



COLLEGE OF
Osteopathic Medicine

**Office of Clinical Education and
Simulation**

1111 West 17th Street
Tulsa, Oklahoma 74107-7898
918-561-8293
918-561-8411 (Fax)

Class of 2020



Clerkship Handbook

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

Directory

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Dean, College of Osteopathic Medicine
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Interim Senior Associate Dean of Academic
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Office of Clinical Education and Simulation

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

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Rural Medical Education Center for Rural Health

<https://health.okstate.edu/rural-health/index.html>

<https://health.okstate.edu/rural-health/medical-education/index.html>

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Southwest Regional Coordinator-Lawton
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Family Medicine

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

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Internal Medicine

<https://health.okstate.edu/academics/internal-medicine/index.html>

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[Kari Callahan](#)

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Psychiatry

<https://health.okstate.edu/academics/psychiatry/medical-students.html>

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Pediatrics

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

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Surgery

<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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Course Coordinator, OB/GYN
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[Debbie Ptak, B.S.](#)

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Medical Library Services

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

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Office of Educational Development

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

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MS III & IV Clerkships/Residency
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**Student Affairs, Registrar, Recruitment, Admissions,
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<https://health.okstate.edu/com/student-life/index.html>

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Office of Academic Success

<https://health.okstate.edu/com/student-life/academic-resources.html>

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[Denise Fulbright, M.S.](#)

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Bursar's Office

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

[Denise Marshall](#)

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Information Technology

OSU-Center for Health Sciences
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chs.helpdesk@okstate.edu
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OSU College of Osteopathic Medicine Facilities

OSU Center for Health Sciences
College of Osteopathic Medicine
1111 W 17th St
Tulsa OK 74107-1898

OSU Health Care Center
2345 Southwest Blvd
Tulsa OK 74107-2705

OSU Physicians - Physicians Office Building
802 S Jackson Ave
Tulsa OK 74127

OSU Physicians – Houston Center
717 S Houston Ave
Tulsa OK 74127

OSU Phoenix Building
1716 S Phoenix Ave
Tulsa OK 74107-1850

OSU Physicians – Eastgate Metroplex
14002 E 21st St, Suite 1130
Tulsa OK 74134-1408

Tandy Medical Academic Building
1633 Southwest Blvd
Tulsa OK 74107-1735

Students' Rights & Responsibilities

Non-discrimination Statement

The Oklahoma State University Center for Health Sciences and OSU College of Osteopathic Medicine prohibits discrimination against qualified individuals based on their age, race, ethnicity, color, religion, sex, sexual orientation, genetic information, gender, gender identity or expression, national origin, disability, protected veteran status, or other protected category. Students with grievances relating to alleged discrimination may seek redress. Complaints may be handled through the grievance procedure published in the "Student Grievance" section of this handbook or through the Office of Student Conduct/Title IX Coordinator, as appropriate.

Sexual Violence Prevention Training

In an effort to comply with the Violence Against Women Act and the Office of Civil Rights federal guidelines, all students will be required to be trained in sexual violence prevention. The College will notify students of the resource to access to comply with this requirement. Failure to complete this training, as specified, will result in a delay in enrollment for the upcoming academic term. Additional information can be found at <http://1is2manychs.okstate.edu/> or by contacting the Office of Student Affairs. For questions about compliance with this training, please contact the Registrar's Office or Assistant Dean for Enrollment Management at 918-561-8421.

Sexual Harassment: Oklahoma State University-Center for Health Sciences takes acts of sexual harassment, which includes sexual violence, seriously and believes that 1 victim is 2 many (see <http://1is2manychs.okstate.edu/> for information on resources, reporting options, policies, and the student conduct process.) Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at OSU-CHS. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or communication of a sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations or other academic opportunities.
2. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual.
3. Such conduct is sufficiently severe, pervasive or persistent and objectively offensive that it has the effect of creating an intimidating, hostile, or offensive situation that negatively affects an individual's academic or employment environment.

It is possible for sexual harassment to occur at different levels: between faculty and students, between staff and students, or between students. Sexual harassment is expressly prohibited. Complaints can be addressed as follows:

Situations Regarding Faculty and Staff

Tina Tappana, Title IX Coordinator OSU-Tulsa, Main Hall, 918 594-8105
Tulsa.titleix@okstate.edu

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 Assistant 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) 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 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 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.

