



# COLLEGE OF OSTEOPATHIC MEDICINE

## DOCTOR OF OSTEOPATHIC MEDICINE

### STUDENT HANDBOOK 2023-2024

## COLLEGE OF OSTEOPATHIC MEDICINE (COM)

### Letter from the Dean

Dear Students,



Pacific Northwest University of Health Sciences College of Osteopathic Medicine became the second medical school in the state of Washington, and the first new medical school in the state in sixty years when it admitted its inaugural class in August of 2008.

The faculty, staff, and administration are committed to educating students for careers in osteopathic medicine, with an emphasis on practicing generalist medicine in rural and medically underserved areas of the Northwest. PNWU was recently ranked second in the nation for graduates practicing in primary care specialties, as well as second for most graduates practicing in underserved areas, according to U.S. News and World Report's Best Medical Schools list. Sixty-six percent of PNWU graduates reported practice in a primary care

specialty, and 27 percent reported practice in a Medically Underserved Area.

PNWU-COM is accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation. Our four-year curriculum leads to the degree of Doctor of Osteopathic Medicine (DO), and successfully prepares our graduates for postdoctoral specialty training upon graduation.

The Student Handbook is a compendium of procedures and guidelines that provide the framework for our high expectations for academic performance, conduct, behavior, and professionalism as a medical student at PNWU.

It is your responsibility to familiarize yourself with this handbook. Content appearing herein serves as a reference for decisions pertaining to all aspects of student involvement at the College of Osteopathic Medicine and at the University.

Please avail yourselves of the extensive resources that are available to you in support of your medical education. The learned faculty, the dedicated staff, and the experienced administration stand steadfast in their commitment to provide the educational environment, experiences, and preparation that will allow you to be successful in your medical career.

Sincerely,

Thomas A. Scandalis, DO

Dean & Chief Academic Officer of the College of Osteopathic Medicine

## Revision History



Look for the icon for areas of the handbook that have changed.

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## THE OSTEOPATHIC PHYSICIAN'S OATH

I do hereby affirm my loyalty to the profession I am about to enter. I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's inherent capacity for recovery.

I will be ever vigilant in aiding the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it be asked of me. I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation, and never by word or by act cast imputations upon them or their rightful practices.

I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathy which were first enunciated by Andrew Taylor Still.

## PNWU-COM MISSION

The COM Educational Objectives and Outcomes described in the Student Catalog provide the guidance and expectations within the courses of the Osteopathic Medicine program that lead to measurable data (COMLEX, COMAT, types and volume of scholarly activity, etc.). Those data provide some of the evidence regarding the degree to which the COM is achieving its program goals.

### Mission

Pacific Northwest University of Health Sciences College of Osteopathic Medicine educates and trains students to become osteopathic physicians that provide research-driven quality care to communities of the Northwest, particularly rural and medically underserved populations.

## NOTICE OF NONDISCRIMINATION

Pacific Northwest University of Health Sciences is an [equal opportunity employer](#) and makes employment and student application decisions on the basis of merit. The University shall not discriminate against faculty, staff, volunteers, students, or applicants on the basis of race, ethnicity, color, sex, gender, religion, national origin, age, disabilities, sexual orientation, gender identity, marital status, or any other characteristic protected by law for any reason including recruitment, selection and promotion.

PNWU is also committed to compliance with the requirements of Title IX and, in accordance with those requirements, has adopted a policy of nondiscrimination on the basis of sex in its educational programs or activities including admission to those programs or employment in those programs. Refer to the section on Sexual Harassment, Including Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Retaliation in the Student Catalog for more information on Title IX.

## DIVERSITY, EQUITY, AND INCLUSION

PNWU intentionally commits to educating, encouraging, empowering, and advocating for a diverse, equitable, and inclusive community. We will be accountable for and endeavor to implement transparent policies, share resources, and practice restorative justice that enhances recruitment, retention, and success for students, faculty, staff, and the community.



## RESOURCES – FINDING INFORMATION

Please refer to the [Student Catalog](#) or the [PNWU Policies Library](#) for all student related policies. The PNWU.edu website is a resource for all the latest news, University calendar, forms, directory, and links to other important information. The PNWU Student Handbook the [COM Student Handbook](#) is a compilation of procedures and guidelines that provide the framework of expectations for academic performance, conduct, behavior, and professionalism as an osteopathic medical student at PNWU.

[PNWU Student Handbook](#) Table of Contents:

- [Notice of Nondiscrimination](#)
- [Diversity, Equity, and Inclusion](#)
- [Annual Notice](#)
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## STUDENT COMPLAINTS OF PROGRAM INTEGRITY

Student complaints of program integrity must be submitted in writing, within one year of the alleged violation, to Student Affairs.

It is expected that, when appropriate, every effort is made to resolve issues informally or through mediation. If a suitable solution cannot be reached through informal means, a formal written complaint may be made.

Written complaints should include the complainant's full name, address, and contact information, including email address and telephone number. Complaints should specify enrollment status (whether the complainant is a current, former, or prospective student). The complaint should be specific in describing the nature of the complaint and relevant information: the names of the parties involved, including witnesses; date(s) of occurrence(s); informal efforts to resolve the issue; and the policy or procedure, law or rule, and/or accreditation standard violated (if known). Any supporting material that substantiates the complaint should also be included. The designee within Student Affairs will take steps to keep the identity of the individual(s) filing the complaint confidential to extent allowed under law.

Student Affairs will acknowledge receipt of complaint within five (5) working days and respond to the complainant with a recommended resolution within 30 calendar days of receipt of the written complaint. If the recommended resolution is accepted, any resulting steps or changes are implemented, and the process is complete. If the recommendation is not accepted, the student may appeal to COM Administration. If the result of the appeal is still not accepted by the student, the student may appeal to the University provost. If, upon appeal to the provost, the recommended resolution is still not satisfactorily achieved, the student may file a complaint with the appropriate agency following the agency's procedures.

For complete instructions on filing a complaint, access the [Student Complaints of Program Integrity procedures](#) in the University Procedures folder at MyPNWU.

## REPORTING SUSPECTED WRONGFUL CONDUCT

Members of the University community have an affirmative duty to disclose and seek guidance if they believe that a member of the University community or person associated with or doing business with PNWU is engaging in wrongful conduct. (See also [Reporting Suspected Wrongful Conduct Policy](#).)

Wrongful conduct is any action or omission taken by or within the University that is illegal, fraudulent, or in violation of [University policies](#), including the [Code of Conduct](#), or procedures. Wrongful conduct includes, but is not limited to, violations of law including fraud; unauthorized use of University property or resources; fraudulent or dishonest financial reporting, bribery, or kickbacks; and research or other academic fraud.

To report suspected wrongful conduct, visit the [Office of Compliance, Ethics, and Integrity Services](#) webpage at PNWU.edu.

If you are reporting complaints related to accreditation please access that section of the Student Catalog or the [Accreditation](#) page at PNWU.edu.

## GENERAL CONTACT INFORMATION

Office	Email	Phone
Assessment	<a href="mailto:assessment@pnwu.edu">assessment@pnwu.edu</a>	509.249.7997
Associate Dean for Preclinical Education	<a href="mailto:eoestreich@pnwu.edu">eoestreich@pnwu.edu</a>	509.249.7799
Associate Dean for Clinical Education Rotations-years 3 & 4	<a href="mailto:rotations@pnwu.edu">rotations@pnwu.edu</a>	509.249.7991
COM Office of the Dean	<a href="mailto:vkoch@pnwu.edu">vkoch@pnwu.edu</a>	509.249.7803
Disability Services	<a href="mailto:ods@pnwu.edu">ods@pnwu.edu</a>	509.249.7724
Enrollment Services Academic Records Admission Financial Aid	<a href="mailto:info@pnwu.edu">info@pnwu.edu</a> <a href="mailto:registrar@pnwu.edu">registrar@pnwu.edu</a> <a href="mailto:admission@pnwu.edu">admission@pnwu.edu</a> <a href="mailto:finaid@pnwu.edu">finaid@pnwu.edu</a>	509.249.7888
Facilities	<a href="mailto:facilities@pnwu.edu">facilities@pnwu.edu</a>	509.249.7780
Graduate Medical Education	<a href="mailto:gme@pnwu.edu">gme@pnwu.edu</a>	509.249.7751
Human Resources	<a href="mailto:hr@pnwu.edu">hr@pnwu.edu</a>	509.249.7810
Immunizations	<a href="mailto:immunizations@pnwu.edu">immunizations@pnwu.edu</a>	
Campus Health Nurse	<a href="mailto:nurse@pnwu.edu">nurse@pnwu.edu</a>	509.249.7903
Library	<a href="mailto:library@pnwu.edu">library@pnwu.edu</a>	509.249.7745
Office of Scholarly Activity	<a href="mailto:osa@pnwu.edu">osa@pnwu.edu</a>	509.249-7859
President's Office	<a href="mailto:president@pnwu.edu">president@pnwu.edu</a>	509.249.7720

Security	<a href="mailto:security@pnwu.edu">security@pnwu.edu</a>	
	Security Office Campus Security Phone 24/7	509.249.7727 509.823.3346
Student Affairs	<a href="mailto:studentaffairs@pnwu.edu">studentaffairs@pnwu.edu</a>	509.249.7724
Technology Services	<a href="mailto:help@pnwu.edu">help@pnwu.edu</a>	509.249.7777

## ACADEMIC CALENDAR and TIMELINE

This is an overview of event and due dates for requirements throughout the academic year. A day-by-day course schedule will be available to each student on the PNWU Calendar.

	2023-2024
<b>Summer Term Begins</b> – OMS 4 tuition due	May 22, 2023
Last Day to <a href="#">Withdraw</a> with a Partial Refund	June 9, 2023
OMS1 - Complete matriculation document requirements <ul style="list-style-type: none"> <li>• <a href="#">Criminal Background Check</a></li> <li>• <a href="#">Provide Immunization Records</a></li> <li>• Proof of <a href="#">Health Insurance Coverage</a></li> <li>• On-line training: <a href="#">HIPAA</a>, <a href="#">Bloodborne Pathogen</a>, <a href="#">Hazard Communication</a>, <a href="#">Sexual Assault Prevention (Title IX)</a></li> <li>• <a href="#">CITI Human Subjects training</a></li> <li>• <a href="#">DO Program Cost Opt-Out Request</a></li> </ul>	July 1, 2023
OMS2, 3, & 4s - Complete annual requirements <ul style="list-style-type: none"> <li>• On-line training: <a href="#">HIPAA</a>, <a href="#">Bloodborne Pathogen</a>, <a href="#">Hazard Communication</a>, <a href="#">Sexual Assault Prevention (Title IX)</a></li> <li>• Proof of <a href="#">Health Insurance Coverage</a></li> <li>• Immunization Record Updates (<a href="#">Tuberculosis screening due every 12 months</a>)</li> </ul>	June 1 to August 1, 2023
OMS4 – May start applying to Military, SF Match, or Urology residency matches	Summer, 2023
OMS3 - Required <a href="#">Clinical Orientation</a> at Regional Site	During the week of June 24, 2024
OMS3 - <a href="#">Clinical Rotations Begin</a> – tuition due	July 3, 2023
OMS3 - Register for <a href="#">ERAS</a>	July, 2023
OMS3 - Register for <a href="#">COMLEX-USA Level 2CE</a> (as soon as Level 1 is passed)	July, 2023
<b>Summer Term Ends</b>	July 28, 2023
Summer <a href="#">Grades</a> Due	August 4, 2023
OMS1 & 2 – Required Orientation  Must complete <a href="#">on-line orientation modules</a> prior to orientation week.	Week of July 31, 2023
<b>Fall Term Begins</b> – <a href="#">tuition due</a>	

OMS2 OMS1	July 31, 2023 August 7, 2023
OMS4 – PNWU Uploads <a href="#">Free Transcript to ERAS</a> Review your <a href="#">transcript on Self-Service</a> prior to this date	September 1, 2023
Last Day to <a href="#">Withdraw</a> with a Partial Refund OMS2 OMS1	August 18, 2023 August 25, 2023
Labor Day (No Classes*)	September 4, 2023
OMS4 – May start applying to NRMP <a href="#">residency programs</a>	September, 2023
OMS4 - PNWU uploads <a href="#">MSPE letters</a> to ERAS	September 13, 2023
Constitution Day	September 18, 2023
OMS4 – Registration for <a href="#">NRMP Match</a> Opens	September, 2023
2024-25 <a href="#">FAFSA</a> available	October 1, 2023
Register for COMLEX-USA OMS2 - <a href="#">Level 1</a> (schedule 90 days before exam)	October, 2023
OMS3 – <a href="#">VSLO registration</a>	October, 2023
Mid-Term for Fall Term	October 6, 2023
OMS2 <a href="#">Regional site placement</a> finalized	November, 2023
<a href="#">Annual flu shot</a> documentation due	November 1, 2023
Veterans Day (No Classes*)	November 10, 2023
Thanksgiving Break (No Classes*)	November 22- 24, 2023
<b>Fall Term Ends</b> OMS2 OMS1	December 8, 2023 December 15, 2023
Fall Term <a href="#">Grades</a> Due	December 22, 2023
OMS2 Winter Remediation & board exam study	December 11 – January 5, 2024
<b>Spring Term Begins</b> – <a href="#">tuition due</a>	January 8, 2024
Martin Luther King Day (No Classes*)	January 15, 2024
Last Day to <a href="#">Withdraw</a> with a Partial Refund	January 26, 2024
OMS4 - Register <a href="#">NRMP</a> Match by	January 31, 2024

OMS4 – <a href="#">NRMP</a> ranking opens	February 1, 2024
Presidents' Day (No Classes*)	February 19, 2024
OMS4 – Submit <a href="#">Graduation Application</a> and Monitor <a href="#">Self-Service</a> for Graduation Requirements	March 1, 2024
OMS4 – <a href="#">NRMP</a> Rank Order List Certification Deadline	March 1, 2024
DO Day on the Hill, Olympia WA	TBD
Mid-Term for Spring Term	March 8, 2024
Spring Recess (No Classes*)	March 11 - 15, 2024
OMS4 – NRMP Match Week	March 11 – 15, 2024
OMS2 – AAMC Immunization form for clinical site rotation credentialing	March 20, 2024
OMS4 – Submit Graduation Regalia Order	April 14, 2024
OMS2 – <a href="#">Criminal Background Check</a> for clinical rotation credentialing	April 14, 2024
OMS2 - <a href="#">White Coat and Clinical Ceremony</a> , a requirement of FM 603.	June 3, 2024
Monitor <a href="#">Financial Aid Portal</a> for 2024-25 Financial Aid Award and accept/reduce/decline award(s)	May 1, 2024
OMS2 - take COMLEX-USA <a href="#">Level 1</a> (must pass to be approved to start rotation, must be taken by December 6 to pass by December 31.)	Taken by June 16, 2024
<b>Spring Term Ends</b>	May 17, 2024
OMS4 – Required Graduation Activities	May 17, 2024
OMS4 - Required Commencement Ceremony	May 18, 2024
Spring Term <a href="#">Grades</a> Due	May 24, 2024
Summer Term Begins	May 20, 2024
OMS2 - Summer <a href="#">Remediation</a>	April 23-May 17, 2024
OMS2 – Clerkship Preparation Course FM 603	May 28 – June 7, 2024
Memorial Day (No Classes*)	May 27, 2024
OMS4 – ERAS 2021 season concludes	May 31, 2024

OMS2 – Upload Basic Life Support and Advanced Cardiac Life Support certificates to eValue for clinical rotation credentialing	June 17, 2024
OMS1 - Summer <a href="#">Remediation</a>	May 27 – June 21, 2024
Summer Remediation Grades Due for OMS2's	May 24, 2024
Summer Remediation Grades Due for OMS1's	June 28, 2024

\* Students on rotation should refer to their eValue schedule and plan to report if the preceptor is working.

## Certiphi MyRecordTracker

Instructions are emailed to the incoming students as they are given access to the Certiphi MyRecordTracker system. All additional records for immunizations, criminal background checks (CBC) and drug screenings should be uploaded by the student unless PNWU gets the CBC or drug screen directly from the vendor. None of these records or copies of them should be maintained at the Regional Site.

Class of 2027 and 2026 students upload their immunizations, certifications, and proof of health insurance directly to [MyRecordTracker](#). The PNWU designated health care provider will review the documents, communicate with the student as needed, and update the status.

The following immunizations and certifications are currently tracked:

- **Advanced Cardiac Life Support (ACLS) Basic Life Support (BLS) and Occupational Safety:** These certifications should be kept current throughout the student's fourth year. PNWU provides the certification training as the student prepares for third-year rotations. Any additional training is at the student's expense.
- **Health Administration (OSHA) certified Mask Fit (N 95):** Completed at the end of second year, and is valid for two years.
- **Criminal Background Report (CBC):** Initial report is done at the start of the student's first year. CBCs are also completed additionally at the end of the students' second year in preparation for rotation credentialing.
- **Health Insurance Portability & Accountability Act (HIPAA):** Completed annually, and valid for one year.
- **Bloodborne Pathogen/Infection Control Certification:** Completed annually, and valid for one year.
- **Hazard Communication (OSHA):** Completed annually, and valid for one year.
- **Sexual Assault Prevention (Title IX):** Completed annually, and valid for one year.
- **Flu Vaccine:** Required annually.
- **TB Annual:** Tuberculosis screening is required annually.
- **TB Chest X-ray:** Required when tuberculosis screening returns positive, or in cases of previous exposure to tuberculosis.

- Additional immunizations, drug screenings, criminal background checks may be required by clinical sites and are reimbursed for core rotations. Fourth year students must pay at their own expense.



