



**OKLAHOMA STATE UNIVERSITY CENTER FOR HEALTH SCIENCES
COLLEGE OF OSTEOPATHIC MEDICINE
CLINICAL TRAINING SITE VISIT ASSESSMENT POLICY & PROCEDURE**

In order to ensure the quality and consistency of educational experiences for Oklahoma State University College of Osteopathic Medicine students and to meet the accreditation standards outlined by the American Osteopathic Association Commission on Osteopathic College Accreditation, the following process will be followed:

- At least yearly, each Clerkship Course Coordinator, or for Rural Medical Education, the Regional Coordinator on behalf of the Course Coordinator, for required rotations will make a site visit to each clinical training site.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site with the information that includes, but is not limited to, the mission and Vision of OSU-COM, the updated rotation syllabus, rotation goals and objectives, and didactic, lecture, and other course materials and/or activities.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site staff, administration, and/or adjunct faculty with information regarding site-specific student performance, including COMAT and departmental exam score reports. Site-specific student performance will, where applicable, include a comparison with the student performance of OSU-COM as a whole.
- The Clerkship Course, or Regional Coordinator will provide the clinical training site with a student feedback report that includes summary data and comments from all completed student evaluations of the rotation.
- The Clerkship Course, or Regional Coordinator will discuss the number of students completing rotations at the clinical training site, and will determine if the site is currently over or under scheduled.
- The Clerkship Course, or Regional Coordinator will tour the clinical training site facilities in order to ensure that the clinical training site has the necessary and appropriate learning resources available to students, including space, technology and any other material as identified by the COM and/or Clerkship Course Coordinator.
- The Clerkship Course, or Regional Coordinators are required to complete the Site Assessment form for each site visit, which must immediately be submitted to the Director for Clinical Education.
- The Director for Clinical Education will compile all Site Assessments for each visit into a final site report that will be distributed to the members of the Year 3 & 4 Curriculum Coordination Committee, and will allot time for formal discussion and review of the report at the next regular meeting.
- Following the formal review and discussion of each report, the Year 3 & 4 Curriculum Coordination Committee will approve a list of recommendations by a majority vote. The Associate Dean for Medical Education will certify final site reports, and will formally submit the report to the Curriculum Oversight Committee for review and approval.
- The Curriculum Oversight Committee will, through their formal procedures, review and approve the final site reports, and will submit them for review and, when necessary, action to the Senior Associate Dean for Academic Affairs. The Senior Associate Dean for Academic Affairs, will approve all final site reports, and will determine what, if any action or remediation is required, and how it is to be implemented.
- The Office of Clinical Education will receive notification of required action, and will oversee its implementation process.