

Clinical Education Manual & Preceptor Guidebook



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

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General Information

Clinical Education Welcome to Students

On behalf of the entire College of Osteopathic Medicine of the Pacific team, the Office 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 help you grow professionally and personally. 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 OMSIII 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 WesternU and [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.

College of Osteopathic Medicine of the Pacific and COMP-Northwest's Mission Statement

The Mission of the College (COMP and COMP-Northwest) is to prepare students to become technically competent, culturally sensitive, professional, and compassionate physicians who are prepared for graduate medical education, who are lifelong learners, and who will serve society by providing comprehensive, patient centered healthcare with the distinctive osteopathic philosophy. This is accomplished through excellence in curriculum, translational research, service, osteopathic clinical practice, and the enhancement of osteopathic graduate medical education.

Office of Clinical Education Mission Statement

The Office of Clinical Education provides 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 Office 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 many elective rotations are published in the respective [syllabi](#). Students are expected to be familiar with those objectives prior to beginning the pertinent rotations.

Office of Clinical Education

Contact Information

COMP-Pomona

COMP-Pomona Office of Academic Affairs
Office 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

COMP-Northwest Office of Academic Affairs
Office of Clinical Education
Western University of Health Sciences
COMP-Northwest
200 Mullins Dr.
Lebanon, OR 97355
Fax: 541.259.0201

Office of Clinical Education Faculty & Staff

Title	Name	Contact Information
Dean, COMP & COMP-NW	Lisa Warren, MBA, DO	909.469.8492
Associate Dean, Clinical Education COMP & COMP-NW	Stephanie White, DO	Cell 213.595.8088 swhite@westernu.edu
Director of Clinical Curriculum, COMP & COMP-NW	Sarah Wolff, DO	
Associate Director Student Experience, COMP & COMP-NW	Marisa Orser, MEd	909.469.5253
Senior Manager COMP, Clinical Education Operations and Information System	Richard Lina, MHA	909.469.5589 Cell 909.720.8887 rlina@westernu.edu
COMP-POM Manager, Operations and Information Systems	Tyronza Herring, MEd	
Manger, Clinical Education COMP-NW	Jessica Carraway, BA	541.259.0265
Credentialing Specialist	Coleen Galindo	909.469.5477
Clinical Affiliation Specialist	Ana Hernandez, BA	909.469.5658 rotationsoperations@westernu.edu
2 nd Year Lead Rotations Coordinator	Lydia Castro	
3 rd Year Lead Rotations Coordinator	Eric Dickerson	
4 th Year Lead Rotations Coordinator	Valerie Morales	
Rotations Coordinator	Yesenia Lepe	
Rotations Coordinator	Dana Rue	
Rotations Coordinator	Jennifer Ortega	
Rotations Coordinator	Polly Plank	
Rotations Coordinator	Malinda Trautman	
Rotations Coordinator	Isabel Lepe	

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

Locations & Office Hours:

COMP-Pomona

The Clinical Education Office on the COMP campus is in the Health Education Center (HEC) second floor in the COMP Administration Suite. COMP office hours are held virtually or in person on Tuesdays and Thursdays from 3:30 PM - 4:30 PM, these days and times are subject to change. Office Hours should be utilized for general questions only, as they are held in a group setting with other students. During Conference Weeks, office hours and prescheduled appointments may change. If you need a personal or confidential appointment with a member of the Clinical Education team, please utilize the TDX system.

COMP-Northwest

The Office of Clinical Education on the COMP-Northwest campus is located on the first floor next to the student center, Heritage A, Suite 110. COMP-Northwest virtual open office hours are currently Tuesday from 12-1pm and Thursday from 4-5pm. Appointments are required during conference weeks. If you need a personal or confidential appointment with a member of the Clinical Education team, please utilize the TDX system.

Scheduling Appointment

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

Know Before You Go: Getting Ready for 3rd Year

OMS II Year

While rotations will not begin until after you have completed all OMS II requirements, there are requirements to prepare you for clinical rotations, during the OMS II year.

Lottery – Core Rotation Selection Process

The rotations process begins in the fall of your second year. During this time, the Clinical Education team 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 Office 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 Office 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 is the responsibility of the student.

After the lottery process, there will be onboarding meetings and paperwork that must be completed. Paperwork varies from 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 [Elentra](#) at least 90-days prior to the rotation start date.

July Conference Week (Introduction to Clinical Education Week):

July Conference Week must be completed prior to starting Clinical Rotations. This training is essential to obtaining critical information and knowledge for rotations. Students who plan to take a Leave of Absence or students with excused absences due to COMLEX Level 1 still must participate in July Conference Week activities.

Additional Pre-requisites:

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

Hospital/Clinic On-Boarding, Requirements

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 [COMP 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. The COMP Office of Clinical Education will pay for the cost of your first drug screen that is required for any rotation (CORE or elective). Any additional screenings after the first screening are paid for by the student. Drug screen results are valid per academic year, unless otherwise stated.

- To complete a drug screen, students should obtain a drug screen authorization form with information specific to their rotation facility /preceptor, located on Elentra.
- Students should complete their drug screening at the designated location listed on said authorization form.
- 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.

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. OMS IV 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 students 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 [COMP Catalog](#) in the Student Health and Safety section and 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.

Please Note: WesternU Health clearance requirements may differ significantly with those of your rotation site. For example, a QuantiFERON TB Screening is valid for 4 years at WesternU but must be redone annually at a clinical site.

