

COMP Office of Academic Affairs—Department of Clinical Education
2014 – 2015 Clinical Education Manual

Mission Statement:

The Department of Clinical Education is dedicated to providing COMP and COMP-NW’s OMS III and OMS IV students with the best possible clinical educational opportunities to prepare them for residency training.

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Hours of Service:

On days the campus is open, the clinical education staff is present between 8 AM - 5 PM. Students are strongly advised to make an appointment in advance in order to meet with a Rotations Coordinator.

COMP NW evening hours for phone appointments are Mondays and Thursdays between 5 PM - 7 PM. Submit a ticket for all phone appointments.

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***Please refer to the student catalog for all student related policies and procedures.
This manual is only for Clinical Education specific information.***

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CLINICAL ROTATIONS EDUCATIONAL GOALS

Upon completion of the clinical component of the curriculum, students at Western University of Health Sciences/College of Osteopathic Medicine are expected to possess and demonstrate the following knowledge, skills, attitudes, and behaviors:

Knowledge Integration and Decision-Making:

- Routinely integrate osteopathic philosophy and practice into the care of patients.
- Demonstrate the ability to utilize the principles of scientific inquiry.
- Think clearly, analytically, and critically.
- Solve problems and make decisions during daily practice.
- Conduct practice-related research when appropriate.
- Systematically find, analyze, evaluate, and apply information to make informed, defensible decisions.

Communication:

Demonstrate effective written, verbal, and non-verbal communication using a variety of modalities.

Lifelong Learning:

Demonstrate an understanding of and commitment to the concepts and principles of lifelong learning as a means of fulfilling and advancing one's practice and professional role in society.

Leadership:

Assume a leadership position in improving the overall welfare of the community.

Ethics and Values:

Demonstrate a sense of unity with colleagues and a professional identity and pride consistent with high values and ethical principles.

GENERAL INFORMATION

Immunizations:

Please refer to the [COMP Catalog](#) for policies regarding immunizations.

Certifications:

HIPAA:

Students are required to comply with HIPAA guidelines at all times. Students must complete and pass the HIPAA module posted on Blackboard during Rotations Orientation and subsequently can review the requirements at any time using the HIPAA tutorial available on Blackboard.

ACLS/BLS: Students are required to maintain current ACLS and BLS certifications during clinical rotations. Copies must be on file with the Clinical Rotations Office.

N95 Mask Fitting: Students must complete N95 Mask Fit training and receive certification prior to starting clinical rotations.

Additional Requirements:

Surgical Scrub Training and Suturing: Students are required to complete the surgical scrub training and suturing workshops provided during Didactic Week prior to beginning their core Surgery rotation. Some sites may require students to complete an additional scrub orientation at the rotation site.

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Attendance:

Students are required to attend and be on time for all rotations and related activities including lectures, conferences, clinics, call responsibilities, etc. This includes weekend days and on-call. **Students also may be required by the site to work on the weekend prior to the subsequent rotation. There are no “automatic” days off from rotations.**

Please refer to the [COMP Catalog](#) for detailed instructions and information regarding both short-term (15 minutes to 1 day) and long term absences. The below table is meant only to serve as a brief overview of time-off policies.

Leave of Absence (LOA): A student may request an LOA for academic or personal reasons. Students must be approved in advance for an LOA by submitting a request through [Time-Off Request Form](#). The LOA cannot be taken until approved. The student must also inform the COMP Department of Clinical Education that an LOA is being requested. An LOA of less than 30 calendar days will not have financial aid implications. An LOA of 30 days or more will have Financial Aid implications and it is the student’s responsibility to contact the Financial Aid office to determine what issues will arise, and how to mitigate those issues.

Clinical Education Time-Off Policies		
<p><i>No Time-Off is guaranteed.</i> The maximum time-off allotted is 3 days for a 4-week rotation, and 1.5 days for a 2-week rotation. All Time-off Requests must be approved by: OSA, the Department of Clinical Education, and the Site/Preceptor. Students must submit a time-off request form through Sharepoint and directly contact their preceptor. <i>*If additional time off is required, you must submit an OTRS ticket with the reason. Additional time off request will be reviewed on a case by case basis.</i> <i>**Student is responsible to confirm site approval for all planned time-off at least 5 days in advance.</i></p>		
Reason for Time-Off	Maximum # of Days Permitted <i>Per 4 Week Rotation</i>	Required Documentation Time-Off Request Form at least 5 days in advance of requested date
Academic Reasons		
COMLEX 2 CE and USMLE	1 Day	COMLEX or USMLE Confirmation
COMLEX 2 PE	2 days of Transportation if Needed	COMLEX or USMLE Confirmation
Interviews	1 Day + 1 Day Transportation Before & After if Needed	Confirmation from interview Site including date, location & time
COMAT Remediation	2.5 Hours + Travel Time to/from Campus	Email from Medical Education Manager
OSCE Remediation	Exam Time + Travel Time to/from Campus	Email from Medical Education Manager
SPC Meeting	2 Hours + Travel Time to/from Campus	Confirmation Letter or Email from SPC
Medical Reasons		
Doctor's Appointments / Procedures	4 Hours Including Travel Time	Signed & Dated Physician's Note
Sick Days / Unplanned	3 Days	Immediate Notification to Site & Time-Off Request Form with signed & Dated Physician's Note if Exceeding 1 Day

**COMP reserves the right to make changes to the policies in this manual.
Students will be notified and the change will go into effect for the next rotation that starts after the change.**

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Personal Reasons		
Conference	3 Days	Conference Registration (submit request thirty days in advance)
Funeral - Close Family or Friend	3 Days	Dated Funeral Program or Documentation
Jury Duty	3 Days or LOA	Jury Summons Letter
Leave of Absence	30+ Days	Time-Off Request Form
Religious Holidays	1 Day	Letter from Religious Leader if not on the Approved Holidays List
Paternity Leave	3 Days	Signed & Dated Physician's Note
Wedding for parent, child or sibling, or where you're a member of the wedding party	2 Days	Wedding Invitation

Holidays:

To be excused from rotations for a religious holiday students must submit a [Time-Off Request Form](#) at least **30 days prior** to the start of the affected rotation. The site will determine whether or not the student will be allowed to be off the rotation for a holiday, and their decision is final. Religious holidays not found on the list below will require a letter from a religious leader.

