

Clinical Education **Student Manual**

Touro University Nevada

College of Osteopathic Medicine

ACADEMIC YEAR
2018-19

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INTRODUCTION

Clinical Education – *MISSION*

Clinical Education is a center for excellence in all aspects of osteopathic clinical education. The department passionately supports TUNCOM students with a focus on service and quality education through developing and maintaining professional partnerships in an ever-changing environment.

Clinical Education

Throughout the University's history, strong and valued partnerships have been established with highly regarded physicians, clinics and hospital systems across the nation.

All clerkships are supported by a presentation based curriculum, which continues the students' foundation built during the systems based curriculum offered during the first two years of training at TUNCOM.

**TUN MAY MODIFY / CHANGE
THIS DOCUMENT AT ANY TIME**

CONTACT INFORMATION

CLINICAL EDUCATION

901 American Pacific Drive, Suite 110 • Henderson, NV 89014 • 1.702.777.4777 • Fax: 702.777.3967

FACULTY

Associate Dean

Directs the oversight of clinical clerkship experiences and curriculum throughout the continuum of the College of Osteopathic Medicine's educational curriculum and oversees the department

Mara L. Hover, DO, FACOP 702-777-4755 – Mara Hover@tun.touro.edu

STAFF

Administrative Director

Oversees the daily operations of the department, working directly with the Associate Dean

Lisa Jones 702-777-3179-Lisa.jones@tun.touro.edu

Administrative Assistant

Responsible for scheduling appointments with the Associate Dean or the Administrative Director and credentialing preceptors, social media

Ruth Cervantes 702-777-4810 ruth.cervantes@tun.touro.edu

Clinical Clerkship Coordinator

Responsible for scheduling and coordinating clerkships for all third year students

Andrea Sjolie 702-777-1793 – Andrea.Sjolie@tun.touro.edu

Clinical Clerkship Coordinator

Responsible for scheduling and coordinating clerkships for all fourth year students

Kristin Sprague 702-777-3196 – Kristin.Sprague@tun.touro.edu

Clinical Clerkship Coordinator

Responsible for scheduling and coordinating all subject examinations, working with NBME and NBOME, student clerkship evaluations and grades

Suzanne McGee 702-777-1788-Suzanne McGee@tun.touro.edu

Clinical Clerkship Coordinator

Responsible for clerkship badging processes and general student inquiries, Continuing Medical Education credit

Bette Robles 702-777-3144 – Bette.Robles@tun.touro.edu

CLINICAL CLERKSHIP OVERVIEW

Students are required to adhere to the following policies and procedures at all times while on clerkships.

TUN Clinical Clerkship Coordinators

TUN Clinical Clerkship Coordinators *are the initial point of contact* for matters pertaining to clinical education. The TUN Clinical Clerkship Coordinators are available to students in person, via e-mail or by telephone during regular University business hours.

Communication

Students are responsible for:

- Becoming aware of all information disseminated by the University.
- Complying with all University stated policies.
- **Checking e-mail daily** –
 - Formal communication from Clinical Education is delivered through University e-mail. As such, students are required to read and respond to all communications via their official TUN e-mail address. **Recurrent failures to comply will lead to referral to Student Performance Committee (SPC) for professionalism issues.**
 - Students who experience problems with e-mail should contact the Information Technology (IT) Helpdesk at 702.777.4781
- Complying with privacy policies (Family Educational Rights and Privacy Act (FERPA) or otherwise). For more information please refer to Appendix A of the University Catalog (page 213-223).

Clinical Education will only communicate information directly to the medical student (e.g. no spouses, parents, etc.).

Students are obligated **at all times** to ensure that the University is in possession of current contact information, including current/permanent mailing address and telephone numbers. Any change in this information should be immediately updated via the TouroOne Student Portal.

Registration

Students are responsible for, and required to, register for each Term with the University Registrar. Individual clerkship assignments are assigned by the Clerkship Coordinators in consultation with the students and the Clinical Education Dean.

Definitions:

Clinical Clerkship

Clinical clerkships are sometimes referred to as rotations, clinical experiences or externships, with a teaching physician who is referred to as a preceptor or Attending.

Students are expected to adhere to each site's scheduling protocols and procedures. Some sites require more than forty hours per week and may include working holidays, overnights, and/or weekends. ***FEDERAL LAWS RESTRICTING INTERN/RESIDENT WORK HOURS DO NOT APPLY TO MEDICAL STUDENTS*** Students are expected to be present and available for teaching and learning per their assigned Preceptor/Attending schedule.

Unanticipated Absence

All absences must be communicated to the clerkship site and/or preceptor by their preferred means of contact prior to the start of an assigned shift. In addition, you must contact the TUN Clinical Clerkship Coordinator prior to the start of the assigned shift.

