



**TOURO COLLEGE
OF OSTEOPATHIC MEDICINE**

Where Knowledge and Values Meet

CLINICAL ROTATIONS MANUAL

Effective July 1, 2018

Harlem Campus

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Phone: 646.981.4500

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The information herein applies to the Academic Year 2018-2019 and is subject to change at the discretion of Touro College of Osteopathic Medicine.

Department of Clinical Education – Contact Information

Evaluations	evaluations.clinical@touro.edu
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Introduction

Osteopathic Medicine Facts and Statistics

- There are 108,118 osteopathic physicians (DOs) in the United States, comprising 9% of all physicians.
- Osteopathic physicians handle 10% of all Primary Care visits in the United States.
- The 34 schools of osteopathic medicine at 51 locations graduate approximately over 6000 osteopathic physicians each year. Touro College of Osteopathic Medicine graduated its first class of physicians in 2011.
- Nationally, there are 28,981 osteopathic medical students in the 2017-2018 academic year with one in four medical students in the U.S. attending an osteopathic medical school, with enrollment increasing approximately 25% every five years¹
- There are approximately five applicants for each student who matriculates into the almost 40 colleges. Touro College of Osteopathic Medicine received approximately 2000 applications for 125 available positions in 2007, and we received over 5700 applications for the September 2014 entering freshman class.
- Over 50% of the osteopathic medical school graduates enter a primary care residency (Family Practice, General Internal Medicine, Pediatrics, Emergency Medicine and OB/GYN) and many end up practicing in underserved or culturally diverse communities.
- One in five students attending American medical schools is a DO degree candidate.

¹ Source: American Osteopathic Association

Mission Statement

-- refer to the College Catalog or visit <http://tourocom.touro.edu/about-us/our-mission--vision/>

Overview of the Clinical Clerkship Program

The Clinical Clerkship Program is designed to provide education and training in the general areas of family medicine, internal medicine, obstetrics & gynecology, pediatrics, psychiatry, emergency medicine and surgery; as well as exposure to additional specialty areas not limited to anesthesiology, pathology, and psychiatry. Radiology and geriatrics are covered throughout most rotations.

The Clinical Clerkship Program is under the direct supervision of the Department of Clinical Education at Touro College of Osteopathic Medicine. The rotations provided at each site and the appropriate numbers of students assigned to each site by Touro College of Osteopathic Medicine are determined by mutual agreement of the Hospital Administrators, Directors of Medical Education (DME's), Clinical Faculty, and the Touro College of Osteopathic Medicine Department of Clinical Education.

During the 3rd and 4th years of a medical student's education, flexibility is provided to allow students to have some months of elective time. This gives students ample opportunity to pursue and cultivate their individual interests and strengthen areas of need.

Student Policy & Procedure

Administrative Functions

The clinical site, in coordination with Touro College of Osteopathic Medicine, will define the degree of student involvement within the institution.

Administrative Matters and Risk Management

During your clinical rotations, it is possible that situations may arise that require administrative notification. Whether it be a serious interpersonal issue with staff/peers, a claim of harassment or discrimination, or a patient care related issue with an untoward event, It is the student's responsibility to contact your respective Director of Medical Education immediately and the Department of Clinical Education (Office of the Clinical Dean).

Title IX

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Title IX coordinator. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

The Title IX Coordinator or his/her designee ("Title IX Coordinator") is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro's anti-harassment and anti-discrimination policy.

The Title IX Coordinator's contact information is as follows:

Matthew Lieberman, *Title IX Coordinator*

Touro College

500 7th Avenue, 4th Floor

New York, NY 10018

Phone: 646-565-6000 x55667

Email: matthew.lieberman@touro.edu

For the complete version of this policy please visit: <http://www.touro.edu/title-ix-policy/>

General Clerkship Guidelines

Students will participate in a well-structured, systematic training experience in each particular service. Students will be assigned to a patient care team with one or more attending physicians and, which may, in some circumstances, include residents, interns and/or other students. This structure will provide all participants with clearly delineated responsibilities for meeting education objectives.

1. The student will attend appropriate didactic sessions including, but not limited to, Morning Report, Grand Rounds, and other educational seminars.
2. The student will be evaluated by the responsible individual(s) on the teaching service through periodic assessments, as well as through direct and indirect observations of clinical performance.
3. Preceptors on the teaching service will complete the Clinical Clerkship Faculty Evaluation of Student Form (CCFES). The CCFES forms are to be submitted to the Department of Clinical Education within 4 weeks following the rotation. We encourage students to seek feedback midway through each rotation and to ask questions as they arise, and to have an exit interview during which time the student is to sign the CCFES. Faculty are to meet with any student at the midpoint of the clinical clerkship if there is a possibility that the student may fail the rotation.
4. The student will complete an evaluation regarding the physician, site, and rotation. These must be completed within one week following the rotation. Data from these will be summarized and provided in aggregate form to rotation sites to foster focused faculty development.

Patient Care

Students will comply with all requirements related to patient care as established by the state, federal, and hospital accreditation agencies including HIPAA, HFAP, and Joint Commission.

Orientation Guidelines

Students will be provided appropriate orientation to the clinical facilities. This may include sessions at the Touro College of Osteopathic Medicine campus, on-site orientation, and other methods which may include distribution of materials to be reviewed with the student by the clinical site/hospital, to ensure that students are adequately prepared to begin learning and assisting with patient care at the institution.

Orientation may include reference to:

Hospital Facilities:

Patient rooms/specialty care units, safety procedures and announcements (e.g., fire, codes), nurses' stations, ancillary services facilities (e.g., x-ray, laboratory, medical records), rest rooms and locker areas, conference areas, lounges, cafeteria or coffee shop, library/Internet access and OMM table locations.

