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PLEASE REFER TO THE STUDENT CATALOG FOR ALL STUDENT RELATED POLICIES AND PROCEDURES. THIS MANUAL IS ONLY FOR CLINICAL ROTATION SPECIFIC INFORMATION.

THE CLINICAL PROGRAM/INTRODUCTION

Osteopathic medical students in years three and four are assigned to regional sites established by PNWU. The clinical experiences occur primarily within hospital sites for inpatient, in ambulatory family practice sites, in geriatric acute care facilities, and in rural and critical access hospitals for the medically underserved care experience. Didactic and online curriculum for the educational program is provided by PNWU and/or by the regional site. In addition, clinical rotations are assigned and program assessment is managed through the main PNWU campus in conjunction with the regional dean and regional site administrator at each site. PNWU will remain the main point of contact for each site regarding educational programs for students.

The assistant dean of clinical education is responsible for supervising and directing the clinical education of PNWU students. To fulfill this role, the assistant dean of clinical education may delegate appropriate authority to members of the Clinical Education Team and/or the regional dean.

The student may be required to attend conferences and presentations, write papers, present cases, and participate in other appropriate activities. The assistant dean of clinical education or designee has the authority and responsibility to enforce the academic policy of the College at each clinical site.

An assessment of the student’s strengths and weaknesses during clinical training will be reflected in the Medical Student Performance Evaluation (MSPE). Both cognitive and non-cognitive skills will be addressed. This assessment is based on discussions during site visits, student interviews, evaluation forms, and rotation objectives. Those students who are experiencing clinical academic difficulties or difficulties deciding their career path, will be required to meet with the regional dean and then, if necessary, the assistant dean of clinical education.

This manual contains most of the information needed regarding process and procedures during years three and four. The PNWU regional site administrator and clinical clerkship coordinators are available to assist with questions not answered by this manual or by the Student Catalog. If they are unable to provide the answer, they will either refer you to the regional dean or contact the regional dean and/or PNWU administration on your behalf. A list of regional contacts is available on the PNWU website:

http://www.pnwu.edu/college-of-osteopathic-medicine-com/clinical-rotations/
The PNWU campus support list is also available on Moodle

http://moodle.pnwu.edu/course/view.php?id=1263&topic=1

GENERAL INFORMATION

PNWU General Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td><a href="mailto:vgore@pnwu.edu">vgore@pnwu.edu</a></td>
<td>509-249-7720</td>
</tr>
<tr>
<td>Dean</td>
<td><a href="mailto:vkoch@pnwu.edu">vkoch@pnwu.edu</a></td>
<td>509-249-7803</td>
</tr>
<tr>
<td>Asst. Dean of Clinical Education</td>
<td><a href="mailto:jkerns@pnwu.edu">jkerns@pnwu.edu</a></td>
<td>509-249-7748</td>
</tr>
<tr>
<td>Medical Student Affairs</td>
<td><a href="mailto:ddekorte@pnwu.edu">ddekorte@pnwu.edu</a></td>
<td>509-249-7754</td>
</tr>
<tr>
<td>Human Resources</td>
<td><a href="mailto:jbushman@pnwu.edu">jbushman@pnwu.edu</a></td>
<td>509-249-7810</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td><a href="mailto:registrar@pnwu.edu">registrar@pnwu.edu</a></td>
<td>509-249-7888</td>
</tr>
<tr>
<td>Technology Services</td>
<td><a href="mailto:help@pnwu.edu">help@pnwu.edu</a></td>
<td>509-249-7777</td>
</tr>
</tbody>
</table>

Immunizations

Student immunization records are found on E*Value. Students and regional site administrators have access to these records. Students should also be aware that immunization records are required for third- and fourth-year rotations and should be prepared to present these records when requested. Please refer to the Student Catalog for detailed information on immunizations. Many sites now require an annual TB test, flu vaccination, drug screening, and other additional requirements. Note: The student is responsible for any additional cost and is required to comply.

All updated immunizations are to be sent to the enrollment services department for entering into E*Value and then processed accordingly.

Student Exposure/Risks

Immediate and appropriate action should be followed including notification to the appropriate regional dean. Refer to the Student Catalog for policy:

http://www.pnwu.edu/students/catalogs/student-catalogs/

Certifications

Students are required to maintain current ACLS/BLS and HIPAA certification during all rotations.

Attendance

1. Attendance is mandatory on all clinical rotations.
2. The Office of the Regional Dean must be notified prior to any anticipated absence and immediately for an absence due to illness.
3. Any absence requires permission from the preceptor and Office of the Regional Dean. Students must provide clear reasons pertaining to the absence. Students are required to make up missed work with their preceptor.

4. Any absence greater than two (2) consecutive days requires a Time Away Request approved by the Regional dean and results in an incomplete week which will be required to be made up. A Time Away Request must be submitted prior to the absence.

5. Unexcused absences will result in failure of the clinical rotation.

**Attendance Policy for Professional Conferences**

Attendance at AOA-sponsored national meetings, osteopathic divisional society meetings, and AOA/osteopathic specialty meetings is permitted with prior approval.

If a student wishes to attend a conference they must submit a Time Away Request form 30 days prior to the conference. This form can be found on the PNWU website. Conference attendance **cannot** be longer than two days in length unless the student holds a national office and attendance at the conference is a requirement of the office. Conference attendance **shall not** interfere with rotation requirements.