Failure to report an absence is considered abandonment of duties and unprofessional conduct, which will be reported to the appropriate University official for disciplinary action.

TUN reserves the right to request documentation after the first day of an absence for emergent, unforeseen circumstances. A student absent for three or more days due to illness must submit a physician's release to the TUN Clinical Clerkship Coordinator prior to returning to clinical duties. Chronic absenteeism may be cause for disciplinary action.

If TUN or clerkship site should close for weather or any reason, it does NOT excuse a student from their clerkship. Student will need to contact the preceptor in such an occasion to clarify the expectations for that day. In addition, the TUN calendar regarding scheduled time off and breaks (e.g. Memorial Day, Labor Day, Winter Break, Spring Break, etc.) does not apply to third- and fourth-year students.

Absences must be made up prior to the end of the clerkship or as approved, in advance, by the Associate Dean for Clinical Education. For consideration of an approved

absence, a signed Time-off Request form must be submitted to Clinical Education no later than 30 days prior to absence.

Anticipated Absences

Students may request non-credited time off from any clerkship or mandatory academic event. For consideration of approval, a signed “Appeal/Time-off Request Form” (available on Blackboard) must be submitted to Clinical Education no later than 30 days prior. This form must be signed by the Preceptor or Clinical Site prior to submission to Clin Ed. This request will be reviewed and either approved or denied by the Associate Dean for Clinical Education. **APPROVAL IS NOT GUARANTEED, AND STUDENTS SHOULD NOT BOOK TRAVEL ARRANGEMENTS PRIOR TO RECEIVING APPROVAL.**

All students should verify policies regarding time off with the clinical clerkship site. Clinical sites have the prerogative to schedule any student for holiday duty as the University breaks **DO NOT** apply during clinical training. The student may be scheduled by the site to work with an alternative eligible preceptor in the event that the regularly scheduled preceptor is taking time off. *Students are required to notify their TUN Clinical Clerkship Coordinator of any change in preceptor or evaluator. Failure to do so may result in disciplinary action.*

Clinical Management Review

Students have a required clerkship in the OMS III and OMSIV year (usually June), with an emphasis on improving knowledge in clinical medicine. This required clerkship is specifically scheduled by the student’s TUN Clinical Clerkship Coordinator. Any exceptions must be approved by the Associate Dean for Clinical Education or the Dean of the COM.

Clinical Orientation Week

In the first or second week of July prior to the OMSIII academic year, students will participate in a mandatory Clinical Orientation Week. This experience prepares the students with training in male and female exams, gowning, gloving, suturing, mask fitting, professionalism and various other clinical skills preparation for clerkships. Failure to attend will result in a delay of the OMSIII academic year.

Shadowing or Volunteer Experience

Students may not participate in observation only, or shadowing, experience during their clinical academic years at TUNCOM. Touro insurance will not cover a student

Clerkships with Family or Friends

Students are not allowed to participate in a clerkship with a family member or personal friend. The close personal relationship places the integrity of the grade in question. Family members include, but are not limited to, parents (biological or adopted), aunts, uncles, sisters, brothers, cousins, spouses.

SCHEDULING

Third-year Curriculum

- Clinical Management Review
- General Internal Medicine
- General Surgery
- General Family Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry/Behavioral Health
- Electives/Selectives
- OPP

Fourth-year Curriculum

- Clinical Management Review
- Emergency Medicine
- The remaining clerkships are of the student's choosing. It is highly recommended that these clerkships are accomplished at a Residency Program site (called an audition or Sub-Internship) to maximize success in the Match.*
- OPP

*The OMSIV academic year is the time the student identifies those residency sites they hope to interview and match at for residency. Therefore, students are entered in to the Visiting Student Application Service/Global Health Learning Opportunities system (VSAS/GHLO) beginning January of the OMSIII year to research and apply for OMSIV clerkships. The TUN Clinical Education Department assists in the process as students are approved by the programs.

Any OMSIV clerkship requests that do not subscribe to VSAS/GHLO, require a clerkship request form (found on Blackboard or in the Clinical Education Office) to be submitted to the Clinical Coordinator for scheduling for each individual rotation.

Students may not have the same preceptor in any one academic year.

OMS III Specialty Tracks

Specialty Tracks are designed to allow students an earlier and wider scope of clinical experience in the discipline they will be seeking a residency. Applications are made in January of the OMSII year.

| Track | Min. GPA |
|-----------------------|-----------------|
| Family Medicine | 2.5 |
| Internal Medicine | 3.25 |
| Surgery | 3.25 |
| Orthopedics | 3.25 |
| Obstetrics/Gynecology | 3.25 |
| Emergency Med | 3.25 |
| Pediatrics | 3.25 |
| Psychiatry | 2.5 |

Limited to 10 students per Track. There is a Physician Director for each Track.

