



**TOURO COLLEGE
OF OSTEOPATHIC MEDICINE**

Where Knowledge and Values Meet

CLINICAL ROTATIONS MANUAL

Effective July 1, 2019

Harlem Campus

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Phone: 646.981.4500

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The information herein applies to the Academic Year 2019-2020 and is subject to change at the discretion of Touro College of Osteopathic Medicine.

Department of Clinical Education

Contact Information

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Introduction

Osteopathic Medicine Facts and Statistics

- There are 35 accredited colleges of osteopathic medicine educating approximately 31,000 future physicians, 25% of all U.S. medical students—at 55 teaching locations in 32 U.S. states, as well as osteopathic graduate medical education professionals and trainees at U.S. medical centers, hospitals, clinics, and health systems. (Source AACOM)
- 57% of the osteopathic medical school graduates trained in a primary care residency (Family Practice, General Internal Medicine, Pediatrics). (Source AOA)
- One in four American medical students choosing to attend an osteopathic medical school, the American Osteopathic Association reports a record 6,504 new osteopathic physicians graduated in 2018. (Source: AOA)
- Physician workforce in the United States now includes 114,425 Osteopathic Physicians (DOs) in the United States and nearly 31,000 students enrolled in a College of Osteopathic Medicine. Nearly 22,000 new DOs participated in residency training, which is required for licensure and independent practice, during the 2017-18 academic year. (Source AOA)
- The osteopathic medical profession is currently transitioning to a single accreditation system for graduate medical training. By 2020, all residency programs in the U.S. will be accredited by the Accreditation Council for Graduate Medical Education (ACGME). Both DO and MD students will be able to match into residency programs of their choice. (Source AOA) [2018 Report on the Osteopathic Medical Profession](#)
- Osteopathic Physicians handle 10% of all Primary Care visits in the United States.

Touro College of Osteopathic Medicine

- Graduated its first class of Physicians in 2011.
- The Class of 2019, total, 244 students across Touro's Harlem and Middletown campuses were matched.
- 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 almost 10,200 applications for the September 2019 entering Freshman Class for 250 students between the Harlem and Middletown campuses.

Mission Statement

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 additional specialty areas including but 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 affiliate 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.

In addition to completing the TouroCOM required 3rd and 4th year Core Rotations, students also have the flexibility to select and schedule their Elective Rotations, thereby allowing opportunities to complete Rotations in the individual's areas of interest, and/or to strengthen areas of need, and to gain experience in disciplines to enhance knowledge and skills in preparation for Residency.

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

Students are advised that if there is an issue or concern while on a Rotation (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) the student should contact their respective Director of Medical Education, DME immediately and the TouroCOM Department of Clinical Education (Office of the Clinical Dean). Notification of both institutions is the student's responsibility.

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 structured clinical training experience for each clinical clerkship. Students will be assigned to a discipline/department and a patient care team with one or more attending physicians and, which may, include residents, interns and/or other students. The educational structure is as follows:

- The student will attend appropriate didactic sessions including, but not limited to, Morning Report, Grand Rounds, noon-conference, and other educational seminars.
- The student will be evaluated by the responsible individual(s) on the teaching service as well as through direct and indirect observations of clinical performance.
- Preceptors on the teaching service will complete the Student Performance Evaluation, SPE. The SPE forms are to be submitted to the Department of Clinical Education within 4 weeks of the last day of the Rotation. Students are encouraged to seek formative feedback midway through each Rotation and to ask questions as they arise, and to have an exit interview (at the end of the Rotation) during which time the student is to sign the SPE. Clinical 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.
- “Student Evaluation of Rotation”: Students will complete an evaluation regarding the physician, site, and Rotation. The evaluation must be completed and submitted via New Innovations by the last day of the Rotation. Data from these evaluations 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

In addition to the campus Orientation at TouroCOM, Students will be provided with appropriate in-person on-site Orientation to each of their Clinical Training Institutions. This may include orientations for each of the respective disciplines at the site, distribution of materials to be reviewed with the student by the clinical site/hospital to ensure that students are aware of expectations prior to beginning the Clerkship and assisting with patient care at the institution.

Student 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), Restrooms and Locker Areas, Parking, Conference Areas, Lounges, Cafeteria or Coffee Shop, Library/Internet Access, and OMM Table Locations.
- Students should be provided with contact information regarding organizational structure, person/s to whom they are responsible, and how to contact the Department/Office Coordinator, Clinical Supervisor, DME and Clinical Team.
- At the start of each Clinical Clerkship, students will be instructed as to protocols, duties and responsibilities, including Student Chart documentation*.
- Students are expected to introduce themselves to the Supervising Physicians involved in the Clinical Clerk's specific Program, and to review the learning objectives provided by Touro College of Osteopathic Medicine and any guidelines of the Clinical Training Site.
- Students will be provided with detailed information regarding expectations and duties. This should include time commitments (i.e., a schedule of each Clinical Clerk's on-duty hours and days, and a list of each Clinical Clerk's duties and responsibilities). Students are reminded that schedules may fluctuate as patient care is a priority, and therefore, it may not always be possible to leave at the end of the shift/day as scheduled.
- Students are encouraged to arrange meetings with their Preceptors to review progress, goals, evaluations and expectations at regular intervals.
- Students should understand what criteria will be utilized to evaluate their performance; a copy of the Student Performance Evaluation, SPE is in the Curriculum and Syllabi document found on the Touro website.