Required Trainings & Certifications for Rotations

ACLS and BLS

Students are required to maintain current ACLS and BLS certifications during clinical rotations. Students must upload copies of their ACLS and BLS cards to Elentra, prior to the start of their first clinical rotation. ACLS/BLS Certification from the American Heart Association is good for two years.

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, many 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 Office of Clinical Education; dates/times may be limited. Some sites require additional mask fitting prior to rotations; please notify the Office 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 authorization to complete your Fit at an SHS facility. Students are responsible for the cost of N95 mask fit renewals for non-core rotations.

Exemptions:

Students may request health and religious exemptions for N95 masks through the Office of Clinical Education. To make a request, submit an urgent ticket and attach a letter from your health care provider or your religious community leader outlining your specific needs and restrictions. 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 office for clarification.

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 rotation sites.

Clinical Curriculum Description

Rotations Terminology:

Core (3rd Year Only)

Core rotations are designed to expose the OMS III students to the breadth of medical knowledge, and to standardize the learning experience. 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.

Required (4th Year Only)

Required rotations have specific parameters but can be completed at any site nation-wide that meets the criteria. Students are required to complete 4 continuous weeks each of Emergency Medicine, Selective, and Sub-Internship rotations during their OMS IV year. Specific information regarding clinical curriculum requirements can be found in the [COMP Catalog](#).

Elective (Clinical & Non-Clinical)

Elective rotations occur in both 3rd and 4th year and provide maximum flexibility. These rotations allow students to customize their education by exploring potential specialties, auditioning at residency sites, or building a specific skill. Both the discipline and location are chosen by the student and may be completed at any affiliated site with a COMP credentialed preceptor. Even though electives are flexible, both affiliation agreements (contracts) and credentialing (verifying the teaching physician is licensed and in good standing) remains an important requirement for the safety of patients and students.

If an elective rotation is desired at a site or with a preceptor that is not already pre-approved in [EDURotations](#), every effort will be made to complete the required affiliation agreement and credentialing in time for the rotation to begin. Sometimes despite everyone's best efforts these components are not completed in time and the student must select an alternate rotation. Detailed descriptions of deadlines, policies and procedures are outlined in the scheduling section of this document. Note that deadlines are 180-90 days out from the start of the rotation due to the complexity of contract negotiations. For audition rotations specifically, deadlines are more flexible to better support students awaiting responses from residency sites.

Non-Clinical Electives: Academic, Independent Study, Research

Students may complete a combined maximum of 16 weeks of non-clinical rotations in their clinical years. Each category of non-clinical electives is limited to 8 weeks total for both third and fourth year. Students may only complete 4 weeks of Independent Study per academic year. The New Parent elective is limited to 4 weeks. Students may complete a combination of non-clinical rotations. Grading for these rotations is credit/no-credit (no "Honors" available).

Academic Medicine Rotations (AMR)

- Elective - open to OMS III and OMS IV students.
- Focuses on teaching & academic innovation.
- Commonly supervised by DFM, OMM/NMM, Clinical Ed & Anatomy
- For full guidelines and grading rubrics refer to [Elentra](#).
- For AMR Rotations with Department of Family Medicine:
 - Academic Medicine (AMR) rotations will only be approved for OMS IV who have finished all OMS III rotations and passed CPE-2 & CPE-3
 - Rare exceptions for this policy will be made on a case-by-case basis.
 - No students on an AMR during mid-July to mid-August rotation.

Independent Study

- Elective - open to all OMS III and OMS IV students
- These can be non-clinical
 - Does not have to be board preparation
- Maximum of 8 weeks total but limited to 4 weeks per academic year.
- Can be taken anytime during 4th year.
- For full guidelines and grading rubrics refer to [Elentra](#).
- Must submit the signed Independent Study Approval Form through the ticketing system at least 30 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 rather than an external physician mentor.
 - Virtual rotations through VSLO or other elective sites (External sites may consider these clinical rotations, but we categorize them under independent study.)
 - Research proposal preparation (Research Rotations have separate criteria)
 - Poster or paper presentation
 - Attending a Conference or Training (weeks requested must be consistent with the event)
 - Annotated Bibliography

Research Rotations

- Elective - open to all 3rd and 4th year medical students
- Maximum of 8 weeks allowed.
- Must identify a research advisor and submit your project proposal for approval to the Office 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](#).

New Parent Elective

- Elective open to all 3rd and 4th year medical students who have a child that is 6 months old or younger.
- Maximum of 4 weeks allowed.
- Must select a Family Physician or Pediatrician as supervising physician.
- For full guidelines and grading see Elentra.

Clinical Electives: International, Auditions, Non-Auditions, Splits

International Rotations

- 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](#).
- Due to ethical concerns, extensive vetting occurs of each potential rotation.
- Students wanting to participate in clinical care must be supervised by a physician licensed in the United States.
- Healthcare: All students are required to have international healthcare coverage when abroad
- Approval is contingent on and may be affected by travel advisories such as regional conflicts, pandemics, health advisories, natural disasters and etc.
 - We recommend checking the U.S. State Department website for the most recent travel conditions.
 - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- Mental Healthcare when abroad: Students on international rotation may meet with an Optum provider virtually, and if there were a mental health emergency the student would be promptly returned to the states for treatment.

Elective Split Rotations for OMS III at Year-Long Sites

- Year-Long sites are defined as hospital systems in which students complete all their core rotations at a single location or system (ex. Kern Medical Center, Desert Regional Medical Center, Community Memorial Hospital Ventura, Samaritan Health Services).

- Students placed at a year-long site for their 3rd year and can request a single 2-week split elective rotation.
- Students who are completing their core rotations outside of a year-long site are not eligible for 2-week splits in their 3rd year.