Approved Holidays <i>Subject to Site Approval (including cases with documentation)</i>	
Christmas Day	Easter
Eid Al-Fitr	Eid Al-Adha
Rosh Hashanah	Yom Kippur

Unexcused Absences:

Unexcused absences will be immediately investigated. Students are expected to communicate promptly with the OSA and Department of Clinical Education during the investigation period. Upon investigation, the student may be removed from the rotation, may be placed on academic suspension for the remainder of the rotation, may be assigned a "Fail" grade for the rotation, and/or appear before the Student Performance Committee. The student may be subject to repeating and paying for the affected rotation.

Support Services:

Please refer to the [COMP Catalog](#) for information regarding student support services including Financial Aid and the Office of the Registrar, and/or contact the Office of Student Affairs (OSA) through the [OTRS Customer Portal](#).

ERAS/Transcripts/LORs:

Please address all ERAS, transcript, and official Letters of Recommendation (LORs) questions to the [Office of the Registrar](#).

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MSPE:

If you have questions regarding the MSPE, please use the appropriate drop down menu in the [OTRS Customer Portal](#) so that the Career Development Department may assist you.

Dress/Appearance:

COMP officials and preceptors are the final arbiters of appropriate student appearance. If a student's dress or appearance is not appropriate, he or she may be immediately removed from clinical duties and asked to correct the problem before continuing.

Students must dress in a neat and professional manner all times while on rotations:

- A white clinic jacket (short coat) displaying the COMP patch and a COMP name badge are required at all times by all students when in a clinical environment.
 - Men: As a minimum standard, men shall wear clean dress slacks, a clean shirt and tie, socks, and dress shoes.
 - Women: Women shall maintain a similar professional appearance in their manner of dress.
- The student will maintain a critical awareness of personal hygiene.
- Some facilities may require students to wear or display a site name badge or ID, in addition to that required by the school.
- For situations where institutions require "scrubs" or other alternative or protective attire, the alternative attire will be provided by the institution, remain the institution's property, and remain at the institution at all times.
- **DO NOT remove any property (including scrubs) from the site.**
- **SCRUBS MAY NOT BE WORN ON THE WESTERNU CAMPUS.** The Office of Academic Affairs personnel will not meet with a student wearing scrubs.

Student Problems/Issues:

If you are on a clinical rotation and experience an urgent or confidential issue, please call the Department of Clinical Education **and** submit a ticket through the [OTRS Customer Portal](#) under either the "Confidential" or "Urgent Within 24 Hours" dropdown for the appropriate campus.

Student Performance Committee (SPC):

Students will be referred to the SPC for serious academic or professional issues. This includes being dismissed from a rotation, multiple exam failures, repeated or substantial professionalism issues, etc. Please refer to the [COMP Catalog](#) for more information.

COMLEX Policies:

Please refer to the [COMP Catalog](#).

CLINICAL ROTATIONS

Clinical Competencies:

During the clinical years, students are transitioning from a lecture and laboratory-based environment into a more self-directed role. Students must become self-motivated learners, conducting literature research in areas assigned by the preceptor and about their patients. Students must understand that although clinical faculty are there to teach, their first obligation is to their patients.

Students must refer to the clinical rotation objectives outlined for each discipline, which are posted to [Blackboard](#) under Rotation Objectives.

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Revised January 27, 2015

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Osteopathic Core Competencies
Medical Knowledge
Osteopathic Philosophy and Manipulative Medicine
Patient-centered Care
Professionalism
Interpersonal and Communication Skills
Practice-based Learning and Improvement
Systems-based Practice
Interprofessional Collaboration

Please refer to the [COMP Catalog](#) for more information regarding competencies.

Clinical Education Electronic Resources Guide:

OTRS Ticketing System for Requests:

All emails from students regarding rotation issues must be submitted using the [OTRS Customer Portal](#). DO NOT send emails to individual email addresses. If a student needs to discuss a personal, sensitive, or confidential issue, use the "Request Appointment" drop down menu and request a meeting or phone appointment with your rotations coordinator or other member of the clinical education team. Students may also use the "Confidential" drop down option for personal matters.

Students will login using their Western U email login information.

Students will create a new ticket, which will be electronically tracked using a ticketing system and the request will be assigned to the appropriate staff member. All communication and actions regarding the request will be tracked using the ticket number assigned by the system to ensure optimal handling of the request.

To facilitate communication and the handling of a request, students should refer to this ticket number when contacting Clinical Education staff regarding an existing request.

Formatting Ticket Requests:

Rotation requests should always include:

- Any supporting documents as attachments; no phone camera images will be accepted.
- Any links or contact information (such as email or phone number) for the program being requested.
- A descriptive message in the text box to provide clarity and context for your email.

* Do not change the subject line.

Blackboard:

Students will access the following information through [Blackboard](#) using WesternU credentials:

- Rotations Schedule and Grades
- Didactic Week Information
- Rotation Applications and Supplemental Forms
- Facility/Preceptor Database
- Rotation Objectives

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New Innovations:

Students will utilize [New Innovations](#) to view rotation evaluations from most core sites and preceptors, and to complete evaluations for rotations they have finished. All student comments are confidential, and we encourage you to professionally report all comments and concerns.

