

Clinical Education Clerkship Handbook

Clinical Education Website

<http://www.healthsciences.okstate.edu/college/clinical/index.cfm>

The Office of Clinical Education houses two services for medical students at OSU Center for Health Sciences. These services are listed and described below.

Clerkship Program

The Clerkship Program is directed by individual clinical departments and the Office of Clinical Education of Oklahoma State University College of Osteopathic Medicine, and is designed to provide the student with education and primary care training in the areas of Internal Medicine, Surgery, Obstetrics and Gynecology, Pediatrics, Emergency Medicine, Family Medicine, OMM and Psychiatry. The program is organized to permit the greatest degree of educational exposure in a practical clinical environment to develop skills in the areas of patient diagnosis and management. The Clerkship Program is divided into a sequence of 22 one-month clerkship rotations, including up to 2 one-month vacation periods. Each student will be assigned required clerkship rotations by the Office of Clinical Education. The College reserves the right to make preceptor and/or site changes when necessary. Each rotation is one calendar month of actual clinical experience. Any questions, concerns or suggestions for the Clerkship Program should be directed to Noreen Phillips, Program Coordinator, or Debbie Evans, M.S., Interim Director for Clinical Education.

Noreen Phillips

Program Coordinator

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Debbie Evans, M.S.

Interim Director for Clinical Education

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Standardized Patient Program

The standardized patient experiences currently occur as part of the Primary Care Clinic and OMM rotations during a student's third year of medical school. There are currently 4 standardized patient encounters. Two encounters are behavioral health related cases in which the student gets experience dealing with delivering bad news and conducting brief psychiatric screenings. The other two encounters are tests called Clinical Practical Exams. The Clinical Practical Exams are designed to simulate the structure of NBOME's Level 2 PE. Students have timed encounters with standardized patients that have been trained to act out a given scenario. Each encounter is 14 minutes long and during this time the student is expected to take a brief but focused history and conduct a focused physical exam. The students will then have 9 minutes to write a SOAP note (Subjective findings, Objective findings, Assessment and Plan). For each

of the Clinical Practical Exams, the students rotate through multiple stations performing the same sequence of events 4 times. The encounters are recorded and reviewed by faculty members who score the encounters as well as the SOAP note. The students then meet with faculty to get detailed feedback about their performance. In addition to the aforementioned standardized patient encounters, students are required to participate in a Mock PE session. Dates for the Mock PE sessions will be scheduled late in the 3rd year and/or early in the 4th year. Students will be notified when the dates become available and will be asked to sign-up for an available session. The Office of Clinical Education is in the process of incorporating additional standardized patient encounters into the medical school curriculum. Any questions, concerns or suggestions for the Standardized Patient Program should be directed to Emily Lim, Standardized Patient Program Coordinator.

Emily Lim
Standardized Patient Program Coordinator
918-561-8241
emily.lim@okstate.edu

Students' Rights to Privacy

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records in all offices, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. An OSU student has the right to:

- a) Inspect and review information contained in his or her educational records.
- b) Challenge the contents of the educational record.
- c) Have a hearing if the outcome of a challenge is unsatisfactory.
- d) Submit an explanatory statement for inclusion in the educational record, if the outcome of the hearing is unsatisfactory.
- e) Secure a copy of the institutional policy, which includes the location of all educational records.
- f) Prevent disclosure, with certain exceptions, of personally identifiable information from the educational record.

Withholding Disclosure of Information

Currently enrolled students may withhold disclosure of directory information. A student may file with the Office of the Registrar a written request not to release directory information. The University assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

Access to Records

No other information regarding students' educational records may be disclosed to anyone without written consent of students, except to "school officials" who have a "legitimate educational interest" in the student. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Students, or parents of dependent students, may inspect and review their educational records. Some form of photo identification must be displayed before access to educational records will be allowed. Parents of a dependent student may challenge denial of access by producing the most current copy of Internal Revenue Form 1040.

Definitions

"Educational Record" refers to those records which are directly related to a student and are maintained by an educational institution. "Directory Information" includes: student's name; local and permanent addresses; electronic mail addresses assigned or provided by the institution or provided to the University by the student; telephone number, composite photograph; major field of study; dates of attendance at Oklahoma State University; degrees, honors, and awards granted or received; academic classification such as MSI, MSII, MSIII, MSIV, etc.; gender; educational institutions previously attended; degree(s) held, date(s) granted, and institution(s) granting such degree(s); dissertation or thesis title; adviser or thesis adviser; participation in officially recognized organizations and activities.

"School official" is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative, or professional, and the staff such school officials supervise.

"Legitimate educational interest" is defined as an interest resulting from the duties officially assigned to a school official and which are related to such a school official's responsibility for facilitating the student's development.

The Office of Clinical Education updates and edits the Clerkship Handbook annually, in order to familiarize students with current clerkship program policies, procedures, and available College services. As clinical clerkship related policies and procedures change, every attempt will be made to notify students participating in the program. **The Office of Clinical Education's primary means of notification is email.** It is the students' responsibility to check their OSU email account for announcements and correspondence from this office. If you have questions, please contact the responsible Course Coordinator or the Office of Clinical Education.

THE RULES AND PROCEDURAL GUIDELINES OUTLINED IN THIS HANDBOOK WILL GUIDE STUDENTS DURING THEIR CLERKSHIP. THE COLLEGE IS NOT RESPONSIBLE FOR ANY MISREPRESENTATION OF ITS REQUIREMENTS OR PROVISIONS RESULTING FROM:

- a) editorial or print errors in the preparation of this handbook, or
- b) Official changes in College policy approved after the printing of these guidelines.

Getting the Most out of Clinical Clerkship rotations

Clinical clerkships offer opportunities to explore the different medical specialties as well as different residency programs. However, there is no way that you can be exposed to all the possibilities, so it is important that you use your clerkship time wisely to find out all you can about specialty areas of interest. Elective time is precious. Use it wisely!

Essentials of Specialty Selection

1. Keep an open mind as you rotate through the required courses.
2. Be open to the many new possibilities and experiences offered to you.
3. Seek new, interesting career opportunities.
4. Remember what excites you about a medical career.
5. Take every opportunity to interact with residents and physicians. They can provide you with valuable “insider information.”