Students are invited to the Study Track Program. All six core rotations are accomplished, with an additional two weeks for each discipline scheduled for additional study time. The Student transcript will reflect as six weeks of the clinical rotation

Study Track

Six week Blocks:

- Family Medicine
- Internal Medicine
- General Surgery
- Women's Health (OBGyn)
- Psychiatry
- Pediatrics

Third Year Core Clerkships are assigned and scheduled by the Clinical Education Department.
Third Year Electives are chosen by the student, and scheduled by the Clinical Education Department.

Scheduling of any clerkship in the Southern Nevada Region must go through the TUN Clinical Clerkship Coordinators. Failure to comply may result in disciplinary action.

Should a student desire a physician preceptor that is not currently credentialed by Touro Clin Ed, the student will forward the name and contact information to the Clinical Coordinator for credentialing and scheduling. Students will not ask a physician preceptor if they will take them for a clerkship. The Clinical Education Department schedules students based upon the physician-stated availability each year. Attempting to schedule a clerkship outside of the Clin Ed process is a matter of unprofessional behavior. The student will then be referred to the Clinical Student at Risk Committee (CStarc).

Scheduling Process for Out of State Clerkship Sites

In the event a student would like to rotate at a clinical site that is not identified as a credentialed TUN teaching site (or not in the VSAS/GHLO if in the OMSIV year), the student may contact the site to obtain the appropriate application and contact person and then provide this to the TUN Clinical Clerkship Coordinator. Students should e-mail or speak with the person in charge of scheduling clerkships, externships or rotations to inquire about the facility's specific process (*e.g. availability, fees, housing, etc.*). Students are not to schedule these clerkships on their own.

***Affiliation Agreements, physician credentialing and all site required paperwork must be in place prior to clerkship start date. Be aware this process can take several months and TUN cannot guarantee consensus will be reached with every facility.**

- a. A general listing of osteopathic institutions is located at www.aacom.org.
- b. Listings of allopathic institutions are located at www.aamc.org/meded/medschls.
- c. TUN participates in the Visiting Student Application Service/Global Health Learning Opportunities (VSAS/GHLO). A list of host institutions, elective opportunities and specific eligibility requirements is available at <https://www.aamc.org/students/medstudents/vsas/>.

CLERKSHIP REQUESTS MUST BE SUBMITTED 60 DAYS PRIOR TO THE START DATE TO ALLOW ADEQUATE TIME FOR CREDENTIALING. *Failure to comply may result in assignment to any available clerkship and referral to the appropriate University official for disciplinary action.*

Once a clerkship is scheduled, students may not cancel or change the dates or service type without Clinical Education's approval. **Two changes may be made in the OMS III year.**

Exchanging one clerkship for another may be done between students. Once the students have agreed upon the exchange, they must notify the Clinical Clerkship Coordinator, who will make the appropriate change in the master schedule.

Scheduling Fourth-year Clerkships

Visiting Student Application Service/Global Health Learning Opportunities (VSAS/GHLO) is an AAMC application designed to make it easier for medical students to apply for senior (Fourth year) electives at U.S. medical schools and teaching hospitals.

To maximize internship and residency opportunities, the student has significant input regarding their fourth year schedule. Students are eligible to begin the scheduling process in January of the OMSIII year.

In order to receive credit for a clerkship and coverage under TUN's medical professional liability insurance, **all** clerkships must be approved by Clinical Education ***prior to the start date and meet the following criteria:***

1. Institutional paperwork (e.g. site application, hospital forms, immunization/health forms, etc.) completed, signed and submitted to the TUN Clinical Clerkship Coordinator a *minimum* of 60 days prior to the requested clerkship start date.
2. Electronic Clerkship Request submitted for review via the TUN Website or Paper Requests are available on Blackboard and submitted directly to Clinical Education.
3. Clerkships must be at an approved site, with a current affiliation agreement and with a licensed, board-certified DO or MD

International Rotations

International experiences are available as an elective in the OMSIII if the student meets all requirements. The syllabus can be found on Blackboard and on the kiosk in the Clinical Education Office.

Three week clerkships

Many audition clerkships are three weeks long. In order to receive full credit for a three week clerkship, you will be required to complete and submit a Case Report to the Associate Dean for Clinical Education.

This report must be in a publishable format with a well cited discussion section. It does not have to get published, or even be submitted for publication [although that would certainly be supported], but it does have to be in a publishable format for a Case Report in a journal within the discipline of your clerkship (e.g., if you are on a Psychiatry clerkship it would need to be in a format for publication in a Psychiatry journal). As you undertake your literature search for your discussion, you will have the opportunity to review a number of these reports so that you can see how they are formatted, and most journals' websites typically provide detailed formatting instructions for potential authors. Alternatively, it could be prepared as a poster for presentation at a conference or meeting.

