



**TOURO COLLEGE
OF OSTEOPATHIC MEDICINE**

Where Knowledge and Values Meet

CLINICAL ROTATIONS MANUAL

Class of 2023, OMS IV & Class of 2024, OMS III

The information herein applies to Academic Year 2022-2023 and is subject to change at the discretion of Touro College of Osteopathic Medicine

Effective July 1, 2022

Harlem Campus

230 West 125 Street
New York, NY 10027

Email: Rotation.tourocom@touro.edu

Phone: 646.981.4500

Middletown Campus

60 Prospect Avenue
Middletown, NY 10940

Email: midmed.clinical@touro.edu

Phone: 845.648.1000

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General Disclaimer

GENERAL DISCLAIMER

Touro University endeavors to provide ongoing and uninterrupted educational experiences in a safe and effective environment for our students, staff and faculty. Given the dynamic circumstances surrounding COVID-19 and any other future unknown or unforeseen events and the uncertainties that may be attendant thereto, Touro may choose or be compelled to change the method of course delivery and other relevant policies at any time. Any changes will be communicated in a timely manner and can be found on Touro's website and intranet. We ask that you please stay in contact with your Program administration, faculty and student services staff and remain current with any guidance issued in response to the COVID-19 pandemic.

COVID-19

COVID-19 Related Clinical Procedures

COVID-19 RELATED CLINICAL PROCEDURES

The Program has clinical/course requirements and sequencing. While each Program strives to adhere to its established timing of courses and clinical experiences, unforeseen events may hamper their availability. When such situation occurs, it is possible that the completion of the Program may be delayed and the time in the Program extended to meet accreditation requirements. Furthermore, once appropriate clinical experiences have been arranged, it is up to the student, not the Program, to decide whether to attend the clinical site. Should a student decline to participate, the student understands that their progression in the program may be delayed. Students declining to participate in clinical or other experiential components of their program should contact their clinical coordinator to ensure graduation requirements are met as well as financial aid and other rules and regulations are satisfied.

Americans with Disabilities Act (ADA)

Touro College complies with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, which protect persons from discrimination on the basis of disability in all its programming. The College is committed to providing reasonable accommodations to students with disabilities who request them and supply appropriate documentation. Policies and procedures ensure that students with a disability will not, on the basis of that disability, be denied full and equal access to our programs or otherwise be subjected to discrimination. The College has a centralized Office of Student Disability Services. ("OSDS").

Touro College of Osteopathic Medicine, Harlem campus students with disabilities seeking reasonable accommodations should do so through the OSDS Coordinator for Touro College of Osteopathic Medicine's Harlem campus, Dr. Nadege Dady at nadege.dady@touro.edu.

Touro College of Osteopathic Medicine, Middletown campus students with disabilities seeking reasonable accommodations should do so through the OSDS Coordinator for Touro College of Osteopathic Medicine's Middletown campus, Dr. Jerry Cammarata at jerry.cammarata@touro.edu.

Department of Clinical Education
Contact Information

Touro College of Osteopathic Medicine New York, Middletown Campus		Touro College of Osteopathic Medicine New York, Harlem Campus	
	midmed.clinical@touro.edu		rotation.tourocom@touro.edu
Kenneth J Steier, DO, MBA, MPH, MHA, MGH	Executive Dean Chief Academic Officer, Clinical Dean Phone: 845-648-1212 Fax: 845-648-1019 kenneth.steier@touro.edu	Barbara Capozzi, DO	Clinical Dean Phone: 646-981-4516 Fax: 212-678-1785 barbara.capozzi@touro.edu
		Christos Paras, DO	Assistant Clinical Dean christos.paras@touro.edu
		Payam Benson, MD	Assistant Clinical Dean
Alex Joanow, DO	Director of Clinical Rotations Middletown Campus alex.joanow@touro.edu	Bernard Lanter, MD	Director of Clinical Rotations bernard.lanter@touro.edu
Sarah Stoltz Kessler, MBA	Director of Clinical Education Phone: 845-648-1211 Fax: 212-678-1786 sarah.kessler@touro.edu	Cynthia Figueroa, MD	Director of Clinical Education Phone: 646-981-4559 Fax: 646-745-8704 cynthia.figueroa2@touro.edu
Mary Dermigny	Fourth Year Student Coordinator for Clinical Rotations Phone: 845-648-1237 Fax: 212-627-3691 mary.dermigny@touro.edu	Jemma Rajpaul	Fourth Year Student Coordinator for Clinical Rotations Office 323 Phone: 646-981-4623 Fax: 212-634-2133 jemma.rajpaul@touro.edu
Ashley Wittens	Third Year Student Coordinator for Clinical Rotations Office 235 Phone: 845-648-1243 Fax: 212-627-3691 ashley.wittens@touro.edu	Rhonda Weiss	Third Year Student Coordinator for Clinical Rotations Office 318 Phone 646-981-4566 Fax: 646-745-8704 rhonda.weiss31@touro.edu
Maureen Kerrigan	Clinical Education Admin. Coordinator Office: 845-648-1202 Fax: 212-627-3691 mkerriga2@touro.edu	Therese Armstrong	Administrative Clinical Coordinator Office 323 Phone 646-981-4566 tarmstro4@touro.edu
Augustyne McLean	Administrative Assistant and Clinical Credentialing Phone: 845-648-1246 Fax: 212-634-2215 augustyne.mclean7@touro.edu	Edmarine Bailey	Credential and Affiliation Coordinator Office 323 Phone: 646-981-4526 Fax: 646-495-3819 edmarine.bailey3@touro.edu
Evaluations		evaluations.clinical@touro.edu	

Introduction

Osteopathic Medicine Facts and Statistics

- There are 38 accredited colleges of osteopathic medicine educating nearly 31,000 future physicians, 25% of all U.S. medical students—at 58 teaching locations in 33 U.S. states, as well as osteopathic graduate medical education professionals and trainees at U.S. medical centers, hospitals, clinics, and health systems. ([AACOM](#))
- [The American Osteopathic Association](#) (AOA) reports that:
 - The total number of Doctors of Osteopathic Medicine and osteopathic medical students is over 150,000.
 - Nearly 56% of DOs practice in primary care specialties (Family Practice, General Internal Medicine, Pediatrics).
 - One in four American medical students choosing to attend medical school choose an osteopathic medical school.
 - The 2021 NRMP match proved equally successful for osteopathic applicants, with nearly 6,600 DOs and students matching into residencies, a net increase of 359 compared with match rates from 2020.
- [2020-2021 Report on the Osteopathic Medical Profession: <https://osteopathic.org/wp-content/uploads/OMP-Report-2020-21.pdf>](#)
The number of osteopathic physicians in the U.S. climbed to nearly 135,000—an 80% increase over the past decade. More than 7,000 new osteopathic physicians graduated in Spring 2021. Osteopathic Physicians handle 11% of all Primary Care visits in the United States. In 2020, more than 2,700 residents (both DO and MD) trained in designated osteopathic positions across more than 230 ACGME-accredited programs with Osteopathic Recognition

Touro College of Osteopathic Medicine

- Graduated its first class of physicians in 2011.
- The Class of 2022, students across Touro's Harlem and Middletown campuses' Match Rate was 99.7 %. Details are available on Touro [website](#).
- Touro College of Osteopathic Medicine received approximately 2,000 applications for 125 available positions in 2007, and received 11,734 applications for the September 2022 entering freshman class for 250 students between the Harlem and Middletown campuses.

Mission Statement

Touro College of Osteopathic Medicine is committed is committed to a mission that serves our students and our communities. The full [mission statement](#) is available.

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, Neurology, Pathology, and Physical Medicine and Rehabilitation.