--Adapted from Iserson's Getting into a Residency: a guide for medical students, 7th edition, 2006, p.9.

Making a Good Impression During Rotations:

- Use *each rotation* to find out as much as you can about that specialty area
- Call ahead. Find out what is expected of you for this rotation.
- You may want to send a letter of introduction and/or your CV before starting the rotation as a way of introducing yourself.
- Show up *early*, stay late, finish the paperwork
- Show enthusiasm for learning all you can about this rotation
- Be prepared, read up on patients and procedures
- Be an active, responsible and reliable team member
- Be professional, courteous, respectful of attendings, staff, patients, other student doctors, residents, etc.
- Complete paperwork on time
- Get letters of recommendation as you complete rotations, while you are still fresh in the mind of the preceptor

Requesting a letter of recommendation:

- Prepare a letter of intent that is dated and has your signature. ERAS has a suggested format that you may use, or you can create your own.
- Include an addressed stamped envelope addressed to (for ERAS applicants):
- Enclose an ERAS coversheet which can be obtained from the Career Development Website or from Angela Bacon.

<http://www.healthsciences.okstate.edu/college/clinical/career/index.cfm>

Angela Bacon, M.S.
Academic Skills and Career Development Advisor
OSU Center for Health Sciences
1111 W. 17th Street
Tulsa, OK 74107

- If you are *not* applying through ERAS, give the address of the program/matching service that you are applying to.
- Select letter writers carefully; you want the strongest letters possible.

Interview physicians about their specialty area; find out about their workload, the types of patients they see, their lives. Questions you might want to ask:

- What do you like most about this specialty?
- What do you like least about this specialty?
- What are some of the specific challenges for a physician in this field?
- What abilities and talents do you think are important for someone considering this specialty?
- What advice would you give to a student considering this specialty?
- What other electives would be helpful to someone considering this specialty?

Choosing Clerkship Electives

Goals for Electives:

- to explore a new area (either a new medical field of study, a new medical center or a geographic area for possible relocation);
- to broaden their knowledge and skill base; to consolidate or strengthen knowledge in areas not likely to be covered intensively in your planned specialty residency or prepare for residency;
- to "audition" in a program or institution in which they are interested; *many specialty societies discourage more than 2 elective rotations in the specialty area, but many programs won't interview you unless you rotate with them.*
- for some surgical subspecialties, students will audition at another institution to acquire a recommendation letter from that program
- to enhance knowledge and clinical skills in the discipline in which an "audition" elective is scheduled to optimize performance and impression to be made; and/or
- to "try out" a specific discipline that they are considering as a possible career.

Elective Rotations

- May utilize rotations of your choice
- May do an elective with ANY board certified or board eligible D.O. or M.D.
- Rotations are to be one calendar month in length. Students have the option of splitting two electives into consecutive two-week blocks.

Things to Keep in a Folder for Away Rotations:

- Background check
- HIPAA certification
- ACLS and BLS cards
- Board scores
- Official transcripts
- Personal insurance and Malpractice insurance verification
- Immunization records, include yearly TB skin test
- Blood tests which would include Measles, mumps, rubella, varicella, Hep B SAg, Hep B Ab, and Hep C Ag
- Also keep clerkship evaluations and application for elective rotation forms.
- Passport sized photos

Applying for an “away” elective

- Contact the person specified by the information source
- Complete the Application for Elective Rotation to send with student portion of the application
- Prepare the student portion of the application. This may involve...
 - a) Getting a Memo of Understanding (MOU) from the Office of Clinical Education, providing immunization records and other records (see above)
 - b) Getting Signatures from preceptor and GME of hospital
 - c) Writing a check for application fee, if there is one
- Send completed packet to Host institution/preceptor for approval and signatures. Normally, the host will fax the Application for Elective Rotation back to OSU Clinical Education
- Student should *always* follow up to make sure that application has been received by OSU Office of Clinical Education 6 weeks prior to the beginning of the rotation
- Follow up: student must complete site evaluation within 7 days of completing the rotation. Make sure that preceptor completes student evaluation as well, and faxes it to the Office of Clinical Education within seven days of completing the rotation.

How to Find an “Away” Elective

- Other students—Career Development has site evaluations from past elective rotations
- Personal and professional contacts
- Alumni – a list of willing physicians is available at:
<http://www.healthsciences.okstate.edu/college/clinical/career/explore.cfm>
- Do-online Opportunities has information about osteopathic residency programs:
<http://opportunities.osteopathic.org/index.htm>
- Fellowship and Residency Electronic and Interactive Database (FREIDA) has information about allopathic residency programs: <http://www.ama-assn.org/ama/pub/category/2997.html>
- The Extramural Electives Compendium (EEC) is an electronic document published by the AAMC Section for Student Affairs and Programs. The EEC contains information for

medical students in a searchable database format about the scheduling of elective opportunities at AAMC-member US medical schools:

<http://www.aamc.org/students/medstudents/electives/start.htm>

GENERAL INFORMATION

REQUIRED COURSES

CE 9011	ACLS
CE 9115	Medicine I
CE 9125	Medicine II
CE 9175	OB/GYN
CE 9195	Surgery
CE 9155	Pediatrics
CE 9165	OMM
CE 9145	Rural Clinic
CE 9245	Community Clinic
CE 9185	Psychiatry
CE 9235	Primary Care Clinic
CE 9215	Community Hospital I
CE 9225	Community Hospital II
CE 9255	Emergency Medicine

REQUIRED ELECTIVES

CE 9815	Elective I - Primary Care
CE 9825	Elective II - Primary Care
CE 9855	Elective I
CE 9865	Elective II
CE 9875	Elective III
CE 9885	Elective IV
CE 9265	Elective V
CE 9275	Elective VI

If at any time there is a question or concern regarding the program that might require the attention of the College, students should contact the Office of Clinical Education.