Clerkship Program Student Responsibilities

1. The student must at all times be supervised by a D.O. or M.D. while on rotation.
2. It is the student's responsibility to become knowledgeable with regard to the clerkship guidelines contained within this document.
3. 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.

4. 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.

5. 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, or supervising Physician, and the OSU-COM Office of Clinical Education & Simulation. 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."

6. 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 responsibilities as a medical clerk, the student should immediately consult the Office of Clinical Education & Simulation or the responsible clinical department coordinator.
7. 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.

8. 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.

9. 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.

10. 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/Senior Associate Dean for Academic Affairs.

11. Assignments (patient care, physical and history, etc.) are to be completed and documented before the student leaves the rotation site.

12. 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.

13. 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.

14. 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. 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).

15. 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 within LCMS+.

16. The student must report to their official course rotation on the specified date. Students are to contact the rotation site at least six weeks in advance in order to ensure that the site-specific requirements can be completed in a timely manner. Some sites may contact the student by email with pre-arrival instructions and require documents six to eight weeks prior to the start of the rotation. Failure to complete site-specific requirements may result in removal from the rotation.

17. 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).

18. 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.

19. 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 Program website at <https://health.okstate.edu/com/clinical-education/index.html>
- 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.

20. Participation in Graduation Commencement is REQUIRED for all graduating students. Information regarding graduation may be obtained from the Student Services Office.

21. 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. Current students can request transcripts and enrollment verifications electronically at my.okstate.edu. Students should verify their campus is OSU-CHS at the top right of the screen and then use the self-service portal.

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

Medical Library Services

Medical Library

The Medical Library provides biomedical information and services to support education, research, patient care, and community outreach. Our campus has one of the best biomedical libraries in Oklahoma, consisting of more than 7,500 electronic journals, 3,000 print books, and 5,800 electronic books. Additional resources can be purchased on demand or obtained via interlibrary loan. The Library also provides access to research databases and support tools, including Clinical Key, COMBANK, Google Scholar, Scopus, Up-to-date, and VisualDx, among many others. The library website is heavily used and is the most visited CHS webpage after the campus homepage with over 300,000 page views per year. A complete list of online resources is available at <https://health.okstate.edu/library/>.

Facilities

The Medical Library provides eight group study rooms with presentation computers and large TV monitors (seating for 54), 183 individual study carrels in the Medical Library and Tandy Academic Building, and a variety of open seating areas (seating for 72); seating for 309 in total.

Work Study

The Medical Library has job openings for work-study students year round. For more information please contact the Medical Library Director at jon.goodell@okstate.edu.

Regular Hours

Monday-Friday	6:00am-Midnight
Saturday - 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	918-561-8466
Inter-Library Loan	918-561-8448
Fax	918-561-8412

Contact Us

For a complete listing of library staff and areas of responsibility please visit:
<https://health.okstate.edu/library/library-staff.html>. We are happy to assist you!

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.

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 student injury report form obtained via OSU Safety Office by calling 918 561-8391. When complete, the report can be faxed to 918 561-1261.

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 hours by faxing them to 918 561-5847 or calling 918 561-1256.

Post-exposure evaluation should include the following:

- A blood sample will be drawn and tested as soon as feasible for HBV/HCV/HIV status.
- Counseling will be provided.
- Follow-up will be provided by Occupational Health as needed.

Steps To Take In Case Of An Exposure Incident:

Tulsa Area – Exposure Procedure

- Immediately flush/wash, provide care to exposure site.
- Notify your supervisor and OSU Safety 918-561-8391.
- Immediately report to Employee Health at the rotation site so source labs can be drawn. Forward results to OSU-HCC at fax 918-561-5847.
- Student should proceed to have blood drawn at OSU-HCC, 2345 Southwest Blvd., Tulsa, OK 74107, 918-561-1256 if the incident occurs between 8am-5pm, M/F. Afterhours exposures will be sent to OSUMC-ER, 918-599-5373.
- All follow up testing will be at OSU-HCC coordinated with Student Health Nurse.
- If post-exposure prophylaxis is required have the physician call Walgreens at 717 S. Houston Ave., at 918-585-1957 and inform the clerk that this prescription is for an OSU Medical Student. Send the bill to OSU-CFS Student Health 2345 Southwest Blvd., Tulsa, OK 74107, 918-561-1256. Please take school ID to pharmacy to pick-up your prescription.

