



# **TOURO COLLEGE OF OSTEOPATHIC MEDICINE**

**TOURO UNIVERSITY**

## **CLINICAL ROTATIONS MANUAL**

**Class of 2026, OMS IV & Class of 2027, OMS III**

The information herein applies to Academic Year 2025-2026 and is subject to change at the discretion of Touro College of Osteopathic Medicine

**Effective June 30, 2025**

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### **Middletown Campus New York**

60 Prospect Avenue  
Middletown, NY 10940  
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[midmed.clinical@touro.edu](mailto:midmed.clinical@touro.edu)

### **Great Falls Campus Montana**

2801 18<sup>th</sup> Ave S  
Great Falls, MT 59405  
406-401-8100

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## GENERAL DISCLAIMER

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

## COVID-19 RELATED CLINICAL PROCEDURES

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

## AMERICANS with DISABILITIES ACT (ADA)

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

Touro College of Osteopathic Medicine, Harlem campus students with disabilities seeking reasonable accommodations should do so through the OSDS Coordinator for Touro College of Osteopathic Medicine's Harlem campus, Dr. Nadege Dady at [nadege.dady@touro.edu](mailto: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, Francis Rose at [francis.rose@touro.edu](mailto:francis.rose@touro.edu).

Touro College of Osteopathic Medicine, Montana campus students with disabilities seeking reasonable accommodations should do so through the OSDS Coordinator for Touro College of Osteopathic Medicine's Montana campus, Haley Denzer at [hnunberg@touro.edu](mailto:hnunberg@touro.edu).

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# Introduction

## Osteopathic Medicine Facts and Statistics

- There are 41 accredited colleges of osteopathic medicine educating nearly 35,000 future physicians, 25% of all U.S. medical students—at 66 teaching locations in 35 U.S. states, as well as osteopathic graduate medical education professionals and trainees at U.S. medical centers, hospitals, clinics, and health systems. ([AACOM](#))
- (AOA) Medical Profession Report 2024 reports:
  - The number of DOs and osteopathic medical students in the U.S. now tops 197,000.
  - More than half of the nation's DOs currently practice in primary care specialties such as family medicine, internal medicine and pediatrics, while the remainder provide care in specialties like emergency medicine, obstetrics & gynecology, surgery, and many more.
  - One in four American medical students choosing to attend medical school choose an osteopathic medical school.
- [2025 Main Residency Match](#), results, show U.S. DO seniors saw a 92.3 percent Match rate, an all-time high.

## Touro College of Osteopathic Medicine

- TouroCOM graduated its first class of physicians in 2011.
- The Class of 2025, students across Touro's Harlem and Middletown campuses' Match Rate was 98%. Details are available on Touro [website](#).

## 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 on the TouroCOM website.

# 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 opportunities for additional specialty areas including but not limited to Anesthesiology, Neurology, Pathology, and Physical medicine and Rehabilitation.

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

In addition to completing the TouroCOM required third-year and fourth-year Core Clerkships, students also have the flexibility to select and schedule their Elective rotations. Third year students are required to submit the Elective Request form to their Third Year Coordinator for approval from the Clinical Education department. Elective rotations allow students opportunities to complete rotations in their areas of interest, strengthen areas of educational need, and gain experience in disciplines to enhance knowledge and skills in preparation for residency, as well participate in research. Fourth year student elective rotations (and required Sub-Internship) may also serve as audition rotations.

## **Osteopathic Medicine (DO)**

The Doctor of Osteopathic Medicine program meets educational curricular requirements for conferring the DO degree by national standards established by the American Osteopathic Association (AOA) and the Commission on Osteopathic College Accreditation (COCA).

Acceptance and matriculation in the DO program do not provide guaranteed licensure.

Osteopathic physicians are required to possess a license by the state(s) in which they choose to practice. Each state has its own requirements for granting licensure, and its own licensing board. Students are strongly advised to review the licensure requirements for any jurisdiction they intend to become licensed in by contacting the state authority responsible for physician licensure and/or reviewing the licensing authority's website

# 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 regarding a person's sex is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff.

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

## Title IX Grievance Policy

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

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

## Title IX Coordinator

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



## Contact Information for the Title IX Coordinator:

Matthew Lieberman  
500 Seventh Avenue, 4th Floor New York, NY 10018  
Phone: 646-565-6000 x55667  
Email: [Matthew.Lieberman@touro.edu](mailto: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*** the following elements are met:

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

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

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

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

## **Sexual Misconduct**

Touro prohibits discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's

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

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

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

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

All divisions of Touro seek to foster a collegial atmosphere in which students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high-quality campus life.

Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should contact the Office of Institutional Compliance immediately. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

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

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

Phone: 646-565-6000, ext. 55330

Email: [Compliance@touro.edu](mailto: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/>

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](mailto:OCR.NewYork@ed.gov)

# General Clerkship Guidelines

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

- The student will follow the clinical site's schedule for each respective rotation.
- The student will participate in patient care with appropriate supervision.
- The student will be expected to be an integral member of the interprofessional healthcare team.
- 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 clinical sites designated responsible individual(s) on the teaching service through direct and indirect observations of clinical performance and behavior.
- Designated preceptors on the teaching service, as identified by the clinical site, will complete the Student Performance Evaluation (SPE), ***See below page – for details of signatory and composite SPEs. A copy of the SPE form is available in the Curriculum and Syllabi document.***
- Submission of the SPE: The SPE form for each clinical rotation and/or research rotation is to be submitted to the Department of Clinical Education by the designated site representative to [evaluations.clinical@touro.edu](mailto:evaluations.clinical@touro.edu) or via New Innovations (NI), no later than two weeks after the last day of the rotation. Completed SPEs are not to be given to students. Students may view their completed SPEs on New Innovations.
- Formative Feedback: Students are encouraged to seek **formative feedback** throughout the rotation, and mid-rotation feedback, to ask questions as they arise, and to **request an exit interview** (at the end of the rotation) to review their final evaluation with their assigned Preceptor and/or TouroCOM DME, or official designee appointed by the clinical training site, during which time the student is to sign the SPE.
- Faculty Feedback: Clinical Faculty/preceptors are to meet with any student at the midpoint of the clinical clerkship if there is a possibility that the student may fail the rotation. This conversation should be documented on the SPE form dated and noted as mid-rotation evaluation.
- Student Feedback: At the end of each third-year clinical rotation, students will receive an autogenerated notice from New Innovations (NI) to complete an evaluation of the precepting physician or credentialed licensed healthcare professional, 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 core clinical affiliate rotation sites to inform feedback on specific areas, and to foster focused faculty development.

