



---

## Clerkship Student Data Entry Policy

---

<b>Category:</b>	9-General Education Policies
<b>Curriculum Phase:</b>	Clerkship
<b>Author/Authoring Body:</b>	Policy Review Subcommittee
<b>Responsible Unit:</b>	Curricular Affairs
<b>Policy Contact:</b>	Curricular Affairs Dean Office
<b>Next Review Year:</b>	2026

---

### Summary

This policy outlines expectations for students logging duty hours, required clinical conditions/patient encounters (experience logbooks), alternative experiences, and History and Physical Exams (H&Ps) for each clerkship in MedLearn.

---

### Applicability & Scope

This policy applies to all students in the Clerkship Phase of the medical education program leading to the MD degree.

---

### Definitions

None

---

### Policy Statement

#### I. Duty Hours

- A. As outlined in the [Medical Student Duty Hours Policy](#), students must complete recording of their duty hours in MedLearn by the last day of the clerkship.
- B. If a student does not log all duty hours by 11:59 pm on the last day of the clerkship, the student must email a request to the Office of Curricular Affairs to have the duty hours log reopened. Requiring the duty hours log to be reopened is considered a lapse in professionalism. Lapses in professionalism can impact a student's final grade and be reflected in the student's Medical Student Performance Evaluation (MSPE).
- C. Students will receive an Incomplete grade until all duty hours are reported.

## II. Required Patient Types, Clinical Conditions, and Procedures/Skills

- A. Students are expected to log all required patient types, clinical conditions, and procedures/skills in MedLearn by the last day of the clerkship. Please refer to each clerkship's syllabus for a list of all required patient types, clinical conditions, and procedures/skills.

## III. Alternative Experiences

- A. If a student is unable to experience any of the required patient types, clinical conditions, or procedures/skills, they must complete an alternative experience for each missing requirement. Please refer to each clerkship's syllabus for instructions on requesting and completing an alternative experience. All alternative experiences must be logged in MedLearn by the last day of the clerkship.

## IV. History and Physical Exam

- A. Students are required to log one History and Physical Exam (H&P) in each clerkship. H&Ps must be logged in MedLearn by the last day of the clerkship.
- B. If a student does not log all required patient types, clinical conditions, and procedures/skills (or alternative experiences), and an H&P in MedLearn by 11:59 pm on the last day of the clerkship, the student must email a request to the Office of Curricular Affairs to have the appropriate logbook reopened. Requiring a logbook to be reopened is considered a lapse in professionalism. Lapses in professionalism can impact a student's final grade and be reflected in the student's Medical Student Performance Evaluation (MSPE).
- C. Students will receive an Incomplete grade for the clerkship until all required patient types, clinical conditions, and procedures/skills (or alternative experiences), and an H&P are logged in MedLearn. If a student is unable to log all requirements, they may be required to complete clinical make-up or repeat the clerkship.

---

### Procedures

None

---

### Related Information

#### Policies

[COM-T Policy 9-105: Medical Student Duty Hours Policy](#)

---

### Revision History

**5/8/2024:** The Tucson Educational Policy Committee approved the policy.