

Clinical and Research Experience (CARE) GUIDELINES ^{1.2.24}

Dr. Christy Hamilton, CARE Coordinator, Clinical Shadowing chamilton89@siumed.edu
 Dr. Diana Sarko, Research Scholars Track Coordinator, Research Projects dsarko38@siumed.edu

CARE is a system for registering student participation in summer experiences (other than MPEE) between the first and second years of medical school. If you intend to pursue clinical, research, or health-related educational activities during the summer, you **must** submit a CARE registration form by **April 1, 2024**. Standard track is required to pay summer fees. Lincoln Scholars Program (LSP) students are NOT assessed fees as they are already registered for ALL semesters due to their different academic calendar.

Costs outlined at <https://www.siumed.edu/studentaffairs/student-budget>

Fees for 22-23 were \$675 (\$600 for the general student fee and \$75 for the Tech Fees)

Financial Aid (financialaid@siumed.edu) can answer questions about financial aid

1. CARE requires a minimum of 120 hours over the course of time following the end of year 1 and start of year 2. **End dates 7/26/24-Standard Track and 7/12/24 for Lincoln Scholars Program**
2. You may work with more than one mentor for clinical shadowing
3. You are **NOT required** to do research; however, see #4 below
4. *IF you want to use clinical shadowing to count for Research Scholars Program track (RSP), you must have an added, hypothesis-driven research angle. For that, you can ask a mentor what problems/difficulties they face at their practice or what you could study at their practice that would give you some research experience (examples: work flow; patient flow, something with vaccinations, charting, patient education, new medications). Once you know what you can study after talking with a mentor, you can construct a potential hypothesis (solution(s) that might help with the problem or difficulty the mentor identified for their practice). Arranging a clinical shadowing experience with a mentor can help facilitate adding a hypothesis-driven research angle, but clinical shadowing is NOT required if you only want to do a research project. Consult with Dr. Sarko to make sure your hypothesis-driven research angle will be approved for the Research Scholars Program*
5. You are not required to do clinical shadowing, but may elect to do only a separate research project. *Consult with Dr. Sarko related to eligible research projects that count towards the RSP track if you plan to follow that track*
6. Keep in mind that if your research/clinical mentor is not SIU-SOM faculty, you'll also need to add a SIU-SOM faculty member as an additional RSP mentor to help make sure everything's on track for the Research Scholars program. For RSP, a research abstract (~500 words) with a clearly stated hypothesis may also be required towards the end of your CARE project
7. Students do not receive "credit" per se for CARE. Rather, CARE is an additional item added to your student record in *Empower*, so it prints on the academic transcript as an acknowledgement they participated in CARE for three weeks. If Dr. Sarko approves your hypothesis-driven research, you will receive credit for the Research Scholars Program
8. CARE information and forms are located on D2L

For Standard Track students: If you are interested in continuing the research component experience beyond the eight weeks of summer semester, you will have to inquire with your assigned year two mentor/advisor. No assurance of continuation is provided with CARE experiences. Plan on wrapping up by **(7/26/24-Standard Track and by 7/12/24 for Lincoln Scholars Program)**. LSP students who want to continue on with a research component into year two, will need approval from the LSP Director, Dr. Jennifer Rose.

IMPORTANT!!!

- If you are participating in any *volunteer* summer experience *involving patient contact*, you must register for CARE to assure SIU School of Medicine (SOM) malpractice (liability) insurance coverage
- If you are not registered, you cannot get SIU SOM malpractice (liability) coverage. Because you are now a medical student you are required to have medical malpractice coverage for any physician shadowing, volunteer work involving patient contact, as well as if you will be doing basic science work. This is not negotiable
- This requirement is to protect you from liability and potential to affect your future ability to gain licensure. SIU SOM prohibits medical students to do any practice without medical malpractice coverage.

SIU SOM Research Scholars Program

For more information: <https://www.siumed.edu/studentaffairs/research-scholars-program>

Examples of CARE activities (both clinical and research):

- Clinical shadowing or office work involving patient contact. Your mentor does not have to be an MD or DO, but can be any type of provider you want to learn from (PA, NP, RN as examples)
- Clinical chart studies or reviews
 - (Review #4 on p. 1 for RSP track requirements)
- Research activities in a laboratory
- Other clinical or research activities (either established programs or self-designed)
 - (Review #5 and #6 on p. 1 for RSP track requirements)
- Any SIU SOM site clinical or research experiences
- Other resources to explore listed on p. 4 and p. 5

Activities NOT eligible:

- Medically related *employment*. If you are *employed* by a facility and have patient contact, your employer is responsible for your malpractice insurance and you will not qualify for SIU SOM malpractice insurance or a CARE experience
- Programs *that provide a salary or stipend* (you can't get paid and get credit from SIU at the same time)
- Military training
- International experiences

Eligible Experiences:

You may participate in clinical experience activities (e.g., shadowing more than one mentor or doing only a research project) so long as TOTAL clinical time is a minimum of 120 hours. The days do not have to be consecutive. *You must complete a registration form for each CARE mentor/experience.* Registration forms are to be submitted to Merit Sullivan.

