



COLLEGE OF
Osteopathic Medicine

**Department of Medical Education
Office of Clinical Education**

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918-561-8411 (Fax)

Class of 2018



Clerkship Handbook

<http://www.healthsciences.okstate.edu/college/clinical/index.cfm>

Department of Medical Education

Office of Clinical Education

The Office of Clinical Education houses two services for medical students at OSU Center for Health Sciences. These services are listed and described below.

Clerkship Program

The Clerkship Program is directed by individual clinical departments and the Office of Clinical Education, and is designed to provide each student with education and primary care training in the areas of Internal Medicine, Surgery, Obstetrics and Gynecology, Pediatrics, Emergency Medicine, Family Medicine, OMM, and Psychiatry. The program is organized to permit the greatest degree of educational exposure in a practical clinical environment to develop skills in the areas of patient diagnosis and management. The Clerkship Program consists of 22, four-week rotations and four Didactic Weeks. Each student will be assigned required clerkship rotations by the Office of Clinical Education. The College reserves the right to make preceptor and/or site changes when necessary. Each rotation is four weeks of actual clinical experience. Any questions, concerns or suggestions for the Clerkship Program should be directed to Noreen Phillips, Program Coordinator I, Ashley Groom, Program Specialist or Robert Sammons, MA, Director for Clinical Education.

Standardized Patient Program

The standardized patient experiences currently occur as part of the Primary Care Clinic and OMM rotations during a student's third year of medical school. There are currently 4 standardized patient encounters. Two encounters are behavioral health related cases in which the student gets experience dealing with delivering bad news and conducting brief psychiatric screenings. The other two encounters are tests called Clinical Practical Exams, (CPX). The Clinical Practical Exams are designed to simulate the structure of NBOME's Level 2 PE. Students have timed encounters with standardized patients that have been trained to act out a given scenario. Each encounter is 14 minutes long and during this time the student is expected to take a brief but focused history and conduct a focused physical exam. The students will then have 9 minutes to write a SOAP note (Subjective findings, Objective findings, Assessment and Plan). For each of the Clinical Practical Exams, the students rotate through multiple stations performing the same sequence of events 4 times. The encounters are recorded and reviewed by faculty members who score the encounters as well as the SOAP note. The students then meet with faculty to get detailed feedback about their performance. In addition to the aforementioned standardized patient encounters, students are required to participate in a Mock PE session. Dates for the Mock PE sessions will be scheduled late in the 3rd year and/or early in the 4th year. Students will be notified when the dates become available and will be asked to sign-up for an available session. The Office of Medical Education is in the process of incorporating additional standardized patient encounters into the medical school curriculum. Any questions, concerns or suggestions for the Standardized Patient Program should be directed to Jean Ann Thompson, Standardized Patient Program Coordinator, or Laurie Clark, D.O., Director of Simulation.

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Student Resources

OSU-COM Policies & Procedures

<http://centernet.okstate.edu/students/policies.php>

E* Value

https://centernet.okstate.edu/databases/evaluate/evaluate_1.php

D2L

<https://oc.okstate.edu>

Registrar

<http://www.healthsciences.okstate.edu/registrar>

Financial Aid

<http://www.healthsciences.okstate.edu/com/financialaid/>

Student Organizations

<http://www.healthsciences.okstate.edu/com/studentlife.php>

Academic Skills & Career Development

<http://www.healthsciences.okstate.edu/college/clinical/career/index.cfm>

Exams & Evaluations

<http://www.healthsciences.okstate.edu/oed/exams.php>

NBOME

<http://www.nbome.org>

Visiting Student Application Service (VSAS)

<https://services.aamc.org/20/vsas/>

Electronic Residency Application Service (ERAS)

<https://www.aamc.org/students/medstudents/eras/>

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Directory

Office of the President

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Department of Medical Education Office of Clinical Education

<http://www.healthsciences.okstate.edu/college/clinical/index.cfm>

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Rural Medical Education Center for Rural Health

<http://healthsciences.okstate.edu/com/crh/>

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Family Medicine

<http://www.healthsciences.okstate.edu/com/fammed/>

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<http://www.healthsciences.okstate.edu/college/clinical/internal/index.cfm>

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Psychiatry

<http://www.healthsciences.okstate.edu/college/clinical/behavioral/index.php>

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<http://www.healthsciences.okstate.edu/college/clinical/surgery/index.php>

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Osteopathic Manipulative Medicine (OMM)

<http://www.healthsciences.okstate.edu/college/clinical/omm/index.cfm>

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Obstetrics & Gynecology

<http://healthsciences.okstate.edu/com/obgyn/>

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Medical Library Services

<http://www.healthsciences.okstate.edu/medlibrary/index.cfm>

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Office of Educational Development

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Student Affairs, Registrar, Recruitment, Admissions, Financial Aid, & Student Life

<http://www.healthsciences.okstate.edu/com/studentaffairs.php>

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[Monica Macklin](#)

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[JuLee Wells](#)

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Bursar's Office

<https://www.osu-tulsa.okstate.edu/academics/bursar.php>

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Information Technology

<http://www.osu-tulsa.okstate.edu/it/>

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Tulsa.helpdesk@okstate.edu

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OSU College of Osteopathic Medicine Facilities

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College of Osteopathic Medicine
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OSU Health Care Center
2345 Southwest Boulevard
Tulsa, Oklahoma 74107-2705
918-582-1980

OSU Physicians at Physician's Office Building
802 South Jackson
Tulsa, Oklahoma 74127

OSU Physician's
717 South Houston Avenue
Tulsa, OK 74127

OSU Phoenix Building
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Tulsa, Oklahoma 74107
918-584-4310

OSU Eastgate
14002 East 21st Street, Suite 1130
Tulsa, Oklahoma 74134

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Students' Rights & Responsibilities

American with Disabilities Act

OSU-COM will provide reasonable accommodations to medical students with disabilities, as defined by the American with Disabilities Act (ADA) and/or Section 502 of the Federal Rehabilitation Act. Please refer to the College's [Policy on Accommodations for Students with Disabilities](#) for more information about requesting accommodations.

Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. An OSU student has the right to:

- Inspect and review information contained in his or her educational records.
- Challenge the contents of the educational record.
- Have a hearing if the outcome of a challenge is unsatisfactory.
- Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
- Secure a copy of the institutional policy, which includes the location of all educational records.
- Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

Student Grievance Policy and Procedures for Alleged Discrimination

Students with grievances related to alleged discrimination may seek redress. Complaints may be handled through the formal grievance procedure described here or through the Office of Student Conduct/Title IX Coordinator, as appropriate. The procedures are NOT applicable to academic evaluations and/or admissions decisions. Any student who believes he/she has been discriminated against while attempting to gain access to, participate in, or receive benefits from any College program or activity may seek redress through the designated grievance procedure.

A standing Affirmative Action Compliance Committee is appointed by the Dean. This committee includes the College Affirmative Action Officer with representation from the faculty and student body. The procedure is as follows:

1. Any student who believes that he/she has been aggrieved by treatment or judgment of another person within the College, or that the administration of any College policy has abridged his/her personal or human rights, should attempt internal resolution of the matter by first speaking with the Associate Dean for Enrollment Management.
2. If this attempt fails, he/she should present a written account of the alleged act to the chairman of the Affirmative Action Compliance Committee no later than thirty (30)

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- days after becoming aware of its occurrence.
3. The chairman of the committee will receive the written account of the grievance and the response of the accused, will interview all parties, and will attempt to help the parties involved come to an informal settlement.
 4. If a settlement cannot be reached, the complainant may submit to the chairman a request for a formal hearing before the entire committee.
 5. Within ten (10) days after receiving the written request, the Affirmative Action Compliance Committee will convene and review the grievance.
 6. Within five (5) days after the review, the committee will issue an opinion regarding the grievance.
 7. The complainant will have ten (10) days to appeal to the College Dean the committee's decision.
 8. The Dean will investigate the appeal in consultation with any or all persons involved and will then decide either to support the decision of the committee or to support the complainant. The Dean's decision will be transmitted in writing to the complainant and the committee within fifteen (15) days following the investigation and is final.
 9. In all cases, the chairman of the committee will be responsible for coordinating the grievance and providing notices to all parties and witnesses.

Withholding Disclosure of Information

Currently enrolled students may withhold disclosure of directory information. A student may file with the Office of the Registrar a written request not to release directory information. The University assumes that failure on the part of any student to specifically request the withholding of directory information as an indication of individual approval for disclosure.

Access to Records

No other information regarding students' educational records may be disclosed to anyone without written consent of students, except to "school officials" who have a "legitimate educational interest" in the student. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Students, or parents of dependent students, may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records will be allowed. Parents of a dependent student may challenge denial of access by producing the most current copy of Internal Revenue Form 1040.

Definitions

"Educational Record" refers to those records which are directly related to a student and are maintained by an educational institution. "Directory Information" includes: student's name; local and permanent addresses; electronic mail addresses assigned or provided by the institution or provided to the University by the student; telephone number, composite photograph; major field of study; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received; academic classification such as MSI, MSII, MSIII, MSIV, etc.; gender; educational

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institutions previously attended; degree(s) held, date(s) granted, and institution(s) granting such degree(s); dissertation or thesis title; adviser or thesis adviser; participation in officially recognized organizations and activities.

"School official" is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative, or professional, and the staff such school officials supervise.

"Legitimate educational interest" is defined as an interest resulting from the duties officially assigned to a school official and which are related to such a school official's responsibility for facilitating the student's development.

Right to Challenge the Content of Education Records

A student who wishes to challenge the content of the educational record may do so by submitting a written request to the official responsible for maintaining the record. The request must specify the content being challenged, the grounds for the challenge, and the exact action being sought. If the official grants the request, the change(s) will be made. If the request is denied, the student will be informed and will be given the opportunity to add an explanation to the record and/or appeal the official's decision. See OSU Policy 2-0701 for details.

For more information visit:

http://registrar.okstate.edu/index.php?option=com_content&view=article&id=13&Itemid=8

Office of Clinical Education Disclosure

The Office of Clinical Education, housed in the Department of Medical Education, updates and edits the Clerkship Handbook annually, in order to familiarize students with current clerkship program policies and procedures, and to provide information about the College services available. As clinical clerkship-related policies and procedures change, every attempt will be made to notify students participating in the program. **The Office of Clinical Education's primary means of notification is O-Key email.** It is the students' responsibility to check their OSU email account for announcements and correspondence from this office. If you have questions, please contact the responsible Course Coordinator or the Office of Clinical Education.

THE RULES AND PROCEDURAL GUIDELINES OUTLINED IN THIS HANDBOOK WILL GUIDE STUDENTS DURING THEIR CLERKSHIP. THE COLLEGE IS NOT RESPONSIBLE FOR ANY MISREPRESENTATION OF ITS REQUIREMENTS OR PROVISIONS RESULTING FROM:

- Editorial or print errors in the preparation of this handbook.
- Official changes in College policy approved after the publication of these guidelines.

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Clerkship Program Student Responsibilities

1. It is the student's responsibility to become knowledgeable with regard to the clerkship guidelines contained within this document.
2. The student is to maintain excellent social, civil, and professionally-appropriate conduct while on clinical assignment during each clerkship rotation. Any behavior which reflects negatively on the College, the assigned site, or the supervisory clinical educators will be referred to appropriate College committee(s) for review.
3. The student will not:
 - Alter or falsify a patient's chart or record.
 - Neither present themselves as a graduate, nor licensed physician, nor allow themselves to be presented as a graduate or licensed physician ([refer to OSU-COM Academic Standards Handbook](#)). A student suspected of such conduct will be referred to appropriate College committee(s). If deemed appropriate, disciplinary action may be taken.
4. A student is not to publish any material relative to their clinical learning experience (i.e., patient history/physical, diagnosis, consultation, procedure, therapy, etc.), that has not been reviewed and approved, in writing, by the clerkship site Medical Director, Director of Medical Education or supervising Physician, and the OSU-COM Office of Clinical Education. This restriction is necessary to insure and protect patient and facility rights to privacy. Any article written by a student which has been based on information acquired through his or her clinical learning experience must clearly reflect that the clerkship site, hospital, professional staff, and the College in no way endorse the article, even where a review has been made prior to publication. This is to be accomplished by requiring a disclaimer paragraph to appear with each such article written:

"The opinion and conclusions presented herein are those of the author and do not necessarily represent the views of the clinical site, Hospital (name), professional staff, or OSU-COM."
5. The Student is, at all times, responsible to the physician supervisor or his or her designee at each site, and is required to comply with the rules and regulations of the clinical site. It is the student's responsibility to become knowledgeable in regard to each site's rules, code of conduct, or professional mode of implementing medical care. If there is a question, the student should request the physician supervisor provide him or her with information pertinent to the area of concern. Students should discuss with their supervising physician whether they should withhold questions on differential diagnosis and other treatment decisions until they are no longer in the presence of a patient. It is the student's responsibility to refrain from performing procedures which are beyond their skill or comfort level. If possible, the student should discuss the level of participation with their supervisor beforehand. The student is responsible for obtaining specific charting instructions from the supervising physician. The student should sign all entries made on a medical record and indicate educational status (i.e., John Doe, MSIII). If the student has problems or concerns with the site's rules, regulations, or the student's

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responsibilities as a medical clerk, the student should immediately consult the Office of Clinical Education or the responsible clinical department coordinator.

