

Syllabus, Clinical Internship in Healthcare Ethics II - HCE 682.

Semester: Fall 2018

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Course Description

Clinical Internship in Healthcare Ethics I and II - HCE 681 and 682

These courses are open only to doctoral students and are ordinarily taken after completion of all required academic courses. The internship consists of clinical placement as ethicist-in-residence at the Pittsburgh UPMC/Mercy Hospital or at other institutions. Under on-site supervision the student serves as institutional ethicist in the assigned facility. Duties include education of facility personnel through formal lectures, in-service workshops, teaching rounds, provision of written and audio-visual materials, ethics research for facility personnel, etc.; development of policy on various ethical issues; and prospective and retrospective case consultation. Each unit (three credits) of internship demands approximately 150 hours of work for the assigned facility.

The Course is the 4th component of the new Clinical and Organizational Rotations in Ethics (CORE), effective Fall 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. And each Rotation seeks to engage the integration of the clinical and organizational components of contemporary health care delivery.

Course Timespan. Typically, each Rotation extends for approximately 16 weeks over a semester, lasting 150 hours, divided differently among the varying Rotations.

Clinical Internship in Healthcare Ethics II - HCE 682

Learning Objectives: Understanding, Experience, Reflection.

Focus: Provide *Integrated Ethics Services* in a facility focusing on integrated approaches.

Level of Supervision: Function independently under general supervision.

1. Understanding. Learn Integrated Ethics Competencies.
 - Learn *Integrated Ethics* approach of the Veterans Health Administration.
 - Learn *Next Generation Models* for Ethics Service in Catholic health care.
2. Experience.
 - Function as Ethics Expert in health care facility.
 - Provide traditional ethics services: Case Consultation, Professional Education, Policy Review & Development.
 - Develop ethics services via measurable outcomes & quality improvement to integrate ethics services across the organization.
3. Reflection.
 - Critical reflection on the Ethics Services provided.
 - Critical reflection via journals, readings, seminars, and a capstone essay/project.

A. **Pedagogical Component.** None (no antecedent reading; ongoing discussion of readings with Faculty Supervisor during Rotation).

Rotation Readings.

- Veterans Health Administration, *IntegratedEthics: Improving Ethics Quality in Health Care* (VHA, National Center for Ethics in Health Care).
- Veterans Health Administration, *Ethical Consultation: Responding to Ethics Questions in Health Care* (VHA, National Center for Ethics in Health Care).
- Veterans Health Administration, *Preventive Ethics: Addressing Ethics Quality Gaps on a Systems Level* (VHA, National Center for Ethics in Health Care).
- Veterans Health Administration, *Ethical Leadership: Fostering an Ethical Environment and Culture* (VHA, National Center for Ethics in Health Care).

VHA Website address with links:

<http://www.ethics.va.gov/integratedethics/ieresources.asp#34>

OR:

<http://www.ethics.va.gov/integratedethics/ieresources.asp>

then click on "Primers".

1. *IntegratedEthics: Improving Ethics Quality in Health Care* [PDF]

http://www.ethics.va.gov/docs/integratedethics/IntegratedEthics_monograph--20070808.pdf

2. *Ethics Consultation: Responding to Ethics Questions in Health Care* [PDF, 3.55 MB]

[http://www.ethics.va.gov/docs/integratedethics/Ethics Consultation Responding to Ethics Questions in Health Care 20070808.pdf](http://www.ethics.va.gov/docs/integratedethics/Ethics%20Consultation%20Responding%20to%20Ethics%20Questions%20in%20Health%20Care%2020070808.pdf)

3. *Preventive Ethics: Addressing Ethics Quality Gaps on a Systems Level* [PDF, 3.42 MB]

[http://www.ethics.va.gov/docs/integratedethics/Preventive Ethics Addressing Ethics Quality Gaps on a Systems Level 20070808.pdf](http://www.ethics.va.gov/docs/integratedethics/Preventive%20Ethics%20Addressing%20Ethics%20Quality%20Gaps%20on%20a%20Systems%20Level%2020070808.pdf)

4. *Ethical Leadership: Fostering an Ethical Environment & Culture* [PDF, 3.39 MB]

[http://www.ethics.va.gov/docs/integratedethics/Ethical Leadership Fostering an Ethical Environment and Culture 20070808.pdf](http://www.ethics.va.gov/docs/integratedethics/Ethical%20Leadership%20Fostering%20an%20Ethical%20Environment%20and%20Culture%2020070808.pdf)

Time Distribution. Weeks #1-3 should be dedicated to achieving an overview of the Rotation Readings that will be continued throughout the Rotation.

Assessment: 25% of total grade. Students should demonstrate mastery of the readings by the end of the Rotation, with grade assigned accordingly.

B. **Rounds, Ethics Services.** Develop a written plan for the Rotation's Ethics Service, indicating the location, institution, and site professionals/personnel with whom the student will be working. The Faculty Supervisor should meet with site personnel and the HCE student to plan the Rotation.

- Time Distribution: (70 hours, 25% of grade),
- These weeks may occur over a longer period to accommodate schedules of individuals with the approval of the Faculty Supervisor, but there should be cumulatively 70 hours of Rounds.

1. Related Action.

- Describe planned services in written plan (above).
- Attend Ethics Committee meetings as scheduled at the rotation site.
- Optional participation in monthly IEC seminars and meetings at UPMC/Mercy with other Rotation HCE students. If the student's rotation placement site does not have an ethics committee, the student should attend the monthly Ethics Committee meetings at UPMC Mercy.

