

Clinical Training Manual

Academic Year 2025-26



“Medicine is learned at the bedside,
and not in the classroom”

~William Osler

COM Clinical Education Office

Welcome to Clinical Education

Welcome to the clinical curriculum and the Department of Clinical Education. Congratulations on completing the preclinical curriculum and transitioning to experiential clinical learning. This Clinical Training Manual is designed to provide guidance and resources to navigate this environment. Our entire department is here to support you as you work towards your individual career goals. You are the most important component of this system as you develop an individual career path in the medical profession.

All of us here at UNE COM can assist you as you complete your curricular requirements and assist you in achieving a position in a residency training program, while developing knowledge and skills to thrive as a lifelong learner. Your clinical experiential training (years 3-4) occurs in a system of affiliated educational sites not owned or operated by UNE. The third-year core clerkships are coordinated through a system of clinical sites throughout Maine, New England, and other states, with a focus on sites in rural and underserved areas.

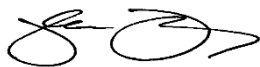
We are here to provide support to your learning process, and we encourage everyone to maintain a sense of balance throughout your medical education and ultimately in your professional career. Please do not hesitate to contact us for assistance in dealing with any issue that might be affecting you. You also have a wonderful support system in each of the clinical training sites, as well as with your peers.

Sincerely,

A handwritten signature in blue ink, appearing to read "Guy DeFeo".

Guy DeFeo, D.O.

Senior Associate Dean of Clinical Education

A handwritten signature in black ink, appearing to read "John Lowery".

John Lowery, D.O., Ph.D.

Assistant Dean of Clinical Education

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CLINICAL EDUCATION INTRODUCTION

The Department of Clinical Education coordinates all phases of the clinical curriculum (Years 3 and 4) at affiliated clinical training sites. UNE COM maintains responsibility for all affiliation agreements and ensures that each site operates its educational activities in a manner consistent and compliant with all UNE COM policies and procedures. The procedures in this Clinical Training Manual describe all the approved methodologies for you to complete the entire clinical education curriculum. This clinical experiential training occurs in a system of affiliated educational sites not owned or operated by the COM. The third-year core clerkships are coordinated through a system of core clinical sites with a multitude of clinical sites throughout Maine, New England, and other states in the Northeast, and includes sites in rural and underserved areas.

In keeping with the mission to focus on the training of primary care physicians serving rural and underserved areas, we have created many opportunities for students to learn in these settings. UNE COM establishes written affiliation or educational agreements with the participating hospitals and clinics within our clinical site system that define the rights of both parties for each clinical clerkship teaching facility. UNE COM annually evaluates elective opportunities available to fourth year students and makes this data available to students to enhance their elective choices. The Department of Clinical Education also assists students in developing a schedule to fulfill curricular requirements for fourth year while providing opportunities and guidance to proceed through the residency search and application process.

The purpose of UNE COM's clinical clerkship curriculum is to prepare students to enter and be successful in graduate medical education programs with a focus on becoming competent, compassionate osteopathic physicians who are well trained in the principles of osteopathic primary care in accordance with UNE COM's mission and objectives. During the middle of the second year, students are assigned to a specific clinical site to complete their core clerkship rotations and their third-year curriculum. Rotations are designed to provide students with active, hands-on learning experiences in medical situations. Under the supervision of clinical faculty, students become involved in the case management of patients as they refine their problem-solving, diagnostic, and therapeutic skills. Rotation schedules are constructed with assistance from administrative personnel to ensure that curricular requirements are met. Each rotation is a separate learning experience, and each student's evaluation is based on an individual assessment by his or her preceptor(s) supervising the rotation.

Concurrent with these experiences, various didactic activities are incorporated into the curriculum to augment student learning, utilizing such instructional modalities as lectures, professional development seminars, clinical case conferences, tumor board meetings, case-based discussions, interactive computer assignments, and the use of self- instructional audio-visual materials.

As part of required core rotation and certain selective rotation requirements, students must pass Comprehensive Osteopathic Medical (Student) Achievement Tests (COMAT). These are standardized specialty subject tests created by the National Board of Osteopathic Medical Examiners (NBOME). UNE COM purchases these exams from the NBOME.

BASIC NAVIGATION

The *Clinical Training Manual* contains a description of the academic process to be followed during your clinical years and other information that will be helpful to you while you are on rotations. From time to time, content in this document may be added, deleted, or updated. This manual is to assist you as you navigate the clinical education experience and is not to be regarded as a contract between any student and the UNE College of Osteopathic Medicine. Information provided in this manual is subject to change based on changes in the healthcare environment.

Forms referenced in this document can be found in the Clinical Education Essentials course on Brightspace or in other designated locations.

In several sections of this manual, you are directed to another section heading for more information. You can get to the referenced section in various ways:

- From the Table of Contents, CTRL + click to go to that section
- Click on the link, if available
- Do a document search by topic or keyword

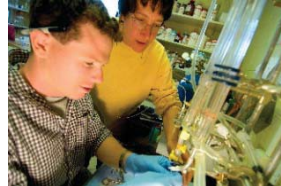
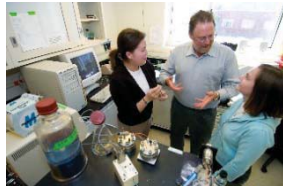
Please read the entire manual and refer back to specific sections as questions arise. Students are assigned a Clinical Education Coordinator who will answer questions and generally guide the student through rotations.

Contact at clinical education coordinators email: comclinicaleducation@une.edu

Additional Reading:

COM Academic Catalog –

<https://www.une.edu/catalog/>



ADMINISTRATIVE CONTACTS

COM Clinical Education Office

Office Hours: Monday-Friday, 7:00 a.m. to 4:30 p.m.