**Elective Rotations:** Students are encouraged to do in-person clinical elective rotations. Students may do a limited number of remote/online elective rotations following the parameters outlined in the Curriculum & Syllabi document. The TouroCOM Remote Course Offerings document is provided to students for the respective classes (Third Year and Fourth Year). This lists course name, description, 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 are required to attend their clinical rotation sites' in-person on-site and/or remote orientation for each of their core clinical training institutions. This may include separate orientations for each of the respective disciplines at the site. A variety of documents and information may be distributed, including student schedules, assignments, ID badges, electronic medical record (EMR) training, and additional site-specific requirements to be reviewed with the student by the clinical site/hospital. In addition, sites may provide required 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 and requirements 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., Diagnostic Imaging, 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 from the respective clinical site regarding organizational structure, person(s) to whom they are responsible, and how to contact the Department/Office Coordinator, Clinical Supervisor, TouroCOM DME, or Hospital DME (where applicable), or official designee appointed by the clinical training site, and clinical team.
- At the start of each clinical clerkship, students will attend their respective orientation session for each rotation and 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 preceptor(s) involved in the clinical clerk's specific Program, and to review the learning objectives in the Curriculum and Syllabi, and the Student Performance Evaluation form, 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 their clinical 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 should understand the criteria that will be utilized to evaluate their performance; a copy of the SPE is in the Curriculum and Syllabi found on the Touro website.

**NOTE:** Students are encouraged to arrange meetings with their preceptors to discuss feedback, review progress, goals, evaluations, and expectations at regular intervals

# General Student Protocols

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

Harlem Campus New York	Middletown Campus New York	Great Falls Campus Montana
Mrs. Khemwattie Ramdhanny 2090 Adam Clayton Powell Jr. Blvd, Suite 519H Phone: 212-851-1199 Ext. 42587 Fax: 212-851-1183 <a href="mailto:Khemwattie.ramdhanny@touro.edu">Khemwattie.ramdhanny@touro.edu</a>	Ms. Kelly Degnan 60 Prospect Ave, Room 108, 1 <sup>st</sup> Floor Phone: 845-648-1000 Ext. 1018 Fax: 845-648-1018 <a href="mailto:Kelly.degnan@touro.edu">Kelly.degnan@touro.edu</a>	Ms. Alaina Ingram 2801 18 <sup>th</sup> Ave S Great Falls, MT 59405 Phone: 406-401-8103 Fax: 406-401-8200 <a href="mailto:aingram3@touro.edu">aingram3@touro.edu</a>

All Student Performance 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 is expected to 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, scrub suits will be provided by the facility. Scrub suits can only be worn in designated areas and are NOT to be worn off hospital sites.

## Confirmation of Rotation Assignments

### Preceptor-based core rotations and Fourth-Year rotations:

After initial email confirmation from a site for any "preceptor-based" core rotation, elective rotation, and all fourth-year rotations (core and electives) students are advised to email the clinical site coordinator four weeks prior to the start date of a rotation to confirm their scheduled rotation. Once the rotation is confirmed, students should email the Preceptor or TouroCOM DME (where applicable) or Site Coordinator/Administrative staff to determine the location and time to start the first day. It is the responsibility of the student to submit all fourth-year rotation confirmations via the Qualtrics Survey to be reviewed and added to their schedule by their respective TouroCOM Fourth Year Coordinator.

**NOTE:** Failure of the student to confirm rotations may cause a delay in the start of the student's rotation. Students are not to adjust or modify their core rotation schedule without advanced written permission from the Department of Clinical Education. Students are not to contact any clinical site, preceptor, TouroCOM DME, or Chief Medical Student to change their rotation site, order of rotations, or discipline. Such actions are unprofessional and may subject the student to discipline, and/or failure of the rotation. See [TouroCOM Professionalism Standards](#)



# Training Hours & Procedures

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

## Attendance Policy / Scheduling:

- The Touro College of Osteopathic Medicine academic and holiday calendar does not apply to students on clinical rotations.
- Each hospital/ clinical site sets its own calendar and schedule, for which the student must follow.
- Students are expected to be present at their clinical rotation sites for the entirety of all scheduled shifts (clinical and didactic). 100% attendance is expected.
- Students should work a minimum of five full days per week (no less than 40 hours per week) or the equivalent number of hours. For example, on an Emergency Medicine rotation, a student may be scheduled on eight- or 12-hour shifts and will be required to be present at all their scheduled shifts, and to work with the designated clinician/ and/or team that they are assigned to as determined by the site.
- Students may be scheduled to work nights or weekends but must be free of all clinical responsibilities for at least two calendar days out of each 14 consecutive 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 or board prep 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 occasions, necessitate exceeding this maximum, but responsibilities must not exceed 28 consecutive hours.
- Overnight calls 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 like those provided to interns/residents), students should not be required to stay past 10PM.
- Students are required to return to TouroCOM campus for testing (e.g., COMAT exams, COMSAE, Clinical Skills Assessment, OMM Technique Review lab,) and may be required to return to campus for other activities such as regularly scheduled Clinical Education meetings, OMM sessions, and callbacks, and/or Board Reviews each year.
- Students are required to attend all remote Zoom meetings scheduled by the Department of Clinical Education, and all Academic Monday remote Zoom sessions for OMM and Board Review, in their entirety and adhere to appropriate Zoom etiquette. [TouroCOM Professionalism Standards](#)
- Students should be prepared to take the NBOME COMAT clinical subject exam at the end of each third-year respective core discipline rotation, and to take the OPP COMAT on the fourth Friday at the end of the third-year Elective rotation.
- See below for time off requests for religious observances, etc.

## 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 to advise of running late and anticipated arrival time**. Excessive or repeated tardiness is unprofessional and will not be tolerated. Email notification of anticipated tardiness should be sent to the respective person(s) at the clinical site.
- If it is determined by the preceptor or TouroCOM DME, in consultation with the TouroCOM Clinical Dean, or official designee appointed by the clinical training site that a student's tardiness has significantly impaired their ability to reasonably meet the educational objectives of the rotation, the student's unprofessionalism will be addressed. The student may be required to repeat all or part of the rotation and may be referred to the Student Promotions Committee (SPC) for evaluation and assessment. See Student Handbook.
- Excessive absence or lateness may be reported via the Professionalism Report form. See [TouroCOM Professionalism Standards](#). Or may result in a failing/Unsatisfactory "U" grade for the rotation.

## Student Attendance / Time Off

- 100% attendance is expected on all rotations.
- Students are required to follow the TouroCOM Clinical Education Department's policy and process for contacting their clinical site with cc to the COM for any reason for absences/time off. *See details below.*
- Students are **not** permitted to miss three days during any rotation, whether the rotation is a total of 8 weeks or 4 weeks in length. **Three missed days per any rotation will prompt consideration for a failing rotation grade, "U". For clarification, students are not to take days off/personal days.**
- All absence(s), reason(s) and time made up are recorded on the Student Performance Evaluation.
- Any time missed from rotation is expected to be made up to ensure that educational objectives are met. *See details below.*
- **ORIENTATION & FIRST DAY OF ROTATION:** Students must attend the clinical site's orientation and the first day of the clinical rotation. **An absence at orientation and/or the first day of a rotation** may result in a **rotation failure "U"** grade (at the discretion of the hospital/preceptor), or **inability** to complete the scheduled rotation. Any exceptions to this requirement because of unanticipated emergencies must be approved by the Clinical Dean and clinical training site's TouroCOM DME or preceptor (where applicable), or official designee appointed by the clinical training site after review of submitted request with supporting documentation.
- **HOLIDAYS:** Students are expected to work as assigned by the clinical training institution; the hospital or clinical site calendar prevails over the Touro academic and holiday calendar. Students are required to email the clinical site's coordinator, TouroCOM DME, preceptor (where applicable) or official designee appointed by the clinical training site, with cc to the TouroCOM Director of Clinical Education and respective TouroCOM Clinical Coordinator to request prior approval for recognized religious observance dates as part of religious holiday time off from their clinical site to be absent from rotation. Arrangements should be made to make up the clinical time, as determined by the preceptor/clinical supervisor, TouroCOM DME (where applicable) or official designee appointed by the clinical training site in collaboration



with the Clinical Education department.