6. Students are responsible for their own housing and meals. Some of the rotation sites managed by the Center for Rural Health provide housing and meals as a courtesy to students. Students are advised to contact the OSU-COM clinical department or designated Clinical Faculty/DME at the site at least four weeks prior to starting the rotation to inquire about housing availability. OSU-COM Regional Coordinators located in each quadrant of the state can be contacted for assistance on rural rotations. In the event housing is not available at your rotation site, it is the student's responsibility to contact the OSU-COM Regional Coordinator as soon as possible for housing assistance.
7. The student's actual working days and hours shall fall within the clerkship calendar. The specific scheduling of days and hours shall be made with the clinical facility, by the supervising physician, and shall generally conform to the following:
 - A typical working day (or night) is considered to be 12 hours in length; however, there may be instances when the working period exceeds 12 hours.
 - Each clerkship rotation is four weeks in length. The schedules shall be arranged to provide at least two (2) days off out of every fourteen (14) days, as in every other weekend.
8. One hundred percent (100%) attendance is REQUIRED on all clinical rotations. The student is not to leave this assigned facility during assigned hours for any reason, unless his or her absence is acknowledged and approved by the supervising physician. The student is to inform the supervising physician, in a timely manner, of any tardiness or absences. **STUDENTS WILL BE REQUIRED TO MAKEUP FOR ALL ABSENCES.** Students are to make arrangements with the supervising physician to make up any missed time. The Office of Clinical Education and the clinical department should be contacted if a student or the supervising physician has any questions regarding scheduled or unscheduled time off. Students are to contact the Office of Clinical Education and the clinical department for directions if their preceptor is unable to supervise them for a portion of their rotation. This typically occurs when a preceptor becomes ill or takes a vacation.
9. A student will request a Leave of Absence for any absences anticipated to exceed 30 days. A Leave of Absence is defined as:

"an extended period of time (greater than 30 days) away from Clinical rotation activities that may become necessary due to prolonged illness or personal matters of significant gravity."

Requests of this nature are to be made in writing and submitted to the Office of Clinical Education. Leaves of Absence are granted by the Provost/Dean.

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10. Assignments (patient care, physical and history, etc.) are to be completed and documented before the student leaves the rotation site.
11. The student is to dress appropriately. Unless specified differently by the supervising physician, the student will wear a cleaned and pressed white clinical jacket during all clerkship rotations. Men are expected to wear a shirt, tie, and dress trousers. Women may wear either slacks or a dress. (Please refer to the [OSU-COM Student Handbook](#)). An OSU-COM College approved identification tag must be worn at all times. Name tags may be obtained from the Security Department.
12. The student is to attend required hospital conferences related to his or her rotation, unless attendance conflicts with required clinical duties (it is recommended that the student discuss schedule conflicts with the supervising physician). Attendance at conferences or programs off the facility campus during duty-hours requires the approval of the supervising physician. It is the student's responsibility to secure approval. Such absences are limited to one-half working day (four hours) per week.
13. The student is responsible for scheduling electives and military rotations, as well as securing written approval from the supervising physician. The student is to submit all Applications for Elective Rotation forms to the Office of Clinical Education at least **six weeks** prior to the first day of the rotation. Applications for Elective Rotations submitted after the six-week deadline may not be approved. Students may request a two-week extension prior to the six-week deadline by providing proof that you have been in contact with the rotation site. It is imperative that the student adheres to this requirement, in order to:
 - Guarantee participation in an approved rotation for course credit.
 - Receive liability insurance coverage for the rotation.

Each clerkship rotation timeframe is considered a separate college course and is assigned a course number by the College. The Office of Clinical Education strongly recommends that all elective rotation requests conform to the current rotation block schedule. In the event that an elective rotation request cannot conform to our rotation block schedule, the Office of Clinical Education may approve schedule adjustments on a case-by-case basis. Failure to meet these requirements within the allotted timeframe will result in non-approval of the clerkship rotation. The student will be expected to make-up non-approved rotations and will be scheduled for make-up during vacation time and/or following the regularly scheduled clerkship program which **MAY INTERFERE WITH THE STUDENT'S OFFICIAL GRADUATION DATE** (all course requirements must be completed prior to graduation).

14. The student must complete a site evaluation for each clerkship course rotation. The evaluations are due within seven days of the completion of each clerkship course rotation, and are considered a course requirement for grade submission to the Registrar. Course evaluations for rotations are completed in the online E*Value system.

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15. The student must report to their official course rotation on the specified date. Students are to contact the rotation site at least four weeks prior to the starting date of the rotation for pre-arrival instructions.
16. Completion of all course requirements and obtaining a passing grade on all clinical rotations are mandatory for graduation. Failure of the student to report to the assigned rotation site, unless approved by the supervising physician, the clinical department, and the Office of Clinical Education, will result in the student's referral to the appropriate College committee(s) with a recommendation of additional clinical training or other action deemed appropriate by the committee(s).
17. It is the student's responsibility to read and follow requirements defined in all course syllabi. Students should read each syllabus for their upcoming rotations four weeks in advance, as some rotation sites have specific requirements (i.e., background checks, paperwork, drug screening, etc.) that take considerable time to complete. Failure to complete these requirements prior to the first day of the rotation may result in the student receiving a "Needs Improvement" non-cognitive grade and/or the student being required to take a vacation during that timeframe.
18. Students may request a change in an officially approved clerkship rotation. The procedure for requesting a rotation change include:
 - Students may request a change of rotation sites and dates. Students may also request to exchange identical course rotations by swapping with other students. A Change of Rotation form must be provided to the responsible clinical department coordinator. When changing an elective, a new Application for Elective Rotation form must be provided to the Office of Clinical Education.
 - If the request is approved, the responsible clinical department notifies the previous/new sites for required rotations, while the student is expected to notify the previous/new sites for elective rotations.
 - A change of rotation may not take place unless the Office of Clinical Education or the responsible clinical department coordinator has received the above documents six weeks prior to the start date of the rotation. Non-approval of a rotation change request, as a result of not adhering to the application deadline, may require extension of the student's regularly scheduled clerkship program to address attendance requirements. Forms for clerkship rotation changes may be obtained from the Clerkship Guide website at <http://www.healthsciences.okstate.edu/college/clinical/clerkship/forms.cfm>
 - Students receiving non-approval of change or exchange of rotation applications may petition the Office of Clinical Education for a review of their applications. The Office of Clinical Education's decision, in regard to a matter of this nature, will be final.
19. Participation in Graduation Commencement is REQUIRED for all graduating students. Information regarding graduation may be obtained from the Student Services Office.