2014 – 2015 COMP Clinical Curriculum

OMS III Clerkship Requirements (The sequence of the blocks is based on the selection of the student during the rotations lottery)			
Quantity	Type	Discipline	Duration
1	Core	Family Medicine	4 weeks
1	Core	Surgery	4 weeks
1	Core	Internal Medicine—General or Sub-specialty (IM-3)	4 weeks
	Didactic Week #1	Family Medicine, Surgery	1 week
2	Core	Internal Medicine—General (IM-1 and IM-2)	2 x 4 weeks
1	Core	Psychiatry	4 weeks
1	Didactic Week #2	Internal Medicine, Psychiatry	1 week
1	Core	OB/GYN	4 weeks
1	Core	Pediatrics	4 weeks
1	Elective	Elective	4 weeks
1	Didactic Week #3	OB/GYN, Pediatrics	1 week
1	Core	OMM	4 weeks
1	Elective	Elective	4 weeks
1	N/A	Vacation	4 weeks
1	Didactic Week #4	OMM	1 week

NOTE: The entire rotation must be completed in the same specialty at the same facility.

OMS IV Clerkship Requirements			
Quantity	Type	Discipline	Duration
1	Selective	Emergency Medicine	4 weeks
1	Selective	Sub-Internship- Medicine	4 weeks
1	Selective	Sub-Internship- Surgery	4 weeks
7	Elective	Elective	7 x 4 weeks
1	N/A	Vacation	4 weeks

3rd Year Core Rotations:

Core rotation sites are determined by the COMP Clinical Education Administration. Core rotations must be completed at a Core facility, or with a Core preceptor and will be assigned by the COMP Department of Clinical Education. Students are not allowed to make changes to a Core rotation.

Many of the third year rotations have specific assignments associated with them through the Essentials of Clinical Medicine V course found on [Blackboard](#).

Important: Regarding BOTH OMS III and OMS IV Rotations:

- Students are expected to work an average minimum of 40 hours per week on each rotation.
- Third year electives **will not** be counted against the total number of electives allowed during fourth year.

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- No more than 16 weeks of OMS IV electives can be completed in the same specialty. In the case of Internal Medicine, a maximum of 16 weeks in the same sub-specialty will be allowed. This total **does not include** the Sub-I rotation. In other words, if you completed 16 weeks in IM and your Sub-I (M) in IM then you would be completing a total of 20 weeks in IM, which is allowed.
- Vacation, leave of absence, academic suspension, and unofficial “shadowing” experiences are **NOT** covered by liability/malpractice insurance or student accident insurance, and no academic credit will be given for any clinical or educational activities during this period.
- Military students may complete Core rotations at affiliated military sites with advance approval by the Department of Clinical Education.
- Students are required to disclose any request to complete a rotation with a family member, spouse or significant other. If the student does not disclose this relationship when sending in a rotation request, he or she will not receive credit for the rotation(s). A family member cannot be the evaluating preceptor.
- If the student has no rotation 60 days prior to the start date of the rotation (either because the student did not submit a request on time or because the site didn’t confirm), COMP Clinical Education may assign the student to a rotation. This assignment is based on Core site availability and students are not given any choices regarding these assigned rotations. The decision of COMP Clinical Education regarding assigned rotations is final.

Selective/Elective/Flexible Core Rotation Explanation:

- “Selective” means that the discipline (type) of the rotations is set by the COMP Curriculum Committee, but that the rotation may be done at any approved site.
- “Elective” means that both the discipline and location are chosen by the student and may be completed at any approved site. If an elective rotation is desired at a site or with a preceptor that is not approved, the student must submit the name of the potential new site or preceptor 90 days in advance of the requested rotation so that the approval process can be initiated.
- “Flexible” refers to core EM rotations.
- For OMS IV students: occasionally selective/elective rotations may deviate from the set rotation dates. If the rotation goes “off track” of the set dates, vacation time must be used to get back “on track”. If selective/elective rotations are scheduled at Core facilities, the student must adhere to the rotation dates set by the COMP Clinical Education Department.

Procedures for Scheduling Rotations:

ALL SCHEDULING AT CORE SITES OR WITH CORE PRECEPTORS MUST OCCUR THROUGH OTRS. STUDENTS MAY NOT DIRECTLY SCHEDULE, CONFIRM OR CANCEL ROTATIONS AT CORE SITES.

*Students who contact core sites or preceptors directly to schedule either a core or elective rotation instead of submitting requests through OTRS will face the following consequences:

1. First offense: student will be denied the rotation and must explain why they failed to follow proper procedures.
2. Second offense: student will be denied the rotation and may be referred to the SPC or OAA as determined by the Director of Clinical Education.

*The reason for this policy is that the alternative risks our core site relationships and may confuse site personnel as to who’s rotation request was submitted first.

Core Rotations: Students are not to contact Core sites or preceptors regarding availability, but are expected to contact their site/preceptor 60 days (if applicable), 30 days, and 7 days prior to the rotation start for reporting instructions.

COMP Department of Clinical Education determines Core rotation sites. Students cannot make changes to Core rotations. Students are assigned Core rotations through a computerized lottery process:

1. COMP Department of Clinical Education creates a list of Core rotation tracks.
2. Students rank these tracks in the order of preference.
3. The computer runs a lottery and assigns a track to each student.

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4. For a designated period of time, students can trade entire tracks, blocks of rotations (Pomona campus only), and/or individual rotations (Pomona campus only).
5. Once this process is completed, **no changes** will be made to a student's schedule except at the discretion of the Department of Clinical Education.
 - a. Any unassigned rotations will be assigned by the Department of Clinical Education based on availability once the lottery process is complete.
 - b. Assigned rotations may be changed due to preceptor availability or other circumstances.

IM3 approved sub-specialties include:

- a. Cardiology
- b. Endocrinology
- c. Gastroenterology
- d. Geriatrics
- e. ICU/CCU
- f. Infectious Disease
- g. Nephrology
- h. Neurology
- i. PM&R (inpatient only)
- j. Pulomonology
- k. Rheumatology

Selective/Elective Rotations at Core Facilities:

To schedule a selective/elective rotation at a Core site, the student must do the following:

1. Use the Facility Database on [Blackboard](#) to search for ideas, decide where he or she wants to rotate.
2. Create a ticket using the link: [OTRS Customer Portal](#) to place request.
3. COMP Department of Clinical Education will update the student schedule when the site responds to the request. Students will be notified via email of any denied requests.

