

ARKANSAS

COLLEGE OF OSTEOPATHIC MEDICINE

CLINICAL TRAINING MANUAL

ARCOM clinical training manual

7000 CHAD COLLEY BLVD, FORT SMITH, AR 72917 (479)-308-2315

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Contact Information

Frazier Edwards, MPA
Director of Clinical Relations
479-308-2200
fedwards@arcomedu.org

Ray Stowers, DO
Provost & Dean
479-308-2285
Ray.stowers@arcomedu.org

General Policies

This manual provides an overview of the current policies and procedures of Arkansas College of Osteopathic Medicine, pertaining to clinical rotations, along with other information helpful to the student while on rotations. The College of Osteopathic Medicine reserves the right to make changes at any time in educational policies, scheduling, training sites, evaluation procedures, or any other aspects of the clinical training program when it is felt necessary to maintain educational requirements, standards, and quality of the program. Every effort will be made to ensure that students are notified in a timely manner when changes are implemented and new or revised policies are instituted. Any conflicts regarding the application or interpretation of the policies contained in this manual will be resolved by the Dean. The COM Student Handbook is the primary handbook and the Clinical Training Manual is a supplement for utilization by OMS-III and OMS-IV students while on rotations.

Address Updates

(Refer to ARCOM Student Handbook)

The ARCOM Office of Clinical Medicine must have updated information to be able to contact the student at all times. The student is responsible to keep the ARCOM Office of Student Affairs, ARCOM Office of Clinical Medicine, and the Office of Medical Education (or equivalent) at their training site notified of their current contact information including mailing address, phone number, and emergency contact information.

Students must complete a “Rotation Address Change Form” should the student address be different from that of the rotation site. It is required that the appropriate office be notified of any changes within 30 days to ensure that the student is available for information and emergencies. It is the responsibility of the student to inform the Office of Clinical Medicine of the address to be used during vacation periods. Non-compliance may result in disciplinary action.

Dress Code

Students shall be in professional dress consistent with the standards of the preceptor and clinical site. Students are to wear ARCOM white coat, ARCOM name tag, and any identification required by the clinical site.

At no time should a student present to a clinical site in jeans, shorts, t-shirts or other clothing that is detailed as inappropriate in the Student Handbook. (Refer to ARCOM Student Handbook)

Email Communication

Email is the official form of communication between ARCOM and the student. The student is responsible for all information found in his or her email and must keep up-to-date with all email communication.

Firearms and Concealed Carry Permits

Under no circumstances is a student physician permitted to carry a firearm, knife, bow and arrow, or any other weapon on the premises of a clinical rotation site. This policy extends to all sites in which the student is receiving clinical education including but not limited to hospitals, clinics, laboratories, seminars, conferences or any other venue for which the student physician is engaged in clinical education or training.

Health Insurance

(Refer to ARCOM Student Handbook)

Housing

Students are expected to provide their own housing during the core OMS-III and OMS-IV years. Student housing is not the responsibility of the college and the medical student is expected to arrange for their own housing while on rotation. Some rotation sites may have made housing arrangements for students, especially those associated with audition rotations during the OMS-IV year. It is the student's responsibility to ascertain the availability of housing well in advance of starting the rotation.

If housing is provided by the college for rural or out-of-core site rotations, the college reserves the right to change housing assignments at any time. Property should be cared for as if it belonged to the student. All students in hospital or college provided housing will individually and jointly be responsible for any damages he or she incurs. No pets are allowed in housing provided by the college. Housing is for students only. While the students may have members of their family accompany them on their rotations, they are not permitted to occupy ARCOM housing unless approved 30 days in advance in writing by the ARCOM Office of Clinical Medicine. The student must assume all responsibility and costs associated with family housing and travel, and arrangements for family housing must be made on the student's own time. The student may elect to live with family or in privately arranged housing rather than in the provided housing. Under no circumstances must the location of the housing interfere with the student's ability to arrive at assigned duties on time at the rotation site. Housing for electives or selectives is not the responsibility of the college.

Incidents of Exposure to Contagious Diseases

All hospitals and ambulatory clinics should have a policy for handling exposure to contagious diseases. In the event the student is exposed, he or she should contact the Director of Medical Education (DME), Director of Student Medical Education (DSME), Occupational Health Department for the institution, or infectious disease personnel at the rotation site. This may differ at each site (e.g., the Department of Human Resources, the DME's office, the nursing staff). In the event that there is no one available to assist, the student should report to the Emergency Department. In addition, the student should contact the ARCOM Office of Clinical Medicine at

the earliest opportunity. In order to provide guidance to students and assure proper handling of incidents where students have possibly been exposed to contaminated materials, infected personnel, and/or infected patients, students should refer to the policy and procedure: Clinic Protocol for Exposure to Contagious Diseases. The policy and exposure incident form can be found on the clinical medicine webpage at www.arcomedu.org/XXXX

Meals

If a medical institution wishes to provide meals for the students, it is appreciated by both ARCOM and the student, but is done so strictly at the discretion of the medical institution and is in no way required or expected.

Title

Students are referred to as “Student Doctor__” in clinical settings. As a group, students are referred to as “Student Physicians.” If students have a doctorate in any field, they cannot use this title while in any clinical settings related to their education whether in a student environment or not.

When students introduce themselves to a patient or family member they should say, “Hello, I am Student Doctor XXX, a medical student from the Arkansas College of Osteopathic Medicine.”

Students should expect to be treated as professionals by all clinical personnel at all times and students must in turn act professionally, ethically, and respectfully toward all clinic and hospital personnel they come in contact with. Courtesy and a professional demeanor are essential traits for a physician.