Outside Tulsa - Exposure Procedure

- Immediately flush/wash, provide care to exposure site.
- Notify your supervisor and OSU Safety 918-561-8391.
- Immediately report to Employee Health at the rotation site so source labs can be drawn. Forward results to OSU-HCC at fax 918-561-5847.
- Employee Health will also draw student blood at rotation site, forward results to OSU-HCC at 918-561-5847. Bill can be sent to 2345 Southwest Blvd Tulsa, OK 74107 for student lab.
- All follow up testing will be conducted at exposure rotation site unless you are assigned to the Tulsa area when the next lab is required.
- If post-exposure prophylactic medications are 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 Blvd., Tulsa, OK 74107, 918-561-8334.

Pre-Clerkship Activities & Requirements

Important Dates

Transition Week	June 25-29, 2018
Submit Required Documents for Verification	Deadline: June 29, 2018
Submit Student Agreement	Deadline: June 29, 2018

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

Suggested Documents (Student Responsibility)

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

Transition Week

June 25-29, 2018

- 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

Clerkship: Years 3 & 4

Rotation Calendar

Rotation #	Start Date	End Date
Transition Week	6/25/2018	6/29/2018
Rotation #1	7/9/2018	8/3/2018
Rotation #2	8/6/2018	8/31/2018
Rotation #3	9/3/2018	9/28/2018
Rotation #4	10/1/2018	10/26/2018
Didactic Week 2	10/29/2018	11/2/2018
Rotation #5	11/5/2018	11/30/2018
Rotation #6	12/3/2018	12/28/2018
Holiday Break	12/29/2018	1/6/2019
Rotation #7	1/7/2019	2/1/2019
Rotation #8	2/4/2019	3/1/2019
Rotation #9	3/4/2019	3/29/2019
Didactic Week 3	4/1/2019	4/5/2019
Rotation #10	4/8/2019	5/3/2019
Rotation #11	5/6/2019	5/31/2019
Rotation #12	6/3/2019	6/28/2019
Didactic Week 4	7/1/2019	7/5/2019
Rotation #13	7/8/2019	8/2/2019
Rotation #14	8/5/2019	8/30/2019
Rotation #15	9/2/2019	9/27/2019
Rotation #16	9/30/2019	10/25/2019
Catch-Up Week	10/28/2019	11/1/2019
Rotation #17	11/4/2019	11/29/2019
Rotation #18	12/2/2019	12/27/2019
Holiday Break	12/28/2019	1/5/2020
Rotation #19	1/6/2020	1/31/2020
Rotation #20	2/3/2020	2/28/2020
Rotation #21	3/2/2020	3/27/2020
Catch-Up Week	3/30/2020	4/3/2020
Rotation #22	4/6/2020	5/1/2020

Required Traditional Track Rotations

3rd Year

CE9110 Core Medicine
CE9145 Req Rural Clinic
CE9155 Req Pediatrics
CE9165 Req OMM
CE9175 Core OB/GYN
CE9195 Core Surgery
CE9185 Req Psychiatry
CE9235 Req Clinic

Requires Pre-Requisites

CE9215 Community Hospital 1
CE9225 Community Hospital 2
CE9255 Req Emergency Medicine

Other

CE9815 PC Elective 1
CE9825 PC Elective 2
CE9855 Elective 1
CE9865 Elective 2
CE9875 Elective 3
CE9885 Elective 4
CE9265 Elective 5
CE9275 Elective 6
CE9375 Elective 7
Required Vacation

Required Rural Medical Track Rotations

3rd Year

CE9110 Core Medicine
CE9145 Req Rural Clinic
CE9155 Req Pediatrics
CE9165 Req OMM
CE9175 Core OB/GYN
CE9185 Req Psychiatry
CE9195 Core Surgery
CE9235 Req Clinic
CE9245 Req Community Clinic
CE9255 Req Emergency Medicine