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 their respective campus 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

All student evaluations must be received by the Department of Clinical Education no later than four weeks from the last date of the rotation.

NOTE: This is a Registrar imposed deadline. Failure to submit grades in a timely manner may result in a delay of Financial Aid disbursements.

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). No open toe shoes are permitted. Some affiliated hospitals will have a dress code that differs from Touro College of Osteopathic Medicine, in which case, the Rotation facility requirements/rule will prevail. Students will be informed of these dress codes, and are expected to follow them. On services where scrub suits are required, these suits will be provided by the facility. Scrub suits can only be worn in designated areas and 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 (4) four weeks in advance, for Preceptor- based Electives and all 4th Year Rotations (Core and Electives).

Once confirmed, students should contact their DME or Preceptor in order to determine the location and time to start the first day.

NOTE: Failure of the student 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 & Procedures

Working hours for each of the Clinical Site's respective department/services will be provided as determined by the Physician in charge of that Service, and in cooperation with the TouroCOM DME (for TouroCOM affiliate hospitals).

Attendance Policy / Scheduling:

- The Touro College of Osteopathic Medicine academic calendar does not apply to students on Clinical Rotations.
- Each hospital sets its own schedule.
- Students are expected to be present at their Clinical Rotation sites for the entirety of all scheduled shifts. 100% attendance is expected!
- Students should work a minimum of five (5) full days per week or the equivalent number of hours. For example, on an Emergency Medicine rotation, a student may be scheduled on 8 or 12 hours shifts, and will be required to be present at all of their scheduled shifts.
- 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.
- Students are limited to eighty (80) clinical work hours per week. Didactic or independent study time is not included in this maximum.
- 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.
- Overnight call should not be assigned more frequently than every third night, regardless of the number of students on the Rotation.
- A student may be required to remain in the hospital for a post-call day.
- Whenever a student is required to stay overnight, a bed must be provided for each student on call. If no adequate on-call room facilities are available (with arrangements similar to those provided to interns/residents), students should not be required to stay past 10PM.
- Students may be required to return to TouroCOM campus for testing (e.g., COMAT, PE 2 Prep) and other activities such as regularly scheduled Clinical Education meetings, Board Reviews, and /or OMM during callbacks each year.

Tardiness

- Students are expected to be on time daily for all clinical Rotation related duties, including but not limited to patient care, rounds, clinic, office, surgeries /operating room, and meetings, etc.
- If a student anticipates that they may be late, it is the student's responsibility to contact the Preceptor, and/or DME, and/or Site Coordinator or hospital designee as directed by the respective site and department. Excessive or repeated tardiness is unprofessional and will not be tolerated. Email should be sent to the respective person(s) at the clinical site.
- If it is determined by the DME/preceptor in consultation with the TouroCOM Department of Clinical Education, that a student's tardiness has 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, or the student may be required to repeat the Rotation, and may be referred to the Student Promotions Committee, SPC, for evaluation and assessment.

Student Attendance / Time Off

- 100 % attendance is expected on all rotations.
- Absences are recorded on the Student Performance Evaluation.
- Any time missed from Rotation is subject to make up at the discretion of the clinical site.
- Students MUST attend the first day of the clinical Rotation. An absence on the first day may result in a Rotation failure (at the discretion of the hospital/ preceptor), or inability to complete the scheduled rotation. Any exceptions to this requirement because of unanticipated emergencies must be approved by the Clinical Dean and clinical site.
- **Holidays:** Students are expected to work as assigned by the clinical training institution; the Hospital Calendar Prevails
- Students are required to attend ALL TouroCOM Clinical Site meetings conducted by the Director of Clinical Rotations.
- **Anticipated Absences:** Students are responsible for notifying their clinical preceptors and the Site Coordinator (when applicable) as well as the TouroCOM Department of Clinical Education 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. Anticipated absences and make up dates must be approved by the DME and the TouroCOM Department of Clinical Education prior to date of Anticipated Absence. The TouroCOM Department of Clinical Education should be cc'd on the student's email request to the clinical site/preceptor for time off.

Absences from rotation may include:

- Board Examinations: COMLEX LEVEL 2 Cognitive Exam, 2-CE, one (1) day;
- COMLEX 2 Performance Exam, 2-PE, two (2) days (one exam day and one travel day for those taking the exam out of state). See below.
- Residency interviews. **NOTE:** Some hospitals may not permit any missed days during a Sub-Internship.
- Make up COMAT Exams
- Illness
- Serious family emergency
- COCA Site Visit

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

- Students are permitted to be absent one (1) day of a Rotation to take the COMLEX Level 2-CE examination.
- Students are permitted to miss two (2) days of a Rotation to take the COMLEX Level 2-PE examination (one exam day and one travel day-- for those taking the exam out of state).
- Students are excused from rotations to sit for the regularly scheduled COMAT examination.

