

UAB GENETIC COUNSELING PROGRAM
XXXXX (PRENATAL/CANCER/PEDIATRIC/ETC) GENETICS ROTATION (UAB)

Supervisors: Please read through this template and modify as needed. Pay especially close attention to the language in red, as this may need to be modified or deleted for your rotation. This can be used as a guide to orient the student to your rotation.

This syllabus is specific to this genetics rotation for UAB. For general clinical rotation requirements, expectations, and procedures please see the clinical rotation syllabus for the corresponding rotation [rotation 1 (GC 651), rotation 2 (GC 652), etc.]. These are located in the Blackboard course shell for this rotation (as is the UAB Rotation Manual), and are provided to students by the program directors.

Overview: During this rotation, the genetic counseling student will focus exclusively on activities related to specified genetics clinics at **UAB**. As outlined below, this will include attending clinics, and may also include attending chart conferences, any relevant seminars related to the rotation, relevant consults, and completing rotation readings/assignments. This syllabus is meant to outline expectations for this rotation. Under the supervision of a certified medical geneticist and/or genetic counselor, the student will be responsible for aiding in/providing the evaluation and counseling of approximately **4-6 patients per week** with progressively increasing responsibility from the first to the last week of the rotation. Not all of these are expected to be cases where students demonstrate all roles to enable a logbook case, and some observation is expected. Students should take advantage of all learning opportunities available during this rotation, not all of which can be anticipated. Students should feel free to seek feedback and guidance from their primary supervisor as needed.

Cases: Benchmark for successful completion of this rotation is **12 (summer)/24 (school year) logbook cases**. See rotation manual for a description of eligible cases/student roles. Cases are to be entered online in TaskStream w/i 24 hours of completion.

ROTATION CONTACT INFORMATION

Primary Supervisor	Additional Clinic Supervisors
Name, MS, CGC Office room# and Office Hours Phone# Email	Name, MS, CGC Office room# and Office Hours Phone# Email
	Name, MD Office room# and Office Hours Phone# Email
	Etc

Helpful Staff: **Name(s)**
 Phone# for main clinic

DIRECTIONS AND PARKING INFORMATION: (omit this section for UAB rotations)

Other helpful information:

- **UAB** students will have access to a refrigerator and kitchen. The supervisor will orient the student to the location of these.
- All students must wear their ID badge when in clinic.
- **Any relevant EMR instructions or FAQs**
- **Location of charts**

Student space and resources: (Non-UAB rotations will need to insert relevant information here).

For UAB rotations, there is desk space for genetic counseling students in the UAB Genetics Students Room in Kaul. There is a computer available for use that can access the electronic medical record system. Additional student offices/computers may be available at certain times of the year – please check with your supervisor. Students are encouraged to bring their laptop to clinic to use for preparatory work and rotation needs. No patient information can be saved on a student laptop. The laptop may be locked in the student room, and is left at student’s own risk. There is a printer that students have access to for rotation needs. Students have access to the Kaul Chairman’s Library, the medical residents’ bookshelf, as well as the Lister Hill Library. The LHL library has access to many online journals and books for students. UAB students will have training and registration for the electronic medical record system. The supervisor should orient the student to the EMR as used in this rotation, including an orientation to how to look up the clinic schedule.

For UAB Prenatal Rotations, there is desk space and a computer available in the administrative area of the Women and Infants Center (WIC) on the 10th floor. Students are able to print from this computer. Personal belongings should not be left unattended. Prenatal resources/books are available in the counseling room on the same floor. Students on their prenatal rotation should use the student space in WIC, not in Kaul. The Lister Hill Library has access to many online journals and books for students. UAB students will have training and registration for the electronic medical record system. The supervisor should orient the student to the EMR as used in this rotation, including an orientation to how to look up the clinic schedule.

Requirements: For this rotation, the student will

- Attend genetics clinics as indicated by supervisors (see schedule provided by supervisor)
- After the first few days of training/observation, take increasing primary responsibility for active evaluation and counseling of **4-6 patients per week**
- Complete any required reading assigned by supervisors
- Review with the genetic counselor any patient results that return
- Complete counseling outlines/agendas as requested or as needed for chart prep
- Prepare patient resources/support group materials as requested or as needed for cases
- Complete any rotation activities or assignments, as assigned
- Review any pages made for counseling aid flipbook with supervisor
- Attend relevant chart conferences or seminars, as requested
- Complete **rotation evaluations** and **goal setting**

Schedule: The following clinics may be included in this rotation.

