



Clinical Education Manual 2021-2022

College of Osteopathic Medicine of the Pacific (COMP)
COMP-Pomona and COMP-Northwest

Table of Contents

Table of Contents

General Information	6
Clinical Education Department Contact Information	8
Department of Clinical Education Faculty and Staff	8
Locations	7
<i>COMP-Pomona</i>	7
<i>COMP-Northwest</i>	7
<i>Scheduling Appointments</i>	7
Know Before You Go	8
<i>OMS II Year</i>	8
<i>Lottery</i>	8
<i>Introduction to Clinical Education (ICE)</i>	8
<i>Additional Considerations Regarding the OMS II Year</i>	8
Required Screenings	9
<i>Alcohol and Drug Screening</i>	9
<i>Background Check</i>	9
<i>Health Clearance/Screening</i>	9
Required Trainings and Certifications for Rotations.....	10
<i>ACLS and BLS</i>	10
<i>HIPAA & Blood Borne Pathogen Training</i>	10
<i>N95 Mask Fitting</i>	10
<i>Surgical Scrubbing and Gowning</i>	11
Clinical Curriculum Description.....	11
<i>Core</i>	11
<i>Elective</i>	11
<i>Other Elective Options</i>	11
<i>Split Rotations (OMS IV option only)</i>	13

Rotation Dates	13
OMS III Year.....	14
COMAT Exams	14
Conference/CPE Week	15
OMS IV Year	16
Sub-Internship Rotation	16
Selective 2 Rotation:	17
Emergency Medicine Rotation	17
Virtual Audition Rotations Offered by Outside Institutions (non WesternU)	17
Grading of Rotations.....	18
OMS III Grades	18
Transcript Grade	19
OMS IV Grading	19
Failed Rotations	20
Grading of Students by Academic and Non-Academic Health Care Professionals	20
Policies and Procedures for Clinical Education	21
OMS III Core Rotations	21
Elective Rotations at Core Facilities	21
Elective Rotations at Non-Core Facilities	22
Schedule Confirmation Status Key	23
Credentialing Process for New Preceptors	24
Process for Hospital Affiliation Agreements	24
Cancellation Processes for Rotations	25
Academic Policies and Procedures	25
Academic Responsibilities	25
Medical Record	25
Procedural Skills	26
Clinically Related Experiences	26
Completion of the Curriculum	26

<i>Hands-On OMM/OMT</i>	27
<i>Interprofessional Education for Collaborative Practice</i>	27
<i>Licensing Examination Policies</i>	27
<i>Supervision</i>	27
General Policies and Procedures	28
<i>Attendance</i>	28
Clinical Education Time-Off Policies.....	29
<i>Holidays and Religious Days Off</i>	31
<i>Interviews for Residency</i>	31
<i>Unexcused Absences</i>	31
<i>Vacations</i>	32
<i>Behavioral Health</i>	32
<i>Benefits</i>	32
<i>Cell Phone and Social Media Use</i>	32
<i>Dress</i>	33
<i>Duty Hours</i>	33
<i>Fatigue Mitigation</i>	34
<i>Health and Wellness</i>	34
<i>Obtaining Medical Care for Injuries on Rotations</i>	34
<i>Physical Health</i>	35
<i>Potential Legal Action</i>	35
<i>Professional Liability Insurance</i>	35
<i>Professionalism</i>	35
<i>Alcohol, Tobacco, and Drugs</i>	36
<i>Honesty</i>	36
<i>Rotations with Relatives</i>	36
<i>Sexual or Other Harassment</i>	36
<i>Student Patient Relationship</i>	37
<i>Student Housing Policy</i>	37

Titles	37
Rotations Systems and Tools	37
<i>Elentra/Learning Management System.....</i>	37
<i>EDU Rotations.....</i>	37
<i>COMP Connect</i>	38
<i>The Ticketing System (TDX)</i>	38
<i>T-Res</i>	38
GME Preparation.....	38
<i>ERAS, Transcripts and LORs</i>	39
<i>MSPE.....</i>	39
<i>MATCH Compliance.....</i>	39
Frequently Asked Questions	40
Appendices.....	41
<i>VSLO (Visiting Student Learning Opportunities).....</i>	41
COVID-19.....	44

General Information

Welcome

On behalf of the entire College of Osteopathic Medicine of the Pacific team, the Department of Clinical Education welcomes you to this next phase of your educational journey. We anticipate the clinical years will be challenging yet fulfilling and will continue to help transform you into the osteopathic physicians you will soon be. This manual is designed to be a general guide and resource to help you navigate this next phase of your training, but should additional questions arise, we are here to help. Welcome to your OMS III and OMS IV years!

WesternU and COMP Catalogs

The Clinical Education Manual for the College of Osteopathic Medicine of the Pacific serves as an extension of the Western University of Health Sciences (WesternU) catalog and the College of Osteopathic Medicine of the Pacific (COMP) catalog. Students are expected to be familiar with the content of both the [COMP Catalog](#) and will be held responsible for the policies contained therein.

The [COMP Catalog](#) also contains critical information regarding support services including, but not limited to, Financial Aid, the Office of the Registrar, and the Office of Student Affairs.

Campus General Nomenclature

The College of Osteopathic Medicine of the Pacific (COMP) is one college comprised of two campuses; COMP-Pomona based in Pomona, CA and COMP-Northwest based in Lebanon, OR. Unless information pertains to a specific campus, the College will collectively be referenced as one college, known as COMP.

Updates to the Clinical Education Manual

The Clinical Education Manual (CEM) will periodically be reviewed and updated as indicated. Updates will be reviewed and approved by the appropriate bodies such as the COMP Curriculum Committee, COMP Office of Student Affairs, and COMP Office of Academic Affairs. All changes will be in alignment with the [COMP Catalog](#) and the pertinent policies of the institution. If an update occurs within a given academic year, students will be given advanced notice to assure planning and participation in their set rotations is not interrupted.

Mission Statement

The Department of Clinical Education is dedicated to providing COMP (COMP-Pomona and COMP-Northwest) OMS (Osteopathic Medical Student) III and IV students with the best possible clinical education opportunities to prepare them for residency training.

Educational Goals

The educational goals of the Department of Clinical Education are in alignment with the Institutional and Program Learning Outcomes of [WesternU](#) and [COMP](#).

WesternU's Institutional Learning Outcomes (ILOs)

- *Critical Thinking*
- *Breadth and Depth of Knowledge in the Discipline/Clinical Competence*
- *Interpersonal Communication Skills*
- *Collaboration Skills*
- *Ethical and Moral Decision-Making Skills*
- *Lifelong Learning*
- *Evidence-Based Practice*
- *Humanistic Practice*

COMP's Program Learning Outcomes (PLOs)

- *Osteopathic Philosophy and Osteopathic Manipulative Medicine*
- *Medical Knowledge*
- *Patient Care*
- *Interpersonal and Communication Skills*
- *Professionalism*
- *Practice-Based Learning and Improvement*
- *Systems-Based Practice*

Learning objectives specific for each core rotation and certain selective/elective rotations are published in the respective [syllabi](#). Students are expected to be familiar with those objectives prior to beginning the pertinent rotation.

Urgent Issues

If you are on a clinical rotation and experience an urgent or confidential issue, please contact the Department of Clinical Education on your campus **and** submit a ticket for the appropriate campus.

Clinical Education Department Contact Information

COMP-Pomona	COMP-Northwest
COMP-Pomona Office of Academic Affairs Department of Clinical Education Western University of Health Sciences College of Osteopathic Medicine of the Pacific 309 E. Second Street Pomona, CA 91766 Fax: 909.469.5328	COMP-Northwest Office of Academic Affairs Department of Clinical Education Western University of Health Sciences COMP-Northwest 200 Mullins Dr. Lebanon, OR 97355 Fax: 541.259.0201

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Locations

COMP-Pomona

The Clinical Education Office on the COMP-Pomona campus is in the Health Education Center(HEC) second floor in the COMP Administration area.