Office of Clinical Education

<http://www.healthsciences.okstate.edu/college/clinical/index.cfm>

Clerkship website:

<http://www.healthsciences.okstate.edu/college/clinical/clerkship/index.cfm>

FAX (918) 561-8411

WATTS (800) 799-1972

Joan E. Stewart, D.O., M.P.H. (918) 561-8288
Associate Dean for Clinical Education, 4th floor
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Debra Evans, M.S. (918) 561-1181
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Noreen Phillips (918) 561-1232
Program Coordinator I, 1st floor
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Barbara Newman (918) 561-8208
Academic Assistant II, 4th floor
e-mail: barbara.newman@okstate.edu

Emily Lim (918) 561-8241
Standardized Patient Education Coordinator, 1st floor
e-mail: emily.lim@okstate.edu

DEPARTMENT CONTACTS

Center for Rural Health (918) 584-4310
<http://ruralhealth.okstate.edu>

Early Electives include:	Summer Rural Externship	Early Rural Externship
	Perspectives in Rural Health	Rural Medical Care
Required Rotations include:	Rural Clinic	Community Clinic
	Community Hospital I & II	Emergency Medicine

William Pettit, D.O. (918) 584-4379
Course Coordinator

Vicky Pace, M.Ed. (918) 584-4332
Director of Rural Medical Education (918) 260-8854
e-mail: vicky.pace@okstate.edu

Sherry Eastman (918) 584-4375
Program Coordinator-Tulsa
e-mail: sherry.eastman@okstate.edu
FAX (918) 582-8938

Alexandra “Xan” Bryant (918) 401-0074
Northeast Regional Coordinator-Tahlequah
e-mail: xan.bryant@okstate.edu

Angelica Burrell-Fleming (918) 401-0073
Southeast Regional Coordinator-Durant
e-mail: kelby.owens@okstate.edu

Angelica Burrell-Fleming (918) 401-0073
Southwest Regional Coordinator-Lawton
e-mail: angelica.burrell@okstate.edu

Kelly Duncan (918) 401-0274
Northwest Regional Coordinator-Enid
e-mail: kelly.davie@okstate.edu

Center for Rural Health: Oklahoma State Area Health Education Center: Tulsa
OKAHEC website: <http://www.healthsciences.okstate.edu/research/ahec/index.cfm>

Richard Perry, M.A., (918) 582-4378
Director

Morgan Farquharson (918) 584-4609
Program Coordinator
e-mail: morganf@okstate.edu

Center for Rural Health: State Office of Rural Health: Oklahoma City
SORH website: <http://www.healthsciences.okstate.edu/ruralhealth/orh.cfm>

Val Schott, M.A. (405) 840-6500
Director
e-mail: val.schott@okstate.edu

Billie Bowman (405) 840-6502
Administrative Assistant
e-mail: billie.bowman@okstate.edu

Primary Care Clinic

<http://www.healthsciences.okstate.edu/college/fammed/index.cfm>

Sarah Hall, D.O. (918) 561-1141
Course Coordinator

Lori Partin (918) 561-8581
Clerkship Coordinator
e-mail: lori.partin@okstate.edu
FAX (918) 561-8525

Internal Medicine

<http://www.healthsciences.okstate.edu/college/clinical/internal/index.cfm>

Damon Baker, D.O. (918) 382-3535
Course Coordinator

Kathy Lee (918) 382-3535
Program Coordinator I
e-mail: kathy.lee@okstate.edu
FAX (918) 382-3559

Psychiatry

http://www.healthsciences.okstate.edu/college/clinical/behavioral/syllabus_2011.cfm

Richard H. Bost, Ph.D. (918) 561-8269
Course Coordinator

Karen Mull (918) 561-8474
Program Specialist II
e-mail: karen.mull@okstate.edu
FAX (918) 561-8254

Pediatrics

<http://www.healthsciences.okstate.edu/college/clinical/pediatrics/syllabus.cfm>

Jeremy Jones, D.O. (918) 382-3190
Course Coordinator

Kelly Dipboye (918) 382-3190
Sr. Administrative Assistant
e-mail: kd.dipboye@chs.okstate.edu
FAX (918) 382-6789

OB/Gyn

http://www.healthsciences.okstate.edu/college/clinical/ob_gyn/index.cfm

Joseph R. Johnson, D.O.
Course Coordinator

(918) 586-4503

Alice Gottschalk
Administrative Assistant II
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FAX (918) 586-4531

(918) 586-4522

Surgery

<http://www.healthsciences.okstate.edu/college/clinical/surgery/index.cfm>

Susan B. Young, D.O.
Course Coordinator

(918) 747-5322

Jo Wells
Administrative Assistant
e-mail: jo.wells@okstate.edu
FAX (918) 893-5939

(918) 893-5920
or (918) 893-5925

OMM

<http://www.healthsciences.okstate.edu/college/clinical/omm/index.cfm>

Kelley Joy, D.O.
Course Coordinator

(918) 561-1160/8410

Karrie Raby
Clinical Nurse
e-mail: karrie.raby@okstate.edu
FAX (918) 561-8571

(918) 382-5069

ON-CAMPUS CONTACTS

Bursar's Office

Denise Ware

(918) 594-8320

Area Supervisor of Bursar Operations

e-mail: denise.ware10@okstate.edu

Information Technology

<http://www.osu-tulsa.okstate.edu/it/>

IT Help Desk

(918) 594-8200

e-mail: tulsa.helpdesk@okstate.edu

FAX (918) 594-8203

Student Affairs, Recruitment, Admissions, Financial Aid, Student Life

<http://www.healthsciences.okstate.edu/student/index.cfm>

Vivian M. Stevens, Ph.D.

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Associate Dean for Enrollment Management

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Dallis Graham

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Academic Assistant II

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Dana Livingston

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Director of Student Affairs

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FAX (918) 561-8243

Amanda Sumner

(918) 561-8459

Coordinator for Enrollment Management & Registrar

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FAX (918) 561-8243

Lindsey Kirkpatrick

(918) 561-8468

Recruitment Coordinator

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FAX (918) 561-8243

Pat Anderson (918) 561-1228
Coordinator of Graduate Enrollment & Financial Aide
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FAX (918) 561-8243

Sarah Quinten (918) 561-8324
Admissions Specialist
e-mail: sarah.quinten@okstate.edu
FAX (918) 561-8243

Connie Bullard (918) 561-8469
Administrative Assistant
e-mail: cbulla@okstate.edu
FAX (918) 561-8469