- Students are required to attend all TouroCOM Clinical Site meetings and Zoom meetings, and/or phone-in meetings conducted by the Directors of Clinical Rotations and/or Assistant Dean for Clinical Education (Harlem campus). See [TouroCOM Professionalism Standards](#)
- **ANTICIPATED ABSENCES:** Request for absence from rotation for reasons such as medical/dental appointment, board exam, residency interview, presenting at a conference, or other pertinent matter, require appropriate email from the student to the clinical site's coordinator, TouroCOM DME (where applicable), and preceptor (where applicable) or official designee appointed by the Clinical training site, with cc to the TouroCOM Director of Clinical Education and respective TouroCOM Clinical Coordinator to request time off.
- **Any time missed** regardless of reason(s) from rotation is subject to make up at the discretion of the clinical training site's TouroCOM DME or official designee appointed by the clinical site, or preceptor (where applicable). Arrangements should be made to make up the clinical time, as determined by the preceptor/clinical supervisor, TouroCOM DME (where applicable) or official designee appointed by the clinical training site, in collaboration with the Clinical Education department. Time missed, reason, and time made up should be noted on the Student Performance Evaluation form
- **If the student knows that they have a board exam (COMLEX or USMLE), TouroCOM Clinical Skills Assessment, or OMM Lab Technique Review scheduled they should email the clinical site's coordinator, TouroCOM DME (where applicable), and preceptor (where applicable) or official designee appointed by the Clinical training site, with cc to the TouroCOM Director of Clinical Education and respective TouroCOM Clinical Coordinator on the first day of the rotation to advise the site of the date and reason the student will not be on their clinical rotation.**
- **COMAT DATES:** Students are not to schedule any board exam (COMLEX or USMLE) on COMAT clinical subject exam dates, or on the first day of a rotation. Students cannot request time off to study for a COMAT exam.

**Absences from rotation may include the following,** and require the TouroCOM Clinical Education policy and process to be followed by students:

- **Board Examinations:** COMLEX Level 2 Cognitive Exam (2 CE) or USMLE.
  - Students are not to schedule any board exams (COMLEX or USMLE) on COMAT clinical subject exam dates, or on the first day of a rotation.
  - TouroCOM Clinical Skills Assessment (CSA) (one day) is scheduled by the COM. The Clinical Education department will email the clinical site to notify of the CSA exam dates. It is the student's responsibility to confirm, in advance, this approved academic absence with the site.
  - OMM Lab Technique review.
  - Residency interviews. Some hospitals may not permit any missed days during a Sub-Internship, including but not limited to residency interviews.
  - Make up COMAT Exam
  - Student illness or injury. In the case of an injury or illness, a physician's note (and/or evidence documenting such an absence) is required. The College reserves the right to ask for additional supporting documentation in support of the physician's note. (Please see additional explanation in [Student Handbook](#)).
    - Family emergency, or death in the family: In the case where a student has a family emergency supporting documentation from a physician or outside source is required.
- Advanced notification requires appropriate email from the student to the clinical site's coordinator, TouroCOM DME (where applicable), and preceptor with cc to the TouroCOM

Director of Clinical Education and respective TouroCOM Clinical Coordinator to advise the reason for anticipated absence.

- **Students are excused from rotations to attend the following TouroCOM pre-scheduled events:** regularly scheduled in-person COMAT exam, Academic Mondays (OMM Lab Technique Reviews, virtual or in-person, and Board Review Sessions) Remote Site Visits, and Clinical Skills Assessment (CSA). Time excused for the Remote Site Visits is only for the duration of these meetings and students are expected to be on rotation before and/or after these meetings as scheduled. TouroCOM clinical affiliate sites receive the third-year academic calendar prior to the beginning of the third year. Students are not excused from their rotation the day before the COMAT exam. COMAT exams do not have a 'dedicated study day'.
- **Failure to communicate with the site in advance may be reported via the Professionalism Report form.** See [Professionalism Standards](#).
- **Three missed days per any rotation will prompt consideration for a failing rotation grade, "U".** The student may be required to repeat all or part of the rotation. Refer to the [Student Handbook](#)

## Student Request for Off-Site Educational Activities

Any time requested to be away from the hospital/rotation site during regular duty hours for educational events such as lectures, conferences, and other educational programs conducted at outside hospitals or universities, or medical conferences must be pre-approved by the TouroCOM DME, or Program DME if there is no TouroCOM DME, or the appropriate program designee, or preceptor (where applicable) in addition to all appropriate TouroCOM administration.

NOTE: If a student is seeking permission to miss clinical rotation day(s) to participate in a conference, it will only be approved if they are presenting or with provided documentation of a requirement to attend (e.g. council officer, school representative).

For Students on *Provisional Academic Status*, refer to the [Student Handbook](#).

## Excessive Absences

- Each case will be considered on a case-by-case basis, when taking into account the amount of any time missed from a rotation, clinical make-up time worked, the reason for absences, the quality of clinical performance, the ability to reasonably meet the educational objectives of the rotation, and the knowledge and experience gained by a student on a given rotation.
- **Note: Excessive absence or lateness may be reported via the Professionalism Report.** See *Professionalism Standards*.
- **REMINDER: \*Three missed days per any rotation will prompt consideration for failing a rotation grade, "U".**
- The student may be required to repeat all or part of the rotation. Refer to the [Student Handbook](#).

## Inclement Weather

Students are responsible for communicating via email with their clinical site regarding the expectations/responsibilities during inclement weather. Students on rotations do not follow the TouroCOM weather closings.

## Absence on the day of a scheduled COMAT exam

If a student anticipates not being able to take the COMAT on the original exam date and time (due to illness or extenuating circumstance) they are required to send an advance email notice to the TouroCOM Administrative Clinical Coordinator scheduling the exam with a cc to TouroCOM Third Year Clinical Coordinator (or the respective clinical site DME, Coordinator, and /or administrator if the exam is scheduled off-campus), **in advance to request** an alternate date to take the exam. TouroCOM reserves the right to request supporting documentation. Failure to provide advanced notification is unprofessional, and a Professionalism Report may be submitted. Students that do not sit for the COMAT exam on the originally scheduled date and time are not eligible for High Pass or Honors.

