General Disclaimer

Important Notice

This Manual contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the policies and procedures of Touro. Some of the subjects described in this Manual are covered in detail in official policy and procedure documents found online and elsewhere. You should refer to these documents for specific information, since this Manual only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the Office of Institutional Compliance. Please note that the terms of the full official policies are controlling in the case of any inconsistency.

This Manual is neither written nor meant to confer any rights or privileges on students or impose any obligations on Touro. No individual or representative of Touro (except the President) has the authority to enter into any agreement or understanding contrary to the above.

This Manual is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. All changes will be posted on the Touro website. Although we will attempt to inform you of any changes as they occur via the Touro email address assigned to you upon activating your TouroOne portal account, it is nevertheless your responsibility to keep current on all College policies, procedures and practices. Your assigned Touro email address is the official method of contact for all such notices and for all Touro communication.

Students are required to investigate for themselves as to whether the program they enroll in meets their personal, educational and career needs. Different jurisdictions have different licensing requirements and standards. While students may expend significant sums associated with higher education, successful completion of a course, program, or degree is dependent on many factors. The payment of tuition permits a student to register and take the courses and programs available and offered by the Touro school or program in which the student is enrolled. Acceptance in a school or program does not form the basis of a contract. Indeed, a student's acceptance may be revoked if it is later learned, among other things, that his or her qualifications have been misstated or overstated, or there is some other omission or misrepresentation. Except as noted in the paragraph below, no contract rights exist or are established in the student-educational institution setting by and between Touro and the student. To this end, you waive and Touro disclaims any contract or liability for promises, assurances, representations, warranties, or other statements made in its marketing or promotional materials, and makes absolutely no promises, assurances, representations, guarantees, warranties or other statements concerning our courses and programs and a student's academic success in them. Thus, you waive and Touro further disclaims any liability in tort in connection with any of the foregoing. In order for a degree to be earned, the required grades and grade point averages must be achieved and maintained, and all other requirements of the school and program must be fulfilled. These disclaimers are, in effect, covenants not to sue binding on students, and are tacitly agreed to by a student's matriculation or continued matriculation in our programs.

Registration and matriculation at Touro after the issuance of this Manual is consideration for and constitutes a student's knowing acceptance of the binding Alternative Dispute Resolution ("ADR") mechanisms contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, registration, matriculation, graduation or other separation from Touro and/or this Manual, which is not resolved through Touro's internal mechanism shall be submitted to non-binding mediation with a neutral mediator affiliated with an established and reputable organization engaged in alternative dispute resolution ("ADR Organization"). In accordance with the Federal Arbitration Act and to the extent not inconsistent with the primacy of federal law, all Disputes remaining after completion of the mediation shall be exclusively conducted and heard by an ADR Organization, designated by Touro in its sole and absolute discretion, before a single arbitrator who shall be an attorney. The location of the arbitration shall be at a convenient office on a Touro campus where the student is (or was last) affiliated. See "Alternative Dispute Resolution" provision for a more elaborate treatment.
Policy of Non-Discrimination

Touro College is an equal opportunity employer. Touro College treats all employees, job applicants, and students without unlawful consideration of race, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

For the full policy statement see https://www.touro.edu/non-discrimination/.

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.
General Disclaimer

The Touro College and University System 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 posted prominently 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 Related Clinical Procedures

The Program has certain 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 situations occur, 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.
# Contents

- **General Disclaimer** ........................................................................................................ 2
- **Introduction** .................................................................................................................. 7
- **Overview of the Clinical Clerkship Program** .................................................................. 8
- **Student Policy & Procedure** .......................................................................................... 8
  - Administrative Functions .................................................................................................. 8
  - Administrative Matters and Risk Management .................................................................. 8
- **Policy on Title IX and Sexual Misconduct** .................................................................... 9
  - Title IX Grievance Policy .................................................................................................. 9
  - Sexual Misconduct ......................................................................................................... 10
- **General Clerkship Guidelines** ...................................................................................... 12
- **Patient Care** ................................................................................................................. 12
- **Orientation Guidelines** .................................................................................................. 13
- **General Student Protocols** .......................................................................................... 14
  - Dress Code .................................................................................................................... 14
  - Confirmation of Rotation Assignments ........................................................................... 14
- **Training Hours & Procedures** ....................................................................................... 15
  - Attendance Policy / Scheduling: ..................................................................................... 15
  - Tardiness .......................................................................................................................... 15
  - Student Attendance / Time Off ..................................................................................... 16
  - Student Request for Off-Site Educational Activities ..................................................... 17
  - Inclement Weather ........................................................................................................ 17
  - Absence on the day of a scheduled COMAT exam ....................................................... 17
- **Responsibilities and Duties** ......................................................................................... 18
  - Letter of Good Standing, and Liability Coverage ............................................................ 20
  - Health Records .............................................................................................................. 20
- **New Innovations and Scheduling** ................................................................................. 21
  - Student Schedules ........................................................................................................ 21
  - Changing a Scheduled Rotation & ADD/DROP .............................................................. 22
- **Evaluations:** .................................................................................................................... 23
  - Faculty Submission of Student Performance Evaluation .............................................. 23
  - Preceptors on New Innovations .................................................................................... 24
  - Student Evaluation of Faculty and Rotation .................................................................. 24
- **Electives** ......................................................................................................................... 24
  - Third Year ...................................................................................................................... 24
  - Fourth Year .................................................................................................................... 24
- **Visiting Student Learning Opportunities (VSLO) & Electives** ...................................... 25
- **Preparing for 3rd Year Clinical Rotations** .................................................................... 26
- **Process for Registration** ............................................................................................... 26
  - Clinical Rotation Sites & Lottery .................................................................................. 26
  - Introduction to Clinical Rotations .................................................................................. 27
Hospital Orientation (Required).................................................................27
Comprehensive Osteopathic Medical Achievement Test (COMAT): COMAT Exams/Self Proctored SP COMAT ……27
OPP COMAT Policy ..................................................................................28
Absence on the day of a scheduled COMAT exam ........................................28