Student Attendance

Report On Time

Student rotations begin the first Monday of each block and end the fourth Friday of the block unless an alternate schedule specifies differently. It is the student's responsibility to contact each site, at least one week prior to arrival, to obtain instructions regarding any required orientation and information about the service. Generally, students report to the rotation site at 7:00 am on the first day of each block rotation and as directed by the preceptor, DME, or DSME for subsequent days. Students are to arrive on time every day at their clinical site.

Late Arrival

In the event a student needs to be late arriving at their assigned site, the student must seek advanced approval first from the ARCOM Office of Clinical Medicine and then the site Director of Student Medical Education (DSME), or their preceptor at the rotation site. If emergency circumstances cause a student to report late, the student must notify the preceptor, the DSME, and the ARCOM Office of Clinical Medicine as soon as possible, preferably before the scheduled reporting time.

Departure

Students are not to leave their designated rotation prior to the last day of the rotation. If they are assigned to a different site for end of rotation testing, they may be released on the last Thursday of the rotation at the completion of their shift to allow them to be present the following morning for end of rotation testing. Students may leave their assigned rotation site prior to the designated time only with the prior consent of ARCOM Office of Clinical Medicine, the DSME, and by the supervising preceptor. Consent should be obtained **no later than 7 days in advance** unless an emergency requires the alteration. The ARCOM Office of Clinical Medicine must be provided the details of necessity in order to provide the approval for the early departure.

Absence from Rotation

All absences from an assigned rotation must be approved in writing by the DSME of the program (if applicable), the preceptor, and the ARCOM Office of Clinical Medicine. In the event of an unexcused absence, including an absence due to emergency, sudden illness, or whenever approval cannot be obtained prior to the absence, ARCOM's Office of Clinical Medicine must be immediately notified of the emergency. In an emergency, a written explanation from the student must be sent to ARCOM Office of Clinical Medicine, as well as the DSME, and preceptor as soon as possible. Supporting documentation such as doctor's note, if available, must be included with the explanation.

If a student does not report as scheduled at the start of a rotation and is absent more than two days of the beginning or at the end of a rotation without an excused absence, they will receive a failing grade for the rotation. The student will be required to appear before the Student Progress

Committee to show cause for the absence, demonstrate why he/she should be allowed to continue clinical education at ARCOM, why he/she should be allowed to remediate the rotation, or why he/she should not be dismissed from the college.

Students may be permitted up to two (2) days of excused absence from any one block of a given rotation. Analogously, one day of approved absence is permitted from two week rotations. Anticipated days of absence must be cleared with the preceptor and DSME (if applicable) at the rotation site at least seven (7) days in advance. The ARCOM Office of Clinical Medicine must also be notified of the excused day(s) of absence.

If a student misses a total of three (3) or more days of any rotation block for any reason that cannot be made up in a manner acceptable to the ARCOM Office of Clinical Medicine during the time span of the rotation block, even though the absences may have been otherwise considered approved absences, the student will receive either an Incomplete (I) if absences were excused or a Failure if absences were not excused for the rotation. The same applies to an absence of two or more days of a two-week rotation. Students are not automatically allowed additional time off for any reason, including interviewing for GME positions or taking COMLEX or USMLE. Absences will be monitored by the ARCOM Office of Clinical Medicine.

Note: Students are not automatically permitted additional days of excused absence during any block for residency interviews during the OMS-IV year. Exceptions for additional days may only be granted by the ARCOM Office of Clinical Medicine.

Any absence not reported by the student to the ARCOM Office of Clinical Medicine within one business day will be considered unexcused and may result in disciplinary action. Time spent away from the rotation site during regular duty hours for lectures, conferences, and other programs conducted at outside hospitals, clinics, or college must be approved, at least 24 hours in advance, by the supervising physician of the rotation site.

Leave of Absence from College

(Refer to ARCOM Student Handbook)

One-Month Leave of Absence

The ARCOM Office of Clinical Medicine will serve as the approving authority for up to four weeks (one block) leave of absence (LOA) requested by students during the OMS-III and OMS- IV academic years. A student completing a Leave of Absence Request Form and submitting the form to the ARCOM Office of Clinical Medicine initiates all requests for the leave of absence. All requests must be submitted to the ARCOM Office of Clinical Medicine at least 30 days prior to the date the leave of absence is to begin, unless due to a medical or other emergency. All requests are considered on a case-by-case basis and are subject to non-approval based upon the timeliness of submission and the circumstances surrounding the request. Any LOA may result in the student graduating late thus delaying entry into GME.

Any requests for greater than a four week (one block) leave of absence for a student on clinical rotations is submitted through the Office of Clinical Medicine to the Dean for consideration.

Forms are available in the Office of Clinical Medicine or may be electronically downloaded on the Clinical Medicine webpage at www.arcomedu.org/XXX

National Board of Osteopathic Medical Examiners

COMLEX Board Review

All students will have designated scholarly activity and board review time built into their clinical rotation schedule during the OMS-III curriculum at ARCOM to prepare for COMLEX CE and COMLEX PE examinations. Participation in a formal structured or immersion board review is not mandatory for first-time COMLEX candidates if they achieve the required benchmark scores on COMSAE or similar evaluator examination as established by the administration annually. Students who fail COMLEX CE or PE the initial time it is administered, may be removed from clinical rotations by the Associate Dean of Clinical Medicine and required to take a structured or immersion board review course before being declared eligible and released to sit for the national boards a second time. Any student failing a second time will be placed on administrative leave for up to six (6) months and required to take an immersion course before they are released to sit for the examinations a third time. Students who have previously taken an immersion course may be required to repeat an immersion course based upon the recommendation of the Student Progress Committee and/or the Associate Dean for Clinical Medicine. If the student does not submit a passing COMLEX score before the end of the six months, they are referred to Student Progress Committee (SPC) for disposition which may include subject to dismissal from the COM for failure to make adequate academic progress.