Procedures:

1. Students should be informed as to whom they are responsible, and how that person or persons may be reached when needed.
2. Students will introduce themselves to the supervising physicians involved in the clinical clerk's specific program to review the learning objectives provided by Touro College of Osteopathic Medicine. Students are encouraged to arrange meetings with their preceptors to review progress, goals, evaluations and expectations at regular intervals.
3. Students will be provided with detailed information regarding expectations and duties. This may include time commitments (i.e., students may be provided with a schedule of each clinical clerk's on-duty hours and days and a list of each clinical clerk's duties and responsibilities). We understand that medicine is not always predictable and that patient needs come first. Schedules may fluctuate and it is not always possible to leave as scheduled.
4. At the start of each clinical clerkship, students will be instructed as to protocols, duties and responsibilities, including student chart documentation*. Students should understand what criteria will be utilized to evaluate their performance; a copy of the Clinical Clerkship Faculty Evaluation of the Student Form is in this manual.

*Note: if the above mentioned information is not provided at the beginning of the rotation, students may contact the hospital DME or chief of service for clarification.

General Student Protocols

Students are to notify the Registrar and the Department of Clinical Education of any change in contact information (e.g., mailing address, phone numbers) during the clinical years. Students can contact the Registrar at:

Harlem Campus

Mrs. Khemwattie Ramdhanny
2090 Adam Clayton Powell Jr. Blvd, Suite 519H
New York, NY 10027
Phone: 212.851.1199 Ext 42587
Fax: 212.851.1183
Email: Khemwattie.ramdhanny@touro.edu

Middletown Campus

Ms. Kelly Degnan
60 Prospect Avenue, Room 108, 1st Floor
Middletown, NY 10940
Phone: 845.648.1000 Ext 60108
Fax: 845.648.1018
Email: Kelly.degnan@touro.edu

Dress Code

Clinical clerks will wear clean, white clinic jackets with name tags; tags worn may be provided by the college or as required by the training facility. The clerk shall dress in a manner appropriate for a physician in clinical care settings (business casual). Some affiliated hospitals will have a dress code that differs from Touro College of Osteopathic Medicine, in which case, the rotation facility rule will prevail. Students will be informed of these dress codes, and are expected to follow them. On services where scrub suits are indicated, these suits will be provided by the facility. Scrub suits are NOT to be worn off hospital sites.

***Students must wear “TouroCOM” white coat on rotations**

Please keep in mind that dress code is considered a reflection of professionalism.

Confirmation of Rotation Assignments

It is expected that students will confirm scheduled rotations four weeks in advance, particularly for electives. At such time, students should contact their DMEs or preceptors in order to determine the location and time to start the first day. Failure to confirm rotations may cause a delay in the start of the student's rotation. Students are not to adjust or modify their core rotation schedule without permission. Such actions will subject the student to discipline, which may include failure of the clinical rotation or dismissal from the program.

Training Hours

Working hours for each of the services will be indicated and determined by the physician in charge of that service, in cooperation with the DME of the affiliated hospital.

Attendance Policy / Scheduling:

1. **The Touro College of Osteopathic Medicine academic calendar does not apply to students on clinical rotations. Each hospital sets its own schedule.** Under typical circumstances, students are expected to be present at their clinical rotation sites for the entirety of all scheduled shifts. 100% attendance is expected!
2. Students may be scheduled to work on weekends, but must be free of all clinical

responsibilities for at least two (2) calendar days out of each consecutive fourteen (14) days. These days off may not necessarily be consecutive or on weekends.

3. Students are limited to eighty (80) clinical work hours per week. Didactic or independent study time is not included in this maximum.
4. Students are not to work more than twenty-four (24) consecutive hours. Extenuating circumstances (e.g. emergent patient care matters) may, on rare occasion, necessitate exceeding this maximum, but responsibilities must not exceed thirty (30) consecutive hours.
5. Students may be required to return to campus for testing and other activities during callbacks each year.

Student Attendance / Time Off:

1. **Holidays:** Students are expected to work as assigned by the institution (the hospital calendar prevails)
2. **Anticipated/Unanticipated Absences:** Students are responsible for notifying their preceptors and the clinical education office at Touro College of Osteopathic Medicine about planned absences and for making arrangements for any make-up time at least five (5) working days prior to the anticipated absence, but in any event no later than the close of the second work day of the rotation. Absences and make up dates must be approved by the DME and the Department of Clinical Education prior to date of question. The Department of Clinical Education should be CC'd on the email request for time off.

Anticipated/Unanticipated Absences:

Absences may include:

- Board Examinations
- Residency interviews
- Make up Exams
- Illness
- Serious family emergency
- COCA Site Visit

Students must notify both their preceptor and the Department of Clinical Education immediately. If the absence exceeds a single day, students should be in contact with both their preceptor and the Department of Clinical Education, at least daily, or as arranged with the Department of Clinical Education.

Excessive Absences:

1. Each case will be considered individually when taking into account the amount of any time missed on a rotation, along with any make-up time worked, the reason for absences, the quality of clinical performance, and the knowledge and experience gained by a student on a given rotation. ***As a general rule, more than 3 missed days will prompt consideration for repeating the rotation.***
2. If it is determined by the DME/preceptor in consultation with the Department of Clinical Education,

that a student's absences have significantly impaired his/her ability to reasonably meet the educational objectives of the rotation, then remedial work (which may include a partial or complete repeat of the rotation) may be assigned.

3. Absences that may not rise to the level of necessitating a repeat of the rotation may still negatively affect their clinical evaluation, their grade and the Medical Student Performance Evaluation ("MSPE").