Elective Split Rotations for OMS IV

- Open to all OMS IV students
- Total 4th year clinical weeks must be exactly 32, due to tuition and accreditation requirements. Students may complete rotations that are 2-6 weeks in length if the total weeks remain within the 32-week requirement. Students cannot opt into additional weeks.
- 1-week audition rotations will be approved on a case-by-case basis.
- Split required rotations will be approved on a case-by-case basis.
- 1-week rotations are not approved, unless it is for Dermatology or Ophthalmology.
- Students must work with the Office of Clinical Education to ensure compliance with all policies and procedures.

Rotation Dates

All rotations officially begin on a Monday, for OMSIII, the last day of their clinical duties is the final Thursday (4th Thursday of the rotation). This allows all students to attend 4th Friday programming. For OMSIV, the last day of the rotation is the final Friday (week varies by rotation length). We request that preceptors do not schedule students for shifts or call during the weekend after that Thursday (OMSIII) or Friday (OMSIV).

- If a rotation ends on a Wednesday, instead of a Friday, it will still be counted as a 4-week rotation. However,
 - If you missed additional days (due to illness, family events, interviews, etc.) resulting in your attendance being less than 17 accumulated days, then there is the possibility that you will not receive a full 4-weeks of credit.
- A student scheduling a rotation that exceeds 4 weeks but is less than 5 weeks in total will only receive credit for 4 weeks.

OMS III Year

OMS III Core Rotation - Accreditation Requirements

3rd Year rotations are designed to expose 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 OMS III students must complete the following before moving onto fourth year:

1. Third-year students must participate in at least one core rotation conducted in a health care setting with residents. (All IM-1 plus additional

- rotations depending on the individual schedule.)
2. Third-year students must complete at least one third year clinical clerkship under the supervision of an osteopathic physician. (All OMM/NMM rotations meet this requirement)
 3. Third-year student must complete more than one third year clinical clerkship with an inpatient component. (Usually a combination of IM-1, General Surgery, Women's Health)

Core rotation affiliated sites are determined by the COMP Office of Clinical Education. Core rotations must be completed at an approved facility with a credentialed preceptor. No changes will be made to core rotations unless deemed necessary by the site, preceptor, or the Office 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.

2023-2024 COMP OMS III Clinical Curriculum

The 3rd Year Curriculum consists of eleven, 4-week rotations. 8 of these rotations are “core” and the remaining 3 are electives. Additionally, 6 credits are earned through the Introduction to the Study of Medicine Courses (5A, 5B). Core rotations are overseen by Clinical Chairs and the ISSM Courses are overseen by the Director of Clinical Education Curriculum, Dr. Sarah Wolff, in partnership with the Department of Family Medicine. Every core rotation also incorporates a medical knowledge assessment known as a COMAT exam, commonly referred to as a “shelf” exam. For IM1 & IM2, a single exam is given at the end of the 8th week of internal medicine.

Year 3		
Course	Title	Credit Hours
OM 7010	Family Medicine	4.00
OM 7020	Internal Medicine I	4.00
OM 7021	Internal Medicine II	4.00
OM 7030	Surgery (General)	4.00
OM 7050	Elective	4.00
OM 7051	Elective	4.00
OM 7058	Elective	4.00
OM 7060	Osteopathic Manipulative Medicine	4.00
OM 7070	Pediatrics	4.00
OM 7080	Psychiatry	4.00
OM 7090	Obstetrics/Gynecology-Women's Health	4.00
OM 8055A	Integrated Skills for the Study of Medicine 5A (ISSM 5A)	3.00
OM 8055B	Integrated Skills for the Study of Medicine 5B (ISSM 5B)	3.00
Year 3 Total:		50.00

COMAT Exams

COMAT exams are scheduled on the morning of your 4th Friday of each core rotation. COMP will cover the fees for COMAT exams. Students will be responsible for the cost of retaking any failed exam(s). Exams are not administered on the weekend and holidays, per the NBOME. Please follow the instructions provided by the Office of Clinical Education.

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 Office of Clinical Education.

OMS IV Year

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

2024-2025 COMP 4th Year Clinical Curriculum

During 4th year, students are required to complete a total of 32 weeks of clinical rotations, and 8 weeks of vacation. The Office of Clinical Education recommends that a minimum of 4 of the vacation weeks be used prior to January 31, to accommodate interviews and reduce the likelihood of an extended gap between the end of 4th year and the start of residency. Students should not take more than 45 consecutive days of vacation (i.e., no more than 5 consecutive weeks); doing so may be considered a leave of absence by federal guidelines and could 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 Emergency Medicine rotation. This means with 16-weeks of electives plus the Sub-I/Selective a student may spend as many as 24 weeks in the same discipline. We do **not** recommend this approach as it will significantly limit your range and preparation for residency. Please consider the pros/cons of this choice carefully and meet with your faculty mentor before proceeding with this option.

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

4th Year Required Rotations:

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 (PM&R). This requirement excludes nursing care and hospice facilities.
- 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.
- Primary Service: 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. Consulting services do not meet this criterion.
- A site sponsors a residency and allows for regular interactions with residents on the same service.
- Rotations that consistently meet the criteria: Inpatient Internal Medicine, Inpatient Surgery, Inpatient Family Medicine, Inpatient Pediatrics, Inpatient Psychiatry in a psychiatric ward, OB/Gyn with a labor and delivery component.

- Rotations that consistently do not meet the criteria: Anesthesia, Ophthalmology, Otolaryngology, Dermatology, Emergency 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.)
- Please note that some sites refer to *any* audition rotation as a Sub-Internship. If the site calls the rotation a "Sub-I" but it does not meet the above criteria we will not approve the rotation as your official Sub-I required rotation.