CARE may be completed at the following sites:

- 1) Any SIU School of Medicine site, e.g., Carbondale, Decatur, Quincy, and Springfield, including affiliated clinics such as West Frankfort and their Care-A-Van;
- 2) Sites that already have an Educational Affiliation Agreement (EAA) for patient care, e.g., SIH and the Marion VA Medical Center;
- 3) Businesses, pharmaceutical companies, or bench research that does not involve patient care;
- 4) Self-designed experiences, e.g., software development or co-authoring a literature search;
- 5) The Springfield Clinic and satellite locations of The Springfield Clinic.
- 6) Springfield Memorial Medical Clinic

Eligible Experiences, continued:

Contact Dr. Christy Hamilton (chamilton89@siumed.edu) if you are uncertain whether your summer clinical shadowing plan qualifies. Contact Dr. Diana Sarko (dsarko38@siumed.edu) if you are uncertain whether your research plan qualifies for the Research Scholars Program.

Sites NOT affiliated with SIU SOM:

If you wish to do your experience outside of SIU SOM, email Dr. Hamilton to check if an organization has an EAA. If you are interested in doing research work at another medical school that is accredited by AAMC, you MAY be allowed to do clinical research at that school; however, many schools require a student be in their 3rd or 4th year of studies, or be in residency. ***It is your responsibility to find out if a school allows you to come to their school as part of the uniform clinical training agreement.*** If they do, you must provide Dr. Hamilton a screen shot of their policy or an email verifying they allow you to come to that school for your experience.

**See p. 4 for further requirements you may have if working outside of SIU SOM.*

If the site/organization does not have an EAA, they may have a mechanism in place for an EAA template. If the organization or clinic does have an EAA template, have that document emailed to Dr. Hamilton and she will forward it to SIU SOM legal department for review. The sooner we get going on this the more likely we can get it to work, but no promises! Getting an EAAs can regularly take 6 months to finalize. No EAA means no clinical shadowing or research if the site is outside of SIU SOM.

Registration:

The registration/mentor verification form can be downloaded from D2L and due by **April 1, 2024**. This **deadline is firm**. The form requires your signature and that of your mentor. Submit signed forms to Merit Sullivan (**In person:** Lindegren Hall room 132C, **Email:** msullivan75@siumed.edu **or Fax:** 618-453-3144).

If you plan to do more than one activity (i.e., different mentors and/or different facilities or shadowing and research), you must submit a registration form **for each** activity.

Program Obligations:

By registering for CARE, you are agreeing to the following terms and commitments:

- If you are a standard track student, that you are applying for full-time summer enrollment
- that you wish to be eligible for malpractice/liability insurance
- that you plan to complete a minimum of 120 hours of clinical or research related activities
- that you wish to be eligible for financial aid and if you are not, contact financialaid@siumed.edu
- that you will report any changes in activities to Dr. Hamilton and Merit Sullivan as soon as you know them, including, but not limited to, cancellations, date changes, mentor/supervisor changes, changes in financial awards received or changes in academic standing.
- that you will complete a student evaluation for all experiences
- that *if needed*, you will attend a meeting in early April to discuss any documentation or deadlines required by my mentor or their organization. You will need to let Dr. Hamilton (chamilton89@siumed.edu) know which (if any) documentation I need no later than **May 1, 2024**. Failure to complete these tasks may result in cancellation of your CARE proposal
- IF you are a **standard track student**- you will pay summer fees regardless of the location of your experience. If you apply for and receive financial aid but do not meet CARE requirements, you will be responsible for reimbursing the full amount of aid received

If you are doing an experience with a practitioner OUTSIDE of the SIU School of Medicine (SOM) system, you *may* be asked to provide onboarding documentation. **It is your responsibility to find out what/if any documentation you need from your student record.** Most of what any organization my

need should be in your Dropbox folders (Onboarding folder in Dropbox for LSP students). For any questions about documentation you may need, but don't have in your Dropbox, contact Dr. Hamilton or the Office of Student Affairs. * if onboarding with a non-SIU organization, you can share your Dropbox folder with a person from that organization so they have what they need for your onboarding.