Selective/Elective Rotations at Non-Core Facilities:

To schedule a selective rotation at a non-Core facility, the student must do the following:

1. Decide where he/she wants to rotate.
2. Check the Facility Database on [Blackboard](#) to see if the preceptor/site is already approved by Department of Clinical Education. If the site has not been approved, please follow the Approval Process listed.
3. Research the site's website and the [Blackboard](#) for what is required to apply.
4. Call the facility to check whether the rotation is available during the desired timeframe. A student may have the site "pencil you in," but the rotation is **NOT CONFIRMED** until it is designated on your schedule as confirmed. You must notify COMP of a confirmed rotation within 60 days of rotation start date. You may request multiple sites to "pencil you in" for rotations during the same time period. However, you must notify all of the "penciled in" sites within 30 days if you are not going to rotate with that site. If you fail to do this you will be referred to SPC. This type of behavior reflects poorly on the school and can cause COMP to lose a rotation site if a spot is being held and then the student backs out.
 - a. Questions to ask when contacting a site/preceptor with a request:
 - i. Are you available/willing to take my rotation for (rotation dates)?
 1. If not listed in the Facility Database
 - a. Are you willing to complete a Faculty Application for my school?
 - b. What is your preferred contact information?
 - ii. Is there any paperwork I need to complete for this rotation?
 1. Who should I contact to complete this paperwork?
 - iii. Will I need clearance through any hospitals for this rotation?
 1. Who should I contact for hospital clearance?
 - iv. When, where and who should I report to on my first day?
5. Gather as much of the required documentation as you can on your own (i.e. application, transcript, etc.) and utilize the application checklist posted on [Blackboard](#).

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6. Create a list of documentation needed from the COMP Clinical Education office (e.g. proof of liability insurance, letter of good standing, HIPAA certification, etc.) and submit this list via OTRS.
7. Coordinators are available to help students when needed. However, students are responsible for mailing their own applications. Students should not mail incomplete application packets to rotation sites as this can cause further delays and even loss of a rotation.

Once the request has been sent for a Core Site / Non-Core site

1. Allow 15 business days for the site to confirm or deny your request. If the site has not responded by that time attempts can be made to obtain an answer from the site. Whenever possible, Rotations Coordinators will update the Facility Database concerning contacts with the site. Students are able to view these notes via their schedule on [Blackboard](#). Unless the student needs to be contacted urgently, emails will not be sent regarding the progress regarding a pending rotation.
2. If after 30 days from the date the request was submitted to the site, a student's schedule does not indicate a "C" for confirmation the student can request to continue to wait for a response or may cancel the pending request and submit a request for a new site/preceptor.
3. Students are allowed to contact a site to determine the status of their application with the following provisos: Do not call more frequently than every two weeks. Do not be rude, pushy, whiney, or aggressive. A student must inform COMP Department of Clinical Education when he or she contacts a site for follow-up so multiple attempts are not made during the same time period.
 - a. Schedule Confirmation Status Key
 - i. "P" Pending = Request has been submitted to the site/preceptor by OMS or COMP
 1. OMS or COMP can follow up after 15 days
 2. OMS can cancel pending request after 30 days
 - ii. "I" Incomplete = Rotation has been accepted by site/preceptor but further steps are required for clearance
 1. OMS follow up required with site/preceptor or COMP
 - iii. "C" Confirmed = Rotation confirmed
 1. OMS has completed all application requirements and is cleared through all necessary hospital sites
 2. OMS responsible to contact each rotation 60 days (if applicable), 30 days, and 7 days prior to the rotation

After the rotation has been confirmed, unless otherwise noted in the Facility Database, the student should call the rotation site 60 days (if applicable), 30 days, and 7 days prior to the rotation to confirm the rotation. If there are any problems, the student should submit a ticket to [OTRS Customer Portal](#).

NOTE: It often takes weeks to months for a rotation site to notify COMP Clinical Education whether or not a rotation has been approved. Students are required to be professional at all times during this process.

Cancellations:

If a rotation is cancelled by the facility or preceptor, the student will be notified and the Department of Clinical Education will work with the student to schedule a new rotation.

- If it is a Core rotation, the student will be reassigned based on alternate Core site availability.
- If it is a selective/elective rotation, the student will be asked to follow the scheduling procedure delineated above.

If the student wishes to cancel a selective or elective rotation, the request must be sent to [OTRS Customer Portal](#) no less than 30 calendar days prior to the start date of the rotation. Non-Core and VSAS applications must also be cancelled at least 30 days prior to the start date. **Students cancelling rotations less than 30 days prior to the rotation start date are at risk of being put on academic suspension.**

Elective/Selective Rotation Options

1. Independent Study:
 - Elective - open to all 3rd and 4th year medical students.

- Maximum of 4 weeks between OMS III and OMS IV.
- For full guidelines and grading rubrics refer to [Blackboard](#).
- Must submit the signed Independent Study Approval Form to [OTRS Customer Portal](#) 60 days prior to the start date.
- May be used for:
 - Board Preparation (excluding COMLEX Level 1)
 - Research Proposal (Research Rotations have separate criteria)
 - Annotated Bibliography
 - Poster or Paper Presentation
 - Attending a Conference or Training

2. Academic Rotations:

- Elective - open to 3rd year medical students in the last half of the academic year and all 4th year students.
- Maximum of 8 weeks between OMS III and OMS IV and 4 week intervals.
- For full guidelines and grading rubrics refer to [Blackboard](#).
- Must request rotation through the Department of Family Medicine.
- Students must have a grade of 85% or better in their ECM courses.