Inclement Weather:

Students are responsible to communicate with their site the expectations/responsibilities during inclement weather. **Students on rotations do not follow the TouroCOM weather closings.**

Responsibilities and Duties

All students will be expected to comply with the general rules established by the hospital, office, or clinic at which they are being trained. In addition to the rules established by the hospital or site, the Touro College of Osteopathic Medicine's rules and code of conduct still apply. Specifically, the terms and conditions contained in the College Catalog and the Student Handbook are incorporated into this Manual by reference.

Should any problem or difficulty arise that the DME cannot initially resolve, the information should be communicated to the Department of Clinical Education as soon as possible. Any time spent away from the hospital during regular duty hours for lectures, conferences, and other programs conducted at outside hospitals or universities must be **pre-approved** by the DME of the rotation hospital. Although patient care assignments take precedence over lectures and conferences, the hospital and attending physicians are encouraged to allow the students to attend scheduled lectures.

Additional Guidelines:

In addition to the responsibilities listed above, additional requirements exist:

1. All evaluations are to be completed, signed, and reviewed with the student by a licensed and **credentialed** physician.
2. Students are not permitted to accept financial compensation or any form of gratuity for rendering patient care. Their training institution, when possible, may assign suitable housing accommodations and board.
3. Students should be assigned to specific patients. Histories and physical examinations should be completed on those patients whom students will be following on the service to which they are assigned, where applicable.
4. Students should perform "pre-rounds" on patients or chart review, and accompany the preceptor on rounds, conferences, and consultations when appropriate.
5. Progress notes, may be written by the students only with permission, and under the supervision of a physician. Progress notes must be countersigned within the time required by the rules and regulations of the training institution.
6. Students shall not order any examinations, tests, medications, or procedures without consulting and obtaining the prior approval of the supervising physician. Students shall not write prescriptions for medicine, devices, or anything requiring the authority of a licensed physician. Students shall never represent themselves as licensed physicians.
7. Attendance by students is required at all conferences, discussions, study sessions, or any other programs of an educational nature designed specifically for students at the clinical site. Each conference should be documented with an attendance record.
8. Students shall learn and perform procedures under appropriate and proper supervision, in those areas where the training institution regulations permit such instruction.
9. The codes of Professionalism are to be adhered to at all times.

Letter of Good Standing and Liability Coverage

A “Letter of Good Standing” is sent to each core rotation site by the Department of Clinical Education prior to the beginning of each rotation. In order to qualify for a “Letter of Good Standing,” in addition to academic credentials, students require complete and current health records.

All students on approved clinical rotations in the United States are covered by the professional liability insurance of Touro College of Osteopathic Medicine during their OMS III and OMS IV years.

Health Records

Health records are maintained by Touro College of Osteopathic Medicine. This information includes a Physical, TB screening (2-step PPD or other TB testing, as defined by the State of New York), and compliance with OSHA/HIPAA. PPD’s must be updated annually Td must be updated every 10 years. MMR/Varicella/Hepatitis vaccines and/or titers will also be required. Students are responsible to keep their immunizations current.

Students on electives may be required to provide proof of personal health insurance and HIPAA, BLS, ACLS, recent criminal background check, and OSHA training completion by or at a specific training site. Copies of such documentation are available from the Department of Clinical Education and on the New Innovations software. It is the student’s responsibility to keep one’s certifications current.

New Innovations & Scheduling

All students will be utilizing the Clinical Education Department's rotation software New Innovations.

Students will have access to New Innovations **by February 1st**

Please follow the below instructions to log on for the first time:

Go to: www.new-innov.com

Enter the below login information:

Institution: Touro

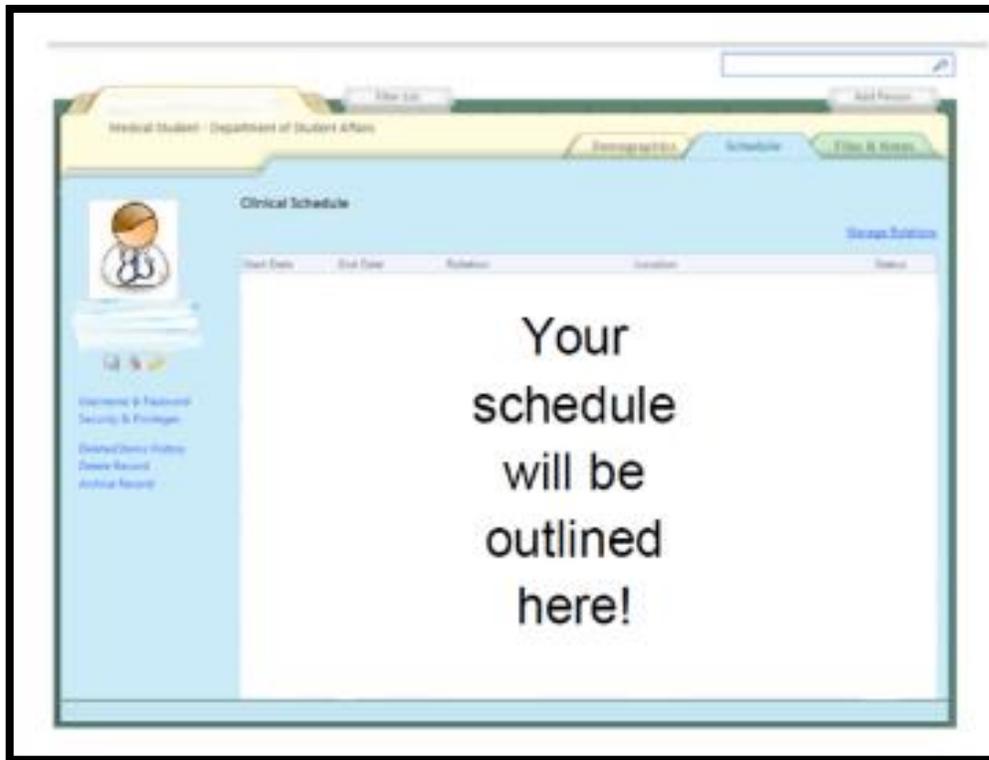
Username AND password: first initial last name (ex. ksteier)

You will be prompted to change your password upon first sign in.