## Washington Physicians Health Program (WPHP)

“WPHP provides early intervention, assessment, treatment referral and post-treatment monitoring for health professionals who may not be able to practice safely due to an impairing or potentially impairing health condition. In some cases, support and referral are all that is needed to put concerns to rest. In others, a more serious illness is identified that requires further diagnostic evaluation, treatment and monitoring to support sustained illness remission, safe practice, and WPHP advocacy efforts on behalf of the participant.” [Wphp.org/program-highlights](http://Wphp.org/program-highlights)

Conditions that may affect safe clinical practice:

- Substance use disorders
- Non-psychiatric health conditions
- Behavioral health disorders
- Neurologic and cognitive disorders



## Blood Borne Pathogen Exposure and Post-Exposure Prophylaxis

For more information and PNWU procedures see the [PNWU Student Handbook Liability Insurance and Exposure Risks](#) web page of PNWU.edu.

IMMEDIATELY NOTIFY your preceptor or instructor. Any PNWU students with medical education-related BBP/HIV/AIDS exposure will be immediately released from their preceptorship/rotation or course to go to the nearest hospital Emergency Room (ER).

- If on rotations NOTIFY your assistant dean’s office of the incident.
- During clinical rotations, third- and fourth-year students contact regional personnel for any issue that may arise during clinical rotations. If students are unable to reach regional personnel or need additional assistance contact the associate dean of clinical education. During first- and second-year, students should contact associate dean of preclinical education.
- The student is responsible for any costs incurred by these procedures and should ensure that their medical insurance provides coverage for such situations. While employers are responsible for post-exposure care for employees, students are not employees of PNWU-COM, or their clinical training sites, and are therefore financially responsible for their care.
  - If the student incurs significant expense toward post-exposure evaluation or prophylaxis contact [studentaffairs@pnwu.edu](mailto:studentaffairs@pnwu.edu) to discuss financial support options.

## Academic Advisement

Each student is assigned an advisory house through the Director of Student Success. The advisory house program empowers students to take responsibility for their medical education and professional careers, while supporting their academic progress and broader maturation through mentorship and community within the advisory house program.

Each advisory house will have two faculty co-advisors whose responsibility is to monitor the progress of student advisees, to help the student locate academic resources, and to be available for any personal or academic support needed by the student. Students should feel free to contact their advisors as needed.

Advisory houses consist of students in all four-years of the program and encourage a sense of community and may hold periodic social gatherings to support student well-being and personal and professional development. During the clinical training years, the student's Assistant Dean for Clinical Education serves as their primary academic advisor.

## Tuition

Tuition is reviewed by the PNWU Board of Trustees annually in the spring for the upcoming academic year which begins with summer term. For 2023-2024 the annual tuition is \$63,720.

- Summer tuition for OMS4 students of \$31,860 is due the first day of the term, May 22, 2023.
- Summer tuition for OMS3 students of \$31,860 is due the first day of rotations, July 3, 2023.
- Fall tuition for OMS2 students of \$31,860 is due the first day of the term, July 31, 2023.
- Fall tuition for OMS1 students of \$31,860 is due the first day of the term, August 7, 2023.
- Spring tuition for all OMS students of \$31,860 is due the first day of the term, January 8, 2024.

## Financial Literacy

[Financial Information, Resources, Services, and Tools \(FIRST\)](#) offers a loan organizer and calculator to track loans and calculate custom repayment plans along with information on financial aid, student debt, and money management.

## Emergency Loans

A small emergency loan fund has been donated by the Washington Osteopathic Medical Association (WOMA) to assist students with unexpected expenses. An [Emergency Loan Request form](#) is submitted to Financial Aid for review and will be granted if funds are available. The emergency loan must be repaid to make the funds available for future use by PNWU students.

The [Bankruptcy Abuse Prevention and Consumer Protection Act of 2005](#) prohibits the discharge of student loans in bankruptcy when the loans were obtained from a non-profit higher educational institution.



Expenses that qualify as educational expenses should be used to adjust the financial aid budget, possibly increasing federal student loan eligibility.

## Verifications of Class Rank

A verification of class rank may be requested by completing the [request form](#). Please include contact name, address, and phone number, and specific information as to where it should be sent.

By August 1, after the end of second-year only, the top 75 percent of the class will be ranked. The student's class rank and class size will appear on the unofficial transcript only, in the statistics for the spring term of the second-year. Class rank is not calculated or reported during the clinical training years.

## ADVOCACY

### Regional Site Liaisons



PNWU osteopathic medical students apply to be regional site liaisons during spring semester of their second year. The regional site liaisons should have excellent knowledge of the site and areas around the individual site. Student Affairs processes these applications and appoints one liaison per site. The regional site liaisons will:

- Work closely with the Regional Site Administrators to communicate any expectations, assignments, and didactic schedules to the students in the region
- Be the eyes, ears, and voice of your classmates to the Clinical Education Department and Student Affairs
- Let the appropriate parties know if communications, such as weekly bulletins, are clear
- Give a "heads up" if concerns arise from the student's point of view
- Communicate issues of student stress to promote student wellness

### National and State Associations

PNWU osteopathic medical students are enrolled in the American Osteopathic Association (AOA), Student Osteopathic Medical Association (SOMA), and Washington Osteopathic Medical Association (WOMA)

### State DO Day on the Hill

PNWU and the [Student Osteopathic Medical Association \(SOMA\)](#) in partnership with [Washington Osteopathic Medical Association \(WOMA\)](#) supports attendance at the annual DO Day in Olympia, WA. Excused absences are given to students in good standing. To be approved, students are to complete an application provided from WOMA, which may be obtained from Student Affairs, in addition to a Time Away Request. Once approved, students must attend a health policy workshop prior to attending DO Day in Olympia. Detailed information regarding the scheduled workshop will be communicated by Student Affairs in coordination with the SOMA chapter president.

## National DO Day on the Hill

PNWU and the [Student Osteopathic Medical Association](#) (SOMA) supports attendance at DO Day on the Hill in Washington, DC, each spring. AACOM works closely with SOMA at PNWU to provide training on current health policy issues prior to the event. Details regarding the cost of attendance and costs covered will be provided to students by the SOMA chapter president once the information is available from the AOA.

Students interested in attending the National DO Day on the Hill event must submit their interest to the SOMA chapter president, be in good standing, and attend all mandatory meetings.

Students interested in attending will need to submit a [Time Away Request](#) as soon as possible and will receive written approval from Student Affairs or from their Assistant Dean for Clinical Education if they are on clinical rotations.

PNWU promotes all our students learning to be advocates for our profession. Becoming aware of health policy issues, concerns, and functions is important to develop advocacy skills for advocating.

## CAREER PLANNING RESOURCES

Medical students will be exposed to information from many sources; PNWU staff and faculty, mentors, other students and alumni, AACOM, AAMC, and NRMP. We recommend you start with Careers in Medicine to explore and evaluate as you go through your medical education.

[Careers in Medicine \(CiM\)](#) offers tools and resources to help medical students understand themselves, explore options, and navigate specialty selection, residency application, and career development.

- If you have trouble logging in it may be that your AAMC account, setup for the MCAT, is tied to an old email.

### NRMP Main Residency Match Data

The National Resident Matching Program® (NRMP®) is a private, not-for-profit corporation established in 1952 to optimize the rank-ordered choices of applicants and program directors for clinical training in the United States. Data is compiled and published annually at the close of each Match cycle.

### NRMP Program Director Survey

The NRMP Program Director Survey is performed and published every 2 years. The primary purpose of the survey was to shed light on the factors that program directors use to (1) select applicants to interview and (2) rank applicants for the Match. Be sure to select your chosen specialties in the "Select a Specialty" box at the top of the page.

### Charting Outcomes in the Match

The NRMP Charting Outcomes in the Match is a data tool to assist Match applicants in determining their goodness of fit for specialties

### NRMP Applicant Survey

The primary purpose of the survey is to elucidate factors applicants weigh in applying to and ranking programs. Applicants are asked about the factors that influenced both application and ranking choices and the relative importance of each of those factors. This survey is conducted every other year between candidate's Rank Order List submission and Match Week.

### **Texas STAR Dashboard**

Texas STAR acts as an information clearinghouse for participating medical schools that complete the annual survey. Students can then use this data to better target their applications to programs they are more likely to receive interviews and ultimately match with, reducing unnecessary applications, fees, time, and interviews. Students will receive a link from Student Affairs which must be activate within 30-days.

### **Residency Explorer**

Residency Explorer will allow you to explore and compare residency programs in 25 specialties and compare your profile to applicants who matched at each program

### **NATIONAL BOARD OF OSTEOPATHIC MEDICAL EXAMINERS – COMLEX-USA**

At appropriate times delineated by the National Board of Osteopathic Medical Examiners (NBOME), PNWU-COM will provide a list of students who meet the qualifications to schedule and access the Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Level 1 and Level 2CE exams. It is the student's responsibility to schedule and complete the required examinations. No student will be allowed to graduate without passing COMLEX-USA Levels 1 and 2CE. Students should review the Introduction to the [NBOME Client Registration System document](#) for detailed instructions.

### **COMLEX-USA Level 1**

PNWU-COM has set board preparation progress benchmarks throughout preclinical education. Students who do not meet the benchmarks will have advising and may be on an alternative path/timeline for taking COMLEX-USA Level 1. Students on the alternative path may have impacts on their clinical rotations schedule, receipt of financial aid, etc.

PNWU-COM requires second-year students to participate in a COMLEX-USA Level 1 board preparation course, CLIN 604. The CLIN 604 course will establish requirements to achieve for students to be allowed to take Level 1. Students cleared to take the COMLEX-USA Level 1 exam must do so in time to receive a score before the OMS3 rotation start date. Students not cleared to take COMLEX-USA Level 1 by the first deadline date will be expected to meet requirements and take the exam on or before the date determined by the Learning Skills Specialist. Students must pass Level 1 prior to starting rotations and must pass by December 31. Those not passing by December 31 may be subject to dismissal and must meet with the Student Progress Committee.

Students will not be charged tuition and are not eligible for OMS3 financial aid until they pass COMLEX-USA Level 1 and start rotations. Students are expected to be in their regional site in order to start rotations as soon as a passing score is released.



## COMLEX-USA Level 2CE

Students may request time away from rotations one day prior to and one day after the examination. No requests for travel will be granted during a two-week clinical rotation.

### Scheduling

It is recommended that Level 2CE be scheduled for the summer after third-year with successful completion by January of fourth-year.

### Level 2CE Board Preparation

PNWU provides access to board preparation materials (COMBANK) for third-year students. Students will receive instructions on how to access materials. Students study as they progress through core rotations rather than have a formal review course.

## COMLEX-USA Level 2CE

The office of assessment will make access to TrueLearn for COMLEX-USA Level 2CE preparation available to all students. The Assistant Dean for Clinical Education will discuss COMLEX-USA Level 2 CE planning and scheduling at the spring advising review during OMS 3 year. Students must notify their Assistant Dean of any alterations to their planned test date. Students who fail to notify their Assistant Dean about changes or delays in scheduling this test may be subject to a documentation of counseling.

## COMLEX-USA Level 3

COMLEX Level 3 occurs during residency. PNWU certifies the student has graduated with NBOME. The residency program director will need to certify the student's eligibility to take Level 3. Check with your residency program for procedure.

## USMLE

The United States Medical Licensing Examination (USMLE) is optional for students. Review the [USMLE](#) and National Board of Medical Examiners (NBME) website for additional information and resources. If students choose to take the USMLE, they must

- Log into the NBME website to print the NBME Certification of Identification and Authorization Form
- Complete student portion of the form as well as attach photo.
- Submit the completed form to Enrollment Services for PNWU seal and Registrar signature. Enrollment Services will verify your enrollment on the NBME website.
- Students may contact Financial Aid to discuss a budget revision for the exam fee.

## STUDENT CONDUCT

### Professionalism

Professionalism and trust are the basis of medicine's contract with society. The contract demands placing the interests of patients above those of the physician, setting and maintaining standards of competence and integrity, and providing expert advice to society on matters of health. The principles and responsibilities of medical professionalism must be clearly understood by both the profession and society. Professional responsibilities include, but are not limited to commitments to:

- Clinical competence
- Honesty with patients
- Patient confidentiality
- Maintaining appropriate relations with patients
- Improving quality of and access to care
- A just distribution of finite resources
- Scientific knowledge
- Maintaining trust by managing conflicts of interest
- Completing annual requirements and documenting completion in MyRecordTracker, eValue, and Moodle

As members of a profession, physicians should be respectful of one another and participate in the processes of self-regulation, including remediation and discipline of members who have failed to meet professional standards. The profession should also define and organize the educational and standard-setting process for current and future members. Physicians have both individual and collective obligations to participate in these processes. These obligations include engaging in internal assessment and accepting external scrutiny of all aspects of professional performance.

Examples of student conduct that violates professional standards and may lead to disciplinary action by the University include, but are not limited to:

- Intentionally interfering with classes, research, administration, patient care, movement of other people, or any school function
- Showing a lack of respect towards other students, patients, faculty, staff, administration, or other school personnel
- Failure to complete assignments, attend required classes, or rotations
- Failure to resolve conflicts in a reasonable manner or disrespecting diversity
- Being mentally or constitutionally unable to follow the directions provided by faculty, staff, administration, or other school personnel

- Academic dishonesty, including cheating, plagiarism, attempting to pass examinations by improper means, or assisting another student in such an act or simply tolerating it in others
- Intentionally providing false information to the school or officers of the school, altering records, or refusing to comply with the directions of school officials
- Intentional damage or theft of any school property or property of any school employee, fellow students, or visitor
- Practicing or appearing to practice medicine without a license (such as engaging in clinical activity without the direct supervision of a licensed physician) or accepting any form of reimbursement, payment, or gift for performance of clinical duties
- Sexual or physical harassment of any other student, employee, or visitor to the school
- The use, distribution, sale, or possession of illicit drugs or non-prescribed substances
- Any action in violation of local, state, or federal law or being indicted by a local, state, or federal court system for a felony
- Any action in violation of PNWU policy, including the student honor code
- Wearing scented products, including but not limited to colognes, after-shave lotions, perfumes, deodorants, body/face lotions, hair sprays or similar products
- Failure to complete annual requirements by due dates
- Unprofessional demeanor (non-verbal cues)

### [Student/Patient/Faculty/Preceptor Relationships](#)

The relationship between a student and faculty/preceptor or patients must always be kept on a professional basis. A student may not date or become intimately involved with faculty/preceptor or a patient. Concerns involving these issues should begin with contacting Student Affairs or the Title IX Coordinator. (See also, [Ethical Conduct Policy](#).)

### **Student Misconduct**

#### **Filing of a Complaint of Professional or Personal Misconduct**

If an individual has violated PNWU policy regarding professional and/or ethical conduct, a written complaint should be filed using the form [Complaint Regarding Ethical Misconduct or Lack of Professionalism](#). The complaint should be filed within 30 calendar days of the incident. The Dean for Student Affairs and/or their designee will review the complaint and determine next steps within 8 business days of receipt of the complaint. These steps may include, but are not limited to, calling in the about whom the complaint is made, proceeding with a [Documentation of Counseling](#) with the appropriate Associate Dean (pre-clinical or clinical) or bringing the student before the Student Progress Committee. The Dean for Student Affairs (or designee) may also opt to schedule a meeting with the student and complainant(s) within 10 business days of the receipt of the complaint.

## **Notice to Appear for a [Documentation of Counseling](#), Before the Student Ethics Board, or Before the Student Progress Committee**

If any of the above meetings are warranted, a written Notice to Appear will be delivered certified mail or via secured email to the student within ten business days of the receipt of the complaint. Failure of addressee to accept mail or maintain a deliverable address with Student Affairs may result in immediate disciplinary action.

### **Appearance Before the Student Progress Committee**

Student Progress Committee meetings with students are private and confidential including, but not limited to, the names of participants, proceedings, discussion, minutes, and findings. The following are prohibited in all Student Progress Committee meetings unless otherwise authorized in writing by the dean and Student Progress Committee chairperson: 1) electronic recording of the meeting, except for official minutes; 2) legal counsel; and 3) uninvited individuals.

In the meeting(s) the student will be given reasonable opportunity to address the allegation(s) against them. The Committee will review all submitted documents and may interview all persons reported as having knowledge of the incident. The Committee may have more than one meeting with the student in order to address the concerns of the Committee and give the student an opportunity to fully respond to the questions and allegations.

### **Student Progress Committee Findings**

The findings of the Committee may take one of four forms:

#### **1. No Action**

#### **2. Warning**

Serves as a warning that any future behavior/situations inconsistent with the professional behavior outlined in the Catalog or deemed inappropriate by the Student Progress Committee may result in his/her immediate dismissal from PNWU. Any student put on Warning status will remain so for the time stated in the warning notice.

#### **3. Probation**

The student's continued enrollment at PNWU is based upon a successful appeal of a dismissal decision and of the student fulfilling certain obligations as set forth by the Student Progress Committee.

#### **4. Dismissal**

The Student Progress Committee will notify the student of the final decision. The student may appeal the decision to the appropriate associate dean if the student does not believe due process was properly followed. The Dean's Office must be notified in writing of the intent to appeal within five business days of receipt of notice of disciplinary action. The Dean's Office will notify the student of the appeal decision within 10 business days of receipt of the appeal. The Associate Dean may request to meet with the student during this time.

## Documentation of Counseling (DOC)

The purpose of documentation of counseling (DOC) is to hold students accountable for various actions and behaviors such as cheating, unprofessional behavior, absenteeism from didactics, missing paperwork, incomplete rotation logs, unapproved time away, missing rotations, delinquent immunizations, etc. When a student receives a DOC, it will remain on their record throughout all four academic years. On receipt of a third DOC, the student will be immediately referred to the Student Progress Committee (SPC) for further action. Important to note:

- Students who fail to sign the DOC will advance to SPC immediately.
- Upon receipt of the third DOC, the student is referred to the SPC.
- Student DOC records with one or two DOCs at the time of completion of graduation requirements will be expunged.

## Criminal Background Check

PNWU requires that all students, prior to matriculation and prior to the commencing third-year clinical rotations, undergo a criminal background check. If a rotation requires an updated criminal background check the student will work with the regional site administrator and/or regional clerkship administrator to renew the credential. For PNWU procedures please see the [PNWU Student Handbook Student Conduct](#) web page on PNWU.edu.