3. Split Rotations:

- Open to all 4th year medical students.
- Applies to any Elective/Selective rotation.
- Once only, students may complete a rotation sequence that deviates from the standard 4 week block using one of the following combinations:
 - One 6-week rotation and one 2-week rotation
 - Two 6-week rotations
 - One 5-week rotation and one 3-week rotation (**Case-by-case basis only**)
 - Two 3-week rotations and one 2-week rotation
 - Two 2-week rotations
 - Four 2-week rotations (rarely approved, extraordinary circumstances only)

4. International Rotations:

- Elective - open to all 4th year medical students with an 80% GPA average.
- Those who choose to apply must complete a minimum of 4 weeks and a maximum of 8 weeks.
- For full guidelines and grading rubrics refer to [Blackboard](#).
 - Note: Policy revisions are being made as of June 11, 2014.

5. Research Rotations:

- Elective - open to all 4th year medical students.
- Maximum of 4 weeks allowed.
- Must identify a research advisor and submit your project proposal for approval to Sebastien Fuchs, MD, PhD in the Basic Medical Sciences Department at least 90 days in advance of the start date.
- For full guidelines and grading rubrics refer to [Blackboard](#).

6. Medicine and Surgery Sub-Internships:

- Selective - mandatory for all 4th year medical students.
- Must request a rotation to be classified as a Sub-I **prior** to the rotation start date.
- We recommend that you schedule these as soon as possible as they are more challenging to schedule than general electives/selectives.
- Must be at least 75% inpatient, be located at a site with a residency program, and include the following duties:
 - Writing orders
 - Managing cases
 - Supervising trainees
- Exception for the 2014 – 2015 AY on a CASE-BY-CASE basis:
 - Students must first seek Sub-I's with residency programs; however, if one cannot be identified:
 - Students may request a Sub-I at a site without a residency program.
 - Rotations must meet ALL other listed requirements.

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- Exceptions must be requested through OTRS.
- Exceptions will be made at the discretion of the Director of Clinical Education.
- Students may not cancel a confirmed Sub-I at a site with a residency program in favor of requesting a rotation at a site without a residency program.

Approved Sub-I Disciplines		
Surgery	Medicine	
General Surgery	Internal Medicine	Pulm
OB/GYN	Family Practice	Neph
GYN Surgery	Pediatrics	Neurology
Interventional Radiology	MICU/CCU	Hem/Onc
ENT	SICU	Cardio
Urology	NICU	
CV/Thoracic	Gastro	
Neuro Surgery	Endocrine	
Ortho Surgery	TSS / IM (Teaching Student Services at ARMC)	
Anesthesiology (NOT at PIH-Downey)	Inf Disease	
TRAUMA	Neonatology	
MFM	Geriatrics	

7. Emergency Medicine Rotation:

- Flexible - mandatory for all 4th year medical students.
- Must be hospital-based rather than with a private preceptor.

8. Audition Rotations:

- Highly recommended for all 4th year medical students, but no minimum is set.
- Any 4th year rotation can be considered an audition rotation.
- The more audition rotations you complete, the better your chances are during the residency match.
- Audition rotations completed at a site with a residency program may meet the requirement for a Sub-I.

Visiting Student Application Services (VSAS) Policies and Procedures:

Typically, only 4th year rotations will be scheduled through VSAS. Exceptions may be made to third year students by submitting a request through the [OTRS Customer Portal](#). Not all rotation sites use VSAS.

Step 1: Log in to VSAS

You were sent a "VSAS: New User Instructions" e-mail with the information you need to log in. If you need this information resent please create a ticket using this link: [OTRS Customer Portal](#)

- Students will be issued 20 authorizations initially, and additional authorizations may be requested by submitting a ticket via OTRS.

Step 2: Complete Application Profile

- Provide general and emergency contact information.
- Enter the dates on which you have *or will* have finished your core clerkships.
- If there is a core clerkship listed that does not apply to you, please just leave it as "not completed." The VSAS program will not accept the answer "n/a."

**Please refer to the student catalog for all student related policies and procedures.
This manual is only for Clinical Education specific information.**

Step 3: Review Host Institution Information

- Review a host's application and applicant requirements and date on which they will begin accepting applications through your "Institutions" tab.
- Be sure to look at the requirements for each site, and pay attention to items like health forms that may vary from site to site.

Step 4: Upload and Assign Documents

- Upload any documentation required by a host (i.e. photo, CV, immunization records, or supplemental documentation). Assign those documents to a specific host institution or elective application.
- Keep in mind that each site may have certain immunization requirements or a specific health form you will need to complete. **Immunizations can ONLY be uploaded under the "Immunization Forms" section.** DO NOT upload any immunizations under the "Supplemental Documents" section. (Note: immunizations can only be uploaded after a student has submitted an application.)
- Students will be responsible for uploading a majority of the items
- Your Rotations Coordinator will upload items such as your letter of good standing, malpractice, HIPAA, N95, etc.
 - o Uploading Transcripts:
 - Students will still need to request transcripts from the Registrar's Office online via BanWeb.
 - Students will select "Rotations Transcript – COMP only"
 - Students need to "issue" the transcript to VSAS
 - Transcripts will cost \$10 per copy, and transcript requests will typically be processed in 48-72 hours.
 - If new grades have been added, you can request an updated transcript to be uploaded (\$10 fee).

Step 5: Search for Electives

- Browse electives at the VSAS host institutions by using the VSAS search form. Search by keyword, specialty, state, institution name, campus, site, or elective start month.
- Save electives and dates in which you are interested. You may save the same elective multiple times with different dates.

Step 6: Apply to Electives

- Select one or more of your saved electives for which you wish to apply.
- Arrange the electives and dates you are applying, for each institution, in order of preference.
- Enter your credit card information (for VSAS application fees) and submit your application. Authorizations – you must have received sufficient authorizations from your home school to cover your chosen electives. Each elective and date combination requires one authorization. If you need additional authorizations, please create a ticket using this link: [OTRS Customer Portal](#)
Fees – VSAS application fees are based on the number of institutions being applied to, not the number of electives. A fee of \$35 is assessed for the first institution and \$15 per institution thereafter. Students will be required to pay these fees, along with any application fees the site may require.

Students need to create a ticket using this link: [OTRS Customer Portal](#) once they are ready for their coordinator to verify & release their application(s) on VSAS.