If a student anticipates late arrival, on the day of a scheduled COMAT exam, they are required to email the TouroCOM Administrative Clinical Coordinator (and the respective clinical site DME, Coordinator, and /or administrator if the exam is scheduled off-campus), in advance. Failure to provide advanced notification is unprofessional, and a Professionalism Report may be submitted. See [Professionalism Standards](#)

## Responsibilities and Duties

All students are expected to comply with the rules, guidelines and parameters established by the hospital, office, or clinic at which they are being trained. In addition to the rules established by the hospital or site, the Touro College of Osteopathic Medicine's rules and [Code of Conduct](#) still apply. Specifically, the terms and conditions contained in the [College Catalog](#) and [Student Handbook](#) are incorporated into this Manual by reference.

Should any problem or difficulty arise that the preceptor and/or DME cannot initially resolve, the information should be communicated by the preceptor and/or DME to the Director of Clinical Education and respective Clinical Coordinator as soon as possible, with cc to the respective TouroCOM Clinical Dean.

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

### **Additional Guidelines:**

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

- Students must adhere to the respective clinical 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 the direction of the attending or supervising physician and in accordance with the policies and procedures of the clinical training site.

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

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

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

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

- Students should be assigned to specific patients. Histories and physical examinations should be completed on those patients whom students will be following on the service to which they are assigned, where applicable.
- Students should perform "pre-rounds" or chart review on patients and accompany the preceptor on rounds and consultations when appropriate.
- Students shall never represent themselves as licensed physicians or health care professionals.
- Attendance by students is required at all clinical site meetings, conferences, discussions, study sessions, or any other programs of educational nature designed specifically for students at the clinical site. Each clinical site conference should be documented with an attendance record.
- The Codes of Conduct and Professionalism shall always be adhered to. Refer to Student Handbook.
- Students are not permitted to accept financial compensation or any form of gratuity for rendering patient care.
- The clinical training site, when possible, may provide board and assign suitable housing accommodation.
- **Transportation:** during third and fourth-year clinical rotations, students may be assigned to a clinical site(s) that requires the student to commute. **Students are responsible for their personal transportation and all costs involved.**
- Students cannot change their rotation site or order of rotations once they are assigned their rotations schedule by TouroCOM.

**STUDENT PERFORMANCE EVALUATION (SPE):**

- The Student Performance Evaluation (SPE) form for third-year core rotations is to be completed and signed by a physician or licensed healthcare professional credentialed by TouroCOM and co-signed by the TouroCOM DME (where applicable) or official program designee. If there are additional contributors, the composite form should list contributors and be co-signed by the TouroCOM DME or co-signed by the official designee appointed by the clinical site if there is no TouroCOM DME.
- **Once an SPE representative of the entire clinical rotation is received from the appropriate designee and a grade is submitted for the rotation, additional SPE's will not be considered.**
- The SPE should be reviewed by the clinical preceptor and TouroCOM DME (or official designee appointed by the clinical site if there is no TouroCOM DME) with the student.
- The Clinical Education Department may request additional signatory on an evaluation signed solely by a resident.
- All elective rotation evaluations, and all fourth-year student evaluations must be signed and/or co-signed by a licensed physician or licensed healthcare professional.
- The SPE for an approved Research rotation must be submitted by the approved research preceptor. NOTE: In addition, the research rotation work product, abstract and/or manuscript must be submitted to the TouroCOM Assistant Dean for Research for grading.

## Letter of Good Standing (LOGS) and Liability Coverage

A “Letter of Good Standing” (LOGS) 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. To qualify for a LOGS, 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. The current certificate is available on New Innovations.

## Health Records

Health records are maintained by Touro College of Osteopathic Medicine. This information includes a Physical Exam, 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 for keeping their immunizations current.

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

**NOTE:** Incoming Fourth Year students may use their CEUFast account to recertify their OSHA, HIPAA, and Infection Control and Barrier Precautions training for their fourth year. This is to be completed no later than **April 15<sup>th</sup> of the Spring semester of the Third Year** and must be uploaded by the students to their New Innovations account.

## New Innovations (NI) and Scheduling

All students will be utilizing the Clinical Education Department's Rotation software, New Innovations. Students will have access to New Innovations by February 1<sup>st</sup> of their second year.

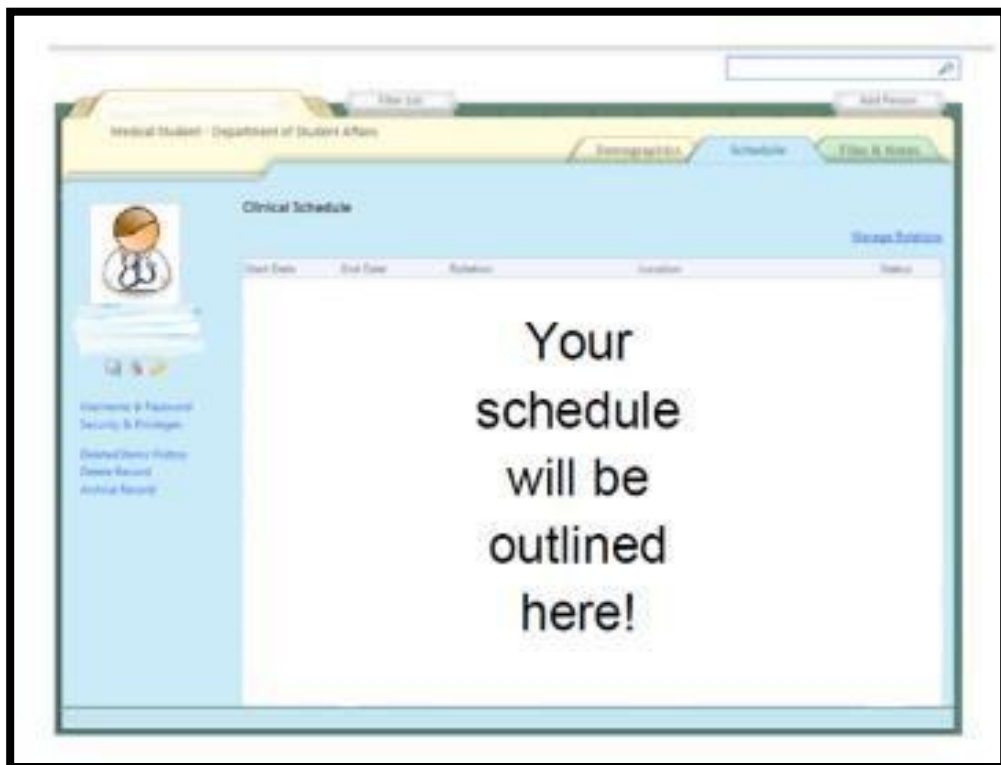
Please follow the below instructions to log on for the first time:  
Navigate to [New Innovations](#)  
Enter the login information:  
**Institution:** Touro  
**Username AND password:** first initial last name (ex. ksteier)  
*You will be prompted to change your password upon first sign in.*

### Student Schedules on New Innovations

Student schedules can be found under the "schedule" tab on the student's PERSONNEL RECORD. If a student schedule is inaccurate on New Innovations, please email the TouroCOM Third Year Clinical Coordinator immediately.