The Clinical Clerkship Program is under the direct supervision of the Department of Clinical Education at Touro College of Osteopathic Medicine. The third-year core rotations provided at each TouroCOM affiliate site, and the appropriate numbers of students assigned to each site by Touro College of Osteopathic Medicine, New York, 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 third- and fourth year Core Clerkships, students also have the flexibility to select and schedule their Elective rotations. Elective rotations allow students opportunities to complete rotations in their areas of interest, strengthen areas of educational need, and gain experience in disciplines to enhance knowledge and skills in preparation for residency, as well participate in research.

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 (e.g., a serious interpersonal issue with staff or peers, a claim of harassment or discrimination, a patient care related issue with an untoward event, etc.) the student should contact their respective Director of Medical Education (DME) immediately as well as the TouroCOM Department of Clinical Education (Office of the Clinical Dean).

Policy on Title IX and Sexual Misconduct

This policy applies to all members of the Touro College (“Touro”) community, including students, faculty, and administrators as well as third parties (i.e. vendors, and invitees). Discrimination or harassment of any kind in regard to a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated.

Title IX Grievance Policy

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

This Title IX Grievance Policy became effective on August 14, 2020, and only applies to formal complaints of sexual harassment alleged to have occurred on or after August 14, 2020. Alleged conduct that occurred prior to August 14, 2020 will be investigated and adjudicated according to the Title IX and Sexual Misconduct Policy then in effect.

Title IX Coordinator

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

Matthew Lieberman
500 Seventh Avenue, 4th Floor New York, NY 10018
Phone: 646-565-6000 x55667
Email: Matthew.Lieberman@touro.edu

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

When Title IX Applies

The Title IX process will apply when ***all*** of the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in Touro's education program or activity;
and
4. The alleged conduct, if true, would constitute covered sexual harassment, as defined under Title IX, as:
 1. an employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., *quid pro quo*);
 2. unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity; or
 3. sexual assault (as defined in the Clery Act); or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act (VAWA)).

If the alleged misconduct meets these requirements, then the Title IX grievance process applies, and the Potential Complainant may file a Formal Complaint, or their prior Complaint submission will become a Formal Complaint. For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Touro's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate and adjudicate the allegation of sexual harassment.

If the alleged misconduct does not meet these Title IX requirements, it requires a mandatory dismissal under Title IX, but it may be addressed by the broader Touro Sexual Misconduct Policy or another applicable Touro policy.

For more details surrounding the Title IX Grievance Policy please see: <https://www.touro.edu/title-ix-policy/>

Sexual Misconduct

Touro prohibits discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile

environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

New York Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted in accordance with New York Penal Law.

Retaliation against any individual who made a complaint will not be tolerated.

To officially file charges for an act of sexual assault or rape, please contact the Office of Institutional Compliance. If the alleged perpetrator is a student, you can initiate disciplinary action against this individual. All incidents must be reported within six (6) months of their occurrence.

All divisions of Touro seek to foster a collegial atmosphere in which 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. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Office of Institutional Compliance immediately. 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.

This policy applies to all members of Touro, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

Complaints may be filed by contacting the Office of Institutional Compliance:

Phone: 646-565-6000, ext. 55330

Email: compliance@touro.edu

For Further Information: Students are strongly urged to read the full policy at <https://www.touro.edu/sexual-misconduct-policy/>

Students are also urged to read the Annual Security and Fire Report at <https://www.touro.edu/departments/campus-security/clery-reports/TOUROCOLLEGE-2019ASR-print.pdf>

Additional information about this policy will be available on Touro's website. Students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

U.S. Department of Education
Office for Civil Rights
32 Old Slip, 26th floor
New York, NY 10005
Phone 646-428-3800
Fax 646-428-3843
Email: OCR.NewYork@ed.gov

General Clerkship Guidelines

Third- and fourth-year students will participate in structured clinical training experiences. For each third-year core clinical clerkship at TouroCOM affiliate hospitals, students will be assigned to a discipline/department and a patient care team with one or more attending physicians. The care team may also include residents, interns, and/or other students. Students may be assigned to a clinical preceptor for some rotation disciplines. The educational structure is as follows:

- The student will follow the clinical site's schedule for each respective rotation.
- The student will participate in patient care with appropriate supervision.
- 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 through direct and indirect observations of clinical performance and behavior.
- Designated preceptors on the teaching service will complete the Student Performance Evaluation, SPE. **See below page – for details of signatory and composite SPEs. A copy of the SPE form is available in the Curriculum and Syllabi document.**
- The SPE form for each rotation is to be submitted to the Department of Clinical Education via evaluations.clinical@touro.edu, within two weeks of the last day of the rotation.
- Students are encouraged to seek formative feedback throughout the rotation, and mid-rotation feedback, to ask questions as they arise, and to request an exit interview (at the end of the rotation) to review their final evaluation with their assigned Preceptor and/or TouroCOM DME, or official designee appointed by the clinical training site. and 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. This conversation should be documented on the SPE form, dated and noted as mid-rotation evaluation.
- Students will complete an evaluation regarding the precepting physician, site, and rotation for each clinical rotation. Students will receive an autogenerated notice from New Innovations, NI. 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 inform feedback on specific areas, and to foster focused faculty development.

Students may do elective rotations either in-person or remote. Students are encouraged to do in-person clinical elective rotations. The TouroCOM Remote Course Offerings document is provided to students for the respective classes (Third Year and Fourth Year). This lists course content and requirements that must be successfully completed.

Patient Care

Students will comply with all requirements related to Patient Care as established by the State, Federal, and Hospital accreditation agencies including HIPAA, Healthcare Facilities Accreditation Program (HFAP), and Joint Commission. Centers for Disease Control guidelines, along with state and local guidelines for Personal Protective Equipment (PPE) must also be followed.

Orientation Guidelines

In addition to the campus orientation at TouroCOM, students will be provided with appropriate in-person on-site and/or remote orientation to each of their core 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, and electronic medical record (EMR) training. In addition, sites may include training on patient safety, donning and doffing of PPE, and relevant information to ensure that students are aware of expectations prior to beginning the clerkship and assisting with patient care at the clinical training site.

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, TouroCOM DME, or Hospital DME (where applicable), or official designee appointed by the clinical training site, and clinical team.
- At the start of each clinical clerkship, students will be instructed as to protocols, duties, and responsibilities, including medical record/ electronic medical record, EMR documentation. *See Additional Guidelines.*
- Students are expected to introduce themselves to the supervising physicians involved in the clinical clerk's specific Program, and to review the learning objectives in the Curriculum and Syllabi 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 (e.g., a schedule of each clinical clerk's on-duty hours and days, 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 discuss feedback, review progress, goals, evaluations, and expectations at regular intervals.
- Students should understand the criteria that will be utilized to evaluate their performance; a copy of the SPE is in the Curriculum and Syllabi [document](#) found on the Touro website.

NOTE: Students are responsible for following each site's COVID -19 policies and/or requirements and protocols, as well as quarantine policy.

NOTE: If the above-mentioned information is not provided at the beginning of the rotation, students may contact the Hospital DME, or TouroCOM DME, or Chief of Service, or official designee appointed by the clinical training site 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 two weeks from the last date of the rotation. 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 appropriate name tags; ID badges 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 affiliate hospitals will have a dress code that differs from Touro College of Osteopathic Medicine, in which case, the clinical training site's requirements/rules 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.