Student Schedules:

Student schedules can be found under the "schedule" tab on the student's personnel record. If a student schedule is inaccurate on New Innovations, please contact the student coordinator immediately.

Student schedules on New Innovations are the schedules used by coordinators at TouroCOM and rotation sites; therefore, if you are not scheduled for a rotation, **you may not receive credit for the rotation.**



^ When the lottery is complete, the student schedule will be imported here.

Changing a Scheduled Rotation & ADD/DROP

ADD/ DROP a Rotation: If a student wishes to change a rotation that has been confirmed on their schedule, they must submit the below documentation:

- A change of rotation request form
- Student must **request release** from the originally scheduled rotation and forward confirmation to their coordinator.
- Confirmation of approval for rotation at the newly scheduled site
- All forms should be submitted at least 6 weeks prior to the rotation to ensure the ability to confirm with both the rotation site you are leaving and availability at the new site. **Please note:** If you submit a change of rotation request form in extreme advance, expect a delay in response until closer to the time of the rotation.
- If you do not receive confirmation that this rotation has been changed and your schedule has not been updated on New Innovations, then you are still scheduled for your original rotation.
 - Students must see the approved change on New Innovations to consider the changes confirmed
- No request will be considered if a student has any outstanding grades or paperwork that has not been submitted to the Clinical Education Department.
- If a student is delinquent in the completion of any required paper work, including health forms and/or evaluations, changes will not be permitted.
- If you do not attend a scheduled rotation or change your schedule without notification, you will not receive credit for that rotation.
 - Attending an unapproved rotation will result in a **grade of Incomplete (I)**
- Approval of an “*Elective* request” does not grant approval of a change of “*Rotation* request”. (These are separate forms and should be used accordingly)

Rotation Change Form:

- If a student chooses to change a rotation, and receives approval, the student’s “Change of Rotation” approval will be submitted to the Registrar to update their schedule accordingly. **This policy emphasizes the importance of submitting proper forms.**
- If a student does not submit the change of rotation request form, their schedule will not be accurate with the Registrar’s office on TouroONE or New Innovations.

Evaluations

- All evaluations must be submitted within **4 weeks** from the last day of the rotation.
 1. This is a Registrar imposed deadline. Failure to submit grades in a timely manner may result in a delay of Financial Aid disbursements.

2. If an evaluation is not received:
 - but the Department can confirm completion of the rotation, a grade of “C” will be entered on the student’s behalf.
 - If the Department cannot confirm completion of the rotation, a grade of “I” (Incomplete) will be submitted.
 3. Should a student receive a grade of “C” or “I” for a rotation based on NO evaluation received, the grade may be reconsidered and averaged upon receipt of the late evaluation, per the discretion of the Clinical Education Department
- Submitting an evaluation on New Innovations electronically is the most efficient method.
 - The evaluation must include student name, preceptor name, rotation name, date and all evaluations must have a signature from the DME/preceptor or the evaluation will *not be accepted*.
 - If the evaluation is not legibly filled out with the complete rotation information, it cannot be submitted on behalf of the student. **Please be sure to include:**
 1. Exact dates of the rotation
 2. Hospital/rotation site
 3. Clinical course number as appears on New Innovations
 - Evaluation forms can be found in the Department Manual section of New Innovations.
 - If additional evaluations are received after the 4 week window from the end of the rotation, the evaluations will not be factored into the grade.

Evaluations must be submitted to: evaluations.clinical@touro.edu

- Students should review evaluations at the end of each rotation with their assigned preceptor and retain copies for their own records.
- All evaluations are reviewed by the Department of Clinical Education and the final grade is ultimately decided by the Clinical Dean.

Faculty Evaluation of Student:

- Preceptors are able to complete your evaluations online on New Innovations.
- You have the ability to request that your preceptor complete your evaluation at the end of the 3rd week of each rotation. *This prompt will be seen on your home screen when available.*
- Faculty evaluations completed on New Innovations are available for students to review.

Preceptors on New Innovations

- If your preceptor is not listed on New Innovations, please provide the preceptors name and email address to the Dept. of Clinical Education. The required credentialing processes takes time, please expect a delay in the preceptor appearing on New Innovations.

Student Evaluation of Faculty and Rotation

- The student is responsible to complete an evaluation of each rotation completed. This is a valuable time for students to provide the COM with feedback regarding rotation.

Electives

- Elective requests must be submitted at least 6 weeks prior to the month you are requesting.
- Failure to provide this information (as it should be reflected on New Innovations) may result in a canceled rotation.
- Student schedules will have two unassigned months during their third year. This is designated for your 1-month elective and 1-month vacation time.
- The schedules that are sent to the hospitals are created from New Innovations therefore not informing the school; rotation requests will not be ensured full credit by the administration.
- An elective rotation must be 4 weeks long. If you choose to complete a 2-week elective, you must complete an additional 2-week elective to receive credit for the course.
- Once the elective is approved, the student will receive a signed elective request and letter of good standing from their coordinator to submit to the elective site with the rest of their credentialing file (health forms, immunization records, etc.)
- The elective site must sign the elective request form as well. Upon receipt of this completed form, the student's schedule will be updated in New Innovations.