- All anticipated absences **MUST** conform with the advanced notification requirements to clinical site/hospital/ preceptor and coordinator and the TouroCOM Department of Clinical Education. Arrangements should be made to make up the clinical time.
- **REMINDER:** Any time missed from Rotation is subject to make up at the discretion of the clinical site. This should be noted on the Student Performance Evaluation form.

Student Request for Off-Site Educational Activities

Any time requested to be away from the hospital/rotation site during regular duty hours for educational events such as 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.

Excessive Absences

- 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. 3 missed days per four-week block will prompt consideration for repeating the Rotation.
- If it is determined by the DME/Preceptor in consultation with the TouroCOM 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, or the student may be required to repeat the Rotation. The student may also be referred to SPC.
- Absences that may not rise to the level of necessitating a repeat of the Rotation may still negatively affect the student's clinical performance evaluation, the Rotation grade, and the Medical Student Performance Evaluation ("MSPE") letter.

Inclement Weather

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

Absence on the day of a scheduled COMAT exam

If a student anticipates not being present on the day of a scheduled COMAT exam (due to illness or extenuating circumstance) they are required to email the TouroCOM Clinical Coordinator (or the respective clinical sites if the exam is scheduled off-campus), in advance to request an excused absence.

If a student anticipates late arrival, on the day of a scheduled COMAT exam, they are required to email the TouroCOM Clinical Coordinator (or the respective clinical sites if the exam is scheduled off-campus), in advance.

Responsibilities and Duties

All students will be expected to comply with the 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, <http://tourocom.touro.edu/students/policies/code-of-conduct/>, *still apply*. Specifically, the terms and conditions contained in the College Catalog and the Student Handbook <http://tourocom.touro.edu/students/> 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 TouroCOM Department of Clinical Education as soon as possible.

Additional Guidelines:

Students are required to comply with all hospital/clinical site requirements related to patient care. The delineation of privileges for medical students at the hospital/clinical site is as follows:

- Students must adhere to the respective clinical site's requirements related to any medical documentation, including but not limited to Electronic Medical Records (EMRs).
- Under direct supervision of a licensed healthcare professional, medical students may take histories and/or perform physical examinations and enter their findings in the patient's chart; in accordance with clinical site's/ Training Institution's policy;
- Students may perform procedures under direct supervision of a licensed health care professional in accordance with criteria established by the clinical site/ Training Institution;
- The histories and physicals done by the clinical clerks should be reviewed by the attending and/or supervising physician and, as an educational modality, be reviewed with the clinical clerk for timely, specific constructive feedback;
- It is encouraged that physical examinations that are performed by the student include an osteopathic structural evaluation of the patient;
- Clinical clerks shall NOT write ANY patient orders, prescriptions for medications and/or devices, or anything requiring the authority of a physician;
- Clinical clerks are to abide by all specific departmental regulations of the clinical site/ Training Institution; and,
- If permitted by the Clinical Site / Training institution, progress notes may be written by the Clinical Clerks under direction of the Attending or Supervising Physician and in accordance with the policies and procedures of the Clinical Site/ Training Institution.

The Centers for Medicare & Medicaid Services (CMS) is revising the Medicare Claims Processing Manual, Chapter 12, Section 100.1.1, to update policy on Evaluation and Management (E/M) documentation to allow the Teaching Physician to verify in the Medical Record any student documentation of components of E/M services, rather than re-documenting the work. Students may document services in the Medical Record.

However, the Teaching Physician must verify in the Medical Record all Student documentation or findings, including history, physical exam and/or medical decision making. The Teaching Physician must personally perform (or re-perform) the physical exam and medical decision making activities of the E/M service being billed, but may verify any student documentation of them in the Medical Record, rather than re-documenting

this work. <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/MM10412.pdf>

February 9, 2018—The Centers for Medicare and Medicaid Services (CMS) Feb. 2 [issued](#) a revision to a Medicare manual that allows teaching physicians to use all student documentation for billable services provided that the teaching physician verifies the documentation. The teaching physician must either personally perform or re-perform the physical exam and medical decision making but does not need to re-document.

In the past, only the medical student's documentation of Review of Systems and Past Family and Social History did not need to be re-documented by the Teaching Physician. CMS has not changed the requirement that any contribution of the student must be performed in the physical presence of the Teaching Physician or a Resident. If the service is performed in the presence of a Resident, then all Teaching Physician billing rules apply.

<https://www.aamc.org/advocacy/washhigh/highlights2018/486418/020918cmsrevisesrulesonmedicalstudentdocumentation.html>

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

- All Student Performance Evaluations for 3rd year core rotations are to be completed, signed by a licensed and credentialed TouroCOM Physician and reviewed by the clinical preceptor with the student. All elective rotation evaluations, and all 4th year student evaluations must be signed and/or co-signed by a licensed physician.
- 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.
- Students should perform “pre-rounds” on patients or chart review, and accompany the preceptor on rounds, conferences, and consultations when appropriate.
- Students shall never represent themselves as licensed physicians.
- 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.
- The Codes of Professionalism are to be adhered to at all times.
- Students are not permitted to accept financial compensation or any form of gratuity for rendering patient care.
- The Clinical Training Institution, when possible, may assign suitable housing accommodations and board.
- Transportation: during 3rd and 4th-year Clinical Rotations, students may be placed at a clinical site(s) that require the student to commute. Students are responsible for their personal transportation and costs involved.