Please keep in mind that requests on VSAS will be treated similar to requests submitted through the Rotations Office or paper applications. The rotation dates should not overlap with another request, and "double booking" is not allowed. Students are allowed to submit second choice dates to a site, or request an alternative discipline if their first choice is unavailable. This information should be included and clearly stated in your ticket using this link: [OTRS Customer Portal](#) . Specify that you are ready for your VSAS application to be released.

Step 7: Track Offers

- Log in to VSAS to review your pending applications and received offers.
- Accept or decline offers received from host institutions.

- Be sure to create a ticket using this link: [OTRS Customer Portal](#) if you have accepted (or declined) an offer from a site. Your coordinator will update your schedule accordingly.
- If you don't respond to an offer, within a timeframe set by the host institution, it will expire.
- Drop already scheduled electives, reorder electives, or withdraw pending applications, if necessary.

Students will receive emails from VSAS notifying you:

- of new elective offers and offers that are about to expire.
- if an elective you applied for is no longer available.
- of scheduling conflicts between offered and/or already scheduled electives. These conflicts must be resolved 30 days before the start of the first elective.

Approval Process for Clinicians:

If a student wants to rotate with a clinician who does not have prior approval by COMP, the student must do the following at least 90 days prior to the start date of the rotation:

- Submit the clinician's contact information (name of clinician, discipline, contact, phone, fax, and e-mail address) to [OTRS Customer Portal](#).

COMP Department of Clinical Education will send the clinician an application for a clinical preceptor or faculty appointment. COMP Department of Clinical Education will make every attempt to secure an appointment for the clinician. However, if the clinician will not complete the necessary paperwork in time, the rotation will not be scheduled.

Following approval of the preceptor, students use the scheduling procedure listed above.

Approval Process for Hospital Affiliation Agreements:

If a student wishes to rotate at a facility that is not affiliated, the student must do the following at least 120 days prior to the start date of the rotation:

1. Contact the site to determine what approval process is necessary for a student do rotations.
2. Submit the facility's requirements and all contact information (name of facility, contact, phone, fax, and e-mail address) by email to [OTRS Customer Portal](#).

COMP Operations will make every attempt to secure an affiliation agreement between the site and WesternU. If the potential elective/selective rotation site needs an affiliation agreement, but it cannot be approved in time, the rotation will not be scheduled.

Following approval of the site, students use the scheduling procedure listed above.

Didactic Weeks:

Didactic Week activities and examination performance are an essential part of the student's final core rotation grade. Didactic Weeks occur every 13th week during rotations and are held on campus in Pomona, California or in Lebanon, Oregon. The week includes, but is not limited to, the following activities related to a student's rotations for the prior 12 weeks:

1. Prospective plenary sessions for upcoming rotations
2. Objective Structured Clinical Examinations (OSCEs) including:
 - a. Pre-OSCE session
 - b. Standardized Patient encounter
 - c. S.O.A.P. note following the patient encounter
 - d. Post-OSCE video review
3. OMM review session
4. Standardized subject examinations (COMAT exam)
5. Completion of New Innovations surveys related to the rotations block.

Rotations Grading:

Each OMS III Core rotation grade is determined using the following:

1. Preceptor Evaluation (all rotations; form located on [Blackboard](#).)
 - a. Most completed online through New Innovations
 - b. Any hard copy evaluations must be submitted by the preceptor to the [OTRS Customer Portal](#).
 - c. Students should ask their preceptor for weekly feedback.
 - d. Students may contact their preceptors regarding evaluations that are more than 30 days past due with polite reminders.
 - e. Students may NOT discuss changing their evaluation grade with their preceptor after it is submitted by the preceptor or site evaluator. Any concerns must be addressed by submitting a ticket through the [OTRS Customer Portal](#). **Failure to comply with this policy will result in a failed rotation and be referred to the SPC.**
2. COMAT Subject Examinations
 - a. All rotations except electives and IM3
 - i. **Honors:** Scored greater than 1 standard deviation (SD) above the national mean
 - ii. **High Pass:** Scored from the national mean up to 1 SD above the national mean
 - iii. **Pass:** Scored below the national mean, down to 1 SD below the national mean
 - iv. **Low Pass:** Scored less than 1 SD below the national mean down to 2 SD below the national mean
 - v. **Fail:** Scored more than 2 standard deviations below the national mean
3. Observed Structural Clinical Examinations (OSCE)
 - a. All rotations except electives, IM3, and OMM – principles are embedded within all OSCEs
 - i. **Honors:** Score on each activity related to the OSCE $\geq 93.3\%$
 - ii. **High Pass:** Score on each activity related to the OSCE $\geq 86.7\%$ but $< 93.3\%$
 - iii. **Pass:** Score on each activity related to the OSCE $\geq 73.3\%$, but $< 86.7\%$
 - iv. **Fail:** Score on each activity related to the OSCE $< 73.3\%$
4. Didactic Week
 - a. Didactic Week participation
 - i. Mandatory on-time attendance at all sessions.
 - ii. Completion of all New Innovations preceptor evaluations.
 - iii. Students who are late or have an unexcused absence will fail Didactic Week, and may subsequently fail the rotation(s) impacted by these grade.
 - b. Certain rotations (ex. OMM, pediatrics) have additional requirements such as a written case presentation or online activities that must be completed by the end of the corresponding didactic week in order to pass the rotation. See the ECM V requirements on [Blackboard](#).
5. Transcript Grade:
 - a. Final grade is based on student performance for each rotation-related activity listed above.
 - b. **Honors:** Student received “Honors” for all required activities related to the rotation.
 - c. **High Pass:** Student received “High Pass” or “Honors” for the preceptor evaluation, OSCE and any additional requirements. Student received at least a “Pass” for the Shelf/COMAT examination. Student received a “Pass” for all didactic week activities.
 - d. **Pass:** Student received “Pass” or higher for the preceptor evaluation, OSCE, and any additional requirements. Student received at least a “Low Pass” on the Shelf/COMAT examination. Student received a “Pass” for all didactic week activities.
 - e. **Low Pass** = Student received at least a “Low Pass” for all rotations activities, but did not “Fail” any requirement.
 - f. **Fail** = Student received “Fail” on one or more required activities related to the rotation regardless of the grade received in other activities related to the rotation.
 - i. A failed rotation that is successfully remediated is assigned a grade of “Remediated Pass (RP).”