Preparing for 4th Year Clinical Rotations ..................................................29
4th Year Courses & Guidelines ..................................................................30
  4th Year Guidelines: ..................................................................................30
COMSAE and COMLEX Level 1 Policy....................................................31
COMSAE Phase 1 Requirement, Schedule and Remediation:......................32
  Consequences of Noncompliance with the COMLEX-USA schedule ..........33
COMLEX-USA Level 2 Requirements .......................................................34
  COMBANK ............................................................................................34
  COMSAE ..............................................................................................34
  COMLEX Level- 2 Cognitive Evaluation (CE) ........................................35
  Requirements for Students Identified as at Risk ....................................35
  COMLEX-USA Level 2 Performance Evaluation (PE):...........................35

Electronic Residency Application Service (ERAS):.....................................36
  Medical Student Performance Evaluation (MSPE): (The Deans Letter) ....36
  Letters of Recommendation (LoR): ..........................................................36
  Useful ERAS Information: ....................................................................36
  ERAS 2022 TIMELINE .........................................................................37
  The Match .............................................................................................38
  Match Results .......................................................................................40

Adverse Clinical Incidents (e.g., needle sticks, infectious exposures) ............40

Contact Information.................................................................................41

The information herein applies to the Academic Year 2021-2022 and is subject to change at the discretion of Touro College of Osteopathic Medicine.
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 57% 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.
  - A record 7,000 new osteopathic physicians graduated in 2019.
  - Physician workforce in the United States now includes 121,006 Osteopathic Physicians (DOs) in the United States and nearly 30,367 students enrolled in a College of Osteopathic Medicine.
  - Nearly 22,867 new DOs participated in residency training, which is required for licensure and independent practice, during the 2018-2019 academic year.

- As of 2020, all residency programs in the U.S. are accredited by the Accreditation Council for Graduate Medical Education (ACGME). Both DO and MD students are able to match into residency programs of their choice as reported in the 2019 Report on the Osteopathic Medical Profession.

- Osteopathic Physicians handle 10% of all Primary Care visits in the United States.

Touro College of Osteopathic Medicine

- Graduated its first class of Physicians in 2011.
- The Class of 2021, students across Touro’s Harlem and Middletown campuses’ Match Rate was 97.5%. Details are available on Touro website.
- Touro College of Osteopathic Medicine received approximately 2000 applications for 125 available positions in 2007, and we received 9,899 applications for the September 2020 entering freshman class for 250 students between the Harlem and Middletown campuses.

Mission Statement

Touro College of Osteopathic Medicine 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, Pathology, and Physical Medicine and Rehabilitation. Radiology and Geriatrics are covered throughout most rotations.

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

In addition to completing the TouroCOM required 3rd and 4th year Core 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, 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
50 West 47th Street, 14th Floor
New York, NY 10036
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/](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

Students will participate in a structured clinical training experience (and/or online curriculum) for each clinical clerkship. For in-person clinical rotations, 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. The educational structure is as follows:

- The student will attend appropriate didactic sessions including, but not limited to, Morning Report, Grand Rounds, noon-conference, and other educational seminars.
- The student will be evaluated by the responsible individual(s) on the teaching service as well as through direct and indirect observations of clinical performance.
- Preceptors on the teaching service will complete the Student Performance Evaluation (SPE). The SPE forms are to be submitted to the Department of Clinical Education within two weeks of the last day of the rotation.
- Students are encouraged to seek formative feedback midway through each rotation to ask questions as they arise, and to have an exit interview (at the end of the rotation) during which time the student is to sign the SPE. Clinical Faculty are to meet with any student at the midpoint of the clinical clerkship if there is a possibility that the student may fail the rotation.
- “Student Evaluation of Rotation”: Students will complete an evaluation regarding the precepting physician, site, and rotation. The evaluation must be completed and submitted via New Innovations by the last day of the rotation. Data from these evaluations will be summarized and provided in aggregate form to rotation sites to foster focused faculty development.