You will NOT need any documentation for any SIU SOM affiliated experience as the Office of Student Affairs already has this paperwork in file.

Examples of what *may* be needed by any non-SIU SOM provider or organization.....

1. Drug screen and Background Check- **Student has already in their Dropbox onboarding folder OR you may have to request from Dr. Idrizi at the Office of Student Affairs in Springfield** hidrizi24@siumed.edu and CC: stthomas68@siumed.edu
2. Health insurance card- Look under *Quick Links SHS website*: <https://shc.siu.edu/> or may already be in your Dropbox
3. SIU Proof of Liability Insurance Certificate- *see Certificate of Insurance* <https://siusystem.edu/risk-management/contact.shtml>
4. Immunizations- Should be in your Dropbox folder and you can share the folder with the organization contact person
5. Basic Life Support card- Students should have this or already in your Dropbox
6. HIPAA training- If you need verification, Dr. Hamilton or Dr. Mulch can provide a letter of attestation
7. CITI training—You were required to do this, so should have verification in your Dropbox folder.

Academic standing:

- Any student who has not passed year one is not eligible for CARE.
- Any standard track student scheduled to participate in summer remediation is not eligible for a CARE project. Summer projects for standard track students cannot have a start date until after academic standing and potential remediation is decided: June 12th 2024 or later
- Students who have registered for CARE and learn they are not allowed to participate due to academic standing need to contact Dr. Hamilton (chamilton89@siumed.edu) and Merit Sullivan (msullivan75@siumed.edu) as soon as possible for assistance in canceling your CARE registration and notifying the Director of Financial Aid.

Evaluations:

Evaluations are available on D2L. You are required to submit a *student evaluation* on every mentor you work with **within 10 days of finishing your experience**. You are to ask any mentor who is a CARE supervisor to please complete a *mentor evaluation* on your performance and experience. Instructions for submitting evaluations are on both forms. Submit evaluation forms to Merit Sullivan (in person: Lindegren Hall room 132C, Email: msullivan75@siumed.edu, Postal Mail or Fax: 618-453-3144).

Students may ask Merit Sullivan if they wish to receive a copy of their evaluation(s), as they become part of your permanent file.

Resources:

1. ***Research Scholars Program website***
<https://www.siu.edu/studentaffairs/research-scholars-program>

2. **Faculty Research Database**

If you are interested in finding a Mentor for research, this database is a good place to search. Mentors have many demands on their time and do not appreciate being contacted last minute for a proposal deadline. At least a month's notice is desirable.

Go to the following website:

https://redcap.siumed.edu/surveys/index.php?_report=KLXTEH9MEN873TXF&pagenum=1&lfl=9

3. **SIU Family and Community Medicine**

a. **Medical Student Education & Opportunities:**

b.

<https://www.siumed.edu/fcm/medical-student-education-opportunities.html>

4. **ANY SIU School of Medicine site**

a. Many faculty practice at SIU Medicine clinics. As long as they are affiliated with SIU School of Medicine, it would be an approved site. You can search for a physician within the SIU School of Medicine network at <http://www.siumed.org/doctor> To find their email, when in your Outlook email, click on To...and search for the person by first name, last name to see their email and office contact information.

5. **Southern Illinois Healthcare (SIH) – Look up specialty provider**

a. Network of providers: <https://www.sih.net/providers>

6. **Wendi El-Amin, MD, Associate Dean of Equity, Diversity and Inclusion:**

217-545-7334 or wel-amin@siumed.edu

a. Can check on equity, diversity and inclusion experiences that might be available.

7. **Vidhya Prakash, MD, Alliance for Women in Medicine and Science (AWIMS):**

217-545-9148 or vprakash59@siumed.edu

a. Can check on AWIMS experiences that might be available.

8. **Danuta I. Dynda, MD, MBA, Assistant Professor-Research, Research and Development-Department of Surgery:**

217-545-7443 or ddynda@siumed.edu

a. Can contact to inquire if there would be any CARE clinical shadowing in the divisions of the Department of Surgery.

9. **Population Science and Policy (PSP). Wiley Jenkins, PhD, MPH, FACE Interim Chair**

217-545-7939 or wjenkins@siumed.edu

a. Another great source to contact and inquire if he is aware of any research or training experiences within the Population Science & Policy Department.