All time missed from a rotation must be approved not only by PNWU through the use of the Time Away Request form, but also through the preceptor under whom the student is rotating at the time of the conference. Some preceptors are not supportive of students attending conference during rotations. Therefore, after the student receives approval from PNWU, the student must receive permission from the preceptor and reach an agreement regarding how the missed time will be made up. Students **should not** make travel/accommodation arrangements until after PNWU and the preceptor have approved.

If attendance at a professional meeting conflicts with an end of rotation examination (COMAT), the student shall be granted a make-up examination.

A conference request may be denied if the student has an academic standing of alert, warning or probation, or if the student has professional conduct violations.

Students wishing to attend a conference longer than two days must use time away. Therefore, they must plan their time accordingly. Students must coordinate far enough in advance to complete the Time Away Request form in order to obtain initial approval of their request as well as their conference attendance request.
Counseling Services
The purpose of the Student Assistance Program (SAP) is to provide the student, student’s spouse or domestic partner, and dependent members of the family with an opportunity to confidentially discuss problems and concerns that may have negative impacts. Within this confidential program, students will be given appropriate resources designed to help with specific problems.

Counselors are there to assess problems and help with resolution. Sometimes this can be done with one appointment. Under the SAP, students, spouses or domestic partners, or dependent family members may meet with the counselor at no charge to assess needs, develop a plan of action, and if needed, provide problem-solving referrals.

Use of the SAP is confidential. No one at PNWU will have knowledge of students or any family members using the program. Only information specifically authorized by the student or family member through a signed release of information may be shared with anyone.

Call the Northwest Employee Assistance Program, 509-575-4313 or 1-800-321-3498, to schedule an appointment without delay and without charge. (“No shows” for appointments will be charged a standard rate). To make the appointment, the student should identify himself or herself as a student of PNWU. The receptionist will take the name and a general description of the problem to be discussed. This helps them determine the appropriate counselor.

These services are available regardless of geographic location. Northwest Employee Assistance Program will connect with a counselor within the regional site.

Professionalism
Students must show professionalism in all actions during rotations and outside activities. Professionalism includes but is not limited to:

- Maintain professional appearance consistent with expectations of the rotation site
- Wear appropriate ID at all times
- White coats should display the PNWU DO logo
- Be punctual – responsive, prompt and available when called upon
- Communicate appropriately with patients and staff
- Motivated to learn – be self-initiated, flexible, and able to adapt
- Demonstrate a cooperative attitude and be receptive to feedback
- Engage in self-learning – set appropriate priorities and complete tasks
- Respect and observe organization’s policies and guidelines
- Observe patient confidentiality policies
- Communicate orally and in writing in a concise, clear, and organized manner
- Demonstrate consistent effort and professional growth during the rotation
• Maintain appropriate and ethical boundaries with patients and members of healthcare team
• Treat all staff and patients with respect and courtesy

Communication
While on rotations, student communication with PNWU faculty and staff becomes more technology-reliant (email and phone). To aid with communication, students comply with the following communication guidelines.

• Emails – check PNWU email in-box daily.
• Use PNWU student email exclusively for email communication with PNWU faculty, staff, and administrators. PNWU email is the official form of communication used by PNWU and staff, faculty, and administrators may not respond to other email addresses used (i.e., Hotmail, Gmail, etc.).
• Cell phone – store important numbers in personal cell phone for easy access.
• To minimize errors and misunderstanding, PNWU employees will communicate with the student directly rather than through a third party (roommate, spouse, parent, etc.) whenever possible.
• Staff cannot talk with a spouse or significant other, family members, or other students regarding student schedules or clinical education.
• Address, cell phone, and all pertinent information needs to be current, and updated immediately whenever a change occurs.
• Any incident of a HIPAA violation or failure to maintain patient confidentiality will result in referral to administration.

Dress
Students on clinical rotations are expected to follow the PNWU General Dress policy as detailed in the Student Catalog. Students should use good judgment and if there is a question as to the appropriateness of dress, the student should ask the preceptor.

Short white lab coats with PNWU logo and any required badge is expected to be worn unless specifically instructed otherwise by the hospital or preceptor. Alterations in this dress code are subject to the discretion of individual physicians/institutions/facility.

Holidays
Holidays are at the discretion of the preceptor, hospital, or clinic facility where the student is rotating. There are NO designated holidays approved by PNWU during clinical rotations.
Time Away from Rotation

Students will be allowed up to four (4) weeks of time away in the third year and time away in the fourth year is contingent upon meeting graduation requirements and may be more than 4 weeks. In consideration of student wellness, PNWU strongly encourages that time away be taken each year. Consecutive breaks of more than four (4) weeks are not recommended. Time away in the third year must be taken before or after a core rotation and can be 1 – 4 weeks in duration. Time away in the third year should be coordinated with the Regional Site Administrator as it cannot occur during a rotation or interfere with a core rotation.

Financial aid may be affected by breaks from rotations. Anytime a student is not attending or considered less than half-time enrolled for more than 30 days student loan repayment may be affected. Taking time away at the end of the fourth year may affect student loans repayment date. Please verify with the Financial Aid Office if the time away planned is in question.