Selective Rotation (aka Selective 2 Rotation):

The goal of the selective rotation is to guarantee additional inpatient time with residents. The discipline of the rotation is more flexible than the Sub-Internship rotation. Most inpatient audition rotations satisfy the requirements.

Requirements:

- 4 weeks exactly, without splits
- Residents are serving on the same service (Ex: surgery residents or surgery fellows with surgery students)
- Inpatient component

Emergency Medicine Rotation

- 4 weeks exactly, without splits
- Must be hospital-based.
- Variations of EM such as Peds EM, EM Ultrasound and Urgent Care do NOT meet the criteria.

***We recognize that rotations at residency sites can be challenging to schedule. If you have a special circumstance and would like to request an exception to the split rule, please submit a confidential ticket. Our team will review these requests on a case-by-case basis.

Grading of Rotations

OMS III Grades (Eval + COMAT)

Each OMS III Core rotation grade is determined using the preceptor evaluation and the COMAT exam score. Students must achieve at least a pass/low pass on both the preceptor evaluation and the COMAT to receive credit for the rotation. The grade is then split in a 70/30 ratio. Even if a student “honors” the COMAT but fails the evaluation, the final grade reverts to a failure until a passing evaluation grade is achieved. For elective rotations, the preceptor evaluation is worth 100% of the final grade.

Preceptor Evaluation (70% of Overall Rotation Grade)

- Preceptors/sites complete evaluations online through [EDURotations](#).
- Preceptors needing assistance or login information should be directed to contact the Office of Clinical Education.
- To enhance communication regarding your performance:
 - Request weekly feedback from your supervising attending.
 - Request to have your preceptor review your evaluation with you on your last in-person day of the rotation.
 - Follow up with your preceptor if you have not received your evaluation after six weeks.
 - Some sites have multiple preceptors working with students. In these cases, feedback is collated and submitted in a single evaluation, usually by the preceptor directly credentialed with WesternU, the department chair, or the sites GME representative.
 - Please note: 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](#).

COMAT Subject Examinations (30% of Overall Rotation Grade)

- Completed after each core rotation. IM 1 and IM 2 have a single exam.
 - **Honors:** Score greater than 1 standard deviation (SD) above the national mean(>110).
 - **High Pass:** Score from the national mean up to 1 SD above the national mean (100-110).
 - **Pass:** Score below the national mean, down to 1 SD below the national mean (90-99).
 - **Low Pass:** Score between 1 SD and 2 SD below the national mean (80-89).
 - **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.

Note: 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 to pass the rotation. See the rotation syllabus for specific information.

OMS IV Grading

Each OMS IV rotation grade is based entirely on the preceptor evaluation. No COMATs are utilized in the 4th year.

- Sites/preceptors complete evaluations online through EDURotations.
- As explained above, to enhance communication regarding your performance:
 - Request weekly feedback from your supervising attending.
 - Request to have your preceptor review your evaluation with you on your last in-person day of the rotation.
 - **Please note:** 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](#).

***For both OMS III and OMS IV students, Administrative High Pass (AHP) grades will be assigned to rotations for which the student evaluation is more than 60 days past due. The COMP Office of Clinical Education will continue making every effort to obtain and update, if necessary, the student's evaluation/transcript grade.

Student Evaluation of Site/Preceptor

Students will be provided an opportunity to evaluate their preceptor/site anonymously as part of the ISSM courses. These evaluations are completed in EDURotations. Feedback shared with sites and/or preceptors is redacted or aggregated to protect student identity and confidentiality.

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). It is important to note that Professionalism is a core competency of every rotation. Students scoring low on professionalism receive a failed grade as readily as students struggling with medical knowledge and patient care. 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 & Procedures for Clinical Education

DO Class of 2025 Procedures for Scheduling Rotations:

Scheduling rotations can be a confusing and challenging undertaking. The Office of Clinical Education will support you through the process. Some sites have very specific and rigid policies and procedures. Every effort will be made to clearly describe each site's preferences and requirements in EDURotations and Elentra. Sites are designated as "Clinical Education Scheduled," "Student Scheduled," or "Flex Scheduled."

Clinical Education Scheduled (CE Scheduled):

All scheduling at these sites must occur through the Office of Clinical Education. These sites generally host 3rd year Core rotations. Students may not directly schedule, confirm, or cancel rotations.

The reason for this policy is that independent contacts in addition to school contacts can result in doublebooking of rotations which risks our site relationships and may inadvertently bump prior confirmed rotations. Though students are not to contact CE scheduled sites or preceptors regarding rotation availability, students should contact the site/preceptor at least 30 days prior to the rotation start date for reporting instructions and to confirm all clearance requirements are completed.

Elective Rotations at a "Clinical Education Scheduled" Site

To schedule an elective rotation at a CE Scheduled site, the student must do the following: Use the search feature in EDURotations to search for ideas, decide where you want to rotate.

1. Submit a request through the ticketing system to place a rotation request.
2. The Office of Clinical Education will update the student schedule when the site responds to the request.
3. Students will be notified via email of any denied requests.
4. Unfortunately, due to our requirements to ensure that core rotations are provided to all students, on a rare occasion, an elective rotation might be "bumped" to accommodate a core rotation. Should this occur, the Office of Clinical Education will work with you to meet needs for a rotation change.