On days the campuses are open, the Department of Clinical Education staff members are present between 8 AM - 5 PM.

COMP-Pomona office hours are currently as follows: Tuesdays 3:30 PM – 5:00 PM, Wednesdays 10:00 AM – 12:30 PM, Thursdays 3:30 PM – 5:00 PM, and are subject to change. Office Hours should be utilized for general questions only. During Conference Weeks, office hours and prescheduled appointments will not be offered; students should utilize sign-in sheets in the lobby.

COMP-Northwest

The Clinical Education Office on the COMP-Northwest campus is located on the first floor next to the student center, Heritage A, Suite 110.

COMP-Northwest office hours are currently as follows: Tuesday and Thursday from 5:00 pm to 6:00 pm. Virtual Zoom only at this time. Only prescheduled appointments for meetings will be offered during conference weeks/didactic weeks.

Scheduling Appointments

Outside of the office hours specific above, students are expected to submit a ticket to request appointments with the Department of Clinical Education staff.

Know Before You Go

OMS II Year

While rotations will not begin until after you have completed all OMS II requirements, there are issues to be aware of during the OMS II year.

Lottery

Even though the clinical training phase begins with the OMS III year, the rotations process begins in the fall of your second year. During this time, the Department of Clinical Education staff will help prepare students for the Lottery specific to their home-based campus. While every effort is made to assure a fair and equitable process that results in students obtaining their highest ranked core rotation track for the third-year curriculum, the Department of Clinical Education cannot guarantee the outcome of the lottery.

Once the lottery process is completed, every effort will be made to avoid changes to a student's schedule. At times, an assigned rotation may have to be changed due to preceptor availability or other circumstances. The Department of Clinical Education will make every effort to work with students to minimize the impact of these changes. However, COMP and COMP-Northwest first must ensure that all students are able to meet their clinical curriculum requirements and that is our priority for you. Students will have to travel for clinical rotation experiences. Any travel, food, housing, or other expenses incurred for these activities are the responsibility of the student.

After the lottery process, there will be core area meetings and paperwork that must be completed depending on the location of your assigned rotation. Paperwork does vary state to state and is also based on local laws and regulations. Students should check their WesternU email and COMP Connect regularly for key rotation information in addition to the EDU Rotations database and [Elentra](#) at least 90-days prior to their rotation start date.

Introduction to Clinical Education (ICE)

Introduction to Clinical Education (your first conference week experience) must be completed prior to starting the OMS III curriculum. This training is not only essential to obtaining critical information and knowledge for rotations, but also a required element of the ISSM IV course, which is part of the second-year curriculum. Students who plan to take a Leave of Absence or students with excused absences due to COMLEX Level 1 still must participate in Introduction to Clinical Education activities.

Additional Considerations Regarding the OMS II Year

Students must not only successfully complete all required courses and elements of the OMS II year prior to beginning rotations (the OMS III year), they must also have taken the COMLEX-USA Level 1 Licensing Examination.

Required Screenings

Alcohol and Drug Screening

Due to State regulations, the alcohol and drug screening policy may differ between the COMP-Pomona and the COMP-Northwest campus. Students are expected to abide by the policy that not only is reflective of the state of their home-base campus, but will also be expected to abide by any additional requirements of the specific facility at which they are rotating. All students are expected to abide by the Drug-Free Workplace Policy as noted in the [University Catalog](#).

In general, there are some rotation sites that require drug screens prior to the start of the rotation. In Oregon, a 10-panel drug screen is required to be on file prior to a student starting clinical rotations.

1. The COMP Department of Clinical Education will pay for the cost of your first drug screen that is required for any rotation (CORE, selective, or elective). Drug screen results are valid per academic year, unless otherwise stated.
 - a. To complete a drug screen, students should obtain a drug screen authorization form with information specific to their rotation facility /preceptor, located on [Elentra](#). Please use the ticketing system to request this authorization form, for the COMP-Northwest campus.
 - b. Students should complete their drug screening at the designated location listed on said authorization form.
 - c. COMP-Northwest requires all students to complete a 10-panel drug screen before the start of rotations through the Samaritan Health System's (SHS) Occupational Medicine. There is no charge for this first drug screen. If a student chooses to complete their initial drug screen outside of SHS, the student will be responsible for arrangements and all costs.

2. Any additional screenings, after the first screening is paid for by the student.

Background Check

Prior to beginning the OMS III year, students are required to have a background check. This is done through a service called PreCheck. Additional information regarding this requirement is available on [Elentra](#). *COMP will pay for the initial background check for students; any additional background checks required by facilities where a student rotates must be paid for by the student. OMSIV and secondary background checks require payment by the student directly through the PreCheck portal.*

As with the health screening/clearances, students are expected to confirm whether there are any additional required prerequisites for the health care facility/institution where they will be rotating. This information may be found on [Elentra](#) under site assignments. If there are additional required elements, students must complete and submit any additional documentation as required by the site.

Health Clearance/Screening

In addition to the health screening and clearance forms required as part of the initial matriculation process, OMS III student must submit additional proof of immunizations, titers, and TB clearance to the

Student/Employee Health Office (SEHO) prior to starting on rotations. Please refer to the [University COMP Catalog](#) Student Health and Safety section and to the Catalog Personal Competencies for Admission and Matriculation-Physical Health section for details regarding initial and annual health clearance and screening requirements. Further information regarding health clearance and screening requirements including necessary forms and FAQ's is located on the [Student/Employee Health Office](#) website. As a reminder, students are required to obtain and submit proof to the SEHO of an annual influenza vaccination and TB clearance to participate in clinical rotations. Students should also be aware that some health care facilities/institutions may require additional health screening/clearance prerequisites prior to the start of their rotation.

Required Trainings and Certifications for Rotations

ACLS and BLS

Students are required to maintain current ACLS and BLS certifications during clinical rotations. Students must provide copies of their ACLS and BLS cards to the clinical rotations office of their respective campus, prior to the start of their first clinical rotation.

COVID-19 Annual Training

Students are required to complete annual COVID-19 training, per University policy, prior to starting clinical rotations each academic year.

HIPAA & Blood Borne Pathogen Training

Students are required to complete annual HIPAA & OSHA Blood Borne Pathogen training module. The URL can be found on Elentra. Students must pass the associated quiz prior to starting clinical rotations.

N95 Mask Fitting

Students must complete N95 Mask Fit testing and receive certification prior to starting clinical rotations. Testing is typically valid for two-years. However, some sites may require annual N95 Mask Fit certification. Students should review each site's requirements for more information.

Pomona

N95 Mask Fit renewal sessions will be scheduled at the discretion of the Clinical Education Department; dates/times may be limited. Some sites require additional mask fitting prior to rotations; please notify the Department of Clinical Education if this is needed for your rotation site.

Lebanon

N95 Mask Fit renewals can be completed at SHS Occupational Health for a discounted price. Please submit a ticket to request an authorization to complete your fit at an SHS facility. Students are responsible for the

cost of N95 mask fit renewals for non-core rotations.

Students who are unable to comply with mask fit testing requirements for religious reasons may be able to obtain a waiver of testing from the Department of Clinical Education. Please review the waiver carefully. As noted in the waiver, it excuses you from the testing, but this may impact rotations (at the discretion of the rotation site). If you have questions, please contact the Manager of the Department on your campus.

Surgical Scrubbing and Gowning

Students are required to complete the surgical scrub training and suturing workshops provided prior to beginning clinical rotations. Some sites may require students to complete an additional scrub orientation at the rotation site.

Clinical Curriculum Description

Types of Rotations

Core

Core rotations are designed to expose the OMS III students to the breadth of medical knowledge, and to standardize the learning experience in the OMS III year. Much of the OMS III year is comprised of core rotations. Accreditation requirements dictate that a certain number of these rotations must be completed in hospitals, with osteopathic physicians, and in academic environments with residents on the service.