Rotation Timeline

<table>
<thead>
<tr>
<th>Class of 2016 rotations begin</th>
<th>May 30, 2015</th>
<th>June 1, 2015</th>
<th>May 1, 2016</th>
<th>May 9, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 weeks of rotations completed in 48 weeks*</td>
<td>Summer term and fourth year electives begin.</td>
<td>40 weeks of rotations completed in 48 weeks*</td>
<td>Graduation</td>
<td></td>
</tr>
</tbody>
</table>

* If student has not taken more time off than designated above. See Student Catalog regarding student progress impact on financial aid eligibility.

Rotation Curriculum

<table>
<thead>
<tr>
<th>Core 4 Week Model</th>
<th>Weeks</th>
<th>Total</th>
<th>Core 6 Week Model</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Health</td>
<td>4</td>
<td>4</td>
<td>Behavioral Health</td>
<td>4</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>4</td>
<td>4</td>
<td>Emergency Medicine</td>
<td>4</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>8</td>
<td>8</td>
<td>Family Medicine</td>
<td>6</td>
</tr>
<tr>
<td>Internal Medicine inpatient</td>
<td>4</td>
<td></td>
<td>Internal Medicine</td>
<td>6</td>
</tr>
<tr>
<td>Internal Medicine outpatient</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Medicine Total</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatrics inpatient</td>
<td>4</td>
<td></td>
<td>Pediatrics</td>
<td>6</td>
</tr>
<tr>
<td>Pediatrics outpatient</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatrics Total</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPP</td>
<td>4</td>
<td>4</td>
<td>OPP</td>
<td>4</td>
</tr>
<tr>
<td>Surgery</td>
<td>8</td>
<td>8</td>
<td>Surgery</td>
<td>6</td>
</tr>
<tr>
<td>Women's Health</td>
<td>4</td>
<td>4</td>
<td>Women's Health</td>
<td>6</td>
</tr>
<tr>
<td>Primary Care Elective</td>
<td></td>
<td></td>
<td>(FM, IM, PED, OB/GYN)</td>
<td></td>
</tr>
</tbody>
</table>

Internal Medicine electives | 8 | 8 | Internal Medicine electives | 10
Surgery Electives | 8 | 8 | Surgery Electives | 10
Unrestricted electives | 20 | 20 | Unrestricted electives | 16

**Military Rotations**
PNWU will work individually with each student who has a military obligation to meet the requirements of PNWU and the military service branch.

**Financial Aid Disbursing**
Financial aid has a different timeline than the academic calendar. Before the beginning of each semester, the financial aid office needs to know all OMSIII and OMSIV students who will not be starting a rotation on the first day of the semester. For example, this spring semester begins January 6 but several students opted for vacation time and so will start their first rotation January 19. This means the disbursement date of their spring loans must be changed so a student will not get paid until they actually begin the semester by starting a rotation. If there is no Elective Request Form (ERF) showing they will begin on January 6 (or the date the semester starts), funds cannot be released on that date.

Another example is the short turn-around time for OMSIII students who will be transitioning to OMSIV students at the end of May. Their summer semester financial aid will be scheduled to disburse to them in early June, just a few days after spring semester has officially ended, if they are scheduled for a rotation.

**Concerns Regarding Student Progress and Performance**
If there is a concern about a student’s progress or performance the regional dean should be contacted by the concerned person. If the regional dean is not available, the assistant dean of clinical education at PNWU should be contacted. All reports will be thoroughly investigated and appropriate action taken. Examples of concerns may include, but are not limited to:

- Poor communication skills
- Deficient clinical skills
- Poor academic performance
• Unexcused absenteeism
• Medical or psychological illness
• Suspected substance abuse
• Suspected illegal behavior
• Suspected physical, sexual, or emotional abuse
• Issues with ancillary support staff
• Failure to complete rotation requirements

The assistant dean of clinical education with the Clinical Education Team and the Office of Student Affairs has the authority to initiate a student’s removal from clinical rotations or to authorize a student’s immediate medical leave.

If the assistant dean of clinical education or his/her designee determines that a student may constitute a threat to himself/herself or to fellow students, staff, or patients, the student may be suspended or placed on leave effective immediately. Once placed on leave or suspended, the student is no longer permitted to participate in any clinical activities.

Refer to Student Catalog for Academic Standing Policy regarding incomplete requirements.

**COMLEX Policy**
See Student Catalog for the COMLEX policy.

**CLINICAL ROTATIONS**

**Clinical Competencies**
In the clinical setting students assume the responsibility for obtaining knowledge from assignments and experiences rather than from lectures and laboratories. Although preceptors will direct learning, the preceptor’s first obligation is to patient care. Students must be self-motivated learners and develop the skills for life-long learning in order to become and remain a competent physician.

During the rotation students must learn the objectives outlined for that rotation located in each syllabus. Each syllabus is available on the PNWU website: [http://www.pnwu.edu/college-of-osteopathic-medicine-com/clinical-rotations/rotation-curriculum/](http://www.pnwu.edu/college-of-osteopathic-medicine-com/clinical-rotations/rotation-curriculum/). Students are responsible for assignments (including but not limited to: logs, readings, modules, presentations, COMAT, and preceptor directed learning). These assignments will prepare the student for the end of rotation examinations, COMAT, and the COMLEX II, CE and PE.