Office of Educational Development
<http://centernet.okstate.edu/oed/index.cfm>

Machelle Linsenmeyer, Ed.D. (918) 561-5712
Director of Office of Educational Development
e-mail: machelle.davidson@okstate.edu
FAX (918) 561-8480

Library Services
<http://www.healthsciences.okstate.edu/medlibrary/index.cfm>

Beth Anne Freeman, M.L.S., Director (918) 594-8132
Dohn H. Martin, M.S.L.S., A.H.P., Associate Director (918) 561-8451
Inter Library Loan (918) 561-8448
Reference Service (918) 561-1119
Circulation Desk (918) 561-8449
FAX (918) 561-8412

Provost and Dean
Kayse Shrum, D.O. (918) 561-8201
Provost, OSU Center for Health Sciences
Dean, College of Osteopathic Medicine
Chair and Professor of Pediatrics

Lana Rusch, Executive Assistant III (918) 561-8209
e-mail: lrusch@okstate.edu
FAX (918) 561-8413

Academic Affairs

<http://www.healthsciences.okstate.edu/admin/academics.cfm>

Johnathan Franklin, M.S.
Interim Assistant to the Vice-President for Academic Affairs
Office of Academic Affairs

(918) 561-1251

CAMPUS ADDRESSES

OKLAHOMA STATE UNIVERSITY- CENTER FOR HEALTH SCIENCES COLLEGE OF OSTEOPATHIC MEDICINE

1111 West 17th Street
Tulsa, OK 74107-1898
(800) 799-1972
(918) 582-1972

OSU HEALTH CARE CENTER

2345 Southwest Boulevard
Tulsa, OK 74107-2705
(918) 582-1980

OSU PHYSICIANS at P.O.B.

802 South Jackson
Tulsa, Ok 74127
(918)- 584-5364
Surgery
(918) 747-5322

OSU PHOENIX BUILDING

1716 South Phoenix Avenue
Tulsa, OK 74107
(918) 584-4310

CLERKSHIP CALENDAR

ACLS/BLS Recertification	Dates TBA (between finals and beginning rotations).
COMLEX Level I	Students need to take the exam in June BEFORE starting rotations.
Annual TB Skin Test/ Immunization Updates/	RESPONSIBILITY OF THE STUDENT PRIOR TO ROTATIONS AND MUST BE KEPT CURRENT DURING ROTATIONS.
Background Checks	STUDENT MUST REQUEST IN TIME TO HAVE RESULTS PRIOR TO BEGINNING ROTATIONS.
ROTATION#1	July 1 - July 31
ROTATION#2	August 1 - August 31
ROTATION#3	September 1 - September 30
ROTATION#4	October 1 - October 31
ROTATION#5	*November 1 - November 30
ROTATION#6	**December 1-December 31
ROTATION#7	January 1 - January 31
ROTATION#8	February 1 - February 28
ROTATION#9	March 1 - March 31
ROTATION #10	April 1 -April 30
ROTATION#11	May 1 - May 31
ROTATION#12	June 1 - June 30
ROTATION #13	***July 1 - July 31
ROTATION#14	August 1 - August 31
ROTATION#15	September 1 - September 30

ROTATION#16	October 1 - October 31
ROTATION#17	*November 1 - November 30
ROTATION#18	**December 1 - December 31
ROTATION#19	January 1 - January 31
ROTATION#20	February 1 - February 28
ROTATION#21	March 1 - March 31
ROTATION#22	April 1 - April 30
GRADUATION	May - (Exact date TBA by the Dean's Office)

- * INCLUDES 1 DAY THANKSGIVING HOLIDAY (scheduled at discretion of preceptor)
- ** INCULDES 2 DAY CHRISTMAS HOLIDAY (scheduled at discretion of preceptor)
- *** COMLEX LEVEL 2 BOARD REVIEW (dates TBA) **Mandatory Attendance**
- *** MOCK PE (dates TBA) **Mandatory Attendance**

NATIONAL BOARD EXAMINATION & BOARD REVIEW

COMLEX Level 2 Board Review is scheduled during the 13th rotation. Students will typically spend time at their scheduled rotation site, return to OSU-COM for board review, and then return to their site to complete their rotation. Students will be notified of the dates and details for the board review as soon as they become available.

Students register on the NBOME website to take the COMLEX Level 2 CE exam. The computerized exam is offered at various times throughout the year and the schedule of dates when the exam is offered is on the NBOME website. The exam is offered at Thomson Prometric test sites. Students should schedule to take the exam at the earliest date possible after the board review. Students are required to have taken and passed the COMLEX Level 2 CE exam as a requirement for graduation. Students are also required to have taken and passed the COMLEX Level 2 PE exam as a requirement for graduation. Students register to take the Level 2 PE exam on the NBOME website and this exam should be scheduled as early in the student's fourth year as possible. Students are required to return to campus late in the 3rd year or early in the 4th year to participate in a Mock PE standardized patient encounter. Students will be notified when the available dates are set and they will be required to sign-up for one of these sessions. **Students who are on electives in July (the first month of their fourth year) should schedule those electives in the Tulsa area because they will be required to attend on-campus activities during that month.**

HOLIDAYS AND VACATIONS

Students receive time off during Thanksgiving and Christmas. Students receive one day off (during Rotations #5 and #17) for the Thanksgiving holiday and two consecutive days off (during Rotations #6 and #18) for the Christmas holiday. Students are to request approval for specific days off for Thanksgiving and Christmas holidays from their preceptor and/or Course Coordinator.

Students have one mandatory 1-month rotation to be scheduled as vacation time. Also, students may choose to take an additional vacation by using a non-primary care elective, if needed. Vacation time may be requested for any rotation which is not scheduled for required courses. Extracurricular rotations may be requested during these vacation rotation periods. Vacation requests and/or extracurricular rotation requests must be submitted to the Office of Clinical Education six weeks prior to the vacation or rotation.

TRAVEL TIME

One day of travel time is provided for students who are not continuing a clinical rotation at the same facility, are changing their place of primary residence, and are traveling more than 50 miles. Two days of travel will be provided for students who are not continuing a clinical rotation at the same facility, are traveling more than 350 miles, and are changing their place of primary residence. If there is no change of primary residence between rotations (i.e. Commuting from Tulsa to Stillwater), no travel time is provided.