## General Dress

Students will, during regular business hours (e.g., PNWU campus Monday - Friday, 8:00 a.m. - 5:00 p.m.), year around, be dressed appropriately with awareness to personal hygiene (e.g., wearing deodorant, remain odor neutral, no fragrances are to be worn), cleanliness, professional demeanor, and professional dress. Modest professional apparel, or scrubs (top and bottom), will be required for all activities in PNWU buildings. In the case of special events, students must adhere to professional dress. First-year students will be issued a short white lab coat with the PNWU logo and a scrub suit.

Students on clinical rotations are expected to display appropriate identification and dress professionally. Short white lab coats with PNWU logo and any required badge are 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/facilities.

## Jury Duty

A student selected for jury duty should contact Student Affairs. A letter will be provided for the student to submit to the judge. There is no guarantee that the student will be excused.

A student on clinical rotation within a PNWU region should also notify the assistant dean and regional site administrator who will work with the preceptor. A student on clinical rotations outside of a PNWU region should also notify their clerkship administrator and their preceptor. Students will be required to submit a time away request in eValue if they will miss more than two (2) consecutive days of rotation participation while on jury duty.

## PROMOTION AND ACADEMIC STATUS



The COM Student Progress Committee is comprised of faculty who evaluate student performance and certify student eligibility for promotion to the succeeding year and graduation. The COM Student Progress Committee meets with students who fail to make academic progress and monitors these students throughout their four years of medical school. Each year this committee reviews all transcripts, records, and reports to determine if students in the graduating class should be recommended for graduation provided they have met the requirements to be eligible for graduation.

Students are considered for promotion one academic year at a time. Eligibility for promotion to the next successive academic year or to start clinical rotations is determined by the student's successful completion of the appropriate academic, professional, and financial requirement the University. A student is moved to a subsequent class/cohort if they are unable to complete their degree requirements by the end of the summer term. The Registrar office will notify the COM Student Progress Committee if an OMS3 has completed less than 37 credits/weeks of rotations and may be at risk for delayed graduation.

The Student Progress Committee also considers reports concerning attendance, conduct, and unprofessional attributes. Students with failures or incompletes are not eligible for promotion.

The COM, upon the recommendation of the Student Progress Committee, reserves the right to require at any time, following due process, that a student who has failed to maintain satisfactory academic progress or violated PNWU policy regarding professional and/or ethical conduct be placed on warning, probation, or be dismissed.

At a faculty council meeting preceding commencement, the Student Progress Committee certifies and reports to the faculty the names of those students eligible for graduation, contingent upon the successful completion of all academic, professional, and financial requirements of the University. The faculty will entertain a motion to approve the candidates and submit the list to the dean for submission to the president and ultimately to the PNWU Board of Trustees for approval.

### Academic Standing

The academic progress of each student is monitored and evaluated during the academic year by the Student Progress Committee. The academic advisor is notified of any changes in their advisee's academic standing. The Student Progress Committee will meet with students placed on warning or eligible for dismissal.

1. **Alert:** Students placed on academic alert will receive a letter directing them to seek assistance from their academic advisor and the Director of Student Success.
  - **Preclinical Students:** occurs automatically when a student's mid-term grade or mid-course grade, for a course that is eight weeks or longer, is failing.
  - **Clinical Students:** occurs upon failure of a Comprehensive Osteopathic Medical Achievement Test (COMAT) exam, or failure to complete assignments from COM. Also occurs upon failure to complete case logs or evaluations, and upon failure to make a first attempt at a COMAT exam within 30 days of the last day of the rotation.

- Alert status has no effect on a student's financial aid eligibility and will not appear on official transcript.
2. **Warning:** Students placed on academic warning will receive a letter and be reported to the Student Progress Committee.
- Warning occurs automatically when a student completes less than 67 percent of attempted (expected) credits for combined summer/fall terms (16 credits for OMS3 if start rotations July 3 and do not have time away scheduled, 20 credits for OMS4 if they do not have time away scheduled. Four weeks of time away is allowed per academic year fails their first course of the academic year in the pre-clinical curriculum, fails a clinical rotation, or fails the first attempt of any level of a COMLEX-USA board exam.
  - All students on warning will be notified of their option to discuss their academic situation by attending the Student Progress Committee meeting in person or via video conferencing.
  - The student will be notified of the Student Progress Committee's meeting. The student will have the opportunity to present to the committee any mitigating circumstances which directly contributed to the poor academic performance.
  - The Student Progress Committee will notify the student of their final decision by letter within five business days.
  - Students on warning status are eligible for financial aid until the end of the academic year. Warning status will not appear on official transcript.
3. **Dismissal:** Dismissal results from:
- Failure of a single course by more than ten percentage points below the course final passing percent
  - Failure of a second course in a single academic year; if an OMS2 student successfully remediates a failed course during the winter remediation period, but fails a course in the spring, this still counts as the second failure
  - Failure of a course remediation
  - Student is not able to graduate within 150 percent of published program length
  - Failure to complete 67 percent or more of attempted (expected) credits for the academic year.
  - Failure of the third attempt at any COMLEX-USA Level
- a. The student will be notified of their dismissal by the appropriate associate dean by secured email and U.S. certified mail. The student has an option to appeal their dismissal by requesting a meeting with the Student Progress Committee to present any mitigating circumstances which directly contributed to the poor academic performance.
- i. The dismissal takes effect at the end of the term. If the student does not stay in attendance through the 60 percent point of the term the required financial aid return calculation must be completed.
  - ii. The following are prohibited in all Student Progress Committee meetings unless otherwise authorized in writing by the dean and Student Progress Committee

chairperson: 1) electronic recording of the meeting, except for official minutes; 2) legal counsel; and 3) uninvited individuals.

- b. The Student Progress Committee will notify the student of their final decision within five business days.
    - i. If determined the student should be able to meet the academic progress standards by the end of the subsequent term – Probation.
    - ii. If determined the student should be able to meet the academic progress standards in more than one term – adjusted academic plan developed with conditions/deadlines specified and Probation.
    - iii. If determined student should not be able to meet the academic progress standards – dismissal.
  - c.
4. **Probation:** Students who successfully appeal a dismissal will be placed on academic probation and will receive a letter regarding their status and conditions to remain on probation or return to good standing. The student will be monitored by the Student Progress Committee.
- Students on probation status must have an approved academic plan with specific timelines to return to academic good standing.
  - Probation status may affect a student's eligibility for financial aid. Probation status will not appear on the official transcript but will be part of the student's permanent record and may be required to be reported on licensure and credentialing forms.

A student on warning or probation status may not participate in PNWU-sponsored extracurricular events or organizations, is not eligible for PNWU sanctioned travel, is not permitted to be listed on any active research study, and may not run for or hold the position of executive, class, club officer, or site liaison. At the discretion of the Student Progress Committee, warning or probation status may include additional restrictions from activities the Committee deems detrimental to academic performance.

### Appeal of Dismissal

Students who wish to appeal a dismissal decision upheld by the Student Progress Committee may do so only on the basis of alleged failure to follow policy or procedure properly. The student must submit a letter to the Dean's Office detailing the deviation from policy or procedure, the resolution and timeline for resolution of the circumstance within five business days of receipt of the dismissal letter. If the student submits new, relevant, contributing information to the Dean, the Dean will refer the student back to the Student Progress Committee to present the information.

- After the Request for Appeal is received by the Dean, the Dean's Office will acknowledge receipt of the appeal via email to the student.
- A real-time meeting is scheduled with the Dean and the student within 5 business days of receipt of the appeal.

- Following the Dean and student meeting, the Dean will review the student's request and provide a decision in writing within 5 business days.

**If the Appeal is accepted by the Dean:**

- Dean writes letter to student approving the appeal – outlining the criteria for request for readmission – within five business days of the meeting. Letter copied to Student Affairs, Registrar, PNWU Security, the appropriate associate dean (Preclinical Education or Clinical Education, Student Affairs Administrative Assistant and Director of Student Success, and archived into Progress IQ.
- The Dean's notification letter to be sent via:
  - U.S. Certified Mail, request a signature required delivery receipt
  - AND
  - Secure email, request a read receipt under Outlook Options, Mail
- If appeal acceptance includes time away, still will meet with Student Affairs to complete the separation process.

**If the Appeal is denied by the Dean:**

- Dean sends a notification letter within five business days of the meeting. Letter copied to Student Affairs, Registrar, PNWU Security, the appropriate associate dean (Preclinical Education or Clinical Education), Student Affairs Administrative Assistant and Director of Student Success, and archived into Progress IQ.
- The Dean's notification letter to be sent via:
  - U.S. Certified Mail, request a signature required delivery receipt
  - AND
  - Secure email, request a read receipt under Outlook Options, Mail
- The student is required to contact the Office of Student Affairs to schedule an in-person meeting within 2 business days of the receipt of the Dean's appeal denial letter to complete the separation process. This meeting will include a representative from Financial Aid.

**The Office of Student Affairs:**

- Within 48 hours the student will meet with Student Affairs to complete the exit process and return items, including the white coat. The student will be charged for any items not returned within 10 business days. The Office of Student Affairs will contact the Finance Department to obtain the amounts owed for unreturned items.
- The student and the Office of Student Affairs representative will acknowledge items returned and complete checklist form.
- The student will meet with the Financial Aid representative in the Student Affairs Office.
- The student's PNWU email and badge will be deactivated at this time.

- Failure to complete the process will result in a stop list item being placed on all academic records and replacement charges incurred for any PNWU property not returned within 10 business days.

## Remediation

### Preclinical Courses

Students approved to remediate a failed course will receive instruction and schedules from the course director or appropriate associate dean. There is no additional tuition charged for remediation. Refer to the academic calendar in the Student Handbook for estimated dates for remediation based on class level.

For preclinical courses the associate dean for preclinical education oversees the remediation process, in consultation with the course director for the failed course and the Director of Student Success. Students must remediate a failed course and complete all course work prior to taking the COMLEX-USA Level 1 board exam and being promoted to the next year.

A failing grade will be designated as incomplete (I) until the course has been remediated. Successful remediation will result in a change from incomplete (I) to pass (P) on the transcript. Unsuccessful remediation will result in a change from incomplete (I) to fail (F) on the transcript. Failure of a course remediation will result in dismissal.

The percentage grade recorded from the remediated course will be equal to the course passing percentage from the original offering of the course during the current academic year, which in no case will be greater than 70 percent. This will be the grade used to determine the student's class ranking at the end of second year.

### Clinical Courses

A failing grade will be designated as incomplete (I) until such time as the course has been remediated. Successful remediation will result in a grade change of the original clinical course to pass (P) on the transcript. Unsuccessful remediation will result in a grade change of the original clinical course to fail (F) on the transcript. Failure of a course remediation will result in dismissal.

### Remediation of COMLEX-USA Failure

An individualized remediation plan after failure of COMLEX-USA exam is made by Student Progress Committee in conjunction with the appropriate associate dean. If the failure is of the COMLEX Level 2 exam, the decision for the student to return to clinical rotations at a regional site before successfully passing the exam must be mutually agreed upon by the associate dean of clinical education and the assistant dean for clinical education.

Failure to pass COMLEX-USA exam on the third attempt will result in dismissal. See [dismissal section](#) of academic standing.

### Grade Appeal

#### 1. Preclinical Students

- a. Seek informal resolution: A preclinical student who seeks a grade different from the one received should provide rationale for the grade change to the faculty member who assigned the grade and the course director. The involved faculty member(s) will

then discuss the situation with the student and make a determination. *Meeting with the associate dean*: If the student disagrees with the faculty member(s), the student may appeal in writing and discuss the situation with an administrator at the next level. For first- and second-year students, appeals can be submitted directly to the associate dean for preclinical education.

## 2. Clinical Students

- a. Third- and fourth-year students should seek resolution through their assistant dean for clinical education using the [Grade Appeal](#) form. Students may submit appeals regarding incorrect grade averages or weighting of time spent with preceptors if on a split preceptor rotation. If the student feels their performance was underrated due to bias or discriminatory behavior by the preceptor, the student must have brought those concerns forward to the Assistant Dean before their evaluation is received – ideally during the rotation when the behavior is first noticed. Depending on the nature of the reported concern, the student may also be encouraged to complete a Bias Incident Report, Title IX Complaint, or other formal report if warranted. Students may appeal the preceptor's assessment of individual elements outlined in the post-rotation evaluation. Students may appeal summative but not formative comments made on the post-rotation evaluation. Students may be asked to provide additional details and supporting documentation of meeting academic standards and teaching objectives outlined in the rotation syllabus. All appeals must be submitted in writing to their assistant dean of clinical education using the Grade Appeal JotForm within 30 days of the grade posting to the student's academic record.
  - b. If the assistant dean for clinical education does not grant a change, students may appeal the decision to the associate dean for clinical education on the basis of failure to follow the grade appeal process or new information that has come to light since the grade appeal process was begun.
  - c. All appeals for clinical rotation grade or summative comment revision must be made to the assistant dean for clinical education within 30 days of the grade posting to the student's academic record.
3. After hearing from the student and the faculty member(s), the administrator will make an informed decision and notify the student in writing within 10 business days.

All change of grades must be submitted to the Registrar.

## [Readmission](#)

Former students who withdrew for personal reasons must complete the application process the same as someone who has never attended PNWU.

Students who have previously withdrawn from PNWU, for reasons other than personal, must apply for readmission. To apply for readmission, the applicant must submit a letter to [admission@pnwu.edu](mailto:admission@pnwu.edu) at least three months in advance of the time the applicant wishes to re-enroll. The letter must include reasons for withdrawal from school, status/activities involved with since withdrawal, reasons to be considered for readmission, and plan to complete academic program within 150% of published program length. The applicant for readmission

may also include any supportive documentation they feel the Admissions Committee should consider.

The Admissions Committee will consider the letter of application for readmission and may ask for letters of reference, medical documentation, etc., and review the student's credentials on file with Enrollment Services. The Admissions Committee has the right to conduct interviews, secure documentation, evaluate past grades/performance, etc. Because the reason for each previous student's withdrawal is unique, the information required by the Admissions Committee may vary. The Admissions Committee makes a recommendation to the dean. If readmission is approved, the dean or dean's designee will establish placement and academic conditions, which will include academic probation, for students readmitted.

Typical curriculum placements:

- Preclinical courses passed within 12 months of reenrollment may be audited
- Preclinical courses not completed must be retaken
- COMLEX-USA Level 1 must be passed prior to starting or returning to clinical rotations
- CLIN 513 may be used to refresh knowledge or competencies

## PRECLINICAL EDUCATION

### Curriculum

The PNWU-COM DO program prepares students for professional practice by providing didactic sessions, clinical case sessions, practical skills training, and assessments that encourage a high level of attainment for discipline-specific expertise in the practice of medicine. Demonstration of student knowledge base development is fostered through both formative and summative assessment, as well as spaced, high-stakes licensure examinations. Below is a diagram of the current curriculum schedule.

OMS1 FALL				OMS1 SPRING				OMS1 SUMMER				
Orientation	FM 501: Art of Clinical Practice I				FM 502: Art of Clinical Practice II				Break			
	ANAT 505: Gross & Basic Neuroanatomy I				ANAT 506: Gross & Basic Neuroanatomy II							
	OPP 501: Osteopathic Principles & Practice I				OPP 502: Osteopathic Principles & Practice II							
	BIOMED 501: Scientific Foundations of Medicine		CLIN 504: Musc/Integ System		CLIN 510: Cardiovascular System		CLIN 512: Respiratory System					
	PHARM 599: Fund of Pharmacology											
2 weeks	10 weeks		6 weeks		10 weeks		8 weeks		8 weeks			
OMS2 FALL				OMS2 SPRING				OMS2/3 SUMMER				
Orientation	FM 601: Art of Clinical Practice III				FM 602: Art of Clinical Practice IV				FM 603: Clerkship Prep		Start OMS3 Rotations	
	OPP 601: Osteopathic Principles & Practice III				OPP 602: Osteopathic Principles & Practice IV							
	CLIN 616: Renal System		CLIN 627: Gastrointestinal System		CLIN 628: Nervous System		CLIN 618: Behavioral Medicine					
	CLIN 625: Hem/Onc/Infect Disease		CLIN 629: Endocrine System		CLIN 603: GU/Repro System		CLIN 604: Board Prep					
	5 weeks		4.5 weeks		5.5 weeks		3 weeks		5 weeks			4.5 weeks

### COM Credit Hour Calculation

Course directors use the following credit hour definition during the preparation of the course syllabus. Course directors may request adjustments to the course credit hours by submitting a request to the COM Curriculum Committee.

- Lectures, presentations, on-line presentations, faculty directed study, examinations: One credit hour equals 15 contact hours with an expectation of two hours of out of classroom study time per contact hour.
- Teaching laboratory, early clinical experiences, simulation laboratory experiences, clinical laboratory experiences, osteopathic laboratory, clinical interactive lessons, scientific foundations interactive lessons: One credit hour equals 30 contact hours.
- Clinical rotations: One credit hour is awarded for up to 80 contact hours per week (averaged over 4 weeks) that students spend on each clinical rotation (or internship, externship, international experience, or clinical research).

### Credit by Examination

Students presenting extraordinary admission credentials may be granted credit in the appropriate course(s) if all of the following criteria are satisfied:

- Credit must have been earned at a regionally accredited college or university

- Upon approval, a special examination will be administered under the auspices of the applicable department and a minimum score of 80 percent must be earned on the examination

Credit earned by examination appear on the transcript with a pass (P) grade only. A percentage grade will not be issued and the credits will not be included for class ranking purposes.

PNWU Master of Arts in Medical Sciences (MAMS) graduates who are admitted to the PNWU-COM Doctor of Osteopathic Medicine (DO) program for the following fall may be granted credit in the PNWU-COM course Scientific Foundations of Medicine, BIOMED 501, if a cumulative score of 80% was earned in the PNWU MAMS BIOMED 511 course activities taken with the osteopathic medical students.