Students must conduct literature research as assigned by the preceptor. In addition, all “must see” cases for core rotations, as listed in each syllabus, must be completed in PxDx (E*Value).
PNWU-COM Educational Objectives and Outcomes
See the Student Catalog

Scheduling Clinical Rotations
The required core clinical rotations at each regional site will be scheduled by the regional site administrator in conjunction with the regional dean. If a student requests a rotation with a particular physician, there is no guarantee the request will be honored. All physicians who oversee rotations must be credentialed with PNWU-COM. Students cannot schedule rotations within the PNWU-COM regions on their own. This interferes with the arrangements that the region has with the preceptors. Please contact the regional site administrator to schedule rotations in any of the PNWU-COM states of service.

Adjunct Clinical Faculty (ACF)
All core rotations must be completed with adjunct clinical faculty (ACF) preceptors who are licensed physicians. Interprofessional learning experience may occur with other health professionals during the rotation (ARNP, NP, chief resident, naturopaths, etc.). The ACF preceptor is responsible for the end of rotation evaluation of the student. For more information about ACF requirements, contact the regional site administrator.

Required Core Rotations
All required core rotations must be completed at the student’s assigned PNWU regional site. The assigned regional site will remain the same for the duration of the third and fourth year. Any rotation that occurs within one hour or 50 miles one way from the address where didactics are held is acceptable. In the event that a core rotation will occur more than 50 miles or more than one hour driving distance from where didactics are held, a housing allowance will be provided. These housing arrangements must be coordinated through the regional site administrator who will obtain approval from the appropriate PNWU administrator. It is a conflict of interest to arrange for housing with a PNWU faculty, staff, preceptors, or other affiliated University personnel. Please refer to the catalog for the full policy.

Service learning projects may be required at specific rotations during the third year. These projects can and should be included as part of residency applications and the student portfolio.

Clerkship Rotations

Core Rotations (Six Week Rotation Schedule)
6 weeks Family Medicine
6 weeks Internal Medicine
6 weeks Pediatrics
6 weeks Surgery
4 weeks Osteopathic Principles & Practice (OPP/OMM)
6 weeks Women’s Health
4 weeks Behavioral Medicine
4 weeks Emergency Medicine (follows completion of all other core rotations)
6 weeks Primary Care Elective (FM/IM/OBGYN/PED)

NOTE: The Primary Care Elective (PCE) is assigned by the regional dean and a decision is made in conjunction with the student to provide additional primary care experience.

- The PCE can be any combination of FM 702, IM 702, PED 702 or OGBYN 701 (as long as each part is at least 2 weeks in length)
- Each PCE must be at least 2 weeks in duration and no more than 6 weeks total
- Total PCE rotations must not exceed a total of 6 weeks
- Students are expected to log a minimum of ONE objective a day while on the PCE
  - 2 weeks = 10 objectives
  - 4 weeks = 20 objectives
  - 6 weeks = 30 objectives
- There are no special pre-requisites for the PCE (can be done before a core rotation)

Core Rotations (Four Week Rotation Schedule)
8 weeks Family Medicine
8 weeks Internal Medicine
8 weeks Pediatrics
8 weeks Surgery
4 weeks Osteopathic Principles & Practice (OPP/OMM)
4 weeks Women’s Health
4 weeks Behavioral Medicine
4 weeks Emergency Medicine (typically follows completion of all other core rotations)

Core rotations require a student to complete the full number of weeks as listed above. Core rotations are scheduled on the rotation schedule and dates cannot be changed to accommodate another rotation.

Advancing to Fourth Year Status
Students should have completed 44 weeks of rotations by June 1, 2015. Students that are scheduled for fourth year rotations will not be promoted to the fourth year until student requirements for their third year rotations have been met. Any student that has delinquent student requirements over 60 days will not be promoted to fourth year. If there are student requirements more than 60 days old, the letter of good standing will be rescinded and the upcoming rotation...
Elective rotations can be done anywhere with PNWU Approval. Audition rotations or sub-internship rotations for residency programs are typically scheduled July through January. An Elective Request Form (ERF) is required for ALL elective rotations.

Required Elective Rotations for Six Week Rotation Schedule – recommended to be completed prior to residency interviews
10 weeks in Internal Medicine Subspecialties (electives beginning with IM)
10 weeks in Surgical Subspecialties (electives beginning with SURG)

Required Elective Rotations for Four Week Rotation Schedule – recommended to be completed prior to residency interviews
8 weeks in Internal Medicine Subspecialties (electives beginning with IM)
8 weeks in Surgical Subspecialties (electives beginning with SURG)

Required electives in Internal Medicine & Surgery - special request:
The student must submit an ERF to request that a non SURG or IM rotation substitute for their Surgery or Internal Medicine elective requirement. In the comments section on the ERF, an explanation must be given as to why the change should occur (example: OBGYN 702 when the rotation is mostly surgical).

PNWU administration will review and then determine if the request is approved, after logs have been submitted at the end of the rotation. Logs must be completed within 60 days of the end of the rotation or the ERF change request will be denied.