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 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.

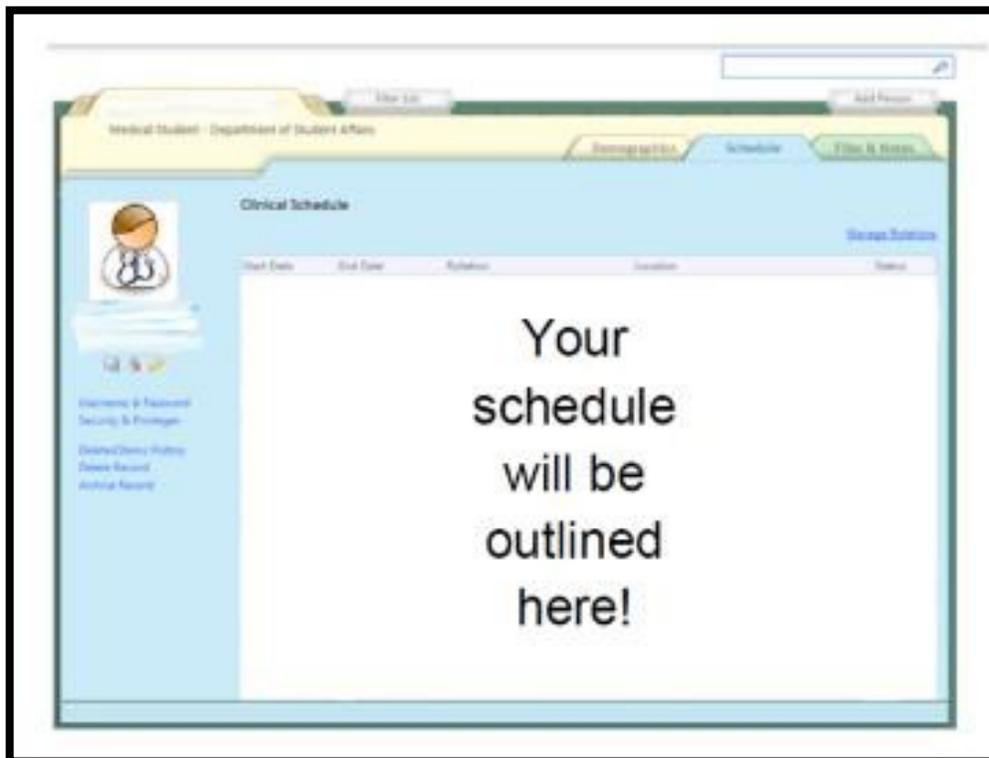
Please follow the below instructions to log on for the first time:
Go to: www.new-innov.com
Enter the below login information:
Institution: Touro
Username AND password: first initial last name (ex. ksteier)
You will be prompted to change your password upon first sign in.

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 a student is not scheduled for a Rotation, they will not receive credit for the Rotation.

[Students are reminded to check their Rotation Schedule in New Innovations](#)



^ 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 documentation below:

- A Change of Rotation Request form (Add/Drop) is available on New Innovations.
- The Student must request release from the originally scheduled Rotation site and forward confirmation to their TouroCOM Student Coordinator.
- Confirmation of approval for Rotation at the newly scheduled site. All requests for core rotation schedule changes should be submitted at least 6 weeks prior to the Rotation to ensure adequate time to confirm with both the Rotation site the student is dropping and availability at the new site.
 - **Please note:** If a student submits a Change of Rotation request form in extreme advance, they should expect a delay in response until closer to the time of the Rotation.

If a student does not receive confirmation that the Rotation has been changed and their schedule has not been updated on New Innovations, then it is assumed they are still scheduled for their original Rotation. Students must see the approved change on New Innovations in order to consider that the change is confirmed.

- 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 a student does not attend a scheduled Rotation or if a student changes their schedule without appropriate notification, they will not receive credit for that Rotation.
- Attending an unapproved Rotation will result in a grade of Unsatisfactory (U); and will require a new Rotation to be successfully completed.
- Approval of an “Elective Request” does not grant approval of a “Change of Rotation Request”. (These are separate forms and should be used accordingly)

NOTE: No request will be considered if a student has any outstanding grades or paperwork that has not been submitted to the Clinical Education Department.

Evaluations:

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

- All Student Performance Evaluations, SPE must be submitted within 4 weeks from the last day of the Rotation.
- Failure of submission may result in delay of grade entry by the Registrar, which may result in a delay of Financial Aid disbursements.
- If a Student Performance Evaluation is not received and the TouroCOM Clinical Education Department can confirm completion of the Rotation, a grade of C will be entered on the student's behalf. A change of grade will be submitted upon receipt and review of the SPE. Confirmation of completion of the rotation must be received in writing from the preceptor or site DME.
- If a Student Performance Evaluation is not received and the TouroCOM Clinical Education Department cannot confirm completion of the Rotation, a grade of "U" (Unsatisfactory) will be submitted.