Core rotation sites are determined by the COMP Department of Clinical Education. 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. No changes will be made to Core rotations unless deemed necessary by the site, preceptor, or the Department of Clinical Education. All third-year core rotations will have a didactic overlay component, located on Elentra. Students will receive information regarding overlay content prior to the start of their core rotation.

Many of the third-year rotations have specific assignments associated with them through the ISSM V course found on [Elentra](#). Questions regarding ISSM V should be directed to ISSMV@westernu.edu.

Elective

“Elective” means that both the discipline and location are chosen by the student and may be completed at any affiliated site and with a COMP credentialed preceptor. 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 preceptor at least 90 days in advance of the requested rotation so that the approval process can be initiated. Please also refer to the process on new affiliation agreements if the site requires development of a full agreement. New preceptor credentialing and new affiliation agreement requests forms are located on TDX – COMP Services.

Other Elective Options

In addition to the parameters described above, COMP offers some additional options for the elective rotations.

Academic Rotations

- Elective - open to OMS III students in the last half of the academic year and all OMS IV students
- Maximum of 4 weeks allowed.
- For full guidelines and grading rubrics refer to [Elentra](#).
- Must request rotation through the Department of Family Medicine, Department of OMM/NMM, or Department of Anatomy
- Students must have a grade of 85% or better in required pre-requisite courses.

Students cannot complete both an Academic Medicine Rotation and a Research Rotation during their clinical years.

Independent Study

- Elective - open to all OMS III and OMS IV students (OMS IV students cannot use IS rotations for board study).
- Maximum of 4 weeks total including both OMS III and OMS IV years; select students may be approved for Independent Study for Board Preparation in OMS III year for USMLE Step 1.
- For full guidelines and grading rubrics refer to [Elentra](#).
- Must submit the signed Independent Study Approval Form through the ticketing system at least 60 days prior to the start date.
- May be used for:
 - Board Preparation (**excluding COMLEX Level 1**)
 - Students will need to select an on-campus COMP Faculty Mentor for Board Preparation Independent Study rotations
 - Research Proposal (Research Rotations have separate criteria)
 - Annotated Bibliography
 - Poster or Paper Presentation
 - Attending a Conference or Training
 - OMS III students who have an elective in the last two months of the academic year may be able to use an Independent Study rotation for Level/Step 2.

International Rotations

International Rotations are currently on hold for the 2021-2022 academic year.

- Elective - open to all OMS IV students or OMS III Global Health Track students
- 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 [Elentra](#).

Research Rotations

- Elective - open to all 3rd and 4th year medical students
- Maximum of 4 weeks allowed.
- Must identify a research advisor and submit your project proposal for approval to the Department of Clinical Education for review by the research rotation leadership on your campus at least 90 days in advance of the start date.
- For full guidelines, including the research rotation application, and grading rubrics refer to [Elentra](#).

Students cannot complete both an Academic Medicine Rotation and a Research Rotation during their clinical years.

Split Rotations (OMS IV option only)

- Open to all OMS IV students
- During OMS IV year, students may complete one rotation sequence for the purpose of audition rotations 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
 - Two 3-week rotations and one 2-week rotation
 - Two 2-week rotations
- Four 2-week rotations

Any additional or alternative split rotations must be approved by the Department of Clinical Education on your campus.

Rotation Dates

All rotations officially begin on a Monday and end on Friday following the required number of rotation weeks (typically 4). If your preceptor or site would like you to work the last weekend of the rotation, that is acceptable. Students should always plan to be present for the first day and last day of every rotation. Please make every effort to avoid scheduling interviews, licensing exams, conferences, or other activities for those dates.

OMS III Year

2021-2022 COMP OMS III Clinical Curriculum

Details	Rotation Dates	Duration
<i>Intro. to Clinical Ed Week</i>	<i>07/12/21-07/16/21</i>	<i>1 week</i>
Rotation 1	07/19/21-08/13/21	4 weeks
Rotation 2	08/16/21-09/10/21	4 weeks
Rotation 3	09/13/21-10/08/21	4 weeks
Rotation 4	10/11/21-11/05/21	4 weeks
Rotation 5	11/08/21-12/03/21	4 weeks
<i>Conference Week</i>	<i>12/06/21-12/10/21</i>	<i>1 week</i>
<i>CPE2 Week</i>	<i>12/13/21-12/17/21</i>	<i>1 week</i>
<i>Winter Break</i>	<i>12/20/21-12/31/21</i>	<i>2 weeks</i>
Rotation 6	01/03/22-01/28/22	4 weeks
Rotation 7	01/31/22-02/25/22	4 weeks
Rotation 8	02/28/22-03/25/22	4 weeks
Rotation 9	03/28/22-04/22/22	4 weeks
Rotation 10	04/25/22-05/20/22	4 weeks
Rotation 11	05/23/22-06/17/22	4 weeks
<i>CPE2 / Conference Week</i>	<i>06/20/22-06/24/22</i>	<i>1 week</i>

NOTE: An entire rotation must be completed in the same specialty at the same facility or with the same preceptor.

COMAT Exams

- a. COMAT exams should be scheduled and taken as described by your campus.**
- b.** COMP will cover the fees for COMAT exams. Student's will be responsible for the cost to retake a failed exam(s).
- c.** Exams are not administered on the weekend and holidays, per the NBOME.
- d.** Time off for the COMAT varies by campus and scheduling requirements. Please follow the instructions provided in your emails from the Department of Clinical Education to make certain you adhere to rules of when to take the exam, the amount of time off, and any requirements you may have for making up the time.

Preparing for Your COMAT

The COMAT examinations are subject specific examinations designed to assess the knowledge you have acquired through clinical rotations and didactic experiences. Detailed information on each COMAT is available via the [NBOME website](#).

Preparing for COMAT is similar to preparing for COMLEX Level 2CE. You should utilize a question bank for question preparation and utilize resources designed for clinical rotations to prepare your content. For further information on specific resources, please see a Clinical Department Chair or contact the Department of Clinical Education.

Conference/CPE Week

Conference Week activities and examination performance are an essential part of the student's final core rotation grade. Conference Weeks twice each year during rotations and are held on campus in Pomona, California and in Lebanon, Oregon. *All Conference Week activities are MANDATORY.* The week includes, but is not limited to, the following activities related to a student's rotations:

1. Prospective plenary sessions for upcoming rotations
2. IM Standardized Patient Case Presentations
3. Objective Structured Clinical Examinations (OSCEs) including:
 - a. Pre-OSCE session
 - b. Standardized Patient encounter
 - c. SOAP note following the patient encounter
 - d. Post-OSCE video review

Note: OSCE grades are incorporated into ISSMV
4. OMM review sessions
5. Required lectures, Town Hall, etc.

Please note that all conference week activities are mandatory. You should make every effort to not schedule vacations, interviews, licensing exams, conferences, or other activities during these weeks as your time off request may not be granted.

Late or Absent: If a student is late or absent for a Pre-OSCE, OSCE, they may not be permitted to participate in the activity and/or take the examination. Should that situation arise, this will count as a failed attempt at the OSCE or exam. As with any OSCE or exam failure, remediation fees will apply and there may be an impact on your rotation grade.

Attire: It is expected that a student wear appropriate clinic dress for the Pre-OSCE and OSCE and bring all required equipment. If a student is not wearing appropriate clinic dress for the Pre-OSCE and OSCE or does not have the required equipment, they will not be allowed to take the exam, and this may be counted as a failure. As with any OSCE or exam failure, remediation fees will apply and there may be an impact on your rotation grade.

OMS IV Year

Students must successfully complete and pass all elements of the OMS III year prior to advancing to the OMS IV year.