The student will be required to record PxDx objectives to reflect the actual cases and experience of the rotation. If the objectives do not reflect the number of SURG or IM related objectives logged, then the course will NOT be counted toward the graduation requirement requested on the ERF and revert to an elective for credit. Following are the minimum objectives by weeks:

- 2 weeks = minimum of 10 objectives
- 3 weeks = minimum of 15 objectives
- 4 weeks = minimum of 20 objectives
- 5 weeks = minimum of 25 objectives
- 6 weeks = minimum of 30 objectives
Unrestricted Elective Rotations
Each student is required to complete 16 weeks (six week rotation schedule) or 20 weeks (four week rotation schedule) of unrestricted elective rotations. These may be a combination of two-, three-, or four-week rotations (or longer). These electives must be approved by the assistant dean of clinical education or his/her designee. If there is no current syllabus, the student is required to submit goals and objectives on the Elective Request Form (ERF) for approval by the assistant dean of clinical education. Students should not take more than three unrestricted electives in the same subspecialty. A broad exposure regarding electives typically fares better in residency applications.

Note: Students should refer to the Graduation Requirements Checklist to track rotations appropriate to their region.

Fourth Year Clinical Rotations
Students are responsible for setting up their fourth-year rotations. If the rotation is in the PNWU-COM five-state region (AK, ID, MT, OR, WA), the student MUST contact the regional site administrator in that region. That regional site administrator will set up the rotation(s) as he/she has the schedule for all students within that region. The regional site administrator is the person who will advise students regarding rotation availability or if the student may make direct contact with a preceptor in that region.

Elective Rotation Scheduling within a PNWU Region:
1. Student contacts the regional site administrator at his/her original core site to indicate desire to do a rotation in another core site.
2. The student contacts the site administrator at the desired rotation site to see if the preceptor is available for that rotation.
3. If the preceptor is actively teaching for that region, the receiving site administrator will make contact and schedule the rotation.
4. If the preceptor is not active in the site, the student may be given permission by the receiving site administrator to arrange the rotation.
5. An ERF must be submitted for all elective rotations 60 days prior to rotation start date.

For fourth-year elective rotations outside the PNWU five-state region, the student should schedule the rotation on his/her own. Students may only conduct clinical rotations in approved states. A list of approved states is kept current on the Moodle: http://moodle.pnwu.edu/course/view.php?id=1263&topic=4. If a student chooses to do an elective at a hospital where AOA or ACGME accredited post-graduate programs exist, he/she must make the rotation arrangements. Military students arrange rotations required by the military. However, in some cases military rotation assistance is available and preferred (Boise and Puyallup). Any additional credentialing paperwork required by a hospital for a rotation outside a PNWU regional
site should be submitted to the PNWU OMS IV coordinator for processing. An Elective Request Form (ERF) is required for all elective rotations.

**Honors**

Honors will be designated for the class of 2016 to the top 15%, as of July 1 after the third year. Honors will be based on compiling core rotation evaluation scores and core rotation exams (COMAT) for those with logs complete within 7 days of the end of the rotation.

Honors will be designation for the class of 2015 to the top 15% of core rotation exams (COMAT), as of July 1 after the third year.

**Residency Audition Rotations**

Students are encouraged to begin researching sites of interest for audition rotations during their core rotations (typically in December).

PNWU utilizes the Visiting Student Application Service (VSAS). Students may be required to apply for elective rotations using VSAS by the host institution. This is applicable to fourth-year rotations only.

**Visiting Student Application Service (VSAS)**

VSAS is an application service that will give a student access to over 130 institutions that provide residency programs. Access to the site and information can be obtained by visiting the VSAS website. VSAS has answers to questions, tutorials, and access to program online documents. The link below will take you to student resources on VSAS.

[https://www.aamc.org/students/medstudents/vsas/vsas_resources/46300/students_resources.htm](https://www.aamc.org/students/medstudents/vsas/vsas_resources/46300/students_resources.htm)

VSAS FAQ’s: [https://www.aamc.org/students/medstudents/vsas/faqs/](https://www.aamc.org/students/medstudents/vsas/faqs/)

**Student Responsibilities Regarding VSAS**

- Complete the steps outlined in the VSAS guidelines
- If you accept a rotation offer you will need to submit an ERF for that rotation.

The Elective Request Form (ERF) is used to schedule an elective rotation or replace a scheduled rotation. Requests must be completed and submitted at least 60 days prior to the anticipated start date of the rotation. For a complete list of PNWU authorized states please see the Clerkship Moodle pages at:
If a student fails to submit an ERF in the required time, the rotation may be denied. In addition, students must submit an updated ERF for any rotation changes.

- The appropriate Clinical Clerkship Coordinator is available to assist the student with questions about VSAS and rotations in general

NOTE: Immunization information is available one E*Value. The student has access to his/her immunizations in E*Value under the Immunization/Certificates Tab. Please forward any immunization records to admission@pnwu.edu so they can be added to the student record.