The case report *must be submitted to Clin Ed no later than the final day of the clerkship, or a failing grade will be assigned for the clerkship.* Documents submitted after the last day will still be accepted, however the grade will then be a U/P. This deadline notwithstanding, there is nothing that would prevent you from refining and editing a potential submission for publication or presentation past the end of the clerkship, as long as you have submitted your document to Clin Ed on time.

Two Week Clerkships

Two week clerkships are occasionally scheduled to accommodate a clinical site's availability or a student's schedule in the OMSIV year. These are requested through the Clinical Coordinator and approved by the Associate Dean for Clinical Education.

Two week clerkships will be scheduled in the same discipline to equal a total of four weeks in one discipline. Splitting disciplines in a one month clerkship is not permissible.

Application and Other Fees

Students participating in the osteopathic medical curriculum are required to receive instruction in a clinical setting. As a result, it will be necessary for students to make arrangements for transportation to and lodging near clinical facilities.

The University does not provide for the cost of transportation or lodging. Travel arrangements are the sole responsibility of the student.

Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student's academic program. Students are responsible for all out-of-pocket expenses associated with clinical education, such as transportation, housing, meals, professional attire, laboratory fees, etc.

TUN has been made aware that there are some facilities that require students to pay large fees (*e.g. Oklahoma State University, University of Colorado/Denver Health*). These fees are the student's responsibility.

COMLEX-USA

Students must take the NBOME Comprehensive Osteopathic Medical Student Assessment Examination (COMSAE II) prior to taking the COMLEX-USA Level 2 CE.

Students are eligible to sit for these exams after successful completion of all third-year cores and Clinical Management Review (CMR). Eligible students can find available dates for COMLEX-USA examinations online at www.nbome.org.

COMLEX-USA Level 2 CE must be taken after June 15th and no later than July 31st.

COMLEX-USA 2 PE must be taken after April 15th and before September 1st.

Anyone taking a COMLEX-USA exam outside the required dates must be directed by or have authorization from the Dean of the COM.

Students who do not adhere to this requirement may be brought before the appropriate University official or committee for violation of professionalism of the student code of conduct.

Letters of Recommendation

Letters of Recommendation are often required for the Visiting Student Learning Opportunities/global Health Learning Opportunity (VSLO/GHLO), Electronic Residency Application Service (ERAS), or other application services.

As students request letters of recommendation from preceptors, the following information is provided to assist in the process. The student should inform the physician writing the letter to address the salutation of the letter “Dear Program Director.” It is recommended that the letter be submitted on letterhead from the hospital or clinic and signed by the attending.

ERAS:

Preceptors are required by ERAS to upload letters directly to the ERAS Letter of Recommendation Portal (LoRP):

https://www.aamc.org/services/eras/282520/lor_portal.html

ERAS Letter of Recommendation Request form link:

<http://www.TUNmb.edu/academics/academic-resources/records-forms/>

Additional Clerkship Information

A. Physical Examinations

During clinical clerkships, students are routinely required to see and examine patients. It is necessary that all examinations of patients be appropriately structured, supervised, and consented in the interests of all parties, including the patient, student and attending physician.

Students must wear their TUN picture identification badge and introduce themselves to patients as a medical student. Patient consent for a student to perform an intimate examination must always be voluntary. Consent for an intimate examination can be either verbal or written.

Irrespective of the gender of the examining student and the patient being examined, a chaperone, defined as another medical professional, preferably the preceptor is required during all intimate examinations. A chaperone is not an accompanying person i.e. friend

or relative of the patient. A chaperone, similarly, is not another medical student. Students are highly encouraged to record the date, time and the results of the examination as well as the name of the chaperone in the medical record.

B. Reporting Clerkship Concerns

Students are encouraged to discuss issues and concerns with the utmost degree of professionalism. **During the clerkship, immediate concerns (harassment, patient safety, etc.) should be reported to the Associate Dean for Clinical Education.** General concerns should be addressed directly with the preceptor and/or clinical site first, if possible. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact Clinical Education.

Touro University Nevada maintains a policy of non-discrimination against any person in employment or in any of its programs. (Further details TUN catalog, page 65-66). Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

For Title IX issues or concerns please contact:

Weldon Havins, MD, JD. LLM
Title IX Compliance Officer
702-777-3131
weldon.havins@tun.touro.edu

Transportation

Travel arrangements are the sole responsibility of the student. Students are not considered agents or employees of the University and therefore are not insured for any accidents or mishaps that may occur during travel as a part of the student’s academic program.

Standard means of transportation are classified as personal vehicles or accepted public transit systems.