Students that participate in a TouroCOM approved online curriculum will be provided with the appropriate 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 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, DME 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 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 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 Chief of Service for clarification.
General Student Protocols

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

<table>
<thead>
<tr>
<th>Harlem Campus</th>
<th>Middletown Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Khemwattie Ramdhanny</td>
<td>Ms. Kelly Degnan</td>
</tr>
<tr>
<td>2090 Adam Clayton Powell Jr. Blvd, Suite 519H</td>
<td>60 Prospect Avenue, Room 108, 1st Floor</td>
</tr>
<tr>
<td>New York, NY 10027</td>
<td>Middletown, NY 10940</td>
</tr>
<tr>
<td>Phone: 212.851.1199 Ext 42587</td>
<td>Phone: 845.648.1000 Ext 60108</td>
</tr>
<tr>
<td>Fax: 212.851.1183</td>
<td>Fax: 845.648.1018</td>
</tr>
<tr>
<td>Email: <a href="mailto:Khemwattie.ramdhanny@touro.edu">Khemwattie.ramdhanny@touro.edu</a></td>
<td>Email: <a href="mailto:Kelly.degnan@touro.edu">Kelly.degnan@touro.edu</a></td>
</tr>
</tbody>
</table>

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

After initial email confirmation from a site for any preceptor-based elective rotation and all 4th year rotations (core and electives) students are advised to email the site coordinator four weeks prior to the start date of a rotation to confirm their scheduled rotation.

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

NOTE: Failure of the student to confirm rotations may cause a delay in the start of the student’s rotation. Students are not to adjust or modify their core rotation schedule without permission. Such actions may subject the student to discipline.
Training Hours & Procedures

Work hours for each of the clinical training site’s respective department/services will be provided as determined by the physician in charge of that service, and in cooperation with the TouroCOM DME (for TouroCOM affiliate hospitals).

Attendance Policy / Scheduling:

- The Touro College of Osteopathic Medicine academic calendar does not apply to students on clinical rotations.
- Each hospital sets its own calendar and schedule.
- Students are expected to be present at their clinical rotation sites for the entirety of all scheduled shifts. 100% attendance is expected.
- Students should work a minimum of five full days 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 of 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 may be required to return to TouroCOM campus for testing (e.g., COMAT, PE-2 Prep) and other activities such as regularly scheduled Clinical Education meetings, Board Reviews, and/or OMM during callbacks each year. Students are required to attend all remote meetings scheduled by the Department of Clinical Education.
- Students should be prepared to take the NBOME Self-Proctored, SP COMAT exam at the end of each 3rd year 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 DME/preceptor, in consultation with the TouroCOM Clinical Dean, that a student's tardiness has significantly impaired his/her ability to reasonably meet the educational objectives of the rotation, then remedial work may be assigned. The student may be required to repeat all or part the rotation and may be referred to the Student Promotions Committee (SPC) for evaluation and assessment.

**Student Attendance / Time Off**

- 100% attendance is expected on all rotations.
- Absences are recorded on the Student Performance Evaluation.
- At the discretion of the clinical site, any time missed from rotation may need to be made up to ensure that educational objectives are met.
- 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 DME or preceptor (where applicable).
- **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 phone-in meetings conducted by the Directors of Clinical Rotations or Assistant Dean for Clinical Education (Harlem campus).
- **Anticipated Absences**: Students are responsible for notifying their clinical preceptors, and the DME and Site Coordinator (when applicable) as well as the TouroCOM Clinical Coordinator and Clinical Dean as soon as there is an anticipated absence (e.g., illness, board exam, or other). If the student knows that they have an exam scheduled at the beginning of a clerkship, they should email the site on the first day of the rotation. All missed time, regardless of reason(s) is subject to make up at the discretion of the TouroCOM DME where applicable, or the hospital DME or Chair, or designated supervising attending preceptor if there is no TouroCOM DME.
  - Anticipated absences and make up dates must be approved by the DME and the TouroCOM Clinical Dean prior to date of anticipated absence. The TouroCOM Clinical Dean, and Clinical Coordinator should be cc’d on the student’s email request to the clinical training site’s coordinator, DME and preceptor for time off.

**Absences from rotation may include:**
- Board Examinations: COMLEX Level 2 Cognitive Exam (2-CE) one day.
- COMLEX 2 Performance Exam (2-PE) two days (one exam day and one travel day for those taking the exam out of state).
- Residency interviews. **NOTE: Some hospitals may not permit any missed days during a Sub-Internship.**
- Make up COMAT Exam/SP COMAT.
- Illness.
- Family emergency.
- Bereavement leave.
If the absence exceeds a single day, students should contact their preceptor, DME, Site Coordinator and the TouroCOM Clinical Dean and Clinical Coordinator, at least daily, or as arranged with the TouroCOM Clinical Dean.

