

**PEP Orientation  
(Personalized Education Plan)  
Class of 2024  
January 4, 2023**



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# Interession Period / Advising

## Chris Reavis, MS



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## Y3 INTERSESSION PERIOD

- Feb 27<sup>th</sup> (Wk 35) through March 17<sup>th</sup> (Wk 37)
  - 1 week of Medical Humanities
    - **Emergency absences only**; though absence policy applies with a minimum **4 weeks** request for non-emergency needs, however cannot be guaranteed.
  - 1 week of SCCX, Y3 Doctoring Requirement (Monday afternoon of SCCX wk), and Practice Step 2 CK
  - 1 week of Vacation
- Each student has been assigned to a track for the intersession period (viewed by your schedule) <https://www.siumed.edu/oec/ccx-assessments>

Option	Week 1 (Feb27 – March 3)	Week 2 (March 6-10)	Week 3 (March 13-17)
#1	SCCX	Vacation	Med Humanities
#2	Med Humanities	SCCX	Vacation
#3	Med Humanities	Vacation	SCCX

35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
2/27	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26

SCCX/DOC/MAC

# Personalized Education Plan (PEP)

# ABSENCES / DAYS OFF PEP

## • Days Off / Absences:

- **All Absences (Including Med Appt)** should be submitted no later than **4 weeks** prior to the requested date via [Time Off Request Form \(new version\)](#) link found on the Y3Webpage / forms section.
- **In the event of illness or “Stay At Home Order”** submit the absence form and contact the Clerkship/PEP department the day of your absence. **(Do Not, just not show up for your required selective.)** COVID symptoms or exposure require self-report to Employee Health for institutional procedures and return to campus.
- **SAHO - Please report directed procedures to Y3 Director / Y3 Curriculum Coordinator and Dean of Student Affairs.**

## • Days Off

- Requests are directed to the Clerkship / PEP Director for approval. **(Do Not** make request to your preceptor or faculty/staff member, submit the Time Off Form and it will be directed accordingly.)
- If request is able to be granted, you may be required to make up the days off on weekend, holidays, or extra shifts / call at the discretion of the department.
- A request not submitted 4 weeks prior can be denied. (Residency programs will often require a 7 weeks request window, for comparison of your future as an intern.)

# VACATION / HOLIDAYS OFF PEP



- **Vacations**

- 1 week during the 3-week intersession period
- May take up to 3 weeks vacation during the PEP (**Deferral/Remediation**)

- **Holidays Granted by Clerkship / PEP**

- January 16, 2023 (MLK Holiday)
- June 19, 2023 (Juneteenth)
- **Other holidays at discretion of Clerkships/PEP (Do not assume you will have off Memorial Day or other designated holidays)**

- **Weekends/Call/Nights**


- As per individual Clerkships/PEP

**(Do not assume you will have weekends off; should you need off request via the absence link.)**





## LONGITUDINAL CLERKSHIP ADVISOR / PEP CAREER ADVISOR

- Longitudinal Clerkship Advisor
    - Expectations are to meet at least monthly with your Clerkship Advisor
  - PEP Career Advisor Option
    - Expectations are to meet routinely with your PEP Career Advisor
      - Advisors will review your progress in the Clerkships / PEP
      - Can review and discuss your journaling/reflections
      - Resource for you
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## DEPARTMENTAL PEP DIRECTORS

<b>ANES</b>	<b>Colin Liberman, MD</b>
<b>EM</b>	<b>Robert Tennill, MD</b>
<b>FCM</b>	<b>Christopher Gleason, MD</b>
<b>IM</b>	<b>Martha Hlafka, MD</b>
<b>MED HUM</b>	<b>TBD</b>
<b>NEURO</b>	<b>Jeremy Kulacz, MD</b>
<b>OBGYN</b>	<b>Yahia Zeino, MD</b>
<b>PEDS</b>	<b>Gerald Miller, MD</b>
<b>PSYCH</b>	<b>Obiroa Onwuameze, MD</b>
<b>RAD</b>	<b>Simon Bekker, MD</b>
<b>SURG</b>	<b>Jarrood Wall, MD</b>





# Personalized Education Plan (PEP) Experiences

## Martha Hlafka, MD



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# PERSONALIZED EDUCATION PLAN (PEP) EXPERIENCES

- PEP takes place for **15 weeks**, from March 20<sup>th</sup> through June 30<sup>th</sup> , 2023

