutorial	5	4	3	2	1	0
skill consistent with level of training/peers	5	4	3	2	1	0
prepared for entry into clerkship	5	4	3	2	1	0
<b>PHYSICAL EXAMINATION</b>						
exam complete and accurate	5	4	3	2	1	0
has improved during the term of this tutorial	5	4	3	2	1	0
skill consistent with level of training/peers	5	4	3	2	1	0
prepared for entry into clerkship	5	4	3	2	1	0
<b>DIAGNOSTIC REASONING/PROBLEM SOLVING</b>						
reasons well in clinical situations	5	4	3	2	1	0
applies knowledge to clinical situations	5	4	3	2	1	0
has improved during the term of this tutorial	5	4	3	2	1	0
skill consistent with level of training/peers	5	4	3	2	1	0
prepared for entry into clerkship	5	4	3	2	1	0
<b>PRESENTATION SKILLS</b>						
oral presentations organized, accurate and concise	5	4	3	2	1	0
written presentations organized, accurate, and concise	5	4	3	2	1	0
has improved during the term of this tutorial	5	4	3	2	1	0
skill consistent with level of training/peers	5	4	3	2	1	0
prepared for entry into clerkship	5	4	3	2	1	0

INTERPERSONAL INTERACTIONS/PROFESSIONAL CONDUCT

respectful, attentive and friendly with patients and families	5	4	3	2	1	0
cooperative with health care team, a team player	5	4	3	2	1	0
displays professional conduct and demeanor (incl. attendance)	5	4	3	2	1	0
has improved during the term of this tutorial	5	4	3	2	1	0
skill consistent with level of training/peers	5	4	3	2	1	0
prepared for entry into clerkship	5	4	3	2	1	0

Additional comments (may be appended on separate sheet if desired):

Preceptor's signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return to student.  
The student must return the form to [mstp@case.edu](mailto:mstp@case.edu).  
(Photos of each completed page are acceptable.)