COMLEX Failures

(Refer to ARCOM Student Handbook)

COMLEX Level 1

Students are required to sit for COMLEX Level 1 prior to starting clinical rotations. (Refer to ARCOM Student Handbook).

COMLEX Level 2 CE and PE

No student will be eligible to graduate from ARCOM until they have passed COMLEX Level 1 and COMLEX Level 2-CE and 2-PE. Students must complete all requirements for graduation, including passing COMLEX within six (6) years of matriculation into the COM inclusive of any leaves of absence or suspensions. (Refer to ARCOM Student Handbook).

Clinical Rotation Objectives

AOA Core Competencies

All core rotations will reflect educational objectives as described in the seven AACOM core competencies. These competencies are:

1. Osteopathic Principles and Practice
2. Medical Knowledge
3. Patient Care
4. Interpersonal and Communication Skills
5. Professionalism
6. Practice-based Learning and Improvement
7. Systems-based Practice

The specific method in which each clinical rotation will evaluate these seven core competencies will be described in each rotation's syllabus.

Entrustable Professional Activities (EPA's)

Core Entrustable Professional Activities for Entering Residency
(Association of American Medical Colleges)

- EPA 1: Gather a history and perform a physical examination
- EPA 2: Prioritize a differential diagnosis following a clinical encounter
- EPA 3: Recommend and interpret common diagnostic and screening tests
- EPA 4: Enter and discuss orders and prescriptions
- EPA 5: Document a clinical encounter in the patient record
- EPA 6: Provide an oral presentation of a clinical encounter
- EPA 7: Form clinical questions and retrieve evidence to advance patient care
- EPA 8: Give or receive a patient handover to transition care responsibility
- EPA 9: Collaborate as a member of an interprofessional team
- EPA 10: Recognize a patient requiring urgent or emergent care and initiate evaluation and management
- EPA 11: Obtain informed consent for tests and/or procedures
- EPA 12: Perform general procedures of a physician
- EPA 13: Identify system failures and contribute to a culture of safety and improvement

Rotation Goals

The primary educational goals for the core clinical rotations are:

- Appreciation and understanding of the principles and application of preventive medicine and public health concepts to advance the health and wellness of the patient and the population. Ability to manage clinical illness and ensure maximum rehabilitation following acute illness
- An understanding of the complex mixture of physical, emotional, spiritual, and social elements in holistic and personalized patient care
- Acquisition of the skills and knowledge needed to educate patients and families about disease processes and the principles of health management
- Synthesize and apply the principles and practice of osteopathic medicine within the context of primary care medicine
- Acquisition of the knowledge and skills necessary to deal comfortably with multiple problems occurring simultaneously in one patient
- Acquisition of the ability to coordinate health care resources needed in the care of a particular patient
- Nurturing of a sincere interest in people and a sense of compassionate empathy
- Development of a strong sense of responsibility for the total ongoing care of the individual and family during health, illness and rehabilitation
- Nurturing of an interest in the broad spectrum of clinical medicine
- Acquisition of the knowledge, skills and contributions of other members of the health care team and the workings of the health care team in the health of the patient

In addition to the primary educational goals, each clinical rotation will have goals that are specific to that rotation and that specialty as described in its syllabus.

The student may not do more than two electives with the same preceptor and may not do more than two electives in the same discipline at the same hospital or institution.

The student may perform an international medicine rotation for up to two electives provided the experience meets the academic standards established by ARCOM. Due to additional time required to certify and credential these rotation sites, these must be applied for at least 120 days in advance of the desired date of rotation.

Clinical Rotations

There may be as many as 300 students on rotations at any one time, resulting in more than 3,000 blocks of education being conducted during the year. These clinical rotations involve many different sites, people, hospitals, clinics, physicians, and DSMEs from all over the country and involve a complex scheduling process. Changes are not easily made to schedules once established. Each student will be assigned to a core clinical campus where the majority of his or her core clinical work will be performed.

Clinical rotations will begin in mid-July unless the student and class are notified otherwise by ARCOM.

Participation in a pre-clinical orientation at the core rotation site will be conducted prior to clinical rotations and is required of all students to prepare students for the clinical settings.

It is the policy of Arkansas College of Osteopathic Medicine that students are not permitted to change core clinical rotations, dates, preceptors, or locations without the written permission of the ARCOM Office of Clinical Medicine. Any student who does request such a change must do so in writing with specific reasons before any determination will be made by the college. At times, additional documentation may be necessary. The student making such a request must contact and direct his/her written request to the ARCOM Office of Clinical Medicine, not the clinical site.

The long-term effect of the continuing educational process on present and future students must always be taken into consideration. The college has affiliation agreements with institutions involving bilateral commitments and obligations that must be honored. It is necessary, however, to monitor and improve existing training and to find new sites for maintaining and advancing the mission and quality of clinical education.

ARCOM reserves the right to change its rotation sites, required rotations, and schedule at any time with notification to the student as timely as feasible.

