

## SYLLABUS, HCE 646-91, CLINICAL HEALTHCARE ETHICS

Semester: Fall 2018

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### Course Description

*This course is a clinically based practicum consisting of supervised placement in an ethics rotation at UPMC Mercy Hospital in Pittsburgh as well as reading and discussion concerning clinical ethical issues and participation in the work of the hospital's Institutional Ethics Committee (IEC). Students "round" or "rotate" through Mercy Hospital's Medical Intensive Care Unit, in some other specialized units, and on the general floors. The development of observation skills is an essential part of this experience. The course is designed individually for each student, adapting the syllabus as the student's work and expertise requires.*

This course is the 1<sup>st</sup> component of the new Clinical and Organizational Rotations in Ethics (CORE), which became effective in the fall of 2008. The acronym helps to focus on the crucial core significance of the Rotations in our degree programs. The clinical component is so inter-woven with the organizational component in health care that the Rotations focus upon the dynamic relationship between clinical, organizational, and professional ethics.

### Rationale

The CORE provides HCE degree students with an experience-based curriculum to learn in a supervised, step-by-step manner the scholarly knowledge and professional skills for providing ethics services in health care. Moreover, the curriculum focuses upon providing ethics leadership to integrate clinical, organizational, and professional ethics across the health care organization.

### Method

Adopting a step-by-step approach, each Rotation is designed to build on one another in a practical and supervised manner, each subsequent rotation requiring the previous rotations. Each rotation has distinctive learning objectives. Significant time is dedicated in each Rotation to the student's critical reflection to enhance the enterprise of experiential learning in a meaningful and personal manner. Moreover, each Rotation seeks to engage the integration of the clinical and organizational components of contemporary health care delivery.

### Course Time Span

The Fall 2018 semester begins on **Monday August 27, 2018**. The first two weeks of the course will be spent in pedagogical learning. The examination for the pedagogical portion of the course is scheduled for

**Thursday September 12, 2018, in the Kelly Library from 9-11AM.** After successful completion of the examination students will be scheduled to begin rounding in the various sites throughout the hospital.

This clinical course requires 150 hours in total, divided among varying rotation sites within the hospital. UPMC Mercy Hospital Orientation will be held on **Monday September 17, 2018.** Clinical rotations will need to be completed by **December 14, 2018.** The capstone essay is due **Friday December 14, 2018 at 6 PM.**

### **HCE646-91, Clinical Healthcare Ethics Course Component Outline**

**Learning Objectives:** Understanding, Experience, and Reflection.

Focus: Introduction to the Clinical Environment and Ethics Committees.

This Rotation is an introduction to the clinical environment and the function of Ethics Committees, typically occurring at UPMC/Mercy. The Rotation Components are typically allocated over 15 weeks, covering 150 hours total.

Level of Supervision: Close Supervision.

Understanding: Learn clinical vocabulary and concepts. Specifically:

- Learn secular vocabulary and concepts to engage the clinical environment; and
- Learn the Catholic approach in the *Ethical and Religious Directives*.

Experience: Observation.

- Observe the clinical environment and related organizational, clinical, and professional issues that typically are addressed by ethics committees.

Reflection. The Clinical Environment and Ethics Committees. Specifically:

- Critical reflection on the clinical environment and its related ethical issues as typically addressed by ethics committees;
- Critical reflection on the professional etiquette and ethos evidenced in the clinical environment; and
- Critical reflection via journals, readings, seminars, and a capstone essay.

**A. Pedagogical Component.** Master the conceptual knowledge and terminology of relevant ethical and clinical issues needed prior to the initiation of a supervised placement in a clinical environment with an Ethics Committee.

a. Time Distribution: 35 hours over weeks 1 and 2. 15-20 hours weekly.

b. Related Action.