- Students are excused from rotations to sit for the regularly scheduled COMAT exam or SP COMAT exam.
- All anticipated absences MUST conform with the advanced notification requirements to DME, Site Coordinator, and preceptor (where applicable) and the TouroCOM Clinical Dean and Clinical Coordinator. Arrangements should be made to make up the clinical time, if so determined by the DME.
- **REMINDER:** Any time missed from rotation is subject to make up at the discretion of the clinical training site’s DME or preceptor (where applicable). This should be noted on the Student Performance Evaluation form.

Three missed days per four-week block will prompt consideration for repeating the rotation.

### 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 DME of the Program if there is no TouroCOM DME. 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.

### 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.
- **REMINDER:** Three missed days per four-week block will prompt consideration for repeating the rotation.
- Absences that may not rise to the level of necessitating a repeat of the rotation may still negatively affect the student’s clinical performance evaluation, the rotation grade, and may be noted in the Medical Student Performance Evaluation (MSPE) letter.

### Inclement Weather

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

### Absence on the day of a scheduled COMAT exam

If a student anticipates not being present on the day of a scheduled COMAT exam or being unable 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 Clinical Coordinator and Administrative 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.
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.

Responsibilities and Duties

All students will be expected to comply with the rules established by the hospital, office, or clinic at which they are being trained, 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 TouroCOM Clinical Dean with cc to the Director of Clinical Education and Clinical Coordinator as soon as possible.

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:

- All Student Performance Evaluations (SPEs) for 3rd year core rotations are to be completed and signed by a physician or licensed healthcare professional credentialed by TouroCOM. The SPE should be reviewed by the clinical preceptor with the student.
- All elective rotation evaluations, and all 4th year student evaluations must be signed and/or co-signed by a licensed physician or licensed healthcare professional.
- 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.
- 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 3rd and 4th 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 the costs involved.
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 electives 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 prior to starting a rotation.
New Innovations 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.

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

Student schedules can be found under the “schedule” tab on the student’s PERSONNEL RECORD. If a student schedule is inaccurate on New Innovations, please contact the student coordinator immediately.

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

Students are reminded to check their rotation schedule in New Innovations.
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. The student must request release from the originally scheduled rotation site and forward confirmation to their TouroCOM Clinical Coordinator.

3. Confirmation of approval for a rotation at the newly scheduled site. All requests for core rotation schedule changes should be submitted at least six weeks prior to the rotation to ensure adequate time to confirm with both the rotation site the student is dropping and availability at the new site.

   - Please note: If a student submits a Change of Rotation request form in advance, they may not receive a response until closer to the date of the rotation.

NOTE: If a student does not receive confirmation that the rotation has been changed and their schedule has not been updated on New Innovations, students should be aware that they are still scheduled for their original rotation. Students 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.
- 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 may not attend or participate in any clinical activities or rotations that are not approved by TouroCOM’s Dean of Clinical Education.
- Any rotations completed, that are not approved may result in no credit being given for that course.
- 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 SPC for failure to comply with the requirements set forth in this manual.

NOTE: No 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.
Evaluations:

- All SPEs must 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: evaluations.clinical@touro.edu

Faculty Submission of Student Performance Evaluation

- **New Innovations:** Submitting a SPE on New Innovations electronically is the most efficient method. Students should request that their evaluation be completed via New Innovations. Students are advised to request that their preceptor complete the evaluation at the end of the third week of each rotation. This prompt will be seen on the faculty member’s New Innovations home screen when available.
- The SPE must include student name, preceptor name, dates of rotation, rotation discipline/name and clinical course number as appears on New Innovations, and rotation block. In addition, all evaluations for core rotations and elective rotations done at TouroCOM affiliates must have a signature from a licensed faculty member credentialed by TouroCOM, and/or the TouroCOM DME. An evaluation that does not meet these requirements will not be accepted.
- Only evaluations that have a signature from a licensed physician or other COM credentialed healthcare professional will be used to determine the overall student performance evaluation.
- Evaluations completed by residents will not be used to calculate a final grade. Residents do have important roles to play in feedback and evaluation of students and can give their input, but the SPE must be signed by the credentialed TouroCOM faculty member.
- Students should receive mid-rotation formative feedback midway through each rotation.
- Students should review their final evaluation at the end of each rotation with their assigned Preceptor.
- All SPE forms received by the Department of Clinical Education are reviewed and the final grade is ultimately decided by the Clinical Dean.
- For sites that provide a composite SPE, the composite evaluation is reviewed, and the final grade is ultimately decided by the Clinical Dean.
- All evaluations that are not submitted on New Innovations, must be legible. SPE forms can be found in the “Department Manual” section of New Innovations.
- Under no circumstances should an evaluation be completed by a relative of the student.
- Faculty evaluations that are completed via New Innovations are available for students to review.
Preceptors on New Innovations

- If the preceptor is not listed on New Innovations, please provide the preceptor’s full name and email address to the 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.
- The completed evaluation must be submitted by the last day of the respective rotation.
- Submission of this completed form is one requirement of the respective clerkship.