Financial Responsibilities

Students are responsible for all their cost of living expenses for all core, selective, and elective rotations. If ARCOM mandates the student to perform a core or selective rotation outside of their core site (greater than 45-mile drive from core rotation site), ARCOM may provide housing or a stipend to support housing and transportation to that training site.

ARCOM does not pay administrative fees or stipends for selective or elective sites outside of the core sites.

Required Core Rotations

(See Student Catalog for Curriculum)

The following rotations are scheduled to be completed during the OMS-III year (July through June). Scheduling conflicts sometimes necessitate replacing an OMS-III rotation with one generally taken in the OMS-IV year. Additionally, the order in which the rotations are scheduled may vary.

Introduction to Clinical Practice

- One-Half (0.5) block in Introduction to Clinical

Practice Hospital Core

- Two (2) blocks in Internal Medicine (could include 1 block of FM inpatient service)
- Two (2) block in Surgery
- One (1) block in Obstetrics/Gynecology

Community Core Rotations

- One (1) block rural/underserved primary care (Internal Medicine, Family Medicine, or Pediatrics)
- One (1) block in Pediatrics
- One (1) block in Psychiatry (Behavioral Health)
- One (1) block in Family Medicine
- One (1) blocks in Selective Internal Medicine
- One-Half (0.5) block OSCE/OPP
- One (1) block Elective
- One-Quarter ($\frac{1}{4}$) Block Professional Development (Career Planning)

The following rotations are generally scheduled to be completed during the OMS-IV year (July through April). The order in which the rotations are scheduled will vary.

- Two (2) blocks at a rural hospital
- One (1) block in Emergency Medicine
- One (1) block Selective in Internal Medicine (or sub-specialty)
- One (1) block Selective in Surgery
- Five (5) blocks of electives (four required)
- One-Half (0.5) block Physician Wellness & Professional Development

The core rotations take place in hospitals, clinics and physicians' offices where the preceptors are credentialed and appointed faculty of ARCOM and where the college has formal affiliation agreements.

After determining student core clinical rotation site assignments, the ARCOM Office of Clinical Medicine sends communication directly to each clinical site notifying them of the students who will rotate through each service and their clinical schedule. This letter includes information on student evaluations. At the completion of each rotation, the physician to whom the student has been assigned is expected to complete an evaluation and submit to the ARCOM Office of Clinical Medicine.

Students are encouraged to plan at least two hours daily dedicated to reading about clinical patients as well as the ARCOM assigned reading and educational modules to acquire the knowledge contained in the learning objectives for the rotation and to develop the required competencies.

The COM reserves the right to change the core rotation requirements at any time.

Selective Rotations

(See student catalog for requirements)

OMS-III and OMS-IV selectives in internal medicine or internal medicine specialty and surgery or surgical specialty are required. A total of three selectives, one in a surgical field and two medicine field are required. Students are responsible to select the discipline for their selectives. The ARCOM Office of Clinical Medicine is available to assist the student in identification and scheduling. ARCOM Office of Clinical Medicine must approve all selective rotations, in advance, in order for students to receive credit. These may be performed at an ARCOM approved core site or may be at an outside site where there is an approved AOA or ACGME residency in that discipline. Grading will be pass/fail.

Internal Medicine Selectives can be completed in Cardiology, Critical Care Medicine, Hospitalist Service (IM, FM, or Pediatrics), Nephrology, Neurology, and Pulmonology.

Surgery Selectives can be completed in Anesthesia, Cardiothoracic Surgery, General Surgery, Gynecological Surgery, Neurological Surgery, Ophthalmology, Orthopedic Surgery, Otolaryngology, Transplant Surgery, Trauma Surgery, Vascular Surgery, and Urological Surgery.

Elective Rotations

Students are responsible to set up their own electives. However, the ARCOM Office of Clinical Medicine is available to assist the student in identification and scheduling. ARCOM Office of Clinical Medicine must approve all elective rotations, in advance, in order for students to receive credit.

OMS-III students have available one (1) elective rotation that maybe clinical or non-clinical. This may be used for a clinical rotation, research, health policy, remediation, and or board study. OMS-IV students have available a minimum of five (5) elective rotations during their final year of matriculation, at least four (4) of which must be performed in a clinical setting. These electives can be in any of the recognized disciplines of medicine. A student, however, may not perform more than two blocks of elective in the same discipline at the same location or under the same precepting faculty (the subspecialties of a core specialty of medicine are considered different disciplines). Students may utilize one month of elective time to pursue experience in research, health policy and public health.

Grading will be pass/fail and based solely on the grading provided by the clinical site where the elective takes place.

Two Week Elective Rotations

Students are allowed to take up to four two week elective rotations, subject to the approval of the preceptor and the ARCOM Office of Clinical Medicine. Half-month rotations start on the 1st Monday of the block and end on the 2nd Friday. The second half of the block rotation then will begin on the following Monday and end the 4th Friday of the block.

To set up an elective, the student must:

Contact the hospital, clinic, or preceptor and request the rotation or go through the Visiting Student Application Service (VSAS)* sponsored by the American Association of Medical Colleges (AAMC). This should begin in January of the OMS-III year for competitive elective rotations. The hospital, clinic, or preceptor may have their own application form, which they will send to the student. All elective rotations must be submitted and approved by the ARCOM Office of Clinical Medicine not less than three (3) months before the first day the elective is scheduled to begin. It should be noted by students that some rotation sites charge fees associated with elective rotations, all elective fee/charges are the sole responsibility of the student. ARCOM reserves the right to refuse to approve elective rotations for students if rotation fees are deemed to be unreasonable.