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20. Many medical facilities require criminal background checks for all physicians, nurses, staff, interns, residents and medical students. The Office of Student Affairs and the Office of Clinical Education, with the assistance of the OSU legal counsel, have developed a set of guidelines to address this requirement.

- Students are responsible for contacting their clinical sites and determining which background check, if any, is required for their clinical activities.
- Students are responsible for obtaining copies of their own background checks and providing the background checks to the clinical facilities when necessary.
- The cost of background checks will be the responsibility of the student. If financial aid adjustments are necessary, they will be approved.

Student Affairs

Requests for Official School Documents

All requests for official documents (transcripts, class rank, board scores, letters of enrollment/certification and Dean's letters) must be made in writing. No documents will be released without the student's written consent. Requests may be made in person, by mail, or by FAX. Signed requests can be sent via e-mail as a .PDF attachment to chsregistrar@okstate.edu. Requests taken with a camera phone cannot be accepted unless converted to a .PDF. The Registrar does not retain copies of student background checks.

The following information is needed to place a request for official school records:

- Name (please print)
- List of documents requested
- Address, e-mail, or fax number to which the documents are to be sent
- Phone number or e-mail address where student can be reached
- Signature (required for all requests)

Transcripts are provided by the OSU-CHS Registrar at no charge. Transcripts from previously attended undergraduate schools are the permanent property of the College, and will not be released under any circumstances. All Dean's letter requests must be submitted using the appropriate form, which is available in the Office of Student Affairs.

Name or Address Changes

A name change on official school records will be made after submission of both of the following:

- Copy of new driver's license
- Copy of new social security card

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Medical Library Services

The OSU Center for Health Sciences Medical Library has one of the largest collections of biomedical books, journals, and audiovisuals in Oklahoma. The Library provides access to over 16,000 electronic journals, and has over 58,000 volumes in its collection. Students can access numerous online medical databases, including UpToDate, DynaMed, ClinicalKey, VisualDx, PsycInfo, Natural Medicines, and StatRef, hundreds of ebooks and evidence-based medicine reviews, and board review resources like TrueLearn (COMBANK), EXAM MASTER, and BoardVitals.

A complete list of resources is available on the Library's website at:
<http://www.healthsciences.okstate.edu/medlibrary>

Regular Hours

Monday-Thursday	7:00am-Midnight
Friday	7:00am-9:00pm
Saturday	9:00am-9:00pm
Sunday	9:00am-Midnight

Reference Assistance Hours

Monday-Friday	8:00am-5:00pm
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Holidays and Special Hours

Please check the Hours and Holidays schedule on the Library's website.

Library Contact Numbers

Service Desk	918-561-8449
Research	918-561-8457
Inter-Library Loan	918-561-8448
Fax	918-561-8412

Tuition & Fee Payment

Students whose tuition and fees have not been paid by the posted dates (TBA by the Office of Student Affairs) will not be officially enrolled in any clerkship rotation. The account for students with outstanding balances will be placed on hold, and will not be allowed to enroll in courses or request transcripts. The supervising physician will be notified of the student's status. The non-compliant student will not receive credit for this period of time. This time must be made up and could delay graduation.

Please contact the OSU-Tulsa Bursar's Office for current tuition and fee schedule at (918) 594-8320.

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Student Health & Hospital Insurance

All students are required to secure and maintain health insurance, and are responsible for updating and tracking their immunizations while enrolled in the Clerkship Program at OSU-COM. Students must provide OSU-COM and/or the clinical rotation site with proof of health and hospital coverage if requested. The Office of Clinical Education does retain student immunization records or proof of health insurance.

Malpractice Insurance & High Risk Exposure

Malpractice Insurance

Liability insurance is provided by OSU-COM for each student completing an approved rotation or activity during the Clerkship Program. All students shall be supervised by an on-site licensed physician. All rotations must be approved by the Office of Clinical Education and/or responsible clinical department six weeks prior to beginning the rotation in order to be covered by liability insurance and receive course credit. Current insurance coverage will apply anywhere in the world provided that the claim is reported to the carrier and the suit is brought within the United States of America, its territories or possessions, Puerto Rico, or Canada. Requests for proof of liability coverage may be directed to the Office of Clinical Education. The Certificate of Coverage for OSU-COM is updated in June each year, and can be made available to students, preceptors, and sites upon request.

High Risk Exposure Policy & Procedures

Blood Borne Pathogen (BBP) Exposure Procedures

(Please refer to the most recent OSHA and CDC guidelines for updated information.)

It is the policy of Oklahoma State University Center for Health Sciences (OSU-CHS) that all students having occupational exposure to blood or other potentially infectious materials will be offered the post-exposure evaluation and follow-up required by OSHA. Should an exposure incident occur, it must be immediately reported to the student's supervising physician, site administration, OSU Safety and the Office of Clinical Education at OSU-CHS.

It is the policy of the College to offer immediate medical evaluation and follow-up to all students who have an exposure incident. This service is provided at no charge to the student. All costs, at Medicare approved rates, for the student will be reimbursed by the College while the site will incur all costs for source patient testing and follow-up. All post-exposure evaluations and follow-ups must remain confidential.

If an exposure incident occurs, the student must identify the source patient, if known. The incident must be documented on the appropriate form located with this policy and be Faxed to the Safety Officer at OSU-Health Care Center (OSU-HCC).

The source patient will be contacted for consent and appropriate testing should the HBV/HCV/HIV antibody status be unknown - the site will incur all costs for source patient testing and follow-up. Test results should be reported to Student Health Services at OSU-HCC within 48

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hours. If the testing shows the source patient to be positive or if the patient refuses to be tested, refer to the following sections for guidelines.