### Fourth Year Timeline – A Student Perspective (created by a PNWU student)

<table>
<thead>
<tr>
<th>Fall, Third Year (Oct-Dec)</th>
<th>Residency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4th Year Rotations</strong></td>
<td>Resources:</td>
</tr>
</tbody>
</table>
| Log in to VSAS once you have received the login to start filling out and downloading requirements (bookmark on the internet too!)  
- Some apps are open year round. Earliest specified date for submitting apps Jan VSAS does not include a lot of the DO residencies, so if you do not find a residency you are interested on VSAS, go to that residency’s website and there should be information to schedule an rotation  
Start thinking about what kind of exposure you want your 4th year (how many auditions vs electives for general exposure)  
Audition/Sub-I does not have to be in the specialty you want, just needs to have exposure to the residency you want (Want to go to an FP residency, but do a Cardio rotation that involves the FP residents to fulfill grad requirement) | VSAS has some direct websites to what 4th year rotations are available  
AOA Opportunities  
[http://opportunities.osteopathic.org/index.htm](http://opportunities.osteopathic.org/index.htm)  
AACOM Career Advising ([http://www.aacom.org/InfoFor/students/careeradvice/Pages/default.aspx](http://www.aacom.org/InfoFor/students/careeradvice/Pages/default.aspx)) |
|  | ***Register for COMLEX Level 2 PE if you haven’t!***  
Spots fill up fast! ***  
- Take it sometime in the last 6mos of 3rd year. Don’t wait till 4thyr!!  
- Most students on the USMLE path do not take the USMLE Step 2 CS or CK  
Sign up for OSCEs soon. Must be completed and passed before you take PE |

<table>
<thead>
<tr>
<th>January-May</th>
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<tbody>
<tr>
<td><strong>4th year rotations</strong></td>
<td>Residency</td>
</tr>
<tr>
<td>Get on to VSAS and get your applications in.</td>
<td></td>
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</tbody>
</table>
- Remember some applications open as early as Jan, but some don’t open until March or April. If you need more info call up the Graduate Medical Education offices in the places you want to do a rotation or residency. Sometimes they take forever to get back to you, but be persistent! Otherwise you won’t get anywhere (but...try not to overdo it at the same time)

Try to schedule your rotations in a way that helps to simplify travel costs (do a few in one region, then go to another region as opposed to going back and forth)

**Make sure you are also fulfilling graduation requirements!**

Setting up housing for away rotations
- Network! Family, family friends, distant cousins, friends of friends
- Check the hospitals you will work at to see if they offer any housing or discounts on hotels
  - [www.airbnb.com](http://www.airbnb.com)
  - [www.rotatingroom.com](http://www.rotatingroom.com)

<table>
<thead>
<tr>
<th>June/July</th>
<th>Residency</th>
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<tbody>
<tr>
<td><strong>4th Year Rotations</strong></td>
<td>June – PNWU sends out the Token for My ERAS.</td>
</tr>
<tr>
<td>Keep working on getting auditions if you haven’t already.</td>
<td>- AOA Match Registration opens (<a href="http://www.natmatch.com/aoairp/aboutdates.html">http://www.natmatch.com/aoairp/aboutdates.html</a>)</td>
</tr>
<tr>
<td>- Know that this is a fluid process---many people drop auditions because they change their mind about specialty (a lot more common than you think)</td>
<td>July – My ERAS open for registration. Fill it out ASAP</td>
</tr>
<tr>
<td><strong>Make sure you are also fulfilling graduation requirements!</strong></td>
<td>- DO residency applications open in July</td>
</tr>
<tr>
<td>Setting up housing for away rotations</td>
<td>- MD residency applications open September 1</td>
</tr>
</tbody>
</table>
## Fall, Fourth Year (August-Dec)

<table>
<thead>
<tr>
<th>4th Year Rotations</th>
<th>Residency</th>
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<tbody>
<tr>
<td>Now is the time!!! Learn all you can. Work hard, pick up extra tasks, come early, stay late.</td>
<td>Interview season!!! Find out if it is possible to interview while you are at a residency you like. Many (not all) places do this.</td>
</tr>
<tr>
<td>Understand that not all auditions will be as hands on as your core rotations may have been.</td>
<td>July – NMS (AOA Programs) opens for registration</td>
</tr>
<tr>
<td>Show off yourself, but also pay attention to where you are. Could you see yourself living there and working with these people for the next 3-8 years?</td>
<td>September – NRMP (ACGME Programs) open for registration (<a href="http://www.nrmp.org/res_match/yearly.html">http://www.nrmp.org/res_match/yearly.html</a>)</td>
</tr>
<tr>
<td></td>
<td>MD residency applications open</td>
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<td>October 1st – MSPEs from the school are released to residencies</td>
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<tr>
<td></td>
<td>November – AOA Rank Order List (ROL) opens</td>
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<tr>
<td></td>
<td>December – Military Match!</td>
</tr>
<tr>
<td></td>
<td>- For those not doing Military match - start trying to figure out what you want to do with the match: Just DO, Just MD, Both?</td>
</tr>
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## Spring, Fourth Year (Jan–Graduation)

<table>
<thead>
<tr>
<th>4th Year Rotations</th>
<th>Residency</th>
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</thead>
<tbody>
<tr>
<td>This is the time to do the things you enjoy, and get exposure to specialties that you may not get a lot of exposure to in residency. Make sure you graduate with a well-rounded education. Have fun!</td>
<td>January – NRMP ROL opens. Finalize the AOA ROL.</td>
</tr>
<tr>
<td></td>
<td>- Urology match is in Jan/Feb</td>
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<tr>
<td></td>
<td>February - NRMP ROL closes. <strong>AOA MATCH!</strong></td>
</tr>
<tr>
<td></td>
<td>March – <strong>NRMP MATCH!</strong></td>
</tr>
<tr>
<td></td>
<td>- SOAP Scramble if you did not match.</td>
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<tr>
<td></td>
<td><strong>May---GRADUATION!!!</strong></td>
</tr>
</tbody>
</table>


**Remediation Policy**

Refer to Student Catalog for Remediation Policy for failed rotations.
Observed Structured Clinical Examination (OSCE)
All students are required to participate in and successfully complete CLIN 701 Clinical Skills III, the Observed Structured Clinical Examination (OSCE) by the end of the third year. Students are required to take the OSCE prior to the COMLEX II PE exam. The OSCE is offered at PNWU and dates will be provided to the student for scheduling.