Fill out an Elective Rotation Approval Form online from the ARCOM Office of Clinical Medicine (An incomplete form will delay the rotation approval process). Email or drop off a completed Elective Rotation Approval Form and the Application Form from the hospital or clinic (if applicable) for consideration to the ARCOM Office of Clinical Medicine. Students should submit these forms in person or via email, fax, or United States Postal Service at least three months in advance to allow time to complete the necessary paperwork and credential and appoint the faculty involved. Applications not submitted three months prior to the start of the intended rotation may not receive approval. Students in this situation may be placed at an alternative site per the discretion of the Associate Dean of Clinical Medicine or the ARCOM Office of Clinical Medicine. Electives will only be considered for approval after all student-required paperwork from previous rotations is up-to-date and complete.

Upon approval of the rotation, the ARCOM Office of Clinical Medicine will send credentialing paperwork to the site. This paperwork includes the Credentialing Letter, which some facilities call the Letter of Good Standing. If the rotation is not approved or the site informs the ARCOM Office of Clinical Medicine that the rotation is unavailable, the student will be notified.

Electives in domestic locations must be approved a minimum of 90 days in advance by the ARCOM Office of Clinical Medicine. All elective faculty must be credentialed and appointed by the COM and/or meet the administrative criteria established by the COM.

The student may not do more than two electives with the same preceptor and may not do more than two electives in the same discipline at the same hospital or institution.

The student may perform an international medicine rotation for up to two electives provided the

experience meets the academic standards established by ARCOM. Due to additional time required to certify and credential these rotation sites, these must be applied for at least 120 days in advance of the desired date of rotation.

After the rotation has been approved by the ARCOM Office of Clinical Medicine, the student must contact the site 45 days in advance to confirm rotation approval and necessary housing arrangements. The student is required to contact the site seven days in advance to determine rotation starting time.

If any circumstances change with the preceptor, please contact the ARCOM Office of Clinical Medicine within 48 hours.

Medical Outreach

The ARCOM Office of Clinical Medicine supports our college's efforts to expose our students to the practice of medicine in underserved regions within the United States and the World. Students during their clinical training years may utilize, with prior approval, elective, selective, and vacation time to participate in the many medical outreach programs. However, scheduling of assigned core rotations will not be altered or rearranged to allow students to participate in medical outreach trips. This is due to the many complex components involved in the scheduling of core rotations as well as the essential relationships that must be maintained with our clinical training partners. All medical outreach rotations must demonstrate core educational content that matches the mission and vision of ARCOM. These rotations must be affiliated with an accredited COCA or LCME medical school to receive educational credit for the rotation. Students are responsible for the funding of their own medical outreach involvement.

Required Core Clinical Rotation Documentation

The ARCOM Office of Clinical Medicine will provide electronic access to all required forms and printed forms when necessary. These forms must be completed for each clinical rotation segment.

For every core rotation, the student must fill out the relevant case log required by the syllabus of that rotation. These forms may be electronic and they are included or referenced in the course syllabus supplied by the ARCOM Office of Clinical Medicine. The completed log must be transmitted to the ARCOM Office of Clinical Medicine. All logs must be signed by the supervising physicians, manually or electronically, and turned in within ten (10) days of the completion of a rotation. Students should note the requirements for OMM/OPP during the rotations and ensure that the requirements are documented in the completed logs.

Core Rotations

As a part of the course requirements for core rotations, each student must submit documentation as required by their syllabus for that rotation. This documentation includes logging of patient encounters and procedures, to include OMM/OPP. It also includes student preceptor and site evaluations. Students are also required to complete all aspects of the core rotation grading rubric. This includes the assigned modules, requirements of the individual preceptors, and the end-of-rotation examination. The details of the individual core rotation grading rubrics and other requirements are detailed in each individual core rotation syllabus.

Selectives/Electives

Patient encounter and procedure logs are required for all selective/elective rotations. They must be dated and signed by attending physician. Students are required to document and actively participate in all invasive and noninvasive procedures as directed and supervised by precepting faculty (i.e. during internal medicine, emergency medicine, critical care, anesthesia rotations etc.)

Site and preceptor evaluations by the student are required for each rotation.

Case presentations are not required for elective rotations.

Grading, course requirements, and course management will be conducted per the requirements of the clinical site at which the selective/elective is taking place. All grades will be converted to pass/fail per ARCOM policy for selectives/electives.

Student Evaluation of Rotation

Clinical Rotation Evaluation Forms must be submitted to the ARCOM Office of Clinical Medicine for each core and elective rotation. Also, a global evaluation of the assigned core campus is required during the last month of the OMS-III year from each student. To facilitate this process, these forms are placed online so they can be accessed by computer at each training site. Access instructions have been provided in the clinical education packet. Student grades will not be released to the Office of the Registrar until the student has completed all required evaluations and turned in all required logs.

The Clinical Rotation Evaluation Form reflects students' opinions and observations regarding the quality of training experienced on each service and include both faculty and site evaluations.

Please note that the ARCOM Office of Clinical Medicine must have the evaluation of a site on file before the student may review that site's evaluation.

Rotation Evaluation Form Due Date

The online Student Evaluation of Rotation Form, along with all other required documentation, must be completed within 10 days after the end of the rotation. Failure to do so will result in a grade of "incomplete" being recorded for the rotation and the student will not be allowed to start his/her assigned next rotation.

