



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES  
COLLEGE OF OSTEOPATHIC MEDICINE  
CLERKSHIP PROGRAM AVAILABILITY COLLECTION  
POLICIES & PROCEDURES**

The annual collection of preceptor and affiliated clinical education site availability is vitally important in the delivery of the Clerkship Program curriculum designed with the intent of serving rural Oklahoma. In order to ensure adequate availability for required rotations, as determined by each class enrollment size, and to meet the standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following process will be followed:

- Under the direction of the Associate Dean for Clinical Education, the Director for Clinical Education determines the availability target for all required rotations, and formally announces the timing and deadline for the collection of availability to the members of the Year 3 & 4 Curriculum Coordinating Committee.
- The Clerkship Course Coordinators will contact their preceptors and affiliated clinical education sites, in order to determine the allowable volume and distribution of students.
- The Clerkship Course Coordinators will document the availability provided for each preceptor and/or affiliated clinical education site the Availability Request Chart, which must be submitted to the Office of Clinical Education by the pre-determined deadline.
- The Office of Clinical Education reviews the adequacy of the availability submitted. Availability for any rotation that does not meet the target will be returned to the Clerkship Course Coordinator with instructions to secure more availability before resubmitting.
- The Office of Clinical Education updates the curriculum management system with the approved availability for all required rotations.
- The Office of Clinical Education, as well as the Clerkship Course Coordinators will not exceed the maximum availability of any preceptor or affiliated clinical education site without their approval.