University of New England College of Osteopathic Medicine

11 Hills Beach Road

Biddeford, ME 04005

comclinicaleducation@une.edu

Clinical Education Faculty and Staff

<https://www.une.edu/com/administrative-department-faculty-and-staff#clinical>

To Contact:

Senior Associate Dean of Clinical Education: 207-602-2348

Assistant Dean of Clinical Education: 207-602-2215

Assistant Dean of Clinical Education Curriculum: 207-602-2333

Academic Coordinator Years 3 & 4: 207-602-2633

FAX: 207-602-5908

CLINICAL CURRICULUM TIMELINE

Year 1

July	Verify matriculation requirements Early clinical experiences (per preclinical schedule)
December	Introduction to Careers in Medicine
April	Introduction to Longitudinal Integrated Clerkship (LIC) Summer opportunities Research immersion Doctors for Maine Future assigned to Northern Lights EMMC requirement

Year 2

July	Verify prerequisites
August	Clinical Education meeting with class
September	Clinical Education meeting with class
October	Core Clinical Site Showcase
November	Clinical Education meeting with class
January	Clinical Education meeting with class
February	Core clinical assignment process (CCAP) including relocation
February	Clinical Education meeting with class
April	Clinical Education meeting with class
May	COMLEX 1 prerequisite
June	Student will complete the Transition to Clinical Education course and all prerequisites

Year 3

July	Many clinical sites will conduct orientation during the week preceding the start date for core clerkships. Core clerkships begin
August	
September	Clinical Education Advising meetings begin
October	OMT Updates
November	
December	Holiday Break
January	Complete prerequisites for access to Visiting Student Application Service (VSLO) for 4 th year rotations Update background check only if required by 4 th year elective sites Schedule COMLEX-USA Level 2CE for dates late 3 rd year or early 4 th year, but no later than September 30 of 4 th year, in order to update scores on ERAS prior to submission of rank order lists
February	
March	Complete and submit the MSPE Profile and your CV to the COM Clinical Education
April	Office OMT Update
Sept - May	Return to UNE COM Campus for Clinical Skills Assessment
June	End of core clerkship rotations. ERAS open for new match cycle.

Year 4

July	See <i>Residency Planning</i> section in <i>Clinical Education Essentials</i> course on Brightspace for timeline and details regarding Year 4 Residency rotations / interviews continue through January Residencies begin accepting applications, see ERAS deadlines
September	
October	Residencies download MSPEs from ERAS
November	
December	Military Match results announced
January	Final month for residency rotations and interviews
February	NRMP Rank Order Lists due
March	NRMP Match results announced
April	
May	Senior Week and Commencement. Both activities are mandatory
June	Transition to residency

CLINICAL EDUCATION CURRICULUM REQUIREMENTS

The following outlines general requirements for satisfactory completion of third- and fourth-year curriculum.

From July 1 of third year to May of the fourth year, the student must satisfactorily complete a minimum of 82 weeks of clinical training. A passing grade must be received for each rotation in order to fulfill requirements for graduation. See the section titled *COMLEX-USA LEVELS 1, 2 CE* as it relates to graduation.

Typical schedule for clinical rotations may vary by individual student

Third Year (48 weeks)

Core rotation experiences consist of six-week rotations in family medicine, obstetrics/gynecology, pediatrics, psychiatry and surgery. Also required is a 12-week experience in internal medicine. Six weeks of flex time are available. Required longitudinal OMM curriculum

Semiannual OMT updates are provided to ensure all student have adequate experience during the third-year core curriculum. Some core sites may provide designated OMM experience

[Core Clerkship Key Dates](#)

[Schedule of Core Blocks](#)

[COMAT Schedule](#)

[Clinical Skills Assessment](#)

Fourth Year (34 weeks)

Four mandatory selective rotations, 4 weeks each, in Emergency Medicine, Osteopathic Manipulative Medicine, Internal Medicine or Pediatrics, and Surgery

Elective rotations sufficient to meet graduation requirements, typically at least 18 weeks

Clinical Sites

For the list of clinical sites, rotations available at each hospital, and links to individual web pages:

<https://www.une.edu/com/predoc/clerkships/clinical-campuses> Note that student schedules may include one or more core clerkships at affiliate medical facilities within a hospital system or at medical facilities outside the assigned clinical site.

Supervision

Students on all rotations must be under the direct supervision of a licensed D.O. or M.D.

General Information Regarding Rotations

1. All core rotations are registered by the Department of Clinical Education
2. For all other rotations, students must pre-register (by submitting to the COM Clinical Education Office, not the rotation site, a Clerkship Registration and Approval form – CRA) for every rotation that they directly arrange in order to be covered by professional liability insurance and to receive transcript credit. This includes rotations scheduled via the Visiting Student Learning Opportunities platform (VSLQ), or other scheduling platforms. Students who fail to pre-register will not receive credit and are subject to disciplinary action.
3. Time permitting, students may schedule additional elective experiences over and above the required 82 clinical weeks, subject to Clinical Education Office approval and the guidelines for scheduling a rotation.
4. Students may not enroll in and receive credit for more than one rotation or academic activity during the same time period.
5. All rotations, core, selective and elective, must be experiential. Virtual courses will not be approved for credit.
6. Students are responsible for providing proof of health insurance coverage. Health insurance must be valid in the state in which clerkship rotations occur. Students are responsible for providing evidence of a current physical, drug screen and/or any other health screening if required by a rotation site. Required certifications must be kept current. A

background check must be updated as required. The student is responsible for all costs involved. Students who fail to comply will be denied permission to continue in clinical training.

7. Students must be able to successfully complete all UNE COM graduation requirements by the end of the academic year in May.
8. Students must attend all mandatory Senior Week activities and commencement as detailed in the Student Handbook.

CORE CLERKSHIP ASSIGNMENT PROCESS (CCAP)

Core Clerkship Assignment Process (CCAP)

The following details the process for assignment for Academic Year 2023-24. Final details for the process in AY 2025-26 may be subject to change. All changes will be shared with the class prior to the assignment process.

This is the process in which 2nd year students are assigned to a clinical site for their third-year core clerkship rotations.

1. All eligible students must participate in CCAP
 - a. Must be up-to-date with matriculation pre-requisites prior to CCAP to be able to participate in CCAP
 - b. Students must be present for the Clinical Showcase in order to participate in CCAP
 - i. No excused absences approved for this event
2. Doctors for Maine's Future
 - a. Required assignment at Northern Light - EMMC in Bangor, ME
3. Programs that do not participate in CCAP include:
 - a. LIC Assigned Students
 - b. Research Immersion Assigned Students
4. CCAP Features
 - a. Students Rank all clinical sites 1-16 (final number dependent on # of clinical sites)
 - b. All sites must be ranked
 - c. May only use ranking number once
 - d. All information is gathered by Clinical Education Academic Coordinator and De-identified
 - e. There is NO Guarantee of placement in top choices
 - f. The final assignment process is determined by the Department of Clinical Education

CLINICAL CURRICULUM: CORE CLERKSHIPS

Due to unique circumstances in the clinical healthcare environment, all rotation schedules may be subject to change by Clinical Education with little or no notice to students. Students may not change their schedules without prior written approval from the COM Clinical Education Office, regardless of what the training site may allow.