Some CE Scheduled sites/preceptors will respond quickly, while others require time to process all the student requests. Please allow these 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, and/or clearance paperwork in accordance with site deadlines, or a minimum of 60 days, in advance of the rotation start date. Requirements vary by site, please review the "Special Instructions" section of EDURotations for site specific requirements. Failure to submit site

specific clearance/on-boarding documents by the site's stated deadline may result in the student being placed on academic suspension.

Elective Rotations at Student Scheduled and Flex Scheduled Sites

Student scheduled sites are, as the name implies, open to direct communication with students. Flex Scheduled sites have varying instructions depending on the discipline. For example, Family Medicine might be scheduled only by the Office of Clinical Education, but electives in Cardiology can be scheduled by the student. Read the instructions carefully for these Flex sites to ensure you are following their requests process.

Elective Scheduling at Student/Flexible site:

1. Meet with your faculty or OCPD mentor to discuss strategy for elective rotations.
2. Use the search feature in [EDURotations](#) to see if the preceptor/site you are interested in is already approved by Office of Clinical Education. (If the site has not been approved, please follow the Approval Process listed below.)
3. Research the site's website and [EDURotations](#) for application requirements.
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 as a professional courtesy.

Questions to ask when contacting a Student/Flex scheduled site:

Are you available/willing to take my rotation for (rotation dates)?

- If site/preceptor has availability but is not listed EDURotations, additional steps are required.
 - New Site: Is your site willing to complete an Affiliation Agreement with Western University of Health Sciences/COMP?
 - New Preceptor: Are you willing to complete a Faculty Application to be credentialed as a new preceptor for Western University of Health Sciences/COMP?

Additional questions:

- Are you willing to take additional students in the future?
- What is your preferred contact information?
- Is there any paperwork I need to complete for this rotation?
- Who should I contact to complete this paperwork and for hospital clearance?
- Will I need clearance through any hospitals for this rotation?
- When, where and who should I report to on my first day?

Next Steps

1. 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.
2. 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.

3. Students are responsible for submitting their own applications. Students should not submit 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.
4. 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. The email address is vital for the electronic rotation evaluation. Paper evaluations are not processed.

Once a request has been sent:

1. Allow up to 60 days for the site to confirm or deny your request. Students can track their request, by viewing the comments in TDX.
2. Unless the student needs to be contacted urgently, updates will not be provided regarding the status of a pending rotation.
3. 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, please submit a new ticket with a new rotation request.
4. Students are asked to contact their student-scheduled site/preceptor to politely inquire about the status of their application/rotation request.
5. IMPORTANT - Clinical Education will not re-send a rotation request to the same preceptor in situations in which a student has requested to cancel a rotation with them, within a 30-day period.
 - Example: Student A cancelled a rotation with Dr. Smith in order to pursue a rotation with Dr. Jones. Student A changes their mind and now would prefer to rotate with their original preceptor, Dr. Smith. The student's request to again be assigned to Dr. Smith will be denied if the original cancellation date occurred within 30-days of the cancellation 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 EDURotations for 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 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 then submits 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. Exceptions are made for audition rotations.
- 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.
- 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 Office of Clinical Education will send the clinician an application for a clinical preceptor or faculty appointment. The Office 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 may be cancelled.

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 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 site requires 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 Office 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 an 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 an 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. Elective 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 CE scheduled site once it has been confirmed. Please contact the Office 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 & 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 medical records. 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 access 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 Office 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 Office 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 performing procedures. If a licensed physician is not present, 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 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 Office 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 Office of Clinical Education regarding assigned rotations is final.

Hands-On OMM/OMT

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 inter relationship 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. Didactic/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 licensed healthcare professionals at various levels including interns, residents, other health care providers, and attending physicians. The student reports 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 access 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 Office of Clinical Education for guidance and resolution regarding the situation.

General Policies & 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 Office of Clinical Education, and the Site/Preceptor. Students must submit a time-off request form through [SharePoint](#) and directly contact their preceptor.

CE scheduled sites 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.

Students must 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 at least 5 days in advance of requested date
Academic Reasons		
COMLEX 2 CE and USMLE	1 Day	COMLEX or USMLE Confirmation
COMLEX 2 PE	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

Clinical Education Time-Off Policies

No Time-Off is guaranteed.

Students must 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 at least 5 day sin advance of requested date
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
Parental Leave	3 Days	Signed & Dated Physician's Note
Weddings only for parent, child or sibling, orwhere you are a memberof the wedding party	2 Days	Wedding Invitation. Time off for pre-wedding activities such as bachelor or bachelorette parties will not be approved.

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

Subject to Site Approval (including cases with documentation)

- Christmas Day
- Easter
- Eid Al-Fitr
- Eid Al-Adha
- Rosh Hashanah
- Yom Kippur

Interviews for Residency

For 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 Office 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 Office 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.

Leave of Absence

Students who are considering a Leave of Absence from clinical rotations are advised to consult with the Office of Student Affairs (OSA), Financial Aid, and the Office of Career and Professional Development. Prior to returning to clinical rotations, students should check in with OSA and The Office of Clinical Education at least 60 days prior to their anticipated return date. Oregon students who fall out of progression will be required to complete a new background check and drug screen prior to returning to clinical rotations. Students are also encouraged to check with Student Health to ensure all University requirements have been completed prior to their return date.

Vacations

Fourth- year 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, need immediate assistance, please contact emergency services for help. As mentioned above, students on international rotations may meet with an Optum provider virtually, and if there were a mental health emergency the student would be promptly returned to the states for treatment.

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 person may 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.

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/she/they 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 and limit strong smelling perfumes, colognes, etc.
- 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, weekends and holidays 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.

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 always have access to both physical and behavioral health care, including while on clinical rotations.