Student Identification

While performing duties related to patient care, all students must clearly identify themselves as a **medical student** both verbally and by wearing their TUN picture identification badge in addition to any hospital issued identification. Misrepresentation of oneself as a licensed physician is illegal, unethical and subject to disciplinary action.

Should the TUN identification badge become lost or broken, the student should contact TUN Security immediately to order a replacement and a charge may apply.

Dress Code for Clinical Activities

On clinical rotations, students must wear dress that is professional in nature. White coats are required. Male students should wear collared shirts with ties. Female students should wear dresses or slacks/skirts with dress shirts. Closed-toed shoes are required.

Training sites may designate other prescribed clothing such as scrubs and/or tennis shoes. Students may be asked to change their appearance to conform to the dress code of preceptors as well as clerkship sites.

A professional appearance mandates the conservative use of jewelry, hair color and clothing selection. Any clothing, hair color, jewelry or body piercing/tattooing that may cause a concern with affiliated faculty, hospitals, or patients must be covered or avoided.

Student identification badges should be worn above the waist and made clearly viewable at all times.

Hospital Rules and Regulations / Financial Responsibilities

Each hospital/health care system has individual rules and regulations. Medical students must familiarize themselves with and adhere to these protocols during training. Students must respect and follow all policies regarding the use of hospital facilities, housing, and equipment.

Students are financially responsible for any damage to or loss of hospital or training site-related property, including but not limited to library materials, pagers and keys. Final grades will be withheld pending return of all hospital or training site property.

TUN Needlestick/Blood/Bodily Fluid Exposure Policy

Clinical Education provides every student with a summary of the following policies in the form of a “badge buddy” which each student is required to carry on their person with their ID at all times while on clerkships.

Clean:

Immediately wash region with soap and water for 5 minutes. If exposure occurred in the eyes, nose, or mouth, use copious amounts of water to irrigate mucus membranes. Know where stations to irrigate eyes are in your clinic.

Communicate:

Notify your preceptor immediately. Obtain:

- patient information (name, DOB, medical record number, address, phone #) and any prior testing for HIV, Hep B, Hep C, RPR, or risk factors thereof
- if patient is known to be HIV +, obtain info on CD4 count, history/current opportunistic infections, prior/current regimen/resistance
- baseline labs on you and patient (HIV, Hepatitis B, Hepatitis C)
 - if he/she is not able to do lab work, present to the closest ER

Chemoprophylaxis:

If the patient is HIV +, or their HIV status is unknown, you will need to begin post exposure prophylaxis with a multidrug regimen within a **few hours** of the exposure – do not delay in seeking care. Seek immediate attention at the nearest Emergency Department.

Notify the Associate Dean for Clinical Education as soon as possible after the incident.

Counseling:

Students exposed to a blood borne pathogen will receive counseling and instructions for follow-up from the Associate Dean for Clinical Education, Dr. Mara Hover (mara.hover@tun.touro.edu; 602-502-1545) within 24 hours of notification.

Please see <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-guidelines/> for more information and the current guidelines.

Didactic Conferences and Reading Assignments

Didactic conferences and reading assignments are critical components of the medical education process. While the focus of the clinical years is hands-on experience, didactic conferences and reading assignments are often provided as an aide to this learning process. Students **are required** to complete all reading assignments and attend all didactic conferences scheduled by TUN, the Associate or Assistant Deans, the clinical site, hospital, clerkship service or preceptor.

Duty Hours

Duty hours are determined solely at the discretion of the clinical site, service and/or preceptor, and must be followed without exception. Federally mandated duty hours only apply to residents, not medical students. Hours may be required on overnights, weekends, and/or holidays. Students generally follow the same schedule as their preceptor, however, if the preceptor is on vacation, or scheduled away from the office or hospital, students must contact Clinical Education to make additional arrangements for completion of the clerkship. If this occurs, the student must **contact their TUN Clinical Clerkship Coordinator immediately.** Students must clarify schedules during orientation.

Failure to comply will result in clerkship failure, can affect the student's enrollment status and consequently their financial aid eligibility.

Research –only allowable in the OMS IV year

If interested in conducting research, request a TUN Research Application from your Clinical Education Clerkship Coordinator to begin the approval process. **As a TUN student, you are reminded that research being conducted on or off campus requires written approval prior to starting the project.** It is imperative that all required documentation is included as outlined in the application and **submitted at least 90 days prior to the elective start date.**

If the student has previously been approved for a research elective, submission of a new application is required to be considered for continued approval. Students must not participate in or conduct research without prior approval.

All research projects involving human subjects or PHI must be approved by the Institutional Review Board, either through a preceptor-approved research protocol or through a student-submitted and approved protocol. Similarly, the Institutional Animal Care and Use Committee must approve research involving animals.