Student Housing

Students are responsible for their own housing and meals at their assigned clinical site. In a situation where COM Clinical Education assigns a student to a core rotation greater than one-hour travel from their assigned core site, COM Clinical Education will provide a housing arrangement for the student at that assigned location.

Registration for Core Clerkships

The Clinical Education Office coordinates all registration of core clerkship rotations.

Core Clerkships

1. Cores must be completed at one of the UNE COM Core Clinical Sites. All core requirements must be completed prior to starting the fourth year curriculum.
2. Core clerkships in Family Medicine, Obstetrics/Gynecology, Pediatrics, Psychiatry and Surgery are 6 consecutive weeks. Internal Medicine may be one 12-week block or two 6-week blocks that may or may not be contiguous.
3. Core electives completed during flex time must be a minimum of two consecutive weeks. Core electives should be completed at the core clinical site based on availability.
4. The last Friday afternoon of each core block is reserved for the End of Service (COMAT) exam, except for students completing the first 6 weeks of Internal Medicine.

Clinical Skills Assessment

A Standardized Patient Examination is a mandatory requirement for all students. This examination is necessary for

successful completion of the third year curriculum and will be administered at the UNE Portland Campus at various times throughout their third year between September and May. Students are responsible for any travel costs to campus - the financial aid package includes designated funds for this travel.

Core Clerkship OMM Curriculum (third-year)

In each year of the curriculum, a COM must provide each student with instruction in Osteopathic Principles and Practice (OPP), including both observation and hands-on application of Osteopathic Manipulative Medicine (OMM) supervised by COM-credentialed physicians (DO or MD).

The OMM curriculum includes all of the following elements:

OMM Experience

While on clinical rotations, students are encouraged to practice OMT under the direct supervision of their preceptors. This activity will be evaluated at the end of rotation on the Evaluation of Medical Student Competency

Required longitudinal OMM curriculum

Provided by the Department of OMM

OPP Core Case Assignment

During each core clerkship rotation, the student will complete an osteopathic case study of a patient encountered during this service. The foundation of the experience begins with an osteopathic structural examination. The student will determine an appropriate osteopathic manipulative treatment based on these findings. The student will prepare a case presentation to illustrate the osteopathic principles as applied to the particular patient presentation. Appropriate research or evidence will be included. The case presentation will be compiled and uploaded to the Brightspace course for review and to document completion of the assignment.

Required Didactic Experiences

Biennial OMT Review Session delivered in local geographic regions. These OMT updates are provided to ensure all students have adequate experience during the third-year core curriculum. Unless otherwise specified, all students must attend these didactic sessions. Please note that there is no reimbursement for travel. Some core sites may provide a regularly scheduled OMM didactic experience which may be considered in lieu of the OMT updates.

Fourth Year Curriculum

All students must schedule and complete a mandatory 4 -week OMT selective that can be experienced through participation with a specialty specific preceptor who has been approved by Department of Clinical Education or may be scheduled at the UNE COM OMM clinic with the OMM department.

CLINICAL CURRICULUM: SELECTIVE & ELECTIVE ROTATIONS

Your Clinical Education Office Contacts

E-mail: comclinicaleducation@une.edu

Supervision

Students on rotations must be under the direct supervision of a licensed D.O. or M.D.

We are obligated, both as an educational institution and to our professional liability carrier, to know where students are at all times; the student must pre-register with the Clinical Education Office for every clinical experience that they directly arrange by completing the online Clerkship Registration (CRA). The online form and instructions are available in New Innovations / Forms.

Scheduling Rotations

Registration for Selective/Elective Rotations and Free Time:

1. For each rotation that a student arranges directly with a training site or via a scheduling platform, such as Visiting Student Learning opportunities (VSLO), they must submit to the Clinical Education Office a Clerkship Registration and Approval (CRA) form a minimum of 45 days in advance of the proposed start date. It is understood that offers via VSLO may be made fewer than 45 days ahead of the rotation's start date. In this case, it is imperative that the student immediately send a CRA to the COM Clinical Education Office.
2. The student must submit a CRA for ALL "free" time to maintain the accuracy of the student's schedule. This also will stop NI e-mail reminders to the student regarding unscheduled time.

Changes to Scheduled Rotations

A student wishing to add one or more weeks to a scheduled rotation must:

1. Obtain written approval from the site's medical education office or administration and the attending physician at the training site.
2. Secure approval from the Clinical Education Office by e-mailing your Clinical Education Coordinator with the proposed new dates of the rotation and the written confirmation from the training site.
3. If the new dates do not conflict with another scheduled requirement, the extension will be confirmed via e-mail and the dates will be changed on the student's New Innovations schedule.
 - a. This will ensure that the student is covered by professional liability insurance throughout the entire rotation.
 - b. Additional time must be a continuation of the same service at the same site.
 - c. Failure to notify the Department of Clinical Education in advance of the extended time will be considered an unauthorized scheduling, and no credit will be given for the additional time.
4. A student may not make ANY change to a scheduled Core, Selective or Elective rotation (dates, discipline, etc.) without prior written approval from the COM Clinical Education Office.
5. The student is responsible for communicating via UNE e-mail to his/her COM Clinical Education Coordinator any necessary change to a scheduled rotation initiated by the training facility. This includes changes to dates, specialty or clinical supervisor.

Flex time – Third Year

1. In conjunction with the 3rd year core rotations, students are provided the opportunity to schedule up to 6 weeks of flex time. Students are strongly encouraged to schedule a rotation rather than taking time off during this time. Multiple rotations may be scheduled during their flex time, with a minimal length of 2 consecutive weeks required.
2. Flex time rotations should be scheduled at assigned clinical site based on availability.
 - o Some core sites may have limited availability in scheduling specific electives – please contact your sites Student Coordinator and/or Medical Education Department for available electives.
3. CUP AHEC scholars must comply with requirements as established by that program.

A student who engages in unauthorized rotation activity is not covered by professional liability insurance, and will not receive credit for the rotation and will be referred to the COM Committee on Student Progress for possible disciplinary action.

1. A rotation is unauthorized if it has not been documented (student's CRA) and approved, in advance of the start date, by the COM Clinical Education Office.
2. A rotation is approved when Clinical Education sends the student's CRA, a copy of the professional liability certificate and all other required documents to the rotation site.
3. Upon approval by the Clinical Education Office, the rotation becomes an academic requirement to which the student is obligated.