Confirmation of Rotation Assignments

Preceptor-based core rotations and fourth year rotations:

After initial email confirmation from a site for any "preceptor -based" core rotation, elective rotation, and all fourth -year rotations (core and electives) students are advised to email the clinical site coordinator four weeks prior to the start date of a rotation to confirm their scheduled rotation. Once the rotation is confirmed, students should email the Preceptor or TouroCOM DME (where applicable) or Site Coordinator/Administrate staff 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 advanced written permission from the Department of Clinical Education. Students are not to contact any clinical site, preceptor, TouroCOM DME, or Chief Medical Student to change their rotation site, order of rotations, or discipline. Such actions are unprofessional and may subject the student to discipline, and/or failure of the rotation. See *Professionalism Standards*, <https://tourocom.touro.edu/students>

Training Hours & Procedures

Work hours for each of the clinical training site's respective department/service 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 calendar and schedule, for which the student must follow.
- Students are expected to be present at their clinical rotation sites for the entirety of all scheduled shifts (clinical and didactic). 100% attendance is expected.
- Students should work a minimum of five full days per week (no less than 40 hours per week) or the equivalent number of hours. For example, on an Emergency Medicine rotation, a student may be scheduled on eight- or 12-hour shifts and will be required to be present at all their scheduled shifts.
- Students may be scheduled to work on weekends but must be free of all clinical responsibilities for at least two calendar days out of each consecutive 14 days. These days off may not necessarily be consecutive or on weekends.
- Students are limited to 80 clinical work hours per week. Independent study time is not included in this maximum.
- Students are not to work more than 24 consecutive hours. Extenuating circumstances (e.g., emergent patient care matters) may, on rare occasion, necessitate exceeding this maximum, but responsibilities must not exceed 28 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, within the limits set forth above.
- Students must have at least 14 hours free of clinical work and education after 24 hours of in-house call.
- 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 are required to return to TouroCOM campus for testing (e.g., Clinical Skills Assessment, OMM Technique Review lab) and may be required to return to campus for other activities such as regularly scheduled such as Clinical Education meetings, OMM callbacks, and/or Board Reviews each year.
- Students are required to attend all remote Zoom meetings scheduled by the Department of Clinical Education, and all OMM remote Zoom_sessions, in their entirety. See *Professionalism Standards*, <https://tourocom.touro.edu/students/>
- Students should be prepared to take the NBOME Self-Proctored, SP COMAT clinical subject exam at the end of each third-year respective core discipline rotation, and to take the OPP COMAT at the end of the third-year Elective rotation.

Tardiness

- Students are expected to be on time daily for all clinical rotation related duties.
- 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 in writing. Excessive or repeated tardiness is unprofessional and will not be tolerated. Email notification of anticipated tardiness should be sent to the respective person(s) at the clinical site.
- If it is determined by the preceptor or TouroCOM DME, in consultation with the TouroCOM Clinical Dean, or official designee appointed by the clinical training site that a student's tardiness has significantly impaired their ability to reasonably meet the educational objectives of the rotation, the student's unprofessionalism will be addressed.
- The student may be required to repeat all or part of the rotation and may be referred to the Student Promotions Committee (SPC) for evaluation and assessment. See Student Handbook.
- Excessive absence or lateness may be reported via the Professionalism Report form. See *Professionalism Standards*, <https://tourocom.touro.edu/students/>

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 expected to be made up to ensure that educational objectives are met.
- *Students are **not** permitted to miss three days during any four-week block.
- **ORIENTATION & FIRST DAY OF ROTATION:** Students must attend the clinical site's orientation and the first day of the clinical rotation. **An absence at orientation and/or the first day of a rotation** 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 training site's TouroCOM DME or preceptor (where applicable), or official designee appointed by the clinical training site.
- **HOLIDAYS:** Students are expected to work as assigned by the clinical training institution; the hospital or clinical site calendar prevails over the Touro academic calendar.
- Students are required to attend all TouroCOM Clinical Site meetings and Zoom meetings, and/or phone-in meetings conducted by the Directors of Clinical Rotations and/or Assistant Dean for Clinical Education (Harlem campus). See *Professionalism Standards*, <https://tourocom.touro.edu/students/>
- **ANTICIPATED ABSENCES:** All anticipated absences require appropriate advanced email notification from the student to request time off. The email should be addressed to the Site's Coordinator, TouroCOM DME, preceptor (where applicable) or official designee appointed by the clinical training site, with cc to the TouroCOM Director of Clinical Education and TouroCOM Clinical Coordinator. Arrangements should be made to make up the clinical time, as determined by the preceptor/ clinical supervisor, TouroCOM DME (where applicable) or official designee appointed by the clinical training site. Any time missed regardless of reason(s) from rotation is subject to make up at the discretion of the clinical training site's TouroCOM DME or official designee appointed by

the clinical site, or preceptor (where applicable). Time missed, reason, and time made up should be noted on the Student Performance Evaluation form.

- **If the student knows that they have a board exam (COMLEX or USMLE), TouroCOM Clinical Skills Assessment, or OMM Lab Technique Review scheduled they should email the clinical site on the first day of the rotation.**
- **COMAT DATES: Students are not to schedule any board exam (COMLEX or USMLE) on COMAT/SP COMAT clinical subject exam dates, or on the first day of a rotation.**

Absences from rotation may include:

- Board Examinations: COMLEX Level 2 Cognitive Exam (2-CE) is a one- day exam. Students are not to schedule any board exam (COMLEX or USMLE) on COMAT clinical subject exam dates, or on the first day of a rotation.
 - TouroCOM Clinical Skills Assessment, CSA (one day)
 - OMM Lab Technique review
 - Residency interviews. NOTE: Some hospitals may not permit any missed days during a Sub-Internship, including but not limited to residency interviews.
 - Make up COMAT Exam/SP COMAT
 - Student illness or injury. 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. (Please see additional explanation in Student [Handbook](#))
 - Family emergency, or death in the family: In the case where a student has a family emergency supporting documentation from a physician or outside source is required.
- If the absence exceeds a single day, the student should send an email to the Site's Coordinator, TouroCOM DME (where applicable), and preceptor with cc to the TouroCOM Director of Clinical Education and TouroCOM Clinical Coordinator.
- Students are excused from rotations to sit for the following TouroCOM pre-scheduled events: regularly scheduled COMAT exam or SP COMAT exam, Post-COMAT Board Reviews, and TouroCOM OMM Lab Technique Reviews, and Clinical Skills Assessment.
 - **Excessive absence or lateness or failure to communicate with the site in advance may be reported via the Professionalism Report form.** See *Professionalism Standards*, <https://tourocom.touro.edu/students/>
 - ***Three missed days per any four-week block will prompt consideration for a failing rotation grade, "U". Six days missed during an eight-week rotation may prompt consideration for a failing grade, "U" for the rotation.** The student may be required to repeat all or part of the rotation. Refer to the Student Handbook AY22-23.

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 educational programs conducted at outside hospitals or universities, or medical conferences must be pre-approved by the TouroCOM DME, or Program DME if there is no TouroCOM DME, or the appropriate program designee, or preceptor (where applicable). Although patient care assignments take precedence over lectures and conferences, the hospital and attending physicians are encouraged to allow the students to

attend scheduled didactic lectures.

For Students on Provisional Academic Status, refer to the AY22-23 Student Handbook.

Excessive Absences

- Each case will be considered on a case-by-case basis, when taking into account the amount of any time missed on a rotation, 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.
- **Note: Excessive absence or lateness may be reported via the Professionalism Report.** See *Professionalism Standards*, <https://tourocom.touro.edu/students/>
- **REMINDER: *Three missed days per any four-week block will prompt consideration for failing a rotation grade, “U”. Six days missed during an eight-week rotation may prompt consideration for a failing grade, “U” for the rotation.**
- The student may be required to repeat all or part of the rotation. Refer to the Student Handbook AY22-23.