Students will be notified how to sign up for OSCE sessions. Students are informed during their second year on campus that the OSCE is a requirement before sitting for the COMLEX Level 2 examination.

The sign-up web site notifies students in advance of their OSCE date. A reminder email is also sent out a week ahead of the scheduled OSCE with information regarding what needs to occur prior to arriving on campus for the schedule OSCE. Students must communicate with the regional site administrator for rotation scheduling purposes.

Didactics
Students will attend didactics sessions weekly and attendance monitoring will be the responsibility of the regional dean or regional site administrator. Participation will be reflected in the regional dean review of the student. Specific instructional goals will be made available to outline this activity.

International Rotation
Students may participate in an international rotation as an unrestricted fourth-year elective (no international rotations will be approved until core rotations are complete – with the exception of Emergency Medicine as this is a 4th year core rotation). The International Travel Form is submitted as part of the Elective Request Form. International rotation electives will be granted on an individual basis.

In order to meet the graduation requirements for international rotations, the physician must be trained in the American, European, or Australian system or vetted by the AAMC or BIOMEA. These rotations are considered unrestricted electives. It is difficult to confirm board certification internationally so international rotations will not be approved for required electives in internal medicine and surgery. Refer to syllabus for complete information about international rotations.

International rotations will be approved by the Director of Global Health.

International rotations will only count as an “International/Global Health Elective” (Course ELEC 703), and will not count toward any other rotations needed to meet graduation requirements. Refer to the link below, which will provide the ELEC 703 syllabus, to confirm the international rotation meets the guidelines given by PNWU. International Health Experience/Global Health (ELEC 703) Link: http://www.pnwu.edu/assets/PDFs/Rotation_Syllabi/ELEC-703approved.pdf
Available Rotations and Prerequisites
Refer to the Elective Rotation Course Summary List on Moodle for a complete list.

Minimum Attendance/Training Hours
A clinical rotation will have no set training hours as mandated by PNWU. One credit hour is awarded for the approximate 40-80 contact hours in a week. All rotations must be a minimum of two (2) credit hours (two consecutive weeks). It is expected that students are in a period of training that parallels the schedule of their preceptor. Rotations officially begin on a Monday and end on the last Sunday of the rotation.

General Guidelines:
1. A shift may vary in length.
2. A work week must not exceed a maximum of 80 hours.
3. Some rotations may be Monday through Friday while others may involve evenings, weekends, and call.
4. The maximum duration of a work day is 36 hours and should be followed by a minimum of 12 hours off duty.

Night call is encouraged. Students may be required to be available evenings and weekends at the discretion of their preceptor. Students should not be required to take call more than every third night and should be given an average of one day off in seven (7) during a rotation.

If a preceptor is out of the office for more than two days, and the student is not assigned to a substitute preceptor or given an assignment, the student is required to contact the regional dean. The regional dean will assign the student other clinical duties or assignments.

Report for Rotation
It is the responsibility of each student to be present on the commencement of each rotation. If an orientation is required at a clinical rotation site, the student shall participate and follow the protocols established by that rotation.

End of Service
The student is not allowed to leave the designated clinical rotation prior to the scheduled departure date without approval of the preceptor and the regional dean. Departures prior to the scheduled departure date without prior consent will be considered an unexcused absence.

NOTE: The student should be prepared to remain on their rotation through Sunday. IF a preceptor requires the student to be available on the weekend, the student must comply. The student does not dictate weekends off or the need to have the last weekend off to move to the next rotation.
Medical Records/Charting
The responsibility given to students for medical records varies among hospitals and clinics. Some sites allow students to write full progress notes and orders directly into the patient’s chart. When this is allowed, notes must be immediately co-signed by the supervising physician and that physician must follow with his/her physician note.

Student notes alone cannot serve as the physician’s notes. Billing must be directly related to the physician’s notes. Some hospitals and clinics have separate pages in charts set aside for “student progress notes” while others have an electronic process. Students may be required to learn to use various types of electronic medical records depending upon the site. Notes are usually written in the subjective, objective, assessment, and plan (SOAP) format. If dictation or computerized entry is allowed by the student at a particular hospital or clinic, the resulting notes must also be reviewed and approved by the supervising physician. The student is responsible for obtaining charting instructions from the supervising physician or rotation coordinator.

NOTE: The student should be aware of the HIPAA policy of the institution of their rotation and is responsible for knowing proper procedure and must sign and date all entries on the medical record by name and educational status (e.g. John Doe, OMSIII).