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

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



## Changing a Scheduled Rotation

Third year student rotation schedules are not altered. Any extenuating circumstance requires an email to the students respective TouroCOM Third Year Coordinator.

If a student wishes to change a fourth-year rotation that has been confirmed on their schedule, they must submit documentation via the provided Qualtrics survey.

### Unapproved Rotations:

- Students cannot attend or participate in any clinical activities or rotations that are not approved by TouroCOM or the clinical training site's official program designee.
- Any rotations completed that are not approved will result in no credit being given for that course, and an Unsuccessful "U" grade will be submitted. See *Student Handbook for Student Promotions Committee (SPC)*.
- *Professional liability insurance* does not cover students who are involved in unapproved clinical rotations or activities.
- Students who attend rotations or clinical activities may be referred to the Student Promotions Committee, SPC for failure to comply with the requirements set forth in this manual. See Student Handbook.



# Submission of Student Performance Evaluations (SPE)

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

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

## Faculty Submission of Student Performance Evaluation & Student Steps

- **New Innovations:** Submitting a SPE on New Innovations electronically is the most efficient method.
  - **Student’s Steps:** Students should request that their assigned preceptor or TouroCOM DME (or official program designee) complete and submit their SPE via New Innovations. Students are advised to remind them that this should be within two weeks after the completion of the rotation.
  - A “prompt” will be seen on the faculty member’s New Innovations home screen when available.

### THIRD-YEAR SPEs:

- The SPE must include demographic information: student’s full name, level of training, year, core or elective, clinical site, preceptor’s full name, degree, and title, start and end dates of rotation, and rotation discipline/name.
- The Student Performance Evaluation form for **third-year core rotations** is to be completed and signed by a physician or licensed healthcare professional credentialed by TouroCOM, and co-signed by the TouroCOM DME (where applicable), or official program designee. If there are additional contributors, the SPE should reflect that it is a “composite” and should list contributors (name, degree, and level of training) and be co-signed by the TouroCOM DME or co-signed by the official designee appointed by the clinical site if there is no TouroCOM DME. **The composite SPE is used to calculate the final rotation grade.** The SPE should be reviewed and signed by the clinical preceptor and TouroCOM DME (or official designee appointed by the clinical site if there is no TouroCOM DME) with the student.
- All SPEs for **third-year elective** rotations must be signed and/or co-signed by a licensed physician or licensed healthcare professional. An SPE that does not meet these requirements will not be accepted.
- **For third-year students, an SPE signed exclusively by a resident is not acceptable for a grade.**

**NOTE:** For students in Internal Medicine rotations at Staten Island University Hospital and all rotations at Garnet Health, only the composite SPE submitted by the respective TouroCOM appointed Clerkship Director is used to determine the student’s grade. Composite SPE’s may be submitted in

this manner at other sites for a student's core clinical rotations as confirmed by the TouroCOM appointed DME or Clerkship Director. Students are not to request additional SPE's for sites that utilize the composite SPE.

#### **FOURTH-YEAR SPEs:**

- The SPE must include demographic information: student's full name, level of training, year, core or elective, clinical site, preceptor's full name, degree, and title, start and end dates of rotation, and rotation discipline/name.
- For **fourth year students**, **all SPEs** must be signed and/or co-signed by a licensed physician or licensed healthcare professional. An SPE that does not meet these requirements will not be accepted. The Clinical Education department may request an additional signatory on an evaluation signed solely by a resident.

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

**Feedback and Exit Interview:** Students are encouraged to seek formative feedback throughout and midway through each rotation, to ask questions as they arise, and to request an exit interview at the end of the rotation. The exit interview is to allow the student an opportunity to review the final evaluation with their assigned Preceptor and/or TouroCOM DME, or by the official designee appointed by the clinical site if there is no TouroCOM DME, and during which time the student is to sign the SPE. Clinical Faculty are to meet with any student at the midpoint of the clinical clerkship if there is a possibility that the student may fail the rotation. This conversation should be documented on the SPE form, dated and noted as mid-rotation evaluation.

**Faculty Steps:** Clinical Faculty are to meet with any student at the midpoint of the clinical clerkship if there is a possibility that the student may fail the rotation. The SPE should be used to document the mid-rotation performance to date.

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

#### **Preceptors on New Innovations**

- If a preceptor is not listed on New Innovations, please email the preceptor's full name and email address to the respective TouroCOM Clinical Coordinator.

- As the required preceptor credentialing processes take time, please expect a delay in the preceptor appearing on New Innovations.

## **Student Feedback/Student Evaluation of Faculty and Rotation**

- Students will receive a link from the Department of Clinical Education where they will complete their evaluation at the end of each clinical rotation.
- The student is responsible for completing an evaluation at the end of each rotation. This is a valuable opportunity for students to provide TouroCOM with feedback regarding rotation experience, and relevant information about interprofessional experiences.
- The completed evaluation must be submitted by the last day of the respective rotation.

# Preparing for Third-Year Clinical Rotations

## Process for Registration

Registration for third-year rotations is completed by the respective TouroCOM Registrar and assures that the student is registered for each semester. Students' schedules will not be reflective of core rotations until submitted to the Registrar by the Department of Clinical Education. The student's schedule must be completely reflected on New Innovations, including all core rotations and the elective.

Third-year rotation schedules include all the courses listed below:

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

## Third-Year Clinical Rotation Sites & Lottery

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

All students are responsible for the following credentialing/onboarding:

Letter of Good Standing	2 Step PPD OR QuantiFERON-TB Gold
CEUFAST Training Certificates	Flu Vaccination Documentation
ACLS & BLS Training Certificates	Copy of Medical Insurance
Health Packet	13 Panel Drug Screening
Copy of Titers (lab results)	Background Check
	Mask-Fit Test

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

## Introduction to Clinical Rotations, ICR600

All students are required to attend the one-credit Introduction to Clinical Rotations course introducing the incoming class to clinical rotations and providing all pre-rotation requirements.

**Students must attend the following:**

- All Clinical Education lectures (remote or in-person)
- Required labs and skill sessions
- All clinical rotation site presentations and/or meetings (remote or in-person)

## Hospital Orientation (Required)

- Pre-rotation orientations may be scheduled in mid to late June, PRIOR to the official first day of the Third Year.
- Each clinical site has specific requirements for student orientation.
- Students must check their Touro email and New Innovations for updates regarding their Rotation Site Orientation and responsibilities prior to rotations.
- Students will receive an email from clinical sites regarding required Orientation dates and will need to plan accordingly to meet specific site requirements.
- As per the Absence Policy in the document, students must attend Orientation and the first day of the clinical rotation. **An absence at orientation and/or the first day of a rotation** may result in a **rotation failure** “U” grade (at the discretion of the hospital/ preceptor), or inability to complete the scheduled rotation. Any exceptions to this requirement because of unanticipated emergencies must be approved by the Clinical Dean and clinical training site’s TouroCOM DME or preceptor (where applicable).

## Comprehensive Osteopathic Medical Achievement Test (COMAT)

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

During the 2025-26 Academic Year, students will take in person, proctored COMAT examinations on campus or at the student’s respective core rotation site.