NOTE: *All student forms can be found on New Innovations and can be downloaded by the student for use.*

It is the student's responsibility to submit all necessary documentation for onboarding to the elective site.

The clinical education department is only responsible for submitting student files to core rotation sites.

Visiting Student Learning Opportunities (VSLO) & Electives

Visiting Student Learning Opportunities (VSLO):

Formerly Visiting Student Application Service (VSLO)

- Students will receive access for VSLO prior to applying for 4th yr. rotations, in January.
- 3rd year students will only receive access prior, if they are applying to a 3rd year elective that requires the application to be completed on VSLO.
- Documents to be uploaded by the school will be present on student profiles by the end of February.

Note: Transcripts will continue to be updated on VSLO bi-monthly.

- When a rotation is solidified via VSLO, an email must be sent to the 4th year coordinator on each respective campus in order for that elective to be added to your New Innovations schedule. Confirmation emails will also suffice in order to attain school approval. If you do not see your rotation noted on New Innovations it has not been confirmed.
- An elective request form is ONLY required when student requires a new letter of good standing to submit to the elective site.
- It is the responsibility of the student to submit all credentialing files to your elective site coordinator. These documents can be found on your New Innovations profile.
- Students must make note to follow individual hospital policy when scheduling and confirming electives as some sites have very particular deadlines and requirements.

DO NOT JEOPARDIZE YOUR ELECTIVE ROTATION BECAUSE YOU DID NOT FOLLOW UP.

Preparing for 3rd Year Clinical Rotations

Process for Registration: Students are registered initially for rotations in a “block” (umbrella registration). Registering for clinical education does *not* mean the registrar has each student’s rotation schedule. Students’ schedules will not be reflective of core rotations until submitted to the registrar by the Department of Clinical Education. Each schedule must be completely reflected on New Innovations, including all core and electives by September 1st. Schedules must include all of the below course requirements (refer to Clinical Rotations Curriculum & Syllabi):

- Family Medicine (2 Months)
- Internal Medicine (2 Months)
- Surgery (2 Months)
- Psychiatry (1 Month)
- Pediatrics (1 Month)
- Emergency Medicine (1 Month)
- Obstetrics/Gynecology (1 Month)
- Elective (1 Month)
- OMM Requirements: please refer to the Syllabi

Clinical Rotation Sites & Lottery: Information will be provided during the Spring semester of the students’ second year by their campus Department of Clinical Education.

Student Credentialing Forms & Dates: All students are responsible for the following:

1. Credentialing/ Onboarding:

Letter of Good Standing	OSHA/HIPAA Training Certificates
Wellness Packet	ACLS & BLS Training Certificates
Copy of Titers (lab results)	Flu Vaccination Documentation
Copy of Medical Insurance	12 Panel Drug Screening

Students are responsible for updating all certifications and immunizations that expire annually and bi-annually.

2. Introduction to Clinical Rotations: All students are required to attend the three credit course introducing the incoming class to Clinical Rotations.

3. Students must attend the following:

ACLS/ BLS Skills Session	Intro to Clinical Education Lecture	OSHA/HIPAA
DATES TBA	DATES TBA	DATES TBA
Attendance/ Grading: Attendance of all three days=A, Attendance of two days=B, No attendance= incomplete		

4. Hospital Orientation: (Required)

- Each clinical site has individual requirements for Orientation.
- Please continue to check email and New Innovations for updates regarding your rotation site orientation and responsibilities prior to rotations.

Pre-Rotation Orientations may be scheduled PRIOR to July 1st.

You will receive orientation emails and will need to plan accordingly to meet site requirements.

COMAT Exams

- The official COMAT schedule will be posted on New Innovations.
- Students will complete an Osteopathic Principle and Practices COMAT at the end of their Elective month.
- These exams will be given electronically and students are responsible for bringing their computer on the day of the exam.
- Please visit www.comat.starttest.com and download the secure browser to do a system check on the computer being used. This process takes less than 5 minutes.

OPP COMAT POLICY

- The student is required to complete an Osteopathic Principles and Practices COMAT at the end of their scheduled elective rotation. Students should anticipate sitting for the regularly scheduled COMAT during their Elective month.
- A student completing an elective that logistically wouldn't allow them to return for the regularly scheduled COMAT, must contact their student coordinator.
- At the discretion of the Department of Clinical Education Department, the OPP COMAT can be rescheduled to another available COMAT exam date but must be completed within the semester of the scheduled elective. Failure to schedule appropriately will result in the inability to submit a complete grade for the rotation.

Absent- Day of Exam

1. Student has a family emergency. *Supporting documentation from a physician or outside source is required.*
2. Student illness. In the case of an injury or illness, a physician's note (and/or evidence documenting such an absence) is required. **The College reserves the right to ask for additional supporting documentation in support of the physician's note.** *(additional explanation in Student Handbook)*
3. Academic pursuits whereby a student is participating in a prior approved seminar, conference, or educational program to promote a better understanding of medical education and the field of osteopathic medicine. *Confirmation of pre-approved attendance is required.*

4. Should a student be scheduled to sit for COMLEX USA, the student may request to reschedule the COMAT exam that conflicts with the scheduled board exam. Presentation of confirmed exam date is required.
- Failure to follow the above policy and procedures will result in failure of the examination and a grade of incomplete (I) for the rotation. Please refer to the Clinical rotations curriculum & Syllabi for additional grading information.