Supervision of Students
A student on clinical rotations must be supervised during patient care. Supervision involves a licensed physician to:

- Be physically located in the facility where patient treatment is rendered
- Grant authorization of services provided by the student
- Examine all patients seen by the student
- Witness procedures when performed by the student
- Assure that the documentation in the patient’s medical record is appropriate

Performing Patient Care Activities
Student involvement in patient care is permitted when authorized by the assigned adjunct clinical faculty/preceptor, who is responsible for supervising that student. Students may not perform any medical treatment or procedures without appropriate supervision. The adjunct clinical faculty/preceptor (or provider designated by the adjunct clinical faculty/preceptor) must be present for any treatment, procedure, or invasive exam. Students are not to take the place of qualified staff. Students may not write patient care orders independently and all such orders must be reviewed and approved by the adjunct clinical faculty/preceptor. Students may not accept payment or remuneration for services.
Rotation Log
Students are required to log clinical activity in E*Value PxDx. The regional dean will review logs during the evaluation with students. Logs for all rotations must be complete before a grade will be assigned. Logs that are incomplete 60 days after the end of rotation will result in an academic alert.

Must See Cases
The must see cases located on the Clerkship Moodle pages under each core rotation course are used to meet rotation requirements. Must see cases may also be used for study or additional reference. Students are required to log daily during elective rotations.

Student Clinical Presentation
PNWU students must demonstrate a mature ability to present clinical cases effectively. To promote this learning objective, third-year and fourth-year students will present cases on a regular basis. Students should be presenting patients regularly to their preceptors on rotations. In addition, students will present cases to their regional dean during didactics. These presentations can be done with the various case formats. The student is also required to record one formal presentation at least 20 minutes in length during the duration of their clinical rotations.

Recording of a presentation will be done using Vidyo or Tegrity and the regional dean and/or regional site administrator can assist with ensuring the presentation is recorded appropriately. This presentation must be done during didactics and the regional dean will provide feedback to the student and must submit an evaluation of the presentation through E*Value. Presentations should be stored by the student for future use and may be included in the portfolio.

Comprehensive Osteopathic Medical Achievement Tests (COMAT)
COMAT subject examinations must be taken at the end of the core rotation. COMAT exams are provided online by the NBOME.

The following rotations require an end of rotation examination:
- Family Medicine
- Internal Medicine
- Pediatrics
- Surgery
- Obstetrics/Gynecology
- Osteopathic Principles & Practice
- Behavioral Medicine

PNWU-COM osteopathic medical students are expected to attend all patient centered care opportunities during the entire rotation and are not granted days away from rotation in order to prepare for their rotation examination (COMAT). The expectation is that the student will prepare for these examinations each day of the rotation through the direct patient care experiences supervised.
by the preceptors and will use any other assignments, including the online modules provided by PNWU, to reinforce this learning experience when direct patient care is not available (evenings, weekends or during “downtime” during the day), but not as a substitute for patient encounters. Students shall not ask the preceptors for extra time away for study and preceptors are asked to continue to provide patient care opportunities for the students through the last day of the rotation. (Reminder: Block rotations begin on Mondays and end on Sundays so completion of COMAT exam prior to Sunday does not conclude the rotation.)

NOTE: Exams are scheduled in conjunction with didactics and students are expected to be available as scheduled. An excused absence must be preapproved by the regional dean.

**Failure of a COMAT Rotation Exam**
The passing grade on the COMAT examination is a standard score of 86 or above as provided by NBOME. A student who has failed the required COMAT examination must remediate by repeating the examination at their own expense within 60 days of the end of the rotation, providing the clinical performance of the student was adequate. A student who fails a COMAT examination will also receive a letter of Academic Standing indicating they are on alert status. (See Academic Standing in the Student Catalog for details.)

If the student fails the examination a second time, the student will meet with the assistant dean of clinical education or designee for an individualized learning plan. If a student fails the exam a third time the student fails the rotation.

**Student Evaluation of Rotation & Preceptor**
The student will evaluate both the clinical rotation and the preceptor using the evaluation forms in E*Value. These evaluations will reflect the student’s observations regarding the quality of training received on each rotation. The student’s grade will be reported as incomplete until these evaluations are completed on E*Value. Evaluations that are incomplete 60 days after the end of rotation will result in an academic alert.

**Preceptor Evaluation of Student**
The student’s final evaluation will be signed by the preceptor of record (the assigned attending physician listed in E*Value - this does not include residents) and it is recommended to be reviewed with the student by the preceptor at the end of each rotation. The preceptor of record is encouraged to get feedback from others who have worked with the student. The assistant dean of clinical education or his/her designee will review all clinical evaluations for third- and fourth-year students during the academic year.
Regional Dean Evaluation of Student
The regional dean has oversight of the curriculum delivery at the regional sites. There are several ways in which the regional dean evaluates the student. This includes:

1. Day to day observation of the student’s performance and interactions with other students, staff and attending physicians
2. Review and critique of case presentations to ensure progression in presentation and differential diagnosis
3. Review of rotation evaluations
4. Conduct reviews to discuss the student’s overall performance, professionalism, and career planning
5. Regional Dean is responsible for evaluating the student three times in the 3rd year and two times in the 4th year. This is a graduation requirement and falls under annual review

Requirements for Completion of Rotation

1. Completion of rotation logs by; case, reading assignment, or module
2. Evaluation completed and submitted by preceptor
3. Final evaluations of rotation and preceptor completed and submitted by student (tracked in E*Value)
4. Rotation exam (COMAT), for core rotations, must receive a passing grade (student scores are posted in Moodle under by the chief proctor)

The student will receive an incomplete until all of the above requirements are met.