Faculty Submission of Student Performance Evaluation

- **New Innovations:** Submitting a Student Performance Evaluation on New Innovations electronically is the most efficient method. Students are able to request their evaluation be completed via New Innovations. Students are advised to request that their preceptor complete the evaluation at the end of the 3rd week of each Rotation. This prompt will be seen on the faculty member's New Innovations home screen when available.
- The Student Performance Evaluation must include student name, Preceptor name, Rotation discipline/ name and clinical course number as appears on New Innovations, and rotation block. In addition, all evaluations for CORE Rotations AND Electives done at TouroCOM affiliates must have a signature from a licensed faculty member credentialed by TouroCOM, and/or the TouroCOM DME. An evaluation that does not meet these requirements will not be accepted.
- Only evaluations that have a signature from a licensed physician will be used to determine the overall student performance evaluation.
- EVALUATIONS COMPLETED BY RESIDENTS SUBMITTED TO TOUROCOM WILL NOT BE USED TO CALCULATE A FINAL GRADE. Therefore, Residents, who have important roles to play in feedback and evaluation can give their input, but the SPE must be signed by the credentialed TouroCOM faculty member.
- Students should receive mid-Rotation formative feedback midway through each Rotation.
- Students should review their final evaluation at the end of each Rotation with their assigned Preceptor.
- All Student Performance Evaluations are reviewed by the Department of Clinical Education and the final grade is ultimately decided by the Clinical Dean.
- All evaluations that are not submitted on New Innovations, **MUST BE LEGIBLE**. Student Performance Evaluation forms can be found in the "Department Manual section of New Innovations".
- Under no circumstances should an evaluation be completed by a relative of the student.
- Faculty evaluations completed on New Innovations are available for students to review.

Preceptors on New Innovations

- If the preceptor is not listed on New Innovations, please provide the preceptors full name and email address to the TouroCOM Department of Clinical Education.
- As the required faculty 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 in New Innovations for each Rotation completed. (This is a valuable time for students to provide TouroCOM with feedback regarding a Rotation).
- The completed evaluation **MUST** be submitted by the last day of the respective rotation.
- Submission of this completed form is one (1) **REQUIREMENT** of the respective Clerkship.

Electives

Third Year

- Student schedules will have two unassigned 4- week blocks during their 3rd Year. This is designated for a 4-week Elective and 4- week Vacation block.
- Requests for Elective rotations must be submitted to the TouroCOM Department of Clinical Education at least 6 weeks prior to the start of the anticipated Elective. The request will be reviewed for approval by the Clinical Dean. The student schedule will be updated on New Innovations upon approval.
- The Director of Clinical Rotations and the Department of Clinical Education are available to advise students in selecting their Elective rotations.

Fourth Year

- An Elective Rotation must be 4 weeks long. If a student chooses to complete a 2-week Elective, they must complete an additional 2-week Elective in order to receive credit for the course.
- The Director of Clinical Rotations and the Department of Clinical Education is available to advise students in selecting their Elective rotations.
- Confirmation of secured Electives must be submitted to the TouroCOM Clinical Student Coordinator.
- Once the Elective is approved it will appear on the student's schedule on New Innovations.
- It is the student's responsibility to submit all necessary documentation for onboarding to the Elective site.
- *The student is responsible for any Elective Rotation site fee(s).*

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

Visiting Student Learning Opportunities (VSLO) & Electives

Visiting Student Learning Opportunities (VSLO): ***Formerly Visiting Student Application Service (VSAS)***

- Students will receive access for VSLO prior to applying for 4th Year rotations, in January of their 3rd Year.
- 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 available on “Student Profiles” in New Innovations by the end of February of Year 3.
- When a Rotation is solidified via VSLO, the student must email the 4th Year Coordinator on their respective campus in order for that Elective to be added to the student’s New Innovations schedule. Confirmation emails will also suffice in order to attain school approval. If a student does not see the Rotation noted on New Innovations, it has not been confirmed.
- Students must follow individual hospital policy when scheduling and confirming Electives as some sites have very precise deadlines and requirements, and do not permit extension of deadlines.
- Students are advised to follow up with Elective sites.

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 assures that the student is registered for the Fall semester, but does not mean that the Registrar has each student’s individual 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 rotations and the Elective(s) Rotation by September 1st.

Schedules must include all of the below course requirements (refer to Clinical Rotations Curriculum & Syllabi):

- Family Medicine (8- weeks)
- Internal Medicine (8-weeks)
- Surgery (8-weeks)
- Psychiatry (4-weeks)
- Pediatrics (4-weeks)
- Emergency Medicine (4-weeks)
- Obstetrics/Gynecology (4-weeks)
- Elective (4-weeks)
- 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.

All students are responsible for the following credentialing / onboarding:

Letter of Good Standing	2 Step PPD
OSHA/HIPAA Training Certificates	Flu Vaccination Documentation
ACLS & BLS Training Certificates	Copy of Medical Insurance
Wellness Packet	10 Panel Drug Screening
Copy of Titers (lab results)	Background Check

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

Introduction to Clinical Rotations

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

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		

Hospital Orientation (Required)

- Each clinical site has individual requirements for Orientation.
- Students should continue to check their email and New Innovations for updates regarding their Rotation Site Orientation and responsibilities prior to rotations.
- Pre-Rotation Orientations may be scheduled PRIOR to July 1st of Year 3.
- Students will receive Orientation emails and will need to plan accordingly to meet specific site requirements.