Inclement Weather

Students are responsible to communicate in writing 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 able to take the SP COMAT on the original exam date and time (due to illness or extenuating circumstance) they are required to email the TouroCOM and Administrative Clinical Coordinator and TouroCOM Clinical Coordinator (or the respective clinical site DME, Coordinator, and /or administrator if the exam is scheduled off-campus), **in advance** to request an excused absence. Failure to provide advanced notification is unprofessional and a Professionalism Report may be submitted. See *Professionalism Standards*, <https://tourocom.touro.edu/students/>

For in-person COMAT exams: 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 site DME, Coordinator, and /or administrator if the exam is scheduled off-campus), in advance. Failure to provide advanced notification is unprofessional and a Professionalism Report may be submitted. See *Professionalism Standards*, <https://tourocom.touro.edu/students/>

Responsibilities and Duties

All students are expected to comply with the rules established by the hospital, office, or clinic at which they are being trained, including but not limited to COVID-19 Policies. 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 by the DME to the to the Director of Clinical Education and Clinical Coordinator as soon as possible, with cc to TouroCOM Clinical Dean.

Students may contact the TouroCOM Clinical Dean for any concerns that are not able to be resolved by the DME.

Additional Guidelines:

Students are required to comply with all hospital/clinical training 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 clinical site's COVID-19 Policies.
- Students must adhere to the respective clinical training site's requirements related to any medical documentation, including but not limited to 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 training site's policy. The histories and physicals performed by the students should be reviewed by the attending and/or supervising physician and, as an educational modality with the student for timely and specific constructive feedback. Students may perform procedures under the direct supervision of a licensed health care professional in accordance with criteria established by the clinical training site.
- It is encouraged that physical examinations that are performed by the student include an osteopathic structural evaluation of the patient.
- Students shall NOT write any patient orders, prescriptions for medications and/or devices, or anything requiring the authority of a physician or licensed healthcare professional.
- If permitted by the clinical training site, progress notes may be written by the students under direction of the attending or supervising physician and in accordance with the policies and procedures of the clinical training site.

The Centers for Medicare & Medicaid Services (CMS) has revised [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.

The Teaching Physician must verify in the medical record all student documentation or findings, including the 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.

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.

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

- 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” or chart review on patients and accompany the preceptor on rounds 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 shall always be adhered to. Refer to AY22-23 Student Handbook.
- Students are not permitted to accept financial compensation or any form of gratuity for rendering patient care.
- The clinical training site, when possible, may provide board and assign suitable housing accommodations.
- **Transportation:** during third and fourth -year clinical rotations, students may be assigned to a clinical site(s) that requires the student to commute. **Students are responsible for their personal transportation and all costs involved.**
- Students cannot change their rotation site once assigned their rotations schedule by TouroCOM.

STUDENT PERFORMANCE EVALUATION, SPE:

- The Student Performance Evaluation form for third-year core rotations is to be completed and signed by a physician or licensed healthcare professional credentialed by TouroCOM and co-signed by the TouroCOM DME (where applicable) or official program designee. If there are additional contributors, the composite form should list contributors and be co-signed by the TouroCOM DME or co-signed by the official designee appointed by the clinical site if there is no TouroCOM DME.
- The SPE should be reviewed by the clinical preceptor and TouroCOM DME (or official designee appointed by the clinical site if there is no TouroCOM DME) with the student
- The Clinical Education Department may request additional signatory on an evaluation signed solely by a resident.
- All elective rotation evaluations, and all fourth- year student evaluations must be signed and/or co-signed by a licensed physician or licensed healthcare professional.

Letter of Good Standing, and Liability Coverage

A “Letter of Good Standing” is posted on New Innovations at the beginning of the academic year for each clinical site to access. In addition, the student may access the letter from New Innovations. In order to qualify for a “Letter of Good Standing,” in addition to academic credentials, students

are required to have 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 clinical education.

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), vaccinations, and compliance with OSHA/HIPAA training. 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 elective rotations may be required to provide proof of personal health insurance and HIPAA training, BLS and ACLS certification, recent criminal background check, OSHA training completion by or at a specific training site, as well as Mask Fit Testing and recent COVID test result. Copies of such documentation with the exception of Mask Fit Testing and recent COVID test result, are available from the Department of Clinical Education and on the New Innovations software. It is the student's responsibility to keep their certifications current.

NOTE: Students are required to follow their clinical site's screening protocol and guidelines, and quarantine for COVID-19. Students should be aware that the clinical site may require proof of COVID vaccination and booster prior to starting a rotation.

New Innovations (NI) and 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 of their second year.

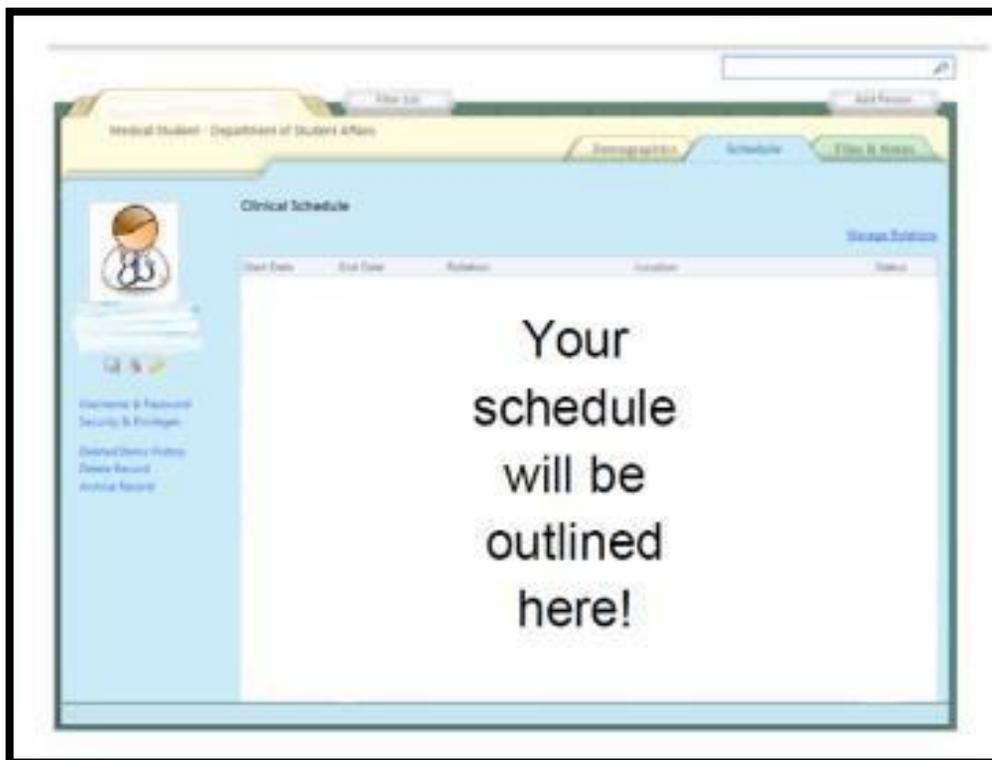
Please follow the below instructions to log on for the first time:
Navigate to [New Innovations](#)
Enter the login information:
Institution: Touro
Username AND password: first initial last name (ex. ksteier)
You will be prompted to change your password upon first sign in.

Student Schedules on New Innovations

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 email the TouroCOM Third Year Clinical Coordinator immediately.

Student schedules on New Innovations are the schedules used by all coordinators at TouroCOM and coordinators at rotation sites. If a student is not scheduled for a rotation; they will not receive credit for the rotation.

Students are responsible for checking their rotations schedule in New Innovations.