2021-2022 COMP 4th Year Clinical Curriculum

OMS IV Clerkship Requirements			
Quantity	Type	Discipline	Duration
1	<i>Selective</i>	Emergency Medicine	4 weeks
1	<i>Selective</i>	Sub-Internship	4 weeks
1	<i>Selective</i>	Selective 2	4 weeks
5	<i>Elective</i>	Elective	5 x 4 weeks
1	<i>N/A</i>	Vacation	8 weeks

During 4th year, students are required to complete a total of 32 weeks of clinical rotations, and 8 weeks of vacation. The Department of Clinical Education requires that a minimum of 4 of the vacation weeks be used between prior to January 31, to accommodate interviews. *However, students should not take more than 45 consecutive days of vacation (i.e. no more than 5 consecutive weeks); doing so must be considered a leave of absence by federal guidelines and may impact your financial aid.* Questions regarding impacts on financial aid should be directed to the Financial Aid Office.

No more than 16 weeks of OMS IV electives can be completed in the same specialty or same sub-specialty. This total does NOT include the Sub-Internship rotation, Selective 2, or the selective Emergency Medicine rotation.

Students are not permitted to complete more than **8 weeks** of elective rotations with the same preceptor. This includes rotations completed during 3rd and 4th year.

Sub-Internship Rotation

- A 4-week rotation in a student's 4th year.
- At least 75% of patient contact must be in the acute care inpatient setting, except for a rehabilitation rotation with physiatrists. This requirement excludes nursing care facilities and hospice.
- A student (under the supervision of a resident or attending) is delivering continuity of care for

the patients assigned to him/her. Continuity of care is defined as providing care to the assigned patients on a daily basis.

- A student (under the supervision of a resident or attending) is responsible for the daily acute medical management of the patients' entire care. Daily management is defined as initiating and participating in all daily acute medical management decisions, and writing daily orders for the patients assigned.
- A site sponsors a residency and allows for regular interactions with residents on the same service.
- **Rotations that meet the criteria are: Inpatient Internal Medicine, Inpatient Surgery, and Inpatient Family Medicine.**
- Other rotations will be determined to meet the rotation criteria by Clinical Education leadership on a case-by-case basis (sub-I criteria form found on [Elentra](#) must be completed to be considered)

Selective 2 Rotation:

A total of 4-weeks of rotations in a student's 4th year, where students must rotate with residents in the same discipline of that rotation (i.e., surgical resident on a surgery rotation).

Emergency Medicine Rotation

- Must be hospital-based.
- Any other variation of EM (such as EM Ultrasound, Peds EM, etc.) does NOT meet the criteria.
- Urgent Care rotations do NOT meet the criteria.

Virtual Audition Rotations Offered by Outside Institutions (non WesternU)

OMS IV can do up to 4 weeks of virtual audition rotations offered by outside institutions. However, the following parameters apply:

2. Virtual audition curriculum needs to be approved by the Clinical Education Department and/or Department Chairs (if applicable)
3. Maximum 4 weeks virtual audition curriculum is allowed with rare exceptions for extension by the Vice Deans in their chosen specialty.

Outside Virtual Audition Rotations are limited to your chosen specialty of pursuit, other specialties will be considered on a case-by-case basis.

If you have any questions surrounding these guidelines, please do not hesitate to contact our team through the ticketing system.

Grading of Rotations

OMS III Grades

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

1. Preceptor Evaluation (*70% of Overall Rotation Grade*)
 - a. Core sites/preceptors complete evaluations online through [EDU Rotations](#).
 - i. Preceptors needing assistance or login information should be directed to contact the Department of Clinical Education.
 - b. Non-Core sites/preceptors may complete hard copy evaluations, if not in [EDU Rotations](#).
 - i. The evaluation form is accessible on [Elentra](#) and may be provided to your site/preceptor on the first day of your rotation, along with a copy of the rotation syllabus.
 - ii. Any hard copy evaluations must be submitted by the site/preceptor directly to the Department of Clinical Education. Copies will not be accepted from students.
 - c. Students should ask their preceptor for weekly feedback.
 - d. Students should request to have their evaluation completed on the last day of their rotation and get any final feedback from their preceptor(s) at that time.
 - e. Students should follow up with their preceptor if they have not received their evaluation after two weeks.
 - f. Students may NOT discuss changing their evaluation grade, or adding comments to their evaluation, with their preceptor after it is submitted by the preceptor or site evaluator. Any concerns or grade disputes must be addressed based on the policies noted in the [COMP Catalog](#).
2. COMAT Subject Examinations (*30% of Overall Rotation Grade*)
 - a. Completed for all rotations except electives.
 - i. **Honors:** Score greater than 1 standard deviation (SD) above the national mean(>110).
 - ii. **High Pass:** Score from the national mean up to 1 SD above the national mean (100 – 110).
 - iii. **Pass:** Score below the national mean, down to 1 SD below the national mean (90-99).
 - iv. **Low Pass:** Score between 1 SD and 2 SD below the national mean (80-89).
 - v. **Fail:** Scored more than 2 standard deviations below the national mean (<80). Students who fail a post-rotation discipline-specific shelf examination will be expected to pay any fees associated with a shelf exam remediation.
3. Observed Structural Clinical Examinations (*OSCE grades are incorporated into ISSMV*)
 - a. All rotations except electives, selective, and OMM – (OPP/OMM principles are embedded within all OSCEs)
 - b. Students will be graded on four sections separately: History, Physical Exam, Humanism and SOAP note.

- c. In order to pass the OSCE, students must receive at least a 70% in each section. If a student falls below 70% in any one section, the student will fail the OSCE. To pass the re- test, students must score a minimum of 70% in each section, not just the section failed.
 - 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 $\geq 70\%$, (except Humanism which requires 80%) but $< 86.7\%$
 - iv. **Fail:** Score on any activity related to the OSCE $< 70\%$, (except Humanism which is $< 80\%$). Students who fail their OSCE, will be required to attend remediation. There is a charge of \$150 per OSCE that requires remediation (due to failures, unexcused absences or late arrivals to either Pre-OSCE or OSCE).
4. Conference Week (All conference/conference week activities are MANDATORY)
 - a. Conference Week participation
 - i. Grade is Pass/Fail for your participation in activities of the week.
 - ii. You must be on-time for all sessions to pass the week.
 - iii. Students who are late or have an unexcused absence may fail Conference Week and may subsequently fail the rotation(s) impacted by these grades.
5. 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 conference week in order to pass the rotation. See the rotation syllabus for specific information.

Transcript Grade

- a. Final grade is based on student performance while on rotation, on COMAT shelf exam (if applicable) and for Conference Week participation (Pass/Fail).
 - i. Preceptor evaluation of performance on rotation will count for 70% of the student's grade.
 - ii. COMAT shelf exam grade (if applicable) will count for 30% of the student's grade.
 - iii. Conference Week participation is Pass/Fail and may cause a student to "fail" a rotation until all necessary requirements are met. Receiving a "passing" score does not have any mathematical effect on student's overall transcript grade.
 - iv. Students who complete virtual in-house rotations will be graded *credit or no credit*. If there is a COMAT exam associated with the rotation, the COMAT exam will be graded *Pass/Fail*.

OMS IV Grading

Each OMS IV rotation grade is determined using the following:

1. Preceptor Evaluation
 - a. Core sites/preceptors complete evaluations online through [EDU Rotations](#).
 - i. Preceptors needing assistance or login information should be directed to contact the COMP Department of Clinical Education.
 - b. Non-Core sites/preceptors may complete hard copy evaluations if not in [EDU Rotations](#).

- i. The evaluation form is accessible on [Elentra](#) and may be provided to your site/preceptor on the first day of your rotation, along with the rotation syllabus.
- ii. Any hard copy evaluations must be submitted by the site/preceptor directly to the COMP Department of Clinical Education. Copies will not be accepted from students.
- c. Students should ask their preceptor for weekly feedback.
- d. Students should request to have their evaluation completed on the last day of their rotation and get any final feedback from their preceptor(s) at that time.
- e. Students should follow up with their preceptor if they have not received their evaluation after two weeks.
- f. Students may NOT discuss changing their evaluation grade, or adding comments to their evaluation, with their preceptor after it is submitted by the preceptor or site evaluator. Any concerns or grade disputes must be addressed based on the policies noted in the [COMP Catalog](#).