Post-exposure evaluation should include the following:

- A blood sample will be drawn and tested as soon as feasible for HBV/HCV/HIV status (baseline HIV, Hepatitis panel ABC)
- Counseling will be provided.
- The student will be advised that they are entitled to a medical evaluation in addition to testing for HIV status.
- If the initial test is seronegative for HIV, retesting will be offered through the OSU-HCC at 3, 6, and 12 months after the incident.

Steps To Take In Case Of An Exposure Incident:

Within the Tulsa Area

- Provide immediate care to the exposure site (wash it); notify your supervisor and OSU Safety Office, (918)561-8391.
- Have source blood drawn immediately at the exposure site, have the results forwarded to the OSU-Safety, FAX (918)561-1261.
- Have student blood drawn at OSU-HCC, 2345 Southwest Boulevard, Tulsa, OK 74107, (918)582-1980 if the incident occurs between 8am and 5pm M/F. Afterhours exposures will be sent to OSU Medical Center (OSUMC-ER) (918)599-5373. All follow-up testing will be at OSU-HCC
- If post exposure prophylaxis is required have the physician call Drug Warehouse, 6336 East 4th Place, Tulsa, OK 74112, (918)833-5180 and inform the clerk that this prescription is for an OSU Medical Student. Send the bill to OSU-Clinic Financial Services (OSU-CFS) Student Health, 2345 Southwest Boulevard, Tulsa, OK 74107, (918)561-5747FAX

Outside the Tulsa Area

- Provide immediate care to the exposure site (wash it); notify your supervisor and the OSU Safety Officer at (918)561-8391.
- Have source blood drawn immediately at the exposure site, have the results forwarded to the OSU-Safety, FAX (918)561-1261.
- Student blood will be drawn based on the attending physician recommendations at the exposure site, have the results forwarded to the OSU Safety, FAX (918)561-1261.
- All follow-up testing will be conducted at the exposure site unless you are assigned to the Tulsa area when the next test is required.
- If post exposure prophylaxis is required have the physician call the nearest pharmacy and inform the clerk that this prescription is for an OSU Medical Student. Send bill to OSU CFS, 2345 Southwest Boulevard, Tulsa, OK 74107, FAX (918)561-5747.

Contacts

[Matt Sharpe](#)
Safety Manager

918-561-8391
CELL: 918-830-1367
FAX: 918-561-1261

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OSU Health Care Clinic	918-582-1980
Office of Clinical Education	918-561-1232
OSU Clinical Financial Services	FAX: 918-561-5747

Pre-Clerkship Activities & Requirements

Important Dates

COMLEX Level 1 Board Review	May 16-20, 2016
Required COMSAE Practice Exam	May 27, 2016 and June 10, 2016
COMLEX Level 1	Deadline: July 4, 2016
Transition Week	June 20-24, 2016
Submit Required Documents for Verification	Deadline: July 4, 2016
Submit Student Agreement	Deadline: July 4, 2016

OSU-COM Required Documents (Student Responsibility)

Students will be required to submit these documents to the Office of Clinical Education for verification before Rotation 1 begins. Anyone failing to submit the required documents to the Office of Clinical Education for verification will not be allowed to begin Rotation 1. The sole purpose of the Office of Clinical Education in receiving these documents is for verification purposes only. The Office of Clinical Education will not retain records. It is the responsibility of the student to keep and maintain all documents.

Students, in most cases, will be required to submit these documents for verification to each rotation site. It is the student's responsibility to keep all required documents.

- Complete the Student Agreement Survey
- Background Check (SR&I)
- HIPAA Certification
- ACLS and BLS Certification
- Personal Health Insurance Coverage
- Certificate of Malpractice Coverage (Available From the Office of Clinical Education)
- Up-to-date Immunization Records
- TB Test Results
- Measles, Mumps, Rubella, Varicella, Hep B SAg, Hep B Ab, and Hep C Ag

Rotation Site Requirements (Student Responsibility)

Student requirements vary from site-to-site.

- Site-Specific Application
- Drug Screening
- Passport-Size Photo

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Suggested Documents (Student Responsibility)

- Current CV
- Transcripts
- Previous Evaluations From Courses and Rotations

Transition Week

June 20-24, 2016

- ACLS Certification
- BLS Certification
- HIPAA Training
- BBP Training
- Mask Fit
- Professionalism On Rotation
- Library Resources
- Clinical Education Updates
- Course Coordinator Introductions
- Rural Medical Track Session
- EPIC Training
- Team STEPPS Training

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Clerkship: Years 3 & 4

Rotation Calendar

Rotation #	Start Date	End Date
Transition Week	06/20/2016	6/24/2016
Rotation #1	7/4/2016	7/29/2016
Rotation #2	8/1/2016	8/26/2016
Rotation #3	8/29/2016	9/23/2016
Rotation #4	9/26/2016	10/21/2016
Didactic Week 2	10/24/2016	10/28/2016
Rotation #5	10/31/2016	11/25/2016
Rotation #6	11/28/2016	12/23/2016
<i>Holiday Break</i>	12/24/2016	1/1/2017
Rotation #7	1/2/2017	1/27/2017
Rotation #8	1/30/2017	2/24/2017
Rotation #9	2/27/2017	3/24/2017
Didactic Week 3	3/27/2017	3/31/2017
Rotation #10	4/3/2017	4/28/2017
Rotation #11	5/1/2017	5/26/2017
Rotation #12	5/29/2017	6/23/2017
Didactic Week 4	6/26/2017	6/30/2017
Rotation #13	7/3/2017	7/28/2017
Rotation #14	7/31/2017	8/26/2017
Rotation #15	8/29/2017	9/22/2017
Rotation #16	9/26/2017	10/21/2017
Rotation #17	10/23/2017	11/25/2017
Rotation #18	11/27/2017	12/22/2017
<i>Holiday Break</i>	12/23/2017	1/7/2018
Rotation #19	1/8/2018	2/2/2018
Rotation #20	2/5/2018	3/2/2018
Rotation #21	3/5/2018	3/30/2018
Catch up week	4/2/2018	4/6/2018
Rotation #22	4/9/2018	5/4/2018

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Required Traditional Track Rotations