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 following documentation to the TouroCOM Clinical Coordinator:

1. Clinical Rotation Change Request Form (available on New Innovations).
 2. If requesting a change for an elective rotation, the student must request release from the originally scheduled rotation site and forward the email confirmation to their respective TouroCOM Clinical Coordinator with confirmation of approval for a rotation at the newly scheduled site:
 3. All requests for rotation schedule changes for core rotations should be submitted at least six weeks prior to the rotation start date to ensure adequate time to confirm with both the rotation site the student is dropping the rotation from, and availability at the new site.
 - **Please note:** When a student submits a “Change of Rotation” request form in advance, they may not receive a response until a date closer to the date of the rotation. If a student does not receive confirmation from the TouroCOM Fourth Year Clinical Coordinator that the rotation has been changed and their schedule has not been updated on New Innovations, the student should be aware that they are still scheduled for their original rotation. The student **must see the approved change on New Innovations**, in order to consider that the change has been confirmed.
- If a student is delinquent in the completion of any required paperwork, including health forms 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, and an Unsuccessful “U” grade will be submitted. *See Student Handbook for Student Promotions Committee (SPC).*
 - Approval of an “Elective Request” does **not** grant approval of a “Change of Rotation Request”. These requests require separate forms and should be used accordingly.

Unapproved Rotations:

- Students cannot attend or participate in any clinical activities or a rotation that is not approved by TouroCOM or the clinical training site’s official program designee.
- Any rotations completed that are not approved will result in no credit being given for that course, and an Unsuccessful “U” grade will be submitted. *See Student Handbook for Student Promotions Committee (SPC).*
- Professional liability insurance does not cover students who are involved in unapproved clinical rotations or activities.
- Students who attend rotations or clinical activities may be referred to the Student Promotions Committee, SPC for failure to comply with the requirements set forth in this manual. See 2022-2023 Student Handbook.
- No change of rotation request will be considered if a student has any outstanding grades or paperwork, including but not limited to health documents or evaluations that have not been submitted to the Clinical Education Department, unless approved by the Clinical Dean.

Submission of Student Performance Evaluations (SPE)

- All SPEs are to be submitted within two 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 SPE is not received and the TouroCOM Clinical Education Department can confirm completion of the rotation, a grade of “P” will be entered on the student’s behalf. A Change of Grade may be submitted upon receipt and review of the Student Performance Evaluation. Confirmation of completion of the rotation must be received in writing from the preceptor or site DME by the end of the semester for which the rotation was done. If a SPE is not received and the TouroCOM Clinical Education Department cannot confirm completion of the Rotation, a grade of “U” (Unsatisfactory) will be submitted.

Student Performance Evaluations (SPE) must be submitted to: New Innovations or evaluations.clinical@touro.edu

Faculty Submission of Student Performance Evaluation & Student Steps

- **New Innovations:** Submitting a SPE on New Innovations electronically is the most efficient method.
 - **Student’s Steps:** Students should request that their assigned preceptor or TouroCOM DME (or official program designee) complete and submit their SPE via New Innovations. Students are advised to remind them that this should be within two weeks after completion of the rotation.
 - A “prompt” will be seen on the faculty member’s New Innovations home screen when available.
- The SPE must include student name, level of training, year, core or elective, preceptor name, start and end dates of rotation, and rotation discipline/name.
 - The Student Performance Evaluation form for third-year core rotations is to be completed and signed by a physician or licensed healthcare professional credentialed by TouroCOM, and co-signed by the TouroCOM DME (where applicable), or official program designee. If there are additional contributors, the composite form should list contributors and be co-signed by the TouroCOM DME or co-signed by the official designee appointed by the clinical site if there is no TouroCOM DME.
 - The SPE should be reviewed by the clinical preceptor and TouroCOM DME (or official designee appointed by the clinical site if there is no TouroCOM DME) with the student.
 - The Clinical Education department may request additional signatory on an evaluation signed solely by a resident.
 - All elective rotation evaluations, and all fourth- year student evaluations must be signed and/or co-signed by a licensed physician or licensed healthcare professional.
 - An evaluation that does not meet these requirements will not be accepted.
 - The Clinical Education department may request additional signatory on an evaluation signed solely by a resident.
 - The end of rotation SPE should be reviewed by the clinical preceptor and TouroCOM DME (or official designee appointed by the clinical site if there is no TouroCOM DME) with the student.

SPEs by Residents: The Clinical Education department may request additional signatory on an evaluation signed solely by a resident. For third-year core rotations, the official SPE must be completed and signed by a physician or licensed healthcare professional credentialed by TouroCOM and co-signed by the TouroCOM DME (or official program designee) where applicable. If there are additional contributors, the composite form should list contributors and be co-signed by the TouroCOM DME or co-signed by the official designee appointed by the clinical site if there is no TouroCOM DME. The composite SPE is used to calculate the final rotation grade.

Feedback and Exit Interview: Students are encouraged to seek formative feedback throughout and midway through each rotation, to ask questions as they arise, and to request an exit interview (at the end of the rotation). The exit interview is to allow the student an opportunity to review of the final evaluation with their assigned Preceptor and/or TouroCOM DME, or by the official designee appointed by the clinical site if there is no TouroCOM DME, and 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. This conversation should be documented on the SPE form, dated and noted as mid-rotation evaluation.

Faculty Steps: 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. The SPE should be used to document the mid-rotation performance to date.

- SPE forms received by the Department of Clinical Education are reviewed and the final grade is calculated by the Department of Clinical Education.
- Under no circumstances should an evaluation be completed by a relative of the student.
- Only SPEs that are completed via New Innovations are available for students to review.
- *See Grading criteria for rotations in the Curriculum and Syllabi document.*
- While New Innovations is the preferred and most efficient method for submission of the SPE, if the evaluation must be submitted via email, it must be legible. SPE forms can be found in the “Department Manual” section of New Innovations.

Preceptors on New Innovations

- If a preceptor is not listed on New Innovations, please email the preceptor’s full name and email address to the respective TouroCOM Clinical Coordinator.
- 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 opportunity for students to provide TouroCOM with feedback regarding a rotation.
- Students will receive an auto-generated email from NI.
- The completed evaluation must be submitted by the last day of the respective rotation.

Preparing for Third-Year Clinical Rotations

Process for Registration

Students are registered initially for rotations in a “block” (umbrella registration) by the Registrar. Registering for Clinical Education assures that the student is registered for the fall semester and 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.

Third year schedules include all of the courses listed below:

- Family Medicine (eight weeks)
- Internal Medicine (eight weeks)
- Surgery (eight weeks)
- Psychiatry (four weeks)
- Pediatrics (four weeks)
- Emergency Medicine (four weeks)
- Obstetrics/Gynecology (four weeks)
- Elective (four weeks)
- OMM (not course) - For requirements, see *Curriculum and Syllabi document*

Third Year 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 OR Quantiferon gold
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
	Mask-Fit Test

NOTE: Students are responsible for updating all certifications and immunizations before they expire.

Introduction to Clinical Rotations, ICR600

All students are required to attend the one-credit Introduction to Clinical Rotations course introducing the incoming class to clinical rotations.

Students must attend the following:

ACLS/ BLS Skills Session	Intro to Clinical Education Lecture
DATES TBA	DATES TBA

Hospital Orientation (Required)

- Each clinical site has its specific requirements for student orientation.
- Students should check their Touro email and New Innovations for updates regarding their Rotation Site Orientation and responsibilities prior to rotations.
- Pre-rotation orientations may be scheduled in mid- to- late June PRIOR to July 1st of year three.
- Students will receive email from clinical sites regarding required Orientation dates and will need to plan accordingly to meet specific site requirements.
- As per the Absence policy in the document, students must attend Orientation and the first day of the clinical rotation. **An absence at orientation and/or the first day of a rotation** 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 training site's TouroCOM DME or preceptor (where applicable).