Comprehensive Osteopathic Medical Achievement Test, COMAT Exams

Students are required to take the NBOME Clinical Subject COMAT exams at the conclusion of each respective 3rd Year Core Rotation.

- Students will complete an Osteopathic Principle and Practices COMAT at the end of their Elective month. Therefore, students should anticipate sitting for the COMAT during their Elective Rotation month.
- The official COMAT schedule will be posted on New Innovations.
- COMAT exams will be administered at TouroCOM (**except for specified sites**), and are given electronically. Students are responsible for bringing their computer on the day of the exam.
- Students should 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.
- Students are advised to complete the Practice Questions for the respective COMAT clinical subject exam during the first week of the respective Rotation and again as they continue to prepare for the exam, as well as utilize the Resources on the NBOME website, <https://www.nbome.org/exams-assessments/comat/clinical-subjects/>

OPP COMAT Policy

- The student is required to complete and achieve the minimum required standard score the Osteopathic Principles and Practices COMAT at the end of their scheduled Elective Rotation. Students should anticipate sitting for the COMAT during their Elective Rotation month.
- A student completing an Elective that logistically wouldn't allow them to return to campus for the regularly scheduled COMAT, must contact the TouroCOM 3rd Year Student Coordinator.
- At the discretion of the Department of Clinical Education, 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 Final grade for the Elective Rotation.

Absence on the day of a scheduled COMAT exam

Students are required to take the COMAT exam as scheduled on the Academic Calendar. (This was presented at the TouroCOM Orientation and posted on New Innovations).

Extenuating Circumstances:

- Due to extenuating circumstances resulting in a student's absence on the day of a COMAT exam, an email must be sent as early as reasonably possible to the 3rd Year Coordinator/ Department of Clinical Education (or to the clinical site if the COMAT exam is scheduled to be taken off-campus) as follows:
- Student has a family emergency. Supporting documentation from a physician or outside source is required.
- 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) <http://tourocom.touro.edu/students/>
- 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. Please see ANTICIPATED Absence Policy in this Manual. Advanced notification for a request MUST be received by the Department of Clinical Education no later than the first week of the Rotation.
- A student is scheduled to sit for COMLEX USA. A student may request to reschedule the COMAT exam that conflicts with the scheduled COMLEX exam. The student must email the Department of Clinical Education and provide written confirmation of their COMLEX exam date. Advanced notification for a request MUST be received by the Department of Clinical Education no later than the first week of the Rotation.
- Other requests MUST be submitted via email as soon as the student anticipates their inability to take the exam on the scheduled date.

NOTE: Failure to follow the above policy and procedures will result in failure of the COMAT examination and a grade of incomplete (I) for the Rotation, and referral to SPC. Please refer to the Clinical Rotations Curriculum & Syllabi for additional grading information.

Preparing for 4th Year Clinical Rotations

Requirements

- All students must be in Good Standing.
- All students must be eligible for the COMLEX-USA Level 2 examination prior to starting their 4th Year rotations; must have Passed COMLEX Level-USA Level 1
- All students must have successfully completed all requirements of their 3rd Year clinical rotations (as below), and have taken the respective COMAT exams:
 - ✓ Elective (4-weeks) and **OPP COMAT
 - ✓ Emergency Medicine (4-weeks)
 - ✓ Obstetrics/Gynecology (4-weeks)
 - ✓ Pediatrics (4-weeks)
 - ✓ Psychiatry (4-weeks)
 - ✓ Family Medicine (8- weeks)
 - ✓ Internal Medicine (8- weeks)
 - ✓ Surgery (8- weeks)

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:** 10 Panel Drug Screen and updated background check are strongly encouraged and may be required by Elective sites for 4th Year rotations. Students are reminded to 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

4th Year Courses:

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-December) and 4 courses during the Spring (January-April).
- It is important for students to note that the months of May and June should be used as Vacation months to account for time for graduation and residency preparation.
- All 4th year rotations are scheduled independently by the student at the site of their choice.
- All Fall Semester rotations must be scheduled at a site with GME (Graduate Medical Education)/Residency, 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.
- Students may schedule required 4th -year Rotations (Ambulatory Medicine/Primary Care and Internal Medicine Sub-Internship) at their 3rd year core rotations site independently-- if offered by the site.
- Students should review the below link for sites that participate within the TouroCOM Osteopathic Postdoctoral Training Institution (OPTI)/ New York Colleges of Osteopathic Medicine Educational Consortium, NYCOMEC: <http://nycomec.org/>
- All confirmations of rotations must be submitted to the Department of Clinical Education at least 6 weeks prior to the start of the Rotation. If the Rotation location is updated on New Innovations, the Rotation is considered confirmed. VSLO confirmation emails from site are acceptable.
- Any Rotation exceeding the 4-week requirement will only count towards one 4-week Clerkship. Additional weeks may not be combined with any other Rotation.
- Please review the Syllabi for core rotation descriptions, Research Electives, and supplemental literature review opportunities.

**Requirements for Core Rotations are available in the Syllabi document*

COMSAE and COMLEX Level 1 Policy

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 the start of Clinical Rotations.
- Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) Phase 1 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).