- The official COMAT schedule is posted on New Innovations and listed in the Curriculum and Syllabi document.
- 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 prepare for the exam.

## Osteopathic Principles and Practices (OPP) COMAT Policy

The student is required to complete and achieve the minimum required standard score on the Osteopathic Principles and Practices COMAT at the end of their scheduled elective rotation. Students should anticipate sitting for the COMAT on the last Friday of the four-week Elective rotation block. *See Curriculum and Syllabi Document for the Academic Calendar. See New Innovations for the student’s rotation schedule.*

## Absence on the day of a scheduled COMAT exam

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

### Extenuating Circumstances:

- If there is an extenuating circumstance resulting in a student's absence on the day of a COMAT exam the student is required to send an email to the TouroCOM Administrative Coordinator with cc to the Third Year Clinical Coordinator (and the respective clinical site DME, Coordinator, and /or administrator if the exam is scheduled off-campus), in advance as soon as possible.
- Extenuating circumstances include:
  - Student has a family emergency, or death in the family. Supporting documentation from a physician or outside source is required.
  - Student illness. In the case of an injury or illness, a physician's note (and/or evidence documenting such an absence) is required. The College reserves the right to ask for additional supporting documentation in support of the physician's note. (Please see additional explanation in [Student Handbook](#))
  - Academic pursuits whereby a student is participating in a prior approved seminar, conference, or educational program to promote a better understanding of medical education and the field of osteopathic medicine. Email confirmation of pre-approved attendance is required. *Please see Anticipated Absence Policy in this Manual.* Advanced notification for a request must be sent to the following: TouroCOM Director of Clinical Education, Third Year Clinical Coordinator, Administrative Clinical Coordinator, and Dean of Student Affairs, **no later than the first week of the rotation.**
- **Students are not to schedule COMLEX or USMLE on a COMAT exam date.**
- Requests for other reasons must be submitted via email to the TouroCOM Administrative Coordinator with cc to the Third Year Clinical Coordinator as soon as the student anticipates their inability to take the exam on the scheduled date.

**NOTE:** Failure to follow the above policy and procedures **may be reported via the Professionalism Report form.** See [Professionalism Standards](#).

# Preparing for Fourth-Year Clinical Rotations

## Requirements

- All students must be in good standing.
- All students must have passed the TouroCOM Clinical Skills Assessment administered by the Department of Primary Care.
- All students must have passed COMLEX-USA Level 1.
- All students must achieve the COMSAE Phase 2 threshold of 500 to be eligible to sit for COMLEX-USA Level 2-CE.
- All students must be eligible for the COMLEX-USA Level 2-CE examinations prior to starting their fourth-year rotations.
- All students must have successfully completed all requirements for their Third-Year clinical rotations (as below), and have passed the respective clinical subject COMAT 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:**

- Updated Health History and updated Physical Exam Form
- Emergency Contact Form
- 2 -Step PPD or QuantiFERON Gold Lab Report
- Copy of current insurance card (Front and Back)
- Updated titers (if applicable)

**Please Note:** 13 Panel Drug Screen and updated background check are strongly encouraged and may be required by elective sites for fourth-year rotations. Students are reminded to review Elective site guidelines to ensure individual onboarding requirements are met. Students may obtain drug screen or background check through [Verified Credentials](#).

**NOTE: Students may be requested to submit proof of COVID-19 vaccination and COVID booster.**

# Fourth-Year Courses & Guidelines

## Fourth-Year Courses:

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

**Please see the course numbers for all required courses:**

- CLIN~813~A.ELC1
- CLIN~813~B.ELC2
- CLIN~813~C.ELC3
- CLIN~813~D.ELC4
- CLIN~813~E.ELC5
- CLIN~813~F.ELC6
- CLIN~813~F.ELC7
- CLIN~859~SUBI
- CLIN~898.PC

## Fourth-Year Guidelines:

- All fourth-year rotations are scheduled independently by the student at the site of their choice. All rotations are four weeks in duration. A student may schedule a maximum of two consecutive 2-week blocks to complete one rotation discipline for credit.
- Students may schedule required fourth-year rotations (Ambulatory Medicine/Primary Care and Core Sub-Internship) at their third-year core clinical rotations sites independently, if offered by the site.
- **OMM Requirements:** *Please refer to the Clinical Rotations Curriculum & Syllabi for OMM log requirements for the CORE Ambulatory Care rotation.*
- Any rotation exceeding the four-week requirement will only count towards one four-week rotation. Additional weeks may not be combined with any other rotation.
- **NOTE:** Students are expected to have completed their final spring semester rotation by late April/early May to meet Registrar requirements and grade submission ahead of the June graduation date.
- Please review the Clinical Rotations Curriculum and Syllabi document for descriptions of core rotation, research and international electives, supplemental literature review opportunities and remote course offerings

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



# Electives

## Third Year

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

## Fourth Year

- CORE ROTATIONS: All core rotations must be four consecutive weeks; and each core rotation must be completed in the respective semester.
- ELECTIVE ROTATIONS: All elective rotations must be four weeks long. If a student chooses to complete a two-week elective, they must complete an additional two-week elective in the same semester to receive credit for the course.
- SELECTION: The Clinical Dean, Clinical Assistant Deans, Director of Clinical Education, Director of Clinical Rotations, Program Coordinator of Career & Residency Advisement, and the Department of Clinical Education are available to advise students in selecting their elective rotations.
- CONFIRMATION: Confirmation of secured electives must be submitted to the appropriate TouroCOM Fourth Year Clinical Coordinator for review and approval. **Students are required to submit the** rotation name/discipline and description, dates of rotation, and name and location of the clinical site and/or preceptor, including confirmation from each respective site via the provided Qualtrics Registration Survey. VSLO confirmation emails will be accepted as rotation confirmation.
- APPROVAL: Once the elective is approved, it will appear on the student’s schedule on New Innovations.
- AFFILIATION AGREEMENTS: The student is responsible for emailing the clinical site to inquire whether an affiliation agreement is required. If one is required, the student must email the TouroCOM Affiliation Agreement Coordinator to initiate the process and provide follow-up. The student will then only provide the contact information for the clinical site’s coordinator, and the TouroCOM Affiliation Agreement Coordinator will contact the site directly to complete the process.
  - **Students CANNOT request a template for any affiliation agreement.**
- ONBOARDING: It is the student’s responsibility to submit all necessary documentation for onboarding to the elective site.
- COSTS: The student is responsible for all fourth-year rotation administrative and rotation costs, and any third-year elective rotation administrative and rotation site costs.