Comprehensive Osteopathic Medical Achievement Test (COMAT): COMAT Exams/Self Proctored SP COMAT

Students are required to take the NBOME Clinical Subject COMAT exams/SP COMAT at the conclusion of each respective third year core rotation, and to take the OPP COMAT/SP COMAT at the conclusion of the third-year elective rotation.

During the 2022-23 Academic Year, students will take the Self-Proctored 'SP' COMAT examinations. These clinical COMAT subject exams will be taken remotely according to the published academic calendar, which is posted on New Innovations, under Announcements on the Home Page.

- The official COMAT schedule/SP COMAT will be posted on New Innovations and listed in the Curriculum and Syllabi document.
- SP COMAT exams will be administered remotely until further notice.
- SP COMAT exams will be given electronically. Students are reminded to check that they have appropriate hardware and internet access for 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 five 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.
- Students are to read and reply to the emails from the TouroCOM Administrative Clinical Coordinator and Third Year Coordinator to confirm that receipt of the proctor and launch codes, prior to each COMAT/SP COMAT exam.

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 SP COMAT on the last Friday of the four- week Elective rotation block. See *Curriculum and Syllabi Document for the Academic Calendar*. See *New Innovations for the student's rotation schedule*.

Absence on the day of a scheduled COMAT exam

Students are required to take the respective COMAT/SPCOMAT exam as scheduled on the Academic Calendar, which is posted on New Innovations, under Announcements on the Home Page.

Extenuating Circumstances:

- Due to extenuating circumstances resulting in a student's absence on the day of a COMAT exam, (or inability to take the SP COMAT on the original exam date and time), the student is required to send one email to the TouroCOM Third Year Coordinator with cc to the Administrative Clinical Coordinator (or the respective clinical site DME, Coordinator, and /or administrator if the exam is scheduled off-campus), *in advance* as soon as reasonably possible.
- Extenuating circumstances include:
 - Student has a family emergency, or death in the family. NOTE: 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. (Please see additional explanation in Student [Handbook](#))
 - 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. Email confirmation of pre-approved attendance is required. *Please see Anticipated Absence Policy in this Manual*. Advanced notification for a request must be sent to the following: TouroCOM Director of Clinical Education, Third Year Clinical Coordinator, Administrative Clinical Coordinator, and Dean of Student Affairs, **no later than the first week of the rotation**.
- **Students are not to schedule COMLEX or USMLE on a COMAT/SP COMAT exam date.**
- Requests for other reasons 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 **may be reported via the Professionalism Report form**. See *Professionalism Standards*, <https://tourocom.touro.edu/students/>

Preparing for Fourth Year Clinical Rotations

Requirements

- All students must be in Good Standing.
- All students must have passed the TouroCOM Clinical Skills Assessment administered by the Department of Primary Care.
- All students must have passed COMLEX -USA Level 1.
- All students must achieve the COMSAE Phase 2 threshold of 500 to be eligible to sit for COMLEX-USA Level 2- CE.
- All students must be eligible for the COMLEX-USA Level 2-CE examinations prior to starting their fourth-year rotations.
- All students must have successfully completed all requirements for their Third- Year clinical rotations (as below), and have passed the respective clinical subject COMAT /SP COMAT exams:
 - Elective (four weeks) and OPP COMAT
 - Emergency Medicine (four weeks)
 - Obstetrics/Gynecology (four weeks)
 - Pediatrics (four weeks)
 - Psychiatry (four weeks)
 - Family Medicine (eight weeks)
 - Internal Medicine (eight weeks)
 - Surgery (eight weeks)

All students must submit updated health forms to the Department of Clinical Education:

- Physical Form
- Emergency Contact
- 2 -Step PPD or Quantiferon gold
- 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 fourth 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 [Verified Credentials](#).

NOTE: Students may be requested to submit proof of COVID19 vaccination and COVID booster.

Fourth-Year Courses & Guidelines

Fourth-Year Courses:

All fourth- year rotations are four weeks (six credits).

Please see the 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~850~SUBI
- CLIN~898.PC

Fourth-Year Guidelines:

- **OMM Requirements:** *Please refer to the Clinical Rotations Curriculum & Syllabi*
- **Students must complete five (5) four-week rotations in the Fall semester between July and December. (No Exceptions):** This is a curriculum requirement.
- Fourth year students have the option of completing an additional elective rotation in the Fall, which will count as a sixth (6th) rotation for the Fall Semester exclusively (No Exceptions).
- **Students must complete four (4) four-week rotations in the Spring semester between January and April. (No Exceptions):** This is a curriculum requirement.
- It is strongly advised that rotations in the Fall Semester of Fourth Year be scheduled at a site with GME (Graduate Medical Education)/Residency programs as audition rotations and Sub-Internships are done at this time.
- All fourth-year rotations are scheduled independently by the student at the site of their choice.
- Students are required to email the TouroCOM Fourth Year Coordinator with each rotation name/discipline and description, dates of rotation, and name and location of the clinical site and/or preceptor, including confirmation from each respective site, including site confirmation for core rotation requirements at non-TouroCOM affiliate core sites.
- Students must submit course descriptions to the TouroCOM Fourth Year Coordinator with.
- Students may schedule required fourth year rotations (Ambulatory Medicine/Primary Care and Core Sub-Internship) at their third- year core clinical rotations sites independently, if offered by the site.
- All confirmations of rotations must be submitted to the TouroCOM Fourth Year Clinical Coordinator at least six 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 sites forwarded by the student to the TouroCOM Fourth Year Coordinator are acceptable for confirmation.
- Any rotation exceeding the four-week requirement will only count towards one four-week rotation. Additional weeks may not be combined with any other rotation.

- NOTE: the months of **May and June of Fourth Year should be used as vacation months** to allow for time for graduation and residency preparation.
- Please review the Clinical Rotations Curriculum and Syllabi document for descriptions of core rotation, research electives, and supplemental literature review opportunities.
- Please review the TouroCOM Remote Course Offerings document.

See *Clinical Rotations Curriculum and Syllabi* document for requirements for fourth-year core rotations.

Electives

Third Year

- Student rotation schedules will have two unassigned four-week blocks during their third-year, which are listed as “unknown” on NI: This is designated for a four-week required elective rotation discipline and a four-week vacation block.
- A completed “elective request form” must be submitted to the TouroCOM Third Year Clinical Coordinator at least six weeks prior to the start of the anticipated elective. See *Curriculum and Syllabi*. The request will be reviewed for approval by the Clinical Dean. After approval of the elective rotation, the student’s schedule will be updated on New Innovations. The student is responsible for any third-year elective rotation administrative and rotation site costs.
- COSTS: The student is responsible for any third- year elective rotation administrative and rotation site costs.
- The Clinical Dean, Clinical Assistant Dean (Harlem), Director of Clinical Education, Director of Clinical Rotations, and the Department of Clinical Education are available to advise students in selecting their elective rotation.