- i. Study assigned readings

- ii. Undertake an exam assessment of learning outcomes.
- c. Implementation Mechanism.
- i. Readings. Students will read 3 texts:
    1. Charles Junkerman, David Schiedermayer, *Practical Ethics for Students, Interns, and Residents* (Hagerstown, Md: University Publishing Group, 2008).
    2. USCC, *Ethical and Religious Directives for Catholic Health Care Services*, 5<sup>th</sup> ed. (Washington, D.C.: USCCB 2009).
    3. David F. Kelly, *Medical Care at the End of Life: A Catholic Perspective* (Washington, D.C.: Georgetown University Press, 2007).
  - ii. Assessment (Week 3). Test on two texts:
    1. Test based upon the Junkerman text and ERDs.
    2. Kelly text for ongoing reading/discussion during Rotation.
- d. Assessment: 25% of total grade. Students must achieve a grade of B (80%, normal progress) on the assigned exam in order to continue with the Rotation. The grade will be assigned to the student upon completing this component. **Note:** If a student fails to pass the examination with at least a B the first time, upon re-taking the examination the highest grade which can be earned is a B.
- i. Exam Format: Students will undergo a formal exam to indicate their knowledge on a series of topics selected from the required readings. The exam will last for 2 hours, writing five responses from a list of eight assigned questions. All students will take the exam on **Wednesday September 12, 2018 from 9AM-11AM, in the Kelly Library.** All students will take the examination at the same time. The exam will be supervised and in legibly written format, not permitting access to computers or books. The exam will select topics from the readings by adopting the major chapter or section headings:
    1. Junkerman, *Practical Ethics*. Topics reflect the chapter titles.
      1. DNR.
      2. Withdrawal of Treatment.
      3. Informed Consent.
      4. Competence and Decision-Making Capacity.
      5. Confidentiality.
      6. Heart-Lung Death.
      7. Brain death.
      8. PVS.
      9. Futility.
      10. Difficult Patient.
      11. Pain Control/Palliative Care.
      12. Autopsy.
      13. Organ Donation.
      14. AIDS.
      15. Pediatric Issues.
      16. Ethics and Managed Care.

17. Advanced Directives.
18. Ethics Consultation.
19. Euthanasia and Assisted Suicide.
20. Physician's Professional Responsibilities.

2. *Ethical and Religious Directives*. Topics reflect the sections.
  1. Social Responsibility in the *ERDs*.
  2. Pastoral-Spiritual Responsibility in the *ERDs*.
  3. Professional-Patient Relationship in the *ERDs*.
  4. Issues in Care for the Beginning of Life in the *ERDs*.
  5. Issues in Care for Dying in the *ERDs*.

**B. Rounds, Ethics Services (Ethics Committee Meetings)**. Through critical observation, students will become acquainted with the clinical environment, the work of a traditional Ethics Committee (Case Consultation, Professional Education, Policy Review & Development), and the ethical issues that arise by participating in supervised rounds and meetings related to the Ethics Committee.

1. Time Distribution: (70 hours total, 25% of grade)
  - There should be cumulatively 70 hours of Rounds for HCE 646
  - It is expected that each student participate in clinical rounds a minimum of 5 hours per week. Some weeks students will need to put in more hours in order to meet the 70 hour requirement.
  - It is not recommended that students try to earn all of their hours within a short time span. This would not permit the student to have the most beneficial educational experience.
2. Related Action.
  - Undergo orientation for introduction and compliance issues (e.g., HIPAA Certification, Identification Badge, etc). HIPAA Certification: Prior to the beginning of clinical rounding, students must complete a HIPAA certification via Blackboard. (Log on to DORI, click the Bb icon on the top right, click the Courses/Communities" tab, enter HIPAA in the Organization Search box, hover the cursor over the organization ID and click the chevron that appears, then click "Enroll"). A printed copy of the HIPAA certificate of completion must be given to the Clinical Supervisor before the student will be permitted to begin rounding.
  - Accurately record attendance in the facility each time as prescribed.
  - Attend Rounds coordinated and supervised for the Rotation.
  - Attend assigned meetings related to the Ethics Consult Committee, Monthly IEC meetings UPMC/Mercy and other meetings as requested or required.
3. Implementation Mechanism.
  - a. Orientation. Will be held on **Monday September 17, 2018**.
  - b. Work-Sheet. Students will receive a work-sheet on which to indicate specific Clinical Rotation: time/location.