Preparing for 4th Year Clinical Rotations

Requirements

1. All students must be eligible for the COMLEX-USA Level 2 examination prior to starting their 4th year rotations: Pass COMLEX Level-USA Level 1
2. All students must successfully complete all requirements of their 3rd year clinical rotations:
 - Family Medicine (2 Months)
 - Internal Medicine (2 Months)
 - Surgery (2 Months)
 - Psychiatry (1 Month)
 - Pediatrics (1 Month)
 - Emergency Medicine (1 Month)
 - Obstetrics/Gynecology (1 Month)
 - Elective (1 Month)
3. All students must submit updated health forms to the Department of Clinical Education:
 - Physical Form
 - Emergency Contact
 - 2 Step PPD
 - Copy of current insurance card (Front and Back)

****Please Note: 12 Panel Drug Screen** and updated **background check** are strongly encouraged and may be required by elective sites for 4th year rotations. Please review elective site guidelines to ensure individual onboarding requirements are met. Students may obtain drug screen or background check through [Verifiedcredentials.com](https://www.verifiedcredentials.com)

4th Year Courses & Guidelines

Please see the below course numbers for all required courses:

CLIN~813~A.ELC1
CLIN~813~B.ELC2
CLIN~813~C.ELC3
CLIN~813~D.ELC4
CLIN~813~E.ELC5
CLIN~813~F.ELC6
CLIN~813~F.ELC7
CLIN~854.IMSUBI
CLIN~898.PC

4th Year Guidelines:

- OMM Requirements: Please refer to the Clinical Rotations Curriculum & Syllabi
- Students must complete 4 weeks of each required rotation between July 1 and April 30. **Students must complete 5 courses during the Fall (July-Dec) and 4 courses during the Spring (Jan-April).**
- It is important for students to note that the months of May and June should be used as vacation months to account time for graduation and residency preparation.
- All 4th year rotations are scheduled independently by the student at the site of their choice. Students may schedule core rotations at their 3rd year core site independently if offered by the site.
- All Fall rotations **must** be scheduled at a site with GME (Graduate Medical Education), unless otherwise approved by the Clinical Dean.
- Students must submit course descriptions with site confirmation for core requirement consideration outside of Touro affiliated core sites.
- Please be sure to review the below link for sites that participate within our Osteopathic Postdoctoral Training Institution (OPTI): <http://nycomec.org/>
- All confirmations of rotations must be submitted to the Department at least 6 weeks prior to the start of the rotation. If rotation location is updated on New Innovations, the rotation is considered confirmed. VSLO confirmation emails from site are acceptable.
- Please review the syllabi for core descriptions, research electives, and supplemental literature review opportunities.
- Any rotation exceeding the four-week requirement will only count towards one clerkship. Additional weeks may not be combined with any other rotation.

****Requirements of core rotations are available in the Syllabi document***

COMSAE and COMLEX Level 1 Policy

1. Background

- Students have historically struggled with the dual responsibility of COMLEX Level 1 and clinical rotations. We strive to avoid that dilemma by requiring that all COMLEX Level 1 requirements be completed before clinical rotations.
- COMSAE is a self-assessment examination for osteopathic students to gauge the base of their knowledge and ability as they prepare to take COMLEX Level 1. COMSAEs are available for purchase on line by registered students. Two versions of the exam are restricted for institutional use, and are used by TouroCOM to assess student readiness for the Level 1 exam.
- A COMSAE score of 475 will allow the student to register for COMLEX Level 1 with the NBOME.
- The best chance for a first-time pass on COMLEX Level 1 is shortly after COMSAE (475).

2. The college provides the following Level 1 Prep materials:

- Level 1 COMBANK Q-Bank
 - Invariably, students that perform poorly on COMSAE practice exams and COMLEX do too few practice questions during their preparation.
 - Completion of the Level 1 COMBANK Q-Bank (2000 questions) by all students is required by May 30, 2018. Note: this should be your starting point. Final question count should be >5,000.
- First Aid (2017), provided during the spring of the first year.
- Sketchy Medical bundle, provided during year 2.
- B. Thursday afternoon Basic Science and Clinical System review may be offered to support the second year curriculum and bring first year basic science back into focus, based upon student participation.
- 4 hour, 200 question COMBANK assessment exams to gauge knowledge and further plan board Prep effort.
 - 1st exam: **February 12, 1-5PM**, proctored exam on campus, required for all students.
 - 2nd exam: available **May 15th-June 30th** for all students, required for those students yet to pass COMSAE (475) and used to address weaknesses and remediation program design.

3. COMSAE requirement, schedule and remediation

- Students must achieve a threshold score of 475 on a college-proctored COMSAE in order to register for the COMLEX Level 1 exam.
- Practice COMSAE exams are available to students at NBOME.org. It is recommended that students purchase and take a COMSAE practice exam (“timed” mode) before sitting for a school-proctored COMSAE.
- Proctored COMSAE Schedule – Spring 2018
- Recommended exam. Paid for by the school, proctored examination. It is
- Recommended that students who plan to sit for a COMSAE on one of the early Recommended Dates have scored at least a 450 on a prior COMSAE practice exam.
 - March 15, 2018, 1-5pm
 - April 12, 2018, 1-5pm
- Required exam. Paid for by the school, proctored Examination. Required for all students that haven’t yet passed COMSAE with a 475.
 - May 7th, 2018
 - May 24th 2018

- All students who do not meet the 475 requirement by second required seating are required to meet with the Preclinical Dean to review their individual performance profile and establish an individualized remediation program. The student is required to complete the remediation plan and repeat the COMSAE (proctored exam) within 30 days of last failed attempt.
- Students that have not reached the 475 threshold by July 1st will not be permitted to begin the 3rd year rotations. These students must meet with the Director of Clinical Education and the Preclinical Dean to discuss opportunities for external comprehensive remediation programs.