## ➤ PEP Overview Syllabus


- Selectives (Approximately 90 course offerings)
- Longitudinal Experiences (LE)
  - Wednesday Afternoons (Unless otherwise noted)
  - (Students **Must** Attend Enrolled Sessions; you will be excused from your selective to attend the weekly afternoon longitudinal experience.)
- Individually Designed Selectives (IDS)

## ➤ PEP Selectives and Schedules

- Additional 3 weeks of optional vacation time is available during PEP (Deferral / Remediation)
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## NBME OFFERING IN THE PEP

- NBME shelf exams will be made available during the PEP
    - Friday Mornings (8:30 – 11:30)
      - Wk 42 – 4/21/2023
      - Wk 47 – 5/26/2023
      - Wk52 – 6/30/2023
  - NBME Scores
    - (NOT REPORTED IN THE DEANS LETTER)
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## Y3 CORE / PEP GOALS

- **Clinical Immersion**
  - **Coaching**
  - **Direct observation**
  - **Targeted feedback**
  - **Individualized Professional Development**
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# GOALS

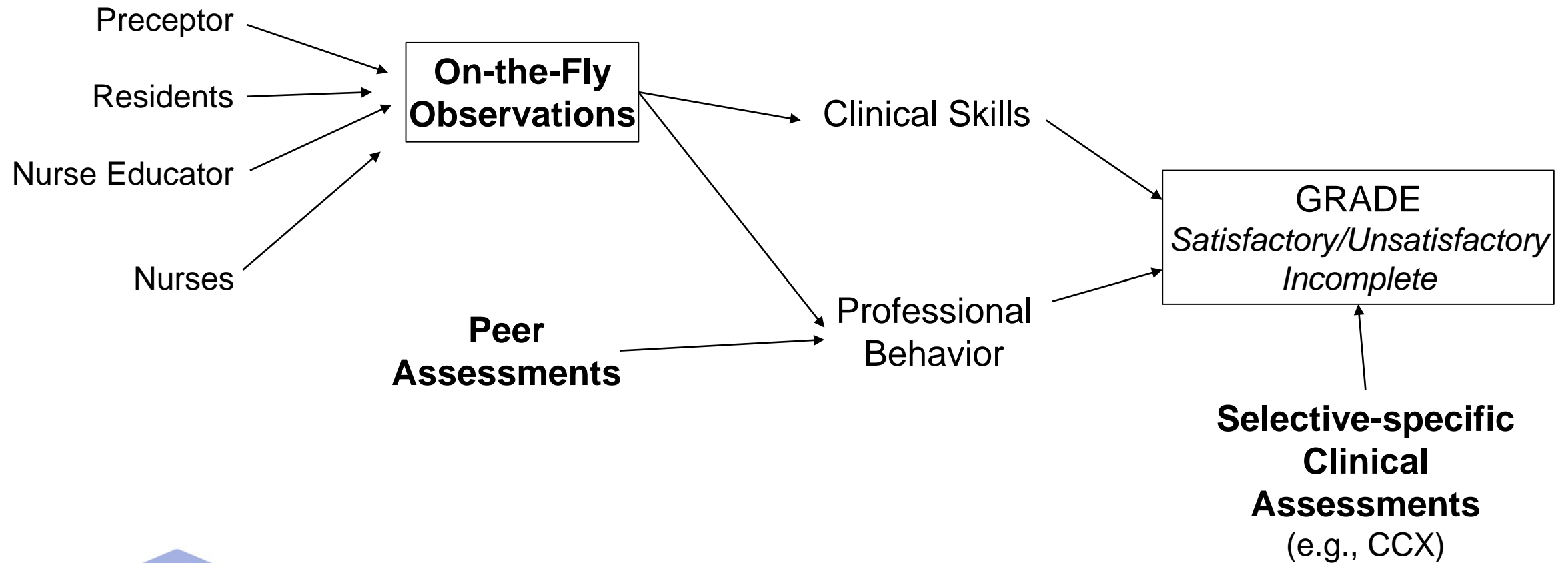
## Clinical Immersion

- **Clinical skills development**
  - H & P skills
  - DDX and diagnostic justification
  - Diagnostic and therapeutic plans
- **Communication & interpersonal skills develop**
  - OCPs
  - Documentation
  - Patients, families, caregivers
  - Healthcare teams
- **Professionalism development**