- c. Critical Engagement by Students. The purpose of Rounds is to foster the student's "Critical Engagement" with the clinical environment and experience. By "critical engagement" is meant the student's involvement in related discussions, questions, observations, etc. about the Rounds with fellow students, involved health professionals, and the Faculty Supervisor, as appropriate.
  - d. Monthly Seminars. Students will attend a series of monthly seminars lasting approximately 90 minutes. The seminars are at present scheduled immediately following the IEC meetings on the first Monday of each month, except where noted. The seminars will be dedicated to discussing student performance and questions on Rounds and Ethics Committee Meetings, focusing on the critical engagement of students. Each seminar will also have a specific topic to be discussed. Issues related to student confidentiality must be respected; hence, there will be no public comment about a particular student's grade or progress.
4. Assessment: 25% of total grade.
- a. Based on level of attendance and critical engagement related to Rounds and Ethics Committee meetings.
  - b. The grade for this component will be assigned by the Faculty Supervisor with input from the Clinical Rotation Supervisor.

**C. Journals, Readings, Meetings/Seminars.** Critically reflect on clinical experiences to integrate theoretical and practical learning by reading, writing, and discussion. Please note that a significant proportion of the total grade assigned to this very important critical component of the Rotation.

1. Time Distribution: (approximately 35 hours, 40% of grade) distributed across the weeks of rounds, approximately following this time allocation:
  - 4 seminars of approximately 90 minutes each: 6-7 hours;
  - journals and capstone essay draft work: approximately 14 hours (number of journals will vary based on the number of weeks needed to complete rounding hours)
  - 7 weeks reading approximately 2 hours weekly: approximately 14 hours
2. Related Action.
  - Weekly Journals. Critical reflection on experiences and readings.
  - Readings. Include reflection on readings in weekly journals.
  - Seminars. Participate in monthly seminars or as scheduled.
3. Implementation Mechanism:
  - a. Weekly Journals. Submit weekly by 6pm Saturday (to be submitted for review and revision if appropriate). If for any reason a journal is going to be late the clinical instructor should be made aware of this along with the reason for the delay. Weekly journals should be approximately 3 pages double-spaced. Journals briefly summarize activities as referenced in the weekly time chart and offer critical reflection upon the identified activities, connecting with critical reflection on course readings. Journals should address the real experience of the student and the depth

of ethical issues such as actions, professional conduct, etc. Students will receive a specific Word Processing / Excel Spreadsheet format to follow in submitting weekly journals. Times charted on the spreadsheet should be rounded up in 15-minute blocks as appropriate (ex. 1:25 of time should be rounded to 1:30).

- b. Weekly Readings. Students are expected to provide roughly a 1-page summary of the reading assigned and to integrate critical reflections on readings of the week or prior weeks into their weekly journals.

Reading Assignments: David F. Kelly, *Medical Care at the End of Life: A Catholic Perspective* (Washington, D.C.: Georgetown University Press, 2007).

Week 4. Chap.1, "Ordinary and Extraordinary means," 1-11

Week 5:Chap.2, "Killing and Allowing to Die," 12-20.

Week 6. Chap.3, "Decisions by Competent Patients," 21-36,

Week 7: Chap.4, "Decisions for Incompetent Patients," 37-65

Week 8. Chap.5 "Advanced Directives," 66-86

Week 9. Chap.6, "Hydration and Nutrition," 87-117

Week 10. Chap.7, "Physician Assisted Suicide and Euthanasia", 118-132

Week 11. Chap.8 "Medical Futility," 133-154.