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). Additional information is available in the [COMP Catalog](#)

Grading of Students by Academic and Non-Academic Health Care Professionals

The College provides boundaries and expectations regarding the potential conflict of interest of clinical faculty regarding education and patient care of its students. For additional information, please refer to [Grading of students by academic and non-academic health care professionals](#).

Policies and Procedures for Clinical Education

Procedures for Scheduling Rotations

OMS III Core Rotations

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

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

1. First offense: student may be denied the rotation and will be notified that they failed to follow proper procedures.
2. Second (and additional) offense: student will be denied the rotation and may be referred to the SPC for issues of professionalism.

The reason for this policy is that independent contacts in addition to school contacts can result in double booking of rotations which risks our core site relationships and may inadvertently bump prior confirmed rotations.

Students are not to contact core sites or preceptors regarding rotation availability but are expected to contact the site/preceptor approximately 30 days prior to the rotation start date for reporting instructions and to confirm all clearance requirements are completed.

Elective Rotations at Core Facilities

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

1. Use the search feature in [EDU Rotations](#) to search for ideas, decide where you want to rotate.
2. Submit a request through the ticketing system to place a rotation request.
3. The 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.
4. Unfortunately, due to our requirements to ensure that all core rotations are provided to students, on a rare occasion, an elective rotation might be “bumped” to accommodate a core rotation. Should this occur, the Department of Clinical Education will work with you to meet needs for a rotation change.

Some Core sites/preceptors will respond quickly, while others require time to process all the student requests. Please allow Core sites up to 60 days to process your request. To follow up on a pending request, you should reply to your original ticket, so that we can track your request and follow-up.

Students will be required to complete any applications, supplemental items, or clearance paperwork at least 60 days prior to the rotation start date. Requirements vary by site. Please review the “Special Instructions” section of your EDU Rotations schedule and [Elentra](#) for site specific requirements.

Elective Rotations at Non-Core Facilities

To schedule an elective rotation at a non-core facility, the student must do the following:

1. Decide where you want to rotate.
2. Use the search feature in [EDU Rotations](#) 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 [Elentra](#) 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 should notify all the "penciled in" sites within 60 days if you are not going to rotate with that site as double-booking of rotations reflects poorly on the school.
 - a. Questions to ask when contacting a non-core site/preceptor with a request:
 - i. Are you available/willing to take my rotation for (rotation dates)?
 1. If site/preceptor is not listed in the Facility Database:
 - a. *New Site: Is your site willing to complete an Affiliation Agreement with Western University of Health Sciences/COMP?
 - b. *New Preceptor: Are you willing to complete a Faculty Application to be credentialed as a new preceptor for Western University of Health Sciences/COMP? Are you willing to take additional students in the future?
 - c. 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, immunizations, etc.) and reference the hospital's application requirements found on their website/VSLO.
6. Students have access to a generic liability and insurance document and Letter of Good Standing on Elentra. Please do not submit a ticket to Clinical Education for a copy unless it is requested specifically from your site to be sent by the school.
7. 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. Rotations Coordinators are available to help students with paperwork during student appointments only.
8. Students should submit a ticket for rotation confirmations through the ticketing system. The confirmation must be a copy of the actual email confirmation with the rotation dates clearly visible. Students must provide the preceptors name, email, and phone number upon confirmation of the rotation.
9. Students need to provide their Non-Core site with a copy of the paper evaluation form found on [Elentra](#).

Once a request has been sent:

1. Allow up to 60 days for the site to confirm or deny your request. Students are able to view actions taken regarding a particular rotation request, by viewing the Action Log on their schedule on the [EDU Rotations](#) database. Unless the student needs to be contacted urgently, updates will not be provided regarding the status of a pending rotation.
2. If after 30 days from the date the request was submitted to the site, or if your schedule does not indicate an "I" or a "C" for confirmation status, you can request to cancel the pending requested rotation. Once cancelled, you are able to submit a new ticket with a new rotation request.
3. Students are asked to contact their Non-Core site/preceptor to politely inquire about the status of their application/rotation request.

Schedule Confirmation Status Key

- *"R" Requested*= Request has been submitted to the site/preceptor by OMS or the school. Students can retract a rotation request if 30 days has passed from the requested date by replying to their original ticket.
- *"I" Incomplete* = Rotation has been accepted by site/preceptor, but further steps are required for clearance, such as a pending affiliation agreement, incomplete preceptor credentialing and/or missing application/clearance materials
 - OMS follow up required with site/preceptor or school.
 - OMS needs to submit any missing application/clearance materials, as directed.
 - Once a core rotation has been assigned "I" on the student's schedule, the rotation cannot be changed.
 - Students will not be notified when their core rotations are assigned "I" unless there needed to be a change to their schedule after the lottery.
 - Students must check Elentra and EDU Rotations for core rotation information and requirements.
 - Once a core rotation is assigned "I", the student must complete the required site application/paperwork.
- *"C" Confirmed/Cleared* = Rotation confirmed by the preceptor and/or site and all site paperwork has been received and processed.

Credentialing Process for New Preceptors

- If a student wants to rotate with a preceptor who does not have prior approval by COMP, the following criteria must be met: Student needs to contact the preceptor in order to obtain pre-approval for the preferred rotation dates.
- Students must submit a “New Preceptor Credentialing Form” through the ticketing system, and complete all of the questions on the form while discussing them with the preceptor.
- Once the preceptor has agreed to the rotation and has answered all the questions on the form, the student must submit the form through the ticketing system. All credentialing requests must be submitted to the Clinical Education office **at least 90 days prior to the start date of the rotation.**
- If the preceptor rotates through a non-affiliated hospital, an affiliation agreement may be required. Please note that it takes approximately 120 days to obtain an affiliation agreement.
- If you find a new preceptor at a core site, please contact the Department of Clinical Education via the ticketing system for guidance and assistance.
- For **audition rotations**, the residency site must designate a primary preceptor (MD or DO) to take responsibility for the student during the audition rotation. An Attestation Form will be accepted in lieu of credentialing. The Attestation Form must be completed in its entirety and submitted directly to the COMP Credentialing Specialist through the TDX ticketing system.
- For **military rotations**, the military site must designate a primary preceptor (MD or DO) to take responsibility for the student during the rotation. The primary preceptor’s original JCCQAS (Joint Centralized Credentials Quality Assurance System) Application will be accepted in lieu of Credentialing. The JCCQAS Application must be submitted directly to the Credentialing Specialist through the TDX ticketing system.

The Department of Clinical Education will send the clinician an application for a clinical preceptor or faculty appointment. The 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 credentialing of the preceptor, students should use the scheduling procedure listed above. Once the preceptor is credentialed, the student’s schedule will **not** be updated automatically. Rotation confirmations should be submitted through the ticketing system.

Process for Hospital Affiliation Agreements

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

- Student needs to contact the site in order to obtain pre-approval for preferred rotation dates.
- Contact the site to determine what approval process is necessary for a student to rotate.
- Submit the facility’s requirements and all contact information (name of facility, contact, phone, fax, and e-mail address) via the ticketing system.
- Students requesting rotations with a non-credentialed clinician at the site, will be required to follow the Approval Process for New Preceptors outlined above.

- All hospital affiliation agreement requests must be submitted no later than 120 days prior to the start date, no exceptions.

COMP 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 should use the scheduling procedure listed above. Once the site is approved, the student's schedule will **not** be updated automatically. Rotation confirmations should be submitted through the ticketing system.

Cancellation Processes for Rotations

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 an OMS III 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 first attempt to schedule a new rotation on their own. Should this not be possible, COMP will schedule a rotation to help ensure that your curricular requirements are met.