Requires Pre-Requisites

CE9215 Community Hospital 1
CE9225 Community Hospital 2
CE9285 Sub Internship 1
CE9295 Sub Internship 2
CE9805 Selective I
CE9325 Selective II
CE9335 Selective III

12 Weeks from the following

CE9855 Elective 1
CE9865 Elective 2
CE9875 Elective 3
CE9315 Sub Internship 3
CE9345 Selective IV
CE9852 2-Week Elective 1
CE9862 2-Week Elective 2
CE9872 2-Week Elective 3

COMAT Subject Examination Requirements

COMAT exams are course requirements for the following clinical rotations:

- General Surgery
- Internal Medicine II
- OB/GYN
- OMM
- Pediatrics
- Psychiatry
- Required Clinic

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.

Students that are unable to achieve a standard score of 90 on their first attempt will be required to meet with the course coordinator in order to get a remediation plan in place. Individual students that continue to struggle with one or more COMATs will be referred to Dr. Robin Dyer and/or the Academic Standards Committee.

National Board Examinations, Board Review, & COMSAE

Students should plan to complete the COMLEX Level 1 exam prior to Rotation 1. Qualifying students may be approved to utilize rotation one as a study elective. In order to gain approval, students are required to submit a completed application for study elective. Students that do not qualify to participate in the study elective rotation will be required to utilize a vacation in order to receive more preparation time for COMLEX Level 1.

COMLEX Level 2CE Board Review is scheduled during Didactic Week #4. Students will be notified of the details for the board review as soon as they become available. Students will be required complete a required COMSAE prior to the start of board review. Students that do not meet the minimum standards score outlined in the Academic Standards Handbook will be assigned a mentor by the Student Success Committee.

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 during their 3rd year or early in the 4th year. Student must have successfully completed 2 CPX exams and a Mock PE prior to taking their COMLEX Level-2 PE (although they may sign up before completing these exams). 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 Handbook](#) for specific information regarding board failures.

Rotation Information

While the Office of Clinical Education is more than happy to provide assistance and guidance, it is the sole responsibility of each student to maintain and understand their rotation schedule, as well as secure and submit applications for all elective and primary care elective rotations. Students are required to contact their preceptor for an upcoming rotation at least six weeks in advance in order to ensure that site-specific requirements can be completed in a timely manner. Failure to complete site-specific requirements may result in removal from the rotation. Applications for schedule change, as well as those for elective rotations, must be submitted at least six weeks prior to the start date.

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.

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 and other required RMT rotations) will issue ratings of “Pass”, “Fail”, and “Honors”. “Pass” and “Fail” grades for OSU-COM are defined below. “Honors” criteria are defined in each department’s grading criteria and can be found in each department’s clerkship syllabus.

A clerkship Fail grade is when a student meets 2 or more Evaluation failure criteria (see below), based on performance at rotation site and on OSU departmental requirements. A grade will not be assigned until student passes the COMAT (see section 11.2 of Academic Standards Handbook).

1. Seldom, if ever, considers the structure-function relationships of patient evaluation and treatment (e.g. does not consider patient's inherent healing mechanisms, does not consider the impact of somatic dysfunction on disease processes).
2. Knowledge base has significant deficits. For example: has consistent difficulty with the clinical application of basic science principles and/or clinical information to patients' problems.
3. Student consistently misses essential information, has poor organization and is repeatedly inaccurate.
4. Exam (physical or mental status) shows serious deficits in either technique, organization or thoroughness.
5. Written and/or verbal presentations frequently lack clarity, organization or thoroughness.
6. Student observes development of patient management plan with preceptor, but is unable to meaningfully contribute to its development.
7. Inadequate or disorganized communication interferes with patient care.
8. Acts in ways that raise serious concern about integrity, reliability, responsibility, or ability to work with others.
9. Student shows lack of ability to establish rapport, relate empathetically, or be sensitive to differences in patients (e.g. issues of culture, religion, age, gender, sexual orientation, cognitive or physical disabilities).
10. Student unable to critically evaluate medical information and its sources or integrate research evidence into clinical practice.
11. Student is completely unaware of the medical system and how it relates to clinical care.
12. Student failed to complete required reading, quizzes, or assignments given during the course of rotation. [Includes tasks assigned by the clinical site or by the OSU department.]