Students may check the status of their CRAs on New Innovations. An approved rotation will be posted to the student's New Innovation (NI) schedule. If there is a reason that the Clinical Education Office cannot approve a student's CRA, this will be communicated to the student promptly via e-mail

Selective Rotations – Fourth Year

1. There are four required, 4-week Selective rotations: Internal Medicine (or Pediatrics), Surgery, Emergency Medicine, and Osteopathic Manipulative Medicine
2. All Selective rotations must be completed within the United States.
3. Sub-internships or acting Internships may be scheduled following completion of all core rotations. The Sub-I or AI is a 4th year rotation.
4. Schedule Selective rotations for a minimum of 2 consecutive weeks at one site on one service.
5. May not be scheduled with a family member as the primary preceptor.

Internal Medicine (or Pediatric) Selective

- The selective may be general or subspecialty, either hospital or office based. It may be, but does not have to be, a sub-internship. (See below for more about Sub-Internships/Acting Internships.)
- Appropriate subspecialties: Addiction Medicine, Adolescent Health, Allergy/Immunology, Cardiology, Critical/Intensive Care, Dermatology, Endocrinology/Diabetes/Metabolism, Gastroenterology, Genetics, Geriatric Medicine, Hematology/Oncology, Infectious Disease, Internal Medicine, Neonatology, Nephrology, Neurology, Palliative Care, Pediatrics & Medical Subspecialties, Preventive Medicine/Public Health, Pulmonology, Rheumatology, Sports Medicine

Surgery Selective

- The surgery selective may be general or subspecialty. It may be, but does not have to be, a sub-internship.
- You may fulfill the selective requirement with a pediatric rotation in any of the listed surgery subspecialties.
- Appropriate subspecialties: Anesthesiology, Cardiothoracic, Colorectal, Dermatology, Gynecology, Gynecology Oncology, Interventional Radiology, Neurological/ Neurosurgery, Obstetrics, Ophthalmology, Orthopedic, Otolaryngology (ENT), Forensic or Surgical Pathology, Plastic/Reconstructive, Proctology, Surgical ICU, Thoracic, Transplant, Trauma, Urology

Emergency Medicine Selective

- The Emergency Medicine Selective may be either general or pediatric EM
- Emergency Medicine Ultrasound, Toxicology or EM Psychiatry do not fulfill this requirement

OMM Selective

- Student may schedule with an OMM physician or any specialty physician (e.g., Family Medicine, Physical Medicine and Rehabilitation) who incorporates at least 50% OMM into daily practice.
- Submit the physician's name and contact information to your Clinical Education Coordinator who will contact the physician to determine the OMM content of the practice. You will be notified of the determination via e-mail.
- For information about, or to schedule a rotation with, the UNE COM OMM Department in the Alford Center for Health Sciences, contact 207-602-2898.
- Must be scheduled in fourth year to receive selective credit.

Elective Rotations

1. The student is required to complete a total of 24 weeks of Elective rotations.
2. May not be scheduled with a family member as the primary preceptor.
3. Rotations are typically 2-4 consecutive weeks at one site on one service. The student may schedule longer rotations.
4. Rotations scheduled outside of the United States may be registered for Elective credit only. They do not fulfill Core or Selective requirements. Outside of the United States, professional liability coverage is available only for rotations in Canada, Guam, or Puerto Rico.

Specific Elective Rotations

Research Elective/Scholarly Activity:

1. The student may schedule a research elective in year 3 or 4 (minimum 2 consecutive weeks, maximum 6 consecutive weeks).
2. Research electives must be reviewed and approved through the Associate Dean of Research and Scholarship
3. Submit a Clerkship Registration and Approval form (CRA) with the research proposal after receiving approval from the Associate Dean of Research and Scholarship.

Acting Internships/Sub-Internship/Audition

During the 4th year, students are strongly encouraged to complete one or more acting internships, also known as Sub-Internships or Audition, in the specialty and hospital(s) they are considering for residency if this type of rotation is offered. As the name implies, the Acting Internship (AI), Sub-Internship (SI) or Audition requires the student to demonstrate a high level of responsibility and polished skills with respect to patient care and medical team participation. This rotation is an excellent way to show program directors that you are ready for residency.

Scheduling Selective and Elective Rotations

CONTACTS:

E-mail: comclinicaleducation@une.edu

OFFICE ADDRESS & FAX:

The Stephen and Tabitha King Foundation Clinical Education Suite
University of New England 716 Stevens Ave, Portland, ME 04103
FAX: 207-602-5908

Contact the medical facility for tentative approval

- Make 1st contact A MINIMUM of 2-3 months before you plan to start the rotation.
- Identify yourself and your level of training.
- State the rotation (e.g., cardiology) and the starting and ending dates you want. Be ready to consider alternate dates if offered.
- Ask about housing if you need it; not all hospitals have housing for visiting students.

Submit the UNE COM Clerkship Registration and Approval (CRA) form

- If rotation is office-based, include the name and address of each hospital at which the physician has privileges. Clinical Education must send duplicate paperwork to each facility so that you can accompany the physician into the hospital.
- The CRA must be received A MINIMUM of 45 days prior to the intended start of the rotation.
- Complete and submit the CRA. Failure to submit a CRA will result in no credit for time spent in clinical activity and may result in disciplinary action by the CSP.

Include the hospital's application materials and/or additional required documentation (if applicable)

- Complete all documents that are your responsibility and send the packet to the Clinical Education Office.
- E-mail submission preferred, but if sending via U.S. mail, notify your Clinical Education Coordinator that additional documents are in transit.
- Student will determine if the training site requires an affiliation agreement with UNE COM and will facilitate by providing both the site and Clinical Education Office with their contact's name, phone number and e-mail. NOTE: It can take several weeks or months for an agreement to be reviewed and approved by attorneys for the hospital and university. Plan accordingly.

The Clinical Education Office verify the following

- Student's current BLS, ACLS, OSHA and/or HIPAA status.
- Summary of results of the student's most recent background check.
- UNE COM's professional liability certificate for clinical activity (will send document).
- The following documents are not sent automatically; student must request if required by the training site: UNE COM transcript, COMLEX scores, Background check report.