Students completing a research clerkship must submit a summary report of progress, and data to date, during the last week of the clerkship to Clinical Education. The faculty sponsor or preceptor must complete an assessment for the student.

Graduation Requirements

Each student must successfully complete and receive credit for all clerkships to qualify for graduation. This is in addition to meeting other graduation requirements as set forth in the *TUN Student Handbook* and/or *TUN University Catalog*.

ASSESSMENT

Clinical Clerkship Assessment

To pass each clerkship, students must demonstrate progress on evaluation by their preceptor and pass the applicable subject exam. Students are required to complete all components listed below before a final grade is assigned by TUN:

- Subject Exam-core rotations
- Preceptor Evaluation of Student Performance
- Student Evaluation of Preceptor

Subject Examinations

Students are required to pass a National Board of Medical Examiners (NBME) subject examination upon completion of third-year core disciplines:

- Internal Medicine
- Obstetrics and Gynecology
- Pediatrics
- Psychiatry/Behavioral Health
- Surgery

Students are required to pass a National Board of Osteopathic Medical Examiners (NBOME) subject examination upon completion of third-year core discipline:

- Family Medicine
- OMM

Students are required to take all examinations on their TUN-issued computers. **No exceptions. A grade of “Fail” will be assigned to a student presenting for an exam without a TUN-issued computer, and will not be allowed to sit for the exam.**

Prior to your test day:

- 1) Ensure your TUN-issued computer is in reasonable working order (enough to use a web browser). If not, contact IT immediately for assistance.
- 2) Bring your power cord to the exam. Don't rely on the battery.
- 3) Ensure that Internet Explorer is installed on your computer.
- 4) Visit www.comat.starttest.com and download the NBOME browser in advance of coming to campus for your first exam (do it now).
- 5) Practice exams are available at <http://www.nbome.org/comat3.asp?m=can>.

We will be adhering to the NBME guidelines. The following unauthorized personal items are NOT allowed at your testing space:

- Cell Phones
- Ipods/Ipads
- Watches with alarms, computer or memory capability
- Calculators
- Paging devices
- Recording/filming devices
- Reference materials (books, notes, papers)

- Backpacks, briefcases or luggage
- Beverages or food of any type
- Coats, outer jackets or headwear , you are allowed to wear a sweater or sweatshirt with NO HOOD

**Students are required to arrive 15 minutes prior to the scheduled examination start time. No exceptions. **

Any late students **will not be allowed into the exam room.** A grade of ‘Fail’ will be assigned to anyone not in their seats and ready to begin the exam promptly at the designated time.

Students may be awarded Honors for excellent performance on the subject exam. Passing and Honors are benchmarked against the NBME or NBOME academic year norms for all students in that discipline.

Students are allowed to retake a subject exam they have *previously passed*. These scores may be included in their Medical Student Performance Evaluation (MSPE), but will not be substituted to obtain a higher grade. The initial exam performance will always be reflected as the final clerkship grade on the transcript.

Students may also choose to take a subject exam that is not required, such as Emergency Medicine or Neurology. These scores will not appear on their transcript but may be included in their MSPE. ***The student will be responsible for the cost of all repeat exams.*** Students should contact the Clinical Assessment Coordinator at least one month in advance to schedule one of these exams and to arrange payment. The exam will not be scheduled until payment has been received by TUN Finance.

Subject exam scores and Examinee Performance Profiles (EPP) will be available to students on the TouroOne Student Portal

Subject Examination Failure

Students are allowed to remediate one failed subject exam without it constituting a failed clerkship (a Mulligan).The highest subject exam score and clerkship grade that can be achieved after remediation is Pass.

- 1st failure:
 - Meet with Associate Dean for Clinical Education or their designate
 - Contact TUN Clinical Assessment Coordinator to reschedule exam
- All subsequent failures:
 - Will be referred to Student Performance Committee (SPC).
 - SPC evaluates and sends recommendations to the Associate Dean for Clinical Education, which could include but is not limited to remediation, repeating year three, or possible dismissal.

- Associate Dean for Clinical Education will send formal notification of decision to student within two (2) business days of receiving SPC's recommendations.
- Specialty Track students may not be allowed to continue as a result of a failing grade.

All repeat examination fees are the responsibility of the student, and must be paid for in advance prior to the exam being scheduled.

Clinical Performance Evaluation

Preceptors complete a Clerkship Clinical Competency Assessment at the end of clerkship. The purpose is to provide feedback to guide both clinical and professional development. The preceptor documents performance of expected competencies as compared to other students at the same educational level. Assessments must be signed by a board-certified DO or MD.

Evaluations are sent electronically to the assigned preceptor in the third week of each clerkship. Preceptors are expected to submit evaluations electronically to Clinical Education.