MAMS graduates obtaining credit by examination will be registered to audit PNWU-COM course BIOMED 501. Auditing the course will allow access to the course materials for study purposes. A score of 80% or the class average percentage, whichever is lower, will be used for second-year ranking purpose in the doctor of osteopathic medicine program.

## Educational Resources

The PNWU Doctor of Osteopathic Medicine (DO) curriculum requires students have access to basic science and clinical titles beginning in year one, creating a foundational library for board study and lifelong learning. PNWU has created a customized list of publisher titles that are strategic to the DO curriculum. The students have access to the titles for all four years. The cost of books is amortized over the four-year program and provides new editions to students for free, providing a cost-effective package students cannot get elsewhere. The custom list of publisher titles supports a highly integrated curriculum and application-based instruction in a copyright compliant environment.

In lieu of a campus bookstore, PNWU provides all educational resources required for the DO curriculum to take advantage of bulk buying power, to ensure that students have high quality tools to meet the demands of the curriculum, and to avoid hazardous material contamination of personal technology.

PNWU documents annually the titles in the database or in hardcopy format that are not available to students other than provided by the University and market value of books and equipment available to the student through other sources.

PNWU provides all required educational resources to the students in the DO program by the seventh day of the term or course start date.

Students may opt-out of the way supplies are provided by PNWU by signing the [DO Program Cost Opt-Out Request](#) form by **July 1** prior to fall term or within two weeks of confirmation of admission but prior to PNWU issuing books and supplies (usually during orientation week). Students will acknowledge responsibility for obtaining the required items on the form and that failure to obtain the required items may impact their academic success. The cost of the educational resources the student opts-out of receiving will adjust the tuition amount. If an item

or items included in the opt-out are not available to be provided the tuition adjustment will be reduced.

PNWU provides a way for a student to obtain the educational resources the student opted-out of receiving by the seventh day of the payment period (term) by; disbursing Title IV, HEA program funds for which the student is eligible up to ten days prior to the payment period; and a Title IV, HEA credit balance is paid directly to the student as soon as possible, usually within five business days.

Students on Health Professions Scholarship Program (HPSP) may be charged for the amount of provided educational resources if their military branch does not allow books and equipment to be included in the tuition billing. The student will need to pay the cost of the educational resources and submit a reimbursement request to their military branch.

## iPad and iPad Apps

Students are required to have an iPad that meets the minimum requirements. Curriculum required iPad apps are also provided with no additional cost. Please refer to the Teaching and Learning resources on the [Technology Services](#) webpage for more details.

## Certifications

Students are required to maintain current ACLS/BLS, HIPAA, Blood Borne Pathogen, and Hazard Communication (OSHA) certification all four years. Certifications are stored in eValue for credentialing purposes for clinical experiences and rotations. Additional certifications may be required for clinical rotations.

### ACLS/BLS Certification

This training is completed at the end of the second year. Students will receive copies of their certificates via email and will be required to upload the certificates to their Personal Records in eValue or MyRecordTracker. PNWU will provide recertification through the end of fourth-year rotations.

### Human Subjects Research Training for Investigators

PNWU's educational training in human subject research protection is provided by the [CITI](#) (Collaborative Institutional Training Initiative) Program for social & behavioral and biomedical research. [CITI](#) education certificates are accepted at most institutions across the country and are easily transferable to these other institutions. The formal CITI educational training in human subject research protection certifications are valid for four years from date of certification. The [CITI](#) social and behavioral and/or biomedical training certificate is required prior to matriculation and the education certificate is uploaded to the eValue personal records tab.

### Mask Fit

Second-year students will be scheduled to receive training, fitting, and certification in the use of the NP95 respiratory masks to ensure protection from air-borne pathogens. The hospitals and clinics where rotations take place require this training and certification. Some clinical institutions may require an annual mask fit certification for third- and fourth-year students. It is

the student's responsibility to arrange a new mask fit test should one be required by the host institution.

## Excused Absences

**Religious Holidays:** Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to submit their request well in advance (three weeks ahead of the expected absence) so that mutually agreeable alternatives may be worked out.

Students must submit a request to Student Affairs for any absence they wish to have excused. Requests will be handled on a case-by-case basis. An unexcused absence will result in a zero on any assessments or activities missed with no opportunity for make-up.

Access [Examinations and Other Assessments](#) section of this handbook for details on make-up assessments. It is the responsibility of the student to provide any documentation to substantiate their absence if requested by Student Affairs. Failure to do so will result in the retraction of the excused absence and could result in a loss of points for any missed coursework.

## Requesting a Planned Absence

Students must submit the [Time Away Request form](#) at least three weeks in advance.

Examples of planned excused absences include, but are not limited to:

- Wedding (of first-degree family only): Absence requests for weddings of first-degree family members must be submitted at least three weeks in advance.
- Health care appointment: Requests for health care appointments must be submitted three weeks or as far in advance as possible.
- Legal appointment: Requests for legal appointments must be submitted three weeks or as far in advance as possible.
- Conference attendance: Club officer or officer elect must request three weeks in advance.
- Presenting at a conference: Presenters must request three weeks in advance.

## Requesting an Emergent Absence

Situations arise that may cause hardship or prevent students from planning ahead. If this is the case, please contact Student Affairs as soon as possible via email at [studentaffairs@pnwu.edu](mailto:studentaffairs@pnwu.edu) or phone at 509.249.7724. Students will still need to complete the [Time Away Request form](#), and submit documentation within 48 hours after their return to school.

Examples of emergent excused absences include, but are not limited to:

- Personal illness
- Serious and/or sudden illness, or death of a family member

A doctor's note is required to substantiate a student's illness on exam days, standardized patient encounters, clinical skills lab, simulation lab, or if an illness extends beyond two consecutive days.

If for any reason students are concerned about the implications their absence(s) might have on their coursework, they should speak with Student Affairs as soon as possible to discuss options and to learn of resources that may be available.

## Examinations and Other Assessments

There are two terms in an academic year for the first two years of training. Students are evaluated based on their performance on assignments, as well as on their achievements on regularly scheduled written and practical examinations. The results of the examinations, along with reports concerning attendance, conduct, and potential professional attributes, are considered by the Student Progress Committee as they determine eligibility for promotion or graduation.

### Exam Guidelines for OMS I & II

#### Assessment Requirements:

- Electronic testing software (Examplify) is required to be pre-loaded and registered on the student's testing devices, specifically on both their laptop and iPad. Students can choose to use either their laptop or iPad for assessments, unless specifically told otherwise.
- The assessment file must be already downloaded to the testing device prior to entering the assessment room.
- Students are required to ensure that their testing device is charged and working. If the testing device is not working, the student must request a loaner iPad from the proctor or a loaner laptop from the IT Help Desk for the assessment.
- A privacy screen on the student's testing device is required. The privacy screen is subject to examination by the proctor and must cover the entire screen. The privacy screen must block all peripheral views greater than approximately 30 degrees on either side of the student.

#### Promptness for all Assessments:

- Exam start time will be defined by <http://www.time.gov/>, not by watches or other devices.
- Lecture Quiz, CIL quiz, post-test, and all other assessments' start time will be defined by the course syllabus, although it is subject to change with no notice, as determined by the lecturer. It is the student's responsibility to be present before the start of the assessment.
- Arrive in designated room and be seated at least 5 minutes before the scheduled start time of the exam. Students must be in their seat with the testing device turned on and ready to start by the scheduled assessment time. The student must wait for instructions from the proctor to begin the assessment.
- Students who arrive late will be granted entrance but are subject to disciplinary action. Students who arrive late will not receive the full testing time and must finish their

assessment by the scheduled end time. Names of late students are submitted to the associate dean of preclinical education for potential documentation of counseling (DOC).

- It is the responsibility of each student to promptly upload all Exemplify assessments. Before closing Exemplify at the end of each assessment, students should verify that the assessment has been successfully uploaded. In the event that an assessment was taken on time, but did not upload successfully, students have until one (1) business day after the end of the course (e.g. final exam) to contact the Student Assessment Office for assistance. The Student Assessment Office will verify on-time completion of any late assessment, before including the score in the course gradebook. Students will not receive credit for any assessment not completed before the initial deadline unless it falls within the approval of an excused absence.

#### **Examination Materials:**

- Permitted
  - The only items permitted within the exam room are two writing instruments, computer or iPad with charger, privacy screen, and earplugs provided by the proctor. Personal items are not allowed, unless granted permission by the Accommodation Committee.
  - Noise-reducing headphones are allowed, but they must be the same make and model approved by NBOME at ProMetric Testing Centers, currently Koss SB45. During assessments that include audio questions, headphones will be provided by the proctor.
  - Scratch paper may be permitted for some assessments and is provided by the proctor, if allowed. Students are not permitted to use their own scratch paper. Students may not use the scratch paper provided by the proctor until they have logged in to the exam and are viewing the first question.
  - One beverage is permitted but is subject to examination by the proctor.
  - Students are permitted to use an unmarked elevated stand for their testing device. The stand is subject to examination by the proctor. If the proctor determines that the elevated stand is a hindrance to exam security or is a potential distraction to other students, the student may be required to move to a different location in the testing room.
- Prohibited
  - No personal items are permitted in the exam room, including but not limited to, backpacks, bags of any sort, books, notebooks, cases for glasses, Kleenex packets, smart watches, cell phones, electronic devices other than the testing device, or other personal items.
  - It is highly suggested to place all backpacks, bags of any sort, outerwear, headwear, books, notebooks, smart watches, cell phones and electronic devices of any kind in student lockers. Any students who bring prohibited item(s) into the assessment room will have the item confiscated by the proctor and will be reported to the associate dean of preclinical education for potential documentation of counseling (DOC).

- Food is prohibited during exams unless authorized through the Accommodation Committee. One beverage is allowed but is subject to examination by the proctor.

#### **During the Assessment:**

- Talking is not allowed during assessments, unless otherwise instructed. Neither proctors nor faculty members who are present in the room are allowed to answer questions about the content. Proctors will only provide assistance on the exam structure, such as locating an image or other attachment.
- Students who have electronic malfunctions are required to immediately bring their device to the proctor for assistance.
- Students are permitted to take restroom breaks if the exam time is or exceeds two hours. Students must sign out, exit, and re-enter through the designated exit, as determined by the proctor.
- Students are responsible to verify that completed exams are uploaded prior to leaving the exam room. If a student leaves the exam room without uploading the exam file, the student will receive a zero for the assessment.
- Students are prohibited from re-entering an exam room after finishing an assessment. They may only re-enter the room after the proctor removes the testing signs.

#### **After the Exam:**

- Students must submit all scratch paper to the proctor. Students are required to write their first and last name on used scratch paper.
- Students must verify their exam upload with a proctor prior to leaving the exam room.

#### **Make-up Assessments:**

- Students are required to request and receive an excused absence from Student Affairs prior to scheduling a make-up assessment. All assessments (quizzes and exams) must be made up within five business days\* after returning from an excused absence, unless an extension was authorized by Student Affairs. Early testing is not permitted.
  - \*For any excused absence during the final two days of the course, make up assessments must be completed within three business days from the end of the course.
- The dates and times for completing missed coursework/quizzes/exams will be at the discretion of the assessment office in coordination with the course director, as needed. Students should schedule make-up assessments by email with the assessment coordinators for all assessments administered with ExamSoft and with the appropriate course director for all other assessments. Students then will be informed of the date and time of the make-up assessment. Either the three-business day rule for the end of the course or the original five business day rule may be extended by the assessment office or course director to accommodate faculty or staff constraints on preparing or administering the make-up assessment.
- Students who do not attend their scheduled make-ups assessment may request and receive an excused absence from Student Affairs to re-schedule under the same time constraints as the original make-up. Students who miss their scheduled make-up

assessment and are not granted an excused absence will receive a zero for that assessment. Students may appeal with the associate dean of preclinical education.

### **Examination Grades**

- Determination of a passing score will be based on the mean minus one standard deviation from the mean, with a minimum score of 65 percent. If the mean minus one standard deviation from the mean is greater than 70 percent, 70 percent will be set as the passing score. If the mean minus one standard deviation from the mean is lower than 65 percent, 65 percent will be set as the passing score.

### **Course Grades**

- Grades will be determined based on the contribution of the scores for all examinations and other assessments divided by the total of all points associated with those assessments. Consideration may be given for exams that are unevenly weighted, as well as for contributions to the final grade by inclusion of quizzes and other assignments as per the course syllabus.
- Student's percentage grades will be used for purposes of ranking, not reported on the transcript. Ranking is determined at the end of the second academic year, access the [Grade Report and Unofficial Transcript](#) section for details. Incomplete course grades may be made up under the supervision of the associate dean for preclinical education; however, no grade above 70 percent will be granted. Under extenuating circumstances beyond the student's control, incomplete grades may be made up with 70 percent or better. Such exceptions would be considered upon the recommendation of the Student Progress Committee.
- Students must remediate all failures/incompletes prior to beginning the next successive academic year. The student is not in good academic standing until the failures/incompletes are successfully remediated in a timely manner determined by the Student Progress Committee. Access the section on [Remediation](#) for details about the remediation process and how remediated grades will be noted on the student's transcript.
- The course director will submit a final course grade report within five business days after the final course assessment for preclinical courses. The course grade report will include the pass or fail. Students may access an unofficial transcript and grade report on-line at any time through PowerCampus Self-Service.
- For clinical courses, failure to complete logs, evaluations, and first attempt at rotation exams within 90 days of the last day of the rotation will result in an academic standing of alert, and a grade of incomplete will be given. Any outstanding rotation grade that is over 365 days after the end of the rotation will be given a grade of fail (F). Rotations ending within 90 days of the end of the academic year will have the full 90 days to complete logs, evaluations, and rotation exams.
- Students will be withdrawn from rotations until all grades are remediated and documentation is current.
- Grading policies for each individual course will be provided within the course syllabus, including course description, learning outcomes and objectives.
- The results of examinations and reports concerning attendance, conduct, and potential professional attributes are submitted to the Student Progress Committee by Student

Affairs. The Committee determines the student's eligibility for promotion and graduation.

## Student Evaluation Process

The purpose of the student evaluation process is to obtain student input on the content and delivery of PNWU's dynamic curriculum. The evaluation of both courses and instructors provides vital feedback from the learners, allowing for continual enhancement of PNWU's curriculum.

At the close of each preclinical course, all students will complete electronic evaluations of the course and the course instructors. The responses will be aggregated and provided anonymously to course directors and faculty after final course grades are processed.

## Conference Attendance During First and Second Years

Students in years one and two (except first-year, fall semester) may attend one medical conference each year provided there is a student track for the conference. Students must be in good academic standing. They may be requested to make a presentation to their class regarding the learning opportunities from the conference attended.

Participation at conferences is limited to students in leadership positions and presenters at approved conferences. Students on academic alert, warning or probation or who have professional conduct violations may be denied the privilege to attend. Students are encouraged to consider the impact of their attendance at such meetings on their academic success before requesting to attend. First year students who are approved to attend conferences will be eligible in the spring semester.

First- and second-year students must request permission to attend by completing a [Time Away Request](#) through Student Affairs a minimum of three weeks in advance of the conference. Submissions will be evaluated by Student Affairs and the appropriate dean(s). Conference attendance will be considered for officers of a club (president, vice president, secretary, treasurer and national liaison) and officer elect, as long as the student is in good academic standing. Conference attendance approval will be considered for students making presentations at a conference. Student Affairs reserves the right to require the submission of documentation with requests (i.e. proof of accepted abstract).

## White Coat Ceremony

Student attendance at the ceremony is mandatory. Students will take the oath in front of family members, school leadership, and their peers to acknowledge their central obligation of caring for the patient. The White Coat Ceremony highlights the importance of humanism in all care of patients. The iconic ritual provides an important emphasis on compassion in combination with scientific excellence.

## ANATOMY AND OSTEOPATHIC SCHOLARS

The Anatomy and OPP Departments take applications and select scholars from second-year students. The students selected will complete their third-year clinical education and then return to campus for their scholar year. Scholars get two years of tuition waiver and a monthly stipend during their scholar year.

Students who are in their third year and will be either an anatomy or osteopathic scholar in the upcoming academic year will have a free transcript uploaded to VSAS in the spring of their scholar year.

Anatomy and OPP Scholars must take Level 2CE prior to their scholar year.

Anatomy and OPP Scholars are required to complete core rotations (emergency medicine may wait until student returns to rotations) before going back to Yakima campus for their scholar year.

Note: Anatomy and OPP Scholars may request elective rotations during breaks from scholar activities/teaching duties (e.g., in the spring before the scholar year starts, over winter break, at the end of the scholar year before regular clinical rotations begin.) All rotation requests will be reviewed and approved by the appropriate regional site administrator to ensure current third- and fourth-year students are given first priority. Scholars must also request and forward approval from their PNWU supervisor to regional clerkship administrator and regional site administrator that clinical rotation is approved during scholar year. A four-week notice is required to allow time to approve any rotation.

Students receive an ERAS token in the fall of their third year so that letters of recommendation may be requested. Scholars will receive a second ERAS token after their scholar year when they return to fourth-year rotations for the upcoming ERAS application season. Students who do not receive their ERAS token should contact [Enrollment Services](#).

In order to import your application data and associated letters of recommendation into the next application season scholars must certify and submit their current season's application in ERAS. Upon registering your second ERAS token you will be prompted by the system to import your most recently certified and submitted MyERAS application data and associated letters of recommendation. You may also import application data or letters at a later time using the [History](#) tab. You may edit your MyERAS application information after it is imported for the new application season.

If you do not certify and submit your ERAS application, you will not have access to any information or letters of recommendation that were uploaded during your third year. Scholars will need to contact their letter writers to request their letter be retrieved from the prior season and uploaded to the current application. The original letter writer is the only one who is able to retrieve their uploaded letter. The letter writer may contact ERAS Support for assistance in retrieving and moving the letter to your current application season.