As specified by the training site, student will provide the following to the COM Clinical Education Office for inclusion with the CRA, or provide directly to the training site

- Proof of personal health insurance
- Documentation of recent health assessment
- Additional medical records required by the site, if not available from UNE Student Health
- Drug screen – the student will cooperate with the medical facility and is responsible for any costs.
- BLS, ACLS, OSHA and/or HIPAA cards/certificates.

Clinical Education will review your CRA and, if approved, forward all documentation, as noted above, to the training site

- Approval is subject to all applicable pre-requisites, including valid BLS, ACLS, OSHA, HIPAA, immunization and PPD status.
- Contact will be via e-mail if we have questions or if your request is denied.

- Once approved, your completed application packet will be sent to the medical facility within 3 business days of receipt of CRA and all additional required documentation.

Check status of your requested rotation

- When the rotation has been approved by the COM Clinical Education Office, it will be added to your clerkship schedule on New Innovations

Additional Notes Regarding Scheduling

1. Know when each program begins accepting applications for 4th year rotations and submit your application in a timely manner. Check FREIDA or VSLO, CLINICIAN NEXUS, OR OTHER SCHEDULING PLATFORMS for this information or contact the program to ask.
2. Some training sites/services:
 - a. will accept only 4th year students for rotations.
 - b. will accept applications only via VSLO, CLINICIAN NEXUS, OR OTHER SCHEDULING PLATFORMS
 - c. may require a rotation stipend. Please contact your Clinical Education Coordinator for details on how to address this issue for that specific rotation.
 - d. Any costs not prearranged with Clinical Education will be the responsibility of the student. It is not recommended that you agree to pay tuition to any other institution without contacting the COM Clinical Education Office for guidance.
3. All calendar weeks in the academic year, including free time, MUST be registered so that Clinical Education can note the dates in your schedule and can contact you, if necessary, while you are away from rotations. Submit a CRA as you would for a rotation, including the dates of your “free” weeks, your phone number, and e-mail address.
4. Once you are registered (Clinical Education has sent your documents to the medical facility):
 - a. the rotation becomes an academic requirement.
 - b. the rotation may not be canceled without prior written approval from the COM Clinical Education Office. Students who cancel without permission may be subject to disciplinary action. See “Cancellation of Rotations” below.
5. If a training site does not approve your rotation request or cancels after accepting your application
 - a. notify your Clinical Education Coordinator immediately via e-mail.
 - b. attach the e-mail advising you of the cancellation.
 - c. Find and register for another rotation.

Visiting Student Learning Opportunities (VSLO):

This service is administered by the Association of American Medical Colleges (AAMC), the same organization that runs ERAS, the Electronic Residency Application Service. VSLO allows students to apply for 4th year elective rotations by filling out and submitting one electronic application, which then can be sent to any of the participating “host schools” (hospitals). COM Clinical Education will e-mail VSLO registration pre-requisites and instructions to the class in December/January of 3rd year.

VSLO opens on or around February 1 of 3rd year. It is imperative that your OSHA and HIPAA training, BLS, ACLS, immunizations and PPD are current before you register for VSLO. “Current” means that they will be effective during the dates of your 4th year rotations, not just at the time you register. Programs may reject applications if these items will expire prior to the end of the requested rotation. COM Clinical Education will e-mail students with instructions and prerequisites for VSLO. You need to update your background check only if the 4th year rotation sites you apply to require it. You can find more information about VSLO/VSLO at <https://students-residents.aamc.org/visiting-student-learning-opportunities/visiting-student-learning-opportunities-vslo>

Not all hospitals/residency programs participate in VSLO. To set up a rotation at a non-participating program, directly contact the Medical Education Office at the hospital.

Rotation Cancellation

UNE COM policy that requires a student to pre-register rotations sufficiently in advance takes into account the time required by a training site to complete the registration process, including affiliation agreements if required, and properly credential the student prior to his/her arrival. Similarly, our policy regarding cancellation of rotations is intended to recognize both the student's and the school's obligations to training sites and to be respectful of a hospital's policy in this regard. It is important to maintain good will with all training partners in order to ensure that they will continue to welcome UNE COM students.

Careful planning on the student's part should minimize the need to cancel rotations; however, in the event a student deems it necessary to cancel a scheduled rotation, they must obtain prior written permission from the scheduled training site and send it to the COM Clinical Education Office as follows: As far in advance as possible, e-mail your COM Clinical Education Coordinator (CEC) with your reason for requesting a cancellation, and attach the medical facility's cancellation policy. If you are unable to find the policy online, call the medical education office or student coordinator at the site, and ask them to e-mail their policy to you or to agree to your cancellation via e-mail, with a copy to your CEC. We will confirm receipt. We must have documentation of your compliance with the site's cancellation policy before we will process a new CRA. If you cancel a rotation without following the above steps, your request for a new rotation may be denied.

PREREQUISITES FOR CORE CLERKSHIPS

Prior to starting core clinical clerkships, each student must demonstrate:

1. Successful completion of the preclinical curriculum
2. Documentation of a passing score for COMLEX-USA Level 1 prior to July 1 of the academic year.
3. Documentation of compliance with UNE COM immunization requirements and published prerequisites
 - a. ["Immunization and Health Requirement Explanation Guide"](#)
 - b. Upload immunization and/or PPD documentation to Medcat and inform the UNE COM Clinical Education Office of updated information (Harold and Bibby Alford Center for Health Sciences 2069), E- mail to your Clinical Education Coordinator (comclinicaleducation@une.edu), or FAX to 207-602-5908.
 - c. Documentation of current certification for
 - i. HIPAA - annual
 - ii. OSHA - annual
 - iii. BLS (CPR) – Spring of 2nd year (COM provides) and every two years thereafter, as necessary
 - iv. ACLS - Spring of 2nd year (COM provides) and every two years thereafter, as necessary
 - d. Updated Background check (per site requirements)
 - i. Must be completed through Verified Credentials
 - ii. The student must review and accept the report online before it is deemed final.
 - e. Drug Screen – if required by the clinical site to which you are assigned. You can obtain a referral for a drug screen from Verified Credentials. See instructions below.
 - f. Respirator Mask Fit Test – COM Clinical Education will notify the class of test dates and times; each student must complete a health questionnaire prior to testing; fit test takes about 20 minutes, including pre-test instructions. There is no cost to the student for this test.
 - g. Signed authorization allowing the UNE Student Health Center to release immunization records and physical report to COM Clinical Education and the student's clinical training sites.
 - h. Signed UNE forms relating to release of student records to rotation sites and student representation regarding exclusion from participation in government health care programs.
 - i. Documentation of health insurance coverage. Students may choose either the UNE offered coverage or coverage from an alternate insurer. Student must have valid insurance in the state in which rotations occur.
 - j. Compliance with such additional standards as may be required by the clinical site at which the student will rotate, including but not limited to:
 - i. Application materials
 - ii. Report of recent physical examination
 - iii. Drug screen (referral available from Verified Credentials, Inc.)