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

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.
- 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:** Proctored exam on campus, required for all students.
 - **2nd exam:** Required for those students yet to pass COMSAE (475) and used to address weaknesses and remediation program design.

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 – to be announced by the PreClinical Department as appropriate.
- 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.

- All students who do not meet the 475 requirements by second required seating are required to meet with the Preclinical Dean to review their individual performance profile and establish an individualized study program. The student is required to complete the study 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.

COMLEX-USA Level 1

- COMLEX-USA Level 1 is a problem- and symptom-based assessment, administered in a time-measured environment that integrates the foundational biomedical sciences and other areas of medical knowledge relevant to solving clinical problems and promoting and maintaining health in providing osteopathic medical care to patients.
- Competency domains assessed include application of osteopathic medical knowledge, osteopathic patient care and osteopathic principles and practice, communication, professionalism and ethics. Competency assessment occurs in the context of clinical and patient presentations and systems-based practice as required for entry into the supervised practice of osteopathic medicine as an independently practicing osteopathic generalist physician and for readiness for lifelong learning and practice-based learning and improvement. <https://www.nbome.org/exams-assessments/comlex-usa/comlex-usa-level-1/>
- Students are expected to sit for and pass COMLEX-USA Level 1 before July 1st. Students that do not receive a passing grade for COMLEX Level 1 by October 3, 2019 (for the Class of 2021) of their third year will be removed from Rotations by the Clinical Dean or Dean until a passing score is achieved.

Requirements to sit for the COMLEX Level 1 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.

Consequences of Noncompliance

- As stated in the Student Handbook, the Clinical Dean may remove noncompliant students from Rotations. <http://tourocom.touro.edu/media/schools-and-colleges/tourocom/documents/StudentHandbookEffectiveApril12019.pdf>
- 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

Below outlines student responsibilities for COMLEX-USA Level 2 Exam preparation.

NOTE: Deadlines are 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. Achievement of 70% on a COMBANK Assessment Exam will be mandatory for students prior to sitting for the COMSAE

COMSAE

The Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) Phase 2 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- Cognitive Exam, CE cognitive examination.

The content of COMSAE Phase 2 is defined by the same seven categories as the COMLEX-USA content outline for Dimension 1 – Competency Domains and the same ten categories for Dimension 2 – Clinical Presentations. <https://www.nbome.org/exams-assessments/comsae/comsae-phase-2/>

- All Students must pass the TIMED COMSAE Phase 2 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.

Students are provided with the following resources to assist in preparation for the CE 2 exam:
Assessment exams:

- COMAT Exam Resources on the NBOME website—preparation—[NBOME: COMAT Resources](#)
- *COMBANK Question Bank & Assessment Exams
- All site specific reading assignments

IMPORTANT DATES:

COMLEX Level- 2 Cognitive Evaluation (CE)

- Students will be made eligible to schedule their COMLEX-USA 2 CE Exam upon scoring a 500 on the COMSAE.
- Students must sit for their COMLEX-USA Level 2 CE examination by a date that allows for a score release on or before September 15th.

COMLEX Level- 2 USA RELEASE DATES:

<https://www.nbome.org/exams-assessments/comlex-usa/comlex-usa-level-2-ce/scores-transcripts/score-release-dates/>

REMINDERS:

- The COMLEX–USA 2 CE follows a new blueprint for exams after June 2019.
- All candidates must read NBOME’s [COMLEX-USA Bulletin of Information \(BOI\) 2019-2020](#) and agree to the Terms and Conditions before scheduling any COMLEX-USA examination. <https://www.nbome.org/exams-assessments/comlex-usa/bulletin/>

COMLEX-USA Level 2 Performance Evaluation (PE):

Is a patient-presentation-based assessment of fundamental clinical skills evaluated through 12 encounters with standardized patients. Each candidate must personally perform the clinical skills with standardized patients as appropriate in a timely, efficient, safe and effective manner, <https://www.nbome.org/exams-assessments/comlex-usa/comlex-usa-level-2-pe/>

- COMLEX PE 2 should not be taken before January of Year Three. It should be taken in the latter half of year three, after Family Medicine 1&2, and Internal Medicine 1&2.
- Students should take the PE- 2 by August 31st of their 4th year (to assure that scores will be available to residency programs).
- Students who are not scheduled to take the exam by this date will be required to meet with the clinical dean for approval of their exam date.

It is strongly recommended that students complete their Family Medicine & Internal Medicine Rotations prior to taking the COMLEX-USA Level 2 PE

NOTE: Students are responsible for accessing the NBOME website for score release dates and are advised to check individual residency program requirements.

COMLEX USA Level- 2-PE SCORE RELEASE DATES

<https://www.nbome.org/exams-assessments/comlex-usa/comlex-usa-level-2-pe/scores-transcripts/score-release-dates/>

Students are required to attend the TouroCOM PE-2 Prep Program as per the Academic Calendar, and are advised to utilize feedback, and do a realistic self-assessment regarding selecting an optimal date to take the PE-2 Exam.

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.

