

# Dean's Office Basics for Affiliated Sites

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# Affiliate Teaching at BU Med

- M3 and M4 clinical teaching in the core clerkships at BU Med
  - Boston Medical Center is primary teaching site
  - ~50% of teaching provided at Affiliate sites
- Affiliate sites office (Medical Education Office): Elizabeth Yellen MD (Pediatric Cardiology) [elyellen@bu.edu](mailto:elyellen@bu.edu), Caroline Mulligan [Carolinm@bu.edu](mailto:Carolinm@bu.edu)
  - Support site initiation and continuation (affiliation agreements)
  - Support clerkships
  - Educational quality monitoring and grading parity
  - Feedback to sites and preceptors and QI
  - Adherence to regulatory requirements (LCME 2026)

# Outline and Objectives

- Boston University Med Policies: Appropriate Treatment of Medical Students, Needlestick, Time off, Grading, Professionalism, Clinical Supervision
- Faculty and Resident Resources: Syllabi, Clinical Faculty Guidelines, Required Patients and Procedures, FOCUS forms, CSEF, one minute learner
- Evaluation of and Feedback to Affiliate sites
- Clinical Affiliations: Faculty Appointment requirements and process, BU faculty Benefits and Perks

## Vignette #1: Lena requests time off

- Lena is a 3<sup>rd</sup> year student assigned to your outpatient clinic. She very politely emails you 2 weeks before her scheduled session with you that she will have to miss the day to attend her brother's wedding.
  
- You options include:
  - a) Allow her to take the day off and reschedule her clinic session to a different day
  - b) Allow her to take the day off and email the Clerkship director and coordinator
  - c) Refer her to the Clerkship Director and Coordinator

## Lena requests time off

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- You options include:
  - a) Allow her to take the day off and reschedule her clinic session to a different day time
  - b) Allow her to take the day off and email the Clerkship director and coordinator
  - c) Refer her to the Clerkship Director and Coordinator
  
- **Correct answer: c**

## BU time off policy

- Time off requests must go through the registrar's office then to the Clerkship Director and coordinator. Students requesting day off must follow the policies on time off:  
<https://www.bumc.bu.edu/camed/education/medical-education/policies/attendance-time-off-policy/>. Days off are centrally monitored.
- Students ARE encouraged to attend health care visits (excused absence)
- Students may take personal days during their 3<sup>rd</sup> year required clerkships. Students are NOT required to state a reason for this time away. Requests must be submitted prior to the start of the rotation and some dates are not allowed (e.g. day of test or OSCE)

# Where do I find BU Med Policies?

- BU Medical Education Website!  
<https://www.bumc.bu.edu/camed/education/medical-education/>
- Not password protected and easily google-able:
  - Google “BU Medical Education Office” and go to “Policies”
  - Other important policies include:
    - Clinical supervision
    - Professionalism
    - Narrative and Formative Assessment of students
    - Needlestick or other student exposure information and contacts
    - Appropriate Treatment of Medical Students
    - Many others!

# Other BU Policies to be aware of:

- Appropriate Treatment of Medical Students (ATM Committee).
  - Environment conducive to learning is highly prioritized by BU Med
  - Provides mechanism for student reporting (either anonymous or confidential)
  - Process for handling student complaints and feedback to faculty and staff
- Professionalism
  - Professionalism guideline for students
  - AAMC teacher-learner expectations
- Grading
  - Specific process for grading complaints and questions. All student concerns **MUST** go through the Clerkship director.
- Clinical Supervision

# Vignette #2: Ray requests observation of clinical skills

- Ray is a 3<sup>rd</sup> year student on your service for the next 2 weeks. He emails you to set up a time to have you observe him performing an exam and asks if you can fill out his FOCuS form. You enthusiastically agree and admire his proactive approach to learning the fine points of physical exam in your specialty! On second thought, what is a "focus" exam and form? What do you need to do to fulfill this task? You would like to demonstrate similar commitment to preparedness by reviewing the form in advance! Choose the best option(s) for next steps:
  - a) Log into Blackboard and find the focus form
  - b) Google BU medical education to access the focus form pdf
  - c) Ask the student to send you a copy of the focus form
  - d) All of the above

# Vignette #2: Ray requests observation of clinical skills

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  - a) Log onto Blackboard and find the FOCuS form
  - b) Please visit <https://www.bumc.bu.edu/camed/education/medical-education/faculty-resources/> to access the FOCuS form
  - c) Ask the student to send you a copy of the FOCuS form
  - d) **All of the above**

# What is a FOCuS form?

- **F**eedback and **O**bservation of **C**linical (**U**ME) **S**tudents
  - Documentation
  - Handoffs
  - Interview and Data gathering
  - Oral Presentation
  - Patient Education
  - Physical Exam
  - Teamwork (4th year)
- **Goal of the form is to increase observation and feedback for students**
  - Varying set of FOCuS forms is required in each of the core clinical clerkships.
  - **Onus is on students to keep track of and meet FOCuS requirements**

# Where can I find a FOCuS form?

- **BU Medical Education Office Website!**
  - —> “Faculty and Resident Resources”
  - —> “Clerkship Related Information”
- **Blackboard**
  - Site for students (password protected) to access information about BU courses. Specific blackboard sites exist for each clerkship and are updated regularly by clerkship directors and coordinators.
  - Required Boston University Kerberos ID and password which are generated after receiving BU appointment.