### Scheduling Classrooms and Labs

Scholars will use the [PNWU Calendar](#) Make a Request menu item to reserve classrooms or lab rooms for academic use (research, open lab, etc.)

## CLINICAL EDUCATION

Osteopathic medical students in years three and four are assigned to regional sites established by PNWU to provide clinical experiences, especially in rural and critical access hospitals for the medically underserved. Didactic and curricular activity for the educational program is provided by PNWU and/or by the regional site. This section of the Student Handbook contains information regarding third- and fourth- year processes and procedures.

### Clinical Education Support Team

#### **Associate Dean for Clinical Education**

The associate dean for clinical education is responsible for supervising and directing the clinical education of PNWU students. To fulfill this role, the associate dean may delegate appropriate authority to members of the clinical education team and/or the assistant dean. The associate dean, or their designee, has the authority and responsibility to enforce the academic policy of the college at each clinical site. In addition, the associate dean provides direct oversight of the entire clinical education team.

#### **Clinical Education Assistant Deans**

The assistant deans focus on academic and professionalism elements serve as designees of the associate dean as needed. Assistant deans are responsible for managing regional sites, preceptors, and rotating students. They are responsible for delivery of the curriculum in the region, mentoring students personally and professionally, evaluating student formal presentations, overseeing didactics, recruiting and advising preceptors and training sites, and aiding in the completion of delinquent evaluations.

#### **Executive Director of Clinical Education**

The Executive director provides oversight of all Regional Site Administrators (RSAs), Regional Clerkship Administrators (RCAs), and Program Manager, manages day-to-day process issues, organizes site visits, and processes all payments other than preceptor payments.

#### **Regional Site Administrator (RSA)**

Regional site administrators are student's first line for questions and problem-solving. Each region has an RSA who, in conjunction with the assistant dean, develops and schedules third year clinical rotation schedules. The RSA also assists assigned and visiting students with fourth year schedules that take place in all PNWU regions, including required paperwork, and collaboration with other PNWU regional site administrators to secure student rotations not available in the assigned region. RSAs also assist in scheduling advising reviews and student presentations, didactics (room scheduling, attendance tracking, & coordinating topics/guest speakers), and COMAT exam proctoring. RSAs work closely with the RCAs to monitor student schedules to assure all graduation course requirements are met.

#### **Regional Clerkship Administrator (RCA)**

Each region is assigned a regional clerkship administrator (RCA) who assists students with fourth-year planning and course scheduling. The RCA also provides back-up for the regional site administrator when needed. The student's assigned RCA will be their main point of contact for

elective, sub-I, and audition rotations outside of the PNWU regions. RCAs are available to help students with documents needed for rotation credentialing such as letters of good standing, proof of malpractice insurance, affiliation agreements, or other rotation needs. The regional clerkship administrator also assists with fourth-year schedules and processing time away and non-core rotation schedule requests in eValue. The Regional Site Administrator will continue to be student's main point of contact regarding CORE rotation requirements, as well as assistance with fourth-year rotation requests within the PNWU regions. Students can identify their assigned regional clerkship administrator

<https://pnwucom.sharepoint.com/sites/ClinicalRotationResources/SitePages/Regional-Clerkship-Administrators.aspx>

### Clinical Education Program Manager

The program manager is responsible for calculating and submitting grades (and honors), processing preceptor payments and CME, and managing eValue for clinical education (set-up, training, and troubleshooting). The program manager also reviews all evaluations submitted in eValue to highlight constructive feedback of which administration should be aware.



**Regional Site Placement** PNWU third- and fourth-year curriculum delivery occurs through the regional sites located in a five-state area of Alaska, Idaho, Montana, Oregon, and Washington. Regional site placement procedures are designed to support the mission of PNWU-COM thus meeting the health care workforce needs of the rural and medically underserved in the Northwest.

In the admission process, preference is given to students from within the Pacific Northwest region, rural, or medically underserved areas. The goal of regional site placement is to return students to areas within the Pacific Northwest region where they have significant ties. In this process, students may be placed in regional sites that strengthen PNWU-COM's program rather than areas of their preference.

The site selection process will occur during fall of the second-year. Students will be notified to review the [clinical rotation](#) site information on PNWU.edu. Students will have the opportunity to indicate their site selection preferences during the site selection process. Student Affairs will review the submissions and a committee will make the site assignments. When placing students, we will be looking at things that tie them to the community.

**There is one (1) point available for each of your top three sites, for a possible total of three (3) points per site.**

1. I have lived within 30 miles of city/region for at least a total of ten years across my lifespan
2. I and/or spouse/partner/chosen family have an identified non-PNWU student support system (example: first degree relative, etc.) in city/region. You will receive one point if this applies to you **and/or** your partner/spouse/chosen family.
3. I have a spouse/partner who is employed full-time (130/hours/month) in the city/region; **or** I have a spouse/partner who is enrolled in school full-time as defined by the institution; **or** I have a child/ren living in the city/region apart from me

Additional information that should be addressed in the student narrative of why a specific region is being selected:

1. Serious health issues for yourself or first degree relative
2. Legal protections and community support

You will receive one additional point for each extenuating circumstance. Interest in a site because of pursuing an anticipated specialty is **not** considered an extenuating circumstance.

Students will be notified of their regional site assignment, by Student Affairs. Students will complete appropriate paperwork. At the end of this period, the site placement process will be considered complete.

If there is an unexpected, unavailability of rotations in a regional site the Clinical Education Department will communicate with the students affected and provide options to complete core rotation requirements.

Once a student is assigned to a region for their core rotations, they remain in that region through the entire third and fourth year, and the assigned assistant dean will maintain responsibility for the student during both years. Although students can travel to other regions and other locations during their fourth year, the advising reviews and the overall schedule remains the responsibility of the assigned regional site.

## Clinical Rotations Orientation

Students are required to be at their assigned regional site a week prior to starting rotations for orientation to the regions. Third-year clinical rotations begin end of June. Notification with specific location(s), date(s) and time(s) will be sent by the region to the student in early spring.

## Clinical Education Annual Site Visits

PNWU conducts annual site visits in each region. Every year, the campus Clinical Education Administration team and regional PNWU representatives meet with students in every region. The intent of the site visit is to hear students' ideas, thoughts, and concerns about the regional site and their experiences while on campus, and to provide updates from campus that may have an impact on students during their clinical experiences. Attendance to the site visit meeting is mandatory for students, and any excused absences from this meeting must be requested from the assistant dean for clinical education. Before the meeting, students will receive a survey from Survey Monkey. This survey is based on COCA accreditation and satisfaction survey results as well as rotation and region satisfaction. The survey results are anonymous and can only tracked by OMS year.

## Professionalism Emphasis for Clinical Education

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 and wear appropriate ID and white lab coat displaying PNWU logo.
- Texting may not be the most appropriate method of communication. Confirm with each preceptor at the beginning of a rotation the preferred method of communication. (Texting may have an adverse effect on the student rotation evaluation by the preceptor.)

- Be punctual, responsive, prompt, and available when called upon.
- Be familiar with institution dress code (e.g. piercings, tattoos, open toe shoes, etc.).
- Be motivated to learn, be self-initiated, flexible, and able to adapt.
- Follow through with any assignments given by any individuals in charge of your learning.
- Demonstrate a cooperative attitude and be receptive to feedback.
- Respect and observe organization's policies and guidelines.
- Observe patient confidentiality policies; follow HIPAA policies.
- Communicate orally and in writing in a concise, clear, and organized manner.
- Maintain appropriate and ethical boundaries with patients and members of healthcare team.
- Treat all staff and patients with respect and courtesy.
- Engage in self-learning, set appropriate priorities, and complete tasks.
- Demonstrate consistent effort and professional growth during the rotation.

## Concerns Regarding Student Progress and Performance

If there is a concern about a student's progress or performance, the assistant dean for the region should be contacted by the person/party concerned. If the assistant dean for the region is not available, the associate dean for 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/chronic failure to be punctual
- 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 will review the reported concerns. If the issue needs to be referred to the Student Progress Committee or to go through another process, (e.g., federal regulations, etc.), it will be done at that time. All other valid concerns will follow the documentation of counseling (DOC) process. The student will participate in a joint meeting with the assistant dean and the associate/assistant dean for clinical education. The concerns and action plan will be summarized in documentation of counseling to be signed by the participants. Three or more documentations of counseling will initiate referral to the Student Progress Committee for further review and action. Additional unprofessional behavior will be automatically referred to the Student Progress Committee.

In an emergent situation the Clinical Education administration and 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 associate dean for clinical education or their designee determines that a student may constitute a threat to themselves or to fellow students, staff, or patients, the student may be suspended or placed on leave effective immediately. Students may be referred to healthcare, law enforcement, or state impaired practitioner programs such as the Washington Physicians Health Program. Once placed on leave or suspended, the student is no longer permitted to participate in any clinical activities until the situation is resolved.

## Communication

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

- PNWU email is the official form of communication used by PNWU. Whenever communicating with PNWU faculty, staff and administrators, the PNWU email must be used. PNWU personnel are not required to respond if other email addresses are used (i.e., Hotmail, Gmail, etc.). Students are expected to check their PNWU email inbox daily.
- The Weekly Bulletin is an official communication tool for PNWU to deliver important information directly to students, including just-in-time announcements, deadlines, reminders, and answers to questions received recently from students. It is emailed every Monday to all students. The Weekly Bulletins are stored on the Clinical Rotations SharePoint.
- Cell phone – make sure important contact numbers (assistant dean for clinical education and regional site administrator) are stored in personal cell phone for easy access.
- Staff may not communicate with a spouse or significant other, family members, or other students regarding student schedules or clinical education unless the student completes a [Consent for Third Party Access form](#)
- Having accurate contact information for students on rotation is very important. Student address, cell phone, and all pertinent information must be current, and updated on [Self-Service](#) as soon as a change occurs. Changes will be reflected in Progress IQ and eValue.

## COM Third- & Fourth-Year Clinical Rotation Resources SharePoint

The [COM Third- & Fourth-Year Clinical Rotation Resources SharePoint](#) site is an online resource for information pertaining to clinical education and residency planning. Rotation resources include, but are not limited to:

- Third-year core resources (note – third-year course content/syllabi are housed on Moodle)
- eValue manuals
- Regional Site information
- Fourth-year planning tools

- Residency planning tools
- Weekly Bulletin archive
- Clinical and non-clinical elective opportunities
- Four-year elective and sub-I application platforms



## Didactics

The Clinical Didactics longitudinal course takes place over the third and fourth years of medical school. It consists of two hundred hours of educational activities. Students will complete forty weekly sessions over two years, with 5 hours per session. Of the 200 hours, at least 120 must be faculty contact hours. At least twenty-five sessions (or seventy-five faculty contact hours) must be completed in the first 44 weeks of clinical rotations (the OMS 3 year). Attendance and completion of assigned tasks will be tracked and will be reviewed with the student's Assistant Dean on a periodic basis. Successful completion of this course is required for graduation.

The Clinical Didactics course will be graded Pass/Fail only. There is ample opportunity for students to complete the requirements during their OMS 3 and OMS 4 years. Partial credits will not be awarded; 4 credits will be awarded at the end of the 4<sup>th</sup> year, prior to graduation. Attendance is tracked in Moodle and points are assigned for various components in E\*Value.

The Assistant Deans will oversee all activities and content provided through regional sites, each in their own assigned regions. The Course Director oversees the Centralized portion of the course.

Details about how to complete the requirements for this course will be discussed during site orientations and during the first week's Centralized Didactics, as well as throughout the course. Course details will also be available on Moodle.

### Student Clinical Presentations

PNWU students must demonstrate a mature ability to present clinical cases effectively. To promote this learning objective, third- 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 assistant dean during didactics. These presentations can be done with various case formats.

### Formal Student Clinical Presentations

As part of the Clinical Didactics course, students are required to give one formal presentation before the end of their third year that is at least 20 minutes in length. The assistant dean will provide feedback to the student and submit an evaluation in eValue, which the student can review once submitted. This assignment is incorporated into the Clinical Didactics course and will be reflected in the student's final course grade.

### Advising Review of Student

The assistant dean has oversight of the curriculum delivery at the regional sites. There are several ways in which the assistant dean reviews 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. The assistant dean is responsible for reviewing the student twice during the third academic year, once in fall and once in spring, and once during the fall of the fourth year. Students are assigned Assistant Dean Review coursework in eValue's Learning Modules section and complete their own self-assessment. Once submitted, the assistant dean will review the student comments and complete the assistant dean section.
6. The advising review content is stored in eValue and is viewable in Progress IQ.
7. Completion of the Advising Reviews is a component of the Clinical Didactics course and will be reflected in the student's final course grade.

## Attendance

1. Attendance is mandatory on **all** clinical rotations.
2. The assistant dean/regional site administrator and preceptor/program coordinator must be notified **prior to any anticipated absence** (for example, residency interviews) and immediately for any unanticipated absence (for example, illness or other unforeseen circumstance).
3. All anticipated absences require prior permission from the preceptor and the assistant dean.
  - a. Students must request permission for the absence, and the request may be denied at the discretion of the preceptor or the assistant dean.
  - b. Students must provide clear reasons pertaining to the absence.
  - c. Students are required to make up missed work with their preceptor as the preceptor or the assistant dean see fit. Failure to complete make-up tasks/clinical time may result in rotation failure.
4. Any absence greater than two (2) consecutive days requires a Time Away Request submitted through eValue (this is a different process from the form submitted for first- and second-year students).
  - d. If more than 2 days are required for board examination, the assistant dean has the authority to approve without a time away request.
5. Unexcused absences will result in failure of the clinical rotation.
6. In the event that a student cannot reach their regional site team they should call PNWU Security, 509.834.9592, who will assist in directing contact for urgent matters.

## Time Away from Rotation

Time away from rotation includes vacation, interviews, conferences, board exam study, and personal time. Students will be allowed up to four weeks of time away in the third year. In the fourth year, the amount of time away is contingent upon meeting rotation graduation requirements. Time away is requested by the student through eValue in consultation with the

regional site administrator (third year) or regional clerkship administrator (fourth year) and preceptor. Travel arrangements should not be secured until approval is given by PNWU, including appropriate regional staff. Instructions for completing the time away requests in eValue can be found on the [COM Third- & Fourth-Year Clinical Rotation Resources SharePoint](#) site.

In consideration of student wellness, PNWU strongly encourages time away be taken each year. Time away in the third year must be taken before or after a core rotation and can be requested in two-week intervals. Time away in the third year cannot occur during, or interfere with, a core rotation. Regional site administrator and/or the assistant dean reserve the right to deny time away requests that interfere with schedules. Time away is not considered approved until a time away request has been accepted and added to student's schedule in eValue. The time away request may be denied or reduced if the request will impact the student's ability to complete the minimum 28 weeks during the academic year needed to make satisfactory academic progress.

Financial aid may be affected by time away from rotations during an academic term. Planning time away at the start of a term will delay the financial aid disbursement for that term. Anytime a student is not attending or considered less than half-time enrolled for more than 30 days, student loan repayment may be affected. Students should contact their Regional Site Administrator, their assistant dean and the office of financial aid if time away is planned for more than thirty (30) days. The Regional Site Administrator and Regional Clerkship Administrator will work together to review the request for approval.

### **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 third- and fourth-year clinical rotations.

### **Inclement Weather**

If inclement weather occurs during a clinical rotation, students are expected to follow the direction of their preceptor, hospital, or clinic facility. If the student is unable to report to service due to hazardous travel conditions, the student should contact their regional site administrator, assistant dean, and preceptor as soon as possible for further instruction.

### **Conference Attendance During Third and Fourth Year**

Attendance at AOA-sponsored national meetings, osteopathic divisional society meetings, and AOA/osteopathic specialty meetings is permitted with prior approval. If the conference is two days or less, no formal time away is required and should be arranged between the preceptor, assistant dean, and the student. A Conference Attendance request must be submitted in eValue if the conference will require absence from a scheduled rotation greater than two days. The request should be submitted at least 30 days prior to the conference. Refer to the [COM Student Conference Attendance policy](#).

Students must submit a Conference Attendance request in eValue if the conference will require absence from a scheduled rotation greater than two days. The request is reviewed by the assistant dean for clinical education and regional site administrator. Preceptor approval is required for any time missed from a rotation and student may be asked to make up any days

missed. Conference attendance approval will be considered for officers (President, Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and national liaison) of a PNWU-sponsored club. Additionally, students may be approved to attend conferences if they have been invited to present research or other scholarly work. All other students may attend during approved time away or on weekends if they have no clinical responsibilities assigned.

Students may also be excused from rotations for a maximum of two days per rotation for attendance at local conferences with the approval of the preceptor and assistant dean in the case where the preceptor is participating in the conference. A request in eValue is not required for excused absences of two days or less.

Active clerkship attendance by students during scheduled rotations is important for the student's academic progress, as well as for the continuing partnership between our preceptors and PNWU-COM. Unexcused absences will result in failure of the rotation.

Student efforts during clerkships in years three and four should be focused on the educational learning objectives of each rotation. Refer to the Conference Attendance and Advocacy policy in the Student Catalog.

## Training Hours & Expectations

### Training Hours

1. One credit hour is awarded for each rotation week (defined as work hours up to 80 hours per week averaged over 4 weeks). It is expected that students work a schedule that parallels the schedule of their preceptor.
  - a. The workday does not end until the preceptor releases the student from clinical duties.
  - b. A clinical rotation week starts on Monday and ends on Sunday.
2. Rotations officially begin on a Monday and end on the last Sunday of the rotation
  - a. Students are expected to report back to their rotation after completing off site requirements (i.e., COMAT, appointments, didactics, etc.).
  - b. The student is not allowed to leave the designated clinical rotation prior to the scheduled departure date without approval of the preceptor and the assistant dean.
  - c. Departures prior to the scheduled departure date without prior consent will be considered an unexcused absence.
3. Shifts may vary in length and are at the discretion of the preceptor.
  - a. A work week may necessitate, but must not exceed, a maximum of 80 hours.
  - b. Some rotations may include weekday hours while others may involve evenings, nights, weekends, and call.
  - c. 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) days during a rotation.
  - d. The maximum duration of a workday is 36 hours and should be followed by a minimum of 12 hours off duty.