## Coaching

- **Longitudinal**
  - Reflection
- **Preceptor based**
  - Direct observation
  - Targeted feedback


# PEP GRADE PROCESS






## FORMS

### ePad

- PEP On-The-Fly Web Form
  - PEP Selective Summative Evaluation
  - Student Evaluation of Selective **(Must be completed for credit to be awarded)**
  - Student Evaluation of Preceptor
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## REMEDICATION / DEFERRAL / MAKE UP TIME

- All Remediation and Deferrals will take place during the PEP as a primary rule.
  - Failed or Incomplete PEP Selectives will be remediated within their PEP if possible or an equivalent in their fourth year before October 1.
  - Make-Up time for incomplete Clerkships/PEP Selectives (Illness/Stay At Home Orders) will come out of allotted vacation time.
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## **Clinical Clerkship Grade Review Process**

All students shall be entitled to ask for a review of a final clerkship grade by the department and receive a timely response. All departments shall be required to substantially comply with the following guidelines.

When the final grade for the clerkship is assigned, students will receive notification from the department indicating that the evaluations are complete and populated to MyProgress.

If a student believes there has been an error in the grading process, or believes the final evaluation does not accurately reflect the performance, the student may speak informally with the faculty to find a resolution. However, the student is not required to pursue an informal review, but instead may request a formal review.



To begin the formal review process, a student must provide the Clerkship Director with a written document that outlines the basis for the request. Unless there are unusual or compelling circumstances, the written request, along with any supporting documentation, must be filed by the student within 30 working days of the official recording of the final grade. The request for review will prompt a review of the student's portfolio. The outcome of this review will be shared with the student before any change in evaluation is submitted. The Clerkship Director, in writing, must respond to the student's request within 10 working days of receipt of the request for review.

Should the student wish to have further review of the Clerkship Director's decision, a written request for grade review will need to be submitted to the Chair of the Department within 10 working days of the decision of the Clerkship Director. The Chair of the Department must respond, in writing, to the request for review within 10 working days of receipt of the request for review. The decision of the Chair of the Department will be submitted as the final grade

**(PEP)**  
**Enrollment Process and Procedures**  
**Cherie Forsyth**


# PEP ENROLLMENT PROCESSES AND PROCEDURES

- PEP Planning / Enrollment Process
  - Meet with your advisor to plan out your PEP schedule using the PEP Overview Syllabi and PEP Selective Course List  
(Week 29-32) **January 16<sup>th</sup> – Feb 10<sup>th</sup>**
  - **PEP Enrollment**
    - Enroll in your selected courses via Empower
    - NBME's selected
    - Consider any IDS's you might submit and seek required approvals
    - Vacation Selections

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- Open enrollment will begin week 33, Tuesday, February 14<sup>th</sup> at 3:00 PM thru Wednesday, February 15<sup>th</sup> 8:00 AM
    - [Example Student Completed Selective Course Form](#)
    - [Sample Selective Course Form](#)
  - Should you have any changes to schedules contact Ms. Forsyth during the open period 2/15-2/17 (4:00 PM), after Friday, 2/17/2023 (4:00 PM) all changes will require the ADD/DROP form.
  - On-Line rosters available Monday, 2/20/2023
  - PEP begins Wk 38 (3/20/2023)
  - Each selective has a **notification period**, ensure that you contact the designated contact person for each course selective you have enrolled in at the appropriate notification time (as some may vary) prior to the start of your course
    - [Empower Course Catalog](#)
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## QUESTIONS/RESOURCES

- Martha Hlafka, MD, Year 3 Director
  - Individual Clerkship/PEP Directors and nurse educators
  - Other contacts include:
    - TBD – PEP Subcommittee Chair
    - Debra Klamen, MD, MHPE; Senior Associate Dean for Education and Curriculum
    - Cherie Forsyth, Y3/Y4 Registrar
    - Chris Reavis, Year 3 Curriculum Coordinator
    - TBD – Medical Humanities
    - Gary Rull, MD – Doctoring Director
    - Haneme Idrizi, MD; Associate Dean for Student Affairs
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# Questions????



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