Electives

Third Year

- Student schedules will have two unassigned four-week blocks during their 3rd year. This is designated for a four-week elective and a four-week vacation block.
- Requests for elective rotations must be submitted to the TouroCOM Clinical Coordinator at least six weeks prior to the start of the anticipated elective. The request will be reviewed for approval by the Clinical Dean. The student schedule will be updated on New Innovations upon approval.
- The 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 rotations.

Fourth Year

- An elective rotation must be four weeks long. If a student chooses to complete a two-week elective, they must complete an additional two-week elective in order to receive credit for the course.
- 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 rotations.
- Confirmation of secured electives must be submitted to the appropriate TouroCOM Clinical Student Coordinator.
- Once the elective is approved it will appear on the student’s schedule on New Innovations.
- It is the student’s responsibility to submit all necessary documentation for onboarding to the elective site.
- The student is responsible for any elective rotation site fee(s).

NOTE: All student forms can be found on New Innovations and can be downloaded by the student for use.
Visiting Student Learning Opportunities (VSLO) & Electives

- 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 Application Service (VSAS)

- The VSAS application service makes it easier for medical students to apply for clinical or research opportunities.

Visiting Student Learning Opportunities (VSLO):

- Students will receive access for VSLO prior to applying for 4th year rotations, in January of their 3rd year.
- 3rd year students will only receive access prior, if they are applying to a 3rd year Elective that requires the application to be completed on VSLO.
- Documents to be uploaded by the school will be available on “Student Profiles” in New Innovations by the end of February of the 3rd year.
- When a rotation is confirmed via VSLO, the student must email the 4th year Coordinator on their respective campus for that elective to be added to the student’s New Innovations schedule. Confirmation emails 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 elective sites.

Students are reminded to follow up with all elective rotation sites to confirm rotations in order to avoid any scheduling errors.
Preparing for 3rd Year Clinical Rotations

Process for Registration

Students are registered initially for rotations in a “block” (umbrella registration). Registering for Clinical Education assures that the student is registered for the fall semester 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 must 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 Requirements: Please refer to the Syllabi

Clinical Rotation Sites & Lottery

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

All students are responsible for the following credentialing/onboarding:

Letter of Good Standing
OSHA/HIPAA Training Certificates
ACLS & BLS Training Certificates
Wellness Packet
Copy of Titors (lab results)

2 Step PPD OR Quantiferon gold
Flu Vaccination Documentation
Copy of Medical Insurance
10 Panel Drug Screening
Background Check
Mask-Fit Test

NOTE: Students are responsible for updating all certifications and immunizations before they expire.
Introduction to Clinical Rotations

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:

<table>
<thead>
<tr>
<th>ACLS/ BLS Skills Session</th>
<th>Intro to Clinical Education Lecture</th>
<th>OSHA/HIPAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES TBA</td>
<td>DATES TBA</td>
<td>DATES TBA</td>
</tr>
</tbody>
</table>

Attendance/ Grading: Attendance of all three days=A, Attendance of two days=B, No attendance= incomplete

Hospital Orientation (Required)

- Each clinical site has individual requirements for orientation.
- Students should 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 PRIOR to July 1st of year 3. (Prior to June 28, 2021).
- Students will receive orientation emails and will need to plan accordingly to meet specific site requirements.

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 3rd year core rotation, and to take the OPP COMAT/SP COMAT at the conclusion of the 3rd year elective rotation.

Please note that during the 2021-22 Academic Year students will complete the Self-Proctored ‘SP’ COMAT examination. This exam 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.
- 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](http://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 continue to prepare for the exam, as well as utilize the resources on the [NBOME website](http://www.nbome.org).
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 during their Elective rotation month.

- At the discretion of the Department of Clinical Education, the OPP SP COMAT can be rescheduled to another available COMAT exam date and must be completed within the semester of the scheduled elective. Failure to schedule appropriately will result in the inability to submit a final grade for the elective rotation.