**For purposes of internal calculation of GPA and class rank, the following percentages will be used:
Honors = 100%, High Pass = 90%, Pass = 80%, Low Pass = 70%, Fail = 60%, Remediated Pass = 70%**

Administrative Pass (AP) grades will be assigned to rotations for which the student evaluation is more than 60 days past due. The COMP Department of Clinical Education will continue making every effort to obtain and update, if necessary, the student's evaluation/transcript grade.

Failed Rotations:

Students who fail a rotation will be required to present before the Student Performance Committee (SPC). The SPC will recommend a course of action to the Dean, who will make the final decision based on the circumstances of the failure. This may include remediation of the rotation, repeating all or part of the academic year, or even dismissal from COMP depending on the number and reason for the failure(s).

- **Late or absent:** If a student is late (even by a few seconds), or absent for a Pre-OSCE, OSCE, or Shelf/COMAT exam, he or she will not be permitted to participate in the activity and/or take the examination and this will count as a failed attempt.
- **Attire:** If a student is not wearing appropriate clinic dress for the Pre-OSCE or does not have the required equipment, he or she will not be allowed to take the Pre-OSCE and therefore will fail the OSCE. If a student is not wearing appropriate clinic dress for the OSCE or does not have the required equipment, he or she will not be allowed to take the OSCE and therefore will fail it.
- **Scrubs:** Students presenting in scrubs for any didactic week activity or examination will not be allowed to participate and therefore will fail the activity or examination(s).

COMP Rotations Administration will review all rotations at risk for a grade of "Fail" before the final grade is submitted to the Registrar. Policies regarding an evaluation of "Fail" in any domain are as follows:

- **Evaluation:** The student will fail the rotation and will be referred to the SPC.
- **OSCE:** Please refer to the [COMP Catalog](#).
- **COMAT Exam:** Please refer to the [COMP Catalog](#).
- **Didactic Week participation:** A student who is repeatedly late or fails to attend any lecture, event, and/or session, or fails to complete assignments on time will fail the Didactic Week and be referred to the SPC.

A student must pass all required elements of all OMS III rotations to be able to advance to the OMS IV rotations.

Expectations for Student Behavior

Report for Rotation:

Students are expected to contact their site/preceptor 60 days (if applicable), 30 days, and 7 days prior to the start of their rotation to ensure all clearance requirements are met and for reporting instructions.

Benefits:

The rotation site will define what benefits the students will have while at the institution (e.g., discounted or free meals, lodging, etc.) and under what circumstances the student will have access to those benefits. Policies vary at different sites and students should not expect the site to provide any benefits.

Professionalism:

Students must act in a professional manner at all times and comply with all the rules and regulations of the rotation site. Professionalism includes (but is not limited to) attitude, willingness to learn, teamwork, attendance, dress, honesty, and interpersonal relationships.

***Please refer to the student catalog for all student related policies and procedures.
This manual is only for Clinical Education specific information.***

Titles:

Students should be referred to as “Osteopathic Medical Student (Last Name)” or “Student Doctor (last name)”. Students must never refer to themselves or allow others to call them “Doctor”. Students will refer to other professionals in the clinical setting by their appropriate title, such as “Doctor Smith”, “Nurse Jones”, etc. or as invited by the other person. Students should not assume that they are allowed to call someone (including the patient) by their first name unless invited. Students should never use familiar terminology at the rotation site (ex. Dude, Bro, etc).

Supervision of Students:

Hospital-based rotations may require the student to work with a variety of instructors at various levels including interns, residents and attending physicians. The student is responsible to the person to whom he or she is assigned. Assignments of students to a specific preceptor are made at the discretion of the site’s Director of Medical Education, Clerkship Director, Attending, and/or Resident. Students should not request to work with a specific preceptor at a site unless invited by the site to do so.

In accordance with state law, COMP’s policy states that students must be supervised for all rotation activities. A student can NEVER substitute for a licensed physician and/or other licensed/certified healthcare provider for any procedure including, but not limited to surgeries and deliveries.

Students may not represent their work on the chart as being done by a physician and students cannot sign into an electronic medical record using a physician’s (or other healthcare providers) credentials. All medical records must be co-signed by a licensed physician. Students may not independently initiate patient orders, including phone orders.

If a student feels that he or she is being asked to provide patient care or enter documentation in the medical record in a way that conflicts with the policy above, the student must immediately contact COMP Department of Clinical Education for guidance and resolution regarding the situation.

Student Involvement/Duties:

The preceptor or institution is responsible for determining the degree of student involvement during the rotation. This includes access to the facility and areas within the facility, clinical access to patients, access to and contribution to the medical record, and observation and participation in procedures. If a licensed physician is not on the physical premises, a student is not to conduct patient care of any kind.

Medical Record:

The medical record must be an accurate reflection of what has transpired in the care of the patient. Students must be honest when recording in the medical record. Electronic medical records can present additional challenges and the student must be careful to follow all rules and procedures according to the hospital or rotation site policy. Students may never sign in to electronic medical records using another person’s credentials to make entries or perform any other tasks. If instructed to do so by the preceptor, the student must state that this is against COMP’s policy and the preceptor should contact the COMP Department of Clinical Education if further clarification is needed. If the preceptor continues to insist that the student do this, the student must refuse and should contact the COMP Department of Clinical Education immediately. COMP will support a student who is doing the right thing concerning medical records and will move the student to another site if a resolution cannot be obtained.

Procedural Skills:

Part of COMP’s expectation is that students will gain a knowledge and understanding of various procedural skills during rotations. In addition to proficiency in the psychomotor aspects of procedural skills, COMP expects that the student will understand the indications, contraindications, risks, benefits, and alternatives for various procedures.