Unprofessional Behavior

The preceptor or DSME has the authority to dismiss a student from any rotation for violations of the student code of conduct, policies or procedures, threat to public health or safety, or as deemed appropriate for the continued operation of the clinical site. Such a dismissal will constitute a grade of incomplete until such time as the student appears before the Student Progress Committee (SPC) for its determination if the student shall receive a failing grade for the rotation, if the student shall be allowed to repeat the rotation (at that location or a different rotation site), or shall be subject to other disciplinary action up to and including dismissal from ARCOM. Any problems affecting students that are not quickly or adequately resolved at the site should be referred to the ARCOM Office of Clinical Medicine. Clinical affiliates have the right to request that a student not return to their facility for any reason, this would require the office of Clinical Medicine at ARCOM to locate a new training site. The location of the new training site is based on availability. If a student is suspected of having a substance abuse or mental health issue that could affect patient care, the preceptor should report this situation to the ARCOM Associate Dean of Clinical Medicine to allow for clinical evaluation and further action.

ARCOM Elective Rotations

Research Elective

Students may perform one elective Research Rotation. Students must apply for this rotation and receive the support of a fulltime ARCOM biomedical science or clinical faculty member who will serve as the Faculty Sponsor for the student during this research experience. Students may engage in research activity at ARCOM, or the research experience may take place at an unaffiliated institution (e.g., NIH). The Faculty Sponsor, therefore, may serve as the research mentor for the student; however, in some instances, the Faculty Sponsor's role will be to provide oversight of the rotation experience for a student who engages in research activity at an unaffiliated institution. The research activity may occur in a one-block, concentrated experience, or may – as appropriate and conducted at ARCOM– be spread out over a one semester-long experience. Students will be required to complete an academic component for this rotation, which may consist of a culminating oral or poster presentation, written paper, or verification of substantive contribution to a manuscript submitted to a peer-reviewed journal. The Faculty Sponsor will be required to ensure that an appropriate evaluation of student performance is completed according to the administrative criteria established by the COM. Recorded grades will be Pass/Fail.

Anatomic Sciences Elective

Students may engage in an Anatomic Sciences elective in which they perform advanced anatomic prosection of cadavers under the supervision of the ARCOM Anatomical Sciences Department faculty. Students must apply for this elective rotation and will be selected based upon criteria established by the Anatomical Sciences Department and the approval of the Dean. Students will be expected to provide specimens of good quality that illustrate structural relationships, structure-function interrelation, and clinicopathologic correlations according to the objectives established at the outset of the rotation, with the expectation that the specimens can be used in the educational programs of ARCOM. Anatomical Sciences Department faculty will evaluate student prosections and work and assign a Pass/Fail grade accordingly.

Medical Outreach Elective

Students may engage in a Medical Outreach elective following successful application and approval by the Dean. Students must have a fulltime ARCOM Faculty Sponsor for this rotation experience, which can take place in an approved domestic or international location but will have an explicit purpose of providing medical care to underserved people where health care resources are sparse and/or underdeveloped. This rotation experience must be a minimum of two weeks (5 credit hours) but can be up to four weeks (10 credits). The elective will include an academic component consisting of preparatory online/computer-based modules (e.g., tropical medicine) and culminating in a presentation in which the student(s) summarize the rotation experiences and impact (what students gained and students gave through this experience). The Faculty Sponsor will be responsible for the assignment of a Pass/Fail grade for the rotation.

Clinically Based Elective Rotation Course Administration

Regardless of the elective chosen, the student must also produce the following required documentation for each clinically based elective rotation (i.e. medical outreach, internal medicine elective, surgical specialty elective, etc.):

- One patient encounter and procedure log for each elective rotation, dated, and signed
- One site evaluation and preceptor evaluation for each rotation (total of two)

Student Involvement on Clinical Rotations

An Arkansas College of Osteopathic Medicine medical student is not a licensed physician; therefore, is not legally and ethically permitted to practice medicine. A student may be involved in assisting in the care of a patient, but only under the direct supervision of a licensed physician or clinician with privileges to provide the required level of care. The attending physician is responsible for the medical care of the patient and for the content and signing all orders, progress notes, and other notes written or entered electronically by the student. A student may not administer treatment including OMT, except under the direct supervision of a licensed physician or other clinician with privileges to provide the care themselves to whom the student has been formally assigned.

To be eligible to begin OMS-III clinical experiences, the student must be currently certified in basic life support (BLS) and advanced cardiac life support (ACLS) and have received OSHA-Blood Borne Pathogen training, HIPPA training, and a ARCOM safety briefing. Furthermore, all students must have health insurance, passed a background check, undergone a urine drug screen, and all required immunizations and related testing, and documentation of this information must be on file with the Office Clinical Medicine prior to leaving campus for clinical rotations. Students must complete any additional documentation or certifications required specifically by the clinical education site (i.e., hospital specific orientation, electronic health record training, etc.).

Responsibilities and Duties

The student on a rotation service will be responsible, at all times, to the ARCOM clinical faculty and administrative personnel in charge of the rotation. In addition, all students will be expected to comply with the policy, rules and medical ethics established by the hospital, clinic, or facilities at which they are being trained. Appropriate professional appearance and conduct, consistent with those included in ARCOM Student Handbook, is expected at all times. All problems or difficulties should be communicated immediately to the preceptor, DSME, and ARCOM's Office of Clinical Medicine.

Superseded only by patient care responsibilities, students must attend all scheduled clinical site conferences, meetings, lectures, and other required educational programs at or near their rotation site if possible. Any determinations for exemption must be made by the DSME for hospital rotations and the supervising preceptor. In the event the student misses an ARCOM scheduled educational event, the student must notify the ARCOM Office of Clinical Medicine of the reason for the absence within 24 hours of the absence or risk receiving an unexcused absence. A schedule of the site's educational programs may be obtained from the DSME or the Office of Medical Education.