CONTINUING REQUIREMENTS FOR CLINICAL TRAINING

The Clinical Education Office will provide a Letter of Good Standing to your rotation site(s) confirming that you are current with all the above requirements and any others that may apply at a specific site. You must be compliant as stated above to begin core clerkships.. You will receive a reminder from our office as expiration nears. Follow the instructions for each requirement. Individual sites may have additional requirements (e.g., physical exam, drug screen, flu vaccine, and/or COVID-19 vaccine within a stated period prior to rotation), and it is your responsibility to coordinate with and provide these to the training site with a copy to COM Clinical Education for your file and UNE medical record.

To continue in 4th year, you are required to renew the following:

1. Health Insurance Portability and Accountability Act (HIPAA)
 - a. Annual re-certification required via the UNE sponsored Web-based course.

- b. You will receive an e-mail from our HIPAA training service when it is time to complete the yearly HIPAA training. The e-mail will provide you with access instructions.
 - i. Contact your Clinical Education Coordinator if you have questions about the protocol.
 - ii. It is imperative that UNE demonstrate compliance with all requirements imposed upon us by regulatory agencies. Failure to do so could lead to fines, penalties, and legal sanctions. More importantly, misuse of patients' and clients' private health information could result in damage to our reputation in medical education and health care, as well as lead to a lawsuit in which the student would be named.

2. Occupational Safety and Health Administration (OSHA)

- a. To comply with OSHA 29CFR.1910.1030 regulations, health care professionals and medical students are required to receive annual training regarding occupational exposure and blood borne pathogens.
- b. You will receive instructions via e-mail regarding online OSHA training.
- c. Your completion of this course will be electronically reported to the Office of Clinical Education.

3. Immunizations

- a. It is the student's responsibility to upload and update immunization records to their individual Medica account through the University Health Service.
- b. Students are required to update immunizations as necessary while on rotations. FAX (207-602-5908) or e-mail documentation to your Clinical Education Coordinator. Please email to COMCLINICALEDUCATION@UNE.EDU
- c. An individual rotation site may have immunization requirements that exceed UNE COM's. Students are expected to comply with site specific requirements.
- d. A student who fails to comply with immunization requirements is subject to suspension or dismissal from rotations at the discretion of COM Clinical Education or host institution.
- e. Vaccinations generally are not covered by health insurance. The cost of vaccinations is the responsibility of the student. Student health insurance is accepted at the UNE Student Health Center.
- f. Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

4. Tuberculosis Test

- a. The tuberculosis test must be updated at least annually. Some elective rotation sites may require a more recent test.
- b. A student who cannot be present for a sponsored clinic or who needs to update the PPD at another location must arrange and pay for testing as necessary. Send proof of the test/result to your Clinical Education Coordinator or FAX to 207-602-5908. *Documentation must include date planted, date read, pos/neg and induration in millimeters.* To obtain reimbursement from COM Clinical Education, send the paid original bill to our office (via e-mail, FAX or U.S. mail).
- c. Contact the Student Health Center (207-602-2358) if you have questions about immunizations or if you need an appointment.

5. Basic Life Support (BLS/CPR)

- a. BLS training is included in the UNE COM Year 2 curriculum. You must re-certify every 2 years thereafter.
- b. As of January 31, of 3rd year, your BLS certification (for health care providers) must extend at least to the anticipated date of graduation in order to be VSLO compliant.
 - i. Students who are "off-cycle" can seek re-certification at their clinical site or they can schedule re-certification with the American Heart Association (AHA): <https://cpr.heart.org/en/courses/basic-life-%20support-course-options>
- c. Re-certification must include an AHA approved skill examination.
 - i. The student is responsible for the cost of re-certification if unable to attend the UNE sponsored training.

6. Advanced Cardiac Life Support (ACLS)

- a. ACLS training is included in the UNE COM Year 2 curriculum. You must re-certify every 2 years thereafter. UNE COM does not offer reimbursement for ACLS courses taken outside of UNE COM.
- b. Students who recertify ACLS outside of UNE COM should do so with a recognized training provider, such as the *American Heart Association (AHA)*, <https://cpr.heart.org/en/courses/advanced-cardiovascular-life-support-course-options>
- c. Re-certification must include an AHA approved skill examination. If you fail to re-certify before your ACLS card expires, you may be required to take the full course again rather than the shorter, less expensive re-certification course.
- d. Provide the COM Clinical Education Office with a copy of your new card (both sides) following successful completion of training. A valid BLS card is a pre-requisite for ACLS certification and re-certification.

7. Respirator Mask Fit Test

- a. UNE COM provides testing in Year 2 prior to the start of clinical rotations. Elective sites may require annual renewal of this test. Re-testing is available at no charge through the UNE Department of Environmental Health & Safety, Biddeford Campus. Call 207-602-2488 to make an appointment. Students re-tested elsewhere are responsible for the cost.

8. Background Check/Drug Screen

- a. UNE COM requires the use of Verified Credentials, Inc. (VCI) to establish an acceptable screening procedure for background checks required for newly admitted students and students on rotations. This is to ensure a safe clinical environment and to meet the contractual requirements of our affiliated healthcare facilities, core, selective and elective.
- b. Each student is required to have an updated background check in year 2 prior to the start of Core clerkships. After that, you need to update your background check only if the hospitals you apply to for 4th year rotations (via VSLO or otherwise) require it. Cost of an updated report is not automatically included in your financial aid package, but you can request it by contacting the Financial Aid Office.
- c. Each hospital in our clinical site system has standards regarding background checks, which apply to hospital personnel as well as to visiting medical students. A conviction may affect a student's eligibility to participate in clinical rotations and to complete degree requirements. If you have questions, consult with the Academic Coordinator or Associate Dean for Clinical Education.
- d. If a training site requires a drug screen, you can obtain a low-cost screening from Verified Credentials, Inc. Information is included in the instructions below.

GENERAL INFORMATION

Change of Name, Address, Phone

It is the student's responsibility to keep the university apprised of any change of name, address, phone number, etc.