- **SCHEDULING:** There are several ways that students can schedule 4th year rotations, including through Visiting Student Learning Opportunities (VSLO) or directly with the clinical site. These are generally scheduled independently by the student with the site of their choice. Students may schedule Core rotations at their TouroCOM third-year Core clinical site independently - if offered by the site.
- **MAXIMUM ROTATIONS PER SITE: Students are only permitted to schedule up to 2 fourth-year rotations per clinical site. Students must complete five (5) four-week rotations in the Fall semester between July and December. (No Exceptions):** This is a curriculum requirement.
- Fourth-year students have the option of completing an additional elective rotation in the Fall, which will count as a sixth (6th) rotation for the Fall Semester exclusively (No Exceptions).
- **Students must complete four (4) four-week rotations in the Spring semester between January and April. (No Exceptions):** This is a curriculum requirement.
- It is strongly advised that rotations in the Fall Semester of Fourth Year be scheduled at a site with Graduate Medical Education (GME)/Residency programs as audition rotations and Sub-Internships are done at this time.

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

## Visiting Student Learning Opportunities (VSLO) & Electives

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

### Visiting Student Learning Opportunities (VSLO):

- Students will receive access to VSLO prior to applying for fourth-year rotations, in January of their third year.
- Third-year students will only receive access prior if they are applying to a third-year Elective that requires the application to be completed on VSLO.
- Documents to be uploaded by the school will be done upon request from VSLO. The TouroCOM Clinical Coordinator will upload all required documents on the student's behalf.
- 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 reminded to follow up with all elective rotation sites to confirm rotations to avoid any scheduling errors.

**TRANSCRIPTS for VSLO:** are uploaded by the TouroCOM Fourth Year Clinical Coordinator, upon request.

**OFFICIAL TRANSCRIPTS:** If a PROGRAM or a student request that an official transcript be uploaded at an alternate time, they must request an [official transcript](#) from the **Touro Registrar**. Students are responsible for the cost of their official transcript.

# COMSAE and COMLEX USA

## NBOME Bulletin of Information

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

## COMLEX USA MASTER BLUEPRINT

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

# COMSAE and COMLEX USA Level 1 Policy

## Background

COMLEX Level 1 is a summative cognitive exam based on the first two preclinical years' material. As per the Student Handbook, all students are required to sit for COMLEX-USA Level 1 before the start of their 3rd year clinical rotations and no later than July 1st of their third year. Those students who do not meet these requirements will be removed from rotations and will be required to take a Leave of Absence (LOA), until a passing score is available and Petition to Return, PTR, at least 30 days prior to the date on which they intend to resume their studies.

Once students start their third-year clinical rotations the students' academic focus will be on the second phase of their training, Clinical Education, allowing the student to develop their clinical knowledge and skills, and complete clinical rotations, OMM requirements, NBOME Clinical Subject COMAT, board prep, COMLEX-USA Level 2-CE, and the Clinical Skills Assessment.

**For COMSAE and COMLEX-USA Level 1 policy and requirements, please refer to the [Student Handbook](#)**

## Consequences of Noncompliance with the COMLEX-USA Level 1 schedule

- Only students that are in good academic standing and have reached the COMSAE 475 threshold will be allowed to sit for the COMLEX Level 1 Exam.
- COMSAE Phase 1 score & COMLEX Level 1 exam date: Unless an extension is approved by the Preclinical Dean, eligible students MUST sit for the COMLEX Level 1 exam no more than

60 days after reaching the COMSAE 475 threshold. Failure to do so will result in a revocation of exam NBOME COMLEX Level 1 registration privileges and a requirement to re-take the COMSAE (475) exam.

- Students that have not sat for COMLEX Level 1 **by July 1<sup>st</sup> or the first day of third year will not be permitted to start rotations, regardless of the order of rotations, and must request a Leave of Absence from Student Affairs. Those students will be required to submit a passing COMLEX Level 1 score to petition to return, at least 30 days prior to the start of the next full rotation, to start rotations.**
- As per the Handbook, students who have not sat for COMLEX-USA Level 1 by July 1<sup>st</sup> **or the first day of rotations** must: 1) meet with the Preclinical Dean and Learning Specialist to discuss opportunities for support and a study plan, 2) meet with the Clinical Dean and/or Director of Clinical Education to discuss their rotation schedule, and 3) meet with the Dean of Student Affairs to discuss all details pertaining to a Leave of Absence policy, Petition to Return, Add/Drop guidelines, Financial Aid and Tuition obligations, and Graduation timeline.
- A student cannot progress to the fourth year of the program without successful completion of third year requirements, including but not limited to a passing COMLEX-USA Level 1 score.
- UNSUCCESSFUL COMLEX Level 1 score: If a student fails the COMLEX Level 1 Exam, it is the responsibility of the student to schedule a face-to-face or Zoom meeting with the Preclinical Dean and the Director of Clinical Education, and the Learning Specialist. The purpose of the meeting is to assist with COMLEX Level 1 support and planning.
- Those students who do not achieve a passing COMLEX-USA Level 1 score will be permitted to complete their current rotation and they will be placed on an LOA until a passing score is achieved. Students should meet with the Office of Student Affairs to discuss withdrawing and/or dropping from any remaining registered courses.

#### **OFF-CYCLE STUDENTS:**

- If a student must perform clinical rotations out of sync with the academic calendar (i.e. performing third-year rotations in multiple academic years) or returns from a Leave of Absence in the middle of an academic year, they are considered “off-cycle”.
- If a student is performing their clinical rotations off-cycle, **they will not participate in the rotation lottery.** The order and location of their remaining clinical rotations taking place in the following academic year will be assigned based on capacity at our affiliate sites. Students are not guaranteed that any rotations performed off-cycle will be at the originally assigned clinical site.
- Students who are on a Leave of Absence are not eligible to participate in the rotation lottery.
- As stated in the Student Handbook, the Clinical Dean may remove noncompliant students from rotations.

# COMLEX-USA Level 2 Cognitive Evaluation (CE) Requirements

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

## [NBOME COMLEX-USA Level 2-CE](#)

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

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

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

**NOTE: Students are advised to sit for COMLEX USA Level 2 CE examination on a date that allows residency program directors to have access to their scores. For the Class of 2026, that date is September 12th, 2025.**

## [NBOME COMLEX Level 2 Score Release Dates](#)

Deadlines are announced during the fall semester of the Third Year.

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

## **COMBANK**

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

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

## **COMSAE**

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

The content of is defined by the same seven categories as the COMLEX-USA content outline for

Dimension 1 – Competency Domains and the same ten categories for Dimension 2 – Clinical Presentations. Items in the COMSAE Phase 2 examinations classified by competency domain and clinical presentation, but they are also classified according to discipline. Score Report and Performance Profile provides a numerical standard score for the total test and a graphic presentation for performance on three groups of content areas.

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

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

- COMBANK Question Bank & Assessment Exams.
- COMAT Exam Resources on the NBOME [website](#).
- All site-specific reading assignments.
- Academic Monday Board Reviews
- TouroCOM Intensive Level 2 Board Prep Program

## IMPORTANT DATES:

### COMLEX USA Level 2 - Cognitive Evaluation (CE) examination

Students will be made eligible to schedule their COMLEX-USA Level 2-CE Exam upon achieving the TouroCOM COMSAE Phase 2 exam threshold score (minimum of 500).