Travel days should be taken from the beginning and end of the rotation requiring the travel, not from other rotations.

Out-of-the-country travel time will be considered on an individual basis. Please contact the office of Clinical Education 3 months prior to the rotation if you plan to do a rotation outside the United States.

Extra travel time exceptions:

- a) If the final day of a clinical clerkship rotation falls on an official College holiday, extra travel time is not provided.
- b) Extenuating circumstances: to be approved in advance through the responsible clinical department and the Office of Clinical Education. The student is responsible for notifying their preceptor of travel time, schedule and dates of arrival, and departure.

All rotations begin on the first day of each month. Should a holiday fall on the first day, students are encouraged to contact the responsible clinical department and/or preceptor at the site to verify date of arrival.

TUITION AND FEE PAYMENT

Students whose tuition and fees have not been paid by the posted dates (TBA Office of Student Affairs), will not be officially enrolled in any clerkship rotation. Unpaid accounts will have holds placed on future enrollments and transcripts.

The supervising physician will be notified of the student's status. The non-compliant student will not receive credit for this period of time. This time must be made up and could delay graduation.

Please contact the OSU-Tulsa Bursar's Office for current tuition and fee schedule at (918) 594-8320.

STUDENT HEALTH & HOSPITAL INSURANCE

All students are required to provide their own health care, including immunization upkeep and records, while attending OSU-COM clinical rotations. All students must obtain and maintain health and hospitalization insurance, and be able to show proof of coverage. Immunization records may be obtained through JoAnn Lee at the OSU-COM Clinic.

Many sites require immunization records at the beginning of rotations. It may be advisable to keep several copies with you for such purposes.

LIABILITY INSURANCE

Liability insurance is provided by OSU-COM for each student participating in the OSU-COM Clerkship Program. All students shall be supervised by an on-site licensed physician. All rotations must be approved by the Office of Clinical Education and/or responsible clinical department prior to beginning the rotation, to be covered by liability insurance and receive course credit. Current insurance coverage will apply anywhere in the world provided that the claim is reported to the carrier and the suit is brought within the United States of America, its territories or possessions, Puerto Rico, or Canada. Requests for proof of liability coverage may be directed to the Office of Clinical Education.

HIGH RISK EXPOSURE POLICY AND PROCEDURES

Tulsa Area

- I. Provide immediate care to the exposure site.
- II. Notify your supervisor and OSU Safety 918-561-8391.
- III. Have source blood drawn immediately at the exposure site.
- IV. Have student blood drawn at OSU-HCC (2345 SW BLVD, Tulsa 74107), 918-582-1980 if the incident occurs between 8am and 5pm M/F. Afterhours exposures will be sent to OSUMC-ER, 918-599-5373.
- V. All follow-up testing will be at OSU-HCC.
- VI. If post exposure prophylaxis is required have the physician call Drug Warehouse, (6336 E. 4th Pl) 918-833-5180 and inform the clerk that this prescription is for an OSU Medical Student. Send the bill to OSU-CFS Student Health, 2345 SW Blvd., Tulsa, OK 74107, 918-561-8391

Outside Tulsa Area

- I. Provide immediate care to the exposure site.
- II. Notify your supervisor and OSU Safety 918-561-8391.
- III. Have source blood drawn immediately at the exposure site, have the results forwarded to the OSU-HCC.
- IV. Have student blood drawn immediately at the exposure site, have the results forwarded to the OSU HCC.
- V. All follow-up testing will be conducted at the exposure site unless you are assigned to the Tulsa area when the next test is required.
- VI. If post exposure prophylaxis is required have the physician call the nearest pharmacy and inform the clerk that this prescription is for an OSU Medical Student. Send bill to OSU CFS, 2345 SW Blvd, Tulsa, OK 74107, 918-561-8391.

STUDENT AFFAIRS

Requests for Official School Documents

<http://www.healthsciences.okstate.edu/student/registrar/records.cfm>

ALL requests for official documents (transcripts, class rank, board scores, letters of enrollment/certification and Dean's letters) must be made in writing. No documents will be released without the student's written consent. Requests may be made in person, by mail, or by FAX.

The following information is needed to place a request for official school records:

- a) Name (please print)
- b) List of documents requested
- c) Address (or FAX number) to which the documents are to be sent
- d) Phone number where student can be reached
- e) Signature (required for all requests)

Transcripts are provided by the OSU-CHS Registrar at no charge. Transcripts from previously attended undergraduate schools are the permanent property of the College, and will not be released under any circumstances. All Dean's letter requests must be accompanied by a request form, which is available in the Office of Student Affairs.

Name or Address Changes

A name change on official school records will be made after submission of one of the following:

- a) Copy of a court filed marriage license
- b) Copy of a court filed divorce decree
- c) Copy of a court order dictating a change of name

Students are to notify both the Office of Student Affairs and the Office of Clinical Education of a change of residential address within 48 hours of the change. Information (i.e., results of Intern match, grades, correspondence, etc.) will be mailed to the student's permanent mailing address during their rotations.

MEDICAL LIBRARY SERVICES

The medical library at the OSU Center for Health Sciences has one of the largest collections of biomedical books, journals, and audiovisuals in Oklahoma. The Library provides access to over 12,000 electronic journals. The Library has over 58,000 volumes in its collection. The Library also provides access to numerous online medical databases, including OVID Medline, DynaMed, MD Consult, and StatRef, online books and Evidence Based Medicine Reviews.

A complete list of resources is available on the Library's website at

<http://www.healthsciences.okstate.edu/medlibrary>

Regular Hours

Monday – Thursday	7:00 a.m. – Midnight
Friday	7:00 a.m. – 9:00 p.m.
Saturday	9:00 a.m. – 9:00 p.m.
Sunday	9:00 a.m. – Midnight

Reference Assistance Hours

Monday – Friday	8 a.m. - 5:00 p.m.
Wednesday evening	6 p.m. - 8:00 p.m.
Saturday	9 a.m. - 5:00 p.m.

Holidays and Special Hours

Please check the Hours and Holidays schedule on the Library's website.