3 rd Year	4 th Year	Other
CE9115 Medicine I	CE9215 Community Hospital 1	CE9815 PC Elective 1
CE9125 Medicine II	CE9225 Community Hospital 2	CE9825 PC Elective 2
CE9175 OB/GYN	CE9255 Emergency Medicine	CE9855 Elective 1
CE9195 Surgery		CE9865 Elective 2
CE9155 Pediatrics		CE9875 Elective 3
CE9165 OMM		CE9885 Elective 4
CE9145 Rural Clinic		CE9265 Elective 5
CE9185 Psychiatry		CE9275 Elective 6
CE9235 Primary Care Clinic		CE9375 Elective 7
		Required Vacation

Required Rural Medical Track Rotations

3 rd Year	4 th Year	12 Weeks from the following
CE9115 Medicine I	CE9215 Community Hospital 1	CE9855 Elective 1
CE9125 Medicine II	CE9225 Community Hospital 2	CE9865 Elective 2
CE9175 OB/GYN	CE9285 Sub Internship 1	CE9875 Elective 3
CE9195 Surgery	CE9295 Sub Internship 2	CE9315 Sub Internship III
CE9155 Pediatrics	CE9805 Selective I	CE9345 Selective IV
CE9165 OMM	CE9325 Selective II	CE9852 2-Week Elective I
CE9145 Rural Clinic	CE9335 Selective III	CE9862 2-Week Elective II
CE9245 Community Clinic		CE9872 2-Week Elective III
CE9185 Psychiatry		
CE9235 Primary Care Clinic		
CE9255 Emergency Medicine		

COMAT Subject Examination Requirements

COMAT exams are course requirements for the following clinical rotations:

- Psychiatry
- Pediatrics
- Surgery
- Internal Medicine II
- Primary Care Clinic
- OB/GYN
- OMM

All students will be required to achieve a standard score of 90 on each COMAT exam in order to successfully complete the clinical rotations listed above. COMAT exams will be scheduled on the final day of each third year rotation, and will be proctored by an OSU-COM employee.

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Students who do not achieve a standard score of 90 on their first attempt on an individual COMAT will be required to meet with the course coordinator in order to create a remediation plan. Students will then be allowed to retake the COMAT exam on a pre-determined date. Students who do not achieve a standard score of 90 on their second attempt on an individual COMAT will be referred to the Academic Standards Committee, prior to scheduling another retake.

National Board Examinations, Board Review, & COMSAE

Students should plan to complete the COMLEX Level 1 exam prior to Rotation 1. Students needing more time for preparation must contact the Office of Clinical Education in order to setup a timeline and strategy for being successful on the COMLEX Level 1.

COMLEX Level 2 Board Review is scheduled during Didactic Week #3. Students will be notified of the details for the board review as soon as they become available.

Students register on the NBOME website to take the COMLEX Level 2 CE. The computerized exam is offered at various times throughout the year and the schedule of exam dates is available on the NBOME website. The exam is offered at Thomson Prometric test sites. Students should schedule the exam at the earliest date possible after the board review. Students are required to have taken and passed the COMLEX Level 2 CE in order to graduate. Students are also required to pass the COMLEX Level 2 PE in order to graduate. Students must register to take the Level 2 PE on the NBOME website as early in the fourth year as possible. Students are required to return to campus late in the 3rd year or early in the 4th year to participate in a Mock PE standardized patient encounter. Students will be notified with the Mock PE dates and sign-up instructions.

Students who do not achieve a passing score on any board exam will be referred to the Academic Standards Committee for review. Please review the [Academic Standards Committee Handbook](#) for specific information regarding board failures.

Rotation Information

Official records of each student's rotation status will be maintained by the Office of Clinical Education. Students are solely responsible for maintaining their schedule. Additionally, if a student has mailed required course materials, each student is encouraged to contact the appropriate College department to verify that the required materials have been received. In order to avoid issues, students are encouraged to keep copies of all submitted documents.

An individual Clinical Clerkship Rotation assigned slot/position vacated because of student reassignment, illness, leave of absence, student withdrawal from college, etc., will not be routinely available for reassignment. Each clinical department, in conjunction with the Office of Clinical Education, will determine slot/position availability and utilization.

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Student Evaluations & Grades

Students are responsible for scheduling time to receive feedback from their preceptors. Students are also responsible for verifying their preceptors email address and following up until the preceptor has completed their evaluation. Students are also required to complete a course evaluation for every rotation (elective and required) within 7 days of completing the rotation.

Students should schedule a meeting with their supervising physician during the last week, before the end of the rotation, to discuss their performance.

THE COMPOSITION OF GRADES WILL BE DETERMINED BY EACH CLINICAL DEPARTMENT AND WILL BE OUTLINED IN THE SYLLABUS COMPOSED AND PROVIDED BY EACH OF THE CLINICAL DEPARTMENTS.

Letter grades will be issued in the required rotations (Emergency Medicine, Rural Clinic, Community Clinic, Internal Medicine I & II, OB/GYN, Pediatrics, Psychiatry, Surgery, Community Hospital I and II, Primary Care Clinic, OMM). Ratings of “ST” – Satisfactory and “U” – Unsatisfactory will be issued in elective rotations. Additionally, non-cognitive grades will be submitted for all courses. **Students who do not comply with OSU-COM Evaluation policy will be automatically dropped a letter grade for required courses and will be required to repeat the rotation for elective courses. Students may be given an “N” non-cognitive grade for not complying with OSU-COM Evaluation policies.**

Inquiries regarding course grades may be directed to the Coordinator of Student Records in the Office of Student Affairs.

How to Find Elective Rotations

- Personal and professional contacts.
- *D.O. Online* has information about osteopathic residency programs: <http://opportunities.osteopathic.org/index.htm>
- Fellowship and Residency Electronic and Interactive Database (FREIDA) has information about allopathic residency programs: <http://www.ama-assn.org/ama/pub/category/2997.html>
- The Extramural Electives Compendium (EEC) is an electronic document published by the AAMC Section for Student Affairs and Programs. The EEC contains information for medical students in a searchable database format about the scheduling of elective opportunities at AAMC-member US medical schools: <http://www.aamc.org/students/medstudents/electives/start.htm>

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How to Apply for Elective Rotations

- Students must contact and get approval from the elective rotation preceptor.
- Students are responsible for submitting a completed Application for Elective Rotation (available on [D2L](#) or in the Office of Clinical Education), which must include:
 - Student name
 - Rotation dates
 - Type of elective rotation (i.e., primary care or general elective)
 - All preceptor information, including their signature, certification status, and email address.
- Students are responsible for meeting the sites prerequisite requirements, including:
 - Applications
 - Fees
 - Documentation
 - Drug screening
- The Office of Clinical Education will provide, upon request, students:
 - Letter of Good Standing
 - Certificate of Liability Coverage
 - Verification of immunizations (requires students to provide immunization records for review and verification)
- Elective rotations are required. Students are required to complete a rotation site evaluation, and will have their performance evaluated by the preceptor of record.