If a student works with more than one attending, the evaluators will compile their comments in to one evaluation. Paper copies may be returned in a signed and sealed envelope and/or mailed directly to Clinical Education by their Preceptor. Any paper copy evaluation hand delivered by a student will not be accepted.

It is recommended that students meet with the primary preceptor on the first day, mid-clerkship and in the final week to allow the student to determine whether there is consistency between the preceptor's and student's performance perceptions. In addition, should a student be experiencing difficulty on a clerkship, a mid-clerkship assessment allows time for improvement prior to the end of the experience. This may help avoid surprises at the end of a clerkship and allows the student to proactively address any problems.

Preceptor approaches vary widely in providing students with feedback on performance. Preceptors may or may not review their assessment with the student; it is appropriate for the student to request such a review prior to completion of the clerkship. If the preceptor is not available to review the assessment with the student and the student has questions or concerns, the student should contact their TUN Clinical Clerkship Coordinator to discuss the most constructive way to obtain the desired feedback.

At no time is it appropriate for a student to request a preceptor to change a grade, revise comments or challenge a preceptor regarding an assessment. Students with a failing clerkship grade may utilize the University Clinical Grade Appeal form and process. If significant performance issues arise, an appropriate University official will notify the student. **Students failing to maintain the utmost level of professionalism in dealing with any part of the assessment process may be referred to the appropriate University official or committee.**

Deficiencies

In addition to receiving electronic feedback from clerkship evaluations, students will be notified of poor assessments by Clinical Education. All deficiencies or concerning comments are reviewed and the student will be asked to provide feedback. Deficiencies relating to poor preceptor evaluations, professionalism, or other concerns raised in the clerkship evaluations may be referred to the appropriate University official or committee. Additional assessments submitted following official review will be accepted, but may not impact the outcome.

Subsequent to the review process, any student identified as having failed a clerkship may be required to meet with Clinical Student at Risk Committee (C-STARC).

AT ANY TIME AND FOR ANY REASON, TUN RESERVES THE RIGHT TO REQUIRE ADDITIONAL METHODS OF ASSESSING STUDENTS. STUDENTS MAY BE REQUIRED TO RETURN TO THE TUN CAMPUS FOR A FORMAL REVIEW.

Please refer to the *TUN Student Handbook* for additional information.

COMPLIANCE

The following items must be completed for participation in clinical clerkships. These are requirements of TUN and our affiliated health care partners. These requirements exist to protect you, your colleagues and your patients!

Vaccinations/Immunizations

A student must provide and maintain official up-to-date immunization records, in accordance with University requirements, in order to begin or continue with clinical training. A registration hold may be placed on your account resulting in suspension of your clinical clerkship and referral to the appropriate University official for disciplinary action should you fail to comply.

Background Checks and Drug Screens

Prior to beginning third-year clinical clerkships, all TUN students are required to complete a criminal background check and a urine drug screen at the TUN designated site.

The background check is to be performed by a certifying organization retained by TUN. The background check is to satisfy federal, state, and individual hospital requirements for students participating in clinical activities involving patient care. Any criminal activity occurring prior to or after matriculation must be immediately reported to the appropriate University official. **Failure to report may result in disciplinary action to potentially include dismissal.**

Some clerkship sites require additional background checks, drug screen and/or screening procedures. The student is responsible to initiate these requests and is responsible for any related fees.

Health Insurance

All students are required to maintain personal health insurance. Students must submit proof of current coverage to Clinical Education before beginning clinical training. Students are required to immediately report any break in coverage or change in health insurance to Clinical Education, e-mailing an electronic copy of the front and back of the new insurance card to Clinical Education (clinical.education@tun.touro.edu) and the Office of the Bursar (bursar@tun.touro.edu).

A student must provide and maintain documentation of current personal health insurance coverage, in accordance with University requirements, in order to begin or continue with clinical training.

HIPAA Regulations and Patient Encounters

All students are required to become familiar with and adhere to all aspects of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 including The Privacy Rule published by the US Department of Health and Human Services (HHS). The Privacy Rule establishes, for the first time, a foundation of Federal protections for the privacy of Protected Health Information (PHI). This rule sets national standards for the protection of health information, as applied to the three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically. By the compliance date of April 14, 2003 (April 14, 2004, for small health plans), covered entities must implement standards to protect and guard against the misuse of individually identifiable health information. More specific information may be obtained at www.hhs.gov/ocr/hipaa/.

As a medical student, these standards pertain to all individually identifiable health information (Protected Health Information or PHI) encountered during medical training with the University including, but not limited to, medical records and any patient information obtained. This includes all health records of any patient who has not been assigned to you by your clinical service, including yourself or your family members.