If the student wishes to cancel a selective or elective rotation, the request must be sent through the ticketing system no less than 30 calendar days prior to the start date of the rotation. Non-Core and VSLO applications must also be cancelled at least 30 days prior to the start date. **Students may not be able to cancel an elective, Selective 2, EM and/or sub-internship at a core site once it has been confirmed.** Please contact the Department of Clinical Education if you believe you may need to change one of these rotations. **Students cancelling rotations less than 30 days prior to the rotation start date may be placed on academic suspension for that rotation and may be delayed in completing their education.**

Academic Policies and Procedures

Academic Responsibilities

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 into 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. 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.

The Department of Clinical Education realizes that you might have already completed the EMR training at another facility and this work may appear duplicative. Please bear with us and re-take any training requested by your rotation site.

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 process of informed consent, including 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. 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. If these experiences are required by your site or preceptor, they do take precedence over additional clinical experiences. Please be clear on your requirements to participate in site didactic experiences.

Students may not take time off a rotation to attend an offsite 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. If there is a conference required as part of your pursuit of a specific residency program, please work with the Office of Career and Professional Development on appropriate documentation for a Time-off request.

Completion of the Curriculum

COMP is responsible for ensuring that every student has the opportunity to participate in the clinical rotations needed to complete the clinical curriculum. If a student does not have a 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 did not confirm), the Department of Clinical Education will assign the student to a rotation. This assignment is based on site availability and students are not given any choices regarding these assigned rotations. The decision of the Department of Clinical Education regarding assigned rotations is final.

COMP expects that students always consider the appropriate incorporation of Osteopathic Principles and Practice (OP&P). 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.

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, OMM/OMT may only be performed with the expressed permission and supervision of the attending physician.

Interprofessional Education for Collaborative Practice

COMP is committed to training osteopathic medical students who are prepared to work in a collaborative way with all members of the health care team to provide the highest quality patient care. While on clinical rotations it is expected that students will work with all learners and all members of the health care team in a collegial manner. Please remember that all members of the health care team have something valuable to offer and may be excellent teachers.

Conference weeks during the OMS III and OMS IV years will also include opportunities for interprofessional education for collaborative practice.

Licensing Examination Policies

COMLEX-USA licensing examinations are a series of exams administered by the National Board of Osteopathic Medical Examiners (NBOME). It is a requirement for all osteopathic medical graduates to pass all COMLEX-USA exams to obtain a license to practice medicine. Successful completion of the COMLEX- USA Level 1, COMLEX-USA Level 2 Cognitive Evaluation (CE) and COMLEX-USA Level 2-Performance Evaluation (PE) are requirements for graduation from COMP.

COMP's policies regarding COMLEX-USA can be found in the [COMP Catalog](#) and must be adhered to by all students.

Supervision

Hospital-based rotations may require the student to work with a variety of instructors at various levels including interns, residents, other health care providers, 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 laws, 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 the Department of Clinical Education for guidance and resolution regarding the situation.

General Policies and Procedures

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, night shifts, and on-call periods. **Students also may be required by the site to work on the weekend prior to the next scheduled rotation. There are no "automatic" days off from rotations.**

The maximum time-off allotted is 3 days for a 4-week rotation, 2 days for a 3-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.

CORE sites and CORE preceptors often require mandatory student attendance on the first day of rotation: orientation, name badges, tours, etc. Students who are scheduled to begin rotation on a CORE start date are required to attend on the first day of the rotation, and should not plan or schedule any appointments, exams or anticipated absences for that day. For rotations scheduled at a non-core site or with a non-core preceptor: students should check directly with the site or preceptor to ensure that any planned or scheduled absences will not pose an issue and/or create added work for the site, to accommodate the absence.

Please refer to the [COMP Catalog](#) for detailed instructions and information regarding both short-term (1 hour to 1 day) and long-term absences.

Clinical Education Time-Off Policies

No Time-Off is guaranteed.

Student is responsible to confirm site approval for all planned time-off at least 5 days in advance.

Reason for Time-Off	Maximum # of Days Permitted <i>Per 4 Week Rotation</i>	Required Documentation Time-Off Request Form <i>at least 5 days in advance of requested date</i>
Academic Reasons		
COMLEX 2 CE and USMLE	1 Day	COMLEX or USMLE Confirmation
COMLEX 2 PE	1 Day + 1 Day Transportation Before & After 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 Examination	2.5 Hours + Travel Time to/from Campus or the Test Site	Email from Clinical Education
COMAT Remediation	2.5 Hours + Travel Time to/from Campus or the Test Site	Email from Clinical Education
OSCE Remediation	Exam Time + Travel Time to/from Campus	Email from Clinical Education
SPC Meeting	2 Hours + Travel Time to/from Campus	Confirmation Letter or Email from SPC
Drug Screen or clearance appointments / Rotation Orientation appointment	2 hours + Travel Time to/from Campus	Documentation confirming time/date of scheduled appointment
Medical Reasons		
Doctor's Appointments / Procedures	4 Hours Maximum (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

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
Weddings only for parent, child or sibling, or where you are a member of the wedding party	2 Days	Wedding Invitation

Holidays and Religious Days Off

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 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

Interviews for Residency

For the purpose of interviews only (between August 1 and January 31 of the OMS IV year), students may request:

- Additional 2 days off from a 4-week rotation (maximum 5 days off)
- Additional ½ day off from a 3-week rotation (maximum 2.5 days off)
- Additional ½ day off from a 2-week rotation (maximum 2 days off)

These requests will be reviewed by the Department of Clinical Education and approved on a case-by-case basis, only. Documentation will be required. Students should utilize their vacation weeks and their scheduled days off from their rotation to avoid missing shifts. Rotation sites may require the student to make up any missed shifts, during the rotation. Students must keep Clinical Education Office informed of any missed rotation shifts, and any shifts that are made up due to absences. It is not permissible to inform only the rotation site or preceptor.

Unexcused Absences

Unexcused absences will be immediately investigated. Students are expected to communicate promptly with the Office of Student Affairs 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.

Vacations

Students may take up to a 45-day break between rotations; however, the following caveats apply:

- The 45-day break cannot begin at the start of the academic year.
- The 45-day break cannot be at the end of the academic year.

If the leave or vacation period (or any combination of leave and vacation) exceeds 45 days, the break in enrollment will be reported to the student's lenders and a refund calculation will be processed by Financial Aid/Bursar. This will appear as a LOA on a student's transcripts.

Behavioral Health

COMP is committed to meeting the needs of students for confidential resources for behavioral healthcare at all times. Resources for students may be found in the [COMP Catalog](#) and on the Office of Student Affairs website. If you, or someone you know, needs immediate assistance, please contact emergency services for help.

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.

Cell Phone and Social Media Use

Students should restrict the use of personal cell phones, including texting and emailing, to when you are off duty. Consult each preceptor about his/her preference for using cell phones to access on-line resources during work hours.

Communication through online social networking with friends and family has become a common way to facilitate communication. While social networking has provided a unique forum to interact, there are potential issues for osteopathic medical students in training. Medical students must be aware and sensitive to the public nature of social networking forums and the fact that the postings are permanent in most cases. There is the potential for lapses of professionalism and professional behavior that can be seen by many people. The following guidelines will aid students in the safe and responsible navigation of social networking sites. It is important to understand that the professionalism policies that apply to other aspects of one's professional life also hold true in online forums.

Medical students should weigh several considerations when maintaining a presence online:

- Students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information online.
- When using the Internet for social networking, students should use privacy settings to safeguard personal information and content to the extent possible but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently.

- When students see content posted by peers that appears unprofessional, they have a responsibility to bring the content to the attention of the individual, so that he/she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the students should report the matter to appropriate COMP administration.
- Students must recognize their actions online and content posted may negatively affect their reputations and may have consequences for their medical careers, as well as undermining public trust of the medical profession.

Dress

COMP officials, hospital sites 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 WesternU patch, and a COMP name badge are always required by all students when in a clinical environment.
- As a minimum standard, all attire must be business professional (i.e., dress pants, shirt and tie, skirt with blouse, etc.).
- The student must 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 always remain at the institution.
- **Do NOT remove any property (including scrubs) from the clinical site.** Sites may consider this to be a theft of their property and the consequences may include, but are not limited to, rotation failure, criminal charges, and referral to the SPC.
- Some facilities do not allow tattoos or certain types of piercings to show and must be covered or removed as needed. Students are expected to follow the dress code policies of their site(s).