4. COMLEX-USA Level 1.

- Students are expected to sit for and pass COMLEX-USA Level 1 before July 1. Students that do not receive a passing grade for COMLEX Level 1 by October 1 of their third year will be removed by the Clinical Dean from rotations and placed on Administrative Leave until a passing score is achieved.
- Requirements to sit for the COMLEX L1 Exam:
- Only students that are in good academic standing and have reached the COMSAE 475 threshold will be allowed to sit for the COMLEX Level 1 Exam.
- Unless an extension is approved by the Preclinical Dean, eligible students MUST sit for the COMLEX Level 1 exam no more than 60 days after reaching the COMSAE 475 threshold. Failure to do so will result in a revocation of exam registration privileges and a requirement to re-take the COMSAE (475) exam.
- In the case that a student fails the COMLEX Level 1 Exam it is the responsibility of the student to schedule a face to face meeting with the Preclinical Dean and Clinical Rotations Director. The purpose of the meeting is to assist with COMLEX Level 1 support and planning. The student may be removed from Clinical Rotations at this time.
- By the NBOME guidelines, as of July 1, 2016 candidates taking COMLEX-USA examinations will be limited to a total of six attempts for each examination.
- Students should read and understand the NBOME COMLEX USA Bulletin of Information, <https://www.nbome.org/docs/Flipbooks/ComlexBOI/index.html#p=1>
- Students have no more than 6 years to graduate from the COM after initiating the program.

5. Consequences of noncompliance.

- As stated in the student handbook, the Clinical Dean may remove noncompliant students from rotations.
- Lack of adherence to this policy will result in immediate referral to the Student Promotions Committee, with an action that may include a recommendation to the Dean for dismissal.

COMLEX-USA Level 2 Requirements

The below will outline student responsibilities for COMLEX-USA Level 2 Exam preparation.

NOTE: Deadlines will be announced during the Fall Semester of 3rd Year

COMBANK:

COMBANK Assessment Exams will be made available in **February** and again in **April**. These are less rigorous than COMSAE (see below) and let the students know what subject matter they may be deficient. It is recommended that students complete an available COMBANK assessment prior to sitting for their first COMSAE. COMBANK Assessment Exam II will be **mandatory** for students who have not successfully passed the COMSAE by that time.

COMSAE:

The Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) is a self-assessment exam for osteopathic students and residents to gauge the base of their knowledge and ability as they prepare to take a COMLEX-USA Level 2-CE cognitive examination.

- All Students must pass COMSAE with a 500 prior to taking COMLEX-USA Level 2
- Students may not schedule their COMLEX-USA 2 CE exam prior to passing a COMSAE.
- COMLEX-USA Level 2 CE must be taken after June 1st and by August 1st
- COMLEX-USA Level 2 PE must be taken by September 1st
 - *It is strongly recommended that students complete their Family Medicine rotation prior to taking the COMLEX-USA Level 2 PE.*

- Approval will be revoked if requirements are not met!

- Students will be responsible for any penalties and fines incurred by the NBOME if their approval for any exam has been rescinded by the Department of Clinical Education.

- Approval is required from the Clinical Dean for students to take COMLEX-USA Level 2 exams outside of assigned deadlines.

COMLEX Level 2 CE

All students must pass COMSAE with a 500 prior to taking COMLEX Level 2 CE

COMBANK Assessment Exam 1 Optional
(4 hours)

COMSAE Level 2 REQUIRED
(Attempt 1)

Score
500 or greater

Score
499 or less

At Risk Students
(Level 1 Failure OR < 450)

COMBANK Assessment Exam 2
(8 hours) **REQUIRED**

COMSAE Level 2 (B)
(Attempt 2)

Score
500 or greater

Score
499 or less*

MUST participate in
Boards Boot Camp

Eligible after
completion

Eligible to schedule COMLEX 2 CE

**3rd COMSAE attempt will be made available at the discretion of the Department of Clinical Education*

Requirements for Identified at Risk Students

Students that have been identified by the Department of Clinical Education as “At Risk” will be required to attend a “Boards Boot Camp.” Student participation in this program is closely monitored. Failure to complete the program will impede fourth year rotations, scheduling of your COMLEX- USA Level 2 CE, and may result in further disciplinary action at the discretion of the Clinical Dean.

Students that fall within the below criteria will be contacted by the department regarding enrollment.

- Previous COMLEX-USA Level 1 failure
- Level 1 score below 450
- Failure to achieve a score of 500 on COMSAE by provided deadline

Note: Students mandated to participate in this program will be required to submit their scheduled COMLEX-USA Level 2 (CE & PE) exam dates for approval by the Department of Clinical Education.

Electronic Residency Application Service (ERAS):

ERAS will open for students during their 3rd year. *The specific date varies annually.*

Getting Started! -> Tokens

- Students will have already received their ERAS Tokens from the TouroCOM Administration in order to begin the uploading of Letters of Recommendation during their 3rd year.
- If you have not received an ERAS Token, please contact the Department of Clinical Education.

Required Documents -> Who does what?