4. Students shall not work unsupervised.
  - a. 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 assistant dean. The assistant dean will assign the student other clinical duties or assignments.

### **Report for Rotation**

It is the student's responsibility to be present at 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 the hosting facility. Student should confirm rotation details with their Regional Site Administrator and their preceptor prior to their rotation start date.

### **Medical Records/Charting**

#### **Electronic Medical Record (EMR) Documentation**

Students are allowed to document in the electronic medical record for billing purposes with preceptor attestation. Students are required to follow the policy of Centers for Medicare and Medicaid Services (CMS) and specific institution policy. CMS policy is as follows:

Effective January 1, 2018:

The Centers for Medicare & Medicaid Services (CMS) is revising the Medicare Claims Processing Manual, Chapter 12, Section 100.1.1, to update policy on Evaluation and Management (E/M) documentation to allow the teaching physician to verify in the medical record any student documentation of components of E/M services, rather than re-documenting the work. Students may document services in the medical record.

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

<https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/MM10412.pdf>

The responsibility given to students for medical records varies among hospitals and clinics. When students are permitted access to the electronic health record, they are permitted to independently document a full patient encounter with attestation and clarification from the attending physician. Students may be given authority by the clinic/institution and requested to enter documentation per the CMS guidelines.

If documentation in the patient chart is not possible, the student should write frequent notes of patient encounters to practice note writing and clinical reasoning. SOAP note modules should be reviewed for each core rotation prior to beginning the rotation to learn proper format and terminology in that discipline.

**Student notes can be used as complete documentation with attestation.** Processes for student documentation in the medical record vary by facility and preceptor. 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 onsite designee.

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

### Performing Patient Care Activities

Student involvement in patient care is permitted when authorized by the assigned clinical faculty/preceptor responsible for supervising that student. Students may not perform any patient evaluation, medical treatment, or procedure without appropriate supervision. The clinical faculty/preceptor (or provider designated by the clinical faculty/preceptor) must be present for any treatment, procedure, or invasive exam. Students do not replace qualified staff. Students may not write patient care orders independently and all such orders must be reviewed and approved by the clinical faculty/preceptor. Students may not accept payment or remuneration for services.

### Degree Requirements

Degree requirements that are not met by the end of spring term of the fourth year (mid-May) may cause delay in successful application and receipt of medical license for postgraduate training. Common causes for delays in meeting requirements may include time away beyond four weeks per year, use of CLIN 513, remediations, or leave of absence.

Eighty weeks for Class of 2025 and eighty-four weeks for Class of 2024 of clinical training are required to complete the DO degree. In coordinated planning with the regional leadership, students may use time away to plan their schedule around board exam preparation, vacations, conferences, and residency interviews. Students will not advance to OMS III and start clinical rotations until a passing score on COMLEX-USA Level 1 is achieved, and if there is a delay in achieving a passing score future time away plans may need to be reduced.

Term	OMS3 Weeks Available	OMS4 Weeks Available	Example OM3 Schedule	Example OM4 Schedule
Summer term	5	11	6	8
Fall term	19	19	18	16
Winter break	3	3	0	2
Spring term	19	19	18	16
Total weeks *	46	52	42	42

\*See [Promotion and Academic Status](#) section for requirements to maintain good academic standing.



## Third-Year Core Requirements

- Behavioral Health (BEHSC 701) – 4wks
- Emergency Medicine (EM 701) – 4wks (may be scheduled in fourth year)
- Family Medicine (FM 701) – 6wks
- General Surgery (SURG 701) – 6wks
- Internal Medicine (IM 701) – 6wks
- Osteopathic Manipulative Medicine (OPP 701) – 4wks
- Pediatrics (PED 701) – 6wks
- Women's Health (OBGYN 701) – 6wks
- Clinical Didactics (CLIN 704)



## Third-Year Primary Care Cores (PCCs)

PCCs can be any combination of Behavioral Medicine (BEHSC 705), Emergency Medicine (EM 703), Family Medicine (FM 702), Internal Medicine (IM 702), Osteopathic Principles & Practice (OPP 703), Pediatrics (PED 702), or Women's Health (OBGYN 702), Radiology (SURG 702), or Surgery (713).

- PCC selections are at the sole discretion of the regional leadership team (regional site administrator and assistant dean for clinical education).
- If incorporated into the PCC, SURG 702 and SURG 713 are each a maximum of two weeks
- PCC rotations must not exceed a total of six weeks

## Fourth-Year IM & SURG Required Courses

- Four-weeks in Internal Medicine Subspecialties from the following options
  - Cardiovascular Disease IM 704
  - Endocrinology IM 706
  - Gastroenterology IM 708
  - Hematology and Oncology IM 710
  - Infectious Disease IM 711
  - Nephrology IM 712
  - Neurology IM 713
  - Hospice Palliative Care IM 714
  - Pulmonary IM 715
  - Intensive Care IM 716
  - Rheumatology & Immunology IM 717
  - Internal Medicine Elective IM 719
  - Internal Medicine Sub-Internship IM 801
- Four-weeks in Surgical Subspecialties from the following options
  - Orthopedic Surgery SURG 705
  - Urology SURG 708
  - Trauma Surgery & Surgical Critical Care SURG 710
  - Surgical Elective SURG 712
  - Cardio-Thoracic Surgery SURG 715
  - Surgery Sub-Internship SURG 801

NEW

## Unrestricted Elective Rotations

Students in the Class of 2025 are required to complete 24 weeks of unrestricted elective rotations. Students in the Class of 2024 are required to complete 28 weeks of unrestricted elective rotations. A broad exposure regarding electives typically fares better in residency applications.

## Non-Clinical Electives

The following electives have been designated as non-clinical electives: CLIN 513, PED 707, ELEC 702, ELEC 703, ELEC 704, FM 706, and RSRCH 701. Students will limit their non-clinical experiences to no more than eight weeks, cumulative, in third and fourth year. The course classification is determined by the COM Curriculum Committee.

## Finalizing eValue Schedule

Students should review the graduation requirements checklist for their class year and compare it to PowerCampus and eValue to ensure they have met requirements. Once the student has completed their rotation requirements (i.e. all are in eValue and they will no longer be scheduling additional rotations), the student must submit an elective request in eValue for \*Unofficial Completion of Rotations.

## eValue

eValue is utilized in the clinical curriculum. Credentialing documents, such as immunizations and certifications are uploaded by students in the Class 2024 and 2025 in the personal records area of eValue. Third- and fourth-year students complete evaluations of the preceptor and rotation and complete case logs for each rotation in eValue.

## Class of 2024 Rotation Graduation Requirements Checklist

Pacific Northwest University of Health Sciences  
College of Osteopathic Medicine  
Rotation Graduation Requirement Checklist

### Class of 2024

#### Required Rotations

##### NEED TO BE DONE WITH CLINICAL FACULTY

If a rotation is not available at the assigned regional site, PNWU will place student in a rotation at ANOTHER REGIONAL SITE.

#### Elective Rotations

##### CAN BE DONE ANYWHERE – WITH PNWU APPROVAL

Use these electives as preview of residency programs and audition rotations.

Course #	Core Rotations	Credits	Done	Elective Rotations	Credits	Done
FM 701	Family Medicine	6		Elective – Internal Med • IM 704, IM 706, IM 708, IM 710, IM 711, IM 712, IM 713, IM 714, IM 715, IM 716, IM 717, IM 719, IM 801	4	
IM 701	Internal Medicine	6				
SURG 701	Surgery	6				
PED 701	Pediatrics	6				
OBGYN 701	Women's Health	6		Elective – Surgery • SURG 705, SURG 708, SURG 710, SURG 712, SURG 715, SURG 801	4	
BEHSC 701	Behavioral Medicine	4				
OPP 701	Osteopathic Principles & Practice	4				
EM 701	Emergency Medicine	4				
Primary Care Core rotation	BEHSC 705, EM 703, FM 702, IM 702, OPP 703, PED 702, OBGYN 702, SURG 702 (2 weeks only), SURG 713 (2 weeks only)	6		Elective - Unrestricted	28	
	<b>Total credits/weeks</b>	<b>48</b>		<b>Total credits/weeks</b>	<b>36</b>	

#### Rotation requirements include:

<input type="checkbox"/> All Faculty Evaluations of Student received and passing	<input type="checkbox"/> Student Evaluation of ALL Rotations
<input type="checkbox"/> Student Evaluation of ALL Preceptors	<input type="checkbox"/> Case Logs submitted for each rotation
<input type="checkbox"/> Passing all required COMATs for core rotations	

#### Other academic graduation requirements: Refer to Student Catalog and Student Handbook for most up-to-date graduation requirements

<input type="checkbox"/> Pass COMLEX-USA Level 1, 2CE	<input type="checkbox"/> CLIN 701 – Clinical Skills III (OSCE)
<input type="checkbox"/> Formal clinical presentation (recommend evaluation by Assistant Dean by end of third-year)	<input type="checkbox"/> Completion of Advising Reviews

Final 04/25/2022 L:\Enrollment Services\Student Records\Management\Graduation\2024

## Class of 2025 Rotation Graduation Requirements Checklist

Pacific Northwest University of Health Sciences College of Osteopathic Medicine Rotation Graduation Requirement Checklist <b>Class of 2025</b>						
<b>Required Rotations</b> <b>NEED TO BE DONE WITH CLINICAL FACULTY</b> If a rotation is not available at the assigned regional site, PNWU will place student in a rotation at <b>ANOTHER REGIONAL SITE</b> .				<b>Elective Rotations</b> <b>CAN BE DONE ANYWHERE – WITH PNWU APPROVAL</b> Use these electives as preview of residency programs and audition rotations.		
Course #	Core Rotations	Credits	Done	Elective Rotations	Credits	Done
FM 701	Family Medicine	6		Elective – Internal Med • IM 704, IM 706, IM 708, IM 710, IM 711, IM 712, IM 713, IM 714, IM 715, IM 716, IM 717, IM 719, IM 801	4	
IM 701	Internal Medicine	6				
SURG 701	Surgery	6				
PED 701	Pediatrics	6				
OBGYN 701	Women's Health	6		Elective – Surgery • SURG 705, SURG 708, SURG 710, SURG 712, SURG 715, SURG 801	4	
BEHSC 701	Behavioral Medicine	4				
OPP 701	Osteopathic Principles & Practice	4				
EM 701	Emergency Medicine	4				
Primary Care Core rotation	BEHSC 705, EM 703, FM 702, IM 702, OPP 703, PED 702, OBGYN 702, SURG 702 (2 weeks only), SURG 713 (2 weeks only)	6		Elective - Unrestricted	24	
CLIN 704	Clinical Didactics	4				
<b>Total credits/weeks</b>		<b>52</b>		<b>Total credits/weeks</b>	<b>32</b>	
<b>Rotation requirements include:</b>						
<input type="checkbox"/> All Faculty Evaluations of Student received and passing			<input type="checkbox"/> Student Evaluation of ALL Rotations			
<input type="checkbox"/> Student Evaluation of ALL Preceptors			<input type="checkbox"/> Case Logs submitted for each rotation			
<input type="checkbox"/> Passing all required COMATs for core rotations						
<b>Other academic graduation requirements:</b> Refer to Student Catalog and Student Handbook for most up-to-date graduation requirements						
<input type="checkbox"/> Pass COMLEX-USA Level 1			<input type="checkbox"/> Pass COMLEX-USA Level 2CE			

*Created 06/22/2023*

## ROTATION CREDENTIALING & SCHEDULING

### Credentialing for PNWU Region Rotations

Hospitals and clinics require credentialing documents prior to a student participating in a rotation, including, but not limited to letter of good standing, liability insurance, criminal background reports, immunization records, and certificates. The regional site administrator will provide the credentialing documents for core rotations and elective rotations in their region from documents the student has uploaded into eValue. It is imperative that students upload annually required documents & training certificates as soon as they are completed, but no later than the due date to eValue. Incomplete records may delay rotation eligibility. All records are maintained by the student and housed in eValue, not by the regional site or site personnel.

Please note that some regional sites have additional credentialing requirements imposed by the clinical site.

## Application & Credentialing for Non-PNWU Rotations

Non-PNWU rotations will require credentialing documents as part of the application process or upon rotation confirmation by the host institution. Students have PNWU's permission to send directly to the host-sites any required documents they request from the student. Frequently requested items include immunizations, proof of liability coverage, results of criminal background check, and drug screen results. The regional clerkship administrator assigned to the student will assist with requests for letters of good standing, affiliation agreements, attestation and application forms needing a school signature or seal, or other documents not accessible to the student. Students are to use their assigned Regional Clerkship Administrator's information for sections that ask for "Home School Contact". Students are to reach out to their assigned Regional Clerkship Administrator with any questions regarding the application process.

## Additional Immunizations or Tuberculosis Screening

Third- and fourth-year students may be required by the facility at which they rotate to have additional immunizations or tuberculosis screening. Students must comply with these requests.

- Third-year students required to obtain additional immunizations or tuberculosis screening may submit proof of payment to COM Clinical Education within 30 days of receipt to be reimbursed.
- Fourth-year students must obtain additional immunizations or tuberculosis screenings at their own expense.

## Drug Screen

A drug screening is completed by the COM student at the end of the second-year curriculum in preparation for rotation credentialing. For additional information and PNWU procedure see the [PNWU Student Handbook Drug Screen](#) web page on PNWU.edu.

All drug screen results must be provided to Enrollment Services for review and uploaded to MyRecordTracker or eValue. Any findings in the drug screen report will be given to Student Affairs for further evaluation.

If a rotation requires an updated drug screen and does not provide a procedure, the student will:

- contact the regional site administrator in the region where the rotation takes place if the rotation is within a PNWU region
- contact their assigned regional clerkship administrator if the rotation is outside of a PNWU region

### Procedures for PNWU initiated drug screenings:

1. Enrollment Services sends an email notification to the student to schedule drug screening
  - a. Regional site administrator or regional clerkship administrator will contact Enrollment Services to initiate the drug screening. Students are not to contact Enrollment Services directly to initiate a drug screening.
2. Student will click on link to schedule a 10-Panel Drug Screen
3. Student will obtain a 10-Panel Drug Screen and PNWU will pay for any additional screenings required for third-year core rotations. Otherwise, any other drug screen being requested by

the student for fourth-year rotations the student will either pay directly or have the charge added to their PNWU student account, access the "[Make a Payment](#)" section for payment details

4. Certiphi will email student instructions to generate an Occupational Health Services (OHS) Passport
  - a. The passport provides testing instructions and directions to the lab
  - b. The student should receive the email within 2 hours of purchasing the drug screen
5. A copy of the drug screen will be delivered directly to the student upon request with a copy to Enrollment Services.
6. Non-compliance or a diluted test may result in a rescinded offer of admission for an accepted student and dismissal from PNWU for a current student.
7. Any questionable or adverse findings revealed through the drug screen will be referred to Student Affairs for current students and the Admission Committee for accepted students, for further evaluation. An adverse or questionable drug screen may result in a rescinded offer of admission for an accepted student and dismissal from PNWU for a current student.
8. Upon a questionable or adverse result, non-compliance, or diluted test a current student may not be allowed to participate in any classroom activities and will be referred to the Student Progress Committee to determine his/her ability to continue at PNWU.

#### **Challenged Results of the Drug Screen**

1. Students who question the accuracy or results of the drug screen should immediately contact the private company that conducted the drug screen regarding the area they believe to be incorrect. Students can request the company's contact information from Enrollment Services. All disputes pertaining to the drug screen findings must follow the policies and procedures of the private company that conducted the drug screen.
2. If the student does not challenge the questionable or adverse information from the private company that conducted the drug screen and when the drug screen findings are such that the student does not meet PNWU standards, the student will be referred by Student Affairs to the Student Progress Committee for further evaluation and recommendations.
3. The student may appeal any adverse decision by the Student Progress Committee through the dean of the COM.
  - a. Students who wish to appeal a must submit a detailed letter to the dean within five business days after receiving the notice from the Student Progress Committee. The decision of the dean is final.

There are health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol and drug abuse can cause physical and emotional dependence. Users may develop a craving for these substances and their bodies may respond to the presence of drugs in ways that lead to increased use. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine create physical dependence. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking

drugs becomes the center of the user's life. Some drugs affect the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They can distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.

There are local, state, and federal sanctions for the unlawful possession or distribution of illicit drugs and alcohol. State law considers the illegal use of drugs and alcohol serious crimes. The sanctions for first-time violations of these laws range from fines to terms of incarceration, or both. Additionally, local ordinances and municipal codes impose a variety of penalties for the illegal use of drugs and alcohol. Access Washington [RCW Chapter 69.50](#), the Uniform Controlled Substances Act, for additional information. There may also be civil consequences that result from the violation of state drug and alcohol statutes. For example, property associated with the criminal acts, including homes and vehicles, can be confiscated by the government and persons convicted of felonies may be barred from government employment, and lose the right to vote. Federal law considers the manufacture, distribution, dispensation, possession, or use of illegal drugs, or any controlled substance, a serious crime. For the most up-to-date Federal Trafficking Penalties information, visit the website of the [US Drug Enforcement Administration](#). In addition to possible criminal sanctions, students can lose financial aid eligibility.

## Preceptor of Record

### Core Rotations Clinical Faculty (CF)

The preceptor (Clinical Faculty (CF)) is the supervising physician and physician of record for core rotations. Clinical Faculty must be credentialed by PNWU through the PNWU credentialing process to teach core rotations. Students must be supervised by their assigned CF and faculty designates (e.g., residents) during the term of the rotation. The preceptor of record may assign a student to another health professional during the rotation but must retain the role and responsibilities of the assigned primary preceptor of record which includes completing the Student End of Rotation Evaluation. The preceptor of record may delegate the completion of the evaluation to a fellow or senior resident with whom the student worked on service. The CF of record for the core rotation should review and sign/co-sign the delegated evaluation once completed by the delegee.