Duty Hours

Students are expected to work a **minimum** of 40 hours per week on each rotation, although most rotations will expect students to work between 60 and 80 hours per week. Students are expected to work nights and weekends as assigned by the rotation and may be expected to complete overnight call. Reading assignments, question banks, and ISSM requirements must be completed in addition to the 40-hour work week minimum.

Fatigue Mitigation

Fatigue can be the result of issues such as an unhealthy diet, lack of exercise, or placing a low priority on sleep. It is important for all students to understand the importance of adequate rest before and after clinical responsibilities. The following advice is offered to students to optimize their health and wellness:

1. Get an appropriate amount of deep, uninterrupted sleep (ideally 7 – 8 hours per 24-hour day).
2. Take breaks throughout the day and strategic naps if possible.
3. Eat regular, well-balanced meals (including fruits and vegetables, as well as protein and carbohydrates). Drink enough amounts of water and exercise regularly.
4. Keep communication lines open to superiors to inform them if fatigue is impairing performance.
5. Increase awareness of long-term health benefits from appropriate lifestyle behavior (e.g., exercise, relaxation, nutrition, avoiding smoking and low alcohol consumption).

If fatigue is impairing your ability to provide patient care and learn while on rotation, please speak with the Office of Student Affairs.

Health and Wellness

COMP is committed to the overall health and wellness of the students, faculty, and staff. All students and appropriate employees will receive education necessary to mitigate risk that can occur in a health care environment. Additionally, WesternU, through its student and employee health program, will ensure that students and appropriate employees have the necessary health care, protection, and prevention methods to optimize their health and wellness.

COMP ensures that students have access to both physical and behavioral health care at all times, including while on clinical rotations.

Obtaining Medical Care for Injuries on Rotations

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. The Department of Clinical Education at your campus 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"; the treating facility will bill the student's health insurance carrier; this is NOT a worker's comp claim (as you are not an employee).
 - i. Primary coverage: Student's health insurance

- ii. Secondary coverage: University's Student Accident Insurance
3. Students need to complete 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.

Physical Health

All COMP students are required to maintain health insurance throughout the time they are enrolled as students. Health care while on rotation can be obtained through your primary care provider or by contacting your insurance plan to obtain a list of providers in your community. Please do not obtain medical care from your preceptor except in case of emergency. This will result in the preceptor needing to recuse from grading your rotation.

Potential Legal Action

Students are required to report any pending legal issues or any issues resulting in a conviction (except for minor traffic tickets). If you receive information that you may be involved in a legal action related to care you have provided, please contact the Office of Risk Management immediately at 909-469-5452.

Professional Liability Insurance

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.

Professionalism

Students represent the College to patients, clinical preceptors, site administration, and many other people during clinical rotations. Student behavior is to be always above reproach. Professionalism includes (but is not limited to) attitude, willingness to learn, teamwork, attendance, dress, honesty, and interpersonal relationships. The [COMP 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.

Many states, including Oregon, have very specific regulations related to medical student clinical experiences. You will be held responsible for meeting the expectations of any state rules and regulations where you rotate.

Alcohol, Tobacco, and Drugs

No alcohol, tobacco products or drugs of any kind, including marijuana, are to be used during clinical rotation hours or at clinical rotation sites. Intoxication of any kind may lead to dismissal from COMP. Even though marijuana is legal in many states, COMP has a zero-tolerance policy on usage. This is consistent with federal guidelines and reflects the policies at most hospitals you will rotate through.

COMP, its affiliate hospitals, and its preceptors are committed to maintaining a drug-free environment in compliance with applicable Federal and State 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 [COMP Catalog](#). Students may be required to undergo drug testing one or more times prior to or during rotations.

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 and scrubs) from a rotation site without the explicit permission of the owner. Students must never falsify any documentation including sign-in sheets for rotations, conference weeks, or any other activity.

Rotations with Relatives

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.

Sexual or Other Harassment

Harassment of any kind will not be tolerated. If a student feels like he or she is being subjected to sexual or other types of 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 or other types of 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 or other types of 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.

Student Patient Relationship

The relationship between an osteopathic student and a patient shall always be kept on a professional basis. A chaperone shall be present when indicated. A student shall not date or become intimately involved with a patient due to ethical and legal considerations.

Student Housing Policy

The University does not routinely cover any housing costs for students. In the event of extenuating circumstances, the University may assist students with relocation costs. Please contact the Department of Clinical Education for more 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 (e.g., Dude, Bro, etc.).

Rotations Systems and Tools

[Elentra/Learning Management System](#)

Students will access the following information through [Elentra](#) using WesternU credentials.

- Conference Week Information
- Rotation Applications and Supplemental Forms
 - Including international rotations, research rotations, academic rotations, and independent study rotations
- CORE Paperwork/Assignments
- Rotation Objectives and Syllabi
- Virtual Curriculum

EDU Rotations

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

- Submission of required assignments
- Rotations Schedule and Grades
- CORE Paperwork/Assignments
- Facility/Preceptor Database
- Review preceptor and student evaluations

If you need assistance with the EDU Rotations system, please contact the Department of Clinical Education.

COMP Connect

COMP Connect links all students, faculty, staff and alumni within our COMP community to real-time information, the latest resources, and concurrent communication. [Click here to download](#) the app. to your smart phone or tablet.

The Ticketing System (TDX)

The ticketing system is the primary tool used to communicate with the Department of Clinical Education staff. All emails from students regarding rotation issues must be submitted using the Ticketing System. Please DO NOT send emails to individual email addresses. If a student needs to request rotations, discuss a personal, sensitive, or confidential issue, or request to schedule a meeting or phone appointment with a rotations coordinator or other member of the clinical education team, please use the Ticketing System. Students should login using their Western U email login information.

T-Res

Students will be using T-Res for entry of case logs during rotations. The use of case logs helps students assess their experience and document their acquired competencies for residency programs. The same logs help the school make certain that a rotation experience has the breadth and depth of clinical cases and procedures expected for an osteopathic medical student. Details on use of the system and expectations for logging of cases will be provided by your specific campus Department of Clinical Education. The T-Res case logging system documents comparable student experiences at all sites, and ensures students are participating in OMM throughout their third and fourth years. Additionally, T-Res ensures we can identify gaps in student's clinical education.

GME Preparation

The objective of the [Office of Career and Professional Development](#) (OCPD) is to provide students with the information, resources and experiences necessary to make good career decisions on specialty choice and to be successful in the residency match. This is accomplished throughout the four-year curriculum, and through individualized counseling. Career development is a lifetime process of self-assessment career exploration, career-decision making and implementation. In order to assist students through this process, COMP has developed excellent resources utilizing technology, faculty advisors, career seminars and student interest groups. The ultimate goal is to provide a high quality individualized holistic approach in professionally developing each individual to their long-term career goal.

In addition to the support provided through the faculty advisor program, students also have access to the career-advising resources through the OCPD. This office is designed to provide the necessary resources to ensure medical students' success in board preparation and residency placement. The services provided include:

- Personal brand development.
- Personalized medical specialty advising and selection.
- Curriculum vitae preparation.

- Personal statement development.
- Letters of recommendation strategy.
- Medical Student Performance Evaluations (MSPE).
- Residency preparation through Electronic Residency Application System (ERAS).
- Mock interviews and communication strategies.
- Pre- and post-residency activities (Scramble/SOAP assistance, Match Celebration).

Faculty development sessions are provided to guide faculty advisors to mentor their students effectively. The faculty workshops include the spectrum of services provided for students, as well as advanced mentoring strategies for medical licensure examination preparation, guiding students through the residency timeline and training program placement.