# Other resources on the Medical Education Office Website:

- BU Medical Education Office Website!
  - —> “Faculty and Resident Resources”
  - —> “Clerkship Related Information”
- Clerkship Director and Coordinator Contact Information
- CSEF (Clinical Student Evaluation Form)
- One Minute Learner: Student Cards, Faculty Cards
- Information about each of the required Clerkships:
  - Syllabus
  - Clinical Faculty Guidelines
  - Required Patients and Procedures

## Vignette #3

- Marie was a terrific student on your rotation whose clinical performance was outstanding. Several weeks after the end of the clerkship she contacts you to ask if you would write her a letter of recommendation. You happily agree! During a meeting with Marie she mentions that she felt lucky to come through your site as other clerkship sites in your specialty are “notorious for never giving honors.” Her final grade in the clerkship was honors. Following the meeting you wonder if your grading pattern is on par with what is expected. How do you fall with respect to others sites in your clerkship? Are you pushing students too little or too much? How do you students do on their exams? Are your preparing them appropriately? Are you evaluating them appropriately? To try to answer these questions you should:
  - A. Contact your Clerkship Director and Coordinator
  - B. Contact the Affiliated Sites Office: Elizabeth Yellen MD and Caroline Mulligan
  - C. Both of the above

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# Evaluation of and Feedback to Sites

- Aggregated data (n=5 or greater) for all sites for every clerkship is sent to the Clerkship Director every 6 months and also reviewed by the Medical Education Office.
- Data reviewed includes:
  - student feedback about the clerkship
    - by site
    - by preceptor
  - student performance across sites including
    - NBME exam scores
    - Final Clerkship grades (F, P, HP, H)

# Evaluation of and Feedback to Sites

- Feedback to sites via Clerkship Directors and Coordinators as well as at site visits or phone calls with the Affiliates Sites Office (Yellen/ Mulligan)
- To preserve student confidentiality at sites with small numbers of students, specific data may be given to sites less frequently.

# Moving on ...

- Faculty Appointment
  - Why?
  - How?

# Thank you!!

- A significant portion of BU core clinical teaching occurs outside of Boston Medical Center. We view our relationships with our clinical teachers as one the the core assets of a BU Med education!
  - Incredible partners. Your dedication to teaching is inspiring and humbling!
  - Variety of settings: Academic hospitals, community hospitals, rural and critical access hospitals and practices, remarkable diversity of patient populations
  - Variety of practitioners, practice styles. No one right way to practice medicine! Arms our students with the information and tools to make informed choices about career and practice.
  - Wonderful connections within the community.

# Faculty Appointments

- Required by LCME for all BU clinical teachers
  - >40 hours per year of clinical teaching in a core clerkship
- Access to resources of Clinical Department, BU Med, and BU

# Faculty Appointments

- Access to resources of Clinical Department, Boston University Chobanian & Avedisian School of Medicine, and BU
  - Department: Departmental activities including educational lectures
  - BU Med:
    - Free medical library online access
    - Faculty Development resources including seminars and educator specific lectures
      - <http://www.bumc.bu.edu/bumg/professional-development/>
    - Reduced cost or free CME at BU faculty rates
    - McCahan Education Day
    - BU: <https://www.bu.edu/hr/lifebu/employee-perks-discounts-and-resources/>
    - Free or reduced cost entry to many area art museums, sporting events, other events (BSO)

# Faculty Appointments: How

- We are here to walk you through the process!
- One year appointment, automatically renewed if still teaching
- Applications for initial primary appointment require:
  - CV in BU format
  - One page personal statement in the 1st person describing teaching activities, any scholarly, research or service activities.
    - We can provide templates
- Adjunct appointments available for educators who already have appointment at Harvard, Tufts, University of Massachusetts, Stanford.
  - CV (BU format not required)
  - Personal statement

# Faculty Appointments: How

- Affiliate Sites Office will help assemble and track application through the process of review by Department and then Medical School Promotions Committees.
- Following approval.
  - You will receive emailed and hard copies of appointment certification.
  - You will receive BU ID and simple instructions for setting up BU It access with Kerberos (BU) username and password.

# Thank you!

“The greatest education in the world is watching the masters at  
work”

Michael Jackson

# Questions?

Elizabeth Yellen: [elyellen@bu.edu](mailto:elyellen@bu.edu)

Caroline Mulligan: [carolinm@bu.edu](mailto:carolinm@bu.edu)

# Resources, Teaching, Learning Environment, Faculty Appts

- Resources for students
  - FACULTY!! Teaching, supervision. Familiarity with course specifics
  - Intellectual resources: Patient, diagnoses
  - Physical resources: Computer and EMR access, safe storage or lockers, work/ study space, physical safety
  - Administrative: Credentialing, resident as teacher attestations
- Teaching/ Educational nuts and bolts
  - Learning objectives: Syllabus and faculty guide <https://www.bumc.bu.edu/camed/education/medical-education/faculty-resources/>
  - Mid rotation feedback
  - Final evaluation/ CSEF
  - FOCuS forms, exam competencies
  - FEEDBACK to site and to faculty – mid and end of academic year ( $n \geq 5$ )

# Resources, Teaching, Learning Environment, Fac Appts

- Learning Environment
  - Learning environment sessions at end of each block
  - Appropriate Treatment in Medicine Committee (ATM): Confidential and or anonymous reporting
  - Climate surveys (Dean's office)
- Faculty Appointments and Development
  - Faculty Appointments – required by LCME (primary or adjunct), streamlined process
  - Faculty Development: All BU courses open to BU faculty with non BMC primary affiliation, includes Peds Departmental grand rounds, BU faculty development courses