- Documents that are uploaded by the school include: Transcripts and MSPE's.
- **Documents that are uploaded by the student:** Application, Photo, Personal statements, board scores including COMLEX and USMLE reports.
- Documents that are uploaded by the preceptor: Letters of recommendation

Medical Student Performance Evaluation (MSPE): (The Deans letter)

- Students will be requested to submit their "Noteworthy Characteristics" for MSPEs toward the end of the 3rd year to the administration.
- Upon completion of MSPEs by the administration, students will be given ONE opportunity to review and edit this document.
 - If the document is submitted after the deadline requested changes will not be honored.
 - If more than one response is sent to the administration with varying edits, only the first response will be honored.
 - MSPEs will be uploaded by the administration to the ERAS portal by October 1, 2018

Letters of Recommendation (LOR):

- LORs must be submitted directly to ERAS.
- LORS can only be uploaded by the LOR Authors (Preceptors/ DME's).
- Letters of Recommendation cannot be uploaded by the COM's Administration
- Student, authors and institutions will not have access to ERAS until the application season is open. The specific date varies annually.
- Please refer to the [ERAS LORP User Guide](#)

My ERAS

- Any questions a student has about using the MyERAS Applicant portal can be best answered by contacting the MyERAS applicant help resources.
- TouroCOM Administration does not have access to your applicant site and cannot assist you in this way.
- Please contact MyERAS for assistance in viewing uploaded documents, finalizing requests for LORs, etc.

Contact MyERAS at:
MyERAS@aamc.org
202-862-6264
Monday-Friday
8:00 a.m. – 6:00 p.m. ET

ERAS 2019 TIMELINE

- July - Transcripts will be uploaded to ERAS for the first time before AOA programs begin downloading applications on July 15

Note: If all of a student's 3rd year grades are not submitted at this time they will not be seen on ERAS until the next transcript upload.

- September - Transcripts will be uploaded to ERAS for the second time before ACGME programs begin downloading applications on September 15

Note: If a student wishes a transcript to be uploaded at an alternate time they may request a transcript through the Touro College website and send it to the attention of the Department of Clinical Education.

- October – MSPE's will be uploaded to ERAS and released to residency programs on October 1st, 2019.

Note: MSPE's are not viewable by sites until the official release date

- December - Military match results are available.
- January - Urology Residency Match results are available.
- January - San Francisco Ophthalmology Match results are available.
- February - NMS/AOA Match Results are released to all Match participants (students and institutions), to colleges of osteopathic medicine, and OPTIs.
- March - National Resident Matching Program (NRMP®) main residency match results are available. Supplemental Offer and Acceptance Program (SOAP®) starts.
- May - San Francisco Plastic Surgery Match results are available.
- May - ERAS 2019 Season Ends: MyERAS closes.

The Match

The Department of Clinical Education will continue to notify students of important match deadlines. Students are encouraged to visit the below resources for further information in the interim:

American Osteopathic Association National Matching Service(AOA/NMS)

Website <https://natmatch.com/aoairp/>

Email aoairp@natmatch.com

Phone (800) 461-6322

Fax (844) 977-0555

National Resident Matching Program® Main Residency Match (NRMP)

Website <http://www.nrmp.org/>

Email: support@nrmp.org

Toll Free (866) 653-NRMP (6767)

Local (202) 400-2233

Urology Residency Match Program

Website <http://www.auanet.org/education/urology-and-specialty-matches.cfm>

Email resmatch@auanet.org

Phone 1-866-RING-AUA (1-866-746-4282) Ext 3913

Military Match

Website <https://www.mods.army.mil/medicaleducation/>

Email MED.EDU@otsg.amedd.army.mil

Phone (877) 633-2769

San Francisco Match

Website <http://www.sfmatch.org>

Email help@sfmatch.org

Phone 415-447-0350

Match Results

Match results vary by matching service and you should check with each for their calendar.

Generally, Urology results are released in January; AOA/NMS in February; and the NRMP® Main Residency Match Day is the Friday of the third week in March.

The Department of Clinical Education will notify students accordingly.

Please find additional Match Resources available below:

<https://tourocom.touro.edu/academics/do-program/outcomes/match-resources/>

Writing for the Match and Residency

Match and Residency Examples: Curriculum Vitae, Personal Statement, Dean's Letter.

University of North Carolina, Chapel Hill Medical School. Office of Student Affairs.

<http://www.med.unc.edu/md/residency-match>

Strolling Through the Match. American Academy of Family Physicians.

Includes strategy and how to write a curriculum vitae and a personal statement.

<http://www.aafp.org/online/en/home/publications/otherpubs/strolling.html>

Acknowledgement Form

PRINT first & last name: _____

Clinical Rotations Manual:

By initialing below, I acknowledge that the Rotations Manual is posted on the Tourocom.touro.edu and New Innovations. This also affirms that I am responsible to read and review the manual as I am expected to abide by the rules and regulations outlined.

Initial: _____

Transportation:

By initialing below, I acknowledge that during 3rd and 4th year clinical rotations, I may be placed at a clinical site that requires me to commute. This also affirms, my understanding that I am responsible for my personal transportation and costs involved, as I am expected to attend clinical rotations as assigned.

Initial: _____

Student Evaluations:

By initialing below, I acknowledge that I am responsible for submitting evaluations for each of my rotations. This affirms my understanding that if an evaluation isn't received for a confirmed rotation I will receive either a "C" or "I" (Incomplete) for the rotation. When the evaluation is received a change of grade request will be reviewed.

Initial: _____

COMLEX Level 1 & Level 2:

By initialing below, I acknowledge that I am responsible for sitting/ passing **COMLEX 1** by **October 1st** of 3rd year.

Initial: _____

By initialing below, I acknowledge that I am responsible for sitting/ passing **COMLEX 2 CE** by **August 1st** and passing **COMLEX 2 PE** by **September 1st** of 4th year.

Initial: _____

By initialing below, this affirms my understanding that my rotations will be discontinued, should I not meet taking COMLEX by the date(s) outlined above.

Initial: _____

By signing below, I acknowledge and affirm my understanding of what is expected, including but not limited to the above expectations.

Signature: _____

Date: _____