Pros for Africa Selective

Students may apply for participation in the Pros for Africa selective rotation by completing the application and providing all required documentation to the Office of Clinical Education by the pre-determined deadline. The course coordinators, [Rhonda Casey, D.O.](#) and [Sarah Hall, D.O.](#), will review all applications and will make their selections. The Pros for Africa selective is a graded course. Student participants may use this selective in lieu of an elective or primary care elective rotation.

International Elective Rotation

Students interested in completing an elective rotation for credit outside of the United States must follow the [International Elective Rotation Policies and Procedures](#). At this time, OSU-COM will not approve international elective rotations with mission groups, including but not limited to, DO Care and Doctors without Borders. Students are encouraged to read the International Elective Rotation Policies and Procedures closely prior to setting up a rotation.

Application for International Elective Rotations

Any student wanting to complete an elective rotation outside of the United States must complete and submit the Application for Foreign Elective Rotation at least 90 days to the Office of Clinical Education prior to the start date. It is the responsibility of the student to read the [International Elective Rotation Processes and Procedures](#) carefully prior to finalizing any travel plans.

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Military Rotations

Students participating in Military rotations are required to notify the Office of Clinical Education of their scheduled rotation by completing an Application for Rotation and provide to the College the following:

- A phone number at the site where the student may be contacted in case of an emergency or College business;
- A proper mailing address;
- The name and signature of the supervising physician to whom the student is assigned at the rotation site.

Holidays & Vacations

Students in their third year receive time off during Thanksgiving and Christmas. Students receive one required vacation and one optional vacation during the Clerkship. Vacation time may be requested for any unscheduled rotation. Extracurricular rotations may be requested during these vacation rotation periods. Vacation requests and/or extracurricular rotation requests must be submitted to the Office of Clinical Education six weeks prior to the vacation or rotation.

Clerkship Course Descriptions

Core Teaching Hospital

The student assigned to Core Teaching Hospital will be under the supervision of the OSU COM Course Coordinator within the Departments of Internal Medicine, Surgery, and OB/GYN, who will coordinate medical staff supervisors in Core Teaching Hospital rotations. While on Core Clerkship, students will encounter eight weeks of Internal Medicine training in the hospital setting. Students will have the opportunity to participate in general Internal Medicine and many students will also have the opportunity for inpatient subspecialty training. Students will learn the process of inpatient medicine from admission to discharge of the patient. Students are expected to learn by participation in clinical rounds as well didactic presentations, 100% participation in all didactic programs is required.

Core Teaching Hospital locations are Tulsa, Oklahoma City, and Lawton.

Core Teaching Hospital locations for Rural Medical Track are Durant, Enid, Lawton, McAlester, Muskogee, and Tahlequah.

Each Core Teaching Hospital assignment is sixteen weeks in length, and is composed of four four-week block rotations. The rotations assigned to Core Teaching Hospital are:

CE9115 Medicine I	4 Weeks
CE9125 Medicine II	4 Weeks
CE9195 Surgery	4 Weeks
CE9175 OB/GYN	4 Weeks

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Primary Care Clinic

CE9235

Primary Care Clinic

4 Weeks

All students rotate through the OSU-COM Health Care Center and OSU Eastgate during their 3rd year of medical training. This course is designed to give students the opportunity to provide continuity of care to a case-load of patients in an ambulatory setting. The Primary Care Clinic experience is four weeks in length.

Pediatrics

CE9155

Pediatrics

4 Weeks

The Pediatric rotation is designed to give students a primary care clinical experience in ambulatory pediatric settings. Each Pediatric rotation assignment is four weeks in length.

Psychiatry

CE9185

Psychiatry

4 Weeks

The Psychiatry rotation is designed to familiarize the student with the diagnosis and treatment of psychiatric disorders. Each Psychiatry rotation assignment is four weeks in length.

Osteopathic Manipulative Medicine (OMM)

CE9165

OMM

4 Weeks

The Osteopathic Manipulative Medicine (OMM) clerkship is designed to provide students with an opportunity to experience OMM in the clinical setting. Students will perform Osteopathic Manipulative Treatment under the supervision of a licensed osteopathic physician. The rotation is four weeks in length. Students spend one week in the hospital setting and three weeks in the ambulatory clinic.

Surgery

CE9195

Surgery

4 Weeks

The goal for the clerkship is to prepare the student to work effectively, as a primary care provider, within a multidisciplinary medical team caring for the surgical patient. The curricula will emphasize the importance of evaluation of potential surgical patients, the appropriate referral to a surgical specialist, and effective communication with both the patient and the specialist.

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Internal Medicine

CE9115	Medicine I	4 Weeks
CE9125	Medicine II	4 Weeks

Obstetrics & Gynecology

CE9175	OB/GYN	4 Weeks
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Primary Care Electives

CE9815	Primary Care Elective 1	4 Weeks
CE9825	Primary Care Elective 2	4 Weeks

The following guidelines are to be followed when applying for a Clerkship Primary Care Elective rotation (must be with Board Eligible or Board Certified physician, D.O. or M.D.):

Primary Care electives include:

- General Internal Medicine
- Family Practice/OMM
- General Pediatrics
- Obstetrics/Gynecology
- Emergency Medicine
- Psychiatry

Each student may request to utilize his or her Primary Care Elective rotations in a medical situation of their choosing, providing the rotation request fulfills guideline criteria.

Electives

CE9855	Elective 1	4 Weeks
CE9865	Elective 2	4 Weeks
CE9875	Elective 3	4 Weeks
CE9885	Elective 4	4 Weeks
CE9265	Elective 5	4 Weeks
CE9275	Elective 6	4 Weeks
CE9375	Elective 7	4 Weeks

Each student may request to utilize his or her elective rotations in either an osteopathic or allopathic medical situation of their choosing, under the supervision of an approved licensed

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practicing physician. One elective may be research based under the direction of a Ph.D. and/or one elective may be taken as a second vacation, if needed. Students are encouraged to schedule elective rotations in a variety of clinical practice areas for broad based clinical exposure. The Office of Clinical Education does not recommend scheduling elective rotations in only one clinical specialty area. Rotations may not be fragmented to less than four weeks, except for the option of two split electives.