Arkansas College of Osteopathic Medicine does not own or control any hospitals. It has affiliation agreements with healthcare institutions. The hospitals and other institutions are owned by public and private corporations, which, as a courtesy, allow medical students the privilege to train in their institutions. Most physician instructors are clinical adjunct faculty who teach part-time as a

component of professionalism and public service. Students should think of themselves as guests and should conduct themselves as courteous, responsible medical professionals at all times. Dignity, diligence, respect, and gratitude are valuable virtues in the development of a physician's character.

Admission Notes and History and Physicals

The administration believes in the importance of an educationally sound, realistic policy pertaining to medical students conducting history and physical examinations (H & Ps) in affiliated hospitals. The H & P is considered an essential component of every patient's evaluation, leading to further testing and diagnosis. Consequently, if possible, students should be assigned on-service H & Ps. The appropriate residents and attending physicians should critique the H & Ps and provide feedback to the student. The student should then be given the opportunity and time for patient follow-up. As a guideline, students should not be expected to admit or complete H & P's on more than three (3) patients daily on their service.

Number of Patients

The number of patients seen by students will depend upon patient volume. However, there should be time provided for patient care, procedures, and follow up, all of which should be supervised and critiqued by the physician, along with feedback to the student. In addition to time designated for direct patient contact, the student must be allowed some time for studying and preparing case presentations. As a guideline, students should not be expected to have more than six (6) patients that they are responsible for on a medicine, surgery, pediatric, psychiatry or obstetrical hospital service. In outpatient clinical settings, students generally are not expected to see more than two (2) patients each hour of clinical service.

Duty Hours

Students should expect that they will be "on duty" for 12 hours each day. The student is expected to work the hours established by the preceptor and the training site. While a "typical" day may begin at 6:00am and end at 6:00pm, "typical" for each student will vary by site and service. Deviation from these hours is at the discretion of the preceptor. Unless patient care needs demand however, a student shall not be scheduled to work more than 12 consecutive hours, unless assigned to "call" during the rotation. Assignment of night and/or weekend duty must adhere to the following guidelines:

A usual work week is up to 60 hours per week. An acceptable minimum work week is 45 hours. The work week shall be limited to a maximum of 80 hours. If a preceptor works less than the minimum hours the student should use this time to study.

The maximum duration of any continuous work period will be 24 hours and must be followed by a minimum of 12 hours off duty.

Students shall be given a minimum of 2 consecutive days off every 14 days.

A student's personal and clinical education schedule shall be arranged so that his/her time off does not conflict with scheduled formal education programs developed for students.

Students shall be assigned activities on, or related to, their current service rotation only. A physician licensed to practice medicine in that state will directly supervise any duties assigned to students.

Whether students receive a holiday off is determined by the assigned institution (i.e., the site's DME or preceptor). The school does not exempt students from working on holidays unless the on-site institution determines otherwise.

Students should not be assigned overnight duties or call the last two nights of the rotation due to the requirement to travel and/or take the end-of-rotation exam.

Student Performance

Student Evaluation by Rotation Site Personnel

Student evaluation by the preceptor will be recorded on the Preceptor Evaluation of Medical Student Performance Form. The documents and process, along with login information will be provided to the preceptor by the ARCOM Office of Clinical Education and forwarded directly to each site. The DSME or preceptor will return the evaluation form electronically directly to the ARCOM Office of Clinical Medicine. In the event that paper evaluations are utilized, they must be returned directly to the ARCOM Office of Clinical Medicine by the preceptor or DSME. Please note that hand-carried or mailed evaluations from the students will not be accepted by the ARCOM Office of Clinical Medicine.

Part of the student's rotation grade is based on the preceptor's evaluation of the student. The Preceptor Evaluation of Medical Student Performance Form must be completed for each student on each rotation by the preceptor to whom the student has been assigned, or by the DSME.

If there is more than one supervising physician and/or paper evaluations are utilized, the DSME or rotation site's Office of Medical Education is responsible for combining evaluations and forwarding one overall evaluation of the student to the ARCOM Office of Clinical Medicine. In a circumstance where the DSME is unable to produce a cumulative evaluation for a student, the Office of Clinical Medicine, with input from the Associate Dean of Clinical Medicine and the appropriate ARCOM clinical department chair will assume the responsibility of assigning a grade for the rotation. The electronic system employed by ARCOM will compile and average all electronically submitted evaluations for each student for each rotation.

Specific comments on students are encouraged because the information is used in the Medical Student Performance Evaluation (MSPE), or "Dean's Letter", for internship and residency positions. When recording unsatisfactory performance, written comments, or other supporting documentation **must** accompany the evaluation, or it may be returned to the site for clarification.

Mid-rotation meetings between students and supervising physician(s) are encouraged. Perceived weaknesses, as well as strengths, in student performance should be identified. Feedback and direction on how to improve areas of deficiency should be given to the student.

Student Grading Policy

(See Student Handbook for grading policy and determination)

Grades for OMS-III core rotations are numerical. Grades for elective rotations including electives and selectives are a Pass with Honors/High Pass/Pass/Fail basis. Pass with Honors should only be granted for exceptional performance.

Core rotation grades are based on a weighted combination of the preceptor grade, the end-of-rotation examination (COMAT), and the assigned modules. In addition, students must successfully complete all required core rotation activities as assigned by ARCOM and/or the preceptor. These activities include but are not limited to the end-of-rotation OMM session and lectures. Completion of logs, to include documentation of OMM/OPP, and evaluations is also mandatory.