Absence on the day of a scheduled COMAT exam

Students are required to take the COMAT exam as scheduled on the Academic Calendar, 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) student must follow the excused absence process as per the Student Affairs office.
- An email must be sent as early as reasonably possible to the 3rd Year Coordinator with cc to the Administrative Clinical Coordinator (where applicable) (and to the clinical site coordinator/administrator if the COMAT exam is scheduled to be taken off-campus) as follows:
  - Student has a family emergency. Supporting documentation from a physician or outside source is required.
  - Student illness. In the case of an injury or illness, a physician’s note (and/or evidence documenting such an absence) is required. The College reserves the right to ask for additional supporting documentation in support of the physician’s note. (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 received by the Clinical Dean, Director of Clinical Education, Clinical Coordinator and Dean of Student Affairs no later than the first week of the rotation.
  - A student is scheduled to sit for COMLEX USA. A student may request to reschedule the COMAT exam (or SP COMAT) that conflicts with the scheduled COMLEX exam. The student must email the Clinical Dean, the Director of Clinical Education and the Coordinator and provide written confirmation from the NBOME of their COMLEX exam date. Advanced notification for a request must be received no later than the first week of the rotation.
  - 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 will result in failure of the COMAT examination/SP COMAT and a grade of (U) Unsatisfactory for the rotation, and referral to SPC. Please refer to the Clinical Rotations Curriculum & Syllabi for additional grading information.
Preparing for 4\textsuperscript{th} Year Clinical Rotations

Requirements

- All students must be in Good Standing.
- All students must have passed COMLEX -USA Level 1.
- All students must achieve the COMSAE Phase 2 threshold of 500 in order to be eligible to sit for COMLEX-USA Level 2 CE.
- All students must be eligible for the COMLEX-USA Level 2 examinations prior to starting their 4\textsuperscript{th} year rotations.
- All students must have successfully completed all requirements for their 3\textsuperscript{rd} Year clinical rotations (as below), and have taken the respective 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 4\textsuperscript{th} 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.
4th Year Courses & Guidelines

4th Year Courses:

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~854.IMSUBI
- CLIN~898.PC

4th Year Guidelines:

- **OMM Requirements:** Please refer to the Clinical Rotations Curriculum & Syllabi
- Students must complete four weeks of each required rotation between June 28, 2021 and April 30, 2022. Students must complete five courses during the fall (July-December) and four courses during the spring (January-April).
- It is important for students to note that the months of May and June should be used as vacation months to allow for time for graduation and residency preparation.
- All 4th year rotations are scheduled independently by the student at the site of their choice.
- All fall semester rotations must be scheduled at a site with GME (Graduate Medical Education)/Residency, unless otherwise approved by the Clinical Dean.
- Students must submit course descriptions with site confirmation for core requirement consideration outside of Touro affiliate core sites.
- Students may schedule required 4th year rotations (Ambulatory Medicine/Primary Care and Internal Medicine Sub-Internship) at their 3rd year core rotation(s) site independently, if offered by the site.
- All confirmations of rotations must be submitted to the 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 site 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.
- Please review the Clinical Rotations Curriculum and Syllabi document for descriptions of core rotation, research electives, and supplemental literature review opportunities.

See Clinical Rotations Curriculum and Syllabi document for requirements for 4th year core rotations
COMSAE and COMLEX Level 1 Policy

Background

- Students have historically struggled with the dual responsibility of COMLEX Level 1 and clinical rotations. TouroCOM strives to avoid that dilemma by strongly encouraging that all COMLEX Level 1 requirements be completed before the start of clinical rotations.
- Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) Phase 1 is a self-assessment examination for osteopathic students to gauge the base of their knowledge and ability as they prepare to take COMLEX Level 1. TouroCOM provides access to COMSAEs in a proctored format (see below). In addition, COMSAEs are available for purchase online by registered students. Two versions of the exam are restricted for institutional use and are used by TouroCOM to assess student readiness for the Level 1 exam.
- A COMSAE score of 475 will allow the student to register for COMLEX Level 1 with the NBOME.
- The best chance for a first-time pass on COMLEX Level 1 is shortly after COMSAE (475).

The College Provides the Following Level 1 Prep Materials:

- Level 1 COMBANK Q-Bank. Completion of the Level 1 COMBANK Q-Bank (2000 questions) by all students is required Note: this should be the starting point. Final question count should be greater than 5,000.

- The McGraw Hill First Aid Book Collection is available through our library web site via Open Athens. Students login with their TouroOne credentials.

- Sketchy Medical bundle provided during 2nd year.

- Thursday afternoon Basic Science and Clinical System review may be offered to support the 2nd year curriculum and bring 1st year Basic Science back into focus, based upon student participation.

- Four-hour, 200 question COMBANK assessment exams to gauge knowledge and further plan board preparation efforts.
  o 1st exam: Proctored exam on campus, required for all students.
  o 2nd exam: Required for those students yet to pass COMSAE (475) and used to address weaknesses and remediation program design.
COMSAE Phase 1 Requirement, Schedule and Remediation:

- Students must achieve a threshold score of 475 on a college proctored COMSAE Phase 1 in order to be permitted to register for the COMLEX Level 1 Exam.
- Practice COMSAE Exams are available to students at NBOME.org. It is recommended that students purchase and take a COMSAE Practice Exam ("timed" mode) before sitting for a college proctored COMSAE.
- Proctored COMSAE Schedule – to be announced by the Preclinical Department as appropriate. This exam is paid for by the school.
- It is recommended that students who plan to sit for a timed COMSAE on one of the early recommended dates have scored at least a 450 on a prior COMSAE Practice Exam.
- All students who do not meet the threshold of 475, by a second required seating are required to meet with the Preclinical Dean to review their individual performance profile and establish an individualized study program. The student is required to complete the study plan and repeat the COMSAE (proctored exam) within 30 days of last failed attempt.
- **As per the Student Handbook:** All students are expected to achieve the minimum COMSAE score and sit for COMLEX USA Level 1 on or before July 1st of the second academic year. Those students who have **not reached the COMSAE threshold (475) by July 1st will be removed from rotations, unless granted an exception by the Clinical Dean, as advised by the Preclinical Dean.** Those students who have not passed the COMLEX-USA Level 1 exam by October 1st of **the third year will be removed from rotations, unless granted an exception by the Clinical Dean.** The Clinical Dean prepares guidelines for eligibility and scheduling for the COMLEX-USA Level 2 exam, which are published in the Clinical Rotations Manual. Please see the **Student Handbook.**

- **STUDENTS THAT HAVE NOT REACHED THE COMSAE Phase 1 THRESHOLD of 475, BY JULY 1ST., must meet** with the following: Director of Clinical Education and the Preclinical Dean to discuss opportunities for external comprehensive remediation programs, and with the Clinical Dean (Harlem) to discuss potential changes to rotation schedule.

**COMLEX-USA Level 1**

- **COMLEX-USA Level 1** is a problem and symptom-based assessment, administered in a time-measured environment that integrates the foundational biomedical sciences and other areas of medical knowledge relevant to solving clinical problems and promoting and maintaining health in providing osteopathic medical care to patients.
- Competency domains assessed include application of osteopathic medical knowledge, osteopathic patient care and osteopathic principles and practice, communication, professionalism and ethics. Competency assessment occurs in the context of clinical and patient presentations and systems-based practice as required for entry into the supervised practice of osteopathic medicine as an independently practicing osteopathic generalist physician and for readiness for lifelong learning and practice-based learning and improvement.
- **As per the Student Handbook:** Those students who have **not passed the COMLEX-USA Level 1 exam by October 1st of the third year will be removed from rotations,** unless granted an exception by the Clinical Dean. Please see the **Student Handbook.**
• Students that are unable to secure a COMLEX Level 1 exam date with a score release date of or prior to October 6th, 2021 (for Class of 2023) are required to discuss their circumstances with the PreClinical Dean and Clinical Dean.

Requirements to sit for the COMLEX Level 1 Exam:

• Only students that are in good academic standing and have reached the COMSAE 475 threshold will be allowed to sit for the COMLEX Level 1 Exam.
• Unless an extension is approved by the Preclinical Dean, eligible students MUST sit for the COMLEX Level 1 exam no more than 60 days after reaching the COMSAE 475 threshold. Failure to do so will result in a revocation of exam registration privileges and a requirement to re-take the COMSAE (475) exam.
• In the case that a student fails the COMLEX Level 1 Exam it is the responsibility of the student to schedule a face to face meeting with the Preclinical Dean and the Director of Clinical Education. 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.
• As per NBOME guidelines, as of July 1, 2016 candidates taking COMLEX-USA examinations will be limited to a total of six attempts for each examination.
• 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.
• Students should read and understand the NBOME COMLEX USA Bulletin of Information.

Consequences of Noncompliance with the COMLEX-USA schedule

• As stated in the Student Handbook, the Clinical Dean may remove noncompliant students from rotations.

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.

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.
COMLEX-USA Level 2 Requirements

COMLEX-USA Level 2-Cognitive Evaluation (CE) 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.

As per the Student Handbook: The Clinical Dean prepares guidelines for eligibility and scheduling for the COMLEX-USA Level 2 exam, which are published in the Clinical Rotations Manual. Please see the Student Handbook.

The student responsibilities for COMLEX-USA Level 2 Exam preparation are outlined below. **NOTE:** Deadlines are announced during the fall semester of 3rd year.

**COMBANK**

COMBANK Assessment Exams will be made available in February and again in April. These are less rigorous than COMSAE (see below) and let the students know in what subject matter they may have a knowledge deficiency. Achievement 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 and residents to gauge the base of their knowledge and ability as they prepare to take a COMLEX-USA Level 2- Cognitive Exam, CE cognitive examination.

The content of COMSAE Phase 2 is defined by the same seven categories as the COMLEX-USA content outline for Dimension 1 – Competency Domains and the same ten categories for Dimension 2 – Clinical Presentations.

- All students must achieve a minimum score of 500 on the timed COMSAE Phase 2 in order to be approved to sit for COMLEX-USA Level 2.