Fourth Year

- CORE ROTATIONS: All core rotations must be four consecutive weeks; and each core rotation must be completed in the respective semester.
- ELECTIVE ROTATIONS: All elective rotations must be four weeks long. If a student chooses to complete a two- week elective, they must complete an additional two-week elective in the same semester in order to receive credit for the course.
- SELECTION: The Clinical Dean, Clinical Assistant Deans, (Harlem), Director of Clinical Education, Director of Clinical Rotations, and the Department of Clinical Education are available to advise students in selecting their elective rotations.
- CONFIRMATION: Email confirmation of secured electives must be submitted to the appropriate TouroCOM Fourth Year Clinical Coordinator.
- APPROVAL: Once the elective is approved it will appear on the student’s schedule on New Innovations.
- AFFILIATION AGREEMENTS: The student is responsible for emailing the clinical site to inquire whether an affiliation agreement is required. If one is required, the student must email the TouroCOM Fourth Year Coordinator, who will in turn cc the TouroCOM Affiliation Agreement and Credentialing Coordinator to initiate the process and provide follow-up. The student will then only provide the contact information for the clinical site’s coordinator, and the TouroCOM Affiliation Agreement and Credentialing Coordinator will contact the site directly to complete the process.
- Students are not to request a template for any affiliation agreement.
- ONBOARDING: It is the student’s responsibility to submit all necessary documentation

for onboarding to the elective site.

- **COSTS:** The student is responsible for all fourth-year rotation administrative and rotation costs, and any third- year elective rotation administrative and rotation site costs.
- **SCHEDULING:** There are several ways that students can schedule 4th year rotations {Visiting Student Learning Opportunities (VSLO) or directly with the clinical site}. These are generally scheduled independently by the student with the site of their choice. Students may schedule Core rotations at their TouroCOM third-year Core clinical site independently - if offered by the site.
- **Students must complete five (5) four-week rotations in the Fall semester between July and December. (No Exceptions):** This is a curriculum requirement.
- Fourth year students have the option of completing an additional elective rotation in the Fall, which will count as a sixth (6th) rotation for the Fall Semester exclusively (No Exceptions).
- **Students must complete four (4) four-week rotations in the Spring semester between January and April. (No Exceptions):** This is a curriculum requirement.
- It is strongly advised that rotations in the Fall Semester of Fourth Year be scheduled at a site with GME (Graduate Medical Education)/Residency programs as audition rotations and Sub-Internships are done at this time.
- Students are required to email the TouroCOM Fourth Year Coordinator with each rotation name/discipline and description, dates of rotation, and name and location of the clinical site and/or preceptor, including confirmation from each respective site.

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

- The AAMC Visiting Student Learning Opportunities™ (VSLO®) program enables medical and public health students to pursue short-term learning opportunities in locations away from their home institutions. Program participants include medical and public health students and institutions in the U.S. and around the globe.

Visiting Student Learning Opportunities (VSLO):

- Students will receive access for VSLO prior to applying for fourth- year rotations, in January of their third year.
- Third-year students will only receive access prior, if they are applying to a third 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, generally by the end of February of the third- year.
- When a rotation is confirmed via VSLO, the student must email the Fourth- Year Coordinator on their respective campus for that elective to be added to the student’s New Innovations schedule. Confirmation emails from VSLO will also suffice in order to obtain school approval. If a student does not see the rotation noted on New Innovations, it has not yet 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 the respective elective sites.

- Students are reminded to follow up with all elective rotation sites to confirm rotations in order to avoid any scheduling errors.

COMSAE and COMLEX USA

NBOME Bulletin of Information

- All candidates must read NBOME's [COMLEX-USA Bulletin of Information \(BOI\)](#) and agree to the Terms and Conditions before scheduling any COMLEX-USA examination. The BOI is a comprehensive guide to COMLEX-USA examinations, including but not limited to the Terms and Conditions, examination descriptions, eligibility requirements, scheduling, administration, security, scoring and transcripts.
- The NBOME Board of Directors approved changes to eligibility for COMLEX-USA to limit the maximum number of attempts to four total per exam, effective July 1, 2022.

COMLEX USA MASTER BLUEPRINT

- The COMLEX USA [Master Blueprint](#) describes the competency domains and clinical presentations expected on the exam. The Master Blueprint emphasizes the competencies required for a generalist osteopathic physician to deliver safe and effective care.

COMSAE and COMLEX USA Level 1 Policy

Background

As COMLEX Level 1 is a summative cognitive exam based on the first two preclinical years' material, students must sit for the exam by July 1st or prior to the start of their third-year clinical rotations. The students' academic focus thereafter will be on the second phase of their training, (Clinical Education) allowing the student to develop their clinical knowledge and skills, and complete clinical rotations, OMM requirements, NBOME Clinical Subject COMAT /SP COMAT exams, board prep, COMLEX USE Level 2 -CE, and the Clinical Skills Assessment.

For COMSAE and COMLEX USA Level 1 policy and requirements please refer to the Student Handbook effective AY 2022.

Consequences of Noncompliance with the COMLEX-USA schedule

- 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 NBOME COMLEX Level 1 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 or Zoom meeting with the Preclinical Dean and the

Director of Clinical Education, and the Learning Specialist. 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.

- **Students that have not sat for COMLEX Level 1 by July 1st will not be permitted to start rotations and should request a Leave of Absence from Student Affairs.. Those students will be required to submit a passing COMLEX Level 1 score in order to petition to return, to start rotations.**
- As stated in the [Student Handbook](#), the Clinical Dean may remove noncompliant students from rotations.

COMLEX-USA Level 2 Requirements

COMLEX-USA Level 2-Cognitive Evaluation (CE) examination is a one-day computer-based assessment that integrates application of knowledge in clinical science and foundational biomedical sciences and osteopathic principles with other physician competencies related to the clinical care of patients and promoting health in supervised clinical settings. Competency domains assessed include application of osteopathic medical knowledge, osteopathic patient care and osteopathic principles and practice, communication, systems-based practice, practice-based learning and improvement, professionalism, and ethics. The exam is “scored on 7 clinical science disciplines including Emergency Medicine, Family Medicine, Internal Medicine, OBGYN, Osteopathic Principles and Practice, Pediatrics, Psychiatry, and Surgery.”

<https://www.nbome.org/assessments/comlex-usa/comlex-usa-level-2-ce/>

As per the Student Handbook: The Clinical Dean and Department Clinical Education prepare guidelines for eligibility and scheduling for the COMLEX-USA Level 2 exam, please see the current 2022-2023 Student Handbook.

The student responsibilities for COMLEX-USA Level 2-CE exam preparation are outlined below.

A passing score on COMLEX- USA Level 2- CE 2 is a graduation requirement.

NOTE: Students are advised to sit for COMLEX USA Level 2-CE examination on a date that allows residency program directors to have access to their scores. For the Class of 2023, that date is September 28th, 2022.

NBOME score release dates can be found at: <https://www.nbome.org/assessments/comlex-usa/comlex-usa-level-2-ce/scores-transcripts/score-release-dates/>

Deadlines are announced during the fall semester of Third Year.

As per the NBOME, candidates taking COMLEX-USA examinations are limited to a total of four (4) attempts for each examination.

COMBANK

COMBANK Assessment Exams will be made available in February of Year Three and again in April. These are less rigorous than the Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) (see below) and let the students know in what subject matter they may have a knowledge deficiency.

Achievement of a minimum score of **70%** on a COMBANK Assessment Exam is required for students prior to sitting for the COMSAE Phase 2.

COMSAE

The Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) Phase 2 is a self-assessment exam for osteopathic students to gauge the base of their knowledge and ability as they prepare to take a COMLEX-USA Level 2- CE 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. Items in the COMSAE Phase 2 examinations classified by competency domain and clinical presentation, but they are also classified according to discipline. Score Report and Performance Profile provides a numerical standard score for the total test and a graphic presentation for performance on three groups of content areas.

<https://www.nbome.org/assessments/comsae/comsae-phase-2/>

TouroCOM BENCHMARKS: After achieving the COMBANK Assessment threshold of 70% students must achieve a minimum score of **500** on the timed COMSAE Phase 2 to be approved to sit for COMLEX -USA Level 2-CE.

