



## SPOKANE EXTRACURRICULAR CLINICAL EXPERIENCES (ECE) POLICY AND PROCEDURE

*PLEASE NOTE: This policy and procedure also applies to any form of shadowing*

### BACKGROUND:

The FCM (Foundations of clinical medicine) core clinical experiences include a required primary care practicum. UWSOM & UWSOM Spokane recognize that some Foundation students may have an interest in seeking out additional clinical experience that is outside of the FCM core clinical experiences already built into the curriculum. This also includes any form of shadowing. The Director of Preceptorships and members of the FCM administrative team organize and track these experiences. There is concern that unauthorized additional clinical experiences will place students, preceptors and UW under liability risk.

### UWSOM POLICY:

Original policy can be found on the UWSOM Foundations Curriculum site, [here](#), and the student handbook Policy is [HERE](#). Per the student handbook "Students cannot participate in extracurricular clinical experiences between the end of Lifecycle and taking Step 1."

### SPOKANE POLICY & PROCEDURE:

This policy and procedure cover students wanting to participate in an ECE or shadowing in the Spokane area. To shadow in sites outside of Spokane within the WWAMI region, students should refer to the above UWSOM policy

### Procedure:

**STEP 1:** Prior to requesting an ECE, please be sure following criteria have been met:

- Complete Immersion successfully
- Must have interviewed a patient in hospital tutorials.
- Meet with Tonja Brown in career advising to discuss strategies for early career exploration. Please email Tonja [tlbrown@uw.edu](mailto:tlbrown@uw.edu) to arrange an appointment with her in Career Advising. After meeting with the student, Tonja Brown will send an email to Dr. Darin Eckert- Director of Preceptorships in Spokane, notifying him of the student's desire to arrange an ECE after their meeting. The student is then advised to email Dr. Eckert directly to initiate the process outlined below.

## **STEP 2:**

After the student has satisfied the above criteria in STEP 1, the student contacts Foundations Director of Preceptorships-[Dr. Darin Eckert](#) by email with their request to participate in an ECE in a desired specialty. This should ideally occur prior to contacting a physician in that specialty and may require up to a 60-day lead time before the desired start date if the student is not already credentialed at the site requested.

- Email request to include:
  1. Desired specialty
  2. What are your goals for the ECE

## **STEP 3:**

Foundations Director of Preceptorships will confirm whether the requested ECE can be accommodated, based on the availability of preceptors in the desired specialty and the demand for clinical training (clerkships/residencies) in that specialty locally. Students can expect a response to the request via email within 10 business days of the request.

## **STEP 4:**

If it is determined that adequate capacity exists for an ECE in the desired specialty, the student will proceed by obtaining a formal approval from their Foundations Dean-Dr. Janelle Clauser [jclauser@uw.edu](mailto:jclauser@uw.edu) & their college mentor by requesting such approval via an email to each with copy to Foundations Director of Preceptorships.

## **STEP 5**

Upon receipt of the approval email in step 4, Director of Preceptorships will notify Kelly Juarez & Catherine Kashork via email with copy to the student, initiating step 6.

## **STEP 6:**

- Student identifies a physician in requested specialty who agrees to participate and notifies Director of Preceptorships [eckert94@uw.edu](mailto:eckert94@uw.edu) & the Foundations campus administration office [Catherine Kashork [ckashork@uw.edu](mailto:ckashork@uw.edu) and Kelly Juarez [kellyj13@uw.edu](mailto:kellyj13@uw.edu)] with:
  - **Physician name and contact information**
  - **Practice location(s)**
  - **Clinic manager name and contact information**
  - **Date range and anticipated frequency of precepting sessions**
- Prior to final approval and participation, student must complete all required clinical site credentialing paperwork within the required time frame provided by Kelly Juarez in the

Foundations administration office. Failure to do so will delay and may prevent participation in the ECE

- After completing the above, the student may begin the ECE activity.

## **STEP 7**

- Notify the Foundations campus administrative team immediately if any changes to original approval occur (e.g., dates/location)
- The Foundations campus must approve student ECE drops no less than 10 days before the desired start date.
- In the event of a student family or medical emergency the student should contact the Foundations campus.

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