If a failing grade is recorded, the ARCOM Office of Clinical Medicine or Associate Dean for Clinical Medicine notifies both the student and the Student Progress Committee.

If student fails a core rotation, the student must remediate it at a time arranged by the Office of Clinical Medicine.

All remediation must be successfully completed before the OMS IV rotations can begin. All remediation must be successfully completed prior to being declared eligible to take COMLEX Level 2 CE or COMLEX Level 2 PE examinations.

Students are encouraged to take the COMLEX Level 2-CE and COMLEX Level 2-PE as soon as eligible. Many residency programs will require passing scores prior to scheduling an interview. The COMLEX Level 2-CE must be taken prior to August 1st of the OMS-IV year and the COMLEX Level 2-PE must be taken prior to December 1st of the OMS-IV year. Both examinations (Level 2-CE and Level 2-PE) must be successfully passed to be eligible for graduation from ARCOM.

Failing any single rotation places a student on probation and may require appearance before Student Progress Committee (SPC).

Failing two or more rotations mandates students be referred to SPC after each failure and the student is may be subject to dismissal or requested to repeat the year.

Failing three rotations is grounds for automatic dismissal.

Failing any single remediation of a rotation is grounds for dismissal.

The ARCOM Office of Clinical Medicine will submit a grade for each student for each rotation to the Office of the Registrar. All grades become final 30 days after being recorded by the Office of the Registrar. Any appeal or other consideration for grade adjustment must be initiated by the student or preceptor (if applicable) within 30 days from the recording of the grade by the Office of the Registrar in accordance with the grading policy. The Dean reserves the right to review all grade assignments should matters be brought to his/her attention demonstrating a violation by the student of the prescribed grading procedures after the grade has become final.

End-of-Rotation Examinations

The end-of-rotation examination will in most situations be the COMAT corresponding to the rotation that the student is currently on. On the Rural and Underserved Clinical Rotation, the end-of-rotation exam will be the OMM COMAT.

The COMAT will be administered on the 4th Friday of the rotation at the core site or at ARCOM if within the travel limitations. This is a proctored exam. All NBOME and COMAT policies will be in effect.

The COMAT will be given one time for each rotation. A student can fail the COMAT and still pass the rotation. There is no retake.

Make up tests will be scheduled by the Office of Clinical Medicine at a time that is convenient to the required ARCOM personnel. It may be given at the next 4th Friday, requiring the student to take two COMAT exams in one day. It may be scheduled on weekends or in the evening.

End-of-Rotation Exam Grading Policy

Students may fail the end-of-rotation exam (COMAT) and still pass the rotation. Each COMAT is only given one time. The score provided by NBOME will be placed into a numeric scale determined by ARCOM. This will be the end-of-rotation exam portion of the student's grade.

Requirements for Completion

Successful completion of all required clinical rotations including the OMS-III and OMS-IV curriculum required for graduation. There is one (1) selective in the third year. There is one elective block during the OMS-III year that may be clinical or nonclinical. There are two (2) selective and five (5) electives in the OMS-IV year. One elective rotation block during the OMS-IV year may be utilized for a nonclinical experience (research, health policy, board study, vacation, etc.). A minimum of four (4) elective blocks during OMS-IV year must be performed in a clinical setting. A passing grade must be received for all rotations. A passing grade must be received for all rotations from the preceptor and on all applicable clinical rotation examinations. In addition, students must submit all required case logs, evaluation forms, case studies or presentations required in the syllabi prior to grades being posted and being eligible for graduation.

Incomplete Rotations Policy

Students who are delinquent in meeting any of their rotation requirements may be given a grade of incomplete (I) for that rotation. Students who receive an incomplete grade are no longer eligible to achieve a Pass with Honors designation for that rotation. Incomplete grades can be appealed in writing within ten (10) business days from the date that the grade was recorded by the ARCOM Office of Clinical Medicine, at which time the grade will be considered posted to the transcript. The Dean serves as the final approving authority for the rendering of the incomplete grade. Please see the Student Handbook regarding the policy for incomplete (I) grades after they are posted to the transcript. Students who receive an incomplete grade for a rotation will either complete the delinquent requirements during a designated time period or they will receive a failing grade for the rotation.

Other Rotation Requirements

As a part of the course requirements, each student must submit documentation in their rotation logs of all patients cared for, all procedures observed or performed, including the requirement for documentation of not less than ten (10) structural examinations and a goal of five (5) OMM treatments performed during each block of Family Medicine, Internal Medicine, Women's Health, Underserved Care, Pediatrics, General Surgery, and Rural Hospital.

Appeal Policy for Non-Failing Grade Disputes

(Please Refer to Student Handbook – Academic Related Grievance)

The following process is available to a student pertaining to an appeal of a non-failing clinical rotation grade including clinical rotation disputes, concerns related to grades and comments made on the Preceptor Evaluation of Medical Student Performance Form.

Students seeking to appeal a decision regarding a non-failing rotation grade received or comment written during the third or fourth academic year should seek solutions through the Office of Clinical Medicine. The Office of Clinical Medicine may involve the Associate Dean for Clinical Medicine, the DSME, the preceptor, or the appropriate clinical chair if necessary.

Summary

The policies and procedures set forth in this document guide the administration of all OMS-III and OMS-IV rotations. Specific details of each rotation are spelled out in the corresponding course syllabus and should be considered an extension of this manual.