Students are advised to sit for their COMLEX-USA Level 2-CE examination within sixty days of achieving the COMSAE Phase 2 threshold. Students that have not sat for the COMLEX Level 2-CE exam within 60 sixty days will be required to sit for another COM sanctioned COMSAE and achieve the benchmark. 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. Students that have met the COMSAE threshold are encouraged to sit for COMLEX Level 2-CE by a date that allows a score to be available to residency program directors on the first day that residency program directors can begin reviewing applications, which is September 24, 2025, for the Class of 2026.

[NBOME COMLEX-USA Level 2 CE score release dates](#)

## Requirements for Students Identified as at Risk:

TouroCOM's **Intensive Board Prep Program** scheduled in June of Third Year (Block 13), is intended to help enhance board scores. The program is open to **all third-year TouroCOM students with no student cost**. The program is **REQUIRED for students from all TouroCOM campuses** for the following groups:

- Any student who does not achieve a minimum score of 70% on COMBANK. The specific timelines for benchmarks will be distributed by the Clinical Education Department at the start of the spring semester.
- Any student who does **not achieve a minimum score of 500 on COMSAE Phase 2** by the end of May of Third Year.
- Any student who does **not sit for COMSAE Phase 2** by the end of May.

- Any student who did **not achieve a passing score on the initial COMLEX USA Level 2-CE exam.**
- Any student who did **not sit for and achieve a passing score on the initial COMLEX USA Level 1 exam by July 1<sup>st</sup> of Third Year.**
- Any student who **received an initial standard score of less than 90 on three or more of their initial COMAT clinical subject exams (including OPP).**
- Any student who **received a “U” grade in any of the third-year courses.**

Students meeting any of the above criteria that do not plan to attend the program are required to appeal to the Clinical Dean and Director of Clinical Education in writing. Appeals will be handled on a case-by-case basis. Students are required to submit justification and an alternative board preparation program. The program must include assessments and progress reports (e.g., Boards Boot Camp). Q-banks are not an acceptable alternative. Students are responsible for all costs.

**NOTE: STUDENTS MANDATED TO PARTICIPATE IN THIS PROGRAM ARE ADVISED TO SUBMIT THEIR SCHEDULED COMLEX-USA LEVEL 2-CE EXAM DATE FOR APPROVAL BY THE DEPARTMENT OF CLINICAL EDUCATION.**

### **COMLEX-USA Level 2 Performance Evaluation (PE) / TouroCOM Clinical Skills Assessment (CSA)**

The COMLEX-USA Level 2 PE examination has been formally discontinued as of June 2022. The COM is required to confirm that each student has demonstrated the fundamental osteopathic clinical skills necessary for graduation.

Students are required to pass the Clinical Skills Assessment administered by the Department of Primary Care. This is a graduation requirement.



## Electronic Residency Application Service (ERAS):

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

### Getting Started! » *Receiving a Token!*

- Students will receive their ERAS Tokens from TouroCOM Administration to begin the uploading of Letters of Recommendation during their third year.
- If a student has not received an ERAS Token during the fall semester of their third year, 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 Dean's Letter)

- Students will be requested to submit their "Noteworthy Characteristics" for MSPEs toward the end of the third year to the Department of Clinical Education.
- Upon completion of MSPEs by the Department 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 Department of Clinical Education, with varying edits, only the first response will be honored.
- MSPEs will be uploaded to the ERAS portal by the COM.

As per the Student Handbook, "Sanctions will be noted in the student's Medical Student Performance Evaluation (MSPE) and/or Addendum to the MSPE."

### 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.
- Students, 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](#)
- ERAS® Residency Applicant Checklist
- ERAS® Applicant Worksheet

### 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](mailto:MyERAS@aamc.org)

202-862-6264

Monday-Friday

## **ERAS 2026 TIMELINE**

**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.

## **RESIDENCYCAS**

- OBGYN and Emergency Medicine residency programs will be using the Residency Central Application Service (ResidencyCAS) in the 2025-26 residency application cycle.
- [ResidencyCAS](#) will be utilized exclusively for any student applying to OBGYN and EM residency, as well as for multispecialty applicants (any student applying to OBGYN and EM, or another residency discipline(s)). Students will also need access to ResidencyCAS to SOAP into any OBGYN or EM available position during the NRMP match.
- All residency interviews for OBGYN and EM are scheduled exclusively via ResidencyCAS.
- **Students should also register for NRMP and create an ERAS application.**

## **RESIDENCY INTERVIEWS & PROFESSIONALISM:**

- [Big Interview](#) is available for all students in preparation for residency interviews.
- Students need to be cognizant of their clinical rotation responsibilities when anticipating missing time for residency interviews.
- Some hospitals may not permit any missed days during a Sub-Internship, including but not limited to residency interviews.
- As a reminder, all time missed from rotations is subject to be made up at the discretion of the clinical site.
- **Written Advanced notification** (as soon as possible, but **not less than one week**) to the residency program is required if the student needs to cancel an interview. Failure to do so may be reported via the Professionalism Report form. See [Professionalism Standards](#).

## The Match

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

### NATIONAL RESIDENT MATCHING PROGRAM® (NRMP)

#### MAIN RESIDENCY MATCH

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

EMAIL [support@nrmp.org](mailto:support@nrmp.org)

TOLL FREE (866) 653-NRMP (6767)

LOCAL (202) 400-2233

#### UROLOGY RESIDENCY MATCH

WEBSITE <https://www.auanet.org/meetings-and-education/for-residents/urology-and-specialty-matches>

EMAIL [resmatch@auanet.org](mailto:resmatch@auanet.org)

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

#### MILITARY MATCH

**Military Graduate Medical Education Service-Specific Information Websites (note: USAF and USN are public, USA only currently available through a secured military link)**

**Air Force Physician Education:**

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

**Navy Graduate Medical Education:**

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

**Army Medical Department**

<https://www.goarmy.com/careers-and-jobs/specialty-careers/medical/residency-locations>

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

**Air Force**

Chief: Colonel Benjamin Morrow

Deputy: Mr. David Zemkosky

Email: [AFPC.DP2NP.PhysicianEducation@us.af.mil](mailto:AFPC.DP2NP.PhysicianEducation@us.af.mil)

Toll Free: 1-833-876-5701

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

## **Navy**

**For all inquiries:**

**Email:** [usn.bethesda.navmedleadprodevcmd.mbx.gme-sb@health.mil](mailto:usn.bethesda.navmedleadprodevcmd.mbx.gme-sb@health.mil)

**GME Office:** (301) 400-3781 or (301) 319-4774

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

## **Army**

**GME Program Manager:** Ms. Linda Diehl

**PGY1 Program Manager:** Ms. Jakia McDonald

**Email:** [jakia.a.mcdonald.civ@health.mil](mailto:jakia.a.mcdonald.civ@health.mil)

<https://www.goarmy.com/careers-and-jobs/specialty-careers/medical/residency-locations>

## **SAN FRANCISCO MATCH**

**WEBSITE** <https://www.sfmatch.org/>

**EMAIL** [help@sfmatch.org](mailto:help@sfmatch.org)

**PHONE** 415-447-0350

## **Match Results**

- Match results vary by matching service and students should check the respective calendars.
- 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](#)

## 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.

On-going 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.

The 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.