A clerkship Pass grade is when a student passes the Evaluation and COMAT.

A clerkship Honors grade may be considered at the discretion of each department.

Additionally, non-cognitive grades will be submitted for all courses. **Students who do not comply with OSU-COM Evaluation policy will 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.

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 Policies and Procedures](#) carefully prior to finalizing any travel plans.

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.

Loss of Rotation Availability for CORE Rotations

In the event of loss of rotation availability for CORE rotations (Internal Medicine, Surgery, OB) at any site, affected students will be redirected to our main teaching hospital, OSU Medical Center, and affiliate CORE sites by CORE rotation coordinator faculty. The amount of loss of any single site will be absorbed into this larger pool of availability while we actively pursue replacement of lost CORE rotation availability.

Comparable Educational Experiences

OSU-COM will ensure comparable educational experiences and equivalent methods of assessment across all core clinical rotation sites by ongoing review of the following measures: (a) COMAT scores based upon subject and site, (b) Student evaluations, (c) Annual site visits, (d) Student feedback scores and comments, (e) Other measures as made available, such as COMLEX pass rates, residency placement, etc. These measures and results are reviewed by the Clinical Education department annually, and the report and recommendations are provided to the Years 3 and 4 Curriculum Coordinating Committee for approval, then Curriculum Oversight Committee, following flow chart approval cycle up to Council of Deans. All core rotations follow a standard consistent syllabus for their subject which outlines the core educational learning objectives and is reviewed at site each visit.

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 in-patient 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 one eight-week block rotation and two four-week block rotations. The rotations assigned to Core Teaching Hospital are:

CE9110 Core Medicine	8 Weeks
CE9195 Core Surgery	4 Weeks
CE9175 Core OB/GYN	4 Weeks

Required Clinic

CE9235

Req 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.

Required Pediatrics

CE9155

Req 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.

Required Psychiatry

CE9185

Req 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.

Required Osteopathic Manipulative Medicine (OMM)

CE9165

Req 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.

Core Surgery

CE9195

Core 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.

Core Medicine

CE9110

Core Medicine

8 Weeks

The medicine clerkships, which consists of an 8-week rotation, are designed to acquaint third-year medical students with care of acutely ill, hospitalized patients. Case discussions, clinical pathology conferences, didactic lectures, and bedside teaching accompany patient care.

Core Obstetrics & Gynecology

CE9175	Core OB/GYN	4 Weeks
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The Clerkship Obstetrics and Gynecology rotation has been designed to provide practical clinical exposure and knowledge in the area of primary care medicine. This may be accomplished through a basic program structure developed to achieve proficiency in patient evaluation, diagnosis, and management.

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 an allopathic medical situation of their choosing, under the supervision of an approved licensed practicing physician. Two electives 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.

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 two-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 OSU Regional Coordinators.

Required Rural Clinic

CLME9145

Req Rural Clinic

4 Weeks

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

Required Community Clinic (Rural Medical Track only)

CLME9245

Req Community Clinic

4 Weeks

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 OSU Regional Coordinators.

Required Emergency Medicine

CLME9255

Req 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 OSU Regional Coordinators.

Community Hospital I & II

CLME9215	Community Hospital I (Large)	4 Weeks (Required)
CLME9225	Community Hospital II (Small)	4 Weeks (Required)

Each Community Hospital assignment is 4 weeks in length. The community hospital based rotation provides students experience in areas such as hospitalist role, 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)
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 OSU Regional Coordinators.

Selectives (Rural Medical Track Only)

CLME9805	Selective I	2-4 Weeks (Required)
CLME9325	Selective II	2-4 Weeks (Required)
CLME9335	Selective III	2-4 Weeks (Required)
CLME9835	Selective IV	2-4 Weeks (Optional)

Required rotations that give Rural Medical Track (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 OSU Regional Coordinators.

Clerkship Forms & Applications

Students can find all forms and applications in the Years 3 and 4 Curriculum course on the Office of Clinical Education website. Hardcopy forms and applications are available in the Office of Clinical Education. Rural Medical Track students contact OSU Regional Coordinator for RMT specific forms.

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 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 Application 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 at least 48 hours for processing.