The OCPD and its services are promoted through integrated curricular sessions throughout the pre-clerkship period, and through didactic sessions in the clerkship years.

ERAS, Transcripts and LORs

Please address all ERAS, transcript, and official Letters of Recommendation (LORs) questions to the [Office of the Registrar](#). LORs for Rotation Applications (4th year students), should be submitted directly to the Clinical Education Office using the ticketing system. If your letter writer wants to send it to our office directly, please have it emailed to COMPsite@westernu.edu or nwsite@westernu.edu.

MSPE

If you have questions regarding the MSPE, please use the appropriate drop-down menu in the ticketing system, so that the Office of Career and Professional Development may assist you.

MATCH Compliance

Students are required to comply with all policies and requirements of the National Resident Matching Program (NRMP), and any other matching program. Students are required to be familiar with all requirements of the programs they enter, and ignorance of those requirements is not a valid excuse for a match violation. Any Match violation is grounds for dismissal from COMP.

Frequently Asked Questions

1. How do I know if a site/preceptor is core or non-core?
 - a. The special instructions for each site/preceptor (found on the [EDU Rotations](#) database) will have a note that indicates if the site is core (rotation scheduled through rotation's office). If there isn't a note, consider it non-core.

2. How do I know if a site is affiliated and how do I request a site be affiliated?
 - a. If the site is in the [EDU Rotations](#) database and the "affiliation" section has a current date, then the site is affiliated. If the site's affiliation date has expired, request the site to be affiliated using the "Affiliation Request" link located on [Elentra](#). If the site is not in the database, then the site is not affiliated, and an "Affiliation Request Form" must be completed. If the site is on VSLO, then it is considered affiliated. Please note some VSLO rotations may have supplemental affiliation agreements that will need to be completed. Please submit these documents through the ticketing system as soon as you receive it.

3. How do I know if a preceptor is credentialed and how do I request a preceptor be credentialed?
 - a. If the preceptor is in the EDU Rotations database and their "credentialing" date is current, then they are credentialed. If the credentialing date has past or is expired, the preceptor will need to be re-credentialed. If a preceptor is not in the Databases then a "New Preceptor Request Form" (found on [Elentra](#)) will need to be completed with the preceptor before a request can be made to the Department of Clinical Education.

4. Who do I contact to have immunizations or immunization related documents signed off?
 - a. Students can obtain copies of their immunizations from WesternU Student Health. Students can have their Personal Care Physician or WesternU Student Health sign off on any and all immunization related forms.

5. Who do I contact for transcripts?
 - a. The Registrar's office processes all transcripts (unofficial and official). Students should contact the Registrar for information on how to obtain copies of their transcripts.

6. Where can I obtain copies of my background check, N95 mask fit, etc.?
 - a. Before the beginning of 3rd year, students will receive copies of their Background Check, N95 Mask Fit Certificate, ACLS/BLS certificates, immunizations (flu/PPD). All of these documents are housed on EDU Rotations as students were to have submitted these as an "assignment" before starting their 3rd year. Some of these documents and certificates will need to be updated annually.

Appendices

VSLO (Visiting Student Learning Opportunities)

Typically, only 4th year rotations will be scheduled through VSLO. Exceptions may be made to third year students by submitting a request through the ticketing system. Please note not all rotation sites use VSLO.

Step 1: Log in to VSLO

You were sent a "VSLO: New User Instructions" e-mail with the information you need to log in. If you need this information resent, please submit a ticket through the ticketing system.

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 VSLO program will not accept the answer "n/a."

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.
- Some sites limit the number of applications you can submit at one time, so be mindful of this and review the site's profile page thoroughly for requirements and limitations.

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
- If you need additional documents, such as your letter of good standing, malpractice, HIPAA, etc. you can submit a ticket through the ticketing system indicating which documents you want to request to be uploaded.
 - o **Uploading Transcripts:**
To order a transcript for VSLO, students will need to submit your transcript request through the [National Student Clearinghouse](#). You may also access the National Student Clearinghouse directly through your BanWeb account. Please see steps below:
 - Log into BanWeb
 - Select Student Services Menu --> Student Records Menu --> Request Transcripts --> Clearinghouse secure site.

- Click the green “start” button to begin the ordering process
 - Step 1: Enter your person information in all required fields. Click Next.
 - Step 2: Enter additional contact information. Click Next
 - Step 3: Under “Select Recipient Type”, select ‘**Educational organization (other than school)**’. Under “FERPA Compliance” select ‘**other**’. Click Next.
 - Step 4: When entering recipient details, select ‘**Not in the List**’ as the Organization Name, then enter **VSLO**.
 - Under “Transcript Processing” select either ‘**standard**’ or ‘**rush**’ processing.
 - Select “**Hold for Pickup**” as your delivery method.
 - Select **1 copy** for quantity.
 - Select ‘**now**’ under “Processing Option”. Click Next
 - Step 5: Verify information and enter mobile phone number if you would like to receive text message alerts. Click “**checkout**”.
 - Step 6: Enter payment information (your credit card will not be charged until your order is processed). If you are using your debit card, your bank may put a hold on your funds when we pre-authorize your payment.
- Please allow 3-5 business days for regular processing. When your transcript is processed, it will be uploaded to your VSLO application.
- If new grades have been added, you can request an updated transcript to be uploaded (\$10 fee).
- If you need any further assistance or have any questions regarding your transcripts, please feel free to contact the Office of the Registrar at (909) 469-5308 or registrar@westernu.edu.

Step 5: Search for Electives

- Browse electives at the VSLO host institutions by using the VSLO 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.
 - Student should be mindful when submitting multiple applications for one institution for alternative dates and/or disciplines. Our office recommends that you limit your number of applications submitted to one institution to a maximum of 7-8 applications at one time. If your request(s) are denied, you may submit an additional application at that time.
- Enter your credit card information (for VSLO application fees) and submit your application. Please be conservative when submitting VSLO applications in an effort to avoid overwhelming the site.

Fees – VSLO application fees are based on the number of institutions being applied to, not the number of electives. Students will be required to pay these fees, along with any application fees the site may require.

- **Students need to create a ticket once they are ready for their coordinator to verify & release their application(s) on VSLO. Applications will not be released automatically.**
 - o Please keep in mind that requests on VSLO will be treated similar to requests submitted through the Rotations Office or paper applications. **The student's first-choice rotation dates of the VSLO application should not overlap with another rotation request or confirmed rotation.** Students are allowed to submit second choice dates to an institution or request an alternative discipline if their first choice is unavailable. This information should be included and clearly stated in your ticket. Please specify that you are ready for your VSLO application to be released.
 - o In your ticket, please include your first-choice dates/discipline for each institution in order for our office to update your schedule with this information. Students cannot have first choice dates that overlap.

- **Please be aware, if you have a rotation scheduled with a Core site/preceptor for the same dates that you're applying for a VSLO site:** it is your responsibility to submit a ticket letting our office know the status of your VSLO application, no later than 30 days before the rotation starts. You will not be able to forfeit a rotation with a Core site/preceptor, for a VSLO site, less than 30 days prior to start of rotation. If the host institution has not made their decision by the 30-day deadline, you will need to withdraw your application on VSLO, and keep your rotation with the Core site/preceptor.

Step 7: Track Offers

- Log in to VSLO to review your pending applications and received offers.
- Accept or decline offers received from host institutions.
- Be sure to create a ticket through the ticketing system if you have accepted (or declined) an offer from a site. Your coordinator will update your schedule accordingly.
 - o Students must provide contact information for all approved rotations. Once an offer is accepted, you should submit a ticket through the ticketing system with the name of the preceptor you will primarily be rotating with and their email address and/or fax number.
- 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.
- Out of courtesy, students should withdraw applications once they have accepted an offer from another site with the same dates.

Students will receive emails from VSLO 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

COVID-19

During the COVID-19 pandemic, curriculum is subject to change, and this includes clinical rotations. The Department of Clinical Education will continue to communicate changes and updates as they become available.