Obtaining Medical Care for Injuries on Rotations

If during 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 Office 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. Healthcare 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.

Students are explicitly prohibited from using non-sanctioned technology, software, or aids such as Artificial Intelligence (AI) to complete assignments, rotation tasks, patient notes, clinical related narratives, etc. during their 3rd and 4th years.

Rotations with Relatives

Students are required to disclose any request to complete a rotation at a site where a family member, spouse, or significant other works. If the student does not disclose this relationship when sending in a rotation request, he/she/they will not receive credit for the rotation(s). A family member cannot be the evaluating preceptor.

Rotations with Personal Healthcare Providers

Students may encounter their personal healthcare provider while on clinical rotations. Your personal healthcare provider may not participate in determining your rotation grade due to potential conflicts of interest. Students are discouraged from rotating at sites where the primary preceptor is also the student's personal provider.

Title IX Policy & Nondiscrimination Notice

WesternU is committed to providing a safe and non-discriminatory educational and working environment for all members of the WesternU community, that is free from all forms of discrimination, harassment, and retaliation, including sexual harassment. Harassment in the workplace or the education environment is unacceptable conduct and will not be tolerated. Site preceptors are integral to ensuring the provision of an environment free from discrimination, harassment, and retaliation in these supervised clinical education experiences or rotations. When allegations of unlawful discrimination, harassment, or retaliation, including sexual harassment, surface within the context of these education opportunities, it is the responsibility of the site preceptors to take this information seriously and assist WesternU in the resolution of the concern. This may include reporting the information to the Assistant Dean of Clinical Education or the WesternU Title IX Coordinator and cooperating in the investigation and/or grievance process arising from the issue.

Definitions (from [Sexual Harassment and Sexual Misconduct \(Title IX\) Policy and Procedure](#))

According to WesternU's Sexual Harassment and Sexual Misconduct (Title IX) policy, sexual harassment is defined as:

- a. An employee conditioning the provision of an aid, benefit, or service of WesternU on an individual's participation in unwelcome sexual conduct; or
- b. Unwelcome conduct based upon one's sex determined by a reasonable person to be so severe, and pervasive, and objectively offensive that it effectively denies a person equal access to the WesternU's education program or activity; or
- c. Sexual Assault, as defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which is defined as rape, fondling, incest, or statutory rape.
- d. Dating Violence, defined in 34 U.S.C. 12291(a)(10), means by a person—
- e. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- f. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship.

- b. The type of relationship.
- c. The frequency of interaction between the persons involved in the relationship.
- g. Domestic Violence, as defined in 34 U.S.C. 12291(a)(8), means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - a. Stalking, as defined in 34 U.S.C. 12291(a)(30), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - i. fear for his or her safety or the safety of others; or
 - ii. suffer substantial emotional distress.

Sexual harassment is unacceptable and illegal. Students and Preceptors are requested to communicate with the [Title IX coordinator](#) about any questions regarding this policy. Please note that any member of the WesternU campus community, including preceptors, who receives a report of sexual harassment or allegations of such, should report this information to the Title IX Coordinator. Additionally, the Title IX Team is available as a resource to the WesternU campus community in resolving the matter. Visit the [Title IX homepage](#) or email TitleIX@westernu.edu to report an incident or to get more information.

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 Office 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

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
- Facility/Preceptor Database
- Review preceptor and student evaluations

If you need assistance with the EDU Rotations system, please contact the Office 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 Office 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.

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. To assist students through this process, COMP has developed excellent resources utilizing technology, faculty advisors, career seminars and student interest groups. The 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 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

How do I know if a site/preceptor clinical education schedule, student scheduled or flex?

The special instructions in EDURotations will explain the scheduling procedure.

How do I know if a site is affiliated and how do I request a site be affiliated?

If the site is *in the 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" form in the TDX ticking system. 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.

How do I know if a preceptor is credentialed and how do I request a preceptor be credentialed?

If the preceptor is in EDURotations 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 EDURotations then a "New Preceptor Request Form" found on the TDX ticking system will need to be completed with the preceptor before a request can be made to the Office of Clinical Education.

Who do I contact to have immunizations or immunizations related documents signed off?

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 immunization related forms.

Who do I contact for transcripts?

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.

Where can I obtain copies of my background check, N95 mask fit, etc.?

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 in EDURotations 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.

- **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 “**check out**”.
 - 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.

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.

- 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.
- 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 CE scheduled 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 CE scheduled 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 CE scheduled 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.
 - 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 notification emails from VSLO for:

- new elective offers and offers that are about to expire.
- elective that are no longer available.

Scheduling conflicts between offered and/or already scheduled electives. (These conflicts must be resolved 30 days before the start of the first elective)

Western University of Health Sciences College of Osteopathic Medicine of the Pacific Preceptor Guidebook

Dear Preceptor,

Thank you for serving as an educator and mentor to Western University of Health Sciences' Osteopathic Medical Students. We understand that your primary goal is to provide high quality care to your patients and that teaching takes valuable time. Your commitment to and involvement with the development of the next generation of physicians is a gift and a great contribution to our profession. This section of the Clinical Education Manual will highlight expectations, resources and important policies and procedures for all clinical faculty. If you have not done so already, please review the entire manual for additional information regarding student onboarding and oversight. We are here to train and support you in your teaching role. Please contact us at any time with questions or concerns.