Library Contact Numbers

Circulation	918-561-8449
Reference	918-561-1119
Inter-Library Loan	918-561-8448
Fax	918-561-8412

Responsibilities of the Student

1. It is the student's responsibility to become knowledgeable with regard to the clerkship guidelines contained within this document.
2. The student is to maintain excellent social, civil, and professionally appropriate conduct while on clinical assignment during each clerkship rotation. Any behavior which reflects negatively on the College, the assigned site, or the supervisory clinical educators will be referred to appropriate College committee(s) for review.
3. A student should be cognizant that he or she should not:
 - a) Alter or falsify a patient's chart or record.
 - b) Present himself or herself as a graduate or licensed physician nor allow him or herself to be presented as a graduate or licensed physician (refer to OSU-COM Academic Standards handbook). A student suspected of such conduct will be referred to appropriate College committee(s) and possible disciplinary action if appropriate.
4. A student is not to publish any material relative to his or her clinical learning experience (i.e., patient history/physical, diagnosis, consultation, procedure, therapy, etc.), that has not been reviewed and approved, in writing, by the clerkship site Medical Director, Director of Medical Education or supervising Physician, and the OSU-COM Office of Clinical Education. This restriction is mandatory to assure the patient's and the facility's right to privacy. Any article written by a student which has been based on information acquired through his or her clinical learning experience must clearly reflect that the clerkship site, hospital, professional staff, and the College does not endorse the article, even where a review has been made prior to publication. This is to be accomplished by requiring a disclaimer paragraph to appear with each such article written: "The opinion and conclusions presented herein are those of the author and do not necessarily represent the views of the clinical site, Hospital (name), professional staff, or OSU-COM."
5. The Student is, at all times, responsible to the physician supervisor or his or her designee at each site and is required to comply with the rules and regulations of the clinical site. It is the student's responsibility to become knowledgeable in regard to each site's rules, code of conduct, or professional mode of implementing medical care. If there is a question, the student should request the physician supervisor to provide him or her with information pertinent to the area of concern. Students should discuss with their supervising physician whether they should withhold questions on differential diagnosis and other treatment decisions until they are no longer in the presence of a patient. It is the student's responsibility to refrain from performing procedures which are beyond his or her skill level or comfort level. If possible, the student should discuss his/her level of participation with their supervisor beforehand. The student is responsible for obtaining specific charting instructions from the supervising physician. The student should sign all entries he/she enters on a medical record and indicate educational status (i.e., John Doe, MSIII). If the student has problems or concerns with the sites rules, regulations, or

the student's responsibilities as a medical clerk, the student should immediately consult the Office of Clinical Education or the responsible clinical department coordinator.

6. Students are responsible for their own housing and meals. Some sites provide housing and meals as a courtesy to students. Students are advised to contact the OSU-COM responsible clinical department or designated Clinical Faculty/DME at the site at least one month prior to starting the rotation to inquire about housing availability. OSU-CHS Coordinators located in each quadrant of the state can be contacted for assistance. The Area Health Education Center (AHEC) program can also assist in some instances, in locating housing at sites throughout Oklahoma. In the event housing is not available at your rotation site, it is the student's responsibility to contact the OSU-CHS Regional Coordinator or the AHEC program office as soon as possible for housing assistance.
7. The student's actual working days and hours shall fall within the clerkship calendar. The specific scheduling of days and hours shall be made with the clinical facility, by the supervising physician, and shall generally conform to the following:
 - a) A typical working day (or night) is considered to be 12 hours in length; however, there may be instances when the working period exceeds 12 hours.
 - b) Each clerkship rotation is 1 month in length. The schedules shall be arranged to provide at least two (2) days off out of every fourteen (14), as in every other weekend.
8. One hundred percent (100%) attendance is **REQUIRED** on all clinical rotations. The student is not to leave this assigned facility during assigned hours for any reason, unless his or her absence is acknowledged and approved by the supervising physician. The student is to inform the supervising physician, in a timely manner, of any tardiness or absences. **ALL ABSENCES ARE REQUIRED TO BE MADE UP BY THE STUDENT.** Students are to make arrangements with the supervising physician to make up any missed time. The Office of Clinical Education and the clinical department should be contacted if a student or the supervising physician has any questions regarding scheduled or unscheduled time off. Students are to contact the Office of Clinical Education and the clinical department for directions if their preceptor is unable to supervise them for a portion of their rotation. This typically occurs when a preceptor becomes ill or takes a vacation.
9. A student will request a Leave of Absence for any absences anticipated to exceed 30 days. A Leave of Absence is defined as: an extended period of time (greater than 30 days) away from Clinical rotation activities that may become necessary due to prolonged illness or personal matters of significant gravity. Requests of this nature are to be made in writing and submitted to the Office of Clinical Education. Leaves of Absence are granted by the Provost/Dean.
10. Assignments (patient care, physical and history, etc.) are to be completed and documented before the student leaves the rotation site.

11. The student is to dress appropriately. Unless specified differently by the supervising physician, the student will wear a cleaned and pressed white clinical jacket during all clerkship rotations. Men are expected to wear a shirt, tie, and dress trousers. Women may wear either slacks or a dress. (Please refer to the OSU-COM Student Handbook). An OSU-COM College approved identification tag must be worn at all times. Name tags may be obtained at the campus bookstore. Please allow approximately one week for the name tag to arrive once it has been ordered.
12. The student is to attend required hospital conferences related to his or her rotation; if attendance does not conflict with required clinical duties (it is recommended that the student discuss schedule conflicts with the supervising physician). Attendance at conferences or programs off the facility campus during duty-hours requires approval of the supervising physician. It is the student's responsibility to secure approval. Such absences are limited to one-half working day (four hours) per week.
13. The student is responsible for scheduling electives and military rotations and securing written approval from the supervising physician. The student is to submit all Applications for Elective Rotation form's to the Office of Clinical Education six weeks prior to the date each rotation is to commence for approval or it may not be approved. Students can request a two week extension prior to the six week deadline by providing proof that you have been in contact with the rotation site. It is imperative that the student adheres to this request, because he or she will:
 - a) be assured that he or she is participating in an approved rotation for course credit, and
 - b) be assured of approved liability insurance coverage.

Each clerkship rotation time frame is considered a separate college course and is assigned a course number by the College. All requested dates are expected to conform with scheduled dates of the clerkship calendar.