### Elective Rotations Educator Credentialed

Preceptors teaching clinical elective rotations are not required to have a clinical faculty appointment. Non-Clinical Faculty preceptors have the title of Educator Credentialed and must be a licensed MD/DO and boarded (or board-eligible) in the specialty they are teaching. Non-clinical elective rotations may be precepted by non MD/DO practitioners such as PhDs and DPMs upon approval. Students must be supervised by their assigned preceptor during the term of the rotation. The preceptor may assign the student to other healthcare professionals during the rotation but must retain the role and responsibilities of the assigned primary preceptor of record. The preceptor of record may delegate completion of the evaluation to a fellow or senior resident whom the student worked with on service. The maximum number of weeks allowed with a preceptor in an elective rotation is six weeks. Requests beyond six weeks require approval from the Assistant Dean for Clinical Education.

## [Supervision of Students](#)

A student on clinical rotations must be supervised during patient care. Supervision involves an approved preceptor 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
- Be actively involved in patient care decisions
- Assure that the documentation in the patient's medical record is appropriate

### **Supervision by Family Members**

A student cannot be assigned to a family member and a family member cannot submit an evaluation for any rotations. This includes spouses, domestic partners and first- and second-degree relatives such as parents, grandparents, uncles/aunts, cousins, or siblings. Scheduling rotations with other family members not specified above must be approved by the assistant dean to ensure there is not a conflict regarding grading authority.

## **THIRD-YEAR CORE & PRIMARY CARE CORE (PCC) ROTATIONS**

The required core clinical rotations at each regional site will be scheduled by the regional site administrator in conjunction with the assistant dean in the student's assigned PNWU regional site. If a student requests a rotation with a particular physician, regional site, or at a specific time, there is no guarantee the request will be honored. All physicians who oversee core rotations must be credentialed with PNWU-COM.

Student outreach to preceptors to schedule rotations within any PNWU-COM region is prohibited, unless the student has been granted express permission to do so by their regional site administrator. Students who engage in this behavior interfere with the arrangements that the region has with the preceptors and may be subject to a Documentation of Counseling. If students are interested in a specific rotation experience outside their assigned regional site, students will contact their regional site administrator who will reach out to the appropriate regional site administrator in other PNWU regions for verification of an available rotation. This ensures that the assigned regional site administrator and the regional site administrator in the PNWU region of the rotation request are both working together to assist the student. The current assigned regional site administrators for any of the PNWU-COM rotations can be found using this link [regions](#).

Students will be provided a tentative third-year rotation schedule in the spring of their second year, when all required documents have been provided to the Clinical Education team, and when the student has been approved to start rotations. Please note this is a tentative schedule and changes are expected throughout the year. Physicians' and clinics' schedules change, and students will have schedule changes too. The RSA is in charge of the schedule for all OMS3 core requirements and will create a schedule based on the needs and availability of the region.

If a student does not have a passing COMLEX Level 1 score before the start of clinical rotations, there will be a delay in the start of clinical rotations. Delayed and off-cycle students will meet with the Assistant Dean coordinating off-cycle students after taking the COMLEX Level 1. The Assistant Dean will coordinate student meetings with Financial Aid and Registrar to determine any impact the delay will have on the student's financial aid or graduation timeline. For students with significant delays will complete the Clinical Intensive course, CLIN 703, before starting clinical rotations. The student's start date will be based on capacity available in the region once a passing score is posted. There is no guarantee when rotations will become available, and students will be expected to be present either in their home region or at a location determined most appropriate by their RSA on the day their score is released so they can be immediately available to start rotations on receipt of a passing score.

Students are required to complete Core and Primary Care Core (PCC) rotations before taking clinical electives, except for EM 701, which is sometimes completed in the fourth year. Requests by OMS3 students for non-clinical electives (e.g. ELEC 702, ELEC 704, ELEC705, FM 706, PED 707, RSRCH 701) *before* completion of all Cores and PCCs will be considered on an individual basis and require the approval of the RSA/RCA/Assistant Dean.

Upon completion of third-year requirements, students manage their own schedule (with assistance from their assigned RSA/RCA) for OMS4 elective and requirements. See Fourth-year rotation section.

The region will do their best to schedule core rotations within 50 miles(one-way) from where didactics are held or from the satellite locations (a location for clinical rotations associated with a regional site). It is expected that a student may be required to rotate outside of their region for any unavailable core rotations. In the event that a core rotation occurs more than 50 miles from their assigned site, the student may be eligible for a housing allowance and/or mileage stipend provided by PNWU. Housing and mileage reimbursements should be coordinated through the regional site administrator who will verify student eligibility. Once the Regional Site Administrator confirms student is eligible for reimbursement, the student will need to submit a Travel and Expense Form located on the [Clinical Rotations SharePoint](#).

Reimbursement requests for housing and/or mileage must not exceed a maximum request of up to \$175 per week on rotation. Paid housing receipts, travel dates, and map (starting location address of didactics with end location address where rotation occurs) showing distance traveled both to and from the rotation site must be included with the Travel and Expense Form. Mileage will be reimbursed per the current federal mileage guidelines. Students will submit their supporting documents to their Regional Site Administrator for processing.

All student reimbursement requests must be submitted within 30 days of completion of the rotation. Requests submitted after 30 days will not be approved for reimbursement.

Note: family and pets should not go with the student on rotations where housing is provided. Housing is for the student only. Students will need to make other arrangements for pets. Consider contacting pet shelters (volunteers may be available to house a pet temporarily). Housing arrangements must be coordinated through the regional site administrator who will



obtain approval from the appropriate PNWU administrator prior to the start of a rotation. The housing allowance will not be paid when a student stays with an immediate family member (parent, sibling, or grandparent).

Consideration may be given on a case-by-case basis for housing provided by PNWU employees or other affiliated University personnel if not in conflict with the [Ethical Conduct policy](#).

## Core Rotations outside a PNWU Region

Core rotations are to be completed within a PNWU region with an approved preceptor (Clinical Faculty). Exceptions for core rotations outside a PNWU region will be considered on a case-by-case basis and require pre-approval from the associate dean for clinical education. The Supervising physician for a core rotation outside of PNWU regions will meet the criteria of the Commission on Osteopathic College Accreditation (COCA) and Washington State regulations. If a core rotation needs to take place outside of a PNWU region, the rotation must either occur at a teaching institution with a residency program in the scheduled core discipline, or the preceptor must become clinical faculty.

NOTE: EM 701 may be approved outside of the PNWU region when used as an audition rotation provided site is a teaching hospital with an EM residency. Prior approval from regional site administrator and assistant dean must be obtained by student. If the EM core is scheduled out-of-region, but not at a teaching hospital with an EM residency, then the preceptor must be credentialed as clinical faculty and prior approval from the associate dean for clinical education must be obtained.

## Preparing for Audition & Elective Rotations

During the fall of their third year, students are encouraged to begin researching sites of interest for audition and elective rotations. The clinical education department will conduct an orientation to fourth-year students in the fall of each year. Students should refer to the [COM Third- and Fourth-Year Clinical Rotation Resources SharePoint](#) for more information regarding fourth-year planning.

## FOURTH-YEAR ROTATIONS

Students customize their fourth-year rotations with the assistance of the regional site administrator, their assigned regional clerkship administrator, and their assistant dean. Planning for fourth year usually begins in the fall term of third year, with fourth-year rotations opening as early as January - especially for competitive residency specialties. Students should schedule rotations that will give them exposure to other specialties so they are better prepared for residency. A student's fourth-year is theirs to design but should not be considered the time to specialize in one area. Residencies want to see students have well-rounded experiences in their medical education. If a student's focus for Sub-Is is in one area, they should consider doing electives in other specialties to help build and demonstrate their medical knowledge and strengthen their residency applications. If a student is unsure which electives they should schedule that support their chosen/preferred specialty, the student should contact their assistant dean for guidance. Fourth year rotations are approved in all states. Audition rotations or sub-internship rotations (usually referred to as "Sub-Is") for residency programs are typically

scheduled July through January. An official request must be submitted in eValue for ALL non-core rotations. Instruction manuals for requesting and scheduling non-core rotations are available on the [Clinical Rotations SharePoint](#) site.

Students manage their own schedule (with assistance from the RSA/RCA) for any OMS4 elective requirements upon completion of OMS3 requirements with these guidelines:

- 1) In-Region PNWU-COM OMS4 Electives: If a student is interested in a rotation at a PNWU regional site, the student is required to contact the RSA for that site. Students may not contact healthcare entities within the PNWU region directly without the express permission of the RSA for that region. RSAs will work with students to seek out and secure opportunities whenever possible, understanding that rotation availability varies and not all electives are available at all times in all sites.
- 2) Non-Clinical OMS4 Electives: If the student is interested in any non-clinical electives, they are required to reach out to the RCA for options.
- 3) Non-PNWU Regions (Out-of-Region): If the student is interested in any out-of-region rotation it is the responsibility of the student to apply on their own.
  - a. The assigned RCA will assist with necessary paperwork

## Elective, Audition, & Sub-I Rotations



Class of 2025 students are required to complete 32-weeks of fourth-year rotations to satisfy graduation requirements. Class of 2024 students are required to complete 36-weeks of fourth-year rotations to satisfy graduation requirements. [This can be a combination of Elective, Audition, and Sub-Internship rotations.](#)

Students should refer to the following page on the [COM Third- & Fourth-Year Clinical Rotation Resources](#) page for more information.

### [Requesting Non-Core Rotations within a PNWU Region](#)

If the rotation is in the PNWU-COM five-state region (AK, ID, MT, OR, WA—region maps are available on the [Clinical Rotations SharePoint](#) site that outline region boundaries), the student MUST contact the regional site administrator in that region. The regional site administrator will advise student on next steps for coordinating the rotation in region.

## Requesting Non-Core Rotations Outside the PNWU Regions

1. For fourth-year elective and Sub-I rotations outside the PNWU five-state region (AK, ID, MT, OR, WA), the student will schedule the rotation on their own.
2. Credentialing paperwork required by the hosting facility should be submitted by the student. If the hosting facility requires documentation directly from the student's home program, students are to contact their assigned regional clerkship administrator for assistance.
3. A rotation request should be submitted in eValue for all non-core rotations as soon as rotation dates are confirmed between student and the hosting facility.
4. Rotations requests submitted through eValue are not considered confirmed until they are approved by PNWU. Students should not make travel arrangements for a rotation (plane tickets, housing, etc) until they are notified of the approval through eValue.

## Online Application Platforms

Many hosting programs require applications for audition and elective rotations to be submitted through an online application platform. Primary platforms utilized include Visiting Student Application System (VSAS), ClinicianNexus, myClinicalExchange, and CPNW. Additional information regarding these platforms can be found on the [COM Third- and Fourth-Year Clinical Rotation Resources](#) Student SharePoint.

PNWU will upload one free transcript to VSAS.

## Rotation Fees

Some institutions may charge a fee for elective and/or sub-I rotations. Students are responsible for all elective and sub-I rotation fees, including fees for cancelled rotations. PNWU tracks all rotations at sites we are aware charge rotation fees and student will be asked to confirm acknowledgement of this prior to starting the rotation. If PNWU receives an invoice for a rotation fee, the charge will be applied to the student's PNWU account and the student will be notified to pay. For a list of sites noted to charge rotation fees, please visit the [Clinical Education SharePoint](#) site (it is possible that not all sites are listed).

## Cancelling/Editing Non-Core Rotations

If a non-core rotation is canceled or changed, student must submit a drop request through eValue. An explanation for the cancellation or change should be included in the comments section of the student's drop request and should also include confirmation that the host site has been properly notified. Cancellations and changes should be submitted 60 days before the rotation start date to give the preceptor and rotation site time to fill the rotation. It is the student's responsibility to notify the host site when a rotation needs to be cancelled or changed.

NOTE: If a cancellation occurs before the end of business the day prior to the rotation start date the student must contact their regional clerkship administrator for assistance.

## 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. Students will work with their regional site administrator who may work with other regional site administrators with military rotations in their region. Any core rotation outside a PNWU regional site that meets the military student clinical training requirement must be scheduled in conjunction with the regional site administrator. PNWU will not pay for students housing or travel for these rotations.

Health Professions Scholarship Program (HPSP) students are authorized to do their Active Duty Tour (ADT) as one of the core rotations with permission from the assistant dean and scheduling through their regional site administrator or regional clerkship administrator (if out of a PNWU region). HPSP scholarship includes monthly stipend as well as tuition assistance. Each student is required to perform ADT once during each year of the scholarship. These ADT's are in addition to their stipend, meaning they are to report to a base, on orders (which are generated by their reserve branch as assigned). During the tours expenses are covered/reimbursed according to the branch's regulations and allowances.

## FM706 Military Office Training

The various branches of the military and public health service conduct entry level military training to newly commissioned officers where various medical military skills, protocols, and military duties are taught to all medical officers of the Army, Navy, Air force, US Coast Guard, and US Public Health commissioned officers. This military basic training must be completed during their medical school undergraduate years. The student undergoes training in all aspects of the respective service's medical and officer requirements. Military students are taught how to live and function while delivering medical care in environments that can range from austere field conditions to hospitals and clinics. This training exposure is designed to prepare the student to manage military service members' unique expectations, in order to maintain the military member's readiness and wellbeing. The curriculum for this rotation is based on individual service requirements for training incoming medical officers. Military HPSP students may utilize the FM706 military syllabus during their third- and fourth-years and upon successful completion of their second-year classes and exams in the summer between the second- and third-years.

## 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 (EM 701). The student is required to submit their request, [Elective 703 – Global Health Rotation request](#), along with other forms required as defined in the syllabus. Once the rotation has been approved, it will be entered on student's eValue schedule by their assigned regional clerkship administrator. International rotation electives will be granted on an individual basis. No travel arrangements should be made until official notification is entered into eValue. Students should review the immunization information on international travel and submit the [international travel](#) form and documentation to Student Affairs at least 60 days prior to leaving the country. Upon returning from international travel some hospital organizations may not allow immediate return to rotations based on specific hospital policy. Students must contact the PNWU immunization nurse for any post international testing.

To meet the rotation accreditation requirements for international rotations, the physician/preceptor must be trained in the American, European, or Australian system or vetted by the AAMC or BIOMEA. Refer to [the COM Third- & Fourth-Year Clinical Rotation Resources SharePoint](#) for complete information about international rotations.

## AHEC Scholars Program Rotation

Students may participate in an Area Health Education Center (AHEC) Scholars Program and earn credit using the ELEC 702 process. The number of credits would be limited to no more than eight credits cumulative during third- and fourth-year. Access the [non-clinical elective](#) rotation section for details.

## REQUIREMENTS FOR COMPLETION OF ROTATION

Grades for Clinical Education utilize both Formative and Summative Assessments:

### Formative Assessments

1. Review of case logs to ensure 100 percent compliance



2. Preceptor evaluation of student performance
3. Student evaluation of rotation and preceptor

#### **Summative Assessments**

1. Preceptor evaluation of student performance
2. Attendance (any unexcused absence constitutes a fail)
3. Passing the COMAT subject exam for core rotations

Rotations are graded on a pass/fail/honors basis and grades are not submitted until all required components have been completed (required case logs, evaluations, COMAT for cores). The student will receive an incomplete until all of the above requirements are met. Students who have not completed the rotation satisfactorily will be referred to Student Progress Committee for determination of remediation. If a student chooses to appeal the grade they receive, appeals must be submitted via [Grade Appeals](#) form within 30 days of the student's receipt of the grade. Refer to the [COM Third- & Fourth-Year Clinical Rotation Resources SharePoint](#) for complete information.

### **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 competent physicians. Students should be sensitive to how they may assist the preceptor and enhance the patient experience. There are occasions in which a student's participation in a rotation may be determined by the preceptor or by the institution to be a hinderance to the delivery of patient care. If this situation is encountered, PNWU will investigate the circumstances, remove the student from the rotation and find an alternative rotation experience to meet the student's clinical requirements.

### **Rotation Learning Objectives**

During the rotation, students must learn the objectives outlined on the syllabus, available on the PNWU-COM website. 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-USA series. Students must complete assignments as directed by the preceptor. All required learning objectives must be entered in eValue.

Students are required to log clinical activity in eValue (with the exception of CLIN513, ELEC 702, ELEC704, FM 706, and PEDS 707, RSRCH 701). Students can find the manual for entering case logs on the [COM Third- & Fourth-Year Clinical Rotation Resources](#) student SharePoint. Logs for all rotations must be completed before a grade is assigned, and logs that are incomplete 60 days after the end of the rotation will result in an academic alert. Logs for clinical rotations, completed within seven days of the end of rotation, will be used in consideration for course honors. Access the [Honors](#) section below for details on Case Logs & Honors eligibility. Cores

require the entire list of learning objectives listed on the syllabi to be entered in eValue; PCC and non-core rotations require at least five cases logged per week.

## Mid-Rotation Review

Students are encouraged to obtain a mid-rotation review with their preceptor during their core rotations. The purpose of the mid-rotation review is for the student to obtain feedback at mid-point allowing opportunity to incorporate the feedback before the end of the rotation. The mid-rotation review form is available on the [Clinical Rotations SharePoint](#) site. The mid-rotation review is for a student's formative use and should not be submitted to PNWU or the regional site administrator. The student should keep the form for reference.

Longitudinal rotation sites require a mid-rotation review every two to three months depending on the length of the longitudinal rotations. The mid-rotation review should be sent to the regional site administrator for appropriate documentation and storing. The assistant dean advising review serves as a mid-course assessment of the Clinical Didactics course.

## Comprehensive Osteopathic Medical Achievement Tests (COMAT)

COMATs are nationally standardized subject exams designed to assess osteopathic medical students' knowledge and ability in core osteopathic medical and foundational biomedical sciences principles. COMAT exams are provided by NBOME. COMAT subject examinations must be taken at the end of each core rotation (courses ending in "701") and the results are included in the MSPE for residency applications.