HIPAA regulations prohibit the use or disclosure of PHI unless permitted or required by law therefore, each student must utilize reasonable safeguards to protect any information he or she receives. Each student is responsible for ensuring the safety and security of any written or electronic information he or she receives, creates or maintains. The misplacement, abandonment or loss of any information in the student's possession will result in disciplinary action. At no time should a medical student alter, remove or otherwise tamper with medical records. Specific rules and regulations with respect to student entries in medical records must be clarified during orientation or on the first day of the clerkship.

Furthermore, each student is responsible for ensuring that PHI is used or disclosed only to those persons or entities that are authorized to have such information. Students are expected to maintain strict confidentiality in their patient encounters; to protect the physician-patient privilege; and to ensure that there are no unauthorized uses or disclosures of PHI.

Any of the following behaviors and activities are not only considered unprofessional, but may violate various state and/or federal laws:

- 1) Any violation of the confidentiality of any medical, personal, financial, and/or business information obtained through the student's educational activities in any academic or professional practice setting
- 2) Any neglect of responsibilities to include clinical assignments, hospital assignments, patients' rights, and/or pharmaceutical privileges.
- 3) Any unauthorized use or disclosure of PHI, to include but not limited to digital images, video recordings, or any other patient related materials

Any observation of the above or similar behaviors or activities by a student or employee should immediately be reported to Clinical Education. Students engaging in such behaviors and activities may be referred for disciplinary action by the appropriate University official or committee.

Any questions related to compliance with the HIPAA Privacy Regulations or other privacy policies should be directed to the University compliance officer.

Medical Professional Liability Insurance

TUN provides medical professional liability insurance. Malpractice coverage **extends only to clinical activities** specifically determined by the University as requirements for successful clerkship completion. Non-clinical claims (e.g. property or equipment loss or damage) are not covered by this policy. Changes made to clerkship dates, type, and/or location without prior Clinical Education approval **can jeopardize malpractice coverage.**

Students may wish to participate in volunteer activities such as health fairs during the course of their medical training. Student malpractice coverage **extends only to TUN approved activities.** It is the student's responsibility to personally determine that any activity in which he or she participates outside of clerkship assignments is covered by alternative malpractice coverage (e.g. **volunteer, medical missions or other activities.** **The student is personally responsible should an issue of medical malpractice arise during activities not covered by TUN malpractice insurance.**

Worker's Compensation Insurance

Medical students on credit bearing clinical clerkships are not employees of the University or affiliated health care partners; therefore **TUN does not provide worker's compensation insurance.** **If coverage is required, coverage may be offered at the facility.** **Any expense incurred is the student's responsibility.**

PERTINENT INFORMATION

Information regarding curricular and student life matters may be found in the [TUN University Catalog](#)

Employment

Curriculum requirements preclude employment. Students are strongly discouraged from seeking employment outside the University during the academic year. The University reserves the right to prohibit employment should it adversely affect the students' academic progress. Failure to comply with University directives may result in a registration hold on your account, suspension of your clinical clerkship and referral to the appropriate University official for disciplinary action.

Special Accommodations

Please refer to the [TUN University Catalog](#).

Medical Ethics

Please refer to the [TUN Student Handbook](#) and [TUN University Catalog](#).

All medical students are expected to conduct themselves in a professional manner demonstrating an awareness and compliance with the ethical, moral and legal values of the osteopathic medical profession. In observing the principles and practices of medical ethics, students will:

- Place primary concern on the patient's best interests
- Be available to patients at all reasonable times as expected by the preceptor/core site
- Perform medical activities only within the limitations of a medical student's capabilities and within the guidelines determined by the site and/or preceptor
- Strictly maintain patient and institutional confidentiality.

Leaves of Absence

Please refer to the [TUN University Catalog](#).

A leave of absence from the University may be granted for several reasons. Examples:

- Medical emergency or illness
- Personal emergency
- Military service
- Maternity/ Paternity leave
- Jury Duty

The Dean of the College of Osteopathic Medicine may grant a leave of absence for a designated period of time with or without conditions. Conditions are commonly prescribed in cases of academic deficiency or medical related issues.

Students granted a medical leave of absence must have a licensed physician certify in writing that their physical and/or mental health is sufficient to continue in a rigorous educational program before they may return to the University. The Dean of the College of Osteopathic Medicine reserves the right to select or approve an independent physician or other health care provider to meet the above requirement.

Academic Load

Please refer to the [TUN University Catalog](#)

Academic terms for OMS III and OMS IV students:
Summer, Winter, Spring

Full-time = 9 credits
Quarter-time = 7.5 credits
Half-time = 6.0 credits
Less than half-time = below 6.0 credits

Please refer to the [TUN University Catalog](#) for the following policies:

Title IX : Non-Discrimination and Anti-Harassment Policy

Student Conduct Code

Academic Integrity Policy

Counseling and Support Services

Occupational Exposure (Appendix F)