Respectfully,

Stephanie White, DO, FAAFP

Associate Dean for Clinical Education

Associate Professor of Family Medicine

Western University of Health Sciences

College of Osteopathic Medicine of the Pacific & COMP-NW

395 E. Second Street

Pomona, CA 91766

Cell 213.595.8088

swhite@westernu.edu

<https://www.westernu.edu/osteopathic/osteopathic-departments/clinical-ed/>

<https://www.buzzsprout.com/2040158>

Overview of Western University of Health Sciences (WesternU) College of Osteopathic Medicine of the Pacific (COMP):

The College of Osteopathic Medicine of the Pacific (COMP) was established in 1977 as a direct response to the critical shortage of primary care physicians in the western United States. Today, COMP is one of nine colleges within the larger university known as WesternU. Our university campuses are located in Pomona, CA and Lebanon, OR. Both sites were developed to meet the needs of underserved communities. www.westernu.edu

COMP Mission:

Our mission is to prepare students to become technically competent, culturally sensitive, professional, and compassionate physicians who are prepared for graduate medical education, who are life-long learners and will serve society by providing comprehensive, patient-centered health care with the distinctive osteopathic philosophy.

Pre-Clinical Curriculum:

All COMP students participate in a two-year pre-clinical curriculum designed to build a strong foundation in applied (basic) sciences, early clinical exposure, interpersonal and communication skills, professionalism, diversity, equity and inclusion and critical thinking. The curriculum prioritizes the same national standards developed for all graduate medical education. In year one, students complete system-based, integrated blocks that highlight anatomy, physiology, biochemistry, genetics and all aspects of human development and function. Simultaneously learners complete course work in interprofessionalism, ethics, hands on skills and osteopathic principles and practices. Year two revisits the same core learning, but adds pathology, microbiology, pharmacology, and extensive clinical reasoning skills.

Clinical Curriculum: Third Year:

Osteopathic Medical Students III (OMS III) rotate through 11 four-week rotations with additional time set aside for on-campus assessment and didactics. Third year students have 3 months of elective time to explore additional specialties and identify residency options. All clinical rotations are accompanied by online modules, reading assignments and tasks designed to cover medical knowledge and fill in content that was not encountered on the wards. Individual rotations may include case presentations, journal clubs or streamed didactic sessions.

Third Year Clerkships - 4-weeks each:

- | | |
|---|---|
| <ul style="list-style-type: none">• Internal Medicine – Inpatient• Internal Medicine – Outpatient• General Surgery• Pediatrics• OB/GYN/Women’s Health | <ul style="list-style-type: none">• Psychiatry• Family Medicine• 3 Electives• OMM/NMM (Currently in discussion to be converted to additional elective) |
|---|---|

Fourth Year:

Osteopathic Medical Students IV (OMS IV) customize their schedules to include multiple audition style rotations across the country. All fourth-year students must complete clerkships in emergency medicine, sub-internship as well as an in-patient rotation, but location and discipline are often flexible. Like the third-year curriculum, online content is provided that reinforces in-person learning and builds on topics of systems-based practice and practice-based learning. OMS IVs are expected to apply Osteopathic principles to patient care and utilize osteopathic manipulative techniques when under the supervision of a licensed DO.

Fourth Year Clerkships:

- Emergency Medicine
- Sub-Internship
- Selective
- Elective/Audition rotations (1-6 weeks each)

Getting Started:

Credentialing and Affiliation Agreements:

All clinical preceptors and hospital sites must be fully vetted prior to student placement. Individual faculty are asked to complete the clinical faculty application located on the clinical education website: <https://www.westernu.edu/media/osteopathic/pdfs/clin-fac-app.pdf>

Each application includes verification of licensure and a detailed review by college administrators. Final faculty appointments are granted from the university provost. Once approved, a clinical education team member will contact you for orientation, site visit scheduling and additional on-boarding. Appointments are generally renewed every 3 years. For physicians working at ACGME accredited teaching sites, an abbreviated application is available.

Hospital sites must be fully affiliated with the university to ensure compliance with critical policies and procedures. Template affiliation agreements are available for hospital administrators to review. This process often takes 60-90 days to ensure all parties' needs are met.

Policies and Procedures:

The Clinical Education Manual contains an extensive list of policies and procedures applicable to clinical education. Several important topics are highlighted here.

1. Students can never provide patient care without supervision from a licensed physician on the premises or connected to a virtual encounter. Students are allowed to initiate a clinical evaluation with a patient. The preceptor must personally see and evaluate every patient that a student has seen on the same day.
2. Students must always be identified as medical students and never as a physician or "provider."
3. Student notes may be used for billing purposes, but require modification/editing, a note stating that the preceptor examined the patient and agrees with the findings as stated/edited and signs every note.
4. Clinical faculty may not serve as preceptors for their personal patients.
5. Clinical faculty may not serve as preceptors for their relatives or intimate partners.
6. Clinical faculty must comply with all Title IX and Nondiscrimination policies and procedures (full details above).
7. Clinical faculty must immediately disclose any license restriction or limitation in privileges to the Office of Clinical Education.
8. Students are encouraged to learn from all members of the interprofessional team, but grades can only be assigned by a credentialed DO or MD.
9. Time off requests are processed by the college to ensure compliance with policies.

Procedures for Emergency Situations:

In the event of an emergency (fire, earthquake, pandemic, individual student crisis) please immediately contact the Clinical Education Office by email or phone (preferred).

Preparing for Student Rotations:

Prior to the first day of rotation:

1. Review the Clinical Education Manual with imbedded Preceptor Guidebook
2. Download the most recent version of the syllabus for your discipline located on the clinical education website <https://www.westernu.edu/osteopathic/osteopathic-departments/clinical-ed/>
3. Verify all team members and (when applicable) hospital administrators are aware of the student's arrival dates and clearance procedures are in process.
4. Prepare your team to welcome the student and encourage all team members to participate in student education.
5. Identify space for the student's personal items, meals and independent study.
6. Create a tentative schedule for the student that includes reporting instructions, clinic or hospital schedule and call expectations.
7. Block clinic or meeting time for orientation on first day of rotation.