- NAME, ADDRESS, PHONE NUMBER CHANGE – Log in to U-Online <http://uonline.une.edu> and click Personal Information and Settings. Name changes require documentation.
- It is imperative that you also communicate these changes to the COM Clinical Education Office. E-mail the Academic Coordinator or your Clinical Education Coordinator.

Student Records

- To protect your privacy, a request to send documents from your file, either to you or to someone else, must be in one of two formats:
 - Written or typed and signed by you; send to the Clinical Education Office via U.S. mail or FAX (207-602-5908);
 - E-mail from your UNE e-mail address only;
 - To protect your information, we cannot honor verbal requests.

Accommodations for Students

Please see Student Handbook Supplement.

Identification

- Identification must be worn, unless hospital policy dictates otherwise.
- It is the student's responsibility to replace lost or damaged university identification. Contact the UNE Safety & Security Office (207-602-2298) to obtain a replacement nametag or photo ID.

Our Core affiliates require photos of our students who will be rotating at the various hospitals.

- Photos are for identification and security purposes.
- The Clinical Education Office notifies the class of the date, time and place that photos will be taken.
- Attendance at the photo session is mandatory for all students.
- Attire must be professional, including white jacket with UNE COM patch.
- In addition, students are asked to sign an authorization, which allows Clinical Education to use their photos in conjunction with clinical training.

Attire on Rotations

- Students will maintain a critical awareness of personal hygiene and dress in a neat, clean, professional manner.
- Unless specifically instructed otherwise by the hospital or service, students also will wear clean white clinical jackets with UNE COM identification.
- Individual supervising physicians may request students to make reasonable alterations in dress.
- On services where scrubs are required, these will be provided by the hospital.
- Students wishing to purchase new white jackets with UNE COM logo can contact Office of Recruitment, Student and Alumni Services, 207-602-2543, to place an order.

Title / Demeanor

- Students may refer to themselves as student doctor or student physician.
- Students will address clinical faculty with terminal degrees (e.g., D.O., M.D., Ph.D.) as Doctor unless invited to use a less formal address.
- It is inappropriate for students to represent themselves, in any medium or venue, as doctors until after they receive the D.O. degree. *This includes e-mail addresses*

Professional Fees for Medical Care

- As a student, you may not accept any fee for providing medical care.
- To do so is a violation of school policy and will result in disciplinary action, up to and including dismissal from UNE COM.

- Accepting financial compensation also may constitute the unlawful practice of medicine without a license, thereby resulting in civil and/or criminal sanctions against the student.

Meals / Housing

- UNE COM does not require our core affiliates to provide meals to students. Provision of meals is within the discretion of the site.
- Core sites are not required to provide housing for students. At those clinical sites where housing is available through the hospital (student only, no pets), the student is responsible for all related costs, including rent, utilities, and the cost of repairs or extraordinary cleaning, which may be necessary in connection with the student's use of such housing. If a student fails to honor such bills, the cost will be added to the student's UNE account and must be paid before the student can receive a diploma.
- All costs associated with student housing are the sole responsibility of the student.
- Housing must be within an appropriate range from the clinical site the student is assigned. Housing should be no more than 1-hour travel time away from the site, as the weather may impact travel time and student schedules can be very demanding.

Transportation

- Students are responsible for providing their own transportation throughout their clinical years and responsible for all costs associated with same. Reliable transportation is required.

HIPAA ACADEMIC POLICIES

(Health Insurance Portability and Accountability Act)

The HIPAA Privacy and Security Policy can be found at <http://www.une.edu/research/compliance/hipaa-and-une> you will need your UNE username and password to access this document.

INSURANCE TYPES AND KEY FACTS

Health

- For information about UNE's Graduate and Medical Student insurance plan, click on the appropriate links at <https://www.une.edu/sfs/undergraduate/student-health-insurance>.
- See the section of this manual titled [STUDENT HEALTH](#) for specifics related to required health insurance and protocols for health-related events, e.g., needle sticks.
- If you have questions about University-offered health insurance programs, or need further assistance, contact the UNE Campus Services office, <https://www.une.edu/campus/risk-management>.
- For assistance navigating healthcare, insurance and billing issues, regardless of who your health insurer is, UNE provides students with free access to Health Advocate, an independent resource. For more information, <https://www.une.edu/sites/default/files/Health-Advocate-UNE-Students-2.pdf>.

Personal Liability

Neither the university nor administration at host hospitals is responsible for loss of or damage to students' personal belongings. Check with your personal liability carrier to ensure that appropriate coverage is in force to address these circumstances.

Professional Liability

See the section below [PROFESSIONAL LIABILITY INSURANCE](#).

Travel Insurance

- Provides persons traveling abroad with coverage for medical care, emergency evacuation and repatriation.
- The school *requires* this insurance for students planning rotations outside the U.S. Coverage is available, at no cost to the student, through the UNE Office of Global Education, Decary Hall 126 (Biddeford Campus), phone 207-602- 2051.

Workers' Compensation

- Students are NOT employees and, therefore, are not covered under the UNE or hospital plan.
- Workers' Compensation insurance covers only employees of UNE or the hospital or facility.
- Payment of medical treatment costs for any illness or injury a student may incur at a training site is subject to the coverage provided by the student's health insurance. All charges are the responsibility of the student.

STUDENT RESPONSIBILITIES AND DUTIES

Learning Performance and Guidelines

Students will endeavor to:

- Develop an honest self-evaluation attitude to identify strengths and weaknesses.
- Encourage an open and honest exchange of ideas, opinions and feelings among students, patients and faculty to maintain a forum-like educational environment.
- Encourage peer interaction and support in areas of learning difficulties.
- While on a rotation service the student will, always, be responsible to the personnel in charge of the unit involved. In addition, all students are expected to comply with the general rules established by the hospital, clinic, or office at which they are being trained.

In the event of a planned or unplanned absence by a preceptor, it is anticipated that the student will be assigned to another physician for the duration of preceptor's absence. If the student is not provided an individual learning activity, or assigned elsewhere, the student must immediately contact the Clinical Education office for assistance. Failure to do so will result in required make-up of the missed days at another time and/or disciplinary action.