- c. Timetable of Institutional Ethics Committee Meetings and Monthly Seminars:

Typically, monthly meetings will follow this outline:

Student meeting/seminar (divided into three components).

- 30 minutes: discussion of student performance on Rounds.
- 30 minutes: discussion of selections from assigned readings.
- 30 minutes: presentation on specific topics or guest speakers.

The dates for this semester's seminars will be determined at a mutually convenient time for students and instructors. Generally, for convenience, these meetings follow the IEC meetings. See dates listed below.

UPMC/Mercy Institutional Ethics Committee (IEC) and Consult Meetings:

There is a monthly Ethics Consult meeting scheduled prior to the monthly IEC meeting. These meetings generally begin at 11am in room 2407. The monthly IEC meetings are held from 12-1pm in the Sister Ferdinand Auditorium.

The Spring 2018 meetings are scheduled as follows:

**Mondays September 10, October 1, November 5, and December 3, 2018**

4. Assessment: 40% of total grade.  
a. Journals and Readings. 30%

- b. Seminar Participation. 10%
- c. The Clinical Supervisor will assign the grade for this component when the student completes the journals.

**D. Capstone Essay.** Critically reflect on experiences, readings, discussions, and seminars to comprehensively summarize the experiential learning of the Rotation. The essay should be divided into two main parts – critical reflection and case review. The critical reflection portion will be similar to the weekly journals but should focus on a more general review of broad concepts that were observed over the course of the semester. For the case review, the student should highlight one case from their observation and then write up a hypothetical case analysis/consult note. A sample of such an analysis will be provided to the students. This constitutes the Rotation’s Project for the student. The objective for the capstone essay is to show the student’s ability to observe ethics principles in the clinic and to apply those principles to a specific situation. **Capstone Essays are due via email by 6 PM on December 18, 2018.**

1. Time Distribution: ( 35 hours,10% grade), last week of the Rotation.

2. Implementation Mechanism.

Submit a 10-page (double-spaced) reflective essay for review.

3. Assessment: 10% of total grade.

- Based on the quality of the critical, comprehensive reflection.
- The grade for this component will be assigned after completion.

#### **E. Student Assessment & Course Evaluation.**

1. Student evaluates Rotation confidentially by submitting an evaluation. Copies of the “*Student Evaluation Form*” to be distributed at the end of Rotation.

2. The Clinical Supervisor will in turn evaluate the student, assign a grade, and a brief written report to the student, using the “*Faculty Evaluation Form.*”

#### **Relevant Policies:**

**Academic Integrity.** This syllabus incorporates the “Expectations of Academic Integrity.” Cheating and plagiarism cannot be tolerated. All relevant policies of the McAnulty College and Graduate School of Liberal Arts apply.

**Reasonable Accommodations.** Students with documented disabilities are entitled to reasonable accommodations if needed. If you need accommodations, please contact the Office of Freshman Development and Special Student Services in 309 Duquesne Union (412-396-6657) as soon as possible. Accommodations cannot always be granted retrospectively.

**Course Related Policies:** see attachments on HCE Rotation Program Description. If students wish to have copies of the following please inform your Clinical Ethics Fellow and they will be provided for you.

Attachment A. Rotation: Student Evaluation Form.

Attachment B. Faculty Evaluation: Grade Assignment.

Attachment C. Faculty Evaluation: Student Performance.

Attachment D. Sample Time Chart.

Attachment E. Sample Schedule Layout of the Rotation over the Semester.

Attachment F. Summary of Readings for all Rotations.

Attachment G. An Affiliation Agreement for the Rotation should be agreed upon by the site Institution and the HCE Faculty Supervisor adopting the CHCE standard form (being prepared, for upper level clinicals only).

**Assignment of Grades.**

Grades adopt the College Policy, as follows.