Resources: Students are provided with the following resources to assist in preparation for the COMLEX Level 2 -CE exam:

- COMBANK Question Bank & Assessment Exams.
- COMAT Exam Resources on the NBOME [website](#).
<https://www.nbome.org/assessments/comat/clinical-subjects/practice-preparation/>
- All site-specific reading assignments
- TouroCOM Intensive Level 2 Board Prep Program

IMPORTANT DATES:

COMLEX USA Level- 2 Cognitive Evaluation (CE) examination

- Students will be made eligible to schedule their COMLEX-USA Level 2-CE Exam upon achieving the TouroCOM COMSAE Phase 2 exam threshold score (minimum of 500).
- Students are advised to sit for their COMLEX-USA Level 2-CE examination within six weeks of achieving the COMSAE Phase 2 threshold. Students must sit for their COMLEX-USA Level 2 -CE examination by a date that meets with approval of the Clinical Dean and/or Dean.
- NBOME COMLEX-USA Level 2- CE score release dates can be found [here](#).
<https://www.nbome.org/assessments/comlex-usa/comlex-usa-level-2-ce/scores-transcripts/score-release-dates/>

Requirements for Students Identified as at Risk:

TouroCOM's Intensive Board Prep Program scheduled in June of Third Year, is intended to enhance board scores. The program is open to **all third- year TouroCOM students for both Harlem and Middletown with no student cost**. The program is **REQUIRED** for the following groups of students from both Harlem & Middletown campuses:

- Any student who does **not achieve a minimum score of 500 on COMSAE Phase 2** by 5/13/22.
- Any student who did **not achieve a passing score on the initial COMLEX USA Level 2- CE exam**.
- Any student who did **not achieve a passing score on the initial COMLEX USA Level 1 exam by the originally scheduled deadline**.
- Any student who achieved a **COMLEX Level 1 score below 450, if applicable**.

- **Any student who received** an initial standard score of less than 90 on three or more of their **initial** COMAT clinical subject exams (including OPP).
- **Any student who received a “U” grade in any of the third- year courses.**
- Students meeting any of the above criteria that do not plan attend the course are required to appeal to the Clinical Dean and Director of Clinical Education in writing; appeals will be handled on a case-by-case basis. Students are required to submit justification and an alternative board preparation program. The program must include assessments and progress reports (e.g., Boards Boot Camp). Q-banks are not an acceptable alternative. Students are responsible for all costs.
- **NOTE: STUDENTS MANDATED TO PARTICIPATE IN THIS PROGRAM ARE ADVISED TO SUBMIT THEIR SCHEDULED COMLEX- USA LEVEL 20CE EXAM DATE FOR APPROVAL BY THE DEPARTMENT OF CLINICAL EDUCATION.**

COMLEX-USA Level 2 Performance Evaluation (PE):

The COMLEX USA Level 2 PE examination has been indefinitely suspended. The COM is required to confirm that each student has demonstrated the fundamental osteopathic clinical skills necessary for graduation.

Students are required to pass the Clinical Skills Assessment administered by the Department of Primary Care. This is a graduation requirement. Please visit the [NBOME website](#) for additional information.

Electronic Residency Application Service (ERAS):

[ERAS](#) will open for students during their third-year. The specific date varies annually.

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 third year.
- If a student has not received an ERAS Token, they should contact the Clinical Coordinator.

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, Professional 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 third year to the Director of Clinical Education, via Google docs.
- Upon completion of MSPEs by the Director of Clinical Education, students will be provided with an email and attachment of the draft version of their MSPE letter and will be given one opportunity to review, edit and return their edited draft MSPE letter.

- If the student does not submit the edited document by the required deadline, the requested changes may not be honored.
- If more than one response is sent to the Director of Clinical Education, with varying edits, only the first response will be honored.
- MSPEs will be uploaded to the ERAS portal by the COM.

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 [Letter of Recommendation Portal](#) for more information.

Useful ERAS Information:

- [Application Process](#)
- Preparing your [Curriculum Vitae](#)
- Interviewing for [Residency Positions](#)

My ERAS Information:

- Register for MyERAS for [Residency](#)
- ERAS Tools and Worksheets for [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 the student applicant site and cannot assist students with technical issues.
- 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 2023 TIMELINE

June 8, 2022	ERAS 2023 season begins at 9 a.m. ET.
August 1, 2022	Supplemental ERAS application opens for applicants.

September 7, 2022	Residency applicants may begin submitting MyERAS applications to programs at 9 a.m. ET.
September 16, 2022	Supplemental ERAS application closes for applicants at 5 p.m. ET.
September 28, 2022	Residency programs may begin reviewing MyERAS applications, MSPEs, and supplemental ERAS application data (if applicable) in the PDWS at 9 a.m. ET.
May 31, 2023	ERAS 2023 season ends at 5 p.m. ET.

September Applicants may begin submitting applications to programs at 9 a.m. ET on September 7th, 2022.

Residency programs may begin reviewing applications and MSPEs at 9 a.m. ET on September 28th. **Note:** If a student wishes that an official transcript be uploaded at an alternate time, they must request an official transcript by contacting the Touro Registrar, <http://www.touro.edu/getmytranscript>. Upon receipt of the official transcript, the student must forward it to the 4th year Clinical Coordinator to be uploaded to ERAS. Students are responsible for the cost of their official transcript. **Note:** Students may request an unofficial transcript by emailing the 4th year Clinical Coordinator.

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.

The Match

The Department of Clinical Education will continue to notify students of important match deadlines. Students are encouraged to visit the resources noted below 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

Military Graduate Medical Education Service-Specific Information

Websites (note: USAF and USN are public, USA only currently available through a secured military link)

Air Force Physician Education:

<http://www.airforcemedicine.af.mil/Organizations/PhysicianEducation-Branch/>

Navy Graduate Medical Education:

<https://www.med.navy.mil/Naval-Medical-Leader-andProfessional-Development-Command/Professional-Development/Graduate-Medical-Education/>

Army Graduate Medical Education:

<https://education.mods.army.mil/medicaleducation>

Contacts

Air Force

Chief: Col David Hsieh

Deputy: Mr. David Zemkosky

Email: AFPC.DP2NP.PhysicianEducation@us.af.mil

Phone: 210-565-2636

Navy:

Director: CAPT William Beckman

PGY 1 Program Manager: LT John Price, MSC

Email: usn.bethesda.navmedprodevctrmd.list.nmpdc-gme-sb@mail.mil

Army

Director: COL Joseph Sterbis

PGY1 Program Manager: Ms. Patricia Norman

Email: patricia.g.norman.civ@mail.mil

MODS: Online application tool used by all three services. Each service has its own unique link. Be on the lookout for possible new links as the system undergoes revision. Links become active in July when application opens.

Air Force: <https://education.mods.army.mil/MEDED/UserLogon/UserLogon.asp>

Navy: <https://education.mods.army.mil/navymeded/UserLogon/userlogon.htm>

Army: <https://education.mods.army.mil/medicaleducation>

SAN FRANCISCO MATCH

WEBSITE <https://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 match 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 about relevant Match Week events.

Additional Match Resources:

- TouroCOM Match [Resources](#)
- [CV and Personal Statement writing](#) tips from the University of North Carolina School of Medicine
- American Association of Family Practitioners Match [recommendations](#)

Adverse Clinical Incidents (e.g., needle sticks, infectious exposures)

It is the responsibility of the students to report all Needle Sticks or exposures as soon as possible, but no later than 24 hours of the incident, to the Hospital Infection Control Coordinator or employee assistance program, depending on the clinical site. 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 Dean, Director of Clinical Education, Clinical Coordinator and Dean of Student Affairs

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, under Resources.