- The student should immediately communicate problems or difficulties, in collaboration with the hospital's chain of command, as identified at first-day orientation, and/or the clinical site student liaison, if appropriate. Contact the Associate Dean for Clinical Education if the problem remains unresolved or is of significant gravity.
 - There is a syllabus for each core clerkship. They are posted on Brightspace, Clinical Education Essentials course. The student should review the syllabus with his/her attending at the beginning of the rotation to ensure that goals and objectives are understood.
 - Students must attend all assigned activities related to their rotation and/or the clinical site educational program. Students should attempt to attend other conference or educational program of interest, only if they do not interfere with required duties. Hospital administration will make available to the student a schedule of the hospital's educational programs.
- The student is directly and financially responsible for all items loaned to her/him by the hospital including, but not limited to, pagers, books, instruments, scrub suits, computer software, etc.
 - Before departing from a rotation site, the student is responsible for leaving living quarters in a clean and orderly condition, paying all debts, and returning keys, pagers, books, etc. Failure to do so may result in charges to the student. The student shall reimburse the site directly upon notification of such additional charges. If this does not occur within a reasonable period, the charges will be added to the student's UNE account and must be paid before the student can receive a diploma.
 - The student will always respect, support, and maintain confidentiality regarding patients' medical and personal information.

ATTENDANCE

See Student Handbook for Attendance Policy. <https://www.une.edu/com/about/policies> There are specific requirements for attendance in the clinical setting.

EMERGENCY PREPAREDNESS AND CRITICAL INCIDENT RESPONSE

Disasters, natural or otherwise, can occur anywhere at any time. In these situations, you must be your own best advocate. Of utmost importance is your individual health and safety. Obligations to your education and associated scheduled activities can be addressed through clear communication with your training site and the school. In the event of an emergency, it is important that you respond quickly and decisively, especially if you are away from your home base.

We urge you to read this material carefully and to take steps to prepare in advance. While this is focused on you, the student, it naturally also applies to family members who may be traveling with you.

IN THE EVENT OF AN EMERGENCY:

- Exercise good judgment to ensure your health and safety and that of others for whom you may have responsibility.
- Respond as directed by local emergency management personnel and/or supervisory personnel at your rotation site. If you are advised to go home or leave the area, tell several individuals at your training site (preceptor, residents, administrative staff) before you leave the building.
- If you must evacuate, make every reasonable effort to take your pets with you, or arrange to leave them with someone who can safely care for them.
- As soon as you are able, communicate with your emergency contacts, including at school, regarding where you are and where you are going. Update them every few hours, if possible, at least until you arrive at a safe location.
- When the University is notified of an emergency situation or critical incident they will attempt to contact those affected to establish and maintain direct communication during the incident.
- When you are settled, communicate with your training site regarding when you can expect to return to your rotation. Ensure that they know how to contact you.
- Most hospitals have an emergency preparedness plan, and the hospital where you are rotating may expect you to participate.
- If your participation is not expected, and your safety and that of your family is not at risk, consider offering your assistance to the medical personnel in charge at a hospital or local shelter. As a health care professional in training, you may be able to provide valuable support.

CONTACT UNE COM

If an emergency arises, please contact the following at UNE COM as soon as you can. We will communicate with each other if you are able to connect with only one person, and we will keep in touch with you as well.

[Emergency Contact Information](#)

EXTENDED LEAVE FROM ROTATIONS

A student may wish to consider an extended period away from rotation activities due to prolonged illness or personal matters of significant gravity. A student on rotations will confer with the COM Clinical Education Office regarding the reason for requesting time away from rotations. It will then be determined how to proceed, and the appropriate context for any time off, whether “free” time, other academic activity or an official leave.

Free Weeks

Each 4th year rotation schedule includes several “free” weeks. Calculate the number of free weeks in the schedule by deducting 83 weeks (82 weeks of clinical requirements + 1-week Senior Week prior to commencement) from the total number of weeks from the first scheduled day of rotations to the date of graduation. Note, however, that free weeks do not automatically equate to vacation. Students use free weeks for boards study, travel between rotations, illness, personal/family matters, residency interviews, rotations make-up time, etc. Time left after all obligations are met may be taken as vacation. Free weeks are taken a minimum of one at a time and may not be taken during any rotation. A Clerkship Registration and Approval Form (CRA) is required for any freetime

STUDENT LIAISONS

Each clinical site has a student liaison. This is a Student Government Association position that is achieved through a competitive process.

Eligibility

Eligible individuals are rising third year students in good standing who have not been elected as class officers. In the circumstance that no student at a clinical site wishes to serve as liaison for that site, the opportunity to run for Site Liaison shall then be extended to class officers.

Duties of Elected Liaisons

1. Serve as representatives of their Class to the SGA in years 3 and 4.
2. Prepare a quarterly summary during 3rd Year (in September, December, March and June) including the following headings FM, IM, OB/GYN, PED, PSY, SURG, (brief synopsis, 2-3 sentences, of student feedback regarding typical day, changes in the clerkship or faculty, opportunities for student involvement, etc. on these rotations), CLINICAL SITE REGIONAL ASSISTANT DEAN(S) & STUDENT COORDINATOR(S) (student impressions regarding support, guidance and responsiveness). E-mail the report to the COM Academic Coordinator 3rd and 4th year. A sample report can be viewed using following link: <https://brightspace.une.edu/d2l/le/content/9991/viewContent/56964/View>
3. Must participate in COM Clinical Education sponsored events as requested, e.g., orientation to rotations for rising 3rd years, Core Site Showcase, Clerkship Caucus, etc. Participation in the annual Showcase is **REQUIRED**.

In addition, during the clerkship (3rd) year, it is the Student Liaison's responsibility to:

1. arrange a brief meeting with clinical site administration upon arrival to exchange introductions, contact information and mutual expectations regarding the liaison's role.
2. facilitate communication from school to students and from students to school and participate in regular meetings.
3. serve in an advisory role to the Clinical Education Office in regard to continuous improvement of the rotation experience.
4. help to resolve common issues at their clinical site by working with students and site administration; forward issues to the Clinical Education Office as necessary.
5. assist the Clinical Education Office with site visits by
 - a. polling students regarding questions, concerns and issues.
 - b. helping with overall coordination of the visit.
6. be a resource to 1st and 2nd year students preparing for rotations.
7. work collaboratively with liaisons from all clinical sites to compile information about the liaison's role, and to forward written recommendations to the Academic Coordinator in the COM Clinical Education Office at the end of 3rd year.

If the primary liaison is unable to fulfill his/her responsibilities, the alternate will assume the role of liaison. A list of current student liaisons can be found on the Clinical Education Essentials Brightspace page.