Rural Medical Education Rotations

Summer Rural Externship

CLMEE8112.001 Summer Rural Externship 2 Weeks (Optional)

The Summer Rural Externship is a 2 credit hour course. The 2-week rotation is designed to reinforce a student's interest in a rural practice and to prepare the student for their rural clerkships. This clerkship is comprised of a clinical office experience in a small rural community and includes community service and interdisciplinary shadowing.

Rural Medical Track students are highly encouraged to enroll in the Summer Rural Externship. Complimentary housing is available at some sites and is coordinated through the Regional Coordinators.

Early Rural Externship

CLME8122.001 Early Rural Externship 80 Hours (Special permission only)

The Early Rural Experience (ERE) is a 2 credit hour course designed to reinforce student interests in rural practice and to prepare the student for their rural clerkships. This 64-80 hour rotation is comprised of clinical office experiences in rural communities and includes community service and interdisciplinary shadowing. The clinical hours can be at different locations, with different physicians and can be spread out over the course of 1 year. Scheduling can include up to 2 different sites/preceptors/or start times. This course requires special permission to enroll and is designed to replace the Summer Rural Externship with a more flexible version when necessary. Complimentary housing is available at some sites and is coordinated through the Regional Coordinators.

Rural Clinic

CLME9145 Rural Clinic 4 Weeks (Required)

The Rural Clinic rotation provides training for 3rd year students in ambulatory care, as well as community health and social experiences in rural communities. Students are assigned to

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supervising physicians at sites away from major urban areas. Housing for Rural Clinic is arranged by OSU Regional Coordinators at no cost to the student. Complimentary housing is available and coordinated through the Regional Coordinators.

Community Clinic (Rural Medical Track only)

CLME9245

Community Clinic

4 Weeks (Required)

This clerkship give Rural Medical Track students continued preparation for clerkship training in rural and community-based rotations. Students participate in didactics covering topics relating to rural health care, i.e., distance learning, lecture prep, community resources, telemedicine and interdisciplinary health care. Students spend the remainder of the day in a physician's office in a small community setting. Complimentary housing is available and coordinated through the Regional Coordinators.

Emergency Medicine

CLME9255

Emergency Medicine

4 Weeks

The Emergency Medicine rotation is designed to give students experience in the management of trauma and medical emergencies. Complimentary housing is available outside of the Tulsa or Oklahoma City area and is coordinated through the Regional Coordinators.

Community Hospital

CLME9215

Community Hospital I (Large)

4 Weeks (Required)

CLME9225

Community Hospital II (Small)

4 Weeks (Required)

Each Community Hospital assignment is 8 weeks in length, and is composed of 2 consecutive 4 week rotations. This hospital based rotation provides students experience in a smaller community hospital based practice such as hospitalist, internal medicine, obstetrics, surgery, emergency medicine, etc. The course is designed to allow the student an opportunity to manage patient care in a hospital setting, and to perform basic diagnostic procedures which are routinely performed in community hospitals.

Sub Internships (Rural Medical Track Only)

CLME9285

Sub Internship 1

4 Weeks (Required)

CLME9295

Sub Internship 2

4 Weeks (Required)

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CLME9315

Sub Internship 3

4 Weeks (Required)

Required rotations that give Rural Medical Track students training at a primary care residency site to participate in hands-on training alongside residents and attending a at a residency site in Oklahoma. Allows RMT students to gain a more in-depth understanding of the relationship between the residency program, the hospital and the community and gain insight into medical knowledge and skill level needed for residency. Complimentary housing is available at some sites and is coordinated through the Regional Coordinators.

Selectives (Rural Medical Track Only)

CLME9805	Selective 1	2-4 Weeks (Required)
CLME9325	Selective 2	2-4 Weeks (Required)
CLME9335	Selective 3	2-4 Weeks (Required)
CLME9835	Selective 4	2-4 Weeks (Optional)

Required rotations that give RMT students training in select specialties to gain a more in-depth understanding of the relationship between the rural primary care physician and the specialist. The rotation provides an opportunity to gain experience in identified, specific areas of need or interest that could assist a rural physician to better serve the rural population. Complimentary housing is available at some sites and is coordinated through the Regional Coordinators.

Clerkship Forms & Applications

Students can find all forms and applications in the Years 3 and 4 Curriculum course [on D2L](#) or on the Office of Clinical Education website. Hardcopy forms and applications are available in the Office of Clinical Education.

Request for Rotation Change

In order to request a rotation schedule change, students are required to complete and submit the Change of Rotation Application to the affected clinical department(s) for review. The course coordinator(s) have the sole authority to approve or deny a Change of Rotation Application. Approved applications must be signed by the course coordinator(s) and submitted to the Office of Clinical Education at least six weeks prior to the start of the rotation(s) listed. The Office of Clinical Education will not approve changes without the explicit consent of the course coordinator(s).

Application for Elective Rotation

All students are required to complete two primary care rotations, [seven](#) elective rotations, and one, four-week vacation during the Clerkship Program. Students must complete their portion of the Application for Elective Rotation, submit the application to the preceptor for approval, and

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insure that the Office of Clinical Education receives the final document at least six weeks prior to the start of the rotation listed.

Exception to the Rotation (Rural Rotations)

Students needing to be absent for any amount of time, for any reason, must complete and submit the Exception to Rotation Schedule Documentation form to Center for Rural Health before time off is taken. Please be aware that any absence approved or not, will require students to makeup the lost time. This form is only required for clinical rotations managed by the Department of Rural Medical Education.

Application for International Elective Rotations

Any student wanting to complete an elective rotation outside of the United States must complete and submit the Application for Foreign Elective Rotation at least 90 days to the Office of Clinical Education prior to the start date. It is the responsibility of the student to read the [International Elective Rotation Processes and Procedures](#) carefully prior to finalizing any travel plans.

Requests for Letters of Good Standing

Many rotation sites require, among other things, students to provide a Letter of Good Standing indicating your academic status. All requests must be submitted to the Office of Clinical Education using the online [Letter of Good Standing](#) form available on our website. It is the responsibility of the student to know, and meet, the site deadline for submission of all documentation. Please allow for at least 48 hours for processing.