Failure to meet these requirements within the allotted time frame will result in non-approval of the clerkship rotation or being assigned a primary care rotation by the college. The student will be expected to make-up non-approved rotations and will be scheduled for make-up during vacation time and/or following the regularly scheduled clerkship program which **MAY INTERFERE WITH THE STUDENT'S OFFICIAL GRADUATION DATE** (all course requirements must be completed prior to graduation).

14. The student is to complete site evaluations for each clerkship course rotation. Site evaluations are due within seven days of the completion of each clerkship course rotation, and are considered a course requirement for grade submission to the Registrar. Site evaluations for rotations are completed in the online rotation/evaluation tracking system.

15. The student is to report to his or her official course rotation on the specified date. Students are to contact the rotation site at least one week prior to the starting date of the rotation for pre-arrival instructions.
16. Completion of all course requirements and obtaining a passing grade are mandatory for graduation. Failure of the student to report to the assigned rotation site, unless approved by the supervising physician, the clinical department, and the Office of Clinical Education, will result in the student's referral to the appropriate College committee(s) with a recommendation of additional clinical training or other action deemed appropriate by the committee(s). **Also, I understand it is my responsibility to read and follow requirements defined in course syllabi. Students should read the syllabus for their upcoming rotations one month in advance because some rotation sites have requirements (background checks, paperwork etc...) that take considerable time to complete. Failure to complete these requirements prior to the first day of the rotation can result in the student receiving a "Needs Improvement" non-cognitive grade and/or the student being required to take a vacation during that month.**
17. A student may request a change in an officially approved clerkship rotation. When requesting a change, adhere to the following procedures:
- a) Students may request a change of rotation sites and dates. Students may also request to exchange identical course rotations by swapping with other students. Change of Rotation form must be provided to the responsible clinical department coordinator. When changing an elective, a new Application for Elective Rotation form must be provided to the Office of Clinical Education.
 - b) If the request gains approval, the responsible clinical department notifies the previous/new sites for required rotations, while the student is expected to notify the previous/new sites for elective rotations.
 - c) A change of rotation may not take place unless the Office of Clinical Education or the responsible clinical department coordinator has received the above documents six weeks prior to the start date of the rotation. Delayed approval or non-approval of a rotation change request, as a result of not adhering to the application deadline, may require extension of the student's regularly scheduled clerkship program to address attendance requirements. Forms for clerkship rotation change may be obtained from the Clerkship Guide website at, <http://www.healthsciences.okstate.edu/college/clinical/clerkship/forms.cfm> or the Office of Clinical Education.
 - d) Students receiving non-approval of change or exchange of rotation applications may petition the Office of Clinical Education for a review of their applications. The Office of Clinical Education's decision, in regard to a matter of this nature, is to stand as final.
18. Participation in Graduation Commencement is REQUIRED for all graduating students. Information regarding graduation may be obtained from the Student Services Office.

19. Many medical facilities require criminal background checks for all physicians, nurses, staff, interns, residents and medical students. The Office of Student Affairs and the Office of Clinical Education, with the assistance of the OSU legal counsel, have developed a set of guidelines to address this requirement.

- a) Students are responsible for contacting their clinical sites and determining which background check, if any, is required for their clinical activities.
- b) Students are responsible for obtaining their own background checks and providing the background checks to the clinical facilities when necessary.
- c) The cost of background checks will be the responsibility of the student. If financial aid adjustments are necessary, they will be approved.

GENERAL INFORMATION

Military Rotations

Students participating in Military rotations are required to notify the Office of Clinical Education of their scheduled rotation by completing an Application for Rotation and provide to the College the following:

- a) A phone number at the site where the student can be contacted in case of an emergency or College business;
- b) A proper mailing address;
- c) The name and signature of the supervising physician to whom the student is assigned at the rotation site.

Rotation Information

Official records of each student's rotation status will be maintained by the Office of Clinical Education. Students are solely responsible for maintaining their paperwork. **Each student is advised to maintain a copy of his or her physician evaluations for elective rotations if a paper form is completed.** Additionally, if a student has mailed required course materials, each student is encouraged to contact the appropriate College department, to verify that the required materials have been received. If the course materials have not been received by the office, it is suggested that copies of the materials be faxed to the Office of Clinical Education or the appropriate department to provide assurance that the required materials will be received prior to the deadline.

An individual Clinical Clerkship Rotation assigned slot/position vacated because of student reassignment, illness, leave of absence, student withdrawal from college, etc., will not be routinely available for reassignment. The Office of Clinical Education determines slot/position utilization.

STUDENT EVALUATIONS AND GRADES

Students are responsible for scheduling time to receive feedback from their preceptors. Students are also responsible for all aspects of evaluation related to elective rotations (i.e., providing form, meeting, follow-up, meeting deadlines). Students are also required to

complete site evaluations for every rotation (elective and required) within 7 days of completing the rotation.

All evaluations are due within seven days of the completion of each rotation (postmarked by the 5th). **Students should schedule a meeting with their supervising physician during the last week, before the end of the rotation, to review their evaluation and get a copy for themselves to assure compliance with OSU-COM deadlines.** Grades will then be determined following the completion of each rotation through the responsible clinical department.

THE COMPOSITION OF GRADES WILL BE DETERMINED BY EACH CLINICAL DEPARTMENT AND WILL BE OUTLINED IN THE SYLLABUS COMPOSED AND PROVIDED BY EACH OF THE CLINICAL DEPARTMENTS.

Letter grades will be issued in the required rotations (Emergency Medicine, Rural Clinic, Community Clinic, Internal Medicine I & II, OB/GYN, Pediatrics, Psychiatry, Surgery, Community Hospital I and II, Primary Care Clinic, OMM). Ratings of “ST” – Satisfactory and “U” – Unsatisfactory will be issued in elective rotations. Additionally, non-cognitive grades will be submitted for all courses. **Students who do not comply with OSU-COM Evaluation policy will be automatically dropped a letter grade for required courses and will be required to repeat the rotation for elective courses. Students may be given an “N” non-cognitive grade for not complying with OSU-COM Evaluation policies.**

Inquiries regarding course grades may be directed to the Coordinator of Student Records, in the Office of Student Affairs.