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

- COMBANK Question Bank & Assessment Exams.
- COMAT Exam Resources on the NBOME website.
- All site-specific reading assignments.
- TouroCOM Intensive Boards Prep Program.
IMPORTANT DATES:

COMLEX Level- 2 Cognitive Evaluation (CE)
- Students will be made eligible to schedule their COMLEX-USA 2 CE Exam upon scoring a 500 on the COMSAE.
- Students must sit for their COMLEX-USA Level 2 CE examination by a date that meets with approval of the Clinical Dean and/or Dean.
- COMLEX-USA Level 2 CE score release dates can be found here.

Requirements for Students Identified as at Risk

TouroCOM’s Intensive Boards Prep Program scheduled in June, is intended to enhance board scores. The program is open to all 3rd year TouroCOM students for both Harlem and Middletown for free. The program is REQUIRED for the following groups of students from both Harlem & Middletown campuses:
- COMLEX-USA Level 1 failure
- COMLEX-USA Level 1 score below 450
- Failure to achieve a score of 500 on COMSAE Phase 2 by provided deadline
- Initial failure on COMLEX USA Level 2
- COMAT clinical subject exam standard score less than or equal to 90 on three or more COMAT exams.
- 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 (Middletown) 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 WILL BE REQUIRED TO SUBMIT THEIR SCHEDULED COMLEX- USA LEVEL 2 (CE & PE) EXAM DATES FOR APPROVAL BY THE DEPARTMENT OF CLINICAL EDUCATION.

COMLEX-USA Level 2 Performance Evaluation (PE):

The COMLEX USA Level 2 PE examination has been suspended. The COM is required to confirm that each student has demonstrated the fundamental osteopathic clinical skills necessary for graduation. Please visit the NBOME website for additional information.
Electronic Residency Application Service (ERAS):

ERAS will open for students during their 3\textsuperscript{rd} 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 3\textsuperscript{rd} 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 3\textsuperscript{rd} year to the Director of Clinical Education.
- 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 2022 TIMELINE

**September**
Applicants may begin submitting applications to programs at 9 a.m. ET on September 1, 2021

Residency programs may begin reviewing applications and MSPEs at 9 a.m. ET on September 29th.

**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.

Details of the ERAS timeline for 2021-22 can be found here.
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**


EMAIL  support@nrmp.org

TOLL FREE  (866) 653-NRMP (6767)

LOCAL  (202) 400-2233

**UROLOGY RESIDENCY MATCH**


EMAIL  resmatch@auanet.org

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

**MILITARY MATCH**

The Medical Operational Data Service, (MODS) is the online service used for Army, Air Force and Navy. Due to issues with the servers that MODS resides on, Medical School Officials and non-military letter writers will not have access to upload documents to MODS for the 2020 GME application cycle.

Documents must be received by 6 November 2020. Instructions for submitting documents for each Service are as follows:

Due to COVID-19, GME Office staff is frequently teleworking – email is the preferred method of contact as there will be a delay in replies to voicemails.

**Army**

Transcripts, MSPEs, Letters of Recommendation, and Licensing Test Scores may be submitted by a medical school official via email (preferred) or regular mail. Letters of Recommendation may be submitted directly by the letter writer using the same methods. If submitting documentation via US Postal Service, please notify Ms. Patricia Norman via email of mailing date & what documents are included.

1. Email: patricia.g.norman.civ@mail.mil
7700 Arlington Blvd, Suite 5145, Falls Church, VA 22042

If you have questions, please call the Army GME office at 703-681-4804 or 703-681-8043.
Navy

Transcripts, MSPEs, Letters of Recommendation, and Licensing Test Scores may be submitted by a medical school official via email (preferred) or regular mail. Letters of Recommendation may be submitted directly by the letter writer using the same methods.
1. Email: usn.bethesda.navmedprodevctrd.mbx.gme-sb@mail.mil
2. Mail:
Navy Medicine Professional Development Center
8955 Wood Road
ATTN: GME Program Bldg. 1 T-15
Bethesda, MD 20889-5628

If you have questions, please call the Navy GME team at 301-295-0991. Updates can also be found on our website at: www.med.navy.mil/sites/nmpdc/professional-development/...

Air Force

Transcripts, MSPEs, Letters of Recommendation, and Licensing Test Scores may be submitted by a medical school official via email (preferred) or regular mail. Letters of Recommendation may be submitted directly by the letter writer using the same methods.
1. Email: AFPC.DP2NP.PhysicianEducation@us.af.mil
2. Mail:
HQ AFPC/DP2NP (GME)
550 C Street West, Suite 25
JBSA-Randolph, TX 78150-4727

If you have questions, please call the Air Force Physician Education team at 210-565-2638 or toll free at 1-833-876-5701. Updates can also be found on our website at: www.airforcemedicine.af.mil/Organizations/...

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.
# Department of Clinical Education

## Contact Information

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<thead>
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<th><strong>Touro College of Osteopathic Medicine</strong></th>
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<tbody>
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41