Students are required to take a 50-question TrueLearn Assessment in the applicable core rotation subject prior to each required COMAT exam. A passing score of at least 60% on the TrueLearn Assessment will be required before a student is approved to take the COMAT exam.

Each TrueLearn Core Subject has a minimum bank of 125 questions. Two 50 question assessments are reserved from that question bank: one for initial testing and one for potential remediation. Once a student successfully passes their TrueLearn assessment(s), any reserved questions in the applicable subject bank will be made available to the student's remaining practice question bank. Students will have access to the initial TrueLearn Assessments throughout the year during core rotations in preparation for the COMAT are as follows:

- If on a 4-week rotation, the test shall be taken no later than the Sunday ending the 2<sup>nd</sup> week of the rotation.
- If on 6-week rotation, the test shall be taken no later than the Sunday ending the 3<sup>rd</sup> week of the rotation.

If a student does not pass the TrueLearn assessment on the first attempt, they will be required to take a second TrueLearn assessment within a week of the first attempt. If the student fails the second attempt they must speak to their Assistant Dean who may also refer them to the Director of Student Success for study guidance. The student is still expected to sit for the COMAT during the last week of the rotation unless instructed otherwise by the Assistant Dean. Students do not have the authority to delay or reschedule a COMAT without speaking with their Assistant Dean (the RSA cannot reschedule or cancel a COMAT without the approval of the Assistant Dean).

The scheduling for these assessments and exams will be handled by the student's Regional Site Administrator (RSA) based on the student's other schedule requirements.

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 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), but not as a substitute for patient encounters. Students shall not ask the preceptors for time away from patient care duties to 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 preapproved and scheduled during the last week of the rotation and students are expected to be available as scheduled. An excused absence must be preapproved by the assistant dean and the COMAT exam must be taken within 30 days of the end of the rotation. Students cannot cancel or delay a COMAT without the approval of the assistant dean. Students must bring their own laptop or iPad with them for each exam. It is the expectation that the student will take the COMAT exam in the region to which they are assigned at the time. Exams will be scheduled only during NBOME IT support hours.

#### **Grading chart used to determine Pass, Marginal Pass, and Fail**

<b>Percentile</b>	<b>Standard Score</b>	<b>Grade</b>
1 – 7	0 – 85	Fail
8 – 17	86 – 90	Marginal Pass
8 – 99	91 – 130+	Pass

To access the score report:

- Log into your student account at NBOME
- Click on the COMAT tab
- You will be able to view/print a copy of your COMAT scores.

#### **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 on first attempt must remediate by repeating the examination at their own expense within 30 days of the end of the rotation, providing the clinical performance of the student was adequate. A student who fails COMAT examination will receive a letter of Academic Standing indicating they are on alert status. Access the [Academic Standing](#) section in the Handbook and in the [Student Catalog](#) for details.

If the student fails the examination a second time, the student will meet immediately with the Director of Student Success for an individualized learning plan and complete the examination retake within 30 days of the notification of a failing grade.

If a student fails the COMAT exam a third time, the course grade will be submitted as an “I” and the student will meet with SPC to review student performance and devise a plan to remediate the course and pass the COMAT before starting fourth-year rotations. The student will not be cleared for graduation until all required COMATs are completed with a passing score.

## Student Evaluation of Rotation and Preceptor

The student will evaluate both the clinical rotation and the preceptor using the electronic evaluation forms in eValue. 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 in eValue. Evaluations that are incomplete 60 days after the end of rotation will result in an academic alert. It should be noted that the Likert ratings and comments about preceptor and site strengths and weakness noted on student evaluations of the preceptor are shared in a composite evaluation format once three or more students rotate with a preceptor. Comments made in the PNWU only sections are not shared with the preceptor or site. Should a student have a comment about a preceptor, office staff, etc., that cannot be expressed in a professional manner in the evaluation, it should be shared with the assistant dean or PNWU staff in a different format. Any significant concerns that arise during a rotation should be immediately brought to the assistant dean’s attention and/or reported through one of the misconduct reporting mechanisms noted in the Student Complaints of Program Integrity or Reporting Suspected Wrongful Conduct sections of this handbook.

## Preceptor Evaluation of Student

The student’s final evaluation must be signed by the preceptor of record (the assigned preceptor listed in eValue) and it is recommended the student review the evaluation with the preceptor at the end of each rotation. The preceptor may get feedback from others who have worked with the student and submit a composite evaluation. The associate dean for clinical education or designee reviews all clinical evaluations for third- and fourth-year students during the academic year. The preceptor of record may delegate completion of the evaluation to a chief or senior level resident who worked with the student on service. The resident will be listed as a secondary preceptor on student’s rotation in eValue. Delay in obtaining the evaluation will delay a final grade and possibly the transcript that shows completion of the rotation.

Every effort will be made to get the preceptor’s evaluation of the student’s performance. If a preceptor fails to complete the evaluation within 90 days of the end of the rotation, the evaluation will be reassigned to the assistant dean. Evaluations completed by the assistant without input from the preceptor will not qualify the student for honors eligibility.

Students should be prepared to provide the preceptor with a paper evaluation and obtain a completed copy upon completion of the rotation. This is especially important during the fourth year when rotations are occurring outside the PNWU regions; making it difficult to track down delinquent evaluations once the student has left the rotation site. Preceptors wishing to complete the evaluation electronically must provide PNWU with their email address in order to

receive access to the student's online evaluation form. Please verify with your Regional Clerkship Administrator that the preceptor's email address is on file prior to leaving the rotation.

## Review/Release of Evaluations

The Clinical Education Program Manager reviews every evaluation submitted by and about OMS3 and OMS4 students. The student can access the preceptor's evaluation of their performance once the Review/release process has been completed (typically daily, there may be some delay over holidays and weekends). Any concerning comments are forwarded to the student's team for review and to determine if follow up is needed.

## Honors

Core rotations, as well as PCC and *clinical* electives two or more weeks in length, are eligible for honors. Honors is achieved if all the following requirements are met:

1. Average evaluation score from *Faculty Evaluation of Student* is 3.6 or higher (scores will be rounded to one decimal point, with 0.54 rounded down to 0.5 and 0.55 rounded up to 0.6.)
  - a. For rotations with more than one preceptor, evaluations are averaged together
    - i. Evaluations are not weighted by length of time with preceptor
2. Student evaluations (*Student Evaluation of Rotation* and *Student Evaluation of Faculty*) must be completed within seven days of end of rotation (or within seven days of being assigned in eValue if preceptor assigned at later date).
3. Required case logs must be completed within seven days of end of rotation.
  - a. Required case logs are listed both on course syllabi and in eValue.
  - b. Detailed manuals on entering and reporting on case logs are available on SharePoint and on the home page of eValue.
  - c. The Clin Ed grader will use eValue to ensure all logs have been entered within the required timeframe. It is the responsibility of the student to ensure logs are entered and SAVED in eValue.
    - i. Students should save a copy of the report they print at the end of each rotation that shows, with a time stamp, that all log requirements have been entered.
    - ii. If there is a discrepancy, the student will be required to provide a copy of that report to the grader. Exceptions will not be made for self-tracking systems.
4. For core rotations, COMAT must be taken by the last week of their rotation and passed on the first attempt

Honors are calculated and submitted by the Clinical Education department to the Registrar and posted to the student's academic record and Progress IQ as a grade of "H". Any grade appeals must be made within 30 days of the grade posting to the student's academic record. Appeals to

grades or the preceptor's summative comments made more than 30 days after the grade posts will not be considered. Students may not appeal the preceptor's formative comments, as these are intended to enable the student's professional growth and are not represented on the MSPE letter.

## RESIDENCY APPLICATIONS AND PROCESS

Students should review and compare residency programs beginning in the fall of third year. Refer to the [Career Planning](#) section of this handbook, the [Career & Residency Planning](#) web page and the [Residency Planning SharePoint site](#).

- [FREIDA allows you to search for a residency or fellowship from more than 12,000 programs](#)
- Accreditation Council for Graduate Medical Education ([ACGME Residency Program Search](#))
- American Academy of Family Physicians ([AAFP Residency Directory](#))
- [Rural Training Track](#)

### ERAS

The [Electronic Residency Application Service \(ERAS\)](#) is a service that transmits the MyERAS application and supporting documentation from applicants and PNWU to residency program directors.

Students will be emailed an ERAS token in the fall of their third year to register for their [MyERAS account](#). If a student has not received their ERAS token after the official opening date for the season, they should contact [Enrollment Services](#).

The [MyERAS Guide](#), worksheet and checklists are available online to assist students with the details of their MyERAS account and residency applications. Student Affairs is available to assist with any ERAS or residency program application questions by calling 509.249.7724.

Applications can be certified and submitted to ACGME residency programs beginning in September.

### 2023-24 Fees

#### [ERAS Application](#)

Programs per specialty	Application Fees
Base Fee up to 10	\$99
Applications 11-20	\$19 each
Applications 21-30	\$23 each
Applications > 31 or more	\$26 each
USMLE Transcript Fee	\$80
COMLEX-USA Transcript Fee	\$80

### ERAS Letters of Recommendation

ERAS allows students to submit letters of recommendation (LOR) into their applications. Students will need to provide their letter of recommendation author with an ERAS Letter Request Form in order for the author to be able to upload the letter to the ERAS Letter of Recommendation Portal (LoRP).

Letters of recommendation for ERAS must be entered into students' MyERAS profiles before their letter of recommendation authors are able to upload the students' letters to ERAS. Students will be able to print the ERAS Letter Request Form after they have entered all pertinent letter and author information into their ERAS profiles. Guidelines for students to give to their letter of recommendation authors/preceptors to assist them in writing letters of recommendation for ERAS are also available on the [Clinical Education SharePoint](#) site. There are complete instructions regarding the [Letter of Recommendation Portal \(LoRP\)](#) in the LoRP user guide that is located on the AAMC website for your authors/preceptors to answer any questions.

Residency programs find letters to be more credible when the student has waived the right to see the letter. Campus staff are not permitted to process the LORs for the preceptor, but another designee (appointed/selected by the preceptor) may. Consider the following strategies:

1. Many specialties have specific letter requirements (e.g. Standard Letter of Evaluation forms) so understand what the specialty you're applying to wants before asking for a letter.
2. Ask the preceptor to write the letter near or at the end of the rotation while your performance is fresh in their mind. A member of his/her staff can upload it, if the preceptor chooses them to be his/her designee.
3. If asking for a letter after your rotation is completed send your picture, CV and personal statement to jog the preceptor's memory.
4. Letters may be general or specialty specific. Make sure you let the preceptor know what you need. Keep track of the different types of letters you request through ERAS by naming them specifically, particularly if you're asking for more than one type of letter from the same person (e.g., letter for general surgery and letter for transitional year, or SLOE and narrative letter). You will have to request which letters to use on your residency applications by the name you've given them in the ERAS system without accessing them.

Student Affairs will provide additional information to students when ERAS season officially opens to guide you in the application process.

## MSPE

The Medical Student Performance Evaluation (MSPE) is a component of the overall residency application. The MSPE serves to highlight all of the achievements and activities that a student has worked toward during their time in medical school. The MSPE is developed through Student Affairs in conjunction with each individual student. During the end of the third year, students will begin receiving regular communication from Student Affairs regarding their role in drafting the MSPE letter.

### Timeline

- May 31 – Deadline for Assistant Dean Noteworthy Characteristics
- July 26 - cut-off for a COMAT to be taken (and still make it on MSPE)
- August 3– cut-off for any COMAT scores to be received in order to be included on MSPE

- August 3 Students will need to have *completed* all required weeks of the core, received eval from preceptor(s), AND have COMAT score (successful pass) *reported*
- August 3 – Clin Ed deadline for any evaluation data to go in eValue
  - After this deadline, we will NOT accept any additional evaluation data
- August 4 - **Student Deadline** for responding to JotForm
- September 5 – Student Affairs sends out MSPEs for Student Review
- September 8 – **Student deadline** to complete their FINAL review
- September 11-12 – Student Affairs makes any final tweaks to individual MSPEs
- September 13 - Upload MSPEs to ERAS

Student Affairs will work with each student on a one-on-one basis in order to review the first portion of the letter and ensure accuracy. Data regarding honors, class rank, leaves of absence, etc. will be provided by the Registrar's Office. The MSPE letter will also include several appendices, including, but not limited to the summative (not formative) comments from preceptor evaluations, COMAT scores, and core competency domain averages. Each letter will be reviewed by the dean of students.

Student Affairs will upload each MSPE letter to ERAS once finalized. Frequent communication between students and Student Affairs is critical to the MSPE process.

## Transcript for ERAS Application

PNWU will upload one free transcript by September 1, for all fourth-year students participating in the residency application cycle. Students who want to request a transcript before or after September 1 will need to request a transcript and pay the \$10 transcript fee.

When requesting a transcript for ERAS, enter "ERAS" in any of the required fields to ensure the request is uploaded directly to ERAS. When requesting an additional transcript from ERAS, usually transcripts are uploaded within two business days after submission of a transcript request.

## ERAS Frequently Asked Questions

Please utilize the AAMC [Applicant FAQ](#) section on their website. Student Affairs has also created an [ERAS FAQ's](#) document which is also available on Moodle. Please email [studentaffairs@pnwu.edu](mailto:studentaffairs@pnwu.edu) with any additional ERAS related questions.

## Residency Match

You must register for each match service. Once you have registered with the match service, you will submit what is called a Rank Order List to the match program(s) in which you are interested. There is an algorithmic program that matches programs and applicants based on this list, as well as the Rank Order List submitted by each program.

Please access the following resource for more information on match registration for more information on specific dates and logistics for participating:

[National Residency Matching Program \(NRMP\)](#)

Military

- [Air Force](#)
- [Army](#)
- [Coast Guard](#)
- [Navy](#)

### [Specialty Matches - SF](#)

#### [American Urological Association](#)

Military and specialty match results may not be available to PNWU directly. Students will provide proof of their residency match to [studentaffairs@pnwu.edu](mailto:studentaffairs@pnwu.edu).

Students pursuing military, San Francisco, and American Urological Association matches who remain unmatched after the initial match date should contact Student Affairs. For those in the NRMP Match, Student Affairs/Clinical Education/GME will be in communication with those students who enter SOAP or are unmatched at the end of NRMP Match Week in order to provide support moving forward. If you have any questions, please contact Student Affairs at 509.249.7724 or .

## [GRADUATION](#)

The graduation activities and ceremony are a celebration for you, your family, and the PNWU community of your achievement. The [graduation page](#) on PNWU.edu will give specifics on schedule of events, vendors for announcements, regalia, diploma frames, and photos along with required forms, surveys, accommodations, and frequently asked questions.

The graduating class president will contact students from that year's graduating class to nominate faculty hooders, determine class awards and gifts, and be the class representative to the graduation committee. Questions may be directed to [Enrollment Services](#).

### Commencement Application

A commencement application must be completed to designate the student's intention to graduate and collect information for use in graduation activity preparation. Students will be notified when the graduation application is available for completion.

Participation in the spring graduation ceremony requires the student has or plans to complete the following:

- Completed all first- and second-year course requirements; and
- Completed 44 credits of clinical rotations by March 1, prior to May graduation ceremony;
- Passed COMLEX Level 2CE by May 1, prior to May graduation ceremony;
- Has a plan to complete all required rotations by December 31 of graduation year

### Graduation Requirements

The Doctor of Osteopathic graduation requirements are detailed in the student catalog. Part of those degree requirements include curricular, legal, and financial requirements as well as commencement and required exit sessions. Below are a list of specific items that must be completed prior to the degree being confirmed.

- Complete the Federal Student Loan Exit Counseling for those who are a student loan borrower either while at PNWU or before;
- Complete the AACOM Graduating Student Survey;
- Attend mandatory student exit sessions on-campus prior to graduation;
- Complete Graduation Application for the May graduation ceremony by March 1;
- Complete a formal clinical presentation and receives a passing evaluation from their assigned regional/assistant dean; and
- Complete all annual reviews with assigned regional/assistant dean.
- Purchase required academic regalia for commencement
- Enter a diploma address in Self-Service

## LICENSURE FOR RESIDENCY

The residency program will instruct the student on paperwork needed to obtain temporary licensure in their state. PNWU cannot certify your graduation until all graduation requirements are met. Please review the [PNWU-COM Graduation](#) page on PNWU.edu and monitor your Checklist on Self-Service for the status of all requirements. Your residency program may have requirements (e.g., ACLS/BLS certification renewal, etc.) for you to fulfill prior to starting their program. You will be responsible for these requirements and any associated expenses. Contact your program as soon as you've successfully matched to determine any additional requirements and plan accordingly.

Request official transcripts and select hold for degree if you want the transcript printed and mailed after the degree has been posted. Submit all degree verification requests and documents to [registrar@pnwu.edu](mailto:registrar@pnwu.edu) or Enrollment Services, 111 University Parkway, Suite 202, Yakima WA 98901.

## DISCLAIMER

The Student Handbook represents information and requirements which may be altered from time to time by the University at its sole discretion. The provisions of the Student Handbook do not constitute a contract. The University reserves the right to change any provision or requirement at any time. The University complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. All inquiries regarding the Student Handbook should be directed to Enrollment Services at [registrar@pnwu.edu](mailto:registrar@pnwu.edu) or 509.249.7888. Any recommendations for additions, deletions, or changes in the Handbook must be submitted in writing to the appropriate dean. Final approval must be granted by the dean of the College of Osteopathic Medicine. Most of the forms, policies and procedures referred to throughout this handbook are available on the University website, [PNWU.edu](http://PNWU.edu).

## STATEMENT OF CERTIFICATION

This handbook is certified to be true and correct in content and procedure as of the date of publication.

Thomas A. Scandalis, DO – College of Osteopathic Medicine Dean and Chief Academic Officer  
Wayne Miller, PhD– Provost and Chief Academic Office for the University

Pacific Northwest University of Health Sciences is an equal opportunity institution.