First day of the rotation:

1. Orient the student to your office policies and procedures, introduction to key staff, discussion of patient population served, etc.
2. Ask the student about his/her/their goals for the month.
3. Clarify expectations for participation, communication, and feedback.

Throughout the rotation:

1. Provide ongoing feedback to students regarding professionalism, clinical skills, presentations, and documentation.
2. Supervise all clinical encounters and allow increased independence as competency verified. Never allow students to perform procedures without supervision or chaperones.
3. Serve as a role model, practitioner, teacher, and mentor.
4. Assign outside reading and research to promote life-long learning and their knowledge base.
5. Provide specific mid-rotation feedback (formative) roughly halfway through the rotation.
6. Notify Clinical Education Office of Clinical Education any critical issues.

Concluding the rotation:

1. Review the evaluation with the student on the last day of the rotation.
2. Offer any final mentoring or advice.
3. Offer to write a letter of recommendation to outstanding students.
4. Complete and submit the online evaluation form within 2 weeks of the rotation.

Student Evaluations:

The student evaluation form is to be completed by the credentialed DO or MD and should include consultation with other preceptors and staff the student has worked with during the rotation. Please submit the forms electronically to the medical school as directed, no later than 2 weeks from the end of the rotation. Ideally it should be submitted after reviewing with the student. On the last day of the student's rotation, please set aside some time to discuss and complete the clinical performance assessment form directly with the student. Recall that preceptors cannot provide grades for their relatives, intimate partners, and personal patients. Faculty should add a narrative comment to give the most specific guidance possible to the student. These forms are the primary tool used to grade and rank third- and fourth-year students. As such they will be useful if they are completed based on your experience of the student's skill and knowledge. Additionally, timely submission is extremely important as it affects student's official transcripts.

Teaching Workflow Suggestions:

Outpatient Rotations:

Physician preceptors may structure the clinic time so that the medical student sees every 2nd or 3rd patient, the preceptor can thus see and treat patients while the student is performing their assessment. Leave time for the student to present the patient and see their patient and give feedback. If there are insufficient examination rooms, the student may see primarily some patients and shadow the preceptor on others. Every patient seen by a student should know they are seeing a student, and it should be documented in the medical record.

It is recommended that the student get the patient from the waiting room, obtain vitals, and obtain the patient's "Subjective/Objective", and then present the case to the preceptor. Both the preceptor and the student should conclude the appointment with the patient.

If the student has questions during discussion of a patient, or if a key concept seems to be missing for the student, consider asking the student for a report in follow-up. The follow-up report should reflect reading and some research. Ideally, this is an opportunity for the student to investigate something for you that you would have done yourself. Obtaining an article from the internet, looking up doses, side effects, epidemiology, differential diagnosis, evidence basis for a medical practice, etc. are all good uses of medical student time and represent a way for them to educate themselves and the team as applicable.

Inpatient Rotations:

- Define the group of patients for whom the student is "responsible".
- The student will be expected to follow and round on these patients daily, present labs, studies, and daily exams prior to the preceptor rounds.
- Student documents progress note in the medical record.
- Preceptor reads, signs off and modifies the student note as necessary.
- Medical student notes may be used for billing purposes but must have any corrections and sign off by the preceptor for every patient seen. The preceptor must have personally seen every patient that a student has seen.
- Students may write "mock orders" but the preceptor writes the actual orders that go into the chart (EHR).
- Set up a workflow: when the student should arrive, and when preceptor rounds will start, lecture times, sign-out, etc.
- Students may participate in procedure "Informed Consent", but the preceptor must be present for patient questions and patient signature.
- Students may perform any procedures deemed appropriate by the preceptor and approved by the hospital, with direct supervision.

Professional Development & Teaching Resources:

COMP provides faculty development in several ways. Ideally, all faculty should complete a minimum of 4 hours of faculty development related to clinical teaching annually.

1. **Teaching Physician:** <https://www.teachingphysician.org/>

All Clinical Faculty are provided access to this nationally created tool for best practices in clinical education.

- Username: WesternUpreceptor
- Password: teach2021

2. **Customized on-site or streamed faculty development:**

Any faculty member may request a customized faculty development session for their team.

COMP Clinical Education team members are trained in national best practices for adult learners in the classroom and clinical setting and will work with you to craft a session that meets the learning objectives and logistical needs of your team.

3. **Library Access:**

- Clinical faculty may access some resources in the WesternU Harriet K. and Philip Pumerantz Library remotely [HERE](#)

4. **Institutional Review Board (IRB):**

- Researchers interested in utilizing the WesternU IRB must be fully credentialed with WesternU/COMP
- An associate or vice-dean must review the IRB application and sign off on the submission.
- All researchers must complete the CITI training at www.cititraining.org to meet minimum ethical and professional standards for IRB access.

5. **Continuing Medical Education Credits:**

- DO CME: 1-B credit is automatically reported to the American Osteopathic Association quarterly for preceptors who requested it on the student evaluation. A maximum of 20% of the total credits can be applied per cycle though many more hours are generally reported.
- DO CME: 1-A credit - Max of 1 hour per week of precepting.
- COMP hosts an annual CME Day which preceptors are encouraged to attend for additional 1-A and Category 2 credit hours.
- MD CME: Category 2 CME can be self-reported, but a letter can also be generated by the Clinical Education team upon request.