2. Implementation Mechanism.

- a. Orientation. Site personnel will arrange an Orientation Session.
- b. Work-Sheet. Student will prepare a general work-sheet delineating a general schedule for the written plan (above).

- c. Critical Engagement by Students. There will be regular meetings with both the Rotation Supervisor and the Site Personnel (not necessarily together) to address the student's critical engagement in the Rotation.
 - d. Seminars. Students will have seminars with the Faculty Supervisor to discuss the Rotation readings and integrate them with the Rotation experience. Seminar dates and times to be announced.
3. Assessment: 25% of total grade.
 - a. Based on level of critical engagement related to Ethics Services of the Rotation.
 - b. The grade for this component will be assigned by the Faculty Supervisor after consulting with the Rotation Supervisor and the site personnel for the Rotation at this point.

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

1. Time Distribution: (35 hours, 40% of grade), distributed across the weeks of rounds, including:

- Seminars with the Rotation Supervisor and/or Faculty Supervisor;
- Weekly journals;
- Rotation readings.

Note. Ethics Services may occur over a longer period to accommodate schedules with the approval of the Faculty Supervisor.

2. Related Action.
 - Weekly Journals. Critical reflection on experiences and readings.
 - Rotation Readings. Ongoing throughout Rotation.
 - Seminars. Participate in seminars as scheduled with the Rotation Supervisor and Faculty Supervisor.

3. Implementation Mechanism:
 - a. Weekly Journals. Weekly journals should be at least 2 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 the Rotation readings. Journals are due to the **Clinical Rotation Supervisor each Saturday by 6 pm via email**. Journals will be reviewed and comments will be submitted to the students.
 - b. Rotation Readings. Students are expected to integrate into their journals the assigned Rotation readings. See Rotation Readings, above.

Week 4: Veterans Health Administration, *Integrated Ethics: Improving Ethics Quality in Health Care* (VHA, National Center for Ethics in Health Care). Pages 1-15

Week 5:

Veterans Health Administration, *Ethical Consultation: Responding to Ethics Questions in Health Care* (VHA, National Center for Ethics in Health Care). Pages 1-24

Week 6: Veterans Health Administration, *Ethical Consultation: Responding to Ethics Questions in Health Care* (VHA, National Center for Ethics in Health Care). Pages 25-end

Week 7: Veterans Health Administration, *Preventative Ethics Toolkit* (VHA, National Center for Ethics in Health Care. Pages 1-24

Week 8: Veterans Health Administration, *Preventative Ethics Toolkit* (VHA, National Center for Ethics in Health Care. Pages 25-end

Week 9:

Veterans Health Administration, *Ethical Leadership: Fostering an Ethical Environment and Culture* (VHA, National Center for Ethics in Health Care). Pages 1-26

Week 10: Veterans Health Administration, *Ethical Leadership: Fostering an Ethical Environment and Culture* (VHA, National Center for Ethics in Health Care). Pages 26-end

- c. Meetings/Seminars (10 hours). The Clinical Rotation Supervisor will plan a series of meetings/seminars to be held throughout the semester.

4. Assessment: 40% of total grade.

- a. Journals and Readings. 30%
- b. Seminar Participation. 10%.
- c. The grade for this component will be assigned by the Faculty Supervisor after consulting with Rotation Supervisor and site personnel when the student completes the journals which may extend beyond the chronology of weeks 4-10 to accommodate schedules.

D. Capstone Essay/Project. The Capstone Project provides a critical reflection on the experiences, readings, discussions, and seminars to demonstrate an understanding of the *Integrated Ethics* approach (such as the VHA model or the *Next Generation* model adopted in Catholic health care) by combining the clinical, organizational/business, and professional elements of ethics services. The Capstone Project should also include at least one educational project that the student has completed over the course of the semester. This project may be

assigned by the site supervisor or may be proposed by the student. The objective is to demonstrate the student's ability to deliver ethics education to professional healthcare providers. The Capstone Project should be a 20 page reflection paper (double-spaced) to be submitted by **Friday December 14, 2018 by 6 PM via email.**

1. Time Distribution: (35 hours, 10% grade), due **Friday December 14, 2018 by 6 PM via email.**

2. Related Action.

Submit a 20 page (double-spaced) Capstone Essay/Project.

3. Implementation Mechanism.

Submit a 20 page (double-spaced) Capstone Essay/Project.

4. Assessment: 10% of total grade.

- Based on the quality of the critical, comprehensive reflection. The grade for this component will be assigned by the Faculty Supervisor in coordination with the Rotation Supervisor following completion.

E. Student Assessment & Course Evaluation

1. Student evaluates Rotation confidentially submitting evaluation to the Center Director. Copies of the "*Student Evaluation Form*" to be distributed by Faculty Supervisor at end of Rotation.

2. Faculty evaluates student with grade and brief written report submitted to student, using the "*Faculty Evaluation Form*." To be completed by the Faculty Supervisor after consultation with the Rotation site personnel.

F. **Grade Assignment**. Faculty Supervisor submits grade to University Registrar.

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 Rotation Supervisor 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 Clinical Rotation Supervisor.

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.

Rotation Reading Component (25% of grade). _____

Rounds, Ethics Services (25% of grade). _____

Based on level of attendance and critical engagement related to Rounds and institutional meetings as assigned.

Journals, Readings, Seminars (40% of grade). _____

Journals, Readings (30% of grade). _____

Based on quality of journals and their engagement with the readings.

Seminars (10% of grade). _____

Based on participation in the seminars.

Capstone Essay/Project (10% of grade). _____

Based on the quality of the critical, comprehensive reflection.

TOTAL GRADE ASSIGNED: _____

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