Students must be under direct supervision of the assigned preceptor or preceptor’s licensed/certified designee when doing any kind of procedures. However, if a licensed physician is not on the physical premises, a student is not to conduct patient care of any kind.

Clinically-Related Experiences:

Non-clinical experiences (e.g., conferences, tumor board, QA meetings, hospital committees, etc.) are important to help students understand and appreciate the full spectrum of activities expected of physicians. Students should attend and/or participate in as many of these experiences as possible as directed by their supervising physician. However, students may not take time off a rotation to attend an off site conference unless the conference is being attended by the preceptor and is considered to be part of the rotation, or if approved via a Time-off request form.

Osteopathic Philosophy, Manual Diagnosis and Manipulative Treatment:

COMP expects that students always consider the appropriate incorporation of Osteopathic Principles and Practice (OP&P). Students are expected to perform structural examinations on all patients when clinically appropriate and to discuss their findings with the attending physician. In addition, the student is expected to suggest Osteopathic Manipulative Treatment (OMT), when appropriate, whether the preceptor is a DO or MD. As with all procedures, OMT may only be performed with the expressed permission and supervision of the attending physician.

Each rotation should include the integration of OP&P. When on rotation at a non-osteopathic facility, or when under the supervision of an M.D., OMT treatment is not always appropriate due to the lack of adequate supervision. However, osteopathic philosophy, including a health-oriented, patient-centered medical approach, with regard for the interrelationship of medical problems within the patient as well as between the patient and his or her social environment, should be a routine approach taken by the osteopathic student. Be prepared to practice and promote your philosophy of medicine in a professional manner.

Honesty:

COMP considers honesty to be a fundamental principle of professionalism. All students must hold to the highest professional standards in both word and deed for all academic and clinical matters throughout their entire education and eventual clinical practice. Students must not borrow or remove any items (including documents) from a rotation site without the explicit permission of the owner. Students must never falsify any documentation including sign-in sheets for rotations, didactic weeks, or any other activity.

MATCH Compliance:

Students are required to comply with all policies and requirements of the American Osteopathic Association Match and the National Residency Match Program. Students are required to be familiar with all requirements and ignorance of those requirements is not a valid excuse for a match violation. Any Match violation is grounds for dismissal from COMP.

Alcohol, Tobacco, and Drugs:

No alcohol or tobacco products of any kind are to be used during clinical rotation hours or at clinical rotation sites. Intoxication of any kind may lead to dismissal from COMP.

COMP, its affiliate hospitals, and its preceptors are committed to maintaining a drug-free environment in compliance with applicable laws. The unlawful possession, use, distribution, sale, or manufacture of controlled substances is prohibited on WesternU's campuses, in any of its medical facilities, or at any of its rotation sites. Violation of this policy may result in the appropriate disciplinary action up to and including dismissal as stated in the Student Handbook. Students may be required to undergo drug testing one or more times prior to or during rotations.

Inappropriate Conduct:

Students represent the College to patients, clinical preceptors, site administration, and many other people during clinical rotations. Student behavior is to be above reproach at all times. The WesternU catalog including the COMP section provides additional information about appropriate student conduct. Inappropriate conduct by a student will lead to academic consequences up to and including dismissal.

Sexual harassment of any kind will not be tolerated. If a student feels like he or she is being subjected to sexual harassment by a preceptor, hospital staff, or other person associated with the rotation, the student should immediately contact COMP Clinical Education for consultation and guidance. COMP will support any student who feels like he or she is being harassed and action will be taken including, but not limited to, contacting the preceptor or moving the student to

another rotation. However, if a student feels like he or she is in immediate danger, the student should leave the rotation site and immediately contact the COMP Department of Clinical Education by phone and email for instructions on what to do.

All reports and allegations of sexual harassment will be taken very seriously and will be investigated by COMP and/or WesternU Administration. However, due to applicable laws, the student may not be told the exact results or disposition of the investigation.

By the same token, students must never engage in any activity that could be considered by others to constitute sexual harassment. A student's behavior should be above reproach at all times. Students should refrain from developing relationships with preceptors or other site personnel that go beyond what would be considered to be a typical professional relationship.

Liability Coverage for Clinical Activity:

WesternU provides liability insurance coverage for students on approved clinical rotations while the student is acting under supervision of the assigned preceptor or designee.

WesternU's liability coverage does not apply to unsupervised student clinical activity. "Shadowing experiences" not associated with the student's assigned rotation are not sanctioned by COMP and are NOT covered by WesternU's insurance. In addition, COMP's liability coverage does not extend to times that a student is on vacation, leave of absence (LOA), or academic suspension.

Legal Issues:

Students are required to report any pending legal issues or any issues resulting in a conviction (except for minor traffic tickets).

Student Accident Protocol:

If during the course of rotation activities, an accident or injury occurs (including needle stick or puncture injuries), the student is to follow the Student Injuries on Rotations Procedure:

1. Student is to report the injury to:
 - a. Preceptor/Attending IMMEDIATELY
 - b. COMP Clinical Education department IMMEDIATELY
 - c. Risk Management within 24 hours of incident
2. Student is to obtain medical attention immediately.
 - a. Clinical site's Emergency Room or Employee Health; Urgent Care, PCP or PCC's Medical Center
 - b. Depending on the type of injury, initial blood work (HepB, HepC and HIV) may be necessary.
 - c. Students must present his/her insurance card to the site's "health coordinator"; treating facility bills student's health insurance carrier; NOT a worker's comp claim.
 - i. Primary coverage: Student's health insurance
 - ii. Secondary coverage: University's Student Accident Insurance
3. Students need to complete a the online Incident Report Form:
 - a. https://webapp.westernu.edu/incident_report/
4. Student is responsible for obtaining test results and any recommended follow up tests.
5. If you have any additional questions, please contact the Office of Risk Management at 909-469-5452.