Each student’s specific weekly schedule will be provided based on the available clinics that occur during the **8 weeks** of the student’s rotation. **SEE ATTACHED WEEKLY SCHEDULE.**

OVERVIEW OF CLINICS

CLINIC NAME and LOCATION

PHYSICIAN/COUNSELOR

Brief Description/Notes: This clinic sees patients for a variety of indications, mainly in their second trimester of pregnancy. Common indications include AMA, abnormal screen result, ultrasound anomaly, medication exposure, or family history. Common procedures offered include targeted ultrasound, amniocentesis, and CVS. GCs and MFMs work in this clinic. Please contact X prior to your scheduled clinic day to determine patient schedule/indications and to confirm your arrival time.

CLINIC NAME and LOCATION

PHYSICIAN/COUNSELOR

Brief Description/Notes:

The student is expected to be in clinic or in the office for **16-24 hours** per week on designated days on your schedule. This clinic operates **Monday through Friday**. Due to clinic start times, this may mean arriving to clinic prior to 8:00 AM and occasionally mean not leaving until after 5:00 PM to ensure that all clinic prep and assignments have been completed. Students are expected to maintain regular contact with rotation supervisors to be aware of any changes to the clinic schedule.

Activities and Assignments: There are two categories of rotation assignments described below. “Activities” are those that are done regularly during clinic, are commonly involved in patient care for this clinic or this hospital, and are expected frequently. “Assignments” are those that are ongoing rotation projects. These may change based on clinic needs or opportunities. Please see below the requirements for this rotation under each category.

Regular Rotation “Activities:” During this clinic rotation, students are expected to do the following regularly occurring activities (These are activities that are commonly involved in patient care for this clinic):

EXAMPLES AND IDEAS ARE BELOW – NOT ALL OF THESE WILL APPLY TO EACH ROTATION

- Conferences:** Attend chart conference every Tuesday at 4:00pm (not the 4th Tuesday of each month) or Tumor Board meeting (Include time/location)
- Consults:** Attend 2 hospital consults with geneticist and/or resident. Describe process for arranging these visits here.
- Procedures:** Observe 1 each of the following procedures (amnio, CVS, mammogram, etc).
- Meetings:** Meet with Dr. Biggio to discuss prenatal screening laboratory (Give date/time/location)
- Resource packet:** Each student will identify one upcoming patient for whom they will assemble a detailed resource packet with relevant disease information and support information. This will be reviewed with that patient’s genetic counselor at least one day prior to the clinic.
- Outlines/Agendas:** At least two days prior to attending the following clinics, each student is expected to turn in a 1-2 page outline to the primary supervisor.
 - Marfan Clinic
 - Neurofibromatosis Clinic
 - Huntington’s Clinic
 - Cleft Clinic
 - Metabolic Clinic

An outline should be created for each indication seen in each clinic. See grading rubric attached (consider including – UAB grading rubric available). Each outline should include the clinical features, inheritance, diagnosis method, available testing options (including specific labs and their prices), management recommendations, resources, and 1-2 bullet points addressing possible psychosocial issues that may come up in a session for that indication.

- Presentation:** Each student is expected to present in chart conference. Topics can include an interesting patient seen in clinic, an interesting topic inspired by an experience in clinic or over the course of the rotation, etc. The student’s chart conference presentation must be reviewed at least one week in advance with his or her primary supervisor. See grading rubric attached (consider including – UAB grading rubric available). Your assigned presentation date is _____.
- Notes/Letters:** Each student is expected to complete one clinic note per week on a patient of their choosing. Each clinic note will be due that Friday by 5pm and should be emailed to both the primary supervisor as well as the genetic counselor with whom the student saw the patient (in some cases, this may be the same person). If edits are requested, those should be completed and returned to the supervisor within 2-3 days. Each clinic note should be from a different indication. An example will be provided to the student. See grading rubric attached (consider including – UAB grading rubric available).
- Counseling aids:** Create or identify helpful visual aids for counseling common indications.
- Support Group:** Identify/attend a support group meeting/event relevant to this rotation.

Ongoing Rotation “ASSIGNMENTS:”

During this clinic rotation, students are expected to do the following ongoing assignments or projects (These are unique opportunities for this rotation and may be ongoing projects during your time here): **Supervisor:** Consider developing grading rubrics as needed – and provide to students if used.

- Master GC Videos – watch and complete psychosocial reflection assignment – Due Date: _____
- Dysmorphology video and discussion assignment – Due Date: _____
- Possum database/differential diagnosis assignment. – Due Date: _____
- Pedigree assignment – Due Date: _____
- Ultrasound anomaly and/or teratogen assignment – Due Date: _____
- CancerGene risk analysis assignment – Due Date: _____
- Weekly case scenarios – Give patient indication/history/context and “What would you do for this patient?” Review student’s written plan for counseling/testing/differential diagnosis/etc with supervisor. – Due Date: _____
- Provide a written description of non-traditional inheritance patterns (trinucleotide repeat, UPD, etc) – Due Date: _____
- Contact a lab and get applicable information to provide a family interested in testing for condition X – Due Date: _____
- Write a paper or give a presentation on a topic relevant to your rotation (RH antibody, Enzyme Replacement Therapy, PGD, etc) – Due Date: _____
- Specific clinic need/opportunity, describe here....