CLERKSHIP COURSE DESCRIPTION

Core Teaching Hospital

The student assigned to Core Teaching Hospital will be assigned to the Chair of OSU-COM Departments of Internal Medicine, Surgery, and OB/GYN, who will coordinate medical staff supervisors in Core Teaching Hospital rotations. While on Core Clerkship, students will encounter two months of Internal Medicine training in the hospital setting. Students will have the opportunity to participate in general Internal Medicine and many students will also have the opportunity for inpatient subspecialty training. Students will learn the process of inpatient medicine from admission to discharge of the patient. Students are expected to learn by participation in clinical rounds as well didactic presentations, 100% participation in all didactic programs is required. Rural Health Option students may elect to complete the Core Teaching Hospitals (sites/numbers are limited) and should contact the Center for Rural Health for this option.

Each Core Teaching Hospital assignment is four months in length, and is composed of four 1-month rotations. The rotations assigned to Core Teaching Hospital are:

Medicine I	CE 9115	(1 month)
Medicine II	CE 9125	(1 month)
Surgery	CE 9195	(1 month)

Center for Rural Health:

Two Primary Care courses are designed to give students an opportunity to experience the role of the Family Practice physician in an office practice in the community. The Center for Rural Health Clerkship rotation assignments are composed of two 1-month rotations during the 3rd year of medical training. The course rotations are:

Rural Clinic	CE 9145	(1-month)
Community Clinic	CE 9245	(1-month)

Rural Clinic:

The Rural Clinic rotation provides ambulatory care training, as well as community health and social experiences in rural communities. Students are assigned to supervising physicians for both courses through the Center for Rural Health. This rotation is at sites away from major urban areas. Housing for Rural Clinic is arranged by OSU Regional Coordinators.

For more information visit:

http://healthsciences.okstate.edu/college/clinical/crh/rural_clinic/syllabi.cfm

Training site information can be found at:

http://healthsciences.okstate.edu/college/clinical/crh/rural_clinic/preceptors.cfm

Community Clinic:

The Community Clinic rotation provides students with clinical experiences in a small community close to Tulsa, Oklahoma City, or Lawton (Durant, Enid, or Tahlequah with special permission only). Each Friday will be spent in didactic sessions at the Center for Rural Health. This may be through the use of videoconferencing. This structured didactic curriculum is designed to develop skills necessary for a medical practice, e.g., computer applications, interviewing techniques, telemedicine, etc.

For more information, visit the Center for Rural Health at:

http://healthsciences.okstate.edu/college/clinical/crh/community_clinic/syllabi.cfm

Training site information can be found at:

http://healthsciences.okstate.edu/college/clinical/crh/community_clinic/preceptors.cfm

Emergency Medicine:

The Emergency Medicine rotation is designed to give 4th year students experience in the management of trauma and medical emergencies. Each Emergency Medicine Rotation assignment is one month in length. The course rotation is:

Emergency Medicine	CE 9255	(1 month)
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For more information about rotations and affiliated clinical sites visit the Center for Rural Health's Medical Education website at:

http://www.healthsciences.okstate.edu/college/clinical/crh/emergency_medicine/syllabus.cfm

Training site information can be found at:

http://www.healthsciences.okstate.edu/college/clinical/crh/emergency_medicine/preceptor.cfm

Community Hospital:

Each Community Hospital assignment is two months in length, and is composed of two 1-month rotations. The course rotations are:

Community Hospital I	CE 9215	(1 month)
Community Hospital II	CE 9225	(1 month)

Each Community Hospital rotation generally occurs at a small community hospital. The course is designed to allow the student an opportunity to manage patient care in a hospital setting, and to perform basic diagnostic procedures which are routinely performed in community hospitals.

For more information about rotations and affiliated clinical sites visit the Center for Rural Health's Medical Education website at:

http://healthsciences.okstate.edu/college/clinical/crh/community_hospital/syllabi.cfm

Training site information can be found at:

http://healthsciences.okstate.edu/college/clinical/crh/community_hospital/preceptor.cfm

Rural Health Option:

Students must apply to be accepted into the Rural Health Option prior to their 3rd year.

(Required pre-rotation courses)

Summer Rural Externship or	CE 8112.001	Summer Only	1 st /2 nd
Early Rural Experience	CE 8112.002	Spring or Fall	2 nd
Perspectives in Rural Health	CE 8111.003	Spring Only	1 st /2 nd
Rural Medical Care	CE 8111.004	Fall Only	2 nd
3 Electives (at least one Primary Care Elective) in pre-approved locations.			

For more information visit the Center for Rural Health website:

<http://www.healthsciences.okstate.edu/college/clinical/crh/index.cfm>

Electives:

<http://www.healthsciences.okstate.edu/college/clinical/clerkship/electives.cfm>

Electives - Primary Care:

Elective I - Primary Care	CE 9815	(1 month)
Elective II - Primary Care	CE 9825	(1 month)

The following guidelines are to be followed when applying for a Clerkship Primary Care Elective rotation (must be with Board Eligible or Board Certified physician, D.O. or M.D.):

Primary Care electives include:

- General Internal Medicine
- Family Practice/OMM
- General Pediatrics
- Obstetrics/Gynecology
- Emergency Medicine
- Psychiatry

Each student may request to utilize his or her Primary Care Elective rotations in a medical situation of their choosing, providing the rotation request fulfills guideline criteria. Rotations may not be fragmented to less than one month.

Electives:

Elective I	CE 9855	(1 month)
Elective II	CE 9865	(1 month)
Elective III	CE 9875	(1 month)
Elective IV	CE 9885	(1 month)
Elective V	CE 9265	(1 month)
Elective VI	CE 9275	(1 month)

Each student may request to utilize his or her elective rotations in either an osteopathic or allopathic medical situation of their choosing, under the supervision of an approved licensed practicing physician. One elective may be research based under the direction of a Ph.D. and/or one elective may be taken as a second vacation, if needed. Students are encouraged to schedule elective rotations in a variety of clinical practice areas for broad based clinical exposure. The Office of Clinical Education does not recommend scheduling elective rotations in only one clinical specialty area. Rotations may not be fragmented to less than one month, except for the option of two split electives.

Students may wish to review how other students have evaluated sites and physician preceptors prior to scheduling an elective rotation. These site evaluations may be obtained in the Office of Clinical Education.