Grades and Quality Point System of The McAnulty Graduate School:

<http://www.liberalarts.duq.edu/gradmanual/academic.html>

A	(4.0)	Distinguished scholarly work
A-	(3.7)	
B+	(3.3)	
B	(3.0)	Normal progress toward degree
B-	(2.7)	
C+	(2.3)	
C	(2.0)	Warning. Student subject to departmental action
F	(0.0)	Failure. Course must be repeated. Student subject to departmental action

**Grades assigned after each Rotation Component.**

Pedagogical Component (25% of grade). \_\_\_\_\_



Students must achieve a grade of B (normal progress) on the exam in order to continue with the Rotation.

Rounds, Ethics Services (25% of grade).  
Based on level of attendance and critical engagement related to Rounds and Ethics Committee meetings.

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Journals, Readings, Seminars (A and B 40% of grade).

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a. Journals, Readings (30% of grade).  
Based on quality of journals and their engagement with the readings.

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b. Seminars (10% of grade).  
Based on participation in the seminars.

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Capstone Essay (10% of grade).  
Based on the quality of the critical, comprehensive reflection.

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**TOTAL GRADE ASSIGNED:**

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**F. Schedule Layout.** The Rotation Syllabus includes a weekly layout that assigns the Rotation Components to specific timelines. If a specific student requires extended timelines, such as for Rounds, the arrangement as agreed by the Faculty Supervisor and Rotation Supervisor is recorded in writing.

### **Schedule Layout, Fall 2018**

- Week 1:** Monday August 27, 2018 Semester begins  
**Wednesday August 29, 2018 Orientation Meeting at 12PM in the Kelly Library**
- Week 2:** Week of September 3, 2018  
Study/preparation for entrance exam  
**Monday September 3, 2018, University Closed in observation of Labor Day**
- Week 3:** Week of September 10, 2018  
**Monday September 10, 2018 UPMC Mercy ethics committee meetings 11AM-1PM**  
**Wednesday September 12, 2018 Entrance Exam from 9AM-11AM in the Kelly Library**
- Week 4:** Week of September 17, 2018  
**Monday September 17, 2018 Orientation in Mercy Hospital, 8:30AM**
- Week 5:** Week of September 24, 2018 Rounds; Journals, Readings.  
**Tuesday September 25, 2018, Seminar 1 from 11am-12:30pm**
- Week 6:** Week of October 1, 2018 Rounds; Journals, Readings.  
**Monday October 1, 2018 UPMC Mercy ethics committee meetings 11AM-1PM**
- Week 7:** Week of October 8, 2018 Rounds; Journals, Readings.  
**Midterm Week**
- Week 8:** Week of October 15, 2018 Rounds; Journals, Readings
- Week 9:** Week October 22, 2018 Rounds, Journals, Readings  
**Wednesday October 24, 2018, Seminar 2 from 11am-12:30pm**
- Week 10:** Week of October 29, 2018 Rounds; Journals, Readings  
**Thursday November 1, 2018 University Closed in observation of All Saints Day**
- Week 11:** Week of November 5, 2018 Rounds; Journals; Readings  
**Monday November 5, 2018 UPMC Mercy ethics committee meetings 11AM-1PM**
- Week 12:** Week of November 12, 2018 Rounds; Journals; Readings
- Week 13:** Week of November 19, 2018 Rounds; Journals; Readings  
**University Closed for Thanksgiving Break**

**Week 14:** Week of November 26, 2018  
**Wednesday November 28, 2018, Seminar 3 from 11am-12:30pm**

**Week 15:** Week of December 3, 2018 Rounds; Journals; Readings  
**Monday December 3, 2018 UPMC Mercy ethics committee meetings 11AM-1PM**

**Week 16:** Week of December 10, 2018 Rounds; Journals; Readings  
**Friday December 14, 2018 Last Day for bedside rounds**

**\*Capstone Essay Due Friday December 14, 2018 by 6:00pm via email\***