Students are provided with the following resource to assist in preparation for the PE 2 exam:

<https://www.nbome.org/exams-assessments/comlex-usa/>

COMLEX Level 2 Preparation Resources

- [TouroCOM COMLEX PE Preparation Tips 2019-2020](#)
- [COMLEX 2-USA](#) Practice Exams:
For exam dates after June 2019: https://nbomeapp.nbome.org/pls/apex_prod/f?p=301:5:9505318141049:::5:
- NBOME Level 2-PE Blueprint
<https://www.nbome.org/exams-assessments/comlex-usa/comlex-usa-level-2-pe/blueprint/>
- [eSOAP Notes Resources](#) and Tutorial, <https://www.nbome.org/resources/electronic-soap-notes-video/>
- TrueLearn - COMBANK PE Video Series

Requirements for Students Identified as at Risk

Students that have been identified by the Department of Clinical Education as “At Risk” will be required to attend an “Intensive Board Review Course” in June. Student participation in this program is closely monitored. Failure to complete the program will impede fourth year rotations, scheduling of COMLEX- USA Level 2- CE, and may result in Notice of Unprofessionalism, as well as further disciplinary action at the discretion of the Clinical Dean.

Students that fall within the below criteria will be contacted by the Department of Clinical Education regarding enrollment:

- COMLEX-USA Level 1 failure
- COMLEX-USA Level 1 score below 450
- Failure to achieve a score of 500 on COMSAE Phase 2 by provided deadline
- Initial failure on COMLEX –USA Level 2
- COMAT clinical subject exam standard score less than or equal to 90 on 3 or more COMAT exams.

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.

<https://www.aamc.org/services/eras/>

Getting Started! » *Receiving a Token!*

- 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 (LoR)

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

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](https://www.aamc.org/services/eras/282520/lor_portal.html), https://www.aamc.org/services/eras/282520/lor_portal.html

EMERGENCY MEDICINE:

<https://students-residents.aamc.org/applying-residency/applying-residencies-eras/aamc-standardized-video-interview/>

APPLICATION PROCESS:

<https://students-residents.aamc.org/applying-residency/apply-smart-residency/understanding-application-process/>

PREPARING A CV

<https://students-residents.aamc.org/training-residency-fellowship/article/preparing-your-curriculum-vitae/>

INTERVIEWING FOR RESIDENCY PROGRAMS:

<https://students-residents.aamc.org/applying-residency/apply-smart-residency/interviewing-residency-positions/>

My ERAS

<https://students-residents.aamc.org/applying-residency/article/register-myeras-residency/>

<https://students-residents.aamc.org/applying-residency/applying-residencies-eras/tools-residency-applicants/>

- 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 TIMELINE

- September** Transcripts will be uploaded to ERAS 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. » **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.
San Francisco Ophthalmology Match results are available.
- 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.
ERAS Season Ends: MyERAS closes.

<https://students-residents.aamc.org/applying-residency/article/eras-timeline-md-residency/>

Date	Activity
June 6, 2019	ERAS 2020 Begins Applicants can register on MyERAS and begin working on their application.
September 5, 2019	Applicants start applying to ACGME -accredited residency programs only.
September 15, 2019	ACGME -accredited residency programs start receiving applications. National Resident Matching Program (®) registration opens for the 2020 main residency match.
October 1, 2019	MSPEs released to residency programs.
December	Military match results are available.
January	Urology Residency Match results are available.
March	National Resident Matching Program (NRMP ®) main residency match results are available. Supplemental Offer and Acceptance Program (SOAP®) starts. For more information, please contact NRMP at 202-400-2233 or support@nrmp.org .
May 31, 2020	ERAS 2020 Season Ends: MyERAS closes at 5 p.m. ET

<https://students-residents.aamc.org/applying-residency/article/eras-timeline-md-residency/>

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:

NATIONAL RESIDENT MATCHING PROGRAM® (NRMP)

MAIN RESIDENCY MATCH

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

EMAIL support@nrmp.org

TOLL FREE (866) 653-NRMP (6767)

LOCAL (202) 400-2233

UROLOGY RESIDENCY MATCH

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 students should check the respective calendars.
- Urology results are released in January
- 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>

AAMC Preparing Your CV

<https://students-residents.aamc.org/training-residency-fellowship/article/preparing-your-curriculum-vitae/>

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>

Adverse Clinical Incidents (and Needle Sticks)

It is the responsibility of the students to report all Needle Sticks or exposures immediately, but no later than 24 hours of the incident, to the Hospital Infection Control Coordinator or employee assistance program. All laboratory tests should be performed immediately after the incident at the hospital site. The hospital is entitled to reimbursement from students and/or their health insurance.

Ongoing diagnostic follow up may be required. If indicated, ongoing treatment may also be necessary.

If an incident occurs in a non-hospital clinical setting, the student should report the incident to the clinical preceptor and have appropriate testing done immediately either at the site, or at the nearest medical facility able to perform the appropriate testing. Ongoing diagnostic/ follow up may be required; If indicated, ongoing treatment may also be necessary.

All Adverse Clinical Incidents including, but not limited to needle sticks that occur at any Rotation site must be reported to the Clinical Education Office.

Adverse Incident Form and a copy of reports filed at the hospital or site on the day of the incident must be submitted within 24 hours. The form is available on New Innovations.