Down time:

At times when the student is not in clinic, office time should be spent in various activities including:

- Chart review and preparation (including creating GC agendas)
- Completing assigned reading for rotation
- Completing patient letters and/or clinic notes (assigned by clinic supervisors)
- Working on ongoing rotation “assignments” and regular “activities”
- Reviewing clinic resources and materials

Case Management and Preparation

As patients are scheduled in clinic, supervisors will discuss which patients will be assigned to a student and what roles are expected. It is the student’s responsibility to contact the appropriate genetic counselor/physician *at least 2-3 days prior* to a scheduled clinic in order to determine which patients that student will be assigned and their specific role in the session. A student’s previous experience and current skill level will be taken in to account. More responsibility will be given as the rotation progresses. ***Students are expected to review records for every patient to be seen in clinic, not only those patients that they are assigned to counsel.***

In order to prep for any clinic, the student will need to review the patient chart and electronic medical record (if appropriate/available). No patient charts or records containing identifying information can be removed from the clinic. **A sign-out sheet for charts is located on the filing cart**, and the student is expected to sign in and out any charts removed from the counselor’s pod.

Case preparation can include reviewing and/or making a new counseling agenda, performing a literature review, making counseling aids, compiling differential diagnoses, and gathering patient information and/or support materials. All counseling agendas and materials to be shared with a patient will be reviewed with the supervisor prior to the appointment. If a student is not sufficiently prepared for the assigned appointment they will not be allowed to participate.

The student will also be responsible for any patient follow-up that is appropriate during the rotation. This could include reporting results and/or obtaining additional records for review. The student should review the result with the supervising counselor and make a plan for reporting the result.

Meetings with Supervisor and Evaluations

Each clinic supervisor will review patients and expected counseling roles with the student prior to clinic. Each clinic supervisor will assign cases in which the student is expected to participate. In order to allow for maximum preparation time, the student **MUST** contact the supervisor for a given clinic at least 2-3 days in advance. Additional meetings may be scheduled as needed by the student and/or the supervisor. Whenever time allows, students will receive immediate feedback following counseling sessions, but, if needed, other times can be arranged for feedback. This will likely be done at the end of the clinic. It is important that students document each logbook case in a timely manner (within 24 hours) in TaskStream so that records will be accurate.

If a regular meeting with the primary supervisor will occur, please indicate time/location/frequency here. If a specific **session checklist** will be used by the supervisor, share that rubric or form with the student or attach it here. A UAB session checklist for use by supervisors is available.

Upon beginning the rotation, students will review/**develop goals** with the supervisor. Goals should be based, in part, on the previous experiences of the student, the opportunities in this specific clinic, and should reflect the student's skill level. There will be a **mid-rotation evaluation** and a **final evaluation**. Students should have access to the criteria that will be used in their evaluations prior to the rotation. Discussions regarding student progress will occur throughout the rotation, and students are encouraged to notify supervisors of any concerns or questions about progress or any aspects of the rotation.

Feedback and Assessment: Supervisors are encouraged to add a personal touch by sharing their philosophy on grading assignments, rotation progress, or giving feedback.

Assigned Readings and Resources

- The student is expected to have reviewed any relevant readings from his or her didactic course work, particularly those readings assigned in the **XXXXX** course.
- In addition to other preparatory work, the student is expected to read any available GeneReview article (www.genereviews.org) for each known diagnosis prior to attending clinic.
- **Consider having a mini-journal club for these readings where the supervisor(s) discuss the readings with the students. If so, describe that plan/time/date/location here.**
- The student is expected to read the following articles:
 - Bibliography here for any relevant readings (journal articles, fact sheets, consent forms, practice bulletins, etc)**
 - Reference 1

If the student cannot gain access to these resources, the supervisor should be made aware of this at the beginning of the rotation so a copy can be obtained. Other readings may be assigned as appropriate.

Final Note: The following topics have been provided to students or discussed with students by the UAB GC program. **Supervisors: Feel free to add any additional details or site-specific info as needed.**

- Dress code, logbook forms and directions, TaskStream information, sample student performance evaluation forms, rotation manual, EMR usernames, attendance policy, policy on disabilities or special needs, affiliation agreement, cross rotation objectives, guidelines to psychosocial assessment roles, HIPAA training, and Academic/Non-academic rotation misconduct.